

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 12 th January 2026			Location: Via MS Teams		
Time: 10:30am			Chair: Michelle Drewery		
Board Attendees					
Michelle Drewery (MD)	James Arrandale (JA)	Carl Holland (CH)	Jason Birch (JB)		
Optional Attendees					
Vanessa Dunmall (VAD)	Sarah Parker (SP)				

Apologies					

		Action Log Ref No
1.	Apologies N/A	
2.	Action Log The Board reviewed the OMPB Action Log and actions were updated accordingly.	
3.	Notes from the previous meeting Notes from the previous OMPB meeting were agreed by the Chair and attendees ahead of the last MMPB meeting.	
4.	Project Highlight Reports Project Highlight Reports covering Q3 2025/26 as follows, were reviewed. Of note: <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure - report agreed. b. P-21.05 Major Housing – Florence Fields (Parkway) - The Board requested that commentary was added to reflect the current status on section 2.2 Key Issues to provide clarity. - Subject to the requested changes, report agreed. c. P-21.08 Major Housing – Styleman Court, Hunstanton (Southend Road) - The Board requested minor narrative changes. - Additional explanation required in the Outputs section - Subject to the requested changes, report agreed. d. P-21.09 West Winch Growth Area - The Board requested an update to the financial commentary. - Subject to requested change, report agreed. 	

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

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



	<p>e. P-21.10a Southgates – Place Making</p> <ul style="list-style-type: none"> - Report agreed. <p>f. P-21.10b Revised STARS Scheme</p> <ul style="list-style-type: none"> - The Board requested some clarification around the Project Adjustment Request and submission to the Department for Transport as well as an update to absent commentary on the financial section. - Subject to requested change, report agreed. <p>g. P-23.08 Major Housing – Valentine Park (Lynnsport 1)</p> <ul style="list-style-type: none"> - The Board requested a review on the financial commentary. - Subject to requested change, report agreed. <p>The Board noted that Project Highlight Reports covering Town Deal projects for December 2025 would be reviewed and agreed at the Town Deal Programme Board to be held on 21.01.2026.</p>	
5.	<p>Q3 Financial Report</p> <p>The Board addressed the revised report that includes additional columns for clarity. It was outlined that it would be beneficial to include text to state the overall project view for clarity.</p>	
6.	<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 for projects (taken from overall summary sections) - Project Highlight reports – covering Q3 2025/26 (as agreed at item 4) - Major Projects Financial Summary (attached) <p><u>Other items:</u></p> <ul style="list-style-type: none"> - Housing Development Steering Group (report) <p><u>Items to be programmed:</u></p> <ul style="list-style-type: none"> - Salter's Road post project evaluation (Deferred until Spring 2026) 	
7.	<p>AOB</p> <p>The board discussed whether in light of the KL Masterplan and the effect on some of the Major Projects whether it would be relevant to present to MMPB on this matter. [Subsequent to the meeting a discussion was held with the relevant Assistant Director. It was outlined that the KL Masterplan was still in the consultation phase and adequate communication had already been made via Cabinet, Scrutiny and Member briefings as well as in Member Bulletins therefore, would not be required at this stage.]</p>	
	<p>Date of next meeting: Thursday 16th April 2026 @ 11:00 via Teams</p>	