

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

6 December 2017

TIME

9:30 AM

LOCATION

Arcadis House, 34 York Way, London N1 9AB

PARTICIPANTS

Andy Jarrett, Shepway DC (AJ)
Julia Wallace, Shepway DC (JW)
Liz Whittaker, Cozumel Estates (LW)

IN ATTENDANCE

David Monk, Shepway DC (DM)
John Bunnett, Shepway DC (JB)

PROFESSIONAL TEAM REPRESENTATIVES

Sarah Wilkes, Arcadis (SW)
Rebecca Kearney, Arcadis (RK)
Keith Perry, Arcadis (KP)
Simon Chadwick, WYG (SC)
Mark Whitfield, Montagu Evans (MW)
Malcolm Hewines, Montagu Evans (MH)
Rachel Lambert, Montagu Evans (RL)

APOLOGIES

Patrick O'Driscoll, Cozumel Estates (POD)
Garrett Peters, Cozumel Estates (GP)
Jenny Hollingsbee, Shepway DC (JH)

ACTION

WHO

WHEN

- 1. Agreement of notes of the Collaboration Board held on 8 November 2017**
 - 1.1 The notes were agreed as a correct record of the meeting held on 8 November 2017.
- 2. Development Capacity Review**
 - 2.1 The Board received an update on the review of development capacity.
- 3. Housing Infrastructure Fund and delivery of Infrastructure**
 - 3.1 The Board discussed progress with the Housing Infrastructure Fund and further details about the next steps for the bid were due to be communicated in January 2018.
- 4. Land Options Update**
 - 4.1 AJ provided an update on progress in respect of negotiations with landowners within the area of search.
- 5. Financial Model**

ACTION	WHO	WHEN
5.1 The Board received an update on progress with the viability modelling from Montagu Evans.		
6. Employment Opportunities Report		
6.1 The Board considered the draft report prepared by Lichfields concerning employment opportunities at Otterpool Park. Further time to review the report and provide feedback was requested.	AJ / JW / LW / KP	12 Dec 2017
7. Future Communications and Promotion of Otterpool Park		
7.1 The Board reviewed proposed changes to the Otterpool Park website and provided initial feedback with more detailed comments to be circulated.	AJ / JW / LW	13 Dec 2017
7.2 The Board requested that the revised website be shared with the emerging proxy community to capture feedback from the public before finally launching.		
8. Fee Tracker and Flash Report		
8.1 The Board noted the latest fee tracker and flash report.		
9. Date of Next Meeting		
9.1 The Board noted the date of the next Collaboration Board meeting – 17 th January 2018 and agreed it be held in Folkestone.		
10. AOB and Close		
10.1 <u>Design Guide</u> – The Collaboration Board would be developing the Otterpool Park design guide.		
10.2 <u>District Heating</u> – A feasibility study for district heating was being considered by the Board in conjunction with the HCA.		
10.3 <u>Westenhanger Station</u> – Decision about whether to pursue the Pre-Grip Study to be taken prior to Christmas.	AJ / LW	15 Dec 2017