

**OTTERPOOL PARK LIMITED LIABILITY PARTNERSHIP**

**MEETING OF THE MEMBERS**

**MINUTES**

Date: 22 September 2020

Time: 5pm

Venue: Remote Meeting –

<https://us02web.zoom.us/j/8535881443?pwd=SFMxTUZyZ0VUQUIZYUZ5ZnlydXVQUT09>

Attendees: David Monk (DM), Susan Priest (SP), John Bunnett (JB), Charlotte Spendley (CS) , Ewan Green (EG), Andy Jarrett (AJ), Amandeep Khroud (AK), Luke Quilter (LQ), Sally-Anne Logan (SAL), Jennifer Hollingsbee (JH), Rebecca Shoob (RS), Susan Carey (SC)

Apologies: Dinah Roake (DR) – on annual leave.

<b>Meeting with the Board of the Limited Liability Partnership</b>		
<p>The Leader welcomed all participants to the first meeting of the partnership.</p> <p>He introduced the newly appointed members of the LLP and each said a little about themselves.</p> <p>Cllr Carey advised that she was acting as a deputy to the Leader for the purpose of these meetings. Council officers also introduced themselves.</p>		
<b>Progress Report</b>		
<p>JB gave an update on progress being made, focusing primarily on the emerging business plan due for cabinet approval in January 2021.</p> <p>AJ presented a series of slides, covering a range of items, including: (a) preparation for the Local Plan Core Strategy Review, with hearing dates scheduled for the first 2 weeks of November; (b) deliverability and viability; (c) transport; (d) heritage; and (e) landscape.</p> <p>JB gave assurance that all necessary governance arrangements are in place. Debate then focused on the priority of securing and delivering physical infrastructure and the potential roles from 3 main groups of interested partners:</p> <ul style="list-style-type: none"><li>• Major national organisations;</li><li>• Local and regional developers; and</li></ul>		

<ul style="list-style-type: none"> <li>• Smaller local business.</li> </ul> <p>Debate also touched on the potential uses for the commercial space and for the potential of self-build.</p> <p>Extensive debate was held across all these issues.</p>		
<b>Budget &amp; Resources</b>		
<p>AJ presented a summary of the budget and the use of resources to date. Members were advised of a strong financial system being in place focused on a monthly management reporting system.</p> <p>Members were satisfied that a series of appropriate control measures have been put in place.</p>		
<b>Key Risks &amp; Controls</b>		
<p>A detailed and strategic risk register is in place. Debate covered strategic risk mitigation measures.</p> <p>A corporate oversight group within the council has been set up to provide an officer interface to support progress of council and LPA priorities with the LLP.</p> <p>Communications continue to be an important aspect of the project, with more public consultation planned. Community engagement is ongoing, particularly with local Parish Councils and local schools, and the subsequent debate highlighted the benefits from a stronger OP brand profile.</p>		
<b>Schedule of Meetings for 2020 / 21</b>		
<p>In line with the Shareholders Agreement, quarterly meetings will be held.</p> <p>Forward Schedule:-</p> <ul style="list-style-type: none"> <li>• Progress on Planning</li> <li>• Progress of Business Plan</li> </ul>	TS	
<b>Any Other Business</b>		
<p>SP explained that the council is exploring alternative locations for the district civic suite and that further conversations would be held between officers and reported in due course.</p>		

The meeting ended at 18.20.		
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