CHILMINGTON MANAGEMENT ORGANISATION

Minutes of CMO Board Meeting

4th December 2024

APPROVED (for Publication)

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

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 4th September 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. **4/12 Update. Not taken invitation to Brooksbanks any further**	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

	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 Hallets 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
Consider if there is any land available for pond 3 vegetation removal		TH
Ask Alex BDW's plans for clearing allotment space		KP
Ask Daniel Carter to debrief BL for update on HE funding for PS1.		KP
Write to ABC regarding SAGC and Community Stakeholder meetings.		MH/AB

SUBJECT DISCUSSION AT 4th DECEMBER 2024 BOARD MEETING:

GOVERNANCE

Resident Forums

Two meetings have been held, both were well attended and we are starting to get good feedback on various points, such as landscaping maintenance and opinion of the CMO. We are also getting the chance to explain the abilities of the CMO and it is working as a good channel of communication with the wider resident body. The meetings have been generally positive.

It was reiterated that the CMO could not activate residents, they need to respond individually with regards to the S106.

Chilmington Green S106 Appeal

The Board discussed an appropriate comment to submit to the planning inspector.

It was suggested that most of the attendees at this meeting had a conflict of interest, but in the best interests of an informed discussion all members would remain present. However, TH and BL would absent themselves from any vote, as they had the most significant conflicts of interest.

It was proposed that the CMO submits a position statement to the Planning Inspector by the deadline, explaining that we would continue to talk with the lead developer prior to the hearing. Important points are: We accept that compromise is needed, and the site needs to be viable; to provide an understanding that quality and community development is important to the CMO; finally this is a 'circular argument', until we know what the estate is going to look like we don't know how the business plan looks like and if the CMO is viable.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Organise a face to face meeting between CMO/ABC and lead developer to take place in Dec 24/January 2025.	Action	MH	

(AB left the meeting at this point).

The Gables

Original discussion was had some years ago whereby it was agreed that the CMO would be extended to include The Gables site. It was now questioned by a member of the Board that with all that was going on, it would be simpler to sit outside the CMO. The Gables is a full application, of 39 apartments, with its own S106. There are no assets on the site. All parties would incur legal costs to incorporate The Gables under the CMO. The Gables is right in the middle of the Chilmington development and would benefit from the facilities within the Chilmington site. Following discussion, the Board agreed that if the properties were offered to the CMO, they would accept them, but ultimately it is a matter for the LPA and Developer to agree between them.

OPERATIONAL

Estate Management Contract Retender

The contract has been received, but one paragraph caused concern as it stated that BMUK could put up the fees either to residents or the CMO, we have said that this does not work for us. They've resubmitted the contract saying it can be increased, with the agreement of the client. It was stated that MH believes that we now have a contract we are happy with but asks for someone else to look through it. NS agreed to review

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Cabin Hire- Potential Childcare Facility

Both established childcare providers that have looked round, said there would be a need on site for the facility, but raised that alterations would be needed to the Cabin to make it suitable. Architects from the council's project office have attended site and come up with suggestions of how the building could be adapted to make viable as a childcare facility. We are waiting for them to advise of the likely cost of these alterations. There was a lot of support from the resident forum on the proposal to use the Cabin as a childcare facility.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Send BMUK contract to NS for review (with clarifications).	Action	MH	

FINANCE

RCD1 Charge 3 Bed Apartment

(AE left the meeting at this time)

The Board was happy with the proposal detailed in the accompanying report. Feedback from developer sales team was shared advising that the majority of purchasers for the flats are first time buyers and are finding the monthly costs (RCDs and Block service charges) associated with the purchase of an apartment are unaffordable.

Business Plan and Budgets 2025/26

Business Plan had been approved via online communication.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	RCD1 charge for three bed apartments to be set the same as a two bed house	Agreed (Unanimous)		

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 30 September 24
- Finance and Risk Minutes (July attached)

All matters to note were approved.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date

Any Other Business

ABC are now unable to collect on site bins in open spaces, RMG have asked Earles Landscapes to collect them. It was agreed that this is not a good situation, and will be investigated further.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Talk to Jo Fox regarding getting the bins collected.	Action	BL	

Next Meeting: Wednesday 5th March 2025 – 2pm to 4pm – Committee Room 1