

Committee Administrator  
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## MID DEVON DISTRICT COUNCIL

### REGULATORY COMMITTEE

A **SPECIAL MEETING** of the **REGULATORY COMMITTEE** will be held in the Phoenix House, Tiverton on Monday, 27 September 2021 at 10.30 am

**PLEASE NOTE:** - this meeting will take place at Phoenix House and members of the Public and Press are encouraged to attend via Zoom wherever possible. The attached Protocol for Hybrid Meetings explains how this will work. Please do not attend Phoenix House without contacting the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

Join Zoom Meeting

<https://zoom.us/j/99764600559?pwd=RElnZFk2MStyTTlmK09QL0Q1bWg4QT09>

Meeting ID: 997 6460 0559

Passcode: 299040

One tap mobile

08000315717,,99764600559#,,,,\*299040# The United Kingdom Toll-free

08002605801,,99764600559#,,,,\*299040# The United Kingdom Toll-free

Dial by your location

0 800 031 5717 The United Kingdom Toll-free

0 800 260 5801 The United Kingdom Toll-free

0 800 358 2817 The United Kingdom Toll-free

Meeting ID: 997 6460 0559

Passcode: 299040

### **STEPHEN WALFORD**

Chief Executive

17 September 2021

**Membership:** Mrs E M Andrews, J Bartlett, J Cairney, R J Chesterton,  
Mrs F J Colthorpe, D R Coren, J M Downes, D J Knowles, Miss J Norton, S J Penny,  
Mrs E J Slade and L D Taylor

## **A G E N D A**

- 1     **APOLOGIES AND SUBSTITUTE MEMBERS**  
To receive any apologies for absence and notices of appointment of Substitute Members (if any).
  
- 2     **HYBRID MEETINGS PROTOCOL** (*Pages 5 - 12*)  
Members to note the Hybrid Meetings Protocol.
  
- 3     **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**  
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
  
- 4     **PUBLIC QUESTION TIME**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
  
- 5     **MINUTES** (*Pages 13 - 14*)  
Members to consider whether to approve the minutes as a correct record of the meeting held on 6<sup>th</sup> August 2021
  
- 6     **MOBILE HOMES FIT AND PROPER PERSON FEE CHARGE AND POLICIES** (*Pages 15 - 50*)  
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (“the Regulations”) introduced a Fit and Proper Person test for mobile home site owners or the person appointed to manage the site, unless exempted by the Regulations. From 1 July 2021 until 1 October 2021 protected sites, operated on a commercial basis, must be shown to be being managed by a fit and proper person. This report brings forward a new fee and determination policy to allow the Council to implement these regulations.

Recommendation: That the Special Regulatory Committee recommend to Council the following:

1. Adopt and agree the Mobile Homes Fit and Proper Person Fee Policy contained in Annex 1 of this report
2. Adopt and agree the Mobile Homes Fit and Proper Person Fee Calculation contained Annex 2 of this report
3. Adopt and agree the Mobile Homes Fit and Proper Person Determination Policy contained in Annex 3 of this report
4. Delegate Authority to the Corporate Manager for Public Health, Regulation and Housing for the administration, including setting of fees, and enforcement of any provisions under The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020. These delegations can then be sub-delegated to relevant officers.

## Covid-19 and meetings

From 7 May 2021, the law requires all councils to hold formal meetings in person. However, the Council is also required to follow government guidance about safety during the pandemic. The Council will enable all people to continue to participate in meetings via Zoom.

You are strongly encouraged to participate via Zoom to keep everyone safe - there is limited capacity in meeting rooms if safety requirements are to be met. There are restrictions and conditions which apply to those in the building and the use of the building. You must not attend a meeting at Phoenix House without complying with the requirements in the new protocol for meetings. You must follow any directions you are given.

Please read the new meeting protocol which is available here: [Hybrid Protocol - September 2021.pdf \(middevon.gov.uk\)](#)

If you want to ask a question or speak, email your full name to [Committee@middevon.gov.uk](mailto:Committee@middevon.gov.uk) by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you would like a copy of the Agenda in another format (for example in large print) please contact Carole Oliphant on:

E-Mail: [coliphant@middevon.gov.uk](mailto:coliphant@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.