

**SAFFRON WALDEN MUSEUM / UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00pm at THE MUSEUM on
1 SEPTEMBER 2006**

Present: - Councillor D J Morson (Chairman)
Councillors Barbara Hughes and Stephen Jones and David Demery,
Maureen Evans, Victoria Harvey, Sarah Kenyon, and Carolyn
Wingfield (Uttlesford District Council) and David Laing and Richard
Wallace (Saffron Walden Museum Society)

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

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

Councillor Jones declared a personal non prejudicial interest as a member of
the Saffron Walden Initiative. Councillor Hughes declared a personal non-
prejudicial interest as a member the Saffron Walden Initiative, the Wildlife
Trust and Thaxted Day Centre.

2 MINUTES

The minutes of the meeting held on 23 June 2006 were received and signed
by the Chairman as a correct record.

3 MATTERS ARISING

(i) Minute 3 – Matter Arising – (ii) Heritage Quest Centre

Carolyn Wingfield had not yet received a reply from the producer of the
BBC Inside Out Programme. She would try again to get a response.

4 FORWARD WORK PLAN

The early stages of the Forward Work Plan were underway. Carolyn Wingfield
reported that Peter Riding from the Saffron Walden Initiative had emailed her
with a welcoming response. An interest had also been expressed from the
Historical Society.

Sarah Kenyon and Carolyn Wingfield had visited the castle site and reported
that a special contractor had been hired to spray the weeds and ivy to kill
them. The first spraying would take place during the week commencing 11
September and the second would occur the week commencing 25 September.
As this specialist contractor was expensive David Demery would ask Barbara
Bosworth if there was any additional funding.

The Sycamore tree at the back of the Castle was to be felled as suggested by the Tree Preservation Officer.

Carolyn Wingfield would prepare a proposal of the Feasibility Study to be ready by the next meeting.

The Chairman welcomed Richard Wallace to the meeting.

5

HERITAGE QUEST CENTRE

(i) New Heritage Quest Centre Trust

In May David Laing had emailed Entrust and the Charity Commission with proposed objectives. Entrust had replied stating they were happy with these, but the Charity Commission had summarised these into three objectives. Firstly the advancement of education in Uttlesford and surrounding area. Secondly the advancement in land reclamation and thirdly the preservation and improvement of areas of public interest in areas of benefit. Mutually agreeable objectives would be agreed on the memorandum.

A reply had been received from Essex Wildlife Trust, who agreed that the Heritage Quest Centre was a good idea, and they had allocated Paul Salvage as an independent trustee.

Uttlesford District Council were yet to establish a trustee. David Demery would look into this matter.

Richard Wallace suggested asking Saffron Walden & Dunmow Town Councils for donations. Councillor Jones said he would raise this with Saffron Walden Town Council. A letter of support had been received from Stansted Town Council, but they were unable to make a donation.

(ii) Fundraising

The balance currently stood at £40,000. The new point of contact for the County Council Community Initiative Fund was John Simmons who had taken over from Peter Pearson.

A wine evening was the next fund raising event, which was fully sold out. A further two or three events were hoping to take place in the spring, including a concert at the Baptist Church and a wildlife event. The Business Forum would be asked if they were interested in making a contribution.

The Chairman thanked all those involved in fundraising and Maureen Evans was sad to report that one volunteer had recently passed away. Stella Shield

had been a valued volunteer and her family wished to make a donation to the Heritage Quest Centre.

Carolyn Wingfield said that having spoken to Phil O'Dell it would be possible to receive the Capital Budget over three successive years. She also said that the maximum grant from the Lottery Fund was between £750,000 and £800,000, or 75% of the total asked for; therefore it was suggested that 65% should be applied for.

(iii) Project Timetable

A report on the funding would need to go to the Operations Committee outlining the proposal and level of funding. An update would go to the meeting to be held on 28 September and a full proposal would hopefully go to the meeting in November. Carolyn Wingfield would prepare a report to go to the Operations Committee.

(iv) Fishbourne Discovery Collections Centre

The visit to Fishbourne Discovery Collections Centre had been very useful and made the following observations. Their bulk store was very large and the sensitive store had a window display to the outside, which members viewed as a good idea.

David Demery had done some comparative drawings and the Heritage Quest Centres bulk store would be 470m² over two levels, compared to Fishbourne's 412m² over one level. The HQC education room would be significantly smaller being 60m², compared to Fishbourne's 77.5m². He said he would like to start to work more closely with Carolyn Wingfield to get details for the inside of the building.

6 DATE OF NEXT MEETING

It was agreed that the next meeting would be held at 2.00pm on 13 October 2006 in the Museum School Room.

The meeting ended at 3.05pm.