

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00 pm in THE MUSEUM
SCHOOL ROOM on 12 MAY 2006**

Present:- Councillor D J Morson (Chairman).
Councillors M A Hibbs and H B Hughes, Diane Burridge,
David Demery, Maureen Evans, Mick Purkiss and
Carolyn Wingfield (Uttlesford District Council) and
David Haylock and David Laing (Saffron Walden Museum
Society).

1 **APOLOGIES**

Apologies for absence were received from Councillors A R Row, J P Murphy
and S C Jones and Sarah Kenyon and Tony Watson.

2 **MINUTES**

The Minutes of the meeting held on 5 April 2006 were approved as a correct
record and signed by the Chairman.

3 **BUSINESS ARISING**

(i) **Minute 3 (i) – Fundraising**

Councillor Morson said that he would ask Councillor Row to pursue the
meeting with Councillor Ray Gooding and other county councillors.

(ii) **Minute 5 (i) – Fundraising Update**

David Haylock said that he had spoken to the Chairman of the Community
Initiative Fund and had been given to understand that the application had
been unsuccessful. He had since spoken to Beverley Davis who had said
that whilst the Committee had been impressed with the application, it did not
fully appreciate the community element. Carolyn Wingfield said that no
response had been received from the Community Initiative Fund and she
would contact them to seek clarification of the position.

4 **FORWARD PLAN**

At the last meeting, PHT Consultants had reported on the feasibility study on
Income Generation and had outlined the following options:-

- Option 1 – Do nothing
- Option 2 – Low level development based on current space
- Option 3 – Relocate TIC to School House
- Option 4 – New build extension to Museum

The Project Team were asked to give some guidance on what option they considered should be pursued and it was confirmed that whatever option was supported, it would not bind the Council or the Museum to any course of action or expenditure.

The Project Team considered that Option 4 was the only sustainable option in the longer term and would enable the Museum Service to be taken forward. David Laing said that the Museum Trustees also supported Option 4 and were keen to ensure that the School Room was retained for educational purposes. Councillor Hibbs said that he had some concerns over the suggested access from Church Street and emphasised that this should be pedestrian only and added that more work would be needed on the location of the Tourist Information Centre and other issues. Councillor Hibbs also suggested that a community driven brief was needed to help establish the way forward and he also suggested the possibility of an architectural competition.

Carolyn Wingfield reported that Councillor Row, in given his apology, had stated that he was not in favour of moving the TIC from the current location. Following further discussion, the Project Team decided to support Option 4 and agreed in principle that some format to engage the local community and architects in the whole of the site should be pursued.

Carolyn Wingfield had circulated the Museum Service forward plan which would be considered at the Community Committee on 8 June 2006 and it was suggested that stage 2 should incorporate some element of community involvement. Indicative dates were also added to the development plan from 2006 to 2012.

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HERITAGE QUEST CENTRE

(i) New Heritage Quest Centre Trust

David Laing said that it was now important to move forward with the new Heritage Quest Centre Trust. He said that this should be set up purely to develop the Centre and should have three directors, one of whom should be independent. He had obtained model memorandum and articles of association from the Charity Commission and would arrange to discuss issues and objectives with the Council's legal officers.

(ii) Grants and Fundraising

Carolyn Wingfield reported on the current situation with fundraising and particularly mentioned that a grant of £4,900 had been promised by the Ernest Cook Trust. Further enquiries were also being made with the Essex Heritage Trust, Saffron Walden Herts and Essex Building Society and the Mercers Company of London. She said that the total now stood at £32,000 and she would ask Roger Harborough to approach BAA concerning the £32,000 which had also been promised by them.

She said that further events had been planned, including a car boot sale in the Museum grounds on 2 July and a wine tasting evening at the Museum on 9 September 2006.

(iii) **Pilot Outreach**

Carolyn Wingfield reported on local history events which had been held at Henham and Little Hallingbury. She said that the event at Henham had been well attended and had focussed on archaeological issues. She said that these events illustrated that the outreach plans were on target. She commented that preparation for such events was very time consuming and a Resource Centre would enable this type of event to be arranged more easily with pre-packed materials available to be taken out.

She added that some staff had been interviewed for a Radio 4 programme and she had prepared a written article and had spoken at a national event on the challenges facing museums which had airports in their vicinity.

Diane Burridge said that whilst some work was being undertaken at the Thaxted Road site for the street sweeping service, the site would be vacated when required for the Resource Centre.

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NEXT MEETING

It was agreed that the next meeting would be held at 2.00 pm on 23 June 2006 in the Museum School Room.

The meeting ended at 3.45 pm.