

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE  
RESOURCE CENTRE PROJECT TEAM held at 2.00pm in the MUSEUM  
ROOM on 11 NOVEMBER 2004**

Present:- Councillor D J Morson and S C Jones and Mick Purkiss and Carolyn Wingfield (Uttlesford District Council), David Haylock (Saffron Walden Museum Society).

1 **APOLOGIES**

Apologies were received from Councillor Row and Diane Burrige, Sarah Chapman and Sarah Kenyon. It was also noted that Sarah McLagan's role with the Group had now ceased.

2 **MINUTES**

The Minutes of the meeting held on 1 October 2004 were approved as a correct record and signed by the Chairman.

3 **HLF VISIT**

Carolyn reported that a number of representatives of the Heritage Lottery Fund had made a visit to the Museum and Bridge End Gardens. They had viewed the tapestries and the opportunity had been taken to discuss the Resource Centre Project. She said that she had had some feedback from the HLF representatives and they had suggested that the ODPM be contacted as some funding might be available for areas in the M11 corridor and the adjoining region. The representatives had confirmed that 5% was the minimum contribution which they would expect from the local authority and they had also offered to write a letter of support at the appropriate time.

It was agreed that it would be useful to circulate copies of the Museum study which had been undertaken by Val Bott some years ago. Also, Councillor Jones and David Haylock asked that they be provided with a briefing for the Resource Centre Project so that they could pursue this matter with contacts which they had in the Government offices.

4 **OUTCOME OF COMMUNITY AND LEISURE COMMITTEE – 2 NOVEMBER 2004**

It was noted that the Community and Leisure Committee had agreed that the brief of the Resource Centre Project Team be extended to enable it to consider all options including the storage issue and the viability of the Museum for which a solution should be established by not later than December 2005.

Councillor Morson said that Councillors Bayley, Hughes and Jones had offered to assist in the work of the Project Team and it was likely that David Laing and Tony Watson would provide assistance from the Museum Society.

It was also noted that the Museum Society was hoping to form a sub group which would look at the issue of funding.

David Haylock circulated a paper setting out his thoughts on a feasibility study and development plan for the Resource Centre. He concluded that the Resource Centre would complement the work of the Museum. Councillor Morson thanked him for the paper and said that the way forward was to achieve better communication with the Resources Committee, work hard on fundraising and getting pledges and investigate holding a Museum workshop in the New Year. Carolyn Wingfield said that it would be a good opportunity to hold the workshop in May during the Museum and Galleries month.

## **5 AUDIENCE DEVELOPMENT GRANT**

Carolyn Wingfield reported that three quotations had been received for pursuing the Audience Development Project. Following evaluation of the quotations it had been decided to let the contract to ABL who had a good track record of undertaking projects elsewhere in the country. It was noted that the project would concentrate on three target audiences: young people, family learners and rural communities. It was also noted that the company would start work shortly and would complete the project by the end of February 2005. The company would also like to meet with the Project Team.

## **6 STORAGE FEASIBILITY STUDY**

The Project Team noted that the Community and Leisure Committee had decided that the option of taking one or two units at Golds Enterprise Zone remained as a last resort only if severe flooding occurred at Newport again before a permanent solution could be found. Options for a permanent alternative would continue to be investigated.

It was also suggested that Phil Hunt should be asked to investigate whether any works could be undertaken to alleviate flooding problems in the vicinity of the Newport depot and report back to the Project Team. David Haylock also suggested that an approach should be made to the Environment Agency to see whether they could provide funding towards the Resource Centre project as it was being pursued mainly due to flooding problems.

## **7 MEETING WITH BAA**

Carolyn Wingfield reported that she had met with Chris Butler and John Williams from BAA to discuss possible funding for the Resource Centre. It was noted that whilst no definite promises had been given the meeting had been positive and some useful avenues would be pursued.

## **8 FUNDRAISING**

Councillor Morson suggested that once the Museum Society had established the fundraising group a special meeting should be held with the project team

and he suggested that John Bosworth should be invited because of his experience with the Bridge End Gardens project. Carolyn Wingfield also suggested that Maureen Evans should be invited to attend this meeting.

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## **CULTURAL EVENT**

Councillor Morson said that in September 2005 it was intended to hold a cultural event to make contact with hard to reach groups and one possible option was to use the grounds of the Museum. It was felt that this would help give additional recognition to the Museum.

Carolyn Wingfield said that she had recently attended a seminar at the Museum of London on archaeological resource centres and this illustrated that there was a nation wide problem due to the lack of a national strategy for funding. However, she was reassured that the Council was dealing with the issue in the right way.

The meeting ended at 3.30 pm.