

**Saffron Walden Museum/Uttlesford Museum Service**

**RESOURCE CENTRE PROJECT TEAM**

**Thursday 25 June 2009 at 2.00 pm at the Museum Schoolroom**

**A G E N D A**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of meeting held on 14 May 2009 (attached).
- 3 Matters arising.
- 4 Progress report since last meeting (*to be circulated at the meeting*):
  - a) Building design and site
  - b) Budget, funds raised, expenditure and grant claims
- 5 Access to Heritage Quest Centre site
- 6 Legal Matters
- 7 Preliminary phase: tender procedure and timetable to start of construction
- 8 Project staff appointments
- 9 Long term timetable for project
- 10 Update on Forward Plan Stage II: Walden Castle (*following meeting with English Heritage*)
- 11 Any other urgent business
- 12 Date of next meeting

To: Councillors R P Chambers, **K L Eden**, R M Lemon, D J Morson and S V Schneider – Uttlesford District Council;  
David Haylock, David Laing, Paul Salvidge and Tony Watson – Saffron Walden Museum Society Limited;  
Toby Cowper – Uttlesford District Council;  
Maureen Evans, Sarah Kenyon – Museum.

Lead Officer: Carolyn Wingfield  
Democratic Services Officer: Rebecca Procter 01799 510 433