

Henfield Museum Statement of Purpose

To collect, preserve, and exhibit objects of local interest in an imaginative and informative way.

To excite interest in the history of the village and the surrounding area.

To make the museum a focal point in the community for local studies, and a centre of excellence in the education of all groups in society.

Forward Plan 2019 - 2023

Aims for 2019 - 2023	Progress Review of Plan at 08 Feb 2022	Actions for Plan 2022 - 2023
<p>1) Produce more imaginative displays in cases and open areas, including a broad contextualisation of exhibits. Provide better physical, intellectual, and social access to the users.</p>	<p>Delayed by Covid-19 restrictions. Progress preparing displays of Fire Brigade and Coinage (including 2 tokens newly acquired) but not yet on display. Coinage –Could supplement a Roman coin and modern tokens. Small display of small costume items. Violet industry refreshed and put in bigger display case.</p>	<p>AB and SRM to make concerted effort to redesign four displays. Need to resolve where to put displaced items. Any changes involve paperwork/computer records – “movement control policy”. Consider a display, “favourite objects”; publicise in magazine etc.; encourage more visitors to take part.</p>
<p>2) Establish contact with education establishments e.g., Brighton and Sussex Universities, U3A. Continue contact with St Peters School.</p>	<p>Contact with St Peter’s School has continued, with video link during Covid-19 Lockdown. Zoom link/slide show on Victorian life in Henfield agreed. Other schools been written to but no replies.</p>	<p>AB SRM RG Continue to explore what services or partnership the Museum can engage in, e.g., objects on loan, “handling sessions”, roving display case.</p>
<p>3) Look into the possibilities of providing more storage space for Museum objects.</p> <p>The restricted storage space is a critical and urgent problem for the Curators. The current space is full. See comment in Action Plan column for Aim 1.</p>	<p>Ray Osgood has confirmed that it is still acceptable to store items at his home. (SR) Large (20ft long) Container cost alone £2K plus the ground works costs. – too expensive. Storage in (proposed) Henfield Hall workshop extension not possible. Theatre Soc’s new off-site storage has no space for Museum objects.</p>	<p>MC In the long term, investigate the possibility of an extension, perhaps upwards. In the short/medium term, continue research into hiring off-site storage e.g. industrial site. Consider hiring/buying a smaller (10X10 ft) container – still involves cost of laying base, providing power/light. Appeal via social media for local facilities. Meet with Football Club and Henfield Shed to consider shared building and joint funding application to Lottery Fund as a combined Sport, Art, and Community project. Too Late. Planning application has already been submitted. Have they all the funds they need to build? Museum has access to other funds not open to Sport & Shed. Suggest that this be further considered as collaborative project.</p>

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4) Try to determine why more people are not coming to visit the Museum.	Non-visitor's questionnaire available but not distributed.	<p>RG An online survey appears to be a better solution.</p> <p>AB will discuss technicalities with RG in the first instance.</p> <p>Hold more public events e.g. giving talks on objects for planned displays and follow by opening events when display is available.</p> <p>Publish reports/photos of these events in local magazines.</p> <p>Invite people to display their private collections which may attract more visitors.</p> <p>Survey groups who use the Hall and ask if and why not they have been in the museum?</p>
5) Digitisation Digitise image collection and set up a centralised cloud storage backup and resource access solution. Make the above accessible to the public with online functionality for selling images.	<p>Advice obtained – Access database compatible with Windows 10.</p> <p>Set-up of storage system delayed by above (AA, CS, AB, RG)</p> <p>Quotes obtained, Max Communications Ltd chosen and scanning /digitising of photographs scheduled for Feb 2022</p> <p>Max Communications gave an acceptable quote and Stage 1 of digitisation (bulk of the photo collection) was completed during May 2022</p>	<p>Continue to explore the best way forward to make the photographic collection more accessible.</p> <p>Firm up quotation for a new computer.</p> <p>Consult with Max Communications re. Stage 2: scanning of misc. documents, paintings, framed images etc.</p> <p>Consult with Max Communications re. Stage 3: generating revenue from the sale of images from the collection hosted in the cloud.</p>
6) Look into the provision of more prominent signage to the Museum from the High Street, and at other locations.	Explored with Parish Council but costs too high.	<p>MC Council exploring further ideas about road signs to help boost visitor economy.</p> <p>Consider possibility of a grant bid for High Street and visitor promotion.</p> <p>Look for additional locations and different type/style of signage.</p>
7) Continue with the programme of oral history recordings undertaken with local residents.	<p>Recording and transcribing continues with Henfield people. The project has its own momentum</p> <p>Other villagers' involvement curtailed by Lockdown. (RS & others)</p> <p>Rose leads.</p>	<p>RG RS LJ Investigate means of making the best use of the recordings for educational and research purposes e.g. recent compilation of people's "experience of the war" and recording and adding experiences of Covid-19 pandemic to collection.</p> <p>Consider options for the safe long-term storage and promotion of the recordings, including possibly depositing them with other institutions.</p>

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8) Recruit people to carry out the aims of the Forward Plan.	Advertised on social media and at FoHM AGM but nobody has come forward yet.	RG Continue to advertise on the website and social media. Consider that the various projects would be the best way to involve people.
9) Further develop the knowledge and skills of Museum volunteers.	Covid lockdown delayed implementation. Curators could do focussed discussions on specific display cases.	AB Updated induction and refresher programme already designed. After lockdown consider a refresher course and revise introduction training. Further training planned, to improve volunteers' knowledge of the collections. RG, RS and LJ have volunteered to help deliver training.
AA = Arun Agarwal AB = Alan Barwick CS = Chris Simmonds FoHM = Friends of Henfield Museum	HCP = Henfield Community Partnership LJ = Leo Jago MC = Management Committee PC = Parish Council	RG = Rob Gordon RS = Rose Sharp SRS = Stephanie Richards SRM = Steve Robotham

Completed

Produce a new Museum leaflet. COMPLETED	Leaflet printed. Four local libraries have copies. Lockdown has closed some display points. (AB & others)	AB SRM Distribute new leaflet to local shops and venues.
Carry out access audit using local groups e.g., the Self-Help Group, Henfield Haven, Action for Older People, to assess the physical and intellectual access for older members of the public.	Delayed due to Covid Lockdown.	AB Done every 5 years as part of procedures – questionnaires already prepared. AB will take forward with groups in 2022.

Ongoing Practice

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Continue to build on digital engagement by developing a stand-alone Henfield Museum Website with access to the collection online.	Considerable progress. Website up and running. Also Facebook and Twitter. Take-up statistics available. (RG) Social media use has become established practice and policy.	RG Continue to expand the numbers of items available for viewing. Suggest removing this item from the Plan.
Continue audit of objects in the collection for possible disposal.	Two lists of items for disposal agreed by PC Committee. Currently little interest from other museums, possibly due to issues of duplication and storage. (AB, SR & PC Committee) Moved to 2 nd phase – offering to local groups or selling.	SRM The auditing and disposal process is ongoing and become established policy and practice.
Explore possible future management models, with the aim of taking over control of running the Museum from the Parish Council.	Unlikely to happen unless the body can raise the funds for financial independence. To date nobody has come forward.	MC Re-refer to PC Committee – clear steer needed regarding this policy. Suggest removing this item from the Plan.
Continue to develop an outreach project – a display case of objects in various locations around the village.	Display case has visited different village sites; The Haven, Henfield Hall and Parish Church. Further sites curtailed by Lockdown. (RG, AB)	AB RG Roving outreach displays have become established practice and policy. Suggest removing this item from the Plan.
Increase focus on and knowledge of the natural and ecological history of Henfield.	<i>Arborea</i> tree/landscape project underway; information re William Borrer etc. added to website. Publicised through “Henfield Bitesize” event and through FoHM. (RG)	RG Development of <i>Arborea</i> requires more input from residents, also connections with art & musical groups. Project is up and running. Suggest removing this item from the Plan.
Increase knowledge of Henfield's lost and intangible history.	Heritage Trails produced by PC and HCP volunteers. Two heritage information boards installed at Sandy Lane. PC and HCP continue to promote Heritage and other Trails	RG AB SRM More heritage information boards to follow for existing Trails. Continue to contribute providing information for any new Trails. Consider inviting High Street businesses to display historic photos of their premises.
Further develop the use of social media.	Facebook attracting interest. Take-up statistics available. (RG) Task completed. See Aim 5 above.	RG More volunteers needed to provide regular and frequent posts.
Continue to research and promote the costume collection.	Contact with other Curators and students. SR & AB C19 Lockdown has curtailed activity.	SRS provides frequent posts to Facebook and writes a blog. Aiming to produce one major display per year.