



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 11<sup>th</sup> April 2018 in Skelton Civic Hall

**Present:** Peter Appleton (Methodist Church Representative, Vice-Chair, acting as Chair for the meeting), Anthony Harding (Lead Applicant), Anthony Wharton (Skelton and Gilling Estates), Pam Batts (Skelton Villages Civic Pride), Jo Mead (Community Development Officer, R&CBC), Julia Hedges (Skelton Villages Civic Pride), Lawrence Kerrigan (Place Investment Officer, R&CBC) and Audrey Kirby (Parish Church Representative).

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

**1. Apologies:** Angus McDonald (Chair), Rita Lawson (Tees Valley Rural Community Council), Darren Edmends (Place Investment Manager, Redcar & Cleveland Borough Council), and Dr Michael Betterton (Residents Representative),

**2. Minutes of the previous meeting on 14<sup>th</sup> March 2018**

The minutes of the previous meeting were agreed.

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

There were no matters arising.

**4. HLF Quarterly Monitoring Meeting**

The meeting is scheduled to take place on 19<sup>th</sup> April 2018. It will be attended by the HLF Monitor, Andrew Purcell. No HLF Officer is scheduled to attend. JH indicated that the Budget proposals previously agreed by the Board would be presented to the Monitor. Attention will be drawn to the concerns of RCBC regarding retention sums applicable to current and future Building Works contracts.

**5. Action Reports**

**Building Façade Works Phase 1**

Contract Progress programme Issues – Quadriga commenced work on the contract on 9<sup>th</sup> April with site set-up. Start of work on 72 & 72a was delayed by 24 hours as Quadriga needed to change the scaffolding sub-contractor.

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Programme Issues - JH reported some changes in the programme with the agreement of owners.

HLF Clawback & Legal Documentation - JH reported that legal documentation has now been signed in respect of all properties. HLF had made it a condition of POTG approval that any use of contingency would be cleared with them in advance. A letter of confirmation had been sent to HLF.

Thanks were recorded to RCBC Legal Section for their assistance with the Legal Documentation.

### **Building Façade Works Phase 2**

Report on developments with the Co-op – JH reported he had made contact with Co-op Food at a senior level and had received assurances that a revised application would be prepared for The Co-op Food Store to reflect the aspirations of the Project and a revised application would be submitted. However, there was no current intent to implement any application.

General Progress with Phase 2 – JH reported that 93, High Street was being refurbished for a new user. It was also understood that 103, High Street had been sold.

### **Activity Statements**

Activity 1 - Boroughgate Archaeology – JH reported that arrangements are now advanced for a Workshop to be held on the afternoon of 15th May 2018, followed by an evening public lecture, both to be organised by Teesside Archaeology and held in the Skelton Green Community Methodist Church.

Activity 3 – Recorded Memories Project – JH reported that agreement had now been reached with Teesside Archive for the archiving of recordings.

Activity 6 – Medieval Re-enactment /Sports Day – JH reported that he had met with MB and JM to review use of the Holly Bush Field site and believed this to be practical. The Red Wyverns had confirmed they were content with the site and Neil Thirkell, RCBC Ranger from Guisborough, was assisting with identifying potential service providers. It was felt that sufficient progress had been made to proceed further with planning.

### Activity 8 – Mosaic Trail Phase 2 – Progress Report

JM circulated four preliminary designs prepared by the mosaic artists for the Board's information. These covered 89 and 115, High Street, Sterne Cottages and "Old" All Saint's Church.

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## **6. Finance Report**

The Financial Report No.21 to 31.3.18 was circulated.

JH indicated a correction to the circulated report. The balance of “other Public Sector” income should read £8,850. The total spend on the Project to date is £367,697 and JH explained the movements in spending for the last month. HLF Claim 7 had gone in with £25,516 claimed. RCBC was currently carrying £43,585 in cash flow support to the Project. Non-Cash contributions stood at £7,776 and volunteer time at £78,140.

## **7. Programme Action plan – Four Month Rolling Programme to July 2018**

The Programme documents were circulated.

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

There were no Items for Decision by the Board

## **9. Website Update**

PA provided an update of use of the site. It was noted that there was a reduction in recent usage. It was believed there would be renewed use following the announcement of new activities.

## **9. Risk Register**

There were no items to add at this stage, but the Register would be updated to reflect the register for Building Facade Works Phase 1 in due course.

## **10. Any Other Business**

LK advised the Board that DE was having his leaving event On 20<sup>th</sup> April and all were welcome.

PB reminded the Board of her concerns regarding maintenance liabilities for the Public Realm once the end of defects period is reached in September.

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

The next meeting, which will be the Annual General Meeting, will be on 16<sup>th</sup> May 2018 at 14.00 in the Skelton Civic Hall.

The meeting closed at 15.04

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