



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee held at Hutton House, Chilton, County Durham, on Tuesday 18th November 2025 at 6pm

Chair: Councillor P Malpas

Present: D. Bright, E. Bruce, D. English, P. Herbert, R. Hirst (did not take part in discussions or decisions relating to allotment matters) & S. Reece. S. Zapert

Members of the public: 2- 1 left after agenda item 4, minute number 65.

Town Clerk – J. Dickinson

62. Receive apologies for absence- Cllr Smith

63. Receive Declaration of Interest on any agenda item -Cllr Herbert for matters related to West Chilton Allotments

64. Receive the previously agreed Member Dispensation for Cllr Herbert- Cllr Herbert wasn't present

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.

65. Public Participation- Member of the public gave an overview on the circumstances prior to and during a fire that took place on his allotment where the Fire Brigade was called and which is on the agenda for discussion.

66. Review the Resolution Log for the Cemetery, Open Spaces and Allotment- The Town Clerk gave an update on actions carried out since the last meeting.

67. Review and accept the minutes of the Allotment, Open Spaces and Cemetery Committee meeting held on 15th September 2025

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

68. Consider if there are any further improvements to be made to the cemetery in the centenary year- Members were informed that the Ministry of Defence have contacted the council regarding a grave that they are responsible for and have requested photographs from us. They are paying for a headstone.

69. Consider a request for a plot to have a third internment- Town Clerk asked for the matter to be deferred for discussion as further advice is sought on the agenda item- Members agreed to this request.

70. Consider the eviction of the tenant of plots 14 and 15, Hambleton Way Allotments due to unsatisfactory progress after the 12 month probationary period- the Town Clerk informed Members that the tenants on a probationary period were being monitored in order to ensure that progress is being made on them. These

plots had not had any work carried out and are overgrown. The tenant had been informed in writing that their notice to quit would be discussed at this meeting. The tenant has not made any contact or attended this meeting to provide representation

RESOLVED- Cllr Reece proposed that the notice to quit be issued. Seconded by Cllr Bright. All agreed.

71. **Consider the eviction of the tenant of plot 133, West Chilton Terrace Allotments due to a serious breach of the allotment rules –**

RESOLVED- Cllr Reece proposed the tenant is informed that he will be issued with a Final Warning due to the severity of the fire which will stay on his record indefinitely and that an Officer will meet with the tenant to view the plot which is currently untidy and agree actions to tidy up the plot. Seconded by Cllr Malpas. All agreed.

Members agreed that if the fire brigade is called out to an allotment fire in the future that the same course of action should be carried out- put it on the agenda for discussion and write to the tenant to advise that the committee will be considering issuing a notice to quit.

Cllr Herbert took no part in the discussion or decision for this agenda item

72. **Community Garden-** Mr Sutherland updated members with the actions carried out by the new committee which has a Chairperson, Secretary and Treasurer. The aim is to have everything up and running by early 2026

73. **Receive any flytipping updates-** None received

The Town Clerk asked Members if shed structure requests were agreed at the committee meetings as that is what is stated on the shed structure application. The 2 applications comply with the guidance in the allotment rules and on that basis, members agreed to the requests.

EXCLUSION OF PRESS AND PUBLIC- 2 members of the public left the meeting (including Cllr Hirst)

74. **Receive an update following on from inspection letters that were sent –** Town Clerk advised that 5 plots that were reinspected had visible improvements and the rest were issued with the stage 2 option which is to provide a second 3 month time frame for them to comply with the requests for improvement.

75. **Allocations update –** Nothing to update

76. **Date of next meeting -** The next meeting to be on Monday 19th January 2026 at 10.30am

Meeting closed at 6.50pm

Signed: -

Chair of Committee

Dated:-