

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 16 th August 2023		Location: Via MS Teams			
Time: 10:45am		Chair: Oliver Judges			
Board Attendees					
Alexa Baker (AB)	Oliver Judges (OJ)	Michelle Drewery (MD)			
Optional Attendees					
James Grant (JG)	Juliana Fox-River (JF-R)	David Ousby (DO)			

Apologies					
Matthew Henry (MH)	Vanessa Dunmall (VD)				

		Action Log Ref No
1.	Apologies had been received and noted above.	
2.	Action Log – was reviewed, updates / new items noted onto the log and statuses updated accordingly. Action: Add Section 123 on Open Space to due diligence checklist being devised	22
3.	Notes from the previous meeting – it was agreed to feed back any required changes via email	
4.	MMPB update The paper was reviewed and the 3 recommendations agreed as follows: <ol style="list-style-type: none"> Note the frequency/dates of MMPB for the 2023/24 year Confirm that quarterly reporting will be started for MMPB wef April 2024 Agree that the PMO should work with Democratic Services to agree MMPB dates for 2024/25 An additional recommendation was proposed by AB which the Board agreed – this was to <ol style="list-style-type: none"> Instigate 'sifting' (or pre-MMPB) meetings with the Chair and Vice-Chair going forwards. Action: arrange quarterly MMPB meetings for 2024/25 and also arrange sifting meetings for all MMPB meetings in 2023/24 and ongoing	23
5.	Project Highlight Reports (PHRs) The Board discussed the importance of ensuring that financial information presented on PHRs tie in with the Capital Programme. Action: MD to discuss with Chris Upton to ensure consistency	24

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<p>a. <u>NORA EZ – Road Infrastructure</u> – Action: double check date of infrastructure timescales and RAG status of issues prior to issue</p> <p>b. <u>NORA EZ – Development of spec units – phase 1</u> – report content agreed</p> <p>c. <u>NORA EZ – Development of spec units – phase 2</u> – discussion over change of RAG statuses – were changed to ‘Green’ by the project team due to project being put on hold. Board determined that the financial element should still show as Red because the costs have escalated beyond the budget/caused viability issues. Action: Keep RAG status as red and add commentary to reflect this. Take report to next MMPB and then remove from the Major Projects list thereafter as it’s now on hold for 2-3 years.</p>	25
<p>d. <u>Major Housing – NORA 4</u> – JG, JF-R and DO joined the meeting for this item. JG outlined that the officers needed a steer for the timings of the post-project evaluation process. The question re timing is that although the house construction and infrastructure is complete, there is now a c.2yr process to get roads and drainage adopted, management company handover, etc. There are costs associated with these elements. The project therefore won’t be ‘complete’ for another 2-3 years. However, it’s recognised that if the evaluation process is left, opportunities to identify and apply the lessons, will/may be lost. Proposal is to undertake the review now, whilst recognising that there are elements still being completed. OMPB agreed that evaluation should be undertaken now, following completion of the main project; the post-project evaluation report should outline what remains outstanding and the timing / reporting of those, by exception.</p> <p>It was noted that the process agreed by MMPB in 2022 will be followed – MMPB will have the opportunity to input to the ‘terms of reference’ for the review.</p> <p>The Project Highlight Report was agreed.</p> <p>Action: JG / JF-R to commence the post project evaluation process and bring to OMPB in October, then on to MMPB in December 2023.</p>	26
<p>e. <u>Major Housing – Parkway</u> – Board asked to be kept updated on ACP funding – are the delays acceptable to Homes England. Action: NP to be asked re impact of extension from HE perspective (on all relevant projects, not just Parkway).</p> <p>f. <u>Major Housing – Salters Road</u> – report content agreed</p> <p>g. <u>Major Housing – Southend Road</u> – report content agreed</p> <p>h. <u>West Winch Growth Area</u> – query to be raised around one emerging risk. Subject to this, report content agreed. <i>[Subsequent to the meeting, the Project lead has confirmed no change required to the report as at end of July; a verbal update on matters will be provided to MMPB at the meeting in September.]</i></p> <p>i. <u>Southgates – Place Making</u> – report content agreed</p> <p>j. <u>Southgates – STARS</u> – report content agreed</p> <p>k. <u>3G pitch</u> – changes required to the way the financial elements are outlined.</p>	27 19 (already on action log)

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	Subject to this, report content agreed	
6.	AOB None raised	
	Date of next meeting: Weds 18 th October 2023, 10:45 via Teams	