

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

SOUTHDOWN SHAW ALLOTMENTS

NOTICE TO ALL PLOT HOLDERS

TENANT INFORMATION AND IDENTITY VERIFICATION

Meopham Parish Council has been responsible for the management of Southdown Shaw Allotments since **1 April 2026**.

Following the transfer of management responsibility, the Council is undertaking an exercise to update and verify its allotment tenancy records so that it can properly administer the allotment site and maintain accurate records of existing tenants and plots.

At its meeting on **6 August 2026**, Meopham Parish Council resolved that the existing Meopham and District Allotment Association tenancy agreements would continue to apply to existing plot holders following the transfer of management responsibility to the Council, until such time as they are reviewed, amended or replaced by the Council.

The Council also resolved that tenants should be required to provide sufficient evidence to verify their identity and that they are currently residing at their residential address within Gravesham Borough.

All existing allotment tenants are therefore required to provide updated tenancy information and attend an identity verification appointment with an authorised officer of the Council, providing satisfactory evidence of their identity and current residential address within Gravesham Borough.

PURPOSE OF THE VERIFICATION EXERCISE

The Council is undertaking this exercise following the transfer of management responsibility for Southdown Shaw Allotments.

Complete copies of all existing signed tenancy agreements and supporting tenancy records were not transferred to the Council. It is therefore necessary for the Council to obtain and verify current tenant information in order to establish accurate tenancy records, administer allotment tenancies effectively and verify compliance with the applicable existing tenancy arrangements.

The existing tenancy agreement provides, amongst other things, that the tenancy may be terminated where the tenant ceases to be a resident of the Borough of Gravesham.

The Council is therefore undertaking this verification exercise to establish accurate information concerning the identity and current residential circumstances of existing tenants and to enable the Council to administer the existing tenancy arrangements properly.

The purpose of this exercise is to verify and update the Council's records relating to **existing allotment tenancies**.

It is **not** an application for a new allotment and is **not** intended to replace, renew or create a tenancy agreement.

Completion of the Tenant Information Form does not create a new tenancy agreement or, by itself, vary any existing tenancy agreement. The existing tenancy arrangements and the rights and obligations arising under them remain applicable.

WHO MUST ATTEND

The person attending for verification must be the person who signed the existing tenancy agreement for the plot or plots concerned.

The Council will verify the identity of the person attending against the tenancy information available to it.

Verification must normally be completed in person with an authorised officer of Meopham Parish Council and cannot normally be completed on behalf of the tenant by another person.

Where a tenant holds more than one plot under the same tenancy arrangement, the relevant plot numbers should be included on the Tenant Information Form.

INFORMATION REQUIRED

The Tenant Information Form will be used to obtain and update information necessary for the administration and management of the allotment tenancy.

This includes:

- plot number or numbers;
- tenant's full name;
- current residential address;
- telephone and other contact details; and
- relevant tenancy information.

The Form also provides an opportunity for a tenant to provide an emergency contact where they wish the Council to have one for emergency purposes relating to the allotment tenancy.

Emergency contact information is separate from the verification of identity and current residential address. The provision of an emergency contact does not create, vary or determine eligibility for an allotment tenancy.

Tenants should ensure that the information provided to the Council is accurate and should notify the Council promptly of any future changes to their contact details.

VERIFICATION SESSIONS

Authorised officers of Meopham Parish Council will be available on site to provide Tenant Information Forms and verify identity and residential address evidence at the following times:

Saturday 12 September 2026

2.00 pm to 4.00 pm

Sunday 13 September 2026

10.00 am to 12.00 noon

Tenants are requested to attend one of these sessions and complete the verification process.

If a tenant is unable to attend either verification session, they should contact the Council to arrange an alternative appointment.

The Council will seek to make reasonable arrangements for tenants who are unable to attend the scheduled sessions.

PLEASE BRING

Tenants should bring:

One document confirming identity, such as:

- Passport;
- Photocard Driving Licence; or
- PASS-accredited Identity Card.

One document providing satisfactory evidence of current residential address, such as:

- Council Tax Bill;
- Utility Bill;
- Bank or Building Society Statement;
- HMRC correspondence;

- Department for Work and Pensions correspondence; or
- Electoral Registration confirmation.

Where a current Photocard Driving Licence showing the tenant's current residential address is provided, no additional proof of address will normally be required.

Proof of address documents should normally be dated within the last three months, except for a Council Tax bill relating to the current financial year.

The evidence provided should demonstrate **current residence at the stated residential address**, rather than simply the ability to receive correspondence there.

Where the document initially provided does not satisfactorily establish current residence, the Council may request further appropriate evidence.

Identification and residential address documents will be inspected for verification purposes only. Copies will not be taken or retained unless there is a clear legal or business need to do so.

An authorised officer will record only the information necessary to confirm that satisfactory evidence has been seen and verified.

SITE ACCESS AND SECURITY ARRANGEMENTS

As part of its responsibilities for managing Southdown Shaw Allotments, Meopham Parish Council may review and, where considered necessary, change the arrangements for accessing the allotment site.

This may include changing or replacing the existing lock, introducing a different locking system, or making other reasonable changes to site security and access arrangements.

Where access arrangements are changed, the Council will provide tenants with appropriate information and, where applicable, any new key, access code or other means of authorised access.

Tenants should ensure that the contact details provided to the Council remain accurate so that they can be contacted regarding any changes affecting access to the site.

Any changes to site access or security arrangements will be made in accordance with the applicable tenancy arrangements and the Council's responsibilities as allotment manager.

The review or alteration of site access arrangements does not, by itself, create a new tenancy agreement or vary the existing tenancy arrangements.

DATA PROTECTION

Meopham Parish Council is the data controller for the personal information collected as part of this exercise.

The information will be processed for the administration and management of allotment tenancies and related Council functions, including:

- maintaining accurate tenancy records;
- verifying the identity of existing tenants;
- verifying current residential address and compliance with applicable tenancy requirements;
- communicating with tenants regarding their allotment tenancy;
- administering allotment plots and rents;
- maintaining allotment management records; and
- maintaining an emergency contact where provided for emergency purposes relating to the allotment tenancy.

Personal information will be processed in accordance with applicable data protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018.

Identification documents will be inspected only for the purpose of verification. Copies will not normally be taken or retained unless there is a clear legal or business need to do so.

An authorised officer will record only the information necessary to confirm that satisfactory evidence of identity and current residence has been seen and verified.

Personal information will be retained only for as long as necessary for allotment management purposes and in accordance with the Council's applicable retention policies.

Further information about how the Council processes personal information, including information about data-subject rights, is available in the Council's Privacy Notice.

CONSEQUENCES OF NON-COMPLIANCE

The Council expects all existing tenants to cooperate with this verification exercise because accurate tenancy records are necessary for the proper administration and management of Southdown Shaw Allotments.

Where a tenant does not provide the requested information or satisfactory evidence, or does not attend an identity verification appointment, the Council will normally contact the tenant and provide a reasonable opportunity to comply.

If, following that opportunity, the Council remains unable to verify the identity of the person recorded or claiming to be the tenant, or is unable to establish their current residential address or current residence within Gravesham Borough, the Council may consider whether further action is appropriate under the existing tenancy agreement and applicable allotment legislation.

The existing tenancy agreements continue to apply to existing plot holders following the transfer of management responsibility. Any action concerning a tenancy will therefore be considered in accordance with the applicable existing tenancy arrangements and the authority delegated by the Council.

In particular, the existing tenancy agreement provides for termination in specified circumstances, including where the tenant ceases to be a resident of the Borough of Gravesham.

Failure to attend one of the scheduled verification sessions will **not, by itself, automatically terminate an existing tenancy.**

Where termination is considered appropriate and is permitted under the applicable tenancy agreement, the Council will follow the relevant contractual and legal requirements, including any applicable notice requirements.

No action will be taken automatically solely because a tenant has been unable to attend an initial verification session.

Any decision concerning a tenancy will be considered on its own merits, having regard to the applicable tenancy agreement, relevant legislation, the information available to the Council and the individual circumstances of the case.

CONTACT DETAILS

Meopham Parish Council

Telephone: 01474 813779

Email: enquiries@meopham-pc.gov.uk

The Council appreciates tenants' cooperation with this exercise.

Meopham Parish Council