



Notes

Kirkham Futures Steering Group

Date:	Thursday, 23 June 2022	
Venue:	Remote Meeting Via Zoom	
Present:	Councillor Liz Oades - Chairman Councillor Karen Buckley - Leader Mark Evans - Head of Planning. Charlie Richards - Head of Projects & Regeneration Melissa Thorpe - Kirkham Futures Programme Manager Marie Percival - Estates & Asset Manager Derek Appleton - Corporate Finance Manager. Carly Smith - Legal Officer. Erin Coar - Communications Officer.	
Note Taker:	Lyndsey Lacey-Simone	Principal Democratic Services Officer

1. Apologies

Apologies were received from Paula Huber.

2. Welcome and Introductions

The Chairman welcomed all those present to the meeting and in doing so, welcomed the newly appointed Head of Projects & Regeneration Charlie Richards 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 12th May 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 12 May 2022

- ***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.***
- ***25 car parking spaces had been lost in Market Square – Action: Mark Evans (ME) to report back on this matter.***
- ***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.***
- ***A review/update of the content of website would be timely to strip out outdated information and refresh with updated information.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.

- ***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.
- 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**
- ***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.
- ***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.**

KB asked that a report on actions and matters arising be circulated prior to the next meeting of the Group. **Action: CR/ MT.**

4. Programme Manager Project Update

Health and Wellbeing Project - MT presented an updated report on Year 3 of the Health & Wellbeing programme.

It was reported that MT had met with the Lead consultant who had now finalised the proposed Year 3 programme. Historic England had everything in place to enable them to appoint to the WREN post. It was reported that WREN will manage the work of the postholder over the next 2 years of the project, with referrals being made into a social prescribing programme of events specifically developed for the Kirkham Futures Project.

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**

Cultural Programme - Reference was made to the activities /artwork that took place in advance of the Jubilee and on-going in Kirkham. It was also reported that the Cultural Consortium had a stall at Club Day whereby literature/leaflets were handed out the people who are unable to access the information online. MT stated that the Comms Team in conjunction with the Consortium had worked hard to promote the various events via social media.

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**

5. Project Updates

Shop Front Improvement Scheme - MT introduced this item. In doing so, she referred to a series of prestart meetings taking place on 23 June on site in Kirkham with the contactors appointed to carry out the first part of the scheme. Details regarding this (including funding arrangements) were outlined at the meeting.

MT stated that in conjunction with Historic England, the Council's legal team had been working on the final grant agreement to be shared with the applicants.

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

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**

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**

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.**

Hillside - **MT** reported that a surveyor was now in place. In addition, a license was being drafted by Fylde Council's legal team to allow the scaffolding to go into the adjoining property to enable the emergency works identified to progress. The Council had been advised that it cannot liaise with the tenant directly so will now liaise with the freeholder. **MT** stated that a meeting was scheduled to take place on site next week with the contractor and architect/surveyor to touch base with progress. **MT** stated for the next stage of works, it was hoped to have a Project Manager in place to lead on this scheme. The Group was advised that concerns had been raised with Historic England (HE) regarding the funding that had been removed for the scheme. **HE** had subsequently offered non-financial (officer) support.

Communications Update - **EC** updated the Group. She stated that the website was being updated with a view to making the information more relevant to the project. The Comms Team now have access to social media and are managing the pages. The Team are looking to undertake a piece of work on the pages to ensure a greater following and move the content to the corporate account. Further details about this were outlined at the meeting. **EC** went on to say that the Newsletter/subscribers is also being managed differently to ensure more community engagement. In addition, work is currently being progressed with the development of a Stakeholder Engagement Plan (SEP). To assist with engagement, **EO** offered the use of KTC website.

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.**

6. Any Other Business

EO referred to an email that she had received from a local resident about an on-going issue of some residents' driveways/garden frontages on Preston Street, Kirkham which were proposed to form part of the Public Realm Scheme for Kirkham.

It was reported that Lancashire County Council's legal team had confirmed that the land in question forms part of the Highway.

It was further reported that it is looking increasingly likely that the current Kirkham Public Realm Improvements scheme would not extend to Preston Street or Freckleton Street but may well be revisited in due course.

In responding to this point, **ME** referred to several meetings that had taken place with KTC on the matter.

7. 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 July.
