

From: [SCOTT OF NEEDHAM MARKET, Baroness](#)
To: [REDACTED]
Subject: Re: Arranging TNA visit to The Hold, Ipswich; 11th November
Date: 02 November 2022 13:18:23
Attachments: [image002.png](#)
[image006.png](#)

EXTERNAL: This email originates from outside of The National Archives.

That all looks great thank you!

[REDACTED]
requirements

I have no particular dietary

Ros

Ros Scott
Baroness Scott of Needham Market

follow me on Twitter
[@BaronessRos](#)

From: [REDACTED]
Sent: Wednesday, November 2, 2022 12:37:55 PM
To: SCOTT OF NEEDHAM MARKET, Baroness <ScottRC@parliament.uk>
Subject: RE: Arranging TNA visit to The Hold, Ipswich; 11th November

Dear Ros,

I hope you are well. As you know, the visit to The Hold is coming up next week so I wanted to give you some extra information on the event. I have drafted a briefing, and am waiting to get a finalised version back from Jeff James' office. Once I have this, I will forward it on to you and Val Johnson. In the meantime, I have provided some key information below.

Location: The Hold, 131 Fore Street, Ipswich, IP4 1LR.
There is a map at <https://www.suffolkarchives.co.uk/how-to-get-started-at-suffolk-archives/plan-your-visit/suffolk-archives-branches/ipswich-branch/>

Parking is available onsite, and a parking space can be reserved for you if needed. Please let me know if you will require a parking space. Alternatively, The Hold is a 10-15 minute walk from Ipswich railway station.

Start time: 10:45. We will be starting with coffee and introductions, and there will be the opportunity to join Suffolk Archives staff and visitors to mark the 2-minutes silence at 11am.

Itinerary:

11:15 Tour of The Hold. There will be the opportunity to meet members of staff on the way round the building.

13:15 Lunch (provided) with invited guests and stakeholders

13:45 Screening of video demonstrating partnership working at

The Hold (approx. 10 mins)

14:00 Presentation of Archives Service Accreditation certificate to Cllr. Bobby Bennett and members of Suffolk Archives team. Followed by photographs and tea.

15:30 Close

Lunch and refreshments: will be provided. Please let me know of any allergies or dietary requirements so that I can pass these on to the venue.

Accreditation presentation: I understand that you will be making the speech and presenting the Accreditation certificate. I have drafted a speech (attached), based on the findings from the Accreditation assessment. I hope this covers the key points, but please let me know if you have any questions or would like to make any amendments. I will bring the certificate with me on the day, and you will be presenting it to Councillor Bobby Bennett on behalf of Suffolk County Council.

Please do let me know if you have any questions about arrangements. I would be more than happy to set up a phone call or Teams meeting if there is anything you would like to discuss in more detail. As I mentioned above, I will forward a copy of the briefing for the event once I have had the final copy back from Jeff's office.

Many thanks, I look forward to meeting you next week.



I Sector Development Manager East and Arts
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From: SCOTT OF NEEDHAM MARKET, Baroness <ScottRC@parliament.uk>

Sent: 31 August 2022 13:43

To: [REDACTED]

Subject: Re: Arranging TNA visit to The Hold, Ipswich; 11th November

EXTERNAL: This email originates from outside of The National Archives.

That all sounds great, thank you.

Very much looking forward to it!

Ros

Ros Scott
Baroness Scott of Needham Market

follow me on Twitter
[@BaronessRos](https://twitter.com/BaronessRos)

From: [REDACTED]

Sent: Wednesday, August 31, 2022 12:28:24 PM

To: SCOTT OF NEEDHAM MARKET, Baroness <ScottRC@parliament.uk>

Subject: Arranging TNA visit to The Hold, Ipswich; 11th November

Dear Baroness Scott,

I am getting in touch regarding the planned visit by Jeff James, Val Johnson and yourself to The Hold in Ipswich on Friday 11 November. I am the Sector Development Manager for the East of England at TNA, so am the main point of contact with the archive services in the region, and will be helping organise the visit.

We will be firming up details for the visit nearer the time, but I just wanted to provide you with an outline of the arrangements at this stage. It has been suggested that we start the event around 10.45; Suffolk Archives staff will be holding a 2 minute silence at 11am, and you would be welcome to participate.

This will be followed by coffee and an introductory chat, then a tour of the new building and an opportunity to speak to some of the staff. There will be a break for lunch, and then the afternoon will include the presentation of Suffolk Archives certificate for Archives Service Accreditation. The morning will be relatively informal, but there will be an invited audience of around 30 representatives for the Accreditation presentation. This will include members of Suffolk County Council, the University of Suffolk, and other notable supporters and stakeholders.

I will be compiling a briefing in mid-October and would be happy to share this with you. In the meantime, please do let me know if you have any questions.

Best wishes,



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