

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

30 November 2016

**TIME**

9:30 AM

**LOCATION**

Arcadis House, 34 York Way, London N1 9AB

**PARTICIPANTS**

Liz Whittaker, Cozumel Estates (LW)  
Jeremy Chambers, Shepway DC (JC)  
Julia Wallace, Shepway DC (JW)  
Pat Main, Shepway DC (PM)  
Sarah Whittington, Arcadis (SW)  
James Knight, Arcadis (JK)  
Rebecca Kearney, Arcadis (RK)

**APOLOGIES**

Stephen Higgins, Cozumel Estates (SH)  
Patrick O'Driscoll, Cozumel Estates (POD)

ACTION	WHO	WHEN
<b>1. Development Agreement</b>		
1.1 JC confirmed that Heads of Terms had been drafted and would be shared by the SDC legal advisers (Pinsent Masons) with Cozumel Estates legal representatives (Macfarlanes).		
1.2 It was agreed that separate meetings would be held to negotiate the Development Agreement.		
1.3 It was important for the legal team to draw up a timetable for the negotiation of the Development Agreement given the time constraints.	JC	
1.4 SW suggested that Arcadis review the Development Agreement in due course to ensure the terms are deliverable in practical terms.		
<b>2. Stage 1 update</b>		
2.1 RK updated the Board on progress with the stage 1 capacity and feasibility study. The report was due to be submitted before Christmas.	RK	22 Dec
<b>3. Communications</b>		
3.1 The Board requested that all materials be issued from SW or RK and not the wider team.	RK	immediately
3.2 A communications plan and protocol would be prepared by Property House Marketing for circulation to the Board.	RK	22 Dec 2016
3.3 Plans were well advanced for the community engagement events on 8-10 December.		
3.4 Planning for community engagement events for the spring would begin on 9 December.	RK	9 Dec 2016

ACTION	WHO	WHEN
3.5		
3.6	JC	12 Dec 2016
3.7	JC / SH	12 Dec 2016
3.8	JW	9 Dec 2016
<b>4. Planning</b>		
4.1	RK	12 Dec 2016
4.2	RK	
4.3	RK	
<b>5. ATLAS scope</b>		
5.1		
<b>6. Valuation and market advice</b>		
6.1	RK	21 Dec 2016
<b>7. Any other business</b>		
7.1		
7.2		