

Borough Council of
**King's Lynn &
West Norfolk**



Member Major Projects Board

Agenda

**Wednesday, 27th March, 2024
at 1.00 pm**

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**

Available to view on:

<https://www.youtube.com/user/WestNorfolkBC>



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19 March 2024

Dear Member

Member Major Projects Board

You are invited to attend a meeting of the above-mentioned Board which will be held on **Wednesday, 27th March, 2024 at 1.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Apologies for absence**
2. **Minutes from the previous meeting** (Pages 6 - 14)
3. **Declarations of Interest** (Page 15)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on any item or simply observing the meeting from the public seating area.

4. **Urgent Business Under Standing Order 7**

To consider any business which, by reason of special circumstances, the Chair proposed to accept as urgent under Section 100(b)(4)(b) of the Local

Government Act 1972.

5. **Members pursuant under Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision is made.

6. **Post Project Evaluation Reports - Update to the Process - REPORT TO FOLLOW**

7. **Standing Item: Overview Report** (Pages 16 - 17)

8. **Standing Item: Project Highlight Reports** (Pages 18 - 55)

Project Highlight reports covering December 2023/January 2024 are attached as listed below:

- a. P-21.02 NORA EZ – Road Infrastructure
- b. P-21.03a NORA EZ – Development of spec units – phase 1
- c. P-21.04 NORA 4
- d. P-21.05 Major Housing – Florence Fields – **TO FOLLOW**
- e. P-21.06 Major Housing – Salters Road
- f. P-21.08 Major Housing – Southend Road – **TO FOLLOW**
- g. P-21.09 West Winch Growth Area
- h. P-21.10a Southgates – Place Making
- i. P-21.10b Southgates – STARS
- j. P-21.18 3G pitch

9. **Standing Item: Action Log** (Page 56)

10. **Standing Item: Officer Major Project Board Minutes (For Information)**
(Pages 57 - 62)

2 January 2024
14 February 2024
13 March 2024

11. **Member Major Project Board Exempt Sessions (Verbal Report)**

12. **Schedule of Meeting Dates 2024/2025** (Page 63)

13. **Work Programme** (Pages 64 - 67)

To discuss the work programme for 2024/2025 and to consider dates to schedule list of forthcoming items.

14. **Date of Next Meeting**

13 May 2024, 9.30 am in the Council Chamber, Town Hall, King's Lynn.

To:

Member Major Projects Board: Councillors A Beales, R Blunt, A Dickinson, J Moriarty, C Morley, T Parish and A Ware

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

MEMBER MAJOR PROJECTS BOARD

Minutes from the Meeting of the Member Major Projects Board held on Wednesday, 13th December, 2023 at 11.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor A Beales (Chair)
Councillors A Beales, R Blunt, A Dickinson, J Moriarty, C Morley, S Ring and A Ware

Under Standing Order 34:
Councillor S Ring

Officers:

James Arrandale, Principal Lawyer (Zoom)
Jemma Curtis, Regeneration Programmes Manager
Vanessa Dunmall, Performance and Efficiency Manager
Duncan Hall, Assistant Director, Regeneration, Housing and Place
Matthew Henry, Assistant Director, Property and Projects
Abigail Rawlings, Project Support Officer
Wendy Vincent, Democratic Services Officer

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from L Gore (substitute O Judges) and M Drewery (substitute C Holland).

2 **MINUTES FROM THE PREVIOUS MEETING**

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Matters Arising

Deep Dive into Projects

The Chair explained that four projects had been identified at the previous meeting and advised that the Board would consider the Guildhall and the Southgates at today's meeting. NORA 4 and Southend Road, Hunstanton would be presented to a future meeting.

Members Access to Information

In response to questions from the Chair on Members Access to Information, the Principal Lawyer explained that Members had the right to access any information unless there was a specific reason why they would not be able to access information.

Guildhall Working Group

The Manager – PMO explained this would be addressed under the Agenda item – Action Log.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

5 **MEMBERS PURSUANT TO STANDING ORDER 34**

Councillors S Ring was present under Standing Order 34.

6 **PROJECT TIERING DEFINITIONS**

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The Manager – Programme Management Office (PMO) presented the report circulated with the Agenda. It was highlighted that the work planned by the S151 Officer and finance team to restructure the Capital Programme over the next few months may impact on these and the Board was informed that it was intended to align the definitions given above for Place Directorate projects, with the finance work, in due course. A further update will be brought to MMPB at the meeting in March 2024 if the finance team have completed their work on the Capital Programme.

The Chair thanked the Manager – PMO for the report and invited questions and comments from the Board, a summary of which is set out below.

In response to questions from Councillor Blunt regarding the process for getting Tier 3 projects into the process, the Manager – PMO explained that Tier 3 projects were no different from the current process of projects being identified and worked on, via Portfolio Holders and added that there was no written document setting out the process. The Manager – PMO outlined the work being undertaken by the Finance Team to align the Capital Programme and commented that this may then be able to be put in place to align with the major projects reported to MMPB.

The Assistant Director, Property and Place explained that the amendments to the Capital Programme would require Cabinet and Council approval and that ideas/proposals would be brought through the democratic process involving the Policy and Development Panels.

The Board was reminded that Cabinet decided which projects were “major projects.”

The Chair gave an example of Baxter’s Plain being a Tier 3 project. The Vice Chair advised that a presentation had been received by a Policy and Development Panel and the information was in the public domain.

Councillor Blunt expressed concern that there was no written document setting out the process of getting a Tier 3 project into the system.

Councillor Dickinson expressed concern regarding projects that have been ongoing for some time and in some cases longer than the Capital Programme and added that there was nowhere where Members could see the progress of costs. The Chair highlighted the importance of monitoring projects and gave examples of Southend Road, Hunstanton and NORA and agreed that all reports presented to the MMPB should include cost monitoring information.

The Assistant Director, Property and Projects referred to the Florence Fields project and explained that the Officer Major Projects Board (OMPB) had recently challenged the financial summary section within the Project Highlight reports template and work is being undertaken to update this. It was advised that over time it was anticipated that the reports received by the MMPB would be aligned with the capital programme in time. .

The Executive Director, Place outlined the work which was being undertaken on continuous improvement to the reporting process for MMPB.

The Assistant Director, Property and Projects informed the Board that following the recent Peer Challenge one of the recommendations was for wider engagement with stakeholders and the public and to improve shaping policies. This would be factored into the continuous improvements reviews mentioned by the Executive Director.

The Chair commented that it would be useful for MMPB to receive a definition on how, for example, Tier 3 projects could be bumped up and to receive definitions on what various projects might look like.

Councillor Parish commented that he would prefer a cautious approach going forward with proper consultation and consideration of the impact on all the people in West Norfolk.

RESOLVED: The Board noted the report.

7

MEMBER MAJOR PROJECTS BOARD - ACTION LOG

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The Assistant Director, Property and Projects explained that other internal project boards within the Council were using an action log to ensure that all points were picked up and monitored and this was now being put into place for MMPB

The action log would be updated and circulated with all future agendas.

The Manager – PMO explained that the action log itself would be updated and circulated to the MMPB in a timely way and that the log should mean officers can be more responsive over points / queries raised by Members.

Councillor Morley highlighted the importance of some correlation between the MMPB action log and the Corporate Risk Register, where relevant. In response, the Manager – PMO undertook to ensure this was addressed.

With regard to the Guildhall Working Group, which was one of the queries raised at the previous MMPB meeting, the Manager – PMO explained that the minutes and terms of reference of the group had been reviewed; and that Democratic Services had advised that the group was in the process of being disbanded.

RESOLVED: The Board noted:

- The proposal for the council's Programme Management Office (PMO) to run the Action Log approach to assist Board Members with queries/issues.
- That logs will be published with subsequent meeting papers, for information.

8

UPDATE ON THE KING'S LYNN GUILDHALL CIO

[Click here to view a recording of this item on You Tube](#)

The Board received a presentation (copy attached to the Agenda) from the Assistant Director, Regeneration, Housing and Place.

The Chair thanked the Assistant Director for the presentation and invited questions and comments from the Board, a summary of which is set out below.

The Assistant Director responded to questions and comments from Councillor Parish on the Borough Council's and CIO's income stream.

The Chair highlighted the importance of the Governance document being approved by the CIO and the Borough Council.

The Assistant Director referred to a Cabinet report in 2022 which had delegated establishment of the CIO to officers, Portfolio Holders and the Guildhall Working Group. The Assistant Director explained that thought would need to be given to work relating to the governance agreement going forward and discussions would be held with the Portfolio Holder/Cabinet.

The Chair added that the above proposal seemed sensible and discussion on appropriate delegation would follow.

Councillor Ring commented that it was key for fundraising to be included in the governance document. In response, the Assistant Director explained that discussions would be held with the CIO and Trustees on objectives which reflected fund raising arrangements.

The Principal Lawyer provided clarification on the charitable objects.

The Executive Director, Place provided an overview of the roles and responsibilities of the Trustees.

In response to questions from Councillor Blunt on who would write and approve the governance agreement, the Assistant Director explained that it would be a legal agreement drafted by the Borough Council's solicitor and the CIO would appoint their own solicitor and the mechanism for signing off the final agreement would be discussed with Cabinet.

The Chair referred to the 2022 Cabinet report and added that the delegated authority may not now be appropriate and suggested the debate should be reopened. The Chair added that it was important for the Governance Agreement to be correct for both the Borough Council and the CIO and therefore further discussions should take place.

The Executive Director, Place advised that a report would be brought back to the MMPB setting out the decision making process, etc. at the appropriate time.

In response to a comment from Councillor Moriarty on the footprint of the site, the Assistant Director confirmed it was the entire footprint of the site and undertook to circulate a plan outlining ownerships to the Board.

Councillor Ware advised that it would be usual to agree Heads of Terms prior to starting to draft the Governance Agreement. The Assistant Director explained that the Council had draft Heads of Terms in place and undertook to bring a copy to the Board.

Councillor Morley highlighted the importance of the Governance Agreement and the decision making process/approval by Cabinet/Full Council and emphasised that requirement for sustainability wording to be included within the document. Councillor Morley echoed the

comments made by the Board on objectives on fund raising being agreed by the CIO and the Borough Council and added that the draft Governance Agreement should be circulated to the Board. In response to the comments made by Councillor Morley, the Assistant Director explained that the primary role of the CIO is to operate the Guildhall and to deliver what the Council wished to achieve.

The Chair summarised that a view is held by the Board that there should be engagement with the full democratic process for the Heads of Terms and the CIO Governance Agreement.

RESOLVED: 1) A report relating to the governance process around the Governance Agreement to be presented to a future meeting. A copy of the Heads of Terms and draft Governance Agreement will be made available to the meeting.

2) The Assistant Director to circulate a site ownership plan for the entire site.

3) The Assistant Director to discuss the fund-raising objectives with the CIO/Trustees.

9 **STANDING ITEM: MAJOR PROJECTS OVERVIEW REPORT**

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The Manager – PMO presented the report as at 30 September 2023 and explained that there were 15 major projects monitored by the Board. Of the 15 major projects, the RAG ratings at that date were – 1 = red, 9 = amber and 5 = green. The report provided information on the overall status and included commentary.

The Chair thanked the Manager – PMO for the report and invited comments and questions from the Board.

There were no comments or questions from the Board or those Councillors attending under Standing Order 34.

RESOLVED: The report was noted

10 **STANDING ITEM: PROJECT HIGHLIGHTS REPORT**

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The Executive Director, Place presented the report on the following projects and explained that it was hoped that there would be more alignment in 2024 and eventually reports would only be only one month behind.

NORA EZ Development of Spec Units – Phase 1

Parkway (Florence Fields)
 Salters Road
 Southend Road Project
 West Winch Growth Area
 Southgates Programme Placemaking Project
 STARS Scheme
 St George's Guildhall and Creative Hub
 Active and Clean Connectivity Project
 Riverfront Regeneration
 Rail to River – Public Realm Project
 Multi-User Community Hub
 Boost
 3G Sports Pitch

NORA EZ Infrastructure Project

The Assistant Director, Property and Projects provided an overview of the requirement for an urgent cabinet report following consultation with the Leader of the Council.

In response to a question from the Chair, the Assistant Director, Property and Projects explained that there had been less contaminated material on site than anticipated, however the final costs were not yet known

Councillor Morley commented on the Capital Programme and stated that if the MMPB was to be efficient it needed to receive up to date information. In response, the Assistant Director, Property and Projects recognised that this presents an issue and Senior Management Team have asked officers to re-profile the capital programme and outlined the work being carried out in the Finance Team to provide a financial summary with the most up to date information.

Following comments from the Chair, the Executive Director, Place reiterated that the work currently being undertaken by the Finance Team would inform the Capital Programme and linked to the major projects reporting process.

The Chair thanked officers for the significant amount of work being carried out in relation to this project.

Florence Fields (Parkway)

The Chair informed the Board that he had recently attended a meeting on site with the Contractor and explained that although the wet weather was having an impact on the works, there was scope to catch up.

Southend Road, Hunstanton

Councillor Parish stated that this project had presented a significant challenge and explained that a discussion had taken place at the

previous meeting on the flats being available for those people with a local connection. In response, the Executive Director explained that the local condition had been added.

Multi User Community Hub

The Chair explained that Baxters Plain had been referenced as a Tier 3 project and presented to a recent Town Deal Board indicating that there had been positive public engagement and a useful design had been proposed. The Chair flagged to officers that there was no financial provision for Baxters Plain.

General Points

Councillor Moriarty commented that changes had occurred since the 30 September 2023 to the West Winch project and other projects and that at the next meeting scheduled for March the information to be presented would still be two months behind. In response, the Manager – PMO explained that the March meeting information would be received for the period October to January. The May meeting would receive information for February and March. From May onwards MMPB would be scheduled on a quarterly basis and the information presented would be more aligned.

The Executive Director – Place explained that it currently took a considerable amount of time to collate the information manually but it was hoped that in the future an automatic system could allow the data to be collected centrally and produced on a more timely basis.

The Chair responded to questions from Councillor Morley on the financial implication of the Southend Road project.

The Assistant Director, Property and Place and Financial Services Manager outlined the resources and process for recruitment to the programme management office. Completing this recruitment process was critical for the Council to make the process and reporting improvements identified.

RESOLVED: The Project Highlights Report was noted.

11 **STANDING ITEM: OFFICER MAJOR PROJECT BOARD MINUTES**

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The Board noted the Officer Major Project Board (OMPB) Minutes.

In response to questions from Councillor Moriarty on membership of OMPB and there being no officer present to provide updates on West Winch, the Manager – PMO confirmed the membership and terms of reference of the OMPB.

The Executive Director, Place explained that relevant officers were invited to attend when required for specific projects.

The Manager – PMO explained that the Technical Adviser who previously worked at the Council had recommended that the membership of the OMPB be reduced in order to free up officer capacity and ensure focussed input.

12 **DEEP DIVE - SOUTHGATES AREA, REGENERATION AREA AND STARS, KING'S LYNN**

[Click here to view a recording of this item on You Tube](#)

The Board received a presentation from the Regeneration Programmes Manager.

The Chair thanked the Regeneration Programmes Manager for the presentation and invited comments and questions.

There were no questions and comments from the Board.

The Board was invited to submit any comments/questions to the Regeneration Programmes Manager which would be presented to the next meeting of the MMPB.

RESOLVED: The Board noted the content of the presentation.

13 **WORK PROGRAMME**

The Manager – PMO explained that after May 2024 MMPB meetings would be scheduled on a quarterly basis.

The following items were identified:

- Response to questions/comments from the Board on the presentation on the Deep Dive presentation on the Southgates Area.
- Deep Dive - Guildhall

14 **DATE OF NEXT MEETING**

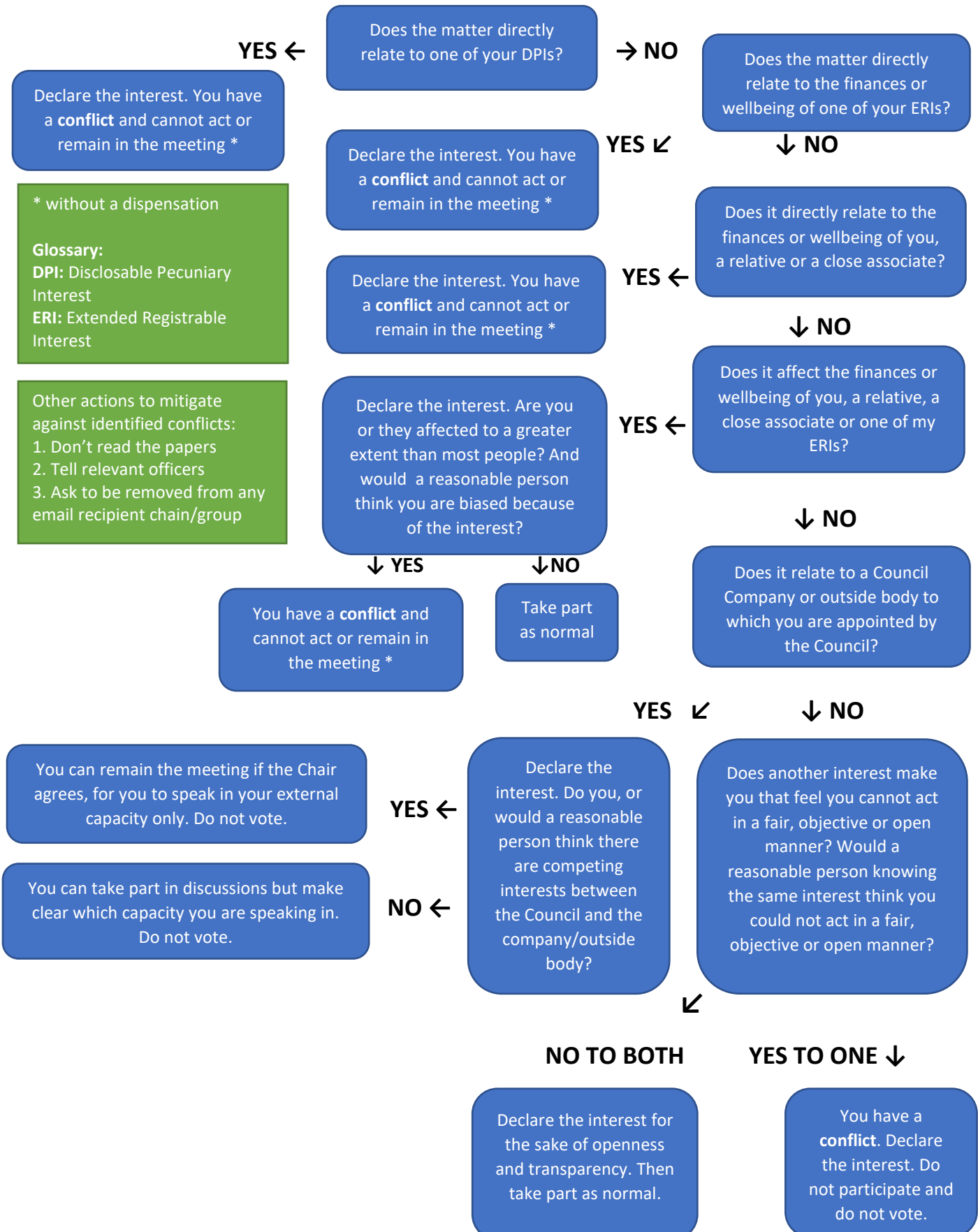
27 March 2023, 1 pm in the Council Chamber, Town Hall, King's Lynn.

The meeting closed at 1.20 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Other Major Projects - as at end January 2024

No.	Heading	Scheme	Brief description	Strategic fit	Cabinet date(s)	BCKLWN Project Sponsor	Main Funding Source	RAG ratings as at end Jan 2024 (Definitions shown on Project Highlight reports)	Overall status commentary
P-21.02	NORA & Enterprise Zone	Road infrastructure and utilities	Development of secondary road infrastructure and services on the Nar Ouse Enterprise Zone	- Helps deliver strategic employment development land - Contractually committed	24-Sep-19	Matthew Henry	LEP Funding, Capital Receipts & Borrowing	Overall RAG rating R	The overall status is Red due to - Continued delays to sectional completions being reported by Norfolk County Council project team. - Continued delays to service provision (within infrastructure contract) impacting upon handover of Phase I spec build units and potential to impact NHS development. - NCC reporting potential significant overspend due to continuing delays caused by AWS, UKPN, Cadent and Phosphor Gypsum removal.
P-21.03A	NORA & Enterprise Zone	Development of spec units	Phase 1 - Spec Build Units Development of 4 units on the Nar Ouse Business Park offering a mix of light industrial and office spaces as per planning permission.	- Delivery of business premises to accommodate local or other businesses - Contractually committed	24-Sep-19	Matthew Henry	LEP Funding, Capital Receipts & Borrowing	Overall RAG rating A	Overall status is Amber as timelines and issues are being managed, despite the points noted. - Delays to handover due to infrastructure delivery and installation of utilities - Financial early warning for costs associated with delayed handover - Tenant fit out Plot A1 works essentially complete pending tenant sign off and snagging
P-21.05	Major Housing	Parkway, (Florence Fields) KL	Mixed tenure scheme – 226 dwellings.	- Development partnership with Lovells to deliver 1,000 homes - Fits with Corporate Business Plan objective no 2	15-Jun-21	David Ousby	Capital Receipts & Borrowing	Overall RAG rating A	Overall status currently Amber due to - Ongoing discussions taking place with Homes England to ensure that the project meets revised ACP funding deadlines. - Scheme costs and funding are being managed carefully to ensure scheme viability. - Timescales for the project remain tight but deliverable. - Resources are suitable for the project. - Investigations ongoing with Network Rail to resolved blocked / broken culvert. Still remains an issue – Proj Mgr has raised this with Portfolio Holder to hopefully assist. Status shared with local MP – discussions ongoing. - Site management of large amounts of water on site, this is excessive rain water and also the prevention of any flooding on site, this still remains a large issue. - Investigations complete with Cadent Gas – no live services in the area. Working to adjust and agree easements for the area
P-21.06	Major Housing	Salter's Road, KL	Delivery of 78 affordable properties.	- Development partnership with Lovells to deliver 1,000 homes - Fits with Corporate Business Plan objective no 2	16-Mar-21	David Ousby	Capital Receipts & Borrowing	Overall RAG rating G	Overall status currently Green. - Project progressing well. - Project finances currently remain as expected. - Project timelines need careful management to ensure ACP and Freebridge Community Housing contract requirements are met. Particular attention to be paid to the handover dates with / for FCH.
P-21.08	Major Housing	Southend Road, Hunstanton	A block of 32 mixed tenure flats	- Development partnership with Lovells to deliver 1,000 homes - Fits with Corporate Business Plan objective no 2	16-Mar-21	David Ousby	Capital Receipts & Borrowing	Overall RAG rating A	Overall Status currently Amber: - Project viability is being significantly impacted by inflation in the labour and materials market. - Some complex technical issues have now been overcome, with outstanding risks largely relating to sales. - Poor weather has impacted delays to construction.
¹⁶ P-21.09	West Winch Growth Area	West Winch	To facilitate and enable delivery of the West Winch Strategic Growth Area to allow up to 4,000 homes and associated infrastructure to be delivered	- This Growth Area is the main allocation for housing in the local plan - To meet priorities housing need, and the F40 objectives of the Norfolk Suffolk Economic Strategy as a Growth Location - Supporting Borough and County economic growth	13-Nov-18	Geoff Hall	Business Rates Pool & Revenue	Overall RAG rating A	Overall status is Amber. - The project areas that the Brough Council are currently leading are programmed to complete by the end of 2023. - Financials, issues and milestones are all where they are expected to be. - Capacity is red and reflects the critical stages the project is at in relation to funding applications to central government which requires more resource at particular stages.
P-21.10a	Regeneration	Southgate area - placemaking	To transition the vision set out in the Southgates Masterplan into a delivery plan for the redevelopment of brownfield sites, public realm and landscaping; including further site investigations, viability and cost assessments for remediation and demolition.	- Within the Town Investment Plan (TIP) - Forms Part of HAZ programme - Funding secured for master-planning from Business Rates Pool	15-Jun-21	Duncan Hall	Borrowing	Overall RAG rating G	The overall status is currently Green as: - Timescales and financials are at the level BCKLWN currently expect. - Risks and Issues are at a similar level to last month. - The Southgates Regeneration Area Cabinet report was approved in April which endorsed the masterplan and agreed the set of next steps for the project, including detailed feasibility of the development sites and land strategy. Full Council approval of masterplan October 2023.
P-21.10b	Regeneration	Southgate area - STARS (Sustainable Transport and Regeneration Scheme) NCC led scheme	Provides the transport interventions to support the Southgates Masterplan. Development of Outline Business Case through to construction of Highway, public realm, and active travel enhancements to the Southgates and the Gyratory. Norfolk County Council led scheme.	- Within the Town Investment Plan (TIP) - Levelling Up Funding secured by NCC	15-Jun-21	Duncan Hall		Overall RAG rating G	Overall status Green as - Scheme development and OBC preparation under way. WSP designers have worked with NCC Network Management and public transport staff to finalise Southgates element of the scheme and provided information setting out the impacts on general traffic. This now needs to be presented to decision makers, members and relevant stakeholders as part of the engagement process. - Work is still required to satisfy conservation and heritage interests in relation to the London Road diversion around the South Gate and the treatment of the area between the existing Victorian bridge which has a brick parapet and the new structure required to carry the road over the Middleton Stop Drain. - The Outline Business Case submission is likely to be in May now rather than February 2024 due to delays in commissioning the topographical, drainage and ground penetrating radar (GPR) surveys.
P-21.18	Sports Facilities	3G pitch	Development of additional 3G pitch to provide extra capacity for football provision at Lynnsport.	- Assist with community cohesion and social engagement through sport	16-Nov-21	Neil Gromett (Alive WN)	Borrowing & Grant Funded	Overall RAG rating A	The overall status is amber due to - Planning permission withdrawn in Nov 23 due to objections from NCC Highways and Drainage Board. - Residents also objected due to access, light, noise and pollution from micro plastics. - The Fields in Trust Action Group attended council meeting to object. - Support for the project on the planning portal did however outweigh the objections.

Agenda Item 7

Town Deal projects - as at end February 2024

No.	Heading	Scheme	Brief description	Strategic fit	Cabinet date(s)	BCKLWN Project Sponsor	Main Funding Source	RAG ratings as at end Feb 2024 (Definitions shown on Project Highlight reports)	Overall status commentary
P-21.11	Town Deal	St George's Guildhall & Creative Hub	Redevelopment and refurbishment of St George's Guildhall; conservation and promotion of KL heritage and culture; boosting skills and supporting new business and creative practice.	- Agreed under the Town Deal with government	24-Aug-21	Duncan Hall	Town Deal Grant	Overall RAG rating R	Overall status is currently Red - The RIBA Stage 2 Cost Plan remains in excess of the current budget for the scheme, as previously outlined. - The business plan is being reviewed and expanded as the design progresses through RIBA Stage 3 due to the significance of the findings from the Historic Buildings Analysis (HBA). - The programme currently shows a completion date later than previously updated, of January 2027. This is due to the increased scope and complexity of the scheme being progressed. Additional time has been included for the RIBA stage 3 and 4 design processes and the Main Contract Tender Period and the RIBA stage 3 approval period. DLUHC are being updated regularly by the programme team. - As we progress the design through RIBA Stage 3 a better understanding of the cost and phasing options will be developed, alongside the identification of the funding required and what options there are. A further decision on the final project scope and funding package will be made following the completion of RIBA Stage 3 programmed for the end of May 2024. The Conservation Management Plan is nearing completion and will be reviewed with the necessary parties ahead of incorporating the findings into the Design. Overall RAG rating is Amber.
P-21.12	Town Deal	Active & Clean Connectivity	Package of measures to support active & clean connectivity including priority schemes from the Local Cycling & Walking Infrastructure Plan inc Active Travel Hub and Travel Plan Fund.	- Agreed under the Town Deal with government	24-Aug-21	David Ousby	Town Deal Grant	Overall RAG rating A	Overall RAG rating is Amber. - Active Travel Hub timeline remains in progress, contractor engaged via framework, feasibility report received and positive, risk remains with funding access road pending outcome of bid. - LCWIP work allocated, and underway, delivery aligned to revised timetable however risk increasing to delivery of Tennyson road crossing. - Active Travel Plans – Remaining businesses in process of being signed up to final elements of scoping works (Mars and COWA), 4 scoping reports complete and issued, second phase options report produced for consideration.
P-21.14 17	Town Deal	Riverfront Regeneration	Renovation of the Custom House, improvements to King's Staithe Square, south quay public realm and land surrounding Devils Alley; and provision of dryside facilities.	- Agreed under the Town Deal with government	24-Aug-21	Geoff Hall	Town Deal Grant	Overall RAG rating A	Overall Status is AMBER, for the following reasons: - Programme: Working up the detailed project programme has identified that the RIBA 3 design period will need to run until January 2024 pushing the end date for construction to March 2026. Target is to submit planning applications at end of March for both Devils Alley and Customs House. - Contract Works: the project has been split into three packages, The Custom House, Devils Alley enabling works, and Devils Alley Public Realm plus Dry Side Facilities. The contract works for the Devils Alley enabling works have been procured via the Procure Partnerships East of England Framework enabling detailed scopes to be worked up, measured and costed. - Budgets: The current RIBA stage 3 scheme has been subject to a value engineering exercise to meet the project budget. Further work is ongoing to refine the scheme as it is projected to exceed budget by 2-3%. This is part of the design development process. The projected budget is inclusive of a 10% project contingency.
P-21.15	Town Deal	Public Realm – 'Rail to River'	Improve the perception of the town centre 'Rail to River' route to create a distinctive and quality public realm.	- Agreed under the Town Deal with government	24-Aug-21	David Ousby	Town Deal Grant	Overall RAG rating A	Overall Status currently AMBER due to - Manufacture of units for Purfleet Street works complete. Units available for delivery w/c 4/3 but waiting for completion of utility connections. - Draft licenses for Purfleet Street arch with Boots awaiting sign off. License for Ben Warren Properties complete. - Artwork at railway station and St James Pool now in manufacturing system prior to delivery to ArtFabs works. Prospective installation date w/c 8/4/24. Resolution of Purfleet street arch delivery agreed.
P-21.16	Town Deal	Multi-User Community Hub <i>(accountable body role only)</i>	To create a modern, accessible library, learning, and community hub in the heart of King's Lynn town centre	- Agreed under the Town Deal with government	24-Aug-21	Duncan Hall	Town Deal Grant	Overall RAG rating A	Overall status is considered to be Amber. - RIBA 03 in progress - Programme alterations made to allow for more surveys to be completed - Hoarding designs developed in conjunction with local businesses and NCC services - Social Value activity initiated by Mace - One risk remains high priority: the Amber risk surrounding the Telecoms Mast which could impact the project timeline, design and potentially cost.
P-21.17	Town Deal	Boost <i>(formerly known as KL Youth & Retraining Pledge)</i> <i>(accountable body role only)</i>	A package of support for youth skills and retraining provision.	- Agreed under the Town Deal with government	24-Aug-21	Duncan Hall	Town Deal Grant	Overall RAG rating G	Overall status – Green - Spend is rated as green, with spending expected to align with the budget - Delivery is rated as green as targets are on track - Overall project is rated as green, all outcomes are expected to be achieved by close of project next month. - The team are focusing on learners gaining certificates and onboarding them on to the final activities planned in March, and expect to meet the prescribed numbers.



P-21.02 NORA EZ Infrastructure Project Highlight Report

Project Name:	NORA EZ Infrastructure	Project Manager:	Mark Fuller	Project Sponsor:	Matthew Henry	Report covers period of:	December 23 & January 24
Capital Code:	C8501-4	Client Dept:	-	Lead Designer:	NCC		
Project Code:	P-21.02	End User (if applicable):	-	Cost Consultant:	NCC		
				Contractor on Site:	Octavius		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	A	R	A	R	R	G
Last Report	A	A	A	A	R	A

Project Definition

Project Stage: RIBA Stage 5: Construction
Objectives: Development of secondary road infrastructure and services on the Nar Ouse Enterprise Zone
Scope: Construction of secondary road infrastructure and services on eastern side of Enterprise Zone (excludes western side of site and Active Travel Hub)

1. Overall Status (high-level summary)

The overall status is Red due to

- Continued delays to sectional completions being reported by Norfolk County Council project team.
- Continued delays to service provision (within infrastructure contract) impacting upon handover of Phase I spec build units and potential to impact NHS development.
- NCC reporting potential significant overspend due to continuing delays caused by AWS, UKPN, Cadent and Phosphor Gypsum removal.

1.1 Decisions required by the Officer Major Projects Board

- No Decisions required.

1.2 Achievements during this period

- Good progress being made on installation of foul and surface water drainage.
- Stabilisation and wet soil mix columns (piles) largely complete - 853 installed / 150 remaining.
- Removal of Phosphor Gypsum in both infrastructure and plots complete.
- Installation of foul pumping main complete.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber] *A risk is something that may happen*

Risk ID (2/22)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
22/23	Potential for delays to impact upon NHS development	Delay in delivery of infrastructure has potential to impact upon delivery of NHS	A	Time and cost	Infrastructure project team fully engaged with NHS property	01.02.24 fortnightly meetings scheduled between NHS / NCC / BCKWLN – NHS delivery potentially delayed due to later start on site but working extended hours to recover programme

		development				
23/24	Potential for continued delays to impact upon handover of Phase I units.	Delay in delivery of infrastructure has potential to impact upon handover of Phase I units.	A	Time and cost	BCKLWN actively managing relationship with incoming tenant.	01.02.24 meeting scheduled with incoming tenant 26.02.24.
24/24	NCC reporting potential overspend.	A number of issues causing potential overspend, AWS, Cadent, UKPN and requirement to remove Phosphor Gypsum.	R	Cost	Currently in dialogue with senior officers at NCC. Investigating the potential appointment of a forensic QS to review costs and claims. Secured additional funding via Cabinet to deal with Phosphor Gypsum.	01.02.24 Meeting with QS scheduled for 12.02.24. Additional funding secured via Cabinet to deal with Phosphor Gypsum removal which has now been dealt with.

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (2/2)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
1/3	Contractor co-ordination	Octavius / Darwin Group (NHS) and RGC working in close proximity	A	Time and cost	On going engagement between all parties to manage any potential clashes.	01.02.24 fortnightly meetings scheduled between NHS / NCC / BCKLWN.
2/3	Anglian Water Services	Delays in signing off drainage design and other AWS related matters	A	Time and cost	Active engagement and dialogue with AWS to secure approvals	01.02.24 Outstanding issues being closed off – AWS in receipt of all information and responses – awaiting AWS response.
3/3	Cadent approval	Approval of protection slab over high pressure gas main by Cadent	A	Time and cost	NCC actively engaged with Cadent	01.02.24 Live issue that NCC are actively engaged with Cadent to resolve.

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	£13,228,536	£8,508,845	£4,719,691	£7,568,720	£5,627,568	£7,568,720	0	£271,857
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	-£498,000	-£498,000	0	-£498,000	-£498,000	-£498,000	0	0
Other Income*	-£268,192	-£268,192	0	0	0	0	0	0
Net position	£12,462,344	0	0	£7,070,720	£5,129,568	£7,070,720	0	£271,857
Last Month:								

Net position	£12,462,344	£7,049,414	£8,233,464	£7,070,720	£2,996,499	£7,070,720	0	£627,286
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*will vary for each project

3.1 Project Financials

It is the intention that graphs will be provided here in future months

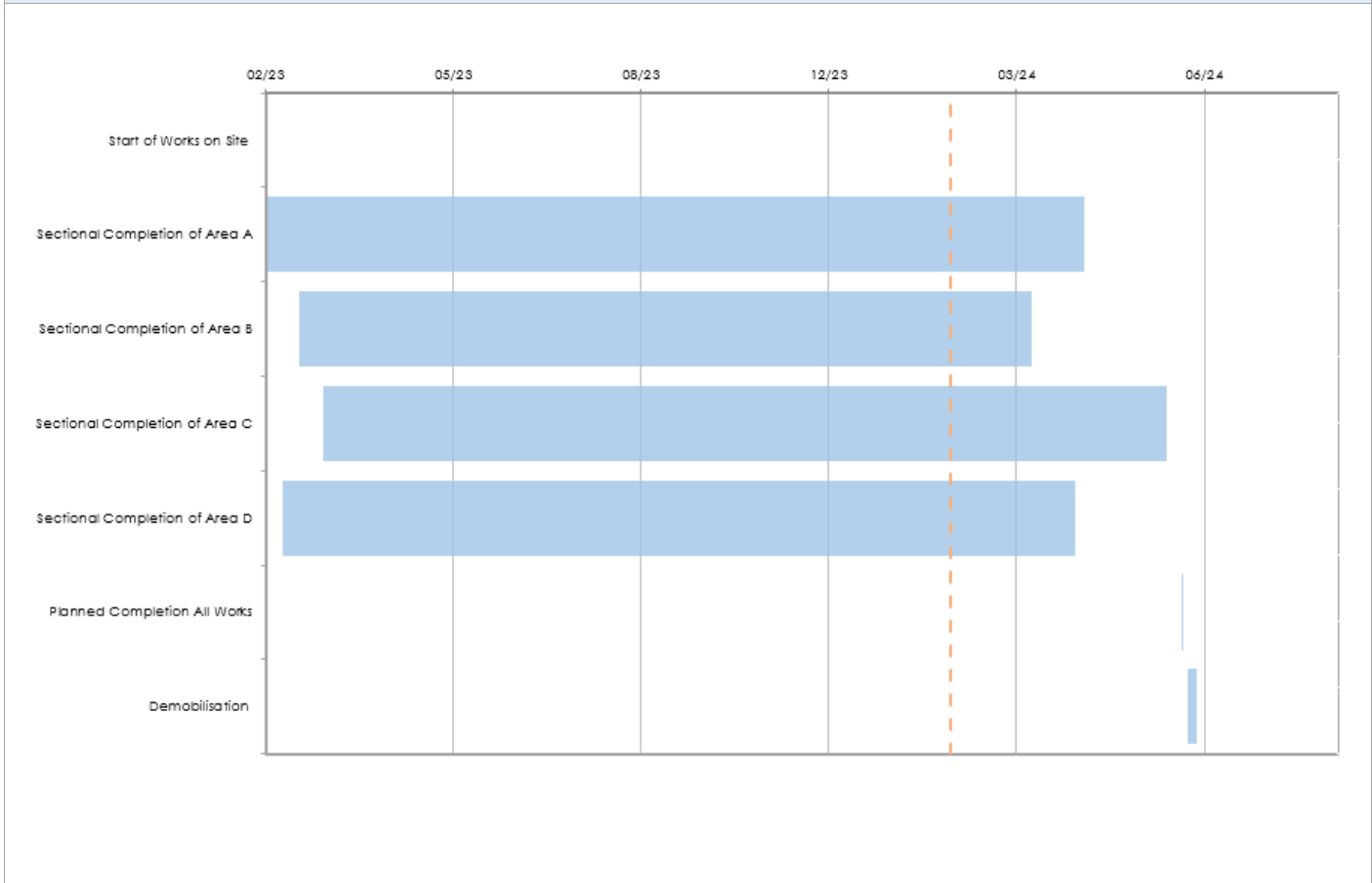
3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

3.3 Financial Commentary

Financials currently RAG is Red on the basis of NCC reporting potential overspend due to continued delays to contract completion, impact of AWS, UKPN, Cadent issues and Phosphor Gypsum removal.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

Timelines RAG status is Red due to NCC reporting continued delays in infrastructure delivery, largely due to delays in AWS sign off of drainage designs and on going negotiations with Cadent.

5. Resources Commentary

Resources RAG status is Green. Project support – vacant posts x2 in Property Team potential to impact delivery.

6. Communications and Engagement

Communications Team advised of current programme and of Phase I and Phase II status. No wider communication or engagement at this time.

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Secondary road infrastructure to Eastern side of the Enterprise Zone		
Site wide earthworks for the Eastern side of the Enterprise Zone		

7.2 Outcomes

Description	Notes
Provides physical access to Phase 1, Phase 2 and wider Enterprise Zone development allowing disposal and development of plots	
New development and business relocation to Enterprise Zone	
New jobs and employment opportunities	

8. Other Matters

Item	Comment
General stage progress	RIBA 5 – Construction
Procurement progress	Complete
Proposed form of contract (e.g. JCT, NEC, Traditional, D&B)	NEC 4
Proposed route to market (e.g. IOTT, Framework ie DPS, HPCS, LCP)	Framework – Eastern Highways Alliance
Surveys Status	Complete
Statutory updates	Delays as a result of AWS and Cadent.
Health and safety	No issues reported this reporting period
Local schemes / dependencies	Phase I Spec Build Units Wider disposal and development of site
Marketing of sites	Activity on site is generating interest – will engage with interested parties when there is more certainty around delivery – and commence formal marketing at the same time.

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:	✓	✓	✓	✓	✓	✓	✓	✓
Date Approved:	24.09.2019							24.09.2019
Approved by:	Cabinet	Nar Ouse Steering Group		Nar Ouse Steering Group	Nar Ouse Steering Group	Nar Ouse Steering Group	Nar Ouse Steering Group	Cabinet
Latest approved document: Final PID, Cabinet September 2019								

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed



P-21.03a NORA EZ Development of Spec Units - Phase 1 Project Highlight Report

Project Name:	NORA EZ Development of Spec Units - Phase 1	Project Manager:	Mark Fuller/Jason Richardson	Project Sponsor:	Matthew Henry	Report covers period of:	December 23 & January 24
Capital Code:	C5002	Client Dept:	-	Lead Designer:	RG Carter		
Project Code:	P-21.03a	End User (if applicable):	-	Cost Consultant:	Aecom		
				Contractor on Site:	RG Carter		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	A	A	A	A	R	G
Last Report	A	A	A	A	R	G

Project Definition

Project Stage: Phase 1 – RIBA 5 (awaiting utility connections and commissioning to allow handover)

Objectives: Development of 4 units on the Nar Ouse Business Park offering a mix of light industrial and office spaces as per planning permission.

Scope: The project will deliver modern speculative units for the Enterprise Zone portfolio as below:

- 2no semi-detached offices, offering up to 8 office suites (Plot A1)
- 2no light industrial semi detached units (Plot A2)
- Tenant fit out (Plot A1)

1. Overall Status (high-level summary)

Overall status is Amber as timelines and issues are being managed, despite the points noted.

- Delays to handover due to infrastructure delivery and installation of utilities
- Financial early warning for costs associated with delayed handover
- Tenant fit out Plot A1 works essentially complete pending tenant sign off and snagging

1.1 Decisions required by the Officer Major Projects Board

- No decisions required at this time

1.2 Achievements during this period

- Tenant fit out Plot A1 works essentially complete pending tenant sign off and snagging
- Remaining works on hold pending infrastructure contract and service connections

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (2/6)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
2/6	Phase 1 Utilities	Continued delay to handover of Phase 1 units due	A	Programme / Financial	Regular co-ordination meetings between Utility Consultant / NCC	01.02.24 Utility connections delayed - completion 15.04.24

		to utility connection delays.			team to progress infrastructure contract and utility install	
6/6	Plot A1 Tenant Fit Out	Fit out contract and handover to meet incoming tenants requirements and time constraints.	A	Programme	Actively managing and engaged with incoming tenant.	01.02.24 Fit out essentially complete pending tenant sign off and snagging - occupation cannot take place until units formally handed over April / May 2024. Meeting scheduled with incoming tenant 26.02.24.

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (1/1)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
1/1	Phase 1 Utilities	Delay in AWS sign off impacting infrastructure delivery and utilities	A	Programme / financial	Active engagement and dialogue with AWS to secure approvals	01.02.24 Outstanding issues being closed off – AWS in receipt of all information and responses – awaiting AWS response.
1/2	Attenuation tanks	During period of heavy rainfall attenuation tanks in car park area lifted	A	Programme	RGC undertook internal investigation – independent third party engineer appointed.	01.02.24 RGC concluded their investigations – BCKLWN appointed third party to undertake independent review which wasn't conclusive - requires further investigations by geotechnical engineer and programme of ground water monitoring looking to action asap.

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	£6,621,181	£6,659,544	-£38,363	£534,400	£596,795	£579,768	-£45,368	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0
Other Income*	0	0	0	0	0	0	0	0
Net position	£6,621,181	£6,659,544	£448,692	£534,400	£596,795	£534,400	0	0
Last Month:								
Net position	£6,621,181	£6,086,781	£448,692	£534,400	£424,210	£534,400	0	0

*will vary for each project

3.1 Project Financials

In future months, graphs will be inserted here

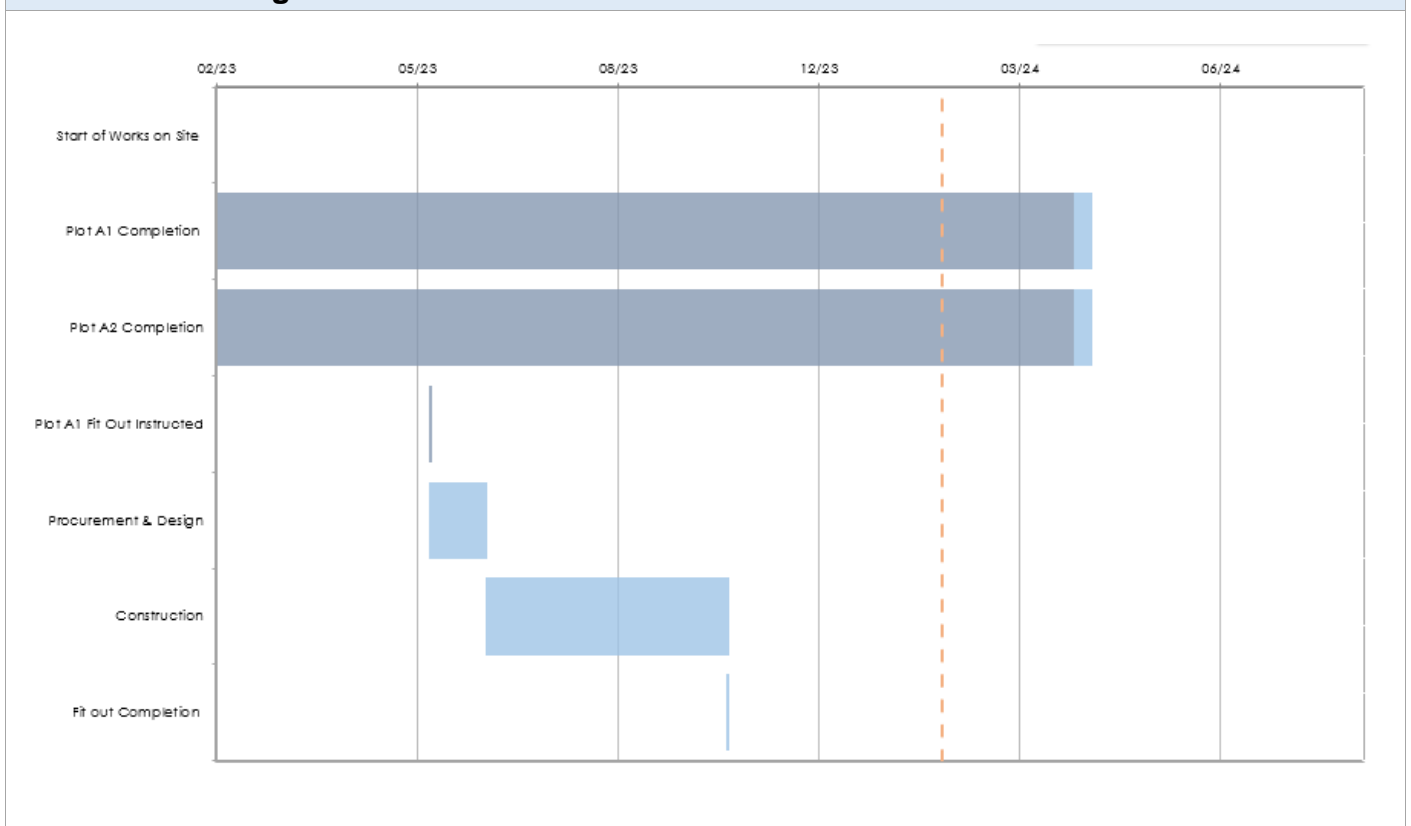
3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

3.3 Financial Commentary

Financials currently Amber due to delays in handover and incurred costs as a result.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

The current timeline is Red due to delay in handover of Phase 1 – currently estimated April / May 2024
 Plot A1 tenant fit out contract RGC instructed as per above timeline – completed October 2023 pending tenant sign off and snagging.

5. Resources Commentary

Resources currently Green. Project support – vacant posts x2 in Property Team limited impact.

6. Communications and Engagement

Communications previously advised of continued delays in handover of Phase 1 units.

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Plot A1 – 2 office units – with a maximum of eight office suites in total.		
Plot A1 – tenant fit out		
Plot A2 – 2 light industrial units and associated office space.		

7.2 Outcomes

Description	Target	Notes
New jobs and employment opportunities		
New businesses relocated to Enterprise Zone		
Modern office and light industrial floor space constructed and added to the BCKLWN commercial property portfolio.		
Construction of Phase 1 generates interest in the wider Enterprise Zone development.		

8. Other Matters

Item	Comment
General stage progress	NORA Phase 1 - RIBA stage 5
Procurement progress	Phase 1 complete
Proposed form of contract (e.g. JCT, NEC, Traditional, D&B)	D&B as per Nar Ouse Framework (JCT)
Proposed route to market (e.g. IOTT, Framework ie DPS, HPCS, LCP)	Framework
Local schemes / dependencies	Infrastructure contract progress
Marketing	Activity on site is generating interest – will engage with interested parties when there is more certainty around handover – and commence formal marketing at the same time.

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:	✓							
Date Approved:	24.09.19							
Approved by:	Cabinet							

Latest Approved Document : Cabinet Report

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed



P-21.04 NORA 4 Project Highlight Report

Project Name:	NORA 4	Project Manager:	James Grant	Project Sponsor:	David Ousby	Report covers period of:	Dec 2023 and January 2024
Capital Code:	C8100	Client Dept:	Corporate Projects		Lead Designer:	LPL	
Project Code:	P-21.04	End User (if applicable):	Members of public BCKLWN Companies		Cost Consultant:	GCBA	
					Contractor on Site:	LPL	

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	G	G	G	G	G	G
Last Report	G	G	G	G	G	G

Project Definition

Project Stage: RIBA Stage 7: Use

Objectives: Delivery of 105 homes at NORA 4 (37 Open Market, 52 PRS, 16 Affordable) - ACP Funded

Scope: Phase 4 of housing delivery on the Nar Ouse Regeneration Area, delivered as part of BCKLWN Major Housing Programme

1. Overall Status (high-level summary)

Overall Status currently green due to:

- Project is completed, with final units now in handover process
- Whilst delayed (as a result of external market pressures), the scheme remained largely on programme
- Project finances remain healthy, with profit expected to significantly exceed the targets set within the original cabinet decision
- Project team commencing formal BCKLWN Post Project Evaluation Process
- Project team now managing utility, road, and open space adoptions, and managing management company handover process

1.1 Decisions required by the Officer Major Projects Board

- Post Project Evaluation Terms of Reference and process to be agreed.

1.2 Achievements during this period

- All properties are now completed.
- Tenancy started for 7 PRS units in June and 12 in July.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (0/13)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
N/A		N/A				

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (0/13)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
N/A		N/A				

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date Underspend (Overspend) £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	17,601,355	17,368,842	232,513	£1,153,148	1,104,305	£1,153,148	0	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	-1,340,000	-1,340,000	0	0	0	0	0	0
Other Income*	-21,789,876	-7,640,669	-14,149,207	-3,034,907	0	-3,034,907	0	0
Net position	-5,528,521	8,388,172	-13,916,693	-1,881,759	1,104,305	-1,881,759	0	0
Last Month:								
Net position	-5,582,521	8,108,828	-13,637,349	-1,881,759	641,290	-1,881,759	0	0

3.1 Project Financials

In future months, graphs will be shown here

3.2 Project Contingency and Change Control

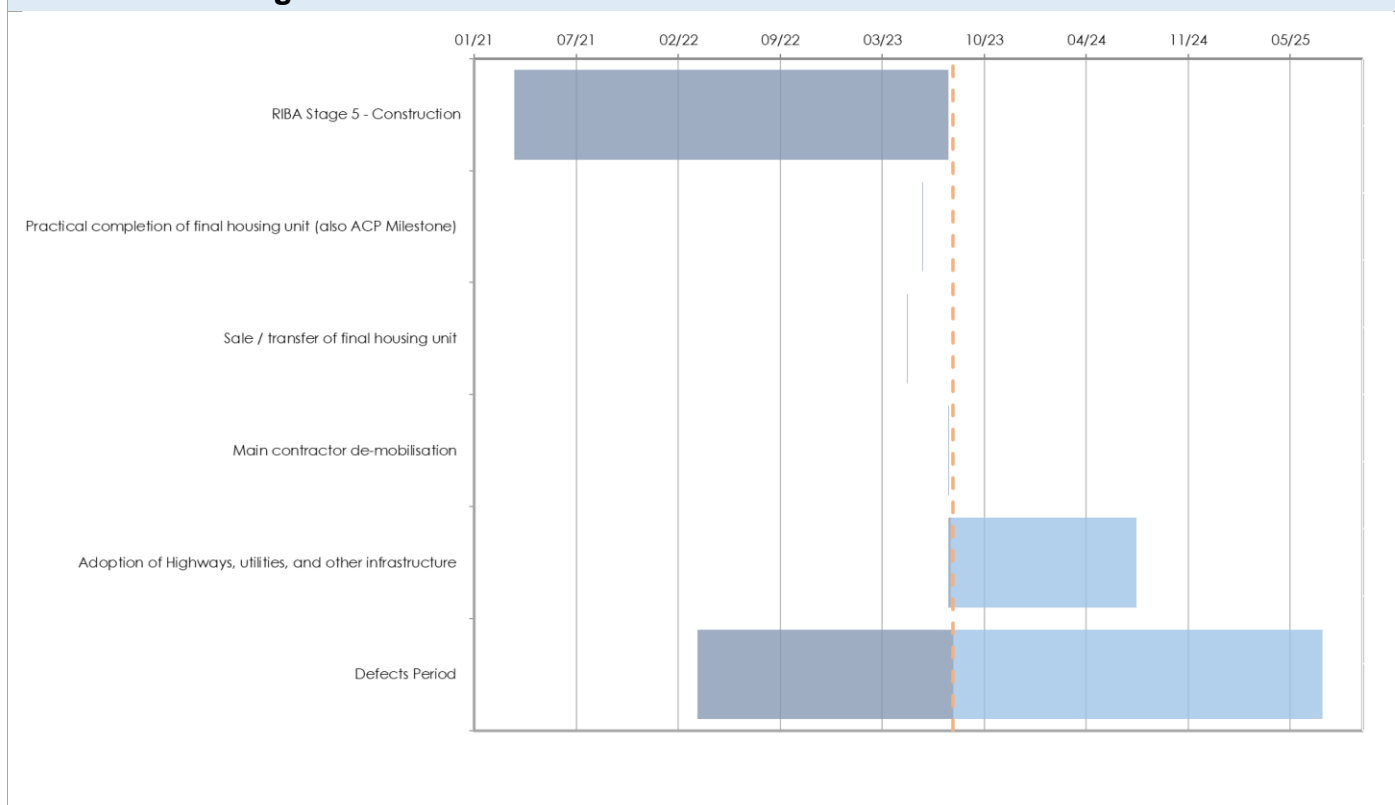
Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
N/A							

3.3 Financial Commentary

Financials are currently Green.

No changes to project financials. Conversion of housing units for refugee housing – sold at market rate – to have no negative impact on income. No outstanding financial risks realised. Awaiting income from WNP Ltd and WNHC Ltd for disposal of rental / affordable units.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

Timeline is Green – Delay to practical completion due to sub-contractor issues – which impacted subsequent trades, but still met ACP requirements. Minor delay in context of wider project is minimal.

5. Resources Commentary

Resources currently Green. Project being delivered by Internal BCKLWN team. Project Officer fully engaged with project and with full understanding of issues. Clerk of works returned from long-term sickness absence.

6. Communications and Engagement

- Residents have been kept update on progress by LPL. Letter to be sent to residents on project completion.
- The project partnership team, BCKLWN, Lovell, and the wider supply team, had a project completion photograph on the 30th June 2023.
- The project team is undertaking investigations into a post-completion community engagement programme to help integrate buyers into the local community. A communications plan would need to be developed to support & promote these activities.
- Creating communities free drop-in event at St Michaels School planned for 12th August 2023 in association with Lily, AWN, LPL

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Delivery of:		
Private Rental Units	48	Changed from 52

Open Market Sale Units	35	Changed from 37
Affordable Units	22	Changed from 16, to deliver additional LAHF units (Refugee Social Housing Scheme)
Total	105	
Net Surplus	£460,000	As per Cabinet Decision - 4th February 2020. Note final account predicted actual profit £2.6m (subject to DMA profit share payment 10% to LPL)
Delivery Pace in accordance with Accelerated Construction Programme Funding		
Contribution of housing units towards BCKLWN 5-year housing supply requirements	105 units – 2022-2023	
Private rental units to contribute towards WNP Ltd housing supply.		

7.2 Outcomes

Description	Notes
Social value	<p>LPL have reported on the social value outputs on the scheme. Whilst a full report is to follow highlights relating to NORA 4 include:</p> <ul style="list-style-type: none"> • 11 Apprenticeships created in 2022/23 • 6 College & School Engagements in 2022/23 • 99.87% of waste diverted from landfill • Considerate Contractors score averaging 43 out of 45 • Subcontractors: <ul style="list-style-type: none"> ○ 51% Norfolk ○ 24% West Norfolk ○ 39% within 30 miles of the site • Suppliers <ul style="list-style-type: none"> ○ 43.7% Norfolk ○ 24.6% West Norfolk ○ 32.3% within 30 miles • Use of SMEs - 97.6% • Living Wage – 100% of Lovell staff.

8. Other Matters

Item	Comment
General stage progress	RIBA Stage 7 – Use
Procurement progress	No outstanding procurement required. Lovell appointed. Sub-contractor appointments completed for all trades.
Proposed form of contract (e.g., JCT, NEC, Traditional, D&B)	PPC 2000 Contract Signed - 22/10/20
Proposed route to market (e.g., IOTT, Framework i.e., DPS, HPCS, LCP)	Disposal of properties on open market
Legal progress	Ongoing advice required from Gately PLC relating to sectional agreements
Legal instruction form issued?	Gateley PLC appointed to undertake conveyancing services
Statutory updates	Statutory adoption processes to be undertaken post completion. Compliance conditions to be discharged.
Health and safety	Lovell Partnerships Ltd appointed Principal Contractor and Principal Designer
Local schemes / dependencies	Refugee Social Housing Scheme. Six additional houses will now be sold to West Norfolk Housing Company Ltd, as opposed to being PRS.

9. Approved Documents

	RIBA Stage 1	RIBA Stage 2	RIBA Stage 3	Pre-Planning Appraisal	Planning Consent	Post Planning Appraisal	RIBA Stage 4	Price Adjudication	Cabinet Approval	Contract Signed	RIBA Stage 5	RIBA Stage 6	RIBA Stage 7
Status:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Ongoing	
Date Approved	N/A	N/A	N/A	TBC	11/20	TBC	N/A	TBC	02/20	10/20	08/23		
Approved by	N/A	N/A	N/A	DG	LPA	DG	N/A	DG	Cabinet	MO	JG		

Latest Approved Document: Signed Contract (BCKLWN & LPL) – 22/10/2020

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed



P-21.06

Salters Road Project Highlight Report

Project Name:	Salters Road	Project Manager:	James Grant	Project Sponsor:	David Ousby	Report covers period of:	December 2023 & January 2024
Capital Code:	C8161	Client Dept:	Corporate Projects	Lead Designer:	LPL	Cost Consultant:	GCBA
Project Code:	P-21.06	End User (if applicable):	Freebridge Community Housing	Contractor on Site:	LPL		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	G	G	G	G	G	G
Last Report	G	G	G	G	G	G

Project Definition

Project Stage: RIBA Stage 5: Construction

Objectives: Delivery of seventy-eight affordable properties at Salters Road, King's Lynn to be transferred to Freebridge Community Housing - APC Funded

Scope: Social Housing scheme off Columbia Way, delivered as part of BCKLWN Major Housing Programme

1. Overall Status (high-level summary)

Overall status currently Green.

- Project progressing well.
- Project finances currently remain as expected.
- Project timelines need careful management to ensure ACP and FCH contract requirements are met. Particular attention to be paid to the handover dates with / for FCH.

1.1 Decisions required by the Officer Major Projects Board

N/A

1.2 Achievements during this period

- First 15 plots handed over to Freebridge Community Housing
- Tour of the site for Councillors and FCH board members and staff
- Creating Communities event booked for 3rd February 2024
- FCH gained board approval and additional funding to install all flooring to each plot. This pushed back the handover date to FCH but agreed and signed off.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (0/20)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
		N/A				

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (1/20)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
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3.1 Project Financials

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary								
Salters Road	Total approved budget	Total spend to date	Total variance to date <i>Underspend (Overspend)</i>	Approved budget 2023/24	Total spend 2023/24	Current year forecast 2023/24	Current year variance between budget and forecast £	Total remaining contingency budget
Current Month:								
Capital Expenditure	14,807,465	9,841,044	4,966,421	6,390,297	6,278,017	6,390,297	0	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	-1,065,547	-1,065,547	£0	0	0	0	0	0
Other Income*	-14,774,534	-9,852,246	-4,922,288	-£7,180,556	-£9,912,539	-7,108,556	0	0
Net position	-1,032,616	-1,076,749	44,133	-£790,259	-£3,634,522	-790,259	0	0
Last Month:								
Net position	-1,032,616	3,282,171	4,314,787	-£790,259	-£3,280,962	-£790,259	0	0

In future months, graphs will be inserted here.

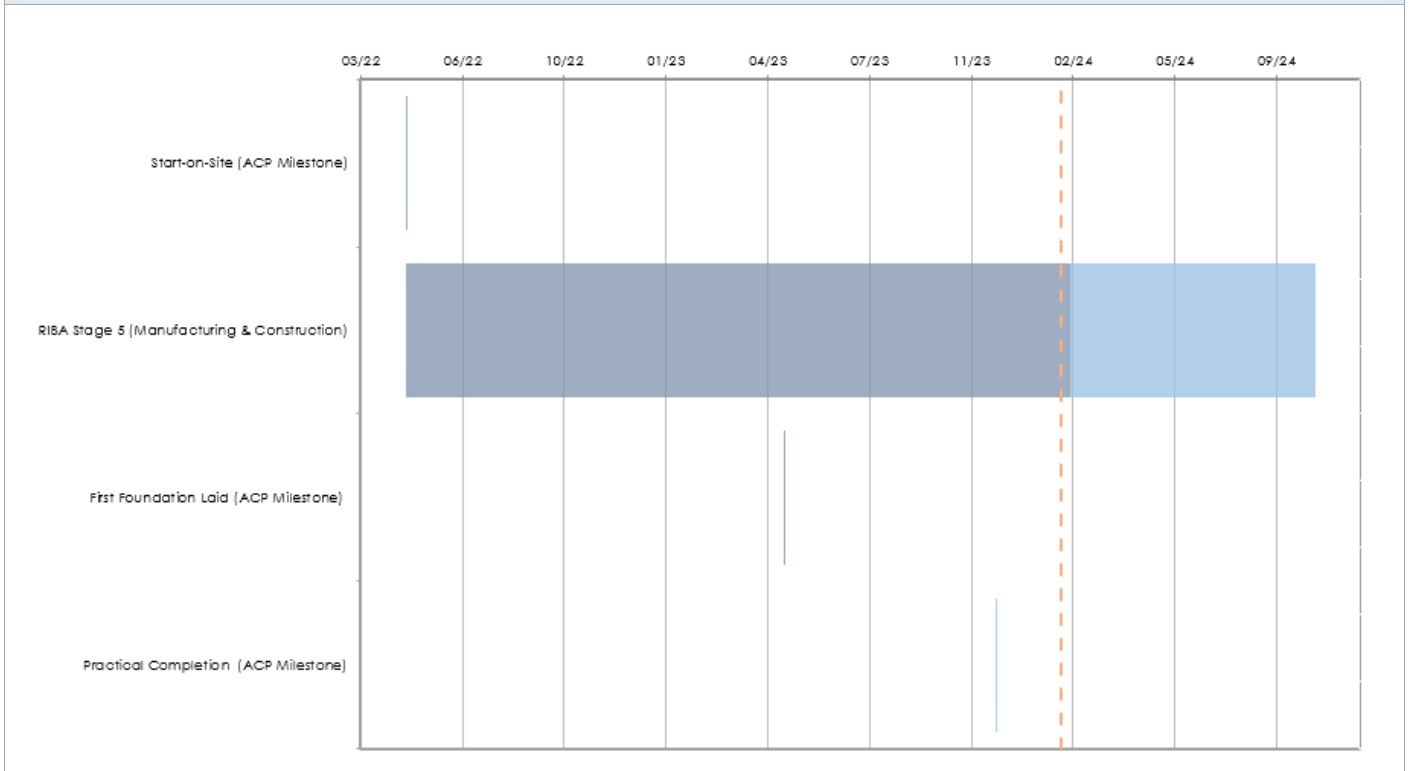
3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
16	Agreed handover / completion dates for Phases 1A & 1B to move from 23.11.23 to 29.01.24. This was due to additional flooring being included from FCH	£0	No impact on overall programme,	N/A	G	Principal Project Manager	Dec 2023
Multiple	Multiple specification changes to meet FCH requirements	£0	No Programme Implications	Specification changes, for example changing driveways from Asphalt to Brickweve	G	Principal Project Manager	Oct / Nov 2023

3.3 Financial Commentary

Financials RAG is Green as currently on track, the project is due to be completed in 2023/24 . Costs currently within expectations.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

Timeline is currently Green. The Borough Council and Lovell are working together to meet ACP Deadlines: practical completion to be October 2024. Handover on the first phase moved from November 2023 to 29th January 2024, agreed between all parties to accommodate; flooring to be completed to all plots, an adversely bad weather winter period and Anglian Water pipe connections.

Next phases continue to be monitored.

5. Resources Commentary

Resources currently Green. All members of Corporate Project Team involved with project providing continuity of knowledge. Project officer has long term knowledge on scheme. Clerk of Works is supporting Assistan CoW. CoW is working well with CoW at FCH.

6. Communications and Engagement

Newsletter went out during period.
 Regular meetings between all parties ongoing – BC, FCH, Lovell.
 Press release went out during period regarding the Councillor visit and first plots completing.
 10 Councillors attended a site tour on 19th January 2024, along with 7 staff and board members from FCH. All very positively received – press release was picked up in the press.

7. Outputs and Outcomes

7.1 Outputs		
Description	Target	Notes

Delivery of:		
Affordable Units	78	15 handed over to FCH
Delivery Pace in accordance with Accelerated Construction Programme		Units per month – 4.87

7.2 Outcomes

Description	Notes
As per outputs	

8. Other Matters

Item	Comment
General stage progress	RIBA Stage 5 – Construction
Procurement progress	Lovell appointed. Sub-contractor appointments all now complete.
Proposed form of contract (e.g., JCT, NEC, Traditional, D&B)	PPC 2000 – Signed 06.01.2023
Proposed route to market (e.g., IOTT, Framework i.e., DPS, HPCS, LCP)	Disposal of properties to FCH
Legal progress	Gateley PLC instructed to support on Golden Brick Transfers
Surveys Status	All necessary surveys & inspections in place.
Statutory updates	Planning approval in place and pre-commencement conditions discharged.
Health and safety	Lovell Partnership Ltd appointed as Principal Designer and Principal Contractor.
Local schemes / dependencies	

9. Approved Documents

	RIBA Stage 1	RIBA Stage 2	RIBA Stage 3	Pre-Planning Appraisal	Planning Consent	Post Planning Appraisal	RIBA Stage 4	Price Adjudication	Cabinet Approval	Contract Signed	RIBA Stage 5	RIBA Stage 6	RIBA Stage 7
Status:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Ongoing		
Date Approved	N/A	N/A	N/A	TBC	10/21	TBC	N/A	09/21	03/21	01/23			
Approved by	N/A	N/A	N/A	DG	LPA	DO	N/A	DO	Cabinet	MO			

Latest Approved Document: Signed Contracts (BCKLWN & LPL / BCKLWN & FCH – 06.01.2023)

Spend - Budget Variance (inc. contingency)	Milestone Delivery RAG Status	Risks & Issues RAG Status
R More than 10% over or under budget	R 13 weeks or more behind the critical path	R Needs immediate attention
A Between 5% & 10% over or under budget	A 4 to 12 weeks behind the critical path	A Needs attention before next project review
G Within 5% of budget or less than £10k	G 4 weeks or less behind the critical path	G Can be managed



P-21.09 West Winch Growth Area Project Highlight Report

Project Name:	West Winch Growth Area	Project Manager:	Nikki Patton & Hannah Wood-Handy	Project Sponsor:	Geoff Hall	Report covers period of:	August & September 2023
Capital Code:	C8171	Client Dept:	Strategic Housing & Planning	Lead Designer:	NA		
Project Code:	P-21.09	End User (if applicable):	-	Cost Consultant:	NA		
				Contractor on Site:	NA		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	A	G	G	G	G	R
Last Report	A	G	G	G	G	R

Project Definition

Project Stage: Strategic Delivery

Objectives: To facilitate and enable delivery of the West Winch Strategic Growth Area to allow up to 4,000 homes and associated infrastructure to be delivered

Scope: To unlock strategic barriers to delivery to support the vision set out in the adopted local plan by preparing the following;

- Landowners collaboration agreement: A legal agreement that allows landowners to work together in a fair way so they can bring forward their land for development and make an equal contribution to the community and shared facilities and amenities for the area.
- Masterplan: A document and policy that helps to guide future growth and development. It brings together the housing, facilities and amenities, and the existing environment.
- S.106 Framework Agreement: A legal agreement between the council and landowners/developers. The purpose of the framework agreement is to firm up the approach that will be taken on a development. It helps to make sure that the growth area is developed in line with the masterplan.

1. Overall Status (high-level summary)

Overall status is Amber. The project areas that the Brough Council are currently leading are programmed to complete by the end of 2023. Financials, issues and milestones are all where they are expected to be. Capacity is red and reflects the critical stages the project is at in relation to funding applications to central government which requires more resource at particular stages.

1.1 Decisions required by the Officer Major Projects Board

- None

1.2 Achievements during this period

- Authority obtained by Cabinet on 1st August to enter the Collaboration Agreement as a landowner to secure the objectives of the Councils adopted Masterplan SPD and give confidence to government that the land for the WWHAR can be secured and delivered.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber] *A risk is something that may happen*

Risk ID (0/16)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
		No red or increasing amber issues				

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (0/0)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
		No red or increasing amber issues				

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	0	0	0	0	0	0	0	0
Revenue Expenditure	1,000,000	952,613	47,387	0	0	0	0	0
Grant Income	(500,000)	(562,408)	62,408	0	0	0	0	0
Other Income*	(500,000)	(86,883)	(413,117)	0	0	0	0	0
Net position	0	303,322	(302,322)	0	0	0	0	0
Last Month:								
<i>Net position</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

*will vary for each project

3.1 Project Financials

3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

In future months, a graph will be inserted here

3.3 Financial Commentary

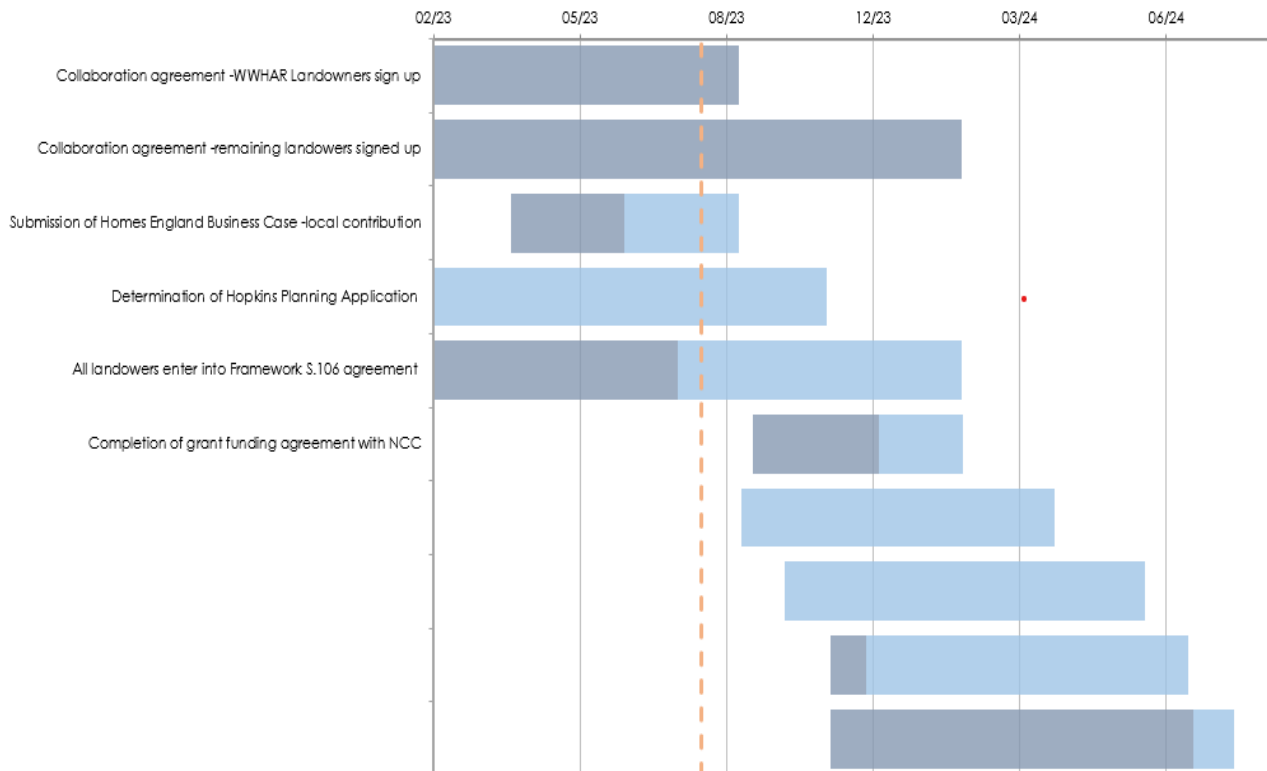
Financial RAG rating is Green and is where it is expected to be.

£500,000 from Business Rates Pool

£500,000 from Borough Council

Note an element of total costs to be recovered from Landowners and developers. As part of the Collaboration Agreement & Framework S.106 agreement landowners/developers will contribute to the costs of producing the document. Contributions will be recovered as planning permissions are granted and homes are developed.

4. Timelines – High Level Milestones



Norfolk County Council Milestones

- Results of Public Consultation on WWHAR published Summer 2023
- Submission of Planning Application for WWHAR Summer/Autum 2023 (NCC lead)
- Submission of Outline Business Case to Department for Transport (DFT) Summer/Autum 2023 (NCC lead)

4.1 Timelines Commentary

RAG rating is Green. All Borough Council milestones to be met and completed this year, are all currently progressing on time. All of the above high level milestones are critical tasks that must be met prior to the submission of both funding business cases to Department for Transport and Homes England in Summer/Autumn 2023.

Future milestones will be determined once Government funding outcomes are known.

5. Resources Commentary

Red RAG rating is to reflect the Council's overall limited staffing capacity.

Review of project capacity and resource currently taking place to support future business case work for Homes England and the timescales required.

6. Communications and Engagement

Joint Communications Plan with NCC

Two formal Stakeholder Groups;

- Landowners Stakeholder Group – meet quarterly. Last meeting Dec 22
- West Winch External Stakeholder Group (Parish Councils, Ward Members, Neighbourhood Plan Group) – meet quarterly. Last meeting held 17th July 23

Dedicated web pages on Council's Website

Social media messaging on specific messages and consultation events

Email updates where appropriate to both stakeholder groups and Council members

Public Consultation events – online and face to face

Further public drop in session being planned for Autumn 23

First edition of quarterly Newsletter currently being prepared. Expected Distribution Sept 2023

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Adopted Masterplan SPD		Completed & adopted Jan 23
Framework and Site specific S.106 Agreement drafted. Land required for WWHAR secured via this mechanism	Aug 23	Draft produced. Currently being considered by relevant landowners and developers
Collaboration Agreement entered into by all necessary landowners (WWHAR landowners initially)	Aug 23	

7.2 Outcomes

Description	Target	Notes
<p>To unlock strategic barriers to delivery of the site by working in partnership with Norfolk County Council to expediate housing delivery and coordinate the provision of the required highway infrastructure in the West Winch area namely the West Winch Housing Access Road. The growth area is to brought to a position where:</p> <ul style="list-style-type: none"> detailed applications for individual developments can be made (which comply with strategic requirements), and mechanisms to secure payments and deliver the strategic infrastructure in accordance with the masterplan are in place 	Summer 2025	
To integrate of a large number of new homes and associated facilities with an existing village community, generate a range of major improvements and shape a place that promotes a sense of community amongst residents		

8. Other Matters

Item	Comment
General stage progress	The Framework S.106 agreement and collaboration agreement have been developed and produced. They require signature by the landowners & developers. The Master Plan SPD has been produced and adopted by the Council (Jan 23) and funding discussions with Homes England are well underway. All of these areas are expected to be completed this year. This project forms part of a wider West Winch project which includes delivery of the West Winch Housing Access Road, securing central government funding for the road and supporting the co-ordination of the landowners collaboration agreement . This work will continue well beyond 2023.
Legal instruction form issued?	May 2019 – External legal advisors appointed
Local schemes / dependencies	<p>The West Winch Growth area is identified in the Councils adopted Local Plan and is the largest housing allocation in the borough. It is critical to;</p> <ul style="list-style-type: none"> The development strategy for the Borough Council's Adopted Local Plan and Local Plan review which is underway for the period to 2039 and Housing Delivery Test. Priorities and objectives of the Norfolk Suffolk Economic Strategy as a Growth Location Meeting housing need Supporting both Borough and County economic growth

9. Approved Documents

	Cabinet Report	Cabinet Report						
Status:	✓	✓						
Date Approved:	Sept 2018	Aug 2023						
Approved by:	Cabinet	Cabinet						

Latest Approved Document : Cabinet Report August 2023

Spend - Budget Variance (inc. contingency)	Milestone Delivery RAG Status	Risks & Issues RAG Status
R More than 10% over or under budget	R 13 weeks or more behind the critical path	R Needs immediate attention
A Between 5% & 10% over or under budget	A 4 to 12 weeks behind the critical path	A Needs attention before next project review
G Within 5% of budget or less than £10k	G 4 weeks or less behind the critical path	G Can be managed



P-21.10a Southgates Programme Placemaking Project Highlight Report

Project Name:	Southgates Programme Placemaking	Project Manager:	Jemma Curtis	Project Sponsor:	Duncan Hall	Report covers period of:	December 2023 & January 2024
Capital Code:	C8173	Client Dept:	Regeneration & Economic Development	Regeneration & Economic Development	Lead Designer:	BDP	
Project Code:	Southgates Programme Placemaking	End User (if applicable):	-	-	Cost Consultant:	-	
					Contractor on Site:	-	

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	G	A	G	G	G	G
Last Report	G	A	G	G	G	G

Project Definition

Project Stage: RIBA stage 1 (Masterplanning).

Objectives: Transformation of King's Lynn's principal gateway through placemaking, preservation and enhancement of heritage assets, active travel, redevelopment of brownfield sites, highway and public realm improvements to support placemaking.

Scope: To transition the vision set out in the Southgates Masterplan into a delivery plan for the redevelopment of brownfield sites, public realm and landscaping with RIBA Stage 3; including further site investigations viability and cost assessments for remediation and demolition. Working in partnership with NCC/STARS to ensure separate STARS project aligns with wider placemaking objectives of the masterplan.

1. Overall Status (high-level summary)

The overall status is currently Green as:

- Timescales and financials are at the level BCKLWN currently expect.
- Risks and Issues are at a similar level to last month.
- The Southgates Regeneration Area Cabinet report was approved in April which endorsed the masterplan and agreed the set of next steps for the project, including detailed feasibility of the development sites and land strategy. Full Council approval of masterplan October 2023.

1.1 Decisions required by the Officer Major Projects Board

- n/a

1.2 Achievements during this period

- The scheme has been put forward for the new Levelling Up Place Service (LUPS) offer, which brings together arm's length bodies to support councils delivering culture led regeneration projects. Support offer from LUPS expanded to include communications strategy for wider STARS project.
- Meeting held with LUPS.
- Expression of Interest for the NCC Brownfield Land Release has been submitted.
- Programme for ground investigations prepared for March 2024. Commissioning of site investigations and surveys with and NCC STARS Inc liaison with site occupiers and third party owners
- A 'deep dive' on the project was presented to Members at Member Major Project Board.
- preparation of application to round 3 OPE Brownfield land release Find, due to be submitted in Feb 24. Funding application for demolition and remediation of bus depot and former does garage site for housing redevelopment in line with masterplan.
- Invitation to tender issued for RIBA stage 1-3 architectural design and property advice for redevelopment sites. ITT returns due 5/02/24.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (2/29)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
5	Impact of STARS on design on development sites	Need to track ongoing design development of STARS on impact of the remaining land for development and access to sites	A	Outputs/ Outcomes	Lead design team for RIBA Stage 1-2 to engage with NCC Highways on design solutions	23/12/2023
29	Keeping to the Masterplan	Concern for scheme being too heavily weighted in favour of Highways design rather than adhering to the holistic masterplan for the area as a whole.	A	Culture of Project	BDP have been contracted to ensure that the design being developed to support the business case process, accords to the objectives and key design principles of the Southgates Masterplan. Historic England are also supporting the OBC.	23/12/2023

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (0/0)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
		N/A				

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary (BCKLWN only)

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	£540,560	£136,148	£404,412	£404,412	£4,273	£404,412	0	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0
Other Income*	0	0	0	0	0	0	0	0
Net position	£540,560	£136,148	£404,412	£404,412	£4,273	£404,412	0	0
Last Month:								
<i>Net position</i>	<i>£540,560</i>	<i>£136,148</i>	<i>£404,412</i>	<i>£404,412</i>	<i>0</i>	<i>£404,412</i>	<i>0</i>	<i>0</i>

*will vary for each project

3.1 Project Financials

Graphs will be inserted here in future months

3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

3.3 Financial Commentary

RAG rating is Green, as initial funding is in place via Business Rates Pool & BCKLWN - £540k for feasibility, project development and site clearance works for spend by Mar 2026.

The financial summary above covers BCKLWN funding only.

BCKLWN capital provisions for further acquisitions if required.

Additional funding for remediation and abnormal ground costs will be sought from Brownfield Land Release Fund. An Expression of Interest has been submitted with full application to be submitted in February 2024.

Procurement underway for various work streams that is likely to result in budget being fully committed by March 2024.

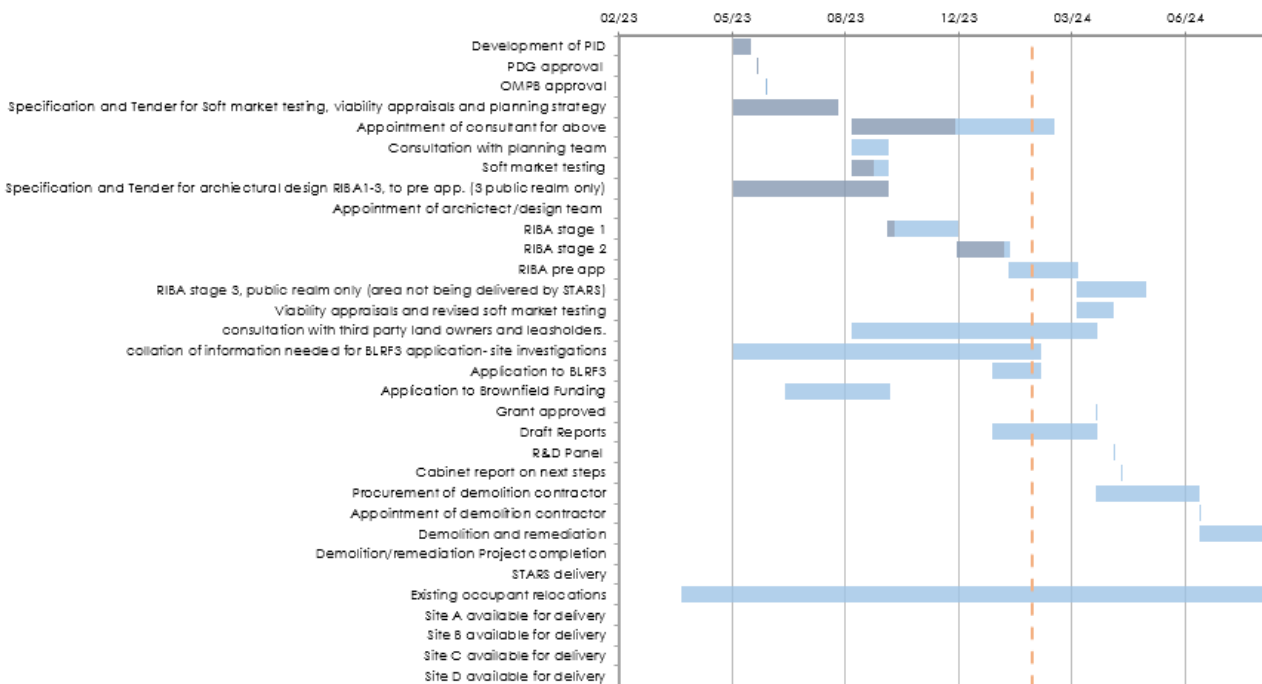
4. Timelines – High Level Milestones

Current key dates in the short term are:

Report to Cabinet on outcome of RIBA stage 2 and delivery options, due March 2024.

Specification and tender for architectural design RIBA 1-3 and Soft Market testing, due to be finalised by December 2023, with returns expected February 2024.

Timelines are determined by STARS project delivery.



4.1 Timelines Commentary

Timelines are RAG rated as Green currently. The small area of time slip around the specification and tendering does not represent a risk to the programme.

5. Resources Commentary

Resources are currently RAG rated Green as clarity on role and responsibilities have been established. Governance set out in Officer level project resource – currently additional officer resource is being sought from the Corporate Projects Team and through potential use of the PM and QS Framework. Support received from Levelling Up Place Service for specific work streams. Potential use of external PM via our call off framework going forward.

6. Communications and Engagement

Comms & engagement plan for next stage being developed with NCC. Support is being given from the Levelling Up Place Service. Draft communication plan is being developed by NCC and BCKLWN Comms resource. Dialogue with Landowners continuing with meetings set with both third-party landowners for February 2024.

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Housing Units	115	TBC
Active Travel infrastructure delivered		TBC
Public Realm Improved		TBC
Improved historic asset	1	

7.2 Outcomes

Description	Target	Notes
Improved perception of place		
Increased public transport, walking and cycling use		
Increase in visitors		

8. Other Matters

Item	Comment
General stage progress	<p>RIBA Gateway 1 & PID being prepared for RIBA Stage 2+. Scope to cover;</p> <ul style="list-style-type: none"> ▪ Agree BCKLWN land contributions to NCC's STARS LUF project. ▪ Agree officers to progress with seeking further external funding. ▪ RIBA stage 1-3 feasibility, market testing and delivery options of development sites. ▪ Prepare information required for the Brownfield Land Relief Fund 3 application. ▪ Need to agree how to progress any required legal/land agreements for land required.
Procurement progress	<p>BDP contract extension agreed.</p> <p>Procurement via framework for next phase of detailed feasibility and RIBA 1-3 on development sites.</p> <p>Procurement of site investigations via NCC Framework</p>
Surveys Status	<p>Extensive survey work has been undertaken as part of the baseline studies for the Masterplan. Additional work will take place to create the technical annex for the BLRF application when round 3 is announced. WSP commissioned as part of STARS to complete Heritage Assessment, Ground Conditions &, Arboriculture surveys – underway and will inform RIBA 1-3 work on the brownfield sites.</p> <p>Ground Investigations scheduled to begin in March 2024.</p>
Local schemes / dependencies	<p>STARS also includes the gyratory scheme. P-21.10b</p> <p>Nar Ouse Active Travel Hub – complementary to Southgate active travel proposals.</p> <p>BSIP – NCC funding to improve bus infrastructure</p> <p>West Winch – traffic modelling includes assumptions around growth area in future model.</p>

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:	✓	✓	n/a	Draft	Draft			
Date Approved:	15/06/21	April 2021						
Approved by:	Cabinet	OMP						

Latest approved document – Client Brief April 2021

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed



P-21.10b STARS scheme - Project Highlight Report

Project Name:	Southgates STARS Programme	Project Manager:	Ian Parkes (NCC)	Project Sponsor:	David Allfrey (NCC)	Report covers period of:	December 2023 and January 2024
Capital Code:	-	Client Dept:	-	Lead Designer:	NCC / WSP		
Project Code:	Southgates STARS Programme	End User (if applicable):	-	Cost Consultant:	-		
				Contractor on Site:	-		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	G	A	G	G	A	G
Last Report	G	A	G	G	A	G

Project Definition

Project Stage: Scheme and business case development to gain funding approval from DfT and the subsequent construction of cycling, walking and bus priority improvements including public realm enhancements to the Southgates area and the town centre Gyratory one-way system.

Objectives: To facilitate the adopted Southgates Masterplan and implement bus priority and active travel measures in line with the adopted LCWIP. In combination with the Southgates Masterplan STARS will transform King's Lynn's principal southern gateway into the town. It will also significantly transform parts of the town centre gyratory one-way system, particularly at the northern end of Railway Road where public realm is dominated by vehicular traffic and is hostile for pedestrians and cyclists. The stated objectives in the Outline Business Case will be:

- Enhance connectivity and accessibility for all within King's Lynn
- Encourage greater use of public transport in King's Lynn
- Encourage modal shift from private car to active travel in King's Lynn
- Support the delivery of planned housing growth and development in the Borough
- Protect and enhance King's Lynn's heritage and cultural environment through place-making
- Improve local air quality and King's Lynn's natural environment
- Improve road safety in King's Lynn

Scope: The King's Lynn Sustainable Transport and Regeneration Scheme (STARS) comprises changes to the town centre Gyratory to implement bus priority and active travel measures in line with the adopted LCWIP, and bus priority and active travel highway changes in the Southgates area to enable the adopted masterplan devised by the Borough Council of King's Lynn and West Norfolk.

1. Overall Status (high-level summary)

- Scheme development and OBC preparation under way. WSP designers have worked with NCC Network Management and public transport staff to finalise Southgates element of the scheme and provided information setting out the impacts on general traffic. This now needs to be presented to decision makers, members and relevant stakeholders as part of the engagement process. Work is still required to satisfy conservation and heritage interests in relation to the London Road diversion around the South Gate and the treatment of the area between the existing Victorian bridge which has a brick parapet and the new structure required to carry the road over the Middleton Stop Drain.
- The OBC submission is likely to be in May now rather than February 2024 due to delays in commissioning the topographical, drainage and ground penetrating radar (GPR) surveys.

1.1 Decisions required by the Officer Major Projects Board

- n/a

1.2 Achievements during this period

- Conservation interests have requested that the London Road diversion is moved further east to provide a greater separation between the old and new bridge structures.
- WSP and NCC engineers, with input from WSP heritage experts have prepared a technical note in the form of a table on the

road alignment. This will ultimately feed into the Heritage Impact Assessment (HIA) that will be required for the planning application. This shows the evolution of the scheme proposals from the LUF bid in summer 2022, and includes other options that provide greater bridge separation, and sets out the pros and cons of different alignments. To support this work a 3D model has been built and we have generated images of how the South Gate, Victorian parapet, new parapet and landscaping will look in relation to each other using 3 vantage points agreed with KLWN conservation officer. These images have recently been enhanced by BDP to include images of the likely regeneration proposals and showing the proposed public realm palette.

- WSP feedback on impacts of the London Road southbound bus lane at the Working Group meeting on 19 December and it was decided to retain the bus lane as queuing was similar with and without it and inclusion of a bus lane sends out the right sustainable transport message.
- The Appraisal Specification Report (ASR) was sent to DfT on 11 December and verbal feedback was given at the ATE/DfT meeting on 9 January followed up by some written clarification questions. WSP are formulating responses to these questions and we are expecting some further clarification questions on modelling. The Options Appraisal Report (OAR) is being finalised and we hope to submit it early in February 2024.
- The Gyratory issues at Austin Street with regard to the northbound cycle lane have been resolved. It has also been agreed that the cycle route will not go through the Sainsbury car park, but instead will be a shared use facility on the western side of Railway Road.
- NCC and WSP met Freebridge who are supportive of the proposal for a cycle route through Kirby Street
- Initial traffic modelling has been carried out using the latest strategic model used for the WWHAR OBC. This cannot be finalised until the further gyratory option work is completed and a conclusion reached and agreed upon for the scheme.
- A separate WSP team have carried out an independent check on the LTN 1/20 credentials of the STARS scheme using Active Travel England (ATE) toolkit. A meeting will be arranged to discuss this and any desirable changes to the proposals before we submit drawing to ATE for approval.
- The Topographical, Drainage and Ground Penetrating Radar (GPR) surveys arranged by the Norfolk Partnership Laboratory (Norse) are complete and some data has been supplied to WSP. Some issues have been identified with the GPR surveys and Norfolk Partnership Laboratory (Norse) are following this up.
- The drainage survey contractor has gone bankrupt and their operations have been taken over by a new company and at present there is no indication as to when the data can be released to NCC/WSP. In the meantime WSP will progress with the design based on existing data from as built drawings and gully locations from the topographical survey.
- A meeting of the Southgates Regeneration Board was held on 29 January and David Allfrey (SRO) attended and was brought up to date with the project activities.
- Further to agreeing with DfT on 16 November 2023, the principle swapping of funding between projects and years to ensure the LUF is all paid out by March 2026, and we complete our project to realistic timescales, we have just been advised on 25 January 2024 by DfT that this agreement will need to be approved by Ministers and the Treasury when the OBC is assessed, unless some wider agreement is reached between, DfT, Ministers and the Treasury before that time. In the meantime, to assist in a wider agreement being reached, we will supply an updated spend profile.
- A further £506k sum for development funding has been offered for Q4 2023/24 and Q1 2024/25 and the signed S151 officer form has been returned to DfT.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
1	Road design	Designs that re-allocate road space from vehicular traffic to active travel may not be politically or publicly acceptable and could be challenged through the consultation process	A	Viability	Consultation activities are planned	31/01/24
3	Public inquiry	Potential public inquiry required to determine more details about how the scheme's future transport operations will be considered.	A	Programme	Programme to be updated	31/01/24
5	Collaboration with Historic England	Ineffective or inconclusive collaboration with Historic England, meaning heritage benefits are not fully realised.	A	Outputs / Outcomes	Early and ongoing engagement with Historic England required	31/01/24
6	Construction delays	Delays to construction processes and activities	A	Programme	Procurement approach to identify optimum suppliers. Regular monitoring and meetings with site stakeholders accompanied by careful scheduling.	31/01/24

7	Public / stakeholder objection	Amidst mixed messaging from Government about motorists and pedestrians/cyclists the public objects to the scheme and there is lack of support for it amongst external stakeholders	A	Viability	Communications and stakeholder engagement strategy to be developed and adopted to manage support	31/01/24
8	LTN1/20 compliance	DfT requires design of schemes that are compliant with LTN1/20 and Gear Change guidance and advice. Full LTN 1/20 compliance may not be possible on all streets	A	Outputs / Outcomes	Initial meeting with ATE scheduled for 9 January and WSP will be asked to carry out LTN 1/20 checks using ATE toolkit	31/01/24

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
	No red or increasing amber					

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary (BCKLWN only)

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	0	0	0	0	0	0	0	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0
Other Income*	0	0	0	0	0	0	0	0
Net position	0	0	0	0	0	0	0	0
Last Month:								
<i>Net position</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

*will vary for each project

3.1 Project Financials

Capital cost (includes development of business cases)

- Gyrotory £5.8m Including risk and inflation
- Southgates £21.1m Including risk and inflation
- Total £26.9m

How this is being met

- DfT contribution £24.11586m
- NCC contribution £2.02604m (includes NCC contributions to OBC/FBC)
- KLWN land value contribution £0.6525m
- Total £26.9m

3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

3.3 Financial Commentary

RAG rating is currently Green.

- Funding has been allocated by government from the Levelling Up Fund (LUF) subject to satisfactory business case submissions to DfT.
- As advised in the LUF bid and subsequently to DfT we will draw down all the funding by the March 2026, but the project will not be completed until June 2027
- Discussions or ongoing with DfT as to the precise finance mechanism NCC will use to achieve this. Have sent a proposal and awaiting a response. ATE contact supports principle of allowing sufficient time to get the scheme right rather than meeting an arbitrary funding deadline

4. Timelines – High Level Milestones

Milestones to Outline Business Case (OBC) submission

	Task Description	Estimated Duration	Earliest Start	Latest Finish
1	Gap analysis	1 month	Feb-23	Apr-23
2	Survey Scoping & procurement (topographical, drainage, GPR)	2 month	Feb-23	Apr-23
3	Agree Design Principles	1 month	Feb-23	Mar-23
4	Modelling & Design Iterations	3 months	Feb-23	Aug-23
5	Final Modelling for Business Case / Environment	1 month	Sep-23	Nov-23
6	Topographical surveys	10-12 weeks	Sep-23	Nov-23
7	Drainage Surveys	4-6 months	Sep-23	Dec-23
8	GPR Surveys	4-6 months	Sep-23	Dec-23
9	GI Surveys	TBC	Sep-23	TBC
10	Ecology / Environment Surveys	TBC	Sep-23	TBC
11	Receipt of surveys	1 month	Oct-23	Nov-23
12	Finalise Design work - Highways / ITS / Drainage/ Structures	3 months	Nov-23	Jan-24
13	Cost Estimates / Land / QRA	1 month	Jan-24	Jan-24
14	Consultation/ Engagement	1 month	Feb-24	Mar-24
15	Main Environment work for Business Case	3 months	Dec-23	Feb-24
16	Business Case	2 months	Jan-24	Apr-24
17	Southgates & Gyrotory OBC Submission		Apr-24	May-24

4.1 Timelines Commentary

Timelines are currently rated as RAG Green as is at a current expected level.

5. Resources Commentary

Resources are currently RAG rated as Green.

Norfolk County Council are working collaboratively with the Borough Council and are effectively co-clients for the work WSP are undertaking to develop the scheme and business case.

6. Communications and Engagement

A draft communication and engagement plan has been produced for the STARS project by the NCC Communication Officer and there are monthly meetings of a comms group for the wider Southgates regeneration project.

NCC and KLWN officers are keen to commence some engagement as soon as they are comfortable with the proposals to be able to share them. Options are being considered and may include making use of the Town Deal Active and Clean Connectivity (A&CC) stakeholder group

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Revised highway layouts around the town centre Gyrotory one-way system that incorporate improvements for buses, cyclists and pedestrians and enhancements to the public realm.		
Removal of the existing signalised Southgates roundabout and a reconfigured signal controlled junction with bus priority measures and dedicated cycling and walking improvements. This includes diverting London Road to the east of the historic South Gate but retaining an active travel route under the gate to emphasise its historic role as an entry point to the town.		

7.2 Outcomes

Description	Target	Notes
Increased levels of walking and cycling- increased living standards and well-being	2027	
Shorter and more direct journeys for pedestrians and cyclists.	2027	
Reduction in accidents and improved safety.	2027	
Improved local heritage offer.	2027	
Improved perception of place and public realm.	2027	

8. Other Matters

Item	Comment
General stage progress	On track
Procurement progress	Discussions are underway between NCC and WSP in relation to the procurement approach to feed into the Commercial and Management cases of the OBC
Surveys Status	Topographical, drainage and GPR surveys have been completed by Norse but there are issues with the supply of the drainage survey data.
Local schemes / dependencies	P-21.10a Southgates Placemaking Highlight Report (overall delivery of Masterplan and dev sites). Active and Clean connectivity. https://www.visionkingslynn.co.uk/projects/active-and-clean-connectivity/ Local Cycling and walking Infrastructure Plan (LCWIP) - Bus Service Improvement Plan (BSIP) – proposals for Hardwick Road

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:		✓						
Date Approved:								
Approved by:								

N/A as standard DfT major scheme approval process is being followed rather than the Royal Institute of British Architects (RIBA) stages

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed



P-21.18 3G Sports Pitch Project Highlight Report

Project Name:	3G Sports Pitch	Project Manager:	Tommy Goode	Project Sponsor:	Honor Howell	Report covers period of:	Dec 2023 to Jan 2024
Capital Code:	C0329	Client Dept:	-	Lead Designer:	Lano		
Project Code:	P-21.18	End User (if applicable):	-	Cost Consultant:	MGAC		
				Contractor on Site:	-		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	A	A	A	G	A	G
Last Report	A	A	A	G	A	G

Project Definition

Project Stage: RIBA1 PID and Client Brief

Objectives: Develop a new full size 3G pitch at Lynnsport

Scope: The project has looked at the feasibility of the development, needs analysis with the Football Foundation and Football Association and will look to develop a full size 3G pitch on River Lane at Lynnsport.

1. Overall Status (high-level summary)

The overall status is amber due to

- Planning permission withdrawn in Nov 23 due to objections from NCC Highways and Drainage Board.
- Residents also objected due to access, light, noise and polutions from micro plastics.
- The Fields in Trust Action Group attended council meeting to object.
- Support for the project on the planning portal did however outweighed the objections.

1.1 Decisions required by the Officer Major Projects Board

- None

1.2 Achievements during this period

- Agreements with council and councillors to continue with development at Lynnsport on a different part of the site.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (0/2)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
1	PR	Public reaction to withdrawing of 3G proposal and then resubmitting new plans.	A		Take account of comments for new design	1-12-23

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (0/0)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
1	NCC Highways Objection	Access to Beulah Street is tight and recommend moving pitch to use Lynnsport as primary parking	A	Planning	Move pitch to a new location so Lynnsport is the primary parking	1-12-23
2	Residents Objections	Residents concerned about light, noise and micro plastics pollution	A	Planning	Move the pitch as above will support the reduction of light and noise travel. The 3G design includes boarding to retain as much rubber crumb within the facility as possible.	1-12-23
3	Drainage Board Objection	Drainage board require more detail to make an informed decision	A	Planning	MGAC to ensure drainage board are consulted	1-12-23
4	Fields in Trust Action Group Objection	Feel the promise not to build on the field has not been honoured	A	Planning	Fields in Trust are supportive of the project as it is replacing a pitch on a like for like basis	1-12-23

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	910,000	0	910,000	0	0	0	0	0
Revenue Expenditure	10,000	0	10,000	10,000	0	10,000	10,000	0
Grant Income	(250,000)	0	(250,000)	0	0	0	0	0
Other Income*	(650,000)	0	(650,000)	0	0	0	0	0
Net position	0	0	0	0	0	0	0	0
Last Month:								
<i>Net position</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

3.1 Project Financials

In future months, graphs will be inserted here.

3.2 Project Contingency and Change Control

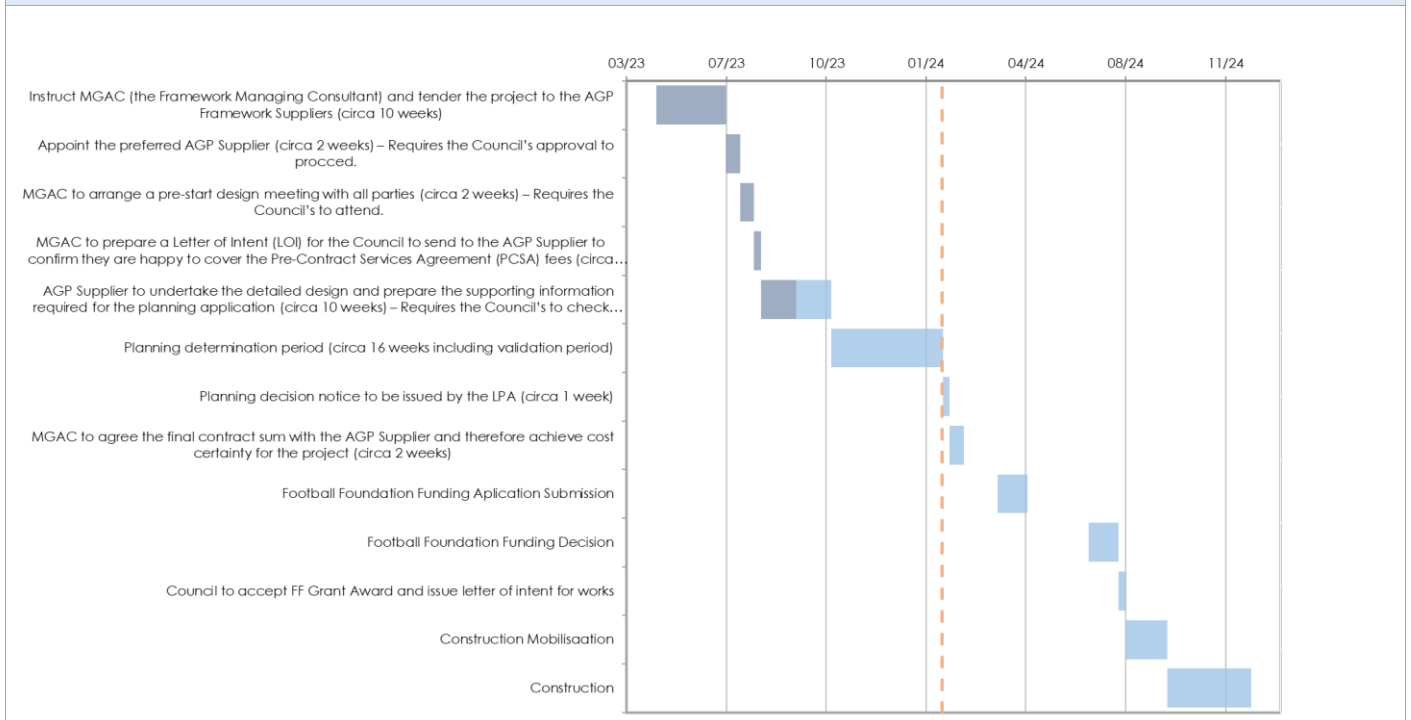
Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
1.0	Moving pitch location requires surveys to be repeated agreed by council	£10k	2 month delay		A	HH	23-01-24

3.3 Financial Commentary

Financials currently Green. Total project cost has been tendered and contract awarded to Lano at a cost of £860,149.70 (exclusive of contingency and VAT). The funding contribution for BCKLWN is £250k. £250k has been awarded via the Community Infrastructure Levy (CIL) and will be used as the Borough Council's funding contribution. CIL funding requires that projects commence within a year of the award. Regular progress updates are submitted on request to the CIL Officer.

Moving the pitch location means surveys will need to be repeated at a cost of c.£10k to be taken from capital budget for 3G.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

Timelines status is currently Amber. Designs need to be reworked and resubmitted for planning. Currently working through revised timeline. Will be established once surveys are complete.

5. Resources Commentary

Resources currently Green as sufficient resources currently allocated. Survey work currently being led by MGAC.

6. Communications and Engagement

Members of the public were invited to comment as part of the planning process. 24 supporting, 20 objecting and 1 neutral. Feedback has been fed back into new designs.

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Full size 3G pitch	Completion	

7.2 Outcomes

Description	Target	Notes
Football partners with football development plans	4	
Tugby partner with a rugby development plan	1	
Blended programme with focus on health and physical activity improvement to include programmes for specific groups, such as:		
Women and Girls – project has been chosen to be part of the FA's Lionesses programme with a focus on womens and girls football.	3 sessions	
Disability	1 session	
Elderly	2 sessions	
Physical Health Improvement	2 sessions	
Mental Health Improvement	2 sessions	

8. Other Matters

Item	Comment
General stage progress	Football Foundation funding application has been submitted
Proposed route to market (e.g. IOTT, Framework ie DPS, HPCS, LCP)	Football Foundation Framework – Design nearly complete
Surveys Status	Surveys have been completed
Local schemes / dependencies	CIL Funding awarded and timeframe of use of funding.

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:	✓	✓	✓	✓				
Date Approved:	Nov 21	Nov 21	Nov 21	Nov 21				
Approved by:	Cabinet	Cabinet	Cabinet	Cabinet				

Latest Approved Document : Report to Cabinet – River Lane Document Nov 2021

Spend - Budget Variance (inc. contingency)	Milestone Delivery RAG Status	Risks & Issues RAG Status
R More than 10% over or under budget	R 13 weeks or more behind the critical path	R Needs immediate attention
A Between 5% & 10% over or under budget	A 4 to 12 weeks behind the critical path	A Needs attention before next project review
G Within 5% of budget or less than £10k	G 4 weeks or less behind the critical path	G Can be managed

Member Major Projects Board
Action Log
(run wef Sept 2023)

Ref	Raised by	Subject	Action	MMPB meeting	Update	Comment provided by	Completed	Date closed
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OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 2 nd January 2024		Location: Via MS Teams			
Time: 3:00pm		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)	Vanessa Dunmall (VAD)	
Optional Attendees					

Apologies					

		Action Log Ref No
1.	Apologies – none	
2.	Action Log The Action Log was reviewed and updated accordingly.	
3.	Notes from previous meetings The Board reviewed the notes from the two meetings held in November. <u>24.11.2023</u> An additional action was added to reflect responsibilities of the Project Accountant post. <u>30.11.2023</u> Changes were made to wording around timings and sources of Guildhall funding.	
4.	Project Highlight reports covering Oct / Nov 2023 as noted below were reviewed and agreed by the Board. <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure b. P-21.03a NORA EZ – Development of spec units – phase 1 c. P-21.05 Major Housing – Parkway (Florence Fields) d. P-21.06 Major Housing – Salters Road e. P-21.08 Major Housing – Southend Road f. P-21.09 West Winch Growth Area g. P-21.10a Southgates – Place Making h. P-21.10b Southgates – STARS i. P-21.18 3G pitch 	

OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<p>Town Deal project highlight reports covering November 2023 were considered by OMPB members at the Town Deal Programme Board held on 13.12.2023.</p> <ul style="list-style-type: none"> j. P-21.11 Guildhall & Creative Hub k. P-21.12 Active & Clean Connectivity l. P-21.14 Riverfront Regeneration m. P-21.15 Rail to River public realm n. P-21.16 Multi-User Community Hub o. P-21.17 Boost <p>Discussion took place whilst reviewing the reports around amending the definition of the Risks & Issues RAG rating definition. Agreed to make change to the Project Highlight report template to encompass</p> <ul style="list-style-type: none"> - Report writing date [already on Action Log – no 33] - Update definition of Risks & Issues RAG rating - Add a commentary section for Risks & Issues – to give a place to provide further commentary and expand on any ‘Reds’ - Amend financial table once agreed by Portfolio Holder [No 38 on Action Log] 	<p>Additional requirements added to no. 33</p>
5.	<p>Forward work programme</p> <p>Forward work programme was reviewed and agreed.</p>	
6.	<p>AOB</p> <p>There was none.</p>	
	<p>Date of next meeting: Weds 14th February 2024 via Teams</p>	

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 14 th February 2024		Location: Via MS Teams			
Time: 10:45am		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)	Vanessa Dunmall (VAD)	
Optional Attendees					

Apologies					

		Action Log Ref No
1.	Apologies	
2.	Action Log The Action Log was reviewed and updated accordingly. It was agreed to add a target date column to help with managing expectations around timescales.	
3.	Notes from previous meetings Notes from the previous meeting were not available for review, it was agreed that these would be sent round to members separately and agreed via email.	
4.	Project Highlight reports covering Dec 2023 / Jan 2024 as noted below were reviewed by the Board. <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure <ul style="list-style-type: none"> - Significant issues were noted, including interdependencies with other projects. OJ / MH will be following the issues up with NCC. - It was agreed that a short report will need to go to MMPB in March - Report was agreed b. P-21.03a NORA EZ – Development of spec units – phase 1 <ul style="list-style-type: none"> - Report was discussed and agreed c. P-21.05 Major Housing – Parkway (Florence Fields) <ul style="list-style-type: none"> - Financial information to be checked again d. P-21.06 Major Housing – Salters Road <ul style="list-style-type: none"> - Report agreed e. P-21.08 Major Housing – Southend Road 	

OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<ul style="list-style-type: none"> - various amends required including review of finance, some changes to wording and Gantt chart to be updated f. P-21.09 West Winch Growth Area <ul style="list-style-type: none"> - No updates required to the report; discussion held around other elements of the project g. P-21.10a Southgates – Place Making <ul style="list-style-type: none"> - Names to be removed, should use titles, some changes required to resource commentary h. P-21.10b Southgates – STARS <p>Formatting updates needed</p> <ul style="list-style-type: none"> i. P-21.18 3G pitch <ul style="list-style-type: none"> - Gantt chart to be updated - Financials to be checked <p>PMO to feed back above to officers.</p> <p>It was noted that Town Deal project highlight reports covering December 2023 (as listed below) were considered by OMPB members at the Town Deal Programme Board held on 17.01.2024.</p> <p>Town Deal project highlight reports covering January 2024 (as listed below) were considered by OMPB members at the Town Deal Programme Board held earlier on 14.02.2024.</p> <ul style="list-style-type: none"> j. P-21.11 Guildhall & Creative Hub k. P-21.12 Active & Clean Connectivity l. P-21.14 Riverfront Regeneration m. P-21.15 Rail to River public realm n. P-21.16 Multi-User Community Hub o. P-21.17 Boost 	
5.	<p>Forward work programme</p> <p>The Forward work programme was reviewed and agreed.</p>	
6.	<p>AOB</p> <p>There was none.</p>	
	<p>Date of next meeting: Thurs 13th March 2024 @ 10:45 via Teams</p>	

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 13 th March 2024			Location: Via MS Teams		
Time: 10:45am			Chair: Oliver Judges		
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)	Vanessa Dunmall (VAD)	
Optional Attendees					
David Ousby (DO)	James Grant (JG)	Juliana Fox-River (JF-R)			

Apologies					

		Action Log Ref No
1.	Apologies	
2.	Action Log The Action Log was reviewed and updated accordingly.	
3.	Notes from previous meetings Notes from the previous meeting were reviewed. MH raised the issue of potentially commercially sensitive and / or litigious information relating to certain projects and that the MMPB meeting was a public meeting, and the council may not wish to publicly state at an early stage that legal proceedings / litigation was being considered. The notes stated that a report would be taken to MMPB in March 2024 in respect of one of the projects, however, the Board determined that this was not appropriate at this time. The Board discussed the arrangements for exempt session at MMPB generally and it was agreed to add this as an item to the agenda for the next MMPB meeting.	
4.	There were no 'other' Major Project Highlight Reports to review at this meeting. The Board noted that Project Highlight reports covering Feb 2024 for Town Deal projects were agreed at the Town Deal Programme Board held earlier on 13.03.2024.	
5.	The Board reviewed the proposed items for March 27 th MMPB meeting.	

OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<p>As part of the discussion, it was agreed that the term 'Deep Dive' (on the forward plan) would be re-named as 'Project Focussed presentations'.</p> <p>Action – term to be re-named by Dem Svs on MMPB documentation including the forward plan.</p> <p>As part of this item, David Ousby, James Grant and Juliana Fox-River joined the meeting to cover the NORA 4 post project evaluation report which was planned to be presented to MMPB in March. In conclusion, the Board determined that as the team are still working on the financial elements with the other parties involved (developer partner, Homes England); the Board's decision was to explain the position to the Chair and Vice-Chair and to recommend bringing the report to the meeting after March 2024.</p> <p>The following items were agreed to be proposed to the Chair and Vice-Chair as the agenda for the March MMPB meeting:</p> <ul style="list-style-type: none"> - Post project evaluation reports – update to the process - <u>Standing items:</u> <ul style="list-style-type: none"> - Overview report for projects - Project Highlight reports - Action log - OMPB minutes (for info) 	39
5.	<p>AOB</p> <p>The Board used the time left to review the OMPB Terms of Reference. Further work is required to ensure consistency with other Terms of Reference, will be added to future work programme.</p>	
<p>Date of next meeting: Weds 17th April 2024 @ 10:45 via Teams</p>		

MEMBER MAJOR PROJECTS BOARD

SCHEDULE OF MEETINGS – 2024 to 2025

Date	Time	Venue
27 March 2024	1 pm	Council Chamber, Town Hall
13 May 2024	9.30 am	Council Chamber, Town Hall
12 August 2024	9.30 am	Council Chamber, Town Hall
11 November 2024	9.30 am	Council Chamber, Town Hall
10 February 2025	9.30 am	Council Chamber, Town Hall
12 May 2025	9.30 am	Council Chamber, Town Hall

MEMBER MAJOR PROJECTS BOARD WORK PROGRAMME 2023 - 2024

DATE OF MEETING						
28 April 2023						
MEETING CANCELLED						
26 June 2023						
MEETING POSTPONED						
DATE OF MEETING	VENUE/TIME	TITLE	TYPE OF REPORT	LEAD OFFICER	Deadline for receipt of reports	Date Agenda Published
11 September 2023	10 am Council Chamber	Appointment of Chair for the Municipal year 2023/2024			31/08/23	01/09/23
		Appointment of Vice Chair for the Municipal Year 2023/2024				
		Overview of Project Highlight Reporting process	Highlight	V Dunmall		
		Overview of Programme Management Office (PMO) function	Overview	V Dunmall		

DATE OF MEETING	VENUE/TIME	TITLE	TYPE OF REPORT	LEAD OFFICER	Deadline for receipt of reports	Date Agenda Published
11 September 2023	10 am Council Chamber	Major Projects Overview Report to end July 2023				
		Officer Major Projects Board Minutes – For Information	For Information	V Dunmall		
		Work Programme	Standing Item			
13 December 2023	11 am Council Chamber	Project Tiering Definitions		V Dunmall	04/12/23	05/12/23
		MMPB Action Log	Action Log	V Dunmall		
		Deep Dive – Southgates Area, King’s Lynn	Deep Dive	D Hall J Curtis		
		Update on King’s Lynn Guildhall CIO	Update	D Hall J Curtis		
		Major Projects Overview Report	Standing Item	V Dunmall		
		Project Highlights Reports	Standing Item	V Dunmall		
DATE OF MEETING	VENUE/TIME	TITLE	TYPE OF	LEAD OFFICER	Deadline for	Date Agenda

			REPORT		receipt of reports	Published
13 December 2023		Officer Major Project Board Minutes – For Information	Standing Item	V Dunmall		
		Work Programme	Standing Item			
27 March 2024	1.00 pm Council Chamber	Post Project Evaluation Reports	Update to the Process			
27 March 2024		Major Project Highlight Reports	Standing Item	V Dunmall	18/03/24	19/03/24
		Major Projects Overview Report	Standing Item	V Dunmall		
		Action Log	Standing Item			
		Officer Major Projects Board Minutes – For Information	For Information			
		Work Programme	Standing Item			

Forthcoming items to be scheduled for 2024/2025:

Project Focussed Presentation – Guildhall Project

Project Focussed Presentation - Riverfront Regeneration Project

Project Focussed Presentation - Housing Site Southend Road, Hunstanton – May 2024

NORA 4 – Post Project Evaluation – March 2024