Confidential - meeting confirmation. Durham Cathedral (No subject)

JR

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Dear Cate

It was good to talk last week and I’m delighted that you’ve agreed be a part of the assessment panel which is considering tenders for a new stained glass window for the North Quire Aisle at Durham Cathedral.

The meeting has now been fixed for **2.30-5.30pm** on **Wednesday 4 May** in the **Cathedral Office** at Durham Cathedral. The office is behind the main building. The easiest way to locate it is to walk up Saddler Street then North Bailey to the stone arch on the right, go through the arch, turn right again and up the stairs to the office. Please note that there is no public parking on site; the nearest parking is at the [Prince Bishops shopping centre](http://www.princebishops.co.uk/parking), a 10 minute walk from the Cathedral.

I will send meeting papers out nearer the time. For now, I’ve attached the briefing papers for the tender by way of background. At this stage, and at the request of the donors, we would appreciate you keeping knowledge of this window as confidential (or as confidential as you can, given that you need to negotiate time off teaching with your employer).

If you should have any questions about any of this, please do not hesitate to contact me.

With thanks and best wishes

Jane

Jane Robinson

Development Manager

Durham Cathedral

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