

**SAFFRON WALDEN MUSEUM RESOURCE PROJECT TEAM on 26 JULY 2007 at 2.00 pm at the MUSEUM SCHOOLROOM MUSEUM STREET SAFFRON WALDEN**

Present:- Councillors K Eden - Chairman  
Councillor R M Lemon, D J Morson  
T Watson - Saffron Walden Museum Society  
D Demery - Architect

Officers Present:- R Auty, M Evans, S Kenyon, E O'Malley, C Wingfield.

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Chambers, S Schneider and C Smith (Uttlesford DC) from D Haylock, D Laing and Richard Wallace (Saffron Walden Museum Society).

**2 MINUTES OF LAST MEETING**

The minutes of the last meeting were signed by the Chairman and agreed as a correct record.

**3 MATTERS ARISING**

Carolyn Wingfield asked Members to introduce themselves, and to explain their involvement in the Museum.

Councillor Morson explained in brief the initial intentions behind the Resource Project and the progress that has been made so far. Carolyn Wingfield explained that this would be covered in more depth in item 5.

**4 FORWARD PLAN – MUSEUM AND CASTLE**

Carolyn Wingfield asked Members to note the forward plan. The Museum Team had identified two stages of development:

- The greater potential of the collections
- The greater potential of the museum

If the Heritage Quest centre project is agreed in March, it would also unlock the Museum for the next phase of improvements to the overall use of the Museum building and castle site. This would set the timetable for the plan.

## 5 HEITAGE QUEST CENTRE

Carolyn Wingfield gave an introduction to the project and distributed to Members an application timetable to note. She explained that in late July, early August, a Business Plan would be drafted and estimated and that projects plans would be collated for circulation of the draft in August for scrutiny. The editing of final documents was intended to take place in late August, early September, for submission by 13 September. Carolyn requested that a meeting of the Resource Centre project team be held in the first week of September to check the application and approve it prior to signing and submission to Heritage Lottery Fund.

The application had three parts:

- (i) Application Form (A4 booklet)
- (ii) Checklist of supporting documents (some lengthy)
- (iii) Business Plan – comprehensive, which included background and detailed information.

The application estimated at a total project cost of around £128,000,000 of which the Museum would ask the Heritage Lottery Fund for a maximum of 75% of this total. The project is planned to cover three years, from 2008 – 2011.

Members questioned whether the site of the centre required significant alteration. Carolyn Wingfield explained that there was no significant alteration required, it was not a contaminated site, and there was no civil engineering involved either.

The collection would be prioritised into all archaeology, geology and natural history specifically from Uttlesford district. This would open up research and reference opportunities, and the collections would be categorised so that it would be easier for staff to locate items.

Carolyn Wingfield explained that a meeting had taken place with two Lottery Funding Officers at the Museum in order to discuss the application. The Museum team had been advised by the Heritage Lottery Fund to carry out a Business Plan, despite putting in a stage 1 application (under 1 million). This would provide them with a far more robust application and which would ensure that all areas were covered. They also suggested to the Museum team that they emphasise the access to the collections aspect of the project as they felt that this would allow the project to appear far more than just a storage space.

Members asked whether there would be staffing issues once the project was complete. The Museum team felt that they would be stretched whilst carrying out the project, and would have to remain working with original numbers once the project was completed, this would prove difficult as they now had to run two sites, with different public activity taking place.

Members questioned whether the Museum was progressing on time with the project. Carolyn Wingfield replied that they were on track, despite having a large amount of work still to carry out, and she apologised if communication was limited at the moment. The Business Plan would hopefully be completed by the end of September. The project had already been agreed by Uttlesford DC and would not have to go through the Community Committee again. Sarah Chapman, the Council's Accountant would be overseeing the financial aspect of the plan, whilst Catherine Nicholson, the Council's Solicitor would be assisting with legal matters. She explained that she was extremely grateful with the help she had received from David Demery, as despite his recent retirement as the Council's Architect, he has kindly carried on his involvement in the project.

Sarah Kenyon added that a letter of confirmation from Viridor credits had been received stating that £50,000 funding could be awarded.

**(i) Architect, Site and Building**

David Demery asked Members to note the plans for the site of the Heritage Quest Centre. He demonstrated to Members the benefits of relocating. Members noted the plans drawn up by David Demery. They suggested that a cost plan in relation to the planned building is drawn up, as it was important to make an allowance for cost inflation. Carolyn Wingfield explained that the Heritage Lottery fund had previously insisted that there is a 10% contingency plan and a fund pot exists so that if inflation occurs there would still be money available.

Finally Carolyn explained that an architectural manager needed to be appointed, and due to David Demery's extensive knowledge, interest and generous commitment to the project it was proposed that he is appointed.

RESOLVED that David Demery is appointed architectural manager.

**6 HERITAGE QUEST TRUST LTD**

Tony Watson from the Museum Society explained that although they could not directly fund the Heritage Quest Centre, another partnership was required and currently the Heritage Quest Trust Ltd was trying to register with the Charity Commission, and were hoping to receive approval as soon as possible. The current agreement would then be amended into a 'three way partnership' led by Uttlesford DC in partnership with Saffron Walden Museum Society and the Heritage Quest Centre Ltd.

**(i) Fundraising**

The Museum team felt comfortable with the current funding situation and confident with the application they were putting forward. Carolyn Wingfield

asked members to note the funding papers, and she went through the funding available for the Quest Centre. Members suggested fundraising events, such as quizzes, auctions and themed days. They felt a golf day would prove a successful fundraiser, as they had worked well in the past. The Museum team agreed and asked for help from Members with finding appropriate contacts.

## **7 ANY OTHER BUSINESS**

### **(i) Pudding Club**

Maureen Evans informed Members that the Women's Institute would be holding a Pudding Club as a fundraiser for the Heritage Quest Fund. She would distribute an email to all staff and Members with details of the event.

### **(ii) Uttlesford Life**

Richard Auty, the Councils Head of Community Engagement, explained that he planned a large feature article for Museum and the Heritage Quest Centre in the next edition of Uttlesford life. This would spread the message of the appeal and the work being carried out and would help with funding as it was to be distributed to local businesses as well. He would talk in more detail to the Museum Team after the meeting.

## **8 DATE OF NEXT MEETING**

The next meeting will be held on Thursday 6 September 2007.

The meeting ended at 4.00 pm