



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 18 May 2026 at 6.00pm

Chair: Councillor P. Malpas.

Present: Councillors D. Bright (Committee Vice Chair), E. Bruce, D. English, S. Reece, S. Zapert.

In attendance: Town Clerk C. Llewelyn.

Members of the public: one present.

116. **To receive apologies for absence**

None received.

117. **Declaration of Interest**

None declared.

118. **Member Dispensations**

None received.

119. **To note the Terms of Reference (within the Scheme of Delegation)**

Resolved: to note that the Terms of Reference and Scheme of Delegation were reviewed at the Council's Annual Meeting on 12 May.

120. **To review and accept the Minutes of the Allotment, Open Spaces & Cemetery Committee meeting held on 20 April 2026**

Resolved: the minutes of the meeting of the Allotment, Open Spaces and Cemetery Committee held on 20 April 2026 be accepted as a true record, proposed by Councillor Reece, seconded by Cllr Bruce. All agreed.

121. **Public Participation (10 minutes)**

The member of the public present gave an update about his allotment.

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

The Clerk gave an update regarding the Resolution Log.

CEMETERY

123. **To consider if there are any further improvements to be made to the cemetery in the centenary year**

Not discussed.

124. **To consider options and budget regarding the space where the building has been removed, including suggestions of a metal feather structure or seating area**

Residents had been invited to suggest ideas for the space, which were considered.

Members discussed the area and what is required to ensure it is tidy.

Resolved: the Clerk to seek quotes for a robust wooden shelter and memorial benches, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

125. **To consider matters relating to cemetery operations and management**

Committee Members discussed the plaques in the Memorial Garden, and other cemetery matters including marker signs, bins, grass cuttings, items on graves and the noticeboard.

Resolved:

(1) the Clerk to bring costs and ideas for plaques to the next Committee meeting.

(2) the noticeboard to be reviewed.

(3) the Clerk to arrange new notices for the noticeboard.

(4) the Clerk to review the rubbish collection arrangements.

OPEN SPACES

126. **To receive any fly tipping updates**

Councillor Reece advised that rubbish dumped behind Durham Road had been reported to Durham County Council. Rubbish was reported between Arthur Street and Albert Street.

Resolved: the Clerk to report the rubbish between Arthur Street and Albert Street.

127. **To consider Town Council Open Spaces, planting arrangements, noticeboards and any other matters**

Resolved:

(1) the Clerk to investigate whether costs of planting can be decreased.

(2) the Clerk to approve works required to rotavate, reinstate and seed the flower bed area on Durham Road.

(3) the Clerk to discuss flower beds with local businesses.

(4) the Clerk to chase any further updates about the barriers outside Hutton House.

128. **To consider the Council's watering agreement**

Resolved: the Clerk to obtain costs per watering visit and advise a maximum number of visits, and to agree a watering contract.

129. **To consider bus shelter cleaning arrangements**

Resolved: the Clerk to approve monthly cleaning for the bus shelters all year round, at the quoted cost.

130. **Review of charges and process for the sale of dog bags**

Resolved: the charge for dog bags remains the same, and Officers to monitor sales.

ALLOTMENTS

131. **To receive any update on the Community Garden**

No update was given.

132. **To receive any fly tipping updates**

Resolved: the Clerk to arrange removal of rubbish from next to West Chilton Terrace allotment gate.

133. **To consider any correspondence and requests**

No correspondence or requests were brought under this item.

134. **Date of next meeting: 15 June 2026**

Resolved: the next meeting of the Allotment, Open Spaces and Cemetery Committee will be on Monday 15 June at 6.00pm.

135. 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.

136. To consider delegation arrangements

Further discussion is to take place regarding delegation arrangements.

Resolved: the Chair of the Committee, or if required the Deputy Chair, will be invited to attend allotment allocation meetings. All agreed.

Councillor Malpas declared an interest in the agenda item relating to the Livin gardens and garages.

137. To review and confirm actions on allotment management, issues, data, non-compliance and operational matters

The Clerk presented a report. Members discussed a strategic approach to fencing requirements.

Resolved:

- (1) the Clerk to report all fencing matters, costs and the planned budget to the next meeting.
- (2) the Clerk to arrange the fencing at Hambleton Way discussed at the meeting.
- (3) the Clerk to report on any plots where there are access problems.
- (4) advice to be followed and Notices to Quit to be issued where tenants have not paid their allotment rent.
- (5) to approve a key for an allotment gate as requested.
- (6) the Clerk to review the pedestrian gate and report to Committee.

138. To review charges for all allotments, gardens and garages

Resolved:

- (1) the Clerk to investigate when allotments have been measured.
- (2) to amend the charges for a garage and issue the appropriate refund for charges since 2022.

139. To consider matters relating to the Livin gardens and garages

Councillor Malpas had declared an interest in this agenda item, and left the meeting and did not take part in any discussion or vote.

Committee Vice Chair Councillor Bright took the Chair.

Resolved:

- (1) the Town Council wishes to consider storage options.
- (2) the Clerk to provide details of the current charges made by Livin.

Meeting Closed at 7.48pm.

Signed:

Chair of Committee Meeting

Dated: