

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
CHILBOLTON PARISH COUNCIL TO BE HELD ON  
MONDAY 7 JULY 2025  
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL  
A G E N D A P A C K**

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> June 2025 ([02/06/2025](#))
4. [MATTERS ARISING](#) (Not covered within monthly routine reports)
5. TO TAKE QUESTIONS AND TO DISCUSS AND DECIDE ON ANY PROPOSALS WITHIN THE MONTHLY ROUTINE REPORTS AS FOLLOWS: -
  - A. [Finance Report](#) – Gill Bulpitt – to inc.
    - i. Approval of accounts for payment
  - B. Flood Advisory Group – Cllr Marits
  - C. Highways – Cllr Hudson
  - D. [Open Spaces Committee \(COSC\)](#)– Cllr Griffiths
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. [Community Development Committee](#) – Cllr Hall
    - i. Approval of updated TOR v3.0
  - G. Resilience – Cllr Collis
  - H. Village Hall – Cllr Griffiths
  - I. [Community Fundraising update](#) – Cllr Hall
6. HCC and TVBC Councillor report – Cllr Drew
7. [POLICY REVIEW](#):
  - i. To approve Council policies – Vexatious Complaints policy and Anti-Bully & Harassment
8. [VIRGIN BROADBAND](#) - To discuss current issues and possible solutions – Cllr Ewer
9. [COMMUNICATION](#) – To discuss a proposal of how the PC communicates and engages with the residents of the village, including use of social media. Cllrs Collis & Hall
10. TVBC DRAFT LOCAL PLAN (2025-2042) – To consider how the PC will reply to the Consultation of the draft TVBC Plan
11. [ASSETS OF COMMUNITY VALUE](#) – To consider re-listing Chilbolton Village Shop and Tea Rooms as an asset of Community Value
12. [CORRESPONDENCE](#)
13. QUESTIONS FROM PUBLIC – (3 mins. per person)
14. ANY OTHER BUSINESS – For information ONLY
15. ITEMS FOR NEXT AGENDA
16. Date of next scheduled meeting – Monday 1<sup>st</sup> September 18:30

**Gill Bulpitt (Parish Clerk)**  
Published XX/06/25

## **4 MATTERS ARISING:**

- |                                                                                               |                   |
|-----------------------------------------------------------------------------------------------|-------------------|
| a) Question regarding consideration of Gravel Hill site (see <a href="#">correspondence</a> ) | <b>Action: TE</b> |
| b) Draft Vexatious Complaint policy and FOI (see Agenda Item <a href="#">Policy</a> )         | <b>Action: GB</b> |

### **COSC: (these actions also covered under COSC report)**

- |                                                                                         |                     |
|-----------------------------------------------------------------------------------------|---------------------|
| a) Common Car Parking Signs – COSC for further consideration and to present back to CPC | <b>Action: COSC</b> |
| b) Common Track – COSC to consider proposals                                            | <b>Action: COSC</b> |
| c) Electric Fence around The Old Cottage and cows – update                              | <b>Action: COSC</b> |

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## **5A FINANCE REPORT:**

### **July 2025**

#### **Payments approved via email since 02/06/25 –**

N Horne (WMPF pavilion shower parts) - £16.12  
Ed Treadwell (WMPF pavilion shower parts) - £43.34  
Orchard Services (WD gates) - £359.71  
I Daubney (WD, Allotments, Greens, WMPF) - £675.00  
A Bond (Common, Footpaths) machinery hire only - £760.00  
Hurstbourne Forge (WMPF running costs) - £126.00  
C A Stevens and Sons Ltd (Footpaths – gravel for Whitelands path) - £274.80  
DD payments – NONE

#### **July '25 payments for approval – ALL INVOICES TO BE SIGNED AS APPROVED BY 2 SIGNATORIES**

A Denyer (Salary and Exps) - £532.39  
G Bulpitt (wages and exps) - £483.17  
Grass and Grounds (WMPF running costs/7 & 21 May cuts) - £355.51

D Griffiths reimbursement for hoggin/path gravel for Common track - £870.00  
Chilbolton Village Hall (8/4 – 24/6) - £144.00  
S Larcombe reimbursement for Open Garden loo - £78.00 *[account details required for payment]*  
PCC of Chilbolton 50% of loo cost for Open Gardens - £114.00  
Village Hall annual grant (re storage shed) - £600.00 (see below)  
Winchester Samaritans 50% of Open Garden profits - £874.00 *[account details required for payment]*  
A Denyer reimbursement for HMRC re GB income tax £78.60

Emailed approval for the following has been received BUT yet to be paid:

A Bond labour (Common track and footpaths repairs) - £650.00

#### **Current Account Receipts – Receipts since last report –**

Allotment rents - £68.80 (£18.40 is currently outstanding)

Footpaths – refunds for overpayment of scalplings - £79.20

Open Gardens/Community funds - £2112.00

#### **2025/26 Accounts to date –**

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

1<sup>st</sup> Quarters Payments spreadsheet attached [here](#)

Bank Reconciliation as at 24.06.25 attached [here](#)

### **Village Hall Grant 25/26**

The Village Hall would like to apply for its annual grant of £600 to go towards the cost of renovating the storage shed which is currently underway. Authorisation from PC required.

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## **5D CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC) – Cllr Griffiths**

Draft Minutes from the last COSC meeting ([12.06.2025](#))

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### **5E Planning – Cllr Larcombe**

Minutes from the meeting: Draft minutes [02/06/2025](#)

Report June 2025

Quiet month this month - just one item.

I have received an email from the owners of 3 Joys Lane. They have said that they now have funding to finish their building project but the builders are not able to start until January next year. (2026)

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## **5F COMMUNITY DEVELOPMENT COMMITTEE – Cllr Hall**

### **June 2025**

The Community Development Committee has 12 members appointed by CPC following the Annual Parish Meeting. The inaugural meeting was held on Tuesday 24<sup>th</sup> June. Draft minutes have been published and can be seen here ([CDC Minutes June](#)) In summary:

#### **Appointment of Officers**

David Hall was elected as Chair

Neil Connor was elected as Vice Chair

Peter Collis was elected as Secretary

#### **Terms of Reference**

Minor changes were made to the Terms of Reference with no significant changes to scope or objectives. V3.1 of the Terms of Reference is proposed to CPC for approval - **please see below**

Two items were deemed out of scope for CDC and are therefore referred to CPC for discussion:

1. How should CDC/CPC interact with the Chilbolton Community Land Trust (CCLT)? Where are the demarcation lines and what is the operating model? The Chairs of the three entities are meeting on July 3<sup>rd</sup> to develop a proposal for this.
2. The Planning Committee provides scrutiny and objective review on behalf of the community of plans brought forward for development in Chilbolton. How should they perform this role on proposals brought forward by CDC in the same way they would do with any other application? How should this work in practice?

## Working Groups

It was agreed to establish a number of initial working groups to take forward different aspects of delivering the key developments proposed in the Chilbolton Neighbourhood Plan (2021).

1. **Review of Housing Needs** (Lead – Neil Connor). The group will consider what additional data is required to augment the last Housing Needs Analysis (2024).
2. **Housing Mix and Design** (Lead – Julian Hudson). Includes plot sizes.
3. **Site Options** (Leads – Julian Hudson and Colin Ruffals). Includes roads and access.
4. **Water and Sewage** (Lead – David Hall)
5. **High-level Business Case & Commercial Negotiations** (Leads - Mark Husson and David Hall). Includes legal issues and heads of agreement.
6. **Energy & Heating** (Lead - Alasdair Campbell). To include strategy on renewables.
7. **Partner/Contractor Evaluation** (Leads - Sue Larcombe and Alasdair Campbell). The activity of this working group may need to wait until needs and housing mix are completed.
8. **Communications and Engagement** (Lead - Neil Connor). To align with the CPC Communications Strategy.

Each lead was encouraged to pull together their group including appropriate skills from wider volunteers, to meet and discuss with a view to reporting back an outline plan to the next CDC meeting on July 23<sup>rd</sup>.

## Documentation

It was agreed that all documents relating to CDC's work would be pulled together into a single shared drive (probably Google drive) to which all CDC members (and CPC councillors) will have access – subject to access controls to restrict commercial or other sensitive information. Access and use of information is all subject to the CPC Code of Conduct which all CDC members have signed. All public documents will also be passed to the Clerk to be published on the CPC website.

Peter Collis will lead the process to gather all relevant documentation from previous work carried out by the SWG so the new drive / database becomes the single source of record.

David Hall

Chair, Community Development Committee

## Proposed CDC TOR v3.1 for approval

(also stored on the website – click [here](#))

# COMMUNITY DEVELOPMENT COMMITTEE (CDC)

## TERMS OF REFERENCE v3.1

### Purpose/Role of the Committee

The Community Development Committee (CDC) is responsible for progressing the development of Chilbolton's housing stock, infrastructure and amenities in line with the latest Neighbourhood Development Plan. CDC evaluates options, makes proposals and manages specific delivery projects on behalf of Chilbolton Parish Council (CPC) as part of a long-term Roadmap and the 50-year Vision.

### Responsibilities

- To outline the potential Roadmap and identify streams of work required.

- To plan and deliver key developments envisaged in the Chilbolton Neighbourhood Development Plan (2021). Initial Priorities, which are of equal importance, are:
  - I. Housing – The provision of ~20 smaller properties in line with demonstrated housing needs and an outline plan for how housing should develop in line with the Vision and future requirements
  - II. Infrastructure – Tackling critical existing issues, particularly with water, sewage and energy supply, alongside enabling new development and resilience for the future
- To draft submissions for Planning and other permissions and submit these to CPC for approval.
- To initiate individual delivery projects – proposing scope, objectives, funding and resource plans – and ensuring that progress is monitored and reported to CPC.
- To define accountabilities and deliver a clearly documented operating model to govern the relationship with Chilbolton Community Land Trust and any further trusts or bodies which may be required to deliver the Roadmap.
- To manage key third party relationships on behalf of CPC including, but not limited to, landowners, developers, housing associations, utility providers and local authority officers. CDC will agree mandates with CPC, identify potential providers in line with sourcing policies and negotiate and manage contracts.
- To identify and engage experienced resources on a paid or voluntary basis to support specific initiatives and work groups.
- To develop and maintain proactive engagement with the Chilbolton community, regularly consulting to ensure the Vision, Roadmap and specific projects can demonstrate majority support and are community-led.

This last point will include commissioning surveys and analysis to support recommendations. The Roadmap will include consultation periods and define decision points at which community approval will be sought by referendum or public vote. To maintain the commitment given within the Strategy Working Group ToR (2023), CDC is required to provide facts and implications for draft proposals rather than dictate the outcome in a biased way.

## Membership

In line with CPC's standing orders, members will be appointed for a term of one year at the Annual Parish Meeting (APM). Membership should include two serving Parish Councillors and two Trustees from Chilbolton Community Land Trust together with a number of local residents to be appointed at the APM. Should a replacement member be required in the event of an appointed member stepping down, CPC must approve the new appointment.

Additionally, the Committee may co-opt additional participants for specific projects or working groups with specific skills from which we would benefit. These are temporary co-options for the duration of a specific piece of work and do not have voting rights on the Committee. Those with skills in planning, infrastructure delivery, project management, stakeholder management, local government, communications, legal or finance are particularly welcome.

The quorum of the Committee shall be one half of its appointed members.

## Key Roles

At its first meeting immediately after each AGM, the Committee will appoint the following by majority vote:

Role	Key Responsibilities
Chair	<ul style="list-style-type: none"> <li>• To convene meetings and set the agenda</li> <li>• To facilitate open and inclusive debate</li> <li>• To achieve consensus or at least a recorded majority on all major decisions/recommendations</li> <li>• To ensure that roles and responsibilities are allocated and are supported by sufficient resources to drive and report on each stream of work</li> </ul>
Vice-Chair	<ul style="list-style-type: none"> <li>• To deputise for the Chair when unavailable</li> <li>• To chair any discussion where the Chair has declared an interest</li> </ul>

Secretary	<ul style="list-style-type: none"> <li>• To create and publish minutes of CDC meetings</li> <li>• To work with the Parish Clerk to ensure documents relating to CDC projects and plans are curated and retained for access</li> <li>• To manage the CDC pages within the CPC website</li> <li>• To ensure compliance with all CPC policies and the Code of Conduct</li> </ul>
CPC Representative(s)	<ul style="list-style-type: none"> <li>• To report monthly to CPC and seek approval or decisions on CDC recommendations</li> <li>• To report back to CDC on all relevant developments within the Parish which may have an impact on its work</li> </ul>
Members	<ul style="list-style-type: none"> <li>• Up to 10 additional members representing a diverse cross-section of the Community and skill-sets</li> </ul>

### **Meetings and Ways of Working**

Meetings will be held monthly, or more frequently if required. Ideally CDC meetings should happen at least 10 days prior to the CPC monthly meeting to enable reports and recommendations to be submitted in good time. A schedule of meeting dates will be issued for the year as soon as CPC dates are known. As soon as allowable under Parish Council rules, meetings can be held by Zoom/Teams as well as in person but, in either case, require at least 6 members present to be quorate.

Meetings are open to the public who will be given the opportunity to raise observations in the main meeting at the discretion of the Chair. A specific item on each agenda will allow for public questions/comments (3 minutes each).

The Committee will establish individual projects and/or sub-groups to undertake specific streams of work. These streams will be led by a designated CDC member and can co-opt volunteers and other resources as required. CDC members will report on their allocated responsibilities/projects, take questions and propose recommendations for approval.

Recommendations to CPC must be supported by a proposer, seconder and at least 4 other members with a simple majority. In the event of a tied vote, the Chair will have a casting vote but the difference of opinion must be made clear to CPC when recommendations are presented for approval.

### **Reporting, Documentation & Communications**

Agendas will be published at least 3 working days prior to each meeting.

Draft minutes will be circulated to members within 10 days of the meeting happening and will be approved by the Committee and signed by the Chair at the subsequent meeting or as soon as possible thereafter. Following approval, minutes will be published on the Parish Council website and retained for future reference for a minimum of 10 years.

A monthly report from the Chair will be provided to CPC at least 7 days prior to the CPC meeting and, once approved, will be published on the CPC website. Notices to the Community will be made through the CPC website, e-mail group ("Webmaster") and in the village magazine / notice boards.

Relevant business outside of meetings should be conducted primarily by e-mail, copying in all members.

Individual CDC members are encouraged to participate in relevant communities on social media to improve transparency and community cohesion.

### **Code of Conduct and Compliance**

All members are subject to the Code of Conduct and policies adopted by Chilbolton Parish Council and published on the PC website. Members are required to comply with the Council's Standing Orders and Financial Regulations.

At the commencement of all meetings members must register any declarations of interests. Having declared an interest in any agenda item, members may participate in discussions and plans relating to that item but not be entitled to vote on them.

Any complaints relating to the work of the Committee will be handled in line with CPC's published Complaints procedure.

### **Limits of Authority**

CDC has no authority to commit the Parish Council but recommends plans and decisions for ratification and approval. Such approvals can be given at CPC meetings or by e-mail circulation (simple majority) as required.

As per the Parish Council's financial regulations, the Committee shall formulate and submit a budget proposal no later than November each year, covering projected revenue, operating and capital costs for the following financial year. Spending in line with the budget, once approved, must be reported monthly to CPC but can progress without further approval. Any expenditure outside the agreed budget and any significant variation on revenue (+/- 10%) must be approved by the Parish Council.

### **Dependencies**

The purpose of CDC is to structure the work to deliver the aspirations set out in the Neighbourhood Development Plan (NDP), adopted in 2021. The development of the next NDP and liaison with Test Valley Borough Council (or successor authorities) on the Local Plan 2040 is out of CDC's scope and remains with CPC.

Any plans submitted by CDC/CPC for planning approval should be independently reviewed and commented on by the CPC Planning Sub-Committee as part of the standard planning process. This is to ensure clear segregation of responsibility.

### **Review and Variation**

These Terms of Reference should be reviewed annually and may be varied by majority vote of Chilbolton Parish Council at any point.

CDC may be dissolved once its objectives have been attained or when the Parish Council considers its services are no longer required.

Approved by:

Chilbolton Parish Council

Date.....

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## **51 COMMUNITY FUNDRAISING – Cllr Hall**

### **June 2025**

#### **Open Gardens**

A very successful event was held on Sunday 15<sup>th</sup> June. 12 wonderful Chilbolton gardens were included with teas provided at Abbot's Mead (the Larcombes) and ticket sales from the usual gazebo in front of the Abbot's Mitre. 210 tickets were sold plus around 20 free admissions for under 14s. Together with additional teas, the raffle and top-up donations, the event raised exactly £2000 – 14% up on the previous year.

The monies raised will be shared evenly between the Chilbolton Community Fund and Winchester Samaritans, who will be able to claim Gift Aid. The monies raised for the Samaritans from this event therefore amount to £1250.

Particular thanks are due to Bulpitt Printing in Andover who stepped in to print all of the posters and maps for us at no charge. In amongst many positive comments about the quality of the gardens, a number of visitors commented on how professionally organised our event felt in comparison to others they had visited locally.

### **CIL Payments**

The development at Test Valley Farm will trigger a Community Infrastructure Levy (CIL) payment, collected by Test Valley Borough Council upon “commencement of the development” as defined here <https://www.legislation.gov.uk/ukpga/1990/8/section/56> . CIL payments will ultimately flow to the Chilbolton Community Fund (as was done for Fenstanton). No documentation is held by CPC relating to the Fenstanton claim so we have contacted TVBC for clarity on the process in order to avoid delays such as those experienced on other local developments in recent years.

Any development led by the CCLT for social housing in Chilbolton is likely to be exempt from CIL payments. However, further housing (affordable or market rate) will trigger payments which are calculated based on the size of the development in square metres. Liability for CIL payments defaults to the landowner unless assumed by another party before the development commences.

David Hall

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## **7 POLICY REVIEW**

### i) Draft Vexatious [Complaint policy](#)

Advice from ICO Helpline: Anything vexatious must be considered on a case by case basis. There is guidance on the ICO website which gives examples and the process should a company consider an ICO request as vexatious ([LINK](#)). The legislation does not state if a company should or shouldn't have a policy covering this but the ICO do feel that it is a good idea to have something internally as a guide for anyone dealing with FOI's. It is up to the company if this is published but this should take account of the guidance on the ICO website. They are not aware of any specific instances that have been challenged using The Society of Local Council Clerks template.

Further research: Upon looking at the ICO guidance and Section 14(1) of the FOI act states '*Section 1(1) does not oblige a public authority to comply with a request for information if the request is vexatious.*' Section 14(1) is designed to protect public authorities by allowing them to refuse any requests which have the potential to cause a disproportionate or unjustified level of disruption, irritation or distress. It should be considered if, after taking account of all the circumstances, the PC believes the request is disproportionate or unjustified.

The guidance also states - It is important to remember that you can only apply section 14(1) to the request itself, and not the individual who submits it. You cannot, therefore, refuse a request on the grounds that the requester themselves is vexatious. Similarly, you cannot refuse a new request solely on the basis that you have classified previous requests from the same individual as vexatious.

Proposal In view of:

- ICO is available to discuss case by case situations with a PC rep and give guidance on any potential 'vexatious ICO requests';
- Section 14(1) of the FOI Act covers this aspect;
- the proposed CPC policy is directed more at complainants rather than the actual requests;

I would recommend the proposal that the PC adopts the policy with the removal of Section 1.3 within the Vexatious Complaint template.



*Paragraph to be removed - 1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.*

Gill Bulpitt, Temp Clerk

ii) Anti-Bullying & Harassment Policy – Following PC meeting agreement in principle in April, draft policy using a NALC template for consideration and approval. ([Anti-B & Harassment](#)). To be reviewed annually.

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## **8 VIRGIN BROADBAND – Cllr Ewer**

Update following Annual Parish Assembly and contact with Virgin Broadband – copy of letter sent to Virgin on behalf of the village ([11.06.2025](#)) by TE

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## **9 COMMUNICATION – Cllrs Collis & Hall**

In view of the size of the discussion document an extract has not been inserted into the agenda pack. Please see the link to the presentation ([Communication strategy for discussion](#)).

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## **11 ASSETS OF COMMUNITY VALUE**

Assets of Community Value (ACV) form a part of the Community Right to Bid. It acts as the first stage in identifying and nominating buildings or other assets such as land that have a main use or purpose of furthering the social wellbeing or social interests of the local community, and could do so into the future.

Once listed as Assets of Community Value with the local authority, the local community will be informed if they are listed for sale within the five year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.

Current listing - Chilbolton Village Shop and Tea Rooms, Village Street, Chilbolton, Stockbridge SO20 6BE

Date of listing - 27/08/2020

**Last day of listing (5 years) - 26/08/2025**

The Licensing Manager & Emergency Planning Liaison Officer at TVBC has confirmed by email 26.06.2025 that there is no facility to simply renew a listing, the PC would need to complete a nomination form ([nomination form](#)).

Gill Bulpitt

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## **12 CORRESPONDENCE**

02.06.2025 Email from TVBC re Neighbourhood Planning Docs ([20250707\\_1](#)) – sent to PC

11.06.2025 Email from TE re Gravel Hill site ([20250707\\_2](#)) (including [Evaluation of SHEELA](#)) – updated in Matters Arising

11.06.2025 Letter to Virgin Media from TE ([20250707\\_3](#)) – on the July agenda

13.06.2025 Email from TVBC on the progress of Draft Local Plan ([20250707\\_4](#)) – sent to PC and on July agenda

16.06.2025 Email from TVBC Planning re Housing allocation as part of Local Plan ([202507\\_5](#)) – sent to PC

16.06.2025 Email from resident re FAG and CPC Meeting 2nd June 2025 ([202507\\_10](#)) – sent to PC & DD – **response required**

17.06.2025 Email invite to Rural Housing Week presentation on 11the July ([202507\\_6](#)) – sent to PC  
17.06.2025 Email resident re cow common fence around house ([202507\\_7](#)) – sent to COSC  
23.06.2025 Email from resident re Common Gate Closure and parking ([202507\\_8](#)) – sent to COSC  
16.06.2025 HALC Newsletter - June July 2025 ([202507\\_9](#)) – sent to PC for info

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