

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

9 January 2019

TIME

9:30AM

LOCATION

Arcadis House, York Way, London N1 9AB

PARTICIPANTS

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

PROFESSIONAL TEAM REPRESENTATIVES

Rebecca Kearney, Arcadis (RK)
Keith Perry, Arcadis (KP)
Miranda Chapman, Pillory Barn (MC)
Tom Dobson, Quod (TD)
Poppy Carmody-Morgan, Quod (PCM)

APOLOGIES

Sarah Wilkes, Arcadis (SW)
Tom Vernon, Quod (TV)

ACTION	WHO	WHEN
1. Agreement of notes from Collaboration Board held on 3rd October 2018		
1.1 The notes were agreed as a correct record of the meeting held on 3 rd October 2018.		
2. Vision and brand sign off		
2.1 The Board reviewed and approved the final proposed vision and branding for Otterpool Park.		
3. Section 106 / Community Infrastructure Levy Discussion		
3.1 The Board heard from TD regarding the alternative options for the agreement of funding for Otterpool Park infrastructure. The Board agreed to discuss the options with the Local Planning Authority.		PCM
4. Business Plan Update		
4.1 The Board discussed the latest version of the draft Business Plan and agreed to provide feedback to KP ahead of the next Collaboration Board meeting. The Board requested an item on the financial model at the February meeting.		All RK

ACTION

WHO

WHEN

5. Planning Update

5.1 PCM provided an update on progress with the planning application review.

6. Dates of next meeting

6.1 The dates of forthcoming meetings were noted.

7. AOB

7.1 There was no further business.

DRAFT