



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment
held at Hutton House, Chilton, County Durham, on
Monday 17th March 2025 at 10.30am

Chair: *Councillor S.Sutherland*
Present: *E. Bruce, S.Reece, P. Malpas*
Members of the public: 4
Finance & Admin Officer: A. Hall (Minutes)

ALL1.03/25. APOLOGIES

Cllr. J. Houlihan

ALL2.03/25 DECLARATION OF INTERESTS

None.

ALL3.03/25 MEMBER DISPENSATION

None.

ALL4.03/25 PUBLIC PARTICIPATION

No issues raised

ALL5.03/25 MINUTES OF 17th February 2025

The minutes of the meetings held on 17th February 2025 were reviewed by the Committee and approved as a true record. Date at the top of the minutes was incorrect and needed to be amended to 17th February 2025.

Proposed Cllr. E. Bruce, Seconder Cllr. P. Malpas

ALL6.03/25 COMMUNITY GARDEN (presentation by D Yorke & K Tracey)

Members were informed that significant progress had been made on the Community Garden, although much work remains. Currently, the team consists of three members, with plans to expand and form a committee by May 2025. The garden aims to be wheelchair accessible, child-friendly, and open to all.

Publicity and promotion are scheduled for May 2025, including an article in the Chapter and an open day event. Dyanne and Kevin are enthusiastic about welcoming anyone interested in participating. The Town Council has pledged its support for the Community Garden, offering assistance with promotion, advertising, and insurance. The team was also informed that funds had been allocated from the Mayor's Charity.

The plan includes establishing a committee with leaders and charging a nominal fee of £1 per week. Additionally, there is a proposal to set up a monthly stall at the garden to distribute or sell produce. This initiative is expected to complement the VE Day Celebration, with a focus on the 'Dig for Victory' theme.

ALL7.03/25 REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

There were 12 plots available and 12 people on the waiting list, however, some of these had requested specific allotments that were not available.

ALL8.03/25 CAMERA SURVEILLANCE

Cameras had been set up and would be installed this week.

ALL9.03/25 FENCING ON WEST CHILTON TERRACE

Following the Full Council meeting in March, it was approved for 6ft mesh powder coated fencing to be installed. A meeting with the contractor has been arranged and work to progress as soon as possible.

ALL10.03/25 REPAIRS AND MAINTENANCE

The following items has been raised for repair:

WCT129 - no back fence, fallen over
WCT146/147 - storm damage to front fence

It had already been approved for the repairs to WCT129 so this can go ahead. Costs to be sought to repair 146/147.

ALL11.03/25 DEFRA REGISTERING OF BIRDS

Following the governments rules on registering fewer than 50 birds, this was recorded on the Data Collection sheet for 25/26. From those already received there have been about 5 that were not aware of the changes. These tenants were informed that it was a legal requirement. A letter has been put together to remind these tenants of their responsibility and that they must give us the registration number when they receive it. It was agreed that reminder letters would be sent out in June to those who have not provided a number.

ALL12.03/25 ANTI-SOCIAL BEHAVIOUR

Members were informed that young people had been spotted using the tap at outside of 126 and then leaving it running. Because of the size of the gate it was possible for people to climb over it. Members requested that a cost be provided to replace the gate with a 6ft gate and also to price up the costs to put a lock on the taps and that tenant would need to purchase a key to access the water. Information to be brought to next meeting.

ALL14.03/25 COMMUNITY GARDEN

Advice had been sought from our insurance company regarding community gardens and the advice given was for a separate group to be formed for the community garden so that they can get their own separate insurance and liability cover. This is to be investigated further and to work with current volunteers to encourage more people to engage and hopefully to form a committee for the garden. **Agreed:** officer to look at national good practice and bring to the next meeting.

ALL15.03/25 CORRESPONDENCE

Nothing to report.

ALL16.03/25 WATER

Nothing further to report.

ALL17.03/25 FLY TIPPING

No new incidents were reported.

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.

ALL18.03/25 INSPECTIONS

Three tenants were contacted in Oct / Nov 2024 regarding the state of their allotments and rubbish. It was requested, and agreed, that Chair / Officer should attend these allotments to re-inspect.

ALL19.03/25 ALLOCATIONS

Allocation meeting date set for Monday 31st March 2025. Letters to be sent out this week.

ALL20.03/25 DATE OF NEXT MEETING

To be held on Monday 14th April 2025 at 10.30am in Hutton House.

Signed: -

Chair of Committee