

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**OFFICER MAJOR PROJECTS BOARD**

**Minutes of the Meeting of the above held on Monday, 30th January, 2023  
at 2.00 pm on Microsoft Teams**

**PRESENT:** Stuart Ashworth, Jemma Curtis, Michelle Drewery, Vanessa Dunmall, Duncan Hall, Matthew Head, Matthew Henry and Chris Upton.

		<b><u>ACTION</u></b>
<b>1</b>	<p><b><u>APOLOGIES</u></b></p> <p>Apologies for absence were received from L Gore, G Hall and R Wiseman.</p> <p>It was noted that D Gates and D Hall were attending another meeting and would join OMPB afterwards.</p>	
<b>2</b>	<p><b><u>MINUTES FROM THE PREVIOUS MEETING</u></b></p> <p>The Minutes from the meeting held on 17 November 2022 were agreed as a correct record.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"><li>• Guildhall – update given to recent meeting of Regeneration and Development Panel. M Auger will provide a response to the questions raised by Councillor M de Whalley.</li><li>• Draft Terms of Reference for Post Project Evaluation (Refit) – V Dunmall reported that this work was being progressed and would be brought back to OMPB for a decision on who would complete the Post Project Evaluation. To be placed on the work programme for April 2023.</li><li>• Terms of Reference – R Eacott to present a report to Management Team 31 January 2023.</li><li>• Towns Fund – J Curtis explained that the monitoring and evaluation return was submitted to Government in December 2022. A request to reprofile the spend for some projects had also been submitted but to date no response had been received. The Funding Agreements between the Borough Council and NCC had yet to be concluded. It was noted that a different model agreement would be required for the LCWIP</li></ul>	

	<p>schemes.</p> <ul style="list-style-type: none"> <li>West Winch Risk Register – S Ashworth asked if the Local Plan needed to be included as an entry.</li> </ul>	
3	<p><b><u>SUGGESTED CHANGES TO GOVERNANCE OF OMPB) - R EACOTT</u></b></p> <p><b>AGREED:</b> To be deferred to the next meeting to be held on 16 February 2023. [NB Date subsequently changed to 15 February]</p>	
4	<p><b><u>REFIT 2- S ASHWORTH</u></b></p> <p>S Ashworth provided an update on the current issues/problems and way forward as set out in the briefing note.</p> <p>It was noted that Ameresco engineers would be on site week commencing 30 January 2023 to try and resolve the issues and would report back following their visits.</p> <p>T Brooker explained that the Council would seek to achieve an integral contract that would look after all BMS systems.</p> <p>A question was raised if the grant required to be paid back – T Brooker to investigate.</p> <p><b>AGREED:</b> 1) An update would be reported to the next meeting of the OMPB on 16 February 2023.</p> <p>2) T Brooker to investigate if the grant required to be paid back.</p> <p>3) Feedback to be presented to the MMPB on 27 February 2023. Portfolio Holder to be briefed prior to MMPB.</p>	
5	<p><b><u>PROJECT HIGHLIGHT REPORTS - TOWN DEAL PROJECTS - DECEMBER 2022</u></b></p> <p>V Dunmall advised that the Project Highlight Reports had been presented to both the Town Deal Programme Board on 18 January and the Town Deal Board on 27 January 2023.</p> <p>The Board received an update on the Project Highlight Reports – Town Deal Projects as set out below:</p> <ul style="list-style-type: none"> <li>Active and Clean Connectivity.</li> <li>St George’s Guildhall and Creative Hub.</li> </ul>	

	<ul style="list-style-type: none"> <li>• King’s Lynn Youth Retraining Pledge.</li> <li>• Multi-User Community Hub.</li> <li>• King’s Lynn Rail to River Public Realm.</li> <li>• Riverfront Regeneration.</li> </ul> <p>The Board noted the proposal to be presented by R Eacott to Management Team on 1 February 2023 regarding changes to the Town Deal Programme Board and OMPB governance arrangements.</p> <p>Consideration to be given as to the mechanism to circulate monitoring reports to all Councillors for information.</p> <p><b>AGREED:</b> The Board noted the reports.</p>	
6	<p><b><u>WORK PROGRAMME 2023</u></b></p> <p><u>16 February 2023 [subsequently changed to 15 February]</u></p> <ul style="list-style-type: none"> <li>• Suggested changes to Governance of OMPB) - R Eacott</li> <li>• Refit 2 Update – S Ashworth</li> </ul> <p><u>19 April 2023</u></p> <ul style="list-style-type: none"> <li>• Refit 2 – Post Project Evaluation.</li> </ul> <p><b>Cabinet Report Header</b></p> <p>M Henry commented that the Cabinet Report Header could be amended to indicate if the project was a designated major project or not (or should be designated as such) to assist Cabinet.</p> <p><b>AGREED:</b> M Henry to discuss with A Baker/S Winter.</p>	MH
7	<p><b><u>BROWNFIELD LAND RELEASE FUND - J CURTIS</u></b></p> <p>J Curtis outlined the key points about the fund and sought the view of the Board whether an application for the Southgates should be submitted.</p> <p>The Board determined that an application should be pursued.</p> <p><b>AGREED:</b> 1) Southgates be put forward under BLRF.</p> <p>2) Issue ITT through the Homes England Framework to support completion of application and economic appraisal using funding from Southgates capital programme.</p>	<p>JC</p> <p>JC</p>

8	<p><b><u>SCHEDULE OF MEETINGS 2023</u></b></p> <p>The schedule of meetings was discussed.</p> <p><b>AGREED:</b> V Dunmall to call meetings under new arrangements where Democratic Services will no longer service the OMPB meetings.</p>	VD
9	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>15 February 2023, 10:45 via Teams.</p>	

**The meeting closed at 3.36 pm**