



BISHOP'S
WALTHAM
MUSEUM

Collection Development Policy

Name of museum: Bishop's Waltham Museum

Name of governing body: Bishop's Waltham Museum Trust

Date on which this policy was approved by governing body: 25/03/2025

Policy Review Procedure: The collections development policy will be published and reviewed from time to time, at least once every five years.

Date on which this policy should be reviewed by Collections Manager and Trustees: 25/03/2030

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1.1 The museum's statement of purpose is:

To advance the education of the public by the establishment and maintenance of a Museum for the exhibition of items of historical and archaeological interest relating to the parish of Bishop's Waltham and the surrounding area.

Our mission is to enable visitors to gain an understanding of the historical development of the local area, as well as of Bishop's Waltham Palace, a residence of the Bishops of Winchester in the Middle Ages, and a place which King and Court would visit and reside from time to time. Through its collections and resources, the Trust will illustrate and interpret the social heritage of Bishop's Waltham Parish and surroundings for the enjoyment and education of all.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to

ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
- extensive prior consultation with sector bodies has been undertaken
- the item under consideration lies outside the museum's established core collection

2 History of the collections

2.1 The Bishop's Waltham Historical Collection opened in 1898 in the hallway of the Bishop's Waltham Institute in Bank Street. It comprised items collected by local antiquarians, items from the parish council such as the bell from the demolished market hall, padlock from the local stocks and collected items such as prints, paintings, coins and locally made clocks. In the early days the objects were looked after by the schoolmaster as part of an educational collection. On his death they came under the care of the Educational Institute and more recently the Parish Council, where they were renamed the "Parish Treasures".

2.2 Around 1980 a group of local historians got together to discuss the possibility of a full museum in Bishop's Waltham and the Bishop's Waltham Museum Society was born. The members scoured the town for suitable premises for a permanent museum in which to display the Parish Treasures, the educational objects and other items of local interest. They found a derelict outhouse behind Barclays Bank.

2.3 After several months of discussions a lease was arranged at a peppercorn rent. The Bishop's Waltham Museum Society became the Bishop's Waltham Museum Trust a registered Charity. Extensive repairs and refurbishments were carried out by local traders and volunteers and the Museum opened at Easter 1987. For 15 years the museum opened regularly from April to October. The collection grew with many donations from local people

of social history in the town until the room for display and storage was becoming a problem.

2.4 In 2002 the opportunity arose to open negotiations once again with Barclays Bank on the possibility of leasing the adjoining kitchen. Barclays agreed that the Museum could lease the kitchen on the same terms as the Scullery. After 2 years of discussions with solicitors, consultants, builders etc. an archway between the two rooms was eventually constructed in February 2004. The new Museum re-opened in April 2005.

2.5 John Bosworth, a local photographer, was Curator until 2005 when he died after a long illness. John was responsible for the collection as it is now. He devoted his life to the museum, keeping a photographic testimony of the village life by both collecting photos and postcards of Bishop's Waltham, and taking many photographs of his own to create an impressive archive of images of the town. With his death a lot of knowledge and information of the objects in the museum was lost. While the provenance of many of the early acquired objects cannot be re-established, documentation has since been improved.

2.6 In 2006, Barclays Bank building was sold and the peppercorn rent agreement expired. Search for suitable premises began. The only obvious building was the farmhouse within the grounds of the ancient Bishop's Waltham Palace, one of the palaces of the Bishops of Winchester. Discussion with English Heritage started and an agreement was signed in September 2008 whereby the museum would be housed in the ground floor of the Palace Farmhouse and the upper floor would include the English Heritage Exhibition. Under the present Maintained Property Agreement (MPA), the Museum has free use of the building heating and lighting but contributes towards rates and water cost. In return the Museum Trust has the responsibility to open, close and inspect the Palace Grounds in addition to running the museum. The English Heritage Palace exhibition, which was kept in the building after English Heritage vacated, mostly comprises finely carved masonry from the palace buildings and a model of the palace.

3 Overview of current collections

3.1 The collection is comprised of artefacts and archaeological material covering pre-history through to the present day. The Victorian period is particularly well covered with exhibits of the local terracotta, brick and tile works and other local businesses, domestic and agricultural objects.

3.2 Archaeology

The museum archaeology collection is comprised of field walking materials and of finds from the Southbrook excavation all carried out by museum volunteers in the 1980s. All the material is from within the Parish of Bishop's Waltham. The period represented is from prehistoric to the Victorian period.

3.3 Archive and printed ephemera

The collection contains deeds and plans, maps, Parish magazines, business invoices, trade catalogues, pamphlets and many unrelated items from within the collection area. There is also a small library of books and articles relevant to the history of Bishop's Waltham but these are not part of the collection.

3.4 Photographs

The photograph collection of the previous curator John Bosworth is extensive and in the process of being catalogued and digitised. It includes copies of early photographs and postcards and his own personal photographs taken over decades. Over 3,000 photographs have been scanned and catalogued with approximately 500 to go.

Subsequent curators have continued to collect photographs including the archive of the 2020Vision, a town wide project to photographically record a year in the life of the town, but incidentally recording much of life during Covid19 outbreaks.

3.5 Social and Industrial history

Domestic items are associated with the home, laundry, preparation of food, local pastimes and sport.

Trade items are associated with Mrs Askew Shop, Gunners bank, Arthur Helps terracotta pottery, Blanchard brick and tile work, local mineral water and brewery businesses, Padbury clockmakers, Etheridge blacksmiths.

Austin and Wyatt property management documents have been acquired as an archive and are in the process of being sorted before accessioning individual items related to the parish. The remainder will be offered to other relevant local archives including Hampshire Record Office.

3.6 Agricultural life

The collection includes various tools and equipment used on local farms.

3.7 Military History

The collection consists mainly of material from the two World Wars and a small number of items related to the Bishop's Waltham Palace and the Civil war.

3.8 Art and paintings

The collection includes eighteen century prints of BW palace, framed photographs and 19th century oil paintings representing the village square, and 20th century paintings and drawings of the town and station.

- 3.9 The Parish Treasures

The Parish Treasures are the original items in the collection for which the museum was created (discussed above). Despite now being on long loan from the Parish Council, all the documentation for the collection also physically transferred to the museum with the artefacts. It is hoped the Parish Treasures will be acquired by the museum in 2030.

- 3.10 English Heritage Collection

These items, mainly carved masonry from the Palace and items brought in to dress the former farmhouse museum, remain the responsibility of English Heritage under the MPA and form an important display in the museum relating to the Palace itself.

4 Themes and priorities for future collecting

4.1 The Museum will continue to acquire artefacts, documents and photographs of all periods with a proven connection to Bishop's Waltham. This is subject to the constraint of

suitability as an addition to the collection and the limitation of storage available and expertise to care for such objects, documents and photographs.

4.2 Acquisition will be decided on a day to day basis by the Collections Manager. Any acquisition that involves cost either for display or, very rarely, purchase will be referred to the trustees for approval.

4.3 Acquisition will generally be by gift only. The museum has a restricted amount of storage space so additions, to the collections need to be carefully considered.

4.4 Areas of particular interest for the future include:

- Items relating to time of Civil War and abrupt change for Bishop's Waltham (1600s and 1700s). This period saw huge changes to the use of the palace, and consequently to the town, but is under represented in the collection
- Schools and sports which appear as popular subjects in oral histories and will therefore be of interest to our audience
- Medical history of the area including The Infirmary built by Sir Arthur Helps and early NHS. This is an area that is also poorly represented in our collection
- Items relating to key individuals such as Naval admirals, important traders and famous people who lived in the area. It is felt that information on these figures would increase the museum's attraction regionally, if not also nationally.

4.5 The museum may act as repository for elements of other local archives and oral histories, including the catalogue of the Bishop's Waltham Area Oral History Group, as appropriate subject to the normal collecting constraints listed above.

5 Themes and priorities for rationalisation and disposal

5.1. The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to ensure that the increase in public benefit derived from museum collections and to optimise care of the collection.

5.4 All rationalisation and disposal of items from the Bishop's Waltham Museum's collections will be undertaken in strict accordance with the Disposal Procedures in Section 16 of this policy.

5.5 Each collection will continue to be audited to identify priority areas for rationalisation and disposal. Particular attention will be given to the following collections:

a. Archaeology

1. Unprovenanced and untraceable field finds may be rationalised if further

documentary searches and assessment by specialists recommend no value in retention. Previous assistance has given by Hampshire Cultural Trust and Winchester City Archaeology Unit.

2. Books and journals now available online

b. Social and Industrial history

Items that fall outside the Museum collection policy, duplicate objects, those in very poor condition, those without a local provenance and those with limited potential for future use (particularly large objects) relating to:

- i. the building industry
- ii. the rural and farming industries
- iii. everyday life items
- iv. commerce

c. Archives

Some items fall outside the Museum policy such as the archives from Austin & Wyatt estate and land agents, where documents relate to a much wider area than the parish of Bishop's Waltham. This archive is still under a pre-accession review. However, it is anticipated that following sorting, relevant documents and maps will be accessioned individually and the remainder will be donated to Hampshire Record Office or similar archives such as those at Portsmouth or Southampton. Duplicate, unannotated Ordnance Survey maps will also be offered to the Hampshire Record Office or appropriate archives, and if not required, will be sold or donated in accordance with policy No. 16 below.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):

- English Heritage, which holds the archive of finds from excavations at Bishop's Waltham Palace, and the other items of structure at the palace which are on display at the museum
- Bursledon Brick Museum
- Hampshire Cultural Trust's museums and archives
- Volunteer run community museums and archives across Hampshire when working with material relating to Bishop's Waltham

- Hampshire Archives and Local Studies, Hampshire Record Office, Winchester which holds much material relating to Bishop's Waltham
- Portsmouth Museum Service which holds early archives relating to Bishop's Waltham

8 Archival holdings

As Bishop's Waltham Museum holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

9 Acquisition

9.1 The policy for agreeing acquisitions is:

The acquisition of objects or archival material which are gifted to the museum is delegated to the Collections Manager. The acquisition of objects or archival material by purchase is made by the Trustee Committee.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1st November 2002, and the Dealing in Cultural Objects (Offences) Act 2003 and Cultural Property (Armed Conflicts) Act 2017 the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005 and Department for Digital, Culture, Media and Sport in 2017.

10 Human remains

10.1 As the museum holds human remains from any period on loan, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005. At present, the museum holds only two fragments of human skeleton from an unknown location within the Palace as part of the Parish Treasures Collection. The museum will not accept more human remains.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with

the express consent of an appropriate outside authority.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

13.2 In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

16 Disposal procedures

16.1 All disposals will be undertaken with reference to the SPECTRUM primary procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or, as a last resort - destruction.

16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

16.8 If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections

will be sought from the Arts Council England.

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM procedure on deaccession and disposal.

Disposal by exchange

16.13 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision making process.

16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by an appropriate trained person where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the

museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.