

MINUTES OF THE HERITAGE AND CULTURE COMMITTEE MEETING HELD ON
29TH MARCH 2018

Members Present: Cllrs J Bryson (Chairman), S Browning, L Deely, T Gibbs, P Kelly, L Moores, F Partridge, H Partridge, T Philp, P Tilzey

Non-voting members: Cllr D Towl

Officers present: Mrs D Bennett - Town Clerk
Mr M Berridge - Castle Manager
Mrs J King - Heritage Development Officer
Mr S Hayes – Facilities Manager

Public present: 2

- HC/126/18** **To receive and accept apologies for absence**
Cllrs P La Broy and B Willingham
- HC/127/18** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- HC/128/18** **To consider requests for dispensations**
None
- HC/129/18** **Minutes: To receive, confirm and sign the Minutes of the Heritage and Culture Committee Meeting held on 8th February 2018**
Resolved: That the Minutes were a true and accurate record and they were signed by the Chairman
- HC/130/18** **Maximum 15 minutes for public present to make comments concerning the business of the Heritage and Culture Committee**
A member of the public asked with reference to a letter that they had written to the Council in 2015, regarding records for the area being kept by the Town Council rather than the Cornwall Records Office.
- HC/131/18** **To receive reports from Officers**
a) The Castle Manager
b) The Heritage Development Officer
c) The Facilities Manager
Reports are appendixes to the minutes
- HC/132/18** **To consider an update on the Forge**
The Committee discussed the options for the Forge as per the Facilities Manager's report.
Resolved: That the Facilities Manager is to continue with the Forge ideas as outlined, up to the Town Clerk's authorised spending limit

HC/133/18 **To consider Heritage Day for 2018 including a progress update, expenditure in relation to the project and feedback**

Items that are being discussed/planned at present are:

William Tapscott Ship talk

Living history camp by the Sealed Knot

Cornish dancing

'Fete' items – such as: best decorated cake, vegetable, flower arranging

HC/134/18 **To consider the Bude Light lighting- to include a progress update and agree associated actions and expenditure**

An underground check has been completed by an electrician. Damp cabling will need to be replaced. Planned fixes and works should enable the following to work – lighting around the seats, light at the top of the Bude Light which may be colour changeable, the lights around the Bude Light but not in specific zodiac patterns.

Resolved: If the cost of works is below the Town Clerk's authorised spend, the Committee allow the Facilities Manager to continue

HC/135/18 **To consider an update on the decking changes at the Castle and agree associated actions and expenditure**

The Castle Manager is awaiting a response from Cornwall Council Planning Department regarding an application for 'Do I need Planning Permission'.

HC/136/18 **Budget Report – Third Quarter**

Noted

HC/137/18 **Battle of Stratton Wreath laying - to agree the date of Sunday 13th May 2018 and Councillor representation**

Resolved: That the Mayor, Deputy Mayor or Chairman of the Heritage and Culture Committee and any other Councillor, who is happy to, attend

HC/138/18 **To make a decision regarding the disposal of surplus ex-display furniture**

The Committee discussed the options for the disposal of ex-display furniture that could not be stored or re-used at present. The Committee did not wish the furniture to be broken up. The Town Clerk suggested contacting other Town and Parish Councils and Tourist Information Centres to see if they had a use for the furniture and advised that a long term loan would ensure the ownership of the furniture remains with the Town Council should they ever need the use of it again, thereby saving costs.

Resolved: For the Heritage Development Officer to dispose of the furniture as they see fit and that it is not to be broken up

The Meeting closed at 8.10pm

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

Castle Manager Report

Heritage & Culture Council Meeting 29-03-18

Signage

I have created a new 'A' board at the front of The Castle which replaces the chalk written version. I felt we needed to look more professional and give a smarter and clearer look.

I have also redesigned 2 new feather banners for the bottom of the drive and for the front and back of The Castle. The old ones were looking tatty, dirty (even after washing them) and I wanted them to incorporate our slightly fresher corporate branding.

Café Limelight

The café has had a good first part to the year with trade during half term being really good. Still getting positive feedback with the new colour scheme as well as nice comments on the service and the staff. We have reviewed our menu, added a couple of new items and revised some of the prices, marginally. The Café Supervisor (CS) and I have chatted about specials for the forthcoming season and we will be adding a pasta dish. One of our cake suppliers has closed their business, one which we have used for a long time, so the CS is going to look into another local supplier. We have had a new drinks menu board created to help show our true range of drinks. We have purchased a new microwave to help with the demand of jackets and the bacon sandwiches, and soon the pasta. High Teas are still popular with serving on average of 4 per week. I have recently taking a booking for an early evening baby shower who have booked the conservatory and a buffet after The Castle closes. We have had an inquiry for another who have yet to confirm.

Decking changes & circular patio

I have applied to Cornwall Council to ask about planning permission for both proposals. I have yet to hear from them regarding further advice/discussion. As of this Friday, 23rd March, it will be 2 weeks and I will chase next week. Will update further during the meeting.

Studio Space & Workshops

I am really pleased to say that this is going really well and I hope to develop this much further. So far, we have:

- Pottery workshops on Good Friday and Easter Monday, both of which are now sold out. On the back of this, the same potter is considering running weekly workshops during the summer.
- A print maker has booked up 4 day workshops over a 2 week period in June.
- Coastal Yarns have booked the studio space for weekly meetings for their knitting group.
- Another local potter is running 2 workshops during her exhibition at the end of July, one of which will be on Heritage Day.
- There are 3 creative writing workshops in July.

I am hoping to create more interest to other artists to try and create a much fuller programme of workshops.

Castle Bookings

I have booked in a 4 day retreat workshop at the end of April for a group of therapists. They have booked the Willoughby gallery for the best part of 4 days for their private workshops. They have also booked to have a drink reception in the conservatory on the first night and 2 buffet lunches. If this is a success, they will then book some further retreats in the future.

I am discussion with Natwest Bank, who are closing the Bude branch in June, who want to hold a weekly Community Bank at the Castle. They want to hire a room for a morning to meet customers and provide support for their customers. I have a meeting with them next week to discuss this further but I am proposing they use the archive office on a Thursday morning. I will of course make

sure this does not affect the archive team and have already spoken with the Janine on this idea. I hope that this will increase the footfall in The Castle with people stopping in the café for a drink.

Advertising & Marketing

I have had a photographer from the Cornish Food & Drink Guide in the café last week who I worked with to get some new shots of the café. They come free of charge for the publication and like last year, we pay the photographer if we want copies of the photos. I am still waiting to see the collection of images but the one they have used for the advert looks great. I am working closely with our Promotion, Marketing and Communications Officer (PMCO), with regards advertising and social media. I continue to design and set all the advertisements for newsprint and magazines for the time being. I have recently signed off this year's leaflet which should be delivered to us next week and distributed in and around North Devon and North Cornwall soon after that. The Weddings, Galleries and Events Officer (WGEO), the PMCO and I have worked with the designer to make sure this is set to our liking. The main part of the leaflet remains the same as last year with the gallery listings being the main change.

Staff Discount

We are in the process of creating photo cards for members of staff so that they can present their card when they come in the castle. Most café staff don't know the outdoor team so I thought it was essential that this form of id. was created. It also prevents non-staff pretending to be!

Own Art Scheme

The RFO and WGEO are still working on this and hopefully there will be more to report by the time of the meeting.

ReFil Scheme

Café Limelight now has stock of the water bottles and the non-plastic takeaway cups that Greener Bude are selling. We have only sold one coffee cup who didn't want the first refill, we believe it was a present. Haven't sold any water bottles yet, though have had people ask for their own bottles to be refilled with tap water. We still have some water in plastic bottles to be sold but we are down to our last dozen or so.

We are still waiting for The Happy Turtle Company to take stock of their cups and straws. I have put an order in and as soon as they get them, we'll swap over to the non-plastic takeaway varieties. I am going to make a small display, next to the beach display in the heritage centre, on the use of non-plastics and what the castle is doing to support this cause. I have taken stock of a couple of environmental children's books about a turtle and a puffin and their plight with plastic. These are being advertised next to this display and seem to be selling well.

Wedding garland & conservatory

The garland has been ordered and is here, ready for the next wedding.

We have applied for the licence though we have been waiting for paperwork from Cornwall Registrars which has taken a long time and a lot of chasing. The form and payment has gone off and we are just waiting for them to come and visit to assess the conservatory. It's only been a little over a week so I will give them a little more time before I chase them again.

1950's Railway poster

This has been framed and is now up on the stairwell wall – it looks great!

Heritage and Culture Committee report 29/03/18

Dr Knights books:

I am pleased to say that having written to Mrs Knight, widow and executor of Dr Knight, I received a reply confirming that Dr Knight requested that the books be gifted to the Heritage Centre. The loan period has been extended for another year to allow probate to be granted. As soon as this has happened, the donation will be formalised.

The Forge:

Cllr Willingham kindly met me at the Forge, along with the Facilities Manager and Mr Hill a member of the outdoor team, to try to ascertain what the difficulties may be. Mr Hill had been present on a number of occasions previously when the Forge had been lit. He confirmed that although the forge could be lit, the problem lay in keeping the fire going and making it hot enough to work metal. When the Forge was renovated, the original vents had to be blocked up, due to the close proximity of the building to retail units. This means that there is not enough air being drawn into the fire from the bottom. In addition, the Facilities Manager has great concerns about the health and safety aspects of having the fire lit and the space operating as a working Forge. The Facilities Manager is going to produce a report for the next H&C meeting outlining his concerns.

Battle of Stratton

The good news is that a campsite has now been secured. Members of the Sealed Knot will be camping at a site next to the Bay View inn. The event will start at 11am on Saturday the 28th, with a proclamation at The Castle. The re-enactor's will then march across Nanny Moore's bridge and follow the footpaths along Summerleaze Crescent to access the battle site on the downs, which will be the same area as last time. The battle will last for approximately 90 minutes, after which the Sealed Knot will return to The Castle and be available to interact with the public during the afternoon. A small living history camp will also be set up on The Castle lawn, from the Friday evening, throughout the weekend. Those involved will wish to camp with their tents, however, security will already be in place for the Saturday and Sunday nights as there will be a marquee for Heritage day. Additional security will have to be organised for the Friday night. A SK5, which is the official contract between the Sealed Knot and BSTC as hosts, has been signed meaning that after lots of discussion, the event will be going ahead.

Cornwall Heritage Awards



On Tuesday 20th, myself and archive volunteer Sue Burrows went to the Cornwall Heritage awards at Scorrier House, near Redruth. Although the archive team did not win the category of 'Heritage Heroes', they were highly commended by the judges for their hard work and dedication towards the Heritage Centre and archives during the past 10 years.

Helebridge

Unfortunately, a planned visit to the Barge Workshop to start cataloguing the collection had to be aborted due to bad weather. I am proposing to rearrange the visit for Wednesday 18th April, when

hopefully the weather will be kinder. In the meantime, one of the volunteers, Anna Crew is working on producing an information leaflet for visitors.

Heating

At the beginning of February, the heating in The Castle broke down over a weekend that was particularly cold. Because of the extreme cold, the Ringers of Launcells suffered some damage. The Royal Cornwall Museum, who have lent the painting, were informed straight away and a conservator was sent to repair the damage. The conservator was able to successfully restore the painting and also confirmed that the problem had been caused by the extreme drop in temperature. The incident highlighted the importance of maintaining a constant temperature, particularly in the painting corridor, where there are valuable pieces of art. The Castle Manager(CM) has therefore taken the decision to keep the thermostat at a constant temperature both night and day to avoid any further problems.

Branch line to Bude exhibition

The new showcases are due to be delivered early April, and the exhibition will be opening on the early May bank holiday weekend. The CM and I are organising a preview evening for Councillors and other invited guests during the week before opening. This is most likely to be Wednesday 2nd of May, but there will be more details to follow. I have also been put in touch with the East Kent Model Railway society, as one of their members made a working model of the Bude line a few years ago. Alan Haddock from the NCMRC put me in touch with Mark Hewitt from the Kent MRC. Mark built a working model of the Bude line some years ago. It is still working, and he would be willing to lend us the model to include in the exhibition. However the model is 16ft long and I am not sure whether there would be enough space for it to be displayed. I am going to meet with Mark, who visits this area regularly, after Easter to discuss further.

New display

There is now a display of Sealed Knot costumes in the large display case downstairs in the Heritage Centre. The smaller case will have a display on twinning, and in particular some of the gifts that have been exchanged between Ergue Gaberic and Bude. I am meeting with Christine Taylor of the twinning association next week to find out how she may be able to help.

Gurney etching

The etching of Gurney's steam carriage purchased by the Council was recently appraised by a fine art expert. He confirmed the piece, including the frame is all original, and is in fact a chalk lithograph. He has advised not to try to restore it in anyway as the risk of further damage is too great. The piece will be on display in the near future.

Facilities Manager's Update

HC/92/17 The Forge – to receive an update on attaining a working Forge

The Heritage Development Officer has spoken to Dennis Jeffrey and agreed that the next logical step would be to try to light the Forge, so that we can try to see exactly what the problem is. This will be arranged in the New Year in liaison with the Facilities Manager and neighbouring shops. Since the last meeting, the Forge has been open every day and the use of a film on the doors to help stop the reflection is being investigated. FM has engaged with both the charge hand and Cllr Willingham, where it has been established that the forge is able to be lit but not able to sustain enough air pressure due to existing air vents that have been blocked from earlier room renovations. Upon speaking to the charge hand further, he has stated that to unblock these vents, it would cause major disruption to the shop to the rear of the forge. It has also come to light, that the extractor chimney

has not been positioned correctly when the forge was re-designed. The FM also has concerns regarding the working forge in the way of Health and safety Hazards, please see regulations below.

Confined Spaces Regulations 1997

Confined Space- means **any place**, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or similar place, in which, by virtue of its enclosed nature, there arises reasonable foreseeable specified risk.

- Serious injury arising from explosion
 - Loss of consciousness arising from an increase of body temperature
 - Loss of consciousness or asphyxiation arising from gas, fume, vapour or the lack of oxygen
 - Drowning arising from the increase in the level of liquid
 - Asphyxiation arising from a free flowing solid or because of entrapment by it
- List not exhaustive

Construction, Design and Management Regulations 2015 (CDM)

At present, there is no recognised fire alarm installed in the forge. There is also concern regarding the materials of the walls and ceiling of the forge. Fire Building regulations and CDM 15, stipulate that structural feature must include the following:

- Ducts, flues, opening in floors or walls (or)
- Combustible wall or ceiling linings

Hot Works Permit

Under the Health and Safety at Work Act 1974, it states that this is potentially hazardous for the following reasons:

- It may act as a source of ignition in any plant/space which flammable materials are present
- It may act as a cause of fires in all processes, regardless of whether flammable materials are present

Hot works should therefore be done under the terms of a Hot Works Permit, the only exception being where hot work is done in a designated maintenance area suitable for the purpose. Typical controls should include:

- A suitable fire extinguisher near by
- Prompt removal of flammable waste material; and
- The damping down of nearby wooden structures if applicable

Lone Working

Due to the nature of the work within the forge, this would require the person to work alone. Health and Safety at Work Act 1974 stipulates that this is not illegal. It does however recommend that a solid risk assessment is carried out and the following adapted if possible:

- Documented records of the location or itinerates of the lone workers
- Periodic visits from the supervisor to observe safety
- Regular voice contact via mobile phones or radios
- Other devices to raise the alarm, which are activated by the absence of some specific action
- Special arrangements for first aid to deal with minor injuries- this may include mobile first aid kits
- Arrangements for emergencies- these should be established and employees trained

Should the Chairperson of the committee wish to arrange a site visit with the Facilities Manager and Charge Hand, this can be arranged at their convenience.