



Merton Priory Trust

www.mertonpriory.org

Note of Meeting

Date: Wednesday 25th May 2004
Site: Merton Priory Trust Steering Group Meeting
Location: Merton Civic Centre - Committee Room D

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

Meeting Notes

Item	Discussion	Action By
1.	Selection of a Permanent Chair for the Trust	
1.1	Marcus Beale was proposed, seconded and elected as permanent Chair for the Trust. The nomination was accepted for a period of 1 year from the date of this meeting.	MB
1.2	Apologies had been received as detailed above, apologies had also been received from Cllr Geraldine Stanford for the first part of the meeting but would be attending to discuss any Educational matters from between 5-30 and 5-45pm.	

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2.	Notes of Meeting of 21st April 2004	
2.1	Notes of the meeting of 21 st April 2004 were agreed and signed by the Chair.	
3.	Actions from Last Meeting	
3.1	<p>Web site uploading of materials report on progress. (Meeting of 21/4/2004 - Item 3.2): Still some work to do on uploading the text and images. Anticipated that this would be done next week. Links page has been updated.</p> <p>Agreed that DS would make an initial approach to Nick Hart's son to help with updating the website. Agreed that editorial control of the web site would lie with the Chairman.</p>	DS
3.2	<p>1st Quarterly Newsletter (Meeting of 21/4/2004 - Item 3.3): Final version of the newsletter tabled. Confirmed that copies had been issued to all volunteers/subscribers, 17 in total.</p> <p>Copies will also be available at the Wandle Valley Festival on Sarah Gould's stall.</p> <p>Agreed that a copy should be sent to Dame Jessica Rawson, Warden of Merton College, Oxford with a covering letter advising her of the Trust's progress and current activities. The possibility of forging stronger links with Merton College to be explored.</p>	MB
3.3	<p>Revised Contact list – to be tabled at meeting (Meeting of 21/4/2004 - Item 3.4): Revised contact list tabled – Trustees were identified along with Council members and Officers. Hard copy handed to DT and copies to be circulated by e-mail.</p> <p>LLV to e-mail all contacts and seek agreement to details being posted on website. Suggested that e-mail addresses only should be on website and not telephone numbers.</p>	LLV
3.4	<p>Approach to Roger Casale MP (Meeting of 21/4/2004 - Item 3.5):</p> <p>Letter had been sent to Roger Casale MP and this had been followed up by a telephone conversation and discussion during a recent visit to Wimbledon.</p> <p>Roger Casale had advised that the approach in the first instance should be in writing to Sainsbury's, copied to him. If there is no positive response he would then be able to approach Lord Sainsbury on behalf of the Trust.</p> <p>MB had since been in touch with the Head of Asset Management at Sainsbury's and would be writing to introduce the Trust and highlight the historic significance of Savacentre site and its relationship with Merton Priory. The letter will identify the opportunities for Sainsbury in supporting the project such as making the Savacentre store a destination store and</p>	MB

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	<p>demonstrating Sainsbury's commitment to community projects and the environment.</p> <p>Other ideas that could be explored include a display in the main entrance foyer of Savacentre to highlight what lies under the store and also the possibility of exposing some of the fabric of the Priory church on the north side of the Chapter House, particularly the south transept.</p> <p>Agreed that if a meeting can be arranged with Lord Sainsbury this would be attended by MB and DS, which if possible should be held on site.</p>	
4.	Progress Against Programme	
4.1	<p>Revised programme still to be drawn up, agreed the revised programme determined by a critical path based on the date of Lottery Fund submission. Agreed that we should aim to agree the submission at the next meeting for immediate submission to the HLF and revise the programme around this date.</p>	MB
5.	Heritage Lottery Fund Application	
5.1	<p>Agreed that LL and DS would take responsibility for completed form with help from others as appropriate. LLV distributed some initial query lists drawn up from the form. It was agreed that these should be completed and returned to LLV by 7th June 2004. If necessary LLV and DS would meet during the week commencing 7th June 2004. Any outstanding queries can be dealt with by e-mail or at the next meeting.</p>	DS/LL
5.2	<p>Some discussion on the scope of the application, it was agreed that funding is to be sought for the appointment of an Architect/Heritage Consultant to:-</p> <ul style="list-style-type: none"> • Draw up specific sketch proposals for an interpretation centre to present the archaeology and physical remains of Merton Priory and the history site as a whole. • Undertake work to take forward the feasibility study in terms of audience development and access plans • Archaeological impact assessment, monitoring report and conservation plan • Development of an Education pack for schools and make it accessible via the web site, on CD and also in published form. • Short-term remedial works to the Chapter House enclosure to improve access to the Chapter House remains to help publicise the project. • Preparation of a detailed inventory, in an accessible form, of surviving materials from the Priory, particularly those held in storage by the Museum of London. 	LL

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	The development of a program of short-term events to facilitate greater access to the surviving remains and to publicise the project.	
6.	Site Visit to Another Project (Item 7.2 - Meeting of 21/04/04)	
6.1	<p>Steve Clark, Head of Planning and Public Protection had provided contact details for Coventry City Council's Conservation and Archaeology Team Leader who would be happy to arrange a group visit and show us around the Coventry Phoenix Initiative.</p> <p>Agreed that a visit to Coventry would be helpful, particularly if we could meet members of the group behind the Phoenix Initiative to share experiences in developing this type of project. Whilst the Coventry initiative is not comparable with Merton in terms of the site's context it was felt that there were other similarities in terms of what the Merton Priory Trust were seeking to achieve.</p> <p>Agreed that LLV would make initial contact with Coventry's Conservation and Archaeology Team Leader with a view to arranging a visit for sometime during September. By this time it was anticipated that a clearer idea of the range of specific queries/issues, which could be discussed with members of the Phoenix Initiative, will have been established.</p> <p>Possible modes of transport discussed – agreed that LLV would explore costs of train tickets and also coach/minibus hire and report to members.</p>	
7.	Any other Business	
7.1	MH reported that the Trustees of the former Merton Historic Buildings Trust had met and approved the Accounts.	
7.2	The Annual General Meeting is to be held Monday 21 st June 2004 at 4-28pm	All
7.3	DS reported that he was negotiating the use of an existing but unused colour printer at MoLAS for printing Newsletters etc. The Trust would be charged for paper and ink supplies only.	DS
7.4	<p>John Clark advised the meeting that because of work commitments in setting up a new gallery at the Museum he was cutting back on outside commitments including the Merton Priory Trust. His colleague John Schofield a medieval specialist and Advisor to the Diocese of London had agreed to take over as the representative from the Museum of London.</p> <p>The meeting expressed their sincere gratitude to John Clark for his time and benign influence in helping to set up the Merton Priory Trust.</p>	JC

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	John Clark agreed to e-mail John Schofield's details.	
7.5	The Vicar of the Church of St. John the Divine, High Path had agreed to donate a stone coffin from Merton Priory, located within the Church to the Trust. Arrangement need to be made for transport to the Chapter House	DS
7.6	JC indicated that he would be interested in possibly loaning some materials form the Chapter House for his new Gallery. This would need to be carefully considered and subject to further negotiation.	
8	Date of Next Meeting	
8.1	Dates for the next three meetings were agreed as follows: - Monday 21 st June 2004 in Merton Civic Centre, Committee Room B at 4-30pm. Monday 12 th July 2004 in Merton Civic Centre, Committee Room E at 4-30pm Monday 20 th September 2004 in Merton Civic Centre, Committee Room E at 4-30pm.	All

Lone Le Vay

27th May 2004