
REPORT OF THE WINDMILL SUB-COMMITTEE

1 RAYLEIGH WINDMILL

- 1.1 This item of business was referred by the Windmill Sub-Committee on 4 August 2005 to the Community Services Committee with recommendations relating to the formal Civic opening of the Windmill, a bid for additional funding and the setting up of a Management Group that would have overall control of Windmill events and bookings. A copy of the officer's report to the Sub-Committee is attached at Appendix 1.
- 1.2 The Sub-Committee noted that additional works had cost in the order of £15,000 and had led to an agreed extension of contract of two weeks. It was observed that, in the context of the total project, additional costs had been minimal.
- 1.3 The Property Maintenance & Highways Manager advised that:-
- The possibility of achieving support via the local Barclays Bank "Jigsaw Project" and the Cory Environmental Trust would be investigated.
 - Following consultation with the Museums Service, it was proposed that a professional consultant be asked to develop displays if further funding was available from Thames Gateway.
 - Given the nature of a recent newspaper article, officers would ensure that forthcoming publicity made it clear that the National Trust was supporting the District Council, the Town Council and the Historical Society in the Windmill scheme, which is a "Partnership" project.
 - Items could be displayed both inside and outside the Windmill on the Public Open Day scheduled for 6 September.
 - The proposal that Thames Gateway be approached with regard to additional funding of £100,000 was associated with the philosophy of now having greater ambition for the project than that envisaged in original proposals.
- 1.4 The Sub-Committee noted that five individuals had already made approaches to the National Trust expressing an interest in involvement with the Windmill project and that the Historical Society may be able to identify volunteers willing to assist at times when there could be merit in maximising the number of floors that are open to the public. The Property Maintenance & Highways Manager confirmed that officers would further liaise with the National Trust and the Historical Society on this aspect.
- 1.5 The Sub-Committee discussed the possibility of allying an official Civic Launch with, say, Christmas Carols or some form of musical event. It was

observed that Holmes Place may be amenable to assisting with the provision of accommodation at the Mill building in this regard. The Sub-Committee felt that it would be appropriate for the District Council and the Town Council to work together in developing proposals for an official Civic opening in the first instance, and that arrangements should also be made for some form of permanent plaque/display recognising the work of the craftsmen involved in the project.

1.6 The suggestion under paragraph 9 of the report that a Management Group be established was endorsed. It was agreed that it would be appropriate to consider the inclusion of a Town Council representative on such a Group.

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

- (1) That the District and Town Council work together in developing proposals for a formal Civic opening of the Windmill in December allied to a musical event, such as the singing of Christmas Carols.
- (2) That a bid for additional funding of £100,000 be submitted to Thames Gateway.
- (3) That arrangements be made for the setting up of a Management Group that would have overall control of events and bookings, with the Arts Development Officer or other appointed Council officer acting as facilitator. The Group should include a representative of Rochford District Council, Rayleigh Town Council, the National Trust, the Rayleigh Historical Society and Holmes Place. The Group should meet on a quarterly basis to provide overall management control.
(CD(F&ES))

Sarah Fowler

Head of Administrative and Member Services

Background Papers:-

None

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RAYLEIGH WINDMILL

1 SUMMARY

- 1.1 This report advises Members on the progress of the contract, development of the sensory garden, and the outcome of some public consultation and developments within the launch strategy.

2 INTRODUCTION

- 2.1 Following the award of the grant from Thames Gateway for £340,000 for the refurbishment of the Windmill and the sensory garden, development of the Windmill and allied projects has moved forward.
- 2.2 The refurbishment contract commenced in December 2004, and significant progress has been made with the works, with completion expected in August 2005.

3 CONTRACT PROGRESS

- 3.1 The work has been going well, the new sails were erected on 26/27 July. Internally the site is virtually complete. Officers will provide a verbal update at this meeting.
- 3.2 There have been additional works to the Windmill and a two week extension of the contract has been agreed with the contractor, but completion will still be in August. There is an additional cost to these works of £15,000. These additional works include the opening up of the window reveals, as explained at the last meeting, additional brickwork repairs to windows, and some internal detailing.

4 DEVELOPING FUTURE USE

- 4.1 Since the last meeting a working group has met to discuss the future developments. Officers met with the Rayleigh Historical Society, the Essex Museums Service and the National Trust to develop the floor usage proposals, as agreed on 5 July. Further discussion is still required on final details but is ongoing. Minutes of this meeting are included as Appendix A.
- 4.2 The long term viability of this project is dependent on attracting community groups and other organisations. Officers have again spoken to the Chambers of Trade who have given a very positive feedback in terms of support. Officers have also met with the Rayleigh Rotary Club and a presentation will be made at a meeting on Monday, 25 July. Verbal feedback will be made at this meeting.
- 4.3 Development of the museum content is progressing very slowly. A draft collections policy was given to the Rayleigh Historical Society with guidance on limiting the range of initial exhibits at the meeting on 5 July. Verbal feedback from the Society is anticipated at this meeting on their progress.

- 4.4 It is now proving difficult to foresee an opening of the museum with any substantive exhibition in April 2006, as the logistics of completing the internal details and content is proving more difficult than anticipated. The overrun on building costs has also reduced the monies available for fitting out internally. Members could consider that the development of individual exhibitions/events will continue as described in the strategy for opening, but delay the formal opening of the museum until such time as the Rayleigh Historical Society are confident that they have developed the exhibits to a suitable level.
- 4.5 The funding from Thames Gateway South Essex (TGSE) put this project ahead of time in terms of delivering the refurbished Windmill, but foreshortened the time available for the museum development. Additional time is required to complete this work.

5 NATIONAL TRUST

- 5.1 Written confirmation has been received from the National Trust (NT), of their agreement to the benefits of the partnership. Members can now consider the format of the agreement with the National Trust, and how this is to be publicised.

6 INFORMATION TECHNOLOGY (IT)

- 6.1 The Essex Museums Service has had an initial look at the museum contents and discussions are being held with the Historical Society as to what should be retained for exhibition and what needs to be archived on the information database that will be created and available for research through the web. This work will carry on up to and after the official opening in April 2006.
- 6.2 Further development of IT and linking through the Council's website will require working with the Council's IT contractor.

7 A STRATEGY FOR THE OPENING OF THE WINDMILL

- 7.1 One of the key elements for this project is a launch strategy that gains maximum publicity for the Windmill, bearing in mind the target opening in April 2006. Following completion of the physical refurbishment, the following proposals are put forward for Members' consideration, as a means to gaining interest in the Windmill.
- An open day in September for the public to view the finished building. The display material would include photographic records of the refurbishment and detailed plans of the potential uses. The Council's exhibition unit has been booked and will be staffed by National Trust and Rayleigh Historical Society members as part of a recruitment drive for volunteers.

- The “Big Draw” part of the national drawing project, to take place in the Windmill during the last week of October. This will be in partnership with Holmes Place and the Essex Libraries Service.
- An exhibition in October / November, by a prominent local artist who has worked with this Council before at Hockley Woods. This would be a two week event, involving internal exhibits and external lighting of the Windmill. This is still subject to Arts Council funding which is being discussed at a meeting at the end of July.
- The “Affordable Art” sale booked for early December, where a number of local artists will be selling their works.
- Opening of the sensory garden in March 2006, as agreed by Members at the last meeting.

7.2 Much work still needs to be completed for the educational package, museum displays and other internal detailing, before the Windmill is finally opened to the public. The Arts Development Officer (ADO) is working with the Museums Service, Libraries, Education and other bodies, to facilitate these elements.

7.3 The interpretation for the displays will need to be developed, including a collections policy, currently under consideration. This is being developed by the Rayleigh Historical Society, supported by the Museums Service, with assistance from the Council's ADO. This work will be ongoing after the targeted opening of the Windmill, as the archive is built up.

7.4 The use of a consultant for the design work is essential but additional funding will need to be identified, especially following the additional building works, and other ways of developing this may have to be found.

8 THE SENSORY GARDEN

8.1 Following Members' request to open this in March 2006, works are being re-programmed to fit in with the new opening date.

8.2 It is anticipated that some of the work in developing the content of this garden, following its opening, will be facilitated through schools, disability groups and other community groups, to ensure continued public ownership of the garden.

8.3 Locking and unlocking of the sensory garden can be organised through the leisure contractor.

9 FUTURE MANAGEMENT OF THE WINDMILL

9.1 This will require the setting up of a management group, which would have overall control of events and bookings, with the Arts Development Officer, or other appointed Council staff member, acting as facilitator. It is suggested that this group should include a representative of RDC, the National Trust, The

Rayleigh Historical Society and a representative from Holmes Place. It is anticipated this group should meet on a quarterly basis to provide overall management control.

10 ONGOING PUBLICITY

- 10.1 As part of the ongoing publicity for the project, it is planned to include regular features outlining progress on the project in Rochford District Matters and a regular update on the website.
- 10.2 Should Members agree to delaying the formal opening of the Museum, then the campaign of ongoing events/publicity will continue and be enhanced to keep up interest.

11 RISK IMPLICATIONS

11.1 Strategic Risk

The project offers the ability to realise the tourism, cultural and historical potential of this site and upgrade the area generally.

11.2 Operational Risk

The day to day management of the Windmill and sensory garden still has some operational issues to be resolved, but ongoing discussions with various organisations are starting to resolve them.

12 RESOURCE IMPLICATIONS

- 12.1 Total budget for this scheme is £400,000. The current breakdown of costs is shown in the table below.

Item	Cost
Main Contract	£301,000*
Sensory Garden	£ 32,000*
Information Technology	£ 31,000
Fees and other charges	£ 40,000
Sub total	£404,000
Internal cabinets, etc.	£ 17,000**
Total	£421,000
Consultant	£ 70,000

* Revised estimate

** This item was mentioned in the previous report, but now additional funding would be required

- 12.2 Negotiation of the management arrangements with the leisure contractor is now beginning and has been initially discussed at the regular partnership meeting. Depending on the type of management arrangements required, this could require an additional annual sum to be included in the leisure contract from April 2006.
- 12.3 On current forecasts there is an overspend of £4,000 which will need to be met from the 2005/06 capital programme.
- 12.4 Clearly the appointment of a consultant cannot be made unless substantial additional funding is sought. The only available source would appear to be TGSE at this stage. If this additional funding is not found then the internal arrangements will have to be designed at a more practical level and without the expertise.

13 LEGAL IMPLICATIONS

- 13.1 There is a legal obligation to maintain the Windmill as it is a Grade 2 listed building.

14 RECOMMENDATION

- 14.1 It is proposed that the Sub-Committee **RECOMMENDS**
- (1) To agree a new date for the formal opening of the Museum.
 - (2) To agree to a new bid to Thames Gateway for additional funding of £100,000.

Roger Crofts

Corporate Director (Finance & External Services)

Background Papers:

None.

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APPENDIX A

Rayleigh Windmill Meeting

Notes of Meeting Held 5 July 2005, Old Hall, Council Offices, Rochford.

Present:	David Timson	Rochford District council
	Caroline Coates	Rochford District Council
	Martin Atkinson	National Trust
	Mike Stone	National Trust
	Anna Hawker	National Trust (Assistant Curator)
	Vincent Senatore	National Trust (Rayleigh Mount)
	Steve Skinner	National Trust (Rayleigh Mount)
	Jan Churchill	Rayleigh Historical Society
	Marian Hawkins	Rayleigh Historical Society
	Noel Beer	Rayleigh Historical Society
	Steve Lowy	ECC Museums Officer

1	<p>Introduction</p> <p>DWT welcomed group and noted this was first museum project for RDC. Confirmed minutes from Rayleigh Windmill Sub Committee going to committee today.</p>	
2	<p>Collection Policy</p> <p>Draft model document circulated by SL who explained how the document should work – items 1-5 being most relevant. Need to identify what to collect, future policy, period, themes, set limitations, policies of other museums etc. and suggested concentrating on Rayleigh rather than whole district.</p> <p>SL discussed negotiating with other museums, specifically Southend and agreed to provide Code of Practice on Archives to Historical Society (HS). Museums generally speaking do not dispose of artefacts for money but offer them to other organizations. Noted that Rayleigh Mount items currently on display in Southend.</p> <p>Discussion followed on returning unwanted artefacts. HS noted that it would be difficult to return donated artefacts as formal records were not readily available but agreed items could be returned if the appropriate identification was produced.</p> <p>SL agreed to be lead officer and would also assist on accreditation, cultural advice etc. until project up and running. SL to meet with HS to formalise a Collection Policy tied into National Trust, that should be fairly limited at start and concentrating on Rayleigh area but allowing for visiting exhibitions.</p> <p>Further discussions followed on type of policy required. It was agreed that the Windmill Museum should also have a policy but that it should sit with the HS & NT collection policy.</p>	

3	<p>Sorting of Materials</p> <p>Major task for HS – two collections – display and archives but essential to start weeding out existing documents. Difficulties noted around sorting with materials in storage. General discussion on themes (would assist categorization), information scanning, creation of databases, possibilities for virtual tour etc. SL advised possibilities to archive on line with Records Office in Chelmsford. Documents could be deposited with ownership retained. DWT to contact Chambers of Trade re storage possibilities.</p>	
4	<p>Display Requirements Confirmed lay-out as follows:</p> <ul style="list-style-type: none"> (a) ground floor – small office, storage area, permanent / temporary displays, possibly through shop front as taster to first and second floors; (b) first floor – permanent displays; (c) second floor – temporary, visiting exhibitions, events etc; (d) third floor – viewing gallery. <p>There will be designated key holders, with The Mill also holding keys although Holmes Place will not be involved in the running of the project.</p> <p>I.T. set-up now in place. Has two camera systems – one on each floor and external CCTV. Camera's also located in ceilings to allow viewing for disabled people from the ground floor. Windmill will have one computer terminal (linked to website) for research opportunities – aiming for 24 hour access through the web.</p>	
5	<p>Potential Use of Consultant</p> <p>General discussion followed although currently no funding available – DWT seeking additional funding from TGSE and will liaise with NT to incorporate their plans. CC noted difficulties in obtaining funding from Arts Council. Consultant would ideally be in place for 6 months and costs likely to be around £70k.</p> <p>CC then explained the Consultant's role , advising that they would work closely with project group, providing advice and guidance on all aspects of the project, including "hands-on" approach, travelling exhibitions, rotational/static displays, themes, timeline, target audience etc.</p>	
6	<p>National Trust Requirements / Displays</p> <p>DWT highlighted NT provided credibility for the project, particularly with regard to accessing funding and acknowledged our mutual interest with Rayleigh Mount. NT also provided background on their committee procedures.</p> <p>NT advised they are currently going through public conservation consultation and will circulate document once complete. At present it appears that the public generally like what they do.</p>	

	<p>NT are keen to have third floor as viewing to Rayleigh Mount. In the long term would like to mount model in the centre area which could depict areas relating to particular artefacts and how they were used etc (current guidebooks do not provide extensive information). No funding currently available but NT to provide estimated model costs so that DWT can approach Chambers of Trade to explore funding possibilities. NT will also contact Thames Gateway (TG) on funding possibilities.</p> <p>NT anticipate the Windmill project being the focal point as a visitor centre for educational visits and visitors, for those wishing to learn more about Rayleigh Mount and the local area, with potentially a small exhibition area depicting local history. NT also explained their Guardianship scheme operated through schools. School visits could also be linked to HS – HS to discuss all issues at their next full committee.</p> <p>General discussion on how to store timbers from the Mount dating back to 1911. Slices could be displayed or NT could arrange for them to be stored under environmental conditions if considered appropriate.</p>	
7	<p>Management Arrangements</p> <p>General discussion. RDC envisage a management body of partners that would meet quarterly and would anticipate a Management Agreement being drawn up in the future, agreed and signed by all partners.</p> <p>Signage and joint leaflets discussed. New signage for the project would include the Mount and leaflets would depict particular areas, including locations for toilets and café - NT confirmed they would contribute to leaflet costs but noted that any literature printed should be regularly updated.</p> <p>Charging policy discussed. RDC does not have a policy and it was suggested that donations were the best way forward.</p> <p>Opening times discussed - agreed to start in small way.</p> <p>RDC to follow up RDC Heritage Officer post and discuss with SL on type of expertise required, bearing in mind tourism role – RDC recently underwent tourism assessment and will be a growth area for the future.</p>	
8	<p>Exhibitions / Displays</p> <p>General discussion on possibilities for displays and visiting exhibitions - essential that space is available. Dependent on space, possibilities for period costume display - “dressing-up” but limiting to hats, smocks etc. rather than full costume.</p> <p>Suitable display panels discussed – Consultants could provide this information and will need to wait for outcome of funding bids.</p>	

9	<p>Open Day – 6 September 2005 (11am – 7pm)</p> <p>Open Day will allow visitors to view the Windmill project and plans before the formal opening in April next year. RDC will have their mobile unit available, providing various information related to the project.</p> <p>NT confirm they would like to have a stall but have had difficulties with volunteers. DWT advised them to contact RAVS who may be able assist.</p>	
10	<p>Other Events</p> <p>Big Draw October Affordable Art sale Exhibition December (similar to one already held in Leigh)</p> <p>CC also keen to participate in NT events on Rayleigh Mount</p>	
11	<p>Date of Next Meeting</p> <p>Date: 4 October 2005 Time: 2pm Venue: Old Hall, Council Offices, Rochford.</p>	