



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 12th
October 2016 in Skelton Civic Hall

Present: Angus McDonald (Chair), Anthony Harding (Lead Applicant), Anthony Wharton (Skelton and Gilling Estates), Audrey Kirby (Church Representative), Jane Dauncey (Shopkeepers' Representative), Lydia Scarth (Masterplan Delivery, Redcar & Cleveland Borough Council), Julia Hedges (Skelton Villages Civic Pride), Jo Fearey (Community Development Officer Redcar & Cleveland Borough Council), Pam Batts (Skelton Villages Civic Pride), Peter Appleton (Methodist Church Representative)

In Attendance: John Haw (Project Manager)

1. Apologies: None

2. Minutes of the previous meeting on 7th September 2016

The minutes of the previous meeting were agreed.

3. Matters arising not covered on the Agenda

Insurance for personal and corporate liability for volunteer Board members has been investigated within the cover provided by the Zurich Indemnity Insurance in place for Skelton Villages Civic Pride. It was reported that a revised level of cover of £1.1 million is required. The cost for a revised policy has been requested.

It was noted that the date for the announcement of awards in the Great British High Street competition is 14th October 2016.

4. HLF Monitoring Meeting

The quarterly review meeting with the HLF officers and members of the Project Team took place on Thursday 6th October 2016. The meeting was considered proactive without any matters for concern being identified. The next meeting is scheduled for 10 January 2017.



5 Action Reports

The formal adoption of the Conservation Area Management Plan by Redcar & Cleveland Borough Council (R&CBC) was confirmed following a Cabinet meeting on September 23th 2016.

Volunteer Board Member training on Programme and Finance

The meeting arranged for Tuesday 20th September at 17.00 in the Skelton Townscape Heritage Office was attended by 8 members and the Project Manager. It was agreed that this was an informative and useful exercise.

Skills Audit

A self-assessment audit form was circulated to members prior to the Partnership Board meeting. An analysis of the results would be reported at the next meeting.

Activity Statement 1

Boroughgate Archaeology Project

The first stage of the work to undertake geophysical and magnetometry studies will commence on Wednesday 2nd November 2106. It was reported that there will be an opportunity for Board members and interested individuals to visit the site on Thursday 3rd November. It was agreed that this information would be reported to Skelton History members.

Activity Statement 4

Snapshot in Time

The event was organised by Tees Archaeology during three days of research and recording information. The volunteers involved received training and agreed that they would be willing to carry out further work. A report will be produced and published by Tees Archaeology.

It was noted that a Volunteer Recruitment form had been produced as a result of this project.



5. Financial Report

A Finance Report detailing income and expenditure up to 31st September 2016 was prepared and circulated.

Cost Consultant Costs

Omitted as commercially-sensitive item

National Insurance Costs

Omitted as commercially-sensitive item

6. Programme

Programme Action Plan

The Programme Action Plan has now been updated and presented in tabular form as a 'Four Month Rolling Programme to January 2017'. This has been circulated to members.

Additional Fundraising & Great British High Street competition

The Board were informed that the result of the bid by Skelton-in-Cleveland for funding through the Great British High Street Competition will be announced on October 14th 2016.

It was reported that an approach to Taylor Wimpey for funding will be made through Skelton Villages Civic Pride.

Progress in developing bids to other funds was noted.

7. Items for Report, Endorsement or Decision

Actions Initiated requiring Board endorsement

1. To appoint evaluation consultants - Geonomics

This action was endorsed.



Items for Decision by the Board

1. To approve for issue to seek quotations via the NEPO Portal the Quotation Delivery Brief – Cost Planning to 6 consultants for issue on 13.11.16

This item was approved.

2. To approve for recruitment of appropriate consultant the Delivery Brief – Public Realm. of Southern Green. *Balance omitted as commercially-sensitive item*

This item was approved.

8. Risk Register

There were no additional items raised

9. Publicity

Update on Website Development

The Board were given an illustration of the Skelton Townscape Heritage website with headings and links described.

Consideration of inclusion of Board Minutes and Agendas on website

It was agreed to approach the HLF officers for comment on the current website and the inclusion of Board agendas and minutes.

10. Partnership Board Vacancy

It was reported that Mr Hartnett had tendered his resignation as Residents Representative.

Dr Michael Betterton has offered his services to join the Partnership Board.

This was agreed



A letter of invitation will be sent to Dr Betterton inviting him to the next meeting

AH reported on arrangements to convene a meeting to discuss the planning of the Historic Sports Day activity.

11. Any Other Business

Historic Sports Day

A meeting to discuss plans for the Historic Sports Day took place on 10th October 2016. A short report was prepared outlining ideas to expand the range of activities and invite further participants to develop plans. It was proposed that this event should take place on Monday 28th May 2018 (Bank Holiday) to allow for better availability of support services and enable fundraising.

12. Date of Next Meeting

Wednesday 9th November 2016 at 2.00pm in the Skelton Civic Hall

Meeting closed at 15.30



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