



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment
held at Hutton House, Chilton, County Durham, on
Monday 14th April 2025 at 10.30am

Chair: *Councillor S.Sutherland*

Present: *S. Reece, P. Malpas, J. Houlihan*

Members of the public: 3

Finance & Admin Officer: A. Hall (Minutes)

1. APOLOGIES

Cllr. E. Bruce

2. DECLARATION OF INTERESTS

Cllr. Sutherland expressed a declaration of interest for item 19. as he has applied for an allotment.

3. MEMBER DISPENSATION

None.

4. PUBLIC PARTICIPATION

Member of the public who has recently become a joint tenant has requested help to remove large amount of plastic pieces and glass from the allotments. Members agreed to visit the site at 9am on 15th April 2025 to review the waste and bring back to the next Allotments Committee.

5. MINUTES OF 17th February 2025

The minutes of the meetings held on 17th March 2025 were reviewed by the Committee and approved as a true record.

Proposed Cllr. S. Reece, Seconder Cllr. P. Malpas

6. REVIEW OF RESOLUTION LOG

AH updated the Members as this was the first meeting where the Resolution Log was being produced. AH explained it would be updated after each meeting and issued to Members at each meeting.

- a. A question was raised regarding the Drone inspections, as the current provider had informed AH that they would not be continuing. AH informed the members another supplier had submitted a quote for the same amount and would be taking on the work.

7. REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

Members were informed that out of 136 tenants, who had been issued with a new agreement, 100 had already paid. Reminder letters would be sent out next week to those who had not paid. During this round of new tenancy agreements, 3 allotments had been returned (WCT138, WCT139 and WCT109).

8. REPORT BY AH ON DURHAM COMMUNITY GARDEN AND FOOD NETWORK- 3 APRIL 2025

A report had been issued to Members giving details of the presentations that had taken place on the day, the different agencies involved what provision was available locally. It was also a time to gain some valuable contacts who have offered support and advice to move our Community Garden forward. Members accepted the report.

9. ASBESTOS POLICY AND INFORMATION

Members reviewed the Policy and related information and agreed for it to be passed to the Policy and Resources Committee for recommendation. AH to request for it to be discussed at the next meeting, which would be Tuesday 15th April.

10. UPVC RECYCLING

Members were informed that UPVC window frames and doors can be collected and recycled free of charge. The company require that the glass is removed from the doors and windows and are stored in one place for easy removal. Members agreed in principle but felt the issue of storage should be discussed at the Full Council meeting. AH to prepare a report on how this would work and bring to the next meeting.

11. FENCING WEST CHILTON TERRACE

Members were informed that this piece of work was well underway and is expected to be finished in the next couple of days. Initial reports are very positive from Tenants. Members were informed that once the fencing had been completed, work would be required to relocate the existing standpipes to the outside of the fenceline.

12. REPAIRS AND MAINTENANCE

- a. Since the agenda had been published, there had been some ASB on WCT site (north of bypass) which included items being jammed into the lock on one of the main gates. Information to be sought to find out if handle locks can be fitted and what the costs would be.
- b. WCT182 - it was felt that a site visit should be carried out to establish the extent of the work required. Members were informed that the back of this allotment was not a fence but a hedgerow.
- c. WCT146/147 - a quote of £810 had been received to replace the broken fence on these allotments and to replace the double gates with 2 single gates. Contractor also highlighted that a post would need to be replaced for the external tap as this had also been damaged. Members to visit the site to review.

It was requested that Members should be invited to attend all future site visits to review repairs and maintenance issues.

13. END OF TENANCY - COST OF WORKS

AH had requested the Members to consider a pricing structure for tenants at the end of their tenancy for work that is required to be carried out by the Council. It was discussed that this may be different for each allotment, depending on the size. Members requested that AH produce a report for the next meeting to give an idea of costs and how this could be achieved.

14. ANTI-SOCIAL BEHAVIOUR

A member of the public raised the issue of speeding in the area. This was acknowledged and would be passed to the relevant authorities.

15. CORRESPONDENCE

Item b. c. and d. would be moved to the Excluded section of this meeting.

- a. The area of Hambleton Way Allotments (No. 17-19) is being returned back to allotments. Quotes have been requested to reinstate the fence line in the correct place and the committee are looking at ways to get the area cleared.

16. WATER

Members discussed the options for locking of the standpipe taps – it was acknowledged the historically padlocks get removed and replaced by tenants. Prices to be sought for combination locks.

17. FLY TIPPING

WCT182 – tenant had reported fly tipping at the rear of the allotment – this was to be investigated.

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.

15. CORRESPONDENCE contd.

- b. Members discussed the request and felt that it could not be considered at this time due to the current tenancy structure. AH to write to the joint tenant informing them of this decision.
- c. Members discussed the amalgamation of HW36/37 and felt this was appropriate – AH to write to the tenant to inform them of the decision.
- d. Members discussed this and felt it was appropriate and the quote given was approved.
Proposed: Cllr Reece, Seconded: Cllr Houlihan

Cllr Sutherland informed the Members he had been asked by the volunteers of the Community Garden for 5 heras fencing panels to secure the border between the garden and the adjoining garage.

Discussion then took place regarding the Community Garden. Cllr Reece requested that it be added to this agenda as a standing item – this was agreed by the rest of the Members.

Cllr Reece proposed that a clear rationale is established between the Allotment Committee, Chilton Town Council and the Community Garden volunteers. It was felt important that discussions should take place regarding the make-up of the Community Garden and the Town Council's involvement. Members were informed that a meeting is being arranged with the Town Clerk and volunteers around setting up a constitution and insurance for the Community Garden. AH to speak to the Town Clerk to find out what has been agreed.

18. INSPECTIONS

AH informed Members that the Inspection Policy would be updated with the approved dates of inspections.

It was also discussed regarding the welfare of livestock on allotments and the Council's responsibility. It was agreed that the following statement and section be included in the inspection documentation and also added to the Handbook:

During any site visit or inspection, if concerns are raised regarding the welfare of livestock, the Town Council have a responsibility to report these concerns to the appropriate authorities.

All Members agreed with these amendments.

19. ALLOCATIONS

Cllr Sutherland left the meeting as he had expressed a Declaration of Interest

Members were informed that 3 new applications had been received and one application from the March meeting to be contacted again. Members were happy for AH to look at the most suitable plots and allocate as necessary.

One request had been received for WCT140 which had been empty for over a year. The applicant requested that items of fly tipping are removed by the Council. It was agreed that AH gather prices to remove the rubbish.

A letter had also been received from a current tenant to extend his allotment to create an orchard. This was considered by Members and agreed. AH to meet with the tenant to discuss the options.

20. DATE OF NEXT MEETING

The next meeting would normally be held on 26th May, however, as this is a bank holiday it was agreed to move the meeting to Monday 2nd June 2025.

Signed: -

Chair of Committee

Dated:-