

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

11 April 2018

**TIME**

9:30 AM

**LOCATION**

Arcadis House, York Way, London N1 9AB

**PARTICIPANTS**

Andy Jarrett, Folkestone & Hythe DC (AJ)  
Julia Wallace, Folkestone & Hythe DC (JW)  
Jenny Hollingsbee, Folkestone & Hythe DC (JH)  
Liz Whittaker, Cozumel Estates (LW)  
Garrett Peters, Cozumel Estates (GP)

**IN ATTENDANCE**

Tim Madden, Folkestone & Hythe DC (TM)  
Charlotte Spendley, Folkestone & Hythe DC (CS)

**PROFESSIONAL TEAM REPRESENTATIVES**

Sarah Wilkes, Arcadis (SW)  
Rebecca Kearney, Arcadis (RK)  
Keith Perry, Arcadis (KP)  
Aydin Zorlutuna, Arcadis (AZ)  
Renuka Gunasekara, Arcadis (RG)  
Andy Smith, Arcadis (AS)  
Gary Young, Farrells (GY)  
Poppy Carmody-Morgan, Quod (TV)

**APOLOGIES**

John Bunnett, Shepway DC (JB)  
Patrick O'Driscoll, Cozumel Estates (POD)

ACTION	WHO	WHEN
<p><b>1. Agreement of minutes from Collaboration Board held on 14<sup>th</sup> March 2018</b></p>		
<p>1.1 The notes were agreed as a correct record of the meeting held on 14<sup>th</sup> March 2018.</p>		
<p><b>2. Business Plan and financial model update</b></p>		
<p>2.1 The Board received an update on progress in relation to the Business Plan and financial model.</p>		
<p><b>3. Place Panel workshop preparation for 23<sup>rd</sup> April 2018</b></p>		
<p>3.1 The Board reviewed the proposed presentations prepared for the Place Panel workshops on 23<sup>rd</sup> April 2018 in respect of open space, water, energy and waste.</p>		
<p><b>4. Planning Update</b></p>		

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ACTION	WHO	WHEN
4.1 The Board received an update on planning matters including representations being prepared in response to the Core Strategy consultation.		
<b>5. Project review and updated Stage 3 Project Execution Plan</b>		
5.1 RK presented the updated Stage 3 Project Execution Plan setting out the programme to submission of the outline planning application. The Board identified the need to be clear about the strategic objectives for each workstream.	RK	11 May 2018
<b>6. Landowner Update</b>		
6.1 AJ provided an update on progress in respect of negotiations with landowners within the area of search.		
<b>7. Public Relations content</b>		
7.1 The Board agreed two designs to be printed for the bill board on the site.		
<b>8. Date of next meeting</b>		
8.1 The Board noted the date of the next Collaboration Board meeting – 9 <sup>th</sup> May 2018		
<b>9. AOB and Close</b>		