



CHILMINGTON MANAGEMENT  
ORGANISATION

INFORMATION PACK

*Chilmington, Ashford, Kent*





# YOUR HOME, YOUR COMMUNITY

## The Purpose of the Chilmington Management Organisation (CMO)

The CMO will take responsibility for the open spaces and community buildings, ensuring that they are used for the purposes set out, and will also develop, and put in place activities which support community development and respond to the relevant social, environmental and economic needs of the new community.

It will work alongside local key organisations including the Borough, County and Parish Councils, who will each continue to represent residents

of the new development as well as continue to provide other important local services.

The CMO will work towards creating a community amongst residents where people feel safe, enjoy living, and belong, as well as being a place that people visit for leisure or work in many aspects of its retail and service businesses.

## OUR VISION

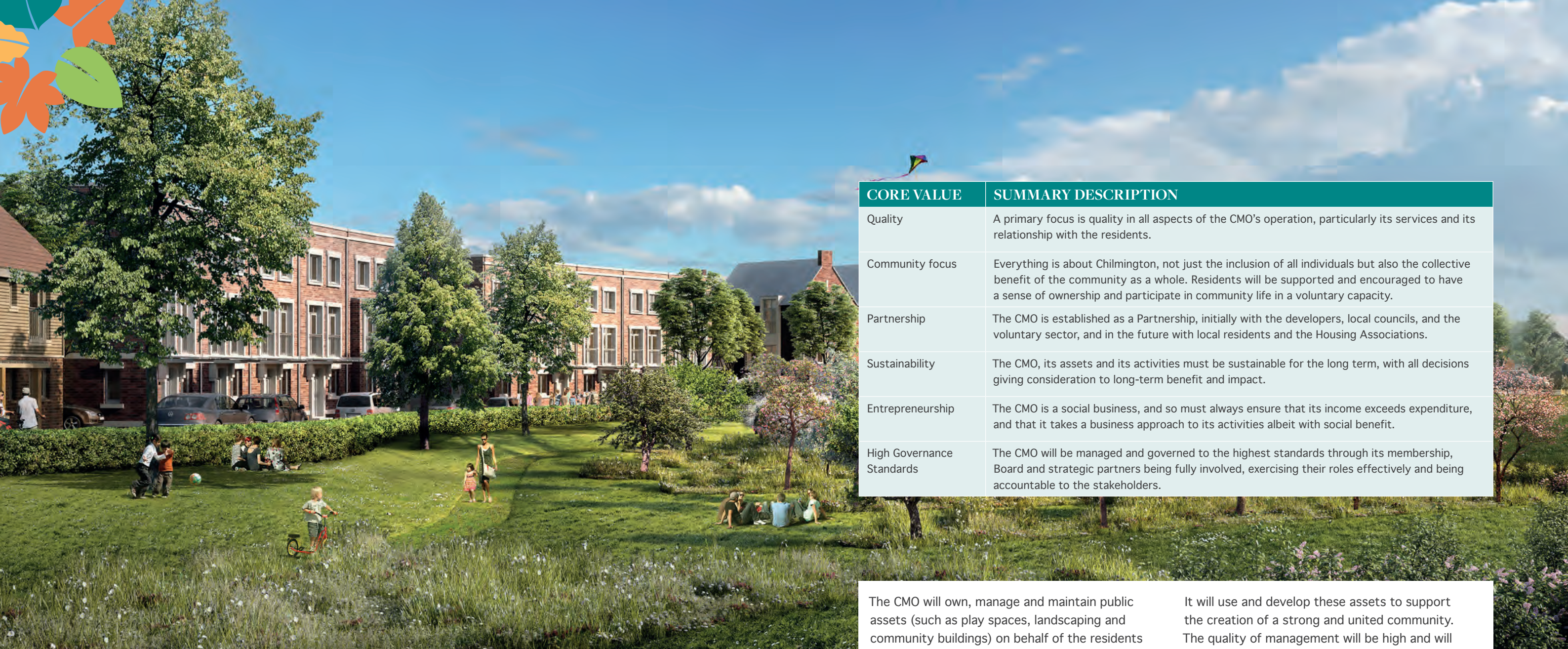
*"Chilmington, a great place to live and a thriving community for all."*

## OUR MISSION

*"Own, manage and maintain excellent community spaces and buildings, creating a community for present and future generations"*







CORE VALUE	SUMMARY DESCRIPTION
Quality	A primary focus is quality in all aspects of the CMO's operation, particularly its services and its relationship with the residents.
Community focus	Everything is about Chilmington, not just the inclusion of all individuals but also the collective benefit of the community as a whole. Residents will be supported and encouraged to have a sense of ownership and participate in community life in a voluntary capacity.
Partnership	The CMO is established as a Partnership, initially with the developers, local councils, and the voluntary sector, and in the future with local residents and the Housing Associations.
Sustainability	The CMO, its assets and its activities must be sustainable for the long term, with all decisions giving consideration to long-term benefit and impact.
Entrepreneurship	The CMO is a social business, and so must always ensure that its income exceeds expenditure, and that it takes a business approach to its activities albeit with social benefit.
High Governance Standards	The CMO will be managed and governed to the highest standards through its membership, Board and strategic partners being fully involved, exercising their roles effectively and being accountable to the stakeholders.

The CMO will own, manage and maintain public assets (such as play spaces, landscaping and community buildings) on behalf of the residents living within the new development.

It will use and develop these assets to support the creation of a strong and united community. The quality of management will be high and will help deliver:

## The CMO’s Functions

### AIMS

The principle aims and related activity areas of the CMO are summarised as follows:

- 1
- Own, maintain and effectively manage the public open spaces, buildings and facilities
- 2
- Initiate, develop, coordinate and deliver community and cultural activities to create and maintain a thriving community
- 3
- Promote and support environmental and community sustainability

The CMO will be a flexible and responsive organisation which meets the needs and opportunities, either in partnership with public and voluntary agencies, or on its own.

The CMO will be built upon a number of core values and operating principles, as shown in the table opposite:

CHILMINGTON MANAGEMENT ORGANISATION			
Public Open Space Management & Maintenance	Financial Management & Investment	Asset Management	Community Development
<ul style="list-style-type: none"><li>• Commission/ in-house operation</li><li>• Maintenance and replacement regime</li></ul>	<ul style="list-style-type: none"><li>• Collecting rentcharges</li><li>• Maximising income from commercial assets</li><li>• Maintaining reserves</li><li>• Managing cash balances</li></ul>	<ul style="list-style-type: none"><li>• Hiring/leasing of community and sports buildings</li><li>• Play areas</li><li>• Open spaces</li><li>• Eco projects</li><li>• Commercial property</li></ul>	<ul style="list-style-type: none"><li>• Working with the existing and new community</li><li>• Community activities and events</li><li>• Green living</li><li>• Community grants</li><li>• Social media</li><li>• Supporting the Parish Council</li></ul>



# The Structure and Membership of the CMO

The CMO Structure provides a strong and responsible organisation to safeguard its assets and finances. Additionally, this provides the ability to own and manage the public land and built facilities, respond to local community needs, and build a sense of community among the local residents, partners, service users and visitors.

The Legal Document (The Articles) set out details about membership of the CMO. Members who must be either Directors or a resident within the Area of Benefit (see page 9) where the CMO operates. Regardless of whether a resident is a freeholder, leaseholder or tenant, residents are entitled to sign up as members. Membership is not automatic.

Residents of the new Chilmington development will be encouraged to sign up as members either at the time of conveyancing or shortly after they move in.

Membership is restricted to one individual per household and The Articles limits resident CMO members to a maximum of 50% of the votes at General Meetings.

## Membership Rights

Membership of the company provides the following statutory entitlements:

- Attendance at the company's General Meetings; these are distinct from company Board meetings and at least one General Meeting must be held annually;
- The opportunity to submit and vote on proposed recommendations;
- To approve any proposed changes to The Articles or the name of the Trust;
- At the Annual General Meeting, to receive the Directors' report, the accounts and the auditors' report, and to appoint the Trust's auditors;
- For residents, the opportunity to participate in the appointment of the Resident Directors.

## The Board of Trustee Directors

In Phase 1, the Board of Trustee Directors will be made up from the following organisations with one representative each except the developers who are entitled to appoint up to five directors:

- Developer(s) (5 Votes)
- Local Authorities (2 Votes)
- Voluntary Sector (1 Vote)
- Housing Association (1 Vote)\*
- Residents (1 Vote)\*

Note: \*appointment to follow

Membership forms are available and are included as part of this information pack.

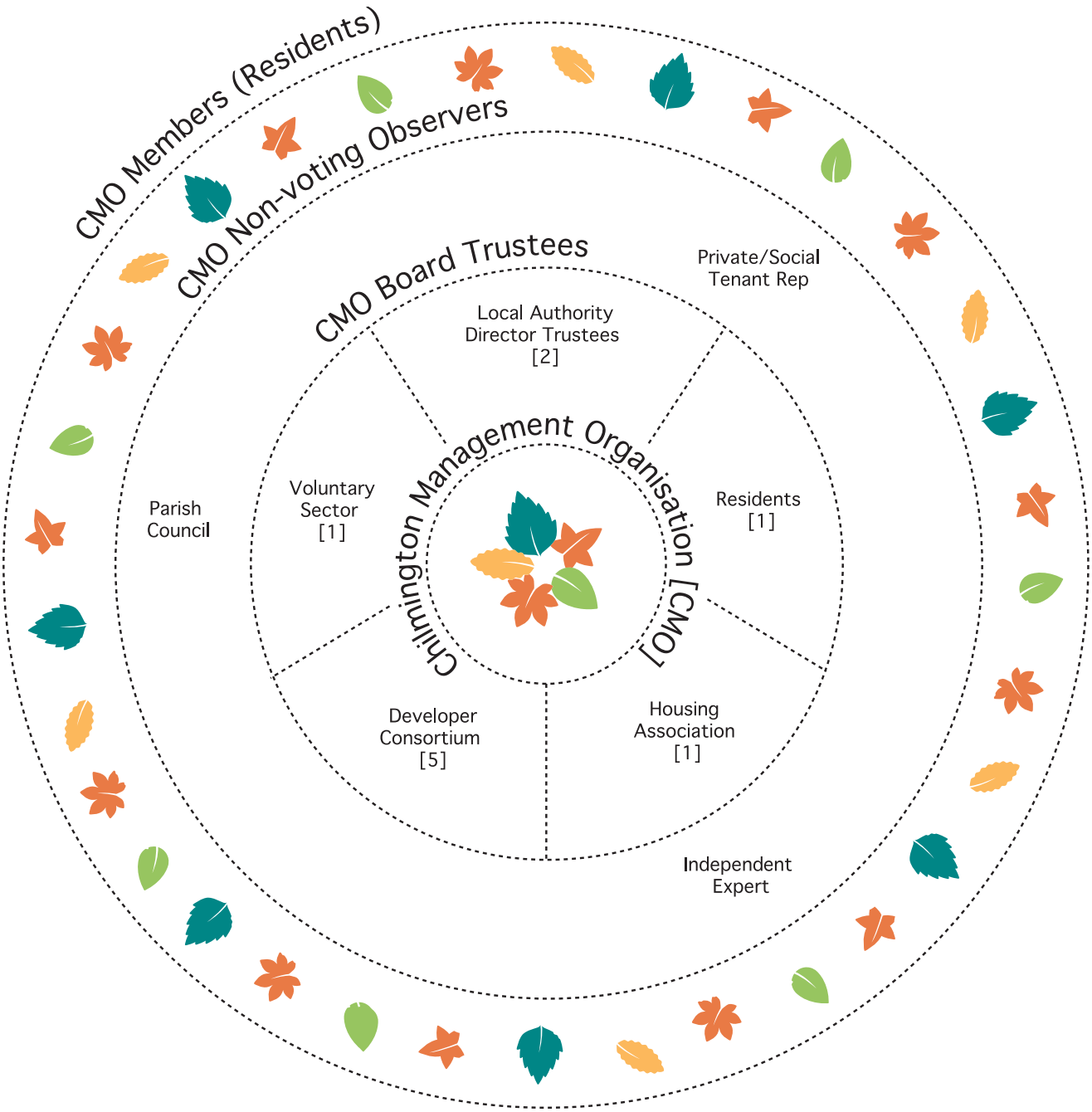
As the development progresses, a further four resident trustees will be appointed and by the end of the development, the resident trustees will replace the developer trustees.

The Directors will be appointed by their respective nominating organisation, but must act in the best interests of the charity and not their organisation.

The Directors will make the strategic decisions required for the CMO to carry out its work.



# CMO Governance (Phase 1)







## Estate Rentcharge – What Is It?

### Rentcharge 1

The Estate Rentcharge is a legally binding covenant that each and every subsequent residential property owner must complete before occupation.

Estate Rentcharges are governed by the Rentcharges Act (1977). Estate Rentcharges are calculated across house types, with the formula as set out opposite:

PROPERTY SIZE	ANNUAL (maximum) ESTATE RENTCHARGE (subject to future indexation)	PERCENTAGE OF STANDARD ESTATE RENTCHARGE
1 Bed Apartment	£ 130.55	35%
2 Bed Apartment	£ 186.50	50%
2 Bed House	£ 242.45	65%
3 Bed house	£ 373.00	100%
4 Bed House	£ 447.61	120%
5 + Bed House	£ 596.81	160%

The “Services” are described as: “The maintenance, renewal and replacement” of the following:

- Soft landscaping
  - Bins for litter including emptying bins
  - Footpaths
  - Cycleways
  - Railings and fences
  - Public art
  - Site interpretation and information boards
  - Trees and tree grills
  - The fabric of all buildings transferred to the Trust
  - Seating
  - Vehicular parking spaces
  - Litter picking
  - Street lighting
  - Informal natural green space
  - Discovery Park outdoor sports pitches and related premises
- Children and young people’s play spaces
  - Allotments
  - Land comprising ecological mitigation
  - Land comprising woodland
  - Land comprising the advance planting belts
  - Sports facilities
  - Reasonable apportionment of staff and other management overheads
  - Purchase, lease, replacement and maintenance of equipment and any associated management of buildings
  - Unadopted highways on CMO land
  - Security measures
  - Enforcement

### Rentcharge 2

The second rentcharge deed (described as the **Estate’s Covenants and Supplemental Rentcharge Deed**) provides for the rentcharge to be reviewed with effect from 1 April 2030. At this point the rentcharge could be increased by a maximum of 20%.

This deed also sets out some additional obligations that the CMO will undertake.

These are mainly concerned with the enforcement of estate restrictive covenants. These covenants are listed in the deed and contain provisions which all owners will be expected to comply with (such as only occupying their property as a residential dwelling, keeping the property in good repair, only to park in designated areas and for the management of refuse, etc).

The estate covenants also contain limits on the height of planting and fences and other obstructions in gardens. We recommend that you study the estate covenants carefully.

### Rentcharge 3

In addition to entering into these two rentcharge deeds, the owners of certain dwellings will also need to enter into a third rentcharge deed with the CMO.

This rentcharge deed (known as the **Additional Common Parts Rentcharge Deed**) provides for an additional rentcharge to be paid to the CMO for maintenance of additional areas to which only certain residents have access. Typically, this will be communal driveways and parking areas in blocks of apartments.

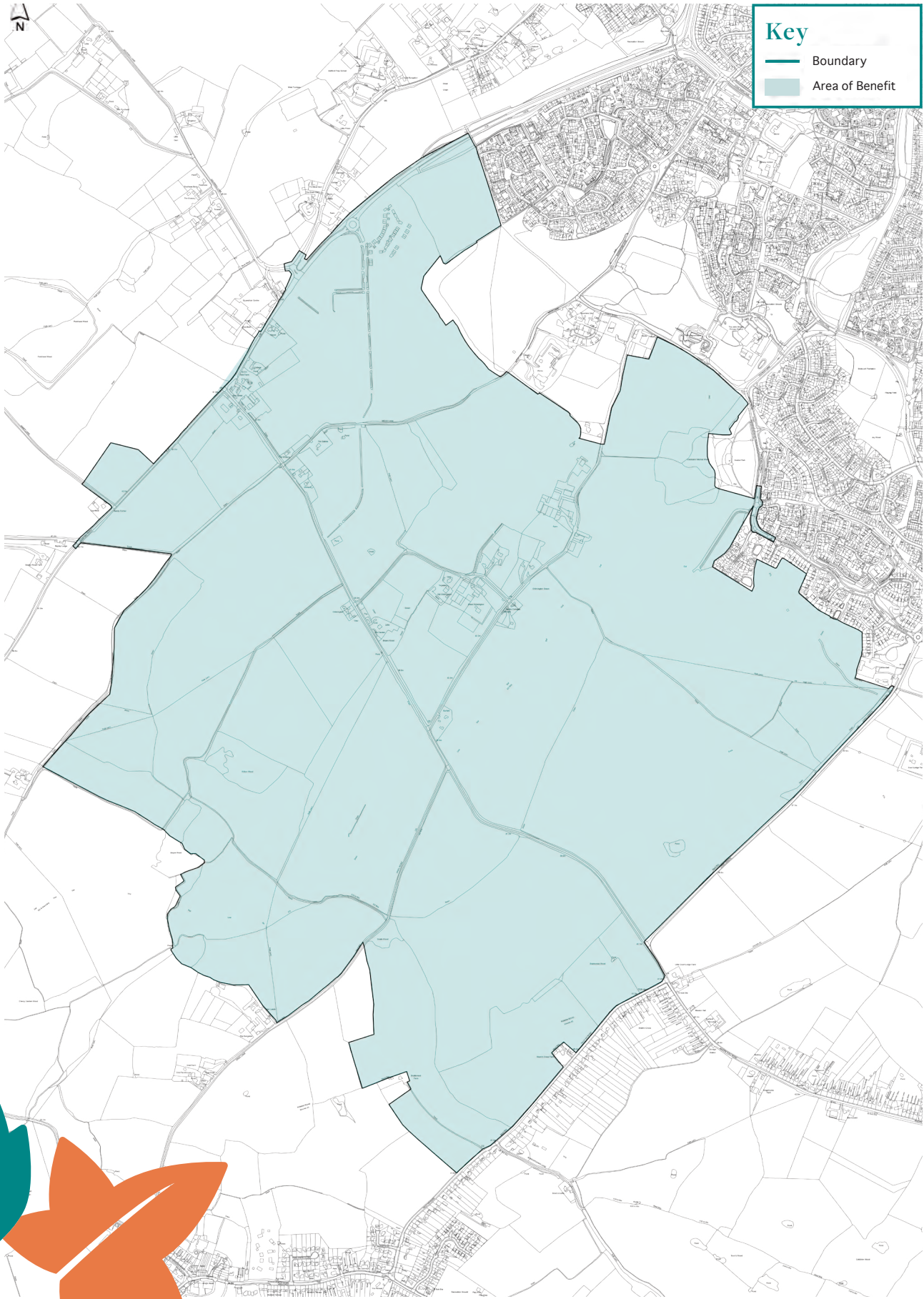
The sales pack will make it clear whether this additional rentcharge applies to the property that you are buying and if so how much that rentcharge will be.

The charges are likely to range from between £20 to £120 per annum depending upon the size of the property and the additional maintenance services which it will benefit from.





Area of Benefit



**Get in touch**  
Chilmington Management Organisation,  
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