

**CHILBOLTON PARISH COUNCIL (CPC)**  
**COMMUNITY DEVELOPMENT COMMITTEE (CDC)**

**Draft Minutes of the Meeting held on Wednesday 23<sup>rd</sup> July 2025**  
**19:00 at Chilbolton Village Hall**

**Present -** Neil Connor (NC) – Vice-Chairman, Cllr David Hall (DH), Cllr Julian Hudson (JH), Cllr Sue Larcombe (SL) Fiona Barrie (FB), Alasdair Campbell (AC), Peter Collis (PC) - Secretary, Jane Gossling (JG), Mark Husson (MH), Colin Ruffalls (CR) and Martin Watson (MW)

30 residents were present.

**1. Apologies for Absence**

All CDC members were present. In response to a request from a member of the public all CDC members gave a brief introduction. There were no apologies for absence.

**2. Declaration of Interests**

There were no new declarations of interest. It was confirmed that the following previously declarations of interest still apply:

- 2.1 NC declared a personal interest in potential recommendations of the CDC in that he is a Drove Road resident.
- 2.2 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.
- 2.3 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.

**3. Introduction**

Before the published agenda items were addressed, NC gave a brief explanation of the agenda. The aim being to focus on the progress made by the working groups agreed at the previous meeting before addressing the Terms of Reference (ToR) of the CDC that had been the subject of discussion at the CPC meeting on 7<sup>th</sup> July 2025.

JH gave a brief update on the CPC response to the TVBC draft Local Plan 2042 Regulation 18 consultation process. JH confirmed:

- CPC Planning Committee had discussed on 21<sup>st</sup> July. Around 20 residents attended.
- CPC Planning Committee would be discussing again on 4<sup>th</sup> August
- A public village meeting will be held to present and discuss the CPC response on 21<sup>st</sup> August

**4. Previous Meeting & Minutes**

PC led a review of the actions agreed at the previous CDC meeting. Actions and updates have been provided as an Appendix 1 to these minutes.

**The minutes of the previous CDC meeting held on 24th June 2025 were agreed and signed by the Vice-Chairman as an accurate record of the meeting.**

Agreed and Signed ..... (Chairman)  
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## 5. Working Groups

An update was provided on the activities of each of the Working Groups agreed at the CDC meeting on 24<sup>th</sup> June 2025. It was agreed that any questions from the public relating to the Working Groups would be taken under item 8 of the agenda.

### 5.1 Review of Housing Needs

NC confirmed that work is underway and the Working Group is proposing that focus groups are held between July and September to firm-up on requirements. NC asked members of public present to contact the Parish Clerk if they wish to participate on the focus groups. Further communication on the focus groups will follow.

AC highlighted the needs and specifications for three housing types needed to be considered: affordable housing, mid-range open market housing and self-builds. MH Highlighted that until housing needs and specifications are available financial modelling of potential developments cannot be completed.

### 5.2 Housing Mix & Design

JH confirmed that work has not started on housing mix and design due to the dependency on needs analysis.

### 5.3 Site Options

CR stated that the Working Group had met on 9<sup>th</sup> July. The Working Group has agreed that it would re-evaluate without bias all notified available site options in Chilbolton for proposed housing development including SHELAA listings and non-SHELAA sites as informed by TVBC and CPC contacts. These will include:

- Site 389 Drove Road
- Site 431 Martins Lane
- Site 484 Betts Farm
- Site (no ref) Gravel Hill

The Working Group had agreed to eliminate smaller sites (Site 287 Thirt Way, Site 286 Gravel Hill Buildings) as they did not offer space for 20 dwellings.

The Working Group had agreed that it would undertake an assessment of potential sites based on "TVBC Neighbourhood Plan Undertaking Site Selection (Questionnaire Method) dates December 2016". The Working Group confirmed its intention to make its site assessment analysis publicly available and without redactions unless specifically requested for commercial confidentiality or data protection reasons by the relevant landowners.

### 5.4 Water & Sewage

DH reported that the Water & Sewage Working Group is being mobilised and, as it only currently has DH and AC as members, it is seeking volunteers. George Marits has been asked to join the Working Group as he leads the CPC Flood Advisory Group. Alistair Smith, who has resigned from the CDC, will be asked to support the Working Group as he previously worked for Southern Water.

DH highlighted that the [Cunliffe Report](#), an independent review of the UK water sector published by HMG in June, would may be relevant to the work of the Working Group.

The Working Group intend to work with a pan-Parish forum (established by Houghton PC) on this topic and aim will aim to get a senior representative of Southern Water to engage with CDC and the village.

MH highlighted that the complexity of the challenge of represented by water and utilities may require CDC to engage the services of an independent consultant.

### 5.5 High-Level Business Case & Commercial Negotiations

DH reported that the Working Group had fed into the Site Options group a list of questions for landowners.

## 5.6 Heating & Power

AC reported that he is currently the sole member of the Working Group and volunteers were therefore sought. AC confirmed that the Working Group would be consider individual house, house group/development and whole village heating and power options. He stated that a local energy provider is offering workshops to examine local energy needs and how these might be addressed via multiple energy sources e/g/ solar, wind, heat pumps, biomass and he would be examining how CDC might best engage with the provider. AC pointed out that the planning horizons for heating & power might need to be 10-20 years in order to address the timescales required to switch from one energy source to another.

## 5.7 Potential Contractors

AC & SL reported that a number of potential contractors had been identified, but none would be interested in working with CDC until requirements are better defined.

## 5.8 Communications & Public Engagement

NC stated that the objective of the Working Group is to bring together communications for CPC, CCLT and CDC where possible: communications would be separate but co-ordinated.

The Working Group seeking to develop an overall programme for the CDC that will be available via the CPC website and which will enable CDC to communicate what CDC is doing and progress being made against the CDC programme. It would also enable CDC to be held accountable for progress.

## 6. Update on Discussions with CCLT

DH provided a brief overview on recent CCLT discussions. CCLT has concluded that 10 houses does not mean they have to be separate units and terraced houses etc. should be considered for affordable homes as it will reduce land requirements and build costs. DH also emphasised that CCLT working with CDC is key and, in response to a question, confirmed that CCLT membership is still open.

## 7. Discussion & Agreement on Revised Terms of Reference

It was highlighted that a number of CDC members had concerns with the revised ToR for CDC which was discussed and agreed in principle by CPC at the CPC meeting on 7<sup>th</sup> July. A further revised ToR version 4.0 had been drafted and circulated to CDC members prior to the meeting. This version seeks to establish a compromise on a number of points between the ToR proposed by CPC and the objectives and function of the CDC that had been discussed at both public and in camera CDC meetings.

Comments had been submitted by JG shortly before the meetings and amendments to address these were discussed and agreed. **Action: PC to update ToR version 4.0.**

It was proposed that, subject to ToR version 4.0 being updated to address comments raised, CDC should recommend that CPC should consider and accept the revised ToR. CDC would also recommend that CPC seeks to make a decision on the revised ToR before its next scheduled meeting in September. CR proposed and SL seconded. Voting was unanimous in favour of the recommendations. **Action: NC, JH, SL and DH to follow-up with CPC.**

## 8. Open Session / Public Participation.

A member of the public asked whether the assessment of site options would include site access. It was confirmed that it would.

A member of the public pointed out that the use of upper Drove Road for site access seemed to have been regarded as a 'positive' during previous site analysis and presented at the village meeting on 5<sup>th</sup> December 2024, but due to the likely high costs of surfacing it now appeared that it would not be considered. A comment was made that use of Station Road and Branksome Avenue for construction traffic is not welcome. It was agreed that the points would be noted. CR emphasised that access would be part of the site option evaluation and that all aspects would be considered in an effort to address the "trust deficit" that currently exist with regard to CPC plans for development in the village.

A member of the public asked whether all CDC Working Group meetings might be held in public. CDC responded that this is not practical with eight Working Groups but CDC would seek to ensure that Working Group written reports were made available. **Action: NC and PC.**

A question was raised about a definition of the term "meaningful engagement" used in the CPC revision of CDC ToR discussed on 7<sup>th</sup> July. PC stated that members of the CDC had concerns about the term and would be seeking to address it via the revision of the ToR that had been discussed.

A member of the public asked whether a TVBC response to the Drove Road pre-App had been received. JH stated there is nothing to report. SL stated that it normally takes TVBC 3-4 months to respond to a pre-App.

A question was raised about the village response to the TVBC draft Local Plan 2042 Regulation 18 consultation process and the 65 houses mentioned. DH clarified that the role of the CDC is address the requirement for c25 homes in response to the need identified by CPC and that response to the TVBC draft Local Plan was the responsibility of CPC and its Planning Committee (see item 3 above).

A member of the public asked whether construction site noise would be taken into consideration in site selection. CDC responded that environmental impact assessment would include noise.

## 9. Any Other Business

CPC Cllr Collis, who attended to observe CDC, stated she is collating public comments on TVBC draft Local Plan 2042 Regulation 18 consultation and would welcome further input from members of the public.

## 10. Items for Next Agenda

NC stated that the intention of the CDC was to focus on the activities of the Working Groups and this would constitute the main part of the agenda for the next meeting.

## 11. Date of Next Meetings

Wednesday 20<sup>th</sup> August 2025 at 7:00pm at Chilbolton Village Hall

The meeting was closed by the Vice-Chairman at 9pm.

**APPENDIX 1**  
**ACTIONS FROM PREVIOUS MEETINGS**

Date Raised	Topic	Action	Actionee(s)	Status
24 <sup>th</sup> June 2025	Terms of Reference	CDC Terms of Reference (ToR) should be drafted to ensure that utilities/sewage have equal weight to housing.	PC	Complete. Addressed in revised ToR 4.1.
24 <sup>th</sup> June 2025	Terms of Reference	Reword limits of authority included in ToR to reflect that the CDC would not require a budget in its own right.	PC	Complete. Revised ToR ensures that any CDC budget requires CPC approval and CPC may therefore decide that no CDC budget is required.
24 <sup>th</sup> June 2025	Terms of Reference	Operating model and inter-relationships between CPC, CCLT and CDC to be clearly defined.	DH & JH	Ongoing.
24 <sup>th</sup> June 2025	Terms of Reference	ToR to be amended to add, "The development of the next CNP and liaison with TVBC or its successor authorities) on the TVBC Local Plan 2040 is outside the remit of the CDC and will be managed by CPC".	PC	Complete. Addressed in revised ToR 4.1.
24 <sup>th</sup> June 2025	Retention of Records	It was agreed that Google Drive should be used for CDC record-keeping. PC will communicate with CDC members regarding use of Google Drive and will set up accordingly.	PC	Ongoing.
24 <sup>th</sup> June 2025	Public Participation	In response to a question regarding CPC response to TVBC Local Plan 2042, JH to communicate CPC position and how the consultation process will be managed.	JH	Complete. Update provided by JH at 23 <sup>rd</sup> July meeting.
24 <sup>th</sup> June 2025	Public Participation	A request was made for the dates of future CDC meetings to be published.	PC	Complete. Dates of meetings to April 2025 were published in the minutes of the 24 <sup>th</sup> June meeting and will be updated in the minutes of future meetings as required.
24 <sup>th</sup> June 2025	Financial Analysis	CDC members were asked to feedback to MH on his initial financial analysis.	All	Complete. MH provided a further update on his analysis at the 23 <sup>rd</sup> July meeting.
24 <sup>th</sup> June 2025	Future Meetings	CDC members were asked to confirm their availability for future meetings.	All	Complete. Initial feedback provided
24 <sup>th</sup> June 2025	Future Meetings	CDC members were asked to consider acting as stand-in Secretary for the 23 <sup>rd</sup> July meeting.	All	Complete. Not required. PC was available.

Agreed and Signed ..... (Chairman)