

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

6 February 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

Keith Perry, Arcadis (KP)
Poppy Carmody-Morgan, Quod (PCM)
Tom Vernon, Quod (TV)

APOLOGIES

Rebecca Kearney, Arcadis (RK)
Sarah Wilkes, Arcadis (SW)

ACTION	WHO	WHEN
1. Agreement of notes from Collaboration Board held on 9th January 2019		
1.1 The notes were agreed as a correct record of the meeting held on 9 th January 2019.		
2. Financial model review		
2.1 The Board received a verbal update on the draft financial model.		
3. Business Plan feedback		
3.1 The Board provided feedback on the latest draft of the Business Plan.		
4. Section 106 – emerging Heads of Terms		
4.1 The Board received an update on the details of the emerging Heads of Terms discussed through the regular Planning Performance Agreement with the Local Planning Authority.		
5. Dates of next meeting		
5.1 The dates of forthcoming meetings were noted.		
6. AOB		

ACTION

WHO

WHEN

6.1 The Board requested an update on the website development and agreed to review at the next meeting.

DRAFT