



OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 3rd November 2025

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

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

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

1. Apologies for absence

No apologies

2. Declarations under the code of conduct

Chair declared employment with Epping Forest District Council 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 subject to amendments.

4. Homes England Collaboration

FHDC Director of Strategy and Resources updated the board on recent meetings and progress in relation to collaboration activities with Homes England. Land acquisitions position update was given. Board put forward points of concern that were addressed.

Outline Planning application status was discussed with details of the further work required and why. Development Director explained that early homes delivery was being considered and the rationale for this. Number of homes and impact on current

infrastructure, connectivity and community facilities was discussed. Key elements of Appendix 1 and Appendix 2 (proposed further collaboration agreement) were discussed and questions addressed. Clarity on definitions used was requested. Chair reminded the meeting that Otterpool LLP are the applicant and therefore there needs to be Board consideration of planning matters.

Decision -

- 1. Board noted the outcomes of the collaboration agreement**
 - subject to receiving a comprehensive output report to be presented at the next board meeting.
- 2. Board noted the proposal that the Council enters into a Planning Collaboration Agreement with Homes England**
 - Board requested sight of the final Planning Strategy, Infrastructure Delivery Plan, and Land Ownership Map
 - Board asked for confirmation of resources being used
 - Board to consider the Early Homes Strategy
 - Board requested external updated comms to be prepared and the website updated.
 - Board to receive a summary of the better/best case financial model and in due course the draft Delivery Strategy
- 3. Board noted and gave approval that the Otterpool Park LLP team supports the workstreams associated with the proposed Planning Collaboration Agreement.**
- 4. Board noted that the activities and any additional budget for costs associated with the proposed Planning Collaboration Agreement will be included in the LLP 2026-27 Transition Plan and Budget request to the Council.**
- 5. Board acknowledged the position of Homes England in relation to their continued support for Otterpool Park**

5. Transition Plan and Draft Budget 2026 - 27

FHDC Director of Finance presented the report and addressed questions regarding the draft budget. Clarified and confirmed draft budgets and option to roll over funding from previous year. FHDC Director of Strategy and Resources advised of recent application for grant funding.

Decision – Board confirm adoption of the draft budget and propose that FHDC include it in their budget processes.

6. Programme Management Services

FHDC Director of Strategy and Resources presented the report on the proposal to seek appointment of project management services, to support the OPLLP team and further collaboration activities. The background to the recommendation was detailed

together with the required budget. Board questions were addressed and comments regarding the scope of services noted.

Decision – Board approved the procurement of the services up to £500,000 and delegated authority to the Chair to sign the waiver.

- 1. Board requested that service provider attended Board meetings going forward.**

7. Procurement of Consultants

Director of Strategy and Resources led a discussion on the procurement of existing consultants. He explained the rationale for retaining the current consultants and negative impact and risks of a new procurement process.

Decision – Board gave approval for the Director of Strategy and Resources to agree the strategy and present a paper to the board for formal approval.

- 1. Board agreed that approval via a Resolution in writing is acceptable.**
- 2. Board approved delegated authority given to the Chair to sign the associated waivers.**

8. Strategic Risk Register

Director of Strategy & Resources outlined a proposed approach for the Board to consider strategic risks. He explained that a paper would be prepared following updates from OPLLP to the Council and confirmation of further collaboration activities with Homes England.

Decision - Board agreed to receive a paper on strategic risks in early 2026.