

**SAFFRON WALDEN MUSEUM / UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00PM at THE MUSEUM on
23 JUNE 2006**

Present: - Councillor D J Morson (Chairman)
David Demery, Maureen Evans, Victoria Harvey and Carolyn
Wingfield (Uttlesford District Council) and David Laing and Tony
Watson (Saffron Walden Museum Society)

1 APOLOGIES

Apologies for absence were received from Councillors Hibbs, Row, Murphy, Hughes and Jones and David Haylock, Diane Burridge, Sara Chapman and Sarah Kenyon.

2 MINUTES

The minutes of the meeting held on 12 May 2006 were received and signed by the Chairman as a correct record.

3 MATTERS ARISING

(i) Minute 3 (i) – Fundraising

Councillor Morson said he had now asked Councillor Row to pursue the meeting with Councillor Ray Gooding and other County Councillors.

(ii) Heritage Quest Centre

Carolyn Wingfield said she had emailed the producer of the BBC Inside Out Programme to ask for permission to get copies on CD of the programme to support funding bids.

4 FORWARD WORK PLAN

Stage two of the Forward Plan had been formally adopted and the next stage was to confirm with the Museum Society what action to take next. Carolyn Wingfield said she had been pulling together the discussions with staff on spaces required in a new extension, to supplement advice on the potential use of the building previously provided. She also reported that nothing had happened with the Castle Site and she was yet to hear from Barbara Bosworth.

The Museum Society had agreed to undertake a feasibility Study for a new extension. On the previous Feasibility Study for Income Generation, it had been agreed that option one ("Do Nothing") was not feasible.

It was agreed that a proposal would be needed by October. The priorities within the proposal would focus on implementing facilities for such items as an education and activity room, a replacement school room, improved reception, kitchen, office space and exhibition gallery. Once the proposal had been endorsed it would be circulated to Town and District Councils and initiative groups. David Demery had prepared a letter to send out to generate interest.

Tony Watson said it had been agreed at the last AGM of the Management Society that Richard Wallis would be Chairman for the ensuing year.

The unspent reserve kept over from the last financial year was £12,000.

5

HERITAGE QUEST CENTRE

(i) New Heritage Quest Centre Trust

The last meeting had been successful and objectives had been agreed. A request to Entrust had been accepted but there had not been a response from the Charity Commission. The next step would be to register the Heritage Quest Centre Trust with Entrust and move the company forward.

David Laing had previously said he was willing to be a trustee. A further trustee should ideally be an independent Society or a body.

It was agreed this proposal should go to the next meeting of the Community Committee in September.

(ii) Fundraising

David Morson reported that Councillor John Hardisty of Radwinter Parish Council had spoken to Peter Pearson from Essex County Council to ask if the Heritage Quest Centre would be considered to receive money left over from the community initiative fund. This was yet to be confirmed.

Carolyn Wingfield presented the project team with details of fundraising applications, however few grants had yet been received. She said there appeared to be no rule that would stop the Heritage Quest Centre applying for more than one landfill tax site grant; but if this should apply then the Biffaward would be the one to apply for. A regional submission from Saffron Walden Herts and Essex Building Society had been refused, but they were awaiting a response for the branch submission. An application had been refused by the Stansted Airport Community Trust, but another application would be submitted once BAA had undertaken new management.

Carolyn Wingfield reported that there were discussions with Colchester and Peterborough Museums about organising a regional meeting of the archaeologists in county planning departments, to assess the impact development in the region is having on archaeology and museums.

(iii) **Project Timetable**

At the end of the summer the funding situation would be revisited, if it was left beyond the winter it would be too late. Ideally a proposal would need to be submitted to the November Operations Committee. The Heritage Quest Centre Trust should be formed by September and it was hoped a large donation would arrive before then. Carolyn Wingfield would liaise with Diane Burridge regarding the work arrangements for submitting a HLF application.

6 ANY OTHER BUSINESS

Carolyn Wingfield suggested that the project team visit a resource centre at Fishbourne near Chichester as this was similar to Uttlesford's proposed resource centre. This resource centre had many rooms including library, research room, storage, and two lobbies (an atrium and a 'B-trium') for visitors, plus a conservation laboratory which would specialise in Roman mosaics. 90% of the items stored were archaeological findings. This centre near Chichester was run by Sussex Archaeological Society and Chichester Borough Council and cost about £1 million to build.

The project group discussed when to attend and two possible dates of 31 July or 14 August were suggested. Carolyn Wingfield would liaise with the Resource Centre to arrange a suitable date.

7 DATE OF NEXT MEETING

It was agreed that the next meeting would be held at 2.00pm on 1 September 2006 in the Museum School Room.

The meeting ended at 3.15pm.