

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



KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE

Agenda

**Monday 5 January 2009
at 2.15 pm**

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



INVESTOR IN PEOPLE



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



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 616758
Minicom: 01553 616705

17 December 2008

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 5 January 2009** at **2.15 pm** in the **Committee Suite, 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 6 October 2008 (attached at pages 1 - 9).

3 **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.

4 **To receive a presentation “Archaeology Update” from the Acting County Archaeologist**

To receive a presentation from David Gurney, Acting County Archaeologist (report attached at pages 10 - 13).

5 **Reports of the Area Museums Officer**

To consider the attached reports:

- (a) King’s Lynn Museums Report, October to December 2008 (attached at pages 14 – 17)
- (b) Review of Collections in the King’s Lynn Museum (attached at pages 18 – 31)

6 **Report of the Borough Council**

- (a) Update report on the Borough Council’s activity and update on the King’s Lynn Heritage and Cultural Asset Buildings Review (attached at pages 32 - 35).

7 **Date of Next Meeting**

To be confirmed.

To: **Borough Council Representatives**

Councillors Mrs E Nockolds, M Langwade, D Murphy, Mrs J Murphy
A Tyler

County Council Representatives

Mrs H Bolt, 11 Nelson Street, King’s Lynn PE30 5DY
Mrs J Brown, 14 Pine Tree Close, West Winch, King’s Lynn PE33 0QQ
Mr J Collop, 8 Ayre Way, King’s Lynn PE30 3YD
Mrs J Eells, Tebbs Cottage, 84 Great Bircham, King’s Lynn PE31 6QB
Mr A J Wright, The Manor House, Syderstone, King’s Lynn, Norfolk,
PE31 8SD

Substitutes -

Mr C Joyce, 28 Keene Road, King's Lynn PE30 5BT

Mr F Pitt-Pladdy, 46 Pilgrims Way, Harleston IP20 9QE

Ex Officio Non Voting Members

Chairman, Joint Museums Committee – Mr John Gretton, Heydon House, 5 Quebec Road, Dereham, Norfolk NR19 2DP

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

Co-opted Youth Representative

Miss Abigail Rawlings, Torrington, Old Hall, Castle Rising, King's Lynn, PE31 6AJ

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, Head of Regeneration, Borough Council of King's Lynn and West Norfolk

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

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 6 October 2008 at 2.15 pm
In the Council Chamber, Town Hall, King's Lynn**

PRESENT:

Councillor Mrs E A Nockolds	- Borough Council of King's Lynn & West Norfolk
Councillor A M J Tyler	- Borough Council of King's Lynn & West Norfolk
Councillor Mrs J Murphy	- Borough Council of King's Lynn & West Norfolk
Councillor M L Langwade	- Borough Council of King's Lynn & West Norfolk (from 3.35 pm onwards)
Councillor Mrs J Eells	- Norfolk County Council
Councillor A J Wright	- Norfolk County Council
Councillor Mrs J Brown	- Norfolk County Council
Councillor Mrs H Bolt	- Norfolk County Council
Mr T Humphreys	- Tourism Manager King's Lynn & West Norfolk
Dr R Hanley	- Norfolk Museums and Archaeology Service
Mr T Thorpe	- Norfolk Museums and Archaeology Service
Abigail Rawlings	- Youth Representative

Apologies for absence were received from BCKLWN – Councillor D Murphy, Michael Dennis – Manager, Green Quay, Ms V Trevelyan – Norfolk Museums and Archaeology Service and Mr D Higgins – Friends of King's Lynn Museum

1 APPOINTMENT OF CHAIR

RESOLVED: That Councillor Mrs E Nockolds be appointed as Chair for the remainder of the Municipal Year.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED: That County Councillor A J Wright be appointed as Vice-Chair for the remainder of the Municipal Year.

3 MINUTES

The Minutes of the Meeting held on 7 April 2008 and the notes of the Informal Meeting held on 7 July 2008 were confirmed as a correct record.

4 **DECLARATIONS OF INTEREST**

There were none.

5 **PRESENTATION ON SUMMER OUTREACH PROGRAMME**

The Committee received a presentation on the summer outreach programme by Stuart Hall, Community Outreach Officer.

The presentation highlighted the following events:

- Christmas 2007 – Event at the Town Hall, Christmas through the Ages
- Summer Events in the Walks
- Appetite for Archaeology which linked to Food Fortnight Events – Terrington St Clement
- February Half-Term – 400 children attended a drop in event entitled Fun of the Fair
- Speedway Project – project which involved Students with learning difficulties from the College of West Anglia and the Stars Study Centre. An appeal for memorabilia and exhibition was held at the Lynn Museum. A magazine produced from the project was tabled and Members of the Committee invited to view it. The Students each collated a portfolio which was used as part of the assessment for the qualification being undertaken. A DVD was produced.
- Summer Holidays – events held at Fenland, Fairstead, Tilney St Lawrence, Denver Windmill, South Lynn and Hunstanton.

The Community Outreach Officer reported that 25 sessions had been held during the summer holidays and had targeted 60 different communities.

The attendance figures for the various projects undertaken in the current year were outlined as listed below:

16 – 18 year olds	263
Primary School	1779
Adults	1998
Volunteers	25
Total accessed service to date	4065

The future projects to be undertaken are as follows:

- Air Cadets – History of the Squadron
- Their Past Your Future – Springwood and Park Schools
- Appetite for Archaeology
- Picture this Project – successful bid made to HLF Young Roots.
- Identity and Place – Methwold High School

A copy of the presentation is attached at Appendix 1 to the minutes.

Following the presentation the Committee was invited to ask questions/ comment.

The Chairman made reference to a letter published in the Lynn News congratulating the team on a successful and enjoyable event.

In response to questions, the Community Outreach Officer explained that discussions had been held with the Stars Study Centre regarding an exhibition and the possible establishment of a Museum at the Speedway Stadium to enable the public to view exhibits, etc.

The Committee was advised that Claire Sally had been appointed by the NCC to promote cultural and other events linked with the 2012 Olympic Games. It was suggested that linked events could be held in The Walks, at Lynnsport, etc. The intention was to make greater use of sports venues throughout the county.

In response to a question, the Community Outreach Officer advised that a future project could include the history of Speedway with a particular focus on King's Lynn.

RESOLVED: (1) That the report be noted.

(2) That the Community Outreach Officer be thanked for his presentation.

6 **REPORT OF THE AREA MUSEUMS OFFICER**

The Area Museums Officer presented a report which provided Members with information on King's Lynn Museums from July to September 2008.

The following points were highlighted by the Area Museums Officer.

The Lynn Museum had seen strong visitor levels since the April 2008 opening. The museum had an admission charge in place from April to September and will be free from October to March. Free admission vouchers had been targeted at local people during the charging period, including distribution by the Community Outreach Officer at off-site events. Vouchers were included in the June issue of the County Council's Your Norfolk publication, which was distributed to every Norfolk household. The free admission offer will be highlighted in the next edition of the Borough Council's Your Council magazine. It was hoped that visitor numbers would be sustained during the winter period.

Members noted that the King's Lynn Museums were now running a comprehensive programme of adult education courses from September 2008 to June 2009, following the termination of the partnership agreement with the Continuing Education Department of the University of East Anglia. NMAS was working in partnership with the NCC Adult Education Department. The 10 session courses, all with a strong collections focus, commenced on 15

September. The Committee was informed that this first course was free and delivered as part of the HLF-funded ARCH project co-ordinated by Adult Education.

The Heritage Open Day on Sunday 14 September was a great success, with both the Lynn Museum and Town House Museums open all day with free admission. There was 460 visits to the Lynn Museum and 758 visits to the Town House which was a significant increase on previous years.

The Area Museums Officer reported that since the distribution of the Agenda for today's meeting, a leaflet entitled "King's Lynn Museums – What's On, October to December 2008 had been published. Copies of the leaflet were circulated to the Committee.

The visitor figures to King's Lynn Museums were tabled. Under the terms of the 2008-2009 NMAS Business Plan, the Town House Museum had been opening on Sunday afternoons during the period May to September in order to test the market. This trial basis of Sunday opening had proved disappointing and was therefore questionable whether this represented value for money. The Area Museums Officer advised that there was scope for a separate discussion to look at the Town Centre as a whole on Sundays and look closely at arrangements for next year.

In response to questions, the Area Museums Officer explained that leaflets and notices had been placed to ensure the public were aware of the Sunday opening hours. The Tourism Manager commented that the public were not perhaps aware of what venues were open on Sundays. It was generally felt that more venues were required to open on Sundays to make this worthwhile. One season was not sufficient to determine whether Sunday opening should be considered for next and following years.

An enquiry was made as to whether consideration could be given to introducing monthly Heritage days.

A suggestion of placing bill boards at appropriate strategic points and outside supermarkets. The Chairman advised that this would present a highway issue.

Comments were made on improving signage to the Green Quay and quay area.

The Chairman stated that she looked forward to further discussions at a future meeting on the introduction of a "package" to encourage visitors to different heritage venues within King's Lynn.

The launch of the Pilgrimage Trail took place on 12 July. The production of a trail guide leaflet had been co-ordinated by NMAS. NMAS is currently co-ordinating the design and installation of new external graphic panels for The Walks. A range of interpretation leaflets was also being developed.

The report of the work of the Fenland partnership to date – Feast of Fenland, Findings from a regional community project had recently been published. Copies were circulated to Members. The report captured the broad range of activities undertaken in Fenland from 2006-08 and will be a useful advocacy tool for future planning and fundraising.

As part of the Fenland Project a group of eight young people, aged between 14-20, worked with five older people to record their memories of growing up in the Fenland area. The young people used these memories to create their own drama performance – Back in the Day, which compared their lives with that of previous generations. A video was produced and the Area Museums Officer reported that it would be viewed at a future meeting of this Committee.

During the summer months of July and August a significantly extended programme of outreach activities for children and families took place in target communities across West Norfolk, the Fens and Breckland. The programme was managed by the Renaissance-funded Community Outreach Officer, Stuart Hall. The school network was used to distribute leaflets, alongside an expanding mailing list, which supported the development of sustainable relationships with the more isolated communities.

A range of events were held at The Walks as part of the interpretation plan. NMAS organized three drop-in family days during the summer holidays. These events attracted over 1,000 participants.

It was reported that a funding bid for £25,000 to the HLF Young Roots programme had been successful. The Picture project will run over two years and involve a number of local youth groups creating films about their local communities and heritage.

A number of new sessions for schools had recently been piloted at Lynn Museums.

The new Seahenge gallery had also been used for the first time with schools.

In response to questions, the Area Museums Officer explained that a travel subsidy was available to schools if 50% of pupils were in receipt of free school meals. It was confirmed that there was no funding available during this year to cover the entire cost of coach travel. Comments were made on the considerable impact because of rising fuel prices.

The Chairman enquired if the interpretation boards installed at The Walks could include the postcode in case of an emergency to enable the emergency services to locate the incident. In response the Area Museums Officer confirmed that this would be included.

Following comments made by the Committee, the Area Museums Officer reported that a post code analysis was conducted for visitors to the Seahenge exhibition and that there was still a number of enquiries from academia and non-visitors relating to Seahenge.

The Chairman thanked the Area Museums Officer for the detailed report.

RESOLVED: That the report be noted.

7 **SITE UPDATE REPORTS**

(a) Green Quay six monthly activity report

The Committee received a written report from the Centre Manager.

The Chairman invited comments from those present.

It was reported that the Green Quay had received over 1,500 visitors on the Heritage Open Day.

The Chairman informed the Committee that the Green Quay was currently working with Natural England to produce a DVD to be used as part of an education programme.

RESOLVED: That the report be noted.

(b) True's Yard Museum six-monthly activity report for period ended 31 March 2008

The Committee received a written report from Joanne Barrett, the Manager of True's Yard Museum.

The Tourism Manager reported that the HLF bid had been successful and the full amount would be awarded.

The Area Museums Officer explained that an advisory group would be available to provide professional advice in key areas throughout the project.

RESOLVED: That the update report be noted.

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 over the calendar year period to September 2008. The report also provided an update on the work commissioned by the Borough Council in connection with the King's Lynn Heritage and Cultural Asset Review.

The following points were highlighted as set out below:

- Visitor numbers – the total number of visitors to the Borough Council's Tourist Information Centre in King's Lynn was on a par with the previous year, apart from the month of June when in 2007 the Captain

Vancouver Festival had taken place. Hunstanton – since May 2008 the figures had increased on 2007.

- Downham Market TIC – it was encouraging to see a small increase in the number of visitors.
- Tales of the Old Gaol House – visitor numbers for the period January – August 2008, were 6060. This represented a 10% reduction on 2007, but was still substantially above previous years.
- South Gate – it was noted that public access was only possible due to the excellent commitment of the South Gate Keeper volunteer group. The number of admissions was 261, slightly down on 2007 (282). It is hoped that joint promotion with access to Red Mount Chapel in 2009, coupled with increased coverage in the 2009 Discover King's Lynn promotion could support an increase in visitor numbers for 2009.
- Red Mount Chapel – following the theft of lead from the roof and the necessary arrangements for re-instatement works, regular public access arrangements for 2008 were not possible. However, opening arrangements, with consent from the building contractor, was made for the Heritage Open Day.
- Heritage Open Day – the number of visitors to The Custom House, Guildhall of St George, The Jewish Cemetery, King's Lynn Town Hall, Red Mount Chapel, South Gate, Tales of The Old Gaol House were reported as detailed in the report. Following a comment on the success of the **Heritage Open Day, the Chairman agreed to write a letter of thanks from the Committee to the relevant organizations involved and to the Tourism Manager's team.**
- Discover King's Lynn – The Area Museums Officer and the Tourism Manager would be meeting shortly to discuss next year's edition. It was noted that the new voucher scheme introduced in 2008 was working well. The colour coded vouchers for each participating venue ensured that a clear record can be made of where each voucher had been redeemed and where the voucher had been issued from in the first place. A full analysis report will be provided to the next meeting of the Area Museums Committee.
- West Norfolk Advertising Campaign – For the period to the end of August the campaign had generated 39,303 direct brochure requests.
- 2008 West Norfolk Publications – Downham Market mini guide being delivered today. This guide highlighted the key features, history and facilities of the town as well as featuring the attractions of surrounding areas and promoting Downham Market as a base.
- King's Lynn Hanse Festival – The main festival will take place from 30 July – 2 August and will feature a visit by the 15th century replica sailing ship the Lisa Von Lubeck.

AGREED: The Chairman would write a letter of thanks from the Committee to the relevant organizations, and to the Tourism Manager's team involved with the Heritage Open Day

King's Lynn Heritage and Cultural Asset Buildings Review

The Tourism Manager provided an overview on the above Review. Work on production of the first stage Options report had been completed. The consultant's report was presented to a joint meeting of the Borough Council's Culture and Community Panel, Regeneration and Environment Panel and Resources and Performance Panel on 26 August 2008 (a copy of the presentation is attached at Appendix 2 to the Minutes). A report of recommendations for further action based on the report was due to be considered by the Cabinet of the Borough Council on 7 October 2008.

Copies of the full report were available at the end of today's meeting for those Members who wished to receive a copy.

The options available for the Town Hall complex, the Arts Centre and Guildhall of St George, the Custom House, The Green Quay were outlined by the Tourism Manager.

In conclusion, the Tourism Manager explained that in making their recommendations the consultants provided broad indications of estimated capital costs and net operating costs. It was highlighted that these can only be considered as initial outline broad indications and must be subject to significantly more detailed investigation and feasibility.

Members were invited to ask questions and comment, a summary of which is set out below:

- Who would bear the cost of any such proposals?
- There would a significant cost involved for the provision of a new library/archive storage provision – external funding would therefore need to be considered.
- Town Centre master planning exercise being undertaken.
- Use of old library building if a new one to be constructed.
- Possibility of new combined Museum at the Town Hall complex.
- How the Arts Centre could be enhanced and improved – possible creation of new theatre area. Immediate maintenance works to be carried out – report to be considered by the Council's Cabinet on 8 October 2008.
- Future development of West Lynn when Del Monte factory demolished – potential application for European funding.
- Dedicated parking spaces to enable visitors to the Green Quay – negotiations underway to acquire parking spaces when St Margaret's House has been sold.

RESOLVED: That the update report be noted.

9 **ANY OTHER BUSINESS**

Councillor Tyler reported that he had recently undertaken a behind the scenes visit to the Cinema. He raised concern over the signage. **In response, the Tourism Manager agreed to raise this issue with the Civic Society.**

Councillor Langwade enquired if there was a forward plan for exhibitions at the Lynn Museum for items in storage. He tabled two photographs from 1938 illustrating Cumberland Pottery and English Glass. In response, the Area Museums Officer advised Councillor Langwade to contact the Curator at the Lynn Museum.

10 **DATE OF NEXT MEETING**

Monday 5 January 2009 at 2.15pm in the King's Lynn Museum.

The Meeting closed at 4.15 pm

Report by the Acting County Archaeologist

As part of an 'Archaeology Update' by the Acting County Archaeologist, this report provides information on Archaeological Excavation and Survey 'highlights' in King's Lynn and West Norfolk in 2007.

1. Background

This annual report comprises summaries of archaeological excavations, fieldwork and surveys carried out in West Norfolk during 2007. It is often several years before post-excavation work on larger projects is completed and a full report is published, while many smaller projects are the subject of 'grey reports' for the client, the Local Planning Authority and the Norfolk Historic Environment Record (NHER) without further publication/dissemination. These summaries provide a useful guide to recent archaeological research in the county. The NHER is maintained at Gressenhall by Norfolk Landscape Archaeology and may be consulted by appointment (01362 869281 or smr.mus@norfolk.gov.uk. An online version of the NHER database, *Norfolk Heritage Explorer*, is available at <http://www.heritage.norfolk.gov.uk>.

Instead of providing a comprehensive list of all projects undertaken, as in previous reports, this year the content is more selective. Longer accounts are provided of excavations deemed to be more significant, with illustrations where possible. Information on these and other projects and 'negative' sites will appear on the Norfolk Heritage Explorer as soon as the data are entered onto the NHER and the NHE website is updated (around four times a year).

2. Excavations and Surveys in West Norfolk in 2007

Barton Bendish, Spread Eagle Public House (NHER 51026, TF 71284 05711)
by Gary Brogan and Sophie Unger, Archaeological Solutions.

An evaluation for Parsons and Whittleby revealed small-scale archaeological remains of three phases. One trench revealed the side of a pit or ditch containing early medieval pottery. Another produced a silted-up shallow cut which yielded Late Bronze Age to Middle Iron Age pottery, and substantial 18th–19th-century foundations of pitched chalkstone blocks. AS Report 2951.

Brancaaster, Tranquillity, Marsh Lane (NHER 50282; TF 7792 4417)
by Thomas Bradley-Lovekin, Archaeological Project Services.

Development immediately adjacent to the scheduled remains of the Roman fort and *vicus* of *Branodunum* was the subject of a watching brief for Thomas Faire Architects. Several ditches were revealed, with one containing an assemblage of early–mid-2nd-century Roman pottery. The other ditches were undated, but unstratified Roman pottery recovered close to one of them suggests a similar date.

This dating is of note as it contrasts with the results of previous investigations which have suggested that occupation of the fort and *vicus* commenced in the late 2nd century. APS Report 82/07.

East Rudham, Coxford Abbey Quarry (NHER 41273; TF 83172 30249)

by Phillipa Sparrow and Rick Greene, Archaeological Solutions.

Further fieldwalking survey and excavation for Longwater (Gravel) Co. Ltd revealed three phases of prehistoric activity. The Early Neolithic was represented by a series of clustered and paired pits, indicative of domestic structures. Possible symbolic activity was revealed in the form of deliberately broken and recycled axes, with a concentration of cereal grain discovered in the same pit. The Early Iron Age was represented by a single natural feature with one fill containing pottery. The final phase was Roman, with finds from a pit and a gault hole indicating small-scale, temporary use of the site. AS Report 2954.

East Winch, Fosters End Drove, Blackborough End (NHER 37413; TF 6840 1520)

by Jon House and Chris Pole, Archaeological Solutions.

Further excavation for Middleton Aggregates Ltd revealed multi-period remains, after three previous phases of excavation at the site had explored evidence for Middle Iron Age, Roman and post-medieval activity. Work in 2007 revealed two isolated pits, one Iron Age and one medieval. Five tree throws were discovered and tentatively dated to the Roman period. The continuations of post-medieval Parliamentary Enclosure ditches were also encountered. This excavation confirmed the low-level Middle Iron Age activity at the site, although the considerable Romano-British remains seen in earlier phases did not continue into this latest area. AS Report 2870.

King's Lynn, Austin Street (NHER 51102; TF 6203 2034)

by Chris Birks, Chris Birks Archaeological Services.

An archaeological evaluation by trial trenching for Marten Properties (Sussex) Ltd recorded evidence for medieval and post-medieval settlement, indicated by a late medieval/early post-medieval domestic waste pit, a post-built structure, pottery and clay-pipe stem fragments. The timber structure dated from the post-medieval period and was almost certainly a temporary structure. This site lies to the north-west of a nationally important site that has produced evidence for cottage industries, including the manufacture of fishhooks, woodworking and, later, horn-working. There is evidence indicating that settlement has existed along Norfolk Street since the mid-12th century, so the lack of similar remains at this site is notable. The reasons for this absence of remains is unknown, but it may be due to considerable modern intrusions on this site or simply that this area was largely unused. Chris Birks Archaeological Services CB088R.

King's Lynn, Greyfriars (NHER 5477; TF 6201 1978)

by Paul Cope-Faulkner, Archaeological Project Services.

Investigations for King's Lynn and West Norfolk Borough Council in the precinct of the medieval Franciscan friary, founded in the mid-13th century, indicated that dumped deposits were used to consolidate the ground prior to the construction of the friary. Parts of the nave, north aisle, choir, Chapter House and eastern range of the cloister were identified. Additionally, further buildings, including a vaulted

undercroft, were revealed east of the cloister. Brick foundations for the choir stalls were apparently constructed over a sounding chamber. In the early post-medieval period the nave, and possibly the presbytery, were demolished, although other parts of the friary, including the Chapter House, survived into the 17th century. Domestic buildings were constructed on the street frontage in the 18th century. APS Report 34/07.

King's Lynn, The Shrubbery, Blackfriars Road (NHER 42824; TF 6226 2027)
by Giles Emery, NAU Archaeology.

An archaeological evaluation was carried out for Mr Phil Bone. Two trenches revealed Late Medieval riverine deposits at the street frontage and a Late Medieval ditch further to the east. This ditch may mark the edge of a building plot extending from a medieval street frontage along Littleport Street. A 19th-century brick culvert was also revealed. This subterranean tunnel was constructed in order to carry water from a covered reservoir to the south of the site to a channel on the northern side of Littleport Street. NAU Archaeology Report 1260.

Leziat, Holt House Farm (NHER 38183; TF 681 181)
by Steve Malone, Archaeological Project Services.

Archaeological monitoring of an 8ha area on behalf of WBB Minerals revealed evidence for domestic occupation and industrial activity ranging from the late Bronze Age to the late Iron Age and Roman periods.

In the west of the site a series of pits yielded a remarkably consistent assemblage of late Bronze Age post-Deverel–Rimbury plain wares. This is an interesting collection for this area, probably representing debris derived from a nearby settlement. The good condition of the material suggests that it had not travelled far before deposition.

Evidence for iron-smelting was also recovered. Two or three furnaces are suggested, but only the very base of the structures survived. The clearest evidence was the quantity of slag deposited in pits nearby. Radiocarbon dates from organic material encased in the slag give a date in the 4th–3rd century BC.

Further east, on a slight rise, lay an area of 50+ pits enclosed by an irregular curving ditch. Many of the pits had charcoal-rich fills and some showed evidence for burning *in situ*. The pottery assemblage from the pits is typical of many later Iron Age assemblages from Norfolk, but also includes barrel-shaped vessels and La Tène decorated sherds, probably from a single vessel but distributed through the fills of the three pits. La Tène decoration is rare in Norfolk, having been found on only two other sites, both in the north-west of the county. The barrel-shaped vessels are also unusual, being more commonly found in Lincolnshire and northern Cambridgeshire. It is possible that these vessels represent imports into Norfolk from areas to the west of the county, perhaps indicating a trade or social network linking the site to areas to the north and west. Little structural evidence was identified, although burnt daub within pit fills presumably derives from structures in the immediate vicinity. APS Report in preparation.

Marham, The Old Bell (NHER 49785; TF 7084 0979)
by Shannon Hogan and Chris Pole, Archaeological Solutions.

An evaluation for Veltshaw Builders Ltd revealed two phases of archaeology. The Late Saxon/Saxo-Norman to early medieval periods were represented by

numerous pits and ditches constituting roadside activity, possibly relating to the development of the village. Phase Two dated from the post-medieval and modern periods and comprised walls, a floor and made-ground, which were also likely to represent roadside activity along Church Lane. AS Report 2171.

Southery, Westgate Street (NHER 49133; TL 6209 9456)

by Vicky Mellor, Archaeological Project Services.

Land in the historic core of Southery and near to previous discoveries of Roman and Saxon remains was the subject of an evaluation for D. Aguila-Agon and Nicholson Machinery Ltd. A pit of probable Late Saxon date containing evidence for occupation and industrial activity was revealed, together with several other pits that, although undated, were similar to the Late Saxon example and are perhaps contemporary. These remains were sealed by a buried medieval soil. Late post-medieval structural remains were extensive and a collection of horseshoes indicated a farrier at the site at this time. APS Report 6/07.

West Dereham, Crimplasham Quarry (NHER 50596; TF 66491 03370)

by Rebecca Crawford, NAU Archaeology.

Archaeological fieldwalking and geophysical survey were undertaken for Frimstone Ltd across a proposed quarry extension. Although no significant concentrations of finds of any kind were located during the course of the fieldwalking, the geophysical results confirmed the presence of four ring-ditches (NHER 16162, 18825 and 18235). In addition to these known features, a further two sub-annular geophysical anomalies of similar dimensions to the ring-ditches and a significant number of linear features that probably correspond to later field boundaries were identified. There was also a large number of amorphous and circular anomalies. A linear anomaly aligned approximately NW–SE was tentatively interpreted as a trackway. NAU Archaeology Report 1697.

3. Recommendation

That the Report be noted.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:-

David Gurney

Acting County Archaeologist

Norfolk Museums & Archaeology Service

Tel No: 01362 869280

email address: david.gurney@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact David Gurney on 01362 869280 and we will do our best to help.



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**

5 January 2009

Item No. 5(a)

KING'S LYNN MUSEUMS REPORT

Report by the Area Museums Officer

**This report provides information on King's Lynn
Museums from October to December 2008**

1. Temporary exhibitions and events

- 1.1 The Lynn Museum is currently in its free admission period, which runs from October 2008 to March 2009. Visitor numbers during the free admission period have been encouraging. A MOSAIC postcode survey is currently being undertaken. This will enable a comparison of the visitor profile to be made for charging and non-charging periods. The free admission offer was highlighted in the Borough Council's *Your Council* magazine.
- 1.2 The fine art exhibition *Walter Dexter: Artist of King's Lynn* was on show at Lynn Museum until 29 November. The current temporary exhibition is *Christmas Through the Ages*.
- 1.3 Norfolk Museums & Archaeology Service (NMAS) organised and hosted a number of events as part of the *Food Fortnight* programme organised by the West Norfolk Partnership. These included the large-scale community history event *Appetite for Archaeology* at Downham Market High School on 1 November and *Bronze Age Bread and Butter* at the Lynn Museum on 3 November. The Lynn Museum hosted a talk by Norfolk Record Office (NRO) entitled *How Many Miles to Market* and organised the lunchtime talk *Woolton Pie & Carrot Fudge* – this talk looked at wartime cookery and was repeated for a large school group.
- 1.4 Forthcoming events include a lunchtime talk by the NRO called *Let's Hit the Shops* on 19 December and a family craft event *Christmas Decorations Through Time* on 22 December.

2. Other Museum Developments

- 2.1 Work is continuing on the second phase of collections rationalisation, with the focus on social history collections currently stored in the Town Hall and at Aickmans Yard.
- 2.2 King's Lynn Museums are hosting a UEA postgraduate Museology student placement across the current academic year. Alison Stebbing is working 2 days per week, supporting the Curator with a number of collections management projects.
- 2.3 Under the terms of the 2008-09 NMAS Business Plan, the Town House Museum is closed to the public until 14 February. During the closure period, the Town House remains open for schools and other pre-booked groups. There have been good levels of school bookings during this period.
- 2.4 A major review and re-organisation of stored collections is underway, as part of a collections management plan being developed by the Curator

3. Friends of King's Lynn Museums

- 3.1 The Friends are developing their 2009 programme for members and membership levels remain strong. The Friends held their AGM at Lynn Museum on 13 October.
- 3.2 The Friends organised a successful lunchtime talk at the Lynn Museum on 8 December with speaker Bryan Howling.
- 3.3 The Friends organised a successful evening talk by the archaeologist Carezza Lewis of TV's *Time Team* on 8 October.

4. Partnership Projects

- 4.1 NMAS is continuing to assist the Borough Council with the ongoing review of the Town Hall and other heritage assets.
- 4.2 NMAS is continuing to work with the Borough Council on the Walks restoration project, for which NMAS is managing the interpretation strategy. NMAS is currently co-ordinating the design and installation of new external graphic panels for The Walks.
- 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 are currently involved with the partnership. A project

proposal is currently being developed for the next Renaissance business plan covering the period 2009-11.

- 4.4 The report detailing the work of the Fenland partnership to date *Feast of Fenland: Findings from a regional community project* has recently been published. Copies of the report will be available at this meeting.
- 4.5 Following the departure of Fenland Project Officer Marie Kennedy to a new position, Stuart Hall has been appointed as her successor.
- 4.6 NMAS has been liaising with NCC Adult Social Services in their ongoing review of day opportunities for older people in the Western Area.

5. Learning & Outreach

- 5.1 A new Learning Officer has been appointed for King's Lynn Museums. Melissa Hawker took up post at the start of December. Following the appointment of Stuart Hall to the post of Fenland Project Officer, a recruitment process is underway for the vacant Community Outreach Officer post.
- 5.2 During October half term, the large-scale family learning event *Raiders and Invaders* was organised in the Town Hall on 28 October. Visitors had the opportunity to get involved with a range of fun activities and find out all about the Rotten Romans, Scary Saxons, Vicious Vikings and Nasty Normans. Over 200 people participated on the day, which had a strong living history element.
- 5.3 School bookings and enquiries during the Autumn term have been encouraging. Temporary cover arrangements were put in place to manage the schools service following the departure of the previous Learning Manager.
- 5.4 King's Lynn Museums continue to offer a broad range of adult education courses in partnership with the NCC Adult Education Dept. The course *Clothing and Culture Through Time* and *Creative Writing in the Museum* have now ended. *Treasures of the Collections* and *Bronze Age Britain and Seahenge* will be running during 2009.
- 5.5 Following the successful funding bid for £25,000 to the HLF *Young Roots* programme, the *Picture This* project is now being taken forward. The project will involve a number of local youth groups creating films about their local communities and heritage and is being delivered in partnership with NCC Youth Services.

6. Visitor & Outreach Numbers

- 6.1 Visitor figures for the period October to December 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

Area Museums Officer for King's Lynn & West Norfolk and Breckland

Town House Museum

King's Lynn PE30 5DQ

Tel: 01553 773450

e-mail: robin.hanley@norfolk.gov.uk

Review of Collections in the King's Lynn Museums

Report by the Head of NMAS

Summary

This report sets out the background to the review of collections in King's Lynn and recommends deaccessioning a group of social history items that are in poor condition and outside the current NMAS Acquisition and Disposal policy.

1 Background

- 1.1 Collecting within the NMAS is undertaken in accordance with the Acquisition and Disposal Policy approved by Committee. This is reviewed every five years and sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space and expertise.

As part of a responsible collections management strategy the NMAS undertakes regular reviews of its collections to ensure that material is properly classified and adequately housed. Objects that are deemed unsuitable for retention as part of the core collection are identified and alternative homes are found. The process to be followed was agreed by Committee in 2002 following a Best Value Review of collecting and collections management (see Annex 1).

- 1.2 To summarise, the core collections basically fall into three categories, with different levels of access:

1. Display material represents the best or most significant items in the collections and is easily accessible by all people visiting the museums.

2. Study collections provide depth for people who want to learn more about a specific subject. The emphasis is on presenting as many objects as possible for study. Improved study facilities are being provided at Collections Study Centres, such as the Shirehall, Carrow House or Gressenhall, where collections are available in reference galleries. Objects are either freely accessible when the museum is open, on open storage (easily accessible with an appointment or on regular open days) or in study rooms (open on set days a week).

3. Long-term research material is needed as evidence for current or future research and only needs to be available on an appointment basis. This can be contained in high-density storage, thereby making the most cost effective use of space.

1.3 Items not retained for the Core Collection are categorised as follows:

4. Working or demonstration material

Objects are put to working use or demonstration use at or on behalf of the museum, eg agricultural equipment.

5. Education, handling and loan collection

Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.

6. Set dressing and cannibalisation

Objects are used as set dressing for on-site activities of the museum.

7. Dispersal

Objects are found alternative homes where they will be put to good use. We follow Museums Association and Accreditation good practice guidelines. There will be a presumption that objects will remain in the public domain and offered initially to similar institutions at whichever location provides the best balance of care, context and access.

8. Disposal

Following Museums Association guidelines, if no other home can be found, objects are sold at auction or scrapped.

2 Review of social history collections at King's Lynn

2.1 The stores at King's Lynn Museums contain a number of social history objects. These 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 that are duplicated in 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, and some have no known relevance to the local history of the area. As a result these fall outside the Acquisition Policy of the museums service today.

These social history objects 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.

2.2 A review of these collections has been undertaken in order to:

- Improve access to the collection as a whole.
- Release storage space and resources to allow improved collections management, not least for the "Seahenge" timbers that will not be displayed.
- Remove threats posed by possible insect infestation.

2.3 Following the agreed process the attached list of objects (Annex 2) has

been identified for deaccessioning and subsequent dispersal or disposal. These objects were collected mainly during the 1960s to 1980s in a relatively uncontrolled manner, without reference to an official collecting policy or quality control. These objects have little or no provenance, have little relevance to the history of the local area, and as a result fall outside the Collecting Policy of the NMAS.

- 2.4 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. However, members should note that during the 2007-08 rationalisation programme, only one item was to be subject to destruction - the Savage farm wagon (RAT : 1) - which was in an unsafe condition for transportation. It has been recorded by conservators from Norfolk Museums and Archaeology Service and is due to be dismantled. All other rationalised objects were found new homes.
- 2.5 The objects listed in Annex 2 have been identified by the Curator as candidates for deaccessioning and disposal. The list has been scrutinised by the NMAS' internal Rationalisation Group, which comprises the Collections and Information Manager, the Senior Conservation Officer and the Chief Curator. Where possible these objects will be found a home in another museum or cultural institution.

The list has been considered by the Area Museums Committee for King's Lynn and West Norfolk, which is recommending that the Joint Committee approve deaccessioning.

3 **Resource Implications**

Finance: A budget of £1000 may be required to pay for 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.

4 **Equality Impact Assessment**

NMAS puts diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

This report has no equality implications.

5 **Section 17 – Crime and Disorder Act**

There are no Section 17 implications.

6 Risk Implications/Assessment

There is a risk that significant collections will inadvertently be deaccessioned, or that material acquired with external funds will be disposed of without permission. These risks have been managed in the following ways:

- The collections review has been undertaken following good practice guidelines set out by the Museums Association and the Museums, Libraries and Archives Council. This ensures that any legal considerations and the public interest, such as past donors or funders, have been taken into account.
- The King's Lynn Curator has used his specialist knowledge to identify objects of lesser interest to the museum, using the NMAS Acquisition and Disposal Policy for reference.
- The list has been scrutinised by the NMAS' internal Rationalisation Group, which comprises the Collections and Information Manager, the Senior Conservation Officer and the Chief Curator.
- The status quo involves risk as retaining material of poor quality and potential infestation increases risk to other more valuable collections.

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 Recommendation

Members are asked to agree that the objects listed in Annex 2 are deaccessioned.

Background Papers

MLA Museum Accreditation standard
MA Good Practice Guidelines on Acquisition and Disposal
NMAS Acquisition & Disposal Policy
(<http://www.museums.norfolk.gov.uk/default.asp?Document=900.020.010x1>)
NMAS Rationalisation Strategy (Annex 1)

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Vanessa Trevelyan 01603 493620

vanessa.trevelyan@norfolk.gov.uk



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Best Value Review of Collections Management

Strategy for rationalising NMAS collections

1 Introduction

As stated in Recommendation 5 of in the Best Value Review of Collecting in Cultural Services, all museum collections will be reviewed over the next five years to ensure that objects conform to standards of high priority and top quality by 2006. All material that does not conform will be disposed of. This paper sets out how the review will be undertaken.

The key elements of the process outlined below are required under the Museum Registration Scheme. Maintaining registered status is a requirement of Best Value Performance Indicator 169 (b) - the percentage of museums operated by the authority that are registered under the museums registration scheme administered by Resource.

The policy of the NMAS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. The NMAS has rich and diverse collections and is ranked within the top 2.5% of non-national registered museums. These collections are held in trust on behalf of current and future generations. The collections housed in the Castle Museum & Art Gallery and the Shirehall Collections Study Centre have been Designated by the DCMS as being of national significance. Fifty museums out of over 2,000 Registered museums have received this distinction, and a challenge fund has been established by the DCMS to support the work of Designated collections. The NMAS will have received £391,000 by the end of 2001/02 towards improving the quality of collections information and making it accessible on-line.

Collecting within the NMAS is undertaken in accordance with the Collecting Policy approved by Committee. This is reviewed every five years and sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space and expertise. Cromer Museum, for instance, will only acquire material that provides information about the history of Cromer not currently held within the museum. Thus, duplicates or material that is historic but not otherwise interesting or informative, will be not be acquired. This does not preclude collecting outside the terms of the Policy in exceptional cases, such as the West Runton elephant, which is within the terms of the Collecting Policy but of unusual size and national importance. The famous teapot collection of over 3,000 examples is now a nationally important collection without parallel elsewhere in the country and supports the study of styles in ceramic design. It is also a good marketing "hook" for visitors and spreads the fame of Norfolk throughout the world through a series of international travelling exhibitions funded by Twinings.

2 Using collections

The Core collections basically fall into three categories, with different levels of access:

1. Display material represents the best or most significant items in the collections and is easily accessible by all people visiting the museums. Gallery displays are highly interpreted to attract the interest of the general visitor and, hopefully, enthuse them. The Egyptology collection at Norwich Castle "earns its keep" by providing an interesting display for the general visitor and an important resource for schools, which are able to study this part of the national curriculum from real objects in their local museum.

2. Study collections provide depth for people who want to learn more about a specific subject. The emphasis is on presenting as many objects as possible for study. Improved study facilities are being provided at Collections Study Centres, such as the Shirehall, Carrow House or Gressenhall, where collections are available in reference galleries. Objects are either freely accessible when the museum is open, on open storage (easily accessible with an appointment or on regular open days) or in study rooms (open on set days a week).

3. Long-term research material is needed as evidence for current or future research and only needs to be available on an appointment basis. This can be contained in high density storage, thereby making the most cost effective use of space. It is debatable how much of this material is needed but museums have a responsibility to future research to ensure that important evidence is not destroyed unnecessarily. New analysis techniques are being developed all the time and often unprepossessing samples from a Roman midden or pieces of fire-damaged stone can provide important information. "Seahenge" is a case in point. The timbers are over 4,000 years old and have been damaged by the action of the tides but English Heritage has been able to determine the year and month in which the trees were felled, and how many individual people worked on them. However, we can't keep everything and a balance needs to be struck between keeping enough for future needs but not so much that there are no resources to do anything else.

Items not retained for the Core Collection are categorised as follows:

4. Working or demonstration material

Objects are put to working use or demonstration use at or on behalf of the museum. Items may require sufficient restoration to satisfy for example health and safety requirements, functionality, and should take account of presentation issues of object preservation/restoration within the museum environment. They should be used under defined conditions that are stated in their documentation.

5. Education, handling and loan collection

Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.

6. Set dressing and cannibalisation

Objects are used as set dressing for on-site activities of the museum, following the principal of ultimate disposal by the 'back to nature' route.

7. Dispersal

Objects are sold or given away to others. We shall follow MA and Registration guidelines. There will be a presumption that objects will remain in the public domain and offered initially to similar institutions at whichever location provides the best balance of care, context and access.

8. Disposal

Following MA guidelines objects are scrapped or cannibalised for reference material or restoration use.

Documentation

All objects in the NMAS collections should be catalogued on MODES, including handling, education and loan collections and given one of the above categories in the ADMIN_CATEGORY field:

Example:

ADMIN_CATEGORY collection category : 3 : 2001

In the first instance, MODES records will indicate a default category until objects can be considered item by item. In these cases, the category will also have an @ symbol to denote it is a default.

Example

ADMIN_CATEGORY collection category : 3@ : 2001

A programme of global editing has begun, which will place additional ADMIN_CATEGORY fields to all MODES records for this purpose.

Access categories

As well as the collection category outlined above, we shall also be adding access categories. These will be codes similar to the above but to indicate the degree of protection that is recommended by a conservator or curator for the type of material.

- 0 Unsuitable for public access - for example material that is dangerous (explosive, radioactive), subversive, censored etc: no access should be permitted.
- 1 Extremely important or valuable material that could easily be stolen or damaged. Should be in a cased display with high security specification.
- 2 High importance, valuable, or fragile: suitable for a normal cased display
- 3 Large and robust material: suitable for open display with barriers
- 4 Medium-high importance, capable of protection by mount, box etc: indirect handling is permitted
- 5 Robust or expendable: supervised direct handling is permitted
- 6 Expendable: unsupervised handling is permitted

Example:

ADMIN_CATEGORY

access category : 3 : 2001

3 The rationalisation programme

The rationalisation programme will particularly concentrate on identifying which material should fall in category 3 and below. Material in category 2 will also be reviewed as it is likely that there is some material which, over the years, has become surplus to requirements. Material in category 1 will have been reviewed when a decision was taken to put it on display. The NMAS has an ongoing programme of renewing or refreshing displays every five years which allows for changing objects on display and assessing their importance.

3.1 First steps in the rationalisation programme

Martin Warren, Collections Management Officer, will be responsible for the review programme. Other staff to be involved include:

- John Davies, Chief Curator
- Cathy Proudlove, Head of Conservation
- Staff with curatorial responsibility for collections at specific sites, eg Curator of the museum
- Subject specialists, eg, curator of natural history

The first step will be to agree a review process and timetable with staff and identify staff teams to carry out the review. The timetable will be affected by major developments currently underway or in the planning cycle (eg Norwich Castle redevelopment, Gressenhall redevelopment, Tower Curing Works) that will determine the availability of staff.

3.2 Identifying material for rationalisation

We shall particularly examine material in the following categories to consider them for rationalisation:

- Does not fall within the current collecting policy.
- Unethically acquired material.
- Loan material no longer required for display.
- Does not provide important information about Norfolk and its history.
- Is irrelevant to the collection.
- Has no reasonable expectation of being useful for display or research.
- Is unaccessioned (ie has not been properly recorded).
- Is unprovenanced (ie has no background information to provide a context).
- Is of poor quality compared with other examples in the collection.

- Has deteriorated beyond any useful purpose (eg through decay or infestation. This might be a textile item that has rotted or a natural history specimen that has an infestation)
- Poses a threat to other objects or people (eg by contamination. This might be WW2 gas masks with degraded asbestos filters or radio-active geological specimens).
- Is an unnecessary duplicate.
- Where there is no reasonable expectation that NMAS will be able to provide suitable levels of curation or collections care.
- Is of good quality but would fit better into another museum's collection (eg Archaeological material has been recently transferred to West Stowe Anglo-Saxon Village.
- May be more appropriate to the NRO or NLIS.

Meeting one of the above criteria does not automatically condemn any object. Each object will be considered on its merits. There may well be good reasons why objects that fall into one or more of the above categories should be kept, but they will be critically examined and justified.

3.3 Options for disposal

There are several ways in which material that is not suitable for the NMAS core collections might continue to fulfil a useful purpose and continue to be held in trust, eg:

- Transfer to a handling/schools loan/education/working machinery/ demonstration collection within NMAS
- Transfer to another Registered museum by gift or sale
- Transfer to another public institution by gift or sale
- Repatriation to country of origin

If none of the above options are viable the options are:

- Return to donor or lender
- Charitable donation
- Cannibalisation or set dressing
- Sale on the open market, or
- Destruction (as a last resort)

3.4 Process for decision taking

The process for taking decisions about disposal is time consuming but it is important to ensure that

- all legal responsibilities are fulfilled,
- that the sensibilities of donors are respected,
- that the political views of the partners in the Joint Museums Agreement are taken into account, and

- that the public retain confidence in the NMAS and the County Council as trustees of Norfolk's heritage.

3.5 The process of selection for disposal will be as follows:

- Objects for disposal will be identified by staff with collections care responsibilities at each site, assisted by subject specialists as appropriate
- Documentation will be checked to determine whether the NMAS is legally free to dispose of the items (there may be conditions attached to a bequest etc)
- Ownership of the objects will be established from museum records
- Permission for disposal will be sought as necessary from the relevant Area Museums Committee, and confirmed by the Joint Museums Committee
- 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.
- 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.

3.6 Process for disposal of accessioned material

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 Registration 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.
- Direct contact will be made with any Registered 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.
- Complete records of all transactions will be kept.

*Document authored by Head of NMAS and the Rationalisation Committee.
January 2002*

King's Lynn: rationalisations recommended by NMAS officer group

Annex 2

KILLM : 1982.76.3	radio	Phillips radio receiver in a wooden veneer case with a card back; Phillips type 617A/15, serial number 2109; the radio was bought prior to 1960	1960 (pre)
KILLM : 1982.167.506	box	Carpenters tool box, wooden, without tools	1900 (circa)
KILLM : 1992.623	projector	Projector - 9.5 Pathescope, 1938; electrical, in a case with transformer and lead, A1/81 bulb; belonged to the donors father and was used until the early 1960's	1938
KILLM : 1994.623	television set	Sanyo white portable television, c.1960	1960 (approx)
KILLM : 1995.1090	radio receiver	Ferguson radiogram; wooden cabinet made of dark highly varnished wood having a gold trim; a radio is inset in top third, volume level control knob on the left, and the wavelength control knob is on the right; the middle third contains record deck the left, and two shelves on the right for record storage, with a drop down flap at the front; the bottom third contains the speaker which is enclosed by fabric covering in cream/grey colour; there are leaflets :- operating instruction manual, cover; guarantee, blue/black paper; record changing manual, cream/black paper (for measurements see below); the make of the radiogram is Ferguson, Model 387 RG ; there are also four legs which screw into the base of the cabinet, and have gold bottoms	1958 (c)
KILLM : 1998.1229	stand	Shop display stand for chocolate bars and sweets. made from brown plastic sections slotted or bolted together, the stand is designed to sit on the shop counter and has five tiers of shelves and a perspex screen at the front. The front of each shelf sticker advertising the prices of the product as follows: Galaxy Ripple 30p, Double Decker 27p, KitKat 25p, Twix King Size, Mars King Size 41p, Snickers King Size 42p, Milky Way 30p, Bounty 29p, Topic 30p, Galaxy 30p, Twix 25p, Mars 27p, Snickers Opal Fruits 26p, Magic Stars 27p, M and Ms 28p, Maltesers 30p, Revels 31p, Skittles 28p	1990 (c)

KILLM : 1982.76.2	television	Bush television receiver in a wooden veneer case with a 381 mm (15 inch) screen, card back; T.V. receiver type T.V.56 for use with 200 - 250 volts A.C. 50 - 140 watts)	1960 (circa)
KILLM : 1982.76.4	radio	Pye Fen Man II radio receiver in a wooden veneer case with a card back; model Fen Man II, serial number 875503, ref. number 069085; for FM or AM aerial; bought new in Northern Ireland in 1960	1960 (pre)
KILLM : 1985.164	trolley	Tea trolley, single drawer under table top, on wheels; belonged to the donors parents; dated around 1945-6	1945 = 1946 (circa)
KILLM : 1982.76.9	recorder	Grundig Reporter tape recorder, reporter Type 700L, wooden case covered with grey fabric; hinged lid; one carrying handle; playing deck of white plastic; complete with cardboard packing box	1960 (circa)
KILLM : 1975.383	radio	1930's Murphy radio in varnished wooden cabinet, the speaker and controls are in the middle at the front; still in working order when	1930 = 1939 (circa)
KILLM : 1982.153.4	lavatory	Lavatory basin, white china inside bowl, fawn outside; large collar of ?cement joining bowl to waste pipe; type used with wooden surround	1910 (circa)
KILLM : 1969.82	chair	Child's high chair, on casters with commode seat; used by Mrs Arnold, 11 Council Houses, Walpole, around 1920	1920 (circa)
KILLM : 1988.68	footrest	Sciatica board, footrest for a bad leg; wooden with traces of green baize; kept in place by round headed tacks, hand hold in upright; given to the donor by an elderly gentleman to whose grandfather it belonged	1900 (circa)
KILLM : 1982.212	press	Bramah hydraulic press, hand operated, wooden with brass fittings with iron plate which presses upwards	
KILLM : 1970.104.1	cradle	Folding cradle; Needham's patent, canvas and webbing body with a cast iron frame	1940 (circa)
KILLM : 1967.13	ladder	Fortyfour stave ladder with inscription 'R. Raven builder 1987' (not date) on the side; staves 1-7 are ornamental	
KILLM : 1982.167.197	mast	Small wooden boom mast with iron forked end, with 6 iron rings attached	
KILLM : 1982.167.196	mast	Large wooden mast with rope attached	

RAT : 11	case	Wooden shallow desktop display case with four feet and glass top; hinged lid	1900 (circa)
RAT : 12	table	Wooden bathroom stand or dressing table with four legs on flat base, false drawers	1840 = 1900 (circa)
RAT : 13	chair	Invalid chair previously used by the Red Cross; metal and canvas with arm rests, four wheels	1940 (circa)
RAT : 14	grinder	Feed grinder with funnel, wooden crank handle and wheel; iron with wooden base	1900 (circa)
KILLM : 1980.188	radio receiver	Marconiphone radio receiver	1936
RAT : 16	hook	Iron fire hook with wooden handle (cut off); believed to have been used by King's Lynn Fire Brigade to remove thatch from burning buildings to prevent fire spreading; also used to demolish walls. Halfway along the shaft is attached an iron ring	1800 = 1899 (circa)
RAT : 15	holder	Iron lamp holder with four scroll work feet and hanging hook	1900 (circa)
KILLM : 1977.26	calculator	Calculator, Marchant Figurematic; sea green and dark blue plastic	1960 (circa)
KILLM : 1975.419	typewriter	Typewriter; L.C. Smith and Bros. Typewriter, patented	1900 (circa)
KILLM : 1970.107	typewriter	Typewriter, The Empire patented 1892; on wooden stand with tin lid	1892 (circa)
KILLM : 1998.1138	machine	Sewing machine; foot treadle operated sewing machine 'Wheeler Wilson'; wooden table and foot shaped treadles	1856 = 1905
KILLM : 1973.70	radio	Berner's Type T.I. Valve Radio in wood case	1935 (circa)
KILLM : 1996.224.1	radio receiver	Philips B7x14A AC receiver radio, cabinet finished in high-gloss macore veneer, loudspeaker grilles in polystyrene, cost 65 gns, complete with four booklets and instruction manual	1950 (circa)
KILLM : 1982.76	gramophone	Decca portable gramophone, c 1960, in carrying case with lid and handle	1960 (circa)
RAT : 17	saw	Frame saw; small, with wood frame and narrow blade	1900 (circa)
KILLM : 1969.7.1	saw	Frame saw, 3 sides only with two handles at the top of the frame and iron saw attachment; saw blade and bottom of the frame are missing	1900 (circa)

Item 6(a)

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

Date: 5th January 2009

Head of Regeneration: Report from the Head of Regeneration

1 Introduction

The purpose of this report is to update members of the Area Museums Committee on the operation of the tourism and heritage facilities operated by the Borough Council over the 2008 calendar year and in particular to focus on developments since the most recent report of 6th October 2008.

The report also provides an update in connection with the King's Lynn Heritage and Cultural Asset Review

2 Tourist Information Centres

2.1 Visitor numbers

Total numbers of visitors to the Borough Council's two main Tourist Information Centres in King's Lynn and Hunstanton for the period January – December 2008 are expected to have shown a slight overall decrease of around 0.6% compared with 2007.

Visitors levels to King's Lynn TIC were down on 2007 levels (the decrease was predominantly in June) when the Vancouver exhibition took place but still ahead of levels achieved between 2002 and 2006.

At Hunstanton expected final visitors numbers will show an increase on the levels for 2007, although still below the levels achieved in the 5 preceding years.

2.2 *Figure 1 and 2 shows year on year comparison for visitor numbers during the period January – December 2008 (Estimates for December in italics)*

FIGURE 1 - KING'S LYNN - TOURIST INFORMATION CENTRE

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2002	3,099	5,327	5,368	7,308	8,305	7,448	8,951	13,926	7,797	8,213	3,094	1,800	80,636
2003	3,910	4,436	5,119	7,146	7,825	6,804	10,241	9,930	8,178	7,903	3,990	2,715	78,197
2004	3,467	4,117	4,582	7,027	11,059	7,351	10,066	12,870	9,492	6,399	3,796	2,615	82,841
2005	2,570	2,768	4,228	5,932	6,979	6,676	8,762	13,250	10,522	7,435	4,316	2,547	75,985
2006	3,775	4,543	4,903	7,271	8,831	8,685	10,714	12,018	10,846	6,994	4,344	3,168	86,092
2007	3,598	3,849	5,534	7,714	8,294	14,318	11,464	14,186	11,203	7,017	4,270	2,557	94,004
2008	3,235	4,696	5,396	6,669	8,612	9,329	12,108	13,242	10,418	6,380	4,246	2,700	87,031

FIGURE 2 - HUNSTANTON TOURIST INFORMATION CENTRE

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2002	2,306	5,291	8,447	12,122	15,732	17,659	18,993	29,652	14,937	7,442	2,273	2,737	137591
2003	3,818	4,961	6,650	11,528	12,439	12,822	20,874	32,887	14,867	8,533	4,499	2,116	135994
2004	2,797	3,681	5,759	16,317	17,871	17,931	21,199	29,200	17,200	8,616	3,004	2,050	145625
2005	2,848	4,896	8,951	11,683	14,437	16,844	23,067	29,060	18,733	11,019	3,082	3,004	147624
2006	3,648	4,614	6,314	13,492	12,027	14,069	20,987	24,362	22,404	11,787	4,922	2,333	140959
2007	2,997	5,166	7,477	14,833	12,604	14,633	17,768	20,563	13,887	10,278	4,986	1,900	127092
2008	2,690	4,119	7,466	11,861	17,466	17,167	19,167	22,647	15,416	8,557	4,089	2000	132645

2.3 Downham Market TIC (part of the Downham Market CIC)

Recorded visitor numbers for January – November 2008 are 3,266 (a 21% increase on the same period for 2007)

2.4 Tales of the Old Gaol House.

- 2.4.1 Visitor numbers for the period January – December 2008, are expected to be around 8550. This represents a 6.5% reduction on 2007 but still 31% above the level for 2006 and 45% above the level for 2005.

2.5 South Gate and Red Mount Chapel

- 2.5.1 Detailed opening dates for both South Gate and Red Mount Chapel in 2009 will be established early in 2009. It is hoped that opening of both sites can be co-ordinated on the same days, however the number of open days will be subject to confirming the level of commitment which can be made by the teams of volunteers for South Gate and Red Mount Chapel.

It is proposed that a single joint ticket is offered at a flat rate of £1 per adult. A ticket purchased at one site would then provide free access to the alternative site on one occasion during the period of open dates for 2009.

There will be increased coverage for both venues in the 2009 Discover King's Lynn promotion.

It is expected these measures will support an increase in visitors to South Gate in 2009 as well as introducing public access to Red Mount Chapel.

3.0 Strategic tourism and heritage initiatives

3.1 *Discover King's Lynn*

- 3.1.1 The new simplified Discover King's Lynn voucher scheme, introduced for 2008 has worked well and will be continued for 2009. Work on the 2009 guide and the set of discount vouchers is currently underway, with publication due for February 2009. The 2009 guide will give more prominence to promoting the discount voucher scheme.

An analysis of the voucher use for the period July to October is provided in Figure 3. (see overleaf)

It should be noted that the total number of voucher sets issued from each venue may be greater than the number of individual vouchers actually redeemed. Because the vouchers will be issued much earlier in 2009 than in 2008, it is anticipated that usage levels in 2009 will be greater.

3.2 *West Norfolk advertising campaign*

The final level of direct brochure enquiries for the 2008 campaign is likely to be in the region of 42,500. This compares with 41,756 enquiries from the 2007 campaign.

FIGURE 3 - Discover King's Lynn Vouchers (Redeemed July - October 2008)

		Origin of vouchers (The venues where they were given out)						Total vouchers redeemed at each venue
		Town House Museum	Lynn Museum	Gaol House	Green Quay	True's Yard	Corn Exchange	
Venues where vouchers were redeemed	Town House Museum	4	38	85	7	5	6	145
	Lynn Museum	26	10	26	8	10	10	90
	Gaol House	104	51	11	18	11	1	196
	Green Quay	8	17	15	9	4	0	53
	True's Yard	16	15	7	2	3	2	45
	Corn Exchange	15	16	6	0	4	0	41
Total issued from each location (and subsequently redeemed)		173	147	150	44	37	19	570 TOTAL vouchers used

3.3 **Other 2009 West Norfolk Publications**

3.3.1 **West Norfolk Holiday Guide**

Production of the 2009 West Norfolk Holiday Guide will have been completed by the end of December with distribution commencing immediately in January. The level of accommodation advertising in the 2009 edition has remained broadly at the same level as the 2008 edition with 23.6 pages of advertising with a value of £50,121. This is encouraging as the trend is for some destinations to see reductions in the levels of advertising in printed publications.

3.3.2 **Where To Go and What To Do in West Norfolk**

Production of the publication is due to be completed by the end of January, with distribution commencing immediately in February. The level of attraction advertising in the 2009 edition has increase slightly compared with the 2008 edition.

3.3.3 **Downham Market Mini Guide**

The brand new mini guide was published in October 2008, with 5,000 copies produced and distributed extensively within the town and surrounding area. The guide which promotes the town in its own right and as a service centre for visits to the surrounding area has been well received. A re-print will be organised for 2009.

3.3.4 **Hunstanton Mini Guide**

Re-introduced in 2007 the guide will be updated with some design and content improvements made for the 2009 edition. This will be undertaken with publication taking place in March 2009.

3.4 **King's Lynn Hanse festival**

3.4.1 Planning for the event based on King's Lynn's history as a member of the Hanseatic League of Traders and England's sole member of the current day Hanse is continuing. The main festival will take place from 30th July – 2nd August and will feature a visit by the 15th century replica sailing ship the Lisa Von Lubeck. A promotional flyer for the event is

currently being produced. Details of the event are also featured on the website www.kingslynnhansefestival.com.

4 King's Lynn Heritage and Cultural Asset Buildings Review.

- 4.1 Following consideration of the content and recommendations of the Stage 1 Options Analysis report, consideration is now being given to the potential processes of more detailed work and investigation of the recommended options.

A report to cabinet at the Borough Council will shortly be produced to identify the proposed ways forward.

With regard to the Town Hall complex further discussions have taken place between representatives of the Borough Council, Director of Resources NCC, Strategy and Regulatory Manager NCC, Head of Norfolk Museums & Archaeology Services, Head of Libraries and Interim Deputy Director of Cultural Services NCC and the County Archivist, to consider the potential options for the Town Hall and how they link to further requirements for the Archive, Museum, future library provision and needs of the Registrars office. From those discussions it was suggested that a project team is established to investigate and develop more detailed proposals for the Town Hall which build on the recommendations of the Stage 1 report, including the option for provision of new Archive facilities within the Town Hall and also investigating options for provision of facilities for the Registrars.

With regard to the Arts Centre complex, recommendations will be made for more detailed development of the business case to support the development of options for the Arts Centre.

5 Financial implications

- 5.1 The costs for undertaking stage one of the Heritage and Cultural Asset Buildings Review were met from existing Town Hall reserves. The financial implications of further work will be identified in the subsequent report to cabinet at the Borough Council

6 Policy Implications

- 6.1 Existing and current provision is consistent with an will continue to be informed by cultural, heritage and tourism strategies.

7 Recommendations

- 7.1 The committee is recommended to note the report.

8 Access to Information

- 8.1 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