

Note of Meeting

Date: Wednesday 9th July 2003
Site: Merton Priory Trust Steering Group Meeting
Location: London Borough of Merton, 12th Floor Civic Centre

Present:		
Cllr Su Assinen	Cabinet Member for Regeneration	(SA)
Peter Hopkins	Merton Historical Society	(PS)
Dennis Turner	Surrey Archaeological Society and Merton CADAP	(DTu)
John Clark	Museum of London	(JC)
John Hawkes	Merton Abbey Mills Tenants	(JH)
Marcus Beale	Wimbledon Civic Forum	(MB)
Ellen Eames	Wandle Industrial Museum	(EE)
Dave Saxby	MoLAS	(DS)
Michael Harrison	Merton Historic Buildings Trust	(MH)
Phil Sutton	Countryside Properties	(PS)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Cllr Geraldine Stanford	Cabinet Member for Education and Lifelong Learning	(GS)
Stephen Llewellyn	Wandle Heritage Ltd	(SL)
John Merivale	Groundwork Merton	(JM)
Steve Clark	London Borough of Merton	(DS)
Dominic Tweddle	Continuum Group	(DTw)
Vicki Carroll	RENUE/Wandle Heritage Ltd	(VC)
Distribution:		
All present, Cllr Geraldine Stanford, Cllr Russell Makin, Cllr Ian Munn, Steve Clarke, Stephen Llewellyn, John Merivale, Vicki Carroll, Dominic Tweddle		

Meeting Notes

Item	Discussion	Action By
1.	Nomination of Chair for the Meeting	
1.1	Agreed that Marcus Beale would chair the Meeting.	
2.	Notes of the meeting of 17th June 2003	
2.1	Omissions/Corrections	
a)	London Borough of Merton clarified that it is its expectation that the new trust would take over the responsibility for the Chapter House remains.	
b)	It was confirmed that Countryside currently own the freehold of the site of the Chapter House remains including the wall of the enclosure. The structure supporting the highway and the highway itself are owned and maintained by Transport for London (TfL).	
c)	The meeting requested clarification of details of all covenants,	PS/LBM

Meeting of 17th June 2003

Item	Discussion	Action By
	restrictions, liabilities relating to the Chapter House Area	
d)	The meeting also sought clarification of TfL responsibilities and liabilities in relation to the highway structure.	PS/LBM
e)	The meeting also requested details of all existing services	PS/LBM
f)	Details of the S.106 agreement discussed. Confirmed that site of Chapter House and area of heritage centre identified on the outline planning permission would be transferred to the Council on the election of the Council. A similar provision relates to a site for a RENU Building. There is scope for a creative approach by linking in with RENU.	
g)	A number of concerns were noted:	
	<ul style="list-style-type: none"> Proximity of Pylon. Issue raised as to whether the National Grid had been consulted on the outline planning application. Agreed that Trust would need to take proper advice on issues relating to the electricity pylon and cables. 	
	<ul style="list-style-type: none"> Drainage and problems of flooding within the underpass and also Chapter House area. The meeting requested Countryside to confirm whether or not the new car park arrangements altered or worsened the current situation. 	PS
	<ul style="list-style-type: none"> Provision in costings for restoration and enhancement of the Chapter House remains within the consultant's report. To be clarified, there is an issue of funding and the extent to which costs identified include any work to the archaeology. 	DTw
2.2	Actions from Last Meeting	
a)	Copy of letter from Charity Commission on broad principles of changing an existing trust circulated. Agreed that MH would progress seeking Charity Commission approval for changes to the Merton Historic Buildings Trust. Some discussion of the Trust objects which need to be broadened to include education and construction of a visitor centre.	MH
b)	Skills Audit	
	<ul style="list-style-type: none"> Agreed that it should be amended to reflect partial skills of some members. 	
	<ul style="list-style-type: none"> Agreed to focus on areas with lower expertise 	
	<ul style="list-style-type: none"> This was looked at in conjunction with the skills identified in the Way Forward report 	
	a) Architect: Represented on the Board	MB
	b) Landscape Architect: Represented on the Board	JM
	c) Designer: To be bought in	All
	d) Multi-media: John Clark to liaise with colleagues at the Museum of London.	JC
	e) Education Advisor: John Clark to liaise with colleagues at the Museum of London.	JC
	f) Business Planning: Very specialist will probably have to be bought in	

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	g) Marketing: Very specialist will probably have to be bought in	
	h) Fund Raising: Buy in	
	i) Museum/Curatorial: Well represented	
	j) Education: Borough to be involved	LBM
c)	Letter had been sent to Jessica Rawson inviting her to become the Trust President. Response to be reported back to next meeting.	MB
d)	Memorandum and Articles of the Merton Historic Building's Trust discussed revised to object agreed MH to progress.	MH
e)	Countryside Proposals for Subway enhancements. Discussed and the meeting requested that the Trust be given the opportunity to contribute to the detail of the proposals. Confirmed that these proposals would be held in abeyance until the Council reached a decision on whether or not to exercise its option over the site.	
	Some concerns/issues raised	
	<ul style="list-style-type: none"> Problems with Graffiti, suggested a CCTV camera be included 	
	<ul style="list-style-type: none"> Maintenance of ventilation to the Chapter House enclosure 	
	<ul style="list-style-type: none"> Installation of gates 	
f)	Draft Program received. Initial observations	
	<ul style="list-style-type: none"> Date at core of the proposals questioned suggested 1236 was a more significant date. 	
	<ul style="list-style-type: none"> The Museum of London require 6 months notice for loan of objects, suggest early consultation on the selection of objects. 	
	<ul style="list-style-type: none"> Text does not mention funding applications although it is included in the program. 	
	<ul style="list-style-type: none"> Noted that "us" and "we" had crept into the document. This raises issues of how to manage the project. Agreed that Trust should appoint a project manager. Decided that other options be explored as well as continued use of the Continuum Group. Agreed to look at the other consultants who originally tendered for the feasibility study - LLV to provide details. JC would also discuss with colleagues and would also find out if the Museum of London itself would be interested in bidding for the work. Any other suggestions from experience welcomed 	LLV/JC
3.	Formation Of Trust	
3.1	Arrangements for incorporation discussed. MH to report back to the next meeting.	MH
3.2	Dennis Turner, Marcus Beale, John Hawkes, Su Assinen agreed to put their name forward to the board of trustees. This is not a definitive list.	

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	John Clark wished to remain an observer, rather than representing the Museum of London on the Board. This would allow different representatives to attend meetings where specific expertise is required.	JC
	Phil Sutton also wished to remain an observer on behalf of Countryside Properties.	PS
	The Merton Historical Society would be discussing the issue at their next meeting on Friday 11th July 2003	PH
	EE confirmed that the Wandle Industrial Museum would like to be corporate trustees, the Memorandum and Articles did provide for Corporate Trustees.	MH
4.	Draft Memorandum and Articles of Association.	
4.1	Memorandum and Articles of Association for the Merton Historic Buildings Trust as amended agreed.	MH
5.	Program for the Priory Project	
5.1	Tasks and appointment of consultants to be agreed at the next meeting.	All
6.	Arrangements for seeking wider membership to the charity.	
6.1	This is considered important to publicising the trust. Agreed that all Merton Head Teachers should be approached to become members. Members of the Merton Historic Buildings Trust would also be invited to become members of the new trust.	LBM/MH
7.	Budget Financial Matters	
7.1	None for the purposes of this meeting.	
8.	Publicity and Promotional Materials	
8.1	Agreed that page on the Merton Website be provided on which all notes/meeting notes can be posted. This could be linked to the Wimbledon Civic Forum web site and also a page on the Merton Abbey Mills web site	
9.	Reporting arrangements	
9.1	Arrangements for reporting monitoring progress discussed, suggested this could be reported to the Council via CADAP.	
10.	Any Other Business	
10.1	JH advised everyone of the Abbeyfest program during July and August, which includes drama events within the Chapter House area.	
11.	Date of Next Meeting	
11.1	Agreed next meeting to be held on Wednesday 20th August at 3.00pm at Merton Civic Centre in the 12th Floor Conference Room.	

Lone Le Vay
10th July 2003