

RAYLEIGH WINDMILL HERITAGE LOTTERY BID

1 SUMMARY

- 1.1 Following a meeting of the Windmill Sub Committee on 5 September 2003, this report is to inform Members of the outcome of that meeting, and seeks agreement to the proposed way forward in developing the new bid to the Heritage Lottery Fund (HLF).

2 INTRODUCTION

- 2.1 The original bid in May 2002 for funding from the HLF was rejected. Following a report to Community Services Committee on 1 April 2003, a Windmill Sub Committee was set up with the following terms of reference:

“To consider the options available to the Council with respect to the Rayleigh Windmill and recommend a plan of action for the securing of the Windmill and the surrounding area”.

- 2.2 That Committee has now met on two occasions and looked at the suggestions from officer meetings with the Heritage Lottery Fund and the Essex Museums Service.
- 2.3 The Council at a Community Services Committee on 2 September 2003 has also agreed to become a member of the Essex Museums Service.

3 MEETING WITH THE HERITAGE LOTTERY FUND OFFICERS

- 3.1 The meeting with the Heritage Lottery Fund Officers was held on 15 May 2003. The principle outcomes from that meeting were as follows:
- Two additional quotations would be required for the Capital Costs i.e. brickwork repairs and mill wrighting works.
 - It would be necessary to submit a projected income and expenditure forecast for the first five years of operation.
 - The re-submission would have to include a clear floor plan for the Windmill, indicating the uses for each floor.
 - Evidence should be supplied that any educational activities supplied to schools would be in accordance with the National Curriculum and that such activities were supported by local schools.

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- Expert advice should be sought from Museums in Essex and the East of England Museums, libraries and Archives Council with respect to improving the museum displays, as this was considered to be the best sustainable option.
 - Evidence of input from other planned arts programmes, with letters of interest from arts groups, artists or other potential participants.
 - More detail to the management arrangements for the Windmill.
 - Inclusion of other items i.e. bids for making historical films, any ancillary IT equipment to improve interpretation, costs from potential arts development schemes/arts projects that can be firmly linked into this project.
- 3.2 HLF officers confirmed their belief that the project was worthwhile and should eventually be successful.
- 3.3 HLF Officers also confirmed that schemes up to £1M can now receive up to 90% of their funding as opposed to 75%, when the original bid was submitted.

4 MEETING WITH MUSEUMS IN ESSEX SERVICE

- 4.1 A meeting was held with the Museums in Essex Service on 8 July 2003. The principle outcomes were as follows:
- The Rayleigh Windmill has the potential to be developed as a local history museum and heritage attraction.
 - The potential National Trust proposal to develop the Barbican gate to the Windmill would enhance the bid's opportunity of success.
 - Visits to similar sites would be useful in formulating the bid.
 - Working towards the Windmill becoming a registered museum, would also increase the likelihood of a successful bid.
 - A registered museum would need additional space for staff, teaching and storage, with a minimum area of 80-100 sq. metres.
 - The HLF would now be able to support revenue posts for up to 5 years. This is important as it would enable employment of professional staff and enhance the opening hours of a museum.
- 4.2 Subsequent discussion with the Museums in Essex Service has identified the opportunity for the Council to apply for a grant from the Heritage Lottery Fund of up to £50,000 for a Project Planning Grant. This would enable the Council

to employ additional professional resources for research and planning work, to improve the physical and intellectual enjoyment of the Windmill, and other elements of the project.

- 4.3 A decision for this bid would take in the order of three months, following submission of an application.
- 4.4 This process will enable the Council to submit a new bid to the Heritage Lottery Fund that will contain all the essential elements that have been identified by the HLF. The project is to refurbish the Windmill for the development of a Museum meeting all of the criteria identified in paragraphs 3.1 and 4.1 above.
- 4.5 An overall programme was identified at the Windmill Sub-Committee as follows:
- Pre project planning grant bid to be submitted to the HLF – December 2003.
 - Notification of outcome of bid - March 2004.
 - Final Windmill Project bid to HLF - October 2004.
 - Notification of outcome of bid by HLF - May 2005.
 - Works on site - Summer 2005.
 - Opening of Windmill - late summer 2005.
- 4.6 The opening date will be subject to the bid being successful and the HLF and notification being on time, to allow works to commence on site early in the summer.
- 4.7 Costs that have been outlined to the Windmill Sub Committee are as follows:
- Windmill refurbishment and internal works - £350,000 *
 - Educational facility / storage - £250,000**
 - Revenue posts (2 part-time staff for 5 years at £10,000 p.a. each) - £100,000
- * This is £100,000 more than the previous bid, to ensure at this stage that adequate costs are identified for the capital works.
- ** This is for a potential additional building for the educational / office / storage requirement for a museum.

Assuming these are grant funded to 90% the Council would have to find up to £60,000 by way of Capital funding and potentially £2,000 p.a. revenue.

5 RISK IMPLICATIONS

5.1 Strategic Risk

Should the Council not pursue this bid, there is still the need to carry out refurbishment of the external brickwork to prevent long term deterioration of the structure. Also the Council will continue to maintain the building on an annual basis without any real benefit to the Community.

5.2 Resource Risk

The long term future of the Windmill needs to be determined or there is the risk of maintaining a building without any real function.

5.3 Operational Risk

The Windmill will need to be maintained until the way forward is determined

5.4 Reputation Risk

The Council has set this project as a Corporate Objective and needs to show focus on delivering long term aims. The project is also high on the agenda for the Historical Society, and the Council needs to maintain the goodwill, partnership and community development that is already promised through this project.

6 ENVIRONMENTAL IMPLICATIONS

- 6.1 Development of the Windmill, with the surrounding area, will provide a significant environmental improvement, and improve the prospects for tourism and the economic benefits that this will bring to the District.

7 RESOURCE IMPLICATIONS

- 7.1 There is a sum of £60,000 set aside for the development of the Windmill in the Capital programme.
- 7.2 Members should note that should the revenue funding option for staffing be taken up at an initial net cost of £2,000 p.a. as identified in para 4.1, this initial revenue funding will be part of the bid to the HLF by this Council. The Council would then have to identify revenue funding at the end of the five years, probably 2010 onwards, after the completion of the Capital works. This is likely to be in the order of £20,000 per year, at current rates for two part time staff, less any potential income.

8 PARISH IMPLICATIONS

- 8.1 The area of land behind the Windmill has now been returned to the District Council from Rayleigh Town Council.

9 RECOMMENDATION

9.1 It is proposed that the Committee **RESOLVES**

- (1) That officers apply to the Heritage Lottery fund for a pre-project planning grant of up to £50,000 as identified in para. 4.2, whilst progressing the requirement for additional building space and for restoration works' tenders.
- (2) That the draft pre-planning bid be considered at a meeting of the Windmill Sub-Committee in November.
- (3) That a final decision to submit the pre-planning bid be referred back to Community Services.

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Background Papers:

Windmill Sub Committee Reports and Minutes

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