

EAST CLANDON PARISH COUNCIL

POLICY AND PROCEDURE FOR DEALING WITH UNAUTHORISED ENCAMPMENTS ON PARISH COUNCIL LAND

INTRODUCTION

This policy is in accordance with government guidance on managing unauthorised encampments and East Clandon Parish Council plan to deal with all encampments in a fair and transparent manner.

The private landowner, the Parish Council, has the responsibility to remove unauthorised encampments on Parish Council land. In the event of an incursion, the Parish Council will notify the police, seek advice from the Community Development Manager at Guildford Borough Council and a solicitor associated with the Surrey Association of Local Councils for legal advice. It is the policy of East Clandon Parish Council to evict unauthorised vehicles as promptly as practical and this can be carried out through a process of hiring a bailiff who can deal with the whole eviction process.

The cost of removal shall be met by the Parish Council. The action to be taken for removal can be authorised by the Clerk (or if unavailable by a Parish Councillor) with the Chair (or if unavailable the Vice-Chair) or two Councillors (if the Chair and Vice-Chair are unavailable).

LIST OF ACTIONS TO BE TAKEN

1. Clerk to be notified and then will notify the Chair (or if unavailable the Vice-Chair) and all Parish Councillors.
No-one is to approach the encampment
2. Police to be notified via telephone numbers 101/999. Contact is also to be made with GBC Community Development Manager and the SALC solicitor
3. The Clerk and the Chair (or Vice-Chair), or if all are unavailable at least two Parish Councillors will attend the site to assess the occupation and **record the number of caravans and all vehicles from a distance.**
4. The Clerk or if not available, then the Chair or Vice-Chair to contact Bailiffs. Clerk (or Chair) to authorise appointment of Bailiffs and provide any assistance as required. Note: Bailiffs will carry out **all the eviction process including serving of notices.**
5. Clerk with delegated Councillors are to be responsible for the communication with the public – website and Facebook
Note: The Parish Council should expect a lot of calls from residents during any unauthorised encampment in the Parish. Clerk or Councillors should explain that the legal process has been started and advise members of the public **not to confront the trespassers** and to call the Police on 101 or 999 (in an emergency) to report any issues.
6. Post eviction clean up and securing site - The Clerk to contact GBC Cleansing team to arrange Clean-up and Clerk to organise with Councillor for Open Spaces/ Garden Team the erection of notices and taping off areas for public safety prior to the Clean-up.
7. Post-incursion meeting – The Council to discuss at the next scheduled Council meeting or in the case of an incursion in August, at a specially convened meeting, any further measures to be taken, for example regarding security and other issues.

Policy approved: Council meeting dated 3rd October 2018