



**MOBILE HOME RESIDENTS FORUM**  
**Tuesday 3 October 2017 at 2.15 pm**  
**(informal meeting from 1.45pm)**  
**Rennes Room, Civic Centre, Paris Street, Exeter**

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## Terms for Reference for Exeter City Council Park Home Forum

### The Forum will consist of:

1. A designated Officer from Exeter City Council.
2. Lead Councillor (Portfolio Holder) for People.
3. City Council Councillors from wards containing park home sites – St Loyes, St Thomas and Topsham wards
4. Up to three representatives of residents from each of the following Mobile Home Sites:
  - **The Rydons,**
  - **Exonia Park,**
  - **Ringswell Park,**
  - **Newport Park.**

*Names / addresses of members from the four sites will be held by Exeter City Council (those named can send a substitute to the meeting if unable to attend)*

Officers from ECC, other statutory agencies and the voluntary and community sector may be asked to attend a particular meeting to provide support, advice or information on a specific issue.

### Overall Aim of the Forum

1. To ensure that Park Home residents have a voice.
2. To be a link between Exeter City Council/Councillors and residents living within Park Home sites and to promote effective liaison, including liaison with other agencies.
3. To educate, source and provide information on legislative policy.
4. To promote effective resident empowerment through consultation, involvement and participation, and to help develop new initiatives.

### General Terms of reference

1. The position of Chair will be held by a Councillor of Exeter City Council.
2. The Chair will be voted into the position by the Forum and the position shall be held for no more than two years without re-election.
3. The Chair will nominate a Deputy to act in his/her stead in case of absence.
4. It is the responsibility of residents of each Park Home site to decide who shall be a member of the Park Home Forum representing their views on the Forum.
5. Meetings will be held at least once a year, subject to necessary business.
6. If a formal meeting is not required, a surgery will be arranged between elected members and members of the Forum.

7. Extraordinary meetings may be called where necessary, at the discretion of the Chair and in agreement with the Portfolio Holder.
8. Meetings will be arranged and venues booked by Exeter City Council.
9. Notice of meetings will be advertised one week prior to the meeting with an agenda to be sent to all members of the Forum.
10. Any items that members would like placed on the agenda must be received by Exeter City Council and agreed by the Chair two weeks in advance of the meeting; there will not be 'any other business' on the agenda.
11. Members agree to provide apologies if unable to attend.
12. Any member unable to attend can send someone in their place providing they have notified Exeter City Council in writing at least one day in advance.
13. All discussions and decisions made at formal meetings only will be recorded in summary format as minutes and will be signed by the Chair after the agreement of the Forum has been obtained that they reflect a true record of the decisions taken.
14. All members will adhere to the Park Home Forum Code of Conduct.

### **Code of Conduct**

- All members must adhere to the Terms of Reference
- All members shall be open and honest in their dealings and show respect for other members
- All members will observe confidentiality of an individual
- All speakers will address themselves through the Chair
- Only one person shall speak at a time
- Each member wishing to speak on an issue will indicate and the Chair will pick each in turn at his/her discretion.
- All speakers shall be polite and courteous to others.
- All speakers will keep to the subject under discussion.
- No member shall raise individual issues unless as a means of illustrating a point.
- No personal political references shall be made
- If a member does not abide by the code of conduct, the Chair will warn that if they break the code of conduct they may be asked to leave the meeting.
- The Forum will not tolerate any racist, sexist, or other discriminatory remarks.
- Any member who consistently breaks the terms of reference or by virtue of their misconduct brings the Forum in to disrepute, may be expelled by the Chair.

## **MOBILE HOME RESIDENTS FORUM**

Tuesday 4 April 2017

### Present:

Councillor Emma Morse (Chair)  
Councillors Newby and Packham

### Also Present:

|                 |   |
|-----------------|---|
| Val Ewings      | - Exonia Park                                 |
| Steve Porter    | - Exonia Park                                 |
| Alan Southard   | - Newport Park                                |
| Malcolm Thomas  | - Ringswell Park                              |
| Geoff Threlfall | - National Association of Park Home Residents |
| Wendy Threlfall | - National Association of Park Home Residents |
| Sheila Welsh    | - Ringswell Park                              |

### Also Present:

Environmental Health Manager, Assistant Democratic Services Officer (Committees)

### In Attendance:

|                     |                           |
|---------------------|---------------------------|
| Caroline Aird       | - Age UK Exeter           |
| PCSO Andrew Bailyes | - Devon & Cornwall Police |
| Bernard Pugh        | - Citizens Advice         |
| Jude Robinson       | - Citizens Advice         |

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### **COUNCILLOR PAUL BULL**

Councillor Morse paid tribute to Councillor Paul Bull who had tragically lost his fight against cancer recently. Paul was a true community champion and was devoted to this cause and others, and would be very much missed

This was endorsed by Members of the Forum.

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### **APPOINTMENT OF CHAIR**

Councillor Morse advised that she was the Portfolio Holder for Customer Access which included private sector housing.

Following the loss of Paul Bull, it was felt appropriate for Councillor Morse to chair these meetings until the councillor roles are appointed following the May elections.

In the meantime, Councillor Morse encouraged Forum members to contact their ward councillors if they had any pressing issues. A list of City Councillors by ward can be found on the City Council's website -

<http://committees.exeter.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>

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### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor David Henson, Councillor Hannaford, Denise Dearden (Trading Standards), Karen Devaraj (Citizens Advice), Debbie Schamroth (Ringswell Park) and Alice Hasted (Exeter City Council).

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### **MINUTES OF THE MEETING HELD ON 25 OCTOBER 2016**

The minutes of the meeting held on 25 October 2016 were agreed.

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### **POLICE REPRESENTATIVE TO ATTEND - TO ANSWER ANY QUESTIONS/CONCERNS FROM RESIDENTS**

The Forum welcomed PCSO Andrew Bailyes to the meeting who covered the Wonford area of the City.

PCSO Andrew Bailyes advised although the Government has announced they are not making any extra cuts, reductions are still taking place from the previous funding cuts made. As an example, there had been over 70 neighbourhood officers in 2012 compared to around 30 now. However, changes have been made to make the service more efficient.

The Police are currently focussed on Force priorities which include safeguarding, anti-social behaviour and drug dealing.

Reference was made to parking on sites which impact the access road, requiring residents to navigate around the car to access/exit the site which has potential to cause an accident.

It was advised that as this was private land, it was not a Police matter as they will only deal with obstructions in terms of preventing a vehicle from accessing the highway, eg parking in front of a driveway, in which case they are able to remove the car. The owner of the parked car will not be responsible if an accident occurs. The site owner is able to place notices on the car and can also ask for a private company to clamp the car if they so wish. There are civil routes which owners can enter into.

A resident referred to the 101 number which was on occasion cumbersome, and enquired if there was a way to streamline this to contact the PCSO direct as part of the residents network. PCSO Bailyes advised that this was partly at the discretion of the officer, but some choose not to provide a direct number as they may not be on duty at a particular time and prefer for the main switchboard number to be used. If immediate assistance is required, the 999 number should be used. Calls made to the 101 number are graded as to the response required. Any call that is graded as routine requires a response within 24 hours.

Councillor Packham advised that she was happy to arrange a time for residents within St Thomas ward (Ringswell Park) to meet with herself and the PCSO for that area to discuss any issues relating to that park site.

A list of the Exeter Neighbourhood Teams would be circulated for information.

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### **RESPONSIBILITY FOR GRITTING ROADS - VAL EWINGS**

Val Ewings reported on the results of enquiries made regarding responsibility for gritting roads within park home sites.

Contact had been made with an insurance company, and a letter had been received advising that whilst the site owners are responsible for the roads, they do not have a duty to grit in bad weather as they would be liable for injury if residents assume that all the roads had been gritted and an accident occurs.

Site conditions state to keep the roads in good condition, but gritting does not come within general maintenance.

Reference was also made to speeding on the roads within sites. Although the limit of 5mph is stated within site rules, this is on private land so is not enforceable by police. However, if there is an incident of dangerous driving, it could become a police matter.

Caroline Aird reported on a meeting at Ringswell Park where it was agreed that residents write to Devon County Council regarding pot holes. Caroline reported that although the pot holes have subsequently been filled in, some residents are still contacting her about this matter despite the Council advising that the roads are now adequate. It was advised that some residents were not satisfied with this outcome and Councillor Newby proposed that a meeting could be held to discuss further and he would organise this.

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### **ITEMS FOR FUTURE MEETINGS**

The Forum noted a previous request for the Fire Service to attend to give a presentation. However, a response had been received that a presentation along similar lines had already taken place, and they would alternatively offer an invitation to attend residents meetings on site for fire safety input. Ringswell Park had taken up that offer.

The Citizens Advice Bureau would be happy to talk on any relevant issues if required.

Reference was made to LEAP (Local Energy Advice Programme), the new energy and money saving service, which was a free service to help save money and to keep homes warm. The flier will be circulated with the minutes providing more details.

A resident enquired as to the collection of food waste to generate energy for running buses in Exeter. The Chair advised that an election promise was made to look into the collection of food waste, but she was not aware of any plans to generate methane to run buses. It was suggested the resident contact Councillor Wood, who was the Champion for Food Waste Collection.

An enquiry was made as to whether there is a charge to pay for treatments to remove rats. Further enquiries would be made (details in the link below)  
<https://exeter.gov.uk/clean-safe-city/environmental-health/pest-control/rats/>

At a previous meeting, it was suggested that an article could be placed in the Exeter Citizen about the Forum. The Chair advised that the Summer edition had already been approved, but she would make enquiries as to whether this had already been included in a past edition of the Citizen, and if not, if it could be included in a future edition.

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**DATE OF NEXT MEETING - TUESDAY 3 OCTOBER 2017 AT 2.15PM**

The date of the next meeting was noted.

(The meeting commenced at 2.15 pm and closed at 2.54 pm)

Chair