



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 12th April 2017 in Skelton Civic Hall

Present: Angus McDonald (Chair), Anthony Harding (Lead Applicant), Pam Batts (Skelton Villages Civic Pride), Anthony Wharton (Skelton and Gilling Estates), Audrey Kirby (Church Representative), Jane Dauncey (Shopkeepers' Representative), Darren Edmonds (Masterplan Delivery, Redcar & Cleveland Borough Council R&CBC), 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)

Correction to Agenda – Date of next meeting should read 17th May 2017

2. Minutes of the previous meeting on 8th March 2017

Correction re Item 4. **Action Statement No.8 Mosaic Trail** – Two designs were submitted for approval. One design with minor amendments was agreed.

Correction re Item 5. **Fund Raising** – PB reported that £500 had been donated by Taylor Wimpey for the provision of cycle racks. (not planting costs)

The minutes of the previous meeting were then agreed.

3. Matters arising not covered on the Agenda

There were no matters arising.

4. Action Reports

Public Realm Progress

JH reported that the tender process is close to completion following 12 tenders received by the closure date of 27th March 2017. The tender evaluation process was carried out by the Project Team (DE, JH, AH and RL) with Malcolm Churchill (Identity Consult).

www.skeltontownscapeheritage.org.uk



Supported by
The National Lottery[®]
through the Heritage Lottery Fund





The project was reported to be on track as per the timetable.

Mosaic Project – Community Mosaic – Southern Green (Design Architects) submitted the project for planning permission. Notices have been sited on adjacent lamp posts.

Mosaic Progress

PA reported on the recommendations from Skelton History Group on the inclusion of a sword dance and depiction of a nurse. It was also suggested that the bay horse be reduced in size. The designers agreed to incorporate the suggestions. It was agreed to retain the maypole depiction in the design.

Progress with Payphone Removal

It was reported that the removal has not been carried out as at 12.4.17. DE explained the process will proceed following 19.4.17, the final date for the end of the second public consultation period.

Report of Procurement Fair 13.3.17

It was reported that representatives from 14 companies attended the event. Interested parties were encouraged to maintain contact either as a main contractor or for support services as a sub-contractor. Most visits were from local contractors.

Building Design Progress & Programme – Legal Consultations with Owners

This item is omitted on the grounds of commercial sensitivity

Report on HLF Quarterly Progress meeting held on 6.4.17

A meeting took place with the Project Team (DE, JH, AH and RL) and the Monitor (Andrew Purcell). **No HLF member was present.**

Following the meeting an email was received stating that a detailed form with extensive supporting information was required to be submitted to HLF due to the Public Realm project costs exceeding £100,000.

JH reported that there had been no prior indication or notice for this requirement and the extent of the documentation needed. This had caused considerable extra work at very short notice and is likely to create a potential delay in delivering the Public Realm project.

www.skeltontownscapeheritage.org.uk



Supported by
The National Lottery[®]
through the Heritage Lottery Fund





JH proposed that the additional work carried out by Jane Turner (Redcar & Cleveland BC) on behalf of the Board be commended. **This was agreed**

Evaluation & Business Survey

JH reported that an 80% response had been received from businesses. The requirement for volunteers to carry out further public canvassing was requested.

Activity Statement 1 – Archaeology Project - Workshop & Lecture 22.3.17

A successful workshop took place in the afternoon with 10 attendees.

A Public Meeting in the evening was attended by 36.

It was noted that there had been a very positive response and commendations for the event

Phase 2 of the Archaeology Project – A meeting with the tenant farmers is arranged for 13.4.17 to discuss the placing of site buildings for the duration of the Earthworks survey due to begin on 8.5.17.

Activity Statement 6 – Historic Sports Day

PB reported that a meeting was arranged for 26.4.17 for volunteers.

Research for Facilities provision for the Sports Day has indicated that £15,000 is required for the services identified.

It was agreed to invite Neil Thirkell (R&CBC) Ranger who has experience in managing similar events, to advise on arrangements and costing.

Interest from the Skelton Bowls Club has been noted and will be followed up.

Activity Statement 8 – Mosaic Trail

JF reported that images produced by school children had been incorporated in the designs.

To date the following sites have been identified: - 7 & 9(Doctor) South Terrace, 54 – 56 (site of Community Orchard), 85 High Street (Jewellers), 98 (Milliners), 101 (Plumbers), 106 (Forester), 145 (Pay Booth), 7 North Terrace (Sawyer). There will be 3 further placements on the Old School building.

www.skeltontownscapeheritage.org.uk



Supported by
The National Lottery[®]
through the Heritage Lottery Fund





5. Financial Report

Fund Raising- An application to Teesside Community Foundation has been to provide funding for further planting costs.

The proceeds from the Daffodil Sunday receipts amounting to approximately £4,000 will be shared between FOSCO and SVCP.

The need for further fund raising was reported. Efforts to bridge the £10,000 deficit in the project programme remain the target.

Financial Report No.9 to 31st March 2017 – The report was circulated.

Recovery of Contributions – The first HLF claim of £ 14,747 has been received; the second claim of £24,983 of which £17,238 will be met by HLF is in preparation. It was noted that arrangements are proceeding to recover funds held by SVCP to cover project costs previously met in full by R&CBC.

Costs incurred by Project Office – It was reported energy costs (met by TVRCC) are higher than expected and may have an impact on programme delivery.

Voluntary Commitments – It was reported that the financial value of volunteer time is now £54,000 during the programme to date.

6. Programme – The updated four month Rolling Programme to July 2017 was circulated without further comment.

7. Items for Report, Endorsement or Decision – Special Minute

The Board were recommended to approve the appointment of **Seymour (Civil Engineering Contractors) Limited** of Hartlepool, as Contractors to undertake the construction of Public Realm works, (*Balance omitted on the grounds of commercial sensitivity*)

This was agreed unanimously.

It was reported that examples of other works undertaken by Seymour in the area were delivered to satisfaction. In their Tender response, Seymour demonstrated a strong focus on minimising disruption to parking and pedestrian access relevant to businesses and residents, during the work.

www.skeltontownscapeheritage.org.uk



Supported by
The National Lottery[®]
through the Heritage Lottery Fund





8. Risk Register – Nothing to add.

Project Office Lease – A possible sale of the property was indicated, it was noted that the lease for the premises for the project was unlikely to be affected.

9. Website Update – PA reported a new increase of ‘hits’ on the STH website. The number of ‘visits’ were 142% up on the previous month. It was agreed to add the website address to letterheads.

10. Any Other Business

Omitted on the grounds of personal sensitivity

11. Date of next meeting – Wednesday 17th May 2017

Meeting closed at 15.40

New dates for future Board meetings were agreed as May 17th, June 14th, July 19th and August 16th, 2017.

www.skeltontownscapeheritage.org.uk



Supported by

The National Lottery[®]
through the Heritage Lottery Fund

