

OLDLAND WINDMILL

Operations Guidance Note 9

Winding Procedure

1. Introduction

- 1.1. In the absence of automatic winding gear it is necessary to have in place a procedure to ensure that in adverse weather conditions the mill faces into the prevailing weather so as to :-
- Prevent structural damage to the mill
 - Minimise water ingress into the mill
- 1.2. To facilitate this the Winding Officer, designated on a rota basis, is responsible for monitoring the weather conditions and ensuring that the necessary action is taken to protect the mill structure.

2. Winding Officer

The duties of the Winding Officer during the watch period are:-

- 2.1. To monitor weather conditions on a 24/7 basis via Met Office web sites as appropriate.

http://www.metoffice.gov.uk/weather/uk/se/brighton_forecast_weather.html (Brighton - Southerly winds)

http://www.metoffice.gov.uk/weather/uk/se/crawley_forecast_weather.html (Crawley - Northerly winds)

- 2.2. To post on the mill notice board a printout of the latest available 5 day Met Office weather forecast.
- 2.3. When absent from the mill on working days (Tuesday mornings and Thursdays), to direct on site volunteers how the mill should be winded at the end of the working day.
- 2.4. When necessary on non working days to assemble a small team to wind the mill to meet changing weather conditions.
- 2.5. To arrange cover when absent on holiday etc.
- 2.6. To implement handover of the “watch” to the next winding officer on the rota. The handover is to be conducted face to face, by email or phone call as appropriate. The handover is to include:-
- Transfer of responsibility to the new winding officer.
 - Current winding position of the mill.
 - Current weather conditions.
 - Acceptance from the succeeding Winding Officer that responsibility has been transferred.

3. Winding Criteria

3.1. The mill should be winded to point into the prevailing weather when:-

- Wind gusts exceeding 20 mph combined with heavy rain are forecast, or
- Wind gusts in excess of 30 mph in other conditions are forecast.

3.2. Open / Event Days or when there are significant members of the public present. If the sweeps are not to be turned in the wind and if the wind conditions permit, the mill should be turned to face North so people on the steps do not overlook Mill House.

3.3. At all other times the mill should be left pointing in a SW direction. If the weather conditions permit, the mill may be left in the last winded position.

4. Winding Organisation

4.1. The Technical Committee chairman (or successor) is responsible for establishing the weather watch rota with watch periods based on calendar months. Watch members will be appointed by the Technical Committee and will ordinarily be volunteers from the mill restoration team. Where necessary appropriate training will be given to new winding officers.

4.2. Each winding officer will be provided with a set of keys:-

- Gate key
- East round house key
- Mill Key

4.3. The talther rope and associated long pole, used for raising the mill steps, are to be stored in the North East Sector of the round house.

4.4. Support, to assist with the winding of the mill, is to be provided by anyone who in the judgment of the winding officer is suitable for the task.

4.5. Winding officers will be provided with the Oldland Mill Contact list.

4.6. Following the establishment of the rota, the rota is essentially to be self managed under the direction of the criteria set out in this Guidance Note.