

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

13 June 2018

**TIME**

9:30 AM

**LOCATION**

Arcadis House, York Way, London N1 9AB

**PARTICIPANTS**

Andy Jarrett, Folkestone & Hythe District Council (AJ)  
Julia Wallace, Folkestone & Hythe District Council (JW)  
John Bunnett Folkestone & Hythe District Council (JB)  
Jenny Hollingsbee Folkestone & Hythe District Council (JH)  
Liz Whittaker, Cozumel Estates (LW)  
Garrett Peters, Cozumel Estates (GP)

**PROFESSIONAL TEAM REPRESENTATIVES**

Rebecca Kearney, Arcadis (RK)  
Sarah Wilkes, Arcadis (SW)  
Calum Moore, Arcadis (CM)  
Gary Young, Farrells (GY)  
Tom Vernon, Quod (TV)  
Poppy Carmody-Morgan, Quod (PCM)

**APOLOGIES**

Patrick O'Driscoll, Cozumel Estates (POD)  
Keith Perry, Arcadis (KP)

ACTION	WHO	WHEN
<p><b>1. Agreement of notes from Collaboration Board held on 9<sup>th</sup> May 2018</b></p>		
<p>1.1 The notes were agreed as a correct record of the meeting held on 9<sup>th</sup> May 2018.</p>		
<p><b>2. Business Plan and soft market testing update</b></p>		
<p>2.1 The Board noted the organisations that have been approached and initial feedback. JB asked that Folkestone &amp; Hythe DC be involved in the meetings with master developers.</p>	RK	2 Jul 2018
<p>2.2 The updates to the business plan were noted.</p>		
<p><b>3. Next steps with Joint Venture</b></p>		
<p>3.1 The Board agreed a separate meeting would be arranged to discuss the next steps with the Joint Venture.</p>		
<p><b>4. Land ownership update</b></p>		
<p>4.1 An update was provided on the latest progress with land ownership matters.</p>		
<p>4.2 The Board discussed feedback from the Local Planning Authority that additional areas be included within the red line boundary. The Board agreed that further work was required</p>		

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BUILT ASSET  
CONSULTANCY

**Hyder**

ACTION	WHO	WHEN
before making a decision about whether or not to include the areas.		
<b>5. Project Manager update</b>		
5.1 The Board agreed, subject to the provision of a memo, the extension to the programme for submitting the outline planning application.	RK	27 Jun 2018
5.2 The flash report and fee tracker were noted.		
<b>6. Model – feedback on draft scope</b>		
6.1 The Board agreed that it was premature to produce a physical model of the site or a part thereof, however a video could be a useful tool for the project.		
<b>7. Communications brief</b>		
7.1 The Board agreed to review the marketing and public affairs requirements for the project.	RK	11 Jul 2018
<b>8. Date of next meeting</b>		
8.1 The dates of forthcoming meetings were noted.		
<b>9. AOB</b>		
9.1 The Board agreed to consider how PhD students could be approached regarding research into the development of a smart garden town		
9.2 The Board noted the planned visit to the Otterpool Park site on 12 <sup>th</sup> July 2018.		