

## Note of Meeting

Date: Wednesday 24th September 2003  
 Site: Merton Priory Trust Steering Group Meeting  
 Location: Chapter House, Merton Abbey Mills

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

## Meeting Notes

Item	Discussion	Action By
<b>1.</b>	<b>Nomination of Chair for the Meeting</b>	
1.1	Councillor Ian Munn confirmed as chair for the meeting.	
<b>2.</b>	<b>Notes of the meeting of 20th August 2003</b>	
2.1	Notes of the last meeting were agreed.	
<b>3.</b>	<b>Actions from Last Meeting</b>	
3.1	<p>Details of covenants, restrictions and obligations had been received from Countryside Properties and circulated. Noted that no date on document agreed this should be dated as the date of the e-mail: 26th August 2003.</p> <p>Noted that title made specific reference to the London Borough of Merton's ownership of the bridge. Countryside to note that ownership of the bridge transferred to Transport for London in July 2000.</p> <p>Ss 289-293 of the Highways Act 1980 also apply which provide for powers of entry for the highways authority for survey and</p>	PS

## Merton Priory Project - Trustee Meeting

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	<p>repairs and where appropriate compensation for any damage.</p> <p>Transport for London have indicated that they would like to enter into a formal agreement with the land-owners (Countryside at present) regarding access arrangements</p> <p>Agreed that Transport for London should be invited to attend future meetings of the Trust and be circulated with a copy of the notes of meetings.</p>	<p>PS</p> <p>LL</p>
3.2	<p>With respect to drainage arrangements an e-mail dated 1st September 2003 had been received from Faber Maunsell confirming that the new car park arrangements would improve the situation for the car park with level set to allow the area to drain southwards.</p> <p>JH advised of proposals for a pathway along the south boundary to the Chapter House enclosure which were the subject of an application for Scheduled Monument Consent. Noted that proposals were temporary at present.</p> <p>The only services recorded within the Chapter House area is an electrical supply providing lighting. Electricity comes from the Site Landlord's supply.</p> <p>JH advised that current supply comes from Savacentre agreed that Trust should seek a continuance of this supply from Savacentre.</p> <p>The completed project would require its own supply which would need to be included within the project brief</p>	<p>JH</p> <p>MB</p>
3.3	<p>Letter had been received from Jessica Rawson initially declining to become the Trust's President but indicating that she may be willing to re-consider on receipt of detailed proposals for the project.</p> <p>Agreed that a formal response be sent to Jessica Rawson promising that detailed plans would be provided once developed.</p>	<p>MB</p>
3.4	<p>Existing Trustees and Members of the Merton Historic Buildings Trust (MHBT) had been consulted on proposed changes to the Trust.</p> <p>MH confirmed that he had received the Charity Commissions agreement to the changes to the MHBT's memorandum and Articles and the change of name to Merton Priory Trust.</p> <p>An Extraordinary General Meeting of the MHBT to be held. Agreed that Merton's Corporate Lawyers be instructed to issue</p>	<p>MHBT</p>

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	a Notice and Resolution to Members and Trustees. Also requested that S.288A forms under the Companies Act be provided.	
3.5	<p>MB reported outcome of his initial approaches to potential consultants to project manage the project to completion. All had been keen, however, AEA Consulting had indicated that they would normally only take a project to a point of making bids for funding.</p> <p>MB recommended that a brief be prepared to be the basis of formal approaches to the following groups:-</p> <ul style="list-style-type: none"> <li>a) Levitt Bernstein Architects and Arts Business Limited</li> <li>b) Anthony Richardson and Partners and AEA Consulting</li> <li>c) Carden and Godfrey Architects and Prince Research Consultants</li> <li>d) The Continuum Group</li> </ul>	MB, IM, SA, LL
	<p>JC advised that the Museum of London had a new Director and the Museum was now reviewing its outreach work and at this stage the Museum was unable to commit to a role in the project design or management. Advised that Museum staff could provide advice, in-house expertise and materials for a fee.</p> <p>JC was able to confirm that he could give some comfort that the Museum fully supported the proposals for Merton Priory.</p> <p>JC willing to be consulted on the project brief.</p> <p>Some discussion on the range of materials held by the Museum of London, wide ranging from jewellery to pottery and also skeletal remains. Materials could be loaned on condition of the appropriate security and environmental requirements being met. Museum of London can provide details of requirements for inclusion in the project brief.</p>	JC
3.6	With respect to the use of the Priory Seal for the Trust's Logo, there was an issue of the level of detail. An alternative suggestion was Merton's Coat of Arms, however a preference was expressed that design should be unique to the Priory. Agreed that ideas should be brought to the next meeting.	All
4.	<b>Web Page</b>	
4.1	Initial layouts circulated and additional comments and suggestions received from JH, DS and PH.	

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4.2	MB agreed to register the web site name. Access to be provided for updating materials to key individuals - at this stage agreed to be DS, MB and LL.	MB
4.3	Layouts to be amended with text and pictures separated, some additional amendments also suggested. Updated version to be e-mailed to MB	LL
4.4	Site to be cross-linked to Museum of London Site and excavation summaries.	MB, JC
4.5	Suggested that the proposals for a message board be considered at a later stage.	
5.	<b>Publicity and Promotional Materials</b>	
5.1	No comments made on proposed membership application form circulated at the last meeting. A mock-up will be prepared for comments.	LL
6	<b>Any Other Business</b>	
6.1	Nothing to Report	DS
7.	<b>Date of Next Meeting</b>	
7.1	Agreed next meeting would be held at 3pm on Wednesday 27th October at the Merton Civic Centre in the 12th Floor Conference Room.	All

Lone Le Vay

8th October 2003