

Note of Meeting

Date: Monday 27th October 2003
 Site: Merton Priory Trust Steering Group Meeting
 Location: Civic Centre - 12th Floor Conference Room

Present:		
Cllr Geraldine Stanford	Cabinet Member for Education and Lifelong Learning	(GS)
Marcus Beale	Wimbledon Civic Forum	(MB)
Dennis Turner	Surrey Archaeological Society and Merton CADAP	(DT)
John Hawkes	Merton Abbey Mills Tenants	(JH)
Vicki Carroll	RENUE/Wandle Heritage Ltd	(VC)
Dave Saxby	MoLAS	(DS)
Michael Harrison	Merton Historic Buildings Trust	(MH)
John Clark	Museum of London	(JC)
Peter Williams	Transport for London	(PW)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Cllr Su Assinen	Cabinet Member for Regeneration	(SA)
Cllr Ian Munn	Merton Historic Buildings Trust	(IM)
Peter Hopkins	Merton Historical Society	(PH)
Phil Sutton	Countryside Properties	(PS)
Distribution:		
All present, Cllr Su Assinen, Cllr Ian Munn, Cllr Russell Makin, Peter Hopkins, Steve Clarke, Phil Sutton, Ellen Eames 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 Su Assinen, Cllr Ian Munn, Peter Hopkins and Phil Sutton.	
2.	Notes and actions arising from the meeting of 20th August 2003	
2.1	Notes of the last meeting were agreed.	
2.2	Actions from Last Meeting	
i)	Transport for London has been invited to send a representative to attend future meetings of the Trust and arrangements made for them to receive copies of the notes of the meetings. The meeting welcomed Peter Williams, attending on behalf of Transport for London.	

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ii)	<p>Changes to Merton Historic Buildings Trust (MHBT) were endorsed by an EGM of the MHBT. Details of new members passed to Michael Harrison. New Trustees would be circulated with trustee declaration forms to be filled in and returned to MH.</p> <p>Agreed to delay the formal response to Jessica Rawson until web site is up and running.</p>	All Trustees
iii)	Progress on Brief Preparation - Discussed under Agenda Item 3.	MB
iv)	<p>Suggestions for the Trusts Logo sent by Peter Hopkins, on behalf of the Merton Historical Society were tabled. Suggestions included the Arms of Merton Priory, Merton Priory's seal of 1241, a cross formed from reproductions of 4 or 5 tiles from the priory and a shield formed from an outline of the Chapter House incorporating the Merton Priory Arms. DS also tabled a design reproducing the upper part of one of the Priory windows. Agreed that a graphically simplified version of the reverse side of the seal (depicting the Prior) should be explored. DS to provide/circulate by e-mail an electronic trace of the seal using CorelDraw for consideration by the meeting.</p>	DS
v)	The Merton priory web site had been set up in draft form and details circulated to members by e-mail - a lap top display also provided for the meeting.	
3.	Consultant's Brief	
3.1	<p>Agreed that some issues required clarification prior to brief preparation, including:</p> <ul style="list-style-type: none"> a) Requirements of the Heritage Lottery Fund particularly in relation to auditability of any decisions b) Details of thresholds triggering a requirement to advertise in the Official Journal of the European Communities (OJEC). 	
3.2	<p>DS reported on an Article in "Current Archaeology" - Issue 187 on the Heritage Lottery Fund's Director of Operations, Stephen Johnson. The article identified his frustration at the shortage of archaeologists applying for HLF funding. Agreed that DS would make an initial informal approach to Stephen Johnson regarding the Priory Project seeking some advice. Suggested that he could be invited to the next archaeology open day, due to be held on Sunday 16th November 2003.</p>	DS

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3.3	Suggested reference should be made to Merton's requirements for appointment of consultants - details to be obtained	LL
3.4	Issue of sites raised and agreed that LL would provide details of both the Chapter House and RENU the sites as identified in the S.106 Agreement.	LL
3.5	JH reported that he had attended a liaison meeting with Countryside at which it was reported that McDonalds had pulled out of one of the restaurants. JH had raised possibility of using this site for the Priory project. Response from Countryside was that a proposal should be submitted. Agreed that JH should make an initial approach. PW suggested that the issue of some of the footways, currently not forming part of the highway and leased to developer could be introduced into the negotiations.	JH
3.6	PW confirmed TfL requirements in terms of 2 yearly inspections and access for maintenance. Any proposals would need to maintain access. Suggested that fixings could be made into the concrete soffit and there would be no objection to the application of paint. Possibility of lowering the floor discussed, but this would be subject to Scheduled Ancient Monuments Consent. It was suggested that there may be scope to remove some of the sand preserving the archaeology to reveal more of the site. Any formal proposals regarding the Chapter House enclosure should be submitted in the first instance to Dave Edser at TfL.	
3.7	Some discussion on the developers contractors proposals for a temporary footway adjacent to the Chapter House. This was part of the site enabling works.	
3.8	Initial tender list confirmed as: <ul style="list-style-type: none"> a) Levitt Bernstein Architects and Arts Business Limited b) Anthony Richardson and Partners and AEA Consulting c) Carden and Godfrey Architects and Prince Research Consultants d) The Continuum Group 	
3.9	Agreed that brief should be subject to wider consultation. Could also be posted on web site.	All
3.10	Need to have regard to time limits on the site options, details to be provided	LL

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4.	Web Page	
4.1	<p>As soon as the mertonpriory.org site had been fully registered the site would be up and running and would begin to register on internet search engines.</p> <p>Copies of text and graphics of original draft page layouts to be e-mailed to MB separately for incorporation into web site. DS would also scan some additional images from past excavations.</p> <p>Museum of London could provide a link to the excavation summaries.</p>	<p>LL/DS</p> <p>JC</p>
5.	Selection of Consultant's	
5.1	Discussed in connection with Agenda Item 3 above.	
6	Any Other Business	
6.1	Proposals for an open day in connection with the proposed excavation of the early mill site noted. Current date Sunday, 16th November 2003. Should be an opportunity to raise profile of trust. Information to be provided on day and if possible leaflets for expressions of interest in membership made available could also have a book for people to enter details.	DS
6.2	Trust to approach the Council regarding waiving of legal fees in relation to setting up of the Trust.	MB
6.3	VC updated the meeting on the current situation in relation to RENU. Confirmed a link up with the Sustainable Energy Alliance currently looking at a SE London Site. Possibility for a link up between RENU and Merton Priory considered possible and could be explored further.	
6.4	DS Confirmed that he had negotiated the return of a stone coffin, originally from the Priory, from St. John's Church to the Trust for display in the Chapter House.	
6.5	Issue of development within proximity of electricity pylon raised. Agreed that a letter be sent to the National Grid referring to the intention to implement the planning approval.	
7.	Date of Next Meeting	
7.1	Agreed that the next meeting would be held at 6 pm on Wednesday 3rd December at the Merton Civic Centre in <u>Committee Room E.</u>	All

Lone Le Vay

12th November 2003