



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Wednesday 3rd December 2003
Site: Merton Priory Trust Steering Group Meeting
Location: Merton Civic Centre - Committee Room E

Present:		
Dennis Turner	Surrey Archaeological Society and Merton CADAP	(DT)
John Hawkes	Merton Abbey Mills Tenants	(JH)
Dave Saxby	MoLAS	(DS)
Michael Harrison	Merton Historic Buildings Trust	(MH)
Cllr Ian Munn	Merton Historic Buildings Trust	(IM)
Ellen Eames	Wandle Industrial Museum	(EM)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Cllr Su Assinen	Cabinet Member for Regeneration	(SA)
Cllr Geraldine Stanford	Cabinet Member for Education and Lifelong Learning	(GS)
John Merivale	Groundwork Merton	(JM)
Peter Hopkins	Merton Historical Society	(PH)
Vicki Carroll	RENUE/Wandle Heritage Ltd	(VC)
Sarah Gould	London Borough of Merton	(SG)
Peter Williams	Transport for London	(PW)
John Clark	Museum of London	(JC)
Distribution:		
All present, Cllr Su Assinen, Cllr Geraldine Stanford, Cllr Russell Makin, Peter Hopkins, Vicki Carroll, Phil Sutton, Peter Williams, Steve Clarke and John Merivale.		

Meeting Notes

Item	Discussion	Action By
1.	Nomination of Chair for the Meeting, Introductions and Apologies	
1.1	Dennis Turner, confirmed as chair for the meeting.	
1.2	Apologies had been received from Cllr Su Assinen, Cllr Geraldine Stanford, Peter Hopkins, Peter Williams, John Clarke, Vicki Carroll and Sarah Gould.	
2.	Notes and actions arising from the meeting of 20th August 2003	
2.1	Notes of the meeting of 27/10/2003 were agreed.	

Merton Priory Project - Trustee Meeting

Item	Discussion	Action By
2.2	Actions from Last Meeting	
i)	<p>Trustee declaration forms (Meeting of 27/10/2003 item 2.1 (ii)): All except one had been returned to MH.</p> <p>Copies of the Special Resolution of the Merton Historic Buildings Trust and a certificate on Change of Name had been forwarded to the Charity Commission.</p>	GS
ii)	<p>Merton Priory Seal (Meeting of 27/10/2003 item 2.1 (iv)): Electronic traces of seal circulated. Agreed that more background needs to be removed and the image of the prior and trefoil needs sharpening so the image can be reduced in size. Some discussion on relationship of text to the seal, i.e around seal, above/below or across the top of the page. Preference expressed for Trust name to be across top of letterheads with image of seal to the left-hand side.</p> <p>Design to be worked up a bit more and brought back to next meeting</p>	DS
iii)	<p>Contract thresholds (Meeting of 27/10/2003 item 3.1(b)): Contract thresholds for requirement to advertise in OJEC confirmed as £154,477 for services and supplies and £3,861,932 for works. Were estimated contract sum for works is close to the £3,861,932 threshold may need to advertise for services even if consult fees do not reach the £154,477 threshold.</p>	
iv)	<p>Informal approach to Stephen Johnson (Meeting of 27/10/2003 item 3.2). DS circulated a copy of the letter received from Stephen Johnson, which enclosed an HLF Information Pack. Agreed that Dave Saxby would arrange with Marcus Beale to meet the HLF, as recommended in Stephen Johnson's letter and report back to the next meeting. Dennis Turner offered to attend the meeting, which ideally should be arranged for before Christmas. Agreed that Trustees should read the information pack before the meeting. Hard copy handed to Dennis Turner further copies to be individually downloaded from web-site address:</p> <p>http://www.hlf.org.uk/cgi-bin/hlfframemast.pl?K=51&S=EI</p> <p>Or go to the main site http://www.hlf.org.uk/index2.html and navigate to "News and Information", then "Publications", then "application packs".</p>	DS/MB/DT

Merton Priory Project - Trustee Meeting

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v)	Merton's Code of Practice (Meeting of 27/10/2003 item 3.3): Copy of Merton's Code of Practice for appointment of consultants tabled, agreed to send to Marcus Beale for information in relation to the brief preparation.	LLV
vi)	Chapter House/Renue Sites (Meeting of 27/10/2003 item 3.4): Copies of sites as identified in the S.106 agreement had been sent to all Trustees.	
vii)	Approach to Countryside regarding restaurant site (Meeting of 27/10/2003 item 3.5): JH reported that he had been advised by Countryside's Agent that there was keen interest in the second restaurant site, however, it will not be built until an occupier is signed up. JH will pursue at the next site liaison meeting.	JH
viii)	S.106 Agreement (Meeting of 27/10/2003 item 3.10): Extracts from the S.106 Agreements relating to the Chapter House and RENUÉ had been forwarded to all Trustees.	
ix)	Web-site (Meeting of 27/10/2003 item 4.1): Text and graphics from original draft web-page layouts had been e-mailed to MB. DS provided a CD with further pictures. To be sent to MB. Decision will need to be made on which graphics to be incorporated into the web-site. Noted that web site now up and running at www.mertonpriory.org .	LLV/All
x)	Links to Museum of London excavation summaries (Meeting of 27/10/2003 item 4.1): JC has e-mailed details as follows: www.museumoflondon.org.uk/laarc/new/searchmenu.asp . This takes you to a search menu and you need to type Merton Priory into the searches box and click go. He is investigating if there is any way of going to the individual Merton Priory records direct.	JC
xi)	Excavation Open Day (Meeting of 27/10/2003 item 6.1): Open day had been a success with 1200 people attending. DS commended on the Chapter House displays. Expressions of interests had been received along with £55-00 in donations. Agreed to write to each person to thank them for their interest and provide them with details of the web-site. Agreed to follow up with a quarterly newsletter to be circulated to all interested people in future. JH agreed to organise.	DS JH

Merton Priory Project - Trustee Meeting

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xii	<p>National Grid/Pylon (Meeting of 27/10/2003 item 6.5): Copy of letter received from National Grid/Transco circulated. Noted that details of the power line profiles would be sent in due course by their overhead line consultant.</p> <p>Agreed to write to Energis "streetwork enquiries" to check that there is any apparatus in the vicinity.</p> <p>JH agreed to show letter to Wates and establish who their contacts are.</p>	<p>LLV</p> <p>JH</p>
xiii	<p>Legal Fees (Meeting of 27/10/2003 item 6.2): Agreed that MH would write to Cllr Andrew Judge highlighting the time, effort and expertise being given to the Trust by the people attending the meetings and suggesting that the Council waive the legal fees in this instance.</p>	MH
3.	Project Brief/Selection of Consultants	
3.1	<p>Agreed that LLV would contact MB and establish if there is any thing to report that can be circulated with the notes of the meeting.</p>	LLV
4.	Web Page	
4.1	<p>Discussed under items 2.1 (ix) and (x) above.</p>	
5.	Any Other Business	
5.1	<p>MH in process of setting up a bank Account for the Trust. Decision required on numbers of signatories required for cheques. Agreed that there should be two signatories from 4 Directors/Trustees authorised to sign to include MH, IM, MB and JH.</p>	MH
5.2	<p>DS advised the meeting the MoLAS may be interested in providing project management services to the Trust. One of their project managers had recently returned from secondment to Museum of London and had expressed interest and he is also an archaeologist by profession. DS had discussed with MoLAS Management and they would interested to see the paper work.</p> <p>Agreed to include MoLAS in list of potential consultants.</p>	MB
5.3	<p>DT drew the meeting's attention to a recent news item regarding a visitor centre at Bradford Cathedral.</p> <p>Reports on the BBC and in the Guardian Newspaper related to the failure of a visitor attraction "Life Force" housed in an old post office next to the Cathedral and designed to celebrate and explain "humankind's history of religious belief".</p>	

Merton Priory Project - Trustee Meeting

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	<p>The attraction had failed because visitor numbers fell spectacularly short of the projected 40,000 a year required to keep it afloat and it closed after just a few months.</p> <p>According to the news reports Past Forward Ltd, one of the companies comprising the Continuum Group, of which Vision Works, who prepared the feasibility study for Merton Priory, are also a part undertook the design and build of the Life Force exhibitions. They successfully obtained a county court judgement against Bradford Cathedral in respect of outstanding monies due under their contract.</p>	
	<p>This had prompted concerns about the reliability of the anticipated visitor numbers identified in S.9 of the feasibility study and whether these are over optimistic. Main concern is potential to attract repeat visits - stressed the need for an exceptional display and changes to displays. Some discussion regarding the focus of any displays and whether they should focus on the Priory alone or the history of the site as a whole.</p> <p>Visitor numbers to other local attractions to be investigated including Wimbledon Windmill (6,000 open week-ends only) and Merton's Heritage Centre.</p> <p>Also concern that the sort of occupiers being attracted to the proposed restaurants would not attract potential visitors to the Priory project and may indeed put people off.</p> <p>Need to forge link with Merton Abbey Mills and also attract the new residential occupiers.</p> <p>The Trust needs to be careful, suggested that this could be raised at the meeting with HLF and the possibility of a visitor survey grant to be explored.</p>	All
5.4	<p>DS updated the meeting on the latest excavations of the mill site. Site is to be on the front cover of the next edition of London Archaeologist and details of the fish ponds excavated previously are due to appear in the next Wandle Industrial Museum Newsletter.</p> <p>DS Confirmed the Mill was a priory building, current thinking is that it may be a brew house.</p> <p>DS had also met a travel writer who is proposing to write a book on Merton Abbey Mills in the spring.</p>	
5.5	<p>Steven Brindle had invited a group of DCMS officers to visit the site on 20th November 2003 and they had welcomed the setting up of the Trust.</p>	

Merton Priory Project - Trustee Meeting

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5.6	<p>JH provided details of a series of events due to be held at the Chapter House as follows: -</p> <ol style="list-style-type: none"> 1. Children's Carol Service - 6th December 2003 which went very well and will be repeated next year 2. T.S. Eliot's 'Murder in the Cathedral' - Tuesday 6th April 2004 (the Tuesday before Easter), 3. Annual Nones service on Sunday 2nd May 2004. 	
5.7	<p>Meeting advised of an application for an extension of Sainsbury's petrol filling station on the Savacenter side of Merantun Way. Possibility of securing some additional land discussed - LLV had raised with planning officer. A direct approach to Lord Sainsbury considered - suggested that he could be invited to be president of the Trust if Dame Jessica Rawson is unable to participate.</p>	
6	Date of Next Meeting	
6.1	<p>Following consultation of members who had been unable to attend the meeting the next meeting will be held on Thursday 5th February 2004 at Merton Civic Centre in <u>Committee Room D</u>.</p>	All

Lone Le Vay

9th December 2003