

Re-development Project at Bursledon Windmill

A Report to Bursledon Windmill JMC on 17 October

Date Written: 06 October 2012

Author: Tim Kelly

Summary

This report updates members on progress of the project to re-develop the Windmill. It asks for a decision from members to agree to the ongoing development of this project against an indicative timeline (Appendix 1) and to an indicative budget (Appendix 2).

1. Introduction

The re-development project aims to conserve and repair the windmill through the replacement of the windshaft to enable the mill to operate its historic machinery and once again become the only working windmill in Hampshire. The new shaft will be made in oak to match the original shaft.

The plan will also involve making the operational working of the windmill sustainable through further improvements to the infrastructure, the visitor facilities and the interpretation of the windmill, covering aspects of the social, technological and local history. The interpretation will also be extended beyond the windmill to explore the natural environment and local food production.

Further aims are to get more people actively involved in the operational management of the windmill through the established community partnership and developing the volunteer team. Increasing accessibility, broadening the visitor base through development of the Community Engagement and Learning offer, especially for adults, schools and families will complete the extended offer.

2. Progress to Date

In order to attract a Heritage grant from Heritage Lottery Fund (HLF), the project must address the following criteria:

- help people to learn about their own and others' heritage (**learning**); and either or both of the following:
- conserve the UK's diverse heritage for present and future generations to experience and enjoy (**conservation**);

- help more people, and a wider range of people, to take an active part in and make decisions about heritage (**participation**).

A pre-application submission to HLF in June '12 produced the following feedback on the submitted idea.

2.1 Conservation – Your application is based around the conservation and repair of the historic windmill. Stating the historical significance of the windmill and the fact it is the last remaining of its kind in the area will make your application stronger.

The capital works you are planning looks interesting. The conservation work looks well explained and justified. You must also demonstrate that the conservation works are an appropriate standard and show that you have consulted and have support of English Heritage and the council's Conservation Officer. I see you have attached a conservation statement, which is great. But make sure you mention this in the application too. Providing copies of the permissions required would also be useful.

Justifying a new building will require you to justify strongly the need for this. In a competitive funding environment, you will need to show how the new building is needed for the success of the project. Is building a visitors centre vital for the success of the project or could the same facilities be incorporated into the existing building? What change in visitor experience and access will this new facility bring? You state that you have already had some funding in the past to create an AV display for the current visitors centre. Making clear that this is a separate project is important as HLF can not fund continuation of existing projects.

You need to be clear about who the building is currently owned by so we can be assured the arrangements meet our requirements. More info can be found on our website on the link below.

Page 6 of Your Heritage guidance – “Land and buildings - For projects which involve carrying out capital work to land or buildings, we normally expect you to own the freehold or have a lease with at least 10 years left to run at the date we award any grant. Otherwise, you will need to provide a letter from the owner, saying that you have the owner's permission to carry out the work. The owner will also need to sign a letter that we will prepare, agreeing to keep to our standard terms of grant.”

Meeting the sustainability and future requirements of a project like this is important. If the works do happen then the building must be in use as the project proposes for at least 25 years. Talking about building will be used and run in the future will strengthen your application. Outlining your partnership agreement of

the building would also be important. Telling us if you have a management plan of ownership and maintenance would be useful for us to know.

Stating the importance of why the project needs to happen now will strengthen your application. What would happen the building if this project didn't happen and why does it need to happen now? You mention that 2014 is a significant birthday, explaining why this is would strengthen your application. It would be good for us to know how this project fits into the wider planning and future for the site.

2.2 Learning – Even though conservation seems to be the largest part of the project, as you know the learning aspect is vital for the project to gain funding. The range of learning opportunities you are offering for adults, schools and families looks good. Will it be the volunteers who run this programme of events or will this be done by someone else? Being clear about who will run these and where they will be held, how many events and when would be useful for us to know.

For Your Heritage grants, we would usually expect all the learning and participation activities to be delivered as part of the project and detailed in the project plan. Applying for funding to write an activity plan is not something which a Your Heritage award could pay for. I think you may have got mixed up with a Heritage Grant which in round 1 you can apply for things like activity plans. Remember, the Your Heritage application is a one stage process so there is not an opportunity to test the potential of the classes you mention. Thus development costs are included in this type of grant. The classes however seem to be a good idea and could be included in the application if you give more information.

2.3 Participation – You mention that you hope the building will host community inspired events and become a community asset. However, enforcing the point that the buildings main aim will be to remain for function of helping people learn about the heritage of the windmill and area is very important.

Considering the voice of young people and how they can influence and shape the future of the mill sounds very interesting. Outlining how you think this would be done, (i.e. through a regular forum or regular events for young people), would be interesting to know. The more detail you can give on this the better.

Using volunteers to help with the project and giving them training is a very positive aspect of the project. Your ideas for the volunteers are well thought out and could form a strong team to help run the windmill's outreach activities. A detailed breakdown of the types and length of the training would be needed and also the expenses that you would pay the volunteers should be included in the budget. Being able to show that there are potentially people who would like to

volunteer or showing how you would get new people interested would strengthen your application.

Partnership with other organisations such as the Bursledon Brickworks Industrial Museum and the Arts & Museums Community Engagement Learn Team would be a positive thing. However, details of this partnership and how it would work should be made clear. Will the organisations help each other out financially or share events?

Professional Support – The list of people to support the project is quite extensive. Will the £22k cover all of these or will some be paid in house by the council?

Your inflation and contingency is currently large. HLF usually advises that no more than 10% of the total project should be reversed for this. If you can however strongly justify this then that is fine. Having cost certainty would strengthen your application.

2.4 Budget – Volunteer time is also down at £5k. You would need to justify what the money is being used for and for how long it would cover the volunteers' time.

From what I can see, the amount you are requesting is almost being matched by another source. Stating where you plan to get the rest of the money from would be useful and also which aspects of the project you would like HLF to fund. If the ship funding is not yet secured, this would weaken your application. Having a correspondent statement a commitment of financial support is the ideal situation to be in. I notice you say that there will be a fund raising campaign to support restoration works. You will need to be explicit about which part of the part you think this would fund.

3. Community Support / Raising Funds

Bursledon Community Partnership met in September and considered the HLF feedback, considered the indicative budget and timeframe and discussed plans to raise funds for the project.

A Community Support Open Day is planned for 22 November 2012 to generate wider interest in the project and to provide a springboard for further community support. Donations are currently strong at the windmill (around £1,500 is predicted pre-Christmas in 12/13) and plans are being developed for a public fundraising strategy.

Current ideas for wider community involvement include:

- Extend the membership of the Community Partnership to include other community groups and / or representative of communities served locally .
- Plan a public fundraising campaign to support the restoration works.
- Use the Community partnership to develop these proposals, as part of the restoration campaign.
- Encourage members of the Community Partnership to become Windmill Champions in their local community settings.
- Develop the local history contribution to the windmill story in a flexible way by providing a display within the Barn.
- Use the community partnership to promote volunteering at the windmill.
- Plan for the 2014 Birthday celebrations with local communities.
- Consider how the windmill can host community inspired and led events as it becomes more of a community asset.
- Consider how the voice of young people can influence and shape the future operation of the windmill.
- Consider membership of the group from the partners perspective, for example invite Bursledon Brickworks Industrial Museum onto the partnership group.

Recommendation: That members agree to the progression of the project against the indicative timeline and budget.

Appendix 1

Indicative Timeline

The project is currently working to the below indicative timeline. Uncertainty about funding sources that require further investigation may have an impact on the exact timings, the plan is working to the key date of 2014 for re-launch.

Indicative Date	Action
Sept-Dec 2012	Work up activity plan and interpretation plan
Dec 2012	Communication and Funding Strategy agreed
End Dec 2012	HLF/Other bids written and submitted
End Mar 2013	Oak ordered inc. profiling and fitting requirements
End Mar 2013	Bids results known
Summer 2013	Capital works happens
2014	Re-launch

Appendix 2

Indicative Budget

The figures in the below budget are based on costings produced prior to HLF feedback. Members should note that these figures may change subject to that feedback and the need to meet HLF criteria.

Income	£
Capital repairs (HCC confirmed 12/13)	30,000
External redecorations (HCC confirmed 13/14)	3,000
P&R Access Budget (HCC confirmed 13/14)	10,000
Volunteer time (in kind)	5,000
Sub Total 1	48,000
HLF application	99,000
Ellis Campbell Charitable Foundation application	10,000
Doris Campbell Foundation application	3,000
Public donations	3,000
Landfill Tax	5,000
Sub Total 2	120,000
Sub Total 3 - Shortfall against £190,000 total	22,000
Total Income (1+2+3)	190,000
Expenditure	
Capital Works	
Conservation and Repair	68,000
Improved Visitor Facilities	25,000
Professional fees	22,000
Sub Total 4	115,000
Activity Costs	
Training, equipment and materials	32,000
Production of activity plan	8,000
Sub Total 5	40,000
Other Costs	
Project Management	5,000
Volunteer Time	5,000
Inflation and Contingency	25,000
Sub Total 6	35,000
Total Expenditure (4+5+6)	190,000