CHILMINGTON MANAGEMENT ORGANISATION

Minutes of CMO Board Meeting

17th June 2026

(APPROVED FOR PUBLICATION)

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Steve Bartlett (SJB), Alex Evans (AE), Holly Jarvis (HJ), Alison Breese (AB), Katy Parr (KP)

Apologies: Neil Shorter (NS)

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 March 2026 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.	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.	BL

	4/6/25 Update: Still no response to last email, BL to follow up again **17/6/26 Update: Chelmden have declined to nominate another director at this time.**	
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 **17/6/26 Update:Given where we are in the stage of these sites,this will need to be agreed with new developers as required.**	
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 **17/6/26 Update: On agenda.**	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. 4/3/26 Update AE to chase David Clarke for ditches inf. **17/6/26 Update: To be discussed in meeting between AE/NS/KP**	AE
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. **17/6/26 Update: Remains outstanding**	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	**17/6/26 Update: To be organised following meeting with Dan Carter that is in diaries.**	KP
Business Plan – Change top line to state BMUK Contract year	**17/6/26 Update: Complete**	MH
Write to TK from MH or another board member (Not BL) regarding payment of the deficit funding at 500 occs	**17/6/26 Update: On agenda**	MH
Ask Sammy to help Neil with co. house verification	**17/6/26 Update: Complete**	KP

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Send reminder to the LPA regarding required enforcement of occupied properties at Hodson Lakes without RCDs in place	**17/6/26 Update: Complete**	MH
Request contract meeting with ABC for AB to attend	**17/6/26 Update: Complete/on agenda**	AB
Formulate some ideas for a cabin committee	**17/6/26 Update: To be looked at once Business Manager in post**	AB
Write to LPA to inform them of a risk that the CMO may not be able to form a quorate board	**17/6/26 Update: Complete, no response received to date.**	KP
Ask ACS for quote to change RCD wording (expansion of operating areas)	**17/6/26 Update: Complete, waiting for ABC to confirm they will pay for ACS's work.**	KP
Inform Barleys Coffee Co of approved opening hours	**17/6/26 Update: Complete**	KP
Inform Barber of decision re operating from Cabin.	**17/6/26 Update: Complete**	KP

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SUBJECT DISCUSSION AT 17TH JUNE 2026 BOARD MEETING:

GOVERNANCE

AGM Preparations

The school hall is only available from 6pm, so it was proposed that set-up starts at 6pm, with registration of voters from 6.30pm with a start time of 7pm. This was agreed by all those present.

It was further agreed that the AGM needed to focus on the CMO and not be dominated by wider site issues, transparency of CMO finances was key for residents. This could be aided by use of a visual aid, such as a pie chart. So that focus could be prioritised on CMO matters, it was agreed that NHW would be invited to have a 'stand' at 6.30pm rather than allocated time on the agenda and also be available for discussions after the formal AGM has closed. Brookbanks are to be put on the agenda. As in previous years, ask for questions from residents in advance. Publish FAQs, including administration topics with the agenda. Check to see if we can display the land ownership plan.

Director Nominations and Quorum at Meetings

Grant Thornton has advised that they will nominate someone onto the CMO board, they are currently deciding whether it will be an administrator or a Brookbanks employee.

The question of changing the Articles to alter quorum requirements of CMO Board meetings requires the lead developer to be identified. Grant Thornton has stated they are the lead developer.

To start the process, it was agreed to ask permission of the councils and lead developers to change the articles, the board need to be able to operate the business.

The Board were advised that TH had now missed three meetings, in accordance with the CMO's Articles the directors present unanimously voted to remove TH from the Board.

Jarvis Legal Issues Update

Following the meeting held between the CMO, Jarvis Homes, Halletts and Knights, Halletts have contacted the relevant plots requiring deeds of rectification. Andrew Doinik of Halletts is yet to update Knights on any progress. HJ is going to chase Hallets and will update MH by end of the week following this meeting.

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Ask Brookbanks if we can display the land ownership plan at the AGM	Action	KP	
	Write to lead developers & councils asking permission to change the Articles	Action		

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	Ask Brookbanks if there are individuals from Grant Thornton/Brookbanks that should be invited to the next board meeting.	Action	MH	
	Remove TH from Board	Decision	Unanimously agreed	
	HJ to update MH with progress in remedying legal paperwork for property purchase	Action	HJ	

OPERATIONS

Update Deficit Funding & ABC Contract Meeting

The site is likely to hit 500 occupations this year, Tracey Kerly, CEO of ABC has been asked if ABC would pay the deficit funding in the absence of payment being received by the lead developer.

Before committing to providing an upfront payment, TK would like to see the CMO's exit strategy from the ABC contract. As detailed in the accompanying report it is proposed to appoint a Business Manager on a 12-month contract through ABC, at which point if this position has proved satisfactory, they would transfer to permanent employment with the CMO. This would offer a hybrid solution, keeping KP's role under the ABC contract, it would be hoped that this would see the CMO through LGR and the administration process leading to a more stable time when the CMO could be in a position to employ all staff directly. It is likely to be three years before any occupations of newly built properties.

The intention is to sign an ABC/CMO services contract for three years with the option to extend.

This proposal was unanimously approved by the CMO board.

Defibrillator

The board discussed the requests of residents to provide defibrillators at various locations across the development. Due to the need for an electrical supply, it was agreed that it was not possible to locate defibrillators within 200 metres of every household. The Board unanimously approved purchase of a defibrillator to be installed at the CMO cabin with the intention of providing defibrillators at CMO community facilities as they are delivered.

Fraudulent Letters

The board were advised that in response to the fraudulent letters purporting to be from CMO/BMUK being sent to ABC's affordable housing units on the Hamlet a letter was being posted from the CMO today.

The board were satisfied that all has been done to stop this behaviour and that it will be kept under review and further action would be taken if required.

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No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Appoint a Business Manager through ABC/CMO services contract and sign a new three year contract.	Approved	Unanimous	
	Send HJ a copy of the CMO letter being sent to Hamlet residents	Action	KP	
	Inform BMUK that residents haven't received the letter from BMUK concerning the fraudulent letters.	Action	KP	

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 31 March 2026
- Finance and Risk Minutes (July 2025 attached)
- Business Continuity Plan
- Data Protection Complaints Policy

All matters to note were approved.

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

ANY OTHER BUSINESS

SJB and KP are currently undertaking a policy review, although system dynamics were currently getting in the way of sharing information between CMO and SJB. A request was made that H&S policies be sent to ABC for review.

A request has been made from Mcabe Ford Williams that the CMO Board make a statement regarding the operational status of the CMO following the administration of Hodson Developments for inclusion with the account.

"The CMO trustees agreed they are satisfied that the CMO is a going concern and that forward funding from ABC and a business plan for the coming year has been agreed."

No.	Comment	Decision/Action	Who Responsible	Timeframe/ Date
	Resend H&S policies to ABC for review	Action	KP	

Next Meeting: Wednesday 9th September 2026 – 10am to 12pm – International House

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