



CHILMINGTON MANAGEMENT
ORGANISATION

Minutes of CMO Board Meeting

4th September 2024

Version 1 (Draft)

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Neil Shorter (NS), Cllr Heather Hayward (HH), Steve Bartlett (SJB), Katy Parr (KP); Tom Hodson (TH); Holly Jarvis (HJ)

Apologies: Alex Evans, Alison Breese

Chair: Ben Lockwood

Welcome & Declarations of Interest

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

Approval of Minutes and Matters Arising

The minutes of the meeting of 5th June 2024 were approved.

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. 5/6 No further update given 4/9 Update: HD are unable to commit to a timeframe at this time.	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.	BL



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	5/6 Pulins have replied and have not put forward a director at this date 4/9 Update: BL is responding to say CMO would like their participation	
Agree timescales and processes with HD & Jarvis Homes in relation to legal administrative requirements.	6/9 Update: Outstanding 6/3 Update: Outstanding 5/6 HD Outstanding 4/9 Update: Outstanding	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. 5/6 Several meetings have taken place between Halletts/Knights/CMO and matters are now moving forward 4/9 Update: This continues to move forward	MH
Circulate tender invitation and specification to residential estate management companies	4/9 Update Complete.	MH

SUBJECT DISCUSSION AT 4th SEPTEMBER 2024 BOARD MEETING:

GOVERNANCE

Director Attendance at AGM

HJ can't attend. TH currently has other commitments, but will try. A formal welcome and introduction to HH will be given at the AGM AB to stand in as Chair if needed as BL may be delayed.

OPERATIONAL

SUDS Pond 3 – Removal of Mud

Thakeham had agreed to remove the mud by the outlet which has not been carried out, HD have written to Thakeham and HD will now undertake to do this work from next week.

Earles have improved the landscaping around pond 3.

KP has met with FGS Pilcher, a local contractor on site to discuss the removal of the reeds in pond 3. The contractor advised that they were concerned regarding slippage on the banks due to the profile of the pond and how this may affect how the work is undertaken. They also asked if there was any land on site where the vegetation removed could be transported to, as finding somewhere to take this would be difficult and costly. Developers were asked if they had any land where this vegetation could be taken to. TH is happy to provide another contract detail and also advised that Anthony Savage could attend any site meetings to advise on pond 3. TH will also consider if there is any land for the disposal of the pond vegetation.



Cabin Hire- Potential Childcare Facility

As we've had little to no interest from residents looking to hire the Cabin, an anchor service is being considered, to secure an income. MH has met with a childcare provider, who are also a registered charity. They would require use of the Cabin Monday to Friday, 8am to 3pm, term time only. The community would still be able to use The Cabin outside of these times. They do have a concern regarding the toilet facilities and this is being looked into to see if it can be resolved and have also stated that they are not comfortable with others being in the building due to safeguarding requirements.

There was a question regarding consideration of the need for an office for staff and if an alternative location was required if an anchor service wouldn't allow joint use of the Cabin, currently the Civic Centre provides a working space, although this is not on site.

It was asked if the lack of an internet connection is causing a barrier to hirers, and it was advised that additional costs are being avoided as the Cabin is not able to pay for itself. AB also knows of another childcare provider who could be interested in facilities at the cabin and will pass details to MH. It was recognised that we would need permission from HD to make alterations to the building. TH advised HD wouldn't necessarily object. A further consideration will be what responsibilities would we have as the landowner of a nursery. Board are unanimously happy for MH to proceed with exploratory work.

Use of Allotment as a Meanwhile Space

It was asked if the CMO could use the land designated for the first allotments as a meanwhile space in the interim, either as a community garden or kick around area. BDW have still not handed back the land, and there is still significant builders' rubble present. They need to hand back in original state. HD would not object in principle.

Team to prepare a proposal to 'put on the shelf'. BDW would need to mow the site, to check if clear of rubble before any kind of machinery was used, Oct/Nov ideal time for this site clearance, then have site ready for next spring/summer.

Conversation expanded to delivery of the first play space and how it had been discussed that ABC would look to HE for external funding to support delivery.

Land Use for Book Swap Location

This will be a joint initiative with the Parish Council, to provide Books Swaps across the site. Budget of £500 agreed. Involve developers in parameters for designs and land availability.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Consider if there is any land available for pond 3 vegetation removal	Action	TH	
	Ask Alex BDW's plans for clearing allotment space	Action	KP	



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	Ask Daniel Carter to debrief BL for update on HE funding for PS1.	Action	KP	
	Agree budget of £500 for four books swaps across the development	Approved (unanimous)		

FINANCE

Debt Management & Update Approach to Historical Debt

Debt has reduced, with further residents going to county court, court judgements are coming back in our favour each time. Long term debt reduced from £28k to £19k

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

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 30 June 24
- Finance and Risk Minutes (May attached)
- Planning comments Submitted this Quarter

All matters to note were approved. Further to the discussion on a lack of planning comments being required, a request was made for the CMO to write to ABC to ask if the SAGC exists or not and What is happening to community stakeholder meetings. Letter to come from AB

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Write to ABC regarding SAGC and Community Stakeholder meetings.		MH/AB	

Any Other Business

Look into installation of defibrillator/PCC could potentially help
 Christmas trees as per last year agreed
 Parish noticeboard to be installed
 Should we restart the Community grants fund. KP to speak to Steve & Alison

Next Meeting: Wednesday 4th December 2024, 10am to 12pm