

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
King's Lynn &  
West Norfolk



<b>Date:</b> 19 <sup>th</sup> July 2023			<b>Location:</b> Via MS Teams		
<b>Time:</b> 10:45am			<b>Chair:</b> Matthew Henry		
<b>Board Attendees</b>					
Matthew Henry (MH)	Alexa Baker (AB)	Oliver Judges (OJ)			
<b>Optional Attendees</b>					
Vanessa Dunmall (VAD)	Louise Gayton (LG)	James Grant (JG)	Jemma Curtis (JC)	Duncan Hall (DH)	Karl Patterson (KP)

<b>Apologies</b>					
James Arrandale (JA)	Michelle Drewery (MD)				

		Action Log Ref No
1.	Apologies had been received and noted above.	
2.	Action Log – not reviewed	
3.	<p>West Winch Growth Area Collaboration Agreement</p> <p>This was an additional urgent agenda item brought to the meeting by DH/KP. A draft Cabinet report was produced by Nikki Patton and sent to AB for review last week. This report has been amended and updated and KP shared the amended report with the group. Specific attention was paid to the Recommendations, which were discussed, amended and reviewed, and to how this agreement works as a land equalisation agreement to ensure parity amongst landowners.</p> <p>MH queried the Options Agreement in terms of the money to be spent on purchasing the land, the emphasis seems to have changed over time.</p> <p>There was discussion around the involvement of NCC and where they fit with the agreement in terms of signing contracts, funding receipts etc</p> <p>OJ asked that particular attention needs to be paid to any potential or perceived risks and how these are being addressed or mitigated.</p>	
4.	Notes from the previous meeting – not reviewed due to time constraints with the additional item.	
5.	<p>OMPB/MMPB Updates</p> <p>Agreed that MMPB meetings will be quarterly – new dates to be advised</p>	

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	<p>Arrangements for OMPB – there was some discussion around this. The timings/the reporting and communicating changes were all discussed. OJ will speak to Management Team about whether projects should go to them before going to MMPB for extra assurance – it was then discussed further and agreed that the notes from OMPB meetings should have been going to Management Team (this has not been happening more recently) and LG suggested that these notes could be appended with the Project Highlight Overview document so all projects are covered.</p> <p>AB stated that she finds OMPB really useful for keeping up to date on the various projects and being able to answer Member questions when asked. MH agreed and reiterated that the framework of OMPB and MMPB was set up to include Legal and Property ADs for their expertise.</p> <p>It was agreed that OMPB meetings would be 6 weekly going forwards, but that actual dates would be set up once timings of MMPB meetings had been agreed until the end of the financial year.</p> <p>Project Highlight Reports will also move to a quarterly reporting cycle, but OJ was clear that Project Managers must stay on top of their Highlight Report. AB suggested a monthly update with the Project Sponsor is needed to ensure reports are progressing and VAD agreed this.</p>	
6.	PMO resourcing – not discussed due to time constraints	
7.	<p>Southgates Project – JG/JC joined the meeting for this item</p> <p>JC stated that she believed that the project should stay in the OMPB/MMPB remit as Southgates and STARS are a programme of works that fit their scope. It was agreed that we need to be very clear for Members as to what parts of the programme are within the BCKLWN responsibility and what parts are NCC – MH concurred especially with regard to the road works which will take place and the likelihood that these may have a very negative impact on the town for what could be a prolonged period of time. This was discussed at length, with an agreement that it must be made clear to the highways authority how sensitive the road network is around KL.</p> <p>AB confirmed that Members are extremely keen to be kept up to date with this project; it cannot be removed from the OMPB/MMPB list. AB asked whether NCC Highways would attend meetings with us, agreed that they could be invited to provide updates.</p>	

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	<p>It was agreed that there needs to be a clear message that the programme is a delivery partnership between NCC and BCKLWN that will deliver long-term benefits to the Town. DH does not believe we can extricate BCKLWN from the transport element of the masterplan just because it's being delivered by NCC. It is a masterplan for the town and NCC only applied for the LUF bid based on the masterplan created by BCKLWN. DH confirmed that he has met with the Leader and other Cabinet Members, and they understand that the aim of the project is not about allowing people to get around King's Lynn faster. MH reiterated his concern about traffic congestion within the town during the NCC works being undertaken – there could be quite of lot of adverse PR.</p> <p>JG talked the group through the workshops which had been run at BCKLWN which had broken down the masterplan into the areas which BCKLWN will lead on and the areas in which BCKLWN are a stakeholder.</p> <p>VAD suggested that the Project Highlight Report be split into 2 reports, a high-level partnership report on the STARS project and a more detailed report on the Southgate aspect of the Masterplan which KLWNBC are managing. JG stated that this might not need to happen just yet, as the PID hasn't been fully developed. However once this has been done splitting the project into two reports will make more sense. <b>Action:</b> Split out Project Highlight Report for Southgates into two – one to cover the BCKLWN led masterplanning work and one to cover the NCC led STARS project.</p>	21
8.	<p>AOB</p> <p>MH will discuss the ESPO contract with AB – AB believes that this needs sealing, but MH is not convinced that what has come through is correct. MH will follow this up outside the meeting with AB.</p>	
	<p><b>Date of next meeting:</b> Weds 16<sup>th</sup> August 2023, 10:45 via Teams</p>	