

**MINUTES OF THE HERITAGE AND CULTURE COMMITTEE MEETING HELD ON
12TH JULY 2018**

Members Present: Cllrs J Bryson (Chairman), L Deely, T Gibbs, P La Broy
H Partridge, N Tucker,

Non-voting members: Cllrs: F Richens, D Towl and P Tillzey

Officers present: Mr T Gliddon – Office Administrator
Mr M Berridge - Castle Manager
Mrs J King - Heritage Development Officer

Public present: 2

HC/154/18 **To receive and accept apologies for absence**
Cllrs: L Moores, F Partridge, T Philp and B Willingham

HC/155/18 **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None

HC/156/18 **To consider requests for dispensations**
None

HC/157/18 **Minutes: To receive, confirm and sign the Minutes of the Heritage and Culture Committee Meeting held on 10th May 2018**
Resolved: That the Minutes with the amendment outlined below were a true and accurate record and they were signed by the Chairman.

HC/139/18 – ‘was’ replaced with ‘be and is hereby’

HC/140/18 - ‘was’ replaced with ‘be and is hereby’

HC/144/18 – ‘any’ replaced with ‘all future appendices’ and ‘was’ replaced with ‘be’

HC/145/18 – ‘Have’ be replaced with ‘has’

‘Should’ replaced with ‘will’

HC/147/18 - ‘Heritage Day’ replaced with ‘Heritage Festival’

HC/149/18 – add in the word ‘is’ to read planning permission ‘is’

HC/150/18 – replace ‘hold’ with ‘request’

HC/151/18 –remove ‘of’ to read ‘the policy for it to include’

Change ‘Tug boat’ to read ‘Tub boat’

Add ‘Historical’ to read ‘Historical green technology’

HC/153/18 – change ‘was’ to ‘is’ to read ‘that more research is required’

Cllr Richens abstained

HC/158/18 **Maximum 15 minutes for public present to make comments concerning the business of the Heritage and Culture Committee**

A member of the Bude Canal & Harbour Society (BCHS) spoke with regard to the Helebridge Workshop: The Workshop would not be open for the Heritage Festival and signage would be put up to announce this, BCHS were in full support of item 9 (review of Risk Assessment at the Workshop), some minor repairs were needed to the Workshop outdoor area and would be passed onto the Facilities team. BCHS looked forward to a booklet for the Workshop artefacts.

BCHS were in full support of item 8, Digitisation of archive records and would be prepared to help with the costs incurred.
The member spoke regarding the difficulties in creating a scale model of the areas suggested in item 13.

HC/159/18

To receive reports from Officers

- a) The Castle Manager – received and noted – attached Appendix A
- b) The Heritage Development Officer – received and noted – attached Appendix B
- c) The Facilities Manager – nothing to report

HC/160/18

To consider Heritage Festival for 2018 including a progress update, expenditure in relation to the project and feedback

The HDO reported that preparations for this year's Festival were going very well and at the present time were under budget.

HC/161/18

Digitisation of Bude-Stratton archive records held on microfiche at Cornwall Records Office - to receive an update and costings and consider actions and expenditure

The HDO reported that she had been liaising with the Cornwall Record Office regarding the digitalisation of the Harbour and Canal records, which are currently held on a reel of microfilm. She had received a quote to carry out the works' for £300 to include of a charge of £50 for the secure transport the film. Discussion took place and the HDO answered Cllrs questions. It was agreed by the committee to accept the quote and that the HDO be authorised to liaise with the company to Digitise the records as soon as possible.

HC/162/18

To review the Risk Assessment at Helebridge Workshop, specifically whether one person or two people are required to attend when workshop is open

It was agreed that this item would be deferred to the next meeting.

HC/163/18

To receive a review of the Castle Forward Plan and make recommendations as necessary (Appendix C)

The HDO went through the aims of the Castle Forward Plan and the progress which had been made with each aim pertaining to Heritage Development at the Castle. The CM then went through the aims of the Castle Forward Plan and the progress which had been made with each aim pertaining to the Heritage Centre/Café. Both the HDO and CM took questions from the floor.

HC/164/18

To consider repairing the information signage at the Stamford Hill Battle Field site, discuss timings and agree associated costs and expenditure

The CM informed the Committee of the recent damage to the interpretation signage at Stamford Hill Battle Site, one being from vandalism the other weather damage. Changes to the material the signs are made from and the written content on the signs were discussed.

Resolved: That Officers be delegated to revise the signage for Stamford Hill Battle Site and bring a draft to a future Committee meeting.

HC/165/18

To consider purchasing a working model of the Bude railway line

Resolved: Not to purchase the working model of the Bude Railway line at this time.

HC/166/18

To consider the creation of a project to create a scale working model of Bude Harbour, Railway Head and Canal leading to the Incline Plane at Helebridge

Cllr La Broy outlined his idea for a community led model group to produce a working model of Bude Harbour, Railway Head and Canal leading to the Incline Plane at Helebridge, with the Castle as a base for the model making and exhibition.

Discussion took place.

The CM had reservations as to the space required to build and display a model of this size at the Castle. It was agreed that the CM and HDO would consider the idea of a community led project rather than buying a model and it would be re-visited at a future meeting.

DRAFT

The Meeting closed at 8.24pm

Chairman's signature.....Date.....

Chairman's initials.....

Appendix A

Castle Manager Report Heritage & Culture Council Meeting 19-07-18

Café Limelight

Sales continue to be buoyant. The Lock Gate café was closed for 2 week and this has highlighted how much trade it takes from us, as we were extra busy, taking approx. £200 a day extra in the café alone. The uplift in trade continues on a Monday and Tuesday whilst they remain closed.

The Café Supervisor has revamped the menu with a few new items including smaller appetite dishes, including a meal deal, salads and pasta. Hopefully something for everyone!

The new Castle Assistant has been employed, I am pleased how he has risen to the challenge, and the change in his confidence is clear to see. Two new seasonal staff have started and had to sink or swim during this busy period, but fortunately, both have swam extremely well! We are still looking for another seasonal person to give extra cover when the silly season kicks off.

We are starting to get more enquires about food/buffets etc. for weddings and it is hoped that this interest will continue to grow.

The Café Supervisor is still trying to put together a portfolio of menu suggestions to put in our wedding brochure but as the busy period approaches, final touches to this may occur in the early autumn.

We had a very successful 'baby shower' one Sunday evening making use of the decking and conservatory area with a small buffet, cakes, prosecco and tea/coffee. The Café Supervisor stayed on later for this as it was after hours, 5.30 -7.30pm.

We now stock Cornish Orchards presse as well as their ciders and Diane is looking to source a Cornish fruit juice to complement the range. We are also using Cornish butter in the café too after several 'comments' by customers. There are also two Cornish Orchard parasols on the decking to add a little shade.

Hanging baskets have been added to the decking, coupled with some seasonal planting in the raised bed at the back, these are making the area look really nice and welcoming and a pleasing place to sit.



At the time of writing this, I am still awaiting word on when we will get the new milkshake cups enabling us to be SUP free.

Decking changes & circular patio

Due to how busy it has been and building up to the Heritage Festival, I have not had the time to sit down with The Facility Manager and start applying for consent to do the work. The outdoor team

are extremely busy and could not start doing any of the work until after the season. Once Heritage weekend has passed, I will start looking at the applications to enable this to move forward.

Studio Space & Workshops

The workshops have proven popular and feedback from the hirers has been positive. Coastal Yarns are now holding their weekly knitting group in there every Monday. Karen from Nat West is holding her weekly drop-in community bank every Thursday morning.

Castle Bookings

The outdoor cinema never got back to me with any information to be considered by council, hence this will not be going ahead.

Budehaven School Jazz band played on the bandstand for their first ever 'gig' last Wednesday, which drew a small gathering. They were very pleased and appreciated the chance to perform. I am in discussion with them with the possibility of playing some lunch times in the Willoughby gallery, and on the bandstand, during the autumn term to give students an opportunity to perform and to create a buzz in the café.

The electrics on the bandstand has been assessed by Nigel Marshall and the sockets are working. The lights are not working and these will need looking at once the ceiling is replaced. I have chatted with The Lockgates Tea Room and agreed to take metre readings each time we use the bandstand electrics to ensure they are compensated for the electrical use as this is added on their utility bill.

Visitor Numbers

We have now taken 3 months' worth of readings for visitor numbers and for the first 3 months there has been over 25,000 visitors through the door!

Own Art Scheme

The Own Art Scheme have now declined our application on the grounds that we do not meet their criteria. They sent a secret shopper to look and they did not like that, the gallery has a multi-functional use and that there is not a permanent member of staff staffing each gallery. They also did not like that the pieces of art had to be bought at the café counter. I believe from these comments that they only want purpose built galleries to us their scheme. However, they did say that the 'gallery scored very highly for accessibility, eligibility of the artwork for sale and clarity of the information online to help customers plan their visit.'

Weddings in the Conservatory

We have two planned weddings for the conservatory already, one of which is quite soon. We have had a lot of positive feedback about the use of the space and a number of people who said that they are considering using it for a wedding.

Show Classes for Heritage Festival

I have managed to secure local (Bude) sponsors for all of the 12 Show Classes for the Heritage Festival. I feel this helps bridge links between here and the town. Most of businesses are coming to judge the classes they have sponsored and those who have agreed, thought it was a great idea to involve the town.

Appendix B

HDO - Heritage and Culture committee report 12.07.18

Heritage Festival weekend:

The Sealed Knot living history camp will be set up on the Castle Lawn on the Friday and in place throughout Saturday and Sunday. As well as the battle re-enactment, there will also be weaponry demonstrations, military parades and a chance for members of the public to dress up in costume. The marquee will be put up on the Saturday and taken down on Monday, as last year. There will be a security guard from Guarantor on site on the Friday, Saturday and Sunday evenings 6pm – 8am.

On Sunday there will be a small number of commercial stalls in the marquee, as well as a pop up Café Limelight, a display of some of the previous Battle of Stratton re-enactments and the show class entries on display. Also, part of the marquee will be reserved for Linda Moran, a herbalist who is offering workshops and herbal walks inspired by the 17th century. The Parkhouse, Barkhouse lawn, Neetside and the Community Orchard will offer the usual variety of community stalls and a dog show. This year, there are one or two new community groups being represented. Front of house volunteers will be in place throughout the weekend. I will also be offering a tour of the Heritage Centre on the Sunday.

Model of the Bude station:

Following the last meeting, I contacted the North Cornwall Model railway club to find out their opinion on the model and its likeness to the original line. The reply was that several members of the club did not feel that the model was an entirely true representation, although they were not specific. I contacted the modeller to ask more questions about the model, but did not receive an answer. Therefore, I feel that at this stage, it is not worth pursuing, and I will be looking to find another modeller who may be able to help.

Poughill Senior Citizen's luncheon club:

On the 21st June, I gave a talk about The Castle and its history to a senior citizen's lunch club, held in Poughill church hall. The talk was very well received, and many of the group members had not been to The Castle before. It was the first time that I had done such a talk and following its success, I hope to have the opportunity to offer talks to other groups in the future.

The Ringers of Launcells painting:

It is with sadness that I have to report that the Royal Cornwall Museum has asked for 'The Ringers of Launcells' painting to be returned, hopefully on a temporary basis, from September. It is a decision that was taken by the Board of Trustees because it is the bicentenary of the Museum this year, and they want to display the painting alongside other works to commemorate this event. Although a 5 year loan period was agreed, as owners of the painting, the Royal Cornwall Museum can request the painting back at any time. However, there is no reason why the painting cannot be returned to continue the loan period at a later date. I am currently liaising with exhibitions Officer, Michael Harris, who agreed the loan, in the hope of resuming the loan next year.

Branch Line to Bude exhibition:

Since opening in May, the exhibition has been very well received. The visitor's book in the room is full of positive comments.

The digitalisation of the Bude Harbour and canal records:

I have been liaising with the Cornwall Record Office regarding the digitalisation of the Harbour and Canal records, 1824 – 1900, which are currently held on a reel of microfilm. I have received a quote from Hugh Symons, who are an approved service provider for the record office based in Poole. The figure is £250 + a £50 charge to securely transport the film. Service providers are limited because they have to be approved by the Cornwall record office for security reasons. The film will be collected by a Hugh Symons representative and transported securely. I have been advised that the next collection date from Truro would be either the 23rd or 30th July, and the files could be returned within 2 – 3weeks.

The flag pole, Summerleaze Downs:

It has been brought to my attention that the plaque on the flag pole on Summerleaze Downs is missing. The mast is from the ketch Elizabeth, wrecked at Summerleaze in 1912. There is no record of what was written on the original plaque, so I am suggesting that a new plaque is made saying the following:

This mast is from the ketch Elizabeth wrecked under the cliffs at Summerleaze in 1912.

Gurney Rixon light display

Improvements have been made to the Gurney Rixon light display in the Gurney room. A soundscape has now been added to enhance the interpretation. The soundscape is of a stormy sea which compliments the lighthouse model.

Appendix C

Aims & Objectives

The following relevant members of staff will work together to achieve the aims and objectives of the Forward Plan; Castle Manager, Heritage Development Officer, Weddings, Galleries and Events Coordinator and Café Supervisor. Progress will be overseen by Bude – Stratton Town Council. Money will be made available through annual budgets set by the Town Council, which is also supported by income from café, gallery and gift shop sales as well as weddings and other events.

Aim 1. To Increase visitor numbers, with particular emphasis on repeat local visits.

- 1a To refurbish the second Gurney room to accommodate a local railway exhibition using funding from the Ready to Borrow grant scheme.
- 1b To work with regional and national museums to develop a temporary exhibition programme in the main Heritage Centre.
- 1c. To successfully complete the 'Getting Loan Ready' training programme.
- 1d. To employ an effective way of monitoring visitor numbers.
- 1e. To increase signage around the town to include brown signage.

Aim 2. To develop The Castle and Heritage Centre as an educational resource.

- 2a. Contact local schools to provide a point of reference for booking school visits and advice on resources available.
- 2b. Review education boxes in line with changes in the National Curriculum, look for ways to improve,

create new boxes with more relevance.

2c. Provide volunteer led small scale child led activities during school holidays.

2d. To look at ways to improve access to collections for children and adults with Special Educational needs.

Aim 3. To increase revenue from weddings and develop The Castle as a premier wedding destination.

3a. Create a small terrace at the back of The Castle with a structure appropriate for intimate wedding ceremonies.

3b. Offer a larger selection of drinks / reception packages utilising Castle resources.

3c. To develop a 12-month marketing strategy plan, press and digital.

Aim 4. To gain entry to Visit England's Visitor Attraction Quality scheme.

4a. To improve accessibility for visually impaired and speakers of languages other than English.

4b. To up-date all online sites to ensure they are a good representation on what The Castle offers, user friendly and provides clear information for potential visitors.

4c. Review lines in the shop and ensure they reflect exhibitions in the Heritage Centre and the surrounding locality as a holiday destination.

4d. Ensure all staff, Café and volunteers, have a basic understanding of all aspects of The Castle and what is on offer.

Aim 5. To increase Café Limelight's profitability to ensure long-term resilience and self – sufficiency.

5a. To improve marketing techniques so that locals and visitors are aware of Café Limelight and what is on offer.

5b. To formulate a plan, market and run promotional specials that keep people interested in the fayre on offer at Café Limelight.

5c. To source quality locally produced produce and price the menu that both reflects the costings whilst maintaining an affordability for returning customers.

5d. Improve food management that in turn reduces wastage.