

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

9 October 2017

TIME

9:30 AM

LOCATION

Arcadis House, 34 York Way, London N1 9AB

PARTICIPANTS

Jenny Hollingsbee, Shepway DC (JH)

Andy Jarrett, Shepway DC (AJ)

Julia Wallace, Shepway DC (JW)

Garrett Peters, Cozumel Estates (GP)

PROFESSIONAL TEAM REPRESENTATIVES

Sarah Wilkes, Arcadis (SW)

Rebecca Kearney, Arcadis (RK)

Simon Chadwick, WYG (SC)

APOLOGIES

Patrick O'Driscoll, Cozumel Estates (POD)

Liz Whittaker, Cozumel Estates (LW)

IN ATTENDANCE

Lisa Flounders, PHM (LF)

Mark Whitfield, Montagu Evans (MW)

Rachel Lambert, Montagu Evans (RL)

ACTION	WHO	WHEN
<p>1. Agreement of notes of the Collaboration Board held on 13 September 2017</p>		
<p>1.1 The notes were agreed as a correct record of the meeting held on 13 September 2017.</p>		
<p>2. Financial Model Review</p>		
<p>2.1 The Board received an update on progress with the market analysis report and viability appraisal from Montagu Evans. A further update would be provided at the November Collaboration Board meeting.</p>	MW	27 Oct 2017
<p>3. Website Review</p>		
<p>3.1 The Board agreed ideas for refreshing the website presented by Property House Marketing.</p>	LF	27 Oct 2017
<p>3.2 An infographic to be prepared to accompany the publication of the Framework Masterplan and video options to be explored.</p>	LF	27 Oct 2017
<p>4. Stage 2 Community Engagement Report</p>		
<p>4.1 The Board approved the final Stage 2 Community Engagement Report for publication on the Otterpool Park website,</p>	LF	16 Oct 2017

ACTION	WHO	WHEN
accompanied by the press release and promoter response prepared by Property House Marketing.		
5. Consultation on Shepway District Council's Draft Charter for Otterpool Park		
5.1 The Board reviewed a draft response prepared by WYG to the Charter for Otterpool Park. The Board asked that a point be added about the definition of land value capture before it is submitted to the Council.	SC	11 Oct 2017
6. Solicitor Appointment		
6.1 The Board agreed the draft scope and proposed list of solicitors to invite to bid to provide advice in relation to Section 106 negotiations.		
6.2 SDC to consider local firms to be added to the list.	JW	13 Oct 2017
6.3 SDC to check procurement approach.	JW	13 Oct 2017
6.4 Subject to 6.3 above, SDC or Arcadis to issue the scope to the proposed list of firms.	TBC	20 Oct 2017
7. Local Planning Authority – Place Panel and EIA Consultant Fee Request		
7.1 The Board considered a note prepared by WYG about request for fees by the Local Planning Authority (LPA) relating to the Place Panel and EIA Consultant.		
7.2 In respect of the Place Panel, the Board requested a breakdown of the proposed costs and details of who the panel members will be.	SC	20 Oct 2017
7.3 In respect of the EIA Consultant, the Board wanted to understand whether the LPA would be satisfied with the Counsel's opinion being sought by the Board on the EIA.	SC	20 Oct 2017
7.4 The Board was keen to understand whether the new funding secured from the Government for Otterpool Park could be used by the LPA for the additional advice they require to process documents relating to the EIA.	SC	20 Oct 2017
8. Land Ownership Update		
8.1 AJ provided an update on progress in respect of negotiations with landowners within the area of search.		
8.2 The Board discussed access arrangements for intrusive survey work (e.g. archaeology trial trenching). Consideration to be given to phasing intrusive works and the timing of access.	AJ	20 Oct 2017
9. Business Planning Workshop		
9.1 The Board reviewed questions circulated in advance of the business planning workshop due to be held on 19 th October	All	18 Oct 2017

ACTION	WHO	WHEN
2017. Board to consider the desired outputs for the day as first item on the agenda.		
10. Fee Tracker		
10.1 The Board reviewed the latest fee tracker and agreed that an invoice schedule be prepared	RK	20 Oct 2017
11. Date of Next Meeting		
11.1 The Board noted the date of the next Collaboration Board meeting – 8 th November 2017.		
12. AOB and Close		
12.1 <u>Framework Masterplan</u> – to be considered by Shepway District Council Cabinet in December.		
12.2 <u>Collaboration Agreement</u> – meeting to be scheduled in due course.		
12.3 <u>Housing numbers</u> – discussion about implications of proposed methodology by government to take place at pre-application meeting.		
12.4 <u>Otterpool Park round table</u> – Arcadis to prepare proposal for round table event about Otterpool Park.	SW / RK	20 Oct 2017