

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00 pm in the MUSEUM
SCHOOL ROOM on 20 AUGUST 2004**

Present:- Councillors D J Morson and J P Murphy and Sarah Kenyon, Sarah McLagan, Mick Purkiss and Carolyn Wingfield (Uttlesford District Council; David Haylock and David Laing (Saffron Walden Museum Society).

1 APOLOGIES

Apologies for absence were received from Councillor A R Row, David Demery and Diane Burridge.

2 MINUTES

The Minutes of the meeting held on 4 June 2004 were approved as a correct record and signed by the Chairman, subject to the amendment of the name Richard Harris to Richard Havis in Minute 7.

3 BUSINESS ARISING

(i) Minute 7 – Fund Raising Strategy and Timetable

Carolyn Wingfield reported that with the assistance of staff at the Council Offices she now had a collection of application forms to work through. Sarah Kenyon said that she had investigated the Section 106 route and whilst this did not look positive at this stage, the matter would be kept under review.

(ii) Minute 7 – Draft Publicity

It was noted that Sir Alan Haselhurst had attended the opening event for the Archaeology in the Pipeline exhibition and had subsequently sent a letter of support. It was hoped that the publicity leaflet would be completed and circulated shortly.

4 AUDIENCE DEVELOPMENT (HLF PROJECT PLANNING GRANT)

Carolyn Wingfield reported that the Heritage Lottery Fund had awarded the museum service a project planning grant of £24,500 to cover 90% of the cost of an audience development study to be undertaken by consultants during the autumn of 2004. Of the £3,000 matching funding required, £2,000 would be required from the Museum revenue budget which left £1,000 to be found. The project team considered that it was vital that this scheme proceeded and

RECOMMENDED that the Community and Leisure Committee be asked to provide a further £1,000 towards this project from the Museum budget.

5 **STORAGE FEASIBILITY STUDY AND ESTIMATES**

Carolyn Wingfield reported that staff had been undertaking a detailed assessment of the area and volume of storage and the type of storage that the collection would require. She said that it would be helpful to get an independent study and a consultant would be coming in next week and would provide a report on a format suitable for lottery purposes. The costs of the survey would be met from the Museum's revenue budget.

6 **SITE**

The Project Team considered a full report on the options to find a viable and cost effective site with adequate security of tenure for the resource centre. The report concluded that a purpose built resource centre at the Council's Newport Depot site was the only serious option. David Laing said that the matter had been discussed at the Museum Society meeting, but members had not seen the options report in advance and had some difficulty in forming a proper response. However, he said that the Society was still committed to a resource centre. Councillor Hibbs recalled previous discussion of the site for the Resource Centre at the Museum Society Committee.

Taking into account all relevant factors, including location, security and cost, the project team agreed that the Newport site was the only viable proposition.

David Demery and Diane Burridge had met members of Newport Parish Council on site to discuss the proposed resource centre and they were supportive of the proposals. Officers had also offered to meet with some local residents. It was hoped that an application for full planning permission would be submitted in Autumn 2004.

7 **PUBLICITY AND SUPPORT**

Carolyn Wingfield circulated the draft text for inclusion within the leaflet. The project team made a number of alterations and suggested that the opportunities to support local initiatives and heritage should be emphasised. It was also suggested that Sir Alan Haselhurst could be asked if his support could be mentioned in the leaflet.

8 **DRAFT REPORT TO COMMUNITY AND LEISURE COMMITTEE**

Officers circulated a draft of the report on the Museum Resource Centre Project which would be considered by the Community and Leisure Committee on 7 September 2004. It was suggested that the notes of this meeting and of the Museum Management Task Group should be considered at the same time by the committee. It was also agreed that the options table and costings should be included as appendices to the report. Following detailed consideration of the draft report, the project team considered that the recommendations should give the committee three options which would be

allocating a sum up to the full £500,000, agreeing the minimum contribution of £60,000 and reviewing the situation in January or not proceeding further.

9 **MATCHING FUNDING**

It was noted that arrangements would be made to meet with BAA in September and it was hoped that they would express an interest helping to fund the outreach officer. A short list of other organisations had been drawn up and approaches would be made shortly.

10 **TIMETABLE**

The Project Team considered a draft timetable for the Resource Centre Project.

11 **DATE OF NEXT MEETING**

It was agreed that the Project Team would meet again at 2.00 pm on 1 October in the School Room.

The meeting ended at 3.50 pm.