

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 3rd June 2025

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

Directors present: Gary Ridgewell, Paula Hirst (Chair), Cllr Rebecca Shoob, Cllr Connor McConville, Lydia Morrison

Others present: Donna Brace, John Foster, Kerry Percival-Smith – Agenda item 7, Sean Howarth – Agenda item 9, Jamie Jackson - Agenda item 5 & 10

1. Apologies for absence

No apologies

2. Declarations under the code of conduct

There were no declarations under the code of conduct

3. Minutes of the meeting of 19th March 2025

The minutes of the meeting of 15th of January 2025 were agreed as a true and accurate record of the meeting

1. Wording amendment to item 4.

4. Resolution in writing Waivers for WSP/DLA/Savills

The board were sent an email dated 15th April to request approval of waivers for the appointment of WSP/DLA and Savills.

Decision - The Board agreed on the 23rd of April with the waivers for DLA and Savills. WSP waiver was agreed and signed on the 12th of May.

5. Mutual Service Agreement between FHDC and LLP

Site Manager presented the report and responded to questions raised by the board.

Decision – Board approved Mutual Service Agreement

- 1. Based on the increased Professional Indemnity being in place.**
- 2. Board asked Managing Director to look at a Service Level Agreement to cover the FHDC services that the LLP use to be in place by end of March 2026.**

6. Homes England/Collaboration working update including key priorities

Managing Director updated the board on the collaboration agreement and work programme to date. He also updated the board on an upcoming workshop session that is concentrating on the financial model. Open discussion was had on the possible levers that can be actioned.

Decision – No board decision required

- 1. Board want it noted that we keep to the Otterpool Charter principles.**
- 2. Board requested a presentation/report detailing the different phases and considerations.**

7. General Project update – Position Statement

It was agreed that a future monthly written update report will be sent to the board. Finance Manager presented the financial update report. Board questioned when we will be next going out tender for auditors.

Decision – Board approved report

- 1. Managing Director will circulate a draft version of monthly report template for the board to approve.**
- 2. Board asked that the future financial presentation is based on actuals rather than assumptions.**

8. Draft 25/26 Programme - including milestone/budget profile

Development Director introduced the Board to a draft programme. He enforced that this is a live document. Board discussed the format and made suggestions of changes they would like included.

Decision – Board noted the report.

- 1. Board to be sent this each month with a headline/summary page.**
- 2. Board to be sent SMT document.**

9. Risk Register

MD presented the requests and answered questions. Commercial Director presented the current Risk Register. The board discussed the document and changes they would like to see.

Decision – Board noted the Risk Register

- 1. Updated and amended version to be sent to the board.**
- 2. Risk Register and Programme need to be aligned.**
- 3. Workshop session on the Risk Register to be set up to include board members.**

10. HSE Report

Site Manager presented the report produced by our Health and Safety consultants. Board noted the improved site security. MD updated board on aspects of the project that fall outside of the collaboration agreement.

Decision – Board noted the report

- 1. Board asked that this report is to be presented at each board meeting.**

11. AOB

Chair and Development Director debriefed the board on their recent visits to UKREiiF 2025 in Leeds.

Decision – No board decision required

- 1. Board requested a SharePoint facility to access documents.**