



CHILMINGTON MANAGEMENT
ORGANISATION

Minutes of CMO Board Meeting

Wednesday 7th June 2023

Version 1, (Approved for Publication)

Attendees: Maria Hadfield (MH), 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. No further additional conflicts of interest were declared. AB advised she is now Parish Councillor

Approval of Minutes and Matters Arising

Minutes from Previous Meeting not approved 7th March 2023 as TH advised some changes to previous minutes. TH will advise of requested changes after the meeting. Section of minutes relating to appointment of Voluntary Sector and Housing Association Directors was approved. Also noted actions belonging to SAL need to be reassigned to MH.

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 7/9 Update: No further information received 8/12 Update: No further information received 7/6 No Further action from Developer – Discharge and re-instate if needed	TH
Chase ABC legal to procure RCD consolidation work	8/12 Update: SAL has chased, but not aware of any further action by ABC Legal dept 7/6 Update: Given lack of support for this action, place in abeyance – Discharge and re-instate if needed	MH (prev SAL)



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Maintenance of KCC areas to be discussed at each business planning cycle	Ongoing 7/6 Discharged	SAL
TH to advise NS once barriers are installed in-line with H&S protocol	7/6 Update: Visual anecdote that barriers are in place. No official confirmation from LPA. Will be picked up as part of cabin handover	TH
HD will put forward another Director for June 2023 Board Meeting	7/6 TH unable to commit to timeframe, but will submit another HD director.	TH
Reach out to Chelmden to nominate a Director to fill their nomination	7/6 BL has sent email to Chelmden, no response received at time of meeting.	MH (prev SAL)
Contact KCC regarding their intention for their nomination.	7/6 SAL wrote to KCC in April, no response received at time of meeting. BL advised the meeting that Cllr Heather Hayward is the new ABC nomination. HH and other new directors will need induction. 21/8 KCC has confirmed BL's nomination	MH (prev SAL)
Final conveyance plan to be provided by Alec Arrol for HD land handover	7/6 Not received prior to meeting. TH sent photos indicating areas for handover at the meeting.	TH
Handover meeting to take place for HD land	7/6 Update: To be arranged, MH & KP to walk round in the meantime.	TH/MH
Provide contact for the Mann Group to align conveyancing process.	7/6 SAL received a contact name through other avenues, email sent but no response. MH will chase	TH
Prompt Gowlings to meeting with CMO/Knights	7/6 Complete, meeting held	TH

SUBJECT DISCUSSION AT 7TH JUNE 2023 BOARD MEETING:

BL introduced MH as the new CEO of the CMO.

Over Ground SUDS Adoption

Whilst going through the actions concerning handover of landscaping. TH advised that HD were not asking the CMO to adopt over ground SUDS and this had never been the intention. Others present believed that RCD1 had been calculated to include this cost. Clarification was asked if this was applicable to all the strategic over ground SUDS. TH advised that HD's intention was that open water across the whole development was to pass over to IWNL. It was agreed that further investigation needed to go into this to determine if there were going to be third party charges for the maintenance



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of the ponds. There also needs to be clarity regarding the delineation of responsibility between the water body and the surrounding landscaping.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Bring forward over ground SUDS adoption to a future maintenance	Action	MH/KP	

CMO Legal – RCD3 at Hodson Lakes: Update on Resolution & Communications

Authority was given to Knights to proceed on 6/6/23

Notification of Sales

The legal and administrative process takes time and ask Developer Partners to advise if there is anything different coming forward to agree timescales.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Take off line to agree timescales and processes with HD & Jarvis Homes.	Action	MH	

Finance – Debt Management & Update to Approach on historical debt

The approach agreed with F&R committee was brought forward to the full Board for approval and detailed in the accompanying report. Those with historical debt to agree a payment plan with RMG, this was recognising cost of living challenges for residents. Ultimately we will proceed to court action. Current outstanding debts amount to £47,000.

Finance – AGM Date

Need to agree date for September.

Resolution outside of the approval of the minutes of the last meeting: AB moving to Affordable Housing Director and NS moves into the Voluntary Sector post. Agreed unanimously by the CMO Board.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Provide update to Board following meeting with RMG	Action	MH	



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Matters to Note –to be taken on block

- Outstanding RCD Legal Matters - Consolidation
- RCD Leasehold Amendments for Apartments
- Hodson Developments Landscaping Handover (The Board gave MH delegation to make decision on handover of this landscaping).
- Community Engagement and Communications Update
- Community Cabin Handover
- Management Accounts (April)
- Funding Agreement with ABC
- Finance and Risk Minutes (attached)
- Planning Comments Submitted this Quarter

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Arrange activities during summer holiday to hold in Cabin	Action	KP	
	TH to send email to Fladgates to move on engrossed lease so that a deadline can be set for signing of the lease	Action	TH	

Any Other Business

AB asked the question of adapted properties being made available for sale if that can be considered. Outline permission was granted before this policy, likely to affect phase 2.

Next Meeting: 6th September 2023, 2pm