



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 15th
November 2017 in Skelton Civic Hall

Present: Angus McDonald (Chair), Anthony Wharton (Skelton and Gilling Estates), Peter Appleton (Methodist Church Representative), Pam Batts (Skelton Villages Civic Pride), Julia Hedges (Skelton Villages Civic Pride), Dr Michael Betterton (Residents Representative), Rita Lawson (Tees Valley Rural Community Council), Jo Mead (Community Development Officer, Redcar & Cleveland Borough Council) Lawrence Kerrigan (Place Investment Officer, R&CBC), Audrey Kirby (Church Representative),

In Attendance: John Haw (Project Manager)

1. Apologies: Anthony Harding (Lead Applicant) and Darren Edmends (Place Investment Manager, Redcar & Cleveland Borough Council)

2. Minutes of the previous meeting on 11th October 2017

The minutes of the previous meeting were agreed with amendments.

3. Matters arising not covered on the Agenda

PB queried the planning renewal timescale in relation to the frontage of the Coop. JH reported that he had contacted them on a number of occasions and was awaiting a reply. LK to enquire through RCBC.

4. Action Reports

Public Realm

Contract Final Account

JH outlined the outstanding issue of Seymour's additional costs. Seymour's have not accepted the revised figure so Southern Green will advise how to proceed. Aim to have this resolved by the end of the year.

Community Mosaic – Interpretive Plaque

JH advised that the draft plaque details had been circulated for comments including a title and list of elements within the mosaic, participants and logos. Final draft is to be presented at the next meeting for discussion.

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Planting issues

The correct planting at the foot of The Hills has now been completed. There is an ongoing liability with the contractor over the next twelve months regarding maintenance. There is a local volunteer who has carried out litter picking and it has been added to the RCBC schedule for Skelton High Street to be litter picked.

PB reported that the planting of the main mosaic bed is now scheduled to be completed in December 2017. Wilkinson's advised that this date is based on when they can supply the bare rooted plants. JH reported that the official opening event is reliant on completion of these works.

JH and LK advised that the scaffolding contractor at Stitches had dismantled their equipment onto the new planting at the Hills and caused damage to the new footway outside the shop. There is photographic evidence of this and costings have been drawn up for 20+ plants affected. Data has been sent to the legal team to follow up.

JH reported that the handrail replacement at Stitches had been agreed. A local supplier carried out this work and installed the modified handrail without instruction from JH. JH has advised the owner to pay the contractor directly and submit the bill to the Project Office for reimbursement.

Building Design Progress and Programme

JH reported that there were 7 properties confirmed in the first phase. Planning consents have been granted for 3 of 6 submissions. There has been a further planning application submitted.

JH advised that the programme of procurement was arranged with RCBC. It was expected that there would be an increase in cost from the original figures but this is not a problem as the scheme is still within the original budget. The tender documents will be completed for the NEPO portal by 30th November. Tenders will be received by 8th January and evaluation will take place on 15th January. This will be reported at the board meeting on 17th January with recommendations on selection of contractor. The contractor will be formally appointed on 2nd January with works starting week commencing 19th January. There will be a three week programme per property.

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JH advised that potential phase 2 owners had been contacted to establish interest in being involved and one response had been received to date. LK offered to support research on owners as land registry information has proved not to be up to date.

JH reported that Askhams were to conduct an asbestos survey of all phase 1 properties. Scoping visits will take place on Friday with further investigative visits arranged with each owner to follow.

ACTIVITY STATEMENT

Activity Statement 3 - Oral History - report on Workshop

JH reported that a successful workshop had taken place on Monday but there was a low turnout. PA has added details to the website to encourage more interest. There is a meeting on 6th December to develop a list of potential interviewees. Suggestions and input from the board would be welcome. The activity will run during spring and summer through to the dig. The interviews are to be transcribed.

Activity Statement 6 –Sports & Gala Day – Next steps

JH advised that AH would reconvene the group and revisit the costs in December. Propose to put additional funds into the budget from savings elsewhere. The re-enactment group is to make a site visit in January.

Activity Statement 8 – Mosaic Trail Project

PA circulated the interim leaflets. It has become clear that the final version will need to be a bigger leaflet or booklet to include the trail, the mural and previous mosaics. JH reported a positive response to all the mosaics and had received additional proposals for inclusion.

JM advised that phase 2 owners had been contacted and positive responses received from 8/14. One has dropped out of the project but much interest has been received from other owners. Planning to meet with interested parties from Skelton History Group to revisit locations for inclusion and to seek additional information where required. Contact made with Freebrough Academy to begin process in January and supply copies of the interim leaflet. JM advised that FOSCO congratulated all those involved with the mosaic trail and mural at their recent meeting.

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5. Financial Report

Fund Raising - There were no further details of fund raising.

Financial Report No.16 to 31st October 2017 – The report was circulated. JH advised that there were no current actions. There are a small number of outstanding projects that funds can be raised against such as the archaeological dig and project booklet. PB advised that there had been no response regarding 2 applications. AH is to submit an application for the booklet nearer the time as advised by the funders. PB suggested a further application to RCBC EMWA.

£321,000 has been spent to date, fundraising amounts to £56,000. RCBC have contributed £200,000. There has been £6,000 non cash contribution and volunteer time amounts to the value of £67,000.

JH advised that the final account for Seymour's would be brought to the December meeting and if not resolved would include the worst case scenario figures.

6. Programme

The updated four month Rolling Programme to February 2018 was circulated. JH proposed to omit the delays caused by the clawback clause now that this has been resolved. Decision agreed by board. Wilkinson's planting would be recorded for December.

JH reported that HLF had cancelled the last two quarterly meetings as not required but expected the next one to take place. JH has received formal sign off from HLF on the revised clawback. LK is to send the legal format to the lawyers for HLF to sign off.

PA asked to be advised of any changes required for the website.

7. Items for Report, Endorsement or Decision

This item is omitted on the grounds of commercial confidentiality.

8. Website Update

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PA reported a continued steady increase in web activity. It was noted that the website usage spikes following Facebook links being added to the Skelton Past & Present page. The board considered the potential for a dedicated Facebook page. LK will discuss with RCBC communications team.

9. Risk Register

There were no new issues to add. Clawback is resolved and can be removed. RA suggested reducing the impact of the designer's risk.

10. Support to Loftus TH Bid

JH and AH were asked for assistance to support the Loftus TH bid and met with DE and JM to discuss.

JH asked the board if they would support the use of the partnership board structure and governance documents as a template for Loftus. Agreement was given by the board.

JH offered that the two boards could meet up which was agreed. JM thanked the board for their support.

11. Any Other Business

None raised.

11. Date of next meeting – Wednesday 13th December 2017 at 14.00

NB. 10th January meeting has been moved to **17th January 2018**

Meeting closed at 15.15pm

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