

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

9 March 2017

TIME

9:00 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

Janice Hughes, Arcadis (JH)	Items 2 to 5
Gary Young, Farrells (GY)	Items 2 to 5
Simon Chadwick, WYG (SC)	Item 6
Tim Madden, Shepway DC (TM)	Items 6 and 7
Representatives from Savills	Item 7
Representatives from Montagu Evans	Item 7

APOLOGIES

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

ACTION	WHO	WHEN
1. Land ownership and options update		
1.1 JC and SH provided updates on progress in respect of negotiations with landowners within the area of search.		
2. Stage 1 Feasibility and Capacity Study		
2.1 The Board considered the Stage 1 Feasibility and Capacity Study and delayed approving the final report until the next Collaboration Board meeting.		
2.2 Property House Marketing (PHM) to prepare text for the website to accompany the report.	RK	17 Mar 2017
2.3 The Board considered the Stage 1 Community Engagement report. PHM to draft a press release to be approved before publication of the report, including the dates of the community engagement events scheduled for May 2017.	RK	15 Mar 2017
3. Information management		
3.1 The Board agreed that an information management protocol be prepared to clarify the process for the release of information beyond the Collaboration Board and professional team.	RK	24 Mar 2017
3.2 The Board agreed the publication of Collaboration Board minutes on the website www.otterpoolpark.org	RK	17 Mar 2017

ACTION	WHO	WHEN
3.3 JW informed the Board of recent Freedom of Information requests received by Shepway DC (SDC) relating to Otterpool Park.		
3.4 The Board agreed that the current FOI requests be issued to Board members for comments on confidentiality. The SDC Information Officer to then provide advice about how to proceed.	JW	17 Mar 2017
4. Stage 2 Framework Masterplan		
4.1 GY presented the proposed approach to phasing for evaluation by the design team. The Board agreed that the technical team commence its assessment of the masterplan with feedback to be sought from the next meeting of the internal SDC Steering Group.		
4.2 Stage 2 programme to be updated and circulated to the Board.	RK	24 Mar 2017
5. Change management		
5.1 Subject to a change to the Change Request Form to include for sign off by SDC and Cozumel Estates representatives, the Board approved the proposed Change Management Process.	RK	15 Mar 2017
5.2 The Board considered and approved the following Change Requests:		
<ul style="list-style-type: none"> • Badger surveys • Breeding bird surveys • Great crested newts – initial assessment • Geological SSSI review • Community engagement – stage 2 		
5.3 RK to update the Change Request Forms for two signatories and circulate to JC and SH for sign off.	RK	15 Mar 2017
5.4 Stage 1 budget statement and forecast of fees to the end of Stage 3 to be provided.	RK	24 Mar 2017
5.5 JW and LW to review PHM fees with RK.	RK	15 Mar 2017
6. Planning Performance Agreement (PPA)		
6.1 SC provided an update on progress with negotiations of a PPA for Otterpool Park. The PPA fee was being developed by the LPA and would be shared with the Board once issued to SC.		
6.2 TM provided an update on the use of government funding given to SDC as a result of the successful Expression of Interest.		
6.3 SC to draft letters for issuing to the Local Planning Authority (LPA) and Planning Inspectorate in support of the efforts being made to accelerate the Core Strategy Review process.	SC	17 Mar 2017
6.4 The Board requested a paper on the planning application options, in particular the implications of an Outline Planning Application compared to a Hybrid Planning Application.	SC	24 Mar 2017

ACTION	WHO	WHEN
7. Agent appointment		
7.1 Savills and Montagu Evans each presented their approach to the provision of market analysis and development appraisal services, including demonstration of financial modelling capability.		
7.2 The Board decided to request contact details for references from each of the agents before coming to a decision about which organisation to appoint.	RK	15 Mar 2017
8. Date of next meeting		
8.1 Alternative dates for the Collaboration Board scheduled for 29 th March 2017 to be identified.	RK	24 Mar 2017
9. AOB and close		
9.1 There was no further business.		