



CHILMINGTON MANAGEMENT  
ORGANISATION

**Minutes of CMO Board Meeting**

**Tuesday 7<sup>th</sup> March 2023**

**Version 1, (Approved for Publication)**

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

Apologies: Holly Jarvis (HJ)

Chair: Ben Lockwood

**Welcome & Declarations of Interest**

The meeting was chaired by BL who welcomed the Board and apologies were noted. NS declared an interest in relation to the discussion on Director nominations. No further additional conflicts of interest were declared.

**Approval of Minutes and Matters Arising**

Minutes from Previous Meeting: 12<sup>th</sup> December 2022 were approved, although it was acknowledged that the meeting was not quorate.

Action	Update	Who Responsible/ Timeframe
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 <b>7/9 Update: No further information received</b> <b>8/12 Update: No further information received</b>	TH
Chase ABC legal to procure RCD consolidation work	<b>8/12 Update: SAL has chased, but not aware of any further action by ABC Legal dept</b>	SAL
Maintenance of KCC areas to be discussed at	<b>Ongoing</b>	SAL



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each business planning cycle		
TH to advise NS once barriers are installed in-line with H&S protocol		TH
Re-send signage information to TH	<b>Complete</b>	KP
Re-send commitment for building control application to TH	<b>Complete</b>	KP
Buildings insurance certificate and information to be sent to CMO	<b>Complete</b>	TH
Ask ABC's Building Control for advice whether Building Control sign off is required.	<b>Complete – ABC Building Control confirmed that sign off would be required.</b>	SAL
Pass on Fire Survey Company details to TH	<b>Complete</b>	AB
Advise Galliard Homes of Board outcome	<b>Complete</b>	SAL
Send TH full details of legal costs	<b>Complete</b>	SAL
Amend accounts and recirculate for Board approval	<b>Complete</b>	SAL
Send out decisions for approval electronically to ensure quorate approval to discussions at this board meeting. Inc information Board direction at meeting.	<b>Complete</b>	SAL
Add in new risk regarding quorate meetings	<b>Complete</b>	SAL
Monitor level of quorate meetings and take appropriate actions	<b>On agenda (7<sup>th</sup> March 2023)</b>	SAL/KP



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**SUBJECT DISCUSSION AT 7<sup>TH</sup> MARCH 2023 BOARD MEETING:**

**Proposed Amendments to the Articles**

The circulated report suggested changes to the Articles to mitigate the challenges we have been having in achieving quorum at Board meetings, recognising that there are currently unfilled Director positions. The discussion also raised the issue of a decreasing number of developers able to nominate directors when Barratts complete on their current parcel and step away from Chilmington Green and the potential need for the Articles to be changed to be able to add new developers as Directors. Alongside quorum at Board meetings it was also discussed how the different community meetings benefited from the presence of a Director and this needed more availability. It was further recognised that sub-committees also needed to be quorate and therefore needed wider attendance.

The Board was also advised on the discussion held at F&R relating to the decision making ability of the CEO and how they needed to be able to make decisions in line with the business plan without having to refer to the Board every time.

*NB: It should be noted that those on line were not able to fully hear the conversation due to the poor quality of the transmission of sound.*

<b>No.</b>	<b>Comment</b>	<b>Decision/Action</b>	<b>Who Responsible</b>	<b>Timeframe/ Date</b>
	HD will put forward another Director	Action	TH	Before June board meeting
	Clarify report with regards to term for 'CMO placed directors' filling empty seat	Action	SAL	
	TH requested all Directors to read the variation to the S106	Action	All	
	Reach out to Chelmden to nominate a Director to fill their nomination	Action	SAL	

**CMO Directors Positions**

It is understood that the KCC nomination is in the hands of KCC and BL agreed to remain in post if wanted. NS confirmed that he would stay as ABC's nomination until he was replaced by ABC cabinet following May's elections. The experience and knowledge of NS was recognised and further to his declaration that he was happy to remain a board member, the board agreed that they wished for NS to remain as a Director, and the option of moving AB into the Housing Association role was a possibility due to her experience in that sector, which would allow NS to move into the Voluntary sector nomination.



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<b>No.</b>	<b>Comment</b>	<b>Decision/Action</b>	<b>Who Responsible</b>	<b>Timeframe/ Date</b>
	Contact KCC regarding their intention for their nomination.	Action	SAL/BL	
	Support of BL and NS remaining as Board members.	Decision – Approved (Unanimous)		

**Handover of Landscaping from Hodson Developments**

The accompanying board report suggested proposals to allow some areas of landscaping to be maintained by the CMO in the absence of a formal handover meeting between RMG/CMO and Hodson Developments. The discussion within the board meeting indicated that the areas for handover were larger than indicated within the report. It was confirmed that HD were not asking at this time for the CMO to take over the Access A landscaping or the actual pond, just the landscaping around the pond. It was raised that the pond will never come to the CMO, although this was disputed by others. A final conveyance plan was requested and it was agreed to be provided. A discussion was held regarding defects and replacement plants and where responsibility lay. The concern was raised regarding the risk to the landscaper maintaining the land around the pond and receiving any blame for the poor functioning of the pond. TH stated that they were happy to indemnify the landscaper against this in the interests of moving this on.

<b>No.</b>	<b>Comment</b>	<b>Decision/Action</b>	<b>Who Responsible</b>	<b>Timeframe/ Date</b>
	Final conveyance plan to be provided by Alec Arrol	Action	TH	
	Handover meeting to take place.	Action	TH	
	Earles landscaping quote can be increased by 20% if areas to be maintained are larger than anticipated covered by the current quote.	Approved (Unanimous)		

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

- Outstanding RCD Legal Matters
- Community Engagement & Communications Update
- Community Cabin Handover
- Play Space 1 (Chilmington Square PS1) Design Brief & Spec
- Billing and Debt Update
- Management Accounts (February)
- Council-CMO Contract – Draft Schedule- 2023/24 & Q1 Drawdown from the Council
- Re-Payment of Conveyancing Legal Fees from RMG



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- Annual Policy Review
- Compliance Certificate Trackers (February)
- CMO Work Plan (March)
- Q4 Business Plan Tracker
- Information Pack refresh
- Finance and Risk Minutes (attached)
- Planning Comments Submitted this Quarter

<b>No.</b>	<b>Comment</b>	<b>Decision/Action</b>	<b>Who Responsible</b>	<b>Timeframe/Date</b>
	CEO given delegation to sign agreement with BDW on settlement agreements	Decision		
	Provide contact for the Mann Group to align conveyancing process.	Action	TH	
	Matters to note	Approved		
	Prompt Gowlings to meeting with CMO/Knights	Action	TH	

**Any Other Business**

No matters raised.

Next Meeting: 7<sup>th</sup> June 2023