

**MUSEUM RESOURCE CENTRE PROJECT TEAM MEETING held in the
MUSEUM SCHOOL ROOM at 2.00 pm on 22 JANUARY 2007**

Present:- Councillor D J Morson – Chairman.
Councillor B M Hughes and D Demery, M Evans, M T Purkiss,
T Turner and C Wingfield (Uttlesford District Council), D Laing
and T Watson (Museum Society).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jones and Row and D Haylock, R Wallace and S Kenyon.

2 MINUTES

The Minutes of the meeting held on 23 November 2006 were approved as a correct record and signed by the Chairman, subject to the addition of Tony Watson to the list of those present.

3 BUSINESS ARISING

The Chairman thanked Councillor Hughes for agreeing to become a trustee on the Heritage Quest Trust. Caroline Wingfield confirmed that the repainting works to the Great Hall had been completed.

4 FORWARD PLAN – NEXT STEPS

Carolyn Wingfield confirmed that consultation letters had been sent to local residents, councillors and organisations before Christmas. She reported that four written responses had been received together with a number of verbal comments and an approach had been made by a local architect to discuss the proposals in more depth. She reported that two people had suggested that a viewing platform should be provided at the Castle similar to the one at Bridge End Gardens.

5 HERITAGE QUEST CENTRE

(i) The Trust

David Laing reported that there had been a delay in submitting the registration papers to the Registrar of Companies and one of the documents had to be resubmitted as it contained some conflicting information. He said that once the documents had been returned by the Registrar it would then have to be submitted to the Charity Commission and once approved the Trust could apply for major grants.

(ii) Fundraising

Carolyn Wingfield reported that donations had been received since the last meeting which now took the total amount raised to over £92,000. She said that a letter had also been received from the Essex Environment Trust stating that the expression of interest had been accepted which would mean that the bid could go forward as a full application. She also confirmed that the Saffron Walden Initiative might be interested in adopting the application as a market town project and could provide some access to financial assistance.

It was noted that the report to the Operations Committee on 1 February would include provision of £60,000 for the project from the Council for 2007/08 but further funding would need to be earmarked for the following two years. Carolyn Wingfield would submit a short report to the meeting on 1 February and provide a full report to the meeting of the Operations Committee on 22 March 2007. It was also suggested that a Member workshop would be useful and officers would try to make arrangements for this on 12 March or another suitable date.

Carolyn also mentioned that there would be a fundraising concert entitled "The Angel, the Serpent and the Iron Cello" on 17 February, a sponsored walk in April and a possible charity clay pigeon shoot later in the year.

(iii) Project Timetable

Carolyn Wingfield confirmed that the bid to the Heritage Lottery Fund would be made sometime during April or May and there would be approximately six months before a decision was made.

(iv) Building

David Demery reported that a substantial amount of work was required on construction drawings. However, he was due to retire in May this year and already had a large amount of ongoing work to be completed during that time. He said that he would be interested in continuing involvement with the project and outlined the potential problems which might prevent this. The matter would be kept under review.

Carolyn also mentioned that the North Herts District Council Forward Plan included the provision of a new Museum Resource Centre and stressed the need to progress the Uttlesford project within a reasonable time frame.

6 NEXT MEETING

It was agreed that the next meeting would be held at 2.30 pm on 12 March 2007.

The meeting ended at 3.20 pm.