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 20 July 2026 at 6.00pm

Chair: Councillor D. Bright (Committee Vice Chair).
Present: Councillors E. Bruce, S. Reece (from 6.05pm), S. Zapert.
In attendance: Councillor R. Hirst; Town Clerk C. Llewelyn.
Members of the public: one present.

Councillor Bright took the Chair for the meeting.

167. To receive apologies for absence

Apologies were received from Councillors Malpas and English.
Resolved: to receive the apologies.

168. Declaration of Interest

None received.

169. Member Dispensations

None received.

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

The Clerk had sent the Scheme of Delegation which includes the Committee Terms of Reference. The Clerk had also added relevant budget information to the Councillors' reports for consulting as needed.

Resolved: to note the Committee Terms of Reference.

Councillor Reece joined the meeting at this point.

171. To review and accept the Minutes of the Allotment, Open Spaces & Cemetery Committee meeting held on 15 June 2026

Resolved: the minutes of the meeting of the Allotment, Open Spaces and Cemetery Committee held on 15 June 2026 be accepted as a true record. All agreed.

172. Public Participation (10 minutes)

Various matters were raised, including:

- The member of the public present discussed their allotment.
- Trees outside Prospect Terrace are taking water from Prospect Terrace allotments.
- A tree on Prospect Terrace is thought to be dead, which is already being dealt with.
- The bus stops at Cragside were reported as overgrown.
- The garages owned by Livin were discussed.
- The hedge on the path by the school was raised, the Clerk to report again.

Resolved: the Clerk to investigate whether anything could be done about the trees taking water, and to take action where required at the bus stops.

173. Review Resolution Log for Cemetery and Allotments and Open Spaces

Members reviewed the resolution log. The Clerk advised the appeals had been dealt with as agreed, and all actions on allotment plots are in progress.

Resolved: the resolution log for cemetery, allotments and open spaces is noted.

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

The Clerk advised there are no quotes for the paths yet.

175. To approve options, expenditure and budget regarding the space where the building has been removed, including a shelter or structure, seating and/or floral arrangements and ornamental items

Options for the building space were considered.

Resolved: to take the proposed corner shelter to Council for approval, under the repair and maintenance budget for the cemetery, with a plaque to mark the centenary year.

176. To consider the updating of plaques for the Memorial Garden and charges for plaques

The Clerk gave information on costs of the plaques.

Resolved: the cost for plaques is to remain the same, and for clarity to explain to the public that the cost covers the plaque, its installation, and current and future maintenance of the Memorial Garden.

177. To consider matters relating to cemetery operations and management

The Clerk advised the cemetery toilets will be cleaned twice per week by the new member of staff once recruited. Locking of the gates was discussed, which would be considered if it was felt necessary.

Resolved: to note the update.

178. To receive any fly tipping reports or updates (including allotments and other areas)

Matters were raised including:

- Hambleton Way Garages
- A sofa at Rosewood

Resolved: the Clerk to report the matters raised.

179. To consider Town Council Open Spaces, noticeboards and any other matters

The Clerk advised work is still expected on Pentlands noticeboard and the Tommy silhouette in the Memorial Garden.

Resolved: the Clerk to continue to progress the matters raised.

180. To review and consider planting, hanging baskets, planters, flowerbeds and floral arrangements

Discussion took place about planting, and the Clerk gave feedback from other towns.

Resolved: options for planting to be brought to the Committee in September.

181. To consider options and expenditure for areas of Joe's Field

Resolved: Councillors to undertake a site visit to look at the area and assist with considering options.

182. To receive any update on the Community Garden, and consider its agreement with the Council

Resolved: to defer discussion of the licence for the Community Garden to later in the meeting following the exclusion of the press and public, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

183. To consider fences, gates and locks on allotment sites

Resolved: the Committee approves the Clerk to undertake works on the gates at West Chilton Terrace allotments.

184. To consider any correspondence and requests

No new correspondence or requests had been received.

185. Date of next meeting: 21 September 2026

Resolved: the next meeting of the committee is on 21 September 2026 at 6.00pm.

186. 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 agreed.

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

Resolved:

(1) the Committee approves the splitting of larger plots as discussed.

(2) the Committee requests more detailed information about the plots that are available, against the waiting list.

(3) to approve Officers to begin the process of small claims court where amounts charged have not been paid, and the appropriate letters have been issued.

(4) Officers are to continue with the process of drone inspections.

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

The Clerk provided an update.

Resolved: the Clerk to bring to Council information regarding the classification of the gardens that Livin proposes to transfer.

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

This matter had been discussed at full Council the week before.

190. To consider operational matters relating to open spaces

No further matters were raised.

167. To receive any update on the Community Garden, and consider its agreement with the Council

Under this item deferred from earlier in the meeting, the Clerk had supplied a draft agreement.

Resolved: the Clerk to agree the licence as presented, with the Community Garden, proposed by Councillor Reece, seconded by Councillor Bruce. All agreed.

Meeting Closed at 7.20pm.

Signed:

Chair of Committee Meeting

Dated: