



Notes

Kirkham Futures Steering Group

Date:	Thursday, 29 September 2022
Venue:	Kirkham Community Centre, Mill Street , Kirkham
Present:	Councillor Liz Oades - Chairman Councillor Karen Buckley - Leader Charlie Richards - Head of Projects & Regeneration Melissa Thorpe - Kirkham Futures Programme Manager Derek Appleton - Corporate Finance Manager Paul Harrison – Deputy Chief Finance Officer
Note Taker:	Melissa Thorpe Kirkham Futures Programme Manager

1. Apologies

Apologies were received from Paula Huber, Mark Evans, Erin Coar, Mike Harris, Lyndsey Lacey-Simone, Carly Smith

2. Welcome and Introductions

The Chairman welcomed all those present to the meeting.

3. Notes and Actions from Previous Meeting

The Chairman, Councillor Liz Oades (EO) introduced this item. In doing so, she referred to the notes of the last meeting (held on 28 July 2022) which detailed a list of actions arising from the previous meeting of the KFSG. In summary, these were reported in italics as follows:

Actions Brought Forward from 28 July 2022

- **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.**

Update - anticipated committee dates have been included within the timetable for the Former TSB bank project and CR will continue to monitor and report to committee going forward on all aspects of the programme when required. Action Complete.

- **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.**

Update - a timetable showing key dates for the various schemes was included within the Programme Manager's report. Schemes on Poulton Street will follow the public realm contractor as principal contractor in the programme of works and anticipated timescales will be communicated to individual applicants once planning permission is obtained and the projects are tendered and contractors appointed.

- *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.***

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

- ***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.***

Action Complete.

- ***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.***

Update – The public realm timetable and proposed works will be communicated to all stakeholders once finalised and agreed by the Project Steering Group and once all contracts and agreements are signed. Action Complete.

- ***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.***

Update – an alternative location has been identified for the monthly artisan market and discussions continue with the third-party weekly market organisers to try to locate an alternative location for the weekly market once the public realm works begin on Market Square.

- *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***

Action Complete.

- *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.***

Update - The evaluation was circulated to all project steering group members. Action Complete.

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

Update – the evaluation findings have been incorporated into the Year 3 programme particularly in regard to reaching out to hard-to-reach groups to engage them in the programme. Action Complete.

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

Action complete.

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

Update – the stakeholder communication plan was sent to all steering group members. Action Complete.

- *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.*

Update –an update on the programme as a whole will be provided to planning committee on 9 November and this will include all the steering group notes and reports attached.

- *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.*

Update – LCC logo now added. Action Complete.

4. Approval of Health and Wellbeing Year 3 Programme of Activity 22/23

The steering Group discussed and agreed the outline year 3 programme for the delivery of the health and Wellbeing Programme.

The Health and Wellbeing programme evaluation had highlighted the need to try and engage more with the hard-to-reach groups not currently engaging with the programme. MT confirmed that at the next meeting of the Health and Wellbeing group a guest speaker had been invited along to discuss research carried out into engagement with hard-to-reach groups. It was hoped that this research could support a communication plan to target hard to reach groups.

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.

5. Kirkham Futures Programme Manager Project Report

MT was invited by the Chair to provide an overview of the Kirkham Futures Programme Steering Group Report (September 2022). A copy of the report had previously been circulated to the Steering Group.

The Kirkham Futures Project Report covered the following areas: key milestones /actions and activities that had been undertaken in the last period 28 July to 29 September 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 updated completion/ contract completion dates) together with reference to the next phase of development under the Phase 2 Programme, an update on the Former Girls Charity School including revised timetable for works and an update on the Hillside Project including a timetable and update for the emergency repairs currently underway. It further included updates 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.

Following presentation of a new timetable for works for the Phase 1 Public Realm Scheme it was agreed that the Steering Group accept the changes to the Public Realm Phase 1 timetable which targets a start date of 9 January and now avoids the busy Christmas period which is a key time for businesses.

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.

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:

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.

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.

KB asked that the programme team remain aware of the capacity of the estates team especially in the context of work required to secure a future tenant for the Former Girls Charity School. **CR** confirmed that he had met with the estates team to understand capacity issues going forward but that this would be taken into account with any resource required of this team by the programme going forward.

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.

The project steering group agreed that it would be beneficial to host a couple of exhibition events in Kirkham to enable all stakeholders to be reminded of the public realm phase 1 designs and to come along and ask any questions ahead of the Public Realm Phase 1 works beginning. **Action:** MT to discuss with Kirkham Town Council their recommended suitable dates for two exhibitions to be held in the daytime and/or evening. **EO** offered the support of the Town Council in sourcing a suitable venue for these events.

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.

5. Any Other Business

There was no other business.

6. 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 November.