

Ash Parish Council



Unauthorised Encampments Policy

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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 Ash Parish Council will endeavour to deal with all encampments in a fair and transparent manner.

As the private landowner the responsibility lies with the Parish Council to remove the encampment. In the event of an incursion in Ash, the Parish Council will notify the police, seek advice from the Joint Enforcement Team and Community Development Manager at Guildford Borough Council and a solicitor associated with the Surrey Association of Local Councils (SALC) for legal advice (e.g. Wellers Hedleys Solicitors in Bookham).

However, it is the policy of Ash 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 the Deputy Clerk) with the Chairman (or if unavailable the Vice-Chairman) and one other Parish Councillor, or two Councillors (if the Chairman and Vice-Chairman are unavailable).

LIST OF ACTIONS TO BE TAKEN ON DISCOVERY OF AN UNAUTHORISED ENCAMPMENT

1. **No-one is to approach the encampment.** Clerk (or if unavailable Deputy Clerk) to be notified and then they will notify the Chairman (or if unavailable the Vice-Chairman) and all Parish Councillors.
2. Police to be notified via 101/999. Contact is also to be made with Guildford Borough Council's Joint Enforcement Team and Community Development Manager for advice as well as a SALC solicitor, Wellers Hedley Solicitors on 01483 284567.
3. The Clerk and the Chairman to contact Bailiffs - Constant & Co using pre-prepared form to instruct them, adding in relevant information. If Constant & Co is unavailable, contact County Enforcement (01322 906 300). Clerk to authorise appointment of Bailiffs and provide any assistance as required. **Note: Bailiffs will carry out all the eviction process including serving of notices.**
4. Clerk with designated 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. The 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.

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5. The Clerk to contact Guildford Borough Council Cleansing Team to arrange a post eviction clean up. Clean-up and Clerk to organise the erection of notices and taping off areas for public safety prior to the clean-up.
6. Post-incursion meeting – The Council to discuss at the next scheduled Council meeting any further measures to be taken e.g. regarding further security and other issues.

Contact Details:

Constant & Co 01234 340 091

County Enforcement 01322 906 300

Guildford Borough Council Parks & Countryside Rangers 01483 444729

Guildford Borough Council Legal services 01483 444076

Guildford Borough Council Cleansing 01483 445035

Guildford Borough Council JET Team 01483 505050

Surrey Police - Community Support Officer – PCSO Morgan Webb on 101

Wellers Hedleys Solicitors in Bookham - 01483 284567 (Roger Taylor)