



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Monday 21st June 2004
 Site: Merton Priory Trust Steering Group Meeting
 Location: Merton Civic Centre - Committee Room B

Present:		
Marcus Beale	Trustee: Merton Priory Trust	(MB)
John Schofield	Museum of London	(JS)
John Hawkes	Trustee: Merton Priory Trust	(JH)
Cllr Ian Munn	Trustee: Merton Priory Trust	(IM)
Cllr Su Assinen	Trustee: Merton Priory Trust	(SA)
Michael Harrison	Trustee: Merton Priory Trust	(MH)
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)
Vicky Carroll	RENUE	(VC)
Cllr Geraldine Stanford	Trustee: Merton Priory Trust	(GS)
John Merivale	Groundwork Merton	(JM)
Distribution: All present, Cllr Geraldine Stanford, Dennis Turner, 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.		

Meeting Notes

Item	Discussion	Action By
1.	Introductions and Apologies	
1.1	John Schofield was introduced to the Meeting as the new representative from the Museum of London on the Steering Group.	MB
1.2	Apologies had been received as detailed above.	
2.	Notes of Meeting of 25th May 2004	
2.1	Notes of the meeting of 25th May 2004 were agreed, subject to correction of Item 7.4 to refer to the "Diocese of London", not "Diocese of Southwark" in the second sentence, and signed by the Chair.	

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3.	Actions from Last Meeting	
3.1	<p>Web site uploading of materials report on progress. (Meeting of 25/5/2004 - Item 3.1): Text and images still require uploading onto web site. No news to report on approach to Nick Hart's son.</p> <p>Reported that web site was receiving 450 page requests a month. A reference to the web site had been included in the Wimbledon Civic Forum, June 2004 Bulletin.</p>	DS
3.2	<p>Inclusion of E-mail addresses on web site (Meeting of 25/5/2004 - Item 3.3): two responses received to request to include details on e-mail addresses on web site. Peter Williams had requested that a general e-mail address for TfL be included rather than his personal address. Details to be forwarded to MB</p>	LL
3.3	<p>Initial approach to Sainsbury's (Meeting of 25/5/2004 - Item 3.4): MB had tracked down the details of a contact for Sainsbury's, Anthony Shapland of their property and acquisitions department.</p> <p>An initial approach regarding possible acquisition of land to the north of Merantun Way to be made by telephone to be followed up by a letter or e-mail.</p>	MB
3.4	<p>Heritage Lottery Fund application (Meeting of 25/5/2004 - Item 5.1):</p> <p>Copy of the draft completed application form circulated by e-mail and tabled at meeting. Confirmed that Company, Charity Registration and Bank Account details had been received.</p> <p>The application was discussed in detail under S.4 below.</p>	
4.	Heritage Lottery Fund Application	
4.1	MB tabled a draft revised programme. Programme envisages a decision on additional land from Sainsburys within 3 months.	MB
4.1.1	Programme ties in selection of consultants with agreement of heads of terms for the land transfer.	
4.1.2	Programme provides for a 12 month construction phase followed by a fit out commencing in March 2007. Target for opening of the building agreed to be March 2007, the 890 th anniversary of the foundation of the Priory	
4.1.3	Programme also provides for the launch of a professional web site in December 2005 which would mark the commencement of full scale marketing for the project.	

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4.1.4	Programme to be checked against key dates in the S.106 particularly any deadlines for electing to take up the option on the Chapter House land and release of funding.	LL
4.1.5	Meeting thanked Marcus Beale for his work in preparing the draft programme.	
4.2	<p>Draft form was discussed in detail and amendments suggested. These are to be incorporated into a revised form and circulated. JS and MB agreed to discuss possible content of a brief for specialist conservation and architectural services for inclusion with the application.</p> <p>With respect to question “QD” regarding ethnicity of those benefiting from the project some discussion on whether all boxes should be checked. Agreed to include a reference to census data and including this information with the application.</p>	LL/MB/JS
4.3	Agreed that approaches should be made other local faith groups to invite them to participate in the project. IM to contact the Hindu temple in Effra Road, MB would speak to Saleem Sheik of the British Council of Muslims and JH would approach the Thai Temple in Wimbledon.	IM, MB, JS
4.4	Tasks allocated with respect financial planning work. MB to provide details of Architect/QS/Structural Engineer fees, JS to advise of conservation plan fees, LL to provide details of other grants and S.106 funding available.	MB, JS, LL
4.5	<p>With respect to question “Q3” planning work should include “assembly of a multi-faith group to contribute to religious aspects of the project. The response to question Q3 to be restructured to focus on need for conservation plan to inform rest of the project and to break down into different skills (conservation/architecture/marketing –audience development).</p> <p>Revised form to be circulated before end of month</p>	LL
5.	Progress Against Programme	
5.1	See under item 4.1 above.	
6.	Any Other Business	
6.1	JH advised meeting of negotiations with Savacentre regarding use of store car park, during construction works on the Merton Abbey site, to formalise the current informal agreement with the store manager. Response had been negative as Savacentre were in the process of re-organising the whole car park and petrol station. An application has been received by LBM. This is to be taken into consideration in approaching Sainsburys.	

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6.2	<p>JH advised the meeting of concerns regarding lack of drainage within the Chapter House area. Changes in levels and introduction of ramps for the new car park arrangement had appeared to worsened the situation. This had been raised at the meeting of th December 2003 and an assurance had been given that the alterations to the car park would improve the situation. Agreed that a letter should be sent to Countryside with a copy of the meeting notes raising the Trust's concerns.</p>	LL/MB
6.3	<p>JH and DS advised the meeting of an inspection of the Chapter House by Jane Siddell of English Heritage. The inspection had focused on the condition of the mortar which was being degraded by damp. A problem had come to light regarding the sand installed to stabilise the remains which itself was degrading the mortar and would need to be removed in its entirety. This would hopefully tie in with the Trusts proposals for exposing more of the archaeology by lowering the floor which would also increase headroom.</p> <p>Agreed that action was required to remove the sand in accordance with English Heritage advice and install drainage. This work should be built into the conservation plan and included into the HLF application.</p> <p>Sainsbury's proposals for the Savacentre car park should also be checked for any potential drainage implications for the Chapter House.</p>	MB, JS, LL
6.4	<p>LL provided details of an approach to George Demidowicz for an escorted visit to Coventry. He had confirmed that he would be happy to show a group around in September, preference is for a week day some dates to be provided. LL advised of some outline travel costs by rail and coach. Cheapest option a "midweek saver return" £33-80 (£22-30 senior railcard) departing from London at 10-15 arriving in Coventry at 11-26. Return trains run half-hourly from Coiventry. Tickets need to be purchased in advance. Agreed to decide on a date for the visit at the next meeting.</p>	All
6.5	<p>DS and JH reported on the Wandle Valley Festival. Around 1000 people had visited the Chapter House over the weekend.</p>	
6.6	<p>Some discussion regarding need to register for VAT. Some benefits in having site defined as an active place of worship as work would be VAT reclaimable under new rules.</p> <p>As the project progresses it may be necessary to set up a separate trading company which should be VAT registered.</p>	

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Item	Discussion	Action By
8	Date of Next Meeting	
8.1	Date of the next meetings confirmed as Monday 12 th July 2004 in Merton Civic Centre, Committee Room E at 4-30pm	All

Lone Le Vay

28th June 2004