

Otterpool Park LLP - Members/Owners

Held at: Boulogne Room - Civic Centre Folkestone and Teams
(Hybrid meeting)

Date Monday, 8 April 2024

Present Councillors Jim Martin and Rebecca Shoob

Apologies for Absence Councillor Connor McConville

Officers Present: Owners side:
Susan Priest (Chief Executive), Ewan Green (Director of Strategy and Resources), Amandeep Khroud (Assistant Director), *Lydia Morrison (Interim S151 Officer) and Jemma West (Democratic Services Senior Specialist)

Otterpool Park LLP side:
Gary Ridgewell (Managing Director), Sean Howarth (Commercial Manager), and *Dinah Roake (Non Executive Director)

* Attended remotely

1. **Declarations of interest**

There were no declarations of interest at the meeting.

2. **Minutes**

The minutes of the meeting held on 19 December 2024 were agreed as a true record of the meeting.

3. **Transition Planning**

The OP LLP Managing Director gave an update on various matters related to transition, and the following points were discussed:

- Since in the role, he had worked to reduce overhead costs and contract obligations as part of developing the transition budget. A staffing restructure had been completed and work would continue to limit spend where possible.

- Engagement with landowners was ongoing in relation option agreements.
- In terms of the current work programme, work had continued on the schedules for S106 agreement. The schedule for transport had now been received from Kent County Council, and the education and drainage schedules were still outstanding. Discussions are ongoing with KCC to finalise S106 detail.
- The Education Trust has been made dormant, pending confirmation of the direction for delivery of the Otterpool scheme, and this needs formal notification to the Council.
- The proposals for the development of a solar farm would be brought to Cabinet for consideration in May 2024.
- There is desk and meeting space available at the OPLLP Jockey Club which FHDC staff can utilise.
- Work to develop options for the phased delivery and financial model for Otterpool Park was underway and is likely to complete in 2-3 months.
- Discussions with Homes England about their role in delivery of the project remain positive and will inform the work on phasing and financial modelling.
- In line with the end of current term appointments for Directors there will be a review of Board membership. This will ensure that the Board has the required range of skills and experience required as the project moves into its next phase. There was a discussion on the role of the Board to support the Managing Director through the transition phase of the project.

4. **Finance Update**

The Commercial Manager, OP LLP, set out his presentation which gave an update on the transition plan budget to date.

It was noted that some budget was required to meet health and safety requirements for the reservoir and secure buildings not in operational use. It was agreed that the council's Health and Safety Officer be asked to complete a risk assessment and ensure that all health and safety matters are identified and managed effectively.

The Chief Executive advised that finance updates for the LLP would be combined in the quarterly financial reports to Cabinet going forward, to ensure Members were kept fully informed on progress in the delivery of the Transition Plan.

The Leader thanked Sean for the update and welcomed the clarity in the way in which the information was presented.

5. **Strategic Risk Register**

The risk register was noted.

It was also noted the risks set out were from the owners' perspective, and that in due course, the Otterpool Park LLP risks would be included, as per the recommendations of the governance review.

6. **Any other business**

There was no other business.