

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 30 th November 2023		Location: Via MS Teams			
Time: 12:30pm		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Michelle Drewery (MD)	Matthew Henry (MH)	James Arrandale (JA)	Vanessa Dunmall (VAD)	
Optional Attendees					
Jemma Curtis	Abigail Rawlings	Tim Fitzhigham	Mike Auger		

Apologies					

		Action Log Ref No
1.	Apologies – there were none.	
2.	<p>Guildhall project – end of RIBA Stage 2 sign off</p> <p>A presentation was delivered, that covered the agreed RIBA Stage 2 checklist, it was noted that the presentation had also been to the Town Deal Programme Board. Key discussion points that were specific to this presentation were</p> <ul style="list-style-type: none"> - Haworth Tomkins (HT) and Pulse Project Management appointed, HT are running the delivery side, Pulse the project execution plan - The PID is being updated around how the wider project is being managed and overseen - The wider engagement programme is being developed by the internal team - The CIO has been progressed by the internal team - Project Costings Summary was reviewed – three options were outlined - In the process of appointing a funding consultant to help map out the various opportunities for funding - Key dates - Consultation and engagement <p>Discussion took place around Cabinet views around funding and how important the timings for the formal change to the underwriting position are, in order not to jeopardise the council's position with other funders, whilst recognising the stated position of Cabinet members. It was noted that funding is highly likely to come "in drips" not in one large chunk.</p> <p>The importance of knowing where the break points are, was discussed, and it was</p>	

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	<p>noted that in order to go out to tender in summer 2024, the project scope will need to be very clear.</p> <p>It was confirmed by the project team that progressing to RIBA stage 3 would include development of phasing options, assessment of those options against requirements of funding, identification of necessary repairs as part of the lease agreement, needs of a Business Plan for the future operation and sustainability of the site; and setting out of funding requirements, phasing options and identification of potential funders. It was noted that the timing of a Project Adjustment Request to DLUHC, taking into account the impacts of these factors would also need to be considered.</p> <p>The Board agreed that the project should progress to RIBA Stage 3, subject to OJ speaking with the CEX/Leader to confirm this is happening.</p>	
3.	<p>Guildhall – CIO</p> <p>The Board discussed the request from MMPB to have information on the Guildhall CIO, with the Project Team, and a way forward was agreed, this will be going to the MMPB in December 2023.</p>	
4.	<p>Southgates – Deep Dive for MMPB</p> <p>The Board reviewed the content of the slide presentation being taken to MMPB in December 2023 and agreed it, subject to a few small changes which would be made prior to publication.</p>	
5.	<p>AOB</p> <p>There was none.</p>	
	<p>Date of next meeting: Thurs 14th December 2023 via Teams</p>	