

**OPENNESS AND TRANSPARENCY REGULATIONS 2014
RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS**

Title of Officer	Nature of Decision	Date Decision Taken	Reason for Decision	Alternative options considered	Record of any Members declared interests	Alternative Options Considered and Rejected	Background papers considered in reaching the decision
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Town Clerk	To terminate an allotment at Cotton Lane allotments	06.07.20	Non-Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems	None	None	
Town Clerk	To terminate an allotment at Cotton Lane allotments	19.09.18	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment at Cotton Lane allotments	19.09.18	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment at The Vinefields allotments	07.12.17	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	

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Town Clerk	To terminate an allotment tenancy at Nowton Road allotments	07.12.17	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment tenancy at Nowton Road allotments	07.12.17	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment at Sicklesmere Road allotments	07.07.17	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment at Cotton Lane allotments	07.07.17	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7	None	None	

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				days each occasion) was given to rectify the situation.			
Town Clerk	To terminate an allotment at The Vinefields allotments	07.07.17	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment at Cotton Lane allotments	28.06.17	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment at Cotton Lane allotments	10.05.17	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment at Cotton	10.05.17	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was	None	None	

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	Lane allotments			given to rectify the situation or to advise of any problems. No response received.			
Town Clerk	To terminate an allotment tenancy at Nowton Road allotments	22.03.17	Moved Out of Parish of Bury St Edmunds	Not applicable	None	None	
Town Clerk	To terminate an allotment tenancy at Sicklesmere Road allotments	17.10.16	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment tenancy at Cotton Lane allotments	15.09.16	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by three letters and reasonable notice (7 days on each occasion) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment tenancy at Cotton Lane allotments	22.07.16	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by three letters and reasonable notice (7 days	None	None	

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				on each occasion) was given to rectify the situation.			
Town Clerk	To terminate an allotment tenancy at Nowton Road allotments	26.05.16	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment tenancy at Vinefields allotments	03.12.15	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment tenancy at Cotton Lane allotments	24.8.15	Non Payment of Allotment Rent	The notice to quit in respect of non-payment of allotment rent. This was done by email and two letters and reasonable notice (7 days) was given to rectify the situation.	None	None	
Town Clerk	To terminate an allotment tenancy at	06.7.15	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and	None	None	

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	Cotton Lane allotments			reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.			
Town Clerk	To terminate an allotment tenancy at Cotton Lane allotments	06.7.15	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
Town Clerk	To terminate an allotment tenancy at Cotton Lane allotments	06.7.15	Non Cultivation of Allotment Plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. Tenant responded and agreed to terminate tenancy of plot immediately.	None	None	
Town Clerk	To terminate an allotment tenancy at Sicklesmere	29.4.15	Moved Out of Parish of Bury St Edmunds	Resolution Record No. BSETC/257/29/Apr/15 : That without setting a precedent the appeal against the notice to quit in respect of ceasing to meet	None	None	

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	Road Allotments			the residency requirement be allowed until such time as the outcome of the impending Community Governance Review is known and in the event that the residency requirement remains unmet the tenant shall be required to deliver up vacant possession of the allotment garden at the end of the growing season in which the outcome is known.			
Town Clerk	To terminate an allotment tenancy at Nowton Road Allotments	22.8.14	Underpayment of rent	Resolution Record No. BSETC/124/24/Sep/14 : That the notice to quit in respect of non-payment of allotment rent be withdrawn subject to receipt of the outstanding rent within 7 days of this decision	None	None	

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Town Clerk	To terminate an allotment tenancy at Cotton Lane Allotments	14.8.14	Non-cultivation of plot	Requesting Tenant to cultivate the plot. This was done on two occasions by letter and reasonable notice (28 days) was given to rectify the situation or to advise of any problems. No response received.	None	None	
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