CHILMINGTON MANAGEMENT ORGANISATION

Minutes of CMO Board Meeting

4th June 2025

(APPROVED for Publication)

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Neil Shorter (NS), Cllr Heather Hayward (HH), Steve Bartlett (SJB), Alex Evans (AE), Alison Breese (AB), Katy Parr (KP) (arrived during AGM discussion)

Apologies:

Chair: Ben Lockwood

Welcome & Declarations of Interest

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

Approval of Minutes and Matters Arising

The minutes of the meeting of 5th March 2025 were approved.

Action	**Update**	**Who Responsible/Timefr ame**
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 5/3 Update**:** Remains outstanding**. 4/6/25 Update**: Remains Outstanding	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. 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 5/3 Update**:** BL has sent a further letter, no reply as of the meeting. **4/6/25 Update**: Still no response to last email, BL to follow up again	BL

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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 5/3 Update**:** Outstanding **4/6 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 5/3 Update**:** Continues to progress. **4/6 Update**: CMO have now signed off deeds of rectifications, waiting for others to complete process.	MH
Consider if there is any land available for pond 3 vegetation removal	5/3 Update**:** HD have said that cut reeds can go on land behind their compound. **4/6 Update**: Complete. Reeds have been cut from pond and removed from site.	TH .
Ask Alex BDW's plans for clearing allotment space	5/3 Update: Outstanding **4/6 Update**: On agenda	KP
Ask Daniel Carter to debrief BL for update on HE funding for PS1.	5/3 Update**:** Request was made, but BL has not received an update. **4/6 Update:** KP has sent a further email request to DC, no response received.	KP
Write to ABC regarding SAGC and Community Stakeholder meetings.	5/3 Update: Outstanding **4/6 Update:** Complete	MH/AB
Talk to Jo Fox regarding getting the bins collected.	5/3 Update: Bins are unable to be collected through ABC, contract with Trident Waste collection in process of being set-up. **4/6 Update** Complete. Bin contract is now in place with Trident Waste.	BL
Send date of next pop-up café to the Board	4/6 Update: Complete. NS, AL and HH all attended along with MH & KP	KP
Forward Cabin renovation plans to the Board	4/6 Update: Complete	MH
Ascertain ownership of the ditch along the boundary of Barratt Homes site with David Clarke.	4/6 Update: NS & AE have recently discussed this to provide detail behind the action point, action is progressing.	AE
Write to three parish councils asking for a nomination to observe CMO Board meetings	4/6 Update: Complete, but no response received at this time.	BL

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SUBJECT DISCUSSION AT 4TH JUNE 2025 BOARD MEETING:

GOVERNANCE

AGM Preparation

The date of the AGM has been confirmed as 16th September, the S106b appeal is likely to influence the number of attendees. Last year there were a large number of attendees, to allow for attendance by residents we will restrict other invites, one invite to go to the Parish Councils and offer Neighbourhood Watch the opportunity for a separate meeting with residents, rather than attendance at the AGM. The meeting will need to focus on AGM business and outcome of S106b appeal. Consideration needs to be given if mass numbers turn up to the AGM, CMO will look into the possibility of using the secondary school or a marquee in the garden.

Topics should also include acknowledgement of BDW and Jarvis's contribution to the development as they ready to leave site, change of management company from RMG to BMUK., potential Community Governance review for Chilmington Green. Need to consider how this is undertaken, recognising that it was always envisaged that Chilmington Green would be its own parish and the potential impact of local government reorganisation. Explain differences between parish councils and CMO.

Will also investigate how to live stream the AGM.

McCabe Ford Williams Letter of Engagement

All Directors need to sign the letter of engagement and submit ID with it.

Chilmington Green S106 Appeal

Acknowledgement and thanks was given to Neil Shorter for presenting the case on behalf of the CMO at the appeal hearing. The outcome of the appeal is still awaited.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	What do LPA intend to do in the way of comms following the outcome of S106b appeal	Action	KP	
	Pull together differences between parish council & CMO	Action	KP/MH	
	Directors to sign MFW letter of engagement and submit ID	Action	MH	

OPERATIONS

Barratt Homes – Allotments meanwhile use

BDW are proposing to construct a temporary car park on the allotment space to provide parking whilst remedial highway works are carried out, they will also clear the allotment area and seed so that it can be used as a meanwhile open space. The approval of Hodson Developments is needed as the

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landowner. The CMO would be responsible for the ongoing maintenance of the grass area and fence. BDW will take responsibility for applying for a non-material amendment with the LPA.

Use of CMO Land by the Community

If using the rules of the Cabin as a template for ability to use, ensure definitions are clear, eg. Separate gambling and gaming (raffles vs poker) etc. Need to manage differing opinions of residents, each idea can be equally loved or loathed by residents. Insurance requirements need to be considered, along with liability of the CMO for authorised and unauthorised events. It was agreed to draft a light touch policy for further discussion. Consider trial periods to see reaction and effect on the environment. Recognised that residents at AGMs have wished to see local enterprises for community benefit on site.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Agreement to maintain grassed allotment area and boundary fencing following work by BDW	Approved unanimously		
	Draft high-level policy framework for use of community land	Action	KP	

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 31 March 2025
- Finance and Risk Minutes (January 2025 attached)

All matters to note were approved.

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

ANY OTHER BUSINESS

The imminent challenges facing the CMO were recognised, such as lack of director nominations and outcome of S106 appeal.

It has been noted that there are properties at the Chilmington Lakes site being advertised for rent as a new home, and some are already occupied. MH will write to Hodson Developments asking how the process will work in informing the CMO of these occupations and that billing can commence.

We have received notification from PDC, via BMUK, that they have gone through a court process to recover unpaid rent charges from a resident, the case was found in the CMO's favour, however, the court fees remain unpaid. PDC have been asked for instruction regarding reclaiming these court fees, it was reluctantly agreed to instruct BMUK to carry on with further action to reclaim the court fees as it would be unfair to other residents for these fees to be taken out of rent charge funds.

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PDC's recommended course of action was for high court enforcement officers to attend the property to secure assets to satisfy the outstanding costs.

In preparation for upcoming land handovers it was recognised that Block Management needed additional input into certain aspects, such as SUDS. NS had offered to be part of the transfer process to assess adoptable standards of natural SUDS. The board were happy to support NS's input into the process.

The error in BMUK's billing communications regarding the terms and conditions was acknowledged and reference to landlords/tenants was noted. A meeting has been arranged with BMUK to discuss the error and how this can be avoided in future.

Thanks was given to Mr & Mrs Jarvis for use of the Paddock for the Hamlet Easter event and the cakes provided for the children.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Ask LPA what their communications strategy is following the outcome of the S106 appeal to local residents and wider borough.	Action	KP	
	Instruct BMUK to provide PDC with authorisation to proceed with court costs reclaim	Approved	MH	

Next Meeting: Wednesday 10th September 2025 – 10am to 12pm – International House

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