

COMMUNITY DEVELOPMENT COMMITTEE (CDC)

TERMS OF REFERENCE v3.2

Purpose/Role of the Committee

The Community Development Committee (CDC) is responsible for progressing the development of Chilbolton's housing stock as set out in the pre-application submitted by Chilbolton Parish Council, in addition to 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

- 1) To outline the potential Roadmap and identify streams of work required.
- 2) 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 the 25 homes set out in the pre-app, including roads, pathways, sewerage and other utilities, 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
 - III. CDC should also consider the community assets within the Chilbolton Vision which may be provided within the larger development of up to 65 dwellings proposed by TVBC in their draft Local Plan 2025-2042. (This bears in mind the potential for development in phases, enabling community asset provision at a later date).
- 3) To draft submissions for Planning and other permissions and submit these to CPC for approval.
- 4) To initiate individual delivery projects – proposing scope, objectives, funding and resource plans – and ensuring that progress is monitored and reported to CPC.
- 5) 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.
- 6) To make recommendations regarding 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 propose mandates to CPC for discussion and agreement, identify potential providers in line with sourcing policies and input to negotiations and contracts. Sealing of documents shall apply as set out in Section 41 of the Parish Council Standing Orders.
- 7) To identify and engage experienced resources on a paid or voluntary basis to support specific initiatives and work groups.
- 8) 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

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community approval will be sought via meaningful community engagement. 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">• To convene meetings and set the agenda• To facilitate open and inclusive debate• To achieve consensus or at least a recorded majority on all major decisions/recommendations• To ensure that roles and responsibilities are allocated and are supported by sufficient resources to drive and report on each stream of work
Vice-Chair	<ul style="list-style-type: none">• To deputise for the Chair when unavailable• To chair any discussion where the Chair has declared an interest
Secretary	<ul style="list-style-type: none">• To create and publish minutes of CDC meetings• To work with the Parish Clerk to ensure documents relating to CDC projects and plans are curated and retained for access• To manage the CDC pages within the CPC website• To ensure compliance with all CPC policies and the Code of Conduct
CPC Representative(s)	<ul style="list-style-type: none">• To report monthly to CPC and seek approval or decisions on CDC recommendations• To report back to CDC on all relevant developments within the Parish which may have an impact on its work
Members	<ul style="list-style-type: none">• Up to 10 additional members representing a diverse cross-section of the Community and skill-sets

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

Minute Reference: 5Fiii

Date of Meeting: 7th July 2025