

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

Ref	Raised by	Subject	Action	MMPB meeting	Update	Comment provided by	Completed	Date closed
1	Board	General	Set up a log for actions and queries raised at MMPB. Respond to queries after the meeting, and publish the log at the next MMPB meeting.	11.09.23	Log now in place, covering paper and first version going to MMPB in December 2023.	VD	Yes	13.09.23
2	Board	General	Clarification required over definitions of project tiers.	11.09.23	Paper being taken to the next meeting of MMPB	VD		
3	Cllr Parish	P-21.11 Guildhall	Overall status to be updated to reflect position around funding gap.	11.09.23	Wording has been updated wef report covering August 2023.	VD	Yes	21.09.23
4	Cllr Morley	P-21.11 Guildhall	Clarify position of the Guildhall Task Group. Check whether the terms of reference had been fulfilled and whether the group would continue.	11.09.23	It is understood that the Task Group has fulfilled its Terms of Reference and is in the process of being disbanded.	Dem Svs	Yes	30.11.23
5	Cllr Parish	P-21.05 Parkway	Request to update project name to include 'Florence Fields'.	11.09.23	Florence Fields has been added.	VD	Yes	09.10.23
6	Cllr Morley	P-21.05 Parkway	Provide further clarity over concerns mentioned as an issue (item J5) on June/July Project Highlight report.	11.09.23	Initially when fencing was put up to secure the site, some anti-social behaviour problems were encountered. CCTV assist with monitoring the site but since works on site have commenced, no further issues have occurred. This issue will be removed from the next Highlight report	DO	Yes	16.10.23
7	Board	P-21.05 Parkway	Provide an update on the tenure mix discussions currently underway.	11.09.23	It was confirmed at the meeting that a Cabinet report, reflecting discussions on tenure mix will be coming forward in due course, at which point members will have the opportunity to input. No further action required.	MH	Yes	21.09.23
8	Cllr Parish	P-21.08 Southend Road	Update project definition on the Project Highlight Report, to make the local connection aspect clearer.	11.09.23	The planning consent / decision document does not reference or condition a local connection. However in accordance with the comments made at planning committee, Cabinet committed to delivering on this goal as part of the decision to proceed with the scheme and officers are working to this end goal. Future Project Highlight Reports will be updated accordingly.	JG	Yes	21.09.23
9	Cllr Morley	P-21.08 Southend Road	Provide more information on the cavity wall issue identified as an amber risk on the June/July Project Highlight report.	11.09.23	The cavity should be a consistent width of 50mm. The natural stone used meant that the internal cavity had a variance (i.e. in some places it was smaller than 50mm, in some spots it was wider). The warranty provider (LABC) questioned this, which was reflected in the report reviewed by MMPB. A senior LABC officer has since reviewed and is happy with the construction detailed, understanding that a stone material does not have a consistent inner face and this is acceptable. Further small additional changes have also been made to accommodate these concerns, including adding more ventilation into the cavity to ensure it dries quickly if there is any water within it, and adding inspection points so that the warranty provider can check that the cavities are clean and free of any other obstructions that could cause water transfer. This issue has been now formally signed off by LABC as acceptable and the next Project Highlight Report will reflect this.	JG	Yes	21.09.23
10	Cllr Morley	P-21.12 Active & Clean Connectivity	Clarify whether there is any impact on the Active Travel Hub element of the project, from the pause of the EZ Phase 2 Spec Units project	11.09.23	The ACC Project Sponsor has confirmed that there is no impact.	DO	Yes	16.10.23