

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Date: 17 th April 2024	Location: Via MS Teams
Time: 10:45am	Chair: Oliver Judges

Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	Michelle Drewery (MD)	James Arrandale (JA)		
Optional Attendees					
David Ousby (DO)	James Grant (JG)				

Apologies					

		Action Log Ref No
1.	Apologies	
2.	Action Log The Board reviewed the Action Log and it was updated accordingly.	
3.	Notes from the previous [regular] meeting Notes from the March 2024 meeting were reviewed and agreed. It was noted that the notes from the additional meeting held on 2 nd April were not available for review and that these would be agreed via email.	
4.	Project Highlight Reports Project Highlight Reports covering February & March 2024 as follows, were reviewed. As a general point, the Board noted that the financial figures on the reports may not be the final figures for the year end due to final adjustments that finance would still be working on. The final position will be noted as part of the out-turn report that goes to Cabinet. a. P-21.02 NORA EZ – Road Infrastructure - Noted that there are significant delays and concern over different elements of the project, reflected in the RAG ratings. Queries are being urgently progressed with NCC. - Report agreed.	

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	<ul style="list-style-type: none"> b. P-21.03a NORA EZ – Development of spec units <ul style="list-style-type: none"> - Report agreed. c. P-21.05 Major Housing – Parkway (Florence Fields) <ul style="list-style-type: none"> - JA confirmed that legal opinion has confirmed that the sub-contractor issue on this site is not BCKLWN's. - Issues comments need to be refreshed prior to publication. - Subject to these changes, report agreed. d. P-21.06 Major Housing – Salters Road <ul style="list-style-type: none"> - Detail to be added around dwellings completed/outstanding. - Impact of the loss of groundworks contractor and RAG rating to be considered again. - Subject to these changes, report agreed. e. P-21.08 Major Housing – Southend Road <ul style="list-style-type: none"> - Noted that MMPB will receive a presentation on this project at the mtg on 13.05.24. - Report agreed. f. P-21.09 West Winch Growth Area <ul style="list-style-type: none"> - Resources RAG rating to be re-considered prior to publication. - Subject to this, report agreed. g. P-21.10a Southgates – Place Making <ul style="list-style-type: none"> - Report agreed. h. P-21.10b Southgates – STARS <ul style="list-style-type: none"> - Report agreed. <p>P-21.18 – 3G Sports Pitch: The Board noted that at its last meeting, MMPB determined that they did not wish to continue seeing a Highlight Report for this project. The minutes of the previous MMPB meeting noted that this may need to be a request to Cabinet (as Cabinet determines which projects are on the list for MMPB to monitor). OMPB considered that as this project will continue to be reported on the Capital Programme monitoring, assurance will still be obtained and reported, so no further action is required. It was agreed that this would be noted on the 'Project Overview' summary report produced for MMPB.</p> <p>The Board noted that Project Highlight Reports covering Town Deal projects for March 2024 had been reviewed and agreed at the Town Deal Programme Board held earlier on 17.04.24.</p>	
5.	<p>Agree items for MMPB meeting to be held on 13.05.2024</p> <ul style="list-style-type: none"> - Standing items were noted. - Proposed items: <u>NORA 4 Post Project Evaluation Report</u> – DO and JG attended the meeting for this item. The Board discussed the process of putting the evaluation report together as this was the first project that went through this process. The project team 	

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Borough Council of
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West Norfolk**



	<p>confirmed that the process was useful and the report template report worked well.</p> <p>JG talked through the content of the report and responded to questions that the Board had. The report was agreed.</p> <p>- Southend Road Focussed Project Presentation – JG talked through the presentation and responded to questions. As this is a live project, with commercial confidentiality to be considered, it was agreed that whether the presentation (or some parts of it) should be exempt would be discussed further with relevant officers. The content was agreed subject to agreement re open / exempt session.</p>	
6.	<p>Forward Work Programme</p> <p>This was not reviewed at this meeting due to time constraints.</p>	
7.	<p>AOB</p> <p>The Board noted that the meetings were now moving to a quarterly rhythm.</p>	
	<p>Date of next meeting: Weds 17th July 2024 @ 10:45 via Teams</p>	