



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 16<sup>th</sup> October 2019 in Skelton Civic Hall

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

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

### 1. Apologies:

John Newman (Business Representative)

### 2. Minutes of the previous meeting on 11<sup>th</sup> September 2019

*Item omitted as commercially sensitive*

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

There were none.

### 4. Action Reports

#### Public Realm – The Hills

The next steps were noted. i) The RCBC Clean & Green Team were Scheduled to cut the Egg Cup Farm hedge w/c 28<sup>th</sup> October 2019; ii) the volunteer team of four will start work thereafter; iii) PB reported that SVCP had ordered two new barrels to place alongside the seats.

### Building Façade Works Phase 1

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

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



Outstanding snagging

JH reported that there was still a need to re-paint 72 and 103, High Street.

115 & 117 High Street

Work was largely completed the previous week. Some issues were outstanding.

## **Building Façade Works Phase 2**

Progress with clearances: RCBC Delegate Authority & HLF POTG

LK reported that the Delegated Authority had been signed off by RCBC on 3<sup>rd</sup> October. JH reported that he had submitted the POTG to NLHF on 7<sup>th</sup> October 2019.

Contract & Contractor Issues

JH reported that a pre-contract meeting had been held on 14<sup>th</sup> October 2014. Identity Consult would now be drawing up the contract in consultation with RCBC and Harris Irwin. There would be approximately a month's delay in the start from that originally predicted.

Progress with Legal Agreements: Valuations, Surveys, sustainable High Streets

JH reported on the difficulties incurred with the owner of 123 High St. Surveys had been scheduled for 23<sup>rd</sup> September 2019. The valuation survey had eventually been carried out, but the asbestos surveyors had not been granted access. Subsequent investigations and actions were to allow one final chance to complete the required surveys. The Board agreed to delete the property from Phase 2 if progress could not be achieved.

## **Co-op Issues**

SVCP had written a letter (supported by photographic evidence) expressing concern regarding the state of repair of the Co-op funeral premises. JH had forwarded this to the Co-op Facilities Manager on 11<sup>th</sup> October 2019. A response was awaited.

## **Activity Statement**

Activity Statement 3 – Recorded Memories - Report on progress

More interviews were now scheduled. JH reported that there was funding outstanding to achieve further interviews. John Froud was a further suggestion for interview.

## Activity Statement 4 – Tranche 4 & Final Report

JH circulated Robin Daniel's updated Final Report covering all four tranches. The detailed archive was about to be updated.

*Balance committed as commercially sensitive*

## Activity Statement 5 - Skelton Heritage Booklet – Report on Progress

PA reported that the various sections were progressing. The Boroughgate section awaited the Final Excavation Report, expected to be available by 25<sup>th</sup> October 2019. PA reported that NLHF had approved the "Print on Demand" route for publication.

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

PA reported that the A3 leaflet had been re-worked in the light of comments and was now largely print-ready. The A4 Insert Leaflet was to be produced following receipt of the Boroughgate Excavation Report.

## **5. Financial Report - Financial Report No. 39 to 30<sup>th</sup> September 2019**

JH circulated Financial Report No. 39 to 30.9.19. Spending had reached £848,303. RCBC has contributed £158,780 to date and was currently carrying an additional £81,145 in cash flow support to the Project. NLHF Grant received had reached £538,573, nearly 57% of the expected total. Non-Cash contributions stood at £14,406 and volunteer time at £176,185.

## **6. Programme**

Programme Action plan – Monthly Rolling Programme to January 2020.

JH introduced the report, drawing attention to the projected programme for Phase 2

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

The Board Agreed the following dates for future meetings:

13th November 2019  
11th December 2019  
15th January 2020  
12th February 2020

## **8. Website Update**

PA reported that it had been a quiet month. It was agreed to update the Website to reflect Phase 2 once NHLF had signed off on the POTG. It was also agreed that the volunteer invitation should be amended to reflect the

limited current and future opportunities and to publicise the scale of the voluntary effort throughout the Project.

## **9. Risk Register**

There were no additions to the Risk Register.

## **10. Any Other Business**

1. RL reported that TVRA would be closing over Christmas 4 pm on Friday 20<sup>th</sup> December 2019 and re-opening on Monday 6<sup>th</sup> January 2020. The usual dispensation was available to JH if work was necessary during this period, subject to him advising TVRA.

2. PA reported he had provided to JH “screen grabs” from Google Earth showing work on the Dig at Boroughgate in 2018.

3. LK reported that RCBC Highways were looking at car parking options for the “Mud Patch”. However, they were not looking at a W/C option and any work was still reliant on the availability of Combined Authority funding, not yet agreed.

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

The next meeting will be on 13<sup>th</sup> November 2019 - 2.00 pm in the Skelton Civic Hall.

The meeting closed at 15.20.