



Merton Priory Trust

www.mertonpriory.org

Date: Tuesday 14th December 2004
Site: Merton Priory Trust Steering Group Meeting
Location: Merton Civic Centre - Committee Room D

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

Meeting Notes		
Item	Discussion	Action By
1.	Apologies	
1.1	Apologies had been received as detailed above.	
2.	Notes of Meeting of 25th May 2004	
2.1	Notes of the meeting of 17th November 2004 were agreed.	

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	was sent by the Council's Legal Department.	
4.	Heritage Lottery Fund Application	
4.1	<p>Agreed that the following actions are required in order to submit the revised HLF Bid</p> <p>a) Agree Business Plan</p> <p>b) Obtain quotations for the Conservation Plan</p> <p>c) Obtain model briefs from Seun at the HLF for the Audience Development and Access Plans, modify for the Trusts purposes and obtain quotations.</p> <p>d) Submit revised bid based on the quotations received for the Project Planning Work</p>	
4.2	<p>Business Plan: LL confirmed how the business plan had been prepared. The Plan had been extracted from the Consultant's feasibility study with the figures updated to take account of inflation. MB and MH had been through the plan and amended it and the revised plan had been circulated. Copies of the revised plan were tabled and a discussion ensued. The main points agreed were as follows:</p>	
	<p>i) Management Team: Short biographical notes have been received from most of the trustees and incorporated into the Plan. DS would provide a more detailed biographical note, outstanding notes also to be provided. These can be E-mailed to LL on lone.levay@merton.gov.uk</p>	DS/IM/SA
	<p>ii) The first part of the Business Plan up to and including "Market Analysis" were agreed with some minor changes.</p>	LL
	<p>iii) Agreed that a site plan should be incorporated.</p>	LL
	<p>iv) The issue of admission charges and comments raised by JH and VC were discussed particularly in relation to the projected visitor numbers.</p> <p>JH also advised on comments by HLF to Wandle Industrial Museum regarding the importance of what will be done in any event, even if no HLF funding was to be forthcoming, and what the added value would be if an application was successful. Agree that MB would look to draft a couple of paragraphs for incorporation into the Business Plan. The fall back plan, without any HLF Money will need to be built into the Business Plan.</p>	MB/MH/LL

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	v) Agreed to develop a strategy based on a free admission policy but incorporating a room for hire. Figures will need to be amended to show no admission charges with all income generated from retail sales, room bookings, membership/friends subscriptions and donations and corporate events such as an annual black tie dinner.	MB/LL/MH
4.2	Conservation Plan: Conservation Plan now agreed, quotations can now be obtained from the shortlist of consultants.	MB
4.3	Audience Development and Access Plans: Seun needs to be chased up for the copies of the model briefs for audience development and access plans that he promised at the meeting of 16th September 2004 so they can be adapted and quotations obtained	MB/LL
5.	Progress Against Programme	
5.1	Agreed to allow consultants 4 weeks to submit the tenders for the conservation plan and audience development and access plans. This would allow the revised HLF application to be submitted at the end of January 2005. Programme to be revised once application submitted.	MB
6.	Any Other Business	
6.1	Suggested that the Trust should seek a statement from Sue Evans saying the project is supported by local schools. LL to liaise with Richard Stanley..	LL/RS
6.2	Agreed that Nelson Bakewell of Axxa should be invited to participate, contact details to be provided.	JH/MB
6.3	The "spring clean" of the Chapter House area has been organised and will be taking place shortly..	JH
6.4	DS had spoken to Jane at English Heritage regarding stabilising of Chpater House remains, she had confirmed that it was best to leave the existing sand until the architect's designs had been finalised and levels known.	
6.5	There was a brief discussion about use of the area under the Pylon for parking for the new visitor centre. Issues of insurance would need to be considered.	
8	Date of Next Meeting	
8.1	Date of the next meeting has now been arranged for Tuesday 15 th February 2005 in Merton Civic Centre, Committee Room C at 5-00pm.	All

Lone Le Vay

17th December 2004