

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Wednesday, 11 June 2014 (9:30 am – 11:00 am)

PRESENT:

Councillor (Chair); Councillors A Broadhurst, Craig, Cross and Davidovitz

Also in attendance: Councillors

Apologies for absence were received from Councillors House

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1. APPOINTMENT OF CHAIRMAN

The Chairmanship of the Joint Management Committee alternates annually between the two authorities. For the year 2014-15 the Chairman should be appointed from the Borough Council members of the Committee.

**RESOLVED that Councillor Broadhurst be appointed Chair of the Joint Management Committee for the 2014/15 municipal year.**

2. APPOINTMENT OF VICE-CHAIRMAN

The Vice-Chairmanship alternates annually between the two authorities. For the year 2014-15 the Vice-Chairman should be appointed from the County Council members of the Committee.

**RESOLVED that Davidovitz be appointed Vice-Chair of the Joint Management Committee for the 2014/15 municipal year.**

3. MINUTES OF PREVIOUS MEETINGS

**RESOLVED that the Minutes of the meeting held on 9 October 2013 and the Minutes of the joint meeting of Bursledon Windmill and Eastleigh Museum Joint Management Committees on 5 February 2014 be approved as correct records of the meetings.**

4. CURATOR'S REPORT AND END OF YEAR FINANCES

The Committee welcomed Area Manager Annabel Cook, who had prepared the Curator's report, to the meeting. She advised that Tom de Witt had now left to join Tolpuddle Martyrs' Museum and so would be covering the position until Tom's replacement, Erica Monroe, took up her

new post. Erica was currently part of the Exhibitions Team and had some outstanding projects to oversee in this position, including 'A Soldier's Journey' at Eastleigh. The Committee wished Tom well in his new post. In addition, Annabel advised that Emma Hart would also be leaving the County Museums Service to take up the position of Education Officer at Winchester Cathedral.

Annabel was pleased to announce that the Windmill had seen an increase in visitor figures of 12% despite it not being operational at present. The report detailed a number of events to drive this figure upward in the coming months. A number of repairs – to the Windmill itself as well as to the gate and lighting – were now in progress. In response to concerns raised, Annabel confirmed that a temporary 'fix' of the driveway was also planned but that, following the completion of the substantial repairs and the heavy vehicle traffic that this would generate, a more longer-term 'sheeting' option to support the driveway was being considered. More volunteers were being sought to enhance the site and to undertake general maintenance. It was suggested that opportunities for sponsorship be investigated, and Annabel agreed to report back on this. It was noted that the new Cultural Trust may well be better suited to tap into funding sources such as the HLF Arts Catalyst Project. Utilising the Community Payback Scheme should also be investigated.

Councillor Mrs Andrewes offered to talk to the local Scout group leader to see if the Scouts were able to get more actively involved in supporting and maintaining the site and would put Janet Owen in touch with them if there was interest.

A request for an updated schedule of works was made, and Tim Kelly offered to send this out to Members.

#### 5. ANNUAL SMALL BODIES RETURN 2013/14

The Committee was presented with the annual small bodies return for 2013/14 for its approval before submission to external audit. Income had been positive and exceeded targets.

In respect of the annual governance statement, Mr Jackson asked that it be clarified in the minutes that whilst Hampshire Buildings Preservation Trust held the freehold, Hampshire County Council were the leaseholders, and that the lease had primacy in this matter.

**RESOLVED –**

- (1) That the annual governance statement for 2013/14 be agreed by the Committee and signed by the Chair and Clerk;**
- (2) That the accounting statement for 2013/14 be approved by the Committee and signed by the Chair; and**
- (3) That the internal audit report be noted.**

## 6. BURSLEDON WINDMILL RESTORATION HLF PROJECT PROGRESS REPORT

The Committee received an update on the progress of the Heritage Lottery Fund project to restore Bursledon Windmill.

Tim Kelly confirmed that Malcolm Cooper, of Carom Water Crafts, had been appointed as the Millwright and that works were on schedule for the planned 2 November opening date (which tied in with the 200<sup>th</sup> anniversary of the Windmill). He also advised that the Bat Survey had been completed and that he would pass on the findings of that to Members once he had received them.

Annabel Cook and Janet Owen then gave a detailed presentation on the draft Bursledon Windmill Interpretation Plan, which aimed to take the site forward as a fun, vibrant visitor attraction in the twenty first century and to encourage more repeat visits in the future. In respect of the physical interpretation, Annabel explained how this would be token operated utilising a theme around the 'Three Blind Mice' nursery rhyme together with the creation of an interactive around the 'grain chain'. There was an intention to increase school visits to create greater awareness of the milling process. Portable 'spikes' would be invested in, so that a variety of woodland walks could be mapped out, but which changed with the seasons. Animated films, to show in the barn, were being commissioned to develop young people's engagement of the site and the milling process along with an interactive display on the science behind the mill. Information panels would also be freshened up and made clearer. A much improved interpretation panel was planned for the pond which, like the walks, would change with the seasons. There would be more attractive signage at the entrance to the site. There would also be interactive tablet computers on site to enhance the experiences of visitors with disabilities as well as a website to engage with school children who could not get to the site. The aforementioned 'Mice' theme would be present throughout to give the Windmill a clear corporate identity that appealed in particular to young children.

Janet Owen then reported on plans for audience development which included the development of a quality tour which was consistent for all visitors. There would be a more detailed programme of events, including a large scale 'Happy Birthday Bursledon Windmill' launch event on 2 November. The strategy included plans for an annual local food festival, rural skills development, 'Windmill Wednesdays' school holiday activities, development of adult learning workshops and a range of new school sessions that tied in with the County's response to the new primary curriculum requirements.

Annabel then gave more detail on plans for enhanced volunteer training and development including splitting the various volunteer roles down into key areas with 'job descriptions' attached to them. A full recruitment programme, including for front of house, would commence in September to tie in with the restoration works and November launch.

Members welcomed the proposals, and thanked the Museum Team for the work done to date.

7. UPDATE ON HAMPSHIRE SOLENT CULTURAL TRUST

The Committee update on the Hampshire Solent Cultural Trust and received a recap on the Implementation Stage 2 consultation. The Shadow Board had been appointed, and the process was going through the required decision making fora. The County Council acknowledged the notice period still required by the Borough Council and sought to maintain a good degree of consistency in the interim.

8. DATE AND VENUE OF NEXT MEETING

**RESOLVED**

**That the next meeting take place at 10am on Wednesday 24 September at 10am at Eastleigh House.**

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DECLARATIONS OF INTEREST

Declarations of interest were made as follows:

Minute Title	Member	Reason

M5388