FREEDOM OF INFORMATION REQUEST – 1521/18

Dear Sir/Madam

Your request for information has now been considered and the information requested is provided below.

Request / Response:

I am writing to request three things relating to the issuing of the Park Home site licence to Ranksborough Hall Ltd:-

1. A copy of their application form requesting the licence.

Answer: In accordance with the Freedom of Information Act 2000 this message acts as a Refusal Notice.

The Council is relying on Section 40 (1) of the Act to withhold information because it believes that the request, or part of the request, relates to personal data. If released, the Council believes the information would breach the personal data of which the applicant is the data subject. Therefore, taking into consideration the individual’s reasonable expectation of privacy, and any subsequent damage or distress caused to them by disclosure, the information cannot be released in this instance.

2. A copy of the licence

Answer: Please refer to attachment ‘Ranksborough License.pdf’.

3. A copy of any conditions that may have made on issuing the licence.

Answer: Please refer to attachment ‘Ranksborough Hall Site License Conditions 22-11-2018.pdf’.

If you are dissatisfied with the handling of your request please contact the Head of Corporate Governance, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP

You can also complain to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House, Water lane
Wilmslow, Cheshire
Yours faithfully

FOI Administrator
Business Support Team
Rutland County Council
RANKSBOROUGH HALL, LANGHAM, OAKHAM, RUTLAND (Lodge Park, The Park/The Glade and Lonsborough Gardens)

SITE LICENCE CONDITIONS

1. The Boundaries and Plan of the Site

(i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.

(ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site. Any existing caravans or combustible structure such as a shed situated within 3 metres must be moved to comply with this requirement the next time the caravan owner’s change or existing owners/tenants move out (whichever is first).

(iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.

(b) The plan supplied must be accurate and clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality at a scale to be agreed with the council’s licensing officer.

2. Density, Spacing and Parking between Caravans

(i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must 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. Any existing incursions into this spacing distance must be remedied upon change of ownership of the unit or if the owner moves out of the unit.

(ii) 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. Any existing incursions into this 2 metre distance must be remedied upon change of ownership of the unit or if the owner moves out of the unit.

(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.

(iv) In any case mentioned in subparagraph (i) or (iii):

(a) A porch attached to the caravan may protrude one metre into the separation
distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan.

Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.

c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There must be a 4.5 metre clear distance between any such structure and any adjacent caravan.

d) A garage or carport may only be permitted within the separation distance if it is of non-combustible construction.

e) Windows in structures within the separation distance shall not face towards the caravan on either side.

f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, shall be a maximum of 1 metre high.

g) 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.

(v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

3. Roads, Gateways and Overhead Cables

(i) Roads shall be designed and constructed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.

(ii) New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base to current standards.

(iii) All roads shall have adequate surface water/storm drainage discharging into a ditch, pond, soakaway or otherwise suitable watercourse (not onto resident’s pitches) to the satisfaction of the council’s licensing officer.

(iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
(v) One-way systems shall be clearly signposted.

(vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.

(vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

(viii) Roads shall be maintained in a good condition. Pot holes shall be repaired as soon as possible and certainly within 1 month of their report by either the public or the councils licensing officer.

(ix) Cable overhangs must meet the statutory requirements.

(x) Before new park homes are occupied, the relevant sewerage connection, electric supply, water supply, new tarmac road, heating (oil or LPG) supply, parking space and lighting must be provided.

4. Footpaths and Pavements

(i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.

(ii) Communal footpaths and pavements shall not be less than 0.9 metres wide.

5. Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

6. Bases

(i) Every unit must stand on a concrete base or hard-standing. All new units to be situated on hardstandings meeting or exceeding the minimum industry standard.

(ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions. The licence holder must send to the local authority written notification of the new base and its location together with photographic evidence and a written undertaking from the licence holder that the base has been laid to the current industry standards for bases.

7. Maintenance of Common Areas, including Grass, Vegetation and Trees

(i) Every part of the site to which the residents/public have access shall be kept in a clean and tidy condition and to the satisfaction of the council’s licensing
This is to include any maintenance areas used for the storage of building materials, parts of old units or otherwise. Any redundant materials and waste shall be removed from the site and disposed of in accordance with the current law regarding waste disposal.

(ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.

(iii) Grass and vegetation shall be cut and removed at frequent and regular intervals to the satisfaction of the council’s licensing officer. If the park home owner fails to maintain their pitch, the duty to maintain the pitch rests with the licence holder to comply with this licence condition.

(iv) Trees within the site shall (subject to the necessary consents) be maintained and an assessment as to the health of the trees submitted to the council every two years (or if necessary after extreme weather causes significant damage to trees).

(v) Any cuttings, litter or waste shall be removed from the immediate surroundings of a pitch and disposed of in accordance with the current law regarding waste disposal.

8. Supply & Storage of Gas etc

(i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice. Removal and decommissioning of large gas storage cylinders must be completed by qualified individuals employed and authorised by the cylinder owners.

(ii) 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.

(iii) Work on oil storage containers and supply pipes must be completed by OFTEC registered engineers. All spillages of fuel oil must be contained and removed immediately.

9. Electrical Installations

(i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.

(ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
(iii) Any work on electrical installations and appliances shall be carried out only by persons who are appropriately qualified and competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements. All works and additions to the electrical installation on the site must be certificated and provided on demand for inspection by the council.

(iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements and current wiring regulations.

(v) A full condition inspection and test of the site electrics shall be undertaken every 5 years and a copy of the full inspection report supplied to the council’s licensing officer on demand. For clarity the installation includes the entire electrical network including but not limited to the electrical wiring, switch gear, consumer units, sub-meters, earthing on the licence holder’s site between the superior supply meter/s and the individual park home consumer units. The licence holder is not responsible for privately owned park home electrical installations after their consumer unit but is responsible for the installations in any park homes that are rented by them.

(vi) All new electrical wires must be buried (or if above ground protected) in accordance with the Building Regulations using the correct gauge of armoured cables. A suitable plan of where cables run shall be maintained by the licence holder and made available for workmen and park homeowners on demand.

10. Water Supply

(i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

(ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.

(iii) All repairs and improvements to water supplies and installations shall be carried out to conform to current legislation and British or European Standards.

(iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

(v) Where the water pressure is inadequate to satisfy the reasonable requirements of the park home resident users, the licence holder shall undertake whatever work is necessary to repair it. This shall include enough water pressure to pressurise a boiler and to enable a resident to take a shower.

11. Drainage and Sanitation

(i) Surface water drainage shall be provided where appropriate to avoid standing
pools of water.

(ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority. When blockages are identified they shall be removed within a reasonable time, unless otherwise agreed this shall be 24 hours immediately on report of a blockage. Regularly occurring blockages are to be investigated and remedied with appropriate repairs to the pipework to the satisfaction of the council's licensing officer.

(iii) All drainage and sanitation provision shall be in accordance with all Building Regulations, current legislation and British or European Standards. This is to include the provision of a suitable type and construction of inspection chamber to be capable of withstanding the loads put on them by large vehicles visiting the site. All broken or deformed inspection chambers and their covers must be replaced immediately when broken.

(iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

12. Domestic Refuse Storage & Disposal

(i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

(ii) All refuse disposal shall be in accordance with all current legislation and regulations.

13. Parking

One car only may be parked between adjoining caravans provided the door to the caravan is not obstructed. Suitably surfaced parking spaces shall be provided where necessary to meet additional requirements of the occupants and their visitors. No additional combustible or flammable material may be positioned between adjoining caravans such as trailers, and boats etc.

14. Notices and Information

(i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder, site manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

(ii) A current plan of the site with roads and pitches marked on it shall be prominently
displayed at the entrances to it.

(iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.

(iv) In addition the following information shall also be available for inspection at the prominent place:

(a) A copy of the most recent periodic electrical inspection report.

(b) A copy of the site owner’s certificate of public liability insurance.

(c) A copy of the current fire risk assessment made for the site.

(v) All notices shall be suitably protected from the weather and from direct sunlight.

(vi) The site owner must produce and submit to the council’s licensing officer for their approval, a ‘customer charter’ to detail minimum standards as to how site management and other staff shall interact with residents. This must include as a minimum:

(a) Relevant names and telephone numbers of key site managers and other staff.

(b) Emergency/ ‘out of hours’ contact details.

(c) A generic email address which residents will be encouraged to use, along with details of how this will be monitored and of a process for automated responses.

(d) Details of timescales by which residents’ enquiries or reporting of faults shall be acknowledged.

(e) Details of timescales within which reported faults will be rectified, according to a suitable risk rating process and the following fault categories:

   a. Road, footpath and pavement surfaces.

   b. Lighting.

   c. Grass, vegetation and trees.

   d. Gas supply.

   e. Electrical installations.

   f. Water supply.
g. Drainage and sanitation.

(f) Details of how residents shall be kept informed regarding progress to rectify reported faults and be given confirmation when such reports are rectified.

(g) The site owner must ensure that a copy of the customer charter is given to all existing residents and all new residents.

(h) A copy of the current customer charter must be available for inspection in a prominent place on the site.

(i) Any changes to the customer charter must be approved by the council’s licensing officer, with any approved revised version distributed to all residents and with the copy prominently placed on the site so replaced.

15. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

16. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

(i) The standards in this paragraph only apply if the site is not subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire Points

(ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked “FIRE POINT”.

Fire Fighting Equipment

(iii) Where water standpipes are provided:

(a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.

(b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.

(c) Hoses shall be housed in a red box and marked “HOSE REEL”. Access to
the fire point shall not be obstructed or obscured.

(iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.

(v) Access to hydrants and other water supplies shall not be obstructed or obscured.

(vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

**Fire Warning**

(vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

**Maintenance and Testing of Fire Fighting Equipment**

(viii) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

(ix) A record shall be kept of all testing and remedial action taken.

(x) All equipment susceptible to damage by frost shall be suitably protected.

**Fire Notices**

(xi) 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. This notice should 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 phone is sited at ……...)."
Section 3 Caravan Sites & Control of Development Act 1960
Mobile Homes Act 2013

Caravan Site Licence

To: Ranksborough Limited (Joshua James White and Isaac James White)
Of: Parkdene, Wilton Road, Melton Mowbray, Leicestershire LE13 0UJ

Whereas:

1. On 17th August 2017 you applied for a new site licence in respect of land known as (Lodge Park, The Park/The Glade and Lonsborough Gardens) Ranksborough Hall, Ranksborough Drive, Langham, Oakham, Rutland LE15 7EH
(hereinafter called “the land”)

2. You are entitled to the benefit of planning permission dated 19th June 2015 (Ref. 2014/0962/FUL) for the use of the land as a caravan site granted under the Town & Country Planning Act 1990 otherwise than by a Development Order.

Now therefore the RUTLAND COUNTY COUNCIL

Hereby grant a site licence in respect of the land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960 subject to the following conditions:

1. The schedule of conditions attached

Signature of authorised person(s): .................................

Name of authorised person(s): Joshua White Isaac White

Designation of authorised person(s): Director Director

Dated: 23/11/18 23/11/18

RUTLAND COUNTY COUNCIL