

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

21 December 2016

TIME

9:30 AM

LOCATION

Arcadis House, 34 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)
Pat Main, Shepway DC (PM)
James Knight, Arcadis (JK)
Rebecca Kearney, Arcadis (RK)

IN ATTENDANCE

Chris Jones, Arcadis (CJ)
Lance Digby, Arcadis (LD)

APOLOGIES

Sarah Whittington, Arcadis (SW)
Patrick O'Driscoll, Cozumel Estates (POD)

ACTION	WHO	WHEN
1. Financial Model		
1.1		
1.2	RK	6 Jan 2017
1.3		
2. Development Agreement		
2.1		
2.2		
3. Communications		
3.1	All	13 Jan 2017
3.2	JC	13 Jan 2017

ACTION	WHO	WHEN
<p>3.3 The Board agreed to extend an invitation to the Leader of SDC and the shareholders of Cozumel Estates to the Collaboration Board meetings on the following dates:</p> <p>Wednesday 29th March 2017 Wednesday 21st June 2017 Wednesday 13th September 2017 Wednesday 6th December 2017</p>	JC & SH	
<p>3.4 The Project Execution Plan for the Stage 2 Framework Masterplan would be prepared in the new year for sign off at the January Project Board meeting.</p>	RK	18 Jan 2017
<p>4. Stage 1 Feasibility and Capacity Study</p>		
<p>4.1 RK confirmed that the report would be issued in draft to the Board no later than 23 December.</p>	RK	23 Dec 2016
<p>4.2 Feedback to be provided to RK by Friday 20th January.</p>	All	20 Jan 2017
<p>5. AOB</p>		
<p>5.1 Network Rail</p> <p>JW summarised discussions with Network Rail and the requirement to issue a brief for supporting the development of a Strategic Outline Business Case. RK to identify Arcadis experience to support the process.</p>	RK	13 Jan 2017
<p>Kent Route Study and Southeastern Franchise Tender to be added to the programme.</p>	RK	13 Jan 2017