

MEETING TITLE

Otterpool Park: Collaboration Board

DATE

8 November 2017

TIME

9:30 AM

LOCATION

Arcadis House, 34 York Way, London N1 9AB

PARTICIPANTS

Jenny Hollingsbee, Shepway DC (JH)

Andy Jarrett, Shepway DC (AJ)

Julia Wallace, Shepway DC (JW)

Garrett Peters, Cozumel Estates (GP)

Liz Whittaker, Cozumel Estates (LW)

PROFESSIONAL TEAM REPRESENTATIVES

Sarah Wilkes, Arcadis (SW)

Rebecca Kearney, Arcadis (RK)

Adam Parrott, Arcadis (AP)

Keith Perry, Arcadis (KP)

Simon Chadwick, WYG (SC)

Mark Whitfield, Montagu Evans (MW)

Malcolm Hewines, Montagu Evans, (MH)

APOLOGIES

Patrick O'Driscoll, Cozumel Estates (POD)

ACTION	WHO	WHEN
1. Agreement of notes of the Collaboration Board held on 9 October 2017		
1.1 The notes were agreed as a correct record of the meeting held on 9 October 2017.		
2. Financial Model		
2.1 The Board received an update on progress with the market analysis report and viability appraisal from Montagu Evans. A further update would be provided at the December Collaboration Board meeting.	MH	6 Dec 2017
3. Housing Infrastructure Fund and delivery of Infrastructure		
3.1 The Board discussed progress with the Housing Infrastructure Fund and further details about the next steps for the bid were due to be communicated before the end of the year.		
4. Delivery Options Workshop		
4.1 The Board provided feedback on the delivery options workshop facilitated by Arcadis.		
5. Stage 4 – Procurement Strategy and Draft Scope		

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Incorporating

EC HARRIS
BUILT ASSET
CONSULTANCY

Hyder

ACTION	WHO	WHEN
5.1 Arcadis presented initial ideas for the required scope for the project beyond submission of the planning application. SDC and Cozumel Estates to review and agree next steps.	AJ / GP	6 Dec 2017
6. Long-Term Stewardship Strategy		
6.1 The Board agreed that further evaluation of the options for the long-stewardship strategy for Otterpool Park was required. Arcadis to provide ideas for next steps.	SW / RK	13 Dec 2017
7. Landowner Update		
7.1 AJ and GP provided updated on progress in respect of negotiations with landowners within the area of search.		
8. Collaboration Agreement		
8.1 The Board discussed the need to extend the long-stop date in the Collaboration Agreement which was in progress.		
9. Fee Tracker		
9.1 The Board noted the latest fee tracker.		
10. Date of Next Meeting		
10.1 The Board noted the date of the next Collaboration Board meeting – 6 th December 2017.		
11. AOB and Close		
11.1 <u>Appointment, Shepway DC</u> – John Bunnett had been appointed Corporate Director – Commercial Services.		