

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

17 January 2018

**TIME**

10:00 AM

**LOCATION**

Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY

**PARTICIPANTS**

Andy Jarrett, Shepway DC (AJ)  
Julia Wallace, Shepway DC (JW)  
Jenny Hollingsbee, Shepway DC (JH)  
John Bunnett, Shepway DC (JB)  
Liz Whittaker, Cozumel Estates (LW)  
Patrick O'Driscoll, Cozumel Estates (POD)  
Garrett Peters, Cozumel Estates (GP)

**PROFESSIONAL TEAM REPRESENTATIVES**

Sarah Wilkes, Arcadis (SW)  
Rebecca Kearney, Arcadis (RK)  
Keith Perry, Arcadis (KP)  
Tom Vernon, Quod (TV)  
Gary Young, Farrells (GY)

**IN ATTENDANCE**

Mary Gillett, Kent County Council (MG)

ACTION	WHO	WHEN
<p><b>1. Agreement of notes of the Collaboration Board held on 6<sup>th</sup> December 2017</b></p>		
<p>1.1 The notes were agreed as a correct record of the meeting held on 6<sup>th</sup> December 2017.</p>		
<p><b>2. Housing Infrastructure Fund</b></p>		
<p>2.1 The Board received an update from JW and MG on the progress of the Housing Infrastructure Fund application. It was understood that DCLG was now due to make a decision in March 2018.</p>		
<p>2.2 The development of the Business Case would be the key next step. Monthly meetings scheduled between Shepway DC and Kent CC to progress the Business Case development.</p>		
<p><b>3. Framework Masterplan and Planning Application</b></p>		
<p>3.1 The Board reviewed the proposed boundary for the Framework Masterplan and the proposed red line for the Outline Planning Application and approved them, subject to receiving further details about any additional survey requirements.</p>	RK	26 Jan 2018
<p><b>4. Homes England Update</b></p>		

ACTION	WHO	WHEN
4.1 JW provided an update on progress in respect of discussions with Homes England.		
<b>5. Business Plan Proposal</b>		
5.1 The Board discussed the proposal received to develop the business plan for Otterpool Park. Further work was required on the Board's brief before a decision could be taken.	AJ / JW	26 Jan 2018
<b>6. Landowner Options Update</b>		
6.1 AJ provided an update on progress in respect of negotiations with landowners within the area of search.		
6.2 The Board agreed that Shepway DC would take the lead on all future negotiations with landowners.		
<b>7. Date of next meeting</b>		
7.1 The Board noted the date of the next Collaboration Board meeting – 14 <sup>th</sup> February 2018		
<b>8. AOB and Close</b>		
8.1 <u>Barrow Hill Residents</u> – AJ and JW had met residents in Barrow Hill for a constructive meeting to discuss proposals for Otterpool Park.		
8.2 <u>Albion Water</u> – The Board agreed to issue a letter of intent to Ofwat expressing an interest in Albion Water exploring the provision of service to the Otterpool Park site, subject to there being no commitment or cost implications. RK to draft.	RK	26 Jan 2018
8.3 <u>Landowners</u> - AJ and JW met with landowners to discuss proposals for Otterpool Park.		
8.4 <u>Project Director</u> – SW provided an update on the Project Director role further to her recent appointment to a new role within Arcadis. SW proposed a managed handover to KP over the coming weeks.	SW	2 Mar 2018
8.5 <u>Financial Modelling</u> – The Board asked that SW review progress with the financial modelling against the brief.	SW	31 Jan 2018