



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 21 September 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: Councillor R. Hirst; Town Clerk C. Llewelyn.

Members of the public: none present.

The meeting commenced at 6.00pm.

192. To receive apologies for absence

No apologies were received.

193. Declaration of Interest

None received.

194. Member Dispensations

None received.

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

Resolved: to note the Committee Terms of Reference, within the Scheme of Delegation.

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

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

197. Public Participation (10 minutes)

Matters were raised including water parity and contractors.

Resolved: the Clerk to look into the matters raised and where required provide reports to Committee.

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

The Clerk provided an update.

Resolved: to note the review of the resolution log for cemetery, allotments and open spaces.

199. To receive any update on and consider correspondence and requests from the Community Garden

Resolved: to defer this matter to the private session of the meeting. All agreed.

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

Resolved:

- (1) to note that gates at West Chilton Terrace North have been made safe.
- (2) to note further improvements to gates are being arranged and locks are to be added.

201. To consider the tenancy agreement, policies and regulations on allotments

Resolved: to defer this matter to the private session of the meeting. All agreed.

202. To consider any correspondence and requests

Matters to be raised had been reported during public participation.

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

The Clerk advised that various matters had been raised in the last few weeks and reported as appropriate.

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

Resolved:

- (1) the Clerk to arrange work on grass and vegetation on the Council's area at the end of Prospect Terrace, and to talk to volunteers about the future care if appropriate.
- (2) the noticeboard at Pentlands is to be removed.

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

Resolved:

- (1) the Clerk to arrange an online meeting with Durham County Council Officers to discuss options for next year.
- (2) The Clerk to investigate when planters were last purchased and the costs.
- (3) To issue a social media poll asking people what they want in Chilton.
- (4) The Clerk to contact Rotary Great Aycliffe and the Grounds Maintenance Contractor about bulb planting.

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

The Clerk advised she is still to arrange a walk around by Councillors.

207. To consider if there are any further improvements to be made to the cemetery in the centenary year, and to approve options, expenditure and budget regarding the space where the building has been removed, including a shelter or structure with a plaque, seating and/or floral arrangements and ornamental items

The Clerk advised the shelter has been commissioned, and an installation date is awaited from Johns Timber.

Resolved:

- (1) to arrange a brass plaque for the shelter to mark the centenary year of Chilton Town Council.
- (2) the Clerk to bring costs for a bench and some small trees and other suggestions for the Memorial Garden.

208. To receive an update on the updating of plaques for the Memorial Garden

The Clerk advised the updating of the Memorial Garden plaques is in progress.

209. To consider matters relating to cemetery operations and management

The Clerk is to bring a report to the next Committee meeting.

210. Date of next meeting: 19 October 2026

Resolved: the next meeting of the Committee is on 19 October 2026 at 6.00pm.

Councillor Hirst left the meeting at this point as a non-Member of the Committee.

211. 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, proposed by Councillor Reece, seconded by Councillor English. All agreed.

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

The Clerk advised that some fence repairs were required.

Councillors had undertaken assessments of vacant plots as agreed at the Council meeting in September.

Resolved:

- (1) Photos are to be added in to a report on the assessments of vacant plots, and the Clerk to seek quotes for all work required, provide a plan and a list of priorities, and to undertake urgent actions.
- (2) the Clerk to commission the company referenced as B in the report to undertake asbestos clearance, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.
- (3) Officers have discretion when allocating plots to waive up to 12 months' rent if a plot is in very poor condition.
- (4) ducks will be approved on a plot, with Defra registration information provided by the tenant, proposed by Councillor Malpas, seconded by Councillor Bright.
- (5) people on the waiting list for a plot will receive a maximum of two offers and will be given a specified period in which to respond; if no response is received within this period, they will be removed from the waiting list.
- (6) the Committee is satisfied with Contractors using fires as a clearance method in a controlled and risk assessed manner, with prior knowledge of the fire brigade
- (7) the Clerk was asked to provide further information to the Committee about the allotment allocations process.

213. To consider the tenancy agreement, policies and regulations on allotments

This item had been deferred earlier in the meeting.

The Clerk presented recommendations, to which some amendments were agreed.

Resolved: the Clerk to issue consultation with all tenants on the proposed changes to the tenancy agreement and handbook, as agreed at the meeting, proposed by Councillor Reece, seconded by Councillor English. All agreed.

214. To receive any update on and consider correspondence and requests from the Community Garden

This item had been deferred earlier in the meeting.

Discussion took place regarding a request from the Community Garden.

Resolved: the Clerk to advise that as there is a waiting list and some plots are not currently suitable for allocation, the Council is to allocate the plots to other people. All agreed.

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

Resolved: when the transfer of the Livin garages takes place, the current Livin charges will apply.

216. To consider operational matters relating to open spaces

No further matters were discussed.

Meeting Closed at 8.11pm.

Signed:

Chair of Committee Meeting

Dated: