

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

19 July 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)
 Julia Wallace, Shepway DC (JW)
 Liz Whittaker, Cozumel Estates (LW)
 Stephen Higgins, Cozumel Estates (SH)
 Patrick O'Driscoll, Cozumel Estates (POD)
 Garrett Peters, Cozumel Estates (GP)

PROFESSIONAL TEAM REPRESENTATIVES

Sarah Wilkes, Arcadis (SW)
 Rebecca Kearney, Arcadis (RK)
 Gary Young, Farrells (GY)

IN ATTENDANCE

Simon Hughes, Arcadis (SHu)
 Nilesh Parmar, Arcadis (NP)
 Ciaran Gunne-Jones, Lichfields (CGJ)
 Tom Dobson, Quod (TD)

ACTION	WHO	WHEN
1. Agreement of notes of the Collaboration Board held on 21 June 2017		
1.1 Subject to a final review by the Board, the notes were agreed as a correct record of the meeting held on 21 June 2017.		
2. Employment Opportunities Study		
2.1 The Board received a presentation from Lichfields on the emerging findings of the Employment Opportunities Study commissioned by Shepway District Council.		
2.2 The Board discussed the need to understand the approach to employment in Kent beyond the district boundaries and to ensure ambitions for Otterpool Park are compatible with the strategy for the county overall.		
3. Market Insight – Chemicals and Pharmaceuticals and Automotives Employment Potential		
3.1 The Board heard from the Arcadis UK Sector Leaders for Chemicals and Pharmaceuticals and Automotives about the areas to consider in attracting industrial employers to Otterpool Park.		

ACTION	WHO	WHEN
4. Market Analysis Draft Report		
4.1 The Board provided feedback on the draft market analysis report prepared by Montagu Evans with further work required on the differentiators for Otterpool Park.	SW / RK	28 July 2017
5. Economic Strategy		
5.1 The Board agreed that further work would be required to articulate the economic strategy for Otterpool Park but could not be scoped until Lichfields and Montagu Evans had completed their respective studies.		
6. Long-Term Stewardship Options		
6.1 The Board heard from a Director at Quod about the areas to consider in evaluating the long-term governance options for Otterpool Park.		
7. Otterpool Park Vision and Objectives Refresh		
7.1 The Board agreed that further work was needed in setting out the differentiators for Otterpool Park. There was a need to connect to the broader vision for Kent and the Board agreed that a workshop should be arranged.		
8. Westenhanger Station		
8.1 The Board reviewed the proposal issued by Network Rail for a pre-GRIP feasibility study in relation to improvements to Westenhanger Station. The Board requested advice from WYG as planning advisors on whether the feasibility study is required for the planning application. Benchmark costs for pre-GRIP studies to be reviewed.	RK	28 July 2017
9. Project Manager Update		
9.1 The Board reviewed a number of change requests and approved the following as required for the outline planning application:		
<ul style="list-style-type: none"> 21. Soils and Agricultural Land 25. Biodiversity Action Plan 26. Mitigation Strategies 28. LVIA – Night time impact 29. LVIA – AONB Setting 30. LVIA – Strategic Growth Options Study 31. LVIA – Cumulative Impact 46. Climate Change Adaptation 49. Habitat Regulations Assessment Stage 1 Screening 		
9.2 Further details were requested in respect of the following change requests:	RK	28 July 2017
<ul style="list-style-type: none"> 22. Water Cycle Study 27. Potential Tudor Gardens Survey 32. Baseline Noise and Vibration Study 		

ACTION	WHO	WHEN
39. Energy Technology Presentation 41. VISSIM Traffic Modelling 42. Parking Beat Survey – Westenhanger Station 43. Parking Beat Survey – Sandling Station 44. Bus Surveys 45. Pedestrian Surveys 48. Main Scheme Archaeology Surveys		
10. Masterplan Update		
10.1 The Board received an update on the evolving masterplan from Farrells and agreed the redline boundary presented.		
10.2 The Board discussed the idea for a focus group to be held with residents located within the red line boundary. Kevin Murray Associates to advise on the best approach. Need to identify all addresses within the redline boundary and produce a schedule.	RK	28 July 2017
11. Neighbouring Local Authority Engagement		
11.1 The Board discussed the need to engage with neighbouring local authorities in respect of the proposals for Otterpool Park. Stakeholder engagement plan to be reviewed to incorporate neighbouring local authorities identifying topics for discussion and suggested timing of engagement.	JW / RK	25 Aug 2017
12. Legal Advice		
12.1 The Board discussed the appointment of a legal advisor for the project and agreed that Landmark Chambers provided the right expertise for Otterpool Park. Initial conference to be arranged for the end of August.	RK	28 July 2017
13. Dates of Next Meetings		
13.1 The Board noted the dates of forthcoming meetings.		
14. AOB and close		
14.1 <u>Housing Infrastructure Fund</u> : JW provided an update on the opportunity presented by the Housing Infrastructure Fund. Ideas for projects for which funding could be sought to be circulated together with details of the Fund and application process.	JW / All	28 July 2017