



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 12th September 2018 in Skelton Civic Hall

Present: Angus McDonald (Chair), Peter Appleton (Methodist Church Representative, Vice-Chair), Anthony Wharton (Skelton and Gilling Estates), , Janice Wilson (Skelton Villages Civic Pride), Pam Batts (Skelton Villages Civic Pride), Julia Hedges (Skelton Villages Civic Pride), Dr Michael Betterton (Residents Representative) and Lawrence Kerrigan (Place Investment Officer, R&CBC)

In Attendance: John Haw (Project Manager)

1. Apologies: Rita Lawson (Tees Valley Rural Community Council), Jo Mead (Community Development Officer, R&CBC) and Audrey Kirby (Parish Church Representative),

2. Minutes of the previous meeting on 15th August 2018

The minutes of the previous meeting were agreed.

3. Matters arising not covered on the Agenda

There were none.

4. Report on meeting with HLF Regional Director on 6th September 2018

JH reported at length on the meeting held with HLF in Newcastle on 6th September. JH outlined the chain of events that had led to the installation of composite doors and UPVC windows, including the role of the Project Architects. HLF are insistent that these materials are no longer used going forward and that every effort should be made to persuade the owners of properties where composite doors have already been installed to have these replaced by hardwood. HLF have acknowledged their role in this matter by agreeing that they will contribute their 69% towards the costs of making these changes and that no contribution should be sought from owners.

Section omitted on the grounds of financial confidentiality

www.skeltontownscapeheritage.org.uk

**Funding raised by
The National Lottery**
and awarded by the Heritage Lottery Fund



Meetings are being arranged with the owners of 72, 72A, 83, 115 & 117, High Street to discuss the situation and seek their co-operation in removing composite doors and frames to replace them with hardwood. HLF have recognised the special circumstances affecting the tenant of 117A, High Street and are not insisting that we seek to remove the UPVC sliding sash windows at first floor level at this time. It was recognised that the Works Agreements signed by each owner identified materials as installed. The Agreements require mutual consent to any changes and owners are therefore able to refuse the request for change.

JH was authorised to call an emergency Board Meeting at short notice, should it become necessary to deal with issues arising from this situation.

5. Action Reports

Public Realm

Public Realm – The Hills. JH reported that the alternative quote to provide the upstand edging had been received from RCBC's DLO and was for £1,945.

PB presented her alternative proposal for the construction of a sandstone wall. Following discussion, LK agreed to seek guidance on the proposal with regard to RCBC's role as owner of the area.

JH reported that the End of Defects Period Inspection of all public realm works with Seymour's was being arranged for the end of the month.

There was a discussion regarding the possible use of volunteer work to clear the bank and hedgerow of the property adjoining the site. It was noted that the owner of the adjoining site had made no apparent attempt to trip those areas of the hedgerow still accessible from the public highway or from within the owner's premises.

Building Façade Works Phase 1

Contract Progress & programme Issues –JH reported that there were issues and problems with contractor progress and performance. There were significant delays in respect of 115, High Street.

Building Façade Works Phase 2

Report on developments with the Co-op –Astley's, consultants to the Co-op, had once again promised a sight of new proposals.

General Progress with Phase 2 – JH reported that proposals were to be submitted for planning consent for 103, High Street. Harris Irwin were now producing proposals to submit back to the owners of 113 and 123 High Street for consideration. Further discussion with other owners had been deferred pending resolution of the materials issue and the budget.

Activity Statements

Activity 1 - Boroughgate Archaeology – Report on Follow-up activities

A successful “wash and Mark” session was held on 22nd August at the Skelton Green Community Methodist Church, with finds to be sent on to specialist experts. A public Meeting & Lecture will be organised for the winter.

Activity Statement 2 – Boroughgate Interpretation Panels

JH reported that a meeting with a potential designer in Hexham will take place on 26th September. Thereafter, a Brief will be prepared for Board consideration.

Activity 3 – Recorded Memories Project – JH reported that this had taken something of a “back seat” and would be progressed through the autumn.

Activity Statement 4 – Snapshot in Time - Report on Progress with tranche 3

JH reported that this was currently underway. Following earlier discussion with HLF, Tees Archaeology had been asked to produce a proposal for a potential 4th Tranche in 2019.

Activity Statement 5 - Skelton Heritage Booklet - Preliminary thoughts

JH reported he had spoken to both the Chair and Secretary of the Skelton History Group and that he would hope to prepare a Brief for either October or November Board.

Activity 8 – Mosaic Trail Phase 2 – Progress Report - JH reported in the absence of JM that specific locations on each property still need to be finalised for each mosaic and one listed building application is in preparation.

6. Finance Report

The Financial Report No.26 to 31.8.18 was circulated.

The total spend on the Project to date is £463,501 and JH explained the movements in spending for the last month. RCBC has contributed £83,148 to date and was currently carrying an additional £63,729 in cash flow support to the Project. Non-Cash contributions stood at £9,653 and volunteer time at £139,460. It was noted that this meant that the volunteer target for the whole duration of the Project had been exceeded.

Budget Issues. JH reported that, following the meeting with HLF on 6th September, at which it had been agreed by the Regional Director that the materials issue should not hold matters up, he had submitted a further revised Budget to the HLF Casework Manager, Ellen Creighton.

7. Programme Action plan – Four Month Rolling Programme to December 2018

The Programme documents were circulated and noted.

8. Items for Report, Endorsement or Decision

There were none

9. Website Update

PA provided an update of use of the site. He reported a slowdown in useage during the month, with no links via Facebook for the first time in a while.

10. Risk Register

It was agreed to increase the likelihood of the risk attendant upon the HLF approval process for Budget changes to “High”.

11. Any Other Business

1. JH hoped to be in a position to provide a final report on the Heritage Event to the next Board meeting

12. Date of Next Meeting

The next meeting will be on 10th October 2018 - 2.00 pm in the Skelton Civic Hall.

The meeting closed at 15.40