



Agenda

Meeting: **Otterpool Park LLP - Members/Owners**
Date: **17 September 2021**
Time: **10.00 am**
Place: **Remote meeting - Zoom**

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. **Declarations of interest**
3. **Minutes of the previous meeting**

To agree the minutes of the meeting held on 25 May 2021 as a true record.

4. **Business Plan**

To receive a progress report on delivery of key milestones.
To receive an update on communications.

5. **Finance and resourcing**

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Email: committee@folkestone-hythe.gov.uk
or download from our website
www.folkestone-hythe.gov.uk

To receive the Otterpool Park LLP audited statement of accounts.
To receive an update on staff resources.

6. **Governance Framework**

To receive an update on:

- Strategic Land Agreement and Funding Agreement(s)
- Member's Agreement
- LLP Operational Policies

7. **Strategic Risk Register**

To note and review the latest update to the Strategic Risk Register (with attention to risks that have been reviewed / re-profiled)

8. **Any other business**

Minutes

Otterpool Park LLP - Members/Owners

Held at: Zoom – remote meeting

Date: Tuesday, 25 May 2021

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)

Mark Dodson (Senior Accountant)

1. **Minutes of the previous meeting**

The minutes of the meeting held on 24 February 2021 were agreed as a true record.

2. **Shared Objectives**

The Director of Place outlined the draft document which set out the shared objectives of both the owners and the LLP.

The following points were discussed:

- Agreement that the document was helpful and established a positive working framework to guide operational delivery of the project for both the LLP and Council resources.
- With regard to point (f), an amendment was agreed to include the words ‘for the benefit of the district’ to better reflect the ambition of the Council. It was felt that the objectives did not need to specify the level of profit expected, as this was set out in the business plan.
- With regard to point (l), the reference to providing sports provision was ill-defined in respect of the scope of the provision and the lead body for delivery. However, the word ‘enable’ allowed the necessary flexibility.
- Under point (a), a bullet point could be added in respect of Otterpool Park’s role in meeting local housing need and that this also be reflected in the Council objectives.

The shared objectives were agreed subject to the amendments being made and it was agreed these would be kept under review as the project progresses.

3. Business Plan

John Bunnett, Managing Director, presented the Quarterly Board report and sought opinion on the timeline for actively marketing the site as current market conditions are reported to be favourable.

An extensive discussion took place and it was agreed that, subject to the relevant agreements being in place, that marketing start on a 'subject to planning consent' basis.

The Managing Director advised that although the planning application was expected to be considered at committee in Quarter one of 2022, it was difficult to give a more precise timeline until the Local Plan inspector had reported. The LLP and Council were working to finalise a number of strategic issues ahead of the Local Plan examination reopening in June and concluding in the autumn 2021.

4. Finance and Resourcing

The Senior Accountant gave a detailed presentation and update on the unaudited accounts for 20/21.

A discussion took place about the intended timescales for ensuring the relevant legal agreements were in place to facilitate activity as per the agreed business plan.

The Director then gave an update on resourcing activities, advising on a number of roles which needed to be filled. The necessary HR policies and frameworks were also being progressed in parallel to allow the LLP to directly employ appropriate staff. A discussion then took place on communications for the project, including social media engagement.

The update was noted.

5. Governance Framework

The Director for Corporate Services advised that an external legal consultant was providing the council with additional capacity and expertise and drafting the important documents in respect of the Strategic Land Agreement, Funding Agreement(s) and LLP Operational Policies. These were expected to be finalised within the coming weeks which would be subject to internal review and agreement as per the delegations in place.

6. Strategic Risk Register

The updated risk register was discussed in detail and contents noted. No new or significant strategic risks were highlighted.

7. **Any other business**

AGM 2021

The Chief Executive advised that the Monitoring Officer had confirmed there was no legal requirement from the Council's perspective for an Annual General Meeting. It was a matter for the LLP. It was therefore agreed that no AGM be held, but arrangements be in place for the Statement of Accounts to be formally presented to the Council at the next meeting of the Owners in September 2021.

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