

GROUP VISIT Heritage Guide



Introduction

This guide has been designed for groups considering visiting one of the many heritage sites in the Rochford District. It contains information on four well known historical sites; the Rayleigh Windmill, the Old House in Rochford, the Dutch Cottage in Rayleigh and the Rayleigh Mount. Information about each site includes; opening hours, access, parking and specific information for group visits.

Should your group wish to book one or more visits please read the enclosed information carefully and complete the booking form and the terms of booking form. These should be returned to the address on the form, and then you will then be contacted to confirm the booking.

We have also included a post-visit questionnaire and we would be delighted to hear your feedback following your visit, as this allows us to continue to improve our service.

Thank you for your interest in Rochford District Heritage visits.

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If you would like this information in large print, Braille or another language please contact 01702 318111

Introduction to Heritage facilities open for visitors

Rayleigh Windmill

A £340,000 revamp of the historic Grade II listed Rayleigh Windmill, including a structural renovation of the 19th century brick-built building, has provided four floors of modern display facilities which has turned The Windmill into a major tourist and educational attraction in the county.

On the first floor there is an accredited museum and there is an exhibition space on the second floor used to host a variety of exhibitions. On the third floor the National Trust Local Committee display a model of The Rayleigh Mount and former Castle together with other information on Rayleigh Mount. There are cameras on each floor allowing visitors who are unable to travel up the stairs, to view the upper floors and the extensive views via a TV screen on the ground floor.

The Windmill has received national recognition from Visit England as a quality visitor attraction and has previously won the Museums & Heritage Award for Best Customer Service.



The Old House

Rochford is surrounded by history and historic buildings. In South Street, Rochford, a most impressive thirteenth century timber-framed house is part of the Rochford District Council offices. It is of much interest in the town, having undergone a major programme of restoration. The Rochford Town Team now host informative tours on the history surrounding the Rochford Old House.

The Old House dates back to 1270 and is a real gem in the Rochford District. More than 700 years old, this historic building is a must see for everyone. Enriched with history, this building has been owned by Rochford District Council since 1982, and they have managed to restore it to much of its former glory.



Dutch Cottage

The Dutch Cottage is an octagonal building on Crown Hill and is thought to date from the 18th century.

It takes its name from the association of this type of house with the 17th century Dutch immigrants who constructed many of the sea walls of the south Essex coast.

The history of the cottage is one that is surrounded in controversy. To many people the plate above the door inscribed '1621' is solid evidence that it was erected in that year. However, historians who have studied the building are of the opinion that it was not built until the eighteenth century. Thus, the story of the cottage is one of mystery, as no one knows when, why or for whom the cottage was built.

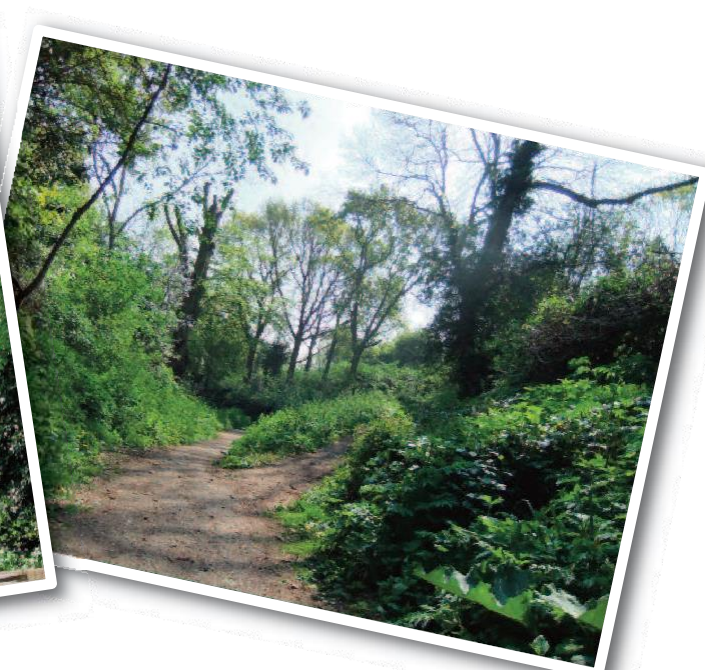


Rayleigh Mount

The Castle that once stood on this site no longer exists; however, the Mount itself remains and is set within a ditch surrounded by a wide rampart, which stretches to form a bailey on one side. The Mount is a fine example of a Norman motte and bailey design.

Rayleigh Castle existed at the time of the Domesday Book in 1086. It was probably erected by Sweyn of Essex, son of Robert Fitz Wymarc, shortly after the Norman Conquest. The Castle was in use until the 13th century.

Today the Mount is owned by the National Trust. It is surrounded by trees and bushes with open grassy areas, making it a valuable site for wildlife in addition to its historical importance.



About Rayleigh Windmill

Location **1**:

Rayleigh Windmill and Museum
Bellingham Lane
Rayleigh
Essex SS6 7ED

Public opening hours from April to September

Wednesday 10:00am-1:00pm
Saturday 1:00pm-4:00pm
Sunday 1:00pm-4:00pm
Please allow 1½ hours for your visit.

Please note that due to private functions, the Windmill will at times be closed during these dates. Please see www.rochford.gov.uk/windmill for closure dates

Free Entry – a minimum £1 donation per person is encouraged

Group visits:

Groups visits will be arranged outside of these times as the number of visitors at any one time are limited due to the nature of the building. Please see the booking form on page 9 for more information.

Access:

The Windmill is located off Bellingham Lane in Rayleigh. Rayleigh train station is located half a mile from The Windmill. Walking from the train station The Windmill can be accessed via London Hill, this road is located on a hill as the name suggests.

Inside The Windmill

Third Floor

National Trust Local Committee

Second Floor

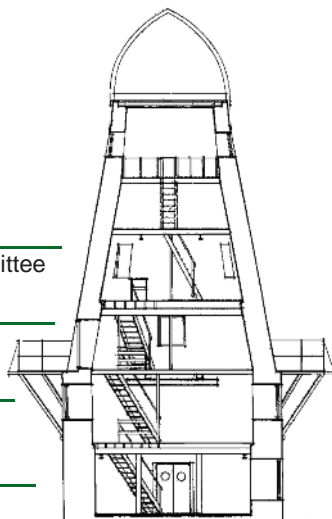
Exhibition Space

First Floor

Museum

Ground Floor

Exhibition Space



Parking:

The nearest pay and display car park is located in Bellingham Lane adjacent to The Windmill. Disabled parking bays are available in this car park.

Coach Parking:

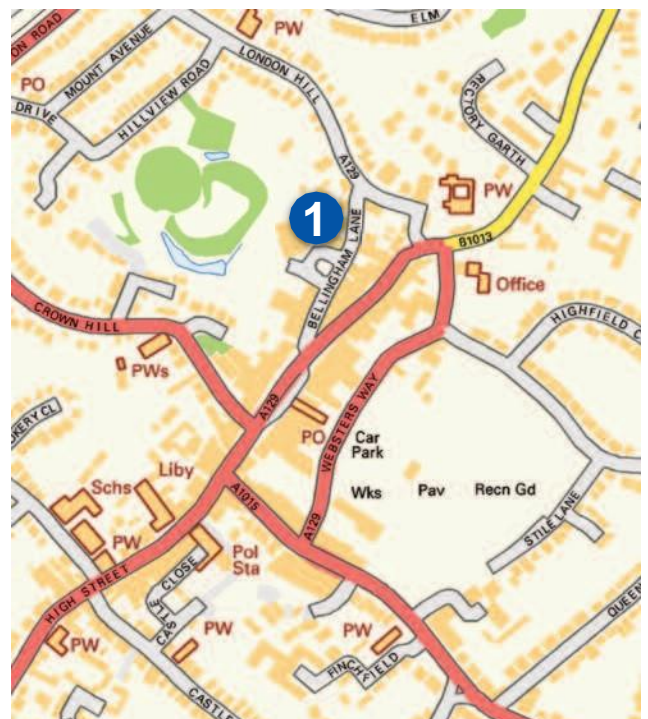
There is no allocated coach parking at The Windmill, coaches should drop off in the Bellingham Lane car park but would then need to find a suitable alternative to park.

For further information please contact the **Leisure Team**

Phone: 01702 318120

Email: leisure@rochford.gov.uk

Website: www.rochford.gov.uk/windmill



About the Old House

Location 2:

The Old House
Rochford District Council
South Street, Rochford
Essex SS4 1BW



Opening Time:

Access is by pre booked appointment only. Please contact us and complete the booking form on page 9 to make a booking.

Free Entry – Donations Welcome

Group visits:

Due to the size and nature of the building numbers are limited to approximately 8 visitors at a time in the Old House.

Access:

The Old House located in South Street, approximately 7 miles from The Windmill, and is still used as offices by Rochford District Council, therefore access to rooms and opening times are limited.

Rochford train station, which is located at the bottom of West Street, is less than half a mile from The Old House.

Ramped access to the rear of the Old House is via the Council gardens off South Street. The Old House itself is accessed via steps from the garden that are clearly marked but are steep.

Coach Parking:

There is no allocated coach parking at the Old House, coaches should drop off in the Back-Lane car park but would then need to find a suitable alternative to park.

For further information please contact the Leisure Team

Phone: 01702 318120

Email: leisure@rochford.gov.uk

Website:

www.rochford.gov.uk/leisure-and-tourism



About the Dutch Cottage

Location **3**:

The Dutch Cottage
33 Crown Hill
Rayleigh
Essex SS6 7HA

Opening Time:

Wednesday afternoons ONLY. Access is by appointment only. Please see the booking form to make a booking.

Free Entry – Donations Welcome

Group visits:

Due to the size and nature of the building numbers are limited to approximately 8 visitors at a time in the Dutch Cottage.

Access:

The building is a private dwelling therefore access and opening times are limited.

The Dutch Cottage is on a main road with a steep gradient.

Rayleigh train station is less than half a mile from the Dutch Cottage.

The first floor cannot be accessed by wheelchair users; however the ground floor of the building is accessible by ramp.

Parking:

This venue does not have its own car park, but there is a pay and display car park located in Bellingham Lane.

Coach Parking:

There is no allocated coach parking at the Dutch Cottage, coaches should drop off in the Bellingham Lane car park but would then need to find a suitable alternative to park.



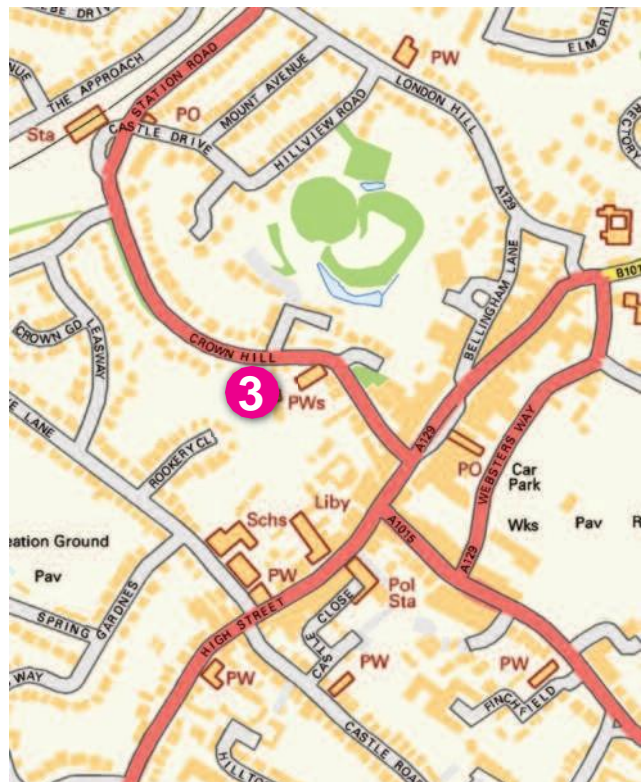
For further information please contact the Civic Suite

Phone: 01268 798600

Email: civic@rochford.gov.uk

Website:

www.rochford.gov.uk/dutchcottage



About Rayleigh Mount

Location 4:

Rayleigh Mount
Rayleigh
Essex SS6 7HQ

Opening times for The Mount:

7:00am – 6:00pm (summer)
7:00am – 5:00pm (winter)

Please note the above times refer to every day of the week bar Saturday when the Mount closes at 2pm.

Group visits:

A small charge of 50p will be made per person for guided group walks. The guided walk can cater for all age groups and will take about 30 minutes. If your group visits without a National Trust guide, please remember not to pick the flowers or damage the vegetation.

Access:

The Mount walkway is over sloping paths with steps in places, paths may be muddy in wet weather. The main entrance (with car park) is at Bellingham Lane, however if you come via train there is an entrance in Castle Drive. Rayleigh train station is located less than half a mile away.

There are no places to shelter on Rayleigh Mount, so if the weather is bad it is best to visit when the Windmill is open.



Coach Parking:

There is no allocated coach parking at the Rayleigh Mount, coaches should drop off in the Bellingham Lane car park but would then need to find a suitable alternative to park.

Parking:

The nearest pay and display car park is located in Bellingham Lane adjacent to The Rayleigh Mount. Disabled parking bays are available in this car park.

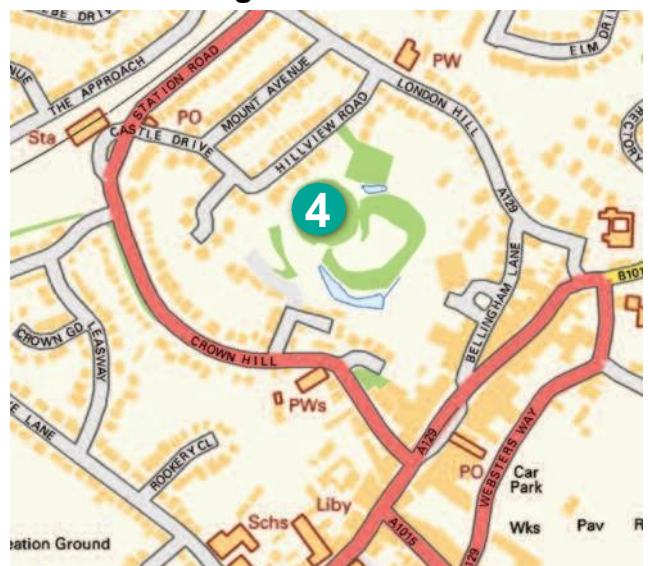
For further information please contact the Leisure Team

Phone: 01702 318120

Email: leisure@rochford.gov.uk

Website:

www.rochford.gov.uk/leisure-and-tourism



Booking Form

Please complete both the booking form and the terms of booking form and return to the address at the bottom of this page. **You will then be contacted to confirm the booking**.**

We would like to bring children/adults (*please note numbers are limited*)

We will have (*number*) of teachers/adult helpers (if applicable)

Date Time School year
(if applicable)

Please tick visit required:

- Option A** – Rayleigh Windmill only visit
 Using quiz and volunteer-led session
- Option B** – Rayleigh Windmill and Rayleigh Mount visit*
 Using quiz and volunteer-led session

**Please see timetables on page 12.*

- Option C** – Old House visit (Wednesday ONLY)
- Option D** – Dutch Cottage visit (Wednesday ONLY)
- Option E** – Dutch Cottage, Rayleigh Windmill and Rayleigh Mount whole day visit (Wednesday ONLY)

Contact names:

Phone no:

School/Group:

Address:

Email:

Please tell us how you heard about the attraction:

Please return completed form to: Leisure Team, Rochford District Council, Council Offices, South Street Rochford, Essex SS4 1BW.

**** Due to the nature of the attractions all visits must be booked and confirmed prior to visit taking place.**

Terms of Booking Heritage Visits

By accepting confirmation of this booking -

We agree to:

- Fulfil the objectives of your visit by organising an appropriate programme of events (this is dependent upon schools/ groups arriving by the specified time) and completing the booking form fully.
- Provide you with all the necessary instructions/advice during the course of your visit
- Carry out regular Health and Safety Inspections of our premises and have emergency procedures in place
- Have public liability insurance
- Ensure appropriate procedures are in place for safeguarding children and vulnerable adults
- Work with groups to ensure that any special needs are met.

You agree to:

- Have clear objectives and purpose for the visit
- Carry out, wherever possible, a preliminary visit to assess any potential risks to the group and take the necessary precautions
- Have responsible adults supervising children and young people at all times during the visit, as specified in the booking details
- Come with any necessary equipment specified for the visit
- Follow any instructions from volunteer and site staff during the course of the visit.

Signed on behalf of the school/group

Name:

Position in school/group:

Signature:

Date:

Rochford Heritage Post Visit Questionnaire

Please spare a few minutes to complete this questionnaire to assist us in continuing to improve our service in the future.

Name of school/group: Town:

Date and time of visit:

Please tick where appropriate:

Overall quality of attraction(s)	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Staff/volunteers	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Printed resources	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>

Was the visit appropriate for your requirements?

Yes all aspects <input type="checkbox"/>	Yes some aspects <input type="checkbox"/>	No <input type="checkbox"/>
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Any other comments or suggestions for further improvement

Thank you for your time.

Please return completed form to:

Leisure Team, Rochford District Council, Council Offices,
South Street Rochford, Essex SS4 1BW

Timetable for Windmill and Rayleigh Mount Group Visits

Please organize the party into 3 smaller groups before arrival at the Windmill, where volunteers will be on hand to take you to your respective activity.

Activity One – Windmill Lower

A talk about the history of the Windmill followed by a visit to the museum on the 1st floor including a quiz. Colouring activities will also be available for young people on this floor if the second floor is hosting an exhibition during your visit.

Activity Two – Windmill Upper

A chance to view either the Sails in the Wind Exhibition or one of the touring exhibitions on the second floor, depending on date of booking. Colouring activities may also be available for young people on this floor subject to exhibition on display.

The top floor, which is managed by the National Trust, hosts the model of Rayleigh Mount and artefacts found on the Mount. There is also the opportunity for school groups to have a go at the quiz.

Activity Three – The Mount

A guided walk around the Mount.



Notes for Teachers and Adult Helpers Attending Windmill Visits

The Windmill activities will be led by volunteers, but we require the adult helpers to remain with their group and with their children.

During any object handling sessions, the children should be encouraged to listen carefully and take care of individual items when handling them. Encourage them to ask questions, such as:

- 1. What is it made from?**
- 2. How could it have been used?**
- 3. Is it similar to anything we use today?**

Adult helpers may wish to write down the children's suggestions and they should be encouraged to discuss their ideas amongst their group.

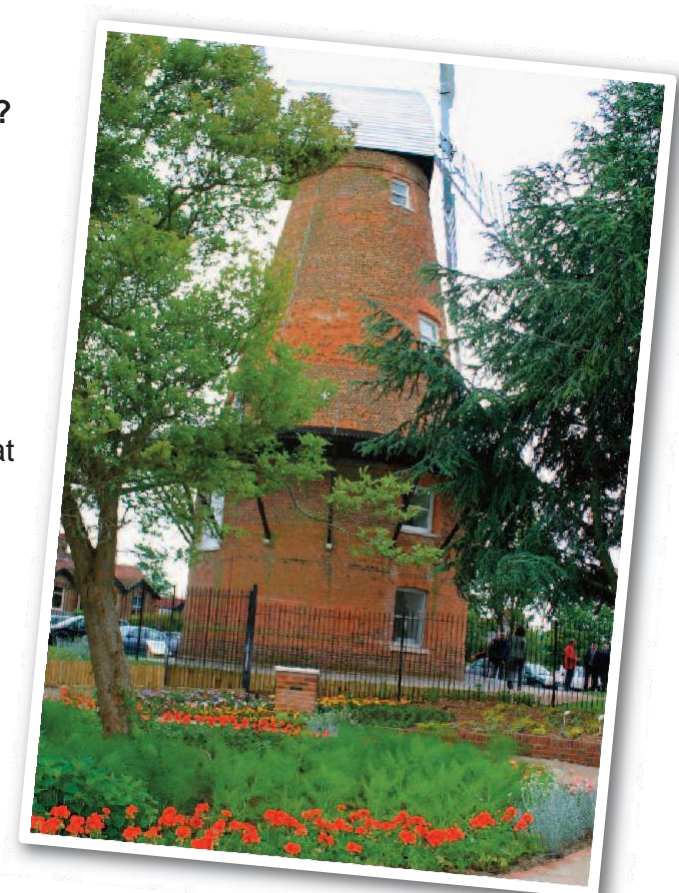
If you are with us during lunch time it is important that the children are supervised at all times, especially if they are playing outside the Windmill grounds.

Please bear in mind that the Museum was planned as a resource for all ages.

The displays in the Exhibition Galleries will change throughout the year.

The Museum is a public building and we ask that you remind the children to be polite and considerate to other visitors at all times.

We hope you enjoy your visit to the Windmill and come back soon!



Code of Conduct for School groups

As Museum Service staff we will:

- Ensure that our staff and volunteers are appropriately trained.
- Treat all of our visitors with respect
- Ensure the safety and welfare of our visitors at all times if it is within our power to do so
- Liaise with teachers, parents and carers whenever necessary to ensure a high quality experience during your visit
- Not accept ANY form of disruptive behaviour either inside or outside our buildings
- Make every effort to make your visit a fun and enjoyable learning experience!

As young visitors you will:

- Respect our volunteers and staff at all times
- Read and respond, as appropriate, to the signage around our premises
- Listen carefully to any instructions from Windmill staff, volunteers, teachers or carers
- Enjoy your visit and hopefully learn something new!



Risk Assessment

Individuals from visiting schools/groups remain the responsibility of the school/group at all times whilst on Council premises.

Please read carefully the terms of booking and the code of conduct provided.

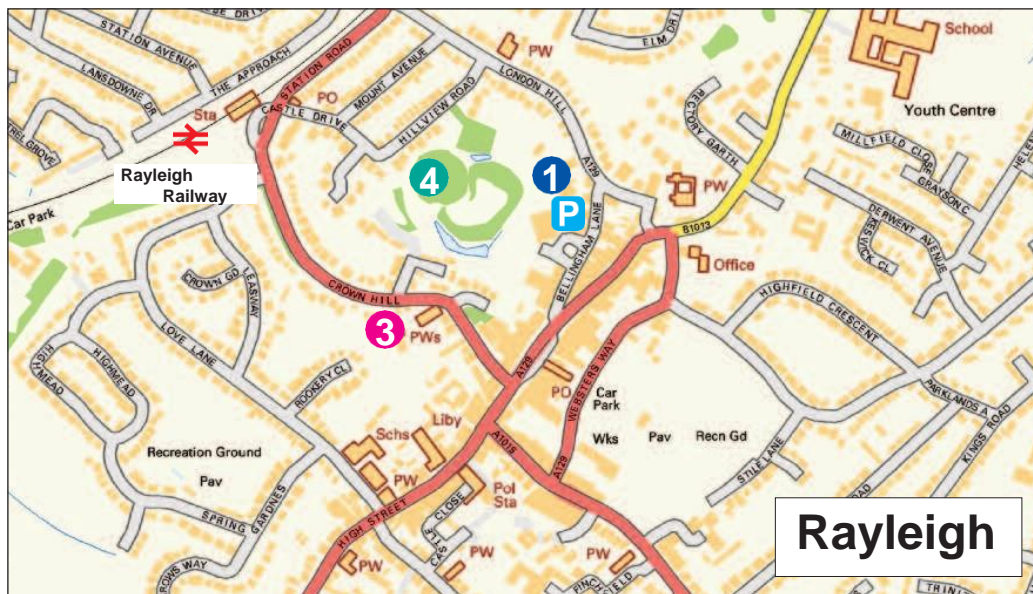
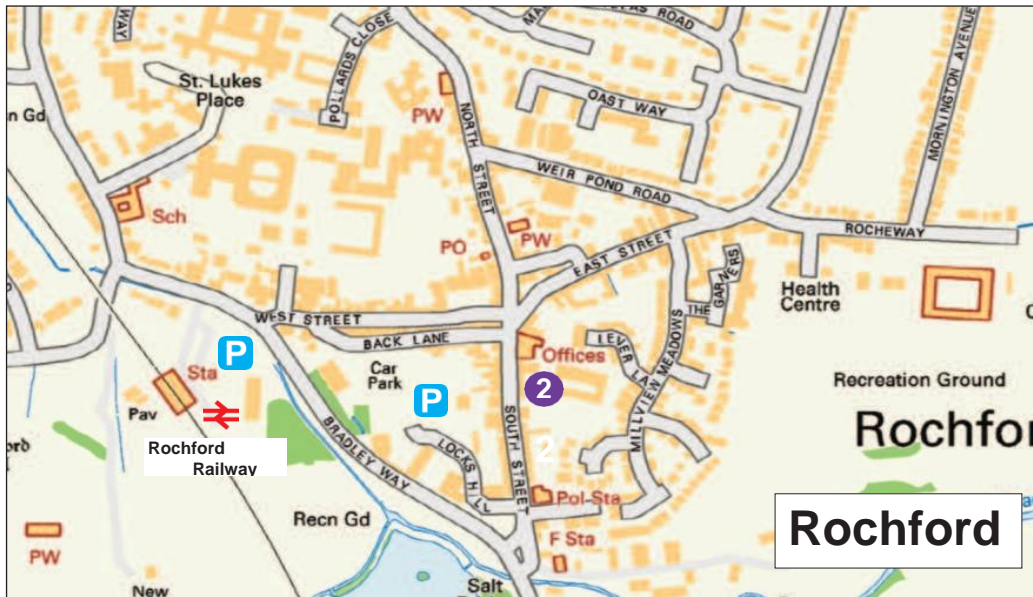
Rochford District Council has a Child Protection Policy which is consistent with the Essex Safeguarding Children Board: 'Southend, Essex, Thurrock Child Protection Procedures' (2006) and the Government publications 'Working together to Safeguard Children' (2006) and 'what to do if you are worried a child is being abused' (2006).

All Council volunteers dealing with children are CRB checked. Visiting schools/groups are strongly recommended to carry out a Risk Assessment prior to their visit but if this is not practical a full copy of the Council's can be requested.

The National Trust Local Committee which manages the Rayleigh Mount and Castle guided walks have their own policies and procedures regarding safeguarding and risk assessment. Please enquire at the time of booking if more information is required.



Maps showing Rochford and Rayleigh



- 1** The Windmill
 - 2** The Old House
- 3** The Dutch Cottage
 - 4** The Mount

Further information can be obtained by contacting The Leisure Team: Rochford District Council, Council Offices, South Street Rochford, Essex SS4 1BW

Phone: 01702 318120
 Email: leisure@rochford.gov.uk
 Website: www.rochford.gov.uk/leisure

