

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

13 September 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)

Garrett Peters, Cozumel Estates (GP)

PROFESSIONAL TEAM REPRESENTATIVES

Rebecca Kearney, Arcadis (RK)

Simon Chadwick, WYG (SC)

APOLOGIES

Patrick O'Driscoll, Cozumel Estates (POD)

IN ATTENDANCE

Ciaran Gunne-Jones, Lichfields (CGJ)

Stephen McKenna, The Land Trust (SM)

Mike Smith, Network Rail (MS)

James Cullane, Network Rail (JC)

| ACTION | WHO | WHEN |
|--|-----|------------|
| <p>1. Agreement of notes of the Collaboration Board held on 16 August 2017</p> | | |
| <p>1.1 Subject to a final review by the Board, the notes were agreed as a correct record of the meeting held on 16 August 2017.</p> | | |
| <p>2. Update on Employment Opportunities Study</p> | | |
| <p>2.1 The Board received a presentation from Lichfields on the draft findings of the Employment Opportunities Study commissioned by Shepway District Council.</p> | | |
| <p>2.2 The Board discussed the need to understand the difference between the requirements for the Shepway district as a whole and Otterpool Park specifically.</p> | | |
| <p>3. Fee Tracker Review</p> | | |
| <p>3.1 The Board received an update on the fee position for Otterpool Park up to submission of the planning application.</p> | | |
| <p>3.2 Draft scope of service to be prepared for Stage 4 work beyond submission of the Outline Planning Application.</p> | RK | 2 Oct 2017 |
| <p>4. Landowner Update</p> | | |

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Incorporating

EC HARRIS
BUILT ASSET
CONSULTANCY

Hyder

| ACTION | WHO | WHEN |
|---|---------|-------------|
| 4.1 AJ and LW provided updates on progress in respect of negotiations with landowners within the area of search. | | |
| 5. Introduction to the Land Trust | | |
| 5.1 The Board received a presentation from the Land Trust about options for long-term management of green infrastructure. | | |
| 6. Formal Approval of Framework Masterplan | | |
| 6.1 The Board did not approve the Framework Masterplan, pending an independent review of the scale and nature for the proposed garden town. In the meantime, the draft document could be shared with the Local Planning Authority under the Planning Performance Agreement. | | |
| 7. Planning Strategy | | |
| 7.1 SC provided an update to the Board on planning matters. | | |
| 7.2 A draft scope of service for legal advice from solicitors was reviewed and, subject to final review by the Board, a short list of solicitors would be invited to submit a proposal for the work. | SC | 27 Sep 2017 |
| 8. Network Rail Pre-GRIP Proposal – Westenhanger Station Enhancements | | |
| 8.1 The Board reviewed the proposal issued by Network Rail for a pre-GRIP feasibility study in relation to improvements to Westenhanger Station. Following discussion, JC to update the proposal and circulate a final version. | JC | 29 Sep 2017 |
| 9. Format for Otterpool Park Vision Meeting | | |
| 9.1 The Board was due to hold a meeting about the vision for Otterpool Park on 22 nd September. Agenda to be drafted and circulated. | LW / JW | 18 Sep 2017 |
| 10. Any other business and close | | |
| 10.1 In response to an invitation by the Department for International Trade to promote Otterpool Park as part of a visit to the Gulf, the Board decided it would be too early for such activity. | | |
| 10.2 JW provided an update on progress with the Housing Infrastructure Fund bid. | | |