

St. George's Allotment Improvements: Planning Application

1. Decision Required

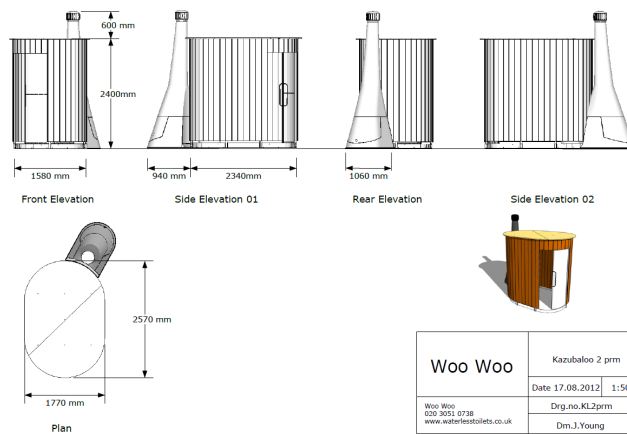
To agree that Melbourn Parish Council (MPC):

- Acts as the planning applicant
- Pays the reduced planning fee
- *Enable the Allotment Association (AA) to contract suppliers and deliver the works (TBC)*

2. Summary

The Allotment Association has secured £30,000 grant funding for:

- Boundary fencing and gates



- A composting toilet



• Example of Kazuba Toilet at RSPB Fowlmere

MPC owns the land with the AA managing delivery of the projects.

Planning permission is required for both elements.

3. Key Points

Planning

Under the Town and Country Planning (General Permitted Development) (England) Order 2015:

- Fencing over 1m adjacent to a highway/footpath requires permission
- The toilet is a permanent structure and unlikely to be permitted development

→ Full application required

Procurement

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Under the Procurement Act 2023 :

- £30,000 is below thresholds → no formal tender required

→ The AA should procure and manage works

→ MPC should not enter into contracts

Legal

A formal agreement is required to cover:

- Roles and responsibilities
- Procurement and funding
- Asset ownership (MPC)
- Maintenance

Financial

- Application fee: ~£578
- MPC pays 50% = ~£289

No further costs proposed.

4. Risks

- Proceeding without planning permission
- Lack of clarity over responsibilities
- No formal agreement in place

→ Mitigated through application and agreement

5. Recommendations

MPC is recommended to:

1. Act as planning applicant
2. Pay the reduced fee (~£289)
3. Appoint the AA as agent
4. *Agree the AA will deliver the projects (TBC)*
5. *Require a formal agreement before works begin (TBC)*