



# Notes

## Kirkham Futures Steering Group

<b>Date:</b>	Thursday, 24 November 2022	
<b>Venue:</b>	Town Hall, St Annes	
<b>Present:</b>	Councillor Karen Buckley - Leader Charlie Richards – Head of Projects & Regeneration Melissa Thorpe – Kirkham Futures Programme Manager Paul Harrison – Deputy Chief Financial Officer Carly Smith - Legal Officer Erin Coar – Press Officer	
<b>Note Taker:</b>	Anne Marie Schofield	Technical Support Officer

### 1. Apologies

Apologies were received from Paula Huber, Mike Harris, Ian Walker, Darren Bell & Mark Evans. The Chairman, Councillor Liz Oades (EO) was unable to join the meeting via Teams.

### 2. Welcome and Introductions

Following introductions, **Melissa Thorpe (MT)** welcomed all those present to the meeting.

### 3. Notes and Actions from Previous Meeting

**MT** introduced this item. In doing so, she referred to the notes of the last meeting which detailed a list of actions arising from the previous meeting of the KFSG. In summary, these were reported as follows:

#### Actions Brought Forward from 29 September 2022

- **Councillor Karen Buckley (KB)** suggested that there could be potential linkages with the Kirkham Health and Wellbeing programme and the Lancashire County Council Warm and Welcoming public spaces project. **Action: MT to discuss with Helen Shearn.**

**Update:** MT put Helen Shearn (HS) (Health & Wellbeing) in touch with the Warm and Welcoming Spaces team at LCC to use the warm welcoming spaces in Kirkham to reach out to hard to reach groups who aren't already engaged in our Health & Wellbeing programme. HS has now spoke with LCC who are confirming a list of warm spaces that have been registered in Kirkham. **Action Complete**

- **Charlie Richards (CR)** let the steering group members know that a first draft of the mid-term review had been received and this had been subject to a lot of comments from Fylde Council before its return to Growth Lancashire. A second revised draft report would be issued by Growth Lancashire by the end of September with any further comments on the second draft expected to be feedback by Fylde Council and included in a final draft report available by the end of October.

*The review focuses heavily on Hillside and its proposed end use and makes recommendations for the future operating options associated with the building. **Action:** CR to distribute the final draft of the mid-term review to the steering group and arrange for this report to be presented by Growth Lancashire.*

**Update:** CR has circulated the final draft of the Mid Term Review with the meeting notes sent out previously and this will be covered later in the meeting. **Action Complete**

- *EO confirmed that she had sent to ME, on behalf of Kirkham Town Council, a list of potential alternative parking provision that might be available to offset the loss of parking on Market Square in the future. **Action:** CR agreed to speak to ME and provide an update on this at the next meeting.*

**Update:** CR suggested moving to AOB so that Councillor Liz Oades (EO) could be present for a discussion on this.

- *EO expressed her concerns about the reliance on online communications and asked if alternative communication methods could be explored and utilised such as newspaper adverts and leaflets to assist with the communication of the programme. **Action:** MT to work with the communications team to explore options for a wider range of consultation methods that could support the programme.*

**Update:** The KF team are working with the Comms Team to explore options for a wider range of consultation methods including printed materials. **Erin Coar (EC)** has been in touch with Kirkham & Wesham Advertiser and we have their rate card so that we can place adverts in there. **MT** also been in touch with Kirkham Town Council (KTC) and the Kirkham Business Group and has agreement that posters can go up in windows and be distributed, and will also go on KTC website and facebook pages. **Action Complete**

- *KB/EO asked that a communications plan be put in place immediately in respect of the Phase 1 Public Realm works: **Action** MT/SK to meet with the communications team to discuss a dedicated Public Realm communications plan to also include alternative methods of communications to reach hard to reach groups.*

**Update:** MT held a meeting with EC & Steve Kyle (SK) to discuss the public realm timetable and a comms plan for the Public Realm. A communication plan also exists for the whole programme and the public realm comms will be interweaved in this as we go along. It is planned to hold a couple of exhibition events in Kirkham to display materials for the public realm and to invite residents, businesses and interested parties to come along for an update on the programme. Once these dates are confirmed printed literature will go out to advertise them including posters in the town centre businesses and an advert in the Kirkham and Wesham advertiser. People will be provided with an opportunity at the events to sign up for the Council newsletter. It was suggested that the library might also have a big screen tv where an advert for the event could also be placed.

- *DA suggested that future reports include a standing item showing breakdown of the funding available from each funder referenced against quarterly and ongoing spend. **Action:** MT to include in future KF steering Group programme reports.*

**Update:** MT provided an update on progress against the funders amounts for each of the projects and this information is provided within the steering group report and forecasts spend and actual spend for each project and for each funder. Historic England funding and Local Authority match cannot be moved between years and has to be spent in the financial year for which it was allocated or moved to another project within the HAZ programme. **Paul Harrison PH** expressed concern about the amount of spend in the final quarter for Hillside and Shopfronts. **MT** outlined the plans to try to ensure that spend is achieved which includes signing as many shopfronts up to grant agreements as possible, working with the Hillside surveyor and contractor to pull together a works plan for the remaining funding. Historic England have confirmed that materials can be ordered and paid for in advance to assist with achieving spend. Budgets remain under constant review on all projects. **Action Complete**

#### **4. Growth Lancashire Mid Term Review – summary of recommendations and next steps**

**CR** distributed a paper to the steering board to capture the current position in relation to the Hillside project following the Mid-term review of the project and next step recommendations.

The options presented are as follows:

- **Option A** – carry out emergency repairs and building fabric works (Phase 1 and 2), carry out internal refurbishment to shell (white box) and market property.
- **Option B** – carry out emergency repairs and building fabric works (Phase 1 and 2), market property in advance of internal refurbishment and carry out works in partnership with potential property purchaser to bespoke specification
- **Option C** – carry out emergency repairs and building fabric works (Phase 1 and 2), market property in current condition, redistribute or give back funding for the internal refurbishment

**Action:** The current recommendation by officers is **to progress Option A**, but this will be informed by our initial formal discussions with stakeholders, including the Steering Group and Planning Committee Chairman but also with the funding bodies. **Action: CR**

#### **5. Hillside – retaining wall update**

**CR** had presented a report on the retaining wall at Hillside to planning committee (link to committee report provided in project report) on 9 November but there has been further progress since then. The rear garden area of Hillside has now been completely cleared including the area 1 metre back from the retaining wall to allow a structural engineer to assess the wall and the required repair and to provide a cost for the works and the management of the works to the wall. **Keith Vernon (KV)** and building control colleagues will manage the process going forward and it is hoped that the repairs can be met in full from remaining FHSF budgets.

#### **6. Kirkham Futures Programme Officers Report November 2022**

**MT** presented the Programme Steering Report for November 22, highlighting progress made since the last meeting. A copy of the report has previously been circulated to the Steering Group members.

- Risk Register – Steve Benson has created the corporate risk register so that all risks are together, **MT** will be able to present this at the next steering meeting. **Action MT**
- The claims for the Historic England HAZ and the Cultural Programme have been successfully submitted in the last quarter.
- The change request relating to the Kirkgate project is now fully with the FHSF team for their consideration. The request is to move funding already allocated to the programme from the Kirkgate project, which is no longer proceeding, to the Former TSB and public realm projects which are experiencing substantial increases in costs. **KB** noted that the Council are at risk in terms of this change request and **CR** stated that the risks had been reflected in the council report presented to full council in July 2022. **MT** confirmed that we continue to apply regular and sustained pressure to the FHSF team to request an early decision on the change request. It is hoped that we might have a decision before Christmas.
- Shopfront agreements and tender returns for a number of properties within the Shopfront Improvement Scheme have been received and JCT minor works contracts are currently being drawn up so that works can begin on 3-4 properties in January which will provide the best possible chance of them completing and spending the available budget by March 2023. A list of the current shopfront improvement scheme projects and updates on each was provided within the steering group report. **KB** requested that the HAZ

and FHSF projects be separated on future updates to provide a clearer picture of spend against each budget. **Action: MT to highlight the HAZ and FHSF properties in future reports.**

- Public Exhibitions – the dates of the public exhibitions to provide an update on the programme to stakeholders will be confirmed shortly and advertised with Press / social media / posters and leaflet distribution, these will be held in December and a Saturday in January.
- The Section 278 agreement for the Public Realm Phase 1 scheme remains outstanding and very important. **EO** has expressed her concerns (over telephone) in relation to this. **KB** requested an update on this and confirmed that she has escalated this once again to senior officers and members at LCC to request once again that pressure be applied from all angles. **Action: SK/CR to continue to pursue this.**
- Emergency works at Hillside funded by Historic England, to the value of £123,000, are scheduled to complete in mid-February. The existing project surveyors Jubb Clews and contractor Heritage Property Repairs have been asked to continue works along the front façade of the building and are currently putting together a programme of costed works within the budget available. **Action: MT to provide updated costings and programme of works to the next project steering group in January.**
- The Health & Wellbeing budget for the year 3 project is now fully committed and delivering. Unfortunately, it hasn't been possible to secure the Health and Wellbeing NHS post within this programme timeframe. Historic England have agreed that the funding previously allocated to this in year 3 can be used to support additional hours of support from Pheonix Rising to assist in engaging more of the hard-to-reach groups in the ongoing social prescribing activities. **HS** has been invited to a Historic England Conference in Blackpool to share best practice learnt so far in Kirkham. **HS** has been asked to put together a project brief for an evaluation that would run from February 2023 until March 24. This evaluation will help to capture the outputs and impact of the health and wellbeing programme across its 4 year programme. **KB** suggested linking in with Just good friends or University of third age and **MT** agreed that this was a good idea and updated on links also being made with AFC Fylde and Edyta Paxton in terms of sustainability of the project beyond March 2024. **Action: MT to pass on details of university of the third age and Just Good Friends to Helen Shearn.**
- It was confirmed that the Public Realm Phase 1 scheme will prioritise spend of the HAZ funding and LA match and can be spent on ordering materials first before using any other funding. The project steering group will recall that an additional £1,336,395 from the FHSF Kirkgate project that is no longer proposed is moved into phase one of the public realm to cover any additional in relation to the S278 and the commuted sums from LCC. **CR** stated when phase 2 works are designed any additional costs will be known in advance now that we have a relationship with that team at LCC. Still outstanding S278, bond will follow and awaiting legal agreement. Main issue is third parties. This will then allow us to communicate the start dates for the public.
- FHSF report is due on 16/12, we have re-profiled this funding and it can be freely moved over the years of the programme.
- Former Girls School / TSB – Concept designs came in over budget, so had to be engineered back within budget. Requested £100,000 from Kirkgate in the change request. Aiming for planning application and committee date for end of March. **KB** stated there had been nervousness at Leadership Board about the viability of the end use being a restaurant /community cinema. Need to start looking at this now and start tracking. **MT** explained that there has already been 2 interested parties who are aware the council has taken on the property and are keen to work alongside the council so **Action: MT will pass these details onto Phil Howarth in Estates.** This will be a white box – ready for a restaurant to go in there. The cinema is a more of a secondary use – a projection onto a wall and the main use will be a restaurant. Plan to lease the property (7 years) – the next stage needs to start Jan February next year.
- In November we had a visit from masters students from Nottingham Trent University for a live lecture at Hillside. They spent the day there learning conservation techniques and surveying, lime mortar mixing and application and more about the Kirkham Futures Programme. Pictures were taken and a press release will be issued. **KB** suggested possible video feedback about what they learnt **Action: MT to speak to tutors for video feedback.**

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- Cultural Programme – 12 days of Kirkham, pulling out the history of Kirkham and working with businesses in getting windows painted. Developed a K for Kirkham working with children in schools capturing memories and branding for the town. Also produced merchandise for sale.
- Communications – **Mike Harris MH** has provided list of most recent comms – attached to report and there are further PR communications and press releases in relation to the former charity girls school, shopfronts and Public realm. These will continue to be communicated. **KB** suggested for the comms plan shows whats coming next **Action: MT to continue updating comms plan.**
- **MT** attended the Kirkham TC meeting on 11/10. They requested more communications in the Kirkham & Wesham Advertiser and expressed concerns on Former Charity Girls School as it affects the carpark so they will be shown the concept designs early on. They were happy with the public exhibitions being hosted on their carpark and we requested that details are added onto the Kirkham TC website. **MT will attend the next meeting.**

7. Any Other Business

**EO** was unable to join the meeting to the Actions on carparking will be taken to the next Project Steering Group meeting.

8. Date of Next Meeting

**KB** thanked all for their attendance and contributions. It was suggested that the next meeting be held January 2023.