



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 9th November 2016 in Skelton Civic Hall

Present: Anthony Harding (Lead Applicant & Chair), Anthony Wharton (Skelton and Gilling Estates), Audrey Kirby (Church Representative), Jane Dauncey (Shopkeepers' Representative), Rita Lawson (Tees Valley Rural Community Council), Darren Edmends (Place Investment Manager, 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), Dr Michael Betterton (Residents Representative)

In Attendance: John Haw (Project Manager)

1. Apologies: Angus McDonald

Dr Betterton was welcomed to the Board and Darren Edmends is deputising for Lydia Scarth.

2. Minutes of the previous meeting on 12th October 2016

The minutes of the previous meeting were agreed with the deletion of attendance of Jim Hartnett.

3. Matters Arising not covered on the Agenda

Indemnity Insurance

Insurance for personal and corporate liability for volunteer Board members has been investigated within the cover provided by the Zurich Indemnity Insurance policy in place for Skelton Villages Civic Pride. It was reported that a revised level of cover of £1.1 million would be required at a projected cost of £450.

The Project Manager had sought advice from his counterpart at the Alston HLF project regarding responsibility for financial transactions. It was noted that Alston is not backed by its local authority, nevertheless they did not feel that it was necessary to obtain extra insurance.



In our case R&CBC are the accountable body and as a consequence it was agreed that additional cover for volunteers would not be required. This stance was supported by the representatives of R&CBC and TVRCC. It was agreed to refer the issue to the HLF Monitor and suggested that the item should be added to the project Risk Register.

It was noted that Skelton had been unsuccessful in a bid to the Great British High Street competition, announced on October 14th 2016.

4. Action Reports

Activity Statement 1

Boroughgate Archaeology Project – The first stage of the work to undertake geophysical and magnetometry studies commenced on Wednesday November 2nd 2016 and was completed on 10th November 2016.

It was agreed that Dr Robin Daniels from Tees Archaeology would report to the Board at the next meeting and arrange a public meeting at a later date. Board members reported their experiences visiting the site during the work.

Activity Statement 6

Historic Sports/Gala Day

It was agreed that the proposed date for this event should be rescheduled to 28th May 2018 (Spring Bank Holiday). This would allow more time for planning and extending the scope of the event.

A number of additional items were discussed including the provision of a large marquee and commercial specialist caterers. Other attractions suggested included a classic car show and military vehicle display.

It was agreed to seek formal agreement/permission for use of the Sports Field adjacent to Station Lane as a suitable venue.

The Sports day project team will next meet on Tuesday 6th December 2016.

Activity Statement 8

Mosaic Trail Report – Plans were detailed for the siting of 27 mosaic plaques depicting the historic aspects of significant properties between Boroughgate Lane and new All Saints Church. It was reported that Jo Fearey(JF) and Pam Batts (PB) visited High Street properties to identify residents who may be interested in the project and Skelton History Group are completing a survey of previous occupation, ownership and use of properties. This information will be



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used by student groups, supervised by the mosaic artists, to create designs which will be presented to residents for approval.

It is proposed that the mosaics will be worked on by community members at coffee mornings, library groups and in colleges and schools.

JF and PB were thanked for their work on this project.

Skills Audit

An analysis of the self-assessed skills audit by Board members was reported. There were 9 responses and a potential score range of 26 – 104 (lowest score is highest skill level)

The average score of the responses equated to a 66.6% skill level, which is indicative of sound level of skills across the group with the skill mix being complementary to the Board performance.

The audit revealed the lowest skill level of 46% in computing/information technology which is a possible opportunity for further training.

5. Financial Report

A Finance Report detailing income and expenditure up to 31st October 2016 was prepared and circulated. Income contributions included £1598 non cash and £2275 volunteer time to date.

Members were reminded to record all time spent on project activities.

Professional Fee Costs

The cost pressures associated with the recruitment of cost consultancy and building design services were detailed. Tender responses exceeded budgets in both instances and referral to the HLF monitor for guidance would be necessary. The outcomes would be reported at the next meeting.

National Insurance Costs

Omitted as a commercially sensitive item

6. Programme

Programme Action Plan for the period from October 2016 to February 2017 was circulated.

The process of commissioning services was explained together with the statutory requirement of four R&CBC cabinet signatories for authorising commissions.



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Public Realm – Details of a commissioning meeting with Southern Green Design Architects on 4th November 2016 were reported. A target date for the start of works is early May 2017.

Additional Fundraising

An approach to Taylor Wimpey for funding through Skelton Villages Civic Pride (SVCP) is continuing following further communication. Applications to four charitable trusts have been prepared with a potential value of £40,000. The approaches to Aurelius Trust, Belsize Trust, Normanby Charitable Trust and John Anthony Floyd Trust will all be made through SVCP.

7. Items for Report, Endorsement or Decision

Items to Report

Proposals for dates of Partnership Board meetings in 2017 are 11th January, 8th February, 8th March and 12th April.

Actions Initiated requiring Board endorsement

Items for Decision by the Board

Omitted as a commercially sensitive item

This was agreed.

2. To approve the commissioning of Mosaic Design Activity Project artists – Helen Grant and Derek Mosey *Balance Omitted as a commercially sensitive item*

This item was approved.

8. Risk Register

It was agreed that the following issues be added :-

- (i) The recruitment of professional consultants on time and within budget.
- (ii) The public liability provision for volunteer Board members.

9. Publicity



Update on Website Development

The Board were informed that the website went 'live' on 4th November 2016. All partners have been informed of the website and have been requested to establish separate links with their own sites.

Peter Appleton was thanked for his work on this achievement.

10. Any Other Business

The Board were informed that draft legal agreements were being prepared by R&CBC in anticipation of negotiations between shop owners and Skelton Townscape Heritage.

In addition to the main legal agreement, the financial 'clawback' clause relating to profits accrued from early sale of property after restoration, is required to be transparent.

It was stated that some shopkeepers do not feel involved in the project and require more information. It was proposed that a meeting should be arranged in early January 2017, to be convened after normal business hours. There were concerns around the timing and contributions required by owners. The Board were informed that their remained a difficulty in establishing the identity of some property owners to achieve contact with all parties.

12. Date of Next Meeting

Wednesday 7th December 7th at 2.00pm in the Skelton Civic Hall

Meeting closed at 16.15