

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 18th August 2021

Place: In person and virtually

Directors present: Cllr Rebecca Shoob, John Bunnnett, Luke Quilter (chair), Dinah Roake, Sally-Anne Logan; Jenny Hollingsbee

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

29. Apologies for absence

Andy Jarrett

30. Declarations under the code of conduct

There were no declarations.

31. Minutes of the meeting of 19th May 2021

To agree the minutes of the meeting of 19th May 2021

Decision:

Minutes were agreed

32. Proposed Human Resources Policies

Report No 16 - This report sets out proposed human resources policies and procedures for adoption by the Board.

Decision:

1. That the Human Resources policies and procedures contained in the Staff Handbook appended to the report be adopted.
2. That the Managing Director is authorised to finalise the handbook by allocating roles and otherwise completing the missing information in the Staff

Handbook and making any technical amendments necessary after taking further advice.

33. Strategic Land Agreement and Funding Arrangements

Report No 17: Sets out recommendations on entering into of a Strategic Land Agreement with Folkestone and Hythe District Council and describes the proposed Funding Arrangements.

Decision:

1. That Otterpool Park Limited Liability Partnership enter into the Strategic Land Agreement on the terms or substantially described in the appendix to the report.
2. That the Managing Director be authorised to agree the final form of the Strategic Land Agreement provided it does not differ substantially from the terms set out in the appendix.
3. To note the proposed Funding Arrangements.

34. Waste Water Treatment Works - Procurement

Report No 18: Recommends that a contract be entered into for the construction of an on – site sewerage treatment work

Decision:

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1. Subject to the financing arrangements being agreed by the Board, that a contract be entered into with the Sewerage Undertaker identified in the report in paragraph 1.1 for the construction of an on – site Waste Water Treatment Works and for its appointment as the sewerage undertaker for Otterpool Park Garden Town;
2. Prior to the contract being entered into the Managing Director be authorised to enter into non – binding heads of terms in the form or substantially the form in appendix 1 to the report;
- 3 The Waste Water Treatment Works be procured in the manner set out in Section 5 of the report and;
4. The Council be approached over the land and for the purposes described in Section 7 of the report.

35. Revised Scheme of Delegations

Report No 19: This report sets out a proposed revised Scheme of Delegations
Input and Board Decision Requested

Decision:

1. Agreed the proposed Scheme of Delegation contained in appendix 2 to the report.
2. To authorise the Managing Director to amend the proposed Scheme if necessary to reflect any changes to the Members' Agreement and the provisions set out in draft in the Assurance Framework, Strategic Land Agreement and Funding Arrangements.