

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00 pm at the MUSEUM
SCHOOL ROOM on 13 OCTOBER 2006**

Present:- Councillor D J Morson (Chairman).
Sarah Kenyon, Mick Purkiss and Carolyn Wingfield (Uttlesford
District Council) and David Haylock and David Laing (Saffron
Walden Museum Society).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hibbs, Hughes, Jones, Murphy and Row and from David Demery, Maureen Evans and Lynn Morrison.

2 MATTERS ARISING

(i) Minute 3 (i) - Heritage Quest Centre

Carolyn Wingfield said that a reply had still not been received from the producer of the BBC Inside Out programme.

(ii) Minute 4 - Forward Work Programme

Sarah Kenyon reported that the second spraying of the Ivy on the Castle had been completed and the plants were dying back.

(iii) Minute 5 - New Heritage Quest Centre Trust

It was noted that the independent trustee from the Essex Wildlife Trust was Paul Salvidge. Councillor Morson said that it had been suggested that Councillor Barbara Hughes would be an excellent trustee from the Council and he would raise this matter with her.

3 FORWARD PLAN

Carolyn Wingfield circulated a draft letter which could be used to introduce stage 2 of the project involving future improvements and developments at the Museum and Castle site. The Steering Group suggested that the circulation list should be extended to include the Saffron Walden Business Forum, nearby residents, local architects and the local press. It was also suggested that the Area Panel should be involved at a latter stage.

The text of the letter was then agreed with a deadline for responses being 31 January 2007.

HERITAGE QUEST CENTRE

(i) Heritage Quest Centre Trust

David Laing reported that there had been problems in agreeing the objectives relating to the development of the site in Thaxted Road and it was agreed that an approach would be made to Catherine Nicholson to expedite this matter.

(ii) Fundraising

Carolyn Wingfield circulated details of funding which had so far been secured totalling £145,110 (including the contribution from Uttlesford District Council). It was noted that since the last meeting, the grant of £12,500 from the Essex County Council Community Initiative Fund had been confirmed. It was also noted that a total of £1,694 had been donated by parish councils and village societies and Councillor Morson suggested that those parishes which had not contributed should be written to again advising them of this contribution and asking whether they would be prepared to add to this total. The Curator had contacted three other potential funding organisations (Essex Environment Trust, Pilgrim Trust and Fowler, Smith & Jones Trust) and would be compiling initial 'expressions of interest' for them to consider. The Visitor Services Officer and Curator had mailed all members of Saffron Walden Business Forum but also intended to approach other businesses, especially the major banks, building societies. Officers would also investigate whether it was worthwhile revisiting some of the names on the list drawn up by Martin Shaw and the possibility of an article for Uttlesford Life would also be investigated.

Saffron Walden Museum Society was also registering with Entrust in anticipation of applying for landfill tax grants from various sources.

(iii) Project Timetable

The Project Team felt that it would be advantageous to submit a short progress report to the Community and Operations Committees in November with a full report going to the Operations Committee in February 2007.

ANY OTHER BUSINESS

David Laing commented that the repainting work was excellent. However, he said that the railings at the far end of Church Street had not been painted and he also suggested that the pathway leading from there to the Museum should be mowed.

In answer to a question from David Haylock, Carolyn reported that no progress had been made with English Heritage concerning the storage of agricultural carts.

NEXT MEETING

It was agreed that the next meeting would be held at 2.00 pm on Thursday 23 November 2006.

The meeting ended at 3.25 pm. Page 2