



Agenda

Meeting: **Otterpool Park LLP - Members/Owners**
Date: **25 May 2021**
Time: **2.00 pm**
Place: **Zoom – remote meeting**

To: **Council Representatives:**
Councillors Miss Susan Carey and David Monk
Nominee representative: Ewan Green (Director of Place)
Statutory Officers: Susan Priest (Chief Executive), Amandeep Khroud (Assistant Director, Governance and Law) and Charlotte Spendley (Director of Corporate Services)

Otterpool Park LLP representatives:
Luke Quilter (Chairman)
Councillors Mrs Jenny Hollingsbee and Rebecca Shoob (Directors)
John Bunnett and Andy Jarrett (Directors)

This meeting will not be open to members of the public

1. **Apologies for absence**
2. **Minutes of the previous meeting (Pages 3 - 4)**
3. **Shared Objectives**
To receive a paper outlining the shared objectives of the Council and LLP.
4. **Business Plan**
To receive a progress report on delivery and key milestones.
5. **Finance and Resourcing**
To receive a finance update report and to consider future staffing resources.

Queries about the agenda? Need a different format?

Contact Jemma West – Tel: 01303 853369
Email: jemma.west@folkestone-hythe.gov.uk or download from our
website www.folkestone-hythe.gov.uk

6. **Governance Framework**

To consider progress in relation to:

- Strategic Land Agreement
- Funding Agreement(s)
- LLP Operational Policies

7. **Strategic Risk Register**

To note and review the latest update to the Strategic Risk Register.

8. **Any other business**

To consider an Annual General Meeting in 2021.

Minutes

Otterpool Park LLP - Members/Owners

Held at:	Zoom - remote meeting
Date	Wednesday, 24 February 2021
Owners' Representatives Present	Councillor David Monk (Folkestone and Hythe District Council) and Ewan Green, Director of Place.
Apologies for Absence	Councillor Miss Susan Carey.
LLP Directors Present	Luke Quilter (Chair of the Board), Councillors Mrs. Jennifer Hollingsbee and Rebecca Shoob, John Bunnett and Andy Jarrett.
Officers Present:	Amandeep Khroud (Assistant Director), Susan Priest (Chief Executive), Charlotte Spendley (Director of Corporate Services) and Jemma West (Committee Service Specialist).
Others Present:	Miranda Chapman (Pillory Barn).

1. **Minutes of previous meeting**

The minutes of the meeting held on 17 November 2020 were agreed as a true record.

2. **Business Plan - Phase 1 Masterplan**

Julia Wallace, Masterplanning Project Manager, gave an extensive presentation which set out phase 1 of the masterplan.

She and John Bunnett, Managing Director, responded to a series of questions raised and made points including the following:
following:

- With regard to the location of the Health Centre, further discussion was needed with the CCG. There was flexibility on the location.
- Soft market testing had taken place with developers, on a local, regional and national level.
- The causeway was originally planned to be for pedestrians and cyclists, but options were being considered to potentially allow traffic along part of the causeway.

- With regard to connectivity to public transport, the proximity to the train station was important, and the train station was only a five minute walk away. There was a bus only crossing on Stone Street, but transport providers were working on further plans around this.
- Underground parking would not be considered as part of Phase 1, but could be something for consideration in the future.
- The phase 1 masterplan is a tier 2 planning document but will be submitted to support the outline planning application. Consultation with the public on the draft plans is due to start on 19 March.
- Discussions were ongoing with Highways England around the objections they had raised at the Core Strategy Examination in Public.

Members noted the very informative update.

3. **Community Engagement - Virtual Community**

Miranda Chapman of Pillory Barn gave a presentation which set out plans on consultation with a virtual community. The following points were discussed:

- The 100 people within the virtual community were not all residents from within the district, to ensure varying perspectives were sought.
- There was a lot of flexibility within the engagement plan.

Members noted and supported the presentation.

4. **Strategic Risk Register**

John Bunnett, Managing Director gave a detailed update on the Strategic Risk Register, advising on variations since the previous update in November. Members discussed various risks and mitigations in place and agreed to keep the matters under close review.

5. **Variations to Members' Agreement**

The Assistant Director of Governance and Law advised of three main changes to the agreement since it was presented at Cabinet on 20 January. These included:

- With regard to the payment of interest, this would be payable on capital contributions.
- Clarity to state that the business plan would be for a five year period, with annual updates.
- The notice period on meetings had been reduced from 10 working days to 5, in line with the council's general practise.

Members noted the update.

6. **Any other business**

There was no other business.

Agenda Item 3

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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