

OTTERPOOL PARK COLLABORATION BOARD

DATE
16 August 2017

TIME
9:30am

LOCATION

Dubai Room, Arcadis House

PARTICIPANTS

Julia Wallace, Shepway District Council (JW)
Jenny Hollingsbee, Shepway District Council (JH)
Andy Jarrett, Shepway District Council (AJ)
Liz Whittaker, Cozumel Estates (LW)
Garrett Peters, Cozumel Estates (GP)
Sarah Wilkes, Arcadis (SW)
Emily Myers, Arcadis (EM)
Simon Chadwick, WYG (SC)

IN ATTENDANCE

Mary Gillett, Kent County Council (MG)

APOLOGIES

Rebecca Kearney, Arcadis (RK)
Patrick O'Driscoll, Motcomb Estates (POD)

ACTION	WHO
1. Project Finance Update	
1.1 SW explained that she will be discussing the fee position with RK once she has returned from annual leave. Following this Arcadis will send SDC/Cozumel a Financial Update report.	ARC
1.2 SW also stated finance update will be added to the flash report and kept on as an agenda item at the Collaboration Board meetings.	ARC
1.3 JW asked that Stage 4 fees would also be included in the report.	ARC
2. Change Requests	
2.1 EM stated waiting on Cozumel sign off for Noise and Vibration surveys and VISSIM modelling. LW said she would discuss with GP to get this signed off.	LW/GP
2.2 EM explained Ecology had put in a change request for a second autumn water vole survey but this was still under the initial fee put forward. SDC and Cozumel were happy for this to proceed.	Note
3. Landowner Update	
3.1 EM to email LW and AJ for an update on agreements with landowners.	EM
3.2 EM gave an update on getting access for ground investigations. It was confirmed that Deanne is the point of contact at SDC if needed or if anything significant crops up regarding site access.	Note
3.3 It was discussed that a courtesy call by the client to landowners may be helpful. EM to send through updated programme of works so SDC can see where and when investigations are taking place.	EM
3.4 The JV was discussed and it was confirmed that Keith Perry and Jeremy Chambers would attend the Project Board meeting on the 30 th August to discuss. This will be followed up by a more in depth workshop in October – Arcadis to confirm date (19 th or 20 th October).	ARC

ACTION	WHO
4. Update from HCA meeting	
4.1 JW summarised the conversation had with the HCA. HCA posed some questions for CB to consider regarding Otterpool Park.	Note
4.2 SDC/Cozumel are meeting with HCA again on the 30 th August before the next Project Board. JW to circulate a draft response to HCA to reflect the discussion for comment by CB members.	JW
4.3 It was suggested that following this email, a call should be arranged to prepare for the meeting on the 30 th August. EM to arrange call for 23 rd /24 th August.	EM
5. Stakeholder Engagement and Communication	
5.1 AJ to discuss distinction between corporate and landowner communications within SDC.	AJ
5.2 SW stated that if SDC were to go to MIPIM they could use it as a chance for market testing with a few developers.	Note
5.3 It was discussed that as SDC, Arcadis and DIT were all attending MIPIM the CB need to be clear on what messages are delivered.	Note
5.4 Following the meeting with Go-Ahead it was decided that DfT needed to be contacted. EM to send chaser email on 22 nd August to the CB to discuss most appropriate contacts at DfT.	ALL
5.5 The role of DIT were also discussed. CB needs to be clear about its messaging. Item to be kept on the agenda.	Note
6. Housing Infrastructure Fund	
6.1 Mary Gillett from KCC joined to discuss the HIF bid.	Note
6.2 MG stated key dates as 25 th August SDC need to submit application to KCC, 7 th September KCC have meeting to review and rank bids, 28 th September submission of EOI for the bid. It will be confirmed around Christmas if the EOI has been accepted. The following 6 months will be used to prepare a business case to be submitted around June 2018 and then announcements made in Summer 2018.	Note
6.3 MG stated submissions should be written demonstrating time, quality and value for money. Deliverability is extremely important..	Note
6.4 Infrastructure that could be delivered by 2021, including eg highways works, was discussed.	Note
6.5 It was confirmed that land assembly costs could be included.	Note
6.6 It was discussed that certain parts of the document would be marked as commercially sensitive.	Note
7. Planning Strategy	
7.1 It was discussed that Montagu Evans need to provide further information on the impact of a new train station and clarify its data on values as they relate to housing numbers.	Note
7.2 SC explained that at the last PPA meeting the planning officers outlined their consultation programme. SC to share this with KMA so the right approach can be taken with Otterpool Park engagement strategy.	SC
7.3 SC also discussed planning officer's views on the castle.	Note
7.4 SC stated meeting with QC on 29 th . It was discussed that he should be informed	Note

ACTION

WHO

about the HIF bid.

- 7.5 SC explained the Framework Masterplan is being compiled ready for submission in a few days. commercially sensitive information will be marked. Note

8. AOB

- 8.1 A meeting on the Vision of Otterpool Park was arranged for the 22nd September at Arcadis House. SW suggested an external consultant should facilitate the session rather than RK or SW. Kevin Murray would be suitable. Note