



C H I L T O N T O W N C O U N C I L

Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee held at Hutton House, Chilton, County Durham, on Monday 15th September 2025 at 10.30am

Chair: Councillor P Malpas (left the meeting at 11.05am). Cllr D. Bright took over as Chair at this point

Present: D. Bright, E. Bruce & S. Reece

Members of the public: 1- left the meeting at 11am

Town Clerk – J. Dickinson

47. Receive apologies for absence- Cllr Herbert

48. Receive Declaration of Interest on any agenda item -None received

49. Receive the previously agreed Member Dispensation for Cllr Herbert- Cllr Herbert wasn't present

The following dispensation has been provided to Committee Members on 20th May 2025 until May 2026 –

The dispensation will limit Cllr Herbert from participating in the discussion of and/or vote on the following matters which effect the allotment site on which they hold an allotment to a greater degree than any other allotment site within the parish:

- a. The eviction of an allotment holder on the West Chilton Allotment site;
- b. The award of a grant/tender to the West Chilton Allotment site.

The Chair asked if all allotment matters could be brought forward for discussion in the first instance as the Chair had to leave the meeting at 11.05am. There were no objections to this request.

50. Public Participation- Member of the public gave an overview of the current status of the setting up of the community garden including information that a constitution has been drafted for it to be a formal group which will be circulated to the councillors; once set up the group will apply for external funding for projects; the group will arrange removal of the rubbish by financing a skip; council representatives to be honorary overseers which will be reviewed as the group progresses; Uncertain when the meetings will take place but will most likely be on the garden. Members asked that the constitution aligns with the rules of the landlord; queried who would insure the group and were advised the group would have their own insurance and any third party groups coming onto the allotment would need their insurance; the distribution of the produce was discussed and it was agreed that it will be shared around where there is a need; members advised that there should be an agreed minimum number of people who are in the group to ensure it's not just looked after by one or two people and that a key should also be given to the council for access. The member of public advised they would be arranging the keys.

Member of the public advised there had been flytipping at Hambleton Way. Clerk to look into the matter.

Member of the public also expressed sadness about the recent passing of a long-standing allotment tenant on Hambleton Way.

51. Review the Resolution Log for the Cemetery, Open Spaces and Allotment- The following matters were raised/discussed- sensor lights for the cemetery toilets- Clerk to check if they have been installed.

52. Review and accept the minutes of the Allotment, Open Spaces and Cemetery Committee meeting held on 4th August 2025

RESOLVED- Cllr Reece proposed the minutes be accepted. Seconded by Cllr Bright. All agreed

53. Consider improvements to the Memorial Garden- Members gave permission for the Town Clerk to obtain quotes for the jet washing of the stone around the garden wall and the grounds and the painting/repair of the railings, if required. Permission given to proceed up to a cost of £500.

54. Repairs and maintenance

- a. Gates- WCT sites-** Several Members had been to look at the gates and asked if quotes could be obtained to replace the hinges and carry out repairs rather than replacing the gates.

55. Further discuss Joint Tenancy arrangements following on from feedback at meeting on 4th August 2025.

Members reviewed the existing rules and were given examples of other tenancies.

RESOLVED- Cllr Reece proposed that there be no option to add on a joint tenant to an existing tenancy as at 15th September 2025. The applicant can register as a co-worker but be informed that if they wish to be considered to take over the tenancy in the future that they must be on the waiting list. Seconded by Cllr Bright. All agreed. This rule does not apply to any tenancies where joint tenants have been added prior to 15th September 2025

56. Community Garden- Members had discussed this during public participation. Members agreed that if the community gardens were on an evening that Cllr English could attend and if during the day then Cllr Bruce could attend.

57. Receive any flytipping updates- Kitchen units etc dumped outside plot 209 at West Chilton allotments. Tenant informed they need to remove the items.

EXCLUSION OF PRESS AND PUBLIC- none present

58. Receive an update following on from inspection letters that were sent – Town Clerk advised the reinspections will be taking place at the beginning of October 2025.

59. Allocations update – Members were given a verbal update and the people identified on the waiting list will be given a third and final opportunity to advise if they would like to view a vacant plot.

60. Request to install a stone on plot G154- This was added to the agenda after publication – Members were given a picture of the stone to be installed and had no objection to the request.

61. Date of next meeting - The next meeting to be included in the full council meeting on 14th October 2025.

Meeting closed at 11.19am

Signed: -

Chair of Committee

Dated:-