

Recommendation from the Executive – 24 June 2021

Minute
reference
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*Recommendation
2 only.*

Fees and Charges Policy for Licenced Mobile Home Sites

The Executive Member for Neighbourhood Services, Councillor Bramhall, introduced the item: Fees and Charges Policy for Licenced Mobile Home Sites.

Councillor Bramhall highlighted that:

- The policy had been prepared to enable the Council to charge fees in relation to the licensing of mobile home sites, as permitted in law. This covers site licensing fees and also fees for the new Fit and Proper Person test, which comes into effect in July 2021.
- The policy will allow the Council to recover the cost of its work licensing and inspecting these sites, which had previously been done for no charge, as well as the new duty to assess the Fit and Proper Persons which will be a substantial piece of work.
- The site licensing fees proposed included: application for grant of a new mobile home site licence, application to vary an existing mobile home licence, transfer of an existing mobile home site licence, annual fee, and deposit of site rules.
- The revenue income generated will contribute to the existing income budget of the Environmental Health service which had previously expanded in expectation of the introduction of new fees and charges.
- There were some additions to the Officer Scheme of Delegation contained within the Council's Constitution in relation to Section 5 (Housing and other Residential Accommodation).

Visiting Members asked if the Fees and Charges Policy related to Traveller mobile home sites. It was confirmed that this policy did not relate to Gypsy and Traveller sites.

Clerk's Note: Members were given a follow-up written answer to provide further clarification on this question.

Members noted that the fees seemed quite low and asked if these would cover costs of the officers' work. It was confirmed that the fees and charges would cover the officer time to administer these new site licence fees. The new Fit and Proper Person test was similar to that for a

public house licensee so that this person would run the site within the rules. This was a positive step forward. Many mobile home sites were well run but some needed extra work and this test would help the Council keep a closer eye on these particular sites. It also gave reassurance to residents living on mobile home parks that the site was being properly assessed.

Members asked how a complaint could be raised against a Fit and Proper Person. Katie Jackson, Environmental Health Manager, said residents had the right to complain if they had complaints about standards of compliance and the Council can take enforcement action. More information would be provided as a written answer.

RESOLVED that the Executive:

1. Approve the Fees and Charges Policy for Licenced Mobile Home Sites provided as Annex 1.

2. **Approve the additions to the Officer Scheme of Delegation contained within the Council's Constitution, as set out in Annex 2 of the report in relation to Section 5 (Housing and Other Residential Accommodation) to go to Council.**