

# SALISBURY CITY COUNCIL

## Report

**Subject** : Unauthorised Encampment Policy & Procedure  
**Committee** : Environment & Climate Committee  
**Date** : 01 July 2024  
**Author** : Marc Read, Head of Environmental Services

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### 1. Report Summary:

- 1.1. This report introduces a new policy and procedure relating to Unauthorised Encampments for Council to consider.

### 2. Background

- 2.1. Salisbury City Council owns and maintains much of the accessible green space in the city.
- 2.2. On occasion, unauthorised encampments occur on Council land and the Policy & Procedure that accompanies this paper, sets out how the Council is recommended to tackle those encampments. This will be in a fair, proportionate, safe and consistent manner, which follows a set legal process.
- 2.3. To date, Salisbury City Council has not had a policy and procedure in place to deal with unauthorised encampments, which has left the Council vulnerable and unable to tackle issues effectively, safely, and lawfully.

### 3. Test Case

- 3.1. On the weekend of 1<sup>st</sup> June 2024 an unauthorised encampment was noted at Hudson's Field. It was reported that this was impacting on visitors to the Caravanning & Camping Club, who reported a significant number of guests left early, which ultimately meant lost revenue.
- 3.2. On the morning of Monday 3<sup>rd</sup> June, on authorisation from the Council's Leadership Group, Officers put into motion the proposed policy and procedure and instructed Quality Bailiffs to act on the Council's behalf.
- 3.3. Early afternoon on Monday 3<sup>rd</sup> June, Quality Bailiffs hand delivered eviction notices to all of the caravans/vehicles on site, detailing that failure to do so by the next morning would see the vehicles towed away.
- 3.4. By late afternoon on Monday 3<sup>rd</sup> June, the unauthorised encampment was gone.
- 3.5. Wiltshire Police and Wiltshire Council were kept up to date throughout proceedings.
- 3.6. The cost to the Council (not including staff time and cleaning costs) was £350.00 to Quality Bailiffs. However, it should be noted that the cost to the Council could have run to £2000-£3000 if the encampment had needed to be forcibly removed.
- 3.7. On this occasion, the £350.00 fee was able to be absorbed into existing budgets.
- 3.8. Consideration should be given by Council, that budgets for 2025/26 should reflect the costs that could be incurred by tackling unauthorised encampments moving forward.

#### **4. Recommendations**

4.1. It is recommended that the Committee:

- Approve the Unauthorised Encampment Policy & Procedure with consideration of the 2025/26 budget allocation.

1. **Wards Affected:** All

2. **Background Papers:** Nil

3. **Implications:**

3.1. **Financial:** As outlined above.

3.2. **Personnel:** As outlined above.

3.3. **Environmental Impact:** Nil in relation to this report.

3.4. **Equalities Impact Statement:** Nil in relation to this report.