

CHILBOLTON PARISH COUNCIL'S COMMUNITY DEVELOPMENT COMMITTEE
Minutes of the Meeting held on Tuesday 24th June 2025; 19:30 at Chilbolton Village Hall

Present - Cllrs David Hall (DH), Julian Hudson (JH) and Sue Larcombe (SL) and Fiona Barrie (FB), Alasdair Campbell (AC), Peter Collis (PRC), Neil Connor (NC), Mark Husson (MH), Colin Ruffalls (CR), Alistair Smith (AS) and Martin Watson (MW)
Gill Bulpitt (Clerk) (GB) and 7 Residents

1. Apologies for absence – Jane Gossling (JG)

JH led the next item

2. Election of Chairman - DH was proposed by MW and seconded by AC. SL was proposed by JH and seconded by AS. Both candidates outlined their experience and credentials for the role. Votes were cast: 7 for DH and 4 for SL. DH was elected as Chairman.

DH continued to chair the rest of the meeting

3. Election of Vice-Chairman - NC proposed by PRC and MH seconded. FB proposed by JH and CR seconded. Votes were cast: 6 for NC and 5 for FB. NC elected as Vice-Chairman.

4. Selection of Secretary – PRC proposed by SL and seconded by NW. There were no other nominations for Secretary, so PRC was appointed as Secretary

5. Declaration of Interests –

- i. NC declared a personal interest in potential recommendations of the CDC in that he is a Drove Road resident.
- ii. AC confirmed that his daughter has put her name forward to a self-build opportunity in TV. This may not be in Chilbolton, but a personal interest may arise in the future.
- iii. DH, SL and NC highlighted that they are members and trustees of the CCLT. This was raised not as a declaration of interest but in a spirit of openness.

6. Discussion and Review of Terms of Reference (ToR) (v1) –

- PRC raised that ToR should be drafted to ensure that utilities/sewage have equal weight to housing. **Action: PRC to propose a re-draft.**
- AS highlighted that, based on his utilities experience, getting Southern Water attention to address current sewage issues would be difficult. This was acknowledged but it was agreed that the CDC needs to address both utilities and housing with at least equal weight as the last village survey had indicated that concerns about sewage were greater than those about housing.
- MW asked whether there is a broader concern in the village about roads and access. SL highlighted that there are concerns, but these are mainly about speeding in the village. It was concluded that roads/access were a secondary issue to housing and utilities.
- MW sought to clarify whether the work of the CDC on housing was focused on 'Phase 1' or the longer-term requirements of the village, eg is the shop, pavilion, etc in the scope for CDC as they are not included in phase 1?. It was suggested that the priority would be the utilities and housing needs defined in the Neighbourhood Plan. However, the vision document provides the CDC with longer term objectives that it needs to consider.
- SL highlighted that the TVBC response to the pre-App may require us to consider a greater requirement than the Neighbourhood Plan i.e. TVBC may require us to build 65 houses. DH stated that the CDC must focus on the Neighbourhood Plan. CDC may wish to recommend to the PC that we do not support 65 houses.
- DH suggested we set out dependencies that CDC needs to take into account when making recommendations to PC. These are:
 - CCLT (to which the CDC must provide land and with whom business plans need to be aligned).

Agreed and Signed (Chairman)

- PC (which has responsibility for consulting and responding on the Local Plan and developing any new Neighbourhood Plan and to whom CDC makes its recommendations).
- CR highlighted that CDC should not lose sight of the need to make recommendations to PC based on a sound business plan. It was agreed that this should be included in the CDC ToR.
- MH gave a brief outline of some initial financial analysis that he had undertaken.
- SL wanted to reword Limits of Authority included in the ToR to reflect that CDC would not require a budget in its own right. This was agreed. **Action: PRC to revise ToR accordingly for review and approval by the CDC.**
- Discussion on the inter-relationships between the CDC, PC and CCLT took place. **Action: DH and JH to liaise with CCLT to ensure that the operating model involving CDC, CCLT and PC is clearly defined.**
- NC highlighted the last bullet point of the responsibilities of the CDC and indicated it would be beneficial if the CDC was clear and transparent on what topics would require community approval or a public vote.
- It was agreed that the following would be amended in the ToR, "The development of the next NDP and liaison with TVBC (or its successor authorities) on the Local Plan 2040 is outside the remit of CDC and will be managed by the PC. **Action: PRC to amend the ToR accordingly.**
- DH highlighted that the description of appointed and co-opted members in the ToR v1 is incorrect. CDC agreed the following replacement wording:
 - **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
- It was agreed that the ToR would be amended to require agendas to be published 3 working days prior to each meeting.
- Revised ToR to be presented to the CPC on 7th July for approval.
- It was proposed to pull together information into one place all available, relevant documentation and records from the SWG so that they can be accessed by CDC members. PRC proposed that:
 - Google Drive should be used as a repository for all CDC material as it is free, available to all, has back-up and different levels of access rights. PRC will work with the PC Clerk to create a suitable folder structure with appropriate access rights.
 - All CDC members should store all CDC-related documentation in the Google Drive when set up (to be confirmed by PRC)
 - PRC will communicate with all potential holders of data relevant to the work of the CDC and request access to it so that it can be loaded to the CDC drive. It is proposed that a cut-off date for the provision of data is set e.g. 15 August after which data will not be considered and/or the CDC assumption will be that it does not exist (and the CDC will have to re-create it).
 - The above proposal was agreed regarding retention of records. MW agreed to assist. **Action: PRC to action as above.**

7. Discussion on CDC's approach to Community Engagement and Communication –

- DH proposed a number of areas for initial working groups which were then discussed:

Agreed and Signed (Chairman)

- i. *Review of housing needs.* NC to lead. JH and FB to support. The group will consider what additional data is required to augment the last Housing Needs Analysis (2024). NC said he would attempt to get input from the person at a public meeting who had queried whether the wording of survey questions had impacted the potential need.
 - ii. *Housing mix and design.* JH to lead. AC and FB to support. It was agreed that plot size should be considered.
 - iii. *Site options.* JH and CR to lead. MW and AS to support. It was agreed that this would include roads and access.
 - iv. *Water and sewage.* DH to lead. AS, AC and PRC to support. PRC highlighted a potential future personal conflict of interest as Southern Water may become his business client. It was also agreed that George Marits would be asked to contribute as the link to the PC Flood Advisory Group
 - v. *High-level business case & commercial negotiations (including heads of agreement, if required).* MH to lead. DH to support. JG is a potential additional member. FB to provide informal legal guidance (although highlighted the limitations on the professional advice she might provide).
 - vi. *Heating and power.* AC to lead. Tony Ewer agreed to provide an update on his discussions to date with Scottish and Southern Electricity Networks (SSEN).
 - vii. *Review of potential contractors to fulfil needs.* SL and AC to lead. The activity of this working group may need to wait until needs and housing mix are completed.
 - viii. *Communications and public engagement.* NC to Lead. CR and JH to support.
- It was agreed that CDC would align with the PC on communication and which included making recommendations as to how community engagement on the work of the CDC could be improved.
 - NC commented that if the CDC was open and transparent it would encourage community engagement.
 - PC is discussing its communications strategy on 7th July.
 - All agreed that a communication encouraging public involvement should be sent out ASAP.
 - It was agreed that all working groups above would report back to CDC at the next meeting.

8. Open Session/Public Participation –

- A member of the public highlighted the need for complete openness and provided example(s).
- Question from a resident: In the TVBC Plan where did the 65 houses come from? SL explained that it was not known how this number had been derived by TVBC. The PC will be discussing how it will respond to the TVBC Local Plan consultation at the PC meeting on 7th July. **Action: JH to communicate the PC's position and how the consultation process will be managed.**
- A member of the public stated that it was important to communicate on how the PC would be responding to the TVBC Local Plan.
- A member of the public commented that it was key that CDC was seen to be considering other sites. Gravel Hill needs to be properly considered and the village residents made aware of the strengths and weaknesses of all sites. The Chairman stated all sites will be considered – including Gravel Hill.
- A member of the public made the point that CDC and PC might care to respond to TVBC on its use of the wording “community led” when it came to Chilbolton DH advised that the community-led project was for the initial 25 houses as per the NHP and not the 65 houses stated in the TVBC Local Plan
- DH expressed a personal view that delivery on the immediate need would take some pressure off Chilbolton in that we would be seen to be seeking to meet our housing needs
- A member of the public asked whether dates of future meetings could be provided. **Action: PRC to work with PC Clerk to ensure they are published.**

9. Any Other Business –

- MH shared his initial financial analysis with CDC members for review and comment. **Action: All to review and feedback.**

- MH shared a list of proposed questions that he felt the CDC should address with the Chair and Vice-Chair. If DH and NC agree they are appropriate they will be circulated to all CDC members for discussion at future meetings. **Action: DH and NC**
- Availability for future meetings. **Action: All to confirm their availability for future meetings that have already been scheduled by the PC Clerk.**
- PRC highlighted that he would be unavailable for the next scheduled CDC meeting and a volunteer is sought for a secretary for the next meeting. **Action: All to consider and volunteer to the Chair.**

10. Date of Next Meetings: Agreed 23 July at 7:00pm at the Chilbolton Village Hall. Future Wednesday meetings at 7:00pm proposed - 20 Aug, 17 Sept, 22 Oct, 19 Nov, 17 Dec, 21 Jan 26, 18 Feb, 18 Mar and 22 Apr

Meeting Closed by the Chairman 21:35 pm