

BROCKWORTH PARISH COUNCIL

Unauthorised Encampments Policy

Adopted – 28 October 2025

1. Policy in relation to Travellers and illegal encampments on parish land

- 1.1 This policy will outline a procedure to enable Brockworth Parish Council (BPC) to protect its land and assets for the continued use and enjoyment of the community.
- 1.2 The aim of this policy is to ensure that any action taken by BPC as regards to Travellers is fair and in line with an approved protocol for dealing with unauthorised encampments. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.
- 1.3 Land owned by BPC:
- Mill Lane Park
 - Pound Farm Park
 - Cross Hands Meadow
 - Nature Reserve
 - Brockworth Cemetery
 - Green at Rowan Gardens
 - Allotments at Mill Lane.
 - Allotments at Roman Way

2. Unauthorised Encampments on Parish Council Land

- 2.1 The Clerk (or Chairman if Clerk unavailable) to inform the following:
- Brockworth Parish Councillors
 - Brockworth Albion Football Club (if occupation is at Mill Lane Park)
 - Tewkesbury Borough Council Environmental Health officer
 - Gloucestershire County Council's Traveller Services Officer
 - The Police
 - County Councillor
 - District Councillors
 - The Parish Council's legal advisor (One legal) **or**
 - Third Party Organisation to commence eviction process on behalf of the parish council (eg www.qualitybailiffs.co.uk).
- 2.2 As Landowners it is BPC's responsibility to take any action to evict an illegal encampment from their land. This should be done by instigating proceedings under Section 77-78 Criminal Justice and Public Order Act 1994.

The Clerk to act on behalf of the council to instigate the proceedings under Delegated Powers.

2.3 One of the following processes will be instigated:

Option 1

Engage third party organisation to commence eviction process

- The third party organisation responds same day, risk assesses the situation, issues the appropriate notices and bailiffs will evict unauthorised encampments in a timely manner.
- This option carries a higher financial cost but protects councillors and officers from abuse.

Option 2

The Clerk / Councillors as Landowners should request the Police or Gloucestershire County Council's Traveller Liaison Officer to accompany them to speak with the travellers.

The following should be established:

- The travellers are occupying Brockworth Parish Council land without permission
- Follow the questions in the attached the County Protocol Appendix 1
- Establish a time when the Travellers will leave
- Ask them to keep the site clean.

If the Travellers have not left the site as indicated above, then the Clerk will instigate the following:

- Issue a Section 77 notice to each caravan and send a certified copy to One Legal
- The encampment has 24 hours to vacate site from issue of the Section 77 notice
- After 24 hours, a Section 78 notice is issued to each caravan and a certified copy sent to One Legal
- One Legal arranges court hearing.
- Bailiffs will be required if the travellers do not vacate the site following the court hearing.

Individual councillors or officers are not to speak with the travellers without support of at least one other councillor and preferably the Police or Traveller Liaison Officer.

3. Request for Police Action under the Criminal Justice and Public Order Act 1994 (CJPOA) section 61

3.1 The Clerk to consider the following and if applicable make an immediate request for action under the Criminal Justice and Public Order Act (CJPOA) section 61

If the Travellers fail to leave by the time agreed by the proceedings outlined in section 1.2 above and **any** of the following 3 things have taken place;

- the unauthorised campers have caused damage to the land or property on the land;
- they have used threatening, abusive or insulting words or behaviour to the occupier, a member of his family or his employee or agent;
- there are six or more vehicles on the land.

3.2 The police can use Section 61 of the CJPOA to direct unauthorised campers to leave the site. They can do this without reference to the courts. The initial step is for the landowner to make a formal request to the police that they use their powers under the CJPOA. A senior police officer will then consider whether it is appropriate to use the power, based on numerous factors:

- whether there are other activities on the encampment, such as serious breaches of the peace, disorder, criminal activity or anti-social behaviour which would necessitate
- police involvement under their wider powers;
- given the impact of the unauthorised encampment on the environment and the local settled community, is it reasonable and proportionate to use police powers;
- is action by the police legally sustainable;
- are sufficient resources available.

The decision to take this action falls to the Police. The Clerk and the council can request it, but the Police may not take this action. It is important due to this fact that civil proceedings are taken immediately so as no delay in eviction takes place.

4. Travellers on land owned by other landowners

- The Clerk to take steps to identify the landowner and to advise them of the encampment and to ascertain if it has permission.
- To continue to liaise with the landowner and keep the council informed of any action.

Appendix 1 Gloucestershire County Council has signed up to the following Code

Protocol for Dealing with Unauthorised Traveller Encampments

The County Council has signed up to a countywide protocol for dealing with unauthorised sites. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.

If Travellers camp on private land, what can the landowner do?

Talk to them to see if a leaving date can be agreed and/or take proceedings in the County Court under the Civil Procedure Rules 1998 to obtain a Court Order for their eviction.

What if the landowner decides to let them stay on the land?

Unless the landowner has already obtained planning permission for a caravan site or is a farmer and the Travellers are helping with fruit picking etc., then the landowner could be in breach of the Planning Acts and the Acts dealing with the licensing of caravan sites if land is occupied for more than 28 days in any 12-month period.

If the landowner fails to take the appropriate action to remove the Travellers, what will the Council do?

The Council will monitor all unauthorised sites and take steps to identify and then liaise with the landowner. If the landowner is in breach of any planning or caravan site license requirements, then the Council could consider taking proceedings against him/her.

Does the Council have a duty to move Travellers when they are camped without the landowner's permission?

The Council has the power under the Criminal Justice & Public Order Act 1994 but does not have a duty to move them. The Council would normally expect the landowner to take that responsibility.

I have seen Travellers camping on the side of the road and sometimes on parks or other Council-owned land, what can the Council do?

The District/Parish Council is only responsible for land it owns, the County Council are responsible for dealing with any encampments on land they own which will include roadside verges.

The Councils will consider each case on its merits, in accordance with the agreed protocol. If the Travellers are causing problems, they will be moved on as soon as is reasonably possible.

In all cases the site will be monitored, and every effort made to make sure that the Travellers keep the site tidy and do not cause public health problems. This sometimes means that refuse collection facilities may be provided for this purpose.

Can the Council remove Travellers from their land immediately?

No, like all other landowners the Council must apply to the County Courts for an eviction order and must first:

- Make enquiries regarding the general health, welfare and children's education;
- Ensure that the Human Rights Acts 1998 has been fully complied with;
- Show that the Travellers are on the land without consent;
- Follow a set procedure in terms of proving ownership of land and details of the illegal encampment.

How long will it take for the Travellers to be removed?

This will depend upon the circumstances of each individual case. The Council will need to take account of the issues outlined above. If the site is to be allowed to remain, it will be reviewed periodically.

Can the Court refuse to grant the Council an Order to move the Travellers on?

Yes. If there is a reason for the Travellers to stay on the site or if the Court believes that the Council have failed to make adequate enquiries regarding the general health and welfare of the Travellers and there is nowhere else suitable for them to go.

What can the Police do?

In certain circumstances (for example, where the Travellers have with them six or more vehicles), Police Officers may use powers under Section 61 of the Criminal Justice and Public Order Act 1994.

These powers will only be used in situations of serious criminality or public disorder not capable of being addressed by normal criminal legislation and in which the trespassers occupation of the land is a relevant factor. The Police will investigate all criminal and Public Order offences.

The Police are bound by the Human Rights Act and may be constrained to avoid using section 61 in circumstances where it would preclude welfare considerations from being applied by the civil courts.

The duty of the Police is to preserve the peace and prevent crime. Trespass on land by itself is not a criminal offence. Prevention of Trespass and the removal of trespassers are the responsibilities of the landowner and not the Police.

If I become aware of a traveller encampment what information can I obtain that would be helpful to the Council in taking appropriate action?

Location
Name of landowner
Number of caravans / vehicles
What is their reason for being there
Are they present with the owner's permission
How long are they intending to stay
Evidence of public nuisance
Are there children on site
Are they causing obstruction to road or footpath