

OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Date: 22 nd October 2024		Location: Via MS Teams			
Time: 2:30pm		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Matthew Henry (MH)	James Arrandale (JA)	Michelle Drewery (MD)		
Optional Attendees					

Apologies					
Vanessa Dunmall (VAD)					

		Action Log Ref No
1.	Apologies – VAD	
2.	Action Log The Board reviewed the Action Log and actions were updated accordingly.	
3.	Notes from the previous meeting Notes from the July 2024 meeting were considered; it was noted that these had already been reviewed / agreed in July by MH before sending for publication to the August MMPB mtg due to condensed timings.	
4.	Project Highlight Reports Project Highlight Reports covering Q2 2024/25 as follows, were reviewed. Of note: <ul style="list-style-type: none"> The Board determined that financial information should not be reported for this quarter; this is due to the ongoing resource issues in the finance team as well as a need to update how the information is shown. A session to review the financial aspects will be set up. <i>[Further to this point, an initial mtg has been set up for 12.11.24]</i> The Board asked for a review of the Gantt chart information shown on all reports, as this does not show original programme vs revised programme vs actual. It was acknowledged that this will take time/resource to review and enhance. All reports discussed as follows are <ul style="list-style-type: none"> a. P-21.02 NORA EZ – Road Infrastructure 	

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	<ul style="list-style-type: none"> - Report agreed. 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"> - Subject to amending title to Florence Fields (Parkway), report agreed. d. P-21.06 Major Housing – Salters Road <ul style="list-style-type: none"> - Check required around update to Capital Programme. - Subject to the requested changes/checks, report agreed. e. P-21.08 Major Housing – Southend Road <ul style="list-style-type: none"> - One update required under ‘Other Matters’ - Subject to the requested change, report agreed. f. P-21.09 West Winch Growth Area <ul style="list-style-type: none"> - Report agreed. g. P-21.10a Southgates – Place Making <ul style="list-style-type: none"> - One update required under ‘Other Matters’ - Subject to the requested change, report agreed. h. P-21.10b Southgates – STARS <ul style="list-style-type: none"> - Various minor commentary changes required. - Reduce decimal places on financial information given, to 1 decimal place. - Subject to the requested change, report agreed. i. P-23.08 Lynnsport 1 <ul style="list-style-type: none"> - Report agreed. <p>The Board noted that Project Highlight Reports covering Town Deal projects for September 2024 had been reviewed and agreed at the Town Deal Programme Board held previously on 16.10.24.</p>	
5.	<p>Agree items for MMPB meeting to be held on 11.11.2024</p> <ul style="list-style-type: none"> - Standing items for MMPB were noted. - Proposed items: <ul style="list-style-type: none"> ○ Overview of process and definition of projects – MH/VAD meeting Cllr Blunt re this on 23.10.24. Update will be given to Chair ahead of the next MMPB meeting. ○ Major project engagement with Planning and Conservation – work underway on report – Riverfront Regeneration being used as an example as per agreement with the Leader. <p>Other items noted on the agenda are to remain as ‘to be programmed’ items.</p>	
6.	<p>Forward Work Programme</p> <p>This was reviewed.</p>	
	<p>Date of next meeting: Weds 16th October 2024 @ 10:45 via Teams</p>	

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Borough Council of
**King's Lynn &
West Norfolk**

