

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

OFFICER MAJOR PROJECTS BOARD

**Minutes of the Meeting of the above held on Wednesday, 19th October, 2022
at 11.00 am in the Microsoft Teams - Microsoft Teams**

PRESENT:

Stuart Ashworth	-	Assistant Director
Jemma Curtis	-	Regeneration Programmes Manager
Michelle Drewery	-	Assistant Director
Vanessa Dunmall	-	Corporate Programmes Manager
Russell Eacott	-	Interim Projects – Technical and Delivery Adviser
Lorraine Gore	-	Chief Executive
Duncan Hall	-	Assistant Director
Geoff Hall	-	Executive Director
Matthew Head	-	Internal Auditor
Matthew Henry (Chair)	-	Assistant Director
Honor Howell	-	Assistant to the Chief Executive
Chris Upton	-	Project Accountant
D Ousby	-	Assistant Director
Robert Wiseman	-	Energy and Greenspace Officer
Wendy Vincent	-	Democratic Services Officer

		<u>ACTION</u>
1	<u>APOLOGIES</u> Apologies were received from A Baker and J Grant.	
2	<u>MINUTES FROM THE PREVIOUS MEETING</u> The minutes from the meeting held on the 13 July 2022 were agreed as a correct record.	
3	<u>TERMS OF REFERENCE - M HENRY - TO FOLLOW</u> AGREED: R Eacott to review Terms of Reference and present a draft for consideration at the next meeting.	RE
4	<u>GUILDHALL PID - M AUGER</u>	

	<p>M Auger presented the PID and outlined the key issues, a summary of which is set out below:</p> <ul style="list-style-type: none"> • Funding. • Project cost – 2 elements – securing adequate funds, progressing project through next RIBA design stages to further develop project design and more robust cost estimates. • Risk – NLFH Application included for revenue funding to help project achieve business plan projections, alternative funding will likely be needed to replace this. • Project Controls and Monitoring linked to business plan – ambitious figures for change in footfall. Training and education ambitions linked to lottery funding, need to look at activity plan and other funding streams. • Communication/Stakeholder Management Plan – key area of focus to be developed over the next stages of the project. <p>In response to questions, M Auger confirmed that discussions to be held with the project team to ensure that resources were available for delivery of the project. D Ousby advised that the procurement information had been prepared for the Guildhall Project (and other Town Deal projects) in September 2021 but had been put on hold, it was highlighted that external resources would be required to assist in the future delivery of the project.</p> <p>It was noted an officer progress meeting with J Grant was scheduled for 19 October 2022.</p> <p>J Curtis outlined the decision making process if the OMPB agreed the PID today. J Curtis referred to the 11 April 2022 Cabinet report which approved the Business Plan and following the unsuccessful lottery bid a further Cabinet report would be required – an interim report on progress and any changes to the business plans in 2023 followed by a full report in the autumn 2023 to provide options to take the project forward based on RIBA stage 2/3 costings and exploration of alternative funding sources.</p> <p>The OMPB did not conclude on approval of the PID and would therefore need to be considered by the OMPB before the Autumn 2023 Cabinet report.</p> <p>AGREED: Plan and timeline to be presented to Councillors in the near future and a presentation would be required to the Regeneration and Development Panel.</p>	<p>JG</p> <p>MA</p>
5	EXCEPTION REPORTING: WEST WINCH RISK REGISTER - G	

	<p><u>GREAVES</u></p> <p>The West Winch Risk Register was received.</p>	
6	<p><u>TOWNS FUND - EXCEPTION REPORTING - D HALL, J CURTIS - VERBAL UPDATE</u></p> <p>J Curtis commented that it was useful to cover the detail at Project Board meetings and asked what was required for the OMPB. J Curtis added that parameters were required for exception report to OMPB.</p>	
7	<p><u>KLIC FOLLOW UP REPORT (QUARTERLY MONITORING) - M HEAD - VERBAL UPDATE</u></p> <p>M Head, provided a verbal update as set out below:</p> <ul style="list-style-type: none"> • In June 2022 the board was presented with an update on the KLIC Lessons Learnt report, and the Management Action Plan regarding the Follow-Up recommendations from May 2021. There were 9 Follow-Up recommendations, all with an initial target date of the end of March 2022. • Four recommendation have now been completed; the newest being Critical documents being retained in a central file. This has been as a result of a Capital Programme audit where this was a recommendation as part of a wider project management discussions. • Three more recommendations will be completed once the OMPB Terms of Reference have been updated. • Two recommendations related to Legal Charges within projects, which are of an ongoing nature. Once it had been demonstrated that these recommendations had been implemented/being worked upon these will also be deemed to be completed. – EZ Spec Units suggested by L Gore to provide evidence that things have progressed 	
8	<p><u>WORK PROGRAMME</u></p> <p><u>17 November 2022</u></p> <ul style="list-style-type: none"> • Final Development Briefing Southgates. • Draft Terms of Reference for Post Project Evaluation of Refit 2 – R Wiseman to confirm. • Gateway Approvals/Approval BID (M Henry to discuss with R 	

	Eacott).	
9	<p><u>SCHEDULE OF MEETINGS 2023</u></p> <p>The draft Schedule of meetings was noted and would be considered together with the Terms of Reference.</p>	
10	<p><u>DATE OF NEXT MEETING</u></p> <p>17 November 2022 immediately following Project Development Group at 9.30 am, Teams.</p>	

The meeting closed at 11.35 am