

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 2 nd January 2024		Location: Via MS Teams			
Time: 3:00pm		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)	Vanessa Dunmall (VAD)	
Optional Attendees					

Apologies					

		Action Log Ref No
1.	Apologies – none	
2.	Action Log The Action Log was reviewed and updated accordingly.	
3.	Notes from previous meetings The Board reviewed the notes from the two meetings held in November. <u>24.11.2023</u> An additional action was added to reflect responsibilities of the Project Accountant post. <u>30.11.2023</u> Changes were made to wording around timings and sources of Guildhall funding.	
4.	Project Highlight reports covering Oct / Nov 2023 as noted below were reviewed and agreed by the Board. <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure b. P-21.03a NORA EZ – Development of spec units – phase 1 c. P-21.05 Major Housing – Parkway (Florence Fields) d. P-21.06 Major Housing – Salters Road e. P-21.08 Major Housing – Southend Road f. P-21.09 West Winch Growth Area g. P-21.10a Southgates – Place Making h. P-21.10b Southgates – STARS i. P-21.18 3G pitch 	

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	<p>Town Deal project highlight reports covering November 2023 were considered by OMPB members at the Town Deal Programme Board held on 13.12.2023.</p> <ul style="list-style-type: none"> j. P-21.11 Guildhall & Creative Hub k. P-21.12 Active & Clean Connectivity l. P-21.14 Riverfront Regeneration m. P-21.15 Rail to River public realm n. P-21.16 Multi-User Community Hub o. P-21.17 Boost <p>Discussion took place whilst reviewing the reports around amending the definition of the Risks & Issues RAG rating definition. Agreed to make change to the Project Highlight report template to encompass</p> <ul style="list-style-type: none"> - Report writing date [already on Action Log – no 33] - Update definition of Risks & Issues RAG rating - Add a commentary section for Risks & Issues – to give a place to provide further commentary and expand on any ‘Reds’ - Amend financial table once agreed by Portfolio Holder [No 38 on Action Log] 	<p>Additional requirements added to no. 33</p>
5.	<p>Forward work programme</p> <p>Forward work programme was reviewed and agreed.</p>	
6.	<p>AOB</p> <p>There was none.</p>	
	<p>Date of next meeting: Weds 14th February 2024 via Teams</p>	