DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	18 NOVEMBER 2020	7

CARAVAN SITE LICENSING- MEADFOOT CARAVAN PARK HOLIDAY SITE LICENCE

PUBLIC ITEM
This item is for consideration in the public part of the meeting.

SUMMARY

An application has been received from the site owner to amend Condition 2 of the site licence to bring the spacing requirements into line with the model standards for holiday sites.

RECOMMENDATION

That the Committee considers approval to amend condition 2 of the site licence from -

"Every caravan shall be not less than six metres from any other caravan in a separate occupation, and not less than 2 metres from a carriageway."

to

*"Every caravan shall be not less than **five metres** from any other caravan in a separate occupation, and not less than 2 metres from a carriageway."*

SUMMARY OF PREVIOUS DECISIONS

13th March 2019 – Public Protection Committee resolved to amend conditions 2 & 26 on the site licence.

13th February 2020 – Planning application granted for redevelopment of Meadfoot caravan park comprising: (1) removal of existing caravans and demolition of existing amenity buildings; (2) Siting of 30 new caravan bases; (3) reconfiguration of existing internal access road; and (4) Amalgamation of existing accesses off Cartford Lane to provide combined access for Meadfoot and Hurst Lee Caravan Parks including erection of entrance wall up to 2.2M in height around access.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	√

REPORT

1. Meadfoot Caravan site benefits from a holiday site licence allowing for 37 holiday caravans. (Appendix 1).
2. An application was received on 24th July 2020 to amend condition 2 of the site licence originally issued on 12th July 2007 and subsequently varied on 21st March 2019 (appendix 2 & 3). Condition 2 of the site licence currently states –

   "Every caravan shall be not less than six metres from any other caravan in a separate occupation, and not less than 2 metres from a carriageway."

   The applicants are seeking to amend this to

   *"Every caravan shall be not less than **five metres** from any other caravan in a separate occupation, and not less than 2 metres from a carriageway."*

   This would bring the condition in line with the Caravan Sites and Control of Development Act 1960 (Section 5) Model Standards 1989 for holiday caravan sites which states the following -

   The minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties should not be less than 5 metres between units, 3.5 metres at the corners.
3. Lancashire Fire and Rescue Services have been consulted on this application and initially expressed some concerns. The applicant provided details of the specifications of the caravans which are going to be placed on site and these were passed to LFRS, who have not raised any further queries.
4. The Councils Planning Department have been consulted and they had no objections to the proposal. (Appendix 6)

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Joanne Gallagher	joanne.gallagher@fylde.gov.uk Tel 01253 658609	12th October 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Meadfoot Caravan site	1st August 2020	Meadfoot holiday licence variation

Attached documents

Appendix 1 - Existing site licence
Appendix 2 – Covering email from applicants agent
Appendix 3 - Application to vary site licence
Appendix 4 - Existing site layout
Appendix 5 – Proposed site layout
Appendix 6 – Planning Approval

FYLDE BOROUGH COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3

HOLIDAY CARAVAN SITE LICENCE

MEADFOOT CARAVAN SITE

To: Marian Garner
"Meadfoot"
Cartford Lane
Little Eccleston
Nr Preston
PR3 0YP

TAKE NOTICE THAT WHEREAS

1. On the 16th day of September, 1960, an application for a site licence in respect of land situated at "Meadfoot", Cartford Lane, Little Eccleston, indicated on the plan submitted with the application (which land is hereinafter called "the land").

2. In respect of the above application, permission was granted for the use of the land as a caravan site under Part III of the Town and Country Planning Act, 1947, otherwise than by a Development Order.

NOW THEREFORE Fylde Borough Council (hereinafter called "the Council") HEREBY AMEND and RE-ISSUE the site licence in respect of the land pursuant to section 3 and 5 of the Caravan Sites and Control of Development Act, 1960, subject to the conditions specified in the Schedule hereto.

THE SCHEDULE

1. The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of this schedule to be maintained, and in any case shall not exceed thirty-seven.

2. Every caravan shall be not less than six metres from any other caravan in a separate occupation, and not less than 3 metres from a carriageway.

3. Every caravan shall not be less than 3 metres from the boundary of the site, which is not adjacent to open rural land or water course.
(The above condition must be fully complied with, within 5 years from the date of the licence).

4. No caravan standing or toilet block is more than forty five metres from a road.

5. The carriageways shall be not less than four metres wide or, if they form part of a one-way traffic system, three metres wide.

6. All carriageways shall be kept free from parked vehicles and other obstructions so as to ensure, at all times, a free traffic flow.

7. A paved area shall be provided at the entrance to each caravan, such area to be not less than 1 metre long by 1 metre deep.

8. 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". Each such fire point shall consist of either :-

   a. A water standpipe together with a reel of small diametre hose of not less than 30 metres in length having a means of connection to the standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Such standpipe shall have a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle of the hose. The hose shall be housed in a box painted red and marked "HOSE REEL"; or

   b. Two x 9 litres (gas expelled type) fire extinguishers, suitably protected as far as possible against vandalism; or

   c. A water tank of at least 500 litres capacity fitted with a hinged lid, two buckets and one hand pump or bucket pump.

9. A means of raising the alarm in the event of a fire shall be provided at each fire point. This may be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren.

10. 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-

    i. Ensure the caravan or site building involved is evacuated
    ii. Raise the alarm
    iii. Call the fire brigade (the nearest telephone is sited at .....)
    iv. Attack the fire using the fire fighting equipment provided.

    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."

11. 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.

12. Provisions shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the keeping of Liquefied Petroleum in Cylinders and Similar Containers.

13. Unless already provided, the site shall be provided within six months from the date hereof with a water supply complying with the current British Standard Code of Practice.

14. Unless already provided, sufficient water standpipes with an adequate supply of water shall be provided within twelve months from the date hereof so that no caravan or caravan standing shall be more than forty five metres from a standpipe.

15. A properly trapped gulley and at least 1.5 square metres of paved area shall be provided at the base of each water standpipe.

16. Unless provision has already been made, provision shall be made for the disposal of all foul drainage from the site by connection to a public sewer or by discharge into a properly constructed septic tank, having an outlet satisfactory to the local authority and the Environment Agency.

17. Unless already provided, communal toilet blocks shall be provided with adequate supplies of water on at least the following scales:-

Men	3 Water closets and 3 urinals; 3 washbasins; 2 showers or baths (each with hot and cold water)
Women	6 water closets; 3 washbasins; 2 showers or baths (each with hot and cold water)

18. Laundry facilities shall be provided in a separate room and shall include not less than two deep sinks each with running hot and cold running water.

19. If chemical closets are used on the site and unless already provided, a properly designed disposal point for the contents of chemical closets shall be provided in a suitable position.

20. Unless already provided, there shall be provided in approved positions under the control of the applicant a sufficient number of refuse bins with close fitting lids and with handles; the refuse bins to be situated convenient for collection by the councils staff.

21. Adequate provision shall be made for surface water drainage for carriageway , footways and paved areas and for the site generally.

22. Unless already provided, suitably surfaced parking places shall be provided with space for at least 13 cars; additional space shall be set aside (to be surfaced as required) to accommodate a further 24 cars.

23. Space equivalent to approximately one tenth of the total site area shall be allocated for children's games and other recreational purposes.

24. No railway vehicle, tramcar, omnibus body, aeroplane fuselage or similar structure whether on wheels or not and howsoever adapted shall be stationed or erected on the site.

25. No structure (other than a caravan) used for the purposes of human habitation or tent shall be placed or erected on the site at any time when caravans are stationed on the site for the purposes of human habitation.

26. Caravans shall not be stationed on the site for the purposes of human habitation except during the period from 1st March to 31st October in any year.

27. At all times when caravans are stationed on the site for the purposes of human habitation, all facilities and equipment required to be provided by these conditions shall be properly maintained.

28. At all times when caravans are stationed on the site for the purposes of human habitation a copy of the site licence as for the time being in force shall be displayed on the site in some place.

29. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

30. Any electrical installation on the site 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 (overhead Lines) Regulations 1988, SI 1988 No. 1057.

31. The installation shall be inspected not less than once every 12 months, (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who shall be one of the following :-

A professionally qualified electrical engineer;

A member of the Electrical Contractors' Association;

A member of the Electrical Contractors' Association of Scotland

A certificate holder of the National Inspection Council for Electrical Installation Contracting; or

A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall in writing within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed with the site licence. The cost of the inspection and report should be met by the site operator.

Dated 12th Day of January 2007

Clare Platt

Clare Platt
Executive Manager
Consumer Wellbeing and Protection

Fylde Council

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

Meadfoot, Cartford Lane, Little Eccleston, Nr Preston, PR3 0YP

Site Licence Transfer

Licence transfer endorsement- In pursuance of section 10 of the Caravan Sites and Control of Development Act 1960, the Council hereby consent to the transfer of the licence to **Hanley Parks Ltd, 272 Oxcliffe Road, Morecambe, LA3 3EH**

Dated 12th day of February 2019

Tracy Manning

.....

T Manning Director of Resources
Resources Directorate

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

Meadfoot, Cartford Lane, Little Eccleston, Nr Preston, PR3 0YP

Amendment to site licence

Condition 2 is deleted and replaced with the following:

Every caravan shall not be less than six metres from any other caravan in a separate occupation, and not less than 2 metres from a carriageway.

Condition 26 is deleted and replaced with the following:

Caravans shall not be stationed on the site for the purposes of human habitation except for the period from 1st March to 29th February in any year

I. Static holiday caravans shall be occupied for holiday purposes only and not as a person's permanent, sole or main place of residence.

II. The licence holder must keep the following records for each static caravan on site:

a) The name and current home address of the owner; and

b) Documentary evidence of the current home address of the owner

c) and must allow the licensing authority to inspect them at any reasonable time.

III. The licence holder must, if requested by the licensing authority, ask the owner of any static caravan on site to give to the licence holder:

a) The name and current home address of each adult occupier; and

b) Documentary evidence of the current home address of each adult occupier and must forward them to the licensing authority when received.

Dated 21st day of March 2019

Tracy Manning

.....

T Manning Director of Resources
Resources Directorate

From: Deborah Stanners <debs@grahamanthonyassociates.com>
Sent: 22 July 2020 16:19
To: Joanne Gallagher
Subject: Meadfoot Caravan Park, Cartford Lane, Little Eccleston
Attachments: 200722. Site Licence App Form - 6 to 5 metres.pdf

Hi Joanne

Further to your telephone conversation with Avnish, please find attached Site Licence Variation Form duly completed and signed.

We propose amending point 2 to read:

"The minimum spacing distance between caravans shall not be less than 5 metres between units and not less than 2 metres from a carriageway."

If you have any queries with the above an attached, please do not hesitate to contact us.

Kind regards

Deborah Stanners
Receptionist / Administrator

Graham Anthony Associates
2 Croston Villa
High Street
Garstang
Preston
PR3 1EA
Tel: 01995 604514

Before you print this, please think about the **ENVIRONMENT**

Fylde Council

Caravan Sites and Control of Development Act 1960
Site Licence Variation Form

1. Brief Site Details

Name of Site: MEADFOOT CARAVAN PARK	
Postal address of Site: Cartford Lane Little Eccleston Preston Lancashire	
Post Code: PR3 0YP	Phone: c/o 01995 604514 Fax: e-Mail: debs@grahamanthonyassociates.com

2. Applicants Details

Name: HANLEY PARKS LIMITED	
Postal address of Applicant (If different from above): 272 Oxcliffe Road Morecambe	
Post Code: LA3 3EH	Phone: c/o 01995 604514 Mobile: e-Mail: debs@grahamanthonyassociates.com

3. Is the applicant the:

Freeholder	☑	Tenant	☐
Leaseholder	☐	Other	☐

If applicant is the leaseholder of a tenant, please give details of the agreement:

4. Existing Licence Conditions:

Type of unit	Please Tick as appropriate	Number
Permanent residential	☐	..... Caravans
Static Holiday	☐	..... Caravans
Holiday Chalets	☐	..... Chalets
Touring Holiday	☐	..... Units

as existing

Opening Season:

Static Sites	☐	..... to .....
Touring Sites	☐	..... to .....

as existing

5. Proposed Application to alter Licence Condition:

Type of unit	Please Tick as appropriate	Number
Permanent residential	☐	..... Caravans
Static Holiday	☐	..... Caravans
Holiday Chalets	☐	..... Chalets
Touring Holiday	☐	..... Units

Opening Season:

Static Sites	☐	..... to .....
Touring Sites	☐	..... to .....

6. Does the site have planning permission?

Yes	☑	
No	☐	
Applied For	☐	Date: .....

If yes, please give relevant permissions and references:

3/7/2469 dated 10 March 1961 – Proposed site for 37 Caravans

19/0478 dated 13 February 2020 – Redevelopment of Meadfoot Caravan Park comprising: (1) Removal of existing caravans and demolition of existing amenity buildings; (2) Siting of 30 new static caravan bases; (3) Reconfiguration of existing internal access road; and (4) amalgamation of existing accesses off Cartford Lane to provide combined access for Meadfoot and Hurst Lea Caravan Parks including erection of entrance wall up to 2.2m in height around access.

7. How is drinking water provided?

Mains supply to unit ☐ ..... Units
Standpipes ☐ ..... Units
} as existing

8. How are toilets and wash hand basins provided?

Communal toilet blocks ☐ ..... Units
Units have their own facilities ☐ ..... Units
} as existing

9. How are showers provided?

Communal shower blocks ☐ ..... Units
Units have their own showers ☐ ..... Units
} as existing

10. Type of foul drainage?

Mains drainage ☐ ..... Units
Cesspool or cesspit ☐ ..... Units
} as existing

11. How is kitchen waste water disposed of?

Units have their own sinks connected to foul drainage. ☐ ..... Units
Communal washing up sinks/waste water disposal points connected to foul drainage. ☐ ..... Units
Other (Please give details) ☐ ..... Units
} as existing

No waste water disposal ☐ ..... Units as existing

12. How is surface water drainage provided?

as existing

13. How is refuse stored on the site?

Individual bins at each unit ☐ ..... Units
Communal wheeled bins or skips ☐ ..... Units
Communal bin store ☐ ..... Units
} as existing

14. Do units use liquefied petroleum gas (LPG) cylinders?

Yes ☐

No ☐

15. Is there a LPG storage area on the site?

Yes ☐

No ☐

as existing

16. Has the applicant held a site licence which has been revoked at any time in the last three years?

Yes ☐

No ☑

17. Was the site in use as a caravan site:

On 9th March 1960 ☑

On 29th March 1960 ☑

At any other time since 9th March 1958 ☑

If so, when: Since 1940

18. Address for correspondence:

Caravan site ☑

Applicants address ☐

Other (please state below) ☐

Name:	
Address:	
Post Code:	Phone: Mobile: e-Mail:

Signed: Graham McMahon Associates Dated: 22/7/2020

With the application form, please send the following:

A layout plan of the site at 1:500 scale including:

A. Site Boundaries
B. Position and numbering of touring/holiday caravans and residential park homes.
C. Roads and footpaths
D. Toilet blocks, stores and other buildings
E. Water Supplies
F. Recreational spaces
G Fire points
H. Parking spaces
I. Foul and surface water drainage

If you are proposing to amend, add or remove site licence conditions then please provide the information on an additional sheet attached to the application.

Please return this completed form to:

The Licensing Team
Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems and included in such public registers as the Council may be required to maintain.

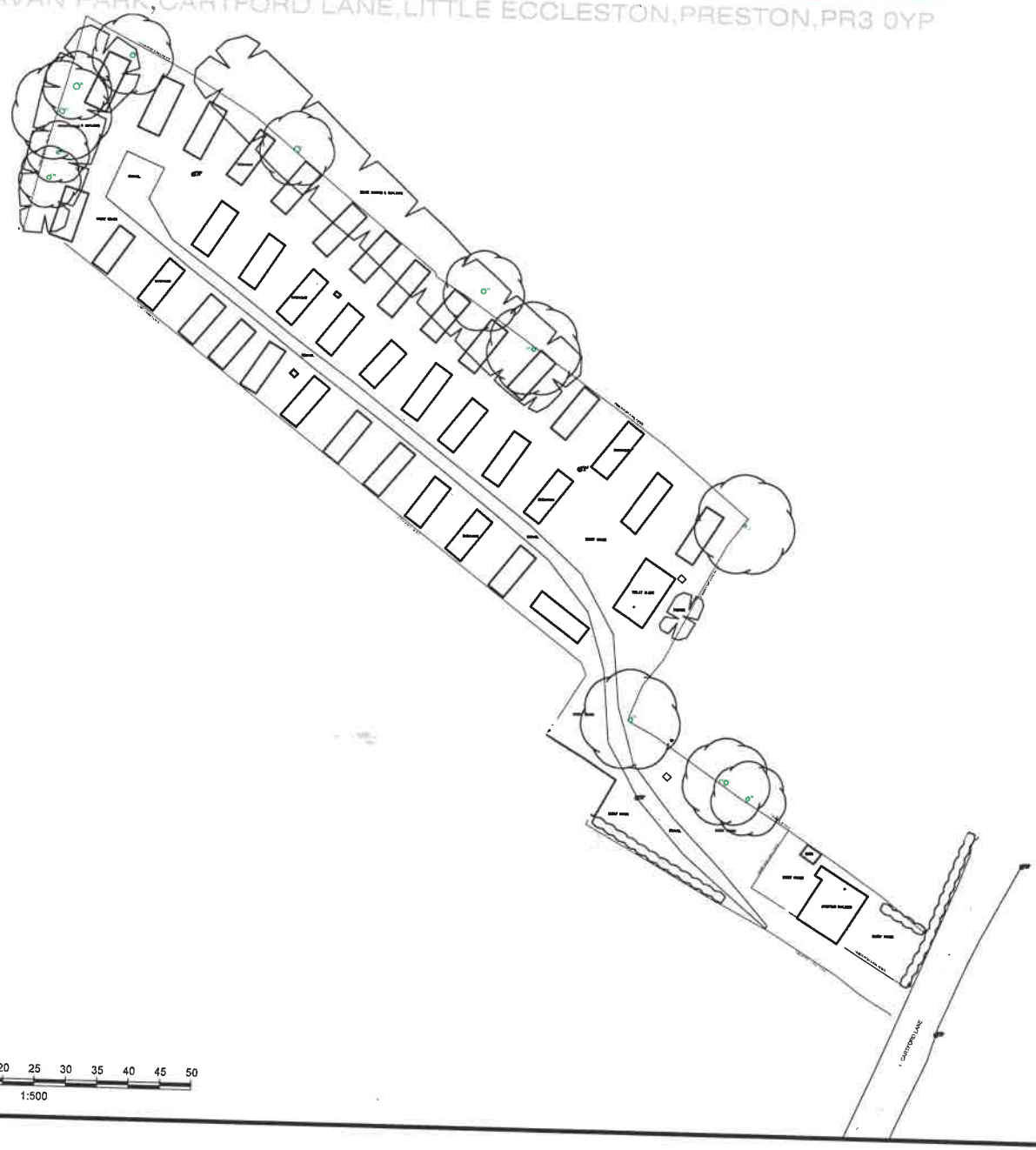
The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes,
unless the law requires us to.

EXISTING SITE PLAN

MEAD FOOT CARAVAN PARK, CARTFORD LANE, LITTLE ECCLESTON, PRESTON, PR3 0YP



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SCALE m 0 5 10 15 20 25 30 35 40 45 50

1:500

GA planning + architecture + design ASSOCIATES

T: 01995 604514
E: info@GrahamAnthonyAssociates.com
W: www.GrahamAnthonyAssociates.com

2 CROSTON VILLA
HIGH STREET
GARSTANG
PRESTON
PR3 1EA

MR HANLEY

PLANNING PURPOSES ONLY

EXISTING SITE PLAN:

GA3189-ESP-01

1:500 (A3)

Item 7 - Appendix 4

PROPOSED SITE PLAN:

MEAD FOOT CARAVAN PARK,CARTFORD LANE,LITTLE ECCLESTON,PRESTON,PR3 0YP

STATIC UNITS 38ft x 12ft (11.6M x 3.6M)

STATIC UNITS 35ft x 12ft (10.6M x 3.6M)

STATIC UNITS 32ft x 12ft (9.7M x 3.6M)

TOTAL 30 UNITS

N

m 0 5 10 15 20 25 30 35 40 45 50

SCALE

1:500

GA planning • architecture • design ASSOCIATES

T: 01995 604514
E: info@GrahamAnthonyAssociates.com
W: www.GrahamAnthonyAssociates.com

2 CROSTON VILLA
HIGH STREET
GARSTANG
PRESTON
PR3 1EA

CLIENT: MR HANLEY

DWG STATUS: PLANNING PURPOSES ONLY

DRAWING TITLE / PROJECT: **PROPOSED SITE PLAN:** MEAD FOOT CARAVAN PARK, CARTFORD LANE, LITTLE ECCLESTON, PRESTON, PR3 0YP

DRAWING No.	SCALE(S)	DATE
GA3189-PSP-01A	1: 500 (A2)	'18

ALL DIMENSIONS TO BE CHECKED ON SITE AND ANY DISCREPANCIES TO BE REPORTED TO GRAHAM ANTHONY ASSOCIATES PRIOR TO PROCEEDING WITH ANY WORKS. DO NOT SCALE OFF DRAWING AND REFER TO WRITTEN DIMENSIONS.
THIS DRAWING IS SUBJECT TO COPYRIGHT ©

Memorandum

To: Joanne Gallagher

From: Planning Department

Your Ref: **Our Ref:** ENQ/20/0154 **Date**: 05/08/20

Site Address: Meadfoot holiday Caravan Park, Cartford lane, Little Eccleston, PR3 0YP

Application: Variation of Site License.

After assessing the application and approved site plans provided from the recent planning application (ref 19/0478). The planning department do not have any objections to the proposed variation of site license which relates to the reduction in spacing between caravans from 6m to 5m.

Planning Department.