OTTERPOOL PARK
COUNTRYSIDE • CONNECTED • CREATIVE

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 21st September 2026

Place: The Jockey Club

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

Others present: Donna Brace, John Foster, Sean Howarth, Neil Sams, Andy Fisher

1. Apologies for absence

Mike Nisbet, Alan Mitchell, Ewan Green

2. Declarations under the code of conduct

No declarations

3. Minutes of the meeting of 15th June 2026

The minutes of the meeting of 15th June were agreed.

4. Project Update

The Project Director ran through his presentation and gave a high-level update of the project. He highlighted that, subject to Board approval at this meeting, we are intending on submitting the updated outline planning application (OPA) next week and are still on target for a planning committee by the end of the year.
Land negotiations are progressing well and the Early Homes Parcel (EHP) Design Principles Document (DPD) is being finalised. The Chair requested reassurance that the EHP DPD follows the commitments established for the wider development. The Project Director updated the board on the current timetable and proposed process with regards to the development of the EHP land. It was noted that FHDC are keen to deliver the affordable housing element of the EHP.

The recent announcement on Local Government Reorganisation (LGR), and a possible early general election were discussed with regards to potential impacts on the project.
The Chair expressed her view that the LLP should be directly involved in the procurement of developers for the EHP by Homes England (HE).

The Project Director updated the board on HE's investment strategy which will form the basis of their business case and funding proposition for Otterpool Park. This will form part of a multi-stage funding ask of HE.

Decisions –

- **The Board noted the report**
- **The Board requested a report on HE's developer procurement and land disposal process at next board meeting.**
- **The Board requested to see the draft Design Principles Document.**
- **The Board to receive a detailed programme on upcoming milestones including in relation to the development of the EHP .**

5. Outline Planning Application (OPA) Resubmission.
The Development Director introduced the report and then handed over to Andy Fisher (AF) from David Lock Associates (DLA) to deliver his report to the board highlighting the main updates to be submitted to the local planning authority (LPA) in relation to the existing Outline Planning Application (OPA) . The updates are required due to changes in planning policies, legislation and regulations.
The updates include in relation to waste facilities, EHP delivery and green infrastructure. AF spent time providing more detail on these 3 areas. He gave a brief reminder on EHP location and its connections to existing infrastructure. He explained to the Board the tiered planning process being followed. He talked through key plans and documents that will feed into the updates to the OPA submission. The Board raised concerns over possible delays in the LPA being able to meet the planning committee deadline. AF reassured the board that engagement and meetings with statutory consultees has been happening through out the process and he will be arranging targeted meetings to ensure there are no delays in responses and queries.
The Chair questioned the current position regarding the Section 106 (s106) Heads of Terms (HOT).
Outcomes from the Place Panel session were discussed including how their comments were being addressed.
The Chair thanked those involved for all their work to date to get to submission.

Decisions –

- **The Board noted the report**
- **The Board agreed that delegated authority is given to the Development Director to make minor amendments to the submission pack and submit it to the Local Planning Authority on behalf of the LLP.**
- **The Board requested sight of the updated draft s106 HOT.**
- **The Board asked to see the final Planning and Delivery Statement Addendum including Appendix C.**

6. Demolition Project
The Commercial Director presented a report on demolition which had been shared with Folkestone and Hythe District Council (FHDC). He advised that no comments had yet been received from FHDC. The project will be discussed by the Council's Corporate Leadership Team for approval. The Chair asked that we make sure it is clear who is responsible for the Health and Safety if FHDC ask the LLP to act as their agents for this demolition project.

Decisions –

- **The Board noted the report and approved next steps.**

7. Project Finance Update
The Commercial Director presented the finance update to the board and highlighted the main changes to the LLP's financial commitments this year and explained why. He informed the Board of the technical report commissioned to consider foul water infrastructure delivery cost savings.

Decisions –

- **The Board noted the report**
- **The Board asked a breakdown of the WIP main headings including details of HE contributions.**

8. Strategic Risk Register
Commercial Director presented the changes to the risk register referencing risks previously raised by the Board. The Board discussed changes and requested additional items to now be included.

Decision –

- **Board noted the update.**
  Board requested that the following risks are now included: Demolition and associated empty buildings; Foul Water strategy; Any issues surrounding HE increased land holdings and our collaborative working.

9. Operational Land & Site Management.
The Commercial Director discussed the main items with the Board. Chair questioned the current position on the Solar Park and how best to approach enabling the EHP to use this potential provision.

Decision –

- **The Board noted the report.**

10. Communications
The Development Director gave a verbal update on the current communications activity and social media engagements. A press release will be drafted to highlight the submission of the OPA update.

Decision –

- **The Board noted the update.**

11. AOB

The Board was informed that the LLP had been awarded the Cyber Essentials Accreditation for another year and congratulated Donna Brace on all her hard work to achieve this.

Decision –

- **The Board noted the updates.**