

**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.