



# SEND 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 Send 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 Send, 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. However it is the policy of Send 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

1. Clerk (or if unavailable Deputy Clerk) to be notified and then she will notify the Chairman (or if unavailable the Vice-Chairman) and all Parish Councillors. **No-one is to approach the encampment**
2. Police to be notified via 101/999. Contact is also to be made with GBC Community Development Manager and the SALC solicitor
3. The Clerk (or Deputy Clerk) and the Chairman (or Vice-Chairman), 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 unavailable Deputy Clerk) or if neither is available, then the Chairman or Vice-Chairman to contact Bailiffs. Clerk (or if unavailable Deputy 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.**
5. Clerk (or if not available Deputy 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 Deputy 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 (or Deputy Clerk) to contact GBC Cleansing team to arrange Clean-up and Clerk (or Deputy Clerk) to organise with Village Caretaker 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 eg regarding security and other issues.

Policy approved: Council meeting 16<sup>th</sup> July 2018.