

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

19 October 2016

TIME

11:30 AM

LOCATION

Folkestone Racecourse, Stone St, Hythe CT21 4HX

PARTICIPANTS

Stephen Higgins, Cozumel Estates (SH)

Jeremy Chambers, Shepway DC (JC)

Julia Wallace, Shepway DC (JW)

Rebecca Kearney, Arcadis (RK)

APOLOGIES

Patrick O'Driscoll, Cozumel Estates (POD)

Liz Whittaker, Cozumel Estates (LW)

Pat Main, Shepway DC (PM)

Sarah Whittington, Arcadis (SW)

ACTION	WHO	WHEN
1. Arcadis progress update and feedback on Arcadis report of 14 October		
1.1 RK summarised the progress made in the fortnight to 14 October 2016.		
1.2 The Board agreed that James Knight (Arcadis Partner responsible for the Otterpool Park project while Sarah Whittington is on parental leave) be invited to attend the next Collaboration Board meeting scheduled to take place on 30 November 2016.	RK	21 Oct
1.3 Approval given to approach Natural England following introductory email.	RK	28 Oct
1.4 A meeting had been arranged with UKPN on 14 November. JW to advise on time for Arcadis attendance.	JW	28 Oct
1.5 SDC had prepared a draft response to the Kent Local Transport Plan. JW to share with RK.	JW	21 Oct
1.6 Property House Marketing fee proposal to be updated to include website and social media costs and circulated to the Board. Initial feedback was that the fee appeared high.	RK	28 Oct
1.7 The website needs more detailed consideration and an item will be added to the next Project Board agenda on 9 November.	RK	2 Nov
1.8 SDC Environmental Health contact to be provided.	JW	21 Oct
2. Westenhanger Castle meeting update		
2.1 JC and SH had met the owner of Westenhanger Castle prior to the Board meeting.	RK	28 Oct
3. Comms and PR		
3.1 JW updated the Board on SDC discussions about	JC	28 Oct

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ACTION	WHO	WHEN
communications. It was agreed that the draft press release would be submitted for approval to the lead Cabinet Member for Otterpool Park with a view to issuing it during w/c 24 October.		
3.2 A position statement had been prepared and uploaded to the SDC website. JW to circulate.	JW	28 Oct
4. SDC workshop on 21 October		
4.1 JW confirmed that the workshop had been cancelled on 21 October but that the team would meet to plan the community engagement events for 17-19 November.		
4.2 9 November was suggested as an alternative for the Member and Officer workshops. JW to confirm this is feasible for Members. Planning for the workshops to be completed on 21 October.	JW	21 Oct
5. Update on options – contact with smaller landowners		
5.1 A draft letter to be prepared to issue to the landowners within the area of search who had not yet been approached to ensure the technical team can access their land for surveys and investigation work as required.	JW	28 Oct
5.2 One landowner to be approached due to location in the middle of the masterplan area.	SH/JC	4 Nov
5.3 The strategy acquiring the remaining land needed to be developed for inclusion in the Development Agreement.	JC	4 Nov
5.4 Meeting with land owner to be scheduled.	TBC	28 Oct
5.5 Landowner schedule to be updated and reviewed again at Collaboration Board on 30 November.	RK	28 Oct
6. Update on recent meetings / events		
6.1 The meeting between the SDC Leader and Simon Reuben had taken place and achieved its objectives.		
6.2 JW had attended a meeting with DCLG where there was no further clarity on the date of any announcement. DCLG is progressing with the garden settlement initiative.		
6.3 JW provided an update on a recent meeting with South Eastern Trains about the potential for the high-speed trains to stop at Westenhanger Castle. A business case would need to be made for additional trains and carriages. Consultation is due to be undertaken on the South Eastern Trains franchise and it will be important to issue a response. JW to summarise the process and circulate.	JW	4 Nov
7. Lorry park update		
7.1 There is a threat of judicial review of the proposed lorry park.		
8. Any other business		

ACTION	WHO	WHEN
8.1 JW to circulate an update on the role of ATLAS.	JW	28 Oct
8.2 JC to follow up with SDC procurement team regarding the Arcadis appointment document.	JC	21 Oct