



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Monday 12th July 2004
 Site: Merton Priory Trust Steering Group Meeting
 Location: Merton Civic Centre - Committee Room E

Present:		
Marcus Beale	Trustee: Merton Priory Trust	(MB)
John Schofield	Museum of London	(JS)
Peter Hopkins	Merton Historical Society	(PH)
Dave Saxby	Trustee: Merton Priory Trust	(DS)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Dennis Turner	Trustee: Merton Priory Trust	(DT)
Cllr Su Assinen	Trustee: Merton Priory Trust	(SA)
Vicky Carroll	RENUE	(VC)
Cllr Geraldine Stanford	Trustee: Merton Priory Trust	(GS)
Michael Harrison	Trustee: Merton Priory Trust	(MH)
Peter Williams	Transport for London	(PW)
<p>Distribution: All present, Cllr Su Assinen, Cllr Geraldine Stanford, Dennis Turner, John Hawkes, Cllr Ian Munn, John Merivale, Vicky Carroll, Ellen Eames, Mark Chatham (Countryside Properties), John Rowbotham (Countryside Properties), Peter Williams (TfL), Stephen Llewellyn, Steve Clarke, Ged Lawrenson, Richard Stanley and Sarah Gould.</p>		

Meeting Notes

Item	Discussion	Action By
1.	Apologies	
1.1	Apologies had been received as detailed above. Michael Harrison would be attending a meeting with Auditors on behalf of the Trust.	
2.	Notes of Meeting of 21st June 2004	
2.1	Notes of the meeting of 25th May 2004 were agreed, subject to correction of Item 4.1.2 to refer to May 2007 as the 890 th anniversary of the foundation of the Priory, and signed by the Chair.	
3.	Actions from Last Meeting	
3.1	Web site uploading of materials report on progress. (Meeting of 21/6/2004 - Item 3.1): Site had been updated to include the draft project programme and latest notes of meetings.	DS/MB

Merton Priory Project – Steering Group Meeting

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	<p>Text and images still require uploading onto web site. Dave Saxby to number images and provide captions and mark text to show where images should be inserted.</p> <p>Inclusion of e-mail addresses on web site (Meeting of 25/5/2004 - Item 3.2): TfL details received, e-mails to be uploaded onto site</p>	
3.2	<p>Initial approach to Sainsbury's (Meeting of 25/5/2004 - Item 3.4): MB reported a good response from his initial approach to Anthony Shapland of Sainsbury's. Details had been provided of their Architect's involved with the re-arrangement of the car park.</p> <p>A DXF drawing had been provided and the Trust has been invited to indicate on the plan the area that they would be interested in. The new parking layout showed the area adjacent to the Chapter House enclosure as clear of any car parking or circulation. Agreed that the 5m wide strip of land adjacent to the Chapter House should form the basis of negotiations.</p> <p>DS to e-mail MB a DXF file of the Priory plan to be laid onto the Sainsbury car park drawing to form the basis of progressing discussions with Sainsbury's. Discussions to include:-</p> <ul style="list-style-type: none"> a) The possibility of recreating the outline of the Priory in the new car park b) Introducing pedestrian links between the Chapter House and the Priory walls through the car park c) Artwork about the Priory in the remodelled Savacentre foyer. d) The possibility of signage for the Chapter House, e) Designated parking spaces for the new Priory centre. 	DS/MB
3.3	<p>Heritage Lottery Fund application (Meeting of 21/6/2004 - Item 4.4 and 4.5):</p>	
i)	<p>Key S.106 Dates: These relate to the two year period starting from the first anniversary of the initial start of works on the site pursuant to the planning approvals. The official date for the start of works on site to be confirmed.</p>	LL
ii)	<p>Census Data: Census data for Colliers Wood, Abbey, Lavender Fields and Trinity Wards had been obtained and the statistics incorporated into Question 24a on the Heritage Lottery Fund application form. Agreed that the catchment should also include adjacent Ward(s) in the London Borough of Wandsworth.</p>	LL
iii)	<p>Approach to Local Faith Groups: Mb reported that he had spoken to local Muslims and a meeting had been arranged with the local Imam on site on 19th August 2004 at 2.30pm.</p>	JH/MB

Merton Priory Project – Steering Group Meeting

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	<p>Access to be provided to the Chapter House. The local Mosque had recently been visited by an inter-faith group and were exploring possibilities of inter faith working. Joint worship would not be a possibility.</p> <p>Minimum requirements for Muslim Worship include a clean room, the direction to Mecca identified according to traditional methods. A minaret is not required just a means for announcing the recital.</p> <p>Response to approaches to Hindus and Buddhists to be reported to next meeting</p>	IM/JH
iv)	<p>Financial Information: Discussed under S.4 below.</p>	LL
v)	<p>Amendments to Form: Revised form following meeting of 21st June 2004 had been circulated. Detailed aspects of the application discussed under S.4 below.</p>	All
3.4	<p>Drainage Problems within Chapter House Enclosure: Details of contact for Countryside to be e-mailed to MB and a letter to be written to Countryside raising concerns and seeking assurances on the impact of new car parking on drainage.</p>	LL/MB
4.	<p>Heritage Lottery Fund Application</p>	
4.1	<p>Finalise Form: Financial Information: Estimated cost for the preparation of a Conservation Plan is £10K, Derek Seeley of MoLAS had indicated costs of providing MoLAS materials, including drawing office, copying and report to be in the region of £1.5K. A method statement for works to the Scheduled Monument to inform the Conservation Plan and the design of the new building would be a further £1.5K. Agreed to round this up to £15K.</p> <p>Architect fees to RIBA Stage D for refurbishment, rather than new build, based on £1M project cost would be £35K</p> <p>Structural Engineer fees would be £7K</p> <p>Quantity Surveyor fees would be £7K</p> <p>Services Engineers fees would be £7K</p> <p>Business Development (Audience Development, Access, Business Plans) would be £10K</p> <p>Additional costs to include cost of printing and widely distributing copies of the Conservation Plan etc £1.5K</p> <p>Information to be incorporated into the application form.</p>	LL
	<p>Details of non cash contributions and volunteer work needs to be quantified. HLF information pack to be checked for guidelines and any limits.</p>	LL/All

Merton Priory Project – Steering Group Meeting

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4.2	Arrangements for Submitting Application: Updated form and draft covering letter to be e-mailed to MB for Signature. Copies of appendices to be compiled and forwarded to MB for inclusion with application.	LL/MB
4.3	Brief for Consultant Services: Draft brief prepared by LL agreed as a basis for selecting consultants subject to agreed amendments. Agreed that a single brief covering all aspects of work was the correct approach and architects/consultants to provide or bring in services as appropriate and details provided in their bid submissions. Some amendments discussed, to be incorporated in the revised brief. JS to provide some more information for inclusion in the Conservation Plan section of the brief	LL/JS
5.	Progress Against Programme	
5.1	MB tabled a revised draft of the programme. The updated programme is now on the web site. Some tweaking will be required after this meeting.	MB
5.2	Programme envisages selection of consultants between September and October 2004 and a February 2005 deadline for an outline design.	All
5.3	Requirement to advertise in the OJEC had been discussed at a previous meeting. Agreed to check with Ian Munn on whether we do need to go down the OJEC route based on the financial information assembled to date. If an advertisement in OJEC is required the wording for the advertisement/Notice would be circulated by e-mail and agreed prior to submission. Would be invite expressions of interest based on a information package comprising the Project Brief, Programme and Site Plan.	LL/IM/All
5.4	Project Brief discussed, agreed that illustrations should be incorporated. Should be a stand alone document. Reference to specific figures should be removed. Revised brief to be circulated on receipt of Conservation Plan information.	LL/JS
5.3	Programme for revising and submitteing application: Revised form to be circulated by 19 th July 2004, any comments to be provided within a week. Target for submitting form to be 26 th July 2004.	LL/All

Merton Priory Project – Steering Group Meeting

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6.	Any Other Business	
6.1	English Heritage to be approached regarding specialist report on the mortar of the Chapter House remains and whether information and recommendations can be provided for incorporation in the brief. Information on costs if any to be provided.	DS
6.2	English Heritage to be invited to become more closely involved with the project, approach to be made to Steven Brindle inviting him to participate in the project or to nominate a colleague.	LL
6.3	Sainsbury's proposals for the Savacentre car park should also be checked particularly the staircases shown on the layout – need to clarify if any extension is proposed to the building affecting the scheduled area..	LL
6.4	Dates for trip to Coventry to be circulated agreed on either Monday 27 th , Tuesday 28 th or Wednesday 29 th September. George Demidowicz to be approached regarding these dates agreed he should also be asked if there is any chance that Richard Morris would be available to meet the group.	LL/All
8	Date of Next Meeting	
8.1	Date of the next meetings confirmed as Monday 20 th September 2004 in Merton Civic Centre, Committee Room E at 4-30pm	All

Lone Le Vay

22nd July 2004