

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

OFFICER MAJOR PROJECTS BOARD

**Minutes of the Meeting of the above held on Wednesday, 15th June, 2022
at 9.30 am in the Remote Meeting Room, Microsoft Teams**

PRESENT:

Geoff Hall	-	Executive Director
Vanessa Dunmall	-	Corporate Project Programmes Manager
Matthew Head	-	Internal Auditor
James Grant	-	Principal Project Manager
David Ousby	-	Assistant Director
Rob Wiseman	-	Energy Efficiency/Greenspace Officer
Honor Howell	-	Assistant to the Chief Executive
Alexa Baker	-	Assistant Director/Monitoring Officer
Matthew Henry (Chair)	-	Assistant Director
Michelle Drewery	-	Assistant Director
Lorraine Gore	-	Chief Executive
Jemma Curtis	-	Regeneration Programmes Manager

		<u>ACTION</u>
1	<u>APOLOGIES</u> Apologies for absence were received from D Gates and D Hall.	
2	<u>MINUTES OF THE PREVIOUS MEETING</u> The minutes of the meeting held on 16 May 2022 were agreed as a correct record.	
3	<u>REFIT 2 (VERBAL UPDATE)- R WISEMAN</u> R Wiseman provided a verbal update, a summary of which is set out below: <ul style="list-style-type: none">• Business end of project, all works to be completed end June 2022.• Commissioning Programme – heat pumps: Oasis 15 June, Lynnsport 20 June, St James 23 June.• Minor works would be undertaken during July. Process in	

	<p>place to ensure costs covered by PSDS grant.</p> <ul style="list-style-type: none"> • Heat Pumps – can be controlled via in-built controllers until such time as full strategy implemented. • King’s Court heat pumps were due to be restarted 22 June, with further mitigation for noise/vibration transmission under consideration. <p>In response to questions, it was confirmed that equipment could be repurposed in a new facility.</p>	
4	<p><u>CINEMA, CORN EXCHANGE - H HOWELL</u></p> <p>H Howell explained that a report would be presented to the Corporate Performance Panel on 18 July 2022 and that a verbal update would be given at CPP sifting on 22 June. A written report would be presented to Management Team by the end of June 2022.</p> <p>It was noted that a discussion had been held with the Chair of CPP to clarify the content of the report to the Panel which was the initial proposal, Cabinet reports and appointment of contractors. A further report would be presented to CPP after 12 months of operation following Covid setting out the operational arrangements and revenue generated.</p> <p>AGREED: Draft report to be presented to Management Team prior to CPP on 18 July 2022.</p>	
5	<p><u>TOWNS FUND UPDATE - J CURTIS</u></p> <p>J Curtis provide a verbal update, a summary of the key points are set out below:</p> <ul style="list-style-type: none"> • Cabinet Report 8 June 2022 https://democracy.west-norfolk.gov.uk/documents/g5390/Public%20reports%20pack%2008th-Jun-2022%2015.00%20Cabinet.pdf?T=10 Re-prioritisation of projects seeking approval to submit adjustment forms to government – <i>Forms were submitted 10 June 2022.</i> • Guildhall Project – business cases to be presented to Regeneration and Development Panel and Cabinet. • Levelling Up Fund report to be presented to Cabinet 24 June 2022. • Once ministerial approval received to re-prioritise projects final business case to be presented to Town Deal Board on 1 July 2022. • Three business cases to be presented to R & D Panel, 	

	<p>Cabinet and signed off by Town Deal Board September/October 2022.</p> <p>A discussion took place on the current terms of reference of the Guildhall Complex and Creative Hub Task Group.</p>	
6	<p><u>TOWN DEAL PROJECT INITIATION/DELIVERY PROCESS AND RESOURCE - M HENRY</u></p> <p>M Henry explained that OMPB be invited to consider which officer(s) took forward the delivery phase of projects and resource required.</p> <p>D Ousby commented that delivery phases of projects would be undertaken within his team and be involved in the business case stage to lead, monitor and evaluate projects subject to available resource within the team. D Ousby added that he supported a centralised resource to provide assurance.</p> <p>AGREED: 1) Work be undertaken to look at the centralisation of projects to provide assurance and a consistent approach within the council.</p> <p>2) Resources to deliver projects to be factored into the business case.</p>	<p>Relevant Officers</p> <p>All</p>
7	<p><u>POST PROJECT EVALUATION PROCESS - M HENRY/V DUNMALL</u></p> <p>V Dunmall outlined the proposal as set out in the report and reminded the Board that it had been agreed at Cabinet on 16 November 2021 that projects Cabinet designated as a 'Major Project' would be monitored by MMPB as a sub-committee of Cabinet.</p> <p>The Board discussed the proposal and it was</p> <p>AGREED: 1) The process to be used for Post Project Reviews of the designated Major Projects as set out in the report.</p> <p>2) The proposed template be used as a basis for the reviews undertaken.</p> <p>3) This report to be presented to MMPB on 29 June 2022.</p>	
8	<p><u>UPDATE ON ALL MAJOR HOUSING SCHEMES - D OUSBY</u></p> <p>D Ousby provided an update as set out below:</p>	

Nora 4

- On site with 9 open market & PRS homes completed / occupied. Aiming to complete scheme by March 2023.
- Programme end date risk due to materials / labour shortages and need to achieve Practical Completion on Open Market homes by 31/12/22 to hit the Help to Buy Equity Loan cut off date.
- Forecast revenues / costs improved from Q2 2021 forecast.

Parkway

- Planning consent obtained March 2021
- Scheme costs significantly impacted due to revised FRA requirement to raise site levels and extent of S278 works required by Highways authority
- ACP funding total includes £200k BRP funding
- ACP programme dates: Groundworks SoS June 2022, first plot SoS September 2022, PC December 2025. NB programme dates subject to clearance (ongoing) of pre-commencement conditions

Salters Road

- Planning obtained for 78 affordable homes July 2021.
- 2 stage PPC – 1st stage groundworks / remediation £1.79m completed
- Freebridge entering into agreement to purchase. 2nd stage PPC cost confirmed following stage 1.
- Awaiting clearance of legal DD with Freebridge prior to commencement of second stage works
- ACP dates: Groundworks SoS September 2021. First plots SoS May 2022, PC April 2024

Hunstanton Bus Station

- Costs Update – material cost inflation and fire regulations requirements are resulting in a scheme deficit. Revised scheme design omitting top floor apartments and ground floor retail has reduced scheme costs however sales revenue forecasts are static, resulting in increased deficit.
- ACP funding includes OPE funding
- Draft proposal to Cabinet to convert scheme to a Build to Rent development to mitigate potential capital loss
- Above options require variation to existing planning consent, delaying SoS
- ACP current programme dates - HE discussion ongoing.

	<p><u>Southend Road, Hunstanton</u></p> <ul style="list-style-type: none"> • Currently on site in groundworks phase. Ground conditions worse than anticipated, leading to likely additional costs • ACP funding includes OPE funding • ACP programme: Groundworks SoS November 2021. First plot SoS May 2022, PC November 2023 • Draft option report to Cabinet to convert scheme to Build to Rent to mitigate potential capital loss, due to increasing costs. <p><u>Lynnsport 1</u></p> <ul style="list-style-type: none"> • Planning obtained May 2021. Post Planning adjudication review with Lovell due on 14/6/22 to update costs • 96 dwellings, 62 Open market, 19 PRS, 15 Affordable • SoS January 2023, first handovers August 2023, PC June 2025 <p><u>Waveney Road, Hunstanton</u></p> <ul style="list-style-type: none"> • Pre app submitted, awaiting LPA review • layout revised to 26 units, due to highways issues • Interest from Flagship (Victory HA) who own adjacent development to acquire. • Scheme development costs to be finalised and HoTs with Flagship agreed • Original Cabinet approval 2107 for 14 dwellings supported by a Community Housing Grant of £1,546,300, therefore revised scheme would need cabinet approval. <p><u>Nora 5</u></p> <ul style="list-style-type: none"> • Initial feasibility studies ongoing • Potential to deliver an extra care social rented scheme in partnership with Lovell & Housing 21. 	
<p>9</p>	<p><u>WEST WINCH RISK REGISTER - G GREAVES</u></p> <p>G Greaves drew the Board's attention to the following risks:</p> <p><u>Risk Improved</u></p> <ul style="list-style-type: none"> • 5 – Stakeholder engagement: More positive with the Stakeholder Group. Communications Plan to be signed off imminently and meeting scheduled with political Leaders. <p><u>Risks Worsened</u></p>	

	<ul style="list-style-type: none"> • 9a – Costs Housing Access Road. • 9b – Costs – Housing Delivery. • 11 – Macro-economic Issues. <p><u>Other Issues</u></p> <p>Another issue with regard to the cost of the housing access road was how Norfolk County Council dealt with the biodiversity of the net gain. Over the coming months this information would be fed into the West Winch Project Board.</p> <p><u>Emerging Issue</u></p> <ul style="list-style-type: none"> • How the nutrient neutrality issue could impact upon other parts of Norfolk which could lead to bringing forward the West Winch Scheme. <p>It was noted that J Grant would be attending a seminar on Nutrient Neutrality on 22 June 2022 and would provide feedback to the OMPB.</p>	JG
10	<p><u>UPDATE ON THE PROGRESS OF THE OUTSTANDING ISSUES OF THE KLIC FOLLOW UP REPORT (VERBAL REPORT) - M HEAD</u></p> <p>M Head provided a verbal update as set out below following update present to OMPB in April 2021:</p> <ul style="list-style-type: none"> • 3 recommendations out of 9 from follow up audit now completed. • 3 to complete: Project Development Group/OMPB to update Terms of Reference. 2 legal recommendations in relation to implementation and evidence which would be included with projects going forward. Overall recommendation for project document central storage. 	
11	<p><u>WORK PROGRAMME 2022</u></p> <p>The following items were identified:</p> <p>13 July 2022 - Resource required to deliver projects. 13 July 2022 – Feedback from Nutrient Neutrality Seminar – J Grant. 19 August 2022 – Levelling up Fund (resource/team).</p>	
12	<p><u>ANY OTHER BUSINESS</u></p>	

	<p><u>MMPB 29 June 2022</u></p> <p>It was noted that following a Councillor request a RAG report had been drafted as at 10 June 2022 to be presented to the above meeting.</p>	
13	<p><u>DATE OF NEXT MEETING</u></p> <p>13 July 2022, 9.30 am, Teams.</p>	

The meeting closed at 11.38 am