



CHILMINGTON MANAGEMENT
ORGANISATION

Minutes of CMO Board Meeting

Wednesday 6th March 2024

Version 1 (Draft)

Attendees: Maria Hadfield (MH), Katy Parr (KP), Alison Breese (AB), Holly Jarvis (HJ), Neil Shorter (NS), Tom Hodson (TH)

Apologies: Ben Lockwood (became present during RCD increase conversation) (BL), Simon Banfield (SB), Cllr Heather Hayward (HH), Steve Bartlett (SJB)

Chair: Neil Shorter

Welcome & Declarations of Interest

The meeting was chaired by NS in the absence of BL who welcomed the Board and apologies were noted. Any additional conflicts of interest were enquired, both AB and TH acknowledged potential conflict of interests with the discussion regarding the water treatment works.

Approval of Minutes and Matters Arising

The minutes of the meeting of 6th September 2023 were approved. It was acknowledged that the meeting on 6th December 2023 was not quorate and no minutes were taken.

Action	Update	Who Responsible/ Timeframe
HD will look to put forward another Director to the CMO Board.	7/6 TH unable to commit to timeframe, but will look to submit another HD director. 6/9 Update: No further correspondence received with regards to this. 6/3 Update: TH reaffirmed that Hodson Developments will look to put forward another Director, but did not commit to this. The importance of having a full complement of Directors was pressed as being important for the CMO to be able to carry out its business and how it was important for all parties (not just HD) to put forward Directors where they have the right to do so. HD will not support the appointment of new Developers to the CMO Board. To be discussed at a future date.	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. 6/9 Update: No further correspondence received with regards to this. 6/3 Update: This has been chased twice.	MH (prev SAL)



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Bring forward over ground SUDS adoption to a future board meeting.	6/9 Update: Outstanding, MH & KP will bring this to a future board meeting. 6/3 Update: On agenda	MH/KP
Agree timescales and processes with HD & Jarvis Homes in relation to legal administrative requirements.	6/9 Update: Outstanding 6/3 Update: Outstanding	MH
Circulate debt collection process to Board.	6/3 Update: COMPLETE	MH
Prompt Halletts to send through correct information for resales to Knights and RMG	6/3 Update: MH has made contact with limited effect. A meeting has been requested between CMO/Knights/Halletts, waiting for confirmation of dates.	MH
How do we engage with LPA and get adapted dwellings on the agenda for phase 2.	6/3 Update: COMPLETE KP has emailed the LPA to make them aware the CMO are keen that discussions in regards to this matter take place. (Lifetime Home standards).	KP

SUBJECT DISCUSSION AT 6TH MARCH 2024 BOARD MEETING:

LEGAL

Application to remove RCD3 Charges

Occupant has asked the Board to consider the application of RCD3 on their property. It was recognised that occupant had signed a valid RCD3 and they had been advised if they have an issue with what they had signed, they needed to refer to their solicitor.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Board considered and rejected the occupant's request to remove RCD3 charges from their property.	Decision to refuse removal unanimously Approved		

OPERATIONAL

Adoption of Overground SUDS

The discussion surrounded how overground SUDS are going to be maintained following proposed changes to legislation and how this may differ from the proposal in the original CMO business plan.



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It was recognised that any transfer to an external body, such as IWNL would involve minimal maintenance to the pond planting, there was a differentiation of the technical aspects and 'landscaping' of the SUDS. The Board agreed to take the maintenance responsibility for overground SUDS in their entirety. Normal handover process with RMG to take place. In regards to pond 3, it was agreed to look at handover in two stages, stage one, handover of the reeds, and stage two handover of the SUDS/water body.

Landscaping Handover – Pond 3

Included in discussion above

Handover of Electrical Lighting in Parking Courts (Hodson Development sites)

It was recognised that electrical certificates were required prior to handover and these will be forwarded with an onsite meeting arranged.

Handover of Hard Landscaping in Parking Courts (Hodson Development sites)

Sinking to be rectified prior to handover and CMO will then take on maintenance responsibility for these areas.

Broadband in the Cabin

GTC are coming out to site to replace the fibre connection which had been damaged by rodents and extend the ducting to avoid this issue in future. Once we have connection details we can commission the internet. Occupation of the cabin is predicated to having an internet facility. It was asked that the provision of broadband was work programmed by ABC in their support of the CMO and this was to be fed through ABC's nominated Director.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Ask RMG for required standards of handover of the SUDS.	Action	KP	
	MH requested that she be given the technical details of the SUDS	Action	TH	
	Work programme for broadband provision to be fed through ABC's CMO Director	Action	KP	

FINANCE

Debt Management & Update to Approach on historical debt

Second reminder letters are to be sent to debtors, debt has reduced by around £1200 following the first letter. There are still a number of residents who are not paying anything. Following the second



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reminder, debtors will be taken to court. There was discussion how court action was a last resort and that the CMO have delayed this action. However, we need to be fair to the residents who are paying, we are providing a service and also have a responsibility to not allow individuals to get into unmanageable debt. Whilst it was an uncomfortable position to be in, this course of action was now required. Debtors had first been written to by the CMO and offered a payment plan. It was recognised in response of the offer of developers to have conversations with their residents who were not paying, this information is privileged to the CMO board and cannot be used by developers.

Billing and RCD Increases for 2024/25

Following last year’s RCD1 charges being held, with the intention of moving back towards the cap in future years, the proposal for 2024/25 was to increase the RCD1 charges in line with RPI. The decision to increase charges in line with RPI was made by an electronic majority decision following the meeting on 6th December 2023 not being quorate. TH and HJ were marked as abstentions as they had not voted electronically by the deadline, although they subsequently voted against the proposal. It was noted that even if these votes had been counted, they would still have been out voted.

There was a question regarding giving developers more time to consider the increases, it was agreed that in future, as soon as F&R had a proposal for the following year’s charges this would be sent to developers, however, final figures were dependent upon the RPI published in the middle of February.

An offer was made that developers could provide information to reduce costs if given more time.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	With reluctance it was agreed to follow the debt collection process	Unanimously approved		

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Cabin booking policy, booking form and charges
- Compliance Certificate Tracker
- Community Engagement and Communications Update
- Management Accounts (December)
- Finance and Risk Minutes (July/November attached)
- Planning Comments Submitted this Quarter

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Matters to note	Approved unanimously		



Any Other Business

Planning Comment

A request was made for the CMO to comment on the planning application for the temporary Water Treatment Works to mitigate the issues of nutrient neutrality. It was recognised that the development will stall without further development being allowed, impacting the delivery of future infrastructure and community assets.

Public Art Commission for Chilmington Green

AB has met with the ABC officer to discuss the public art commission in line with S106 funding. A brief has been prepared and the procurement timetable is around three months. A request was made to the board to approve that this procurement process can begin and recognise the opportunity for small scale community development in preparation of this tender, this was fully supported by those present. With an offer made by TH to be involved in the process.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	The impact of nutrient neutrality on the development was recognised. The CMO will write a supportive, but balanced comment for the planning application for the temporary water treatment works to be approved by the CMO board.	AB abstained from the vote TH abstained from the vote Approved: 3 votes for submitting a comment (1 developer director/2 non developer directors)	MH/TH	
	Procurement process for public art commission to begin	Approved unanimously		
	Public Art commission brief to be circulated to CMO Board	Action	AB	

Next Meeting: Wednesday 5th June 2024, 2pm to 4pm