

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 Community Development Manager at Guildford Borough Council and a solicitor associated with the Surrey Association of Local Councils (SALC) for legal advice.

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 Responsible Finance Officer) with the Chair (or if unavailable the Vice-Chair) and one other Parish Councillor, or two Councillors (if the Chair and Vice-Chair are unavailable).

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

1. **No-one is to approach the encampment.** The Clerk (or if unavailable the Responsible Finance Officer) to be notified and then they will notify the Chair (or if unavailable the Vice-Chair) and all Parish Councillors.
2. Police to be notified via 101/999. Contact is also to be made with Guildford Borough Council's Community Development Manager for advice as well as a SALC (Surrey Association Of Local Councils) solicitor.
3. The Clerk (or if unavailable the Responsible Finance Officer) and the Chair (or if unavailable the Vice-Chair) to contact Bailiffs - Constant & Co Tel: 01234 340091 Email: admin@constantandco.com to instruct them with all relevant information. If Constant & Co is unavailable, contact County Enforcement Tel: 0203 886 1024 Email: hub@countyuk.com. Clerk (or if unavailable the Responsible Finance Officer) to authorise appointment of Bailiffs and provide any assistance as required. **Note: Bailiffs will carry out all the eviction process including serving of notices under common law.**
4. The Clerk (or if unavailable the Responsible Finance Officer) 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 if unavailable the Responsible Finance Officer) 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.

5. The Clerk (or if unavailable the Responsible Finance Officer) to contact Guildford Borough Council Cleansing Team to arrange a post eviction clean up. Clean-up and Clerk (or if unavailable the Responsible Finance Officer) 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 340091

County Enforcement 0203 886 1024

Guildford Borough Council Cleansing 01483 445035

Guildford Borough Council Legal Services 01483 444076

Guildford Borough Council Parks & Countryside Rangers 01483 444729

Surrey Police – Guildford Specialist Neighbourhood Team – Police Sergeant, Adam Worsell
01483 631457

Surrey Hills Solicitors in Dorking – 01306 877592