



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 14<sup>th</sup> February 2018 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), Rita Lawson (Tees Valley Rural Community Council), Dr Michael Betterton (Residents Representative), Lawrence Kerrigan (Place Investment Officer, R&CBC), Jo Mead (Community Development Officer, R&CBC) and Audrey Kirby (Parish Church Representative).

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

**1. Apologies:** Julia Hedges (Skelton Villages Civic Pride), Villages Civic Pride) and Darren Edmonds (Place Investment Manager, Redcar & Cleveland Borough Council)

**2. Minutes of the previous meeting on 17<sup>th</sup> January 2018**

The minutes of the previous meeting were agreed.

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

There were no matters arising.

**4. Action Reports**

**Building Façade Works Phase 1**

Procurement Progress & programme Issues – The contract for works to be carried out by Quadriga Ltd was signed off by R&CBC on 13.2.18. An early meeting has been arranged with Quadriga representatives on 16.2.18 to discuss progress issues.

HLF Clawback & Legal Documentation - JH reported on delays recently encountered due to the requirement by HLF for a letter from R&CBC agreeing in writing that they will not claim any clawback in the event of any property sales after work is carried out. This letter is still awaited from R&CBC.

*(Next sentence omitted on the grounds of individual privacy)*

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HLF POTG Submission. – JH described the process which the Project can adopt to progress works. The main issues concern obtaining current valuations for all properties which are acceptable to owners and also to obtain estimated post improvement valuations. These details are required to complete the POTG document required by HLF.

Liaison issues with owners and tenants – JH reported on the situation of No.83 High Street, namely the requirement for the shop to commence business on 12.3.18. It is believed that it will be extremely difficult to complete the work on the premises to facilitate this opening date. JH reported that all possibilities would be explored with Quadriga including undertaking the work 'at risk' prior to the main contract. This situation was acknowledged by the Board.

JH described the difficulties relating to the Development Agreements with owners.

JH reported on the complexity of the works involved with No.115 High Street, relating to inclusion of the privately funded works included at this site.

### **Building Façade Works Phase 2**

Report on developments with the Co-op – JH reported that there had been five objections to the design proposals submitted on behalf of the Co-op for planning approval to R&CBC. The matter will be discussed at a meeting of the Regulatory Committee of R&CBC on 15.2.18 with JH, PB, PA and AH agreeing to attend.

General Progress with Phase 2 – Nothing to report

### **Activity Statements**

Activity 1 - Boroughgate Archaeology – A full day presentation is planned for 15th May 2018 (prior to the excavation works). There will be an afternoon workshop at 14.00 lasting approximately 3 hours and a public lecture at 19.00. These events will be held in Skelton Community Methodist Church Hall and led by Robin Daniels (Tees Archaeology).

The set-up arrangements of the excavation phase of the scheme will be carried out in the week starting 18<sup>th</sup> June 2018 and the work to commence on Monday 25<sup>th</sup> June 2018.

There were discussions concerning possible access routes to the site. It was agreed to explore the possibility of running a shuttle bus between Skelton village and Back Lane. A suitable loan vehicle may be available from TVRCC. An alternative pedestrian right of way via South Terrace to the site will be explored.

Activity 3 – Recorded Memories Project – This project is close to commencement. The requirement to address new legal requirements for agreeing the destination for the archiving of recordings is being addressed.

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Two sites are being considered, Teesside University and or Tees Archive. An approach to Teesside University is awaiting response.

Activity 6 – Medieval Re-enactment Sports Day – A meeting of the organising group was held on 30.1.18. The key issue for this event is gaining agreement with Skelton Football Club who are the leaseholders of the De Brus site. AH commended the input from Jo Mead and Neil Thirkell on issues relating to the site management, including the provision of toilet facilities, utilities and first aid services.

RL described insurance cover available from Blue Fin which had been used for TVRCC events and would be appropriate for this event.

There was discussion regarding the provision of catering services and suitable charges to commercial providers.

*(Next section omitted on the grounds of commercial confidentiality)*

It was confirmed that an approach to HLF would be made for the transfer of available funds in support of infrastructure costs for this event.

A further meeting of the organising group is planned for Monday 19<sup>th</sup> February 2018.

Activity 8 – Mosaic Trail Phase 2 – Progress Report

JM reported that 9 property designs had been received to date.

It was noted that consideration of Cleveland House, 14 North Terrace known as 'The Gas House' in the scheme had been discontinued due to difficulties in identifying a suitable topic for a plaque.

JM stated that the designs received will be reviewed by Helen Gaunt and that there are alternative sites if designs for the designated properties are not agreed.

JM was commended for her research on this Activity.

## **5. Finance Report**

The Financial Report No.19 to 31.1.18 was circulated.

The total spend on the Project to date is £345,698 and JH explained the movements in spending for the last month.

## **6. Programme Action plan – Four Month Rolling Programme to May 2018**

The Programme documents were circulated.

Co-Op Issues – JH reported on the current stance of the Co-Op representatives in relation to the proposed fascia design.

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Activity 6 – Medieval Enactment day – JH outlined key target dates for decisions to effectively progress this scheme.

### **7. Items for report, Endorsement or Decision**

There are no items for Report, Endorsement or Decision by the Board.

### **8. Website Update**

PA circulated website usage across 2017/18. It was noted that end of year activity slowed but maintained the number of individual contacts.

### **9. Risk Register**

Items to note: It may be necessary to reflect the delays in the procurement process in future additions of the Risk Register.

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

PB reported on a meeting held for 'The East Cleveland Scarecrow Festival' It was suggested that displays could be placed in Skelton High Street and on the Green. PB emphasised the need for volunteers to assist with this scheme. It was noted that financial support may be available from Teesside Community Foundation.

### **11. Date and Time of Next Meeting**

**The next meeting will be held on Wednesday 14<sup>th</sup> March 2018.**

The meeting closed at 15.42

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