



NEW WALTHAM
PARISH COUNCIL

Community Hall & Pavilion
St Clements Way
New Waltham
DN36 4GU
Contact (01472) 822821

Email: office@newwalthamparishcouncil.gov.uk

MINUTES

ALLOTMENT COMMITTEE MEETING

14TH JULY 2025 - 12noon – Pavilion Hall

In attendance: Cllrs, Smith, Hebbar, Charlesworth, Breed & Sandell.

No	Item & Discussion	Action
001	Elect Chair of Committee Voted by show of hands: Cllr Premgiri Hebbar	None.
002	Tenancy Agreement Amendments Numerous amendments were made to the agreement. Notes were made and to be passed onto the Clerk to amend document in readiness for full council approval.	Clerk to amend accordingly and distribute to full Council.
003	Record Keeping arrangements Tighter rules to be implemented. Addition of plot holders information to the tenancy agreement to allow for easier invoicing by the Clerk. In accordance with GDPR Clerk (only) to hold any personal information within the NWPC office.	Clerk to amend tenancy agreement and distribute to full Council.
004	H&S Signs needed No information/discussion documented.	None.
005	Any Other Business None.	None.
006	Date of next meeting: Not documented.	TBC

Anneka Ottewell-Barrett
Clerk/Proper Officer to NWPC