

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

## Meeting Minutes

<b>Date:</b> 9 <sup>th</sup> March 2022	<b>Location:</b> Via MS Teams
<b>Time:</b> 2 – 3pm	<b>Chair:</b> Vicky Etheridge

Attendees	Apologies
Jemma Curtis Vicky Etheridge Cllr Miss Lesley Bambridge Alistair Cox Cllr Graham Middleton Richard Morrish Andrew Stevenson Veronica Sekules	Neil Gromett Phillip Eke Charlie Roughton

Minutes	Actions
<p><b>1. Apologies</b></p> <ul style="list-style-type: none"> <li>Received as listed above.</li> </ul>	
<p><b>2. Minutes of last meeting</b></p> <ul style="list-style-type: none"> <li>Vicky Etheridge has been invited to a workshop regarding the Southgates Master planning. She will report back to the group once she has attended.</li> <li>The final Towns Fund Business case has been signed off and the funding is expected in due course.</li> <li>There were over 50 responses to the consultation, most of which were positive.</li> <li>The removal of the current cycle storage provision on Purfleet Street has received some negative comments, however a meeting with KLWN BUG is to be arranged to address concerns.</li> <li>Suggestions have been made for the location of the planting of the Oak trees at the North End of Harding's Pit's near Boal Quay, however concerns were raised that the potential scope of the Riverfront project may cause issues. There is likely to be some additional costs for the planting of the trees.</li> <li>The window vinyls on the former Argos building are to be removed and these could be replaced with Town's Fund panels. <b>ACTION:</b> Vicky to raise it at the Board meeting on Friday.</li> <li>Concerns were raised over the progress of the current High Street Public Realm project and it was suggested that some communications were prepared in readiness for when the Town's Fund project commences.</li> </ul>	VE

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<ul style="list-style-type: none"> <li>• There were issues with the stone slabs as well as site levels which haven't been set to the designers' levels which is being discussed with the contractor. <b>ACTION:</b> To get update on High Street Project.</li> </ul>	<p>JC</p>
<p><b>3. Digital Sign for Rail Station</b></p> <ul style="list-style-type: none"> <li>• A 'request for quote' was sent to 5 digital signage companies, however only 2 responses were received.</li> <li>• The software for the digital sign has to be compatible with the various other digital signs which have been purchased for King's Lynn, Downham Market and Hunstanton.</li> <li>• The Conservation officer has advised the design should comply with the Historic England 'Streets for all' guidance.</li> <li>• A more bespoke design might be beneficial for the site; however, this is likely to be more costly. Companies which produce interpretation panels may be more appropriate than suppliers of digital signs. <b>ACTION:</b> To find a more appropriate digital sign for the Rail Station location.</li> <li>• A contact has been made with the Rail Station connections company, however a suitable digital sign has yet to be found to then determine feasible location</li> <li>• <b>Agreed: To fail the tender for the digital signage.</b></li> </ul>	<p>LG</p>
<p><b>4. Conical for proposed Fingerposts</b></p> <ul style="list-style-type: none"> <li>• The order for the fingerposts has been placed and the design has been shared with the group.</li> <li>• Communications will be prepared ahead of their replacement.</li> <li>• Bespoke conical' can be supplied by Landmark, however this will increase the initial cost between £3,500 - £7,000.</li> <li>• It might be possible to use the contingency money, however there are lots of items still to purchase so would it be preferred to wait before placing an order for bespoke conical?</li> <li>• The Customs House is an iconic landmark which would be easy to replicate and have on the top of all the fingerposts throughout the town.</li> <li>• A local company may be able to produce the conical for a lesser cost.</li> <li>• <b>Agreed to have plain conical and investigate bespoke designs and costs.</b></li> </ul>	
<p><b>5. Update on street furniture and pop-up kiosks</b></p> <ul style="list-style-type: none"> <li>• The Rail Station street furniture has been ordered and costs less than was originally budgeted for.</li> </ul>	

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<ul style="list-style-type: none"> <li>• The pop-up tender received 2 responses despite being distributed to 5 different companies.</li> <li>• Louise Godfrey shared the responses with the group.</li> <li>• Neither proposal was well received.</li> <li>• Consideration should be given to commissioning an architect to design and build. <b>ACTION:</b> To send details of architects.</li> <li>• The location needs to be considered as it is in a Conservation Area and the pop-up kiosks need to look as good when closed as when opened.</li> <li>• The budget has been set at around £75,000 for the kiosks with an additional £18,000 for the power connection.</li> <li>• They could be managed either by the council or the BID and would be a weekly hire for companies to trial a new product, however the businesses currently operating on Purfleet Street should be a consideration.</li> <li>• A suggestion of MRC Modular in Downham Market was received. <b>ACTION:</b> To compile a list of companies which may offer the design and build service for the pop-up kiosks.</li> <li>• <b>Agreed to fail the tender for the pop-up kiosks and research alternatives.</b></li> </ul>	<p>VS</p> <p>LG</p>
<p><b>6. Update of Artwork Trail match funding application</b></p> <ul style="list-style-type: none"> <li>• Mary Muir an officer with Norfolk County Council is currently progressing work on an application to the Arts Council for just under £100,000.</li> <li>• The case for funding is strong and an answer should be received by September.</li> <li>• The funding will include a budget for Project Manager costs.</li> <li>• The draft application will be shared with the group, it will then be finalised and submitted in April.</li> </ul>	
<p><b>7. Purfleet Street ironwork archway</b></p> <ul style="list-style-type: none"> <li>• The group needs to decide how best to approach the project, is it better to get a designer and then a fabricator or would it be better to get a fabricator to design it?</li> <li>• A designer may design something which is not possible to fabricate, however some designers do have their own fabricators to produce the works.</li> <li>• Blacksmiths should be considered.</li> <li>• The businesses operating on Purfleet Street need to be consulted regarding the design of the archway.</li> </ul>	

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<ul style="list-style-type: none"><li>• The archway will require planning permission and an application will need to be submitted and determined which can take up to 8 weeks.</li><li>• A local company should be used if possible and Andrew Schumann was suggested along with Nicola Moray-Woods. <b>ACTION:</b> Lesley to contact Andrew, Louise to contact Nicola</li></ul>	<b>Clr LB LG</b>
<b>8. Any other business</b> <ul style="list-style-type: none"><li>• Once feedback has been received on the application to the Arts Council, Mary should be invited to a meeting of the group.</li><li>• The working group should be involved in potential projects as part of the Riverfront Town's Fund project.</li></ul>	
<b>Date of next meeting</b> <ul style="list-style-type: none"><li>• <b>Wednesday 6<sup>th</sup> April, 1-2pm.</b></li></ul>	