

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 1st December 2025

Place: Virtual via Teams

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

Others present: Alan Mitchell, Ewan Green, Donna Brace, John Foster, Sean Howarth, Neil Sams

1. Apologies for absence

No apologies

2. Declarations under the code of conduct

No declarations

3. Minutes of the meeting of 3rd November 2025

The minutes of the meeting of 3rd of November 2025 were agreed

4. Introduction from Neil Sams - MNDC

NS introduced himself to the board and gave a brief history of his career and experience to date. His focus is on front end work around acquisitions and planning. His career in the private sector involved close working with various public sector department and agencies. From this he has gained experience and knowledge of HE policies and procedures especially with regards to any financial support requests therefore is in a good position to lead on the reports and supporting documents for our project.

NS updated the board on the current position with regards to the collaboration agreement output and the new Planning agreement going forward.

Decision - Board welcomed NS to the project

1. Board requested regular updates on the progress

- **Board requested sight of the Planning Strategy**
- **Reminded delivery of outputs from the Collaboration Agreement to be presented at January board meeting.**

5. Procurement Report

EG introduced the report reminding the board of the history and reasons behind the request. Explained the need to keep current consultants emphasising the disadvantages if we tendered the services. SH explained further the strategy to continue the existing consultant appointments. Answered questions to enable the board decision

Decision –

- **Board approved the procurement approach detailed in the report and that this will require a departure from the procurement policy subject to revisiting the consultant procurement before end of the current term.**
- **Board approved the consultancy appointments for a duration of 12 months to the end of October 2026 subject to amendments discussed including the long stop date.**
- **Board noted that contract forms currently in place are utilised for this purpose either through a variation instruction or new appointment as necessary.**
- **Board notes that the total of fees for the purposes of this extension will not exceed £1.4m. These fees are included within approved budgets for FY25/26 and FY26/27.**
- **Board agreed and gave permission for Chair to sign the waivers.**