

MEETING TITLE

Otterpool Park: Project Board

DATE

28th September 2016

TIME

9:00 AM

LOCATION

Arcadis House, York Way, London, N1 9AB

PARTICIPANTS

Stephen Higgins, Cozumel Estates (SH)

Liz Whittaker, Cozumel Estates (LW)

Jeremy Chambers, Shepway DC (JC)

Julia Wallace, Shepway DC (JW)

Sarah Whittington, Arcadis (SW)

Apologies

Pat Main

ACTION	WHO	WHEN
1. Feedback on Baseline Report and Project Execution Plan		
1.1 General feedback was extremely positive in respect of the format, content and level of detail. This report format is to be used going forward. Progress will be mapped by adding in an additional RAG rating box that shows any changes in the risk status between reports.	SW	6/10/2016
1.2 Comments on the programme – need to understand how the programme works alongside the Local Plan timetable and any other planning policy milestones. Programme to be updated to include these activities. This will be done via the workshop on Monday 3 rd October.	ALL	03/10/2016
1.3 Positive feedback was also given on the Masterplan Concepts presentation. Pack to be circulated to all client representatives.	RK	Completed
2. Communication Consultant Appointment		
2.1 Property House Marketing (PHM) have been notified that they have been successful. It was agreed that Arcadis would sub-contract with PHM and would submit a change control request in to Shepway DC to extend the scope of the current appointment.		
2.2 PHM to attend the workshop on Monday 3 rd October to review and update the programme to include specific activities and tasks for the Communications elements. Invitation to be issued to Nicki Ackerley to attend the session	SW	Completed
2.3 Arcadis to agree specific scope of service for PHM based on the updated programme and agree fees Following this Arcadis will submit a change control request to Shepway Council to add Communications Consultancy to the scope of works.	SW/RK	07/10/2016
2.4 Overarching communications protocol to be developed for client and stakeholder announcements that may impact upon Otterpool Park.	PHM	October

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ACTION	WHO	WHEN
3. Development Agreement		
3.1 Separate meetings to be arranged to discuss this separately from the Collaboration Board.	SH/JC	October
4. General Practice Surveyor/Valuation Appointment		
4.1 Requirements to be reviewed on an ongoing basis and timing of engagement to be agreed as the programme evolves. Decision to be taken by the Collaboration Board at the appropriate time.	All	Ongoing
5. Lorry Park Consultation – Representations		
5.1 Cozumel Estates have issued a letter making representations. Copy to be sent to Jeremy Chambers for information.	SH	03/10/2016
5.2 Judicial reviews have been instigated.	For information only	
6. Land Ownership Update		
6.1 Shepway DC – ongoing dialogue with landowners. Positive responses to date in some cases, others have requested an update meeting. Further meetings to be held with landowners during October.	JC	Ongoing
6.2 Cozumel Estates – Landowner still seeking tax advice but position suggests they will engage positively. Further meetings to be held as and when appropriate.	SH	Ongoing
6.3 Cozumel Estates and Shepway DC as landowners to meet with the owner and operator of Westenhanger Castle.	SH/JC	October
7. AOB		
7.1 The next Project Board meeting will go ahead on Monday 3 rd October in a revised format. Session to be a workshop focused on the next iteration of the master programme to take account of the layers of activity in respect of the client’s stakeholders, communications and engagement with the public and planning policy timescales.	SW	3/10/2016
7.2 Date of next Collaboration meeting to be confirmed. Meeting to take place at Shepway DC offices in Folkestone.	RK	03/10/2016