

Resource Centre Project Team 26 July 2007 – BRIEFING NOTES

1 Introduction to project and application timetable

Late July – early August Business Plan being drafted, estimates and projects plans being collated for circulation of draft in August for scrutiny

Late August – early September – editing of final documents for submission by 13 September

A meeting of the Resource Centre project team will be needed in the first week of September to check application and approve it prior to signing and submission to HLF.

The application has three parts:

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

It is a 'three-way' partnership application led by Uttlesford District Council in partnership with Saffron Walden Museum Society and the Heritage Quest trust Ltd. Estimated at a total project cost of around £1.28m, of which we can ask the HLF for max of 75%. The project is planned to cover three years, 2008-2011.

2 Architect, site and building (David Demery will be attending)

- (a) Site and valuation for HLF application
- (b) Architect's report (estimates so far)
- (c) Project management for building

3 Curatorial part of project

- (a) Targets for collections documentation, audience development and public opening
- (b) Project staff: 3 posts for three years (Outreach Officer, Collections Officer, Documentation Assistant)
- (c) Proposed charges / income generation
- (d) Community partnerships (Uttlesford Local History Recorders)

4 Heritage Quest Trust Ltd and Saffron Walden Museum Society

- (a) HQT Ltd (update from David Laing)
- (b) Agreements required for HLF application
 - (i) Authorisation for Council to act as agent for HQ Trust Ltd to construct HQC
 - (ii) Lease for HQC
 - (iii) Management agreement between Council, HQ Trust Ltd & SWMS for operation of HQC

5 Fund-raising

- (a) Funds to date
- (b) Fund-raising strategy – work on raising funds and identifying sources for grant applications

6 Forward Plan stage II (Museum & Castle site)

This refers to Museum Forward Plan 2006. If the HQ centre project proceeds, it will also 'unlock' the Museum for the next phase of improvements to use of the Museum building and Castle site.