

**SAFFRON WALDEN MUSEUM RESOURCE CENTRE PROJECT TEAM  
held on 6 SEPTEMBER 2007 at 2.00 pm at the MUSEUM SCHOOL ROOM  
SAFFRON WALDEN**

Present:- Councillor K Eden – Chairman.  
Councillors R P Chambers, R M Lemon, D J Morson and  
C Smith (Uttlesford Members), Tony Watson (Museum Society).

Officers present:- M Evans, M T Purkiss and C Wingfield.

1 **APOLOGIES**

Apologies for absence were received from Councillor S V Schneider and from D Haylock, D Laing and S Kenyon.

2 **MINUTES**

The Minutes of the meeting held on 25 July 2007 were agreed as a correct record and signed by the Chairman.

3 **BUSINESS ARISING**

**Minute 6(i) – Heritage Quest Centre – Fundraising**

It was noted that the latest edition of Uttlesford Life incorporated a two page spread on the Heritage Quest Centre and included a form to enable people to make donations towards the project.

4 **HERITAGE LOTTERY FUND – APPLICATION**

Carolyn Wingfield circulated copies of the application to the Heritage Lottery Fund together with the business plan, supporting documents and publicity pack. She said that the application had been completed by closely following the useful guidance which had been provided by the Heritage Lottery Fund.

The Chairman said that the documents formed a very comprehensive and formidable piece of work. Councillor Morson, the previous Chairman of the Project Team, said that the application was the culmination of a number of years work and highlighted the social, educational and cultural benefits of the project. He thanked Carolyn Wingfield and her team for their invaluable work. Councillor Lemon concluded that the business plan was superb and he offered his congratulation to all those involved.

The Project Team supported the submission of the application and noted that the Chief Executive would sign the application on 10 September and it would then be delivered by hand to the Heritage Lottery Fund on 12 September 2007.

## 5 **FORWARD PLAN**

The Project Team noted progress with the forward plan and the potential to move to the second phase if the Lottery application was approved.

It was noted that £11,000 remained in the consultancy budget for the project, which could be added to funds to cover architect's fees for managing the building work on the Heritage Quest Centre. The issue of whether the Council could absorb Building Control costs was to be investigated.

Consideration was also given to a schedule showing further fund raising initiatives and the arrangements for pursuing other grants once the Heritage Lottery Fund bid was submitted. It was noted that the Saffron Walden Town Council had confirmed a contribution of £10,000 earlier in the day.

The Project Team asked that all applications be pursued with vigour.

## 6 **HERITAGE QUEST CENTRE**

Carolyn Wingfield said that there were a few supporting documents to be finalised between the Trust and the council but drafts would be sent to the Heritage Lottery Fund. Tony Watson said that further legal advice was being sought on issues which had been raised by the Charity Commissioners.

## 7 **GOLF DAY**

The Chairman reported that he would be arranging a charity golf day to help raise money towards the Heritage Quest Centre.

## 8 **FUTURE MEETINGS**

It was agreed that it might be useful at a future meeting to meet the Heritage Lottery Fund Case Officer if this was possible.

It was also agreed that the next meeting would be held at 2.00 pm on Tuesday 27 November in the Museum School Room.

The meeting ended at 2.55 pm.