

## Otterpool Park LLP - Members/Owners

Held at: Hybrid meeting - Folkestone Room/Teams

Date: Wednesday, 30 August 2023

Present: **Council representatives:**  
Councillors Jim Martin, and Tim Prater .  
Ewan Green (Director of Place), Amandeep Khroud (Assistant Director), Lydia Morrison (Interim S151 Officer), Susan Priest (Chief Executive) and Jemma West (Democratic Services Senior Specialist)

**Otterpool Park LLP representatives:**  
Councillors Connor McConville and Rebecca Shoob,  
Andy Jarrett (Managing Director), Duncan Thomas (Development Director), Peter Wignall (Legal and Governance Advisor).

Apologies for Absence: Mark Dodson (LLP Finance Director)

### 1. **Declarations of interest**

There were no declarations of interest at the meeting.

### 2. **Minutes**

The minutes of the meeting held on 13 February 2023 were agreed as a true record.

### 3. **Governance Review**

The Director of Place introduced the report which set out the findings and recommendations from the governance review of the Otterpool Park project, carried out by Local Partnerships. He advised that a joint Action Plan for both the LLP and the Council was being drafted and would be monitored to ensure that the recommendations for action are addressed.

The Chief Executive advised that the review had been carried out at the request of the council, and was a proactive action in order to support good practice.

Members of FHDC and the LLP thoroughly reviewed the report and commented on various aspects including the following:

- How would decisions be made where the recommendations suggested an action which required a decision?
- What was the timeframe on the action plan?

The Chief Executive responded to the matters raised and made points including the following:

- The Leader had delegated authority in terms of the composition of the Board, and that any other recommendations needing decisions would be addressed through established delegated decision making processes in place. She offered reassurance that any decisions necessary outside of the delegation scheme would be brought to the appropriate Committee for decision.
- The Action Plan was in development and would be agreed at the Joint Operations Board and reported to Audit and Governance Committee via the council's normal internal audit activities.

The item was welcomed, and the update was noted.

#### 4. **Urgent item - Strategic Funding**

The Managing Director of the LLP outlined the latest situation in terms of Strategic Funding.

A full discussion took place on various financial matters, including work currently in-progress relating to the proposed delivery approach of the project, and the update was noted.

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#### 5. **Otterpool Park LLP - Delivery Plan**

The Managing Director of the LLP gave an update on the delivery plan. It was agreed that the immediate focus of activity, while the funding reviews conclude, would necessarily continue to be on land acquisition for essential infrastructure and planning work. Clarity was sought on delivery milestones and the necessary budget required for the coming 12-18 months to support council decision-making through September and October 2023.

#### 6. **Any other business**

The Chief Executive noted her disappointment that a detailed financial report and an updated risk assessment was not available for the meeting. The owners side requested that the register be brought to the next meeting, and key matters of risk be shared with Folkestone and Hythe District Council Members via the forthcoming reports to OSC and Cabinet.

