



# Licensing and Health and Safety Enforcement Committee

**TUESDAY 24 NOVEMBER 2015 AT 7.30 PM**

**Council Chamber - Civic Centre**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

## Membership

Councillor Adshead	Councillor Link
Councillor Barnes	Councillor Mills
Councillor Mrs Bassadone	Councillor Peter
Councillor Conway	Councillor Sutton
Councillor Fantham (Vice-Chairman)	Councillor Taylor
Councillor Hearn (Chairman)	Councillor Whitman
Councillor Howard	

For further information, please contact Trudi Coston - 01442 228224

## **AGENDA**

### **1. MINUTES**

To confirm the minutes of the meeting held on 27 October 2015.

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3. DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

#### **4. PUBLIC PARTICIPATION**

An opportunity for members of the public to make statements and ask questions in accordance with the rules on Public Participation.

#### **5. APPLICATION TO AGREE THE CONDITIONS OF A CAMP SITE LICENCE FOR DACORUM BOROUGH COUNCIL (Pages 3 - 9)**

#### **6. EXCLUSION OF THE PUBLIC**

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the item in Part II of the Agenda for the meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to:



Report for:	Licensing Health & Safety and Enforcement Sub-Committee
Date of meeting:	24 <sup>th</sup> November 2015
PART:1	

Title of report:	<b>APPLICATION FOR:</b> 1) To agree the conditions of a Camp site licence for Dacorum Borough Council
Contact:	Dawn Ryder – Environmental Health Officer, Regulatory Services
Purpose of report:	To give members the opportunity to comment and set standard conditions for a Camp site licence.
Recommendations:	That Members consider the report and information before them and agree to a set of standard conditions which will be used when any Camp site application is received when drafting the licences.
Implications:	none
General Policies	Members of the Licensing Sub-Committee act in a quasi-judicial capacity under delegated powers, to decide Licensing matters on behalf of the Council.
Key Policies:	none

## APPLICATION

The proposal is to prepare a Camping site licence to be used within the district of Dacorum Borough Council. No current licence exists

Environmental Health were consulted following a planning application to allow the change of use of land at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead, Hertfordshire HP1 2SN from Agricultural use to Camping and leisure

A Camp site comprising of 3 Teepees for use by between 24 and 30 persons as a retreat and to study Native American arts and crafts is currently situated at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead. A Camp site licence will need to be issued to allow Environmental Health to control conditions on this and any other Camping site that should be sited in the Borough. Applications will be bought before this committee for approval. Proposed Standard Conditions are shown in Appendix 1

## APPLICATION

No application has been received for a Camp site licence.

## **REPRESENTATIONS**

No representation has been received.

## **CONSIDERATIONS**

(1) Section 269 of the Public Health Act 1936 gives the Local Authority the power to control use of movable dwellings

Section (1) For the purpose of regulating in accordance with the provisions of this section the use of moveable dwellings within their district, a local authority may grant—

- i. licences authorising persons to allow land occupied by them within the district to be used as sites for moveable dwellings; and
- ii. licences authorising persons to erect or station, and use, such dwellings within the district;

and may attach to any such licence such conditions as they think fit—

*a) for restricting the occasions on which caravans are stationed on the land for the purposes of human habitation, or the total number of caravans which are so stationed at any one time;*

*(b) for controlling (whether by reference to their size, the state of their repair or, subject to the provisions of subsection (2) of this section, any other feature) the types of caravan which are stationed on the land;*

*(c) for regulating the positions in which caravans are stationed on the land for the purposes of human habitation and for prohibiting, restricting, or otherwise regulating, the placing or erection on the land, at any time when caravans are so stationed, of structures and vehicles of any description whatsoever and of tents;*

*(d) for securing the taking of any steps for preserving or enhancing the amenity of the land, including the planting and replanting thereof with trees and bushes;*

*(e) for securing that, at all times when caravans are stationed on the land, proper measures are taken for preventing and detecting the outbreak of fire and adequate means of fighting fire are provided and maintained;*

*(f) for securing that adequate sanitary facilities, and such other facilities, services or equipment as may be specified, are provided for the use of persons dwelling on the land in caravans and that, at all times when caravans are stationed thereon for the purposes of human habitation, any facilities and equipment so provided are properly maintained.*

**CONCLUSION:**

**RECOMMENDATION:** That the Proposed Standard Licence Conditions be approved for the reasons set out above.

## **APPENDIX 1 – Proposed Standard Licence Conditions**

Schedule of Conditions attached to Camp Site Licence.

### **A: Site boundaries**

i. The boundaries of the site shall be clearly marked by a man made or natural feature and it is recommended that a 3 metre wide area be kept clear within the inside of all boundaries. The site owner shall give the local authority an up to date layout of the site on application for a licence, when there is a material change to the boundaries or layout or if requested by the local authority. The plan must show all relevant structures, features and facilities on the site.

### **B: Density and Spacing**

i. Site density should not exceed 3 pitches per hectare (30 pitches per acre) unless planning permission dictates otherwise. This is calculated on the basis of useable area rather than the total site area (i.e. excluding crags, lakes, roads, communal services etc)

ii. Every unit shall not be less than 6 metres from any other unit in separate family occupation each pitch should only be used for a single family unit. Where there is more than one tent on a pitch, each tent shall be no closer than 2 metres from any other tent in the group (as measured from the closest point of the fabric of the tent, including an awning or other structure).

iii. Vehicles and other ancillary equipment shall be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metre separation.

### **C: Access, roads, gateways and footpaths**

i. Roads, gateways and footpaths shall be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather. Roads and footpaths must be designed to provide adequate access, including for fire appliances. Roads must not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide. Roads must have no overhead cable less than 4.5 metres above the ground. Footpaths with a hard surface should not be less than 0.80 metres wide.

ii. Where provided, roads and pathways shall be suitably lit at night as necessary, taking into account the needs and characteristics of a particular site.

iii. Where provided, vehicle gateways shall:

- a) Be a minimum of 3.1 metres wide.
- b) Have a minimum height clearance of 3.7metres

- iv. Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.
- v. Emergency vehicle routes within the site must be kept clear of obstruction at all times.

#### **D: Water supply and waste disposal**

i. All new water supplies, repairs and improvements shall comply with current legislation, regulations and relevant British or European Standards. Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken in accordance with current legislation and British or European Standards.

#### **E: Maintenance of common areas**

- i. Every road, communal footpath and pavement on the site shall be maintained in a good condition; good repair and clear of rubbish.
- ii. Grass and vegetation shall be cut and removed at frequent and regular intervals.
- iii. Trees within the site shall (subject to necessary consents) be maintained.
- iv. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

#### **F: Supply and storage of gas**

i. Arrangements for the storage of liquefied petroleum gas (LPG) on the site should be in accordance with the current national code of practice and regulations.

#### **G: Electrical Installation**

- i. The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- ii. Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- iii. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

#### **H: Drainage, sanitation and washing facilities**

i. Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath

- ii. For sites with up to 30 pitches there shall be 2 WCs for women, 1 WC and 1 urinal for men, and there shall be one wash hand basin for each WC provided with a constant supply of hot and cold water sited adjacent to the toilets.
- iii. For sites with more than 120 pitches, the provision for toilets and wash hand basins may be varied with the agreement of the Council.
- v. Showers with hot and cold water or water at a suitably controlled temperature shall be provided on a scale of 1 shower for men and 1 shower for women per 20 pitches.
- vi. Laundry facilities shall be provided with one deep sink per 30 tents, supplied with running hot and cold water, unless adequate laundry machinery is provided.
- vii. Washing up facilities should be provided to allow for 3 deep sinks per pitch with running hot and cold water.
- viii. Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.
- viii. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers
- x. Adequate consideration must be given for a disposal point for Chemical closets

#### **I: Recreation space**

- i. On sites where it is practical to do so, suitable space equivalent to about one tenth of the total site area shall be allocated for recreational purposes.

#### **J: Notices**

The following signs/notices must be displayed in a conspicuous place:

- i. The name of the site in a prominent position at the entrances to the site.
- ii. Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the Police, Fire Brigade, Ambulance and local Doctor's can be contacted, and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.
- iii. A copy of the site licence and licence conditions, or the front page of the licence and details of where the full licence conditions can be viewed and between which times.

#### **N: Ensure Compliance with the Regulatory Reform (Fire Safety) Order 2005**

- i. Undertake a suitable and sufficient Fire Risk Assessment of the site and act on significant findings.



ii. Make available the latest version of the fire risk assessment for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

iii. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.

#### **O: General storage**

i. Services, amenities, other buildings and structures on the site, play or other equipment, telephones if provided, and the site itself shall be maintained in good repair, in good order in a clean, safe, sanitary, tidy condition and free from accumulations at all times.

#### **P: Refuse Disposal**

i. Adequate provision should be made for the storage, collection and disposal of refuse.

#### **Q: Communal Parking**

i. Parking shall be adequate for both campers and visitors. Parking shall be located so as not to obstruct carriageways, access ways or footpaths.

Vehicles should be parked separate from the tented areas but if parked within the area of the pitches they must comply with the spacing requirements above.