

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

DRAFT Minutes of the Meeting held on Wednesday 20th August 2025
7pm at Chilbolton Village Hall

Present - Neil Connor (NC) – Vice-Chairman, Cllr Sue Larcombe (SL), Fiona Barrie (FB), Alasdair Campbell (AC), Peter Collis (PC) - Secretary, Jane Gossling (JG), Colin Ruffalls (CR) and Martin Watson (MW)

Around 12 residents were also present.

1. Apologies for Absence

Apologies were received from Cllr Julian Hudson, Cllr David Hall and Mark Husson. Peter Collis, CDC Secretary, arrived late to the meeting, joining at the start of item 6. Fiona Barrie recorded minutes until his arrival.

2. Election of Chairman

It was decided to postpone the election of Chairman until the proposed revised Terms of Reference (version 4.2) had been ratified by CPC. Accordingly, NC continued as acting Chairman.

3. Election of Vice Chairman

It was decided to postpone the election of a Vice Chairman until the proposed revised Terms of Reference (version 4.2) have been ratified by CPC.

4. Declarations of Interest

No new interests were declared.

5. Previous Meeting & Minutes

NC 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.

FB proposed and AC seconded that the Minutes of the previous meeting be accepted.

Accordingly, the minutes of the previous CDC meeting held on 23rd July 2025 were signed by the Vice-Chairman as true and accurate record of the meeting.

6. Working Groups (WGs)

6.1 Review of Housing Needs

NC stated that since the last meeting the WG has started planning to hold focus groups with different people who may be interested in the types of houses being planned: the CCLT affordable dwellings and the smaller units in the £300-500K range. The WG has developed communications to identify focus group participants e.g. via the Parish magazine. There is a risk that insufficient people come forward to take part in the focus groups but in any event more planning will be required once they have taken place. SL stated that she believed another person had expressed an interest in the smaller, open market/'downsize' units.

6.2 Housing Mix & Design

No progress has been made by this WG as it is dependent on the WGs for Housing Needs and Site Options.

Agreed and Signed (Chairman)
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6.3 Site Options

MW has taken on the lead role for this WG since the last CDC meeting. It was acknowledged that this WG is probably the most contentious and of most interest to the village. MW reported that the WG has completed a draft of the scoring matrix that will be used to evaluate the four sites under consideration. These are:

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

It was confirmed that the evaluation matrix is based on “TVBC Neighbourhood Plan Undertaking Site Selection (Questionnaire Method) dates December 2016”. The WG will be meeting again on 9th September to complete the matrix for the four sites. The WG has agreed that a ‘financial’ section should be included in order to assess commercial terms associated with each site if/when they become available.

As reported at the previous meeting, sites of insufficient size for 20 units had been ruled out but the WG may reconsider this decision.

In response to a question about whether the potential ‘Paddock Field’ site mentioned at the CPC Planning Meeting on 18th August would be included, MW explained that the potential for this site was only a rumour and it would not be investigated until the rumour could be substantiated.

In response to a question from a member of the public asking whether the evaluation matrix would be made public, it was agreed that a blank version of the matrix would be published on the understanding that it remains a working document that might change in the future. **Action:** MW to make a blank version of the site options evaluation matrix publicly available.

6.4 Water & Sewage

AC reported that since the last meeting five areas of action for the WG had been identified including communications/liaison with a list of up to 12 key stakeholders. The stakeholder list includes other parish councils, environmental organisations and Southern Water. It was reported that initial, outline water and sewage assessments had been provided to the Site Selection WG.

6.5 High-Level Business Case & Commercial Negotiations

No further update was available from this WG.

6.6 Heating & Power

AC reported that analysis was continuing on heating and power requirements for new houses. The WG is investigating power options in addition to the traditional national grid approach. Funding sources for community energy schemes have been examined and findings will be passed to CPC. The WG is planning to arrange a community energy workshop (likely cost to CPC is £1,500 unless a sponsor can be found).

6.7 Potential Contractors

No update was provided by this WG as it is dependent on outputs from other WGs.

6.8 Communications & Public Engagement

NC reported that a meeting has taken place with Deborah Collis (CPC, Communications) and Andy Bradley (CCLT, Communications) to share approaches and, where appropriate co-ordinate communications across CDC, CPC and CCLT. The WG is seeking to engage with the village via multiple channels: Parish Magazine, posters, CDC meetings, CPC website, social media etc. An update on the planned focus groups (see item 6.1) will be included in the September edition of the Parish Magazine.

6.9 Programme Management

MW provided an overview of the WG activity in planning and co-ordinating the activities of the other WGs. An initial Gantt chart was presented indicating that the work of the CDC is likely to continue into early 2026.

7. Update on Discussions with CCLT

NC, who is a CCLT Trustee, highlighted that a CCLT members meeting on 25th September will provide an update on progress. He highlighted that two Trustees are being sought. He agreed to confirm whether attendance was open to the public. **Action:** NC to confirm whether non-members can attend the CCLT update on 25th September.

8. Discussion & Agreement on Revised Terms of Reference

SL stated that CPC had not yet made a decision on the revised ToR recommended by CDC and it was likely that the matter would be discussed at the next CPC meeting on 1st September.

9. Potential Use of Professional Advisors

The CDC highlighted that it is likely that professional advisors e.g. quantity surveyors, architects, water/sewage engineers would be needed at some point for the CDC to achieve its objectives. It was agreed that requirements/specification for the proposed work of the professional advisor would be required before they might be engaged. Potential sources of funding for professional advisors were discussed. These might be:

- CPC – CDC would need to confirm with CPC whether budget could be made available.
- Potential Developers – This will require CDC to insist on the appointment of independent advisors selected by CDC rather than the developer.
- Pro Bono – Which will require CDC to identify suitably-qualified professionals in the village or area prepared to offer their services free of charge (perhaps on a limited basis).

10. Village Data Gathering

AC highlighted that the work of a number of WGs might be better-informed if more data was available e.g. more granular detail on sewage-related issues or electrical outages. CDC will be considering how such data might be collected.

11. Open Session / Public Participation.

A member of the public asked how many people were on the lists for affordable and open market/'downsize' housing. SL stated that she believed the current figures indicated 13 for affordable housing and 7-8 for commercial/'downsize' housing.

A member of the public asked whether the CDC ToR recommended by CDC to CPC could be made available. PC stated he believed the proposed ToR were on the CPC website (the intent having been to attach them to the minutes from the last CDC meeting), but he saw no reason they could not be made available to the public. SL stated that until any revised ToR were agreed that CDC ToR were those agreed by CPC on 7th July.

A question was asked about site evaluation: could CDC confirm that all four sites previously mentioned would be assessed? CDC confirmed that it was its intention to evaluate all sites in the manner described earlier in the meeting.

A member of the public asked, "when might we see a spade in the ground". PC stated that CDC could not comment on this question as it could only make recommendations to CPC who would decide whether to take them forward. But, as previously indicated, CDC has a plan to complete its work by early 2026.

A question was asked about whether CDC meetings might be live-streamed. PC agreed to look into the matter (livestream or recording) but said he believed that the Parish Clerk had previously indicated that this was not permissible within parish council rules. **Action:** PC to discuss live-stream and recording options with the Clerk.

Agreed and Signed (Chairman)

12. Any Other Business

No other business was raised or discussed.

13. 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.

14. Date of Next Meetings

Wednesday 17th September 2025 at 7:00pm at Chilbolton Village Hall

The meeting was closed by the Vice-Chairman at 8.30pm.

APPENDIX 1
ACTIONS FROM PREVIOUS MEETINGS

Date Raised	Topic	Action	Actionee(s)	Status
24 th June 2025	Terms of Reference	Operating model and inter-relationships between CPC, CCLT and CDC to be clearly defined.	DH & JH	Ongoing.
24 th 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	Complete. 'Dropbox' is being used instead of Google Drive as it does not require a gmail account for all users. Folder structure and permissions have been set up with access available to all CDC members.
23 rd July 2025	Terms of Reference	PC to update draft ToR circulated to CDC members before 23 rd July to reflect comments received prior to and during the meeting.	PC	Complete. Version 4.2 of ToR issued.
23 rd July 2025	Terms of Reference	CDC recommended that CPC should consider and accept the revision of the ToR proposed by CDC. NC, JH, SL and DH to seek a CPC decision on whether to accept a revised CDC ToR before the next scheduled CPC meeting on 1 st September.	NC, JH, SL, DH	Ongoing.
23 rd July 2025	Terms of Reference	CDC to ensure that Working Group written reports are made publicly available.	PC	Complete. Working Group reports were issued and published on the CPC website in advance of the meeting.
20 th August 2025	Working Groups	Site Options – Working Group to make a blank version of the site options evaluation matrix publicly available.	MW	New action.
20 th August 2025	CCLT	Confirm whether non-members can attend the CCLT update on 25 th September.	NC	New action.
20 th August 2025	Questions from the Public	Discuss live-stream and recording options with the Clerk.	PC	New action.

Agreed and Signed (Chairman)