

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

5 September 2018

TIME

9:30AM

LOCATION

Arcadis House, York Way, London N1 9AB

PARTICIPANTS

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)

PROFESSIONAL TEAM REPRESENTATIVES

Rebecca Kearney, Arcadis (RK)
Keith Perry, Arcadis (KP)
Dan Chalkley, Arcadis (DC) (item 2)
Chris Jones, Arcadis (CJ) (item 2)
Gary Young, Farrells (GY) (item 3)
Tom Vernon, Quod (TV) (items 1-3)

APOLOGIES

John Bunnett Folkestone & Hythe District Council (JB)
Liz Whittaker, Cozumel Estates (LW)
Patrick O'Driscoll, Cozumel Estates (POD)
Sarah Wilkes, Arcadis (SW)

ACTION

WHO

WHEN

1. Agreement of notes from Collaboration Board held on 11th July 2018

1.1 The notes were agreed as a correct record of the meeting held on 11th July 2018.

2. Financial model review

2.1 The Board reviewed the latest version of the financial model and noted progress with the business plan, including the programme for taking forward the priority areas to focus on in the short term.

3. Planning application – design freeze

3.1 The Board agreed the design freeze of plans for assessment for the outline planning application.

3.2 The Board agreed to complete a deep dive of phase 1 at the next Project Board on 19th September 2018.

RK

12 Sep 2018

4. Communications and Public Affairs Presentations

4.1 The Board received presentations from five consultancies setting out their proposals for communications and public affairs activity for Otterpool Park.

ACTION	WHO	WHEN
4.2 The Board agreed on two preferred consultancies, subject to agreement with Board members who were unable to attend the presentations.	RK	10 Sep 2018

5. Dates of next meeting

5.1 The dates of forthcoming meetings were noted.

6. AOB

6.1 There was no further business.