

Borough Council of
**King's Lynn &
West Norfolk**



KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE

Agenda

**Monday 4 January 2010
at 2.15 pm**

Committee Suite
Ground Floor
King's Court
Chapel Street
King's Lynn
Norfolk PE30 1EX



INVESTOR IN PEOPLE



If you require parts of this document in another language, large print, audio, Braille or any alternative format please contact the Council Information Centre on 01553 616200 and we will do our best to help.

LATVIAN

Ja Jums nepieciešamas daļas no šī dokumenta citā valodā, lielā drukā, audio, Braila rakstā vai alternatīvā formātā, lūdzu, sazinieties ar Padomes informācijas centru (Council Information Centre) pa 01553 616200 un mēs centīsimies Jums palīdzēt.

RUSSIAN

Если вам нужны части этого документа на другом языке, крупным шрифтом, шрифтом Брайля, в аудио- или ином формате, обращайтесь в Информационный Центр Совета по тел.: 01553 616200, и мы постараемся вам помочь.

LITHUANIAN

Jeį pageidaujate tam tikros šio dokumento dalies kita kalba, didelių šriftų, Brailio raštų, kitų formatų ar norite užsisakyti garso įrašą, susisiekiųte su Savivaldybės informacijos centru (Council Information Centre) telefonu 01553 616200 ir mes pasistengsiųme jums kiek įmanoma padėti.

POLISH

Jeśli pragną Państwo otrzymać fragmenty niniejszego dokumentu w innym języku, w dużym druku, w formie nagrania audio, alfabetem Braille'a lub w jakimkolwiek innym alternatywnym formacie, prosimy o kontakt z Centrum Informacji Rady pod numerem 01553 616200, zaś my zrobimy, co możemy, by Państwu pomóc.

PORTUGUESE

Se necessitar de partes deste documento em outro idioma, impressão grande, áudio, Braille ou qualquer outro formato alternativo, por favor contacte o Centro de Informações do Município pelo 01553 616200, e faremos o nosso melhor para ajudar.

Borough Council of
**King's Lynn &
West Norfolk**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

21 December 2009

Dear Member

King's Lynn and West Norfolk Area Museums Committee

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Monday 4 January 2010** at **2.15 pm** in the **Committee Suite, Ground Floor, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely
Chief Executive

A G E N D A

1 **Apologies for absence**

To receive any apologies for absence.

2 **Minutes**

The Committee is invited to confirm as a correct record the notes of the meeting held on 2 November 2009 (attached at pages 1 - 9).

3 **Matters Arising**

4 **Declarations of Interest**

Please indicate whether the interest is a personal one only or one which is also prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the Member may speak and vote on the matter. If a prejudicial interest is declared, the Member should withdraw from the room whilst the matter is discussed.

5 **Reports of the Western Area Manager**

To consider the attached report:

- (a) King's Lynn Museums Report (attached at pages 10 - 13)
- (b) Review of Collections in King's Lynn Museums (attached at pages 14 – 19)

6 **Report of the Borough Council**

Update report on the Borough Council's activity and update on the King's Lynn Heritage and Cultural Asset Buildings Review (attached at pages 19 - 21).

9 **Date of Next Meeting**

To be agreed.

To: Borough Council Representatives

Councillors Mrs E Nockolds, Mrs J Murphy, R Searle, Mrs S Smeaton,
A Tyler

County Council Representatives

M Chenery of Horsbrugh, Shooting Box Cottage, 113 Church Street,
North Creake, Fakenham, NR21 9JQ

B W C Long, 31 Smeeth Road, St Johns Fen End, Wisbech, PE14 8JF

R Rockcliffe, Kiln House, 34 Thieves Bridge Road, Watlington, King's
Lynn, PE33 0HL

A J Wright, The Manor House, Syderstone, King's Lynn, PE31 8SD

M Langwade, Oakwood, 19 South Wootton Lane, King's Lynn, PE30
3BS

Substitutes: To be advised by Norfolk County Council

Ex Officio Non Voting Members

Chairman, Joint Museums Committee – Mr S Dunn, 3 Appleacres, Old Catton, Norwich, NR6 7BA

Vice-Chairman, Joint Museums Committee – Mr Philip Duigan, Turnpike Close, Dereham Road, Scarning, Dereham, NR19 2NN

Co-opted Non Voting Members

Friends of King's Lynn Museums

Mr D Higgins, Walnut Farm, 8 Beech Crescent, West Winch, King's Lynn, PE33 0PZ

Trues Yard Fishing Heritage Museum

Joanna Barrett, Museum Manager, Trues Yard Museum, North Street, King's Lynn PE30 1QW

Green Quay

Michael Dennis, Manager, Green Quay-Wash Discovery Centre, Marriott's Warehouse, South Quay, King's Lynn, Norfolk, PE30 5DT

Co-opted Youth Representative

Vacant – to be appointed

Officers

Mr T Shaw, Administration Officer, Law and Administration, Norfolk County Council

Mr D Gurney, Principal Landscape Architect, Norfolk Museums Service, Union House, Gressenhall, Dereham, NR20 4DR

Mr R Hanley, King's Lynn Museum, Old Market Street, King's Lynn, PE30 1NL

Ms Vanessa Trevelyan, Head of Norfolk Museums and Archaeology Service, Shirehall, Market Avenue, Norwich, NR1 3JQ

Borough Council Officers:

Mr John Norton, Executive Director - Regeneration, Borough Council of King's Lynn and West Norfolk

Mr Tim Humphreys, Tourism Manager, Borough Council of King's Lynn and West Norfolk

Item 2
NORFOLK COUNTY COUNCIL

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE

**Notes of a Meeting of the above Committee held on
Monday 2 November 2009 at 2.15 pm
in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn**

PRESENT:

Councillor Mrs E A Nockolds	- Borough Council of King's Lynn & West Norfolk
Councillor Mrs J Murphy	- Borough Council of King's Lynn & West Norfolk
Councillor R Searle	- Borough Council of King's Lynn & West Norfolk
Councillor Mrs S Smeaton	- Borough Council of King's Lynn & West Norfolk
Councillor A Tyler	- Borough Council of King's Lynn & West Norfolk
Mr T Humphreys	- Tourism Manager, Borough Council of King's Lynn & West Norfolk
Mrs W Vincent	- Democratic Services Officer, Borough Council of King's Lynn & West Norfolk
County Councillor M Langwade	- Norfolk County Council
County Councillor M Chenery of Horsbrugh	- Norfolk County Council
County Councillor B Long	- Norfolk County Council (<i>left the meeting at 3.12 pm</i>)
County Councillor R Rockcliffe	- Norfolk County Council
County Councillor A J Wright	- Norfolk County Council
Dr R Hanley	- Norfolk Museums and Archaeology Service

The meeting was preceded by a tour of Aickman's Yard at 1 pm

The Chairman welcomed Councillor Mrs S Smeaton to her first meeting of the Committee.

1 APOLOGIES FOR ABSENCE

There were none.

2 MINUTES

The Minutes of the Meeting held on 6 July 2009 were confirmed as a correct record.

3 MATTERS ARISING

There were none.

4 DECLARATIONS OF INTEREST

There were none.

5 APPOINTMENT OF YOUTH REPRESENTATIVE

The Chairman reported that she had received a letter from the current youth representative informing her that she was no longer able to attend meetings of the Committee, as she would be leaving the area to go to University.

The Committee was reminded that in the past every high school had been approached to nominate a youth representative. The Chairman sought views of the Committee regarding changing the time of the meetings, to allow a youth representative to attend after the school day had finished. The general consensus was to keep the time as at present.

County Councillor Long suggested that an approach be made to the Youth Parliament seeking a nomination.

RESOLVED: An approach be made to the Youth Parliament seeking a youth representative. County Councillor Long to forward contact details to the Democratic Services Officer.

6 REPORT OF WESTERN AREA MANAGER

King's Lynn Museums Report – June to September 2009

The Western Area Manager presented a report which provided Members with information on King's Lynn Museums from June to September 2009.

The following points were highlighted by the Western Area Manager.

- The Lynn Museum moved into its free admission phase from 1 October 2009, following the ending of the six month charging period running from April to September 2009.
- The current temporary exhibition at Lynn Museum is Drawn to Paint, running from 10 October 2009 to 9 January 2010. Linked to the national *Big Draw* campaign, the display explored the way in which different artists approached the creation of a painting. It featured preliminary sketches and finished works by a number of local artists including Henry Baines and Walter Dexter. This exhibition would serve as the focus for a range of formal and informal learning events, which included a launch event for children on 10 October, entitled Our Community Cabinet.
- A varied programme of site-based children's activities had been organised for the Town House and Lynn Museums for the period

October to January. A leaflet was tabled outlining details of the activities available for children from October 2009 to January 2010 funded by the Renaissance East of England. The film making course had completely sold out, and it was hoped that more courses would be run over the next year. At the Lynn Museum on 28 October, a 3-D Seahenge Art School had proved popular and the models created would be used to decorate the gallery at the Lynn Museum.

- NMAS supported Heritage Open Day on Sunday 13 September 2009, with both the Lynn Museum and Town House Museum open free of charge. There were 660 visits to the Town House and 372 visits to the Lynn Museum. The visitor numbers, however, had dropped compared to 2008. A free bus service had been provided by the Civic Society to enable people to visit sites on the Open Day. It was hoped that a free bus would be provided in future years by the Civic Society.
- All of the objects identified in the second phase of collections rationalisation had been re-homed successfully. A third block of objects for potential rationalisation will be considered at the next meeting of the Committee.
- King's Lynn Museums will be hosting a further UEA postgraduate Museology student placement, who will be based at the Lynn Museums for two days per week from October, providing support for the Curator with a number of collections management projects.
- The Friends were continuing to offer a varied programme for members and membership levels remained strong. The Friends Annual General Meeting took place at the Lynn Museum on 12 October 2009. The Friends had agreed to provide match funding towards the acquisition of two archaeological finds from West Norfolk, one being an early Anglo-Saxon pendant found in Gayton. The pendant was currently with the British Museum for valuation purposes, but was likely to be in the region of £5,000. The Museum had lodged an appeal against the valuation of a silver item found in Hunstanton.
- The Fenland Project Officer was supporting a Fenland Partnership working group in developing the next Fenland exhibition on the theme of Fenland Stories. Work was progressing well on the travelling exhibition and linked event programme, which would explore the myths, legends and memories of Fenland folk and commence in April 2010. The travelling exhibition would visit King's Lynn. The films had been created by a variety of community groups working alongside film-making experts. The Committee would receive an invitation to attend the launch event.
- A witchcraft project was being developed with Renaissance in the Regions partners from Colchester and Ipswich Museums Service and the University of East Anglia. The travelling exhibition would visit King's Lynn and a number of Fenland towns.
- NMAS were continuing to support the HLF-funded development project at True's Yard Museum and was represented on the specialist advisory group which met monthly to review progress and provide specialist advice and support.
- Staff from the NMAS Renaissance-funded Growing Communities project had met with colleagues from the Borough Council to explore

ways in which museums and other cultural services could support the King's Lynn Growth Point project. A proposal was being developed for an exhibition which could provide an historical context for the Growth Point plans, similar to the Thetford exhibition. The exhibition will engage local people who moved to King's Lynn in the 1960s as part of the London Overspill in reminiscence and oral history events to share their memories of moving to the town.

- NMAS staff participated in the Community Engagement workshops organised by the Borough Council at Lynnsport on 10-11 September.
- The 2009-10 programme for schools included a range of special events for Key Stage 1-2 children at the Town House Museum and Lynn Museum as follows: Medieval Lynn, Victorian Servants, Tudor Times, All the Fun of the Fair and Toys through the Ages. Events would be run during the Mart 2010.
- The summer holiday community outreach programme was developed and managed by the Community Outreach Officer. The programme ran during July and August and comprised a range of collections-based children's activities, utilising a range of community venues across the borough. Outreach participant numbers during July and August totalled some 1,100. The charge for the majority of these events was £1.50 per child. The costs of the summer outreach programme were funded through the Renaissance in the Regions Business Plan 2009-11.
- King's Lynn Museums continued to offer a broad range of adult education courses. Current courses included creative writing, knitting and English as a Second Language (ESOL).
- Following the successful funding bid for £25,000 to the HLF Young Roots Programme, the Picture This project was being taken forward by the Community Outreach Officer, who was working with eight local youth groups creating films about their local communities and heritage.

The visitor figures to King's Lynn Museums were tabled. The figures for the Lynn Museum were disappointing. It was felt that this was partly due to the free admission voucher scheme not being operated during the summer period. Arrangements for 2010 would need to be explored. However, it was reported that income levels were on target. The visitor numbers to the Town House Museum had increased.

The Western Area Manager advised that the Learning Officer was currently working with schools by attending assemblies and meetings in order to rebuild and redesign the service the Museums could offer to local schools. In response to questions, the Western Area Manager explained that school groups were given free admission to the Museums. Further development work was being carried out in order to ascertain what to retain on the current programme being offered.

In response to a question regarding the Picture This Project, the Western Area Manager undertook to find out the contact for the mental health youth group.

Councillor Searle congratulated the Western Area Manager on the production of the King's Lynn Museums Children's Activities leaflet.

A comment was made on the provision of a free bus for the Heritage Open Day, and future consideration being given to the provision of a bus service on an ongoing basis, rather than just for 1 day, to make it easier for members of the public to visit the Museums.

The Western Area Manager invited the Committee to view a selection of press cuttings following the meeting.

The Chairman thanked the Western Area Manager for the detailed report.

RESOLVED: (1) That the report be noted.

(2) The Committee would receive a third block of objects for potential rationalisation at the next meeting in January 2010.

(3) The Community Outreach Officer would be invited to give a presentation to a future meeting of the Committee.

7 SITE UPDATE REPORTS

(a) Green Quay Six Monthly Activity report for Period ended 31 March 2009

In the absence of the Green Quay Manager, there was no update report available.

(b) True's Yard Museum Six-Monthly Activity Report

The Committee received a detailed written six monthly activity report for the period to October 2009. A copy of which was circulated with the Agenda. The Chairman highlighted the following points:

- The HLF funded Museum Extension Project was well underway.
- Visitor Attraction Quality Assurance Scheme Accreditation gained over the summer.
- Financial Report – income from admissions and the tearoom were up on the same time last year.

8 REPORT OF THE BOROUGH COUNCIL

The Tourism Manager presented a report that updated Members of the Committee on the operation of the tourism and heritage facilities operated by the Borough Council. It also provided an update on the work in connection with the Town Hall review and the current service review process being undertaken by the Borough Council.

The key points were highlighted as set out below:

- Visitor numbers to the Borough Council's two main Tourist Information Centres in King's Lynn and Hunstanton during the period January – October 2009 had totalled 233,000, around 13% more than in 2008. These visitor numbers represented a significant increase in people using the service during 2009, and were significantly higher than levels recorded over recent years. The final total was expected to be in the region of 250,000 visitors.
- Downham Market TIC – To date in 2009 a total of 1764 counter enquiries had been made at the Tourist Information desk of the Council Information Centre at Downham Market.
- Tales of the Old Gaol House – Visitor numbers to Tales of The Old Gaol House for the period January – August 2009 were 1% higher compared with 2008. Since April the increase had approached 7% compared with 2008.
- Custom House – The special Hanse exhibition which opened at the Custom House in June 2009 would be dismantled on 31 October. 23,000 people had visited the displays. A children's quiz had attracted 300 entrants.
- Red Mount Chapel and The South Gate – The first season of co-ordinated regular public access to Red Mount and South Gate on 33 dates ended on 12 September. Total visitors to Red Mount on regular open dates had totalled 2,617 visitors. Including Heritage Open Day and other group visits the total had been in excess of 3,600 visitors. A total of 912 people had visited South Gate, compared with figures below 300 in recent years. Proposals for 2010 opening will be considered during November.
- Discover King's Lynn – Planning will shortly commence for the 2010 edition of Discover King's Lynn. Use of the Discover King's Lynn voucher scheme had been comparable to 2008, with 534 vouchers redeemed at the 5 participating sites, up to the end of September.
- West Norfolk Advertising Campaign – To date, the main destination advertising campaign had generated around 37,270, direct brochure enquiries. In addition to this figure, 15,000 enquiries had been received from the joint seaside campaign.
- King's Lynn Town Guides Leaflet – Following two reprints, a final total of 7,500 copies of the King's Lynn Town Guides Guided Walks leaflet were produced and distributed. It was noted that 657 attendees had participated in the walks offered to date compared with around 550 in 2008 and 577 in 2007 over the same period. Councillor Langwade proposed that a letter of thanks be sent to the Town Guides on behalf of the Committee.
- Hanseatic King's Lynn and the Hanseatic Town Walk – The new guide 'Hanseatic King's Lynn – a self guided trail' which included a trail devised by Dr Paul Richards, was published by the Borough Council in July. A German edition had now also been published. Copies both in English and German were circulated to the Committee.

- King's Lynn Hanse Festival – During the 4 days of the Festival, 6,194 people visited the TIC at the Custom House of whom 4,497 visited the Hanse exhibition on the 1st floor. Approximately 6000 people visited the Lisa Von Lubeck. Footfall in the Vancouver Centre was around 29% higher than for the 4 day Vancouver festival held in 2007.
- Promoting Local Days Out – During 2009, the tourism team had attended a series of local special events and exhibitions, aimed at encouraging local residents and visitors from neighbouring areas to visit the wide range of attractions and facilities offered in West Norfolk. A special discount voucher promotion was organised in conjunction with 20 sites or attractions. It was hoped that the programme of exhibition attendance would continue in 2010 and consideration would also be given to attending the Norfolk and East of England Shows. An analysis of the campaign results will be undertaken during November.
- Hunstanton Promenade – Sea Change application. Decisions on the applications for Wave 3 Open Grants were due on 30 September. Notice was provided that feedback to applicants was being delayed due to a review that the Department of Culture, Media and Sports had been undertaking of its capital programmes. A decision was expected by 13 November 2009.
- The Town Hall – Following work undertaken by the Town Hall project team to further consider proposals for the Archive and Museum facility at the Town Hall, a report was considered by the Borough Council's Cabinet setting out a number of recommendations. Through the service review process, options were being examined to identify ways of reducing operating costs connected with maintenance and public access to the contents of Tales of the Old Gaol House, The Regalia Rooms and The King's Lynn Archive. Following discussions, the Registrars Service had since indicated that the Registrars had found alternative premises to relocate to.
- Service Review Process – Through the Borough Council's review process, a review of all services provided through the tourism division was being undertaken. This would include all aspects of strategic marketing, including partnership working as well as operational delivery of tourism and heritage facilities. The current service reviews being undertaken by the Borough Council may impact on net budgets and delivery of tourism and heritage facilities.

Councillor Tyler noted he had raised the question with the Leader of the Council regarding the possibility of reintroducing reference to Emmerich Twinning on the Welcome to the Hanseatic Town of King's Lynn signs. In response the Chairman advised Councillor Tyler to continue to follow the matter up direct with the Leader of the Council. The Tourism Manager noted that three welcome signs were in place and from his recollection it was only the sign at Gayton Road which previously had reference to the Emmerich Twinning Town. Regarding other brown signing matters, it was reported that a meeting had been organised by South Norfolk District Council in June to discuss brown signing policy issues in Norfolk, but unfortunately neither the Chairman nor the Tourism Manager was able to attend. The minutes from that meeting had not yet been circulated. It appeared that South Norfolk

District Council were lobbying Norfolk County Council on the Brown Sign policy, particularly regarding the application process and application fees.. The Chairman advised that she would follow this important matter up at the next meeting of the Joint Museums Committee.

In response to a question on how the number of visitors was recorded, the Tourism Manager explained that the number of visitors was recorded via a clicker counter installed on the door. Visitors were encouraged to complete a feedback card at each Tourist Information Centre. Results of this feedback survey were regularly reported to the Area Museums Committee. The report for 2009 would be provided at the next meeting. The Chairman asked whether visitors could be asked to provide their postcode details on the feedback form to help gauge the home location of people using the service.

In response to further questions, the Tourism Manager explained that the current location and potential alternative locations for the operation of the Tourism Information Centre would be addressed as part of the service review being undertaken by the Borough Council. A report would be considered at a future meeting of the Community and Culture Panel.

Councillor Tyler suggested that perhaps consideration could be given to a permanent replica of an old ship being constructed to provide an all year round attraction. The Chairman suggested that the question be asked at Annual General meeting of the West Norfolk Tourism Forum. Councillor Searle commented that rather than a permanent replica being constructed, consideration be given to a ship visiting King's Lynn at a regular date/time on an annual basis.

In response to a question on conversion information being available from enquiries received, the Tourism Manager reported that in the 2008 main brochure, a response coupon was included and 1,000 responses were received, which gave an indication of the profile and what visitors were looking for when visiting the area, how they use the brochure and whether they subsequently visited..

Following a comment on the Hanse Trail being published in German, the Tourism Manager explained that guide had been published in German as the membership of the current Hanse League consisted of a significant number of German cities.

The Chairman thanked the Tourism Manager for his informative report.

RESOLVED:

(1) That the report be noted.

(2) The Tourism Manager investigate the possibility of including postcode details of visitors on the feedback form.

(3) The Chairman on behalf of the Committee would send a letter of thanks to the Town Guides.

9 ANY OTHER BUSINESS

There was none.

10 DATE OF NEXT MEETING

Monday 4 January 2010 at 2.15 pm in the Committee Suite, Ground Floor, King's Court, Chapel Street, King's Lynn.

If any Member is unable to attend this meeting, please could they forward apologies to the Democratic Services Officer well in advance of the meeting.

The Meeting closed at 3.58 pm



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Robin Hanley on 01553 773450 and we will do our best to help

**KING'S LYNN & WEST NORFOLK
AREA MUSEUMS COMMITTEE**

4 January 2010

Item No. 5a

KING'S LYNN MUSEUMS REPORT

Report by the Western Area Manager

**This report provides information on King's Lynn
Museums in the period October to December 2009**

1. Temporary exhibitions and events

- 1.1 The Lynn Museum is currently in its free admission phase, which runs from October 2009 to March 2010.
- 1.2 The current temporary exhibition at Lynn Museum is *Drawn to Paint*, running from 10 October to 9 January. Linked to the national *Big Draw* campaign, this display features preliminary sketches and finished works by a number of local artists including Henry Baines and Walter Dexter. The exhibition has served as a focus for events including a launch event for children on 10 October entitled *Our Community Cabinet*.
- 1.3 A varied programme of site-based children's activities has been organised for the Town House and Lynn Museums for the period October to December, supported by a piece of marketing print. Christmas events include *Christmas through the Ages* on 21 –22 December and *Act-a-long a Christmas Carol* on 23 December.
- 1.4 October half term saw 160 children come through the doors of the Town House Museum and the Lynn Museum to take part in activities including a *3D Seahenge Art Day* which involved making a full size Bronze Age man and the opportunity to handle fossil collections and make a dinosaur skeleton. The Community Outreach Officer also worked with an Aesperger's group to create a short film that will become part of an exhibition that opens at the Lynn Museum next May.

2. Other Museum Developments

- 2.1 The third phase of collections rationalisation is underway, with a separate report being tabled for this meeting.
- 2.2 Work continues on reorganising reserve collections held in store in King's Lynn. This work is supported by NMAS conservation and collections management teams.
- 2.3 King's Lynn Museums continue to host a UEA postgraduate Museology student placement. Gemma Smith is based at the Lynn Museum for two days per week and is helping the Curator with a number of collections management projects.
- 2.4 A new NMAS website is currently being built. The site is due to launch in April 2010. Staff from King's Lynn Museums have been involved in updating and editing local content.
- 2.5 From March 2010 King's Lynn Museums will be hosting a 6 month job under the Future Jobs Fund scheme targeted at unemployed young people. The successful candidate will work alongside the Community Outreach Officer and will be able to develop their skills and enhance their CV. 100% funding for this post comes from the FJF scheme and Renaissance. Eligible applicants will be identified by the local JobCentre.

3. Friends of King's Lynn Museums

- 3.1 The Friends are continuing to offer a varied programme for members and membership levels remain strong. Work is underway planning the 2010 activity programme for members.
- 3.2 The Friends have agreed to provide match funding towards the acquisition of two archaeological metalwork finds from West Norfolk. The Friends have also agreed to support a long-term programme to reframe and restore a number of paintings in the fine art collection.

4. Partnership Projects

- 4.1 NMAS is continuing to assist the Borough Council with the ongoing review of the Town Hall and is represented on the officer working group.
- 4.2 NMAS is continuing to work with the Borough Council on the Walks restoration project, for which NMAS is managing the interpretation strategy.

- 4.3 King's Lynn Museums continue to lead the Greater Fens Museums Partnership as part of the NMAS role as lead partner for the East of England Hub for *Renaissance in the Regions*. Some twenty museums and heritage sites continue to be involved with the partnership.
- 4.4 The Fenland Project Officer is supporting the Fenland Partnership working group which is responsible for developing and scheduling the next Fenland exhibition *Fenland Stories*. Key elements required for the travelling exhibition have been completed including the "interactive willow tree" which will carry a range of unique films exploring different aspects of Fenland myths, legends and memories. These films have been created by a variety of community groups working alongside film-making experts. The exhibition is due for launch in April 2010 and will tour across the Fens to mid 2011.
- 4.5 The Fenland exhibition will have a virtual dimension on the new Fenland partnership website. This site has now been built and is undergoing testing. Partner museums are currently undertaking website editing training so that they will be able to update their site entries and upload their own collections information. The website is due to launch in April 2010.
- 4.6 The witchcraft project is being developed with Renaissance in the Regions partners and the University of East Anglia. A travelling exhibition and event programme will tour a range of venues across the east of England including Kings Lynn and a number of Fenland towns.
- 4.7 NMAS is continuing to support the HLF-funded development project at True's Yard Museum and is represented on the specialist advisory group which meets monthly to review progress and provide specialist advice and support.

5. Learning & Outreach

- 5.1 School numbers have improved in recent months. During November 409 children visited King's Lynn Museums, with an additional 180 children involved in outreach sessions. During December, there has been strong interest in the Christmas events at the Town House, especially by Foundation teachers.
- 5.2 The Victorian Servants event took place on the 24 and 25 November, with classes from Whitefriars School attending on both days. The session used spaces in the Town House Museum, Town Hall and Gaol House. For this event 80 children had to solve the crime of the missing silver spoon. The day included a visit to a prison cell and the children helped with the washing. There was dramatic end to the day with a Victorian trial in the court room. The delivery of the event was supported by NMAS Learning staff from Gressenhall.

- 5.3 Eight young people aged 16-18 from King's Lynn who are categorised as NEET (not in employment, education or training) are taking part in a Renaissance-funded film-making project that explores how women have been treated in the past. Each Monday they spend the day with a film maker (Alex Murphy) and Marie Kennedy, the Community Outreach Officer Western Area. The group have so far met Margery Kempe and Mary Smith (a young woman accused of witchcraft.) As well as visiting NMAS sites including Gressenhall and the Ancient House Museum in Thetford. The young people have researched the women in the local library and filmed at St. Margaret's Church and the Greyfriars Tower. The group has been based at the Town House Museum.
- 5.4 Following the successful funding bid for £25,000 to the HLF *Young Roots* programme, the *Picture This* project is being taken forward by the Community Outreach Officer who is working with eight local youth groups creating films about their local communities and heritage. These include an Aspergers group; the BLAH gay, lesbian, bi-sexual group; Taste the Music; a mental health group; Connexions; Methwold High School; INCLUDE and an Action for Children group. Seven of the eight films are now finished, with the final group due to work intensively on their film over a week in January 2010. A working group made up of eight young people has been established, which meets fortnightly at the Town House Museum. They are currently designing an exhibition that will be displayed at the Lynn Museum and tour around the three secondary schools in King's Lynn. They are also writing text panels, planning a launch event and co-ordinating an exhibition timetable.

6. Visitor numbers

- 6.1 Visitor figures for the period will be circulated at the meeting.

7. Resource implications

- | | | |
|-----|-------------------------------|------|
| (a) | <u>Finance</u> | None |
| (b) | <u>Property</u> | None |
| (c) | <u>Staff</u> | None |
| (d) | <u>Information Technology</u> | None |

8. Recommendations:

That the Area Museums Committee notes the report

Originator of report:
 Dr Robin Hanley
 Western Area Manager
 Norfolk Museums & Archaeology Service
 Town House Museum
 King's Lynn PE30 5DQ
 Tel: 01553 773450
 e-mail: robin.hanley@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Robin Hanley on 01553 773450 and we will do our best to help

**KING'S LYNN & WEST NORFOLK
AREA MUSEUMS COMMITTEE**

4 January 2010

Item No. 5b

REVIEW OF COLLECTIONS IN KING'S LYNN MUSEUMS

Report by the Western Area Manager

This report provides information on the Phase 3 of the review of collections in King's Lynn Museums. It recommends the de-accessioning and rationalisation of a number of items that fall outside the NMAS Acquisition and Disposal Policy

1. Background

- 1.1 The stores at King's Lynn Museums contain a number of large social history objects which were brought into the collections during the 1970s at a time when museums generally were actively collecting items in a relatively uncontrolled manner, without reference to an official collecting policy or quality control. As a result many collections contain objects which are duplicated with other museums, of poor quality and now require large conservation resources to be of display standard. Most of the objects have little or no provenance, have no known relevance to the local history of the area, and as a result fall outside the Collecting Policy of the museums' service today. They take up large areas of floor space and are in many cases heavy and cumbersome. As a result access to other stored and better provenanced collections has been made difficult and on occasion impossible for health and safety reasons. Some objects show signs of possible woodworm which might threaten other collections
- 1.2 The Rationalisation process at King's Lynn Museums began in 2007 and to date 88 objects have been rationalised and found new homes with the following organisations or original donors:
Trues Yard Museum, Whittlesey Museum; March Vintage and Veteran Cycle Club; Collectors World, Downham Market; Ullesthorpe Windmill Preservation Trust, Leicestershire; Greenland Fishery (King's Lynn Preservation Trust); Sutton Hoo Visitor Centre, Suffolk; Norwich

School of Art; West Winch and Middleton Parish Church; St Mary Magdalen Church, Wiggshall; Gayton Church.

- 1.3 The priority for consideration in the third phase of the Rationalisation process are large objects currently stored in North and South Warehouse, Aickman's Yard.

2. Outcomes of the review process

- 2.1 It is envisaged that a rationalisation programme would provide:
- Improved care and access to the collections stored at Aickman's Yard store.
 - Creation of space to allow improved collections management of stored collections including the stored Seahenge Bronze Age timbers from Holme.
 - Resources and storage space freed up to better care for and utilise other parts of the collection.
 - Removal of any threats posed by items in the form of possible woodworm infestation.
- 2.2 While finding a new home for the objects in another museum will be the ideal first priority, it may be that because of the poor quality and lack of provenance of the objects, destruction of the objects may be the only realistic outcome of the rationalisation process
- 2.3 During the 2007-09 rationalisation programmes, no objects were subject to destruction. All 88 rationalised objects were found new homes with other museums, original donors or places where they can be publicly viewed.

3. Methodology for identifying items for de-accessioning and potential disposal

- 3.1 The aim of this project will be to:
- Research and ascertain the relevance of these objects to the Collecting Policy of King's Lynn Museums.
 - If falling outside the Collecting Policy, to dispose of the objects, if possible finding a suitable new home for them.
 - To allow storage and conservation resources to be more efficiently spent on the collections which do fall inside the Collecting Policy
- 3.2 Researching the relevance of the object:
- Does the item have an accession number, either written or attached to the object?
 - If so, the item accessioned and the MODES entry and accession register should be checked to ascertain the following information: Accession Number; brief description; date of entry; method of entry; name of donor; any further relevant information.

- If the item has no accession number, the MODES database needs to be carefully searched to ensure the item is not accessioned. The file of Loaned Objects also needs to be checked to ensure the item is not on loan.
- Does the item fall within the current Collecting Policy? Further research is necessary to answer this and to determine the significance of the object, whether it is duplicated in the collection, and its local relevance. Advice may be sought from other NMAS curators as necessary.
- Is the object being used or could it be used in the future?
- Is the item damaged beyond economically viable repair? Conservation staff at Norwich Castle will be consulted for advice. What would be the cost of conserving and repairing the object? Is this cost beyond the scope of the museum? What would be the potential use of the object if it were to be repaired?

3.3 Once the items have been selected for disposal:

Depending on whether the item is a:

- **Loan:** contact the lender to discuss return.
- **Purchase:** contact grant-giving bodies to discuss course of action.
- **Donation / bequest:** consider contacting the donor if made in the last 20 years.
- **Unaccessioned:** ensure the museum has legal title over the object and no conditions exist to prevent disposal.

3.4 Present case for disposal to Rationalisation Committee Officer Group.

A case for disposal needs to be made to the NMAS Rationalisation Committee. If agreed by Rationalisation Committee, present the list of items to be disposed with full report to the Area Museums Committee and Joint Museums & Archaeology Committee for final agreement. As committee business is in the public arena, a PR strategy will be developed in order to minimise negative public reaction that may undermine confidence in the NMAS as a repository for Norfolk's material heritage.

3.5 If material was acquired or conserved with grant aid, contact will be made with the grant funding body to establish whether the funder has any requirements or views on the disposal. Reimbursement of grant aid is a standard requirement unless the object is to be transferred as a gift to another Registered museum.

4. Process for the disposal of accessioned material

4.1 Once Committee has agreed the list of proposed disposals the following steps will be taken:

- If material was donated within the last 20 years, attempts will be made to contact the donor to return the item.

- As required by the conditions of the Museum Accreditation Scheme, a notice will be placed in the Museums Journal, and any other appropriate specialist publication, advertising the availability of significant material to other Registered museums. Two month's notice needs to be given for items advertised in the Museum's Journal or Museums Association website for other museums to express an interest.
- Direct contact will be made with any Registered or Accredited museums or other public institutions that would have a particular interest in any of the objects.
- Material in which no interest is expressed will be either sold or destroyed.
- Any receipts taken for sold material will be used only for the long term benefit of the museum collections.
- Complete records of all transactions will be kept.

5. Timescale

July to October 2009:

Identify and research list of objects to be considered for the rationalisation process. Produce photographs, descriptions, provenance, accession numbers, any background information. Curator to produce a list of objects which do not conform to the Collecting Policy and which may be considered as suitable for disposal.

19th November 2009:

List of accessioned objects to be considered by Rationalisation Committee Officer Group. Once agreed by Rationalisation Committee, notice to be published in Museums Journal listing objects and asking for expressions of interest from other museums.

Two months notice is necessary before any disposal takes place. Curator to write to other regional museums to ask for expressions of interest in these objects. Any expressions of interest coming from other museums can be discussed and agreed subject to the agreement of the Area Museums Committee on 4th January 2010.

December 2009:

Rationalisation Report to be written and submitted to Head of NMAS. Once agreed, Report to be forwarded to the Committee Clerk for sending to Members of the Area Museums Committee during December 2009.

4th January 2010:

List of accessioned objects to be considered by Area Museums Committee on 4th January 2010. Once agreed, a report to be given verbally to Members of the Joint Museums & Archaeology Committee and considered by that Committee on 15th January 2010.

Once agreed, objects may now be transferred to possible alternative homes in other museums or disposed of.

February to April 2010:

Objects to undergo disposal process, including possible transfer to other museums or possible destruction.

April 2010:

Documentation records (MODES and Accessions Registers) will be updated with full details of disposal process, with paperwork filed.

6. Resource implications

- (a) Finance A possible budget of £1000 may be required to pay for possible removal firm's charges and possible destruction or rubbish disposal. NMAS staff based in Norwich or other sites may be required to visit King's Lynn for advice and their transport costs paid for
- (b) Property None
- (c) Staff Tim Thorpe (to carry out MODES database and loaned object file research, and overview the entire process). Nick Gurnhill (NMAAS Technician) and Gemma Smith (UEA Intern) to carry out selecting, listing, description, photography and research of objects. NMAAS curatorial and conservation staff may be called upon as and when required to assist in identifying objects and providing conservation reports.
- (d) Information Technology None

7. Conclusion

This collections review is proposing to remove items that are of minimal interest in interpreting the history of King's Lynn, and will free up space and resources for the benefit of the remaining collections.

8. Recommendations:

That the Area Museums Committee agree that the objects listed in Appendix A are de-accessioned.

Originator of report:
 Tim Thorpe
 Curator
 Lynn Museum
 King's Lynn PE30 1NL
 Tel: 01553 780982
 e-mail: tim.thorpe@norfolk.gov.uk

Appendix A

King's Lynn: rationalisations recommended by NMAS officer group			Phase 3
KILLM : 1992.152	child's cot	Child's cot, dated around 1956	1956
KILLM : 1971.93	cash register	National cash register, £-s-d till and adding machine	1950 (circa)
KILLM : 1972.76	mangle	Easy Lift' Eubank wooden roller mangle on cast wheels	1920 (circa)
KILLM : 1978.257	chair	Invalid chair, folding metal frame, leather seat and removable backrest; made by 'Allwyn'	1940=1950 (circa)
KILLM : 1979.76	towel rail	Metal towel rail, chrome plated, five rails	1950 (circa)
KILLM : 1982.65	tool bench	Shaving horse tool bench; wooden frame on four legs, hessian covered seat	1900 (circa)
KILLM : 1982.212	press	Bramah hydraulic press, hand operated, wooden with brass fittings with iron plate which presses upwards	1900 (circa)
KILLM : 1989.9	fairground model	Fairground model Cake Walk ride made by amateur model maker	1960-1970 (circa)
KILLM : 1990.601	model	Fairground model carousel ride made by amateur model maker	1980-1990 (circa)
KILLM : 1990.606	tool	Bacon slicer, painted red.	1960 (circa)
KILLM : 1992.151	pram	Child's pram, made by 'Tan-Sad Ltd', four wheels and handles.	1956
RAT : 18	chair	Lounge chair, wooden base with soft textile padded seat	1950 (circa)
RAT : 19	mangle	Iron 'Sunbeam' table mangle on iron frame.	1900 (circa)
RAT : 20	fairground model	Carousel model of a fairground ride made by amateur model maker	1950 (circa)
RAT : 24	weights	Two iron cylindrical weights of 56lb each attached to iron hoop.	1800=1900 (circa)
RAT : 22	sink	Belfast ceramic white sink marked 'Westwood fire clay'	1900 (circa)

Item 6

Committee: King's Lynn & West Norfolk Area Museums Committee

Date: 4th January 2010

Report from: Executive Director Regeneration, Borough Council of King's Lynn & West Norfolk

1 Introduction

The report updates members of the Area Museums Committee on the operation of the tourism and heritage facilities operated by the Borough Council.

2 Tourist Information Centres

2.1 Hunstanton and King's Lynn Tourist Information Centres

Visitor numbers to the Borough Council's two main Tourist Information Centres in King's Lynn and Hunstanton during the period January – November 2009 have totalled 241,118, around 12.2% more than in 2008. In Hunstanton the total of 151,773 visitors is 16.2% higher than 2008. In King's Lynn the total of 89,345 visitors is 5.9% higher than 2008.

These visitor numbers represent a significant increase in people using the service during 2009 and are significantly higher than levels recorded over recent years.

2.2 Downham Market Tourist Information Centre

To date in 2009 (January – September) a total of 1,914 enquiries have been made at the Tourist Information desk of the Council Information centre in Downham Market. It would of course be expected that more people would access the centre for tourist information, without making a direct counter enquiry.

2.3 Tales of the Old Gaol House.

Visitor numbers to Tales of The Old Gaol House for the period January – November 2009 were 4% higher compared with 2008.

3.0 Strategic tourism and heritage initiatives

3.1 West Norfolk Holiday Guide

Delivery for distribution to take place from 4th January 2010, with delivery targets set at:

Direct response to West Norfolk campaign	46,000
Direct response to East Anglia Seaside campaign	14,000
National Tourist Information Centres	25,000
Local distribution, exhibitions and events	15,000

3.2 West Norfolk advertising campaign

The final total number of enquiries from the 2009 campaign is close to 38,000 enquires. This was below the target of 42,000 enquiries. This in part reflected increased spending on locally based advertising and promotions to promote visits by local residents and day visitors to local attractions, offset by a reduced spend on national advertising aimed at generating enquiries for the main brochure. Looking to 2010 the planned increased use of on-line advertising media to generate requests for the 2010 holiday guide is expected to increase the level of enquiries to 46,000 based on the same level of advertising spend as in 2009.

3.3 **Other publications**

Production of *Where To Go and What To in West Norfolk* is underway with publication due for early February. New editions of the Hunstanton mini guide and Downham Market mini guide and Discover King's Lynn will be produced by March 2010.

3.4 ***King's Lynn Town Guides leaflet***

The Borough council will again be organising design and production of the King's Lynn Town guides guided walks leaflet in conjunction with the King's Lynn town guides.

4 **Hunstanton Promenade – Sea Change application**

4.1 The application to the Seachange programme for a Promenade enhancement programme did not succeed in attracting one of the limited number of grants available. A total of 7 grants were awarded nationally. There were over 40 applications. Despite this outcome, work is continuing to take place to prioritise and develop further proposals for a number of schemes to enhance the promenade.

5 **The Town Hall .**

5.1 Further work in respect of the service review process including the future development of proposals at the Town Hall is continuing to take place in accordance with the actions reported to the Area Museums Committee in November

6 **Financial implications**

6.1 The current service reviews being undertaken by the Borough Council may impact on net budgets and delivery of tourism and heritage facilities.

7 **Policy Implications**

7.1 Existing provision of services, facilities and strategic initiatives is consistent with and will continue to be informed by cultural, heritage and tourism strategies.

8 **Recommendations**

8.1 The committee is recommended to note the report.

9 **Access to Information**

9.1 No background papers

Author of report.

Tim Humphreys
Tourism Manager
Borough Council of King's Lynn and West Norfolk

Tel 01553 616643

E-mail: tim.humphreys@west-norfolk.gov.uk