



Brandon & Byshottles Parish Council

Mrs Claire Dixon
Clerk to the Council

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1st September 2026

Dear Councillor

A meeting of the Allotment Committee will be held in the Council Offices, 6 Goatbeck Terrace, Langley Moor, Durham on Tuesday 8th September 2026 at 10.00am.

Yours sincerely

C Dixon

Mrs C Dixon
Clerk to the Council

AGENDA

- 25. Apologies for absence.
- 26. Declarations of Interest.
- 27. Public Participation – to receive any questions or representations from members of the public.
- 28. Minutes of the previous meeting – to consider for approval the minutes of the meeting held on 14th July 2026 (attached).
- 29. High Browney – Tap request.
- 30. Black Road – Padlock.
- 31. Recent Site Inspections – Empire Fields and Cockhouse Lane.
- 32. Subletting plots - Empire Fields.
- 33. Durham Road.
- 34. Commercial Street – Plot 13.
 - 34A – Cockerels present on site.
- 35. High Browney - Plot 14.

36. High Meadowfield – Plots 54 & 55.

37. Key deposit.

38. Amount of livestock on plots.

39. Hamilton Row – Vacant plots.

40. Langley Grove – Vacant plots.

41. Low Browney – Plots 43 & 44.

BRANDON & BYSHOTTLES PARISH COUNCIL

MINUTES OF THE ALLOTMENT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS
6 GOATBECK TERRACE, LANGLEY MOOR, DURHAM
ON TUESDAY 21ST APRIL 2026, AT 10.00 AM

PRESENT

Councillor D Bell (Chair)

Councillors J Jamieson, D Bregazzi, J Turnbull

ALSO PRESENT: C Dixon (Clerk to the Council) and 2 members of the public

1. Apologies For Absence

RESOLVED: Apologies received from Cllr P Elmer and Sarah Cash (assistant Clerk).
There were no apologies received from Cllr Wall.

2. Declarations Of Interest

RESOLVED: There were no declarations of interest.

3. Public Participation

Two members of the public discussed plot 58 at High Meadowfield and informed members that the plot was in a worse condition than what was first thought. The plot holder has broken her arm and is struggling to carry out work and there is a lot of rubbish which was buried under vegetation.

RESOLVED: Members advised that the Assistant Clerk would see if Community Service would be able to provide some help with clearing the plot.

4. Minutes Of the Previous Meeting

To consider for approval the minutes of the meeting held on 21st April 2026.

RESOLVED: Members **APPROVED** the minutes and they were signed by the Chair.

5. Low Browney

Update provided to members regarding the completion of the work at the grazing land 25, 28 and 29.

RESOLVED: Members **NOTED** the information.

6. High Browney

Plot 1 – request for tap nearer to plot.

RESOLVED: to determine if the plot has water storage and to obtain costs to see if it is affordable for a tap to be located further down the allotment lane.

Plot 6A – discussed replacement of the boundary fence.

RESOLVED: **APPROVED** the Community Highways Worker to carry out the erection of a new fence and to purchase the materials at a cost of £316.81.

7. Black Road

Plot 17- request for a poly tunnel approx. 2m x 3m.

RESOLVED: Members **APPROVED**, subject to the approval of Cllr Elmer.

8. Folds Close

Plot 5 – request for erection of cage to cover crops.

RESOLVED: Members **APPROVED**, subject to appropriate materials being used.

9. Site Inspections

Discussion took place about site inspections.

RESOLVED: to **APPROVE** the Assistant Clerk to arrange site inspections with members of the Council and the Community Highways Worker and to send out dates.

10. Langley Grove

Request for skip.

RESOLVED: Members **APPROVED** the skip, subject to approval by Cllr Elmer.

11. Fires

Discussion took place regarding fires on allotment plots.

RESOLVED: to **APPROVE** the assistant clerk to put notices on the noticeboards at each site and to email plot holders providing information as to the number of fires plot holders can have, and to advise them not to light fires during the hot, dry weather.

12. High Meadowfield

Plot 58 – discussed the plot being in an unsuitable condition and the plot holder requiring help. They have also requested a skip.

RESOLVED: To **APPROVE** that the Assistant Clerk contact the Community Services to see if they are able to offer any help with clearing the plot. A skip will be looked at later once the plot is cleared.

13. Subletting at Empire Field

Complaint received regarding sub-letting of plots was discussed.

RESOLVED: To request that the plot holder meet with the member when the inspection is held to find out further information.

14. Durham Road

Discussion regarding the renewal of the pest control contract.

RESOLVED: Members considered the contract and requested that Cllr Wall provide his opinion and make the decision on the contract.

15. Any Matters Relating to the Allotments a Member Wishes to Discuss

Commercial Street allotments were discussed, and it was brought to members attention that complaints had been received regarding their being cockerels on a couple of the plots.

RESOLVED: Members **APPROVED** that for this to be investigated when the inspections take place.

Meeting concluded 10.37 am

Signed

Date

Allotment Committee Reports 8 September 2026.

Agenda Item 29 – High Browney – Plot 1: Request for Additional Tap

Background

The tenant of Plot 1 at High Browney has requested that an additional tap be installed nearer to their plot. The tenant has advised that they are finding it difficult to transport water from the existing tap, which is located some distance from their plot.

A price has been obtained for the installation and connection of a tap nearer to Plot 1. The cost provided is £700.

Consideration

Members are asked to consider whether the Parish Council wishes to proceed with the proposed installation at a cost of £700.

Recommendation

Members are asked to consider the request and determine whether the expenditure of £700 should be approved.

Agenda Item 30 – Black Road: Replacement Padlock

Background

For information, the padlock at the Black Road allotment site was found to be broken.

A replacement padlock has since been purchased and fitted to the site.

Consideration

This item is for information only.

Recommendation

Members are asked to note that the padlock has been replaced.

Agenda Item 31 – Recent Site Inspections

Background

Recent inspections have been undertaken at the Empire Fields and Cockhouse Lane allotment sites.

Cllr J Jamieson will provide a verbal update to Members regarding the findings from these inspections.

A recent inspection has also been undertaken at High Meadowfield. Cllr D Bregazzi will provide a verbal update to Members regarding this site.

Consideration

Members will have the opportunity to discuss any matters arising from the inspections following the verbal updates.

Recommendation

Members are asked to receive and consider the verbal updates and agree any necessary actions.

Agenda Item 32 – Subletting of Plots – Empire Fields

Background

Concerns have been raised regarding the possible subletting of allotment plots at the Empire Fields site.

It was previously arranged for Cllr J Jamison and Lee Pallister (Community Highways Worker) to meet with the tenant on site to discuss the matter. The meeting was arranged; however, the tenant did not attend.

Consideration

As the tenant did not attend the arranged meeting, Members are asked to consider what further action should be taken regarding the suspected subletting of the plot(s).

Members may wish to consider whether a further opportunity should be provided for the tenant to attend a meeting/site inspection or whether formal action should now be taken in accordance with the tenancy agreement.

Recommendation

Members are asked to determine the appropriate next steps.

Agenda Item 33 – Durham Road: Pest Control Contract

Background

The Parish Council's pest control arrangements at the Durham Road allotment site are due to be considered.

Cllr M Wall was not present at the previous meeting and therefore did not have the opportunity to provide his input regarding whether the existing pest control contract should be renewed.

Consideration

Members are asked to consider whether the pest control contract should be renewed.

Cllr M Wall is requested to provide his views to Members before a decision is made.

Recommendation

Members are asked to consider the requirement for ongoing pest control and determine whether the current contract should be renewed.

Agenda Item 34 – Commercial Street – Plot 13: Request to Keep Ducks

Background

The tenant of Plot 13 at Commercial Street has requested permission to keep 2–3 ducks on their allotment plot.

The request requires consideration by the Allotment Committee in accordance with the Parish Council's allotment rules and tenancy arrangements.

Consideration

Members are asked to consider whether permission should be granted for the tenant to keep 2–3 ducks on Plot 13.

If permission is granted, Members may also wish to consider whether any conditions should apply regarding the number of ducks, cleanliness, housing and the prevention of nuisance to neighbouring tenants.

Recommendation

Members are asked to consider the request and determine whether permission should be granted.

Agenda Item 34A – Cockerels Present on Allotment Sites

Background

Cockerels have been identified as being present on allotment plots.

S Cash will provide Members with a verbal update regarding the matter, including any action already taken and any issues arising from the presence of cockerels on the allotment site.

Consideration

Members are asked to consider the verbal update and determine whether any further action is required.

Recommendation

Members are asked to receive the verbal report and agree any necessary action.

Agenda Item 35 – High Browney – Plot 14: Request for Livestock and Structures

Background

The tenant of Plot 14 at High Browney has requested permission to keep hens and ducks on the plot.

The tenant has also requested permission for a chicken coop and cage to be situated on the plot.

Consideration

Members are asked to consider the request in relation to the Parish Council's allotment tenancy terms and the suitability of keeping the proposed livestock on the plot.

Members should also consider whether any restrictions or conditions should apply if permission is granted, including the number of animals permitted and the type and location of housing.

Recommendation

Members are asked to consider the request and determine whether permission should be granted, and if so, whether any conditions should be attached.

Agenda Item 36 – High Meadowfield – Condition of Plots 54 & 55

Background

Concerns have been raised regarding the condition of Plots 54 and 55 at High Meadowfield.

The Parish Council has received frequent complaints from a fellow tenant regarding the condition of the plots.

Consideration

Members are asked to consider the concerns raised and determine what action, if any, should be taken regarding the condition and maintenance of Plots 54 and 55.

Recommendation

Members are asked to discuss the matter and agree the appropriate next steps.

Agenda Item 37 – Key Deposit

Background

The current deposit for allotment site keys is £5.

Members are asked to consider whether the key deposit should be increased to £10.

An increase in the deposit may provide greater protection for the Parish Council against the cost of replacing keys or locks where keys are not returned.

Consideration

Members should consider whether the current £5 deposit remains appropriate or whether it should be increased to £10 for new tenants.

Recommendation

Members are asked to consider and determine whether the key deposit should be increased from £5 to £10.

Agenda Item 38 – Amount of Livestock on Allotment Plots

Background

The Committee is asked to consider whether a limit should be introduced on the amount of livestock that tenants are permitted to keep on individual allotment plots.

Members are also asked to consider introducing a specific provision within the allotment tenancy agreement relating to the breeding of livestock.

The purpose of considering these changes is to ensure that the number of animals kept on individual plots remains appropriate for the size and use of the allotment and does not result in nuisance, welfare concerns or unreasonable impact on neighbouring tenants.

Consideration

Members are asked to consider:

- Whether a maximum number of livestock should be permitted per plot.
- Whether different limits should apply to different types of livestock.
- Whether the tenancy agreement should prohibit or restrict the breeding of livestock on allotment plots.
- Whether existing tenants would be subject to any new limits or whether the changes would apply to new tenancy agreements only.

Recommendation

Members are asked to discuss the matter and determine whether amendments to the allotment tenancy agreement should be prepared for consideration and approval.

Agenda Item 39 – Hamilton Row: Vacant Flood-Prone Plots

Background

For information, there were three vacant plots at Hamilton Row which are known to be prone to flooding.

Two of the three vacant plots have now been successfully let to new tenants.

Due to the known flooding issues, the Clerk has provided the new tenants with a disclaimer informing them that the plots are prone to flooding.

The tenants have also been advised that raised beds may provide a more successful method of growing due to the site's tendency to flood.

Consideration

The matter is provided for information to ensure Members are aware that two of the three previously vacant flood-prone plots have now been let and that prospective tenants have been made aware of the known flooding issues.

Recommendation

Members are asked to note the information.

Agenda Item 40 – Langley Grove: Recently Let Plots

Background

A number of plots at Langley Grove have recently been let.

S Cash will provide Members with a verbal update regarding the recently let plots, including any relevant issues or matters arising since the tenancies commenced.

Consideration

Members are asked to receive the verbal update and consider whether any further action is required.

Recommendation

Members are asked to note the verbal report and agree any necessary actions.

Agenda Item 41 – Low Browney – Plots 43 & 44: Condition of Plots

Background

The condition of Plots 43 and 44 at Low Browney has previously been brought to the attention of the Allotment Committee.

An action plan was provided to the tenant outlining the works required to bring the plots into an acceptable condition. The tenant was given an opportunity to address the issues identified and make progress with the required works.

However, following a further review of the plots, no significant progress has been made and the plots remain in an unsatisfactory condition.

Photographs of the current condition of Plots 43 and 44 have been provided to Members for consideration as part of this agenda item.

Consideration

Members are asked to consider the current condition of the plots and the fact that the previously agreed action plan has not been completed.

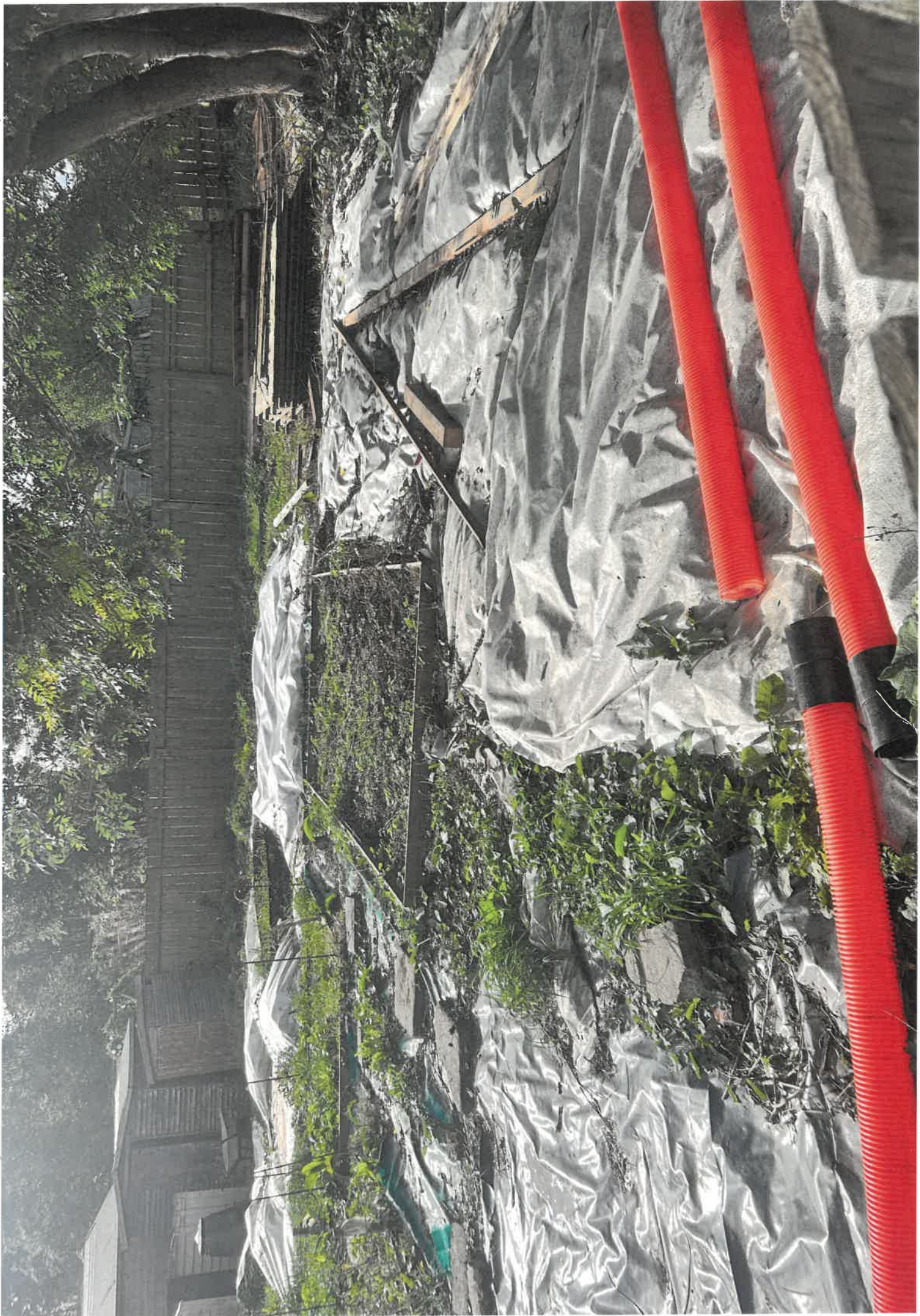
Members should consider whether the tenant should be given a further deadline to complete the required works or whether, due to the lack of progress despite the previous action plan, further formal action should now be taken in accordance with the allotment tenancy agreement.

Recommendation

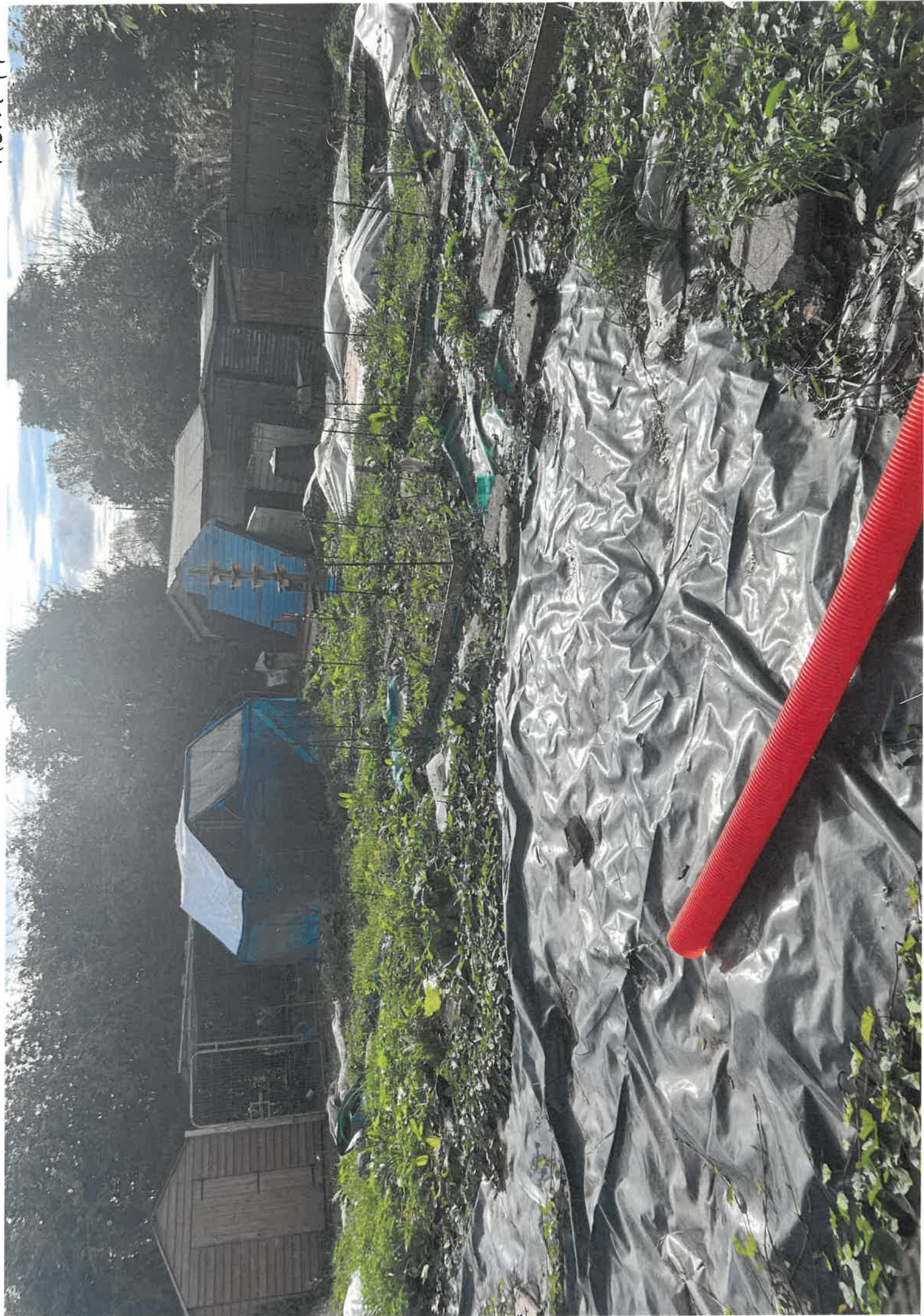
Members are asked to:

1. Consider the photographic evidence and current condition of Plots 43 and 44.
2. Consider the lack of progress following the previous action plan.
3. Determine what further action should be taken, including whether a final deadline should be issued or formal tenancy action commenced.

Item 41



Item 41



Item 41.

