

Minutes of the **Licensing Committee**
of the **Test Valley Borough Council**
held in Conference Room 1, Beech Hurst, Weyhill Road, Andover
on Thursday 14 January 2016 at 5.30 pm

Attendance:

Councillor J Budzynski	(P)	Councillor A Johnston	(P)
(Chairman)		(Vice-Chairman)	
Councillor N Anderdon	(P)	Councillor P Hurst	(P)
Councillor A Beesley	(A)	Councillor P Lashbrook	(-)
Councillor A Brook	(-)	Councillor P Mutton	(A)
Councillor Z Brooks	(P)	Councillor J Ray	(-)
Councillor J Cockaday	(P)	Councillor I Richards	(A)
Councillor D Denny	(P)	Councillor A Tupper	(A)
Councillor D Drew	(P)		

Also in attendance:
Councillor S Hawke

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Minutes

Resolved:

That the minutes of the meeting held on 3 December 2015 be confirmed and signed as a correct record.

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Mobile Homes Sites – Licensing and Fees

The Head of Housing and Environmental Health introduced the report which sought to adopt the 2008 Model Standards for caravan site licences and to recommend to Cabinet the introduction of a licensing fee policy from April 2016.

New legislation and standards had been introduced to cover mobile home parks that are licensed by the Council.

The 2008 Model standards for Caravan Sites needs to be adopted by the Council so they can be applied to Caravan Site licences.

The Mobile Homes Act 2013 introduced the facility for Councils to charge for licences, and the requirement to have a published licence fee policy in place before doing so. This includes charging for administering licence applications when granting or transferring a licence, or amending site licence conditions, and an annual fee to cover the Council's costs in carrying out inspections and dealing with enquiries and complaints.

In response to questions from the Committee, the following answers were supplied:

- Although site rules for caravan sites are not a legal requirement, owners are unable to take action against occupiers without them and a copy must be on deposit with the Council.
- The charge of an annual fee makes the Council accountable and committed to annual inspections to ensure standards are maintained.
- The Council will use its discretion when issuing new licences in relation to the timing of the charge of the annual fee.
- The adoption of the 2008 Model Standards for Caravan site licences applies to all sites requiring a licence and the implementation of the Licence fee policy would only apply to the relevant protected sites within Test Valley and the fees would be proportionate to the size of those relevant sites.
- The fees as set out in the Annex to the report are comparable to those charged by other authorities.
- Following an enquiry about the licensing of sites occupied by Gypsies, Travellers and Travelling Showpeople, with specific reference to Gardeners Lane near Romsey, the Head of Housing and Environmental Health agreed to make enquiries and provide a written answer to the Committee.

Resolved:

1. That the 2008 Model Standards for caravan site licences be adopted.

Recommended to Cabinet:

2. That the proposed schedule of fees in relation to the licensing of caravan sites and enforcement of licensing, to be operational from 1 April 2016 be adopted.

(Meeting terminated at 5:53 pm)