

**MINUTES OF THE HERITAGE AND CULTURE COMMITTEE MEETING HELD ON
10TH JANUARY 2019**

Voting members present: Cllrs: J Bryson (Chairman), S Browning, L Deely, T Gibbs,
P La Broy, L Moores, F Partridge, H Partridge, T Philp, B Willingham

Officers present: Mr K Cornwell – Acting Town Clerk (ATC)
Mr M Berridge - Castle Manager (CM)
Mrs J King - Heritage Development Officer (HDO)
Mrs T Gliddon – Committee Administrator (CA)

Public present: 2
Meeting Start time: 7pm

HC/001/19 To receive and accept apologies for absence

Cllrs: P Kelly, N Tucker, P Tilzey

HC/002/19 To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests

None

HC/003/19 To consider requests for dispensations

None

HC/004/19 Minutes: To receive, confirm and sign the Minutes of the Heritage and Culture Committee Meeting held on 25th October 2018

Resolved: That the Minutes with the amendment below, were a true and accurate record and they were signed by the Chairman.

HC/196/18 - add 't' to read '*discussed the budget*'

The Chairman advised that with the agreement of the Committee, agenda items 14, 15 and 16 would be brought forward on the agenda. For ease of reference, the minutes would be in the order of the agenda.

The ATC left the meeting at 7.20pm

HC/005/19 Maximum 15 minutes for public present to make comments concerning the business of the Heritage and Culture Committee

A member of the public spoke regarding events surrounding the Bi-Centenary of the Bude Canal, informing the Committee that a press release would follow from the Bude Canal and Harbour Society (BCHS) about their events for 2019.

A member of the BCHS spoke regarding item 13 (Helebridge Workshop).

HC/006/19 Correspondence

The Chairman reported that correspondence had been received from Arts Council England awarding The Castle Heritage Centre the status of Full Accreditation, which is valid for 5 years. The HDO gave a short overview of the accreditation process and

the benefits to the Castle, which include access to training opportunities, borrowing artefacts/displays from other Museums and funding.

The Committee took the opportunity to thank the HDO and her fellow staff and volunteers at the Castle Heritage Centre for their hard work in obtaining the Full Accreditation status.

HC/007/19 **To receive reports from Officers**

a) The report of the Castle Manager was received. The CM took questions from the members.

The report was noted – attached Appendix A

b) The report of the Heritage Development Officer was received. The HDO reported that in addition to her report the Heritage Centre had been nominated for two further innovation awards. The first for Café Limelight and the ‘single use plastics’ policy, the other being for the Temporary Exhibition Programme at the Centre.

The HDO took questions from the Committee.

The report was noted – attached Appendix B.

HC/008/19 **To receive an update on the Victorian Post Box removed from The Strand**

It was reported that following the receipt of an email from Royal Mail suggesting that the whereabouts of the Post box was unknown, the post box has this week been put back in front of the Carriers Inn. Discussion took place, the Committee requested that the ATC make enquiries to ascertain the ownership of the Post Box.

HC/009/19 **To receive an update from the Castle Manager on the model of the Lower Bude Basin and to consider a request from BCHS to correct the model and agree any associated actions and expenditure**

The CM reported the progress that had been made in the restoring the perspex cover for the model and bringing it up to a display standard. With regard to the reported inaccuracies with the model, the CM had made enquiries with a local model maker. The model could be changed but in doing so could be compromised. The suggestion was to leave it as is and display it in the foyer of the Parkhouse Centre, incorporating the Art in the Community picture board in the Parkhouse Centre and make a display to celebrate the Bi-Centenary of the Bude Canal.

Resolved: that the Canal Model be left as is.

Recommend: that the Recreation Committee allow the Canal Model to be displayed in the Parkhouse Centre foyer.

HC/010/19 **To address points raised by BCHS regarding the digitised records held at the Castle**

The HDO addressed the points raised in correspondence to the BSTC office from the BCHS. It was agreed that the BCHS can have an electronic copy of the records and should liaise with the HDO.

HC/011/19 **To consider options/ideas for the D-Day event 2019 and any actions and expenditure**
The CM and members of the working group discussed ideas from Budehaven Community School for a D-Day event in Bude. The Committee discussed the possibility of a memorial service on Summerleaze Downs.
Resolved: that BSTC express a will to support the efforts of Budehaven Community School to hold a D-Day event. That BSTC explore the possibility of holding a memorial service on Summerleaze Downs. Both proposals be looked at by the working group.

HC/012/19 **To consider options / ideas for an Environmental Day – Bude’s Earth Day event and any actions and expenditure**
The CM outlined a proposal for the event to be held in the summer 2019, close to the dates of World Environment Day and World Ocean Health Day.
Resolved: that BSTC support the proposed event and earmark upto £1000 from any monies allocated to an event reserve.

HC/013/19 **To consider operational arrangements at Helebridge Barge Workshop and set the long term direction on the future development of the facility**
The HDO drew the Committees attention to her report (appendix B – agenda item 13). Lengthy discussion took place, regarding the placement of toilets, the Carpark, signage, footpath, grasscrete, icecream van, drainage, marketing and revenue.
Resolved: that the Committee support the short term plan – *points i, ii, and iv* for 2019 season and would develop a long term plan for the future.

HC/014/19 **To consider a 2.5% price increase for the hire of Castle grounds and Bude Light area**
Resolved: to increase the hire charges by 2.5%

HC/015/19 **To consider a 2.5% price increase for hire of rooms at the Castle Heritage Centre**
Resolved: to increase the hire charges by 2.5%

HC/016/19 **Budget monitoring report Q3 2018/19**
The ATC answered questions from the members.
Resolved: to note the Budget report

The Meeting closed at 9.16pm

Chairman’s signature.....Date.....

Heritage & Culture Council Meeting 10-01-19

Café Limelight

Since the last meeting in October, the café has continued to surpass expectations during the “quiet” period with trade still being encouragingly steady! Throughout November we maintained a positive 10% increase on last year. December proved to be another excellent month, with an amazing 15% increase on takings, most of which occurred during Christmas week when lots of families visited The Castle and used the café.

One large family even met up, had coffees and cakes, and then opened their Christmas presents!

2019 has already started with a busy few days – the day we reopened after New Year, we took a whopping 60% more on the day than the previous year!

Café Limelight had the opportunity to cater for the Mayor’s ‘Bude Heroes’ evening in November – a very successful and well attended evening. Some guests expressed that they had no idea that there was a café located within The Castle.

The Castle welcomed a delegation from Dairy Crest at the beginning of December, who held a workshop in the Willoughby Gallery, and had a buffet lunch with refreshments – another successful day with potential for a repeat booking.

The Christmas Fayre on 2nd December was a very busy weekend for both the café and The Castle with a small pop-up café in the Parkhouse Centre serving hot drinks, mulled wine and mince pies. Café Limelight saw lots of families visit Santa and then stop for lunch, coffee and cake. Overall both the pop-up café and The Castle took an impressive 15% more than the previous year.

We took the decision to swap our normal High Tea for a Festive version which included, a selection of festive cakes (mince pie, stolen, chocolate truffles and cheesecake) and sandwiches and the option to add prosecco. As a result, we had several large group bookings; our wedding registrars being one, and in total, we served 40 Festive High-Teas through December. Everyone gave very positive feedback and this is something which we plan to build on next year.

We also changed some of our regular cakes for Christmas ones; a rich fruity Christmas cake, a sticky fudge covered chocolate log, a gingerbread and cranberry Yule log and of course, mince pies! In total an amazing 200+ mince pies have been consumed!

We offered a ‘winter special’, in addition to the normal menu, chilli with rice or jacket potato; several of our regular customers have requested that it remains on the menu as it is so delicious! We are continuing to source more alternative vegan and gluten free options as this seems to be a very popular trend with our customers.

On the 28th December we held a small, intimate wedding in the conservatory, which looked splendid with all the Christmas decorations alongside the usual wedding flowers.

Christmas Fayre

The Christmas Fayre was a huge success! I wrote a report for the Council for the last full Council meeting in December highlighting this. Since then word has gotten out about the fayre and we have

been approached by crafters in North Devon (Bideford, Barnstaple and even Ilfracombe), who have since heard about it and asked to be included in the next one. Local feedback has been great too with customers congratulating the staff on its success. Being inside, the number of stalls and the entertainment on the stage all being highly rated.

Castle Grounds

Most of the new flower beds have been dug and planted with 'evergreens' and bulbs. It is planned that these bulbs remain in place with seasonal planting throughout the year. Further perennial plants will be added throughout the growing season.



Gardening Club

During the next couple of months, I will start advertising for and organising a group of individuals to volunteer and form a 'gardeners club' to help look after the new beds and the grounds of The Castle. My aim is to involve the community and particularly those who are looking for a social activity which they will find physically or emotionally rewarding. Volunteers could come from mental health charities, dementia organisations, U3A, learning disability schools and age concern support groups.

Replacement of Hedge

The hedge which lines the bottom of lawn, behind the Bude Light, is dying and becoming a little tatty and sparse in places. It is planned for the existing hedge to be replaced with a hedge of Laurel which is hardier.

January Maintenance Closure jobs

The Castle will be closed from Monday 7th to Friday 18th, reopening Saturday 19th January. This is to carry out work which needs to be done with no customers around. Jobs such as painting the toilet and reception area, creating new storage areas, treating and painting damp walls, tiling and cladding walls in the café area, gloss work, to name but a few.

Wedding Fair

We have set a date for this year's Wedding Fair for Sunday 19th May. This will be used to showcase The Castle and what we can offer to prospective newlyweds. There will also be an opportunity for local businesses to have a stall to advertise their services too with stalls being available in the Studio, The Blanchminster and the Willoughby Gallery.

De-fib' for The Castle

After completing the First Aid course, it was felt that a portable Defibrillator would be beneficial and prudent at The Castle. The FM and ATC are looking into this and will report back once they have some figures. It would be one that we could keep in the office and grab as and when required.

Agenda Items

9. Canal Model

Due to the scratches on the model cover and after the previous meeting, I looked into the cost of getting it replaced. I heard back from a couple of companies and quotes came back at £1008.00 and £2000. I personally feel this is a lot of money for a model which may only be on display for a number of months. I then did some research on how to repair the scratches and also put it out on social media for advice. I have since bought some repair kits and will report at the meeting how this has worked. I have cleaned the cover to a degree and it does not look too bad so far.

With regard to the inaccuracies in the model itself and having these changed, the BCHS have kindly offered to contribute to make these changes, as you know. The HDO and I have been in touch with a local model maker, the same one that BCHS recommended. He has come to look at the model and reported back:

“The model is alterable I would say with the lock re-make is the trickiest due to unknown material of the enclosed ‘water’ - it would have to be cut out and new lock sides constructed. I would estimate about £450/550. Unfortunately time wise I don’t think I’ll be able to do it for the foreseeable future - just too much on I’m afraid. I’ll see if I can think of any suitable craftsman I could recommend to you.”

The model maker did suggest that it represented circa early 1930’s. He has not come back with any further contact details. My personal fear is that, if the model was cut into, the alterations could become extensive and the look and quality of the model, as it stands, could be compromised. I would suggest that we exhibit the model with some interpretation highlighting that there are some inaccuracies but it is a good representation for that period.

12. Bude Earth Day

The Weddings, Gallery & Events Coordinator, is very keen to run an environmental day. I have mentioned that there is no budget allocated for it but if she can make a proposal, that incurs no costs, to put one together. The WGEC has met with a couple of local groups to find out if there is interest and the meeting was very positive. Please see the attached proposal for more details.

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Heritage Development Officer report – Janine King

APPENDIX B

MODES

MODES complete has now been installed and is in operation the archive office. As the archive team return after the Christmas break, I will be working with the team to get to grips with the new system.

Accreditation

I am pleased to report that The Castle has been awarded full Accreditation from the Arts Council. The Heritage Centre was commended for submitting a strong return which reflected good practice. The Accreditation came with three areas for development including ensuring that the Forward plan covers all three areas of the Accreditation standard and adding more detail to the Collection Development Policy, specifically concerning priorities for future collecting. The final area concerns a

slight documentation backlog, which I am currently working with the Archive team to resolve. The areas for improvement are relatively minor and do not have to be evidenced until the next return, due in five years time.

Science discovery day

2019 Science week is 8th – 17th March and the theme is ‘journeys’. Although unfortunately, we were not awarded a Science Heroes grant from the Royal Society. However, there is still a small-scale event planned to coincide with Science week. Taking place on Saturday 9th March, the day would celebrate some of the key inventions by Sir Goldsworthy Gurney and his British contemporaries, through fun activities. The achievements of other scientists of the time would also be included. The day would consist of volunteer led / Heritage Development Officer led activities open to children 5 – 11 years. Some activities would need to be booked in advance, due to limited resources. Activities could include, experiments with mirrors and prisms, steam engine model demonstrations, glider building and toy penny-farthing racing. Further information would be available through factsheets and the Gurney boards on display. Each activity station would have a fact sheet about the scientist / inventor responsible.

Coastal Communities funding

Cornwall and Isles of Scilly Local Enterprise Partnership has put forward a bid to the Coastal Communities Fund to support five coastal communities in accessing new tourist markets by looking at ways in which to improve the visitor experience. The funding would be a fantastic opportunity to bring the Heritage Centre’s interactive displays up to date, and could include developing virtual reality and augmented displays. We are one of a number of museums that have been included in the bid, including, The Shipwreck and Heritage Centre, Charlestown, St Agnes Museum and the Isle of Scilly Museum. The bid is now through to the next stage, and I will be meeting a representative from the Cornwall and Isle of Scilly LEP on the 9th January to discuss the bid in more detail and how it will benefit The Castle.

The old Picture House

As the former Jennings / Hookways bus station has now been sold, I have emailed Colwills, who are handling the sale, to request that any artefacts that may be still be in the building relating to the former Picture House can be saved, should the building be demolished. I have received a reply from Colwill’s who hope to arrange a visit once the new owners have taken control.

Shortlisting for Object of the Year

I entered the Gurney Stove in the Object of the Year category of the Cornwall Heritage Awards, and it has been shortlisted. It is arguably the most important category of the awards, as the winning object is voted for by the public. It is also the category that has the most publicity. Details on how to vote will be shared through the media. The stove will also feature in the January edition of Cornwall today, which is out on the 17th. Each object will also be featured on Radio Cornwall, who want to conduct an interview about the stove on one of their shows. The award ceremony will take place on 21st March

Wood Deane paintings

The two paintings by William Wood Deane of St Michael's Mount and Mont St Michel that currently hang in the back stairwell of the Heritage Centre have been collected by conservator to be cleaned. She works for the Royal Cornwall Museum, and was responsible for carrying out conservation work on The Ringers of Launcells last year.

Agenda item continues below.

Agenda Item

13. To consider operational arrangements at Helebridge Barge Workshop and set the long term direction on the future development of the facility

Barge Workshop visit

On 3rd January, myself, the Castle Manager, and Café Supervisor visited The Barge Workshop with a view to considering ideas for the facility in order to keep it open long term. The collection housed in the Workshop includes significant and important items such as a restored tub boat, the contents of Gregory's workshop, Tide Mill timbers, and other item too large to display at the Heritage Centre.

Current Issues

- Shortage of BCHS volunteers to open the Barge Workshop during the summer months / difficulty in recruiting new volunteers.
- No toilet facilities
- No running water
- No pathway or ramp for disabled or pushchair access
- Inadequate signage and marketing
- Fire safety not in place
- Area not fully compliant with H&S act 1974

Short-term plan

- To open the Barge Workshop for Heritage day 2019 celebrating the bicentenary of the Canal and possibly the following 3 / 4 Sundays.
- Portaloo cabin hired for duration.
- Independent snack or ice cream van to be on site when Workshop open.
- Marketing plan developed.

Long- term plan

To preserve the Workshop and its contents, securing its long-term sustainability and developing it as an attraction in its own right:

- A more permanent porta cabin toilet facility, costings of which could be researched and if approved, budgeted for in 2020. This could be sited next to the workshop.
- Pathway created from car park and ramp up to main entrance.
- Independent Snack wagon / ice cream van sited either in the car park, or on grass area next to car park. Alternatively, an in house ice cream facility with a small freezer and fridge for cold drinks, operating from the second entrance (this would have to be operated by paid staff).
- Work with existing BCHS volunteers and recruit new volunteers to build a team to open the workshop during the summer weekends.
- Site to be open Sunday afternoons throughout summer season.

