



CHILMINGTON MANAGEMENT
ORGANISATION

Minutes of CMO Board Meeting

Wednesday 6th September 2023

Version 1 (APPROVED for Publishing)

Attendees: Maria Hadfield (MH), Katy Parr (KP), Alison Breese (AB), Simon Banfield (SB), Ben Lockwood (BL), Holly Jarvis (HJ), Cllr Heather Hayward (HH), Ian McClintock (IM)

Apologies: Neil Shorter (NS), Steve Bartlett (SJB), Tom Hodson (TH)

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.

Approval of Minutes and Matters Arising

Minutes from a previous meeting on 7th March 2023 had not been approved at the meeting on 7th June as TH requested some changes to the minutes. As the details of the request to change the March minutes had not been received, the board directors present voted to approve them unanimously.

The minutes of the meeting of 7th June 2023 were approved, with the exception of one amendment to change AH to AB

Action	Update	Who Responsible/ Timeframe
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. 6/9 Update: No further correspondence received with regards to this.	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.	MH (prev SAL)
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.	MH/KP
Agree timescales and processes with HD & Jarvis Homes in relation to legal administrative requirements.	6/9 Update: Outstanding	MH



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Provide confirmation to Board of AGM date following meeting with RMG	6/9 Update: Completed	MH
Arrange activities during summer holiday to hold in Cabin	6/9 Update: Action discharged, Cabin lease not completed in time	KP
TH to send email to Fladgates to move on engrossed lease so that a deadline can be set for signing of the lease	6/9 Update: Lease signed, but not completed. On agenda	TH

SUBJECT DISCUSSION AT 6TH SEPTEMBER 2023 BOARD MEETING:

Catch Up from AGM

The concerns residents raised were noted and the board will be provided with a full synopsis of issues raised in due course. As always the CMO will commit to publishing the details of the AGM discussion on the website.

Concern was raised relating to the proportion of the rent charge income that was spent on Estate Management fees. The Board recognised the administrative requirements surrounding the regulations and legalities of rent charge collection, building in service resilience and that currently an external estate manager was the best option. This provision is subject to regular reviews and management charges will become a smaller percentage of overall rent charge income as occupations increase. It was suggested that RMG are unlikely to be making a lot of money on the contract and were probably losing money at the beginning. The opinion was offered, that through years of experience in tendering for estate management companies one of the current developers had consistently found RMG to offer a good level of service for reasonable rates,

Governance – Appointment to the Board of Cllr Heather Hayward

BL welcomed HH to the board and it was explained that the official appointment was currently waiting sign off by ABC's legal team. HH introduced herself and explained that she is also a ward councillor for the Roman ward (which neighbours Chilmington Green). She was also instrumental in setting up the Limes Community garden which is now a thriving a community hub. Heather's 'day job' is as a food scientist and she works in an inspection capacity.

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



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CMO Legal

Cabin Handover

HD have resolved their issue which was holding up the exchange of the lease and MH has also received notification from WHM that the lease is ready for exchange, MH has confirmed that we are agreeable to exchange and we await confirmation that this has taken place.

Landscaping Handover for the Lakes and Gate

As agreed at the last board meeting, the CMO team walked the two HD sites with HD representatives and our landscaper. Earle's Landscapes have agreed to get the areas up to handover standard at no additional cost so we were able to agree areas for handover. The CMO also suggested that we take the RCD3 area at the end of Hollycroft to improve the appearance of the overall area, HD have agreed to clear the area which will then pass to us for maintenance. We are now actively maintaining land on each developer's site and Earles can be seen in their orange hi-vis vests displaying the CMO logo, alongside RMG and Earles' logos.

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

Finance

Debt Management & Update to Approach on historical debt

At directed at the last board meeting, we have written to residents with debt and offered the option of setting up a payment plan. Debt has reduced by £3k, whilst not a significant reduction it is a move in the right direction. There are still a core of non-payers and formal debt collection through RMG will be undertaken to resolve this. The question was asked whether those long term debtors recognised that they had to pay, it was accepted that significant information had been passed through different channels regarding the rent charges and that all owners would be aware of their obligations.

A request was made that the Board members were aware of the debt collection process and the timescales.

Funding Agreement

Payment of the deficit grant received from developers is currently working through ABC exchequer systems to transfer to the CMO.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
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	Circulate debt collection process to Board.	Action	MH	
	Prompt Hallets to send through correct information for resales to Knights and RMG	Action	HJ	

Matters to Note –to be taken on block

- Strategic Risk Register
- Compliance Certificate Tracker
- Business Plan Tracker
- Community Engagement and Communications Update
- Management Accounts (June)
- Finance and Risk Minutes (attached)
- Solar panels for Cabin update
- Planning Comments Submitted this Quarter

The Board requested that the Risk Assessment needs to be refreshed and rationalised. It was suggested that a risk workshop take place, with F&R to look at this. All Board members were invited to be involved.

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

Any Other Business

A request was made for the CMO to make an approach to the LPA to ensure that adapted buildings were considered as part of the phase 2 provision.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	How do we engage with LPA and get adapted dwellings on the agenda for phase 2.	Action	KP	

Next Meeting: Wednesday 6th December 2023, 9am to 11am