CHILMINGTON MANAGEMENT ORGANISATION

Minutes of CMO Board Meeting

4th March 2026

(APPROVED FOR PUBLICATION)

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Neil Shorter (NS), Steve Bartlett (SJB), Alex Evans (AE), Alison Breese (AB), Katy Parr (KP)

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 4th June 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 **4/3/26 Update: Elevate the risk on the risk register with AE & HJ leaving the board and lack of HD director.** **Write to LPA to alert them of the risk. Monitor any changes to FA parties to see if Articles can be changed**.	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	BL

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	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	
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	
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. **4/3/26 Update: MH's requests for legal changes have been going on and on. Arrange an all parties call with BL/MH/HJ/Knights/Halletts**	MH
Ask Alex BDW's plans for clearing allotment space	5/3 Update: Outstanding 4/6 Update: On agenda **4/3/26 Update: Complete BDW are still planning to clear allotments**	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. **4/3/26 Update: Complete HE agreed some of this funding for PS1**	KP
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. **4/3/26 Update AE to chase David Clarke for ditches inf.**	AE
What do LPA intend to do in the way of comms following the outcome of S106b appeal	**4/3/26 Update: Complete** LPA advised they would make a decision once the outcome was known. A statement was released.	KP
Pull together differences between parish council & CMO	**4/3/26 Update: Complete** This was included in AGM presentation	KP/MH
Directors to sign MFW letter of engagement and submit ID	**4/3/26 Update: Complete**	MH

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Draft high-level policy framework for use of community land	**4/3/26 Update:** Outstanding. Hasn't taken priority given that land ownership transfer has been a long way off	KP
Also pick up on SAGC meeting with planning. BL/KP meeting with Dan Carter to pick this up and organise meeting with parish councils		KP

SUBJECT DISCUSSION AT 4TH MARCH 2026 BOARD MEETING:

GOVERNANCE

Revised CMO Business Plan following S106 Appeal Outcome and future staffing requirements

CMO Business Plan

In the previous F&R meeting, six weeks ago the committee agreed that the realistic viewpoint was that occupations would stop at 650 units and we had to accept that we will stay at this number for some time.

The occupation of the additional 50 homes on Parcel K is on the assumption that the A28 bond is resolved. Have assumed that there will be no new occupations for four years

The plan shows new landscaping costs, it does not include play space 1, Access A bund, small RCD3 area at lakes and KCC areas. It projects a small surplus for 26/27.

The question was asked what funds are kept in reserve in the event that the company had to be wound down, it was suggested that there was money within the £96k to cover costs of winding down the organisation. The charity account also has £114,000 excluding the restricted amounts, we don't have a huge amount of legacy costs. It was agreed that after the S106 decision we have lower risk of closing down. We will hit 500 occupations this year attracting further deficit funding and we don't have any liability from the ABC contract if that ends.

It was noted that the Charity accounts look strong but acknowledged that whilst we are due deficit funding at 500 occupations, we need to understand the risks that we may not be paid this.

It was suggested that the CMO need a 'shopping list 'for any possible transition period. Need to formally request payment of deficit grant at 500 occupations. Recognition was made that the Board need to be thinking of the ABC contract end.

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Staffing

Presenting the requirement for additional staff servicing the CMO MH proposed a hybrid approach that the CMO should directly employ a role to deal with the finance, legal and governance aspects of running the CMO.

Further discovery was required to understand what support ABC could provide in terms of payroll etc.

A variety of agreement and concerns were raised, and the CMO's previously agreed 'litmus test' for direct staff employment was raised. It was also stated that staffing is currently outsourced and the CMO needed to go back to the contract provider to ensure proper resource, just because current staffing levels were insufficient it didn't mean that the CMO had to employ staff directly.

The risk was highlighted that if more people are taken on under the contract rather than directly employed, how much desire would there be by these individuals to transfer to CMO employment when the time comes. It was also noted that VAT is paid on the services contract, adding to the cost.

Thought was given to working towards our exit strategy, deciding what we need, what our offer is, and look for a CMO Manager. Policies needed to be created covering employment, although it was likely that policies were available for us to adapt that were in existence at other companies supported by ABC.

The hybrid model was liked, but not yet. It was asked if we could increase the number of hours available through the contract and at what cost. Need to consider what other skills do we need.

It was agreed to request a contract meeting with ABC to look at the breakdown of hours that are required and aim that 26/27 will be the last contract but accept that we may not be in the position at this time to exit. Need to set schedules of how we move forward following this.

Agreed to ask for more hours on the contract. MH suggested we need to cover about 30 hours for her post. 14 hours is currently provided by MH the other 16 hours will not incorporate any hours needed for community development work.

It was assumed that this would increase the cost of the contract by circa £60K, a 50% increase.

Considering timescales to ensure continuity it was considered that in 6 to 9 months the CMO would need to make a 'go or no go decision'. The new contract reflecting the above changes needs to be signed within months. AB given delegated decision to work on contract

The suggestion of having a resident committee to manage activities at the Cabin was discussed and the concerns of the residents' forum were noted. Concerns raised by the forum and those present included gaining long term commitment from a committee. AB to come back with committee ideas for cabin

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Occupied premises at The Lakes

MH advised that she had written to Hodson Developments and the LPA regarding the properties rented out at Chilmington Lakes. A response has not been received from Hodson Developments, and the LPA have noted the issue and advised they will take forward with other enforcement actions.

The question was asked if there are any risks under the Renters Reform Act to the CMO with tenants in these rental properties without RCDs.

Director Nominations

This was covered earlier in the meeting.

Company House Verification

There are several directors who have still not provided notification of their Companies House ID which will be required by the time the accounts have to be submitted.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Business Plan – Change top line to state BMUK Contract year		MH	
	Write to TK from MH or another board member (Not BL) regarding payment of the deficit funding at 500 occs		MH	
	Ask Sammy to help Neil with co. house verification		KP	
	Send reminder to the LPA regarding required enforcement of occupied properties at Hodson Lakes without RCDs in place.			
	Request contract meeting with ABC for AB to attend.		AB	
	Formulate some ideas for a cabin committee		AB	
	Write to LPA to inform them of a risk that the CMO may not be able to form a quorate board		KP	

OPERATIONS

Updates to RCD Wording

It was understood that changes had been requested to comply with the Renters Reform Act.

It was agreed that ACS would be approached for an up-to-date quote to advise on required changes to the wording of the RCDs to incorporate Toke Farm and The Gables

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No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Ask ACS for quote to change RCD wording (expansion of operating areas)		KP	

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 31 December 2025
- Finance and Risk Minutes (July 2025 attached)

All matters to note were approved.

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

ANY OTHER BUSINESS

The Board were advised that the coffee shop based at the cabin had asked to extend their opening hours, their request was agreed but with an exception to Sunday hours only permitting opening until 1pm to avoid overly blocking the Cabin to other users

A request had been received from a prospective resident regarding the opportunity of opening a barber's shop in the Cabin. Due to the requested access arrangements, the loss of a community space and requirement to change the permitted use of the building, the Board decided to decline the offer.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Inform Barleys Coffee Co of approved opening hours		KP	
	Inform Barbers of decision		KP	

Next Meeting: Wednesday 17th June 2026 – 10am to 12pm – International House

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