



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Wednesday 21st April 2004
 Site: Merton Priory Trust Steering Group Meeting
 Location: Merton Civic Centre - Committee Room F

| Present: | | |
|-----------------|------------------------------|------|
| Dennis Turner | Trustee: Merton Priory Trust | (DT) |
| Peter Hopkins | Merton Historical Society | (PH) |
| 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 Su Assinen | Trustee: Merton Priory Trust | (SA) |
| Michael Harrison | Trustee: Merton Priory Trust | (MH) |
| John Clark | Museum of London | (JC) |
| Sarah Gould | London Borough of Merton | (SG) |
| Richard Stanley | London Borough of Merton | (RS) |
| Phil Sutton | Countryside Properties | (SA) |
| Peter Williams | Transport for London | (PW) |
| John Merivale | Groundwork Merton | (JM) |
| Marcus Beale | Trustee: Merton Priory Trust | (MB) |
| Cllr Geraldine Stanford | Trustee: Merton Priory Trust | (GS) |
| Vicky Carroll | RENUE | (VC) |

Distribution:
 All present, Cllr Su Assinen, Cllr Geraldine Stanford, Cllr Ian Munn, Dennis Turner, John Clark, Marcus Beale, John Merivale, Vicky Carroll, Michael Harrison, Ellem Eames, Mark Chatham (Countryside Properties), John Rowbotham (Countryside Properties), Peter Williams, Vicky Carroll, Stephen Llewellyn, , Steve Clarke, Ged Lawrenson, Richard Stanley, and Sarah Gould.

Meeting Notes

| Item | Discussion | Action By |
|------|---|-----------|
| 1. | Nomination of Chair for the Meeting, Introductions and Apologies | |
| 1.1 | Dennis Turner, agreed to chair the meeting. | |

Merton Priory Project - Trustee Meeting

| Item | Discussion | Action By |
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| 1.2 | Apologies had been received as detailed above, Cllr Geraldine Stanford and Vicky Carroll were hoping to attend for part of the meeting only. Phil Sutton had now left Countyside Properties and new contact details provided - Mark Chatham and John Rowbottom | |
| 2. | Notes and actions arising from the meeting of 5th February 2004 | |
| 2.1 | Notes of the meeting of 4th March 2004 were agreed by those present. LL confirmed that no requests for amendments had been received. | |
| 3. | Actions from Last Meeting | |
| 3.1 | HLF Application Form Circulation (Meeting of 4/3/2004 - Item 3.2): Application Pack had been forwarded to Dennis Turner. DS Confirmed he had received the HLF CD and LLV had circulated a copy of the form by e-mail to DS and MB. | |
| 3.2 | Web site progress (Meeting of 4/3/2004 - Item 3.3): DS confirmed that all materials, including pictures had been placed in a folder on the website and all that is required is for the materials to be uploaded onto the web pages. Some discussion about an approach to Nick Hart's son regarding help with the web site for a small fee. | MB JH/PH. |
| 3.3 | 1st Quarterly Newsletter (Meeting of 4/3/2004 - Item 3.4): Draft for 1st Newsletter had been circulated prior to meeting. JH tabled an introductory paragraph, also a couple of spelling errors missed by the spell-checker. Some discussion on numbers to be printed and cover price. Agreed to include the word occasional before newsletter in the second sentence of the draft. Agreed newsletter to be sent free to volunteers/subscribers to the Trust and a cover price 20p to cover printing costs for non-subscribers/volunteers. Copies required include 20 volunteers, copies for the Wheelhouse, Merton Libraries, Heritage Centre and also to be made available at local events such as The Wandle Festival. The meeting praised DS for his hard work. | DS |
| 3.4 | Circulation of Contact Details (Meeting of 4/3/2004 - Item 5.1): Contact list had been received. Agreed that next edition should identify the Trustees, Council Officers and also all Councillors. | LL |
| 3.5 | Approach to Roger Casale MP (Meeting of 4/3/2004 - Item 5.2): To be reported to next meeting. | |

Merton Priory Project - Trustee Meeting

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| 4. | Approval of Accounts of Merton Historic Buildings Trust | |
| 4.1 | No Trustees from the Merton Historic Buildings Trust present to approve the Accounts. MHBT Trustees to resolve. | MH/IM |
| 5. | Heritage Lottery Fund Application | |
| 5.1 | Agreed that DS would take responsibility for completed form with help from LL and others as appropriate. | DS/LL |
| 5.2 | E-Mail received from MB had commented on how much the Feasibility Study report duplicates the first feasibility stage - it may be that we are further ahead than we think. LLV to check Feasibility Study. | LL |
| 5.3 | DS agreed to chase up Julian Ayre who is now working for the Museum of London regarding previous applications. | |
| 5.4 | LL tabled a copy of the Teachers resource pack on Merton Priory compiled in 1996. Some discussion on how educational aspects can be more firmly tied in to the overall project proposals/business plan. Some ideas discussed include graphic displays showing local fragments graphically built up into whole building elements, development of specific characters based on historic information, boxes for digs etc. | |
| 5.5 | Proposals for a program of short-term projects could be developed in the interim, which would give weight to the Lottery application. DS currently working on a reconstruction of an historic interior using copies of artefacts provided by Museum of London. A local builder had volunteered help with materials and some manpower. | |
| 5.6 | Details of a project working with blind children also highlighted. JH agreed to provide a list of all these types of events, which could be included in the Lottery application. | |
| 5.7 | Other ideas included videos of events, which could be sold at the Festival and could include the Trust Logo. | |
| 6. | Progress against Programme | |
| 6.1 | Agreed that a revised programme needs to be drawn up to reflect the two-stage HLF grant application and also the initial delays in setting up the Trust. Should be worked around key dates such as the target date for an HLF decision. It was felt that MB had the expertise to redraw the programme, hopefully this could be tabled at the next meeting. | MB |

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| 7. | Any Other Business | |
| 7.1 | Details of all expenditure should be recorded and reported to the Treasurer for inclusion in the Trust Accounts. Some funds available to cover small-scale expenditure including help with the web site, copying and postage. | All |
| 7.2 | Some discussion on Item 3.2 of the last meeting and whether it would be appropriate for Trustees and Associates to visit some similar sites. Agreed to circulate a note seeking views and to establish how many would be interested in visiting the sites identified at the last meeting. Suggested that the cost of travel could be borne by the Trust. | LLV |
| 7.3 | Suggested that copy of the Newsletter should be sent to the Warden of Merton College with a covering letter, referring to previous correspondence and updating her on progress. Copies also to be sent to Leader of the Council. | All |
| 7.4 | The issue of links with the Canons (Item 3.2 of the last meeting). General agreement among those present at the meeting that the Trust needs focus its efforts on progressing the Merton Priory project. | |
| 7.5 | An exhibition and displays are proposed for the Wandle Festival. | |
| 7.6 | Sheila Fairbank is holding the annual Festival of the Nones in the Chapter House on 2nd May 2004 | |
| 7.7 | This year's Abbeyfest would go ahead during July and August provided issues of sponsorship are resolved and funding is forthcoming. | |
| 7.8 | It was suggested that the issue of a Chairman should be resolved, it was considered that there should be a permanent Chairman. Agreed that an item should be included on the Agenda for the next meeting. | |
| 7.9 | The issue of risk assessment was raised as charities are now being pressed by the Charity Commission to undertake such assessments. This will need to be borne in mind as the project develops. | |
| 8 | Date of Next Meeting | |
| 8.1 | Following consultation of Trustees/Associates the next meeting will be held at 4pm on Tuesday 25th May 2004 at Merton Civic Centre in <u>the 12th Floor Conference Room.</u> | All |

Lone Le Vay

26th April 2004