



# CHILTON TOWN COUNCIL

**Minutes of a meeting of Chilton Town Council Allotment Committee**  
held at Hutton House, Chilton, County Durham, on  
Thursday 19th May 2022

**Chairman:** *Councillor S.Sutherland*

**Present:** *Cllrs.. J.Cairns,J.Houlihan, P.Malpas, M.Young*

**In attendance:** J.Robinson Town Clerk, Mrs. A.Hall.

**Members of the public:** *3 members of the public*

## **ALL1.0.0/212. APOLOGIES**

Cllr. E.Bruce, A.Bruce, K.Hornsby, P.Davies

## **ALL2.0/22 DECLARATION OF INTERESTS**

none required

## **ALL3.0/22. MEMBER DISPENSATION**

None.

## **ALL4.0/22 CHAIRMANS REPORT**

Cllr.S.Sutherland advised his report/comments will be covered by the agenda.

## **ALL5.0/22 TENANT PARTICIPATION**

Tenants raised the following issues:-

- a, they requested copies of minutes be made available to tenants, it was suggested copies be placed on site noticeboards as well as on the website
- b. questions were raised re the removal of harris fencing during the recent allotment repairs, it was explained this was part of the contract awarded
- c. concern was expressed regarding fly tipping on WCT1,Cllr. S.Sutherland agreed to visit the site and report back to the Town Clerk
- d. issue of small holdings was raised. Town Clerk advised this is an issue being considered and is to be placed on the July allotment Committee agenda for discussion and a decision at Full Council in September.
- e.rate were once again a problem, but not to the degree as earlier in the year

f. concern over the sealing by non tenants of water meters was raised, Town Clerk to report to the police, Cllr. S.Sutherland agreed to undertake a site visit and report back to Town Clerk.

#### **ALL 6.0/22 REPORT ON CURRENT ALLOTMENT ISSUES**

- a. letters are to go out to the remaining tenants who have not paid their rent, advising they must be paid within 28 days or tenancy may be terminated as per tenancy agreement
- b. Waiting list was reviewed and agreed
- c. discussion on small holding as per ALL5.0/22

#### **ALL7.0/22 INSPECTIONS**

Chairman advised all sites have now been inspected and an in-depth report to be presented to the June meeting

#### **ALL8.0/22 POLICY RENEWAL**

The Town Clerk advised that in accordance with current Council Policy all Council Policies and Public information is being reviewed and updated. Therefore the Allotment Committee will review the Policies listed below prior to referral to Policy and Resources for adoption:-

- a. Charging/Debt Management Policy
- b. Allotment Allocation Policy
- c. Allotment Inspection Policy
- d. Information to go on Website

Further policy reviews to follow at future meetings.

#### **ALL9.0/22 DRONE REPORT**

The Town Clerk and Mrs. A.Hall advised that most members have now seen the drone report and photographs obtained, covering all sites. Members have also been given copies of the photographs of the available sites. Several members spoke of the success and value of the photographs and a possible tool in future inspections. It was agreed to class this drone visit as the base line assessment for plots and to re-commission a further drone in September.

#### **ALL 10.0/22 REPORT ON WORK TO WCT2**

Cllr. S.Sutherland gave a report on the recent works undertaken to the WCT2 site. It had included major works required on 5 sites left vacant. It was agreed members visit the site and to place the future plan for the site be placed on the July Allotment Committee agenda.

#### **ALL11.0/22 WATER/GREEN PROJECT**

The Town Clerk advised he had been approached by a member of the Green Energy Project advising they wished to invest in purchasing water storage tanks for each allotment in Chilton. The Green Energy Project would pay 50% of the cost. The Town Clerk advised he had investigated the costing of the project and all sites receiving one water tank would cost £5500, which equates to £2750 for each partner. This could

come from reserves as it is a clear Invest to Save Project as it has the potential to save from 2023 onwards £6000 in water costs.

Members agreed to take the project forward and for the Town Clerk to arrange a meeting with the Green Energy Project Team.

#### **ALL12.0/22 DOG BAGS**

The Town Clerk advised DCC had agreed to purchase and site 8 bins along the bypass (6) and replace in the Town itself (2). The Council had offered to part fund. Cllr. J.Cairns agreed to chase this matter up in role as County Councillor.

#### **ALL13.0/22 EXCLUSION OF THE PUBLIC**

Cllr. S.Sutherland proposed, seconded by Cllr. P.Malpas and carried that due to the nature of the business to be transacted that the press and public be excluded from the remainder of the meeting.

#### **ALL14/22 REPORT**

Members received a detailed report regarding current allotment issues. Report noted, no action required.

#### **ALL15/22 RECOVERING FUNDS**

Members considered the costs of reinstating the 5 sites on WCT2. It was agreed the former tenants be written too.

#### **ALL16/22 FENCING POSTS**

It was agreed to purchase 10 further posts to finish the renewal of fencing adjoining the By-pass and 15 for future usage during the year.

#### **ALL17/22 COMMITTEE BUDGET**

The Town Clerk and Mrs. A.Hall presented the Committees April budget statement and answered members questions, report noted and received.

#### **ALL18/22 TENANCY ALLOCATION**

Due to GDPR the list of sites allocated remains redacted to the public but attached to minutes as individual residents are referred to.

#### **ALL19.0/22 NEXT MEETING**

To be 15th June 2022 in Hutton House 10.30am

Signed:-  
Mayor of Chilton  
13th June 2022

## **ALL18/22 TENANCY ALLOCATION**

The following sites were allocated, Town Clerk to write to all potential tenants inviting them in for a handover meeting with Chair/Vice Chair of Allotment Committee and an Officer of the Council.

Name	plot no offered	date offered	Site or plot requested
Sophie Lee	126		WCT
Lisa Lathan	210		WCT210
Paul Worthington	119 / 120		Any WCT near 122
Brian Tilley	191		Any site
Jackson Pickering	156		Any site
Daniel Kirby	170		HW or WCT
Shaun Pearson	187		WCT
Colin George Urwin	155		WCT
Hayley Rogerson	211		Any
Kieran Bulmer	181		
Ronald McGuinness	217		Any
Lee Aunger	221		
Mark & Karen Mitchell	190		