

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

18 May 2017

TIME

9:30 AM

LOCATION

Arcadis House, 34 York Way, London N1 9AB

PARTICIPANTS

Stephen Higgins, Cozumel Estates (SH)
Liz Whittaker, Cozumel Estates (LW)
Patrick O'Driscoll, Cozumel Estates (POD)
Andy Jarrett, Shepway DC (AJ)
Julia Wallace, Shepway DC (JW)
Pat Main, Shepway DC (PM)

SPECIAL ATTENDEES

David Monk, Shepway DC (DM)
Jenny Hollingsbee, Shepway DC (JH)

PROFESSIONAL TEAM REPRESENTATIVES

Sarah Whittington, Arcadis (SW)
Rebecca Kearney, Arcadis (RK)
Gary Young, Farrells (GY) – for item 8

ACTION	WHO	WHEN
1. Welcome and introductions		
1.1 The Collaboration Board welcomed David Monk and Jenny Hollingsbee to the meeting.		
2. Agreement of notes of the Collaboration Board held on 5 April 2017		
2.1 The notes were agreed as a correct record of the meeting held on 5 April 2017.		
3. Development Agreement		
3.1 The Board discussed the timing of entering in to a development agreement and agreed that the project was not yet at a stage where it would be appropriate to do so.		
3.2 The Board agreed that an extension to the Collaboration Board would be required and that this be completed as a priority.	AJ/POD	9 Jun 2017
3.3 There were a number of matters which may need to be considered ahead of being ready to enter in to a development agreement. AJ and JW to prepare a paper for the next meeting to agree next steps on those items.	JW/AJ	9 Jun 2017
4. Land ownership and options update		
4.1 SH and AJ provided updates on progress in respect of negotiations with landowners within the area of search.		

ACTION	WHO	WHEN
5. Legal Advice Requirements		
5.1		
5.2	RK	9 Jun 2017
6. Planning Performance Agreement		
6.1		
7. Consultation Response to South Eastern Rail Franchise		
7.1	RK	22 May 2017
		<ul style="list-style-type: none"> • Distinguish between the role of Network Rail in negotiating upgrades to the infrastructure and the franchisee in agreeing the services and timetabling • Include reference to the Board's intention to work collaboratively with the franchisee and its plans to make contact with each of the shortlisted companies to discuss the masterplan design and resulting opportunities • Set out the important connection between delivery of homes and jobs with good infrastructure connections - a parkway station would be particularly attractive in this location • Replace reference at the end of the letter to 9-12 months with a more urgent timeframe
7.2	RK/JW	9 Jun 2017
7.3		
8. Masterplan Options Review		
8.1		
8.2	RK	9 Jun 2017
8.3	JW	26 May 2017

ACTION	WHO	WHEN
8.4 The Board discussed employment and the ways to encourage inward investment. JW confirmed that the Department for International Trade were considering how it could support Otterpool Park at this early stage of the development.		
8.5 The draft material for the community engagement events taking place from 22-24 June would be circulated for review shortly. DM asked that information about self-build opportunities be included.	RK	31 May 2017
9. Date of next meeting		
9.1 The Board noted the dates of the next meetings.		
10. AOB and close		
10.1 There was no further business.		