

## Note of Meeting

Date: Wednesday 20th August 2003  
 Site: Merton Priory Trust Steering Group Meeting  
 Location: London Borough of Merton, 12th Floor Civic Centre

<b>Present:</b>		
Marcus Beale	Wimbledon Civic Forum	(MB)
Cllr Su Assinen	Cabinet Member for Regeneration	(SA)
Cllr Geraldine Stanford	Cabinet Member for Education and Lifelong Learning	(GS)
Peter Hopkins	Merton Historical Society	(PH)
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)
Lone Le Vay	London Borough of Merton	(LL)
<b>Apologies Received</b>		
Cllr Ian Munn	Merton Historic Buildings Trust	(IM)
Cllr Russell Makin	Cabinet Member for Transport and Planning	(RM)
John Clark	Museum of London	(JC)
Stephen Llewellyn	Wandle Heritage Ltd	(SL)
John Merivale	Groundwork Merton	(JM)
Steve Clark	London Borough of Merton	(SC)
<b>Distribution:</b>		
All present, Cllr Russell Makin, Cllr Ian Munn, Steve Clarke, Stephen Llewellyn, John Merivale, John Clark, Phil Sutton (PS) , Ellen Eames.		

## Meeting Notes

Item	Discussion	Action By
<b>1.</b>	<b>Nomination of Chair for the Meeting</b>	
1.1	Michael Harrison commenced meeting Chair then passed to Marcus Beale.	
<b>2.</b>	<b>Notes of the meeting of 9th July 2003</b>	
2.1	Notes of the last meeting were agreed.	
2.2	VC confirmed that RENUE would wish to be observers rather than trustees.	
2.3	PH confirmed that the Merton Historical Society would wish to be observers rather than Trustees.	

## Merton Priory Project - Trustee Meeting

Item	Discussion	Action By
3.	<b>Actions from Last Meeting</b>	
i)	<p>LL confirmed that she had contacted Merton's Property and Highways Sections and also Legal Department. Had also been in touch with Transport for London. This had not revealed anything beyond the original S.52 Agreement in connection with the Savacentre development. This agreement provides for the transfer of land for construction of Merantun Way and access for the developers to the land to install and maintain services. The agreement appeared to be silent on access to the Chapter House area for maintenance of the highway structure. No information had been received from Countryside Properties yet.</p> <p>Agreed that we should ask LB Merton lawyers specifically to look into what requirements there are for maintenance of the highway so that this development does not inadvertently clash with this.</p>	PS/LBM
ii)	<p>Information still outstanding regarding the drainage arrangements for the proposed new car parks. Confirmed that assurance required that the new arrangements would not adversely affect the current drainage situation. Agreed that a fax should be sent to Phil Sutton of Countryside to confirm that information is still awaited. John Hawkes also reported that hard core and spoil was being amassed adjacent to the Chapter House.</p>	LBM/PS
iii)	<p>Costing for restoration of the remains would be a matter for the Report</p>	
iv)	<p>Confirmed that Jessica Rawson had only just returned from holiday and her office has promised a response within a week. To be reported to next meeting</p>	MB
v)	<p>MH tabled a letter received from the Charity Commissioners confirming that the existing Trust should continue. Advised that Trust should retain its current name "Merton Historic Building's Trust" for the time being.</p>	
	<p>The following nominations to the Board of Trustees were agreed: -</p> <p>Geraldine Stanford            John Hawkes            Marcus Beale            Dennis Turner            Su Assinen            Ian Munn            Dave Saxby</p>	

## Merton Priory Project - Trustee Meeting

Item	Discussion	Action By
	MH to draft a minute and consult existing Trustees and Members and also provide new Trustees with Trustee Declaration forms for completion and signature.	MH
vi)	Details provided of original tenderers for the feasibility study. A copy of an e-mail from John Clark also tabled. MB will contact these teams and report back to the next meeting those who are interested in the next phase of the project. See 4.2 below.	MB
	With respect to the Museum of London's potential involvement it was agreed that a response should be sent to John Clark thanking him for his advice on Consultants and asking him to advise the Trust of the response from the Museum's Director.	LL
vii)	LL circulated a draft outline for a Membership leaflet. Some discussion on the merits of having a wide membership. Two views emerged: - <ul style="list-style-type: none"> <li>• Small membership, ideally limited to the Board of Trustees to enable easy decision making and reduce administration costs.</li> <li>• A wide membership involving the local community and encouraging them to take ownership of the project.</li> </ul> Agreed that there should be two grades of membership comprising Members and Associates. Associates would be proactively engaged but would not have voting rights. Agreed that consideration be given to the draft outline for the leaflet and comments provided for the next meeting. The religious element of the Priory needs to be respected but not to exclusion of the non-religious, this needs to be written into the brief. Need to include for Corporate membership and sponsors.	All  All
viii)	A draft layout for a web page had been circulated. Query raised about reference to "little remains" suggest including a reference to the fact that the foundations survive below ground. Possibility of exposing more of the foundations discussed also whether existing foundations could be used to support new buildings. Could be incorporated into the brief. Suggested that if Jessica Rawson agrees to become President she could be asked for her support towards an approach to Sainsbury/Savacentre. Request for text and graphics to be separate as in a newspaper style layout. Possibility of using the Priory's Seal or Coat of Arms discussed. DS to e-mail copies to MB. JH to provide some text on the historic origins of the Colour House to incorporate into the web site text.	LL  MB  LL  DS/MB  JH

## Merton Priory Project - Trustee Meeting

Item	Discussion	Action By
	Web site to be set up as soon as possible	LL
<b>4.</b>	<b>Programme for Merton Priory Project</b>	
4.1	Initial tasks allocated under Section 3 above	
4.2	Agreed that MB would make initial informal approaches to: - <ul style="list-style-type: none"> <li>a) Levitt Bernstein Architects, who originally partnered Arts Business Limited</li> <li>b) Anthony Richardson and Partners who originally partnered AEA Consulting</li> <li>c) Carden and Godfrey Architects who originally partnered Prince Research Consultants</li> <li>d) The Continuum Group</li> <li>e) Heyningen and Haward, architects for Chris Hudson Design's Sutton Hoo visitor centre, recommended by John Clark.</li> </ul>	MB
4.3	Agreed that selection of consultants should be by interview.	
<b>5.</b>	<b>Budget and Financial Matters</b>	
5.1	Nothing to Report	
<b>6</b>	<b>Publicity and Promotional Materials</b>	
6.1	Trust indicated a desire to assist in publishing further materials on the Priory Site, including re-publication of the Museum of London/LB Merton booklet. Wandle Heritage are proposing to contribute £3/4K to the project. A sample of the new layout to be circulated.	DS
6.2	Suggested that Ged Lawrenson also be approached in case of any available cash within his budgets.	LL
<b>7.</b>	<b>Arrangements for Future meetings</b>	
7.1	Agreed that whole group would continue to meet regularly and once project had advanced a more structured approach with separate more targeted working groups could be set up.	All
7.2	Requested that if possible future meetings should be arranged in the evenings to avoid potential conflicts with Trustees daytime employment.	All
<b>8.</b>	<b>Any Other Business</b>	
8.1	Nothing to Report	

## Merton Priory Project - Trustee Meeting

Item	Discussion	Action By
9.	<b>Date of Next Meeting</b>	
9.1	Agreed next meeting would be held on Wednesday 24th September at the Merton Priory Chapter House. Because of problems with conflicts with the Corporate Calendar it was resolved that on this occasion the meeting would be held again at 3pm. The possibility of evening meetings for the Trustees will be considered for the future.	All

Lone Le Vay  
26th August 2003