

OTTERPOOL PARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 21st February 2022

Place: The Jockey Club, Folkestone Racecourse, Stone Street, Westenhanger

Directors present: John Bunnett, Andy Jarrett, Luke Quilter (chair), Rebecca Shoob, Sally-Anne Logan; Jenny Hollingsbee

Others present: Donna Brace, Peter Wignall, Mark Dodson, Julia Wallace, Tamasin Jarrett

44. Apologies for absence

Apologies were received from Dinah Roake

45. Declarations under the code of conduct

46. Minutes of the meeting of 23rd November 2021

To agree the minutes of the meeting of 23rd November 2021

Decision:

The minutes were agreed

47. Sustainability Policy

Report No 23 – set out the sustainability policy as the basis for developing a decision support tool.

Decision: That the policy be agreed subject to:-

- The deletion of the word “vision” from “Sustainability Vision Statement” and
- The substitution of “town centre” for “high street” where it appears in the policy.

48. Outline Planning Application Commitments

Report No 24 set out a range of commitments that are required to mitigate the effects of the development from the revised application.

Decision: That the key commitments set out in the report be noted.

49. Long Term Governance and Stewardship

Report No 25 sets out proposals for the formation of a stewardship vehicle (SV) to undertake the long – term responsibilities for the communal assets in the garden town.

Decision: 1. That the Council be recommended that:-

1. The Otterpool Park Limited Liability Partnership form another limited liability partnership to be the Stewardship Vehicle;
 2. That the board of the SV LLP, as well as any shadow / advisory board, consist of initially five persons with three being Council nominees
 3. That the members' agreement of the SV LLP prohibits the distribution of profits and contains other appropriate safeguards.
 4. That the SV be responsible for the communal assets of the Garden Town and for Community Development with further work to be undertaken to identify more precisely those assets;
 5. That the SV LLP should be financed by a mix of estate charges and other miscellaneous income with further work to be undertaken to finalise the mix of those other income sources;
 6. The LLP be authorised to form a nominee company to act as the second owner of the SV LLP
2. Subject to the Council approving the above recommendations that:-
7. The managing director be authorised to form the LLP;
 8. The managing director be authorised to form the nominee company and to appoint the director of it.

50. General Finance Update

Report No 26 report provides the Board with a general update on financial matters and requests that the FY22/23 budget is approved. In addition, the Board should review and approve the list of suppliers with spend that will exceed £250k.

Decision: That the budget and list of suppliers be approved.

51. Principal Contractor Appointment

The Board received a report from the Managing Director concerning the appointment of the Principal Contractor for the civil engineering works (including drainage and earthworks) and under a framework contract for a 5 year period

The managing director outlined the process that followed the LLP's procurement policy. Three firms had been invited to bid, two had been interviewed. The tenderers were assessed both on quality and price. The Managing Director explained why the decision had been made to recommend the preferred contractor.

Decision: That contractor number 2 be appointed as the Principal Contractor for the civil engineering works (including drainage and earthworks) and under a framework contract for a 5 year period on terms to the satisfaction of the Managing Director