

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

5 April 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)
Andy Jarrett, Shepway DC (AJ)
Julia Wallace, Shepway DC (JW)
Pat Main, Shepway DC (PM)
Rebecca Kearney, Arcadis (RK)

IN ATTENDANCE

Gary Young, Farrells (GY)	Items 6-9
Simon Chadwick, WYG (SC)	Items 6-9
Jas Atwal, Kevin Murray Associates (JA)	Items 6-9
Kevin Murray, Kevin Murray Associates (KM)	Items 6-9
Lisa Flounders, Property House Marketing (LF)	Items 6-9

APOLOGIES

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

ACTION	WHO	WHEN
1. Agreement of notes of the Collaboration Board held on 9 March 2017		
1.1 The notes were agreed as a correct record of the meeting held on 9 March 2017.		
2. Collaboration Agreement and Development Agreement		
2.1 AJ confirmed that he reports direct to the Chief Executive of Shepway District Council in respect of all matters relating to Otterpool Park.		
2.2 The Board agreed that AJ would act as spokesperson for Otterpool Park.		
2.3 The Board agreed that an item would be included on the next Collaboration Board agenda to discuss the next steps in the negotiation of the Development Agreement.	RK	13 Apr 2017
3. Land ownership and options update		
3.1 SH and AJ provided updates on progress in respect of negotiations with landowners within the area of search.		
4. Agent appointment		
4.1 The Board reviewed the proposals from both parties together with references taken and agreed to appoint Montagu Evans to		

ACTION	WHO	WHEN
provide services in relation to market analysis and development appraisal.		
4.2 RK to confirm to Montagu Evans that advice relating to identification of sources of funding is not required and assumptions relating to project management can be reduced.	RK	11 Apr 2017
4.3 The Board confirmed that the appointment would be made by Arcadis as a sub-consultant with a formal change request to be agreed once fee adjustments associated with 4.2 above had been made. Draft sub-consultant appointment to be circulated to the Board.	RK	19 Apr 2017
5. Project Manager update		
5.1 RK provided an update on progress made since the last meeting.		
5.2 The Board considered and approved the following Change Requests, subject to RK confirming that the associated fees represent value for money and providing an update against original budget: <ul style="list-style-type: none"> • Bat survey (statics) • Bat survey (transects) • Dormouse survey • Water vole and otter survey • Reptile survey • Ground investigation and unexploded ordnance desk study • Recreational pressure assessment 	RK	10 Apr 2017
5.3 RK to review Property House Marketing fees further with LF.	RK	13 Apr 2017
5.4 Information management protocol to be provided for the next meeting of the Collaboration Board.	RK	13 Apr 2017
6. Stage 1 Feasibility and Capacity Study		
6.1 The Board agreed publication of the Stage 1 Feasibility and Capacity Study on the www.otterpool.org.uk website. RK to advise when live.	RK	11 Apr 2017
6.2 The Board agreed to publish the Stage 1 Community Engagement report, unless legal advice from Shepway District Council prevents publication during the Kent County Council purdah period. AJ to confirm once legal advice received and decision made by the Chief Executive of Shepway District Council.	AJ	10 Apr 2017
6.3 Press release to be prepared with dates for May community engagement events.	LF	7 Apr 2017
7. Planning update		
7.1 SC provided an update on progress in respect of Otterpool Park planning matters.		
7.2 Action brought forward from March 2017 meeting relating to preparation of letters to the Local Planning Authority and the	SC	13 Apr 2017

ACTION	WHO	WHEN
<p>Planning Inspectorate in support of efforts to accelerate the Core Strategy Review process. Examples where planning applications have been determined in advance of Core Strategy / Local Plan adoption to be highlighted.</p>		
<p>7.3 SC indicated that legal advice would, in all likelihood, need to be sought in relation to planning matters in due course. A list of recommended legal advisors to be drafted and circulated to the Board.</p>	SC	13 Apr 2017
<p>8. Stage 2 Framework Masterplan</p>		
<p>8.1 GY presented indicative masterplan drawings for review by the Board.</p>		
<p>8.2 KM and JA summarised the schedule for the forthcoming stakeholder workshop on 21 April 2017 and community engagement events on 17-20 May 2017. Materials to be prepared for review by the Board.</p>	GY/KM/LF	13 Apr 2017
<p>9. Public Relations activity</p>		
<p>9.1 LF provided an update on progress in relation to public relations activity. Social media was in the process of being set up ahead of the May community engagement events. Branding was being reviewed with examples to be circulated to the Board.</p>	LF	13 Apr 2017
<p>10. Date of next meeting</p>		
<p>10.1 The meeting scheduled for 26 April 2017 to be changed, RK to determine alternatives and circulate to the Board.</p>	RK	10 Apr 2017
<p>11. AOB and close</p>		
<p>11.1 There was no further business.</p>		