

# KING'S LYNN TOWN CENTRE PUBLIC REALM & REPURPOSING WORKING GROUP

## Meeting Minutes

<b>Date</b> 28 <sup>th</sup> September 2021	<b>Location</b> Via MS Teams
<b>Time</b> 14:00	<b>Chair</b> Vicky Etheridge

<b>Attendees</b>	<b>Apologies</b>
Jemma Curtis Cllr Francis Bone Vicky Etheridge Andrew Stevenson Alistair Cox Neil Gromett Richard Morrish	Charlie Roughton Cllr Lesley Bambridge  <b>Withdrawal from Group:</b> Helen Payne Kathy Ennis

Minutes	Actions
<p><b>1. Apologies</b> Apologies received as listed above.</p>	
<p><b>2. Minutes of last meeting</b></p> <ul style="list-style-type: none"> <li>Jemma Curtis explained that the Changing Places funding gives circa £30,000 per fully accessible toilets. Council is submitting a bid for 3-4 locations across the borough.</li> <li>Cllr Bone asked if this included changing places for adults.</li> <li>Jemma directed Cllr Bone to the HM Government Changing Places website for information. <a href="https://www.gov.uk/government/news/share-of-30m-changing-places-toilets-fund-now-open-for-applications">https://www.gov.uk/government/news/share-of-30m-changing-places-toilets-fund-now-open-for-applications</a> she also suggested sending enquiries to Member Services.</li> <li>The Southgates master planning will be going out to tender in October and that the group could be involved in the consultation.</li> <li>Cllr Bone asked if the concerns of the shops along London Road had been addressed.</li> <li>Jemma stated that these could be fed into the consultation and that currently the proposal did not involve the removal of car parking spaces.</li> <li>Jemma stated that repainting of street furniture and bicycle racks as part of the council's general maintenance had not been addressed yet.</li> </ul>	
<p><b>3. Towns Fund Business Case Update</b></p> <ul style="list-style-type: none"> <li>Vicky Etheridge enquired after the progress of the business case and whether there were any milestones.</li> <li>Jemma explained that the council were hoping to submit the business case in December and that this had to go to the Programme Board prior for due diligence checking and then the Town Deal board for sign off. Jemma hopes to bring the draft</li> </ul>	

<p>business case to the group at the end of October/early November. She mentions that this will be the second business case the Town Deal Board will see and says that it will complement the bigger projects later on. The Town Centre Repurposing is still being discussed and options examined, she explained that this will be discussed with the group after the submission of the Public Realm business case.</p> <ul style="list-style-type: none"> <li>• Vicky mentioned that there was a cross over between the two with regards to pop-up shops as these were being discussed for the public realm but also for repurposing.</li> </ul>	
<p><b>4. Long List of Public Realm Options</b></p> <ul style="list-style-type: none"> <li>• Vicky gave the group a summary of the walkabout from the train station to Purfleet Street.</li> <li>• There is no signage upon leaving the station to direct visitors. What can be achieved in this area. Those people arriving at the station, used a shorter 'cut-through' of Waterloo Street so Vicky raised the question of what could be done along Waterloo Street to improve it.</li> <li>• Cllr Bone said that Waterloo Street was a main entrance into the town centre and that it needed attention. He mentioned the corner plot next to the bus station and asked if anything could be done. He also mentioned a lack of bins at the train station.</li> <li>• Vicky discussed signage options, two routes but giving times to walk so people coming to the town via the train station could decide if they wanted to take the quickest route or the more scenic one.</li> <li>• The path to the junction of St James swimming pool appeared to be a location for all manner of interventions, flags/banners for example but consideration would be needed for maintenance and replacements in the future and the cost of both.</li> <li>• Gemma said that input would be required from Norfolk County Council and the Public Open Space team at the council to determine feasibility.</li> <li>• Vicky mentioned that more planting could be undertaken along the path but that this should be considered as general maintenance and not from the funding.</li> <li>• Gemma said that the corner of St James Swimming Pool was discussed and asked whether this was a potential site for more cycle storage.</li> <li>• Neil Gromett said that no further storage was required as there was an existing offering covered by CCTV.</li> <li>• Richard Morrish suggested that cycle storage outside of a leisure facility should be encouraged.</li> <li>• Gemma confirmed that there was an offering currently covered by CCTV and asked whether the storage was well utilised. Neil said that the bike storage appeared to be under-utilised and that there wasn't a need at this point for more to be installed Neil agreed to monitor use. <b>Action:</b> Monitor use of cycle storage</li> <li>• Gemma asked if Neil knew of any plans to resurface the area where the tree has been removed and the possibility of removing bollards to replace with planting.</li> <li>• Neil was not aware of the resurfacing being programmed in.</li> </ul>	<p>Neil Gromett</p>

- Vicky said that it was very difficult to visualise the interventions along the proposed route, she asked if there was an intention to provide visualisations.
- Jemma confirmed that it was and asked members of the group to provide photographs of areas along the priority route taken from the site walk.
- Baxter's Plain was considered by the group but due to telephone boxes, BT cabinets and a burger van it was deemed that Baxter's Plain should be incorporated into a bigger scheme at a later date.
- Richard suggested that ideas for improvements of Baxter's Plain should be documented ready for future funding/development.
- Jemma stated that the Public Realm Action Plan already contained concept ideas for the area. A decision was made to defer largely due to potential development of the Old Post Office which could have significant impact on the surrounding area.
- Jemma enquired about the ownership of a big wooden planter which contains a dying tree.
- Alistair was unsure who owned it but was looking after it, he wondered if it was part of the project which allowed H&M to be constructed. He confirmed it had been in place for 14-15 months.
- Richard asked if it could be removed.
- Alistair assumed that it would need to be replaced.
- Continuing along New Conduit Street, the 'Sail' artwork was discussed, Vicky thought that this style of artwork could be incorporated into other areas of the town.
- Purfleet Street is determined to hold the largest opportunity for improvements/enhancements, strengthening the connection from the High St to the riverfront.
- Vicky said that works could be undertaken in this area without the fear of being changed with future re-development. She mentioned that lots of different interventions had been explored for this area. Pop-up stalls (3-4) along the wall of Boots the Chemist to be used for street food or arts and crafts with the blank space opposite with bare walls to be used for seating and public artwork respectively.
- Alistair mentioned that this area had previously been used for market stalls but that there was a need to maintain a 3m width for emergency vehicle use as this was the main access point to the high street.
- The next stage is to cost up each item and prioritise. The proposed fingerposts have already been quoted, however it needs to be determined whether all of these will all be replaced or whether those on the proposed route will be prioritised.
- Jemma explained that there is a requirement to report to Government on the outputs for each project as the outputs are monitoring indicators, these have been chosen to be specifically relevant for each of the projects. Work will be undertaken to commence assessing the outputs so that they can be prioritised in the next meeting of the group.
- **Action:** Richard Morrish to provide plan with interventions.

Richard Morrish

<ul style="list-style-type: none"> <li>• Vicky stated that the Towns Fund outputs and business case sections which require consideration –       <ol style="list-style-type: none"> <li>1. Strategic fit &amp; business needs</li> <li>2. Value for money – social, economic and environmental benefits (can get Motts to help with this)</li> <li>3. Affordability</li> <li>4. Deliverability</li> </ol> </li> </ul> <p>Towns Fund outputs to be measured;</p> <ol style="list-style-type: none"> <li>5. Total length of pedestrian paths improved</li> <li>6. Number of trees planted</li> <li>7. Amount of public realm improved m2</li> <li>8. Number of transport nodes with new multimodal connection points (cycle storage)</li> </ol> <ul style="list-style-type: none"> <li>• Jemma said that if the business case was submitted in December there was an opportunity that the project delivery could start in the New Year but needed to consider how it would be delivered. She mentioned that a budget and specification could be provided for pop-up stalls and artwork could be commissioned via a brief.</li> <li>• Richard Morrish offered to focus on providing the group with visualisations.</li> <li>• Vicky thanked him for his involvement.</li> <li>• Jemma is bringing in the operational teams within the council to assist. <b>Action:</b> Contact operational teams</li> <li>• An offer has been received from an Architect who has suggested that they would be able to assist with visualisations. <b>Action:</b> Vicky to share with Richard and group who the architect is.</li> <li>• Jemma hopes to invite Gareth from Mott McDonald to the next meeting to act as a critical friend and assist with prioritisation.</li> </ul>	<p>Jemma Curtis</p> <p>Vicky Etheridge</p>
<p><b>5. Pop-up stalls survey</b></p> <ul style="list-style-type: none"> <li>• Vicky would like the group to consider two potentials of pop-up stalls/pods, the first, putting in the infrastructure. She mentioned the outdoor Christmas Market and how difficult it was to find power sources for these, she mentioned the limited options for power on the Saturday Market Place. The second the pods/empty shop units. She acknowledged the large numbers of empty shops that lend themselves to pop-up shops/indoor markets but asked –       <ol style="list-style-type: none"> <li>1. What is the point of pop-up shops?</li> <li>2. What is hoped to be achieved?</li> <li>3. How might they be filled?</li> </ol> </li> <li>• Vicky considered the survey that had been shared with the group and said this was required to gauge interest.</li> <li>• Cllr Bone said that the R&amp;D panel had an intention to utilise empty shops and that this should be encouraged. He mentioned local pop-up models in operation and suggested that the council maybe able to lease on the businesses behalf to give them an opportunity.</li> <li>• Richard discussed markets both indoor and outdoor, he said there was a lot of interest in the former Debenhams building as a</li> </ul>	

<p>potential, however replacing failed 'chain' stores with local independent businesses is a positive. He continued that if these local independents could have a little stall with small overheads to kick start their business this would be good. He said that outdoor events that are 'one-offs' are nice like the Christmas Markets/Market for Heritage Open Days and these days help to promote the businesses involved but asked of the cost of the stalls and whether these would be purchased by the borough and whether the cost would be re-couped from the traders.</p> <ul style="list-style-type: none"> <li>• Vicky said that it was likely that some financial commitment would be required to stop businesses from 'pulling out' but that various pop-up business models could be explored to find one suitable. The weather would also need to be considered along with any ongoing costs of maintaining, moving, removing, and storing the units.</li> <li>• Richard mentioned that having electricity was essential and that they should be installed in an area that would have the most impact.</li> <li>• Jemma said that the pop-up stalls survey would inform the Public Realm business case as well and the Guildhall and Creative Hub business case.</li> <li>• Vicky asked for any comments on the pop-up stall survey within a week. <b>ACTION:</b> please send comments on pop up survey by 01/10/2021</li> <li>• Jemma confirmed that the survey was going to be launched at the same time as the Youth survey by the end of next week and once launched, a link would be shared with the group for distribution.</li> <li>• Vicky requested that Jemma and Duncan Hall have a discussion with the R&amp;D panel regarding pop-up stalls.</li> </ul>	<p>ALL</p>
<p><b>6. Any other business</b></p> <ul style="list-style-type: none"> <li>• Richard asked Louise if she had an OS map of the priority route. <b>Action:</b> Louise to email a copy to Richard.</li> <li>• Date of the next meeting, 1<sup>st</sup> November 2021 at 15:00.</li> </ul>	<p>Louise Godfrey</p>
<p><b>Meeting closed at 15:08</b></p>	