



**Member Major Projects Board**  
**Monday, 13th May, 2024 at 9.30 am**  
**in the Council Chamber, Town Hall, Saturday Market  
Place, King's Lynn PE30 5DQ**

**Reports marked to follow on the Agenda and/or Supplementary  
Documents**

1. **Standing Item: Officer Major Project Board Minutes (For Information)**  
(Pages 2 - 7)

2<sup>nd</sup> April 2024  
17<sup>th</sup> April 2024

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# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



<b>Date:</b> 2 <sup>nd</sup> April 2024		<b>Location:</b> Via MS Teams			
<b>Time:</b> 4:30pm		<b>Chair:</b> Oliver Judges			
<b>Board Attendees</b>					
Oliver Judges (OJ)	Matthew Henry (MH)	Michelle Drewery (MD)	Alexa Baker (AB)	James Arrandale (JA)	
<b>Optional Attendees</b>					
David Ousby (DO)	James Grant (JG)				

<b>Apologies</b>					
Vanessa Dunmall (VAD)					

		<b>Action Log Ref No</b>
	Additional meeting regarding Parkway and Salters Road.	
1.	Apologies	
2.	<p>OJ / AB had requested the additional meeting to ensure OMPB were fully informed with the current position and issues on the Parkway and Salters Road sites due to the groundworks contractor, Bowie ceasing trading. OJ outlined that he wanted OMPB to have the up-to-date picture.</p> <p>JG started by explaining that the same groundworks contractor had been appointed by Lovell to both sites; he explained that that other Lovell sites were using different groundworks contractors. He went on to describe that there are a number of activities that the groundworks contractors undertake and these are split into two main packages – traditional groundworks, things like scaffold bases, roadways, footpaths, drainage and some works around foundations (although not the actual delivery of foundations); these are fairly simple that all competent groundwork contractors would be able to undertake. The second type are more complicated and move towards civil engineering works; this is the kind of groundworks at the Parkway site. For example the construction of a pumping station which has an 8 metre pit beneath it – the attenuation tank. This more complicated type of work is work that some of the more local contractors may not have the capacity and knowledge to undertake.</p> <p>Currently, Lovell are dealing with 4 groundwork contractors, two local and two national. There are discussions going on with all 4 contractors to ensure that the best package of work sits best with which contractor for the best cost, whilst ensuring that the bricklaying and current activity on site is kept moving forward. It's anticipated that the strategic pricing, packaging and review of these works will have been concluded by the end of April.</p>	

# OFFICER MAJOR PROJECTS BOARD

## MEETING NOTES



JG outlined that the best-case scenario would be that Lovell find a contractor who is happy to pick up the current programme. He is confident that there is enough total time in the programme that there would be no overall delays – albeit that it is accepted that there will be delays to delivery of the first few plots initially.

The Board considered questions and responses around procurement, contractual matters and due diligence checks. It was confirmed that Lovell have terminated their contract with Bowie. Lovell have committed to have a groundworks company back on site by 07.05.24, DO explained that this is likely to be a hybrid solution – an initial package to keep things moving, a secondary package for basic groundworks and a third package which will take longer but covers the more complex civil engineering.

It was explained that the nature of the PPC partnership that is in place, means that detailed costs and arrangements are under regular review each month. MD commented that the out-turn report would be taken to members in the summer and this is when a definite revision of financial impacts would be needed.

During a discussion around processes and credit checks, DO confirmed that as part of the Parkway development Cabinet report process, a full review of the Development Management Agreement and the PPC with Lovell was undertaken.

Key points that the Board wishes to fully understand

- what this issue means to BCKLW financially [*there are not just capital implication, also revenue implications*]
- what contractually sits with BCKLWN and what sits with Lovell.
- At what stage the matter needs to be taken back to elected members if things go beyond key decision stage [*currently, this is an operational matter, but need to understand when we will know when we may need to*]
- The basis of the 'financial checks' element of the 'authorisation to enter contract' form that Lovell provide to BCKLWN prior to starting works; although it was noted that to go onto the Lovell 'vendor registration', sub-contractors would have had to go through a number of financial checks [*likened to the equivalent of being on a procurement framework*]

The Board agreed that

- BCKLWN needs to manage the risk rather than anything directly [*this is a contractor / sub-contractor issue*]
- Portfolio Holder and Cabinet briefings would be undertaken as soon as possible.
- it needs assurance around where we sit on risk.
- there is a possibility that Lovell manage to arrange contract(s) which mean that many of the risks being logged don't come to fruition.
- there is a need to wait for further information and prices to come back in from Lovell.

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<ul style="list-style-type: none"> <li>- Future sites (in particular Lynnsport 1) will not be entered into until assurance is in place that things are well managed.</li> </ul> <p>ACTION: Legal opinion to be sought on the risk to BCKLWN.</p> <p>ACTION: Consider whether processes should be changed so that BCKLWN ensure that Lovell do carry out credit checks on sub-contractors prior to appointing them.</p> <p>ACTION: Briefing Paper to be brought back to OMPB outlining what the review of the DMA and PPC covered, in early 2023. To include</p> <ul style="list-style-type: none"> <li>- What did the review entail</li> <li>- What were the findings</li> <li>- This is when the DMA and PPC will be reviewed again</li> </ul>	<p>40</p> <p>41</p> <p>42</p>
<p><b>Date of next meeting:</b> Weds 17<sup>th</sup> April 2024 @ 10:45 via Teams</p>		

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

<b>Date:</b> 17 <sup>th</sup> April 2024		<b>Location:</b> Via MS Teams			
<b>Time:</b> 10:45am		<b>Chair:</b> Oliver Judges			
<b>Board Attendees</b>					
Oliver Judges (OJ)	Matthew Henry (MH)	Michelle Drewery (MD)	James Arrandale (JA)		
<b>Optional Attendees</b>					
David Ousby (DO)	James Grant (JG)				

<b>Apologies</b>					

		<b>Action Log Ref No</b>
1.	Apologies	
2.	Action Log  The Board reviewed the Action Log and it was updated accordingly.	
3.	Notes from the previous [regular] meeting  Notes from the March 2024 meeting were reviewed and agreed. It was noted that the notes from the additional meeting held on 2 <sup>nd</sup> April were not available for review and that these would be agreed via email.	
4.	Project Highlight Reports  Project Highlight Reports covering February & March 2024 as follows, were reviewed.  As a general point, the Board noted that the financial figures on the reports may not be the final figures for the year end due to final adjustments that finance would still be working on. The final position will be noted as part of the out-turn report that goes to Cabinet.  a. P-21.02 NORA EZ – Road Infrastructure - Noted that there are significant delays and concern over different elements of the project, reflected in the RAG ratings. Queries are being urgently progressed with NCC. - Report agreed.	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<ul style="list-style-type: none"> <li>b. P-21.03a NORA EZ – Development of spec units               <ul style="list-style-type: none"> <li>- Report agreed.</li> </ul> </li> <li>c. P-21.05 Major Housing – Parkway (Florence Fields)               <ul style="list-style-type: none"> <li>- JA confirmed that legal opinion has confirmed that the sub-contractor issue on this site is not BCKLWN's.</li> <li>- Issues comments need to be refreshed prior to publication.</li> <li>- Subject to these changes, report agreed.</li> </ul> </li> <li>d. P-21.06 Major Housing – Salters Road               <ul style="list-style-type: none"> <li>- Detail to be added around dwellings completed/outstanding.</li> <li>- Impact of the loss of groundworks contractor and RAG rating to be considered again.</li> <li>- Subject to these changes, report agreed.</li> </ul> </li> <li>e. P-21.08 Major Housing – Southend Road               <ul style="list-style-type: none"> <li>- Noted that MMPB will receive a presentation on this project at the mtg on 13.05.24.</li> <li>- Report agreed.</li> </ul> </li> <li>f. P-21.09 West Winch Growth Area               <ul style="list-style-type: none"> <li>- Resources RAG rating to be re-considered prior to publication.</li> <li>- Subject to this, report agreed.</li> </ul> </li> <li>g. P-21.10a Southgates – Place Making               <ul style="list-style-type: none"> <li>- Report agreed.</li> </ul> </li> <li>h. P-21.10b Southgates – STARS               <ul style="list-style-type: none"> <li>- Report agreed.</li> </ul> </li> </ul> <p>P-21.18 – 3G Sports Pitch: The Board noted that at its last meeting, MMPB determined that they did not wish to continue seeing a Highlight Report for this project. The minutes of the previous MMPB meeting noted that this may need to be a request to Cabinet (as Cabinet determines which projects are on the list for MMPB to monitor). OMPB considered that as this project will continue to be reported on the Capital Programme monitoring, assurance will still be obtained and reported, so no further action is required. It was agreed that this would be noted on the 'Project Overview' summary report produced for MMPB.</p> <p>The Board noted that Project Highlight Reports covering Town Deal projects for March 2024 had been reviewed and agreed at the Town Deal Programme Board held earlier on 17.04.24.</p>	
5.	<p>Agree items for MMPB meeting to be held on 13.05.2024</p> <ul style="list-style-type: none"> <li>- Standing items were noted.</li> <li>- Proposed items: <u>NORA 4 Post Project Evaluation Report</u> – DO and JG attended the meeting for this item. The Board discussed the process of putting the evaluation report together as this was the first project that went through this process. The project team</li> </ul>	

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	<p>confirmed that the process was useful and the report template report worked well.</p> <p>JG talked through the content of the report and responded to questions that the Board had. The report was agreed.</p> <p>- Southend Road Focussed Project Presentation – JG talked through the presentation and responded to questions. As this is a live project, with commercial confidentiality to be considered, it was agreed that whether the presentation (or some parts of it) should be exempt would be discussed further with relevant officers. The content was agreed subject to agreement re open / exempt session.</p>	
6.	<p>Forward Work Programme</p> <p>This was not reviewed at this meeting due to time constraints.</p>	
7.	<p>AOB</p> <p>The Board noted that the meetings were now moving to a quarterly rhythm.</p>	
	<p><b>Date of next meeting:</b> Weds 17<sup>th</sup> July 2024 @ 10:45 via Teams</p>	