

# Teesdale Area Action Partnership – AGM / Board Meeting Minutes



Better for everyone

**Meeting Held: 18 May 2022 (via Microsoft Teams)**

## **Elected Members:**

Cllr George Richardson  
Cllr James Rowlandson  
Cllr Ted Henderson  
Cllr Richard Bell  
Cllr Robert Potts  
Wendy Greenfield (Town & Parish Council's Representative)

## **Public Representatives:**

Christine Watters  
Lynne Oxby  
Rachel Tweddle  
Robin Brooks  
Roger Peat

## **Partner Representatives:**

Insp Ed Turner  
Jeff Garfoot  
Linda Bird  
Tim Viggars

## **Co-opted**

Bob Danby (UTASS)

## **Officer Attendance:**

Adam White, TAP Coordinator  
Annalisa Ward, TAP Community Development Project Officer  
Emma Walton, TAP Support Officer

**Observers:** 19 x Forum Members

## **Apologies:**

Cllr James Cosslett  
Elaine Laurie  
Tracey Williams  
Allan Hobson  
David Hand  
Peter Locke

# Teesdale Action Partnership Annual General Meeting

## 1. Welcome from Chair, Introductions and Apologies

**Cllr RB** welcomed everyone to the AGM / Board meeting of Teesdale Action Partnership (TAP).

**Cllr RB** welcomed David Kinch to the meeting. TAP nominated David Kinch for a Chairman's Medal. David was a longstanding Board member who made an invaluable contribution to TAP and the wider Teesdale community. **Cllr RB** thanked David for his ongoing support and dedication to TAP.

**AW** outlined the 'house rules/etiquette' for the meeting. For the benefit of Forum members each Board member also introduced themselves.

**EW** confirmed that apologies for absence had been received, as noted above.

## 2. Introduction from Outgoing Chair

**Cllr RB** gave an overview of his time as the TAP Chair for 2021/22, thanking past and present Board members, Forum members and the TAP team for their time and dedication to the work of the partnership, throughout another challenging year.

**AW** thanked **Cllr RB** for his time, support, and dedication to the TAP Board. **AW** also thanked the Vice Chairs, the TAP Board, Forum members, project leads and organisations for their continued involvement with the AAP throughout the year. **AW** also thanked the TAP team for their hard work.

**Cllr RB** brought to the Board's attention that the application for planning permission for the A66 improvements has been delayed. This will now take place at the end of the month. Once live, individuals will be encouraged to feed their comments into the consultation.

## 3. Election of Chair

**AW** took the chair.

**AW** explained the procedure for the election of Chair for 2022/23 and with the agreement of the Board, he took the chair for the remainder of the AGM. **AW** informed the Board that he had liaised with the three sectors of the Board to seek nominations for the roles of chair and vice chair for 2022-23. As a result, **AW** highlighted the following recommendation to the Board for ratification:

- Insp Ed Turner will be TAP Chair representing the Partner Sector.

- Cllr Richard Bell will be TAP Vice Chair representing the Elected Member Sector.
- Christine Watters will be TAP Vice Chair representing the Public Representative Sector.

**AW** thanked all those who volunteered for the roles.

The above roles were **AGREED** and ratified by the Board.

#### 4. 2022/23 TAP Board Membership

**AW** updated the Board that there will be several changes to the TAP Board for 2022/23. A copy of the TAP Board membership for 2022/23 was circulated, in advance of the meeting, with the meeting papers.

**AW** informed the Board that due to her term coming to an end, Linda Bird is no longer a Public Representative on the TAP Board. Linda as part of her wider voluntary sector roles has agreed to take the VCS Representative Role on the TAP Board and replace Bob Danby. As a result, Bob Danby, with the agreement of UTASS, has agreed to remain as a co-opted member of the Board.

**AW** reminded the Board that there were two public representative vacancies on the Board. **AW** recommended that one of the vacancies should be filled by Roger Peat, currently a co-opted member. In terms of the remaining vacancy **AW** informed the Board that a recruitment exercise has taken place and Lynne Oxby is recommended for appointment,

The Board **AGREED** the appointments and noted the changes in the Board membership.

#### 5. 2021/22 Final Budget Update

The Board were provided with the spend profile for Area Budget (AB), Holiday Activities with Healthy Food and Neighbourhood Budget. The report includes the status of each project. A copy of each of the spend profiles were circulated, in advance of the meeting, with the meeting papers.

**AW** gave an overview of the projects supported and the funding allocated for 2021/22. This information can also be found in the Annual Report.

**AW** stated that although Montablo School is on the AB spend profile, the project is not in the Annual Report as we are still waiting for an application. If the project doesn't progress the AB allocation will be carried forward into this financial year.

**AW** highlighted that there is an Area Budget underspend of £129.96. This underspend will be carried forward to the 2022/23 funding allocation.

A **forum member** asked if an analysis of organisations that have previously received funding over the last 12 years has been carried out. **AW** stated that an analysis of each

organisation supported has 'not' been carried out, however, this could be explored at a task group level. **AW** also stressed that all information can be found in TAP Annual Reports. **RT** expressed concerns around the reasoning for wanting this information.

## **6. TAP Annual Report**

**AW** highlighted the draft Annual Report has been circulated, in advance of the meeting, with the meeting papers. **AW** requested that any feedback or comments on the Annual Report are to be submitted by 25 May 2022. Once the Annual Report has been approved it will be available on the TAP website, promoted via Facebook, and circulated to the TAP Forum.

Paper copies can be requested by contacting a member of the TAP team.

## **Teesdale Action Partnership Board Meeting**

### **7. Welcome from the Chair**

**Insp ET** took the Chair.

**Insp ET** thanked **Cllr RB** as the outgoing Chair and for his time and dedication to the TAP Board.

### **8. Declaration of Interest**

**AW** reiterated the 'house rules/etiquette' for the meeting.

**AW** made the Board aware of the declaration of interest procedure and informed all Board members that this is a standard item on the agenda. **AW** reminded Board Members of the following: 'If they are aware of any personal or prejudicial interest in relation to any items on the agenda this should be disclosed at this stage of the meeting or when the declaration becomes apparent'.

There were NO declarations of interest.

**AW** notified observers they would be welcome to comment under items 10 and 12 on the agenda.

### **9. Minutes of the previous meeting and matters arising**

The draft minutes from the meeting held on 16 March 2022 have been circulated, in advance, with the meeting papers. **AW** reviewed the minutes for matters arising, actions and accuracy.

**AW** confirmed there were no outstanding actions. The minutes of the last meeting were **AGREED** by the Board as a true and accurate record.

## 10. Barnard Castle Town Centre Public Wifi

**AW** stated that Kathryn Watson (**KW**), Regeneration, Economy and Growth – Durham County Council is unable to attend tonight's meeting, however, an update has been provided via a short film.

The Board were provided with an overview of the Barnard Castle Wi-Fi and Smart Footfall monitoring system. In addition, the Board were provided with the analytical data for the period covering April 2022 – May 2022.

A Q&A session took place, and the following points were noted:

**AW** suggested monitoring the data over the summer and winter periods. **AW** stated that information can be retrieved through their quarterly monitoring, he recommended inviting **KW** to a future Board meeting to give a further update. This was **AGREED** by the Board. **(ACTION 1: AW)**.

A **Forum member** asked if the Wi-Fi will be extended to the mini golf course. **AW** stated that costings have been circulated to Barnard Castle Town Council by DCC colleagues.

Further discussion took place with the following needing further clarification:

- How will the information collected be publicised?
- How many visitors have accessed the public Wi-Fi?
- Does the Wi-Fi scheme cover the Gilesgate area?
- How will local shops be engaged?

A copy of the presentation will be circulated to Board members. **(ACTION 2: EW)**

## 11. TAP Community Priorities Survey & TAP Forward Plan 2022/23

The Board were provided with the TAP Community Priorities Survey & TAP Forward Plan 2022/23 report. A copy of each of the reports were circulated, in advance of the meeting, with the meeting papers.

**AW** thanked partners and board members for their support in promoting the priority survey.

**AW** discussed the TAP Community Priorities Survey & TAP Forward Plan 2022/23 report and highlighted the main areas of interest and outlined the key recommendations for the Board to consider:

The Board noted the report and **AGREED** the following:

- The Board **AGREED** to keep ‘Community Recovery’ as an overarching theme. Any wider local issues will be addressed through the ‘emerging issues’ theme of ‘Community Recovery’.
- The Board noted all key information in relation to TAP budgets for 2022/23.
- The Board **AGREED** to capping the maximum Area Budget grant at £15,000. Consideration will be given to exceeding this level if a project is an exceptional Teesdale wide initiative.
- The Board **AGREED** to top slice £24,000 Area Budget to be spent on a single capital project or multiple small projects.
- The Board **AGREED** to establish a task group that will align itself to the “Community Recovery” priority and support the allocation of Area Budget and Towns’ and Villages funds. In the first instance the group will be made up of Board members who sit on the established Expression of Interest (EOI) group. The first meeting will look at wider Forum membership and the role/scope for the group. **AW** to set up a task group meeting. **(ACTION 3: AW)**
- The Board **AGREED** that TAP will allocate it’s funding through a rolling programme.
- The Board **AGREED** that the Holiday Activities with Healthy Food Funding will continue to be managed electronically.
- The Board **AGREED** that as restrictions have now lifted future meetings will be held face to face. Board meetings will start at 6pm. Due to concerns raised at a previous meeting the Board discussed the venue for the January and November Board meeting. The Board **AGREED** that the January Board meeting will be held on Microsoft Teams and the November meeting will be held in a community venue. **TV** suggested holding the November Board meeting at Butterknowle Village Hall. **EW** to book a venue for the November Board meeting. **(ACTION 4: EW)**
- The Board noted and **AGREED** the key administrative and operational recommendations outlined both reports.

A Q&A session took place, and the following points were noted:

A **forum member** raised a concern with regards to the transparency of Board papers. **AW** highlighted any reports, once agreed, are available by contacting the TAP Team. In addition, all ‘registered’ Forum members attending a Board meeting are provided with the agenda and minutes. **AW** also highlighted that a Key Messages document is also circulated on Facebook and to the Forum the day after a Board meeting. **AW** clarified that each AAP follows its own procedure on this. **Cllr RB** to feedback the concerns raised centrally. **(ACTION 5: Cllr RB)**

A **Forum member** raised concerns with regards to receiving relevant Board papers on the day of the TAP Board meeting, and also the ability to access previous notes and information through the AAP website.

**AW** stated that the AAP websites are currently being reviewed corporately. **AW** highlighted that Board meetings continue to be promoted to the TAP Forum through; newsletters, emails, Teesdale Mercury and through social media. **AW** reiterated that a Board summary is produced and circulated to the wider Forum through emails and social media. The summary also states the date and time of the next meeting. **AW** stressed that previous meeting papers are also available on request.

A **Forum member** commented positively on the work of the previous CYP task group. **AW** stated once the new 'single' task group has been established Forum members and previous task groups members will be invited to attend.

## 12. Locality Neighbourhood Issues

**Insp Ed Turner** gave an update on the main issues for the TAP area:

- The speed watch van has now been purchased and will be mobilised across the TAP area. **Cllr RP** suggested locating the van at Toft Hill.
- Since the first COVID lockdown there were a number of issues including ASB, criminal damage, littering, illegal parking etc at local beauty spots. These issues have now reduced. **ET** stated that Durham County Council are currently seeking views on plans to establish a Public Space Protection Order in the area around Low Force, High Force and Gibson Cave. The proposal is to introduce enforcement powers to tackle anti-social behaviour.
- There has been an increase in thefts at Romalldkirk.
- Appleby will take place after the Queens Jubilee. Shawbank is now open. Partnership work is taking place with the police, street wardens and the GRT group.

**AW** confirmed there has been two neighbourhood issues raised by forum members in advance of the meeting. One forum member asked if the public Wi-Fi initiative will be extended to outlying villages. Also, if there any plans to make power and communications more resilient in outlying villages in light of the problems highlighted by Storm Arwen. **AW** confirmed that there will be no plans, at this stage, to extend the public wi-fi initiative outside of the main 12 towns and City. **AW** stressed that the digital high street scheme is only intended to be developed in main towns/retail areas.

**AW** stated that feedback from rural communities and the local authority's response to Storm Arwen has been circulated to colleagues in Civil Contingencies. **AW** highlighted that network resilience and investment are issues being addressed through the national review by the Department for Business, Energy and Industrial Strategy and we are awaiting the final report.

In addition, a **Forum** member raised concerns that Barnard Castle has no meaningful boundaries and is vulnerable to developer driven expansion. Previous attempts to adjust the boundaries have been made with Teesdale Council, however, these have not been rectified. **AW** stated that the terms of reference were to consult and consider whether the proposal submitted from Barnard Castle was convenient and reflective of the identities and interests of the community in that area. The consultation took place with households and stakeholders in the area between 2 April 2014 and 9 May 2014. Taking into consideration the guidance, the statutory obligations and the results of the consultation exercises and the responses received following the publication of the draft recommendations, the County Council's final recommendation was that community governance arrangements in the parished areas of Barnard Castle, Marwood, Stainton and Streatlam, and Whorlton and Westwick, remain unchanged.

In addition, Forum members raised the following Neighbourhood Issues at the meeting:

- Disruptive behaviour of travellers at Winston
- 3 phase electricity vehicle charging points
- Cold Callers

### **13. Coordinators Update**

#### **13.1 TAP Press Articles**

The Board were provided with an update on the press coverage TAP has received in Teesdale Mercury over the March - May 2022 period. **AW** thanked Teesdale Mercury for the press coverage.

### **14. Date/Time/Venue for Next Meeting**

**Insp ET** thanked Board members for attending the meeting.

The TAP Board meeting will be held on Wednesday 13 July 2022, 6pm at Mickleton Village Hall