

## BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Wednesday, 7 December 2011 (3:30 pm – 5:00 pm)

The meeting was held at the Civic Offices, Eastleigh Borough Council

### PRESENT:

Representing Eastleigh Borough Council - Councillors Craig and Cross

Representing Hampshire County Council – Councillors Broadhurst and Kyrle  
(from 4 pm)

Representing Bursledon Parish Council – Councillor Mrs Andrewes

Tom de Witt	- County Museums & Archives Service
Janet Owen	- County Museums & Archives Service
Mrs Sutton	- Hampshire Buildings Preservation Trust
Sue Wright	- County Museums and Archives Service

Apologies for absence were received from County Councillor Davidovitz, Stephen Lowy (County Museums Service), Diccon Bright (Area Co-ordinator) and Mr Jackson (Hampshire Buildings Preservation Trust)

### 1. MINUTES

The Minutes of the meeting held on 18 May 2011, which had been deferred from the previous meeting, were agreed as a correct record, subject to paragraph 2 of Minute 3 being amended to state that the County Council's contribution proposed in the amended budget was £56,579.

The Minutes of the informal meeting held on 12 October 2011 were noted.

### 2. DRAFT FINANCE REPORT AND PROPOSED REVENUE BUDGET ESTIMATE 2012-2013

The Assistant Services Manager introduced a report which outlined progress with the current year's budget and made proposals regarding the forward estimate for 2012-13.

Phase 1 of the Arts and Museums Strategic Review had been implemented on 1 July 2011, in response to the financial pressures associated with changes to Renaissance funding from 2011/12. As an outcome of Phase 1, revisions had been made to the organisational arrangements for the Windmill, and a community partnership project established to develop increased opportunities for local community volunteering and participation. Appendix 1 to the report contained the 2011/12 budget, together with actual expenditure for Quarter 1, under the old structure, and Quarter 2, under the new structure, which showed that the budget was on track for 2011/12.

The proposed 2012/13 budget had been prepared within the framework of Phase 2 of the Strategic Review and Version 2 of the Arts and Museums Draft Strategic Plan 2012-16. Phase 2 built upon the work of Phase 1 and would address the financial pressures associated with anticipated local authority budget reductions. Hampshire County Council had identified a 16% reduction in the Museum Service budget between 2011 and 2013, and Eastleigh Borough Council officers had indicated that plans should be made for a £3,000 reduction in the Borough's contribution to the Windmill budget. With regard to the Windmill, Phase 2 proposed to continue development of the community partnership implemented during Phase 1. Staffing would include a Visitor Services Assistant and a Museum Assistant to open the Windmill a minimum of one day per week, working with volunteers.

Appendix 2 to the report contained a draft budget for 2012/13 proposing partnership funding by the County and Borough Councils, and by Bursledon Parish Council, which had agreed a few years previously to provide a contribution to the running of the Windmill. Details of proposed activities under each budget heading were provided in the report.

It was AGREED –

- (1) That the draft budget be approved; and
- (2) Subject to the approval of Bursledon, Hamble-le-Rice and Hound Local Area Committee, and the Hampshire County Council Executive Member for Culture and Recreation, the constituent authorities be notified of their required contributions.

### 3. COMMUNITY PARTNERSHIP AND TRANSITION PLAN

The Area Curator reported that a community partnership group had been established, led by the Borough Council and chaired by the Chair of this Committee. The partnership comprised the County and Borough Councils, Bursledon Parish Council (BPC) and other groups.

The first meeting had been held on 27 May 2011, to agree the group's purpose. A second meeting on 22 September had discussed and agreed a vision for the future of the Windmill. Branding and operational matters had been discussed and the group had agreed to work together to enable BPC to submit a transition bid for funding for an extension to the barn. Concept drawings for this had been prepared by the County Council's Property Services staff.

Subsequent to this meeting, the windshaft had been identified as needing full replacement. A risk assessment had been carried out and measures taken to ensure the safety of the site. An exclusion zone had been set up around the base of the mill, although access to the tower was still possible. No machinery could be operated until the work had been completed.

It was estimated that the sails would be removed in one to two months, after

which the exclusion zone could be removed. Transition plans would include a pause, to allow time to focus on the community partnership, wider restoration of the Windmill and a development programme. A full timetable would be available by February 2012.

The works would also provide an opportunity to develop further interest in the site. During the first stage, visitors would be restricted to the floor of the tower, but details of the work would be interpreted for them. Entry would be free, but donations encouraged.

It would be a significant cost to replace the windshaft, although precise figures were not yet known. It was envisaged that a combined partnership bid would be submitted to the Heritage Lottery Fund by the County and Borough Councils and the Hampshire Buildings Preservation Trust.

In addition, it was reported that an initial design to provide toilets on the site had been drawn up and costed, and that this could possibly be included in the bid to the Heritage Lottery Fund.

During the discussion of all the proposed works, the Committee expressed concern that all restoration works be carried out to correct specifications and any new development be sympathetic to the original buildings. It was confirmed that all work would be carried out on in liaison with the County Council's Property Services staff, with external specialist support as required.

It was AGREED –

That the verbal report be noted.

#### 4. DRAFT SERVICE PLAN 2012-2013

The Area Curator introduced the draft Service Plan 2012-2013 for the Windmill. The plan supported both the County and Borough Councils' corporate priorities.

The Plan comprised the following five key areas:

- Providing a welcoming and well maintained Windmill and site
- Hosting special temporary exhibitions and related events
- Caring for collections and providing specialist knowledge and advice
- Inspiring learning and community engagement
- Marketing and management.

The most significant changes were around key area 4, where the new staffing framework and Renaissance exit funding had already allowed successful educational sessions. 90 children had attended one session, and the Mill by Torchlight event had been particularly successful, attracting 100 people. Work was also to be undertaken in conjunction with the arts service to develop a project focusing on Phoebe Langtree, the builder of the

Windmill.

In response to queries, it was confirmed that not many schools from Eastleigh currently attended sessions at the Windmill, but that this would be addressed through the outreach programme. A number of opportunities also existed for linking the Windmill with neighbouring attractions such as Manor Farm and Bursledon Brickworks.

It was AGREED –

That the draft Service Plan 2012-2013 be noted.

5. DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting would be held at the Windmill on 16 May 2012, at 10am.

M4916