Henfield Museum

Forward Plan 2019 - 2023

Aim	Resources	Actions	Timescale to achieve aim
i) Produce more imaginative displays in display cases, and open display areas, including a broad contextualisation of exhibits. Provide better physical, intellectual, and social access to the users.	Volunteers Consider voluntary/paid consultant eg Graphic designer. Overseen by Curator/Asst. Curator; 2 volunteers working together in 2020; 6 volunteers in each of following 3 years	Determine a plan for each display case, or open display area, so that a story is told rather than just being a collection of objects. Allocate a display case or open area to an individual/pair to "refresh". Money required to come from the annual budget. Professionally-produced information boards. Take account of results of visitor survey.	Refresh one case in 2020 and four cases or display areas in each of the following three years.
ii) Make further approaches to local primary schools to explore what services, or partnerships the museum can engage in.	Curator, Assistant Curator or 2 interested volunteers.	Arrange meetings with representatives of primary schools outside Henfield, eg Twineham, Albourne and Partridge Green, to explore how using items from the museum's collection could enhance the children's learning. Devise programmes in line with National Curriculum. Funding from the reserves. e.g. for plastic boxes 5x£20 each	Arrange meetings with schools in 2020 and evaluate what services the museum may be able to offer. During 2021 put together and launch one or two educational packages, eg loan boxes. If there is scope develop the scheme further in 2022 and 2023
iii) Produce a new museum leaflet.	Curators and Assistant Curator Consider voluntary/paid Graphic designer.	Update the essential details on the leaflet and identify a suitable designer and printer. Distribute throughout Sussex, including Henfield Library and Tourist Information Offices. Funding	Prepare the leaflet in early 2020 for printing summer 2020.

		from museum reserves or FOHM.	
iv) Look into the possibilities of providing more storage space for the museum objects.	2 volunteers	Explore options to obtain additional museum storage space, eg container; advertise locally and approach local businesses to obtain a site for an additional store. Investigate the possibility of obtaining a grant.	Start to make enquiries in 2019, and cost out the various options. If funding is available progress the scheme in 2020 and beyond.
v) Try to determine why more people are not coming to visit the museum.	2 volunteers	Distribute the museum questionnaire to non-visitors. Plan out a series of local events, or at local venues, where the prepared questionnaire can be handed out or be seen. Obtain feedback from anyone who visits – build on success by doing more of what people find interesting.	Start the work in 2019 and carry through until the end of 2020. Collate the comments in the form of a report in 2021, and proceed to act on the findings in 2021 and beyond.
vi) Continue to build on digital engagement by developing a stand-alone Henfield Museum Website with access to the collection online.	3 volunteers	Advertise locally for help in setting up a website. Determine the costs involved and where the funding will come from. Engage a webmaster who will be willing to run the site, and a small team of volunteers who will provide content for the website.	Start the project in 2020 and have the website up and running by the end of 2020. (In the meantime, the Museum will have a page on the updated HPC website.)
vii) Progress with obtaining a touch screen, and scanner to make photographs and documents in the collection more accessible.	The Friends of Henfield Museum and Management Committee. Include in the review team a person with computer expertise, preferably museum IT expertise.	Review the work carried out to date in obtaining a screen and go ahead with the purchase. Look to purchase a suitable scanner as part of the project. If necessary engage a person with computer expertise	Look to have purchased the necessary equipment by the end of 2019, and have the screen in use in the museum by the end of 2020. Add content to the screen in the following years.

		to head up the project and to train up one or two volunteers to input photographs and oral histories etc.	
viii) Look into the provision of more prominent signage to the museum from the High Street, and at other locations.	Management Committee.	Decide on the locations of additional signage, and type of signage i.e. size of font, colour etc. Looking into costing and the need for planning approval, and getting erected brown heritage signage. Money to come from the museum reserves. Possible sites – High St. end of Coopers Way; from Coopers Way car park; wall at rear of Budgens.	Proceed with enquiries in 2020 with the aim of getting the signage in place by 2021.
ix) Carry out access audit using local groups eg the Self-Help Group, Henfield Haven, Action for Older People, to assess the physical and intellectual access for older members of the public.	Curator	The questionnaire has already been produced. Approach group(s) to review the questionnaire and arrange for their members to visit the museum and complete the revised version.	Have the visit arranged before the end of 2019.
x) Continue audit of objects in the collection for possible disposal.	Assistant Curator	Complete the list of objects that are suitable for disposal in batches and get approval from the Management Committee. Send list of objects out to museums in the Sussex Museums Group. Objects which fail to find a home are to be offered to other organisations or sold in accordance with the Disposals Policy.	All the objects for possible disposal are to be listed by the end of 2020. Once their disposal is approved, the procedure for disposal is to be followed through to 2023.
xi) Explore possible future	3 or 4 volunteers with experience	Advertise the aim locally through	Advertise in 2019 and get sub-

Commented [名6]: The TASH event in the Haven Oct 10 2019 showed that medium group engagement with a selection of objects from the museum was a good model for wider engagement

management models, with the ultimate aim of taking over control of running the Museum from the Parish Council.	and specialist knowledge in this area	BN5, posters, social media etc. with the aim of forming a sub group to progress the aim.	committee established. Submit proposals and costings for public consultation in 2020.
xii) Continue to develop an outreach project – a display case of objects in various locations around the village	3 or 4 volunteers	Source a permanent display case, or get one made, which can easily be transported to the various locations. Consult with possible local venues and prepare a yearly programme of moves. Prepare a series of displays, say three per year, using objects and other material from the Museum. Advertise the aim in BN5 etc. and get feedback from the public via forms.	Carry on through to 2023.
xiii) Continue with the programme of oral history recordings undertaken with local residents and investigate means of making the best use of the recordings for educational, research and educational purposes. Consider options for the safe long-term storage of the recordings, including possibly depositing them with other institutions.	Existing group of 3 or 4 volunteers	Continue as at present by producing a list of likely candidates to be interviewed and contacting them. Advertise the project in BN5 etc. to try to get more people coming forward. Look to interview people from surrounding villages. Upload as appropriate to SoundCloud account once set up, files edited as necessary.	Continue with the present programme. Extend to other villages in 2020.
xiv) Continue to collaborate with other organisations and individuals, to produce a programme of temporary displays	Curator/Asst. Curator + 1 volunteer	Advertise locally, including through social media, to make it known that space is available, and asking groups/individuals to	Ongoing

on a range of themes, in the Museum or elsewhere.		suggest areas of interest - *community curation*.	
xv) Encourage individuals/groups to carry out original research using museum objects/archives.	Asst. Curator	Advertise locally, including through social media, to inform public of the range of objects and contents of archives.	Advertise 2020
xvi) Recruit people to carry out the aims of the Forward Plan	FOHM + Curator/Asst. Curator	Advertise locally, including through social media, and meet with the Museum volunteers, FOHM and any interested parties to set out the aims of the Forward Plan and recruit help.	Have meetings in late 2019 and early 2020.
xvii) Further develop the knowledge and skills of Museum volunteers	Curator/Asst. Curator	Arrange and deliver a regular programme of training sessions regarding particular objects on display or in storage. Give specific training on new/temporary exhibitions as required.	Next temporary exhibition . . . . Regular sessions to commence in early 2020
xviii) Increase focus on and knowledge of the natural and ecological history of Henfield.	FOHM, Curator/Asst. Curator, community	Support projects focused on historic trees, landscapes, geology and human influenced landscapes such as the Commons, Borrer's Garden, market gardening.	2020, ongoing
xix) Increase knowledge of Henfield's lost and intangible history.	FOHM, Curator/Asst. Curator	Make use of digital resources (e.g. 3D recreations) and combined physical/digital such as heritage trails to help achieve this; identify areas to focus projects such as Borrer's Garden, Sandy Lane industry.	Collate required research and seek quotes by end of 2020
xx) Develop further the use of	Volunteers, Curator/Asst. Curator,	Maintain an increased frequency	Ongoing for FB, Twitter - register

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Commented [色9]: I must explore the anniversary days of the year and pilot a programme of using objects to illustrate these

Commented [色10]: I would be glad to take on some of the ideas I've commented on.

Commented [色11]: This is a great educational idea and I'm sure neighbouring Sussex museums would share the venture.

social media	Costume Curator	of Facebook social media postings, increase Twitter postings, begin Instagram postings (utilise Hootsuite to coordinate postings), consider YouTube videos.	and begin to post content on Instagram, YouTube by mid 2020.
xxi) Continue to research and promote the costume collection	Curator, Costume Curator	Continue to research and publicise via social media (museum page & groups), blogs, academic journals, talks.	Ongoing
xxii) Update museum database for Win 10 compatibility and to allow multimedia inclusion	Curator/Asst. Curator, volunteers.	Process detailed in Digitisation Plan.	Official support for Windows 7 runs out Jan 2020.
xxiii) Setup a centralised cloud storage backup and resource access solution	Curator/Asst. Curator, volunteers	Process standards detailed in Digitisation Plan.	Facility in place by early 2020.