



Merton Priory Trust

www.mertonpriory.org

Date: Wednesday 17th November 2004
 Site: Merton Priory Trust Steering Group Meeting
 Location: Merton Civic Centre - Committee Room B

Present:		
Dennis Turner	Trustee: Merton Priory Trust	(DT)
John Hawkes	Trustee: Merton Priory Trust	(JH)
Michael Harrison	Trustee: Merton Priory Trust	(MH)
Peter Hopkins	Merton Historical Society	(PH)
Cllr Geraldine Stanford	Trustee: Merton Priory Trust	(GS)
Cllr Su Assinen	Trustee: Merton Priory Trust	(SA)
Dave Saxby	Trustee: Merton Priory Trust	(DS)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
Marcus Beale	Trustee: Merton Priory Trust	(MB)
Cllr Ian Munn	Trustee: Merton Priory Trust	(IM)
Vicky Carroll	RENUE	(VC)
Richard Stanley	London Borough of Merton	(RS)
John Schofield	Museum of London	(JS)
Diane Walls	English Heritage	(DW)
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
	Nomination of Chair for the Meeting	
	Dennis Turner agreed to Chair the meeting in MB's absence.	
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 20th September 2004 were agreed.	

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3.	Actions from Last Meeting	
3.1	<p>Negotiations with Sainsburys, progress report. (Item 3.2): LL detailed information contained in MB's e-mail of 17th November 2004 and tabled copies of the plan sent to Sainsbury's architects. Confirmed that a response was still awaited.</p> <p>Agreed that response would be reported to next meeting.</p>	MB
3.2	<p>Approach to Hindus and Buddhists (Item 3.5): Nothing to report, JH would be seeing Hindu representative at a Tourism meeting next week and would report back to next meeting.</p>	JH
3.3	<p>Letter to Countryside re car park drainage (Item 3.6): Response to be reported to next meeting.</p>	MB
3.4	<p>Details of non-cash contribution and volunteer work for HLF Bid (Item 3.8): Limits to be checked with HLF and details provided.</p>	All
3.5	<p>Approach to English Heritage for copy of specialist report on mortar to Chapter House Remains (Item 3.10): DS explained that information was not available as a report as such but the problem had been identified as a matter for further investigation in conjunction with the Conservation Plan and also the actual design of the building in terms of proposed ground floor level.</p> <p>Work to be included into the Conservation Plan Brief and also the Design Brief. Some discussion regarding short-term works to replace sand with a more appropriate material, possibly funded from the Wandle Valley HERS budget. However, this could be abortive work before a design is finalised and floor levels determined. Agreed not to progress at this stage.</p>	
3.6	<p>Invitation to English Heritage to participate in project (Item 3.11): English Heritage had been invited, Diane Walls had sent apologies for this meeting but had said she hoped to attend future meetings.</p>	
3.7	<p>Finalise HLF Form (Meeting of 12/7/2004 - Item 3.3.v): Done</p>	
3.8	<p>Dates and arrangements for trip to Coventry (Item 3.12): Trip had been arranged and took place on 27th October 2004. A report of the visit is included on the Agenda (see below).</p>	
3.9	<p>Copy of S.106 Agreement (Item 4.2.1): Copy obtained for inclusion in revised HLF bid.</p> <p>Confirmed that the deadline for the Council taking up the option on the Chapter House land is 2 years from the first anniversary of the start on site (3 years from commencement). MH suggested that a letter be written, for the record, to Countryside Properties regarding the option asking them</p>	

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	whether they would be willing to negotiate an extension to the deadline should the circumstances arise.	
3.10	Conservation Plan Brief (Item 4.2.2): Discussed under Agenda Item 5: Heritage Lottery Fund Application.	
3.11	Model briefs for audience development and access plans from Seun (Item 4.2.3): Discussed under Agenda Item 5: Heritage Lottery Fund Application.	
3.12	Agreement of Business Plan. (Item 4.2.5): Discussed under Agenda Item 5: Heritage Lottery Fund Application.	
3.13	Letter to Dame Jessica Rawson advising her of progress since the Trust's initial approach (Item 6.1): MB to report back to next meeting.	MB
5.	Report on Visit to Coventry	
5.1	LL showed photographs of visit to Coventry (apologies for technical problems). A copy of slide print out attached to this note.	
5.2	Key points include: -	
	<ul style="list-style-type: none"> Two storey building with access at different levels - could be relevant to Merton Priory (access off Merantun Way) 	
	<ul style="list-style-type: none"> Size of centre is comparable with what is envisaged for Merton. Coventry Centre does have a separate room at first floor level which is let out to schools, groups and used by local interfaith group. 	
	<ul style="list-style-type: none"> Linking to a pedestrian route - could look at something similar with a link to Colliers Wood through sub way across Savacentre car park and possibly taking in Priory Walls. 	
	<ul style="list-style-type: none"> Undercroft environmental control using large industrial de-humidifiers 	
	<ul style="list-style-type: none"> Use of granular material around archaeological remains 	
	<ul style="list-style-type: none"> Landscaping detailing around exposed archaeology - prompted ideas for outlining priory in Savacentre car park using brass studs. 	
	<ul style="list-style-type: none"> Good example of a passenger lift - simple design glazed. 	
4.	Heritage Lottery Fund Application	
4.1	Business Plan: Had been extracted from the Consultant's feasibility study and circulated. MB and MH had discussed and amended the Business Plan and copies were tabled. The following Actions were agreed.	
	i) Management Team: Short biographical notes of all Trustees to be incorporated Item 7.2. Please E-mail to LL.	All Trustees

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	ii) Discussion on admission charges and particularly for child groups. Agreed to investigate linking charges to size of group - considered that the maximum charge for large groups should be £1	
	iii) Discussion on potential visitor numbers and felt that HLF would scrutinise closely. Agreed that figures needed qualification in the Business Plan along lines of "Trustees have reservations about the Consultants visitor projections but consider they give an idea of the numbers involved. The Trustees will in due course review them." It was also considered that the numbers were over precise.	
4.2	Conservation Plan: The Conservation Plan brief had been extracted from the original Project Brief and circulated to DS, MB, JS and DW. Comments and suggestions had been incorporated. Can now obtain quotes for the HLF application. JS had offered to assist with interviews of potential consultants.	LL, MB, DS
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 he promised at the meeting of 16th September 2004 and quotes obtained.	MB
4.4	Agreed that a further meeting was needed before Christmas to finalise the HLF application	
5.	Progress Against Programme	
5.1	To be discussed at next meeting.	
6.	Any Other Business	
6.1	JH reported on work that his company were involved with at some of their other markets with modular developments. Pre-fabricated units which could be stacked. Suggested it was a technique that could be looked at for Merton Priory. Agreed that he should provide some details to be discussed at the next meeting.	JH
6.2	PH advised the meeting that the Merton Historical Society boxes of archaeological materials would be transferred to the London Archaeological Archive and Research Centre (LAARC) and would be available for loan to the Trust along with other materials.	
6.3	Possibility of a "spring clean" of the Chapter House area as it had become very dirty and dusty, aggravated by the sand protecting the Chapter House remains. Suggested that we could organise something along the lines of the Wandle Clean Up. Suggested that the Probation Service be approached and also Groundwork Merton.	JH

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8	Date of Next Meeting	
8.1	Date of the next meeting has now been arranged for Tuesday 14 th December 2004 in Merton Civic Centre, Committee Room D at 5-00pm. This meeting will be to finalise the HLF application. the next full meeting to be held in February 2005 - provsional date is Tuesday 15th February 2005. To be confirmed following circulation to members for consideration.	All

Lone Le Vay

22nd November 2004