

**MEETING TITLE**

**Otterpool Park: Collaboration Board**

**DATE**

11 July 2018

**TIME**

10:30AM

**LOCATION**

Arcadis House, York Way, London N1 9AB

**PARTICIPANTS**

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)  
Keith Perry, Arcadis (KP)

**APOLOGIES**

Andy Jarrett, Folkestone & Hythe District Council (AJ)  
Patrick O'Driscoll, Cozumel Estates (POD)  
Sarah Wilkes, Arcadis (SW)

**ACTION**

**WHO**

**WHEN**

**1. Agreement of notes from Collaboration Board held on 13<sup>th</sup> June 2018**

1.1 The notes were agreed as a correct record of the meeting held on 13<sup>th</sup> June 2018.

**2. Business Plan review and agreement of actions**

2.1 The Board noted progress with the business plan and discussed priority areas to focus on in the short term including the delivery strategy and infrastructure phasing, section 106 commitments, town centre and commercial strategies, design control and long-term stewardship.

**3. Soft market testing feedback and next steps**

3.1 The Board noted progress with soft market testing and that further meetings were being arranged.

**4. Communications and Public Affairs brief agreement and selection process**

4.1 The Board agreed the draft brief for Communications and Public Affairs and reviewed the long list of potential organisations to support on one or both topics.

4.2 Presentations to be held within the next 2-4 weeks.

**ACTION**

**WHO**

**WHEN**

**5. Dates of next meeting**

5.1 The dates of forthcoming meetings were noted.

**6. AOB**

6.1 The Board noted that the Otterpool Park billboard put up on the site had been removed, presumably by a trespasser. A new copy of the billboard to be put up, potentially with CCTV to prevent further vandalism.