



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 17th May 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), Rita Lawson (Tees Valley Rural Community Council), Jane Dauncey (Shopkeepers' Representative), Darren Edmends (Masterplan Delivery, Redcar & Cleveland Borough Council R&CBC), Jo Fearey (Community Development Officer, Redcar & Cleveland Borough Council), Peter Appleton (Methodist Church Representative),
In Attendance: John Haw (Project Manager)

1. Apologies: Dr Michael Betterton (Residents Representative) and Julia Hedges (Skelton Villages Civic Pride)

2. Annual General Meeting

To elect the Officers of the Partnership Board

Chair – Angus McDonald (uncontested)
Proposed: Pam Batts – Seconded: Anthony Harding

Vice-Chair – Peter Appleton (uncontested)
Proposed: Anthony Harding – Seconded: Anthony Wharton

Secretary – vacant. Anthony Harding agreed to continue to record and produce minutes for the Board.

3. Minutes of the previous meeting on 12th April 2017

The minutes of the previous meeting were agreed

4. Matters arising not covered on the Agenda

Jane Dauncey left the meeting at this point.

Item 10 (i) – Letter from Jane Dauncey dated 8.4.17 offering her resignation.

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It was noted that at the last meeting it was agreed that she would retain her position. Subsequently, recent work to the exterior of 121 High Street has raised concerns in conflicting with the Buildings Restoration project.

JH explained the situation and the work carried out which had been referred to the R&C BC Conservation Officer.

It was agreed that her position on the Board was now untenable. It was further agreed for the Chair to speak to Ms Dauncey immediately, outside of the meeting to inform her of the decision and confirm her resignation.

Jane Dauncey left the building at this point.

It was agreed to write to all business operators in the High Street to invite nominations for a replacement.

Item 10 (ii) – It was agreed to add the website detail to project letterheads. It was reported that the HLF had changed their logo and this would require additional changes, as per the bottom of these minutes.

5. Action Reports

Archaeology – Activity 1

It was reported that the site buildings for Earthworks survey were delivered on 8.5.17 and work commenced on 9.5.17 with completion due on 19.5.17

Robin Daniels (Tees Archaeology) has stated that work had been completed at the northern end of the Boroughgate site. There had been 15 volunteers, performing 45 days of work on site.

To date the survey has revealed possible artefacts and buildings in addition to an old roadway and adjacent habitations.

Activity Statement 6 – Historic Sports Day

AH and JF met on 19.4.17 to discuss further opportunities for funding.

A further meeting on 25.4.17 was attended by Neil Thirkell (R&CBC Ranger) who made many helpful suggestions including the loan of a marquee, with provision for erection and dismantling, at modest cost. He agreed to continue to help with arrangements.

It was noted that this could save up to £1000 in the projected costs of staging the event.

PB reported on a meeting on 26.4.17 for volunteers which had resulted in a disappointing response. A further public meeting is arranged for 3.6.17 in the Civic Centre which would be given wider publicity.

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It is pleasing to report that confirmation of a grant of £1500 has been received from Skelton & Brotton Parish Council.

Activity 8 – Mosaic Project

The Mosaic trail project is progressing well with participation from a number of groups including 'Sharpen your Mind' and the 'Thursday Girls' groups. The last of these sessions is on 6.6.17.

JF reported that 'advertising consent' and 'listed building consent' may be required for this item. This requirement is still to be confirmed.

DE agreed to see the head of Development Management at R&CBC to ascertain the requirement for this permission.

JH suggested obtaining photographs of the designs as soon as possible for inclusion on the website and for advertising the project.

Evaluation – Footfall and User Survey

JH reported on the Footfall survey which involved counting persons using the High Street on seven separate occasions, ranging from 205-240 per hour. The User survey took place to identify public perception of the village facilities. This information will be helpful in the compilation of the annual report to the HLF.

Public Realm Progress

JH circulated notices ahead of work commencing on 22.5.17 and details of Seymour Civil Engineering contractors site boards to be displayed on site. Andrew Martin (Seymour Site Liaison Manager) was introduced to Board members.

Mr Martin (AM) explained his role through visiting the site on a daily basis and attending site meetings. He would be attending SVCP Coffee mornings every Monday and formal site meetings. He outlined the programme of work, starting with the setting up of the site compound on the Home Farm site on 22.5.17, with work commencing on Tuesday 30.5.17. The Board acknowledged their thanks to Skelton & Gilling Estates for the use of the Home Farm site.

The work is planned to be complete in nine weeks.

AM assured the Board that there would be no requirement for shop closures during the work. All work would be arranged in consultation with owners and residents to minimise any disruption. AM was thanked for his attendance.

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PA was introduced as 'official photographer' to record activities during the project for the website and historical records.

Community Mosaic Planning Application

Planning permission has been received for the main mosaic mural.

Progress with Mosaic Design & Production

PB reported on design recommendations for inclusion of the sword dancers and reduction of the bay horse depiction.

Progress with Payphone Removal

It was reported that the payphone was removed on 14.5.17

Legal consultation with owners & Building Design Progress

JH reported on the progress of owner discussions and the hurdles encountered with regard to HLF conditions of grant and 'clawback'.

(Section deleted on grounds of confidentiality)

JH expressed his concerns over the ability to make progress with owners under these conditions.

DE proposed and it was agreed that the Risk Register be amended along the following lines:

"Risk: HLF Clawback Requirement is resulting in very low owner take-up; Likelihood of Risk: Certain; Impact – Critical; Mitigation - HLF need to reconsider clawback "Guidance" to avoid scheme failure. A further meeting has been sought with HLF".

5. Financial Report

Fund Raising- It was reported that funding had been received for planting in the Mosaic bed from Tees Valley Community Foundation.

Financial Report No.10 to 30 April 2017 – The report was circulated

It was noted that there had been no notice of receipt of funds paid to HLF by R&CBC in respect of the 3rd claim.

Volunteer time had now exceeded £30,000. This is ahead of estimates.

Non-cash contributions for the Project up to the end of the month were close to £4,000.

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The cost for the Public Realm contract work of £193,223.65 has resulted in an underspend. HLF have required the remaining sum may be 'ringfenced' within public realm for contingency purposes.

Recovery of Contributions – It was noted that arrangements are now in place to recover funds held by SVCP to be electronically transferred to R&CBC to meet claims.

6. Programme – The updated four month Rolling Programme to August 2017 was circulated. It was noted that delays in the programme were now being encountered mainly due to slow progress with obtaining shop owner consent to the legal agreements required for Phase 1 of the Building Works.

7. Items for Report, Endorsement or Decision - None to report.

8. Risk Register

Building works – agreed to update for HLF 'clawback' impact on owner take-up.

9. Website Update – PA reported a fall of 42% in activity compared with March 2017. Most site activity was UK based with USA and Canada most overseas enquiry. PA indicated that search engines were a popular route to the site.

10. Any Other Business

AH and JH reported on their 'live' interview on Zetland FM radio to publicise the STH project. This was broadcast on 15.5.17.

11. Date of next meeting – Wednesday 14th June 2017

Meeting closed at 16.00

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

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