

The Museum Appraises Its Policy

New Entrance Arrangements Planned

Now that the Museum has completed a restructuring of its management (as reported in previous newsletters) it has turned its attention to an appraisal of policy. Following a number of discussion and consultation meetings, Chris Zeuner, the Museum Director, wrote a Report to the Trustees assessing the needs and making recommendations for development over the next 15 years. The main points in the Report are summarised below.

Entrance Facilities and Shop

The shop and entrance arrangements should be combined close to the car park.

To ease congestion and frustration visitors should pay their entrance fee to the Museum at a pedestrian pay gate after parking their cars. There is also a need to improve the shop facilities, which have been outgrown.

Since the report was accepted by the Trustees it has been decided that Hambrook Barn will be converted to house the entrance facility and the Museum shop. Visitors would in future park their cars and walk to Hambrook Barn entering by the now closed rear doors, purchasing their tickets and guide books there. Stewards will be able to assist the public in getting the most out of their visit in a more relaxed manner than is possible at present.

All visitors would pass through the shop, resulting in increased sales. At slack times the shop and entrance facility could be staffed by one person, and the working conditions of staff and volunteers would be of a higher standard.

In order to make these arrangements feasible it will be necessary to fence the Museum site from the car parks. Detailed design work is now in progress.

Office and Library

It is considered undesirable and unrealistic to finance a new building for administration, and it is proposed to move the office to Crawley Hall ground floor.

With the removal of the shop from the Lavant House, this building would be available to house the Library. Being clear of windows and other obstructions it is highly suited to this purpose.

The Museum's temporary office provision is inadequate and deteriorating. The use of Crawley Hall for offices is thought to have the advantage of increasing visitor use of the building, which is at present very small. Parts of the Horsham Shop reached from the Crawley building would be used for small meetings and exhibitions.

The Lavant House would provide space for the Library to expand, and afford better use of the whole structure.

Conservation of Collections

Plans should be prepared for the funding and upgrading of storage facilities for the Museum collections, and additional resources should be allocated over the next few years to cope with the long term conservation responsibility.

General Policy

The Museum's main aim of rescuing examples of vernacular architecture in its region and re-erecting them on the site, and using them as the basis for wide ranging educative purposes is being achieved. Whilst the recreational activities are self-financing the educational activities require financial support.

In addition to buildings, the Museum collects parts of buildings, tools and equipment relating to trades and industries of the countryside, collections from building trades, and archive material relating to building history and conservation.

It is necessary to state the Museum's collecting policy formally, so that it can be made known to other museums, visitors and donors. Higher priority should be given to the reference collection of parts of buildings and building materials.



Hambrook Barn, soon to be the main entrance for visitors to the Museum.

Visitor Numbers and Parking

The consensus view of many involved closely with the Museum is that it is not desirable to aim for too large an increase in the number of visitors to the Museum. It is felt undesirable to encourage growth beyond that which the Museum is likely to be able to fund, and to cope with in a physical way on the site.

One of the chief physical difficulties at the Museum is the question of car parking. Following a survey it is felt that the existing car parks can be upgraded to provide a 20 per cent increase in their capacity. In order to screen the overflow car parking in the Greenways field at the centre of the Museum tree planting is proposed to screen the cars.

Catering

The present catering arrangements are inadequate, although the site of the cafe remains a good one. A professional study should be undertaken to find the best solution.

Winkhurst Farm: How It Developed

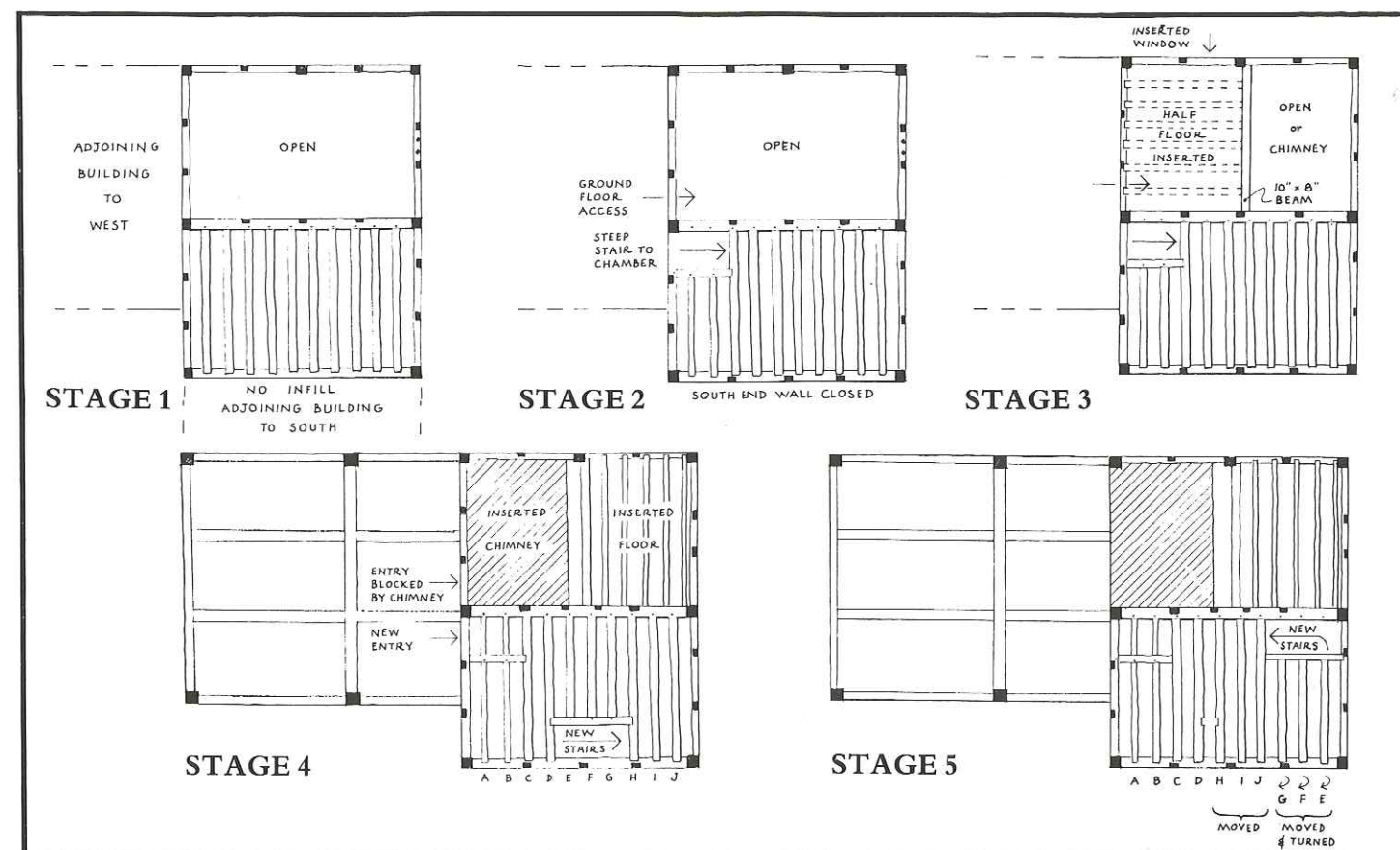
During the winter Roger Champion has undertaken the main part of the repair work that was needed on Winkhurst. The building has been lifted a few feet and the stonework will be laid in the Spring.

The necessity for maintenance offered the Museum an opportunity to reassess the structure of Winkhurst as it had been felt for some time that the reconstruction may not have been the correct interpretation of the evidence.

The detailed examination of the building was carried out by Richard Harris, who made some interesting discoveries about Winkhurst's development. Below is the summary of his findings.

- A The south end frame was originally open (no studs or infill). The evidence for this is: i) upper studs are tenoned to the tie beam but slipped into a groove in the girding; ii) lower studs are tenoned into shallow mortices under the girding, and not pegged; iii) the girding is 9" x 9", slightly cambered upwards (3") and spans the full width between the posts; whereas at the north end there are two girdings, 8" x 6", divided by a central post.
- B Winkhurst is a self-contained structure, not originally any larger than the surviving two bays. The evidence for this is: i) no unused original mortices on the end frames; ii) both end tie beams have bare-faced lap dovetails (note: Mason's statement on this point is incorrect). THEREFORE Winkhurst must have been built up against a building already existing to the south.
- C Another building already existed, or was built simultaneously, to the west. The evidence for this is on Winkhurst's west wall; i) lack of weathering; ii) stave slots set further back from face; iii) tie beams at centre and north end have square-cut ends; iv) no windows.
- D There are no original door positions in the west wall, and no original stair position in the floor. THEREFORE access to Winkhurst, both at ground and first floor levels, must originally have been from the building adjoining to the south.
- E There are two inserted doorway positions in the west wall, one on either side of the central post, indicated by hinge-pintle holes in the central post. On the south side there is also a shallow mortice for a doorhead.

- F There is evidence on joist C that the stair opening in the NW corner of the chamber floor was occupied by a steep stair rising from west to east. The foot of this stair must have been on or near the sill beam of the west wall, and access to it would have been through the wall panel south of the central post. However, neither the hinge-pintles in the south side of the post nor the doorhead can have been in use at the same time as this stair.
- G The doorway north of the central post was later blocked by the inserted chimney stack. THEREFORE there were two distinct phases in the use of this panel to gain access to Winkhurst: one in which it was simply an opening onto a steep stair; and another in which it was occupied by a doorhead and a door hung on the hinge-pintles.



Outline of possible development sequence

(Note: several minor features are not accounted for in this outline.)

STAGE 1

Access to ground floor and first floor of Winkhurst from adjoining building to the south. No staircase in the build-

ing. No access to the adjoining building to the west.

STAGE 2

The building to the south is removed and the south gable wall closed with inserted studs and panels. Access to

Winkhurst is now from the adjoining building to the west. Access to ground floor through doorway in panel north of central post, with door hung on hinge-pintles in main post. Access to

Continued on page 3

David Biart

It is with great regret that we have to report the retirement as Chairman of David Biart. David and his wife, Polly, are emigrating to Canada.

During his time as Chairman of

Continued from page 2

first floor up steep stair through opening trimmed in NW corner of floor. Foot of stairs is on or near the sill beam, and bearers for the stair leave evidence in joist C.

STAGE 3

Very tenuous. Three pieces of evidence need to be accounted for: i) two rafters on the east side in the open bay have lost their upper halves - Mason suggests a first chimney inserted "presumably of brick, but possibly of timber and plaster"; ii) an inserted window under the tie beam in the north gable, just west of the centre post, indicating that the west half of the open bay was floored over before the massive stack was inserted (in stage 4); iii) housing for a heavy beam inserted into the open bay just east of centre; the levels of the housed mortice in the central girding and the housing in the north end centre-post suggest that it was about 8" wide and 10" deep, with the top about 6" above the top of the side girdings; the housing in the north end centre-post also suggests that it might have been rebated for floorboards on its west upper edge. Neither its size nor position seem to relate to the stage 4 floor and chimney stack - the face of the stack was more than a foot away from its west side - but it could possibly relate to a first flooring over of the west half of the open bay (joists 5" deep could have tenoned into its west face and rested on top of the west wall girding), the east half being left open to the roof. The trimmed rafters might then represent a smoke outlet.

STAGE 4

Massive chimney stack inserted in west half of open bay, and floor inserted in east half (five joists, approx 5" x 4"). Ground floor entry north of central post is now blocked by the chimney, so doorway is moved to panel south of the central post, and stairs moved to new position against south wall (joists E, F & G trimmed). Old stair opening is blocked using rafters cut out for insertion of chimney. Adjoining building to the west is possibly re-built at this stage, as it was served by a fireplace in the new chimney stack.

STAGE 5

Stairs moved to final position in NE corner of floor. Joists E, F & G are swapped with H, I & J to form new opening.

Richard Harris

the Museum David Biart oversaw the re-organisation of the Museum's Committees and its management. He also took a particular interest in the role of Trustees in museums in general, and contributed a paper on this subject at a conference which will shortly be published as part of the Association of

Independent Museums' Guideline on "The Responsibility of Trustees".

Museum staff and Trustees alike will miss David's contributions, but wish him every happiness in Canada.

Sir James Waddell will be acting Chairman until the Trustees appoint a new chairman in June.

Staff Changes

This year sees changes in a number of staff posts at the Museum.

After many years as **Honorary Librarian, Marjorie Hallam** has decided to retire. She has been the main force in developing the library as a vital part of the Museum's service and her contribution is greatly appreciated. Marjorie continues her many other roles at the Museum, as a Trustee, Board member and member of the Sites and Buildings Committee.

The Museum has decided to create a full time post - **Keeper of Collections**, to include responsibility for the library and the collections held by the Museum. The post is shortly to be advertised. The successful candidate will hold a position within the Museum of considerable importance.

Heather Champion is to work in a part-time post at the Museum from April 1st. Her duties will include continuing responsibility for the conservation of the collections.

The Museum is pleased to welcome a new member of staff this season, **John Williams**, as the new **Assistant Warden**.

Projects for 1987

Horsham/Reigate Project

During the winter the Horsham Shop has been battened and daubed in a momentous task undertaken by Neil Wilkins with assistance from Albert Peacock and Gary Browning. The plastering of the linking stairways, the kitchen and lavatory has also been completed. Work towards completion will continue during the year.

The 17th century town house from Reigate has been repaired by Peter McCurdy and will be re-erected in the week following Easter.

Bayleaf Project

Roger Champion is working on the repair of the barn from Cowfold which will be re-erected as part of the Bayleaf complex. It is expected that the building will be assembled on site in August.

Mr Williams, who lives at Middleton-on-Sea, retired from the Royal Air Force last summer in the rank of Squadron Leader, Education and Training Officer. He has had extensive experience in administration, public relations, finance, and teaching. His interests include walking, the history of the landscape, theatre and cooking. (Some of these, if not all of them, will doubtless come in very useful at the Museum!). Everyone at the Museum hopes that he will find his new post enjoyable and rewarding.

As part of the preparation work for the Bayleaf project **Jackie Demaus** will be working as **Research Assistant** to Richard Harris for six months from early April. Jackie, whose husband Robert runs the Mill, is an architect currently working in a practice in Chichester.

Neil Wilkins, who has worked for Robert Demaus at the Mill during the season and for the Museum in the winter months, will be leaving this year. During his time at the Museum Neil has proved to be a valuable and hard-working member of staff. We wish him well in the future.

Work has started on the garden and farmstead to be created around Bayleaf Farmhouse. The fences are to be built by Alan Waters and a start on preparing the soil is being made. The foundations for the barn and the removal of stumps was carried out in March.

The winter "Tuesday Gang" of volunteers have been dismantling a cattle shed on the Goodwood Estate known as "Redvins". The building is now at the Museum and will be repaired and re-erected during the summer to house the Farming exhibition which will form part of the Bayleaf complex.

Toll Cottage

The inner room of the Toll Cottage is to be furnished in time for the main season. It will include two manikins and will serve to increase visitors' appreciation of this exhibit. Fred Whit-

Continued on page 4

bread has been assisting in the preparations by volunteering to paint the room. The design of the exhibit has been undertaken by Margaret Williams Ball of Wolfsbane.

A manikin will also be used as part of an improved Carpenter's Shop exhibition.

Watersfield Stable

This season William, the cart-horse and his Shetland companion, Changers, are housed in new (or rather, old) quarters at the Watersfield Stable, near Court Barn.

Roger Champion undertook the fitting of this traditional stable, using some items from the Museum's collection, and reconstructed the partitions. The use of this building for its original purpose will improve its value as an exhibit for visitors.

Fund Raising

The following grants and donations have been received during the winter:

- Idlewild Trust - £5000 towards Bayleaf project.
- John Lewis Partnership - £5000 towards Bayleaf project.
- Barclays Bank - £500 for Bayleaf project.
- Taylor Woodrow PLC help in kind on the Horsham link.
- ICI help with the Farming exhibition (details at a special function in May).
- Volvo are continuing to give sponsorship to our regular events.

The Museum is grateful for this assistance.

Vice Chairmanship of the Friends

The Friends' Committee has reluctantly accepted Brigadier Walter Greenway's retirement from their membership, and hence from the Vice-Chairmanship of the Friends. Virginia Lyon has been elected as the new Vice-Chairman.

Walter continues to be a Trustee of the Museum, and of course an active volunteer.

Three Tax Saving Ways to Help the Museum

A new idea within the 1986 Finance Act - the **Payroll Deduction Scheme** or "Give as you Earn" is a way of making donations through the PAYE system but **before** tax is deducted, thereby giving tax relief to the donor on the donations.

The scheme comes into effect in April. Donations totalling up to £120 per year (i.e. £10 a month) are eligible for the tax relief. Retired people receiving employers' pensions could also take part. Employers do not have to operate a scheme, but most of the larger ones are likely to, and smaller ones could well be willing to, particularly if their employees are persuasive.

Both the Friends of the Museum and the Museum itself will be able to receive payroll giving donations.

How do you go about helping in this way? It's very simple. If you are an employee, find out if your employers are introducing the scheme. If so, ask them how to make a donation through the Payroll Deduction Scheme, and name the Friends of the Weald & Downland Museum, or the Weald & Downland Museum. If they are not (yet), suggest they contact the Charities Aid Foundation (address below).

If you are an employer, and haven't already decided to set up a scheme for your employees, please do consider it, and contact the Charities Aid Foundation for more information. They are well organised, knowledgeable, and efficient. Employers will not be burdened with sending the donations directly to all the different charities employees may select. A single payment is made to an "Agency Charity", of which the CAF is one, which does the distributing. You cannot, of course, make employees give to any particular charity, or give at all, but you could bring the Museum to their attention. (Publicity material available!). This will undoubtedly be an

easy, tax-free, painless way of giving to charity. Please remember the Museum! Charities Aid Foundation, Payroll Giving Services Unit, Sterling House, 150-152 High Street, Tonbridge, Kent TN9 1BB Tel: (0732) 358234.

However, the established method of donating, by **Deed of Covenant**, enables the charity to claim a tax refund from the Inland Revenue. Therefore, Deeds of Covenant are, in fact, more helpful to us than this new scheme, (but of course we are happy to receive donations through the Payroll scheme rather than not at all!). Forms for donations to the Friends by Deed of Covenant are available from the Friends Hon. Treasurer.

Are you about to write, or revise, your Will? **Legacies** are another method of contributing in a valuable way. The Museum will always be in need of funds for development and improvements and monies willed to it could be of significant help, however far in the future they may be. An example is a £5,000 bequest recently received from the Estate of Mr. Plewis, together with his wheelwrighting tools and equipment.

The complexities of the new Inheritance Tax are too great to be entered into here, but charitable legacies can afford tax saving. It could be worth asking your solicitor or accountant.

Carol Hawkins



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Singleton, Chichester
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PRINTED BY RPM CHICHESTER LTD

New Guidebook

A new Guidebook to the Museum will be published at the end of May. Each section has been revised and updated by Richard Harris, and the new design is intended to assist

visitors make use of the Museum in a more structured way than previously. It will recommend two routes around the Museum and will include a more detailed and clearer map.