

Allotment Regulations and Tenancy Agreement

This tenancy agreement is subject to the Allotment Acts 1908-1950 and is laid out by the Parish Council with the regulations and conditions endorsed on this agreement.

1. All allotment rents are payable in advance. The allotment year runs from 1st November to 31st October.
2. The tenant shall reside within Burwell during the tenancy.
3. The Parish Council or any person authorised to act on their behalf may enter the allotments as required to inspect the state and condition of the land. All allotment plots will be inspected in May, August and October.
4. The Parish Council reserve the right to re-let any allotment (or spray/strim weeds on it) that remains uncultivated.
5. The tenant is responsible for keeping on clear display the numbered marker stake at the edge of the plot. The numbered marker **MUST NOT** be removed from the plot. The tenant is responsible for contacting the office to replace the numbered marker stake should this be removed/missing.
6. There shall be no sub-letting of any part of the allotment plot.
7. Allotment plots must only be used for the cultivation of vegetables, fruit and cut flowers for use and consumption by themselves and their families.
8. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables and flowers in the Allotment Garden.
9. The tenant must ensure
 - a) that they remove weed seed-heads before the seed has set;
 - b) control of pernicious weeds, such as those that spread through the extension of roots or by generating new plants from growing tips in contact with the soil;
 - c) removal of long grass or detritus that is likely to harbour slugs and snails.
10. Allotment Plots should be cultivated in a way that does not interfere in a material way with the enjoyment of neighbouring tenants or that it is likely to impede the ability of the Parish Council to re-let the plot later.
11. If action must be taken by the Parish Council to control weeds the cost will be deducted from the deposit.
12. The planting of any trees on an allotment plot is forbidden, fruit bushes are acceptable. Where trees on a plot have been inherited from a previous tenant, they must be kept tidy and pruned to prevent nuisance and encroachment of shade onto neighbouring allotments.
13. No pruning of amenity trees may be carried out by an allotment holder. If problems arise with amenity trees at the site, please inform the Parish Council Office who will take appropriate action.

14. The keeping of any animals or livestock, including bees of any kind upon the allotment garden is prohibited, without the prior consent in writing of the Parish Council such consent not to be unreasonably withheld.
15. No building, including sheds, greenhouses, polytunnels or fences over 4ft in height shall be erected without prior written consent from the Parish Council. Only transparent wire fences will be approved, and all structures must be kept in good repair.
16. Allotment holders must seek permission from the Parish Council should they wish to place a pond or a water feature of their plot. The application must include the **size** and the **depth** of the pond **must be no more than 75cm.**
 - a. No ponds should be dug, until permission has been granted by the Parish Council as the safety of other allotment holders and the size of the plot needs to be considered.
 - b. The Allotment Holder is responsible for placing a clear sign on the plot that there is pond/water feature.
 - c. Ponds must be filled in by the allotment holder when the plot is vacated. Failure to do so will see the deposit non-refunded.
17. Tenants are responsible for keeping the left border next to their plots accessible/cut. This must not be done by using pesticides or herbicides.
18. The mains water is provided by the Parish Council through standpipes on the allotment site and the use of hose pipes from the Parish Council's supply is strictly prohibited. Tenants must ensure that the taps are turned off when not in use and the dunking baths are kept free from debris.
19. No bonfires are permitted on the allotments except for the burning of garden waste which is not compostable. They may only be lit one hour before sunset and must be attended until extinguished.
20. Machinery should not be used before 8:00am or after 8:00pm.
21. Dogs are not permitted on the allotments unless they are assistance dogs.
22. Due to the hazardous nature of the allotments, parents must ensure that children are always supervised whilst on their plot and not allowed to encroach on other allotment holders' plots, unless invited to do so.
23. Compost/manure heaps should be sited within the boundaries of the tenant's allotment plot. There is no facility for a communal area for the storage of compost/manure.
24. All communal open spaces must always be kept clear and no tipping of soil, manure etc is allowed in these areas other than the designated manure drop-off point under the cherry tree near the Green Lane entrance. A cross path once reinstated around the boundary edge of the allotment site should always remain clear.
25. Disabled parking and some limited general parking are available outside the Parish Council shed. Cars can only park along the allotment access road to drop items off at designated plots. Cars must then be moved.
26. The tenancy may be terminated by the Parish Council or tenant by giving 12 calendar months' notice in writing.
27. The tenancy may be terminated by the Parish Council after one month's notice in the following circumstances: -

- a) If the tenant ignores two letters regarding the “non-cultivation” of the allotment plot, then the tenancy will be terminated and the deposit not returned.
 - b) If the tenant is in arrears for not less than 40 days OR
 - c) If the tenant is not duly observing the conditions of the tenancy OR
 - d) If the tenant becomes bankrupt or compounds with their creditors
28. At cessation of tenancy the outgoing tenant must ensure that the allotment is completely cleared and left in a ready state for the new tenant. Failure to comply with this will result in the non-return of the deposit or items left will revert to Parish Council ownership.
29. Should any problems or disputes arise, these should be addressed to the Parish Council in writing or email via the office at the above address. Full Council's decision is final.
30. When speaking to any Parish Council Representative, please do so with respect and politeness. Abusive behaviour will not be tolerated.

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BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone 01638 743142
E-mail burwellpc@burwellparishcouncil.gov.uk

We are pleased to confirm that the allocation of plot ____ to you. Please read the regulations and complete the agreement section below and return to the Parish Council office.

Name _____ Address _____

_____ Post code _____

Telephone Number _____

Email Address _____

I hereby certify that I accept the tenancy of said allotment plot for the forthcoming season. I have received and read the Allotment Regulations and agree to abide by these.

Signed (Tenant) _____

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Tel. Or Fax 01638 743142
E Mail *burwellpc@btconnect.com*

Chair: Mrs E Swift

Clerk: Mrs Y Rix

REGULATIONS FOR THE RENTING OF AN ALLOTMENT AT GREEN LANE

1. All land is to be kept in accordance with the rules of good husbandry to ensure that the land does not deteriorate or become impoverish
2. There shall be no sub-letting of any part or all of any allotment
3. No building including sheds, greenhouses, polytunnels or fences over 3ft in height shall be erected without the prior written consent of the Council
4. The tenancy may be terminated by either the Council or the tenant by giving 12 calendar months notice in writing to The Clerk at Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU.

It may also be terminated by the Council after one months notice in the following circumstances :-

1. If the rent is in arrears for not less than 40 days OR
2. If the Tenant is not duly observing the conditions of his tenancy OR
3. If he becomes bankrupt or compounds with his creditors
5. The use of hose pipes is prohibited on the allotments
6. The tenant is responsible for replacing the numbered marker stake at the edge of the allotments should this be removed
7. No bonfires are permitted on the allotments except for the burning of garden waste which is not compostable. They may only then be lit after dusk and must be attended until extinguished
8. At cessation of tenancy the outgoing tenant must ensure that the allotment is completely cleared and left in a ready state for the new tenant. Failure to comply with this will result in the non return of the deposit.
9. No rubbish may be buried or left on the allotments
10. Council reserve the right to re let any allotment that remains uncultivated for any period of time
11. Dogs are not permitted on the allotments
12. The Parish Council or any person authorised to act on their behalf may enter the allotments as required to inspect the state and condition of the land. In addition to this all allotment plots will be inspected in May, August and October to ensure that regulations are being adhered to.
13. All allotment rents and deposits are payable in advance
14. Due to the hazardous nature of the allotments parents must ensure that children are supervised at all times whilst on their plot and not allowed to encroach on other allotment holders plots unless invited to do so.

15. Compost/Manure heaps should be sited within the boundaries of your own allotment plot. There is no facility for a communal area for the storage of compost/manure
16. All communal open spaces must be kept clear at all times and no tipping of soil, manure etc is allowed in these areas. Access paths once reinstated around the boundary edge of the allotment site should remain clear at all times.
17. The planting of any trees on an allotment plot is forbidden, fruit bushes are acceptable
18. No pruning of any amenity trees may be carried out by an allotment holder. If any problems arise with amenity trees on the site you should inform the Council who will take appropriate action.
19. The space in front of the large allotment shed is designated for disabled parking. Other allotment holders will only be allowed to "drop off" items at their plots and then remove their vehicles.
20. Should any problems or disputes arise these should be addressed to the Council in writing via the office at the above address. The Council's decision is final.

From: [Chief Executive](#)
Subject: Launch of Local Government Reorganisation (LGR) - Phase 2 Public Engagement Survey
Date: 04 September 2025 14:00:23
Attachments: [image001.png](#)
[LGR Engagement Media Release.pdf](#)

CAUTION: This email originates from outside of Burwell Parish Council

Dear colleagues,

Cambridgeshire County Council has launched an engagement survey open to residents, town and parish councils, community and voluntary sector partners, businesses and other public sector bodies across Cambridgeshire and Peterborough.

The purpose of this second phase engagement survey is to better inform the public and key stakeholders, including Town and Parish Councils, and to help raise greater understanding about what Local Government Reorganisation means. This will also seek specific feedback on 1 of the 3 currently preferred options being developed by councils, known as Option A.

The development of Option A is being led by this authority. The survey that we have launched also recognises that there are two other Options being developed, but specific views on these proposals are not being invited by this council. Importantly, all three options being developed propose the replacement of the seven current councils with two new unitary or single tier councils covering the whole of Cambridgeshire and Peterborough between them.

Option A specifically proposes creating two new unitary councils, one geographically covering the North (built around the footprints of Huntingdonshire, Fenland and Peterborough City) and one covering the South (built around the footprints of East and South Cambridgeshire and Cambridge City).

I would also note that in all three options being developed, the County Council would cease, and its functions and services would be disaggregated into the two new Councils.

The purpose of this e-mail is to share with you the link to the survey and supporting website material at: <https://yourvoice.cambridgeshire.gov.uk/your-future-councils/>

I would welcome you considering this for response from your councils, but also as key democratic bodies across Cambridgeshire, to draw this to the attention of your staff and the communities that serve, for their consideration and completion as well.

I also attach the associated media release we have issued; in case this is helpful to you.

The survey is now open and runs until Friday, 3 October 2025.

Thank you,

Stephen

Dr Stephen S. Moir
Chief Executive

New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28
4YE

My working day may well differ from yours, so please don't feel obliged to reply to this email outside of your normal working hours.



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County Council launches second phase of engagement into Local Government Reorganisation, asking residents to share their views



People in Cambridgeshire and Peterborough are being given a further opportunity to have their say in shaping the future of local government.

The Government wants to change the current structure of local authorities across Cambridgeshire and Peterborough by 2028, through a process known as Local

Government Reorganisation (LGR). LGR will replace all seven of the county, city and district councils that currently exist. The new unitary councils that would succeed these current authorities would be responsible for all the local government services in the geographic areas they cover, except for those provided by Town and Parish Councils.

The County Council's recent annual Quality of Life survey highlighted that just under two thirds (63%) of those residents who took part knew nothing about Local Government Reorganisation, with just under half (46%) having never heard of LGR.

Today (Wednesday, 3 September), an information campaign about Local Government Reorganisation launches with a second phase of engagement running until Friday 3 October, which invites views on the preferred option being developed by Cambridgeshire County Council – known as 'Option A'.

Option A shares Cambridgeshire and Peterborough between two new council areas – one in the North, building upon areas currently covered by Peterborough City Council, Huntingdonshire and Fenland District Councils, and one in the South, which builds upon the areas currently covered by Cambridge City Council, East Cambridgeshire and South Cambridgeshire District Councils. These new authorities would also incorporate the responsibilities and resources for their areas currently held by the County Council.

Of the three preferred options being developed by local councils in response to the Government, Cambridgeshire County Council's leadership believes that Option A best meets the Government's criteria. It balances the needs and services for both urban and rural communities, whilst delivering reduced duplication, greater accountability and financial sustainability. It would also support devolution and economic growth across Cambridgeshire and Peterborough, by creating two strong and equal partners in the devolution arrangements led by the Mayoral Combined Authority.

Cambridgeshire County Council's Chief Executive, Dr Stephen Moir said: "Almost 3,000 residents and 186 stakeholders contributed to the initial phase of engagement about Local Government Reorganisation. The responses received told us about the key priorities for residents and those of many of our partners and stakeholders, including town and parish councils, businesses and the community and voluntary sector. It was clear that council size, high quality, accessible and responsive services, democratic accountability and value for money were all important."

"We believe that the creation of two well-balanced councils, each supported by one of the geographic county's two major cities and offering financial resilience and sustainability, will achieve fairer outcomes for all our communities and create more

equal, more empowered and more efficient local government for Cambridgeshire and Peterborough in the future.

“Option A will also enable stronger alignment with the identities of our local areas, and the daily patterns of people’s lives, in areas such as travel, access to the NHS, jobs, education and training. It will respect the role of town and parish councils, and support more localised services and democratic accountability. This option will also create new councils large enough to deliver quality services and infrastructure, which are better able to withstand future financial shocks.

“We’ve used the County Council’s approved guiding principles of size, sustainability, safety, simplicity, and synchronicity to shape this option. These principles will help to strengthen services and minimise disruption as we move into the next phase of local government for Cambridgeshire and Peterborough.”

Following this second and more detailed stage of engagement, a preferred option will be discussed by the Full Council on Tuesday 21 October, prior to a submission being made to the Government in November.

For more information on LGR, head to Cambridgeshire County Council’s website:

<https://yourvoice.cambridgeshire.gov.uk/your-future-councils/>

Cambridgeshire County Council’s Full Council meeting on 21 October will be live streamed on our YouTube channel.

Contact Information

Cambridgeshire County Council communications team

01223 699281

communications@cambridgeshire.gov.uk

In an emergency or serious incident Cambridgeshire County Council communications team can be contacted out of hours on: 07833 480 348

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www.cambridgeshire.gov.uk

From: [CANE, Charlotte \(MP\)](#)
To: [CANE, Charlotte \(MP\)](#)
Subject: Local Government Reorganisation
Date: 09 September 2025 17:01:13
Attachments: [image001.png](#)
[image002.png](#)

CAUTION: This email originates from outside of Burwell Parish Council

Good afternoon,

Cambridgeshire County Council has launched it's second phase of engagement into Local Government Reorganisation, asking for feedback on the County Council leadership's preferred 'Option A'. Find more information [here](#).

Option A shares Cambridgeshire and Peterborough between two new council areas – one in the North, building upon areas currently covered by Peterborough City Council, Huntingdonshire and Fenland District Councils, and one in the South, which builds upon the areas currently covered by Cambridge City Council, East Cambridgeshire and South Cambridgeshire District Councils.

I urge you, your Councillors, and residents to complete this survey before the deadline on 03 October to share your views on this proposal.

Best wishes,

Charlotte

Charlotte Cane MP (she/her)
Member of Parliament
for Ely and East Cambridgeshire

I will use any personal data you provide in accordance with my privacy policy, which is available to view [here](#).

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