

## Minutes of CMO Board Meeting

Friday 10<sup>th</sup> June 2022

Version 1, APPROVED for Publication

Attendees: Ben Lockwood (BL) SallyAnne Logan (SAL) , Katy Parr (KP), Simon Banfield (SB), Councillor Neil Shorter (NS), Ian Bull (IB), Steve Bartlett (SJB)

Apologies: Alison Breese (AB), Tom Hodson (TH), Peter Reed (PR)

### Welcome & Declarations of Interest

Board welcomed and apologies noted. No additional conflict of interests were declared.

### Approval of Minutes and Matters Arising

Minutes from Previous Meeting: 2<sup>nd</sup> March 2022 were approved.

Action	Update	Who Responsible/ Timeframe
Induction meeting to take place for TH/PR with SAL	Sal has emailed TH/PR for dates  TH/PR replied that they do not require induction.  10/6 Update: Directors felt that induction training is important and this will be discussed with Directors who have not received training at the earliest opportunity.	SAL/January 2022
Maintain RCD3 areas at Hodson Gate under licence	Email exchange has taken place regarding issue of a licence. A conversation at this meeting was held regarding the need for licences. RMG will be consulted to establish the industry standard for taking land over for maintenance. A meeting will be held with RMG, TH to attend and meeting to be held within 14 days. SC has asked TH for dates to meet on site. 10/6 Update: SC chased. No response from TH	Sue Canty (SC)
TH/BL/SAL to discuss the duties of an F&R Director	SAL emailed TH on 1st April. 10/6 Update: No response	TH/BL/SAL
TH to advise if he felt HD could offer F&R representative following outcome of above.	Dependant on above 10/6 Update: No response	TH
TH to talk to Nick Mumby regarding proposal to reinstate the PoA with the same amendment being	10/6 Update: No response from HD. Further email sent asking for response or will be omitted from agenda. No response	TH



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applied to BDW and Jarvis		
Further to TH response Board will vote on decision to restore Hodson PoA electronically		
Progression of Cabin Handover	10/6 Update: Good progress made after board meeting. Now stalled. HD not responded to email about Cabin and mtg with LPA	
Confirm that the Resident Director vote sits within the community/non-developer side with Mark Hartnett.	10/6: TH has not advised of his findings	TH

### Contract Progress Report from RMG

Sue Canty (SC) provided a summary of the current position in which she raised her disappointment that RMG are not on the ground undertaking maintenance, their role has mainly been an administrative role which has had its frustrations, but this is getting sorted. It does look as though we will soon be taking over landscaping at BDW and Jarvis, this is very important to maintain standards for residents. A site meeting has been arranged with BDW to agree works in principle that need to be undertaken to get work up to standard. Doesn't believe that we are in a position to take on landscaping where there is no planning permission. Suggested that although verges at Hodson sites are yet to be adopted by KCC, CMO cut the grass on these for the benefit of residents at the same time as maintaining RCD3 areas. Doesn't believe we should do a formal tender process for a Landscaping Contractor at this stage, suggests contacting Earles and see if they are prepared to take on the small areas involved as they are doing a good job on site at Jarvis, then when we are ready for a formal handover go out to tender. Propose this is done on a monthly purchase order. SB is pushing the Contracts Manager for remedial works to be completed so that further handover can take place on Parcel Q, some works are too major for handover at this time.

IB declared an interest as Stuart Earle is his son-in-law and will take a step back if any decisions are to be made on contracts.

Uniform was discussed that any contractor needs to be wearing hi-vis with CMO livery, as this will identify where the CMO are active. Plans need to be put on website to show CMO maintained areas, plans will be provided by developers to RMG as part of handover.



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Messaging regarding use of RCD1 income was discussed when not all areas are being maintained, and this needs to be clear and explanatory as concerns may be raised by residents not 'benefitting' from the service.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Planning must be signed off before handover of landscaping responsibility	Agreed again in support of previous decision (Unanimous)		
	Maintenance of verges intended for KCC to be undertaken by CMO (need approval from Developers & KCC)	Agreed (Unanimous)		
	NS to inspect ditch and boundary area between new housing and existing housing at Barratts in response to historic problems	Action	KP	At handover
	Share proposal for maintenance of ditch with SC	Action	KP/SAL	Prior to next site visit

### Handover of Land from Developers

Covered in above discussion

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	No further actions noted			

### Community Cabin Handover

No further meetings have been held with Hodson Developments, need to note guarantees/warranty will have expired. Items identified on snagging list will not prevent us taking occupancy, but need an agreement that these will be done. Lease needed and need agreement that deficit period is from date of occupation. Hodson Developments are aware of the information RMG requires for handover, but have not yet sent it over.

CMO has asked TH to make contact with LPA to resolve all outstanding actions, relating to RM App and S.106. A response is awaited.



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No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	SC will advise on what can be accepted prior to handover, with NS/AB delegation to approve	Agreed (Unanimous)		
	Advise NS of when 250 occupation trigger is likely to be met	Action	SAL/KP	25.6.22
	NS/AB to retain delegation for authorising lease/Cabin handover	Agreed (Unanimous)		

### AGM Agenda and Delivery (including admission of new members)

Board were advised that F&R had agreed that a Code of Conduct is sent out as part of AGM pack, it will be referred to, but not read at AGM. The aim is that all residents are heard.

AGM pack will be sent to print on Monday 13<sup>th</sup> June am. Board have seen all contents of the pack with exception of RMG accounts which are expected today.

Marketplace of close working partners will be held after main AGM meeting. This will promote the work that others are actively doing in the community.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Updated Chairman's report to be sent to Board	Action	SAL	10.6.22
	Check debt collection reference in Chairman's report reflects Boards' decision	Action	SAL	13.6.22
	Circulate RMG accounts, comments required by Monday 13 <sup>th</sup> June	Action	SAL	10.6.22
	AGM agenda and pack	Approved (Unanimous)		
	Duration of validity of proxy vote to be changed for the meeting only	Action	SAL	10.6.22

### Council – CMO Services Contract

No discussion required as quorate decision achieved electronically.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	No further actions noted			



### Approval of 2021/2022 Draft Accounts

There are still a couple of sections that need amending with MFW. Board were asked to confirm if they are comfortable with them for presentation, with BL and/or SJB signing off the final version. The outstanding points are that the additional narrative regarding the deficit grant needs finalising to give clarity to residents regarding what the funding is for and how long it needs to last. An expenses claim had been missed by the external examiner and is to be added in and they also require clarification of the reimbursement of legal fees collected on completions, paid for directly by the CMO and not through RMG regarding properties occupied prior to 1<sup>st</sup> April 2021. Also checking if there is a duplicate invoice and acknowledgement of the appointment of the resident director.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Remove developer names from accounts regarding landscaping	Action	SAL	13.6.22
	Charity Accounts	Approved (Unanimous)		

### Accounts and Budgeting

Errors in the report were acknowledged; £11,277 legal invoices mentioned have only been paid this week, so will appear in June cashflow. £6,684 legal invoices are all backlog for issuing Compliance Certificates and will form part of the discussion regarding reclaiming from funds collected upon completion and paid directly to RMG.

SAL asked for approval to draw down a further £30k of the deficit funding and will provide a running total to the Board.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	£30k drawn down	Approved (Unanimous)		
	Provide running total on drawdown	Action	SAL	Ongoing

### Strategic Risk Register (May)

Noted

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	No further actions.			



**Matters to Note –to be taken on block**

Placemaking Sprint Update

SAGC Priority Projects and Working with ABC

June Newsletter Update

Board Forward Planning Day Agenda

Complex Legal Matters Update & Compliance Certificate Trackers (May)

RCD Debt Management

CMO Work Plan (May)

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	All items noted.			
	SAL to give details on 'Flag' project to IB and SB for them to prompt organisations for approval.	Action	SAL	17.6.22