



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Thursday 4th March 2004
Site: Merton Priory Trust Steering Group Meeting
Location: Merton Civic Centre - Committee Room E

Present:		
Cllr Su Assinen	Trustee: Merton Priory Trust	(SA)
Ellen Eames	Wandle Industrial Museum	(EE)
Marcus Beale	Trustee: Merton Priory Trust	(MB)
Peter Hopkins	Merton Historical Society	(PH)
John Hawkes	Trustee: Merton Priory Trust	(JH)
Dave Saxby	Trustee: Merton Priory Trust	(DS)
Michael Harrison	Trustee: Merton Priory Trust	(MH)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Dennis Turner	Trustee: Merton Priory Trust	(DT)
Cllr Ian Munn	Trustee: Merton Priory Trust	(IM)
Phil Sutton	Countryside Properties	(SA)
Cllr Geraldine Stanford	Trustee: Merton Priory Trust	(GS)
John Clark	Museum of London	(JC)
Peter Williams	Transport for London	(PW)
Distribution:		
All present, Cllr Geraldine Stanford, Cllr Ian Munn, Cllr Russell Makin, Dennis Turner, John Clark, Phil Sutton, Peter Williams, Vicky Carroll, Stephen Llewellyn, Sarah Gould, Steve Clarke and John Merivale.		

Meeting Notes

Item	Discussion	Action By
1.	Nomination of Chair for the Meeting, Introductions and Apologies	
1.1	Marcus Beale, confirmed as chair for the meeting.	
1.2	Apologies had been received from Cllr Ian Munn, Cllr Geraldine Stanford, Peter Williams, Dennis Turner, John Clark and Phil Sutton.	

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2.	Notes and actions arising from the meeting of 5th February 2004	
2.1	<p>Notes of the meeting of 5th February were agreed and signed by the chair, subject to the following corrections: -</p> <p>Item 3.1 Replacement of "Sutton-based Sustainable Energy Alliance" with "<u>Southwark-based Sustainable Energy Action (SEA)</u>".</p> <p>Item 6.3 Deletion of the reference to <i>commemorating</i> the anniversary at Merton Abbey Mills.</p>	
3.	Actions from Last Meeting	
3.1	<p>Trust Logo (Meeting of 5/2/2004 item 2.2 (i)): Some discussion regarding the decision, at the meeting of 27th October 2003, to explore the use the reverse side of the seal (depicting the Prior). The consensus of those present was to continue to use the side depicting the Virgin and Child as this was considered to have a better relief and as a result was clearer. There were considered to be merits in having a female representation as a balance to other London Priors. DS had advised that he had encountered some difficulty with the resolution in reducing the size of the image. It was, therefore, agreed to stay with the current representation for the time being (LLV can e-mail copies of the "cleaned up" version currently used on the meeting notes/agendas if required).</p> <p>Registered address for Trust confirmed as Stable Cottage, 72 Leopold Road, Wimbledon, London SW19 7JD. Trust e-mail address is info@mertonpriory.org. Information and logo to be incorporated into Trust documents/letterheads. There is a facility for aliases to have e-mail addresses linked to the web site.</p>	
3.2	<p>Informal meeting with HLF of 10th February 2004 (Meeting of 5/2/2004 item 2.2 (ii)): The feed back is that this was a positive meeting. Discussions had been based on estimated project costs of £1.3M. This would bring the application into the "Major Applications" category. This is a 2 stage process with an initial application for a Project Planning Grant (PPG) to be followed by the application for the main project.</p> <p>Application pack was tabled and a form needs to be completed, key points to be addressed include:-</p> <ul style="list-style-type: none"> a) Access/audience development (requires a plan) b) Conservation/Business Development. c) Survey d) Local Demand e) Project objective (should be simple straightforward) f) Training - archaeological work placements etc g) Links to National Curriculum. <p>Agreed to split up the application form in relation to expertise</p>	

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	<p>and knowledge. JH agreed to put together some information on the background and what has happened on site to date. Cllr Geraldine Stanford to be approached for advice on the educational aspects and capacity building in relation to education and training. Information on demand in the community and potential audience to be taken from the feasibility study. Copies of application packs can be downloaded from internet (http://www.hlf.org.uk/ <How to apply> <Making an application> <Application forms>). LLV can e-mail "pdfs" to anyone having difficulty downloading the documents on request (will also obtain a CD version from HLF). The hard copy of the application pack is to be sent to Dennis Turner.</p> <p>Possibility of a link with the Canons discussed, SA agreed to investigate if there are any options of linking project to the Heritage Centre, possibly at a future date.</p> <p>JH advised of a document/information pack on the Chapter House prepared for local schools by LB Merton about 14 years ago, LLV to investigate.</p> <p>Some discussion about possibly contacting organisations with experience of undertaking similar projects. The idea of a visit could be revisited. Suggestions include: -</p> <ul style="list-style-type: none"> • Coventry Cathedral, depicted in the Feasibility Study • Roman Villas at Bignor near Pulborough, and Fishbourne in West Sussex • St Augustine's Abbey, Kent <p>MB had been in touch with the Lawyer who had offered services to the Trust and had been advised that it would be too early to involve him. His expertise lay in advising on contractual matters.</p> <p>DS offered to seek out copies of previous HLF applications by MoLAS which could provide a guide, he would also see if Julian Ayre would be willing to attend a future meeting of the Trust.</p> <p>Timing of applications: Applications are on a rolling programme, HLF take about 4 months to determine each stage of the application.</p>	<p>JH, GS, LLV</p> <p>SA</p> <p>LLV</p> <p>All</p> <p>DS</p> <p>All</p>
3.3	<p>Web site progress (Meeting of 5/2/2004 item 2.2 (iv)): Web Links had now been added in. DS had completed the history section and incorporated time-lines and links. PH offered on behalf Merton Historical Society to arrange for proof reading if required. Text to be edited next week, MB to provide DS with a password so that he can upload the information direct to the site.</p>	<p>DS</p>

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	The meeting praised DS for his hard work.	
3.4	<p>Progress on proposals for quarterly newsletter (Meeting of 5/2/2004 item 2.2 (v)): Some discussion on the format, agreed to be on an A3 sheet printed double-sided and folded to A4, suggested using different coloured paper for each issue. A PDF version will be posted on the web site. JH and DS were liaising on the archaeological content. Some discussion on a title, it was decided to stick with "Newsletter" for the time being.</p> <p>Newsletter to publicise interim uses and events within the Chapter House enclosure. Draft will be circulated within the next couple of weeks.</p>	<p>JH/DS</p> <p>JH</p>
3.5	<p>Liaison with Wandle Heritage (Meeting of 5/2/2004 item 2.2 (v)): There had not been a meeting of Wandle Heritage since the last Trust meeting, however, it was stated that close working with the Trust was implicit as trustees/members had links with both organisations. It should be noted that Wandle Heritages remit was mainly related to the running of the Wheelhouse.</p>	
3.6	<p>Project brief progress (Meeting of 5/2/2004 item 2.2 (viii)): Issue of preparation of project brief had now been superseded by events particularly the 2 stage HLF grant application process.</p>	
3.7	<p>S.106 Monies (Meeting of 5/2/2004 item 2.2 (ix)). LLV Confirmed that the S.106 monies had not as yet been transferred to the Council as these were tied in with the transfer of the Chapter House land. This would depend on the Council deciding to take up the option on the land and would need to be set up as a back-to-back deal with the Trust. This would only take place at a stage when the Trust was in a position to take full responsibility for the land. SA advised that RENEUE which had a similar provision within the S.106 were already drawing up draft heads of terms for a lease in anticipation of a transfer at some future stage. Discussion at what stage that the Trust would wish to take possession of the land. SA confirmed the Merton would expect the Trust to have all its funding in place, particularly a grant offer on the table from the HLF before they would consider taking up the option on the land and transfer it to the Trust.</p>	LLV
3.8	<p>S.106 Critical Dates (Meeting of 5/2/2004 item 5.1). The main time factor is the three years from commencement on site within which the Council must decide on whether to take up the option on the land. This, therefore, gives a key date of April 2006.</p>	All

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4.	Progress against programme	
4.1	Agreed that in light of the S.106 deadline, a target date of one year from the date of this meeting (March 2005) should be set as a target for obtaining a decision from the HLF on the grant application.	All
5.	Any Other Business	
5.1	Requested that a full list of members contact details be circulated amongst all members of the Trust/Steering Group.	LLV
5.2	Some discussion on how to pursue an approach to Lord Sainsbury regarding support for the Trust. It was considered that it would be of great assistance to the Trust if Sainsbury's would be willing to participate and would be prepared to negotiate the transfer of some additional land on the north side of Merantun Way to the Trust. Agreed that MB would in the first instance write to Roger Casale MP to see if he could make an initial informal approach to Lord Sainsbury on behalf of the Trust. If possible this could be followed by a meeting between Lord Sainsbury and the Trustees.	MB
5.3	LLV tabled a letter received from the Information Commissioner on the issue of the Trust's obligations under the Data Protection Act. This suggested that the Trust may be able claim the "not for profit" exemption. This is for the data owner to decide, as the Commissioner has no power to grant exemptions, details were circulated.	All
7	Date of Next Meeting	
6.1	Agreed that the next meeting will be held on Wednesday 21st April 2004 at 6pm in Merton Civic Centre in <u>Committee Room F (Located above the Council Chamber)</u> .	All

Lone Le Vay

8th March 2004