

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Date: 16 April 2026		Location: Via MS Teams			
Time: 11:00am		Chair:			
Board Attendees					
Carl Holland (CH)					
Optional Attendees					
Sarah Parker (SP)					

	<p>Decision Taken Due to low attendance, it was the decision of Carl Holland, Assistant Director of Finance on 16.04.2026 to review all OMPB documents via the written procedure, (via email) outside of the usual cycle of Board meetings in order to provide clear oversight and review of the below papers ahead of submission to the Q4 MMPB meeting scheduled 11.05.2026.</p> <p>This was subsequently agreed by all Board members.</p>	
1.	Apologies Michelle Drewery, James Arrandale, Vanessa Dunmall	
2.	<p>Action Log The Board reviewed the OMPB Action Log and actions were updated accordingly. It was identified that with regards to action 6, the OMPB ToR and Attendees can be determined by the Officers, without onward approval by Cabinet and can be updated accordingly.</p>	
3.	<p>Notes from the previous meeting Notes from the previous OMPB meeting were agreed.</p>	
4.	<p>Project Highlight Reports Project Highlight Reports covering Q4 2025/26 were reviewed via email as follows:</p> <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure <ul style="list-style-type: none"> - The Board suggested changes were made to the overall status and financial commentary regarding the costs. - Subject to the requested changes, 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 status on section 3.2 - Subject to the requested changes, report agreed. c. P-21.08 Major Housing – Styleman Court, Hunstanton (Southend Road) <ul style="list-style-type: none"> - The Board requested minor changes to section 2.2, 3.1 and 4.1. - Subject to the requested changes, report agreed. d. P-21.09 West Winch Growth Area <ul style="list-style-type: none"> - The Board requested minor updates to section 1, 3.2 and 7.2. - Subject to the requested changes, report agreed. e. P-21.10a Southgates – Place Making <ul style="list-style-type: none"> - Report on hold and not reported currently. f. P-21.10b Revised STARS Scheme <ul style="list-style-type: none"> - The Board requested some clarification in section 1.2 - Subject to requested change, report agreed. 	

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	<p>g. P-23.08 Major Housing – Valentine Park (Lynnsport 1)</p> <ul style="list-style-type: none"> - The Board requested narrative on the financial commentary. - Subject to requested change, report agreed. <p>h. P-25.08 Hunstanton Coastal Defence Works</p> <ul style="list-style-type: none"> - The Board requested some clarification around the narrative in sections 2.1, 2.2 and 3.1. - Subject to requested change, report agreed. 	
5.	<p>Q4 Financial Report</p> <p>The Board addressed the report via email and highlighted some minor changes to be made. Following the suggested changes this was then agreed.</p>	
6.	<p>Agenda items for the MMPB meeting to be held on 11.05.2026</p> <p>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 Q4 2025/26 (as agreed at item 4) - Major Projects Financial Summary (attached) - Update report from the Housing Developments Steering Group <p><u>Other items:</u></p> <ul style="list-style-type: none"> - Salters Road Post Project Evaluation <p><u>Items to be programmed:</u></p> <ul style="list-style-type: none"> - Styleman Court Post Project Evaluation - St George's Guildhall 	
7.	<p>AOB</p> <p>Due to timings, an additional meeting for OMPB members will be held on 29.04.26 to review the Salters Road Post Project Evaluation Report prior to MMPB agenda issue. [This mtg took place and the report was agreed.]</p>	
	<p>Date of next meeting: Thursday 20 August 2026 @ 09:30 via Teams</p>	