



OTTERPOOL PARK

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OTTERPOOL PARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 15th September 2025

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

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

Others present: Susan Priest, Alan Mitchell, Ewan Green, Jim Martin, Donna Brace, John Foster, Kerry Percival-Smith – Agenda item 6&7, Sean Howarth – Agenda item 10,

1. Apologies for absence

No apologies

2. Declarations under the code of conduct

Post meeting Chair declared employment as Director for Harlow and Gilston Garden Town.

3. Minutes of the meeting of 3rd June 2025

The minutes of the meeting of 3rd of June 2025 were agreed as a true and accurate record of the meeting.

4. Homes England/Collaboration working update including key priorities

Managing Director updated the board on recent meetings and progress in relation to collaboration activities with Homes England.

5. General Project update

Managing Director presented the report and addressed questions. Highlighted the opportunity to purchase extra capacity from the grid and that it is time sensitive. FHDC Chief Executive updated the board on the items with HE involvement. Discussions are in hand with regards to continuing workstreams post October.

Decision – Board noted the report.

- 1. Board requested Key Issues log to enable forward planning.**
- 2. MD to provide board with timeframe for extra power option.**
- 3. Board noted that the additional power option is an item of interest.**

6. Finance Update

Finance Manager presented the current financial position and highlighted issues and delays with HE invoices approvals. Budget for 26/27 was discussed.

Decision – Board approved the report.

- 1. Board noted the current position.**
- 2. Board endorsed the 26/27 draft budget.**
- 3. Board requested amendment to graph of projected spend.**

7. Annual Accounts and Audit 24/25

Finance Manager presented the audited report for financial year 24/25.

Decision – Board approved report

- 1. Managing Director thanked the Finance Manager.**
- 2. Board approved the 24/25 accounts.**

8. Base Case financial model

Development Director talked through the base case assumptions and addressed questions. Reminded the board on previous Savills presentation. The Board agreed that the revised Base Case model should be recommended to the Council.

Decision – Board approved the report.

- 1. Board requested a headline/summary page.**
- 2. Board recommended the Base Model to the Council.**

9. Soft Market Testing (SFT) Report

Development Director gave background to the SMT exercise and highlighted the key feedback from the companies who participated. The report supports the position that the project requires intervention. The board discussed and accepted the output from the SFT.

Commercial Director presented the current Risk Register. The board discussed the document and changes they would like to see. A Board session on risk will be arranged in due course.

Decision – Board noted the report

1. **Board agreed this was an important piece of work.**

10. Collaboration agreement - fees extension

Commercial Director gave background behind this request. Board questioned the delay in this request.

Decision – Board approved the report subject to the following.

1. **Board approved an overall total extension of £300,000**
2. **Board agreed to delegate the waiver approval to the chair of the board up to £300,000**
3. **Board requested future extension in advance.**

11. Confidential Report

Otterpool Park LLP staff were asked to leave for this item. FHDC Chief Executive presented the confidential report.

Decision – Set out in confidential annex to these minutes (restricted).

12. AOB

FHDC Chief Executive advised the board that the Stodmarsh Nutrient Neutrality Strategy had been approved by Kent County Council. She agreed to forward the report to the board.