



## **Teesdale Area Action Partnership – AGM / Board Meeting Minutes**

**Meeting Held: 17 May 2023 (UTASS)**

### **Elected Members:**

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

### **Public Representatives:**

Robin Brooks  
Roger Peat  
Susan Bainbridge  
Elaine Laurie  
Rachel Tweddle

### **Partner Representatives:**

Craig Jewkes  
Insp Ed Turner  
Linda Bird  
Tim Viggars  
Alison Clark

### **Officer Attendance:**

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

### **Observers: 6 x Forum Members**

**Apologies:** Peter Locke, Christine Watters, Bob Danby, Lynne Oxby

## Teesdale Action Partnership Annual General Meeting

### 1. Welcome from Chair, Introductions and Apologies

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

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

### 2. Introduction from Outgoing Chair

**Insp ET** gave an overview of his time as the TAP Chair for 2022/23, thanking Board, Forum members and the TAP team for their time and dedication throughout the year.

**AW** thanked **Insp ET** for his time, support, and commitment to the TAP Board and team.

### 3. Election of Chair and Vice Chairs

**AW** explained the procedure for the election of Chair for 2023/24 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 2023-24. As a result, **AW** highlighted the following **recommendation** to the Board for ratification:

- Rachel Tweddle will be TAP Chair representing the Public Sector.
- Cllr Richard Bell will be TAP Vice Chair representing the Elected Member Sector.
- Linda Bird will be TAP Vice Chair representing the Partner Sector.

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

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

### 4. TAP Annual Report and Budget Update 2022/23

**AW** highlighted the annual report has been **AGREED** by the Board. The annual report will be available on the TAP website, promoted via Facebook, and circulated to the TAP Forum. Paper copies were provided as part of the meeting papers. Further copies can be requested by contacting a member of the TAP team.

**Insp ET** and **RT** commented positively on the annual report. **AW** thanked **AWard** and **EW** for the work that has taken place on the annual report.

**WG** left the meeting.

**AW** gave a presentation to the Board regarding the work carried out and the progress made by TAP in 2022/23. A brief overview of the projects supported through the following funds was provided:

- Area Budget
- AAP / Cllr Towns and Villages
- Neighbourhood Budget
- Healthy Relationships
- Holiday Activities with Healthy Food
- Queens Jubilee Celebrations

The Board were also provided with the final spend profile document for 2022/23.

**AW** thanked the chair, vice chairs, the TAP board, forum members, project leads and organisations for their continued involvement with the AAP throughout the year. Finally, **AW** thanked the TAP team for their hard work.

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

A **forum member** commented positively on the annual report and the number of projects supported by TAP.

A **forum member** suggested inviting presentations to the Board on local emerging issues in Teesdale. **AW** stated that the Northumbria Water will, hopefully, attend the next board meeting to provide an update on the County Durham and Tees Valley project to replace mains water pipes in the local area.

A **forum member** requested the attendance record for all TAP Board members over the past year. **AW** stated that, as required by the terms of reference, the TAP team monitor Board members attendance. **AW** highlighted attendance is recorded in Board minutes that can be found on the AAP webpages, and all meetings are monitored to ensure they are quorate.

A **forum member** highlighted that Teesdale Mercury no longer attends Board meetings and asked if this could be encouraged. **AW** highlighted that TAP has regular dialogue with the Teesdale Mercury. Press articles published in the Mercury relating to TAP are shared at Board meetings. **AW** stated that project leads can contact the Mercury to produce their own press article, independently. **Cllr RB** suggested having a pull-out feature in the Teesdale Mercury to publicise the work of TAP and the projects supported, however, this will come at a cost.

**AW** shared an email of thanks with the Board from Etherley Parish Council. Etherley Parish Council thanked Cllr Robert Potts and Cllr James Cosslett for their support that has been given to several projects, significantly the improvements that have been made to the play area. In addition, an extended thanks to **AWard** for her invaluable help and advice was also given.

**AW** thanked everyone and closed the AGM.

## Teesdale Action Partnership Board Meeting

### 4. Welcome from Chair

RT took the Chair.

RT thanked **Insp ET** as the outgoing Chair.

**AW** reminded meeting observers they would be welcome to comment under items 11 and 12 on the agenda. **AW** highlighted that the TAP Team hasn't received any Neighbourhood Issues, in writing. Furthermore, **AW** informed the Board and Forum Members of 'house rules/etiquette' for the meeting.

### 5. Declaration of Interest and Meeting Protocol

**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.

There were no declarations of interest.

### 6. Minutes of the previous meeting and matters arising

The draft minutes from the meeting held on 15 March 2023 have been circulated in advance with the meeting papers. **AW** reviewed the minutes for matters arising, actions and accuracy.

#### **Matters Arising:**

**Action Point 8 – page 8.** The Board were provided with a list of Board meeting dates for 2023/24. EW to circulate diary invites to Board members. **AW** stated that this action is complete, however, Board members were asked to note a change in date for the July meeting. The new date is Wednesday 12<sup>th</sup> July 2023, 6pm at Gainford Village Hall.

**Action point 9 – page 8.** This action is in relation to the Community Engagement Review. **AW** suggested holding a meeting for interested Board members to discuss a collective TAP response to the consultation. This was AGREED by the Board. **AW** confirmed this action is now complete and the report was circulated to all Board members for comment/approval and has since been submitted. **AW** thanked those Board members and Forum members who contributed to the report.

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

### 7. Area Budget

**AW** confirmed that a copy of the full Area Budget application has been circulated in advance with the meeting papers. **AW** highlighted that Board members were given the

opportunity to provide any comments to the TAP team in advance of tonight's meeting. No comments were received.

The application has been considered by the Community Recovery Task and Finish Group and the relevant service providers and is recommended for Board approval.

#### **7.1 Teesdale Day Clubs – Time Together**

**Area Budget request: £9,102**

**Match Funding: £92,959**

**Total Project Cost: £102,061.00**

**TV** commented positively on the partnership approach and the good work delivered by Teesdale Day Clubs.

No further comments were raised, and the Board **APPROVED** the application.

**AWard** to forward the Area Budget application to the DCC Funding Team for technical appraisal. **(ACTION 1: AWard)**

### **8. TAP Forward Plan 2023/24**

The Board were provided with the TAP Forward Plan 2023/24 report. A copy of the report was circulated, in advance of the meeting, with the meeting papers.

**AW** discussed the TAP Forward Plan 2023/24 report and highlighted the main areas of interest and outlined the key recommendations for the Board to consider.

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

**AC** asked when capping the budget at a maximum grant of £12k has previous grant amounts been explored. **AW** stated that taking into consideration the reduced budget allocation it is considered prudent to reduce the level of grants further. Furthermore, by capping the grant allocation it will allow TAP to support more local groups, maximise external match funding and foster partnership working,

A **forum member** stated the minimum grant level of £5k will deter smaller groups in applying for funding and welcomed a community chest to support organisations with smaller amounts of funding. **AW** highlighted that each elected member has a Neighbourhood Budget small grant fund of £2k. The minimum grant is £100 with a maximum grant amount of £999. This fund is designed to support small groups or smaller scale projects. **AW** reported that feedback from the community engagement review has suggested a new community chest grant for start-up activities. **LB** stated that start-up support is available from Durham Community Action.

**Cllr RB** asked for an update on the levels of engagement through the Holiday Activities with Healthy Food projects supported by TAP. **AW** to provide an update at a future Board meeting. **(ACTION 2: AW)**

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

- The Board **AGREED** to continue to work towards a single theme of ‘Community Recovery’ as an overarching theme. An overarching theme to also support bespoke ‘emerging community issues will also remain.
- The Board noted all key information in relation to TAP budgets for 2023/24.
- The Board **AGREED** to capping the maximum Area Budget grant at £12,000. 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** that TAP does not adopt this system and continues to build on its successful allocation of grants through a rolling programme delivered through a ‘single’ task and finish group.
- The Board **AGREED** that the Holiday Activities with Healthy Food Funding will continue to be managed by the AAP Co-ordinator and the Fun and Food Team.
- The Board noted and **AGREED** the key administrative and operational recommendations outlined both reports.

## 9. Locality Neighbourhood Issues

### 9.1 Locality Policing Issues

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

- The migration to Appleby Fair is imminent. A number of partner agency meetings have been held. As in previous years, Temporary Stop Over Areas (TSOAs) will be open along roads traditionally used by Gypsies and Travellers heading to and from the fair, for the benefit of both those using them and residents living along the routes.

**Kate Ward (KW)**, Senior Safer Places Officer, Safer Communities Team reported on the recent encampment at Shawbank, Barnard Castle and highlighted the actions that have been taken. **KW** explained that, at this moment in time, any incursions are treated as illegal encampments and an eviction notice is served to quit the land in a timely manner. Where criminal acts have been committed these will be recorded and investigated however it will only proceed where evidence is clear of those that are responsible. The primary focus is the welfare of the people and animals on the land.

**Insp ET** highlighted that the Demesnes have now been secured and future target hardening of Shawbank is also being explored.

Board and Forum members were encouraged to report any unauthorised encampments to the GRT team.

The historical issues at Harmire Enterprise Park were highlighted. **Insp ET** stated that it is hoped that the new legislation will help with these issues.

**Insp ET** also reported:

- There has been an increase in rural crime mainly due to a spate of thefts of farming vehicles.
- Since the first COVID lockdown there were a number of issues including ASB, criminal damage, littering, illegal parking etc at local beauty spots. A Public Space Protection Order (PSPO) in the area around Low Force, High Force and Gibson Cave was obtained to introduce enforcement powers to tackle anti-social behaviour. To date there has been no convictions.

## **10. Coordinators Update**

### **10.1 Area Budget Spend Profile**

The Board were provided with the Area Budget Spend Profile for 2023/24. The report includes the status of each project. A copy of the spend profile was circulated, in advance of the meeting, with the meeting papers.

**AWard** highlighted that a Neighbourhood Budget application from Woodland Primary School will be circulated to Board members via correspondence shortly.

### **10.2 Q4 Monitoring Updates**

**AW** stated that the quarterly updates (Jan - March 2023) will be circulated to Board members shortly. **AW** stressed; if any Board members would like to submit individual comments for circulation that they are more than welcome to do so.

**AW** raised concerns with the quality of some of the updates received and stated that he will be addressing this with applicants. In addition, highlighted the high number of applicants that submitted late monitoring information.

### **10.3 TAP Press Article**

The Board were provided with an update on the press coverage TAP has received in Teesdale Mercury over the January - March 2023 period.

### **10.4 Community Engagement Review**

The consultation on the ERS Community consultation review is now complete. The findings and recommendations will be presented to cabinet, in due course, where a decision on the future direction, structure of AAP's and the County Council's Community Engagement function should be agreed. If agreed, the new structure will be in place by May 2024. An update will be provided at the next Board meeting.

**AW** thanked those Board members that took part in the consultation.

## **A.O.B**

**A**Ward stated that the Board have been invited to an event held by Teesdale Silver Band, 7 -8pm on Thursday 18th May 2023 at Moorcock Inn, Eggleston.

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

**RT** thanked Board members for attending the meeting.

The TAP Board meeting will be held on Wednesday 12<sup>th</sup> July 2023, 6pm, Gainford Village Hall.