

**MOBILE HOME RESIDENTS FORUM**  
**Monday 9 December 2013 at 2.15 pm**  
**(informal meeting from 1.45pm)**  
**Rennes Room, Civic Centre, Paris Street, Exeter**

	Pages
1 Apologies for absence	
2 Minutes of the meeting held on 19 August 2013	3 - 6
5 Safety in Park Homes - Devon & Cornwall Fire Prevention	
4 Updated Model Site Licence	7 - 14
5 Justice Campaign Petition on the 10% Commission Charge - Janet Grundy	
6 Annual Fee - Park Owners to reclaim proposed License Fees through the Pitch Fee paid by residents - Geoff and Wendy Threlfall	
7 Car parking at Ringswell Park - Malcolm Thomas	
8 Park Rules	
a) Exonia Park	15 - 16
b) Newport Park	17 - 26
c) Ringswell Park	27 - 28
d) Rydon Park	29 - 30
9 Items for future meetings	
10 Dates of future meetings:	
• 28 April 2014	
• 11 August 2014	
• 1 December 2014	

If you have any enquiry regarding any items on this agenda, please contact  
Jo Quinnell on Exeter 265197 or email [jo.quinnell@exeter.gov.uk](mailto:jo.quinnell@exeter.gov.uk)

Please remember to recycle. If you would prefer not to receive paper copies please let us know.  
Contact Democratic Services (Committees) on Exeter 265197  
or email [committee.services@exeter.gov.uk](mailto:committee.services@exeter.gov.uk)

This page is intentionally left blank

# Agenda Item 2

## **MOBILE HOME RESIDENTS FORUM**

Monday 19 August 2013

### Present:

Councillor Heather Morris (Chair)  
Councillors Hannaford, D J Henson, Leadbetter and Newby

### Also Present:

Val Ewings	- Exonia Park
Marlene Gribble	- Exonia Park
Jan Grundy	- Exonia Park
Graeme Guy	- Ringswell Park
Sheila Riglar	- Newport Park
Alan Southard	- Newport Park
Malcolm Thomas	- Ringswell Park
Wendy Threlfall	- National Association of Park Home Residents
Geoff Threlfall	- National Association of Park Home Residents
Julie Wale	- Ringswell Park

### Also Present:

Environmental Health Manager, Licensing Solicitor, and Assistant Democratic Services Officer (Committees)

### In Attendance:

Caroline Aird	- Age UK Exeter
Richard Radmore	- Exeter City Council
Acting Inspector Julian Pezzani	- Devon & Cornwall Police
Andrew Barley	- Devon County Council Trading Standards
Denise Dearden	- Trading Standards
Nicola Dukes	- Devon & Cornwall Constabulary
Steve Cox	- Torbay Council

21

### **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Baldwin, Councillor Bull and Robert Norley (Assistant Director Environment).

22

### **MINUTES OF THE MEETING HELD ON 13 MAY 2013**

The minutes of the meeting held on 13 May 2013 were agreed.

23

### **EXETER CITY COUNCIL HOME CALL**

The Chair welcomed Richard Radmore, the City Council's Senior Controller to the meeting.

Richard advised that his role involves working with CCTV, out of hours calls and the Home Call alarm service. Some residents from park homes were already clients of Home Call.

Home Call provides alarms for rent to people at risk, including the elderly and those with either medical or mobility problems. The service is also for residents who are on their own or do not have neighbours that call in regularly to check on them.

The alarm can be used if the client is feeling in a vulnerable situation, such as bogus callers. The alarm system allows the operator to contact the emergency services to attend if necessary.

Wireless sensors are also available to be programmed into the system which act as a smoke and CO<sup>2</sup> detector. As well as providing a warning to the resident, it will also go through to the control centre which will enable them to contact the Fire Service.

Clients are asked to test their equipment once a month to ensure it is working correctly. If a test is not undertaken by a client, the control centre will ring to check they are ok and the equipment is working. An 'At Risk' check is carried out if no response is received.

There is no installation fee. There is a quarterly charge of £3.53 + VAT per week in advance. The smoke alarms are provided at an extra £1.00 per week.

It was suggested that details of the service could be included in residents' newsletters.

Leaflets were distributed at the meeting, and further information can also be found on the website [www.exeter.gov.uk/homecall](http://www.exeter.gov.uk/homecall).

24

### **AGE UK**

Councillor Morris welcomed Caroline Aird to the meeting.

Age UK are working on a campaign about fuel poverty in relation to the particular difficulties faced by park home residents in improving the energy efficiency of their homes. They are hoping that this issue will be discussed in the autumn by the All Party Parliamentary Group on park homes, and to support that discussion, Age UK is distributing a short survey.

On online version of the survey is available at <https://www.surveymonkey.com/s/FY38TQT>

A copy will also be attached to the minutes.

Members were encouraged to participate in the survey and to distribute it as widely as possible.

25

### **TRADING STANDARDS, DEVON COUNTY COUNCIL**

Councillor Morris welcomed Andrew Barley and Denise Dearden from Devon County Council Trading Standards to the meeting.

The Enterprise Act is an extra tool for Trading Standards which helps to combat businesses that breach civil legislation. This involves meetings between Trading Standards and business owners to encourage them to become more compliant. If there is no improvement, an Undertaking is sought by a Court Order.

It was noted that residents can come forward to Trading Standards as a collective if they have a similar complaint.

Trading Standards are working in partnership with Devon & Cornwall Police in relation to doorstep crime. An information pack on doorstep crime was circulated to members, which included an evidential form. From evidence collected, it was hoped to build a database of information to help disrupt criminal activities.

'No cold callers' stickers were also included in the pack which can be displayed to be visible from the front door. A 'No Cold Calling Zone' would need to be organised amongst residents. Trading Standards do not provide signs to place at the entrance to parks, but these can be bought privately.

Reference was made to photographing cold callers. However, it was noted that care should be taken, as notices should be displayed advising how they are to be used. Cold callers was an issue the Police were aware of, and Acting Inspector Pezzani advised that taking photographs could encourage confrontation. A 'no cold callers' sign on site would be the most effective course of action. If a sign is placed at the site entrance, or stickers are displayed on doors, and they still call at an address, the Police can be called to attend, as this is a criminal offence.

The 101 number should be used, but in the case of a confrontation, 999 should be used. Any information on the evidential form would be useful, with a timescale. The neighbourhood police team can then make a reassurance visit.

26

### **MODEL SITE LICENCE**

Following the last meeting, members were asked to email any comments or suggestions for changes to the Model Site Licence.

The Site Licence was attached to the agenda, with proposed amendments highlighted in yellow.

All sites currently have different conditions, and it was proposed to use the Model Site Licence so the same standards are applied to all parks, except for Ringswell Park which would also include the condition imposed on it by the Court. By having a model standard for all sites, it would make the enforcement procedure easier.

Elaine Kale, Licensing Solicitor, advised that park rules would reflect the site licence. The local authority has the power to alter conditions in a site licence at any time. However, this will exclude conditions imposed by the court. If the new model is adopted, this will be a wholesale variation of each site licence agreement. Notice is required to be given to the site licence owner. If the owner is aggrieved by the changes, they have a right of appeal to the Magistrates Court. A consultation exercise would be carried out prior to this to get an indication of any agreement.

Discussion was held on the following changes:

2(iv)(a)- The removal of the last sentence in relation to only one door being permitted at the entrance of the porch or on the home, was agreed.

2((iv)(f) – The maximum height of fences and hedges between caravans was agreed at 6ft (1.83m)

3(x) – the provision of grit bins is not currently a requirement. However, it was noted that grit bins are provided on two of the three sites that were present today. Discussion was held on liability and the ability of residents to collect the grit, and

that other residents may be able to assist them. It was agreed that as grit bins are already provided, this suggested wording in relation to park owners to provide grit bins would be removed from the model site licence.

5 – the additional wording of ‘at the park owner’s expense’ was agreed in relation to roads, communal footpaths and pavements to be adequately lit.

15(ii) – Following concerns over maintenance responsibility, it had been suggested to include a plan which marked areas that the owner is responsible for maintaining. It was noted that surveyor companies that specialise in park home sites could be used to carry this out.

It was considered that some clarification was needed over the type of maintenance. The meaning of the word ‘maintenance’ was covered in The Mobile Homes (Selling and Gifting) (England) Regulations 2013.

It was agreed that common areas should be identified.

Following a suggestion that the City Council undertakes the survey to produce the site plan, it was noted that they had no right of entry onto the site to prepare the plans. It was therefore agreed that the site owner should produce the site plan, with a copy being kept at the City Council offices for reference.

27                    **PROCEDURE FOR VARYING SITE LICENCES - ELAINE KALE, LICENSING SOLICITOR**

Elaine Kale, the City Council’s Licensing Solicitor, advised that she had already covered much of the procedure under the last item.

The site owners can make representations on the changes, and a consultation exercise would be embarked upon before formal alteration of the licences.

It was felt that there should be uniformity across all four parks, but this would not be possible where the court had imposed conditions on a particular licence or where the Council had settled an appeal against amendments to existing conditions by agreeing alternatives.

Elaine Kale agreed to review past negotiations over the various site licence conditions to identify this latter category of conditions.

It needed to be ensured that any changes to the site licence will be enforced.

28                    **ITEMS FOR FUTURE MEETINGS**

The Fire Prevention Team would be invited to attend the next meeting. A presentation would also be given on energy efficiency.

29                    **DATES OF FUTURE MEETINGS:**

The dates of future meetings were noted.

(The meeting commenced at 2.12 pm and closed at 3.43 pm)

Chair

# Agenda Item 4

## 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.
- (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 clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

## 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 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.
- (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.
- (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. .

- (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 should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port 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, should be a maximum of 1.8 metres 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 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 macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (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.

(ix) Cable overhangs must meet the statutory requirements.

#### **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) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

#### **5. Lighting**

Roads, communal footpaths and pavements shall be adequately lit, at the park owner's expense, 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.

(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.

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

(i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.

(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.

(iv) Trees within the site shall (subject to the necessary consents) be maintained.

(v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

## **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.
- (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.

## **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 competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

## **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 with 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.

## **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.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (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. Communal Vehicular Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

## **14. 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.

## **15. 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 and 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 together with the areas that the owner is responsible for maintaining. 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 at the prominent place 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 local flood warning system and evacuation procedures, if appropriate.
  - (d) A copy of the fire risk assessment made for the site.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

#### **16. Flooding**

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

#### **17. 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.

#### **18. 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 .....).”

## OAKTREE PARKS LIMITED

### Exonia Park Rules

#### Mobile Homes Act Agreements Appendix A

#### AMENDED PARK RULES

The following rules of occupation are for the good management of the park and the benefit of all who use them.

**These rules form part of the agreement to occupy the pitch.**

**The occupier is responsible for complying with the conditions set out in the Site Licence.**

1. Only park homes (mobile homes) of proprietary manufacture which conform to the definitions contained in relevant Acts of Parliament will be acceptable.
2. Park homes must be kept in sound and clean condition; external decoration and colour must be maintained to the satisfaction of the Owner. The exterior colour of the park home may not be changed without permission of the Owner. Wheels must not be removed, nor the park home re-positioned without written permission. No external alteration of or addition to the park home or pitch is permitted without the prior approval of the Owner.
3. The Occupier is responsible for the cleanliness of the pitch. He must also keep the area underneath the park home clear. Public places and paths should not be littered in any way. The Owner reserves the right to alter individual pitch boundaries where necessary.
4. The park home may be used by the Occupier and members of his permanent household and bonafide guests only. On no occasion shall the number of persons occupying or using the park home exceed the specified number of berths.
5. There shall be no subletting or parting with possession of the whole or any part of the park home or pitch. Lodgers are not permitted.
6. The Owner reserves the right to accept persons over the age of 50 only when granting consent to sell or assign in situ. Reasonable notice of intention to sell or assign the park home must be given to the Owner. Not less than 14 days notice will be accepted as reasonable.
7. The Owner reserves the right to approve additional permanent members of the Occupiers' household. No persons under the age of 50 may reside in the park home. The Occupier is liable for the conduct of his visitors or licensees (if any).
8. Occupiers are responsible for ensuring that electrical, water and gas installations and appliances comply at all times with the requirements of the Institution of Electrical Engineers and/or other appropriate Authorities.
9. The Occupier must not permit waste water to be discharged on to the ground. Where water is not separately metered or rated the use of hoses is forbidden without prior approval of the Owner, except in case of fire. Fire point hoses may only be used in case of emergency.
10. The Occupier is responsible for ensuring that all household refuse is deposited in approved containers which must not be over filled and must be placed in the approved position for regular collection. No external or garden fires are permitted. Small barbeques may be permitted with the written consent of the park owner.
11. Musical instruments, record players, radios, televisions other appliances and motor vehicles must not be used to cause nuisance to others, especially between the hours of 10.00pm and 8 a.m.

continued .....

12. All vehicles must be driven carefully on the park not exceeding the speed limit of 5 m.p.h. Vehicles must keep to authorised parking spaces and to the roads, which must not be obstructed. Parking on roads is forbidden at all times except for loading and unloading. Vehicles must be taxed and insured as required by law and drivers must hold a current driving licence and insurance. Motor vehicle repairs of a major nature are not permitted on the park and disused vehicles must be removed from the park. Where parking spaces are limited only one vehicle per pitch may be permitted. The prior written approval of the Owner must be obtained before parking commercial vehicles. Car parking spaces cannot be reserved except in special circumstances and with written permission from the park owner. Occupiers are responsible for ensuring that their visitors also use the car parks. Touring caravans, boats or similar vehicles may not be stored on the park.
13. Porches, storage sheds, fuel bunkers or other structures are only permitted with the approval of the Owner and where permitted must be of a design, size and standard approved by the Owner and must be maintained in good repair and appearance. It shall be a requirement that the Occupier will provide at the Occupier's expense a skirting to infill the area between the underside of the park home and the hardstanding with bricks or other approved material within six months of occupation. The material shall be of an acceptable colour and be constructed in a skilled and proper manner.
14. Private gardens, where permitted, must be kept neat and tidy and no fences or other means of enclosure shall be allowed without the written approval of the Owner. Where a change of occupation occurs it will be a requirement that fencing or any other means of enclosure of the pitch shall be removed. Natural hedges, to a maximum height of 2ft, may be planted, subject to the park owners approval. The planting of trees and shrubs is also subject to the Owner's prior approval of types and position. Trees and shrubs may not be lopped, topped, felled, removed or damaged without the Owner's consent. Gardens will be left in a condition to be agreed with the Owner when the Occupier vacates the pitch.
15. Pets and livestock are only permitted with the Owner's written consent and must be kept under proper control and not allowed to despoil the park. Dogs and cats are permitted on the Park up to a maximum of one each per Mobile Home (unless the written approval of the Owner to exceed this number has been obtained).
16. Guns, firearms, fireworks or offensive weapons of any description shall not be used on the park, and shall only be kept with a licence from the Police Authority and the written consent of the Owner. It is forbidden to interfere with or disturb any flora or fauna on the park.
17. Everyone using the park is required to comply with the regulations of the site licence, water authority or any other statutory authority.
18. Access is not permitted to vacant pitches. Building materials or other plant must be left undisturbed.
19. No commercial enterprise or business activities may take place on the park or any pitch without the prior permission of the Owner.
20. Occupiers erecting a TV aerial shall have suitable public liability insurance cover.
21. Washing on clothes lines is to be reasonably screened from public view and must not be an 'eye-sore'. A clothes line (or in preference a rotary drier) may be placed only in a position agreed by the Owner.

#### Fire Precautions:

It is recommended that a fire extinguisher of the dry powder type not less than 2lbs. capacity should be installed in each park home. Note: Other types of fire extinguisher can be dangerous in confined spaces.





2 August 2013

TO ALL RESIDENTS AT NEWPORT PARK

Attached is a copy of the revised Park Rules, which is now part of your Agreement (your proof of ownership of your home and which you signed on coming onto the park). These must be attached to your Agreement from now on.

I am required to give you all notice of these Park Rules, which have a few amendments and additions to them, although they are basically the same as the existent Park Rules.

Please read them carefully and comment within 28 days if you wish to do so. If the majority are in agreement we will adopt these revised Park Rules forthwith.

PENNY HARDICK

WILSON LEISURE LTD

PARK OWNER

2013

**WILSON LEISURE LTD**

**RESIDENTIAL PARK RULES FOR**

**NEWPORT PARK, TOPSHAM ROAD, EXETER, DEVON EX2 7DT**

**1.Introduction**

The following rules are in place for the good management of the park and the benefit of all who use them. These rules form part of the Agreement by which you occupy your pitch in accordance with the Mobile Home Act 1983 (as amended).

The rules are designed to ensure that all park home residents may live peacefully in unspoilt surroundings and have not been compiled to place unnecessary restrictions on residents. We are sure that, providing the rules are accepted in the right spirit, our park will continue to be a happy community.

**2.Complying with the Park's Site Licence**

Park home owners must not do, or allow to be done, anything to the home or to the pitch which might breach any of the conditions of the park owner's site licence. A copy of the current site licence is displayed on the office notice board.

**3.The Park Home**

Only park homes (mobile homes) of proprietary manufacture, that is to say not homemade, which conform to the statutory definition of a caravan contained in the relevant legislation, are permitted on the park.

**4.The Condition of the Park Home**

Homes must be kept in a sound state of repair and the outside of the home maintained in a clean and tidy condition. The external decoration and colour must not be changed without the consent of the park owner and must be kept in good order.

3/9

Park homes must be maintained at all times in a suitable condition so that they can be moved from one pitch on the park to another. They must not be allowed to get into such a dilapidated state as to prevent this.

Building works, external alteration of, or addition to the home, except any repairs or maintenance, are not permitted without the prior written permission from the park owner (which will not be withheld unreasonably).

It is requested that large areas of slabbing around homes are avoided to prevent excess water running onto roads and that shingle be used instead to allow for drainage.

If external contractors are to be employed to carry out any work to the home you must ensure that they are competent to do the work proposed by you in order to maintain a safe environment on the park. It is advisable to use persons with knowledge of the structure of a mobile home.

### **5. Condition of the Pitch**

Park home owners must maintain their pitch, including any outbuildings, belonging to or enjoyed with the pitch, in a clean and tidy condition.

The underneath of a pitch includes the garden area surrounding the park home and includes the land upon which the park home is sited.

Public places and paths should not be littered in any way.

Private gardens, where permitted, must be kept neat and tidy. Fences or other means of enclosure are not allowed without the approval of the park owner (which will not be unreasonably withheld).

Park home owners must not, without prior written consent of the park owner (which will not be withheld unreasonably) carry out any of the following:

- a) building works to the park home or pitch except to the extent necessary to carry out any repairs or maintenance
- b) paving or hard landscaping, including the formation of a pond or wall
- c) planting, felling, lopping, topping or pruning of any trees, or

4/9

d) the erection of any pole, mast, wire, dish or communications receiving equipment

External fires, including incinerators, are not allowed.

Park home owners must keep any footpaths on the pitch in a good and safe state of repair and condition.

No inflammable or explosive substances must be kept on the park home owner's pitch. All types of fuel storage, protection and screening must be approved by the park owner before purchase or construction and be capable of removal by the park home owner on vacation of the pitch.

#### Sheds, Porches, decking

Porches, sheds, outbuildings, fences, or any other structures are only permitted with the prior written consent of the park owner (which will not be withheld unreasonably) and where permitted must be of a design, size and standard approved by the owner, and must be maintained in good repair and appearance. Boundary fences or hedges are the responsibility of the park. Fences between homes are the responsibility of the residents who own those homes and the cost of replacing them must be met by those residents.

Only one storage shed is permitted on each pitch. The design, size and standard of the shed must be approved by the park owner, in writing, and so positioned as to comply with the park's site licence conditions.

#### 6. Refuse

The park home owner is responsible for the disposal of all household, recyclable and garden waste in approved containers through the local authority service. Containers must not be over-filled and must be placed in the approved position for the local authority's regular collections.

The deposit of any refuse or unroadworthy vehicles on any part of the park owner's land is strictly prohibited.

#### 7. Commercial Activities

No commercial enterprise or business activities may take place on the park. Business activity also includes the overhaul and repair of vehicles, mobile retaining vans. e.g. grocery, fast food etc.

**8.Liability and Insurance**

The park owner, park employees and agents are not liable for actions resulting in death or injury unless arising from their own negligence or other breach of duty.

If the park home owner is in breach of his/her Agreement, and as a result the park owner incurs costs, the park home owner must pay all reasonable costs resulting in claims, charges and expenses reasonably incurred in relation to the breach of the agreement.

Park home owners must insure and keep the park home insured with an organisation that is registered with the Financial Services Authority against loss or damage by fire and liabilities to other people or property.

Park home owners must produce a copy of the insurance policy to the park owner upon request, together with any evidence that the site owner may reasonably request as proof of insurance.

**9.Nuisance**

Park home owners must not do, or allow to be done, anything on the park which may:

- a) be or become a nuisance to or cause annoyance, inconvenience, harassment or disturbance to the park owner, neighbour, or anyone else who lives on or uses the park
- b) cause damage to any property belonging to the park owner or anyone else, or to any adjoining or neighbouring property and must not use or permit the park home to be used for illegal or immoral purposes
- c) be a criminal offence

Park home owners will at all times be responsible for the behaviour of their visitors. Visiting children must not be permitted to play around any public

6/9

building, or the car parks or in the area at the entrance to the park and must not cause a nuisance to other residents.

Musical instruments, CD players, radios, other appliances and motor vehicles must not be used to cause nuisance to others, especially between the hours of 10.30 p.m. and 8 a.m.

### **10.Pets**

No resident may bring a pet onto the park without seeking the written permission of the park owner.

No large dogs, or more than one pet per home will be allowed.

Dogs must be kept on leads at ALL times and must not be exercised on the park, allowed to despoil the park or be a nuisance to anyone.

No pet may be replaced without the consent of the park owner.

No visiting dogs may stay overnight on the park.

### **11.Water/Electricity/Gas**

The park home owner must not permit waste water to be discharged into the ground.

Fire hoses must be used only in cases of emergency and must not be used to water gardens

All external water pipes must be lagged by the park home owner against potential frost damage; the park home owner will be liable for any loss of water due to their failure to do so, or from any other failure on the section of the water service for which the park home owner is responsible, i.e. from the ground upwards.

The park home owner is responsible for the sewerage connection from ground level upwards, for the electrical connections and gas connections from the meter housing.

Park home owners are responsible for ensuring that electrical, oil and gas installations comply at all times with the requirements of the relevant legislation.

Park home owners are required to ensure the safety of all gas and electrical installations fitted to the park home. It is recommended that all work on gas, electricity and water systems be carried out by suitably qualified, competent persons.

All park home owners must check their electrical supply before installing electrical equipment which might overload the system. Park home owners will be charged for any damage incurred as a result of overloading the system.

### **12. Occupants of the Park**

The park home owner must not permit a greater number of persons to live in or occupy the park home than the maximum number specified in the Written Statement.

The park home must not be hired and accommodation must not be rented to paying guests.

There must be no subletting or parting with possession of the whole or part of the park home or pitch.

No persons under the age of 50 may reside on the park.

Reasonable notice of intention to sell or assign the park home must be given to the park owner. Not less than 28 days notice will be accepted as reasonable.

### **13. Vacant Pitches**

Access is not permitted to vacant pitches. Building materials, equipment and/or plant must be left undisturbed.

### **14. Vehicles**

All vehicles must be driven carefully on the park and not exceed the displayed speed limit.

Parking is not permitted on roads, grass verges or in the gardens.

Park home owners and other permitted entrants may bring vehicles onto the park. The park owner will not be liable for any theft or damage unless arising from their own negligence or other breach of duty.

Vehicles must keep to authorized parking spaces.

Park home owners with more than one vehicle and visitors may be obliged to park their vehicles off the park.

All vehicles must be taxed and insured as required by law (Road Traffic Acts) and be in running order.

All drivers on the park must hold a current driving licence for the category of vehicle driven on the park.

Disused/unroadworthy vehicles must be removed from the park and the park owner reserves the right to remove any vehicle which is apparently abandoned, without consent of the vehicle owner.

No major repairs may be permitted on the park owner's land. Motor oils and other fuels of that nature must not be discharged into the drains or onto the roads or car parks.

Commercial vehicles of any size may only be parked on the park with the prior written permission of the park owner.

Entrances or buildings belonging to the park must be kept clear at all times. Roads must not be blocked by vehicles of any kind.

No more than one car is permitted per home.

### **15. Fire Precautions**

All park homes must be equipped with a fire extinguisher/blanket which conforms to the requirements of the Fire Officer. It is recommended that the fire extinguishers should be of the dry powder type not less than 1kg capacity. Please note that other types of extinguisher can be dangerous in confined spaces.

Park home chimneys/flues must be kept in good repair.

### **16. Miscellaneous**

The erection of any pole, mast wire, dish or other communications receiving equipment may only be carried out with the prior written consent of the park



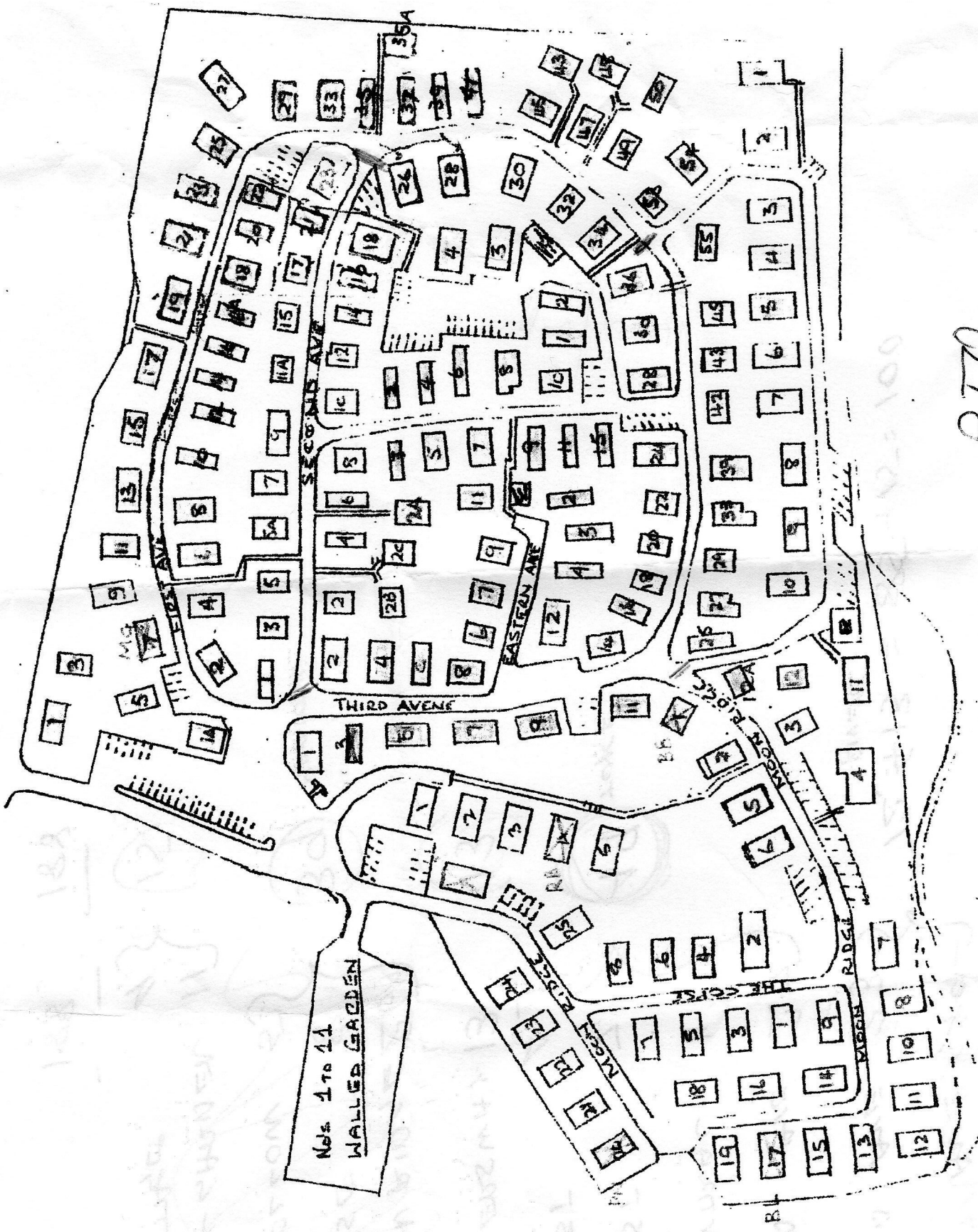
9/9

owner, and the park home owner must have suitable public liability insurance cover.

Within 28 days of an Agreement coming to an end (however this may occur) when the home will be removed from the park, Wilson Leisure Ltd. will undertake the work at the park home owners expense.

Guns, firearms or other offensive weapons of any description must not be used on the park and must only be kept with a licence from the appropriate police authority and the written consent of the park owner.

It is forbidden to interfere with or to disturb any trees, shrubs etc on the park. All our trees have a tree preservation order on them and are annually checked by Exeter City Council.



100  
P.T.O.

## MOBILE HOME PARK RULES

The following Rules of Occupation are for the good management of Mobile Home Parks and the Benefit of all who use them. Where Agreements for the occupation of Mobile Home pitches are entered into these Rules form part of the Agreement and should be read in conjunction with the Site Licence.

1. Mobile Homes must be kept in sound and clean condition : decoration and external colour must be maintained to the satisfaction of the Owner. Wheels must not be removed, nor the Mobile Home re-positioned without permission. No external alteration of or addition to the Mobile Home or pitch is permitted without the prior approval of the Owner.
2. The Occupier is responsible for the cleanliness and tidiness of the Pitch. He must also keep the area underneath the Mobile Home clear.
3. The Mobile Home may be used by the Occupier and members of his permanent household (persons under 18 years of age are not permitted) and bona fide guests only (and in any event for the occupation of such number of persons as shall not exceed the specified number of berths).
4. The Occupier must not permit waste water to be discharged onto the ground. Where water is not separately metered or rated the use of hoses is forbidden, except in case of fire.
5. The Occupier is responsible that all household refuse is deposited in approved containers which must not be over-filled.
6. Musical instruments, record players, radios, other appliances and motor vehicles and motor bikes must not be used to cause nuisance to others, especially between the hours of 10.30 p.m. and 8 a.m.
7. All vehicles must be driven carefully on the park not exceeding the speed limit of 5 mph. Vehicles must keep to authorised parking spaces and to the roads, which must not be obstructed. Vehicles must be taxed and insured as required by law and drivers must hold a current driving licence and insurance. Disused vehicles must be removed from the park. The prior written approval of the Owner must be obtained before parking commercial vehicles. No major repairs must be carried out on any vehicle.
8. Storage sheds, fuel bunkers or other structures are only permitted with the approval of the Owner and where permitted must be of a design and size approved by the Owner and where applicable - Local Planning Authority.
9. Private gardens where permitted must be kept neat and tidy. The planting of trees and shrubs is subject to the Owner's prior approval of types and position. Trees and shrubs may not be cut down unless with the Owner's consent, removed or damaged and gardens will be left in tact when the Occupier vacates the pitch.
10. Washing lines are to be reasonably screened from public view. Satellite dishes may only be erected with the permission of the Owner.
11. Pets, where permitted at the Owner's discretion, must be kept under proper control and on a lead at all times and not allowed to despoil the Park. They must not cause noise or nuisance to other Residents.
12. The Occupier is responsible for the conduct of children in his/her custody and of visitors.
13. Everyone using the park is required to comply with the Regulations of the Site Licence, Water Authority or any other Statutory Authority.
14. Access is not permitted to vacant pitches. Building materials or other plant must be left undisturbed.
15. No commercial enterprise or business activities may take place on the Park without the prior permission of the Owner.
16. These Rules should be read in conjunction with the Mobile Homes Written Statement under Mobile Homes Act 1983 Part IV Express Terms of the Agreement.

October 1996

This page is intentionally left blank

## MOBILE HOME PARK RULES AT RYDON PARK

1. Only Mobile Homes of proprietary manufacture which conform to the definitions contained in the Caravan Sites and Control of Development Act 1960, the Caravan Sites Act 1968 and the Mobile Home Act 1975 are accepted
2. Mobile Homes must be kept in sound and clean condition: decoration and external colour must be maintained to the satisfaction of the Owner. Mobile Homes must not be re-positioned without prior permission from the Owner. No external alteration of or addition to the Mobile Home or pitch is permitted without the prior approval of the Owner.
3. The Occupier/s and members of their permanent household and bonafide guests may use the Mobile Home only (and in any event for the occupation of such number of persons as shall not exceed the specified number of berths).
4. Occupiers are responsible for ensuring that both electrical and gas installations and appliances comply at all times with the requirements of the Institution of Electrical Engineers and/or other appropriate Authorities.
5. The Occupier must not permit waste water to be discharged onto the ground.
6. The Occupier is responsible that all household refuse is deposited in approved containers which must not be over filled.
7. Musical instruments, music players, radios and all other appliances and motor vehicles must not be used to cause nuisance to others, especially between the hours of 10.30pm and 8 am.
8. All vehicles must be driven carefully on the park not exceeding the speed limit of 5 mph. Vehicles must keep to authorised parking spaces and the road must not be obstructed. Vehicles must be taxed and insured as required by law and drivers must hold a current driving licence and insurance. Disused vehicles must be removed from the park. The prior written approval of the Owner must be obtained before parking commercial vehicles.
9. Storage sheds, fuel bunkers or other structures are only permitted with the approval of the Owner and where permitted must be of a design and size approved by the Owner.

10. Private gardens where permitted, must be kept neat and tidy. The planting of trees and shrubs is subject to the Owner's prior approval of types and position. Trees and shrubs may not be cut down, removed or damaged and gardens will be left intact when the Occupier vacates the pitch.
11. Washing lines are to be reasonably screened from public view.
12. Pets are permitted under certain conditions, but the maximum limit is one domestic dog (large dogs are not permitted) or cat per Mobile Home. All dogs must be kept under proper control, be well behaved and kept on a lead whilst on Rydon Park. The dog's owner must clean up any fouling on the park immediately. If any pet is causing a nuisance to other occupiers or damaging property, it will not be permitted to stay at Rydon Park.
13. The Occupiers are responsible for the conduct of their visitors.
14. It is forbidden to carry offensive weapons, or other objects likely to give offence on the Park, or to interfere with or disturb any flora or fauna on the Park.
15. Occupiers and visitors using the park are required to comply with all the regulations of the site licence, water authority or any other Statutory Authority.
16. Access is not permitted to vacant pitches. Building materials or other plant must be left undisturbed.
17. No commercial enterprise or business activities may take place on the Park without the prior permission of the Owner.
18. As of 01/11/2013 all new occupiers must be aged 50 years or over.
19. Occupiers are not permitted to sub let their Mobile Home under circumstances.
20. No fires of any sort are permitted on the Park by occupiers.

Updated 1/11/13