



Iron Acton Parish Council

Parish Council

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The following process was agreed at full council in June 2019, this is necessary as future incursions could happen on the Green as well as elsewhere in the Parish.

1. Upon notification of an incursion – A IAPC Incursion team is formed appointing a Lead and Deputy to complete the following Process
2. Appointed Leader to e-mail all IAPC councillors to inform that the Incursion team has been formed, who is on the team and confirm when updates are to be sent around. All other cllr's should leave the team to perform this process, and not involve themselves unless requested to do so. This will ensure actions can be performed and communication kept to a minimum.
3. Clerk to inform / communicate with Police and S'Glos council traveller team, and arrange a face to face meeting on-site (or nearby) with IAPC Incursion team.
4. Clerk to draft and print letter 'notice to leave' and provide to Leader for delivery to Vehicle owners in presence of the Police. (Letter to be issued at earliest opportunity, before or after Incursion meeting held)
5. At the Incursion meeting with Police, S'Glos and the IAPC Incursion team gain all relevant information (see Incursion information sheet)
6. The Incursion team will regularly update the whole IAPC – Minimum of twice daily
7. Clerk will inform media (including social), update the website and arrange notices to be posted in relevant locations,
 - a. That the IAPC Incursion team have been mobilised,
 - b. Contact details for any concerns and information

- c. This process should also be provided to notify the parishioners of the IAPC's actions
- 8. Incursion team to provide an update to the parish daily reporting on actions taken the previous day, distributing as per above point 7
- 9. Following the Departure - Clerk to arrange clean up with S'Glos
- 10. Photos taken of site
- 11. Incursion team to draft report on the incursion
- 12. Meeting to be organised with Police if necessary
- 13. Working Party to review report and meet to discuss learnings and possible new actions

Approved – 15.03.21

Minute – 14.03.21