



# Agenda

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

Meeting: **Otterpool Park Working Group**  
Date: **25 June 2020**  
Time: **10.00 am**  
Place: **Virtual Zoom Meeting**

To: **Working Group members** - Councillors Gary Fuller, Michelle Keutenius, Jim Martin, David Monk (Chairman), Terence Mullard and David Wimble **and all other Councillors.**

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes**

To note the minutes of the meeting held on 4 June 2020.

4. **Design Code**

Presentation by consultants Tibbalds to describe work on the Otterpool Park Design Code to date, followed by workshop discussion.

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

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## **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 Working Group

Held at:	Vitual Zoom Meeting
Date	Thursday, 4 June 2020
Present	Councillors Gary Fuller, Jim Martin, David Monk (Chairman), Terence Mullard and David Wimble
Apologies for Absence	Councillor Michelle Keutenius
Officers Present:	Andy Blaszkowicz (Director of Housing and Operations), Kate Clark (Case Officer - Committee Services), Adrian Hammond (Housing Strategy Manager), Andy Jarrett (Chief Strategic Development Officer), Amandeep Khroud (Assistant Director), Sue Lewis (Committee Services Officer), Susan Priest (Chief Executive), Dave Shore (Strategic Development Projects Manager), Charlotte Spendley (Director of Corporate Services) and Julia Wallace (Masterplanning Project Manager)
Others Present:	Councillors Tim Prater, Ian Meyers, Lesley Whybrow and Connor McConville  Chris Wheaton and Robert White (Quod) and Tim Mitford-Slade (Strutt and Parker)

### 25. **Declarations of Interest**

There were no declarations of interest.

### 26. **Minutes**

The minutes of the meeting held on 20 May were submitted and approved.

### 27. **Housing**

Chris Wheaton and Robert White, Quod presented members with an overview of the updated draft Otterpool Park Housing Strategy, as summarised below. An initial housing strategy was submitted in February 2019 as part of the outline planning application. A number of key areas for refinement were highlighted by the local planning authority and these are reflected in the updated document.

- Approach – research and surveys are the best way to identify needs and a way forward.
- Local Needs – meeting the needs of local residents directly affected by the development. A housing needs survey was carried out through the 6 parishes nearest to the site. This involved face to face interviews with 513 local residents. Results of which clearly defined a need predominantly for housing and not flats, private sale or rent element and with an element of affordable housing.
- On-site demand – meeting the needs of key workers such as doctors, teachers and shop workers to be able to live and work on the site. Based on the Economic Strategy there is a need for a mixture of unit sizes to accommodate all with varying incomes and again should be affordable.
- Supporting and growing the Local Economy – meeting the needs of local businesses, together with attracting new businesses to the site. A survey of 600 local businesses is being carried out. Internet connectivity is critical for not only businesses but those home working too.
- Wider affordable need – meeting local needs on the site and wider area of the district. Based on analysis including 2017 Strategic Housing Market Association (SHMA) which is a core document underpinning the core strategy, household incomes data, census data, housing waiting lists and home choice survey. Clearly there is a need to focus on intermediate homes to ensure a mixed and balanced community.
- Market demand – meeting the need for market homes based on a review of data and comparable schemes. A diverse mix of homes will ensure residents can stay for life if they so wish, providing a stable environment, diverse housing and affordability.
- Cumulative mix – looking at the supply of housing, ensuring it is delivered, sustainable and affordable within the site but reviewing continuously as progress is made.
- Delivery – section 106 agreement requirements are met with overall proportion of affordable homes in each phase, mix of units, allocation process and ongoing monitoring as detailed phases are fixed with a local survey at each phase.

Members paid particular attention to the following:

- Source of the data presented.
- Engaging with more people across the District and outside of the development site.
- Communicating the project to residents regularly.
- Further statistics on housing allocations.
- Transparency.
- Jobs and how they are reflected in the development – clarity of numbers is requested. Further information on employment will be provided to members following the meeting.

It was agreed that future reports presented to the working group would contain as much detail and context as possible for members to discuss.

It was also agreed that when practicable press releases will be made to update residents on progress.

Tim Mitford-Slade, Strutt and Parker will provide a written update to members following the meeting.

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