



# Agenda

Meeting: **Otterpool Park LLP - Members/Owners**  
Date: **11 May 2022**  
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), Charlotte Spendley (Director of Corporate Services) and Jemma West (Committee Services Specialist).

**Otterpool Park LLP representatives:**  
Luke Quilter (Chairman),  
Councillors Mrs Jenny Hollingsbee and Rebecca Shoob (Directors),  
Andy Jarrett (Director) and Mark Dodson (Head of Finance).

## **This meeting is not open to the public**

1. **Apologies for absence**
2. **Declarations of interest (Pages 3 - 4)**
3. **Minutes**

To confirm as a true record the minutes of the meeting held on 14 January 2022.

4. **Business Plan Update**

This report provides an update from Otterpool Park LLP Managing Director in relation to delivery of the business plan. The report also presents the outcome of the process to select housebuilders for Phase One of the Otterpool Park masterplan.

### **Queries about the agenda? Need a different format?**

Contact Jemma West – Tel: 01303 853369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our website

[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

5. **Finance update**

To receive an update on finance for 2021-22.  
To receive an update on staff resources.

6. **Governance Framework**

To receive an update on:

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

7. **Strategic Risk register**

This Strategic Risk Register for the Otterpool Park LLP (as at May 2022) is presented for review, with attention to risks that have been reviewed / re-profiled.

8. **Any other Business**

1. Engagement with Homes England
2. Promotional Film

## **Declarations of Interest**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

#### **Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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# Minutes

## Otterpool Park LLP - Members/Owners

Held at: Remote meeting - Zoom

Date: Friday, 14 January 2022

Present: **Council Representatives:**

Councillors Miss Susan Carey and David Monk.  
Nominee representative: Ewan Green (Director of Place).  
Statutory Officers: Charlotte Spendley (Director of Corporate Services), Amandeep Khroud (Assistant Director, Governance and Law) and Jemma West (Committee Services Specialist).

**Otterpool Park LLP representatives:**

Councillors Mrs Jenny Hollingsbee and Rebecca Shoob.  
Mark Dodson (Head of Finance), Andy Jarrett (Chief Strategic Development Officer) and John Bunnett (Development Director).

Apologies for Absence: Susan Priest (Chief Executive).

1. **Declarations of interest**

There were no declarations of interest at the meeting.

2. **Minutes**

The minutes of the meeting held on 17 September 2021 were agreed as a true record of the meeting.

3. **Otterpool Park LLP - Updated Business Plan 2022**

The Managing Director presented the updated Business Plan, drawing attention to the update on the property market, the Infrastructure Strategy and Land Disposal Strategy.

The Managing Director then responded to various questions. He advised that in terms of the criteria for assessing commercial bids for land, price and quality will be key factors. He also confirmed that an initial 25 units had been identified for

self-build, but it was anticipated that there would be a larger number over the lifetime of the project. In terms of providing housing for older residents this would likely be addressed through larger scale house builders or partners and include a range of different options.

4. **Finance and resourcing**

The Senior Accountant outlined the Otterpool Park LLP finance headlines.

The Director for Corporate Services confirmed she had no concerns.

Members noted the update.

5. **Governance Framework**

The Director of Place gave an update on the Strategic Land Agreement, and advised that it would be formally signed the following month.

The Director of Corporate Services then gave an update on the Funding agreements (examples of which had been included in the agenda pack). She advised that there were a number of technical finance questions presently being reviewed ahead of completing the agreements, but this was not holding up progress with the work of the LLP.

Members noted the updates.

6. **Strategic Risk Register**

Members noted the latest update to the Strategic Risk Register.

7. **Any other business**

- **Engagement with Homes England**

The Managing Director gave an update and advised that engagement was ongoing in relation to development and potential funding. An outline joint venture offer received from Homes England had not been taken further as the terms were not agreeable.

- **Cabinet Secretary Visit 24 November 2021**

The Director of Place gave an update following the visit by the Cabinet Secretary, Simon Case. Informal feedback had been positive.

- **KCC Members' Tour**

The Leader advised that discussions had taken place around inviting KCC Members to visit the development.

- **Stewardship**

The Director of Place advised that a report setting out a defined framework for Stewardship would be coming before Cabinet in April, and would include detail on establishing a stewardship body, assets to be included in the stewardship plan and an overview of funding and charges.

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