

**Minutes of Ordinary General Meeting of the Board of  
CHILHAM'S FUTURE DELIVERY BOARD LIMITED**

**Meeting at:** Vergers Lodge, Taylors Hill, Chilham

**On:** Thursday, 16<sup>th</sup> February, 2012 at 7.30pm

**MINUTES**

**Present:**

David Hayes (Chairman)  
Robert Berry  
Ben Glancy  
Helen Kirwan  
Peter Higgs

1. Apologies - None
  
2. Whilst it was agreed that the CPC agenda lacked clear direction and substance it was agreed that the points should be considered and that CFDB agenda items should be in addition, although they would certainly give more direction to the proposed 'way forward'.  
An approach was discussed with regard to each item at which point the legal advice from both CFDB and ABC was also considered.  
It was unanimously agreed that the advancement of this scheme could not be managed by CPC in its current form.
  
3. RB raised the important issue concerning both the 'Chair' and Minutes for the meeting. The meeting with ABC had been proposed by CFDB to CPC as part of the way forward since July last year. Consequently although this was not actually a CPC meeting it was agreed that CFDB should not chair. BG gave some insight into how CPC meeting had been run. It was unanimously agreed that the CPC Chair may have difficulty in controlling some CPC members. However, this would be an issue for CPC/ABC to address.  
Most importantly it was agreed that taking of minutes should be conducted independently of both CPC and CFDB. Ideally it would be somebody from ABC taking the minutes and that they should be circulated and taken as 'agreed' unless there was an objection raised within 7 days.  
DH to write to Ali Ralph and suggest an independent minute taker.

With regard to closer working between CPC and CFDB the legal advice received shared some common ground. HK pointed out that care must be taken so as not to spoil any funding avenues, or impair the charitable objectives of CFDB.

RB proposed (seconded by BG) that, along the lines previously discussed and advised by our lawyers, we resolve to extend membership of CFDB to CPC and those Parish Councillors that support the aims and objectives of the Charity. This was unanimously agreed. It was also agreed that that the resolution would contain the wording previously discussed with CFDB lawyers.

4. There being no other business the meeting was adjourned at 9.00pm

Attachments:  
CPC proposed agenda  
CFDB proposed agenda

## **CHILHAM PARISH COUNCIL**

**Meeting to agree next steps for Chilham Square improvement project  
Wednesday 29th February, 2012 - 2pm at Chilham Village Hall**

### **AGENDA**

1. Is there a beneficial reason for CFDB to exist and is it a legitimate organisation
2. Are ABC happy with the current relationship between CPC and CFDB
3. What suggestions do ABC have for future governance of CFDB
4. Have ABC or KCC received complaints from parishioners and what were the findings from their investigations into these complaints
5. To decide the way forward
6. What are the funding opportunities and how would this affect the precept

Attendees:

Parish Councillors

Boro Cllr Doug Marriott

County Cllr Andrew Wickham

Officers from Ashford Borough Council

CFDB Directors

## **CFDB proposed Agenda items for 29<sup>th</sup> February meeting**

- How best can CPC and CFDB work together to advance the preferred scheme.
- What joint communications should be issued to show co-operation and unity.
- How should we move forward with the design brief.
- What assistance can ABC and KCC provide with regard to:
  - The tendering process
  - Potential contractors
  - Contractor selection
- What assistance would be available from ABC and/or KCC with regard to management of the project.
- How should we work with KHA regarding planning, highways impact and material selection