

Unauthorised Traveller Encampment Action Process

Adopted: 8th September 2026

Date of Review: September 2030

This policy provides the detail for actions and expenditures to be undertaken in the event of unauthorised travellers setting up an encampment on all Cinderford Town Council owned land.

1 Notify Gloucestershire Constabulary first via 101 - the police have, in certain circumstances, the power to serve a Section 61 notice requiring the trespassers to leave – this is assessed on a case-by-case basis. Ensure to make a note of any reference no. (A section 61 can only be enacted by the Police and applies if any of three conditions have been met:

- 1) the unauthorised campers have caused damage to the land or property on the land;
- 2) they have used threatening or abusive language or behaviour to the landowner, a member of his family or his employee or agent;
- 3) there are six or more vehicles on the land)

2 Carry out welfare checks and report back if necessary.

3 Report online <https://www.gloucestershire.gov.uk/e-forms/unauthorised-occupation-of-land/> giving the details, location, and the police reference no.

4 The Town Council should speak to persons at the encampment to enquire how long they expect to be present and how many vehicles are likely to attend, and to clarify any byelaws that exist for the land. This MUST be undertaken by at least two members of staff, ideally the Clerk, Estate Manager and/or Maintenance Team. One member of staff MUST NOT visit a site unaccompanied. The police will, where possible, be requested to accompany members of staff. Councillors may offer to accompany staff if required. Those attending the encampment must take a mobile telephone.

5 The Town Council will supply bin bags and request the travellers to deposit their rubbish in these and leave them at an agreed spot for easier clearance. Any instances of abusive behaviour or criminal damage should be reported to the police. The Town staff or Councillors MUST not put themselves at unnecessary risk or engage in a confrontation.

6 If the police can serve a section 61 notice, as landowner the Parish will need to be represented and ask the travellers to leave before the notice can be served. The Police will then manage the process of eviction.

7 If the police do not serve a section 61 notice, then as Landowner the Parish will need to take steps to remove the encampment. A judgement call may be required as to whether it is worth pursuing if the encampment is intending to move on quickly.

The Clerk will make this judgement call. If the Clerk is not available (e.g., on holiday) then the Estates Manager can make a judgement call.

8 The Clerk will put an Enforcement Agency on standby should the encampment not leave by the agreed date/time. The Clerk will also notify both Gloucestershire Constabulary and the Council liaison notified of the date/time and appointment of the Enforcement Agency.

8 Contact should be sought to notify the insurance company

9 The Clerk is authorised to spend up to £5,000 on bailiff fees without further recourse to Council. If this fund is insufficient (this will typically remove up to 8 caravans) the Clerk can seek permission from the Council via email. Any spend will then be put through the usual payment process for retrospective approval via Council.

10 Once the encampment has vacated a clear up will be required. Any damage to fencing or other access points and the land itself will require immediate repair. The Clerk is authorised to spend up to £1,000 on immediate repairs without further recourse to Council. If this fund is insufficient the Clerk must seek permission from the next available Council meeting or, if more urgent attention is required, the Estates & Finance Committee. Any spend will then be put through the usual payment process for retrospective approval via Council.

11 All sites should be inspected annually (in the early spring) for vulnerabilities to be identified.

Useful links:

[Police and crime fact sheet about unauthorised encampments](#)

[Unauthorised encampments 2022 policing act](#)

[Powers to remove unauthorised campers](#)

[Powers to remove trespassers on land](#)