

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

3 October 2018

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)
Miranda Chapman, Pillory Barn (MC)
Zoe Emmitt, Pillory Barn (ZE)

APOLOGIES

Keith Perry, Arcadis (KP)
Sarah Wilkes, Arcadis (SW)
Katie Perrior, iNHouse Communications (KP)

ACTION

WHO

WHEN

- 1. Agreement of notes from Collaboration Board held on 5th September 2018**
 - 1.1 The notes were agreed as a correct record of the meeting held on 5th September 2018.

- 2. Communications inception session, vision and brand**
 - 2.1 A workshop was held to begin the process of evolving the vision and brand for Otterpool Park, the results of which were to be presented at the next Board meeting.

- 3. Dates of next meeting**
 - 3.1 The dates of forthcoming meetings were noted.

- 4. AOB**
 - 4.1 There was no further business.