



C H I L T O N T O W N C O U N C I L

Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee held at Hutton House, Chilton, County Durham, on Monday 16 March 2026 at 10.30am

Chair: Councillor D. Bright (Committee Vice Chair)

Present: Councillors E. Bruce, S. Reece.

In attendance: Councillor R. Hirst; Town Clerk C. Llewelyn.

Members of the public: one present (Representative of the Community Garden).

87. **To receive apologies for absence**

Councillor P. Malpas, P. Herbert.

Resolved: to receive the apologies.

88. **Declaration of Interest**

None.

89. **Member Dispensation** – The following dispensation has been provided to Committee Members on 20 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 size 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.**

90. **Public Participation**

Matters were raised including rubbish, a noticeboard and fly tipping.

91. **Review Resolution Log for Cemetery and Allotments and Open Spaces**

The Town Clerk gave an update on actions carried out since the last meeting and what remains to be actioned including:

The final work on the cemetery building is to be completed by the Contractor

The pedestal at the cemetery is to be re-sited by the Contractor

92. **To review and accept the Minutes of the Allotment, Open Spaces & Cemetery Committee meeting held on 19 January 2026**

Resolved: the minutes of the meeting of the Allotment, Open Spaces and Cemetery Committee held on 19 January 2026 be accepted as a true record, proposed by Councillor Reece, seconded by Cllr Bruce. All agreed.

CEMETERY

93. **To consider if there are any further improvements to be made to the cemetery in the centenary year**
Councillors discussed health and safety matters, whether there are any issues with subsidence and the condition of paths.

RESOLVED: the Clerk to inspect and report back to the Committee.

94. To consider options and budget regarding the space where the building has been removed, including suggestions of a metal feather structure or seating area
Members discussed the possibilities of a sculpture, a seat, and/or a tub with planting, and a plaque which would mention the centenary year.

RESOLVED: to consider further the ideas for the space where the building has been removed.

95. To receive an update on the Memorials raised by the Ministry of Defence
The Clerk advised that the headstone arranged by the Ministry of Defence is due to be installed. Members asked about the protocols for headstones arranged by the Ministry of Defence.

RESOLVED: to note the report and the Clerk to ascertain any protocols for headstones arranged by the Ministry of Defence.

96. To consider advice on a third interment
The Clerk advised the matter has been completed.

RESOLVED: to note the update.

OPEN SPACES

87. To receive any fly tipping updates
Members discussed fly tipping at Pentlands, at West Chilton Terrace allotments and behind Hunter Terrace.
RESOLVED: the Clerk to take the appropriate action.

97. To consider Town Council Open Spaces, planting and any action on stress testing for seasonal decorations
The Clerk advised that all structures tested have been assessed as safe for seasonal decorations.

RESOLVED: to add a notice to the website and Facebook that all structures tested have been assessed as safe.

ALLOTMENTS

87. To receive any update on the Community Garden, and discuss and agree Councillor representation
The representative of the Community Garden provided an update including the bank account, rubbish and plans for an Open Day. It was agreed that Councillor Bright will be the Council's representative on the Community Garden organisation.

RESOLVED: to note the report from the representative of the Community Garden, and that Councillor Bright will be the Town Council's representative. All agreed.

88. To receive any fly tipping updates
All agreed no matters to report at this time.

89. To consider and agree a review of allotments' management and delegated authority to Officers
Councillor Hirst declared an interest in this matter, attending as a non-Committee Member.

Management of allotments, fencing and water provision were discussed.

RESOLVED:

(1) the Clerk to check the land titles, and to define boundaries and fencing

(2) the Clerk to report back to the Committee on fencing and water provision.

(3) the Committee approved the plan presented to review allotment tenancy arrangements, including end of tenancy matters.

(4) that Officers to continue to allocate plots and report to the Committee.

(5) that Officers are delegated to approve structures where they are deemed to be within regulations, and applications with any queries are to be brought to the Committee; proposed by Councillor Reece, seconded by Councillor Bruce.

90. To consider use of water on allotments

The Clerk had sent a report.

RESOLVED:

(1) to note the report and current financial position.

(2) the Clerk to investigate water matters raised in the report including seasonal shut off, pipework and leak detection, and report back to the Committee.

(3) the Clerk to provide a full review of locations of water in sites to the Committee.

91. To consider use of grass clippings from Miners Welfare by allotment tenants

RESOLVED: the Council will publicise to allotment tenants that grass clippings are available at a certain time.

92. To consider allotment plots allocations, correspondence and requests

The Clerk provided a report on allocations, and raised correspondence received from an allotment tenant.

RESOLVED:

(1) the Clerk to provide further information to the Committee on access issues.

(2) the Clerk to send a response to the correspondence received, and provide information to the tenant once this is available.

93. Date of next meeting: to be confirmed

The next meeting to be held on Monday 20 April 2026 at 10.30am. All agreed.

94. To RESOLVE that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted

Resolved: to ask any or all members of the press and public to leave the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

All non-Committee members left the meeting.

95. To review and confirm actions on allotment non-compliance matters

Reports were considered by Committee Members. The Clerk to put in place information regarding rationale and risks to explain to affected tenants.

RESOLVED:

(1) the Clerk to act on the first recommendation in the report.

(2) to approve the second recommendation in the report as agreed at the meeting.

Meeting closed at 12.30pm

Signed: -

Chair of Committee

Dated:-