



## SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 13<sup>th</sup>  
November 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), Dr Michael Betterton (Residents Representative), , Anthony Wharton (Skelton and Gilling Estates), Jo Mead (Community Development Officer, R&CBC) and John Newman (Business Representative)

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

### 1. Apologies:

Julia Hedges (Skelton Villages Civic Pride), Gina McMahon (Methodist Church Representative), Rita Lawson (Tees Valley Rural Action) and Lawrence Kerrigan (Place Investment Officer, R&CBC).

### 2. Minutes of the previous meeting on 16<sup>th</sup> October 2019

Subject to the addition of Gina McMahon as present and the amendment of the status of Peter Appleton to History Group representative, the minutes of the previous meeting were agreed.

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

There were none.

### 4. Action Reports

#### Public Realm – The Hills

- i) The RCBC Clean & Green Team had cut the Egg Cup Farm hedge;
- ii) the Volunteer Team have planted bulbs on the bank and will be working each Monday, weather permitting.

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

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



## **The “Mud Patch”**

LK reported that a scheme is being prepared for a TVCA bid as there is no local money.

PB reported that the Rosa Rugosa planting had been pruned and the small roses dug-out & replaced with Hebes. Possible replacement locations for the white roses was discussed. JN offered the temporary use of his garden space.

## **Building Façade Works Phase 1**

Outstanding snagging

JH reported that re-painting had finished this morning on 72 and 103, High Street. Spare “touch-up” paint for all properties had been left in the Project Office

*(Balance omitted on the grounds of commercial confidentiality)*

## **Building Façade Works Phase 2**

Progress with clearances: NLHL POTG

JH reported that the POTG had been signed off by NLHF. A formal letter was awaited.

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

JH reported that the necessary surveys had all been completed, including 123 High Street. Legal Agreements had now been issued to the owners of 85, 105, 107 and 123 High Street. Agreements for 91 & 93 High Street were still in preparation. An outstanding valuation issue had been resolved in respect of 97, High Street, allowing for the legal agreement to be issued tomorrow, Thursday 14<sup>th</sup> November 2019.

Contract, Contractor & Programme Issues

JH reported that the building contract was in preparation. Delays in concluding Agreements now meant that it was unlikely that a start prior to Christmas was now achievable.

## **Co-op Issues**

The SVCP letter regarding the Funeral Parlour had provoked a response. JH had subsequently spoken to the responsible officer at the Co-op, who indicated that they were restricting work nationally to compliance and health

and safety matters. In respect of the Food store, JH had been advised that the Co-op were putting their national signage programme out to tender.

### **Activity Statement**

#### **Activity Statement 1 – Final Excavation Report**

JH circulated the report which would now be available in the Project Office. Tees Archaeology are committed to produce an overall report in due course.

#### **Activity Statement 4 – Tranche 4 & Final Report**

Memory sticks had now been passed to Robin Daniels for property by property detailed records to be added.

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

PA reported that good progress was being made, with two new drafts of chapters being received at the last History Group meeting. The prospect of issuing a press release once Phase 2 was determined was discussed.

#### **Activity Statement 8 – Mosaic trail Phase 2 - Report on Leaflet Progress, Costs & Publication**

Drafts of both the A3 and A4 leaflets had been circulated prior to the Board Meeting. PA tabled an updated A4 Boroughgate leaflet and advised on the quotations received from Thurston's.

The Board agreed the drafts and agreed to proceed to publication.

### **5. Financial Report - Financial Report No. 40 to 31st October 2019**

JH circulated Financial Report No. 40 to 31.10.19. Spending had reached £854,375. RCBC has contributed £160,227 to date and was currently carrying an additional £43,578 in cash flow support to the Project. NLHF Grant received had reached £583,279, 61% of the expected total. Non-Cash contributions stood at £14,841 and volunteer time at £179,710.

The impact of transferring SVCP Volunteer Baking time from “unskilled” to “skilled” was noted. JH was asked to produce an analysis of volunteer input over time for the next Board Meeting.

## **6. Programme**

Programme Action Plan 38 –Monthly Rolling Programme to February 2020

JH introduced the report, drawing attention to the impact of delay upon the projected programme for Phase 2.

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

There were none

## **8. Website Update**

PA reported that it had been a quiet month with limited Facebook referrals.

## **9. Risk Register**

Following discussion on recent experience, it was agreed to add an item reflecting the risks of challenging behaviour by tenants and owners.

## **10. Any Other Business**

1. PB reported that SVCP had raised grant funding for Christmas lights in the form of pole-to-pole garlands in the High Street. These would be installed on 25<sup>th</sup> – 26<sup>th</sup> November 2019.

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

The next meeting will be on 11<sup>th</sup> December 2019 - 2.00 pm in the Skelton Civic Hall.

The meeting closed at 15.20.