

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 9th October 2024

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

Directors present: Gary Ridgewell, Paula Hirst (Chair), Cllr Rebecca Shoob, Cllr Connor McConville, Ewan Green, Amandeep Khroud.

Others present: Kerry Percival-Smith, Sean Howarth, John Foster

1. Apologies for absence

Kerry Percival-Smith was covering for Donna Brace.

2. Declarations under the code of conduct

There were no declarations under the code of conduct

3. Minutes of the meeting of 11th July 2024

The minutes of the meeting of 11th July 2024 were agreed as a true and accurate record of the meeting with one error corrected. The Board questioned item 159 and 163.

4. Resolution in Writing

The board discussed the outstanding waivers that were agreed via email.

Decision - The Board agreed with the waivers which were sent out via email dated 16th August 2024

- 1. The Chair requested the MD to produce a paper on the procurement strategy. MD agreed to provide a consultant performance review to include remaining work in the transition period and value for money**

2. **The Chair requested a paper with recommendations for after the transition period, which contracts to extend and which projects need more time.**

5. Options for Procurement.

The Board heard a verbal update and openly asked questions.

Decision – No board decision required

1. **Board requested the following documents.**
 - **the baseline report,**
 - **Report of the impact and advantages and disadvantages to the rail services at Westenhangar.**
 - **HE Letter**
 - **Report on S106**
 - **Stakeholder engagement update**

6. Phase 1 early delivery of housing

MD gave a verbal update and detailed the possibilities with the Board which noted.

Decision – not required

7. Transition Budget for FY 24/25

The Commercial Director detailed the transition budget which the board noted and asked for an update at the next meeting.

Decision – not required

8. Draft Transition Budget for FY 25/26

The Finance Manager detailed the draft budget, the Board noted this.

Decision – Board formally approved and confirmed submission to FHDC.

9. Consultancy Procurement Waivers.

The Board requested the wording change in line with the previous minutes. The Board approved the waivers, which could then be submitted to FHDC.

10. AOB.

The Chair asked for the numbering of the agenda and minutes to change.