



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee held at Hutton House, Chilton, County Durham, on Monday 4th August 2025 at 10.30am

Acting Chair: Councillor P Malpas left the meeting at 11.10am. Cllr S. Reece took over as Chair at this point

Present: D. Bright, P. Herbert & S. Reece

Members of the public: 1- left the meeting after agenda item 5, minute number 42 was discussed

Town Clerk – J. Dickinson

38. Receive apologies for absence- Cllr Bruce

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

40. Receive the previously agreed Member Dispensation for Cllr Herbert

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.

41. Chair's Remarks – Members discussed a matter brought to several members attention by a resident regarding an allotment which has been untidy for several years and that they have complained about to the Town Council. The Town Clerk to look into the background of this matter regarding the position of the resident on the waiting list and the reasons why the allotment is still tenanted if it's in a dire state.

42. Public Participation- Member of the public advised that he is unable to work his gardens to the usual high standard. Members thanked him for keeping them updated. The tenant accepted an offer for help on his plots if that was available. Town Clerk to contact Livin about the overgrowth around their garages at the bottom of Prospect Terrace.

Member of the public left the meeting after this agenda item was discussed

43. Review the Resolution Log for the Cemetery, Open Spaces and Allotment- The following matters were raised/discussed- Cemetery Extension Report to be commenced; Christmas Motifs have been placed into the council's property. Rodent visits are as and when but no recent feedback of any issues reported to the council

Agenda item 12 was requested by the Chair to be brought forward for discussion as Cllr Malpas has to leave the meeting at 11.10am. There were no objections to this request.

38. Receive an update about the Community Garden following up on a meeting with Amy Sture from Groundworks on 14.7.25 – Members were provided with an update that had been completed by the Finance and Admin Officer. Members queried whether they had received an invitation to the meeting on 14th July 2025. Town Clerk confirmed an email had been sent to Councillors on 1st July 2025 inviting them to the meeting. Members discussed the public perception of the running of the community garden and who is running it. Members agreed

that clarity is to be agreed on the oversight of the running of the community garden, a constitution to be adopted, committee members to be agreed and ensure there are town council representatives on the committee and publicise how people can access the community garden as it is currently being run as an allotment.

Cllr Malpas left the meeting at 11.10am

39. Review and accept the minutes of the Allotment, Open Spaces and Cemetery Committee meeting held on 2^{1st} July 2025–

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

40. Receive and discuss the information and recommendations in the Building Conditions Report - The report has been received and will be included for discussion at the Special Council Meeting on 18th August 2025.

41. Receive the information from the Town Clerk regarding each allotment site and agree any actions where required-

Town Clerk advised there were no actions that were to be brought to Members attention at present. The letters have been sent out following on from the drone inspections. A report to be provided at the next meeting. A Member had a tenant raise a query about information in his letter as the boundary of the allotment land wasn't correct. Tenant was asked to come into Hutton House and speak to the Finance and Admin Officer.

42. Discuss Joint Tenancy Agreements- Members discussed the information within the report and discussed the reasonings why plots that are overgrown aren't easily taken up and helpers are being added to plots that are in better condition to potentially jump the waiting list queue. Town Clerk to look into joint tenancies with a familial connection only allowing new tenants to be added to the tenancies. Very specific examples and fair options to be provided at a future meeting by the Town Clerk for discussion by Members.

43. Consider updating the signage at the allotment entrances with up to date information – Older signage with Chilton Parish Council on etc was asked to be included for discussion. Members asked the Town Clerk to Identify sites where they need to be changed and the costs to be looked into.

EXCLUSION OF PRESS AND PUBLIC- none present

44. End of Tenancy – Members reviewed the report and agreed that if a shed/structure on a plot is secure when a plot is vacated then common sense to be applied as to whether they should remain. The exiting tenant to sign to say they are leaving the structures and the new tenant to accept the structures when they take on the tenancy. If the tenant doesn't want to take it on then the exiting tenant has to remove the structures. Members asked for a second quote for the various prices within the report.

Members agreed that in principle they accept the report and await the second quote before adopting the information.

45. Allocations update – to consider the adoption of a New Tenant Checklist and review the current allocations process- Members reviewed the checklist after the Town Clerk gave an overview on the working document that would be completed when a new tenant signs up for a plot. Members asked for the shed/structures to be included on the checklist which was discussed in minute number 44.

Members agreed to adopt the checklist subject to adding in a section about the shed/structures

46. Date of next meeting - The next meeting to be held on 15th September 2025, at 10.30am. Cllr Herbert submitted her apologies for the next meeting.

Signed: -

Chair of Committee

Dated:-