



CHILMINGTON MANAGEMENT
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Minutes of CMO Board Meeting

Wednesday 7th September 2022

Version 1, Draft 1

Attendees: SallyAnne Logan (SAL) , Katy Parr (KP), Simon Banfield (SB), Neil Shorter (NS), Steve Bartlett (SJB), Alison Breese (AB), Tom Hodson (TH),

Apologies: Ben Lockwood (BL) Ian McClintock (IM)

Welcome & Declarations of Interest

The meeting was chaired by SJB who welcomed the Board and apologies were noted. No additional conflicts of interest were declared.

Approval of Minutes and Matters Arising

Minutes from Previous Meeting: 10th June 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. 7/9 Update: TH Confirmed that he does not need an Induction	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 7/9 Update: On agenda.	Sue Canty (SC)
TH/BL/SAL to discuss duties of an F&R Director	SAL emailed TH on 1st April. 10/6 Update: No response 7/9 Update: No further conversation taken place	TH/BL/SAL
TH to advise if he felt HD could offer F&R	Dependant on above 10/6 Update: No response	TH



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representative following outcome of above.	7/9 Update: TH confirmed that he has been advised to not attend F & R Committee at this time	
TH to talk to Nick Mumby regarding proposal to reinstate the PoA with the same amendment being applied to BDW and Jarvis Further to TH response Board will vote on decision to restore Hodson PoA electronically	10/6 Update: No response from HD. Further email sent asking for response or will be omitted from agenda. No response 7/9 Update: No further information received	TH
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 7/9 Update: On agenda	
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 7/9 Update: TH confirmed that the Resident Director sits on the non-developer side of the Board.	TH
NS to inspect ditch and boundary area between new housing and existing housing at Barratts in response to historic problems	7/9 Update: To be arranged following completion of works being undertaken for handover	KP At handover
Share proposal for maintenance of ditch with SC	7/9 Update: Complete	KP/SAL Prior to next site visit
Advise NS of when 250 occupation trigger is likely to be met	7/9 Update: Complete	SAL/KP 25.6.22
Updated Chairman's report to be sent to Board	7/9 Update: Complete	SAL 10.6.22
Check debt collection reference in Chairman's report reflects Boards' decision	7/9 Update: Complete	SAL 13.6.22



Circulate RMG accounts, comments required by Monday 13 th June	7/9 Update: Complete	SAL 10.6.22
Duration of validity of proxy vote to be changed for the meeting only	7/9 Update: Complete	SAL 10.6.22
Remove developer names from accounts regarding landscaping	7/9 Update: Complete	SAL 13.6.22
Provide running total on drawdown	7/9 Update: Complete	SAL Ongoing
SAL to give details on 'Flag' project to IB and SB for them to prompt organisations for approval.	7/9 Update: Complete	SAL 17.6.22
SC will advise site that landscaping handover of remainder of Q must take place by 1 st August. First half imminently	7/9 Update: SB has continued to put pressure on site and work has been undertaken in advance of handover. On agenda.	SB
Respond to TH email explaining what we are doing, regarding letter following Lakes meeting.	7/9 Update: Complete	SAL/TH
Separate email to be sent to Damian Green and Simon Cole explaining we are not publishing letter.	7/9 Update: Complete	SAL/TH

Handover of Land from Developers & Maintaining Adoptable Highway Verges

The Board was advised that 'on site' meetings had taken place at Jarvis and Barratts development areas. KP, RMG, developer representatives and Earles Landscaping were present.

Barratts have recently undertaken work to get the site ready for handover. There is a recognition that it is not the right time to undertake planting, but the other aspects can be handed over in advance of that taking place. Concerns by residents relating to the trees in Discovery Drive have



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been noted, but following an inspection by the CMO’s landscaper they advised that the trees were in a state expected for the weather conditions. Any dead trees would be replaced within the defects period by Barratts and there appeared to be one dead tree. Residents have been advised that watering will not take place. Alongside the new landscaped areas, handover will also take place of the existing ditch between the new and older housing. It is currently proposed that Earles will undertake the work to get the ditch up to adoptable standard and recharge to Barratts. The whole of Parcel Q will be coming over and soon parts of Parcel R.

KCC verges; The Board have previously approved undertaking landscaping maintenance on verges that will ultimately be adopted by KCC alongside the RCD3 areas at Hodson Gate, in addition, there are KCC adoptable verges across all sites and Board approval is required to take these on in advance of commuted sums being handed to us. CMO maintenance in the meantime, would maintain the look of the whole site and avoid any hard lines in appearance.

Jarvis; Lagoon area, RCD1 area outside Affordable Housing and KCC verges, there are no defects for repair prior to handover. These areas will come over by the end of September also.

Hodson Sites; RMG have been waiting for dates for a site meeting to progress talks on RCD3 areas at the Gate and KCC verges. TH asked that a discussion was had regarding the CMO taking over wider areas of landscaping at Hodson sites, in absence of discharge of planning conditions for the areas. It was agreed that safeguards needed to be put in place to protect the CMO to allow the CMO to take on landscaping once the same transfer process has been followed by RMG. Hodson are happy to indemnify the CMO against risk.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	CMO to undertake maintenance of KCC adoptable verges in advance of KCC adoption and commuted sums handed to CMO	Agreed (Unanimous)		
	Check with ABC planning if CMO will be held to account for any planning obligations	Action	SAL	
	TH to send proposal to CMO regarding types of indemnities and guarantees that can be provided.	Action	TH	10 Working Days (CMO to come back within 10 working days following this)
	TH to ask Mark Hartnett for advice on all indemnities required for CMO protection against			



	S106/Planning obligations when taking on landscaping without full discharge of conditions in place.			
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Community Cabin Handover

A meeting was held on site on 27th July and the LPA have since put together an actions list, further to this positive discussions having taken place regarding the access to the Cabin. There is now a proposal for vehicular and pedestrian access to the Cabin for the majority of the time. Hodson Developments H&S advisors are coming forward with a revised document which is awaited. TH explained that further information is required from other developers and he is expecting this shortly. Most outstanding actions are easily resolved, however, there is a concern that due to the planning conditions that should the CMO take on the lease of the Cabin without the first play space having been delivered, the CMO will be liable for the breach of the planning condition. Hodson Developments and the LPA are having a further meeting regarding the design of the PS1 later in September.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Raise with LPA risk to CMO regarding delivery of PS1 at next meeting.	Action	TH	September Meeting
	Feedback outcome of meeting to the CMO Board	Action	TH	
	Forward H & S Access Document to CMO	Action	TH	Within two weeks. CMO to respond within two weeks

Forward Planning Day Outcomes and Actions

We were not quorate at the Forward Planning Day, so the notes have come forward to the Board for approval. Key topics discussed on the day were; outcomes from the AGM/three year visioning, including the CMO moving away from CMO-Council Contract & Board Director vacancies. Board members not present on the day asked questions regarding the land that will eventually be the first allotment site. These questions follow the discussion at the Forward Planning Day regarding if this could be used as a meanwhile space in advance of the allotment provision. This has been something the community have asked for in the absence of play spaces/allotments. Also the status of consolidation of the RCDs into one. Board were advised the RCD consolidation is sitting with ABC legal who need to discuss with Knights Plc the brief they put forward to undertake this work. Questions were also asked regarding the suggestion of inviting Homes England to sit on



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the Board, the suggestion was not supported by all Directors. The meeting acknowledged that the notes were the outcome of the Forward Planning Day.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Determine ownership/status of land that is intended for allotments	Action	SB/TH	
	Put on agenda for next Board meeting, if Hodson Developments would allow meanwhile use of allotment land	Action	SAL	
	Chase ABC legal to procure RCD consolidation work	Action	SAL	

Data Retention Policy & Schedule

Comments were asked for on the presented policy. Clarification was asked on requirements for retention of finance documentation, following discussions it was agreed that all finance documents would be retained for 10 years.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Change retention dates for financial information to 10 years	Action	KP	

Current Community Concerns

It was acknowledged that residents have significant concerns and are now becoming angry. Some of this anger has been directed at SJB in an aggressive and personal way on his personal Facebook account. The CMO has received an open letter from Chilmington Green Informal Residents Association and this has previously been circulated to the Board. The Board approved a statement acknowledging receipt which has been sent out to the Residents Association, CMO members and published on the website. It was raised that residents had felt that the resident director would 'be on their side' without appreciation of Charitable legislation and trustee obligations. The Board were asked to agree to a response to the open letter. The Board agreed that the response should state that the Board will not tolerate any abuse, harassment does constitute a criminal offence and we will not hesitate to contact the relevant authorities. Response needs to acknowledge that the Board act in the best interest of the CMO, which is the whole community, on occasion individual residents may feel that this is not in their benefit. Also acknowledge the challenges of these times and we will consider the cap and RPI during our business planning. Signpost residents to where information is already available. It was acknowledged that the CMO are keen to undertake landscaping responsibility, the sooner this can happen, it will help ease some of the resident



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concerns. A concern was also raised how aggressive the language was used against RMG, who have no blame at this time.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Draft of response to be sent to Board, signature by BL as chair	Action	SAL	Friday

Brief Overview of Community Activity

The placemaking sprint has gone well, attendance numbers have not quite been what we'd hoped, but people who have attended have enjoyed the events. Outcomes of the work will be reported to the Board. The output is the production of flags that will be revealed at the finale event. Directors were asked if they could attend the finale event.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Chase marketing representative to get permission for display of flag at Barratts	Action	SB	
	Invite Hannah at EEA to meet with TH on site to agree locations	Action	SAL/TH	

Billing and Debt Update (RMG report to follow)

Bills were sent out at the beginning of August and debt letters were sent out as appropriate and notified that we would proceed with formal debt recovery after 1st October. Number of debtors has significantly decreased, we believe most of these are direct debits.

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

Strategic Risk Register (September)

The accompanying report detailed risks that had increased relating to resident engagement and legal concerns.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	September Risk Register	Agreed (Unanimous)		



Matters to Note –to be taken on block

- Board Charitable Governance Training
- Re-Payment of Conveyancing Legal Fees from RMG
- September Newsletter
- Compliance Certificate Trackers (August)
- CMO Work Plan (September)
- Q2 Business Plan Tracker

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Add to this section a standard legal case update and proposed spend.	Action	SAL	
	All matters noted.			

Any Other Business

AB notified the Board that ABC has approved the appointment of an additional Admin post which is currently being advertised. This will be of no additional cost to the CMO.

Next Meeting: Board Forward Planning Day: 16th November 2022