



# CHILTON TOWN COUNCIL

**Minutes of a meeting of Chilton Town Council Allotment Committee**  
held at Hutton House, Chilton, County Durham, on  
Tuesday 27<sup>th</sup> July 2021 at 6.00pm

**Chairman:** *Councillor E.Bruce ( for election of Chairman only)*

**Present:** *P.Davies, P.Malpas, S.Sutherland, L.Rundle*

**In attendance:** J.Robinson (Acting Town Clerk), Mr. D.Banks Northern Regional Allotment Association.

**Members of the public:** *3 members of the public*

## **ALL19.0.0/21. APOLOGIES**

Cllr. A.Bruce, J.Cairns, M.Young, G.Wheadon, K.Hornsby, V.Collinson.

## **ALL20.0/21 DECLARATION OF INTERESTS**

Cllr.E.Bruce (husband tenant of an allotment)

## **ALL21.0/21. MEMBER DISPENSATION**

None.

## **ALL22.0/21 TENANT PARTICIPATION**

Items raised included:-

- a. The need for inspection of allotments on West Chilton Terrace site
- b. Potential evictions and what the procedure entails
- c. Request for permission to remove container from CTC allotment
- d. Concern at the recent costs to CTC of clearing one plot
- e. Steel fencing on WCT site needs re-painting

## **ALL23.0/21 ELECTION OF CHAIRMAN**

**RESOLVED:-** Cllr.S.Sutherland be Chairman of the Allotment Committee for the 2021/22 Civic Year

He then took the Chair.

#### **ALL24.0/21 MINUTES OF ALLOTMENT COMMITTEE 2019**

Members considered the issue raised at Full Council by a member of the public requesting the minutes of September 2019 Allotment Committee be altered as the former tenant did not agree with the comments in the minutes. The Acting Town Clerk advised the minutes could not be altered. Minutes are a record of discussions and decisions made at a meeting, and reflect that meeting. The minutes had been agreed and adopted/endorsed at the following Town Council meeting. The only thing that can now be done is to reflect in the minutes of this meeting that a resident disputes the comments made in regards to an allotment in 2019. Members agreed to endorse this advise.

#### **ALL25.0/21 REPORT FROM NORTH EAST ALLOTMENT ASSOCIATION**

The Chairman welcomed Mr. D.Banks to the meeting to present his report on the work undertaken to look at the size of allotments and introduce a new fee system. He presented members with a list and plans of all allotments in the Town Council ownership. It is proposed all allotment holders be advised of the size and new fee for their allotment and to be offered a one to one meeting with Mr. Banks and the acting Town Clerk on Saturday 28h August to discuss their concerns. It was pointed out to members the issues are believed to relate to measuring of some of the plots on the West Chilton Site.

Once this consultation has taken place the new scheme will come into force as of April 1<sup>st</sup> as previously agreed and notice to tenants already served. Members then had a discussion session with Mr. D.Banks and all members questions being answered. The Chairman thanked Mr. D.Banks for his input.

**Resolved;-** To adopt the report in its entirety and to introduce the pricing system as outlined from 1<sup>st</sup> April 2022. This was proposed E.Bruce and seconded L.Rundle and carried.

#### **ALL26.0/21 REPORT ON TENANCY RENEWAL**

Acting Town Clerk advised there remains 4 tenants still to renew their tenancy for the coming year. It was agreed to write to them advising they have 28 days to pay or tenancy will be assumed terminated by them.

#### **ALL27.0/21 WAITING LIST**

Acting Town Clerk advised there were 3 identified applications for tenancies, all to be considered under exempt business.

#### **ALL28.0/21 ALLOTMENT INSPECTIONS**

Members considered a report from the acting Town Clerk on outstanding issues raised previously, and indeed by tenants at the meeting, of allotments not being to standard. Eviction notices had been served by the then Town Clerk in 2020 but the eviction had not taken place. A number of tenants had not been sent renewal notices as it was expected in April the site would be inspected.

It was agreed to engage Mr. D.Banks from the Northern Regional Allotment Association to inspect the 6 sites with the Chairman and for them to prepare a report for the Full Council meeting in September. It was also agreed the Northern Regional Allotment Association be

commissioned to undertake a full inspection of all sites prior to the change in April 2022. This was proposed by Cllr. E.Bruce and seconded Cllr. P.Davies, and carried.

#### **ALL29.0/21 FENCING WEST CHILTON TERRACE**

A general discussion took place in regards to replacing all the fencing on this site. Members felt a priority should be given to repairing/replacing the fencing of the allotments facing onto the by-pass. Members also considered the comments made earlier by a tenant that the steel fencing needs re-painting.

**Resolved:-** on a proposal by Cllr. E.Bruce and seconded by Cllr. P.Davies the acting Town Clerk obtain a quote to repair/replace the fencing facing the by- pass after a site meeting on WCT site. An application to be made for Section 106 funding and AAP funding for the project.

#### **ALL30.0/21 REPORT ON MEETING TO DISCUSS S106 FUNDING PENTLANDS**

Cllr. E.Bruce reported on a meeting she and the acting Town Clerk had attended with DCC Play Manager. The application has been submitted by DCC officers and covers repairing fencing/gates/play surfaces and if funding left repair the roundabout used for wheelchair accessibility. The acting Town Clerk had under delegated authority, authorised works to improve the safety of the area, including removing one swing seat and replacing same. A quote for the bark under the main climbing frame, which DCC had obtained on behalf of the Council, a health and safety issue is to be considered by the Policy and Resources Committee same evening.

**Resolved:** to receive and adopt the report and endorse actions taken under health and safety.

#### **ALL31.0/21 COMPLAINT OAK CRESCENT PLAY AREA**

Members considered a complaint from a resident, previously circulated by acting Town Clerk via e-mail . Acting Town Clerk advised he had authorised various remedial work to be undertaken to equipment on the site under health and safety. Members agreed to ask DCC on their monthly inspection to report back on the fencing.

#### **ALL32.0/21 PLAY AREAS**

Acting Town Clerk advised he had spoken to Cllr. J.Cairns in respect of this issue and she was requesting play areas be a standing agenda item on the Council agenda. It was agreed to place play areas on the Allotment and Open Spaces Committee agenda as a standing item each meeting.

#### **ALL33.0/21 WORKING PARTY MEETING DATE**

It was agreed to hold the first meeting on 24<sup>th</sup> August at 7.00pm.

#### **ALL 33.0/21 EXCLUSION OF PRESS AND PUBLIC**

Cllr. E.Bruce proposed and Cllr. G.Wheadon seconded, and carried, that under Paragraph 1 (2) of The Public Bodies (Admission to meetings) Act of 1960 that the public and press be excluded for the remainder of the meeting.

#### **ALL34.0/21 TENANCY RELATED MATTERS**

It was agreed to accept the report presented by the Acting Town Clerk and to allocate allotments to all on the current waiting list, who have submitted a formal application form, and they have lived in the Parish for at least 12 months as per. Allocation Policy.

Remaining un-occupied plots to be inspected by Chairman and a committee member.

A letter from a tenant in regards to his allotment and the former Town Clerk agreeing to the Council clearing the site for him. Members discussed the issue and could not recall this matter being before a committee, it also sets a president for future allotment allocation. It was agreed to inform the tenant the Council do not prepare allotments prior to allocation on a routine basis and tenants accept the allotment in the state as offered.

#### **ALL18.0/21 NEXT MEETING**

To be held on Tuesday 28<sup>th</sup> September 2021 Hutton House Chilton at 6.00pm.

Signed:-

Mayor of Chilton  
28<sup>th</sup> September 2021