



Merton Priory Trust

www.mertonpriory.org

Date: Monday 20th September 2004
 Site: Merton Priory Trust Steering Group Meeting
 Location: Merton Civic Centre - Committee Room E

Present:		
Marcus Beale	Trustee: Merton Priory Trust	(MB)
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)
Vicky Carroll	RENUE	(VC)
Richard Stanley	London Borough of Merton	(RS)
Lone Le Vay	London Borough of Merton	(LL)
Apologies Received		
John Schofield	Museum of London	(JS)
Cllr Geraldine Stanford	Trustee: Merton Priory Trust	(GS)
Cllr Su Assinen	Trustee: Merton Priory Trust	(SA)
Dave Saxby	Trustee: Merton Priory Trust	(DS)
Distribution:		
All present, Cllr Geraldine Stanford, Cllr Geraldine Stanford, Cllr Ian Munn, John Schofield, John Merivale, 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
1.	Introductions and Apologies	
1.1	Richard Stanley was introduced and he outlined his role in Merton's Education Service, his earlier involvement in the education pack for schools and his recent visit to Merton College, Oxford.	
1.2	Apologies had been received as detailed above.	
2.	Notes of Meeting of 25th May 2004	
2.1	Notes of the meeting of 12th July 2004 were agreed and signed by the Chair.	

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3.	Actions from Last Meeting	
3.1	<p>DXF file of the Priory Plan. (Meeting of 12/7/2004 - Item 3.2): DXF file had been received thanks offered to Dave Saxby for his efforts. MB had overlaid it onto the Savacentre car park drawing. Some discussion on the potential usefulness of a 5m strip of land to the north of Merantun Way, MB tabled some sketches indicating how a narrow strip could be used to extend the area around the Chapter House and also provide a presence for the Chapter House. Would also be scope to lower ground levels to expose more of the archaeology to the north of the Chapter House. Agreed that it would be important for the building to extend above Merantun Way.</p> <p>Agreed that discussions with Sainsbury's be progressed on the basis of the overlaid drawings.</p>	MB
3.2	<p>Key S.106 Dates (Meeting of 12/7/2004 - Item 3.3.i): Start of works on site understood to be April 2003. Countryside Properties to be contacted to confirm exact date. Period for option on land confirmed as 2 years from 1st anniversary of commencement on site, i.e 3 years from the commencement on site.</p>	LL
3.3	<p>Census Data for adjacent Wards in Wandsworth (Meeting of 12/7/2004 - Item 3.3.ii): Data had been obtained and incorporated into HLF application. Some discussion on the relevance of the Data when the project was intending to have a far wider audience. Problem is with the constraints of the HLF application form.</p>	
3.4	<p>Report of Meeting with Local Imam (Meeting of 12/7/2004 - Item 3.3.iii): Meeting had not taken place, however, there had been discussions and no objections raised to the Trust's proposals. The local Mosque would be willing to be consulted on more detailed proposals when they are available.</p>	
3.5	<p>Response to Approaches to Hindus and Buddhists (Meeting of 12/7/2004 - Item 3.3.iii)) To be reported to next meeting</p>	JH, IM
3.6	<p>Details of contact for Countryside for issues relating to car park drainage (Meeting of 12/7/2004 - Item 3.3.iv): Details provided, letter to be written to Countryside.</p>	MB
3.7	<p>Finalise HLF Form (Meeting of 12/7/2004 - Item 3.3.v): Done</p>	
3.8	<p>Details of non-cash contributions (Meeting of 12/7/2004 - Item 4.1): Details to be provided of volunteer work undertaken in connection with the Priory project since formation of the Trust to be provided.</p>	All

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3.9	Brief for Conservation Plan (Meeting of 12/7/2004 - Item 4.3 and 5.4): Had been incorporated into the Project Brief.	
3.10	Approach to English Heritage for a copy of the Report on the Chapter House condition (Meeting of 12/7/2004 - Item 6.1): To be reported to next meeting	DS
3.11	Invitation to English Heritage to participate in project (Meeting of 12/7/2004 - Item 6.2): LLV reported an exchange of e-mails indicating a positive response from Steven Brindle Sceduled Monuments Inspector with English Heritage. Agreed that a further e-mail be sent to him inviting him or a colleague to participate. JH raised the issue of a talk given to DCMS staff who visited the site by Steven Brindle the possibility of inviting him to give a talk to the Trust could be explored.	LL
3.12	Dates for a visit to Coventry (Meeting of 12/7/2004 - Item 6.4): Dates suggested - 20th, 27th or 29th October 2004. Dates to be circulated.	LL
4.	Heritage Lottery Fund Application	
4.1	<p>MB advised the meeting that the application had been submitted. Had been contacted by Oluwaseun (Seun) Soyemi, HLF Grants Officer covering the London Borough of Merton, advising that the application would need to be re-submitted. The HLF had expected an additional meeting prior to submission and also the amount applied for exceeded the limit for project project planning grants. HLF had confirmed that they could not fund feasibility studies or the preparation of the business plan also the money spent on the feasibility study could not be treated as match funding for the grant application. The additional information that needs to be provided is as follows: -</p> <ul style="list-style-type: none"> i) Evidence of site ownership, copy of an extract from S.106 Agreement should be sufficient. ii) Finalise Business Plan and take this out of project planning grant application. iii) More detailed briefs required for the Conservation Plan, Audience Development and Access Plans. The Project brief should be split into separate briefs. iv) Quotes to be obtain for each aspect of the works for incorporation in the application form. 	
4.2	Actions Agreed	
4.2.1	Copy of S.106 to be obtained.	LL
4.2.2	More detailed brief for the Conservation Plan to be prepared and detailed quote obtained from MoLAS	JS, LL, DS

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4.2.3	Seun to be chased up for copies of model briefs for audience development and access plans (and conservation plan if available) to be incorporated into project brief and quotes obtained.	MB/LL
4.2.4	Existing Brief to be split into a series of individual briefs.	LL
4.2.5	Business Plan to be extracted from the Feasibility Study and fleshed out then circulated for additional input. Business Plan to be agreed by Trustees.	LL/AII/ Trustees
5.	Progress Against Programme	
5.1	Seun had confirmed HLF times for determining the application. 6 months for the Project Planning Grant and 4 months for the main grant. Project programme to be updated to reflect HLF timing and revised application submission.	
6.	Report on Visit to Merton College, Oxford (Richard Stanley)	
6.1	<p>RS provided an account of his visit to the library and archive at Merton College that was undertaken in connection with a links programme being developed between Merton Schools and Merton College. Meetings had been held with Dr Roger Highfield, a Fellow of the College and who had attended the opening of the Chapter House enclosure, Mr Julian Reid, the Archivist and Dr Julia Walworth the Fellow Librarian. The Priory project had been raised and possibility of developing future links with the college discussed. Access had been provided to archive materials including the Statute for the founding of Merton College. Photocopies had been taken and were circulated at the meeting. Much information available on the founder of Merton College, Walter de Merton. Agreed that this should be developed as part of the Priory Project and also the Education/Resource Pack for Schools.</p> <p>Agreed to pursue development of the existing Resource Pack for publication on the web site. LLV and RS to discuss how to progress.</p> <p>Agreed that this should be followed up with a further letter to Dame Jessica Rawson advising her of progress since the Trust's initial approach. RS to e-mail a copy of his letter thanking the college for his visit to ensure a co-ordinated approach.</p>	LL/RS
7.	Any Other Business	
7.1	PH advised the meeting that the Merton Historical Society were in the process of clearing some property currently stored at the Canons. They had 12 boxes of small fragments and	

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	would be willing to offer them to the Trust if interested. Agreed that the Trust would be interested.	
7.2	Lionel Green's book on the history of Merton Priory was well progressed and a draft had been prepared a copy of which was tabled at the meeting by PH. The possibility of a joint publication discussed and whether the Trust would be interested in having copies for sale/display. Agreed that the Trust would be interested in a joint publication and would also wish to have copies. Issue of numbers of copies and costs to be established and agreed.	
8	Date of Next Meeting	
8.1	Date of the next meeting agreed as Wednesday 17 th November 2004 in Merton Civic Centre, Committee Room B at 5-00pm. Agreed that in future meetings would be held every two months, potential dates to be circulated for the following two meetings for the benefit of those not at this meeting.	All

Lone Le Vay

23rd September 2004