

UNAUTHORISED ENCAMPMENT

LOGBOOK

This document is classified as Sensitive. All entries should be in accordance with the Criminal Procedure & Investigations Act 1966 and therefore may be disclosable in legal proceedings. However, hearsay evidence should be recorded where appropriate to assist with decision-making and accountability.

ARRIVAL

Departure

DATE...../...../.....

Date...../...../.....

LOCATION.....

.....

Number of caravans

Number of vehicles

GBC Senior Officer (Key decision-making officer managing incursion & SMT link)

Name

Tel Contact

GBC OIC. (Any changes to OIC to be recorded in decision log)

Name

Tel contact

GBC Land Manager & Service Provider. GBC Service

Name

Tel Contact

Legal services.

- Bridget Peplow . Senior Solicitor 01483 444076
- Raj Devandran Solicitor 01483 444060
- Gcobisa Bonani Solicitor 01483 444852

Encampment Log Contents

- Front Sheet
- Site Summary sheet
- Maps of area and one showing caravan locations
- Vehicle/Caravan Summary
- Welfare Sheet
- Main Event log sheets
- Record of Incorporation in Decision Making Process (Human Rights Act 1998)
- Section 77 Notice of direction to leave - signed
- Certificate of service – showing above has been served – signed
- Summons on application for Sect 78 order – signed
- Certificate of service – showing above has been served – signed
- Sect 78 order to remove vehicles unlawfully on land – signed
- Risk Assessment
- Resourcing list – breakdown of hours etc
- Any pictures or email printouts relevant to the eviction but not all of them
- De-brief of the event after the event has been completed to discuss any issues raised
- A record of any complaints including:
 - local residents and members of the public
 - local businesses detailing the effects on their business
 - any danger to the highway caused by vehicles
 - public health issues such as excrement let on public spaces
 - rubbish left behind and fly-tipping
 - anti-social behaviour/intimidation by travellers and their dogs
 - damage to land
 - impact on the use of the land by members of the public

Site Summary

(INCLUDING LOCATION, LAYOUT, DESCRIPTION AND PROXIMITY TO LOCAL AMENITIES ETC, FORCED ENTRY, DAMAGE ETC)

Site Summary continued

(INCLUDING LOCATION, LAYOUT, DESCRIPTION AND PROXIMITY TO LOCAL AMENITIES ETC)

Incursion Site map show locations of vehicles /caravans/initial observations. Hand drawn

Attach CAD /Google/O.S./ GBC iShares GIS maps here

POLICE

It is of the utmost importance that there exists a strong partnership and unrestricted flow of information between Guildford Borough Council and Surrey Police. Multi Agency Information Sharing Partnership and Surrey Crime & Disorder Information Sharing Partnership allows for the free exchange of relevant information with the common aim of a successful resolution to the incursion and any subsequent related issues.

Please refer to the Surrey County Council & Surrey Police Traveller incursion memorandum of understanding outlining specific roles and responsibilities and expectations within the partnership.

ICAD/

NICHE/

- **Police Sgt OIC** Name & Shoulder Number

.....

- **Mobile contact of SPOC (Required)**

- **Alternative Police Contact (Not 101)** It is expected the Police Sgt OIC will change several times during procedure, but it is imperative GBC officers can contact an informed Police Officer at short notice and visa versa.

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- **Behaviour Contract completed Date& Time**

- **GBC & Police engagement & communication lines confirmed**
YES / NO (If not please give reason)

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Neighbourhood Police Contacts offered

Appendix 4: JET Unauthorised Encampment Logbook

Welfare check and subsequent authority to continue with incursion procedure and record keeping

- Signed original welfare, decision authority to proceed and Human Rights forms to be submitted to GBC Legal services *immediately* following completion.
- A copy of each of these documents will be attached to the logbook and marked as “Copy “for reference.
- Subsequent documents produced during legal process will be attached in the relevant place within the log.
- Additional Documents will be marked as “Original” or “Copy” and where marked “Copy” the location of “Original” marked thereon (i.e. Held by legal)

Unauthorised Encampment
Welfare assessment

Site Visit / Welfare Check undertaken by -

Date:day /...../..... Time: hrs

Location:

Landowner/manager.....

SCC	GBC	Parish	Private
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The below information should be as accurate and complete as possible. The information is accountable and where non engagement prevents accurate information this should not preclude accurate and informed observations. This may include third party information from Police, SCC etc. Any supporting information to be recorded in the additional information (Below)

Date of Arrival	
Anticipated length of stay	
Are all the caravans travelling together?	
Why are the Travellers here/where have the come from?	
Is there a connection to Guildford?	
What is the current accommodation situation when not in Guildford?	
Number of adults on site	
Number of children on site	
Maternity issues declared or observed	

Appendix 4: JET Unauthorised Encampment Logbook

Are any adults vulnerable or unwell	
Names if possible and condition	
Are any children vulnerable or unwell?	
Names if possible and condition. (Full explanation or assessment in comments box	
Are the children attending school?	
If so – where?	
Number of caravans	
Number of cars/lorries/vans	
Total number of vehicles	
Details of any animals on site	
Do any animals need assistance from RSPCA or a Vet?	
If yes – provide detail	
Location of nearest A&E and advice on access to local NHS facilities. NHS 111 or 999	

Record of Incorporation in Decision Making Process

HUMAN RIGHTS ACT AND CORONAVIRUS ACT 2020

STATEMENT

I certify that I have considered the Human Rights of the Travellers presently located at

.....

In approaching the matter, I have sought to have regard to their human rights (balanced with the human rights of others) and I have sought:

- i) To act fairly, openly and promptly as possible;
- ii) To explain our procedures and requirements clearly in a language which the Travellers understood;
- iii) To consider all matters raised by the Travellers;
- iv) To consider any representations on behalf of the Travellers;
- v) To explain the reasons for our decisions.

I claim to be entitled to seek restriction of the human rights of the Travellers both on the basis that there is no human right of unlawful trespass and that I am acting in accordance with the law and further in accordance with the following stated qualifications, namely:

- i) Public safety; and / or
- ii) The prevention of disorder or crime; and / or
- iii) The protection of the rights and freedoms of others.
- iv) To comply with Corporate & legal responsibilities and advice contained in the Coronavirus Act 2020

I have approached the question of the discrimination and I am acting on the merits of the matter without discrimination.

On the matter of protection of possessions, the action which the council is taking is in the public interest and under, and in accordance with the law.

..... Print Name

Authorising Officer

Dated this day of 20

Decision
Having considered the welfare and assessment of the encampment and that also of the local community I authorise the below actions

Allow a period of toleration and remain in place. No action but reviewed in (timescale)	Days
*** If Applicable **** Subject to full acceptance of the conditions of the code of conduct for a period of (time scale, reviewable)	Days
Consult or seek further information	
Serve Direction to leave (Sec 77. Criminal Justice and Public Order Act 1994)	
Seek Order for removal if necessary (Sec 78. Criminal Justice and Public Order Act 1994)	
Request a further site visit report	Record reasons in Authorising Officers comments.

Authorising Officers Comments

The Human Rights Act has been taken into consideration

Signed..... Print Name.....

Authorising Officer

**Attach a signed
original/copy
Section 77
Criminal Justice &
Public Order Act
Notice of direction to
leave.**

**Ensure the log is updated by the person attaching
the notice. If document is a copy indicate
location of original (Eg Solicitor)**

Certificate of Service

I, _____, of Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 4BB hereby certify that at _____ on the _____ day of _____ 2020, I served the occupiers of vehicles on or at land known as ...

in Surrey with the Direction of which the attached is a true copy, by displaying the said Direction on the land in question in manner designed to ensure that it is likely to be seen by any person camping on the land as per s.79(2) and (3) Criminal Justice and Public Order Act 1994

and/or

serving said Direction on the occupiers personally

Dated the _____ day of _____ 2020

Signed

**Attach original or
copy of complaint
and Summons for
application for
Sect 78 order**

**Ensure the log is updated by the
person attaching the notice. If
document is a copy indicate location
of original (Eg Solicitor)**

Certificate of Service

I, _____ of Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 4BB hereby certify that

at _____ hrs on _____ 2020

I served the occupiers of vehicles on or at land known as ,

Guildford, Surrey with the Summons of which this is a true copy, by fixing a copy of it in a prominent place to every vehicle on the land and displaying it on the land in question in a manner designed to ensure that it is likely to be seen by any person camping on the land as per s.79(2) and (3) Criminal Justice and Public Order Act 1994

and/or

serving the said Summons on the occupiers personally

Dated the _____ day of _____ 2020

Signed

Attach

**Sec 78. Criminal Justice & Public
Order Act 1994,**

ORDER ON COMPLAINT

Authorising removal of vehicles

**The receipt of this document by
GBC OIC should be logged. This
receipt will confirm proposed time
& date for proposed eviction and
this decision will be logged**

**This document is not for service on the
persons concerned, but copies should be
available upon request.**

Bailiffs will require copy of this order.

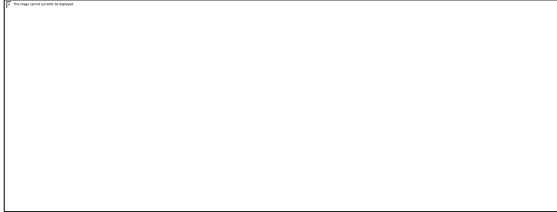
Risk assessment

UNAUTHORISED GYPSY AND TRAVELLER ENCAMPMENT ON COUNCIL OWNED LAND RISK ASSESSMENT						
Itinerant Travellers		Assessment Date:			Review Date:	
Hazard and Risk	People at risk	Our Controls	Our Future Controls	Risk Level	Target date & by whom	
Violence Aggressive behaviour Intimidation Firearms / offensive weapons Obstruction Limited capacity for access and emergency exit Exposure to criminal activity Damage to personal property/vehicle Dogs trained to attack	Officers acting on behalf of service responsible for the land	(1) Staff training on Protocol for visiting Gypsy and Traveller encampments (2) Contact Guildford Borough Neighbourhood Police to be aware of the current police stance and any internal intelligence prior to site visit. A SITE-SPECIFIC RISK ASSESSMENT SHOULD BE COMPLETED FOR EACH ENCAMPMENT (3) Two officers to attend the site to ensure the welfare check is done in accordance with government guidance and GBC corporate procedure. (4) Line manager of the officers attending the site is to be made aware of the site visit/expected time scale and mobile phone numbers of both staff. (5) Staff must secure vehicles whilst on site and whenever possible park off site. (6) Staff should not enter a mobile home and conduct all enquiries outside. (7) The Out of Hours Service is not to visit any unauthorised encampment. (8) Officers should be able to use pool cars to visit the site if they wish.	(1) Ensure staff on the front line receive regular refresher training on Gypsy and Traveller encampments as well as handling potentially difficult situations (2) Make mobile phones and personal alarms available to all staff (3) Ensure routine use of in our board and communication with line managers when onsite visits. (4) Ensure the corporate procedure is followed to avoid too many site visits. (5) Review risk assessment every twelve months	High		

Risk assessment needs immediate review 25/02/2019 S. Craggs JET T/L

Bailiffs

GBC preferred Bailiffs are ...



- **Managing Director Marc Mooney**
- **16 Bourne Road, Bexley, Kent, DA5 1LU.**

- **DDI: 01322 906 302**
- **T: 0844 561 1250 / 0844 561 1258**
- www.countyenforcement.co.uk

Method. The point at which GBC contacts County Enforcement Group to give instructions is fluid. CEG will take initial forewarning and offer dates to which they can supply staff. GBC SMT are likely to direct strict timelines and this timeline, governed by legal procedure will dictate a likely eviction date. The GBC OIC must coordinate a mutual date with Legal services and the issuing of the SEC 78 Order, SMT timelines and availability of CEG.

GBC OIC must be aware that a cost is incurred when CEG are instructed and the days on standby when leading to an eviction. There must be close monitoring of the site location to facilitate earliest cancellation.

It is advised the GBC OIC contacts Marc Moony direct by telephone to initiate proceedings followed by email. This is to ensure Marc & CEG are appreciated of any specifics regarding the incursion and discussed followed by confirmatory email. Cancellations will be by telephone at the earliest opportunity, followed by confirmatory email.

Invoicing is by existing arrangements.

All dialogue with CEG to be recorded in the Event /Decision log and signed by author.

Appendix 4: JET Unauthorised Encampment Logbook

<u>Resource</u>	<u>Dept</u>	<u>Hours</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>
Jet attendance	Operational Services			
Legal Services	Legal services			
Land manager services				
Bailiffs attendance/standby	County Enforcement			
Site repatriation				
Criminal Damage repairs				
Waste/Fly tip removal				

Community Impact

During the time of the incursion there may well be an impact on the local community. It is vital that evidence of the impact is recorded and reviewed by the relevant authority/partner organisation.

Copies of impact/incidents or any other relevant information should be attached to the log and made available for review by any proper authority.

To this end a guidance chart below gives an indication as to required events/impact.

- A record of any complaints including:
 - local residents and members of the public
 - local businesses detailing the effects on their business
 - any danger to the highway caused by vehicles
 - public health issues such as excrement let on public spaces
 - rubbish left behind and fly-tipping
 - anti-social behaviour/intimidation by travellers and their dogs
 - damage to land
 - impact on the use of the land by members of the public

Location of original file

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