



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 14th August 2019 in Skelton Civic Hall

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

In Attendance: John Haw (Project Manager)

1. Apologies:

Rita Lawson (Tees Valley Rural Action),

2. Minutes of the previous meeting on 17th July 2019

The minutes of the previous meeting were corrected and then agreed.

3. Matters arising not covered on the Agenda

1. In anticipation of item 5 below, PA enquired whether HLF produced minutes of meetings. He was advised that they did not.

4. Board Membership Issues

i) JH reported he had sent a letter of thanks on behalf of the Board to Audrey Kirby. He advised that the Parochial Church Council had indicated that they were unable to nominate a replacement at the present time.

ii) JH reported that PA had resigned from the Methodist Church and could no longer sit as their representative. JH reported that he had written to the Acting Steward at the Church seeking a replacement and had been advised that the next meeting able to consider this would be in November. In the meantime, the Acting Steward would try and attend. The Board, under the

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terms of the Partnership Agreement, resolved to co-opt PA as a representative of the Skelton History Group.

iii) JH reported that, in pursuance of the Board's instruction of 17th May 2017, he had approached John Newman to seek his involvement on the Board as a Business Representative. The Board agreed to invite John Newman to join the Board.

5. Report on HLF Monitoring Meeting, 24th July 2019

JH reported that Ivor Crowther, HLF, had sent his apologies. The Meeting was therefore attended on behalf of HLF by Case Officer Gemma Haigh and consultant monitor Andrew Purcell. On behalf of the Project, the meeting was attended by PB, LK, RL and JH. The following items had been discussed

- i) Extension of office lease to June 2020. HLF requested the details of consequent running costs
- ii) Programme Extension. HLF were asked to agree to a programme extension consequent upon the projected Phase 2 Building Façade Works programme through to the end of 2020. HLF requested the details of consequent costs.
- iii) Activity 5. HLF were advised of the option of "publishing on demand". HLF requested the details of consequent costs, potential sale prices and the use of margins.
- iv) HLF expressed their desire to see publicity given to the Project.

6. Action Reports

Public Realm – The Hills

Autumn was now awaited for hedge trimming & membrane placing to take place. It was noted that positive comments had been made on the new edging.

PB raised issues of parking on the pavements outside "Top to Toe". LK agreed to explore the need for further Bollards, although it was noted that there were no funds for this within the Project.

Building Façade Works Phase 1

Outstanding snagging

JH reported that all shopfronts would probably need re-painting due to shrinkage in materials. Felt Trimming was still required on 79 High Street.

115 & 117 High Street

JH reported that a meeting had been held with the owner on 12th August to attempt to resolve outstanding matters. Week commencing 7th October 2019 was projected work for on these matters.

Balance of item excluded as commercially sensitive

Building Façade Works Phase 2

Position & Tender Programme

JH reported on the Tender programme, as follows:

- i) Tenders issued – 31st July 2019
- ii) Tender return date – 27th August 2019
- iii) Contractor selection – 6th September 2019
- iv) to be followed by Board consideration on 11th September 2019 and thereafter HLF POTG Submission
- v) Projected start on site – 14th October 2019

Co-op Issues

No further progress. PB indicated she had spoken to the new Community Officer.

Activity Statement

Activity Statement 1 – Final Report

JH reported that Tees Archaeology were still awaiting pottery drawings from a specialist. It was that Robin Daniels hoped to be in a position to bring the report to the September Board meeting.

It was noted that a post-project bid for further excavation at Boroughgate was being made to the Sirius Minerals community fund.

Activity Statement 3 – Recorded Memories - Report on progress

Additional interviews are being scheduled.

Activity Statement 4 – Planning for Tranche 4

Volunteer forms will shortly be issued for the week commencing 23rd September 2019.

Activity Statement 5 - Skelton Heritage Booklet – Report on Progress

PA reported that a number of chapter drafts had now been completed. As reported above, the production alternatives were with HLF for comment.

Activity Statement 8 – Mosaic trail Phase 2 - Report on Progress

JM reported that the three Mosaics/Panels (the HLF and Partner Panels along with the old “Newsagent” mosaic) had now been erected on the Coniston Road facade of 79, High Street. The proposal for a separate insert leaflet for the Boroughgate mosaic, which would involve a map, was in preparation.

JM, PB and JH reported on an issue raised by a resident who was dissatisfied not to have had a mosaic installed on her premises.

7. Financial Report - Financial Report No. 37 to 31st July 2019

JH circulated Financial Report No. 37 to 31.7.19. Spending had reached £794,073. RCBC has contributed £148,517 to date and was currently carrying an additional £112,370 in cash flow support to the Project. Non-Cash contributions stood at £13,803 and volunteer time at £168,330.

Project Office

JH reported that the lease extension had been signed until the end of June 2020. The ongoing cost implications were presented to the Board and agreed.

8. Programme

Programme Action plan – Monthly Rolling Programme to November 2019.

JH introduced the report, drawing attention to the tender programme for Phase 2, outlined above.

9. Items for Report, Endorsement or Decision

There were none.

10. Website Update

PA reported that there had been no significance change.

11. Risk Register

JH circulated a copy of the Architect’s Phase 2 Risk Register. The Board agreed that it should be circulated to all members and considered at the next meeting.

12. Any Other Business

There was none.

13. Date of Next Meeting

The next meeting will be on 11th September 2019 - 2.00 pm in the Skelton Civic Hall.

The meeting closed at 15.25