

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

Meeting Minutes

Date 23 rd November 2021	Location Via MS Teams
Time 1pm	Chair Vicky Etheridge

Attendees	Apologies
Jemma Curtis Vicky Etheridge Louise Godfrey Rick Morrish Andrew Stevenson Alistair Cox	Neil Gromett Charlie Roughton

Minutes	Actions
1. Apologies <ul style="list-style-type: none"> As listed above 	
2. Minutes of last meeting <ul style="list-style-type: none"> Richard asked for plans for LED light upgrade, Neil confirmed. ACTION: Change minutes to reflect comments made Lighting upgrade schedule sent to Louise. ACTION: Send schedule to Vicky Actions on previous meeting discussed. 	LG LG
3. Finalising Preferred Options <ul style="list-style-type: none"> Two options were presented at the last meeting and option1 was chosen, a core scheme though out the town and specific interventions at the Rail Station and Purfleet Street. Costings are being worked up and refined for both the core scheme and the specific interventions. Fingerpost signage had gone out to tender. ACTION: Phillip Eke to share results of the tender with the group for comment. It is possible that the fingerposts are paid from the Welcome Back Fund as this money needs to be defrayed before 31st March 2022. Vicky to assist with the evaluation of the tenders on the 14th December 2021. £50,000 budget for the artwork but a new funding programme has been launched by the Arts Council which could be used to increase the budget, but it may be necessary to partner with Creative Arts East to submit a bid for the funding. Products have been discussed with the Open Spaces Team at the council and the Conservation Officers and costs for these items has been confirmed. Digital signage costs have been based on current orders for elsewhere in town. 	PE

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<ul style="list-style-type: none"> • Pop-up costs for Purfleet Street are currently a budget cost, Louise is currently preparing a tender for the pop-ups, this will request proposals from companies which will be bought to the group for evaluation. ACTION: Share tender document with the group for comment. • The tender does not have to state the materials used for the pop-up's; however, steel might be better as it has more durability and a longer lifespan, but it was thought to be better if the materials could match others nearby. The tender should be as broad as possible to invite a range of responses. • The pop-ups will require planning permission and will be subject to business rates and licencing agreements will be needed. • A BID levy will also be imposed if business rates are applied. • The proposed pop-us are to be situated where there is current cycle provision along the side of Boots the Chemist. • The current cycle provision will be removed, and it is hoped that a more secure cycle storage offering will be provided on the site of the previous Amiens Project seating area over the bridge in the Baker Lane car parking area. Norfolk County Council may offer funding for secure cycle storage, but as a minimum, the current bicycle racks will be moved to this location. • The costing for the benches and planters has been based on the current order of these for the High Street as a consistent palette of materials is preferred. • A contingency for the costs of 15% has been allowed, if this is not all spent, there may be the opportunity to redistribute the funding for items in additional areas of the town. • The business case has been developed around these costs. • Any underspend in the contingency cost should be quickly determined once all the bigger items have been accurately costed. The tender for the benches is likely to attract submissions from local companies, including the current provider of the High Street benches, so a quick response to the tender would be expected. ACTION: Query to procurement on preference for local suppliers. Any underspend in the contingency is ring-fenced for the Public Realm priorities. • The image of the proposed pop-up was shared with the group and the materials used in its manufacture were discussed as it was felt that a wooden construction would be cheaper to produce but less study if it was required to be moved elsewhere in the town. • The subject of empty retail shops was discussed. Six months' rent is currently required up-front to open a shop in the town and small start-up businesses may not be able to afford this. Pop-up shops allow smaller businesses and start-up businesses to trade for 2-3 days 	<p>LG</p>
	<p>JC</p>

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<p>a week to trial their businesses allowing them to move to 'bricks and mortar' if successful.</p> <ul style="list-style-type: none"> • The proposed layout of Purfleet Street is still to be determined and the options could be split so that cycle racks are offered opposite the proposed pop-ups with some benches with further benches across the bridge on the site of the previous Amiens Project. There are pros and cons to these options, but this can be discussed at a later date. It is important however to replace the cycle storage which is being removed to make way for the pop-up shops. • The planter for the Rail Station is the same as those placed on Hunstanton High Street, it is hoped to purchase one in a darker colour to contrast with the Rail Station. The colour of the planter will be discussed with the Conservation team. Options for the benches have been identified and studs can be bought to stop skateboarding on the proposed benches. • The placement for the digital sign needs to be discussed with the Conservation officer and Historic England, but it needs to be placed close to a power source. A document from Historic England 'Streets for all' has been referred to. 	
<p>6 & 7. Approach to artwork and place shaping/branding</p> <ul style="list-style-type: none"> • In order to draw up a specification, an idea of the image/branding is required. • It is hoped a small event will be hosted by Charlie towards the end of January, but a suitable facilitator needs to be found. • A facilitator is needed to guide. What is the brand, who are we trying to inspire? • The suggestion of a 'forth plinth' was raised as an idea worth exploring, this could involve young people and allow them to develop a sense of 'ownership'. If it is placed within Purfleet Street, it could be possible for the Art Gallery further down this Street to monitor it. • All artists need to receive the same brief and if a bid is being made to the Arts Council, the bid should also include the brief. • The next meeting should include Phillip Eke and somebody from Experience project. ACTION: Invite to be sent. • A draft of the business case is to be circulated to the group once it is ready. • Visualisations from Waterlands Architects will be circulated to the group once they are finalised. These images will be used for communications and engagement. • Communications and engagement for the Public Realm project have been delayed until January, but it will be possible to consult with businesses which may be affected by the project prior to the wider engagement. 	<p>VE</p> <p>LG</p>
<p>8. Any other Business</p>	

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<ul style="list-style-type: none">A date for the next meeting has been determined of the 16th December 2021 which can be cancelled if it's deemed unnecessary.	
Meeting closed at 14:16	

DRAFT