



CHILMINGTON MANAGEMENT  
ORGANISATION

**Minutes of CMO Board Meeting**

**Wednesday 5<sup>th</sup> June 2024**

**Version 1 (APPROVED for board view)**

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Alison Breese (AB), Holly Jarvis (HJ), Neil Shorter (NS), Tom Hodson (TH) Simon Banfield (SB) Cllr Heather Hayward (HH), Steve Bartlett (SJB), Alex Evans (AE)

Apologies: Katy Parr (KP)

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 6<sup>th</sup> March 2024 were approved.

| Action  | Update  | Who Responsible/<br>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.<br><b>5/6 No further update given</b> | 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. <b>6/3 Update: This has been chased twice.</b>   | BL                            |



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|   |  |       |
|---|--|-------|
|   | <b>5/6 Pulins have replied and have not put forward a director at this date</b>  |       |
| 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<br><b>5/6 discussed on agenda. RMG to give requirements of contaminate testing asap.</b>   | MH/KP |
| Agree timescales and processes with HD & Jarvis Homes in relation to legal administrative requirements. | 6/9 Update: Outstanding <b>6/3 Update: Outstanding</b><br><b>5/6 HD Outstanding</b>  | 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.<br><b>5/6 Several meetings have taken place between Halletts/Knights/CMO and matters are now moving forward</b> | MH    |

**SUBJECT DISCUSSION AT 5<sup>TH</sup> JUNE 2024 BOARD MEETING:**

**GOVERNANCE**

**Appointment of Cllr Hayward**

Noted, ABC legal now have replies to all insurance questions. Awaiting approval to add Cllr Heyward to Companies House as a Director

**Re-Election of Resident Director Post**

Noted, a meeting for 11 June has been set for setting out the process and timescales for the Resident Director post reappointment

**LEGAL**

**Jarvis Legal Issues**

The Board were pleased to hear that progress had been made with resolving the outstanding items, work will continue in this area.

**OPERATIONAL**

**SUDS Pond 3**



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TH informed the board that they had received various complaints regarding the Pond and other areas of landscaping on Phase 1. MH informed that the CMO had not received any and requested that in future residents are encouraged to speak directly to the CMO. TH asked for an update on the handover of the reeds maintenance and asked for clarification of the type of contamination survey that was being requested by RMG. MH will ask KP to clarify with RMG on the contamination survey, if this is not received within a reasonable time the handover will proceed without it. TH asked what the hold up was with handover. MH referred to the mud that needed clearing around the Inlets/Outlets, this should have happened on 17<sup>th</sup> May. TH will instruct for this to be cleared in next five days.

### **Landscaping other areas Phase 1 and 2**

TH noted that on the site walk on 8<sup>th</sup> May two other areas were handed to the CMO for maintenance. The Board then discussed the pictures sent in by TH. NS commented that some of the benching for the kerbs left little soil for grass to grow and contributed to some problem areas. In general the Board felt that, should there be any landscaping issues, RMG needed to be held to account for Earles landscaping quality. The Board did not feel that support was needed by Hodson Developments in this area and NS offered to meet and review with RMG any areas of concern. KP to review the areas of concern with RMG details to be supplied by HD. AB suggested any pictures of problem areas be forward to RMG for action. It was noted that in the retendering of the estate management contract, KPI's would be set for attendance on site of the contract manager.

### **Occupation of Cabin**

MH then explained that currently due to debt collection reaching court stage she was having several disturbing conversation with angry and distressed residents. The threat of face to face confrontations escalating could result in the safety of staff being compromised. TH said that Hodson onsite staff were also experiencing negative comments from residents due to the current situation with the slow development on site. It was not felt appropriate to incur costs such as Wi-Fi, cleaning and utilities for the facility to be underutilised. It was stressed that this did not affect residents hiring the Cabin. AB suggested that a longer-term solutions for staff would need to be explored and also suggested putting a note on the CMO website about general curtesy to staff. The Board agreed that occupation would currently pause.

### **Freedom Leisure \_ Yoga sessions**

The proposal to offer free taster sessions for Yoga was agreed with a budget of £500 set. A Newsletter would be sent to canvass the best times for the session and to gauge what take up there could be.

### **FINANCE**

MH introduced the current debt profile which whilst reducing was still high and explained that this was consuming a lot of CMO resources with residents disputing the RCD charges. The Board requested that as much of the debt control as possible be directed to RMG.

### **Retendering of Estate Management Contract**



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NS, MH and KP met two weeks ago and reviewed the specification for the retendering alongside the resident's survey feedback. MH explained that all reference to service charge has been removed and it was now highlighted that there is a different approach to the usual ARMA code which covers service charges.

| No. | Comment  | Decision/Action        | Who Responsible | Timeframe/Date                          |
|-----|--|------------------------|-----------------|---|
|     | MH to circulate tender invitation and specification to residential estate management companies | Action: Circulate pack | MH              | 1 Sep<br>distribute, 30<br>Sept returns |

### MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Compliance Certificate Tracker
- Management Accounts (Year ended 31 March 24)
- Finance and Risk Minutes (Jan attached)
- Planning Comments Submitted this Quarter

| No. | Comment  | Decision/Action      | Who Responsible | Timeframe/Date |
|-----|--|----------------------|-----------------|----------------|
|     | Matters to note: SB requested that the BDW completions which are part of the settlement be taken off the Knights Tracker                       | Approved unanimously | MH              |                |
|     | BL thanked Hodson Developments for their work in support of the recent PCC elections and making sure the Cabin had clean and accessible roads. |                      |                 |                |

### Any Other Business

#### Planning Comment – water Treatment Plant

Chilmington Management Organisation (CMO) recognises and is concerned with the impact that a stall on development in the Chilmington Green site will have on our residents, delaying further the provision on much needed community infrastructure and extending the construction period. Therefore, there is a clear need for a solution to the current nutrient neutrality situation which is stalling development of the Chilmington site and therefore adversely affecting the current residents of the development and a Waste Water Treatment Plant is, on balance, the best solution for the development.



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The CMO recognises that the prospect of a wastewater treatment plant is not ideal for nearby residents, on and off the site. We do feel that there can be proper checks and balances built into the planning application to ensure that this infrastructure is properly built and managed. We would urge the Council to ensure that if this scheme is approved that there will be a mechanism to hold the developer/operator to account, should the facility adversely affect residents and that it is managed to the standards proposed in the application.

Therefore, on balance the CMO is supportive of the application on the grounds that this is necessary to ensure that:

- The placemaking and expected facilities included within the Chilmington Garden Community and which will contribute towards creating a thriving community are delivered.
- The development continues so that the current residents will not be living on an unfinished site (which falls significantly below their expectations and negatively impacts on their enjoyment of the area) for the foreseeable future.

Next Meeting: Wednesday 4<sup>th</sup> September 2024, 2pm to 4pm