



## **SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD**

Minutes of a Meeting of the Partnership Board held on Wednesday 11th  
January 2017 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), Darren Edmonds (Masterplan Delivery, Redcar & Cleveland Borough Council R&CBC), Pam Batts (Skelton Villages Civic Pride), Julia Hedges (Skelton Villages Civic Pride), Jo Fearey (Community Development Officer Redcar & Cleveland Borough Council), Peter Appleton (Methodist Church Representative), Dr Michael Betterton (Residents Representative)

**In Attendance:** John Haw (Project Manager)

- 1. Apologies:** Rita Lawson (Tees Valley Rural Community Council),
- 2. Minutes of the previous meeting on 7<sup>th</sup> December 2016**

The minutes of the previous meeting were agreed.

### **3. Matters arising not covered on the Agenda**

It was noted that recent consultations with the Mosaic designers had taken place with regard to completing the detailed plans.

### **4. Report of HLF Monitoring Meeting 10<sup>th</sup> January 2017**

A positive report was given on the quarterly meeting with the HLF monitoring team. It was noted that there was satisfaction with all aspects of progress of the project. The first claim for reimbursement of costs from HLF has been processed.

The next HLF monitoring meeting is scheduled for 6.4.17



## 5 Action Reports

### Public Realm Progress

(i) Southern Green Design Architects have produced a first set of drawings and the Cost Consultants (QS) are preparing the costings prior to the tendering process.

It was reported that the projected timetable for tendering and undertaking the actual work is planned to be shortened to complete this work by the week commencing 31.7.17

Arrangements for the proposed removal of the BT payphone from outside of 'Stiches' shop are progressing following consultations with BT.

It was noted that there had not been any public response to the removal of the payphone, to date.

It was agreed that Jo Fearey (JF) will circulate the removal notice through her network of contacts.

(ii) Identity Consult, costing consultants (QS) and Harris Irwin, building design consultants, were confirmed as appointed consultants and initial commissioning meetings had been held with both parties.

(iii) It was reported that there had been consultations with High Street shopkeepers prior to the survey of each Phase 1 property taking place, with the exception of two properties. It is planned to effect this on Monday 16<sup>th</sup> January 2017.

Further work on the Evaluation Survey has been carried out during meetings with shopkeepers and owners. It is planned to continue this on 17-18<sup>th</sup> January 2017.

(iv) Procurement of Services arrangements – In respect of the 'Fair Deal' for local contractors, a Procurement Fair is planned with the support of R&CBC

### Activity Statement 1 – Tees Archaeology Workshop & Open Meeting

The report of the findings of the geophysical survey had now been received. It was agreed that the site landowner would be provided with a copy and a further copy will be available to view in the Project Office.

Workshop – A meeting with Dr Robin Daniels is planned for 1.2.17 to discuss arrangements. It was agreed that further volunteers are required for further phases of the archaeology project.

### Activity Statement 6 – Historic Sports Day

The Board were informed that an application has been sent to R&CBC for permission to use the Skelton sports field. Further fundraising efforts will be made as soon as permission to use the venue is received.



### **Activity Statement 8 – Mosaic Trail**

It was reported that the planning is progressing well. JF reported that students from Freeborough School had been involved. Information packs have been compiled with support from Skelton History Group and the historical use of the buildings has been researched by the R&CBC conservation officer.

It was reported that 24 of 27 properties have now been identified and agreed to participate in the trail. The final designs are yet to be agreed.

### **6. Items for Report, Endorsement or Decision**

*Item omitted as commercially sensitive*

### **7. Financial Report**

Finance Report No.6 detailing income and expenditure up to 31<sup>st</sup> December 2016 ... *Balance omitted as commercially sensitive*

It was reported that non-cash contributions and volunteer time were forecast to exceed expectations as the project progresses.

The next major financial issue is expected resulting from the tendering for the Public Realm delivery.

### **8. Programme**

Programme Action Plan for the period from October 2016 to February 2017  
It was agreed that the programme timetable is being achieved in relation to key milestones.

The Project Manager was commended for this achievement.

### **9. Risk Register**

*Item omitted as commercially sensitive*

### **10. Any Other Business**

There was no other business

### **11. Date of next meeting – Wednesday 8<sup>th</sup> February 2017**

Meeting closed at 14.50