

**Lorton Parish Council and Yew Tree Hall Management Committee**  
**Yew Tree Hall Development Group**  
**Minutes of a Meeting on 5 November 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); Steve Irlam (SI); Cal Williamson (CW).

**2 Apologies**

- 2.1 None

**3 Previous minutes**

- 3.1 The minutes of the meeting of the 4<sup>th</sup> October 2024 were reviewed. Article 7.2 to be edited to remove reference to any specific costs. **Action DP**
- 3.2 Actions were reviewed under the relevant Agenda headings.

**4 Project Plan**

- 4.1 RE presented a Draft Project Overview. The structure and contents were agreed to reflect current thinking. The text of the Strategy to Address Challenges to be revised to make it more readable for potential future dissemination. **Action RE**
- 4.2 RE presented a Draft Engagement Plan. Discussion focused on the Coffee Morning on 14<sup>th</sup> December 2024. Edits to be made to include the Parish Council Newsletter as a medium for information, to add the name of the Cultural Heritage Officer, and note the local Councillor's title is Cumberland Councillor. **Action RE**
- 4.3 CL presented a Timeline/Gantt chart.

**5 Potential Funding sources**

- 5.1 CL circulated an updated candidate list of funding sources. Specific attention was given to the Architectural Heritage Fund. Enquiries indicate YTHMC is eligible to apply for funds for a Project Viability Grant. EOI must be submitted for the current monthly funding round by Friday 8<sup>th</sup> November with a full application deadline of 30<sup>th</sup> November. The YTHMC would have to secure some match funding. CW advised that the cost of preparation and planning up to submission of a Planning Application could be in the order of £11,000 plus VAT. **Actions:**
- 5.1.1 Draft EOI and circulate for comments **Action CL**
- 5.1.2 Approach Parish Council at the next scheduled meeting on 6 November 2024  
**Action CL+PD**
- 5.1.3 Seek a funding commitment from the YTHMC at the next scheduled meeting on 11 November 2024. **Action Hall Development Group Members**
- 5.2 Carlsberg has been approached, with no response yet. **Action CL** to monitor and follow up.
- 5.3 Questions were raised as to whether the YTH scheme as a Charitable Trust would exclude some funding sources and require a change to an alternative entity such as a CIO. **Action CL and AB to review funders' scope and eligibility criteria.**

**6 Scheme**

- 6.1 Group continued to look at evolving ideas and sketches. Some consideration was given to re-imagining the 2008 proposal for a platform link at the existing Fire Exit and the pros and cons behind that design. Discussion turned away to more active consideration of construction in the walled garden at the NE end of the building. Scope would include a lift, improved access lobby and a possible small meeting room on an upper floor. Draft plans and sketches were circulated for information and further reflection. CW stressed that a flood risk assessment would be needed early in the process, especially in order to include access to the malting vault as part of the heritage development.

## **7 Community Involvement**

- 7.1 Friday 8th November 9.30 am, clear behind the Hall. **Action all**
- 7.2 Draft an information note to be circulated as an A5 Flyer at the 14 December Coffee Morning. **Action CL to draft & circulate for comments.**
- 7.3 Finalise the new information page on the Melbreak Communities website. **Action AB**
- 7.4 Draft an information note for the December/January double issue of the Link. **Action CL**

## **8 Next meeting**

- 8.1 28th November 13.00-15.00 at Rachael's house