

## NOTICE OF MEETING

**Meeting:** GENERAL PURPOSES AND LICENSING COMMITTEE

**Date and Time:** THURSDAY, 3 DECEMBER 2015, AT 9.30 AM\*

**Place:** COUNCIL CHAMBER, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Melanie Stephens  
Email: [melanie.stephens@nfdc.gov.uk](mailto:melanie.stephens@nfdc.gov.uk)

### **PUBLIC PARTICIPATION:**

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Committee's terms of reference which are not on the public agenda; and/or
  - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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## AGENDA

### **Apologies**

#### **1. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**2. PUBLIC PARTICIPATION (Pages 1 - 2)**

To note any issues raised during the public participation period.

Please note that the attached procedure will be used for public participation under items 4 & 5.

**3. SENIOR MANAGEMENT REVIEW (Pages 3 - 12)**

To consider the proposed new salary band for the posts of Executive Heads.

**4. FLEUR-DE-LYS MOBILE HOME PARK (Pages 13 - 44)**

To consider the application to vary the site licence at Fleur-de-Lys Mobile Home Park, Lymington.

**Adjournment for lunch**

The Committee will adjourn for lunch at approximately 12.30pm. The meeting will resume at 1.30pm.

**5. APPLICATION TO VARY SITE LICENCE CONDITIONS WESTWOOD AND GLENDENE MOBILE HOME PARK (Pages 45 - 84)**

To consider the application to vary the site licence conditions in relation to Westwood and Glendene Mobile Home Park.

**6. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To:

**Councillors**

**Councillors**

S J Clarke (Chairman)  
L R Puttock (Vice-  
Chairman)  
G C Beck  
G R Blunden  
Ms L C Ford  
R L Frampton  
A T Glass  
L E Harris

J M Olliff-Cooper  
A K Penson  
D N Tungate  
A S Wade  
Mrs C V Ward  
J G Ward  
Mrs P A Wyeth

## **SPECIAL GENERAL PURPOSES & LICENSING COMMITTEE – 3 DECEMBER 2015**

### **PUBLIC PARTICIPATION PROCEDURE FOR: -**

- (a) FLEUR-DE-LYS MOBILE HOME PARK**
- (b) WESTWOODS & GLENDENE MOBILE HOME PARK**

The procedure for public participation for the above items will be as follows: -

1. The applicant/the applicant's representative will be invited to make representations in support of their application.
2. Members of the Committee may ask questions of the applicant/their representative.
3. The residents' spokesperson will be invited to make representations.
4. Members of the Committee may ask questions of the residents' spokesperson.
5. The local District, Town and County Councillors may be heard.
6. The Committee will debate the issue.
7. The residents' spokesperson will be given the opportunity to respond to any matters raised by members in the debate.
8. The applicant will be given the opportunity to respond to any matters raised by members in the debate.
9. The Committee may further debate the issue in light of the responses by the Applicant/the residents' spokesperson. The Committee will then reach its decision on the basis of the evidence that has been presented to it. The press and public may remain in the meeting during the course of the debate and for the decision.

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## GENERAL PURPOSES & LICENSING COMMITTEE - 3 DECEMBER 2015

### SENIOR MANAGEMENT REVIEW

#### 1. PURPOSE OF REPORT

- 1.1 To consider the salary band to apply to the proposed new posts of Executive Heads.

#### 2. ISSUE FOR CONSIDERATION

- 2.1 The Chief Executive has undertaken a review of the senior management team. The attached report, containing recommendations for a new senior management structure, will be considered by the Cabinet on 2 December 2015.
- 2.2 The recommended salary band for the proposed new Executive Heads is a matter for this Committee to consider and to make recommendations to the Council (see paragraph 6 of the attached report.)
- 2.3 The Employee Side's comments, and the Cabinet's recommendations, will be reported to the meeting.

#### 3. FINANCIAL IMPLICATIONS

- 3.1 See paragraph 8 of the attached report.

#### 4. ENVIRONMENTAL/CRIME AND DISORDER/EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 There are none.

#### 5. RECOMMENDATIONS

- 5.1 That it be recommended to the Council that the proposed new salary band for the posts of Executive Heads be approved.

#### For further information:

Bob Jackson  
Chief Executive  
Tel: 023 8028 5588  
Email: [bob.jackson@nfdc.gov.uk](mailto:bob.jackson@nfdc.gov.uk)

#### Background papers:

Published documents

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## SENIOR MANAGEMENT REVIEW

### 1. PURPOSE OF REPORT

- 1.1 To seek approval for a new senior management structure of the authority.

### 2. BACKGROUND

- 2.1 The Chief Executive has undertaken a review of the senior management team, including the roles of the Executive Management Team and Heads of Service, in light of future requirements. The relevant issues that have formed the basis of the review are:
- Ensuring service continuity and resilience following staffing changes in senior management.
  - Establishing a structure which is coherent, with clear lines of accountability and that works cross-service to achieve a shared direction.
  - Helping ensure the New Forest as a special “place” is reflected within the operations of the Council.
  - Contributing towards the requirements of the Medium Term Financial Plan.
  - Helping to improve capacity within the leadership team.
  - Seeking to locate services in places where they can have the best effect and where existing synergies can be exploited.

### 3. CONSULTATION FEEDBACK FROM SENIOR MANAGERS AND CHIEF EXECUTIVE RESPONSE

- 3.1 Following meetings with the current Executive Director and all Heads of Service constructive feedback was received and I thank senior management for their contributions, which I have reflected upon.
- 3.2 Employee Side have also been consulted and their initial feedback was to ensure that a fair and proper process was used to bring about the changes within senior management. They were also concerned as to the impact these changes might have on frontline activities.
- 3.3 In general, the challenges ahead, particularly funding reductions and the need for change, were accepted and understood by the current senior management team. The reductions and savings that would be likely to come from the review would help support the more visible frontline services which are a Council priority.
- 3.4 Issues were raised around the core roles of the proposed new Executive Heads (although it was widely accepted by the existing senior management team that there was not a perfect structure solution), the potential impact on the Council’s knowledge base, arrangements for the role of the Deputy Chief Executive and support for change management.

- 3.5 The impact on the Council's knowledge base will always be changing and, with the pace of change within the organisation and also in partner organisations, is something that we have to adapt to and accept as the norm in these times. If there are shortfalls these will need to be addressed through other means, including greater collaboration.
- 3.6 The role of a Deputy Chief Executive, who would be selected from within the role of Executives Heads, would initially be on a temporary basis and reviewed within 12 months.
- 3.7 Steps will be taken to ensure that the process of change management, as it affects individuals and teams, is supported.

#### **4. REVIEW PROCESS**

- 4.1 During October, the Chief Executive had individual consultation meetings with the current Executive Director and all Heads of Service. The proposals were explained and a two week consultation period commenced. The Employee Side was briefed and provided with an early copy of this report. The matter will be considered by the Industrial Relations Committee on 30 November and their comments will be reported to the Cabinet's meeting on 2 December. The Employee Side's initial comments are set out in paragraph 11.

#### **5. PROPOSED CHANGES**

- 5.1 Currently, the Council's senior management consists of a two tier senior management team, with an Executive Management Team (2.6 FTE's, currently one vacancy) and Heads of Service (9 FTE's). The proposal is to maximise the accountability of senior management and to operate with one tier, based upon service responsibilities.
- 5.2 The current vacancy within the Executive Management Team will not be filled, and the 0.6 FTE post of Executive Director will be made redundant. This will save approximately £160,000 per annum.
- 5.3 It is proposed that the current Heads of Service structure be reviewed with a view to having 5 Executive Heads with broader service responsibilities that have synergy and will provide an opportunity to enable further efficiencies to be delivered over the medium term.
- 5.4 In terms of the detailed proposals, it is intended to recognise within the new structure the unique and special "place" which is the New Forest. The priority will be to meet the community's need for the delivery of visible outcomes that support everyday life. This will be reflected by the creation of 3 Executive Heads posts with responsibility for operating the Council's frontline services. In addition, there will be 2 Executive Heads ensuring that the business management arrangements of the Council are effective and efficient and that the statutory duties and responsibilities of the Council are delivered. The proposed structure chart is attached as Appendix 1.
- 5.5 A selection process will be used to recruit to these new roles to ensure the senior management team has the right skills and aptitudes. In the first instance, it is proposed that the opportunity to fill these Executive Head roles will be through an internal process. In line with Council policy, where there are natural successors they will be identified. Where there is no natural successor the posts will be ring-fenced in



the first instance to the other Heads of Service and the Executive Director. As part of this process those who are not natural successors may also volunteer for redundancy. If no successful appointment is made then an external recruitment process will follow.

- 5.6 The role of Statutory Financial Officer (Section 151) will be reviewed again in six months' time. In the interim, the Chief Executive will continue with responsibility for this role, while day to day management responsibilities will be undertaken by the Executive Head with responsibility for Statutory Duties.
- 5.7 To help ensure that a shared approach to the Council's direction is maintained, it is proposed that the new senior management team will be co-located at Appletree Court.
- 5.8 To ensure continuity and resilience, it is proposed that one of the Executive Heads takes on a deputising role for the Chief Executive. This will be established following the appointment process on a temporary basis and reviewed within twelve months.
- 5.9 Although the portfolios of Cabinet members are always subject to review there is not seen to be a need to realign portfolio duties with the management structure at this time.
- 5.10 The changes proposed to the officer structure concentrate on the senior management team. Once the senior management structure is agreed and individuals appointed, further reviews by the new Executive Heads will take place.
- 5.11 It is proposed that an update report on the progress of the reviews is brought to members by the end of March 2016.

## **6. SENIOR MANAGEMENT PAY**

**(Note: This is a matter for the General Purposes & Licensing Committee)**

- 6.1 An Independent Pay Consultant has undertaken a benchmarking exercise to establish the pay level for the new Executive Head roles based upon the broad structure set out in Appendix 1. It is proposed to encompass the current car allowance into the salaries for the posts. On that basis the benchmarking exercise shows the rates below to be the market median. The pay band proposed has three spine points and is as follows:

£71,817  
£73,906  
£76,076

- 6.2 It is also recommended that two additional spine points are available on an annual review basis to recognise exceptional performance. These will be:

£78,308  
£80,604

- 6.3 A Deputy Chief Executive Allowance will be paid to one of the Executive Heads in recognition of the requirement to deputise for the Chief Executive in his absence. This arrangement may cease as part of any future review planned to take place within twelve months.

## **7. STAFFING IMPLICATIONS**

7.1 If the proposed changes are agreed:

- (a) The Executive Director post (0.6 FTE) will be deleted by 28 February 2016. This will result in the post being made redundant.
- (b) The Head of Legal and Democratic Services will have natural successor rights to the Executive Head (Statutory Responsibilities) role.
- (c) The Head of Planning and Transportation will have natural successor rights to the Executive Head of Planning and Transportation role.

7.2 There will be a selection process on 10<sup>th</sup> and 11<sup>th</sup> December for the following roles:

Executive Head of Operations  
Executive Head of Communities  
Executive Head of Business Management

7.3 The above posts are initially ring-fenced for the following Heads of Service and an internal selection process.

Executive Director  
Head of Communities and Employment  
Head of Environment Services  
Head of Housing and Customer Services  
Head of Human Resources  
Head of ICT  
Head of Property Services  
Head of Public Health and Community Safety

7.4 If there are internal appointments, the new posts will take effect from 1<sup>st</sup> January 2016. If there remains a vacancy then an external recruitment process will begin. Any displaced Heads of Service will be placed on the redeployment register, subject to further reviews by the new Executive Heads.

## **8. FINANCIAL IMPLICATIONS**

8.1 It is expected that the proposed changes to the Senior Management structure will generate annual savings of over £300,000 with a payback period of approximately one year. Actual costs and savings cannot be fully assessed at this stage but when the new structure is in place actual savings, and any costs, will be reported within the next appropriate budget monitoring report.

## **9 DELEGATIONS TO THE CHIEF EXECUTIVE AND EXECUTIVE HEADS**

9.1 It is proposed that all Executive Heads be delegated powers to undertake all of the functions currently delegated to the Executive Directors and Heads of Service (the Chief Executive already has such powers). This will help ensure that, in the light of the smaller senior management team, decision-making is not delayed.

## **10 ENVIRONMENTAL/CRIME AND DISORDER/EQUALITY AND DIVERSITY IMPLICATIONS**

10.1 There are none directly arising from this report.

## **11 EMPLOYEE SIDE COMMENTS**

11.1 Any comments received will be reported orally at the meeting.

## **12 INDUSTRIAL RELATIONS COMMITTEE'S COMMENTS**

12.1 To follow

## **13 PORTFOLIO HOLDER'S COMMENTS**

13.1 I am confident that we are making progress in introducing a strong management structure to meet our future challenges.

## **14 RECOMMENDATIONS (To the Council or General Purposes & Licensing Committee)**

14.1 That the proposed new senior management structure, as set out in Appendix 1, including the deletion of the post of Executive Director and the review of Heads of Service, be approved;

14.2 That the proposed new salary bands for the posts of Executive Heads be supported **(This is a matter for the General Purposes & Licensing Committee)**;

14.3 That the proposals for recruitment to the posts of Executive Heads as set out in paragraph 5 be approved;

14.4 That the principle of designating one Executive Head to act as a deputy for the Chief Executive, subject to review within 12 months, be approved;

14.5 That all existing delegations of powers to Heads of Service and Executive Directors be delegated to the proposed new Executive Heads (regardless of their respective disciplines); and

14.6 That the Chief Executive be authorised to take all the necessary action and decisions to achieve the proposals set out in this paper, including arrangements for the selection process and transitional period.

### **For further information:**

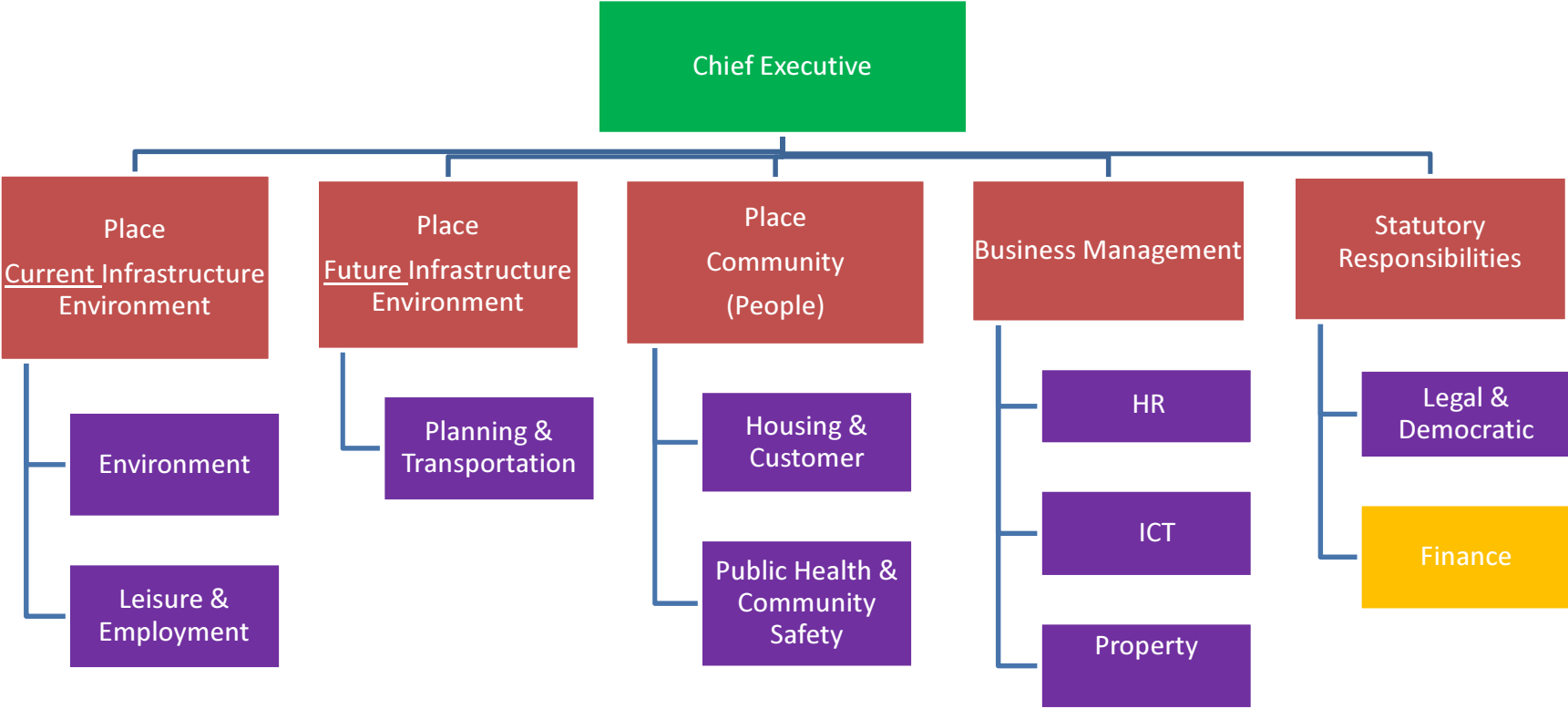
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### **Background papers:**

None.



# Current Service “fit”



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## GENERAL PURPOSES AND LICENSING COMMITTEE – 3 DECEMBER 2015

### APPLICATION TO VARY SITE LICENCE CONDITIONS FLEUR DE LYS PARK

#### 1 INTRODUCTION

- 1.1 Fleur de Lys Park is a licensed caravan site. Mr C and Mrs K Fitzgerald hold the caravan site licence which provides at condition 1(a) that the total number of residential caravans on the site shall not exceed 11 at any time.
- 1.2 There are currently eleven occupied caravans on the site.
- 1.3 A copy of the existing site licence (including a plan of the existing layout) is at **Appendix 1**.
- 1.4 Photographs of the site are at **Appendix 2**.
- 1.5 Fleur de Lys Park has planning permission that does not limit the number of mobile homes that may be located on the Site.

#### 2 CURRENT APPLICATION

- 2.1 The applicant initially applied on 16 November 2014 to alter the site licence conditions to enable the placing of an additional home on the site. The original application is at **Appendix 3**. The application was found to be insufficiently detailed to allow its determination, and the Council requested further information from the applicants.
- 2.2 On 14 October 2015 the Council received a letter and plan from Tozers Solicitors, representing the applicants. This letter addressed requests from the Council for further information and detail about the proposal to site an additional caravan on the site. A copy of this letter, and the attached plan, is at **Appendix 4**. It is this application which now falls to be determined.
- 2.3 The variation sought by the applicants is to amend conditions 1 and 3 as follows: -
  1. (a) The total number of caravans on the site shall not exceed 12 (twelve) at any time.
  - (b) Caravan standings shall be located on the site positions indicated by a numbered rectangle on the approved plan attached reference 6294, provided by the site owner.
3. Whilst any caravan is stationed on the site:
  - (a) Except in the case mentioned in sub paragraph c) below every caravan must be spaced at a distance of no less than 6 metres from any other caravan which is occupied as a separate residence.
  - (b) no caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
  - (c) Where a caravan has been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.”

### **3 HISTORY**

- 3.1 In May 1999 a previous owner of Fleur de Lys Park applied to place an additional home on the site, to increase the total number of homes on the site to 12. This application was refused. However, it was noted at that time that there was an inaccuracy in the site licence, and the Council issued an amended licence in December 1999, which made clear that the total number of park homes permitted on the site was 11.
- 3.2 The then owner appealed to the Magistrates' Court against the Council's decision to issue the amended licence, but his appeal was dismissed.

### **4 RELEVANT LEGISLATION/STANDARDS**

- The Caravan Sites and Control of Development Act 1960
- Model Standards 2008 For Caravan Sites In England

- 4.1 Under section 5 of the Caravan Sites and Control of Development Act 1960, a local authority may attach such conditions to a site licence as it considers necessary or desirable to impose on the occupier of the land in the interests of persons dwelling thereon in caravans, or of any other class of persons, or of the public at large.
- 4.2 The conditions which the local authority may impose include (but are not limited to) conditions:
- (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.
- 4.3 The local authority should not attach to the licence conditions which are unduly burdensome to the site licence holder.



- 4.4 In applying any conditions to a site licence the local authority is required to have regard to any model standards specified by the Minister for Housing and Local Government. The current model standards were issued in 2008.
- 4.5 The model standards represent those standards normally to be expected as a matter of good practice on caravan sites. They should be applied with due regard to the particular circumstances of the relevant site, including its physical character, any relevant services, facilities or other amenities that are available within or in the locality of the site and other applicable conditions.

## **5. SPACING BETWEEN CARAVANS**

- 5.1 The proposed new home would be positioned 5.25 metres from the existing home on plot 14.
- 5.2 The variation sought by the applicants would permit any caravan on the site (including but not limited to the proposed new home in the centre of the site) to be 5.25 metres from an adjacent caravan, provided that it is clad with class 1 fire rated materials to its facing walls.
- 5.3 The 2008 Model Standards provide as follows: -  
"2(i) Except in the case mentioned in sub paragraph (iii)...every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.  
...  
(iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres."
- 5.4 The Explanatory Note in the Model Standards provides that the 6 metre separation distance is recommended for 2 reasons:
- Health and safety considerations; and
  - Privacy from neighbouring caravans.
- 5.5 The existing site licence provides, at condition 3(a), that whilst any caravan is situated on the site it shall not be less than 6 metres from any other caravan. Condition 3(c) provides that in the case of the caravan stationed on plot 6 only, this shall be situated not less than 5.25 metres from the home on plot 7, and not less than 6 metres from the home on plot 5; and that it must be fitted with cladding from class 1 fire rated materials to its facing walls.
- 5.6 The specific provision relating to the caravan on plot 6 was included when a new home was placed on the site to replace a narrower home which was previously on the plot. At the time the Council became aware of this matter, the wider replacement home had already been purchased by the new occupiers of plot 6. It was decided to amend the licence to permit this smaller separation distance in relation to this specific home. This was a unique circumstance and as a result the site licence permits a reduced separation distance for this home only.

## **6 CONSULTATION WITH RESIDENTS**

- 6.1 In December 2014, after receiving the original application to site an additional home on the site, the Council wrote to all residents on the site to invite their comments on the application.

6.2 There are eleven homes on the site. One home (on plot 6) is occupied by the applicants. The Council received responses to its consultation from the occupants of nine of the ten remaining homes. Of these nine responses, all object to the application to place an additional home on the site.

6.3 Below is a summary of the representations made by residents:

Driving/parking/vehicles:

- The new home would create a blind spot, which would increase the risk of an accident.
- Entry and exit to the car parking spaces of numbers 3, 4, 7 and 11 would be made unsafe.
- Residents would need to reverse into a neighbour's parking space to turn, or to reverse off site.
- Vehicles manoeuvring closer to homes would cause fumes to enter those homes.
- Loss of additional parking space for visitors
- Access for emergency and delivery vehicles would be restricted.
- There would be no safe walkway, on which residents would be separated from moving vehicles.

6.4 Loss of open space:

- The existing spacious area in front of the existing park homes would be lost.
- The open space is valued and the proposal would leave the park feeling very cramped.
- The new home would result in the loss of the view across the park and the spacious atmosphere would be diminished.

6.5 Other matters:

- A number of residents referred to the 2000 decision of the Magistrates' Court, rejecting a previous application to increase the maximum number of caravans on the site to 12.
- Residents of number 12 raised concerns about the access to the front of their home being restricted.
- The resident of number 14 objected to the loss of the area which she currently uses for parking.
- Residents were concerned that the value of their homes would be reduced.

6.6 The applicants were asked to respond to concerns raised by residents. Their response to these concerns are contained in the letter from Tozers solicitors at **Appendix 4**.

## **7. OFFICER'S VIEWS ON THE PROPOSED VARIATION**

**Impact on all existing park residents:**

7.1 All existing homes on the Park are located around, and have a view of the central, open, gravelled area. Vehicles currently travel over this area to access the parking areas of other homes on the park, and it enables cars to be manoeuvred with ease. The proposal is to place a new home in this central area.

7.2 All residents of the park currently benefit from the open, central area, which is critical to the character of the park and which affords a visual amenity to residents. The proposal would mean the loss of this main central area of the park and the new home would be seen from all existing homes. This would be of particular significance to the

residents of numbers 3, 4, 12 and 14, as the proposed new home would significantly obscure or block entirely their views of any remaining open space.

#### **Impact on the home on plot 14:**

- 7.3 Currently, the occupant of plot 14 parks in the wide bay outside her home. The proposal is to remove this bay, and to provide plot 14 with its own dedicated parking space. There is no detail in the plan regarding a means of access or path from the home on plot 14 to the proposed new parking space.
- 7.4 The plan suggests that a fence will run at a diagonal angle along the front of plot 14, to separate plot 14 from the patio of the new home. The letter from Tozers says that there will be no alterations to pitch 14 except for the provision of the new parking space, which is outside the plot as currently configured. However, comparing the proposed new plan (at **Appendix 4**) with the existing plan (**Appendix 1**) and photographs (**Appendix 2**), it appears that the curved, kerbed area to the south west of the plot would be lost to the new parking space. This is proposed without the support of the current resident of the home on plot 14.
- 7.5 The new home would be 5.25 metres from the existing home on plot 14. The patio of the new home will extend into the separation distance between the new home and the home on plot 14, and the rear door and any rear windows of the new home would face plot 14. The fence will run along the boundary between the patio and plot 14, and will be a close boarded fence of approximately four feet in height, plus a trellis of two feet. The plan does not provide a measurement for the distance from the new fence to the home on plot 14. However, even at its furthest point, it is apparent from the plan that the fence will be closer to the home on plot 14 than to the new home. This suggests that at its furthest point the fence will be not more than 2.6 metres from the home on plot 14. At its closest point, it appears that it will be significantly closer, possibly around one metre.
- 7.6 It is the Officer's view that the new fence, which will be a total of 6 feet high, will have a significant impact on the amenity of the resident of plot 14. The home currently has views across the park. Should the proposed new home and fence be situated as proposed, the resident of plot 14, when looking from the windows to the front of their property, will have a view of the fence, which at its closest point may be little more than one metre from their window. To the extent that they can see through the trellis, their view will be of the new home, just 5.25 metres distant.
- 7.7 The patio of the new property will be, at its closest point, little more than one metre from the home on plot 14. As the close boarded part of the fence will be approximately 4 feet in height, persons on the patio would be able to see through the trellis to the windows of the home on plot 14. Equally, the occupant of the home on plot 14 would be able to see through their windows into the new patio. The windows and doors to the front of plot 14 will face the rear windows and door of the new home, and even with the fence in situ the residents of each home may be able to see into the other. The proximity of the new home and its outside space would have a significantly detrimental impact on the privacy of the occupiers of both plot 14 and the new home.
- 7.8 Officers also note that the new home would sit to the south of the home on plot 14, and it will block some of the light currently enjoyed by plot 14.

- 7.9 Officers recognise that the home on plot 6 has permission to be 5.25 metres from the adjacent home on plot 7. Officers further recognise that the model standards provide that a Council may decide that the separation distance may be reduced to 5.25 metres where a home is retrospectively fitted with class 1 fire rated materials. However, in the officer's view the permission in relation to the home on plot 6 was given on the grounds that this would cause the least disruption to existing residents on the site (in that existing caravans would not have to be moved to accommodate the new, wider home). In the officer's view the provision in the model standards that a home may be 5.25 metres from an adjacent home where it is retrospectively fitted with fire cladding should not be viewed as providing a general permission for the separation distance to be reduced from 6 metres as a matter of course. The condition requiring a separation distance of 6 metres has been imposed to protect the health and safety of the residents of these homes (as it helps to prevent the spread of fire), and to protect their privacy. The separation distance of 6 metres should be maintained where this is practicable, unless it is shown that a smaller separation distance would have no impact on the privacy or health and safety of residents.
- 7.10 It is considered practicable for the site owners to maintain the required separation distance of 6 metres for all homes (save where specific provision has been made for the home on plot 6). If a new home cannot be placed on the site without breaching the existing condition regarding separation distance, then in the officer's view it should not be placed on the site.

#### **Impact on the home on plot 12**

- 7.11 The separation distance between the new home and the home on plot 12 would be 7 metres. The applicants' solicitors state that the existing plot of number 12 will not be changed. A new footpath will run alongside the eastern end of the new home, to join the existing footpath through the front garden of plot 12. The existing garden will be fenced, with a close boarded fence of approximately four feet, with a trellis of 2 feet. This fence will, at its furthest point, be approximately 6 metres from the home on plot 12. There will be no windows in the new home, at the eastern end (which faces plot 12).
- 7.12 Officers do not consider that the proposed new home would have a significant impact on the privacy of the residents of plot 12. The only persons likely to be using the new footpath will be the residents of number 12 and their visitors. However, officers consider that the new home and fence would have a detrimental impact on the visual amenity of plot 12. The home currently has an uninterrupted view across the park. This would be replaced with views of the fence, and the new home.

#### **Car parking for plot 14 and the new home**

- 7.13 The existing site licence requires by condition 7(a) that a suitably surfaced car parking space should be provided for each caravan standing. Each space must be readily accessible and of minimum dimensions 5 metres x 2.5 metres. The application does not state that the applicant requires this condition to be varied. However, the applicant states that the two new car parking spaces (for home 14 and the proposed new home) would be 4.8m x 2.4m and 4.6m x 2m, as a minimum. It is therefore apparent that this would require the variation of condition 7(a) to permit the reduced dimensions. By way of comparison, a Ford Focus is 4.358 metres long and 2.01 metres wide. A Ford Focus would therefore not fit within a parking space which is 2 metres wide. It would fit within the 2.4 metre parking space, but with little room for manoeuvring into and out of the space. Condition 7(a) of the site licence is imposed to ensure that each plot has a useable car parking space. Parking spaces

of the size proposed by the applicant are impractical, and officers do not consider it appropriate to amend the site licence to permit car parking spaces of these dimensions. It is noted that the new home cannot be placed on the site without removing the area which is currently used for parking by the occupier of plot 14.

### Other matters

- 7.14 Given the concerns raised by residents regarding the problems of access to the site by emergency vehicles, a letter was sent to Hampshire Fire and Rescue Service, enclosing a copy of the plan and seeking their comments. They raised no concerns about access to the site.
- 7.15 Residents have raised concerns about vehicles having problems manoeuvring out of their parking spaces. The proposed minimum road width inside the entrance is 3.7 metres which is the minimum allowed by the licence for two way traffic. The road width along the central part of the site is proposed as more than 8 metres. Where parking spaces are at right angles to the road this provides cars with adequate space for access and egress. Whilst access and egress to car parking spaces for some plots will become more difficult, it is not considered that this would be of significant detriment to the residents of the site.
- 7.16 Residents commented that the proposal would create a blind spot around at the corner of the proposed home. In the officer's view, whilst the existing view across the park will be reduced, the amended road layout would not create a dangerous blind spot.
- 7.17 Chris Elliott, the Council's Head of Planning and Transportation was asked to comment on any impact the proposed new home might have on the physical character and amenity of the site for existing residents, but not more widely on planning issues. He made the following comment:
- "This small caravan park is roughly square in shape and extends to just over 0.2 hectare of flat land. It is enclosed by well-defined hedge boundaries and is accessed from an adopted highway to the north across an area of land adjacent to the Fleur de Lys public house. The 11 existing mobile homes are arranged fairly evenly around the boundaries of the site which results in a gravelled open area in the centre of the site. This area is critical to the character and amenity of the park because, notwithstanding the relatively high density of site coverage by the existing homes, it creates a character of openness which all of the homes benefit from because they look out onto it.*
- It is my opinion that the 12th unit proposed would be seriously detrimental to the appearance of the park and the amenities of its occupiers. It would detract from the spacious character created by the existing open area and would be particularly detrimental to the amenities of the occupiers of units 12 & 14 (as numbered on the application plan) because it would interrupt their open outlook onto the central area."*
- 7.18 In considering what conditions to attach to a licence, the Council should consider the interests of persons dwelling thereon in caravans, or of any other class of persons, or of the public at large. It is not considered that the public at large or any other class of persons would be affected by the variation sought by the applicant, although in the Officer's view the interests of persons dwelling on the park in caravans would be affected.

7.19 The Council should not impose conditions on a licence which are unduly burdensome. The applicants are running a commercial enterprise, and they will wish to maximise revenues from the site. However, any development must take into account the impact on residents of further development. Given that the loss of the central open area would, in the Officer's view, be significantly detrimental to the residents of the site, it is not considered that it would be unduly burdensome to require Mr and Mrs Fitzgerald to retain this space for amenity of all existing residents of the site, and to protect the privacy of the resident of plot 14.

## **8. FINANCIAL IMPLICATIONS**

8.1 There are no financial implications as a result of this report.

## **9. ENVIRONMENTAL IMPLICATIONS**

9.1 The only environmental implication is a reduction in the area of the land given over as open space on the site.

## **10. CRIME AND DISORDER IMPLICATIONS**

10.1 There are no direct crime and disorder implications arising from this report.

## **11. EQUALITY & DIVERSITY IMPLICATIONS**

11.1 There are no equality and diversity implications as arising from this report.

## **12. RECOMMENDATION**

12.1 That the Committee refuses the application from Mr and Mrs Fitzgerald on the following grounds: The central, gravelled area gives the park an open, spacious feel and is key to the character of the park. Siting an additional home in this space would leave the park feeling cramped, and would be of real detriment to the visual amenity that the central space offers to all residents. The detrimental impact on amenity would be particularly significant for the residents of plots 12 and 14. The new home would have a significant impact on the privacy of the resident of plot 14. The parking spaces proposed for plots 14 and the new home would not comply with the minimum dimensions required, and would be impractical. It is not appropriate to amend the conditions to enable the site owners to reduce the separation distance between mobile homes on the site to 5.25 metres, because the existing condition requiring a separation distance of 6 metres has been imposed for the health and safety, and privacy of persons dwelling in caravans on the site.

<b>For further information contact:</b>	<b>Background Papers:</b>
<b>Name: Stephen Stone</b>	<b>Caravan Sites and Control of</b>
<b>Title: Environmental Health Manager</b>	<b>Development Act 1960</b>
<b>Tel: 023 8028 5588</b>	<b>Model standards 2008 for</b>
<b>E-mail: Stephen.stone@nfdc.gov.uk</b>	<b>caravan sites in England</b>



No: 352-02/06a
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**CARAVAN SITES AND CONTROL  
OF DEVELOPMENT ACT 1960,  
SECTION 3  
LICENCE**

**The NEW FOREST DISTRICT COUNCIL  
being the Local Authority under the above Act HEREBY LICENCE,  
subject to the conditions ' R ' attached**

Of: **Mr C & Mrs K Fitzgerald  
6 Fleur-De-Lys-Park  
Pilley Street  
Pilley  
Lymington  
SO41 5QG**

Being the OWNER/OCCUPIER of land situated at **Fleur-De-Lys Park  
Pilley Street  
Pilley  
Lymington  
SO41 5QG**

Name of Site **Fleur De Lys Park**

**Who is/are entitled to the benefit of Planning Permission, Ref No. NFR/C/28 for the use of the above land as a caravan site granted under Part III of the TOWN AND COUNTRY PLANNING ACT 1990, otherwise than by a development order**

This LICENCE is held **IN PERPETUITY**

DATED the 12 April 2011 (as amended 16 October 2013)

**Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA.**

*A E Righton*

**HEAD OF PUBLIC HEALTH AND COMMUNITY SAFETY  
ON BEHALF OF THE COUNCIL**

My Ref: CLIC/07/00154  
Your Ref: 352-02/06a  
Date: 12 April 2011 (as amended 16 October 2013)

**Caravan Sites and Control of Development Act 1990**  
**Fleur De Lys Park**

THIS LICENCE DOES NOT PURPORT TO CONVEY ANY APPROVAL OR CONSENT WHICH MAY BE REQUIRED UNDER THE TOWN AND COUNTRY PLANNING ACTS OR WHICH MAY BE REQUIRED UNDER ANY OTHER ACTS INCLUDING BYELAWS, ORDERS OR REGULATIONS MADE UNDER ANY SUCH OTHER ACTS INCLUDING THE BUILDING REGULATIONS.

FLEUR-DE-LYS PARK  
PILLEY STREET  
PILLEY  
LYMINGTON  
SO41 5QG



Head of Public Health and Community Safety



**NEW FOREST DISTRICT COUNCIL**

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

CONDITIONS ATTACHED TO LICENCE NUMBER: **352-02/06a**

DATED: **12 April 2011 (as amended 16 October 2013)**

FOR: **Fleur-De-Lys Park, Pilley Street, Pilley, Lymington, SO41 5QG**

For the purpose of these conditions the following definitions will apply:

“Mobility” means capable of being moved.

“Caravan” means any structure designed or adapted for human habitation etc, as detailed in Section 29 of the main Act.

Where an enclosed porch is added on to a main caravan, this is considered to be part of the caravan for the purposes of calculating the distance that the caravan is from any other caravan on the site.

**STANDARD CONDITIONS**

1. a) The total number of residential caravans on the site shall not exceed **11 Eleven** at any time.
- b) Caravan standings shall be located on the site in the positions indicated by a numbered rectangle on the approved plan attached, provided by the site owner.
- c) Each caravan standing shall be indicated by either a number or name and marked accordingly on an approved plan.
2. a) No tents, touring caravans or other structures shall be erected or retained on the site without the consent in writing of the Council.
- b) The boundaries of the site shall be clearly identified by fences or hedges.
- c) A 3 metre wide area shall be kept clear within the inside of all boundaries.

Contd/...

3. Whilst any caravan is stationed on the site:
  - a) it shall be not less than 6 metres from any other caravan on the site, and
  - b) It shall not be within 2 metres of any carriageway or highway or within 3 metres of any boundary of the site, unless prior written approval is received from the Council, save that
  - c) In the case of the caravan stationed on plot 6 only (as identified on the attached plan), this caravan
    - i) shall be situated not less than 5.25 metres from the mobile home on plot 7, and not less than 6 metres from the mobile home on plot 5; and
    - ii) shall be fitted with Cladding from Class 1 fire rated materials to its facing walls.
4. No residential caravan shall be stationed on the site unless it:
  - a) is of a proprietary or similar type, complying with BS 3632 1981 with the exception of specifications 5 and 6 therein, or subsequent modifications thereof.
  - b) is maintained in such a condition as to be capable of transportation.
5.
  - a) Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Roads shall be not less than 3.7 metres wide or, if they form part of a clearly defined one way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide with a minimum height clearance of 3.7 metres.
  - b) Each standing shall be connected to a road by a footpath with a hard surface. Footpaths shall be not less than 0.75 metres wide and each caravan shall be provided with an adequate footpath to serve its entrances.
6. Every caravan shall stand on a hard standing constructed of properly made concrete not less than 100mm in thickness, or other suitable material to the satisfaction of the Council, which shall extend over the whole area occupied by the caravan placed upon it.
7.
  - a) Suitably surfaced car parking spaces shall be provided, with space for one car for every caravan standing. Each space to be readily accessible and of minimum dimensions 5 metres x 2.5 metres.
  - b) Car ports are not allowed within the 6 metre space.
  - c) A garage is allowed within the 6 metre space providing it is wholly incombustible and does not obstruct means of escape in case of fire from the units.
  - d) One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Plastic or wooden boats must not be parked between units.

8. All sites shall be provided with a water supply in accordance with appropriate water byelaws and statutory quality standards.
9. Each residential caravan standing shall be provided with a water supply piped within the caravan.
10.
  - a) The site shall be provided with an adequate and properly constructed foul drainage system and for this purpose there shall be laid a proper drain (connected to the public sewer) (discharging into a properly constructed) (sewage disposal system) (cesspool) (septic tank with suitable outfall). The drain shall be provided with a sufficient number of branch drains and a trapped gully for every caravan. The branch drains shall be capable of being made air tight when not in use.
  - b) All waste pipes from each caravan shall discharge over the trapped gully provided for the caravan.
11. Each caravan or caravan standing shall be provided with a water closet and bathing facilities, connected to the foul drainage system.
12. Every site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.
13. Each caravan standing shall be provided with a suitable approved refuse receptacle and arrangements shall be made to the satisfaction of the Licensing Authority for such receptacles to be emptied regularly.
14.
  - a) At least 2.75m<sup>2</sup> of covered storage space, capable of being locked, shall be provided for each caravan standing. The structure shall be separate from the caravan it serves and not less than 4.5 metres from any other caravan unless the structure is wholly constructed of incombustible materials when the distance from any other caravan shall be not less than 1.5 metres.
  - b) Windows in such structures shall not face towards units on either side.
15.
  - a) FIRE POINTS shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "FIRE POINT" and housed in a weatherproof structure.
  - b) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point together with a reel of small diameter hose of not less than 30 metres in length, having a means of connection to a water standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL". The hose reel shall comply with BS 5306 Part 1 and any other subsequent modifications.

- c) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
- d) Where standpipes are not provided but there is a water supply of sufficient flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants shall conform with BS 750 or any subsequent modifications.
- e) A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the Fire Authority shall be sought on an appropriate system.
- f) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by or on behalf of the Licensing Authority. A log book shall be kept to record all tests and any remedial action.
- g) All equipment susceptible to damage by frost shall be suitably protected.
- h) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone.

This notice shall include the following:

“On discovering a fire

- 1) ensure the caravan or site building involved is evacuated
- 2) raise the alarm
- 3) call the fire brigade (the nearest telephone is sited .....)
- 4) attack the fire using the fire fighting equipment provided if it is safe to do so.

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

- i) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.

The space between and beneath caravans shall not be used for the storage of combustible materials.

16. a) Liquefied Petroleum Gas (LPG) storage supplied from tanks shall comply with LP Gas Association Code of Practice 1 'Bulk LPG Storage at Fixed Installations' Part 1 - Design, Installation and Operation of Vessels Located Above Ground; Part 3 - Examination and Inspection; Part 4 - Buried / Mounded LPG Storage Vessels or, where LPG is supplied from cylinders, LP Gas Association Code of Practice 7:1998 'Storage of Full and Empty LPG Cylinders and Cartridges'.
- b) Where there are metered supplies from a common LPG storage tank, then LP Gas Association Code of Practice 25 1999 'LPG Central Storage and Distribution Systems for Multiple Consumers', provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipe-lines Act 1962 may also be applicable.
- c) Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
- d) LPG installations shall conform to British Standard 5482 'Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977: Installations in Caravans and non-permanent dwellings'.

For mains gas supply, the 1998 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to The Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, authorisation to do so from OFGAS under The Gas Act 1986 may be required.

17. Where children live on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.
18. A copy of the Site Licence with its conditions shall be either:
- displayed prominently on site;
  - or be available to view;
  - or be drawn to the attention of the residents.
19. a) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

- b) Any electrical installations other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force, and where appropriate to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988 S.I. 1988 No. 1057.
- c) Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.

The inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

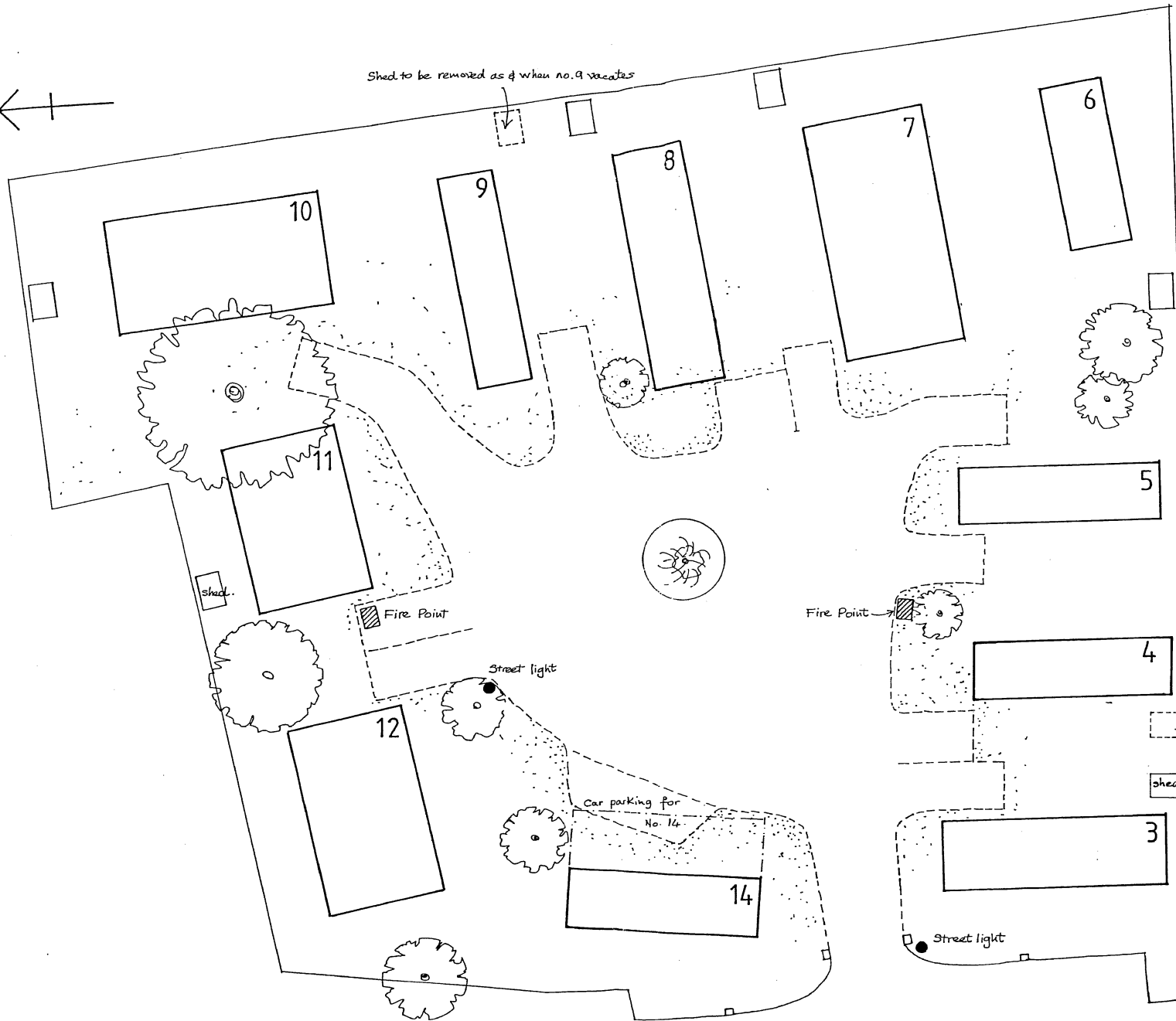
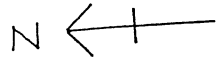
If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

- d) Roads shall have no overhead cable less than 4.5m above the ground.
20. The bringing of caravans on to the land is prohibited until the works required by the conditions attached to this Licence have been carried out to the Council's satisfaction.
21. An immediately accessible emergency telephone shall be available on the site for calling emergency services. A notice by the telephone shall include the address of the site.
22. a) No porch or addition may be erected adjacent to any caravan without prior written consent of the Council. It shall be constructed of such materials as will not increase the fire risk.

- b) A porch may protrude 1 metre into the 6 metre space providing it is of open construction. If they are enclosed, they will be considered as part of the unit and, as such, shall not intrude into the 6 metre space.
  - c) Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they will be considered as part of the unit and, as such, shall not intrude into the 6 metre space, save that
  - d) In the case of the caravans stationed on plots 6 and 7 only (as identified on the attached plan), the requirement for 4.5 metres clear space referred to in c above is waived whilst
    - i) The stairs are constructed of non-combustible materials, and
    - ii) A minimum of 1 metre clear space between the steps and the plot boundary shall be retained for access purposes.
23. Prior written notice must be given to the Council of the replacement of any residential caravan, and no variation in the layout of the site shall be made without the prior written approval of the Council.
24. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
25. Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance and local doctor can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
26. All notices must be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

*A E Righton*



NEW FOREST D.C.  
25 JAN 1993  
LYMINGTON  
Ack: .....

*Plan approved*

NEW FOREST DISTRICT COUNCIL  
PRINCIPAL E.M.O. (FOOD)  
TOWN HALL, AVENUE ROAD  
LYMINGTON, HANTS SO41 9ZG



## Appendix 2

Photos of Fleur de Lys Park, 8 December 2014



1. Showing homes from left to right numbered 3 and 14. with area of proposed development in the foreground.



2. Showing home 14 with area of proposed development in the foreground.



3. Showing homes from left to right numbered 14 and 12 with area of proposed development in the foreground.



4. Showing homes from left to right numbered 14, 12 and 11 with area of proposed development in the foreground.



5. Showing homes from left to right numbered 12 and 11 with area of proposed development in the foreground.



6. Showing homes from left to right numbered 14 and 12 and corner of garden and parking space of number 12.



7. Showing homes from left to right numbered 4, 3 and 14. The front garden of 14 and part of the parking space is in the foreground with area of proposed development in the foreground



8. Showing the front of number 14 and parking space in use.



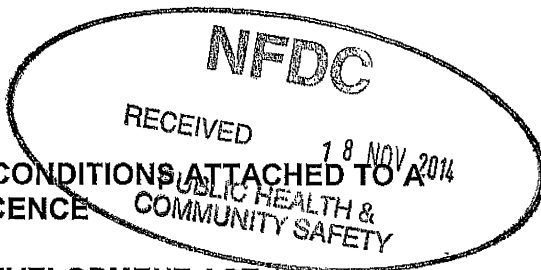
9. Showing the front garden of number 12.



10. Showing homes from left to right numbered 14 and 12 viewed from across the Park.



11. Showing homes from left to right numbered 8, 7, 6 5 and part of 4 viewed from front of number 14.



APPLICATION FOR THE ALTERATION OF CONDITIONS ATTACHED TO A CARAVAN SITE LICENCE

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

To be completed by the licensee:

- 1. Name of Site FLEUR DE Lys PARK
2. Address of Site PILEY STREET PILEY Lymington Postcode SO41 5QQ
3. Name of licensee/s or name of company where applicable MR C. & MRS. K. FITZGERALD
4. Licence No(s) 352-02/06a
5. Please state numbers of units specified on current licence(s):
Static Residential 11 Touring Caravan
Tents Touring Units (Combination of caravan & tents)

Is this application for:

- Change of licensed numbers? YES/NO
Change of type of units on site? YES/NO
Change of site boundary line? YES/NO
Other? Please specify

Details of application Please - See enclosed letter Thankyou.

Cont/...

Please ensure you have given details of all the site licence conditions relevant to this application. Please include information in support of your application. This will include correspondence consulting residents on relevant protected sites.

Please state numbers of units requested on new licence(s):

Static..... Residential .....12..... Touring Caravan .....

Tents .....Touring Units (Combination of caravan & tents) .....

6. Planning consent reference(s) .....

Please send copies of all relevant planning permissions where changes are proposed for type of units, numbers permitted on site, boundary lines and occupation dates.

Two copies of a site plan will be required where there are proposed changes to the layout of the site.

The existing site licence and conditions must be enclosed with this application to allow for amendment where appropriate.

Signed..... Date.....

Name in block capitals.....  
Please give details if you are acting as an agent on behalf of the applicant

Address of applicant(s) (in case of a limited company, please give the registered office)

6 FLEUR DE LYS PARK, PILLEY STREET  
PILLEY LYMINGTON

Postcode.....50415QG.....

Contact Telephone Number..... Mobile Telephone No.....

E302-

A fee must be paid to the New Forest District Council when applying for a change in a site licence of a permanent residential home(s) meeting the definition of a relevant protected site. Please refer to the current charges published online at <http://www.newforest.gov.uk>. All other types of caravan site are free.

This application and documents can be posted with a cheque or delivered to a local Council Information Office when payment can be made by card or alternatively, by telephone 02380285505

Office address and contact details: Environmental Health Services, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA Tel: 02380285230

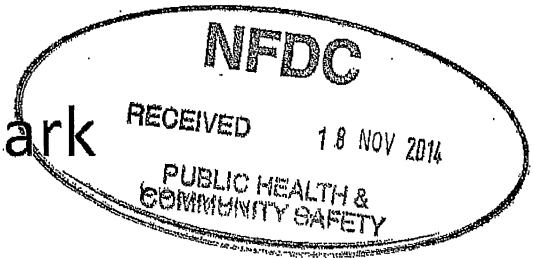
Office Use Budget code FL600 R424 Fund code 1132



# Fleur-de-Lys Park

6 Fleur-de-Lys Park  
Pilley Street  
Lymington  
SO41 5QJ

Owners: Mr C. & Mrs K. Fitzgerald



16/11/14

Dear Mr Stone

I am writing this letter as requested which may help you with your decision regarding siting of the proposed new home. As you will note with the plan, we have tailored the new home to fit with all your requirements including the provision of two separate parking bays. Although the new home will be completely fire proofed we have observed your requested 6 metre space between the immediate homes plus the full 3.7 meters you required on the entrance. The measurements comply to all the site licence conditions.

The home will be a new residential home in the area and a low cost affordable home. Suitable for retired or disabled as well, we will be able to put the base in and the mains covering one area at a time so it has at least upheaval as possible.

The new home will be in an area that will not affect the driving in or out of the park or affect the residents parking bays. This will not change the access to the park for the emergency services and also we have plenty of parking in our car park. The plan of the new home will be designed to the best possible design taking into consideration the windows to immediate neighbour's, we will have an obscure window for the bathroom and the bedroom will backing onto no. 14 and no. 12. The home will be in keeping with the park and there will be an area of grass with curbs around the edge and a metal shed. It is our intentions to keep the park to a high standard and make you happy as well. Please feel free to telephone or come and visit if you need any more information and we will be more than happy to help.

Yours sincerely

Mr & Mrs Fitzgerald



Broadwalk House Southernhay West Exeter EX1 1UA  
 Tel: 01392 207020 Fax: 01392 207019 DX8322 Exeter

**TOZERS**  
 Solicitors **LLP**

Stephen Stone Esq  
 Public Health and Community Safety  
 Appletree Court  
 Beaulieu Road  
 LYNDHURST  
 SO43 7PA

13 October 2015  
 ACWB 52073.1  
 CLIC/07/00154

DD: 01392 667634



Dear Sir

**Caravan Sites and Control of Development Act 1960**  
**Fleur-de-Lys Park Pilley Street Pilley Lymington SO41 5QG**  
**Application to change site licence conditions to allow additional home**

We are instructed to act for Mr Charles and Mrs Kathleen Fitzgerald who are the holders of the caravan site licence in respect of the above premises. We seek an alteration to the licence conditions to permit the stationing of an additional caravan.

The matter is the subject of an existing application to the Council (under reference CLIC/07/00154) and the substantive correspondence concluded with your letter to Mr and Mrs Fitzgerald dated 25 June 2015. In that letter you raised a number of questions to which we endeavour to respond below.

We have enclosed two copies of plan 6294 prepared by a land surveyor and any references in this letter to the plan are to this plan.

**The amendment which is sought**

We seek the amendment of conditions 1(a) and (b) and condition 3 to read as follows:

1. a) *The total number of residential caravans on the site shall not exceed **12 (twelve)** at any time.*
- b) *Caravan standings shall be located on the site in the positions indicated by a numbered rectangle on the approved plan attached reference 6294, provided by the site owner.*
3. *Whilst any caravan is stationed on the site:*

Members of Law  
 Society Panels for  
 Children  
 Family Law  
 Clinical Negligence

**Lexcel**  
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*a) Except in the case mentioned in sub paragraph c) below every caravan must be spaced at a distance of no less than 6 metres from any other caravan which is occupied as a separate residence.*

*b) no caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.*

*c) Where a caravan has been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.*

Based on the rather unsatisfactory plan which accompanied the earlier application you raised the question whether an amendment of condition 3(b) would be sought but the design work which is reflected in plan 6294 demonstrates that this is unnecessary.

You asked for a number of measurements to be given and most of these are marked on the plan. The two car parking spaces are respectively 4.8m x 2.4m and 4.6m x 2m (minimum), these figures being scaled off the plan.

You enquired about the position of the storage shed and it is proposed to site it on the North East side of the patio. It will be a standard proprietary shed of metal construction and will be shielded by fence panels and trellis on the Northern and Eastern boundaries.

You enquired about the new footpath adjoining the pitch of number 9 and that will indeed be constructed outside the existing pitch of number 9.

There will not be a window in the Eastern end of the proposed new park home.

The plan now shows that parking provision is to be enhanced and each home will have its own parking space. At the moment number 14 does not have a parking space and the homeowner parks her moped outside her pitch in the road. She will have a dedicated parking space outside her pitch. Incidentally the siting of the proposed new park home will not involve any alterations to pitch 14 at all except for the provision of the parking space, which is outside pitch 14 as currently configured.

There is ample parking space for visitors adjacent to the access road on the right hand side as one comes onto the park.

Access to the proposed new home will be through the front door on the South side of the home (a path will connect to the parking place) and onto the patio through a door on the Northern side.

Fences will be erected to define the boundaries with pitches 12 and 14 and these will be shiplap close-boarded fence panels approximately 4 feet in height with a trellis of two feet.

You enquired whether the new parking space for number 14 would have access across it. There will be no need for the proposed new home to have access across the parking space of number 14 as the main access will be on the South side.

You raised the question whether there would be a "blind spot". We trust that the plan now supplied will reassure you that there will in fact be a good line of sight from the access road past the park homes 3, 4, 14 and the proposed new home. Our clients quite recently removed the fountain in the open space as it impeded motor vehicles manoeuvring in the area.

May we add a couple of general comments:

- Pilley is a village with very high house prices and the additional home will be relatively affordable when offered for sale at probably about one third to one half of the average house price in the village.
- The area on which the new park home is proposed to stand does not perform any particular function for the residents of the park, as might be said of a garden amenity area or a mini village green. The opportunity is there to put the area to a productive use without adversely affecting the amenity of existing residents. The plan reveals that the pitches at Fleur de Lys Park are fairly generous in size particularly numbers 12 and 14 which are most directly affected by the proposal.
- Planning permission exists for an additional home and there must be clear-cut licensing reasons for the Council to decline this application. The applicants believe they have addressed all the licensing considerations.

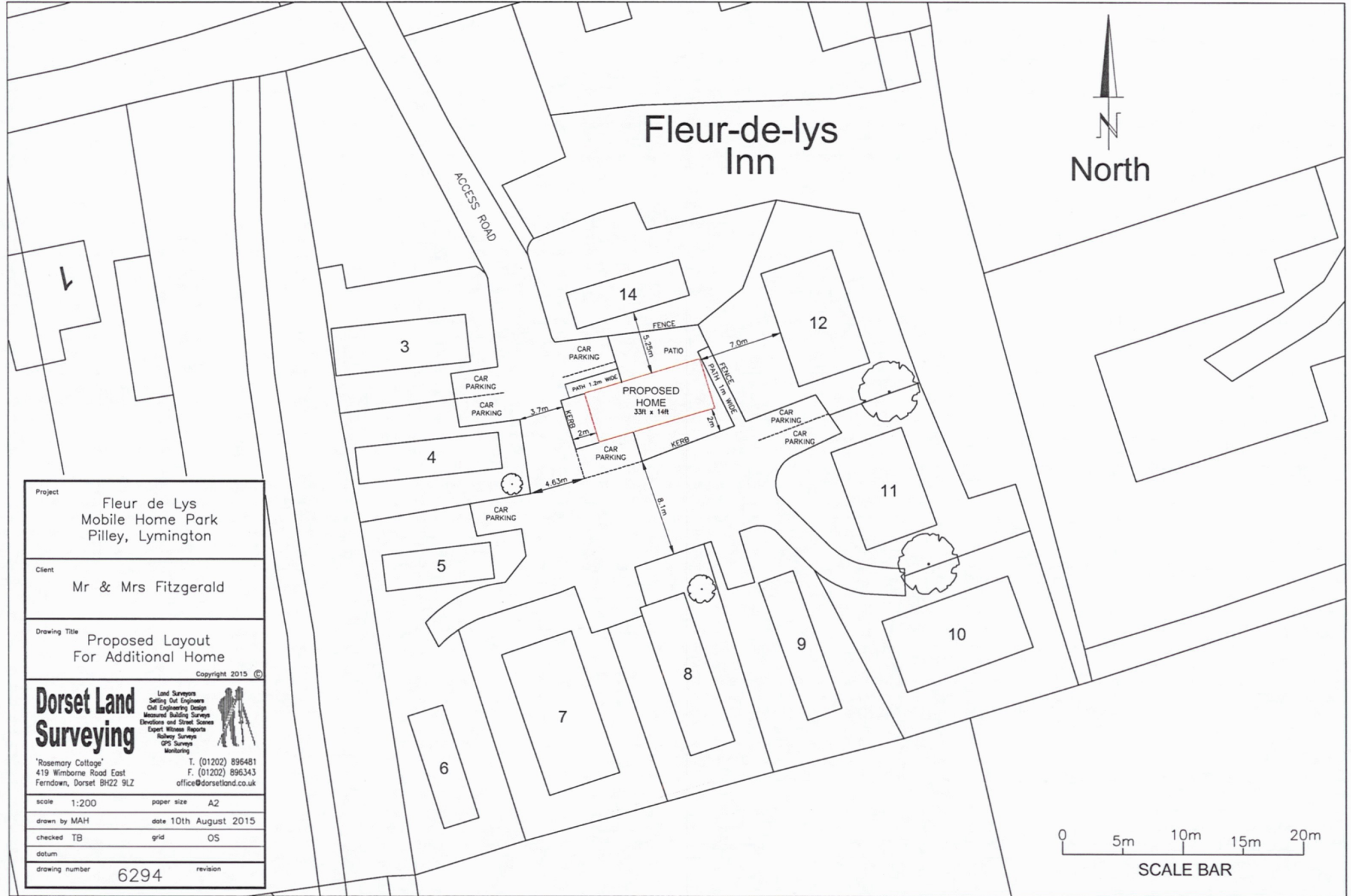
We are informed our clients paid the fee of £315 with their application in 2014 for the siting of the additional home and the application does not appear to have been formally determined. In the circumstances we assume the Council will be prepared to deal with the matters raised in this letter as part of the same process without payment of a further fee.

We look forward to hearing from you.

Yours faithfully

**TOZERS**

[t.beard@tozers.co.uk](mailto:t.beard@tozers.co.uk)



Project		Fleur de Lys Mobile Home Park Pitley, Lymington	
Client		Mr & Mrs Fitzgerald	
Drawing Title		Proposed Layout For Additional Home	
		Copyright 2015 ©	
<b>Dorset Land Surveying</b>		Land Surveys Setting Out Engineers Civil Engineering Design Measured Building Surveys Elevations and Street Scenes Expert Witness Reports Railway Surveys GPS Surveys Monitoring	
"Rosemary Cottage" 419 Wimborne Road East Ferndown, Dorset BH22 9LZ		T. (01202) 896481 F. (01202) 896343 office@dorsetland.co.uk	
scale	1:200	paper size	A2
drawn by	MAH	date	10th August 2015
checked	TB	grid	OS
datum			
drawing number	6294	revision	

## GENERAL PURPOSES AND LICENSING COMMITTEE – 3 DECEMBER 2015

### APPLICATION TO VARY SITE LICENCE CONDITIONS WESTWOOD AND GLENDENE MOBILE HOME PARK

#### 1 INTRODUCTION

- 1.1 Haulfryn Group Limited holds a caravan site licence in respect of Westwood and Glendene Mobile Home Park. The site licence includes a condition which restricts the maximum number of homes on the site to 150.
- 1.2 An application has been received from Haulfryn Group Limited to vary the licence, to increase the maximum permitted number of caravans on the site to 158.

#### 2 CURRENT SITUATION

- 2.1 The conditions attached to the caravan site licence for Westwood and Glendene state that the total number of residential caravans on the site shall not exceed 150 at any time. A copy of the existing site licence is at **Appendix 1**.
- 2.2 A plan of the site is at **Appendix 2**.
- 2.3 Westwood and Glendene Mobile Home Park has planning permission that does not limit the number of caravans that may be located on the Park.

#### 3 CURRENT APPLICATION

- 3.1 The application and plan are at **Appendix 3**. The application is for 8 caravans to be placed onto three distinct areas of the site. The first is an area currently known as Glendene Green (identified as The Villas on the application plan). The second is part of Westwood Greens (identified as The Green on the application plan). The third is the site occupied by Westwood Bungalow (identified as Bungalow on the application plan).
- 3.2 Glendene Green and Westwood Greens are currently open spaces of grass. Haulfryn Group Limited proposes situating three park homes in each of these locations. Westwood Bungalow is a brick bungalow, which Haulfryn Group Limited intends to demolish to provide space for two additional park homes. Photographs of the three sites on which the applicant proposes to place the new homes are at **Appendix 4**.

#### 4 HISTORY

- 4.1 Prior to 1994 Glendene Green was substantially larger and included the area now known as The Villas.
- 4.2 In 2000 Haulfryn Group Limited applied to increase the number of homes on the site from 144 to 149 through the addition of 5 new homes to Westwood Greens. This was refused by the General Purposes and Licensing Committee on the grounds that the amenity space for the residents needed to be safeguarded and their quality of life maintained. An appeal by the applicant was heard at the Magistrates' Court and was dismissed, with costs awarded to NFDC.
- 4.3 In 2003 Haulfryn Group Limited applied to increase the number of homes on the site from 144 to 150 through the addition of 6 new homes to an area to the east of the site. This was refused by the General Purposes and Licensing Committee on the

grounds that the siting of additional caravans would restrict the amenity land available to existing residents, and that existing open space needed to be safeguarded in order to protect the quality of life of existing residents. They also considered that the proposed location of the caravans was inappropriate as it was susceptible to flooding. An appeal by the applicant was heard at the Magistrates' Court and was allowed, as Magistrates concluded that to restrict the development of this land would be unduly burdensome. Consequently the site licence was amended to permit the current maximum of 150 homes on the site.

- 4.4 In 2014 a single home was placed on part of Westwood Greens. At that time there were 149 homes stationed on the site, and this development did not require a change to the licence as it increased the total number of caravans on the site to 150.

## **5 RELEVANT LEGISLATION/STANDARDS**

- The Caravan Sites and Control of Development Act 1960
- Model Standards 2008 For Caravan Sites In England

- 5.1 Under section 5 of the Caravan Sites and Control of Development Act 1960, a local authority may attach such conditions to a site licence as it considers necessary or desirable to impose on the occupier of the land in the interests of persons dwelling thereon in caravans, or of any other class of persons, or of the public at large.

- 5.2 The conditions which the local authority may impose include (but are not limited to) conditions:

- (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.

- 5.3 The local authority should not attach to the licence conditions which are unduly burdensome to the site licence holder.



- 5.4 In applying any conditions to a site licence the local authority is required to have regard to any model standards specified by the Minister for Housing and Local Government. The current Model Standards were issued in 2008.
- 5.5 The Model Standards represent those standards normally to be expected as a matter of good practice on caravan sites. They should be applied with due regard to the particular circumstances of the relevant site, including its physical character, any relevant services, facilities or other amenities that are available within or in the locality of the site and other applicable conditions.
- 5.6 The 2008 Model Standards include the following provision regarding communal recreation space: "Communal Recreation Space - On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site."
- 5.7 Explanatory notes attached to the 2008 Model Standards state, in relation to model standard 14:

*"This standard should only be applied if the local authority is satisfied that it is both practicable to provide recreation space on the site and there is insufficient recreation space off the site in the near locality.*

*It will only be practicable to provide such space on the site if there is sufficient open space which is available and it is possible to safely use that space for recreation. The standard requires the local authority to consider the need for recreation space; it does not require it to consider the need for recreation facilities, although the local authority may consider that need as part of a licence condition. The larger the site the more recreation space or spaces may be needed. On small sites there may be no need for space at all. In deciding whether it is practicable to provide the space the authority should also consider the site layout, the availability of private open spaces (e.g. within the pitch), the availability of other amenities on the site (e.g. club houses) and the age and number of residents on the site.*

*On site recreation space may be considered unnecessary if there is sufficient suitable space available off site within close (walking) distance of it. The space must, however, be freely accessible by the public, such as a municipal park, commons land, and greens or any part of the countryside to which the public have a right to walk."*

## **6 CONSULTATION WITH RESIDENTS**

- 6.1 On 30 September 2015, following receipt of the application to amend the site licence, the Council received a petition, with 140 signatures from residents objecting to the variation of the licence.
- 6.2 On 7 October 2015 the Council sent a letter to all residents, inviting their comments on the application to vary the site licence. The Council received 62 written responses to this consultation, and some residents contacted the Council by telephone to express their views. A few respondents contacted the Council more than once.

Of the written responses received, 60 objected outright to the proposal. The main objection was the loss of valued green space. Residents described how the loss of green spaces would be of significant detriment to their enjoyment of the park.

- 6.3 Of the 2 residents that did not object outright, one did not object to the proposal, but proposed measures to ensure the privacy of residents. The other resident objected to the development of Westwood Greens but did not object to the development of Glendene Green. However, the resident considered that three homes on Glendene

Green was too many but that an alternative of two homes in that location would help retain a sense of openness.

- 6.4 A number of residents expressed support for the existing residents of the Bungalow, who they felt were being forced out. However, none of the responses suggested that the Bungalow should be retained for the benefit of residents of caravans on the site. One comment suggested that both bungalows on the site could be redeveloped instead of the green space.
- 6.5 In addition to the loss of green space, representations received by the Council fall into the following broad categories
- Gradual loss of other amenities including clubhouse and benches;
  - Possible accidents on the roadways;
  - Loss of parking space and additional demand;
  - Increased traffic movements;
  - Additional load placed on the existing electrical supply;
  - Value of homes;
  - Additional load placed on the existing sewerage system;
  - Land drainage and subsidence;
  - Possible affect on water pressure;
  - Disruption during building works;
  - Application did not consider impact on residents; and
  - Expectation the green space would remain.
- 6.6 A summary of all the residents' representations is attached at **Appendix 5**.

## **7 OFFICER'S VIEWS ON THE PROPOSED VARIATION**

- 7.1 The proposal is to place 3 caravans on part of Westwood Greens (The Green), 3 caravans on Glendene Green (The Villas) and 2 more on a piece of land currently occupied by Westwood Bungalow. This would result in a significant reduction in the area of green open space on the site.
- 7.2 The approximate area of the whole site and green spaces within it have been calculated using New Forest District Council Forestmap. The entire Westwood and Glendene site covers an area of 52,000m<sup>2</sup>. There are a number of areas which may feasibly be used by residents for recreational purposes. These areas are as follows: i) Forest Walk (380m<sup>2</sup>) is a footpath running along the North Western boundary of the site; ii) the land running along the front of 26, 27 and 28 Westwood Park (453m<sup>2</sup>); iii) the land below 1 The Green (320m<sup>2</sup>); and iv) the strip of land adjacent to the oak tree at the entrance to Glendene Park (224m<sup>2</sup>). The sum of this land totals an area of 1377m<sup>2</sup>. When added to the grass areas proposed for development (1800m<sup>2</sup>), the total area of land currently available for recreational purposes is 3177m<sup>2</sup>. This is 6.1% of the total area. The proposed loss of Westwood Green and Glendene Green would reduce the overall recreational land by 3.5% to a total of approximately 2.6%. Therefore, the current provision of recreational space is less than 10%, and would be significantly reduced if the proposals are accepted. The location of the spaces referred to above are shown in **Appendix 6**.
- 7.3 The Act requires that, when deciding what (if any) conditions to attach to a site licence, the authority must have regard to the model standard conditions. The current model standards require that 10% of the total area of a site should be allocated for recreational purposes where practical. The variation proposed would reduce the available recreational space on the Park from approximately 6.1% to 2.6%.
- 7.4 The proposal would mean the loss of the two main (usable) areas of the site that are laid to grass. These open grass areas are currently available on the Park for the use

of residents. Residents use these spaces for recreational activities and social gatherings. The proposal would remove Glendene Green and leaves only a small part of Westwood Greens. This is small in comparison and is unlikely to be used for a social gathering because of its size (approximately 21 x 14 metres).

- 7.5 The Park is located on the B3055 road. The residents are predominantly elderly and through reduced mobility may be less able to travel to off-site recreational space. The nearest public open space is in New Milton, at Ballard Water Meadows which is approximately 0.7 miles from the Park if walked. For some residents this distance is too far to walk and requires crossing two roads that can be busy. It is therefore considered that there are not adequate recreational facilities within a close proximity to the site.
- 7.6 Westwood & Glendene is a large site with 150 mobile homes. The existing homes each have their own small garden area. However, the individual gardens are not large enough to accommodate a gathering of more than a few people.
- 7.7 Westwood Greens and Glendene Green are attractive spaces which give the park an open feel, which is significant to the character of the park. If these green spaces were lost, the character of the park would be significantly altered.
- 7.8 Over a number of years there has been a gradual erosion in the amount of available recreational space on the Park. This has come about as a result of the addition of new homes to the site. Examples include Forest Walk in 2003 and 1 The Green in 2014. Another amenity was the clubhouse (a brick building) demolished earlier this year and the land used to site a new mobile home.
- 7.9 When attaching conditions to a site licence, The Caravan Sites and Control of Development Act 1960 requires that the local authority must have regard to the model standards. The 2008 Model Standards state that, where practical, suitable space equivalent to about one tenth of the site shall be allocated for recreational purposes, unless there are adequate recreational facilities within a close proximity to the site. Whilst it would not be practical to require that 10% of the site be allocated as recreational space (as the available space is already less than this) it is considered practical to continue to provide the existing level of recreation space on site, as the space is already there and being used by residents.
- 7.10 The plan submitted by Haulfryn Group Ltd shows that one of the new homes will be positioned in an area adjacent to Westwood Greens, which is currently designated for visitors' parking. If alternative visitor's parking is not to be provided, the development will mean that 6 visitors' parking spaces will be lost. A site visit on 16 November 2015 found 5 out of the 6 parking spaces in use. It has not been possible to establish whether sufficient parking spaces would remain to meet the needs of residents and their visitors. However, it may be noted that many residents on the site are elderly, and likely to be visited in their homes by family and carers.
- 7.11 Residents expressed concern about the increase of traffic on the narrow site roads. This has been considered in relation to the existing licence conditions that set minimum road widths. The roads are considered wide enough to comply with these requirements and it is considered that the increase in traffic is unlikely to be of significance.
- 7.12 Residents expressed concern about the effect the proposal will have on property values. This was of most concern to owners with properties overlooking the green spaces. Haulfryn have offered to buy back at market value the homes of those affected by the development if they do wish to sell as a result of the development

going ahead and also to forgo the 10% commission that is normally due to the site owner on a park home sale.

- 7.13 In considering what conditions to attach to a licence, the Council should consider the interests of persons dwelling thereon in caravans, or of any other class of persons, or of the public at large. It is not considered that the public at large or any other class of persons would be affected by the variation sought by the applicant, although in the Officer's view the interests of persons dwelling on the park in caravans would be affected.
- 7.14 The Council should not impose conditions on a licence which are unduly burdensome. Haulfryn Group is running a commercial enterprise, and they will wish to maximise revenues from the site. However, any development must take into account the impact on residents of further development. Given that the loss of Westwood Green and Glendene Green would, in the Officer's view, be significantly detrimental to the residents of the site, it is not considered that it would be unduly burdensome to require Haulfryn Group Ltd to retain Glendene Green and Westwood Green for the recreational benefit of the existing residents of the site and for amenity purposes.
- 7.15 The Council has not seen any evidence that the proposed variation would have any bearing on the following matters which were raised by some residents: the problems with sewage, the potential problems with additional load placed on the existing electrical system, poor water pressure, inadequate street lighting, poor land drainage.
- 7.16 In considering the application for a variation of the site licence, the Council cannot take into account concerns about the existing residents of the Bungalow being required to leave their home. It is not considered that the demolition of the Bungalow and the siting of two new park homes on that space would be detrimental to the interests of residents dwelling in caravans on the site. However, it is considered that the impact of siting of 3 additional caravans on each of Westwood Green and Glendene Green would be significant and therefore Officers consider that the application to vary the site licence should be rejected.

## **8 APPEAL**

- 8.1 Should the General Purposes and Licensing Committee refuse to vary the site licence conditions as applied for, the site licence holder may appeal to the First-tier (Property Chamber) Residential Tribunal.

## **9 FINANCIAL IMPLICATIONS**

- 9.1 There are no financial implications to the Council as a result of this report.

## **10 ENVIRONMENTAL IMPLICATIONS**

- 10.1 The only environmental implication is a reduction in the area of the land given over as green space on the site.

## **11 CRIME AND DISORDER IMPLICATIONS**

- 11.1 There are no direct crime and disorder implications arising from this report.

## **12 EQUALITY & DIVERSITY IMPLICATIONS**

12.1 There are no equality and diversity implications arising from this report.

### **13 RECOMMENDATION**

13.1 That the Committee refuses the application from Haulfryn Group Limited for an increase in the maximum number of caravans which may be sited on the Westwood and Glendene Mobile Home Park, on the following grounds:

Westwood Green and Glendene Green are of significant amenity value to the residents of the site. The two greens are used for recreational purposes, and give the park an open feel which enhances the character of the park. The nearest off-site recreational space is 0.7 miles away (on foot) and involves crossing two busy roads, and it is not practical for elderly residents with reduced mobility to walk this far to access recreational space.

If park homes are placed on Westwood Green and Glendene Green, the amount of open space on the site will be reduced to approximately 2.6%, which is insufficient on such a large site.

#### **For further information contact:**

**Name: Stephen Stone**  
**Title: Environmental Health Manager**  
**Tel: 023 8028 5588**  
**E-mail: [Stephen.stone@nfdc.gov.uk](mailto:Stephen.stone@nfdc.gov.uk)**

#### **Background Papers:**

**Caravan Sites and Control of  
Development Act 1960**  
**Model standards 2008 for  
caravan sites in England**

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No: 314/00/27
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**CARAVAN SITES AND CONTROL  
OF DEVELOPMENT ACT 1960,  
SECTION 3  
LICENCE**

**The NEW FOREST DISTRICT COUNCIL  
being the Local Authority under the above Act HEREBY LICENCE,  
subject to the conditions ' R ' attached**

Of: **Haulfryn Group Ltd  
Willows Riverside Park  
Maidenhead Road  
Windsor  
Berks  
SL4 5TR**

Being the OWNER/OCCUPIER of land situated at **Westwood & Glendene Mobile Home Park,  
Bashley Cross Road, New Milton,  
BH25 5TB**

Name of Site **Westwood And Glendene Mobile Home Park**

**Who is/are entitled to the benefit of Planning Permission, Ref No. LYB/C/88 LYB/C/2 for the use of the above land as a caravan site granted under Part III of the TOWN AND COUNTRY PLANNING ACT 1990, otherwise than by a development order**

**This Licence continues from Licence 280/27/94; 40/92; 283/27/95 and 293/97/27 and is issued in perpetuity**

**DATED the 10 August 2010 (as amended 28 June 2013)**

**Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA.**

*A E Righton*

**HEAD OF PUBLIC HEALTH AND COMMUNITY SAFETY  
ON BEHALF OF THE COUNCIL**







My Ref: CLIC/07/00170  
Your Ref: 314/00/27  
Date: 10 August 2010

**Caravan Sites and Control of Development Act 1990**  
**Westwood And Glendene Mobile Home Park**

THIS LICENCE DOES NOT PURPORT TO CONVEY ANY APPROVAL OR CONSENT WHICH MAY BE REQUIRED UNDER THE TOWN AND COUNTRY PLANNING ACTS OR WHICH MAY BE REQUIRED UNDER ANY OTHER ACTS INCLUDING BYELAWS, ORDERS OR REGULATIONS MADE UNDER ANY SUCH OTHER ACTS INCLUDING THE BUILDING REGULATIONS.

WESTWOOD & GLENDENE MOBILE HOME PARK  
BASHLEY CROSS ROAD  
NEW MILTON  
BH25 5TB

*A E Righton*

Head of Public Health and Community Safety

NEW FOREST DISTRICT COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

CONDITIONS ATTACHED TO LICENCE NUMBER: **314/00/27**

DATED: **10 August 2010**

FOR: **Westwood & Glendene Mobile Home Park, Bashley Cross Road, New Milton, BH25 5TB**

For the purpose of these conditions the following definitions will apply:

“Mobility” means capable of being moved.

“Caravan” means any structure designed or adapted for human habitation etc, as detailed in Section 29 of the main Act.

Where an enclosed porch is added on to a main caravan, this is considered to be part of the caravan for the purposes of calculating the distance that the caravan is from any other caravan on the site.

STANDARD CONDITIONS

1. a) The total number of residential caravans on the site shall not exceed **150 (One Hundred and Fifty)** at any time.  
b) Caravan standings shall be located on the site in the positions indicated by a numbered rectangle on the approved plan attached, provided by the site owner.
2. a) No tents, touring caravans or other structures shall be erected or retained on the site without the consent in writing of the Council.  
b) The boundaries of the site shall be clearly identified by fences or hedges.  
c) A 3 metre wide area shall be kept clear within the inside of all boundaries.
3. Whilst any caravan is stationed on the site:  
a) it shall be not less than 6 metres from any other caravan on the site, and  
b) It shall not be within 2 metres of any carriageway or highway or within 3 metres of any boundary of the site, unless prior written approval is received from the Council.

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4. No residential caravan shall be stationed on the site unless it:
  - a) is of a proprietary or similar type, complying with the version of BS 3632 applicable on the day the unit was placed on the pitch.
  - b) is maintained in such a condition as to be capable of transportation.
  
5.
  - a) Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Roads shall be not less than 3.7 metres wide or, if they form part of a clearly defined one way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide with a minimum height clearance of 3.7 metres.
  - b) Each standing shall be connected to a road by a footpath with a hard surface. Footpaths shall be not less than 0.75 metres wide and each caravan shall be provided with an adequate footpath to serve its entrances.
  
6. Every caravan shall stand on a hard standing constructed of properly made concrete not less than 100mm in thickness, or other suitable material to the satisfaction of the Council, which shall extend over the whole area occupied by the caravan placed upon it.
  
7.
  - a) Suitably surfaced car parking spaces shall be provided, with space for one car for every caravan standing. Each space to be readily accessible and of minimum dimensions 5 metres x 2.5 metres.
  - b) Car ports are not allowed within the 6 metre space.
  - c) A garage is allowed within the 6 metre space providing it is wholly incombustible and does not obstruct means of escape in case of fire from the units.
  - d) Plastic or wooden boats must not be parked between units.
  - e) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan
  
8. All sites shall be provided with a water supply in accordance with appropriate water byelaws and statutory quality standards.
  
9. Each residential caravan standing shall be provided with a water supply piped within the caravan.
  
10.
  - a) The site shall be provided with an adequate and properly constructed foul drainage system and for this purpose there shall be laid a proper drain discharging into a properly constructed (sewage disposal system). The drain shall be provided with a sufficient number of branch drains and a trapped gully for every caravan. The branch drains shall be capable of being made air tight when not in use.
  - b) All waste pipes from each caravan shall discharge over the trapped gully provided for the caravan.

Contd/...

11. Each caravan or caravan standing shall be provided with a water closet and bathing facilities, connected to the foul drainage system.
12. Every site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.
13. Each caravan standing shall be provided with a suitable approved refuse receptacle and arrangements shall be made to the satisfaction of the Licensing Authority for such receptacles to be emptied regularly.
14.
  - a) At least 2.75m<sup>2</sup> of covered storage space, capable of being locked, shall be provided for each caravan standing. The structure shall be separate from the caravan it serves and not less than 4.5 metres from any other caravan unless the structure is wholly constructed of incombustible materials when the distance from any other caravan shall be not less than 1.5 metres.
  - b) Windows in such structures shall not face towards units on either side.
15.
  - a) FIRE POINTS shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "FIRE POINT" and housed in a weatherproof structure.
  - b) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
  - c) A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the Fire Authority shall be sought on an appropriate system.
  - d) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by or on behalf of the Licensing Authority. A log book shall be kept to record all tests and any remedial action.
  - e) All equipment susceptible to damage by frost shall be suitably protected.

- f) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone.

This notice shall include the following:

“On discovering a fire

- 1) ensure the caravan or site building involved is evacuated
- 2) raise the alarm
- 3) call the fire brigade (the nearest telephone is sited .....
- 4) attack the fire using the fire fighting equipment provided if it is safe to do so.

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

- g) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.

The space between and beneath caravans shall not be used for the storage of combustible materials.

16. a) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- b) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

17. Where children live on the site, space equivalent to about one-tenth of the total area shall be allocated for children’s games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

18. A copy of the Site Licence with its conditions shall be either:

displayed prominently on site;

or be available to view;

or be drawn to the attention of the residents.

19. a) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

- b) Any electrical installations other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force, and where appropriate to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988 S.I. 1988 No. 1057.
- c) Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.

The inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

- d) Roads shall have no overhead cable less than 4.5m above the ground.

- 20. The bringing of caravans on to the land is prohibited until the works required by the conditions attached to this Licence have been carried out to the Council's satisfaction.
- 21.
  - a) No porch or addition may be erected adjacent to any caravan without prior written consent of the Council. It shall be constructed of such materials as will not increase the fire risk.
  - b) A porch may protrude 1 metre into the 6 metre space providing it is of open construction. If they are enclosed, they will be considered as part of the unit and, as such, shall not intrude into the 6 metre space.
  - c) Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they will be considered as part of the unit and, as such, shall not intrude into the 6 metre space.
- 22. Prior written notice must be given to the Council of the replacement of any residential caravan, and no variation in the layout of the site shall be made without the prior written approval of the Council.
- 23. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

24. Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance and local doctor can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
25. All notices must be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

*A E Righton*

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# HAULFRYN - WESTWOOD & GLENDENE PARK

## PROPOSED 7No. RESIDENTIAL HOME DEVELOPMENT - EXISTING LAYOUT OVERVIEW

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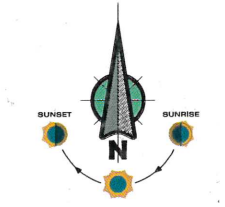
Page 63



EXISTING LAYOUT OVERVIEW  
SCALE 1:1000



EXISTING LAYOUT OVERVIEW  
SCALE 1:500



- LEGEND
- SITE OWNERSHIP BOUNDARY
  - DEVELOPMENT AREAS



A	RED LINE BOUNDARY AMENDED	SLM	06.09.15
Rev.	Drawn	Name	Drawn
AMM ARCHITECTURAL PARTNERSHIP LLP			
<b>AMM</b>			
40 CAMBRIDGE ROAD HATFIELD, Herts AL10 1DF T: 01438 290222 F: 01438 290333 E: amm@amm-am.co.uk W: www.amm-architectural.co.uk			

<b>HAULFRYN GROUP LTD.</b>			
Site Address <b>WESTWOODS &amp; GLENDENE PARK</b> BASHLEY CROSS ROAD, NEW MILTON, HAMPSHIRE BH52 5TA			
Project <b>PROPOSED 7No. RESIDENTIAL HOME DEVELOPMENT</b>			
Drawing Title <b>EXISTING LAYOUT OVERVIEW</b>			
Date	Scale	Drawn	JD
AUG. 2015	1:1000 / 1:500 @ A1		
Computer File Name		Checked by	
3782-100-101A_Existing_Site_Plan.dwg			
Status	<b>SKETCH SCHEME</b>		Revision
Drawing Number	<b>3782-100</b>		<b>A</b>

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APPLICATION FOR THE ALTERATION OF CONDITIONS ATTACHED TO A CARAVAN SITE LICENCE

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

To be completed by the licensee:

- 1. Name of Site Westwood and Glendene Mobile Home Park...
2. Address of Site.....Bashley Cross Road, New Milton, Hants...Postcode.... BH25 5TA.....
3. Name of licensee/s or name of company where applicable...Haulfryn Group Ltd.....
4. Licence No(s) 314/00/27.....
5. Please state numbers of units specified on current licence(s):
Static ..... Residential .....150..... Touring Caravan .....
Tents .....Touring Units (Combination of caravan & tents) .....

Is this application for:

- Change of licensed numbers? YES/
Change of type of units on site? NO
Change of site boundary line? NO
Other? Please specify.....

Details of application .....

This application is for amendment to Condition 1 in order to increase the maximum permitted numbers of residential mobile homes to 158. This is to accommodate proposed development of 8 additional mobile homes on areas within the existing site boundary. A site plan is submitted showing the location of the proposed new pitches. Planning permission is not required for the increase in permitted numbers as confirmed by letter from New Forest National Park as local planning authority.

(See covering letter and enclosures for details and confirmation)
.....
.....

Cont/...

**Please ensure you have given details of all the site licence conditions relevant to this application. Please include information in support of your application. This will include correspondence consulting residents on relevant protected sites.**

Please state numbers of units requested on new licence(s):

Static..... Residential ..... 158..... Touring Caravan .....

Tents .....Touring Units (Combination of caravan & tents) .....

6. Planning consent reference(s) .....LYB/C/88 and LYB/C/2.....

**Please send copies of all relevant planning permissions where changes are proposed for type of units, numbers permitted on site, boundary lines and occupation dates.**

**Two copies of a site plan will be required where there are proposed changes to the layout of the site.**

**The existing site licence and conditions must be enclosed with this application to allow for amendment where appropriate.**

---

Signed..... Date.....04.09.2015.....

Name in block capitals.....RACHEL WHALEY (AGENT – BILFINGER GVA, 1<sup>ST</sup> Floor City Point, 29 King Street, Leeds LS1 2HL).....

Please give details if you are acting as an agent on behalf of the applicant

Address of applicant(s) (in case of a limited company, please give the registered office)

Haulfryn Group Ltd, Willows Riverside Park, Maidenhead Road, Windsor,Berks,  
Postcode....SL45TR.....

Contact Telephone Number .01753 861785.....

Mobile Telephone No... **07919 237070**..(Reg Butcher, Park Manager).....

A fee must be paid to the New Forest District Council when applying for a change in a site licence of a permanent residential home(s) meeting the definition of a relevant protected site. Please refer to the current charges published online at <http://www.newforest.gov.uk>. All other types of caravan site are free.

This application and documents can be posted with a cheque or delivered to a local Council Information Office when payment can be made by card or alternatively, by telephone 02380285505

**Office address and contact details: Environmental Health Services, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA Tel: 02380285230**

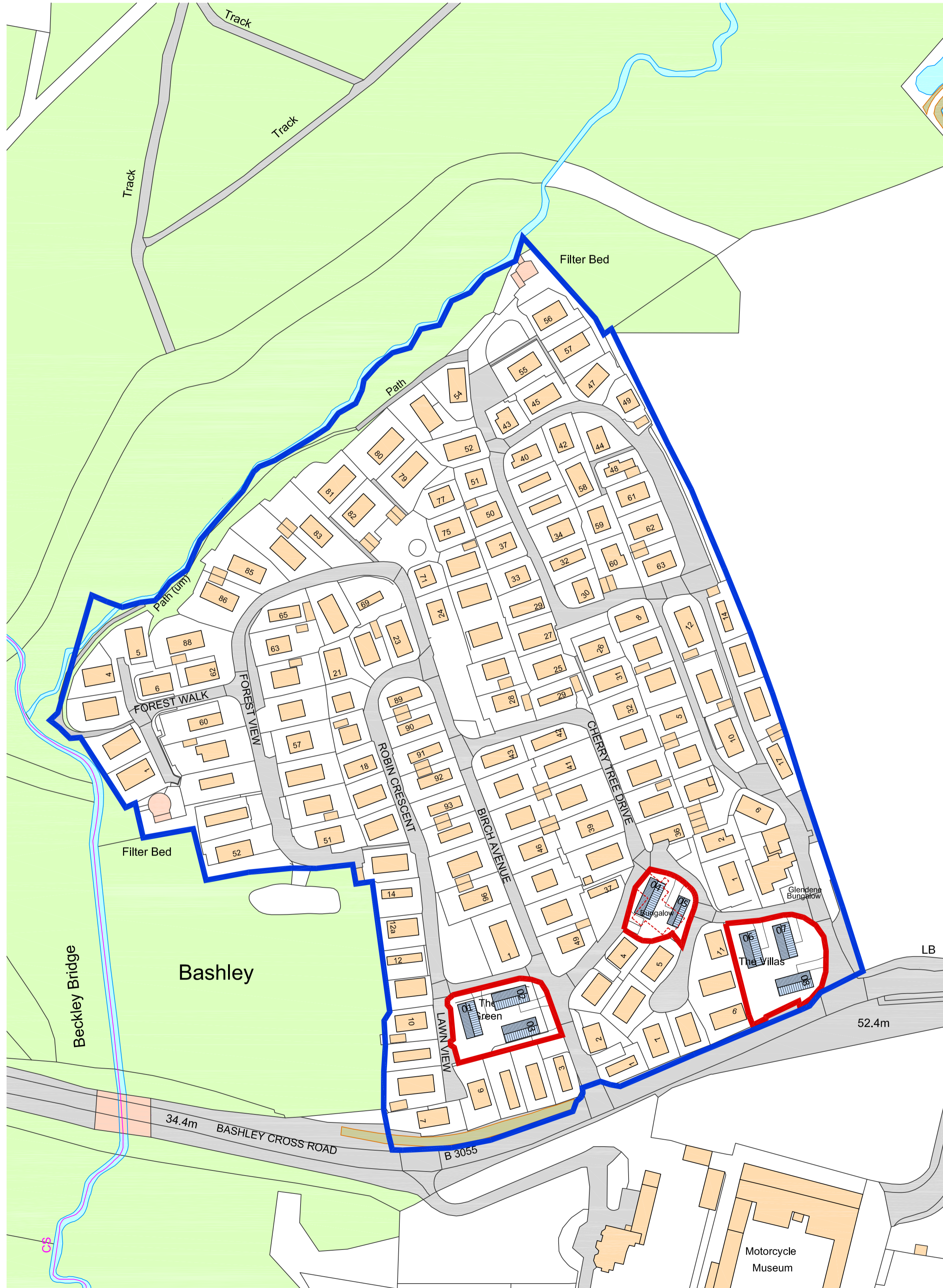
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Office Use      Budget code FL600 R424      Fund code 1132

# HAULFRYN - WESTWOOD & GLENDENE PARK

## PROPOSED 7No. RESIDENTIAL HOME DEVELOPMENT - PROPOSED LAYOUT OVERVIEW

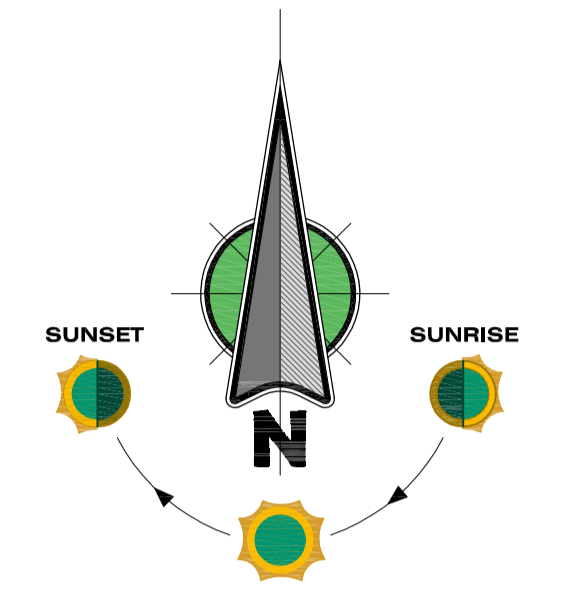
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PROPOSED LAYOUT OVERVIEW  
 SCALE 1:1000  
 Scale 1:1000 - 20mm=20m Metres



PROPOSED LAYOUT OVERVIEW  
 SCALE 1:500  
 Scale 1:500 - 10mm=5m Metres



- LEGEND**
- SITE OWNERSHIP BOUNDARY
  - DEVELOPMENT AREAS
  - BUILDING DEMOLISHED
  - RESIDENTIAL HOME UNIT  
12.8m X 6.1m (42ft X 20ft)  
(UNIT REF 01, 02, 03, 06, 07, 08)
  - RESIDENTIAL HOME UNIT  
14m X 6.1m (46ft X 20ft)  
(UNIT REF 04)
  - RESIDENTIAL HOME UNIT  
11m X 4.3m (36ft X 14ft)  
(UNIT REF 05)



Rev.	Details	SJM	04.09.15
Name	Date		
A	AMENDED AS CLIENT COMMENTS		

**A&M ARCHITECTURAL PARTNERSHIP LLP**  
 40 CAMBRIDGE ROAD  
 HASTINGS, EAST SUSSEX  
 TN34 1DT  
 T: 01424 200222  
 F: 01424 200333  
 E: admin@a-and-m.co.uk  
 W: www.amarchitectural.co.uk

Client: **HAULFRYN GROUP LTD.**  
 Site Address: **WESTWOODS & GLENDENE PARK**  
 BASHLEY CROSS ROAD, NEW MILTON, HAMPSHIRE  
 BH25 5TA

Project: **PROPOSED 7No. RESIDENTIAL HOME DEVELOPMENT**

Drawing Title: **PROPOSED LAYOUT OVERVIEW**

Date: **AUG. 2015** Scale: **1:1000 / 1:500 @ A1** Drawn: **JD**

Computer File Name: **3782-200A-201A Proposed Site Plan.dwg** Checked by: **.**

Status: **SKETCH SCHEME**

Drawing Number: **3782-200** Revision: **A**



Appendix 4: Photographs Westwood and Glendene Park – 16 November 2015



Glendene Green 1



Glendene Green 2



Glendene Green 3



Glendene Green 4





Glendene Green 5



Glendene Green 6



Westwood Greens 1



Westwood Greens 2



Westwood Greens 3



Westwood Greens 4



Westwood Bungalow 1



Westwood Bungalow 2



Westwood Bungalow 3

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## Appendix 5: Summary of residents objections and Comments

The following are a summary of the comments made by residents of Westwood and Glendene Mobile Home Park in their correspondence with New Forest District Council. An attempt has been made to broadly categorise them for ease of reading.

### Green Space

The majority of complaints received centre around the impact of the loss of the various green spaces on the site:

- The green space – particularly the Westwood Green is used by residents for social events, e.g. picnic (July), barbeque (August), hog-roast (September) and has been used for decades;
- The open spaces promote socialising by residents and their removal will inhibit community relationships.
- Residents who are able to use the greens to exercise on;
- Many residents discussed the impact that the loss of this open space would have on their wellbeing, health and welfare – both because it is used as mentioned above, but also because it is over looked by residents living near to it, and enjoyed on the entrance and exit to the site by all;
- For many residents the open space was the reason that they chose to live on this site rather than other sites. It is the most unspoilt site in the area, with lawns and shrubs. There is no other land for recreation nearby and the site is on a busy road;
- Aesthetics – the appearance of the park will be ruined, and it will no longer have a ‘park setting’ or a sense of openness;
- For some the greens are not considered a luxury, but a necessity;
- Homes have small gardens which are not large enough to accommodate children’s ball games, bicycles etc.
- Direct effects on residents who overlook the green spaces – loss of light to their homes, loss of outlook/view which is particularly of significance to those who are disabled and unable to leave their home, feeling of being boxed in;
- Loss of amenity – Over a number of years spaces have been lost – i.e. the development of The Villas resulted in loss of green space, loss of dog walking area for the creation of Forest Walk, loss of part of the green last year, removal of the clubhouse in the last year;
- Many residents identified that the green space was a selling point used in the past by Haulfryn and previous owners, and verbal assurances have been given about retention of such spaces in the past;
- Claims that the removal of the green spaces is discrimination against the elderly/infirm who cannot travel to other recreational spaces other than by infrequent buses from the site. The nearest is in New Milton;
- The entrances to both sites will be drastically altered;
- The green spaces are used by visiting grandchildren to play on;
- The current fire meeting point are on the grass areas;
- Alternative space provided is too close to surrounding properties and very close to road on two sides;
- Query in relation to the ‘private’ road used by 3,4 and 5 Westwood overlooking the green and whether this will be used by new homes. One response thought that the existing driveway had been incorporated into one of the new plots.

### Site Amenities

Some residents mentioned an overall erosion in amenities on the site. There used to be a club house which was removed recently. There was also a memorial garden which has been removed, turfed over and the plaque also removed. Benches on the woodland walk have not been replaced since works were done on this area of the site. Historically a fish pond has been filled in and allotments lost.

### Strength of Feeling of Residents

A number of residents wrote to highlight the strength of feeling residents felt. The attendance of the residents' meeting held by Haulfryn was discussed, Over 100 residents attended the public meeting.

### Accidents

There were concerns raised in relation to the speed of traffic driving up 'Beehive Hill' (on the main road) and the fact that one of the proposed homes (plot 08) is marked on the plan as being just inside the entrance to Glendene. Cars turning in to the site may need to stop if someone was exiting their drive, which could cause an accident. In addition the placing of homes on the Villas area may create restricted visibility accessing the road.

There was also concerns in relation to plot 05 – vehicles coming around the corner on the one way system towards the Glendene exit could collide with vehicles entering or exiting the plot.

Some residents were also concerned about possible crashes on site around the Glendene homes as the roadways here are well used.

There is already some congestion on the narrow roadways on site, and this will get worse.

### Bungalow

Although a number of residents considered that serving notice on the long-term and elderly residents of the bungalow was wrong, most objections were in relation to the green spaces and not the bungalow.

### Car Parking and Traffic

Many residents state that there is already a lack of car parking spaces for visitors on the site, particularly on the Westwood half of the site. There are concerns that if the 6 parking spaces currently on the edge of Westwood Greens are lost the situation will worsen.

Comments were made that roads are already narrow which means that they cannot be parked on by visitors, workmen, or care workers. New parking spaces have been promised on the site, but residents don't know where these may be.

There are concerns that the addition of more homes will put additional strain on the traffic on narrow site roads.

A resident commented that the open aspect of the entrance next to Glendene Green provides a view of the main road which would be lost if it was developed.



Road safety on-site – there are no pavements and the green spaces currently allows unhindered views of the roads.

One resident noted that there are no pavements on the side of the road adjacent to the park entrance, and residents' must be fast enough of their feet to cross the road to be able to walk off site.

### Restrictions Placed on Residents

General complaint that residents who own their property and yet have to put in writing any proposed changes – e.g. new kitchen, shower, fence heights etc. Also concerns for the elderly couple who are being removed from their home.

### Electrical Supply

A number of residents claim that the existing electrical supply is both unreliable and is 'underpowered'. Some people stated that the cables are of insufficient size to take the load and claim that there have been numerous power cuts. One resident made contact to notify a power cut affecting 40 homes on Westwood Park which it was claimed lasted about 8 hours on 21 October. One resident stated that when replacing their kitchen they were told they were not allowed an electric hob as well as an electric oven in addition to a kettle.

It has been stated that Haulfryn Group Ltd have promised to carry out improvements over a number of years.

### Value of Homes

Haulfryn stated during the residents' meeting that the proposed addition of high value homes will increase the value of the homes already on the site. This is contested by many residents, partly because many of them purchased their homes due to the openness of, and the pleasing appearance of the entrances to the site. Many residents feel that the value of homes, particularly those adjacent to the greens will be reduced.

### Water Pressure

A few people stated that water pressure on the site is low and new homes will make the situation worse. This appears to be a problem particularly on the Glendene site.

### Building Works

A resident raised concerns in relation to noise, dust and disruption during building works.

### Sewerage

A number of people state that the current sewerage arrangements are insufficient. Some people state that sewerage occasionally backs up on into homes, particularly at the bottom of site. One residents states that the row of homes adjacent to 10 Westwood Park are particularly prone to this. One resident claimed that sewerage has been known to spill out and flood gardens. Residents claim that Haulfryn have ignored pleas to repair the damaged

system. Some residents state that the issue is that the system uses in part old pitch fibre sewerage pipes which are liable to collapse and are only 100mm in diameter.

There are also allegations of poor smells on occasions emanating from the sewage works at the bottom of the site.

Some residents stated that Haulfryn Group Ltd have promised to carry out improvements over a number of years.

#### Land drainage

Some residents complained that land drainage is inadequate after heavy rain. This causes water to pool in places, and also because of the slope on the site to run down hill, sometimes down drives.

#### Verbal Advice Given to Residents

Two residents stated that when they bought their homes (in the past 2 years) they had been verbally told that licence restrictions prevented the development of the green spaces. Other residents had previously been told that the site was fully developed.

They also had confidence as the greens had not been touched since the site was first built.

#### Layout of new properties to avoid overlooking

One resident who did not object to the development of the green spaces requested that care be taken to ensure that new homes were positioned so as to prevent overlooking of and by new properties, and to maintain privacy. The resident also requested that new fencing between properties be of sufficient height to give privacy.

#### Alternatives Suggested by Residents

One resident did not object to the development proposals but asked that residents' privacy be retained. One resident did not objection to Glendene development, but considered that two homes would retain the open feel. They also suggested that the land beneath 1 The Green be developed, whilst saving the main area of Westwood Green. This would enable a total of 5 homes to be built. One resident also suggested that as a compromise to not building on the green spaces, both bungalow sites be demolished which would enable a total of 4 homes to be built.

#### Concerns in Relation to Haulfryn as a business

A number of residents were concerned that Haulfryn Group Limited are putting the needs of the business above those of the residents, and are not attempting to balance the welfare of the residence over the need to make money. Some residents stated that the site shouldn't be cramped like a holiday site, and that it will be made to feel like a prison if it is fully developed. One commented that Haulfryn do not care for residents, because if a resident isn't happy they can sell, at which point 10% of the sale price goes to Haulfryn. Another stated that there is a culture of ignoring and antagonising residents. Claims of management exert pressure and duress on lonely people on the park.

Some residents had a more balanced view and accepted that the Haulfryn Group Ltd is a company and needs to make money, but some considered that the proposals amounted to greed.

One resident claimed that Haulfryn do very little to justify the ground rent – i.e mow the lawns occasionally and clean the site roads twice a year.

### Legislation and Guidance

Some residents cited their understanding of the relevant legislation which is listed below:

- The 1983 Mobile Homes Act as amended by the Housing Act 2004 states that it is an offence for a site owner to carry out acts likely to interfere with the peace or comfort of a resident.
- Concern that the adequacy of the site is based on 1960s legislation when modern homes bear no resemblance to 1960s caravans – i.e. they are much larger and wider.

### Street Lighting

There were comments that the provision of street lights on the park is poor.

### Investment in the Park

Residents stated that the licensee promised to invest £7000 which had originally been set aside refurbish the clubhouse on site improvements, but there is no evidence of what has been done

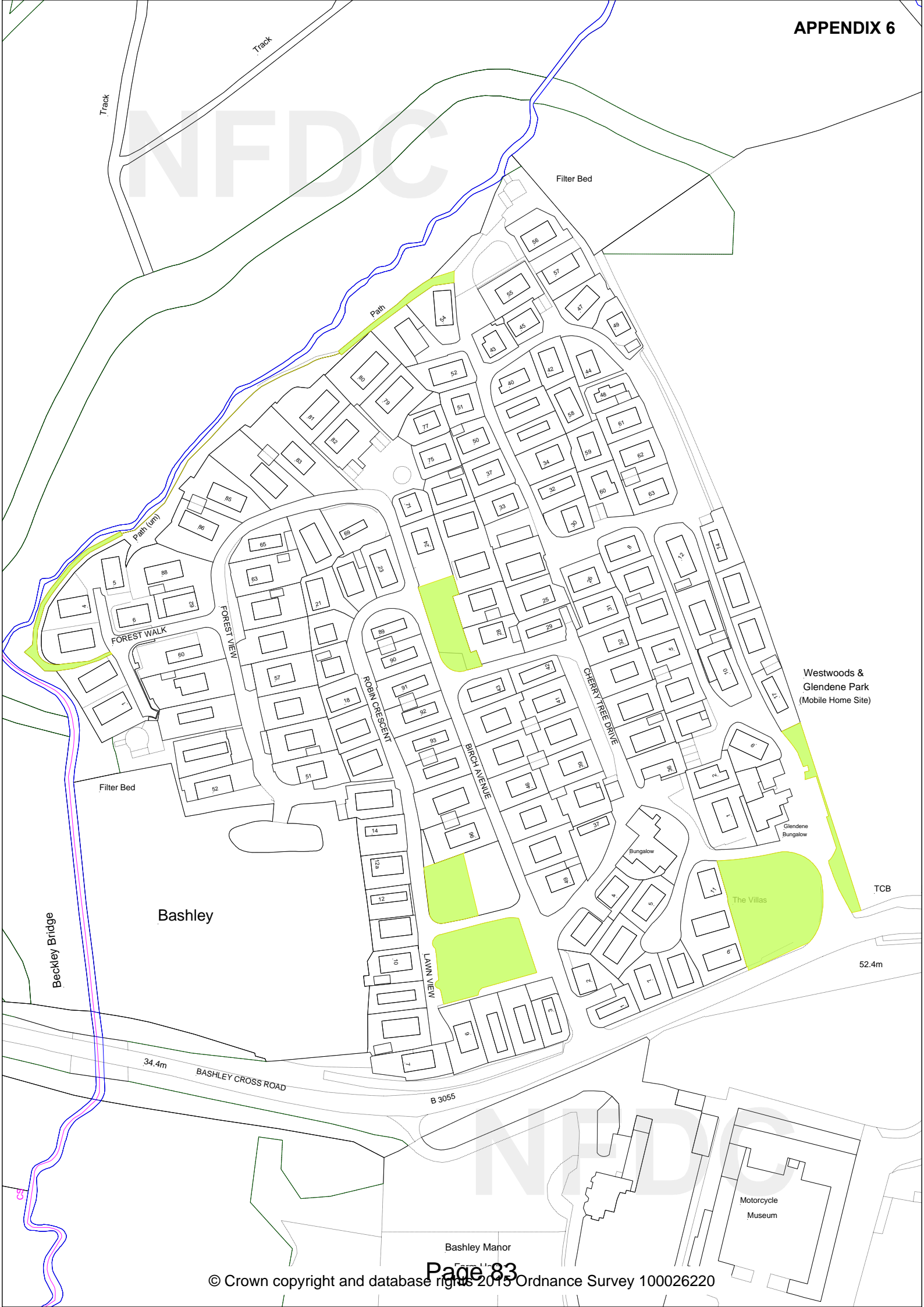
### Comments from Member of Parliament and County Council

A letter was received from County Councillor Alan Rice, objecting to the application, and requesting that the matter be determined by Committee.

The local Member of Parliament Desmond Swayne wrote to the Council on behalf of two residents of the site and requested that their representations be taken into consideration when determining the application.

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NFDC



Westwoods & Glendene Park (Mobile Home Site)

Glendene Bungalow

TCB

52.4m

Bashley

34.4m

BASHLEY CROSS ROAD

B 3055

Bashley Manor

Motorcycle Museum

The Villas

Bungalow

CHERRY TREE DRIVE

BIRCH AVENUE

ROBIN CRESCENT

FOREST VIEW

FOREST WALK

Filter Bed

Filter Bed

Path

Path (un)

Track

Track

Beckley Bridge

NFDC

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