

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

14 March 2018

**TIME**

9:30 AM

**LOCATION**

Arcadis House, York Way, London N1 9AB

**PARTICIPANTS**

Andy Jarrett, Shepway DC (AJ)  
Julia Wallace, Shepway DC (JW)  
Jenny Hollingsbee, Shepway DC (JH)  
Garrett Peters, Cozumel Estates (GP)

**PROFESSIONAL TEAM REPRESENTATIVES**

Keith Perry, Arcadis (KP)  
Tom Vernon, Quod (TV)

**APOLOGIES**

John Bunnett, Shepway DC (JB)  
Patrick O'Driscoll, Cozumel Estates (POD)  
Liz Whittaker, Cozumel Estates (LW)  
Sarah Wilkes, Arcadis (SW)  
Rebecca Kearney, Arcadis (RK)

ACTION	WHO	WHEN
<b>1. Matters Arising from Previous Board</b>		
1.1 <u>Billboard</u> – The Board noted that exploration of the feasibility of a billboard on the Otterpool Park site was ongoing with a design mock up being produced and noted that the existing race course ‘approvals’ were to be used if possible. A similar issue regarding re-siting of current communications mast was discussed -noted a plan would be required for future location and income.	RK	11 Apr 2018
1.2 <u>Water and drainage</u> – The update requested in Feb by the Board on progress with water and drainage technical work was ongoing.	RK	11 April 2018
2. Subject to final review by the Board, the notes were agreed as a correct record of the meeting held on 14 <sup>th</sup> February 2018.		
<b>3. Business Plan</b>		
3.1 The Board discussed the areas of focus on financial modelling, market engagement and the employment opportunities which would input to the development of a Business Plan for Otterpool Park.		
3.2 The Vision for Otterpool Park that was considered at the Project Board meeting on 28 <sup>th</sup> February was noted and it was agreed that the summary now framed the key messages from which a vision can be finalised.		

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BUILT ASSET  
CONSULTANCY

Hyder 

ACTION	WHO	WHEN
<b>4. Masterplan Communications</b>		
4.1 The Board considered an overall communication strategy arising from the publication of the next version of the masterplan and considered a number of draft press releases and draft letters to impacted parties.		
4.2 The strategy overall was agreed and it was also agreed that comments on specific communications would be passed back to the Communication Agency and updated versions of those would be circulated for sign off and use after the plan goes public – anticipated around 22 <sup>nd</sup> March 2018	ALL	ASAP
<b>5. Planning Update</b>		
5.1 The Board received an update on planning matters including:		
5.1.1 The need for more formal statements and impact assessment consideration to accompany the planning application regarding socio economic issues. Following discussion, it was agreed that there were some areas where further documentation of our position and thinking would be beneficial and that a fee quote would be sought to undertake this work as soon as possible.	RK	ASAP
5.1.2 In discussion, it was also agreed to accelerate the review of governance options for the area. Scope for these issues to be defined		
5.1.3 The need to consider possible mineral deposits on part of the land area within the masterplan – this will be investigated further	AJ	ASAP
5.1.4 Cultural heritage- delivery issues and potential land access questions with the current contractor were discussed and will be closely monitored		
5.1.5 Post application submission programme – the possible timetables post submission of an application was discussed		
5.1.6 Noted changes to NPPF and upcoming need to comment on Core Strategy Review – Quod to advise timing		
	TV	
<b>6. Landowner Update</b>		
6.1 AJ provided an update on progress in respect of negotiations with landowners within the area of search. Coordination with Cozumel Estates on certain sites to be agreed.		
<b>7. Date of next meeting</b>		
7.1 The Board noted the date of the next Collaboration Board meeting – 11 <sup>th</sup> April 2018		
<b>8. AOB and Close</b>		

