

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Tuesday, 23 February 2016 (12:00 pm – 1:25 pm)

PRESENT:

Representing Eastleigh Borough Council – Councillors A Broadhurst, Van Niekerk and Parish Councillor Cross

Representing Hampshire County Council – Councillors Grajewski and House (Chairman)

Representing Bursledon Parish Council – Councillor Andrewes

Mrs Sutton	- Hampshire Buildings Preservation Trust
Tim Kelly	- Hampshire Cultural Trust
Janet Wildman	- Hampshire Cultural Trust
Erica Munro	- Hampshire Cultural Trust
Diccon Bright	- Local Area Co-ordinator

Apologies for absence were received from County Councillor Kyrle, Parish Councillor Mark McCormick and Mr Jackson

1. MINUTES OF MEETING HELD ON 10 NOVEMBER 2015

The Minutes of the meeting held on 10 November 2015 were agreed as a correct record.

Matters arising from the Minutes were as follows:

Minute 2 Curator's Report – Erica Munro advised that the building works on the toilet block had started and they were now partially built.

A query was raised on the progress with the tree survey on the site. Tim Kelly advised that it was a complex issue due to landownership and the survey had not yet taken place. Diccon Bright advised that some work had been done by the Borough Council's tree team and a plan was put in place to clear low level vegetation. They had advised that to reduce a substantial amount of trees would not create more wind or be of any ecological benefit. Diccon suggested that he meet with Erica on site to identify key trees to review and perhaps remove. It was agreed that a Sunday would be best as the miller would be on site and he was a qualified tree surgeon.

Tim Kelly announced that both Erica and Janet would be leaving the trust. Janet was retiring but would continue to work with the trust in some capacity. Erica was moving on to be the Exhibitions Manager at Bletchley Park and would be replaced. The meeting wished them both good luck in their new ventures.

2. CURATOR'S REPORT

The Curator introduced a report detailing activities and events at the Windmill since the last meeting.

The winter period at Bursledon Windmill was always a much quieter time than in the previous months, with storms, cold and heavy rain greatly affecting the number of visitors and potential for activity due to the outdoor and rural nature of the Windmill site. However, this had given staff a chance to focus on maintenance, training, programming and planning. The automaton donations box had been repaired by its designer, and the older interactive windmill model had been painted, fixed and moved to a more prominent place in the Barn, making a better use of the raised platform.

A volunteer milling training day took place in December. Despite expectations, the wind did blow but two volunteers were unable to attend at short notice, so the training went ahead with two staff members and one volunteer. A formal training programme and record book had been developed by site staff which reflected the Operating Manual, and gave a valuable record for both trainee and managers on how much the new volunteers have learned. Over the next year, this training system would be rolled out to volunteers, with another two recruited over this winter period. The Curator attended food hygiene training in order to better manage the cleaning schedules and food safety requirements of the site.

Progress had been made with plans for the toilet block, safety improvements to the inside of the windmill cap and external lightning protection. Building work for the toilet block began 1 February with no interference to usual site operations. Neighbours had been kept fully informed by both venue staff and the contractors.

Funding had recently been secured via the TESCO Bags of Help scheme in order to improve and maintain the outdoor areas of the site which it was hoped to include the pond, boundary hedges and car park.

Visitor figures throughout the year had shown a trend upwards but the period November to February was very low. A very wet winter with high winds had meant few visitors, particularly in December. Special events, out of hours visits and school visits in August and October led to higher visitor figures than in previous years. Comparison to the previous year was unhelpful, as the reopening at the end of November 2014 created an artificially high baseline and, prior to that, admission was free so it was difficult to compare like for like. Attention to maintenance, staff training and cleaning have benefited from the lower visitor numbers and more volunteer/staff time.

The business case for opening less in the winter and more in the summer was currently under review with a decision anticipated in time for the next summer period. A number of events had been programmed in order to attract larger numbers throughout the forthcoming year, including a wood-

themed arts and crafts festival, a 'Hogs, Cogs and Kegs' food and drink event, an Easter animal petting farm, specially themed activities for National Mills Weekend and National Science Week and the ever-popular summer pizza day.

The Hampshire Cultural Trust Collections Development Policy 2015-2020, was launched in October and was now available on the Trust website. The policy guided decisions relating to the acquisition and disposal of objects relating to Eastleigh Borough, as well as other parts of the County. It was written soon after the Trust was formed and had now been formally approved by the Board of Trustees and both Hampshire County Council and Winchester City Council as owners or trustees of the collections. The policy was one of a suite of documents that all museums were required to have to retain their Museum Accreditation. Bursledon Windmill was last awarded Full Accreditation in 2013. The Trust would be invited to provide evidence that the Windmill continues to comply with the Accreditation Standard in October 2016 with a submission deadline of 30 April 2017.

In October the Community Engagement and Learning Officer (CELO) worked with **118** school pupils in **5** school groups. Schools tended not to visit between October Half Term and February Half Term due to the cold and wet, but the CELO had enquiries for March visits. Feedback had been received from teachers and was very positive. Several enquiries had resulted in no bookings when the teachers realised that the children would be experiencing a static windmill. It was hoped that work towards a position where the windmill could operate on several weekdays in September and October could be progressed as this would be when schools were doing their harvest topic.

The Front of House team had added to the Community Engagement and Learning offer with Special Sunday activities for families – all about Cogs and Gears in October, Hibernation in November, the Twelve Days of Christmas in December, and Winter Wildlife in January. They had also planned and delivered the Half Term Hoot of Owls workshop science activities, with a volunteer doing the art activities. The CELO planned the Mill by Torchlight event and ran it along with the Curator, Front of House team and volunteers. Although numbers attending the Mill by Torchlight evening were disappointing, it was a wonderful atmospheric event and an innovative way of telling a heritage story. It was hoped that the event could be run again with a marketing campaign targeting schools earlier in the run-up to the event.

The Hoot of Owls event had the opposite problem – it was at times too crowded for comfort, because there was so much to do that the first arrivals were still there as more and more families poured in. A new on-line booking system should help to limit numbers and to ensure attendance before committing to going ahead with an event, and would allow for more booked events and fewer drop-ins.

It was **AGREED** that the report be noted.

3. VENUE PLAN

Erica Munro, Curator, went through the Venue Plan in detail, highlighting that the Hampshire Cultural Trust (HCT) championed world-class culture and exhibits to showcase, connect and empower Hampshire's creative economy. This independent charity worked collaboratively to bring organisations, people and ideas together for greater impact. It was an exciting time for culture in the country and delivering against these key objectives would ensure that the HCT and individual venues like Bursledon Windmill would continue to contribute to the overarching strategic framework of the primary funders.

Erica Munro handed over to Janet Wildman (HCT) who had been developing areas for the Plan. Janet went through the various headings explaining how the venue plan would evolve. It was divided into a number of key actions including: Public Programmes; Community Learning and Engagement; Collections; Local Priorities; Business Development; and Venue Management, with sub headings linked to HCT goals and Eastleigh Borough Council outcomes as set out in Appendix 1 to the report.

Members felt that the windmill would be helped by the actual production of flour which meant people could take a bag of flour home after a tour. Erica agreed that it was frustrating that this was not happening yet but advised that it would depend on the outcome of the maintenance, training of volunteers and certification for food production; as to how quickly this would happen.

It was **AGREED** that the Venue Plan be noted.

4. BUDGET REPORT

Tim Kelly, Hampshire Cultural Trust (HCT) advised that the report provided an update on the 2015/16 budget up to the end of December 2015. There were no variations to note and the end of year would be 31 March 2016. A breakdown of the budget was provided in Appendix 1 to the report, and the headlines reflected those in the Venue Plan, which made it easier to understand where money was being spent and how the windmill directly benefitted.

It was **AGREED** that the 2015/16 budget update be noted.

5. SCHOOLS' SERVICE UPDATE

Janet Wildman, the Community Engagement and Learning Officer (CELO), introduced her report which updated Members on the Schools' Service at Bursledon Windmill.

She advised that it was mainly primary schools that had become target users of the windmill as the secondary schools had larger year groups that

could not be accommodated on the site. Schools would only make a visit outside of the classroom – or book a workshop in the school – if it helped deliver the requirements of the new Primary National Curriculum, so the process of devising, promoting and delivering an offer for schools began with linking those areas of the National Curriculum with subject matter at the windmill.

The site only had two schools within walking distance so schools had to add travelling to the cost of the trip. With the weather conditions and size of the windmill along with the lack of facilities it became quite problematic for running school visits. The main reason for schools not visiting was due to the windmill not being in service.

Bursledon Infant School was the most consistent visitor to the windmill, visiting every year for the Little Red workshop with Year 1. The other local school to visit regularly was Freegrounds Junior, to take part in the Flour Power workshop every year with Year 3. There were several other schools that made regular bookings from within Hampshire, mainly for the Harvest time topics.

The majority of the visits were made in the autumn term each year, in particular the Little Red Hen and Flour Power sessions. There were no bookings for the geography session and none for the history of the site. Therefore the main bookings were for the occasional handwriting workshops and the grain chain sessions.

As well as planning and delivering the schools offer, the CELO provided or helped the Curator to plan for a range of other activities for non-school audiences with events such as Windmill Wednesdays; 'A Hoot of Owls', the 'Great Bursledon Bake Off' and Easter's 'Spring into Action'; Special Sundays – 'Winter Wildlife Trails' and 'Cogs and Gears' 'Hampshire Harvest at the Windmill'; and other Special Events.

Members welcomed the update and were delighted that the windmill assisted with the education of young people in the Borough. The Chair thanked Janet Wildman for a very informative report.

It was **AGREED** that the report be noted.

6. RESTORATION OF BURSLEDON WINDMILL

Consideration was given to the Restoration of Bursledon Windmill Report which updated Members on the progress with the maintenance of the mill and outbuildings.

It was **AGREED** that the report be noted.

7. BURSLEDON WINDMILL BUSINESS PLAN

Tim Kelly advised that due to future funding cuts to the windmill, Hampshire

Cultural Trust (HCT) felt that the future funding for the windmill was dependent primarily on the trust's overarching fundraising plans, as the return on investment from more global plans was likely to be more significant.

In order to manage the reduced funding the Trust had planned to broaden its funding base towards providing a sustainable way forward. Currently the trust was working on broadening funding via: Corporate Partners and Ambassadors, Better Life Chances, Happenings and Trusts and Foundations; Donations and Gift Aid and Inspiring a Culture of Philanthropy. There were also local plans in place including; volunteer development and milling.

In conclusion Tim advised that the windmill would continue to be supported by HCT, however it was important to recognise that ongoing support would be enabled by wider trust strategies for future funding.

Councillor Van Niekerk advised that it was encouraging to receive more information and on behalf of Bursledon, Hamble-le-Rice and Hound Local Area Committee (BHH LAC), it had addressed the concerns they had. She was happy to report that there had been enough progress made that funding could be released on the proviso that it would come back to the June 2016 meeting for further discussion on the future funding of the project. Tim Kelly advised that they could be completely transparent and would happily share any information that was sought.

Diccon Bright advised that after the meeting he would work with BHH LAC to establish what further information was required before June 2016.

It was **AGREED** that the progress be noted.

8. DATE AND VENUE OF NEXT MEETING

It was **AGREED** that the next meeting would be held at the Windmill, Windmill Lane, Bursledon on Tuesday 5 July at 10.30 am.

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