

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Date: 22 nd July 2024		Location: Via MS Teams			
Time: 12:30pm		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Vanessa Dunmall (VAD)		
Optional Attendees					

Apologies					
Michelle Drewery (MD)					

		Action Log Ref No
1.	Apologies – MD	
2.	Action Log The Board reviewed the Action Log and it was updated accordingly.	
3.	Notes from the previous meeting Notes from the two April 2024 meetings were considered; these had been reviewed in May by MH before sending for publication to MMPB due to condensed timings.	
4.	Project Highlight Reports Project Highlight Reports covering Q1 2024/25 as follows, were reviewed. As a general point, the Board noted that the financial figures on the reports needed to be reviewed by MD on return from leave. This is across all reports, so not commented on below – but applies to all. Action: request that John Barrett, interim Project Accountant reviews the figures shown on the reports between 23 rd and 26 th July; then MD to have final agreement (upon return from leave) prior to the reports being issued to MMPB on 1 st August. a. P-21.02 NORA EZ – Road Infrastructure - Risk table comments to be updated - Subject to the requested changes/checks, report agreed. b. P-21.03a NORA EZ – Development of spec units	43

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	<ul style="list-style-type: none"> - Financial information to be checked again - Subject to the requested changes/checks, report agreed. c. P-21.05 Major Housing – Parkway (Florence Fields) <ul style="list-style-type: none"> - Update to wording in overall summary required - Subject to the requested changes/checks, report agreed. d. P-21.06 Major Housing – Salters Road <ul style="list-style-type: none"> - Amendment required to phrasing in the overall summary - Subject to the requested changes/checks, report agreed. e. P-21.08 Major Housing – Southend Road <ul style="list-style-type: none"> - Subject to the requested check, report agreed. f. P-21.09 West Winch Growth Area <ul style="list-style-type: none"> - Subject to the requested check, report agreed. g. P-21.10a Southgates – Place Making <ul style="list-style-type: none"> - Subject to the requested check, report agreed. h. P-21.10b Southgates – STARS <ul style="list-style-type: none"> - Report agreed. i. P-23.08 Lynnsport 1 <ul style="list-style-type: none"> - Subject to the requested check, report agreed. <p>The Board noted that Project Highlight Reports covering Town Deal projects for June 2024 had been reviewed and agreed at the Town Deal Programme Board held previously on 17.07.24.</p>	
5.	<p>Agree items for MMPB meeting to be held on 12.08.2024</p> <ul style="list-style-type: none"> - Standing items for MMPB were noted. - Proposed items: <u>CIO – proposed governance process</u> – DH to attend pre-meet on 24.07.24 to discuss item with MMPB Chair and Vice-Chair <p>Other items noted on the agenda are to remain as ‘to be programmed’ items.</p>	
6.	<p>Forward Work Programme</p> <p>This was reviewed.</p>	
	<p>Date of next meeting: Weds 16th October 2024 @ 10:45 via Teams</p>	