



Notes

Kirkham Futures Steering Group

Date:	Thursday, 28 July 2022	
Venue:	Remote Meeting Via Zoom	
Present:	<u>Councillors</u> Liz Oades - Chairman Karen Buckley - Leader <u>Officers</u> Charlie Richards - Head of Projects & Regeneration Carly Smith - Legal Officer Mike Harris - Press Officer Curtis Fetcher - Democratic Services Support Officer	
Other Representatives:	Gill Nolan and Janet Doolan - Growth Lancashire	
Note Taker:	Lyndsey Lacey-Simone	Principal Democratic Services Officer

1. Apologies

Apologies were received from Erin Coar, Mark Evans and Melissa Thorpe.

2. Welcome and Introductions

The Chairman, Councillor Liz Oades (EO) welcomed all those present to the meeting and in doing so, thanked Growth Lancashire and all those involved in the Kirkham Futures Programme.

Charlie Richards (CR) introduced Gill Nolan and Janey Doolan from Growth Lancashire who were both observing the meeting.

3. Notes and Actions from Previous Meeting

EO introduced this item. In doing so, she referred to the notes of the last meeting (held on 22 June 2022) which detailed a list of actions arising from the last two meetings of the KFSG. In summary, these were reported in italics as follows:

Actions brought forward from 12 May 2022

- i. *Cllr Buckley (KB) requested that a report come to the next meeting of the Steering Group setting out the timetable for the delivery of the projects running to 31st March 2024 - Melissa Thorpe (MT) provided an update at the meeting. Action: CR/MT to provide a written timetable for the delivery of the projects.*

Update - Information had been included in Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action Complete.

- ii. *25 car parking spaces had been lost in Market Square – Action: Mark Evans (ME) to report back on this matter.*

Update - Information had been included within the Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action with KTC to update Fylde with alternative areas for car park provision.

- iii. *ME to further clarify the position about the “programme not being at risk” with the MP and report back to the Group – Action: ME to update the group at the next meeting on the latest position.*

Update - Confirmation was sought at a recent meeting with the Senior Responsible Officer at Historic England over the underspend in 21/22 and the potential loss of this to the overall programme. It was confirmed that the underspend was lost to the Kirkham Futures Programme. The Scheme plan had been adjusted to reflect this and the mid-term review will assist in looking at the implications of this on the programme, in particular Hillside.

- iv. *A review/update of the content of website would be timely to strip out outdated information and refresh with updated information. Erin Coar (EC) addressed this point and stated that the Council was in the process of transferring the website responsibility from a private sector company to the corporate team and that a training session would be set up with the Team to progress this.*

Update - This information was included within the Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action Complete.

- v. *The opportunity for visuals to engage with the community by putting up posters/ banners up in Kirkham town centre to highlight the current/ongoing works/car parking etc. MT updated the group on this group and outlined the work currently being undertaken in the Kirkham area generally. Reference was also made to Public Realm art workshop. EO offered to display information on the Town Council website and offered help from the local community in putting up posters etc.*

Update - The information was included within the Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action Complete.

- vi. *KB asked that a comms be put in place highlighting the shop front scheme. Action: MT & CR to attend the next KTC meeting to update on scheme progress.*

Update - ME/CT attended the July Kirkham Town Council meeting to provide a general update on the project. It was reported that an ongoing Comms plan is in place and as soon as the shopfront grant agreements are signed and start dates confirmed for the first 3 shopfront schemes, then a series of communications can be confirmed to highlight progress.

- vii. *Public Realm Improvements – KB asked that a copy of business plan be shared with group. EO referred to perceived inaction on the ground with public realm or Market Square, Kirkham. ME addressed this point and in doing so, highlighted the fact that it is a 4-year programme.*

Update - CR shared relevant information on 27/07/2022. Action Complete.

- viii. *LCC Grant - An update was given by ME on latest correspondence received from LCC. It was confirmed that LCC have all the information they require to sign off Phase 1 but the Council is awaiting details of the grant funding agreement. Challenges re Phase 2 works still being queried. He added that the other issue related to the S278 Agreement under the Highways Act that required completion. Action: ME/CR To share a copy of the Business Plan with the Group.*

Duplicated with above - Action Complete

Actions brought forward from 22 June 2022

- ix. *It was suggested that Helen Shearn be invited to the next meeting to talk about the proposal for Year 3 and answer any questions relating thereto. KB suggested that in advance of the next meeting, a brief written summary of the matter be provided. Action: MT*

Update - As the Year 3 programme had not been finalised and the fact that the Programme Officer was currently unavailable, it was felt that it would be appropriate to invite Helen Shearn to a future meeting once the Programme is finalised.

- x. *FHSF – It was reported that the Council had submitted its 6 monthly claim for the future high street fund. MT went on to explain that the Council reports quarterly to HAZ. KB asked for a copy of the claim to FHSF be circulated to the group. Action: MT*

Copy of claim sent. Action Complete.

- xi. *MT reported that a considerable number of projects (at various stages of development) are with the design team as part of the 4-year programme of works. Further details on this matter were outlined at the meeting. MT then went on to address EO concerns about perceived lack of activity on the ground in Kirkham. EO suggested that it would be helpful to receive a progress report on the shop front scheme to include the list of schemes approved and any potential flexibility on procurement options in advance of the next meeting to aid communication. Action: MT to provide progress report to next board meeting*

Update - This was included within the Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action Complete.

- xii. *Former Girls Charity School 52-64 Poulton Street - It was reported that the Council had a brief and a draft contract ready to go to the scheme architect as approved by the Planning Cttee on 8 June. The next stage of the project was outlined. It was hoped that planning permission would be secured in October/November and that tenders would be issued at end of year. Alongside this, the Council officers will continue to work to secure a potential tenant for the property with a 7-year lease to deliver a restaurant/community cinema experience. It was suggested by EO that a regular update on the matter would be helpful. Action: MT to provide progress report to next board meeting*

Update - This was included within the Kirkham Futures Project Steering Group Report issued on 25 July 2022 to all group members. Action Complete.

- xiii. *KB sought clarification re governance arrangements/ timeframe for reports to be presented to the relevant committees and sought an update on this matter. Action: CR to provide project timeline*

Update - The schedule for each project is now in place (included within the report) and being monitored. Action: CR/MT to extract relevant dates where Committee approval is required and send advance notice to Democratic Services to include on the relevant workplan. Advice is being sought on the shopfront scheme as to what level of oversight is required (individually these are small grants below Committee threshold).

- xiv. *Public Realm Improvements - ME went on to highlight at the meeting that building costs are ever increasing. It was likely that the Council would require additional funding for Phase 1 to enable key contracts to be secured. He added that this may need formal consideration at committee in due course. As previously reported, the Council had spoken to our FHSF case officer at Dept for the Levelling Up about the possibility of reallocating the funding allocated to the Kirkgate centre project to the Public Realm scheme and the Former Girls Charity School and to seek an 'in principle' agreement. KB sought further information on this matter. Action: CR/ME To issue a note/email on this matter in advance of the next meeting.*

A report was taken to Full Council on 25 July 2022 for consideration. Action Complete.

- xv. *KB asked about the SEP and who the stakeholders are. In doing so, she asked that details of the stakeholders be shared with the group. In addition, KB enquired about the feasibility of hard copies of newsletters being distributed to markets etc. The importance attached to face-to-face comms was also highlighted. Action: EC/MT to share list of stakeholders.*

A copy of draft Stakeholder Communications Plan was circulated with the agenda.

4. Kirkham Futures Programme Officers Report - July 2022

Further to the report considered by Full Council on 25 July 2022, CR was invited by the Chairman to provide an overview of the comprehensive Kirkham Futures Programme Steering Group Report (July 2022). A copy of the report had previously been circulated to the Steering Group.

By way of introduction, **CR** stated that it was his intention that the Programme Manager will produce a similar report prior to each meeting of the Group.

EO requested that she be provided with a paper copy of the report on each occasion. **Action CR**

In summary, the Kirkham Futures Project Report covered the following areas: key milestones /actions and activities that had been undertaken in the last period 23 June to 28 July 2022; the HAZ and FHSF project cost updates (including projected and actual spend); the overall programme funding source/profile; the specific/individual (HAZ & FHSF) project updates; an update on the Phase 1 (HAZ & FHSF) public realm works to be delivered (including details of the planned completion/ contract completion dates) under the Kirkham Futures Programme which was considered by Full Council on 25 July 2022 together with reference to the next phase of development under the Phase 2 Programme now that the LCC (LERG) monies had been confirmed. In addition, the report provided an update on progress with the Health and Wellbeing Programme (HAZ); the Cultural Programme (HAZ); the various stages of the Shopfront Improvement Scheme and an update on communications.

Members were invited to comment on the information contained in the document.

Following the presentation, the Chairman invited questions and comments. These were as follows:

Councillor Karen Buckley (KB) suggested that committee workplan be carefully monitored to ensure that key milestones dates relating to the Kirkham Futures Programme are fed into the committee process. **Action CR.**

EO sought clarification on the applications made to date for the Kirkham Shopfront Improvement Scheme with particular reference to some perceived delays along Church Street (i.e. the successful grants so far were for properties off the high street), Kirkham. **CR** addressed this point with a view to speaking to planning colleagues on the matter with a view to prioritise schemes on the High Street. **Action CR.**

Matters associated with the draft Licence relating to the adjacent property owner at Hillside (which was subject to a condition survey) was discussed. **Carly Smith (CS)** confirmed that this agreement/draft licence had been signed however the progression of the works under license is subject to an agreed condition survey. The condition survey is to be progressed. **Action MT.**

CR referred to the section within the report which related to a discussion that had taken place with the procurement team and Historic England about alternative options for the procurement of the contractors for the shopfront scheme. The information regarding alternative procurement options will be relayed to the grantees. **Action MT.**

EO commented that it would be helpful to progress the stakeholder engagement about the commencement of the Church Street works at the earliest opportunity. **Urgent Action MT.**

EO asked about the temporary closure of the weekly market in the Market Square, Kirkham. She explained that the Town Council has no jurisdiction over the use of the market square as it sits within LCC's remit. **CR** acknowledged this and advised that his team are looking for alternate locations to hold the weekly market. He gave an undertaking to update **EO** as soon as an alternate location is found. **Action CR/MT.**

In terms of the key dates to work around for the commencement of the Phase 1 works, **KB** suggested that the Easter period be included. This was agreed. **Action CR**

Reference was made to the Evaluation Report of the Year 2 social prescribing pilot project carried out under the Kirkham Futures Programme. The Group asked that this be circulated at the earliest opportunity. **Action CR.**

KB commented that it would be helpful if the Year 2 Evaluation Report was used to inform the draft programme for Year 3 and shared with the group. **Action CR / feedback to Helen Shearn.**

Further to the above, **KB** asked that the Cultural Programme (HAZ) also be used to inform the Year 3 Programme and that a copy be shared with the Group. **Action CR.**

5. Communications

Mike Harris, Press Officer (MH) was invited to present an update on communications. He reported that a large part of the communication management plan had been developed by the Regeneration Team. He then went on

to refer to recent communication actions including the promotion of events via Kirkham Futures social media, press, the corporate website and the Fylde newsletter.

It was reported that the Programme Manager would be providing a schedule of planned communications/ press releases to coincide with key milestones.

MH went on to say that the Kirkham Futures 'Mailchimp' account had been disabled and that subscribers had been informed that to enable them to continue to receive updates, they would need to subscribe to the general newsletter.

MH advised that the Comms Team continue to update the website/ share progress via digital challenges as and when appropriate. **Action MH.**

KB asked about the website links for the Kirkham communications. It was suggested that the website be updated to direct people correctly. **Action MH.**

KB asked that the Stakeholder Communications Management Plan be reissued. **Action MT**

KB asked whether the July Programme report would form part of a report to be considered by the Planning Committee, Town Council and the Business group. **Action - CR to confirm the position.**

KB asked about the branding of the report which included details of the main funders. She stated that Lancashire County Council had been omitted and asked if this could be rectified. **Action CR.**

6. Activity and Events Update

No update was provided.

7. Any Other Business

There was no other business.

8. Date of Next Meeting

The Chairman thanked all for their attendance and contributions. It was suggested that the next meeting be held at a date to be confirmed in September.
