

Lorton Parish Council and Yew Tree Hall Management Committee
Yew Tree Hall Development Group
Minutes of a Meeting on 17 October 2024
Held at Rachael Edmund's house

1 Present

- 1.1 Rachael Edmunds (RE); Adam Baker (AB); Peter Deeks (PD); Derek Poate (DP);
Cathy Lee (CL)

2 Apologies

- 2.1 Steve Irlam (SI)

3 Previous minutes

- 3.1 The minutes of the meeting of the 4th October 2024 were accepted without comment.
- 3.2 An additional action was to seek advice about how to proceed with the unregistered land behind the Hall.

4 Project Plan

- 4.1 Edited **Terms of Reference** for the group were accepted.
- 4.2 The **Statement of Needs** and **Development plan** now form part of the Project Overview. This includes a vision statement, key objectives, background, current facilities etc
- 4.2.1 Vision and Key Objectives agreed
- 4.2.2 Table of Pros and Cons to be updated **Action RE**
- 4.2.3 A timeline of past developments in the Hall to be drafted. **Action DP**
- 4.3 **Community engagement.** Discussion led to agreement on the need for a transparent approach and periodic engagement with the community. Community Engagement plan to be developed **Action RE**
- 4.3.1 An overview article about the work of the group to be in the December Link.
Action CL
- 4.3.2 An A5 flyer to be drafted for the YTH coffee morning on December 14th, including questions for people to feed back. **Action CL**
- 4.3.3 A Display Table to be manned at the December coffee morning with various draft notes, plans etc. **Action All**
- 4.3.4 A new dedicated page to be added to the YTH page on the Melbreak Website.
Action AB
- 4.4 **Timeline/Gantt chart:** To be drafted **Action RE & CL**

5 Potential Funding sources

- 5.1 Cathy Lee circulated a note with a list of potential sources for discussion. Following suggested additions to the list, it will be updated. **Action CL**
- 5.2 The group will make a preliminary approach to Carlsberg (current owners of Jennings Brewery) to explore possible interest in support, emphasizing the heritage dimension.
Action CL

6 Scope of the project

- 6.1 There were discussions around the scope of the project to include internal and external material improvements, but also to cover elements within the existing building that need to be improved, such as the acoustics, to make the building operate better. Group asked to consider what it wants to be included in the project scope, and AB to consider desired internal fittings etc. **Action AB & all**

7 Scheme and Estimate

- 7.1 Group continued to look at evolving ideas and sketches, lots of suggestions made. **Action PD** to produce AutoCAD drawings.

8 Community Involvement

- 8.1 Garden Working Party Monday 4th November 9am. **Action All**
- 8.2 Friday 8th November 9 am, clear behind the Hall. **Action all**
- 8.3 Other community involvement discussed under 4.3

9 Any Other Business

- 9.1 CL distributed timesheets for the group to start to fill in. May be needed to secure match funding if our time can be considered as funding-in-kind. **Action all**

10 Next meeting

- 10.1 5th November 17.30-19.30 at Rachael's house