



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 23rd June 2025 at 10.30am

Chair: *Councillor S.Sutherland*

Present: *P. Herbert, P. Malpas, S Reece*

Members of the public: 0

Finance & Admin Officer: A. Hall (Minutes)

1. APOLOGIES

Cllr E. Bruce

2. DECLARATION OF INTERESTS

Cllr. Sutherland expressed a declaration of interest for items 15. as he has applied for an allotment on that site.

3. MEMBER DISPENSATION

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 size 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.**

4. Public Participation

No members of the public were in attendance.

5. Resolution Logs – Allotments and Cemetery

Members were given the updated resolution log – no issues raised.

6. To review and accept the minutes of the Allotment, Open Spaces and Cemetery Committee meeting held on 2nd June 2025

Members reviewed the minutes and agreed they were a true record of the meeting. **Proposed:** Cllr Sutherland,
Seconded: Cllr. Herbert

CEMETERY

7. To discuss and review the building condition

Members felt that a condition survey was required before a discussion could take place regarding the usage of the building. **AGREED:** AH to pass to JD to arrange.

8. Repairs to front compound gate

Members were informed this work had been discussed with the contractor who installed the gates and the repairs would be carried out at no cost to the Council.

9. Power washing rest of the walls at the cemetery

Members were informed that a quote had been received of about £250 to power wash the rest of the cemetery wall. Members felt this was appropriate and should be done as soon as possible. The Chair also wanted it noted that a lot of positive comments had been received regarding the initial power washing that had taken place. **ACTION:** Approved for AH to arrange for this to be carried out ASAP.

10. Update Privacy Notice

Members were informed that the main body of the Privacy Notice had not changed but that the Town Clerk, Joanne Dickinson, had been added to the notices for the Cemetery and the Allotments.

11. To discuss request to reserve plaque space in Garden of Remembrance.

Members were informed that a resident had requested to reserve a space next to a plaque that was due to be installed. They were prepared to pay for this. It was felt a charge of £15 would be an appropriate charge. **ACTION:** AH to order blank/reserved plaque and contact the family. **Proposed:** Cllr Reece, **Seconded:** Cllr Herbert.

OPEN SPACES

12. Signs – ‘No Fires’ for Joe’s Field

Members were informed of a discussion that the Chair had had with a member of the public regarding fires on Joe’s Field. Members felt that it was inappropriate to hold fires on the site and that a sign should be installed to let people know. **ACTION:** AH to arrange a sign.

13. Planter at the Library

Members were informed that the sleepers/border on the raised bed outside of the library had been damaged. Due to the proximity to the road, the Town Clerk has arranged to have this repaired/replaced as a matter of urgency.

14. Ornate noticeboard repairs

Members were informed that the perspex on the noticeboard at Hutton House had been damaged. Members agreed that a cost of £250 could be allocated for officers to replace the Perspex at Hutton House and Pentlands noticeboards. **ACTION:** AH to arrange replacement.

ALLOTMENTS

15. Repairs and Maintenance

- a) Quotes had been requested – awaiting responses
- b) Information to be gathered and reported back to Committee
- c) Information to be gathered and reported back to Committee
- d) To arrange for repair to be carried out
- e) Members felt the previous tenant should be requested to remove the building on HW16-19.
ACTION: AH to attempt to contact previous tenant

16. Fencing – West Chilton Terrace

Members were informed that quotes had been requested and the office were waiting for a response. The quotes requested were for WCT site – down the rest of the track and another quote for the alleyways.

17. To discuss Joint Tenancy arrangements

Members discussed the current situation regarding Joint Tenancy and how it could be improved. **ACTION:** AH to research what other areas do for Joint Tenancy arrangements and provide report to next meeting. Cllr Reece left the meeting after this agenda item was discussed.

18. Noticeboard West Chilton Terrace

ACTION: AH to arrange for posts to be secured and noticeboard sited as WCT allotment site south.

19. Community Garden/Allotment

- Members were informed of an email received from Amy at Groundworks detailing that she would be unable to apply for funding at present due to the condition of the allotment. **ACTION:** AH to contact Amy to arrange meeting at the allotment.
- Members were also informed of communication from our insurance company, which stated, “if they are a non-plot holder and they are carrying out work on the council’s behalf they then would be classed as volunteers and covered under our policy, where they are carrying out our instructions. **ACTION:** to draft communication to the person currently working on the site to communicate the current situation and how we are moving forward.
- A Member also wanted noted that the previous tenant of the Community Allotment had been informed that his tools and belongings had been given to them for safe keeping. Member informed the Committee that this has not happened and were being kept by previous tenant who is supporting the Community Allotment. **ACTION:** AH to contact to person supporting the Community Allotment to get an inventory of previous tenants belongings and find out where they are being stored.

20. Signage

The current signage at the allotments is old and states ‘Parish Council’. Wording and quotes to be brought to the next meeting.

21. Financial Remit for Allocations

When allocations are completed, there is sometimes some remedial work that is needed to be carried out. Members felt it was important that the officer and Chair of the Committee are able to approve works without waiting to come to the next meeting. Therefore, it was agreed that that officers and the Chair of the Committee could authorise appropriate work up to the value of £200 per allotment for remedial work to be carried out.

22. Correspondence

Members were asked to consider a request from Groundworks for an allotment for ROC Group in Newton Aycliffe.

[Care solutions for children, young people and families | ROC Group](#). **ACTION:** AH to gather more information from Groundwork regarding the group around health and safety, insurance and whether any of the participants were residents of Chilton.

23. Water

It has proved difficult to get more quotes to move the taps in front of the new fencing at the allotments. Quote is being received to move the new fence panels to allow the taps to be accessed. **ACTION:** AH to get necessary quotes and compare prices.

24. Fly tipping

No new incidents reported.

25. Update Privacy Notice

See item 10. above.

EXCLUSION OF PRESS AND PUBLIC

Cllr. S. Sutherland proposed and was agreed to exclude due to the nature of business to be transacted both press and public.

26. End of Tenancy – Costs for work

Members were informed that following discussions with providers, the costs in the report issued at the last meeting on 2nd June 2025 were too low. A new report had been produced and issued to members. It was agreed that members take this new report and bring comments back to the next meeting.

27. Inspections

Drone pictures / videos had been carried out on Monday 16th June and were of excellent quality. AH to work with JD to pull out the allotments that do not need any further inspection. A meeting to be arranged with the Committee to inspection the rest and agreed the next steps.

28. Grazing Licence Review 2026-2027

No changes made to the Licence for 2026-2027.

29. Allocations

Members were informed that allocation meetings had been offered for nine people (5 on Saturday 14th June and 4 on Monday 16th June). From these nine, 5 people attended the meetings. 4 people have accepted allotments and 1 was going away to think about it. Two of the nine meetings were being rearranged.

30. DATE OF NEXT MEETING

The next meeting would be held on 21st July 2025, at 10.30am.

Signed: -

Chair of Committee

Dated:-