

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 11 September 2026			Location: Via MS Teams		
Time: 11:00am			Chair: Michelle Drewery (MD),		
Board Attendees					
Michelle Drewery (MD)	Carl Holland (CH)				
Optional Attendees					
Sarah Parker (SP)	Vanessa Dunmall (VAD)	Michelle Mclean (MM)	Stuart Ashworth (SA)	Dave Robson (DR)	James Grant (JG)

1.	Apologies: James Arrandale	
2.	Action Log The Board reviewed the OMPB Action Log.	
3.	Notes from the previous meeting Notes from the previous OMPB meeting were agreed.	
4.	Project Highlight Reports Project Highlight Reports covering Q1 2026/27 as follows were reviewed: a. P-21.02 NORA EZ – Road Infrastructure • Report agreed. The Board proposed that regular reporting to MMPB in this format be paused until there is material progress; there is little value in continuing regular updates at this time. ACTION: Propose at the next MMPB meeting that NORA EZ – Road Infrastructure reporting be paused until there is further substantive activity to report on. b. P-21.09 West Winch Growth Area • The Board requested this be the last report as all BCKLWN actions have now been completed. Subject to requested change, report agreed. A post-project evaluation will come to a future OMPB and MMPB meeting c. P-25.08 Hunstanton Coastal Defence Works • Board requested amendments to the highlight report around stakeholder meetings, secured CIL funding and requested that a map be added to the end of the report identifying the defence sections. Subject to these changes, the report was agreed. The Board noted that • Project Highlight Reports covering Town Deal projects for June 2026 were reviewed and agreed at the Town Deal Programme Board held on 14.06.2026. • The Major Housing Programme Highlight Report to end of Q1 was reviewed and agreed at the Housing Developments Steering Group held on 19.08.2026.	CH
5.	Q1 Financial Report The Board reviewed the report that included additional columns for clarity. Amends were requested and the report was agreed subject to the changes requested: • Add explanatory notes for the revised forecast and Towns Fund figures.	

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5.	Hunstanton Coastal Defence Works- Deep dive presentation for MMPB The project leads presented the Hunstanton Coastal Defence Works presentation put together as requested by MMPB. The Board requested updates to the presentation to including • expand the acronyms • verify elements of the financial information shown and • add a concluding summary covering parallel workstreams and additional budget requirements.	
6.	Agenda items for the MMPB meeting to be held on 09.10.2026 (moved from 14.09.26) Noted. <u>Standing items:</u> - Action log - OMPB minutes (for information) - Overview report for projects (taken from overall summary sections) - Project Highlight reports – covering Q1 2026/27 (as agreed at item 4) - Major Projects Financial Summary - Update report from the Housing Developments Steering Group <u>Other items:</u> - Hunstanton Coastal Defence project – Proposed deep dive presentation for MMPB <u>Items to be programmed:</u> - Styleman Court Post Project Evaluation to be deferred - Guildhall update	
7.	AOB The Board reviewed other projects in the pipeline and agreed that the Padel Courts project should appear in reporting to MMPB wef Q2 2026/27.	
	Date of next meeting: Thursday 15 October 2026 @ 09:30 via Teams	