

OPENNESS AND TRANSPARENCY REGULATIONS 2014

RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at: Tile Kiln Lane Allotment
DATE ON WHICH DECISION TAKEN	13 May 2018
REASONS FOR DECISION	Non Payment Non-cultivation of plot
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting Tenant to pay rent and cultivate the plot. This was done on two occasions by letter and reasonable notice (14 days) was given to rectify the situation or to advise of any problems. No response received.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

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RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at: Park Farm Allotment
DATE ON WHICH DECISION TAKEN	08 August 2018
REASONS FOR DECISION	Non-cultivation of plot
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (14 days) was given to rectify the situation or to advise of any problems. No response received.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

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TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at: Park Farm Allotment
DATE ON WHICH DECISION TAKEN	31 October 2018
REASONS FOR DECISION	Non-cultivation of plot
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (14 days) was given to rectify the situation or to advise of any problems. No response received.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

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TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at: Park Farm Allotment
DATE ON WHICH DECISION TAKEN	05 November 2018
REASONS FOR DECISION	Non-cultivation of plot
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (14 days) was given to rectify the situation or to advise of any problems. No response received.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

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TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at: Tile Kiln Lane Allotment * 4
DATE ON WHICH DECISION TAKEN	09 April 2018
REASONS FOR DECISION	Not renewing tenancies after rent reminders
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting rent for plots. This was done on two occasions by letter and reasonable notice (14 days) was given to rectify the situation or to advise of any problems. No response received.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

The Openness of Local Government Bodies Regulations 2014

Recording of decisions

7.—(1) The decision-making officer must produce a written record of any decision which falls within paragraph (2).

(2) A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body either—

(a) under a specific express authorisation; or

(b) under a general authorisation to officers to take such decisions and, the effect of the decision is to—

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial