



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 13<sup>th</sup>  
December 2017 in Skelton Civic Hall

**Present:** Angus McDonald (Chair), Anthony Harding (Lead Applicant, 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), Lawrence Kerrigan (Place Investment Officer, R&CBC),

**In Attendance:** John Haw (Project Manager)  
Geoff Edge (Evaluation Consultant, Geonomics) for Item 4.

**1. Apologies:** Rita Lawson (Tees Valley Rural Community Council), Jo Mead Community Development Officer (Redcar & Cleveland Borough Council), Audrey Kirby (Church Representative), and Darren Edmends (Place Investment Manager, Redcar & Cleveland Borough Council)

### **2. Minutes of the previous meeting on 15<sup>th</sup> November 2017**

The minutes of the previous meeting were agreed.  
Thanks were recorded to Jo Mead for their preparation

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

Details of a submission to HLF for a Townscape scheme for Loftus were noted.

**4. Evaluation – Annual Assessment Report** (presented by Geoff Edge (GE))  
GE explained the three stages of the evaluation, from the initial stages, projects in progress and the final report. This report focuses on the current programme and its delivery to date. He reported that his overall view is that the Project has been successful.

A major issue associated with the Building Scheme to refurbish shopfronts, was overcoming initial 'HLF clawback' requirements which resulted in programme delays. GE reported that the problems generated by delays incurred had been largely overcome, to the credit of the group.

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GE stated that the Public Realm scheme had been successfully delivered with minimal disruption to the public and businesses. There had been favourable public engagement on the scheme with considerable involvement from volunteer groups, especially Skelton Villages Civic Pride.

GE described the progress of Project Activities, including the Archaeology project, Oral History, Snapshot in Time and the Mosaic Trail. He commended the establishment of a Project website and continuing fundraising.

GE reported on the Economic Output of the Project. He stated that many outcomes were beyond the control of the Board and its partners. The outputs at the end of the Project were likely to reveal no increase in business levels or the occupancy and activity of shop premises as these would be subject to macro-economic factors. GE believed that best outcomes would come through the continuing co-operation between partners in the Project.

GE commented on the situation of the 'Old Institute' site currently used as a car park. Although outside the Project scheme, surveys had shown that the future outcome of the site in relation to parking was influential in the public perception of the success of Townscape Project.

Copies of the full report were made available to Board members. GE was thanked for his presentation.

## 5. Action Reports

### Public Realm

#### Contract Final Account

JH reported on the final account settlement with Seymour's. An outstanding claim by Seymour's was settled with equal contributions being met by the contactors and the Project partners.

*Remainder omitted on the grounds of commercial confidentiality*

#### Community Mosaic – Interpretive Plaque

JH reported that the final draft had been produced and circulated, reflecting Board and History Committee comments. Permission to place the order was requested. **This was agreed**

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### **Planting issues**

It was reported that the planting of the main mosaic bed was completed on 4<sup>th</sup> December 2017 by Wilkinson's contractors.

### **Other Planting Issues**

JH and LK advised that damage caused to the bed next to The Hills by scaffolders had been costed by Wilkinson's at £419. R&CBC legal team are considering a claim against the scaffolding company and/or owners of Stitches.

### **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 for 83, High Street.

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 were published on the NEPO portal on 30<sup>th</sup> November. Tenders are due for return by 8<sup>th</sup> January 2018 and tender evaluation, based on 40% pricing and 60% quality basis, will take place on 15<sup>th</sup> January 2018. This will be reported at the board meeting on 17<sup>th</sup> January 2018 with recommendations on selection of a contractor.

JH reported that property valuations for pre- and post-work are still awaited

It is planned to bring the result of the tender evaluations to the Board on 17.1.18.

It was noted that a submission of legal agreements to HLF for approval of revised provisions for 'clawback' has been made. The quarterly meeting with HLF officers is scheduled for 9.1.18.

### **Report of Progress with Phase 2 Building**

JH reported that initial approaches to owners have produced no responses. It was noted that there had been difficulties with inaccuracies concerning the details of owners in Land Registry records.

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JH forecast that that he expected that further interest would be generated following the commencement of Phase 1 works.

## ACTIVITY STATEMENT

### Activity Statement 3 - Oral Memories – report on progress

JH reported that more than 20 potential individuals have been identified as candidates for interview. It was agreed for those attending the last meeting (6.12.17) to seek the agreement of those people identified.

The matter of public liability insurance was discussed and it was agreed to ask Skelton History Group to include this scheme within their cover.

### Activity Statement 6 –Sports & Gala Day – Next steps

AH reported that a meeting with the Red Wyverns re-enactment group representatives is arranged for 7.1.18. It is planned to view potential sites to hold the event on 4.8.18.

AH requested that consideration for a transfer of Project budget funds to cover infrastructure costs is required for this event. It was noted that the initial budget for this event was only £1,000. A further grant from Skelton & Brotton Parish Council of £1,500 has been gratefully received. The projected shortfall is a further £7,500.

**It was agreed to seek a transfer of £6,000 from within the Project budget.**

### Activity Statement 8 – Mosaic Trail Project

A report prepared by JM was tabled and discussed.

JM was thanked in her absence.

## 6. Financial Report

### Budget Report

JH presented a provisional revised Project Budget proposal. **This was accepted.**

**Financial Report No.17 to 30th November 2017** – The report was circulated

JH reported that the total spend to date was £317,821.

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There is a net additional spend of £274.33 identified by TVRCC, received too late to be circulated which would be included in the next report.

### **Fund Raising**

PB reported that a potential grant may be available from NAP funding towards Activity 1. This was understood to be receiving support from local councillors.

### **7. Programme**

The updated four month Rolling Programme to March 2018 was circulated. JH reported that plans for 5 of 7 properties in Phase 1 building scheme are now secured.

JH stated that he proposed to begin attempts to move Phase 2 of the building scheme early in 2018.

It was noted that the next claim to HLF would be prepared for submission to HLF on 19.12.17.

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

**Endorsement of Public Realm Final Account – This was agreed**

**Submission of Annual Assessment (Evaluation) – This was agreed**

**Cost of Interpretative Plaque – The cost was agreed to cover production of duplicate plaque for display purposes.**

### **9. Website Update**

PA reported a continued steady increase in web activity.

It was anticipated there would be additional activity following the posting of new activities commencing in the programme.

### **10. Risk Register**

It was proposed that the addition of items to reflect the risks of owners signing off legal agreements as required by HLF.

### **11. Any Other Business**

Thanks were recorded for the efforts of PB for fundraising.

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JH reported that he had contacted officers from the CO-OP in relation to their inclusion in the Project when carrying out revisions to their shop fascia.

**12. Date of next meeting – Wednesday 17<sup>th</sup> January 2018 at 14.00**

Meeting closed at 15.35pm

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