



# CHILTON TOWN COUNCIL

**Minutes of a meeting of the Allotments Committee**  
held at Hutton House, Durham Road, Chilton, County Durham, on  
Thursday 31<sup>st</sup> January 2019 at 10.30 a.m.

**Chairman:** *Councillor D. Allanson.*

**Present:** *Councillors E. Bruce, P. Davies.*

**In attendance:** Mr. J. Robinson, Acting Town Clerk.

**Members of the public:** *Two members of the public.*

## **Minute:**

### 16/18. **APOLOGIES**

**RESOLVED:** To accept apologies and reasons for absence from Councillor A. Bruce, Parker.

### 17/18 **DECLARATION OF INTERESTS**

Cllr. E. Bruce by virtue husband is an allotment tenant.

### 18/18. **MEMBERS' DISPENSATION**

None.

### 19/18. **CHAIRMAN'S REPORT**

The Chairman advised the issues he wished to raise are covered by the agenda.

### 20/18 **MINUTES of meeting held on 6<sup>th</sup> December 2018**

The minutes of the previous meeting held on 6<sup>th</sup> December had been approved as a correct record and signed at the ordinary meeting of the Council on 15<sup>th</sup> January 2019.

### 21/18 **MATTERS ARISING**

All matters arising covered by the agenda items.

### 22/18 **PUBLIC PARTICIPATION**

Comments made in regard to water meters and readings. A member of the public agreed to read meters on the 1<sup>st</sup> of every month, commencing 1<sup>st</sup> March to monitor water usage on all sites. This offer was both accepted and agreed by members.

23/18 **WAITING LIST**

Members approved the allocation of the following vacant allotments:

KW1 allocated 75 Prospect Terrace  
CS1 allocated 61 Prospect Terrace  
EC1 allocated 21 Hambleton Way  
SL1 allocated 43 Prospect Terrace  
RH1 allocated 44 Prospect Terrace  
AH1 allocated 200 West Chilton Terrace

Members agreed not to allocate Plot 75 Prospect Terrace until it has been cleared, work to be undertaken as soon as possible. 2 of the plots to be allocated will not become available until 1<sup>st</sup> April when the current tenant surrenders tenancy. Clerk to write to tenant surrendering tenancy advising an inspection will take place in March prior to tenancy ceasing.

If allocated plots are accepted the following vacancies are noted:

Hambleton Way plots 24/25/26  
Prospect Terrace plots 50 and 67  
West Chilton plots 110,198,209,216

It was agreed for the Clerk obtain a price from Council contractor to formally separate plots 24/25/26 at Hambleton Way and clear all items from the site to allow them to be allocated. Clerk to also obtain 250 tags to enable clear identification of individual plots.

24/18 **WATER USAGE**

A detailed discussion took place in regard to the current bills for water. A final statement is due from NWL shortly. It was agreed to accept the offer from the member of the public to assist in monthly meter recording. Cllr. D.Allanson will undertake Prospect Terrace and Cllr. P. Davies Hambleton Way recordings. A member is required to volunteer to record meter reading for West Chilton.

There had recently been an issue in regard to access to the meter at Prospect Terrace and the need to obtain permission from tenant to obtain access to read the meter. It was agreed to ask Council contractor to look at fencing with a view to isolate the meter from the allotment plot to allow Council access and no disturbance to the tenant. Clerk to also write to the tenant advising the same.

25/18. **INSPECTION**

**RECOMMENDED:** To defer all inspections until Spring 2019.

26/18 **BOUNDARIES**

**RECOMMENDED:** To identify sites, fence heights and length plus number of gates and instigate a section 106 application. To discuss further with full Council.

**RECOMMENDED:** To inspect 98 Prospect Terrace with possibility of lowering the fence. Clerk to look for letter from Town Clerk to tenant agreeing to height of fence.

27/18 **MAINTENANCE**

Identified in minutes.

28/18 **CORRESPONDENCE**

Nil.

29/18 **FEES FOR 2019/20**

Members considered the fees for the coming year.

**RECOMMENDED:** rent to remain at current rate but fees for water to be discussed by full Council for decision.

30/18 **ALLOTMENT TENANCY AGREEMENT**

**RECOMMEND:** The current Tenancy Agreement be re-adopted for 2019/20. Request for payment to be sent to tenant's week beginning 1<sup>st</sup> March 2019. It was also agreed to recommend a survey of tenants at this time on the establishment of Allotment Tenant Associations to self-manage sites.

31/18 **ITEMS FOR NEXT AGENDA**

- Working schedule for allotment committee.

32/18 **NEXT MEETING**

It was agreed that the next meeting shall be on Thursday 21<sup>st</sup> February 2019 at 10.30 a.m. in Hutton House, Durham Road, Chilton. The meeting closed at 11.40am.