



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

FRIDAY, 21 JULY 2017 AT 9.00 AM

CONFERENCE ROOM A - SECOND FLOOR, CIVIC OFFICES

Telephone enquiries to Lisa Gallacher 02392834056

Email: lisa.gallacher@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

Councillor Linda Symes (Conservative)

Group Spokespersons

Councillor Stephen Morgan MP, Labour

Councillor Steve Pitt, Liberal Democrat

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 Apologies for absence**
- 2 Declarations of interest**

3 Portsmouth Museums Annual Update (Pages 5 - 22)

Purpose of report

To review the achievements of Portsmouth Museums Service in 2016/17 and to present the service's operational 'Plan on a Page' (PoP) for the current financial year.

RECOMMENDED:

- (1) That the review of last year's activity and progress and on the delivery of the council's museums strategy is noted, especially the progress made on Transforming the D-Day Museum.**
- (2) Transforming the D-Day Museum continues as planned and as the priority for the museums service.**
- (3) The museums service works with its partners to deliver a number of significant externally funded projects should bids for funding be successful.**
- (4) Work on the new Butterfly House at Cumberland House is completed and a team of volunteers is recruited and trained to support staff with its ongoing operation.**
- (5) The museums service continues to support delivery of the Paulsgrove project 'Capturing the Spirit', working with the project team to showcase the project at Portsmouth Museum.**
- (6) The Decorative Art Gallery at Portsmouth is redisplayed and the loan of a Grayson Perry ceramic from the British Crafts Council noted.**
- (7) The marketing plan for the council's six museums is implemented and visitor surveys undertaken at Cumberland House and Portsmouth Museum using Audience Finder.**
- (8) Collection reviews are carried out on the Vehicle Collection and the Natural Sciences Collection.**
- (9) The expectation of increased income through initiatives such as Waterfront Gifts, taking the Portsmouth Museum café in-house and improving small cash donations given by museum visitors is noted.**

4 Fees and charges for the D Day Museum (Pages 23 - 34)

Purpose of report

To propose changes to the admission charges, free entry days and venue hire fees for the D-Day Museum from July 2017 and to propose a change to the venue hire charge for Southsea Castle outside of season.

RECOMMENDED: that the Cabinet Member

- (1) Agrees the new D-Day Museum admission charges as in Appendix A.**
- (2) Agrees flexible pricing for events at D-Day Museum to allow full cost recovery and income generation.**
- (3) Agrees to reduce free entry days at D-Day Museum from 4 to 2 annually.**
- (4) Agrees to introduce a charge for entry to D-Day Museum for Portsmouth City Council managed schools.**
- (5) Agrees that the Museum Service is able to discount tickets up to 75%.**
- (6) Agrees a reduced rate of £200 for the hire of Southsea Castle marquee out of season.**

The following item is for information only

5 Bookfest 2017 Update report (information item) (Pages 35 - 62)

Purpose of report

To update the Cabinet Member on the success of the 2017 Portsmouth BookFest.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Date of meeting:	21 July 2017
Subject:	Portsmouth Museums Annual Update
Report by:	Director of Culture and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To review the achievements of Portsmouth Museums Service in 2016/17 and to present the service's operational 'Plan on a Page' (PoP) for the current financial year.

2. Recommendations

- 2.1 **The review of last year's activity and progress and on the delivery of the council's museums strategy is noted, especially the progress made on Transforming the D-Day Museum.**
- 2.2 **Transforming the D-Day Museum continues as planned and as the priority for the museums service.**
- 2.3 **The museums service works with its partners to deliver a number of significant externally funded projects should bids for funding be successful.**
- 2.4 **Work on the new Butterfly House at Cumberland House is completed and a team of volunteers is recruited and trained to support staff with its ongoing operation.**
- 2.5 **The museums service continues to support delivery of the Paulsgrove project 'Capturing the Spirit', working with the project team to showcase the project at Portsmouth Museum.**
- 2.6 **The Decorative Art Gallery at Portsmouth is redisplayed and the loan of a Grayson Perry ceramic from the British Crafts Council noted.**

- 2.7 The marketing plan for the council's six museums is implemented and visitor surveys undertaken at Cumberland House and Portsmouth Museum using Audience Finder.**
- 2.8 Collection reviews are carried out on the Vehicle Collection and the Natural Sciences Collection.**
- 2.9 The expectation of increased income through initiatives such as Waterfront Gifts, taking the Portsmouth Museum café in-house and improving small cash donations given by museum visitors is noted.**

3. Background

- 3.1** 2016/17 represents the second year of delivery of the Portsmouth Museums Strategy 'unlocking potential, transforming lives'. The strategy strikes a balance between benefits for individuals and communities and benefits for the city as a whole against a backdrop of diminishing public funding.
- 3.2** Our key aims are to:
- Reflect the diversity of the city's culture and communities in our visitors and offer.
 - Provide inspirational opportunities for people to enjoy and learn from the collections.
 - Build the profile and reputation of the Great Waterfront City by showcasing the national and international heritage of the city, and delivering excellent customer care.
 - Ensure sustainability and resilience through an entrepreneurial approach to income generation and partnerships.
 - Create a learning culture across the service to develop and empower staff
 - Develop new audiences using digital technology.
- 3.3** A total of 267,100 visits were made to Portsmouth Museums in 2016/17; 27,450 less than the previous year. Southsea Castle and Dicken's Birthplace were up on the previous year's figures by 15,160 (15%) and 420 (21%) respectively; while the remaining museums were down as follows: Eastney Beam Engine House 780 (74%), Cumberland House 22,440 (32%), Portsmouth Museum 11,760 (22%) and D-Day Museum 8,050 (12%).
- 3.4** The reduction in visits can in part be accounted for by temporary closures;
- Cumberland House to allow for building works and the demolition of the butterfly house (15,140)
 - D-Day Museum to enable the transformation to start (2,800)
 - Eastney Beam Engine House in response to significant H&S issues (780).

Other contributing factors are:

- absence of live butterflies for the whole year at Cumberland House
- The difficulty of maintaining visits when people know major improvements are planned (D-Day Museum)

- 3.5 The reduction in visitor numbers at Portsmouth Museum (by 11,760) is of concern. 2016/17 was the first year of operation following the cessation of the temporary exhibition programme. The closure of the museum café in December 2017 will also have impacted on visits. However on a more positive note, the visitor figure of 42,000 which was achieved in 2016/17 is a very respectable platform on which to build.
- 3.6 Transforming the D-Day Museum remains the service priority. This is a £5 million, 5 year project that ends in 2020/21. Key milestones achieved in 2016/17 were:
- Recruitment of project funded staff - the public participation officer and the first of 3 paid interns - this heralding the start of delivery of the project Activity Plan.
 - Working with members of the Disability Advisory Panel and access specialists Vocaleyes to help shape the facilities and new displays planned for the museum.
 - Developing a new brand for the museum.
 - Working up the storylines for each of the 45 stories to be included in the new displays and finalising all the assets to be included in each - ie objects, images, quotes etc - as well as the audience and 'voice' to be employed.
 - Completing detailed design / RIBA Stage E and procuring the main / base-build contract.
 - Procuring the specialists to conserve the Overlord Embroidery and D-Day Vehicles.
- 3.7 The butterfly house was demolished in early 2017 and the elegant rear elevation of Cumberland House revealed. During the period of closure other repairs and maintenance work was carried out by Property Services and museum staff were able to carry out a refresh of the A-Z exhibition, repainting cases and producing new labels.
- 3.8 The community of Paulsgrove is not represented in the city's museum collections. Capturing the Spirit, an initiative led by the Paulsgrove and Wymering Trust and funded by the HLF offers an opportunity to rectify this. The museums service is represented on the project steering group and has provided guidance on acquiring and care of collections and objects for handling sessions.
- 3.9 A condition report on the Edward King collection was completed in 2015/16 and four works were conserved prior to the opening of the *Edward King A Life in Art* exhibition in February 2016. The HLF declined to fund the £21,000 cost to have the remaining works conserved. However a further 4 works were conserved using funds raised through small cash donations at Portsmouth Museum. We secured the

loan of the painting '*Night Raid on Portsmouth Docks*' from TATE and this went on display in January 2017.

- 3.10 In 2015/16 the service generated £11,000 from visitors to the museum making small cash donations (excluding donations received at the D-Day Museum which are being collected on behalf of the Portsmouth D-Day Museum Trust / Transforming the D-Day Museum project). The £18,000 target for 2016/17 was not met, although additional funds were raised to support the Butterfly House project and conservation of Edward King paintings. This target has been carried forward for 2017/18.
- 3.11 Game Over: The Future of the Past installation opened at Portsmouth Museum in May 2016. It features the largest single private collection of TV games, home computers and consoles on display in the UK and spans over 40 years of home video gaming. Anecdotal evidence indicates that this exhibition is popular with visitors and has contributed to footfall at the museum.
- 3.12 A Health and Safety audit was completed for the Eastney Beam Engine House site by the H&S team. A significant amount of work has been achieved at the site however much still remains to be done with the support of Property Services.
- 3.13 Other activity included the events programme that focussed on the Edward King exhibition, which entailed:
- A series of three art workshops for adults with artist Simon Cowper was so popular that a fourth was added. Participants used King's paintings as the starting point for their own work in watercolour and mixed media. In one session they literally followed in King's footsteps as they strolled around Old Portsmouth and sketched the buildings and streets that feature in his work. Feedback was very positive.
 - Local writer Denise Bennett led four creative writing workshop for adults. Participants responded to King's work in a mix of poetry and prose and a selection of their work was made available to visitors in a folder in the gallery.
 - Artist Jenny Staff challenged families to *Build your own Portsmouth* inspired by King's street scenes. A fabulous cityscape of cardboard buildings - including three Spinnaker Towers - populated a giant map of Portsmouth and drew gasps of amazement as we closed the blinds and switched on the coloured lights inside the structures.
 - Our annual Home Front Experience for primary schools moved from the D-Day Museum to Portsmouth Museum to take advantage of the Edward King display and the new resources for schools produced by the Learning Officer. Most of the schools had not visited Portsmouth Museum before and many were surprised by how well the children responded to the paintings and by the range of collections on show throughout the building.
 - Edward King spent the last 26 years of his life in St James' Hospital in Portsmouth due to mental ill health. From January to May 2017 award winning poet Maggie Sawkins led a series of *Writing for well-being* workshops targeted at adults who have experienced mental ill health. The group became so intrigued by the life and work of King that they carried out

independent research. They found the sessions challenging but rewarding and produced some high quality poetry and prose. Their confidence increased to such an extent that they are planning to a public performance at the museum in June.

- Two public talks linked to the King display proved so popular that they had to be repeated. John Stedman, one of PCC's archivists, spoke about Portsmouth and the Blitz. Former psychiatric nurse Christine Lawrence talked about Edward King and St James' Hospital.

3.14 Events held at other sites included contributions from a number of partners and other organisations including the City of Portsmouth Preserved Transport Depot, Friends of Cumberland House, Hampshire and Isle of Wight Wildlife Trust, Portsmouth Countryside Service, Portsmouth Reptile and Amphibian Society, Solent Meccano Club, South Downs National Park and the Victory Model Railway Club.

3.15 The Prints and Drawing Room hosted displays featuring:

- The Sickert Collection, including drawings, paintings and prints by Walter Sickert, Térèse Lessore and Sylvia Gosse, and featuring Japanese wood-block prints (*May to September 2016*, 53 works).
- *Dickens: The Art of the Story*, featuring the character illustrations from Dickens books, with original watercolours, prints and ephemera (*Sept 2016 to May 2017*. Included approx.140 collection items).

3.16 An additional 37,930 visits were made to see items from Portsmouth's collections on loan to other museums ie Nottingham Art Gallery (*The Suburban Order*, watercolour by David Jones) and Victoria Art Gallery, Bath (Bloomsbury, hand-painted decorative art objects - *a corner cupboard* by Duncan Grant, *2 room screens*, one by Duncan Grant and one by Vanessa Bell and a *Gramophone* by Dora Carrington).

3.17 A full marketing plan was implemented during the year including the production and distribution of regular event leaflets, a radio campaign in the summer months, digital and social media promotion and a number of group marketing initiatives.

3.18 The percentage increase in Facebook page likes is shown below (and the actual numbers for 2015/16 and 2016/17).

- Charles Dickens' Birthplace Museum: **26.4%** (from 912 to 1,070)
- Cumberland House: **21.5%** (from 605 to 735)
- D-Day Museum: **8.7%** (from 3,968 to 4,316)
- Portsmouth Museum: **26.4%** (from 2,969 to 3,752)
- Southsea Castle: **52.4%** (from 542 to 826)

All sites exceeded the 10% target for increase in social media activity - with the exception of the D-Day Museum. This target will be retained for next year.

3.19 Following the successful introduction of Waterfront Gifts at Southsea Library the range was introduced to Southsea Castle and Portsmouth Museum including a major overhaul of the shop fittings at each site. The Museum Service expects to reap the full benefit of this work in the year ahead.

4. Reasons for recommendations

- 4.1 The recommendations are based on the service plan on a page for the year ahead (Appendix 1).
- 4.2 Transforming the D-Day Museum remains the service priority. Following procurement of the main base-build contract and the costings being finalised by the exhibition designers, the project is cost is on target. On the recommendation of the project manager the programme has been adjusted and the planned opening date for the 'new' museum is March 2018. The removal of the collections was completed as planned (May 2017), the Overlord Embroidery was digitised and the Embroidery and Vehicles safely transported to the specialist conservators who will be working on them over the following months. The in-house team are currently commenting on and signing off the graphic designs and case layouts and informing the work of the AV specialists as well as producing final copy. Development of the new website will also be a significant piece of work for the year ahead. The re-opening of the museum in March 2018 will be the key milestone for 2017/18.
- 4.3 The museum service was involved in the preparation of a number of funding bids towards the end of the previous financial year. We supported the National Museum of the Royal Navy with preparation of their funding application to HLF for Landing Craft Tank (LCT) 7074. We prepared an application for Kick the Dust - an HLF initiative aimed at engaging young people with heritage - in partnership with the Active Communities Network and Motiv8 and an application to Arts Council England (ACE) under its National Portfolio Investment Programme. The competition for funding will be fierce and the chance of success small. However, the outcome of all three bids will be known by early July and if successful work would then start on the development phases of the LCT and Kick the Dust projects. The ACE funding would be from April 2018, although in the interim we would need to prepare a more detailed business plan.
- 4.4 Work on the new Butterfly House is now well underway and due to be completed in July with a formal opening in August. This new facility will be operated by museum staff with the support of a team of volunteers recruited and trained in accordance with the Investors in Volunteers Standard. The Stratford Butterfly Farm will provide training, specialist support and a review of the first year of operation. New interpretive panel about butterflies and their conservation will be provided in the entrance area to the new Butterfly House and the video microscopes currently occupying this area will be serviced and relocated to another part of the museum.

- 4.5 An event to showcase Paulsgrove's Capturing the Spirit project will be held at Portsmouth Museum in early 2018. A number of options have been discussed with the project co-ordinator including a pop-up museum type event in the Activity Room and / or an update of an interpretation panel in the room setting displays which looks at 'Prefabs' to incorporate information generated by the project. We also need to prepare for receiving the project archive including resources to catalogue and make it accessible for future projects, research etc.
- 4.6 The decorative art gallery has remained unchanged since 1992. The re-display will provide the opportunity to highlight other key works that are currently in storage and provide a new gallery experience for visitors. The loan of a vase by Grayson Perry into the re-display will endorse the 'made in Portsmouth' element whilst raising the profile of the city's decorative art collection.
- 4.7 A full marketing plan for the year has been drawn up including event fliers, radio, web, social media and group marketing including attendance at Trade Fairs and new Group E Newsletters. Charles Dickens Birthplace and Southsea Castle are both included in the destination London Underground campaign in July. In addition a full marketing and launch plan for the new D-Day Story is being drawn up - to add to and compliment current activity.
- 4.8 The council holds a collection of vehicles relating to the city of Portsmouth including, for example public transport vehicles and a fire engine. It is stored across a number of locations including with the City of Portsmouth Preserved Transport Depot, some items are on long term loan and only three are on public display at the Milestones Museum in Basingstoke. The collection which was acquired when the council had plans to create a transport museum, is becoming increasingly costly to store and maintain and access is limited. An external specialist will be contracted to assess the collection and make recommendations for its future care and use.
- 4.9 Undertaking an assessment of the Natural History Collection is an outstanding item, necessary so we can understand its scientific importance and plan for its future use and development. The assessment will be undertaken by external specialists and external funding will be needed. The aim for 2017/18 is to obtain costs and secure the funding for the study.
- 4.10 Significant changes over the last year offer an opportunity to increase income in gift shop sales, visitor donations and through bringing the Portsmouth Museum café in house. A programme of staff training, the introduction of retail champions for the service, continuous development of the retail and café range and increased promotion are all key to ensuring income does increase. By utilising a member of the front of house team to operate the in house café we are assured of an increase in income - in the first two months of 2017/18 this income has exceeded what we received in rent annually from the previous operator.

5. Equality impact assessment (EIA)

- 5.1 A preliminary EIA is completed and is attached (Appendix 2).

6. Legal comments

- 6.1. There are no legal implications arising directly from the recommendations in this report other than the exceptions outlined below.
- 6.3 Under Part 2, Section 3 of the City's Council Constitution (responsibilities of the Cabinet and further in accordance with the Schedule of Delegations at Appendix A of the Executive Procedure Rules in Part 3 of the Constitution, the Cabinet Member for Culture, Leisure and Sport has authority to approve the recommendations in this report.
- 6.4 A Local Authority has power to do anything that individuals generally may do under the general power of competence Section 1(1) of the Localism Act 2011. The proposals recommended are consistent with this power.

7. Director of Finance comments

- 7.1 The 2016/17 activities of the Museum Service have been funded primarily from the service's approved budget. Opportunities for income generation and external grants and contributions are continually being explored to supplement this.
- 7.2 Contributions have been received from other PCC services to achieve shared outcomes, the re-provision of the Butterfly House being an example of this.

.....
Signed by:
Stephen Baily
Director of Culture and City Development

Appendices: **Appendix 1** - Portsmouth Museums, Operational Plan on a Page 2016/17
 Appendix 2 - Preliminary EIA form

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by on

.....
Signed by:
Cabinet Member for Culture, Leisure and Sport

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Appendix 1

Portsmouth Museums Plan on a Page 2017/18

Activity	Museum Strategy Key Aim	Lead	Timescale	Funded by
1. Deliver Transforming the D-Day Museum (TDDM) in partnership with users and stakeholders				
Continue implementation: <ul style="list-style-type: none"> • Complete decant of collections • Building works • Exhibition development • Delivery of Activity Plan • Conservation of collections • Marketing Plan • Launch and re-opening 	KA3, KA1 to KA6	JM + team - JS AM FW AW JD TT KB TG NT	'new' museum opens March 2018 Project runs until 2020/21	HLF PCC (TDDM project budget) £5M Capital Programme
Support development phase of LCT7074 project (NMRN lead) subject to successful outcome of funding bid	KA3	JM AW	From July 2017	HLF (NMRN)
Support Portsmouth D-Day Museum Trust with fundraising activity	KA4	JM	December 2017	TDDM budget
2. Continuously improve standards of collection care and documentation, review and assess collections to enhance public access and engagement				
Review Vehicle and Natural History Collections		KB JM	March 2018	£3,000 Museum budget
3. Broaden involvement through special projects which take place in the community and the museum				
Support delivery of Paulsgrove <i>Capturing the Spirit</i> project	KA1	P&W Trust KB JM	December 2017	P&W Trust
Subject to successful outcome of bids, deliver development / preparatory phases for Kick the Dust (HLF) and NPO (ACE)	KA1	JM	March 2018	HLF ACE
Deliver new Butterfly House and associated activity	KA1	RM	August 2017	PCC £2,000 Museum
4. Provide a range of volunteering opportunities to enable people to be involved, gain skills and extend the reach of the service				
Facilitate input from the TDDM advisory panels - disability and young people - and the 3 paid interns	KA2	FW	Ongoing	TDDM budget

Recruit and train volunteers to support activities linked to TDDM and the new Butterfly House	KA2	FW AMcG	Ongoing July 2017	TDDM £XK Museum
5. Improve marketing of programmes, emphasising the Museum Services brand in all that we do				
Deliver marketing plan focussing on web and printed collateral + press and PR, radio, trade shows, E Newletters to groups etc	KA3 KA1	JS	Ongoing	£10,000 Museum
Use Audience Finder surveys at PM and CH to measure visitor satisfaction, analyse visitor data/behaviour and inform future activity	KA3 KA1	JS	Ongoing	£400 Museum
6. Provide lifelong learning opportunities within and beyond museum buildings that engage learners of all styles and ages, informal and informal education, including skills development				
Redisplay Decorative Art Gallery	KA2	SW	October 2017	£10,000 Museum
Deliver series of displays in the 'print and drawings room'	KA2	SW	March 2018	£400 Museum
7. Ensure sustainability and resilience				
Develop new café, Portsmouth Museum	KA4	JS	March 2017	TBC £10,000
Increase shop income at sites as part of Waterfront Gifts retail project				
Generate £18K cash donations				
Complete H&S related work at Eastney BEH with support of Property Services		JM JS TG	March 2017	Property Services
8. Diversify and increase workforce skills				
Empower and train FOH staff to support aspirations for the new D-Day Museum	KA5	FW AW	March 2018	TDDM Budget
9. Develop new audiences using digital technology				
Develop new Website as part of TDDM	KA6	JM AW	March 2018	TDDM Budget
Increase social media activity by 10%	KA3 KA6	KB FW AW SW	March 2018	NA

Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of Culture and City Development

**Function e.g. HR,
IS, carers:**

Museums and Visitor Services

Title of policy, service, function, project or strategy (new or old) :

Portsmouth Museums annual update - review of previous year and priorities for the year ahead.
Transforming the D-Day Museum remains the priority.

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

Care of and access to the city's collections / heritage.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

Positive benefit:

Residents and visitors to the city.

Some initiatives directly target communities at risk of exclusion - eg Capturing the Spirit (Paulsgrove), Kick the Dust (young people) and Transforming the D-Day Museum (people with disabilities).

Reflecting the diversity of the city's culture and communities in our visitors and offer is one of the Museum Services key strategic aims.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pregnancy and maternity

Other excluded groups

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes

No

Q7 - How have you come to this decision?

The Annual Update refers to a number of projects and initiatives. A significant number of these have a diversity focus:

Transforming the D-Day Museum is particularly focusing on access for people with disabilities but also trying to ensure that women, young people and people of different race / culture are reflected in the museums new displays and offer.

The Kick the Dust funding is targeted at young people and the ACE NPO funding has a strong emphasis on diversity. The former project was developed in dialogue with 3rd sector organisations that work with young people.

Capturing the Spirit targets Paulsgrove - a community un/under-represented in the city's museum collections.

Work at Cumberland House includes the creation of a ramp to replace the wheelchair lift. This will enhance access for people with mobility issues (and the ramp will be more reliable than the lift).

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Museums and Visitor Services Manager, Jane Mee

This EIA has been approved by: Stephen Baily

Contact number:

x 4399

Date:

10/07/2017

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Date of meeting:	21 July 2017
Subject:	D-Day Museum Admission Charges and Southsea Castle Hire Charges
Report by:	Director of Culture and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To propose changes to the admission charges, free entry days and venue hire fees for the D-Day Museum from July 2017 and to propose a change to the venue hire charge for Southsea Castle outside of season.

2. Recommendations

- 2.1 **Agree the new D-Day Museum admission charges as in Appendix A.**
- 2.2 **Agree flexible pricing for events at D-Day Museum to allow full cost recovery and income generation.**
- 2.3 **Agree to reduce free entry days at D-Day Museum from 4 to 2 annually.**
- 2.4 **Agree to introduce a charge for entry to D-Day Museum for Portsmouth City Council managed schools.**
- 2.5 **Agree that The Museum Service is able to discount tickets up to 75%.**
- 2.6 **Agree a reduced rate of £200 for the hire of Southsea Castle marquee out of season.**

3. Background

- 3.1 The D-Day Museum is currently undergoing a £5 million transformation. Operation of the new Museum is underpinned by a business plan that was submitted and agreed as part of the Heritage Lottery Fund bid. It includes a

target income from admissions and other income generating activity that will enable the Museum to cover its increased operating costs.

3.2 During December 2016 to May 2017 a review of the existing pricing structure has been carried out, including income modelling and benchmarking against similar attractions. We have also considered.

- Discounted entry
- Charges for PCC managed schools
- Introducing an annual pass
- Setting charges for events
- Reducing the number of free entry days.

3.3 Although the marquee at Southsea Castle has very successful venue hire during the peak months of April to September, it struggles to attract business during the winter months. A revision to charges is proposed to address this.

4. Reasons for recommendations

4.1 The current admission pricing structure will not allow us to meet the income generation target as outlined in the project business plan.

4.2 The existing fees and charges will not reflect the quality of the offer at the new D-Day museum.

4.3 Benchmarking demonstrates the need to bring our prices in line with attractions of a similar size and type.

4.4 Discounting admission prices is a widely used promotional tool in the tourist industry enabling an increase in marketing and visitors in quieter months, using online offers such as 2 for 1 and GroupOn. Having the flexibility to discount tickets enables D-Day Museum to run promotions to boost attendance during quieter periods or on special events. The museum would also look to offer targeted discounts, for example to local residents.

4.5 The Museum Service no longer receives funding direct from Education Services to provide free entry to the council's museums i.e. the D Day Museum. This change took effect from 1st April 2017. The funding previously received underpinned the events and learning budgets for the service as a whole and funding from elsewhere will need to be generated in order to maintain the same level of activity.

4.8 As a means of encouraging repeat visits, the ability to convert a general ticket to an annual pass would be invaluable. This will also enable us to capture visitor data and use this to market the museum going forward. The annual pass may be introduced at opening or at a later date as a marketing option.

- 4.9 A substantial programme of events is planned for the D-Day Museum following the reopening in 2018, designed to boost attendance and expand our audience demographic. The cost of running the events programme at the Museum will vary depending on the format of the event being held. Flexibility over pricing will enable cost recovery and income generation from events.
- 4.10 Currently the D-Day Museum offers free entry on:
- 27th January (Holocaust Memorial day)
 - 6th June (Anniversary of D-Day)
 - 24th June (Armed Forces Day)
 - 11th November (Remembrance Day)
- 4.11 Offering free entry during peak visiting months reduces the ability of the D-Day Museum to meet its income targets as outlined in the business plan. Maintaining free entry during quieter months (November and January) would allow us to increase attendance from local people during a period when visitor numbers are lower. On this basis we plan to keep Remembrance Day and Holocaust Memorial Day as free entry. We will offer free entrance to serving personnel on Armed Forces Day.
- 4.12 The marquee at Southsea Castle has very successful venue hire during the peak months between April and September but struggles to attract the same level of business in the winter months.
- 4.13 The current charge for hiring the Castle Marquee for an evening function in the winter months is between £770 and £1260 per event.
- 4.14 Agreeing a reduced fixed price of £200 for hire of the Castle Marquee out of season (November to February) will enable Café Henry to significantly increase bookings and income for the service.
- 5. Equality impact assessment (EIA)**
- 5.1 A preliminary EIA is attached as Appendix 2
- 6. Legal comments**
- 6.1 There are no legal implications arising directly from the recommendations in this report.
- 7. Director of Finance comments**
- 7.1 The admission fees and charges proposed in this report will take effect when the D Day Museum re-opens in March 2018 after the completion of the transformation works.

- 7.2 In addition to historical data on the profile and number of visitors, the business plan submitted to the Heritage Lottery Fund, as part of the original funding bid, has also informed the admission charges proposed in this report. Market testing has been carried out to benchmark these charges against other similar local visitor attractions.
- 7.3 Income generated from Museum events needs to be sufficient to recover all of the associated costs. The charge for event tickets will therefore be calculated on this basis and will be separate from admission charges.
- 7.4 It is proposed that a charge is introduced for Portsmouth City Council managed schools. Previously these schools had 'free' entry to the D Day Museum as there was a service level agreement in place between PCC Culture and Education Services. This is no longer the case and all school visits will be subject to the charges shown on Appendix 1.
- 7.5 It is anticipated that the approval of the recommendation to introduce a flat fee of £200 for the winter booking of the marquee at Southsea Castle will generate additional income for the service.

.....
Signed by:
Stephen Baily
Director of Culture and City Development

Appendices:

- Appendix 1 - Admission charges for the D-Day Museum
- Appendix 2 - Preliminary EIA

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:
Cabinet Member for Culture, Leisure and Sport

Appendix 1

Standard Admission charges for the D-Day Museum to take effect from 1st July 2017.

Visitor	Current charge	Revised charge from 1 st July 2017
Adult standard charge	£6.80	£10.00
Senior standard charge	£5.80	£8.00
Child and student standard charge (aged 5 up to 17)	£4.70	£5.00
Disabled adult visitor	Free	£8.00 (2 for 1 - friend or carer of the visitor receives a free ticket)
Disabled senior visitor	Free	£6.40 (2 for 1 - friend or carer of the visitor receives a free ticket)
Disabled child visitor	Free	£4.00 (2 for 1 - friend or carer of the visitor receives a free ticket)
Disability card	£4.00	40% discount on full price
Children under 5	Free	Free
Family ticket (up to 2 adults and up to 3 children)	N/A	£25
Veterans of the Second World War	Free	Free
Adult group rate (groups of 15 or more)	£5.80	£8.50
Senior group rate (groups of 15 or more)	£4.70	£6.80
Child group rate (not as part of school/formal education visit, eg scouts, guides, language schools) - (groups of 15 or more)	£4.20	£4.25
School and formal education group rate (schools, colleges, universities, non PCC directly managed schools)	£3.65	£3.65
PCC directly managed schools	Free admission	£3.65

Annual pass

All tickets can be converted to an annual pass to the Museum for a fee of £2.00 adults and £1.00 children subject to terms and conditions.

Child ticket

Visitors aged 5 up to aged 17.

Group rates

Groups of 15 or more qualify for the group rate (as currently)

Guided tours can be purchased for an additional cost.

Child group rate applies to non-formal education groups eg scouts, guides etc.

Family ticket

Up to 2 x adults and up to 3 x children. In line with guidance from Kids in Museums on family friends ticketing.

Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of Culture and City Development

**Function e.g. HR,
IS, carers:**

Museum and Visitor Services

Title of policy, service, function, project or strategy (new or old) :

Changes to admission charges for the D-Day Museum and a proposed change to venue hire for Southsea Castle out of season.

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

1. To alter admission charges for the D-Day Museum as part of the Heritage Lottery Funded project to refurbish the Museum. This will include a complete overhaul of the displays and the introduction of a new events programme.
2. To propose a change to the venue hire rate for Southsea Castle (out of season).
3. To set venue hire prices for the D-Day Museum.
4. To allow flexible pricing for events to allow cost recovery and income generation.
5. Free entry days to the Museum are reduced in number from 4 to 2 annually.
6. A charge for entry to the Museum for Portsmouth LEA schools is introduced.
7. The Museum Service is able to discount tickets up to 75%

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

Positive benefit:

Visitors from lower social economic groups, through the introduction of a family annual pass. Leisure card users will also receive a discount under the new pricing structure.

Senior visitors who will continue to receive a discount on entry to the Museum.

Detrimental effect: Disabled visitors, who will now have to pay a discounted ticket for entry, when previously admission was free.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

Q7 - How have you come to this decision?

1. Changes to admission prices.

The transformation of the D-Day Museum is underpinned by a business plan agreed with the Heritage Lottery Fund. The plan sets income generation targets designed to meet the Museum's increased operating costs. Increasing our admission charges and reducing the number of free admission days will allow us to meet these targets.

Benchmarking has demonstrated charging visitors with disabilities a discounted admission fee brings our admission price in line with similar attractions.

Consultation with representatives from advocacy groups has informed the creation of the new Museum displays. As a result the quality of the offer for visitors with disabilities will be improved when the Museum reopens. For example, the structuring the exhibition space with the requirements of wheelchair users in mind.

A wide programme of accessible and inclusive events will be delivered at the new Museum. These activities form a condition of the Heritage Lottery Fund involvement with the project.

Visitors from lower socioeconomic groups will benefit from the introduction of a family pass that allows discounted entry for family groups and free entry throughout the year. This was not offered at the Museum prior to refurbishment.

Older visitors will continue to benefit from a discounted admission price.

5. Reducing free entry days.

Reducing the number of free entry days will allow us to increase attendance from local people during a period when visitor numbers are lower (January and November).

The following changes proposed are perceived to have no impact on groups with protected characteristics:

2. Changes to out of season venue hire at Southsea Castle.
3. To set venue hire prices for the D-Day Museum.
4. To allow flexible pricing for events to allow cost recovery and income generation.
6. A charge for entry to the Museum for Portsmouth LEA schools is introduced.
7. The Museum Service is able to discount tickets up to 75%

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email: equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Felicity Wood
Gina Perryman

This EIA has been approved by:

Contact number:

Date:

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Agenda Item 5

This Item is for Information Only



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Subject:	BookFest 2017 Update Report
Date of meeting:	21 July 2017
Report by:	Director of Culture and City Development
Wards affected:	All

1. Requested by
Cabinet Member for Culture, Leisure and Sport

2. Purpose

2.1 To update the Cabinet Member on the success of the 2017 Portsmouth BookFest.

3. Information Requested

3.1 Background to BookFest

3.1.1 Portsmouth BookFest was launched in 2010 by the Library Service working in partnership with independent bookseller The Hayling Island Bookshop with the aim of promoting reading for pleasure and encouraging attendance at book events by those who might not ordinarily attend book events.

3.1.2 2017 was the sixth festival and since 2010 it has gone from strength to strength. It now sees collaboration with Portsmouth University, Portsmouth Writers' Hub and a number of local venues.

3.1.3 Originally the festival ran every October/November but in 2016 the festival was moved to February/March. This move took place because BookFest was in competition with too many other high profile events and festivals happening in the autumn in the city and beyond. The move has seen real benefits for the festival and for the last two festivals a real increase has been seen in attendance figures.

3.1.4 The festival meets City aims and objectives by attracting visitors to visit the city and thus helping promote the Great Waterfront City as a destination. It also encourages reading for pleasure in local children and adults, helping to increase their skills. The festival also supports local writing talent, contributing to the local economy and assisting those wanting to become writers.

3.2 Ticket sales increase

In 2017 BookFest saw another increase in ticket sales of 15% on public events. This could be attributed to a number of reasons:

- a) The February/March period seems to attract more people to book events as Bookfest has seen an increase for both the years it has been held in the February/March period.
- b) Working with the Portsmouth Writers' Hub has given increased exposure for BookFest. The Hub has hundreds of members and can circulate news of the festival widely to writers and writing groups.
- c) The involvement of Portsmouth Writers' Hub, Portsmouth University and local authors from just beyond the Portsmouth area has also enabled BookFest to present a wider range of events, including writing workshops, themed evenings and even yoga for writers!
- d) BookFest was fortunate to secure some big names this year with Graham Hurley at the Portsmouth Coppers event and Lord David Owen. Lord Owen's event was not about current politics as such as it focussed on his book about the Second World War but the audience certainly enjoyed the chance to ask him many questions about current affairs during the question period.
- e) Early years events continue to be extremely popular with the Gruffalo tour sold out at nearly all nine library branches. BookFest aims to capitalise on the popularity of early years events by presenting a series of Teddy Bears' Picnics in 2018. These events are crucial in encouraging the benefits of reading from an early age.

3.3 Audience areas

- 76.5% of ticket buyers lived in the PO1-PO6 area.
- 11% of ticket buyers came from PO areas outside of the main city such as Emsworth, Waterlooville, Fareham and Gosport.
- 7% of ticket buyers came from outside of the PO area with audience members from Southampton, Petersfield, Isle of Wight, Winchester and beyond in Surrey.
- BookFest really does seem to be truly a local event for local people but there is also scope for more promotion outside of the city to contribute to the Great Waterfront City campaign and to build on the success of other high profile events in the city that attract audiences from beyond such as the Americas' Cup and Victorious Festival.

3.4 Ages of audience

- 62.5% of the audience were aged 0-5 reflecting the large numbers attending the Gruffalo events in libraries.
- 17% were aged 60 or over.

- Less represented were the 10-30 years' old age category and BookFest aims to encourage more attendance from this age group in 2018 by presenting workshops such as a graphic novels workshop.

3.5 Male/Female ratios

69% of the ticket buyers were female. It could be that more women bought tickets and brought men along to events as we saw more men attending events this year at the Lord Owen event and Portsmouth Coppers.

3.6 Popular events

Aside from the Gruffalo Tour which saw a total of 230 children attending across nine libraries, the highest attendance at BookFest events was at Portsmouth Coppers, which was sold out at 90 attending, Polly Morland's Metamorphosis at 80 attending and Lord Owen which was sold out at 85 attending.

Smaller events were no less appreciated however and the writing workshops with Dr Alison Habens from Portsmouth University were particularly well received as were Andy Steele's Little Characters workshop for children at Southsea Library and the popular Valentine's Day Massacre with Portsmouth Writers' Hub.

3.7 Schools Library Service programme

The Schools Library Service also hosts a programme of events to coincide with BookFest. This sees popular children's authors visit schools to talk to pupils about their books. These events help promote reading for pleasure to children and have a wide reach. In 2017 a total of 1,309 pupils attended these events.

3.8 Feedback

3.8.1 The writing workshops were very well attended and appreciated at this year's BookFest and BookFest will present more of this type of event in 2018.

3.8.2 2017 saw the highest rates of audience satisfaction at BookFest with 97% of audiences rating events as 'excellent' or 'good' - an incredible achievement and proof of the quality of speakers and events this year.

3.8.3 BookFest also received some feedback for areas for improvement next year which will be taken into account. Audiences said it would be good to know the duration of the event before buying tickets to help with parking. Audience members also wanted to see refreshments available to purchase at all events. There was also some feedback from authors about the difficulty of the Library Service having just one microphone for panel events. This has now been rectified as a Pulse Megamouth system has been purchased - this portable sound system has both a microphone and a lapel microphone and will be easy to transport between venues.

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Signed by:
Stephen Baily
Director of Culture and City Development

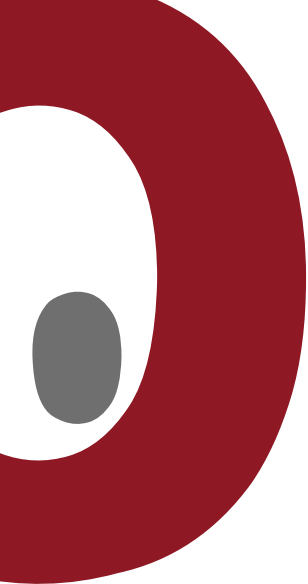
Appendices:

A: Portsmouth BookFest 2017 programme leaflet

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location



portsmouth
book
fest 2017

**THE HAYLING ISLAND
BOOKSHOP**



Portsmouth
CITY COUNCIL

www.portsmouthbookfest.co.uk

<https://portsmouthbookfest17.eventbrite.co.uk>

F



Welcome

Welcome to BookFest 2017! This year sees the city's seventh book festival and it will present a varied programme of events.

2017 is the 200th anniversary of Jane Austen's death and BookFest commemorates this with a talk and workshop about Jane Austen and her connection to Portsmouth as read in her novel *Mansfield Park*.

Following on from last year's successful talk from Matt Wingett on Portsmouth writers of the 19th century, this year Matt focusses with Diana Bretherick on Sir Arthur Conan Doyle and his interest in the supernatural.

As well as historical names, BookFest also presents events with contemporary authors including Lottie Moggach, whose thrilling novel *Kiss Me First* is being produced into a television series. Former Foreign Secretary Lord David Owen joins us for a fascinating talk on the events of May 1940 and Portsmouth favourite the Gruffalo will be returning to every library for stories and activities.

Crime fiction is this year represented by Portsmouth Coppers; where authors Pauline Rowson and Graham Hurley will discuss with Diana Bretherick their Portsmouth detective



characters. The Deadly Dames will be discussing female detectives at a panel event and Carol Westron will be exploring the golden age of detective fiction.

Once again, BookFest is pleased to work with local writing talent. There are many workshops for budding authors including workshops on how to write picture books for children, writing your life story, book cover design and a workshop for children on creative writing. All of this and much, much more can be found inside!

How to book

**Tickets can be purchased from
9th January:**

- Online at <https://portsmouthbookfest17.eventbrite.co.uk>
- By telephone on **023 9268 8037**
- In person at any **Portsmouth City Council Library**

At most events there will be an opportunity to buy books and have them signed by the author and at Portsmouth Coppers ticket holders will be able to use their tickets to obtain a discount off a book bought at the event.



11
feb

Premature Articulation

with Portsmouth Writers' Hub

Venue: Canvas Coffee, Portsmouth & S'sea Station
2pm–3pm • FREE – no ticket required

Romantic discontent brews in the afternoon at the cool casual Canvas Coffee, as Hampshire's finest storytellers share secrets and tell tales. A warm-up event for the Valentine's Day Massacre.

Premature Articulation



Not All Cocktails and Country Houses: The Return of the Golden Age

with Carol Westron

Venue: Third Floor, Portsmouth Central Library
7pm • £3

How did a book by Agatha Christie save a child's life? Who wrote a book in 1934 that foreshadowed the basic premise of Lord of the Flies twenty years later? Which Golden Age author, best known for her school stories, wrote detective stories based on middle-class, marital abuse?

13
feb

The Golden Age of Detective Fiction is generally considered to be the twenty years between the 1st and 2nd World Wars. It is still remembered for a few select names, such as the 'Queens of Crime:' Agatha Christie, Dorothy L. Sayers, Margery Allingham, Ngaio Marsh and Josephine Tey. But there were many other notable writers producing great books around this time and, thanks to republication by several publishers, notably The British Library, they are back in print for the first time in decades, and also are available as eBooks. Well known authors are writing new books featuring Hercule Poirot and Lord Peter Wimsey. Also many contemporary writers mirror the Golden Age style. It seems the Golden Age has regained popularity, but was it ever what it is commonly perceived to be? Join crime fiction writer and Golden Age expert Carol Westron to explore the questions: 'What was the Golden Age of detective fiction really like?' and 'Why is it back in favour?'

The Valentine's Day Massacre

14
feb

with Portsmouth Writers' Hub

Venue: Upstairs at the Wave Maiden, 36
Osborne Road, Southsea

6.30pm • £6

Choose beer. Choose cheese. Choose rage.

Dish up some retribution in your Reuben sandwich with stories and songs from Portsmouth Writers Hub (makers of Day of the Dead). Following last year's sell-out show, come and discover what Valentine you prefer: romance and roses, or acrimony and ale?

Food and drink available at the bar.



15
feb

“My Dear Laddie”

with Laura Weston

Venue: Portsmouth History Centre, Portsmouth Central Library

2pm • £2

This talk will explore the relationship between Sir Arthur Conan Doyle and his two sons Dennis and Adrian. Titled ‘My Dear Laddie’, which is how Doyle addressed his son in one of his letters, it will be a brief look through the archives of the Arthur Conan Doyle collection in Portsmouth, detailing letters between the family, looking at family photographs and photos of classic cars driven by all three men.

18
feb

Nemesis with Knitting Needles

Venue: Third Floor, Portsmouth Central Library

2pm • £5

Crime and mystery writers The Deadly Dames talk about female detectives past and present.

Join Dames Charlie Cochrane, Joan Moules, Eileen Robertson, Nicola Slade and Carol Westron and their guest chevalier L. C. Tyler (author of the popular Ethelred and Elsie comedy crime series) as they explore some of the serious issues involved in being a lady detective. These range from the problem of how to get through trapdoors while wearing a crinoline, to whether modern day CID officers would raise their success rate if they took up knitting. Come and enjoy an afternoon of wide-ranging information and discussion cunningly disguised as humour, covering the creations of both male and female authors, as we explore whether the female of the detective species is really deadlier than the male.



Dennis Potter in The Present Tense – by Project Adorno

19
feb

Venue: The Square Tower, Old Portsmouth, PO1 2JE
7.30pm • £5 on the door only

TV dramatist and playwright Dennis Potter was the ultimate Marmite figure – one minute delighting millions with musical plays such as *The Singing Detective* and *Pennies From Heaven*, the next causing outrage and controversy with productions such as *Blackeyes* and *Brimstone & Treacle*. In this performance piece, electro-acoustic duo Project Adorno, present a contemporary interpretation of Potter, through an ambient seque of original songs, video and spoken word extracts from people who knew or had some connection to him and his work.

Further info: www.tonguesandgrooves.com

Little Characters Workshop

with Andy Steele

Venue: Southsea Library

2pm • FREE – please reserve a ticket at Southsea Library

Aimed at developing characters and inspiring narrative for children aged 5–8.

Andy will be reading his new book, *Morty is going to the moon*, then give an overview of how a children's book is made from notepad to bookshelf, showing original illustrations and the software used to turn the pictures into a book.

The second part of the event is a workshop where Andy will show the children how to create their own characters and will give them a card frame in which to keep it. They will then work on how to create a story from the character they have created.

Andy is a father of two who spends his spare time writing and illustrating picture books for children. He launched *The Last Hoobaloo* in 2015 in support of the British Lung Foundation and

launched his second, *Morty Is Going To The Moon!* via crowdfunding in Autumn 2016. He won his first children's writing competition at the start of 2016 and is now sharing his work at libraries and schools. His third picture book is due out at the end of 2017.



21
feb

Writing stories workshop – for young writers between 8 to 12 years old

Venue: Southsea Library – IT Suite

10.30am-12noon • FREE – Please reserve a ticket at Southsea Library

Are you between 8 and 12 years old? Do you enjoy writing stories or poems? If so this workshop is for you.

As part of Portsmouth BookFest celebrations, local author and teacher, Lynne Stretch, is running a free workshop for young writers. This workshop will encourage young writers to create “tantalising titles”, “sensational settings” and “colourful characters” – so if you enjoy creative writing come along to Southsea Library and reserve your space. Places are limited so they will be allocated on a first come basis. Early booking is essential.

21
feb

Eleanor Stewart: Voyages around my mother

Venue: Third Floor, Portsmouth Central Library

2pm • £3

After last year’s successful talk on her memoir *New Habits*, Eleanor Stewart returns with her latest book.

‘I realized that if I truly wanted [my mother’s] remaining years to be happy, I had to give up all expectation that she would share my life and interests and instead enter hers.’

Eleanor and her mother Mary had always had a ‘rocky relationship’ so when 82 year old Mary arrives to live with her and her husband, suffering



from Parkinsons and increasingly frail, Eleanor doesn't expect life to be simple. What she is unprepared for is Mary's gradual retreat into herself and her absolute lack of interest not only in Eleanor and her life but also in her grandchildren's lives.

One evening, Mary produces a box of cassette tapes, diaries and letters offering a vivid portrait of her as a young woman – a life of which Eleanor knows very little. Watching her mother 'excited and animated' for the first time in years, Eleanor begins a journey with Mary through her past and discovers a 'completely new person' – a vibrant, slightly naïve but determined young woman who, after being forced by her parents to give up the man she loved, moves to the big city in search of independence and is then posted abroad in the Second World War. What starts as a carefree voyage on the SS Britannia turns into an adventure on a whole new level when the ship is shelled...

"This is a vivid account of a relationship between a daughter (Eleanor) and her elderly and frail mother (Mary). Their uncomfortable relationship nonetheless reveals a remarkable story of one woman's experience of life and notably of the Second World War. Particularly vivid is Mary's description, powerfully recounted by her daughter, of alarming experiences in the Atlantic ocean at the height of the battles in which the German U-boats sought to throttle the lifeline between the United States and Britain. It is a fine account of a remarkable phase in a not to be forgotten period". Jonathan Dimbleby



The return of the Gruffalo! Meet the Gruffalo and take part in a Gruffalo activity

£2 per child – includes squash, cake and an activity – tickets available from the library hosting the event

10am: Southsea Library
1pm: Beddow Library
3.30pm: Carnegie Library

22
feb

10am: Alderman Lacey Library
1pm: Portsea Library
3.30pm: Central Library

23
feb

10am: Paulsgrove Library
1pm: Cosham Library
3.30pm: North End Library

24
feb



22
feb

Metamorphosis by Polly Morland

Venue: Eldon Building 0.20, Portsmouth University (followed by a book signing)

3pm • FREE – please book a place at
www.eventbrite.co.uk/e/metamorphosis-with-author-polly-morland-tickets-29220249553

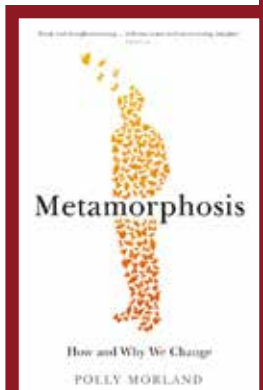
Venue: Blackwell's, Portsmouth PO1 2EF

5.30 for 6pm talk • FREE – please book a place through the BookFest Eventbrite

<https://portsmouthbookfest17.eventbrite.co.uk>

A talk by author Polly Morland where she explores the power of true stories to open up new ways of thinking about how and why we change and how the imagination is key to the transformation process.

Polly Morland spent fifteen years as a documentary-maker for the BBC, Channel 4 and the Discovery Channel. Her first book, *The Society of Timid Souls: or How to be Brave* won a Royal Society of



Literature Jerwood Award, was longlisted for the Guardian First Book Award and was a Sunday Times Book of the Year. Her second, Risk Wise – Nine Everyday Adventures includes an afterword by Alain de Botton and was written in conjunction with The School of Life, where Polly is a faculty member. Metamorphosis – How and Why We Change is her third book. Combining the journalism of her background in film-making with ideas from psychology, philosophy and literature, her books blend remarkable human stories with reflections on how we live today – and how we can live better. www.pollymorland.com

The Portsmouth Writers' Hub
presents

23
feb

Philip Shelley

Venue: Le Cafe Parisien, Lord Montgomery Way,
1–13, Portsmouth PO1 2AH

6.30pm-8pm • FREE – Tickets available from
writershub.eventbrite.com

Script Consultant, Producer and Tutor Philip Shelley will be joining us for a Q&A about all things screenwriting.

Philip Shelley runs Channel 4's screenwriting course, an entry point into TV drama for new writers. Previous participants have achieved great success including writing for shows on Ch4, Sky and the BBC.

This Q&A is your opportunity to ask Philip about writing for established shows vs developing your own ideas for a TV series, improving your own script storytelling, as well as getting advice on breaking in to the British TV and film industry.





Yoga for writers

with Helen Salsbury

25
feb

Venue: Room F, Third Floor, Central Library
£5 • 10.15am for 10.30am start

This workshop will address the physical aches and postural issues caused by writing and will aid creativity through yoga, breathing practices and simple meditation. It is suitable for all levels of fitness, and no prior knowledge of yoga is required.

Bring a mat (if you have one), blanket and pillow/cushion. Wear soft clothing.

Helen Salsbury is a writer and yoga teacher (Dip Yoga Campus) who specialises in therapeutic yoga.

Stories of your life

with Dr Alison Habens

25
feb

Venue: Room F, Third Floor, Central Library
£3 • 1pm

Always wanted to write your life story, but didn't know where to start? This class will take you step by step in a series of fun and interesting life-writing tasks. From your earliest memories, tales of your school days and siblings, pets and pursuits, through the rites of passage, work and marriage; you will be able to tell about the triumphs and

the tragedies on your personal timeline, and see the whole story laid out on a single page. All the sights, sounds and smells of your childhood will be conjured up; working in prose, poetry or script, whichever you prefer. We'll even explore where you got your name from. The activities are designed to be comfortable and enjoyable, and will produce first drafts of pieces you could go on to polish up as stories, articles, poems or plays, based on the story of your life.

27
feb

Conan Doyle, Lombrose and the Science of the Spirits: the story of Arthur Conan Doyle and famous criminologist Lombroso's scientific belief in ghosts

with Matthew Wingett and Diana Bretherick

Venue: Portsmouth History Centre, Portsmouth Central Library

7pm • FREE - Please reserve a place

Join local historian Matt Wingett and crime writer and criminologist Dr Diana Bretherick as they explore the fascinating relationship between the world of crime, science and a belief in spirits. Lombroso was the world's first modern scientific criminologist who also investigated ghosts and spirits. Sir Arthur Conan Doyle, the inventor of Sherlock Holmes, was also a fervent believer in the paranormal and often mentioned Lombroso as an inspiration. Delve into the Victorian world of science, pseudo-science and spirit and discover two Victorian scientists who believed anything was possible.

28
feb

Lottie Moggach – Kiss Me First

Venue: Room F, Third Floor, Portsmouth Central Library

3pm • £3

Lottie Moggach's debut novel *Kiss Me First* was the winner of the 2014 Portsmouth First Fiction Award after reading groups were gripped by this chilling tale about the internet. Following the novel's enormous success it is being produced into a television series for E4. Join us for a lively discussion with Lottie about the novel's themes and the process of adaption from novel to screen.



28
feb

Pompey versus Mansfield Park

Venue: Room F, Third Floor, Portsmouth Central Library

7pm • £3

Experience Jane Austen's famous novel, *Mansfield Park*, from the point of view of Portsmouth. See familiar scenes of Southsea from fascinating angles in the 1814 story of her heroine, Fanny Price. As the classic (but class-ridden) love story unfolds, meet quirky characters who would have peopled the nearby streets. Besides the well-known quotation, 'She thinks of nothing but the Isle of Wight, and she calls it the Island, as if there were not another island in the world', there are some hard-hitting observations about our beloved city. We will consider the rude things she says about Pompey v. Mansfield

Park, analysing and appreciating her literary skill in comments such as this: 'In a review of the two houses, as they appeared to her before the end of a week, Fanny was tempted to apply to them Dr. Johnson's celebrated judgement as to matrimony and celibacy, and say, that though Mansfield Park might have some pains, Portsmouth could have no pleasures.'

We'll also explore her strange link to the city through its oldest building, the mysterious Wymering manor, where it's said her brother, once the church warden, has been a ghostly sighting. This fun seminar will include a chance to write about local settings, inspired by the Austen stories.

Afternoon tea with Rosie Goodwin

1
mar

Venue: Third Floor, Portsmouth Central Library
3pm • £5 - includes tea/coffee and cake

Join Rosie Goodwin for an afternoon tea event. Rosie Goodwin is the author of over twenty bestselling novels, selling more than 300k paperbacks. She is the first author in the world to be allowed to follow three of Catherine Cookson's trilogies with her own sequels. Having worked in the social services sector for many years, then fostering a number of children, she is now a full-time novelist. She is one of the top 50 most borrowed authors from UK libraries and regularly appears in the Heatseeker charts. Rosie lives in Nuneaton, the





setting for many of her books, with her husband and their beloved Shih Tzu dogs.

The ticket price includes tea/ coffee and delicious cake from Lily and Lime at Central Library.

2
mar

Writing a picture book workshop

with Charlotte Comley and Andy Steele

Venue: Carnegie Library

7pm • £3

At this event we will be looking at character and getting to grips with the 24 page picture book structure. A fun workshop that covers the key techniques for writing picture books for young children. Whether you want to write for your own children or relatives, or for publication, this beginner-level class will teach you the key techniques and considerations of writing picture books for young children. The class is also suitable for illustrators keen to learn how to tell their stories through words. By the end of the day, you'll have written a simple story, and have the skills to respond to the demands and delights of young children in your writing.

Charlotte Comley is a writer, creative writing tutor and professional storyteller. Her fiction has been published by Ether Books, Bridge House Publishing, Dark Cities, Darwin Evolutions, Flash Flood, Chuffed Books, Dagda Press, 1000 words and Portsmouth News. Her non-fiction work has appeared in magazines such as The Green Parent, Take a Break, Woman's Weekly, The Motion Online and Grow

It. She has written and published ten educational resources books. She has a MA in Creative Writing for Children from Winchester University.

Andy Steele is a father of two who spends his spare time writing and illustrating picture books for children. He launched *The Last Hoobaloo* in 2015 in support of the British Lung Foundation and launched his second, *Morty Is Going To The Moon!* via crowdfunding in Autumn 2016. He won his first children's writing competition at the start of 2016 and is now sharing his work at libraries and schools. His third picture book is due out at the end of 2017.

Local writers' fair

3
mar

Venue: Southsea Library
11am-3pm • FREE- just drop in

Meet some of the many talented local authors from the area at our special Local Authors Fair at Southsea Library. Our visiting authors will be happy to talk to visitors about their work and will also be selling copies of their books.

Authors appearing are: Charlotte Comley, David Jupp, Victoria Leslie, Helen Salsbury, Richard Salsbury, Andy Steele and Matthew Wingett.



3
mar

David Owen: Cabinet's Finest Hour: The Hidden Agenda of May 1940

Venue: Menuhin Theatre, Third Floor,
Portsmouth Central Library

7pm • £5

Former Foreign Secretary David Owen has written a new history of the pivotal British War Cabinet meetings of May 1940. The minutes of these meetings reveal just how close Britain came to seeking a negotiated peace with Nazi Germany. *Cabinet's Finest Hour* is both the story of Churchill's determination to fight on and a paean to the Cabinet system of government.

David Owen (Lord Owen) trained as a medical doctor and practised as a neurologist before being elected a Labour MP in his home city of Plymouth.

He served as Foreign Secretary under James Callaghan from 1977 until 1979, and later co-founded and went on to lead the Social Democratic Party (SDP). Between 1992–95 Lord Owen served as EU peace negotiator in the former Yugoslavia, and he now sits as an Independent Social Democrat in the House of Lords.



He is the author of many books, including *The Hidden Perspective*.



Portsmouth Coppers

4
mar

with Pauline Rowson and
Graham Hurley, interviewed by
Diana Bretherick

Venue: Third Floor, Portsmouth Central Library
10.30am-12.30pm • £8

Join best-selling crime authors Graham Hurley and Pauline Rowson as they are cross-examined by former criminal barrister and crime author, Diana Bretherick about why they set their crime novels in Portsmouth, how they research and plot them, and what it is about the waterfront city that holds such a fascination for them and their fictional detectives.





Book cover design and creating your author brand

4
mar

with author and graphic designer
Christine Hammacott from
The Art of Communication

Venue: Room F, Third Floor, Portsmouth Central
Library

2pm • £3

If you are an author or writer considering self-publishing, this workshop will give you essential information on what you need to look at when positioning your book in the marketplace and designing a great cover, as well as lots of useful tips on how to create your author brand with both marketing material and online.



In partnership events:

Portsmouth Creative Writing

Spring Session

Venue: Rosie's Wine Bar, 87 Elm Grove, Portsmouth, Southsea PO5 1JF

Nine places available. You must book in advance, but the workshop is free.

You should be able to commit to the workshop for most of the 10 weeks and have a piece of fiction no longer than 5000 words ready or near-ready to be workshopped (excerpts are acceptable).

Find us on Facebook under Portsmouth Creative Writing.

Contact Conor Patrick at: www.facebook.com/groups/PortsmouthCreativeWriting/

1
mar
until
3
may

Portsmouth Writers' Hub

Venue: Le Cafe Parisien, Portsmouth, PO1 2AH

6.30–8pm • £0–£10

Portsmouth Writers' Hub presents a talk and Q&A with Simon Nelson, Development Producer at BBC Writersroom. The writersroom works with writers to shape the BBC's content. Find out about Writer's Lab, the Script Room and much more. Tickets and more info at:

bbcportsmouth.eventbrite.com

30
mar

Venue guide and map

Cosham Library

Spur Road, Cosham
PO1 5EZ

Eldon Building

Winston Churchill Avenue,
Portsmouth, PO1 2DJ

Menuhin Theatre, Portsmouth Central Library

Guildhall Square, Portsmouth,
PO1 2DX

North End Library

Gladys Avenue, Portsmouth,
PO2 9AX

Portsmouth Central Library

Guildhall Square, Portsmouth,
PO1 2DX

Le Café Parisien

1–13 Lord Montgomery Way,
Portsmouth, PO1 2AH

Southsea Library

19–21 Palmerston Road,
Southsea, PO5 3QQ

Square Tower

Broad Street, Portsmouth,
PO1 2JE

