

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

21 June 2017

TIME

9:30 AM

LOCATION

Arcadis House, 34 York Way, London N1 9AB

PARTICIPANTS

Jenny Hollingsbee, Shepway DC (JH)

Andy Jarrett, Shepway DC (AJ)

Liz Whittaker, Cozumel Estates (LW)

PROFESSIONAL TEAM REPRESENTATIVES

Rebecca Kearney, Arcadis (RK)

Malcolm Hewines, Montagu Evans (MH) – for item 7

Janice Hughes, Arcadis (JH) – for item 9

APOLOGIES

Stephen Higgins, Cozumel Estates (SH)

Patrick O'Driscoll, Cozumel Estates (POD)

Julia Wallace, Shepway DC (JW)

Sarah Wilkes, Arcadis (SW)

ACTION	WHO	WHEN
<p>1. Agreement of notes of the Collaboration Board held on 18 May 2017</p>		
<p>1.1 The notes were agreed as a correct record of the meeting held on 18 May 2017.</p>		
<p>2. Project team performance review update</p>		
<p>2.1 RK updated the Board on progress with the project team performance review.</p>		
<p>3. Development Agreement</p>		
<p>3.1 AJ confirmed that the Collaboration Agreement had been extended to the end of March 2018.</p>		
<p>3.2 There were a number of matters which may need to be considered ahead of being ready to enter in to a development agreement. SDC had prepared an initial list which was with legal advisors for review and would be issued to Cozumel Estates.</p>		
<p>3.3 The Board asked that an item on delivery options be included on the agenda for the next meeting of the Collaboration Board.</p>	RK	12 July 2017
<p>4. Land ownership and options update</p>		
<p>4.1 LW and AJ provided updates on progress in respect of negotiations with landowners within the area of search.</p>		

ACTION	WHO	WHEN
5. Long-term stewardship models		
5.1 AJ updated the Board on a report which had been considered by the Shepway District Council Cabinet. The Board asked for an item to be added to the next meeting about long-term stewardship and governance options.	RK	12 July 2017
6. Update on liaison with Department for International Trade		
6.1 AJ updated the Board on engagement with the Department for International Trade who offer support in attracting investment to the UK. With no commitment required, the Board agreed to continue working with the Department and assess opportunities as and when they arise.		
7. Market analysis and financial model		
7.1 MH presented the emerging findings from the market analysis.		
7.2 The Board discussed the potential impact on the developing masterplan.		
8. Agreement of masterplan boundary for EIA scoping		
8.1 Following the discussion under item 7, the Board would make a decision on the boundary and description of development to be submitted for EIA scoping following the forthcoming community engagement events.		
9. Change requests		
9.1 The Board received a number of change requests proposing surveys and studies required for the outline planning application. The Board to review the detail and respond to RK with feedback in the next week.	All	28 June 2017
9.2 The Board requested that items outside of the original scope for the masterplan and planning application be subject to a competitive process.		
10. Dates of next meetings		
10.1 The Board noted the dates of the next meetings.		
11. AOB and close		
11.1 There was no further business.		