

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 13 th March 2024		Location: Via MS Teams			
Time: 10:45am		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)	Vanessa Dunmall (VAD)	
Optional Attendees					
David Ousby (DO)	James Grant (JG)	Juliana Fox-River (JF-R)			

Apologies					

		Action Log Ref No
1.	Apologies	
2.	Action Log The Action Log was reviewed and updated accordingly.	
3.	Notes from previous meetings Notes from the previous meeting were reviewed. MH raised the issue of potentially commercially sensitive and / or litigious information relating to certain projects and that the MMPB meeting was a public meeting, and the council may not wish to publicly state at an early stage that legal proceedings / litigation was being considered. The notes stated that a report would be taken to MMPB in March 2024 in respect of one of the projects, however, the Board determined that this was not appropriate at this time. The Board discussed the arrangements for exempt session at MMPB generally and it was agreed to add this as an item to the agenda for the next MMPB meeting.	
4.	There were no 'other' Major Project Highlight Reports to review at this meeting. The Board noted that Project Highlight reports covering Feb 2024 for Town Deal projects were agreed at the Town Deal Programme Board held earlier on 13.03.2024.	
5.	The Board reviewed the proposed items for March 27 th MMPB meeting.	

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	<p>As part of the discussion, it was agreed that the term 'Deep Dive' (on the forward plan) would be re-named as 'Project Focussed presentations'.</p> <p>Action – term to be re-named by Dem Svs on MMPB documentation including the forward plan.</p> <p>As part of this item, David Ousby, James Grant and Juliana Fox-River joined the meeting to cover the NORA 4 post project evaluation report which was planned to be presented to MMPB in March. In conclusion, the Board determined that as the team are still working on the financial elements with the other parties involved (developer partner, Homes England); the Board's decision was to explain the position to the Chair and Vice-Chair and to recommend bringing the report to the meeting after March 2024.</p> <p>The following items were agreed to be proposed to the Chair and Vice-Chair as the agenda for the March MMPB meeting:</p> <ul style="list-style-type: none"> - Post project evaluation reports – update to the process - <u>Standing items:</u> <ul style="list-style-type: none"> - Overview report for projects - Project Highlight reports - Action log - OMPB minutes (for info) 	39
5.	<p>AOB</p> <p>The Board used the time left to review the OMPB Terms of Reference. Further work is required to ensure consistency with other Terms of Reference, will be added to future work programme.</p>	
<p>Date of next meeting: Weds 17th April 2024 @ 10:45 via Teams</p>		