

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 Bar Hill 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 George Hay, Bailiff, Cambridgeshire County Council, Bailiffs that the Parish Council have used, Bryan Lecoche Ltd, to seek advice and procedure.

It is the policy of Bar Hill Parish Council to evict unauthorised vehicles as promptly as practical and this can be carried out through a process of hiring the 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.
2. 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.
3. The 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.
4. Post eviction clean up and securing site - Clerk to organise with Councillors the erection of notices and taping off areas for public safety prior to the clean-up.
5. Post-incursion meeting – Council to discuss at the next scheduled Council meeting or in the case of an incursion at a specially convened meeting, any further measures to be taken, for example, regarding security and other issues.

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