

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
**King's Lynn &
West Norfolk**



Date: 16 th October 2025			Location: Via MS Teams		
Time: 9:00am			Chair: Carl Holland		
Board Attendees					
Michelle Drewery (MD)	James Arrandale (JA)	Carl Holland (CH)	Jason Birch (JB)		
Optional Attendees					
Vanessa Dunmall (VAD)					

Apologies					
James Arrandale (JA)	Michelle Drewery (MD)				

		Action Log Ref No
1.	Apologies – JA, MD	
2.	<p>Action Log</p> <p>The Board reviewed the OMPB Action Log and actions were updated accordingly.</p> <p>Consider a location map to support MMPB pack as a standing appendix to the Overview Report.</p>	
3.	<p>Notes from the previous meeting</p> <p>Notes from the last OMPB meeting had been agreed by the Chair ahead of the MMPB meeting held on 08.10.2025.</p>	
4.	<p>Project Highlight Reports</p> <p>Project Highlight Reports covering Q2 2025/26 as follows, were reviewed. Of note:</p> <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure <ul style="list-style-type: none"> - Subject to checking with legal whether any target date or next date for update, is able to be outlined in the report, report agreed. b. P-21.05 Major Housing – Florence Fields (Parkway) <ul style="list-style-type: none"> - The Board requested that commentary was added to reflect the current review of the tenure mix on this site. - Subject to the requested changes, report agreed. c. P-21.08 Major Housing – Styleman Court, Hunstanton (Southend Road) 	

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	<ul style="list-style-type: none"> - The Board noted an error around a colour that was incorrect on a RAG status and requested that additional commentary was given around the agents that have been appointed, e.g date marketing commenced, and type of marketing channels being used. - Subject to the requested changes, report agreed. <p>d. P-21.09 West Winch Growth Area</p> <ul style="list-style-type: none"> - One change requested regarding wording on resources. - Subject to requested change, report agreed. <p>e. P-21.10a Southgates – Place Making</p> <ul style="list-style-type: none"> - The Board requested that additional commentary was given around the reasons the RAG had moved from Red to Amber, linking to STARS updates. - Subject to requested change, report agreed. <p>f. P-21.10b Southgates – STARS</p> <ul style="list-style-type: none"> - Report agreed. <p>g. P-23.08 Major Housing – Valentine Park (Lynnsport 1)</p> <ul style="list-style-type: none"> - The Board asked that officers review commentary provided in the change control section. - Subject to requested change, report agreed. <p>The Board noted that Project Highlight Reports covering Town Deal projects for September 2025 had been reviewed and agreed at the Town Deal Programme Board held previously on 15.10.25.</p>	
5.	<p>Agenda items for the MMPB meeting to be held on 10.11.2025 were noted.</p> <p><u>Standing items</u></p> <ul style="list-style-type: none"> - Action Log - OMPB Minutes (for information) - Overview report and Project Highlight reports covering Q2 - Identify items for future meetings <p><u>Items to be programmed:</u></p> <ul style="list-style-type: none"> - Salter's Road post project evaluation (not yet available) 	
6.	<p>Forward Work Programme</p> <p>No items</p>	
	Date of next meeting: Monday 12 th January 2026 @ 10:30 via Teams	