



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 12<sup>th</sup>  
December 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), , Jo Mead (Community Development Officer, R&CBC), Audrey Kirby (Parish Church Representative), Peter Appleton (Methodist Church Representative, Vice-Chair) and Lawrence Kerrigan (Place Investment Officer, R&CBC)

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

**1. Apologies:** Rita Lawson (Tees Valley Rural Community Council) and Dr Michael Betterton (Residents Representative)

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

The minutes of the previous meeting were agreed.

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

Item 9 – PA reported that Website hosting was paid for until September/October 2019.

### **4. HLF Issues**

#### Minor Budget Items.

JH reported that HLF had agreed to a number of minor budget changes, as follows:

Shortfall in Employer's National Insurance contributions to 31st  
January 2019 (£7,362)

Activity 5 – Historic Record Book - publication costs (£1,500)

Activity 8 – Mosaic Trail - final trail booklet publication costs (£400)

[www.skeltontownscapeheritage.org.uk](http://www.skeltontownscapeheritage.org.uk)

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



production and erection of the permanent mosaics requested by HLF recording the contribution of the Lottery, HLF and the partners to the Project. (£550)

### Materials Concerns – Status report

JH reported that there was no change since the last Board meeting. Jean Crocker, owner of 115 and 117, High Street (four in total) had still not reached a decision.

## **5. Action Reports**

### **Public Realm**

#### Public Realm – The Hills

An on-site meeting has been held and an alternative scheme prepared. A cost is awaited.

### **Building Façade Works Phase 1**

Contract Progress & programme Issues – Phase 1 is now nearing completion. Work has commenced on 103, High Street. It was noted that Teesside Hospice (109, High Street) would be undertaking their own signage.

### **Building Façade Works Phase 2**

Report on developments with the Co-op – JH had made further contact with Astley's, consultants to the Co-op and with Co-op HQ. A response was awaited.

General Progress with Phase 2 – JH reported that the owner of 79, High Street (former Newsagents) had agreed to lease the premise for use as a beauty parlour. The leasees were anxious to start work early in the New Year and wished to join the Project. This would be undertaken as an extension to the Phase 1 contract. The necessary consents for this to happen were being sought.

JH further reported on the significant progress that had been achieved over the preceding month in contacting potential Phase 2 to join the Project. It was believed that sufficient serious interest had been generated at a level necessary to meet the criteria set by HLF. JH was authorised to present this information to HLF in order for budget proposals for 2019 to be agreed.

### **Activity Statements**

Activity Statement 2 – Boroughgate Interpretation Panels - JH reported that Tees Archaeology had commenced the procurement process to appoint a designer. Tender closing date would be 14<sup>th</sup> December 2018.

Activity 3 – Recorded Memories Project – JH reported that all interviews so far had been uploaded and would be sent for transcription early in the New Year.

Activity Statement 4 – Report Production & further bid – The Report on the three years of “Snapshot in Time” was circulated. A copy of the detailed records was help in the Project Office and a further copy provided to the History Group. A possible Tranche 4 would be raised again as part of the budget discussion with HLF.

Activity Statement 5 - Skelton Heritage Booklet – to be covered under item 8

Activity 8 – Mosaic Trail Phase 2 – Report on Progress- JM reported that erection of the remainder of Phase 2 would now take place early in the New Year. The Listed Building application would also be considered by RCBC after Christmas. A meeting was scheduled to take place shortly with the Access Ranger to investigate re-opening a safe pedestrian access to Boroughgate. JM would work with the History Group on the design and production of the final trail leaflet. The mosaic artist had been asked to produce designs for the additional two mosaics requested by HLF.

## **6. Finance Report**

The Financial Report No.29 to 30.11.18 was circulated.

JH reported on movements in spending for the last month. Spending had reached £586,002. RCBC has contributed £107,771 to date and was currently carrying an additional £83,351 in cash flow support to the Project. Non-Cash contributions stood at £10,989 and volunteer time at £148,970.

**7. Programme Action plan** – Options for Month Rolling Programme – JH circulated the Programme up to January 2019. JH reported he was unable to produce a meaningful forward programme until the HLF situation was clarified.

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

To approve the Brief for Activity 5, Skelton Heritage Booklet – the Board agreed the Brief

To consider setting date for February 2019 Board Meeting – again, in the light of the HLF position it was agreed to set the February Board meeting as 13<sup>th</sup> February 2019.

## **9. Website Update**

PA reported that there had been no dramatic changes in use of the site. However, there had been a visitor from a new country – Indonesia. This meant that people from 70 countries had visited the site. It was agreed to report this to HLF in the next quarterly progress report in January 2019.

## **10. Risk Register**

No additional risks were identified.

## **11. Any Other Business**

There was none.

## **12. Date of Next Meeting**

The next meeting will be on 16<sup>th</sup> January 2019 - 2.00 pm in the Skelton Civic Hall.

The meeting closed at 15.00