

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

OFFICER MAJOR PROJECTS BOARD

**Minutes of the Meeting of the above held on Thursday, 17th November, 2022
at 9.30 am on Microsoft Teams**

PRESENT: Matthew Henry, Russell Eacott, Chris Upton, Matthew Head, James Grant, Geoff Hall, Jemma Curtis, Rob Wiseman, Vanessa Dunmall, Michelle Drewery and David Ousby.

		<u>ACTION</u>
1	<u>APOLOGIES</u> Alexa Baker, Duncan Hall and Lorraine Gore.	
2	<u>MINUTES OF THE PREVIOUS MEETING</u> The Minutes from the previous meeting were agreed as a correct record.	
3	<u>MATTERS ARISING - GUILDHALL REPORT TO MEMBER MAJOR PROJECTS BOARD</u> Russell Eacott explained that the Guildhall Project was currently going through the Town Deal Project Board and then would come to the Officer Major Project Board. It was not ready to go to the Member Major Project Board at the current time. Cabinet would also need to be briefed on the impact of the loss of the NHLF Capital and potential phasing of works. Russell Eacott to speak to the Chair of the Member Major Projects Board to reschedule the update on the Guildhall which was currently scheduled for December. AGREED: The Board agreed that the update on the Guildhall to the Member Major Projects Board should be delayed.	RE
4	<u>FINAL DEVELOPMENT BRIEFING SOUTHGATES - J CURTIS, A RAWLINGS AND EXTERNAL CONSULTANTS</u> The External Consultants working on the Southgates Masterplan attended the meeting for this item to provide information on the feedback on the consultation, amendments to the Masterplan and the	

	<p>delivery aspect of the project to take it forward to Cabinet in early 2023.</p> <p>The Consultants provided an overview of the Masterplan, the Vision for the area and an update on activities such as stakeholder engagement and public consultation. Around 100 people had attended the public consultation, there had been 275 views of the virtual consultation and 128 questionnaire responses. Feedback had been mainly positive, and the results were included in the agenda.</p> <p>The Group was provided with a high-level overview of the Delivery Strategy which included Highway's work, contracts, site assembly and the delivery approach.</p> <p>Questions were invited and the Consultants explained that viability work had been done and showed that the site was challenging. It was noted that the project was a Regeneration Scheme and not a commercial scheme. It was explained by the consultants that work would have to be carried out by the Council to address the funding gap and look at funding opportunities such as Levelling Up, Homes England and Brownfield Sites funding.</p> <p>Matthew Henry commented that it was important for Cabinet to be kept up to date on any funding issues in advance of any Cabinet report being presented.</p> <p>David Ousby asked about timescales for delivery of the project and asked if a SPG or planning document for the site was required. The Consultants explained that it was their view that the Highways works should be completed first, which meant that development on site was unlikely until 2025. It was also explained that discussions with landowners had commenced, and a site assembly strategy would be looked at with Norfolk County Council.</p> <p>The Group discussed the Norfolk County Council LUF Bid, which also included the wider gyratory network.</p> <p>It was noted that the next stage of the process would be to present the report to Cabinet to progress to the next stage and address the funding gaps.</p> <p>Russell Eacott explained that this project would be ideal for the refreshed project development group and new processes for project management.</p>	
5	<p><u>DRAFT TERMS OF REFERENCE FOR POST PROJECT EVALUATION - V DUNMALL</u></p> <p>Vanessa Dunmall and Rob Wiseman would circulate the draft Terms</p>	RW/VD

	of Reference to officers for comments prior to it being considered by the Member Major Projects Board.	
6	<p><u>TERMS OF REFERENCE - R EACOTT</u></p> <p>The Terms of Reference would be considered once the project maturity assessment work had been completed.</p>	
7	<p><u>GATEWAY APPROVALS/APPROVAL BID - M HENRY, R EACOTT</u></p> <p>Russell Eacott explained that a gateway process was required to ensure reporting and endorsement of projects at the relevant stages. This would be included in the project maturity assessment work.</p>	
8	<p><u>TOWNS FUND - EXCEPTION REPORTING - J CURTIS, D HALL</u></p> <p>Jemma Curtis explained that the Monitoring and Evaluation return was due to Government on 16th December. This return would include reporting on the April to September outputs achieved. Clarification was also being sought on the process for deferring some spend to the next financial year.</p>	
9	<p><u>WEST WINCH RISK REGISTER - EXCEPTION REPORTING - G GREAVES</u></p> <p>Ged Greaves presented the October 2022 Risk Register for West Winch. He provided detail of the risks that had changed ratings.</p> <p>Risk 3 – Funding – the risk had been increased to ‘likely’.</p> <p>Risk 9.b – Cost of Housing Delivery – risk had been amended to reflect inflation concerns and availability of materials.</p> <p>Risk 4 – Collaboration Agreement – risk rating had improved to reflect the stakeholder and landowner engagement.</p>	
10	<p><u>SCHEDULE OF MEETINGS 2023</u></p> <p>Matthew Henry to liaise with Wendy Vincent, Democratic Services Officer to confirm the Schedule of Meetings for 2023.</p>	MH/WV
11	<p><u>WORK PROGRAMME</u></p> <p>The Work Programme was noted.</p>	
12	<u>DATE OF NEXT MEETING</u>	

	Provisionally 19 th December 2022, but possibly subject to change.	
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The meeting closed at 11.25 am