Traveller Accommodation Assessment Report 2013
Table of Contents:

<table>
<thead>
<tr>
<th>Page</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Introduction</td>
</tr>
<tr>
<td>3</td>
<td>2. Policy Context</td>
</tr>
<tr>
<td>5</td>
<td>3. Preparing a Traveller Accommodation Assessment</td>
</tr>
<tr>
<td>7</td>
<td>4. Phase 1 – Desktop Review</td>
</tr>
<tr>
<td>9</td>
<td>5. Phase 2 – Interviews with Travellers</td>
</tr>
<tr>
<td>11</td>
<td>6. Phase 3 – Review of Questionnaire Data</td>
</tr>
<tr>
<td>16</td>
<td>7. Assessing Accommodation Need</td>
</tr>
<tr>
<td>22</td>
<td>8. Conclusions</td>
</tr>
</tbody>
</table>

Notes:
A detailed glossary of relevant terms associated with this report is contained within the Surrey Traveller Accommodation Assessment Methodology (2012), which sits alongside this report as an important supporting text. The methodology is contained within Appendix A of this report.

Friends, Families and Travellers¹ were employed by the Council to survey members of the travelling communities in Elmbridge. This document should also be read in conjunction with their report on this work, which is set out in Appendix B. It should be noted that large sections of this report have been redacted because of the sensitive nature of information contained within it and the legal obligation of the Council to protect the identity of the ‘hidden’ traveller community, who do not wish to make themselves known.

Contact Details:

Email: tplan@elmbridge.gov.uk
Website: www.elmbridge.gov.uk/planning/policy

¹ Friends, Families and Travellers is a national charity which works on behalf of all Travellers, regardless of ethnicity.
Introduction

1.1 This document represents the Elmbridge Traveller Accommodation Assessment (TAA) 2012. It is an important evidence base to support the Council’s planning approach to meet the needs of the Gypsy, Travellers and Travelling Showpeople communities in the Borough (hereafter referred to as travellers), in accordance with requirements set in the Housing Act 2004 and the Government’s ‘planning policy for traveller sites’ (March 2012).

1.2 This report has been informed by close partnership working with adjoining authorities in Surrey, Surrey County Council, neighbouring London authorities, as well as members of the traveller communities themselves.

1.3 The report should be read in conjunction with the Surrey Traveller Accommodation Assessment methodology, which was developed jointly by all local authorities in Surrey to ensure consistency in approach when undertaking TAA’s. The methodology has also been formulated in consultation with representatives of the travelling community and Travellers themselves who reside in Surrey. It is not the purpose of this report to revisit background elements relating to the methodology, instead it builds on the established framework, applying agreed assumptions to identify future accommodation needs.

1.4 As part of the local authority’s plan-making functions sufficient sites will need to be identified and allocated to meet the level of need for travellers’ pitches/plots as evidenced by this TAA. The Council is forwarding work in this area through site allocations processes contained within the forthcoming Settlement ID (Investment and Development) Plans.

Background and Scope

1.5 Elmbridge formed part of the North Surrey Gypsy and Traveller Accommodation Assessment (GTAA) area in 2006, which also included the districts of Runnymede, Spelthorne and Woking. As set out in Section 3 of the Surrey TAA methodology, the draft Panel Report\(^2\) into the partial review of the South East Plan provided a useful critique of all the GTAAs undertaken previously in Surrey and indeed across the South East.

1.6 In preparing the Surrey methodology, the 11 Surrey authorities sought to learn from the criticisms of the earlier GTAAs. The methodology applied draws on best practice, with specific attention given to the following areas:

- Joint working – continuous working relationship between districts and the County Council to ensure reasonable consistency of approach; utilising experience and existing relationships of Gypsy and Traveller liaison officers; ongoing engagement of the traveller communities, including attendance of the Surrey Gypsy and Traveller Community Relations Forum.

\(^2\) This review planned to assess the accommodation needs of gypsies and travellers across the South East region and aimed to set district-based targets for pitch provision. The review was not completed in light of the Government’s stated intention to abolish regional strategies, including the South East Plan.
• Questionnaire simplification – reducing the complexity of the TAA process and simplifying the questionnaires to be administered, ensuring questions asked are fit for a purpose.

• Conventional/Bricks and Mortar Housing – following good practice guidance published by Shelter\(^3\) on identifying and working with travellers in bricks and mortar housing.

• Assumptions applied – not overly relying on assumptions or findings from elsewhere; ensuring that assumptions made are reasonable and justified locally.

• TAA Report – ensure that the TAA report is not overly complicated and that there is a clear link between findings and the levels of need identified; provide a draft TAA to the travelling community for consideration before it is finalised.

---

\(^3\) Shelter – Good practice guide: working with housed Gypsies and Travellers (February 2008)
2 Policy Context


2.2 The aim of the planning policy is to provide a light-touch strategy putting the provision of new pitches and plots into the hands of local authorities. It seeks to ensure fair and consistent treatment for travellers, in a way that supports the traditional and nomadic way of life of travellers while respecting the interests of the settled community.

2.3 To help achieve this, the Government’s aims in respect of the planning policy are:

- that local planning authorities should make their own assessment of need for the purposes of planning
- to ensure that local planning authorities work collaboratively, develop fair and effective strategies to meet need through the identification of land for sites
- to encourage local planning authorities to plan for sites over a reasonable timescale
- that plan-making and decision taking should protect the Green Belt from inappropriate development
- to promote more private traveller site provision while recognising that there will always be those travellers who cannot provide their own sites
- that plan-making and decision-taking should aim to reduce the number of unauthorised developments and encampments and make enforcement more effective
- for local planning authorities to ensure that their Local Plan includes fair, realistic and inclusive polices
- to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply
- to reduce tensions between settled and traveller communities in plan-making and planning decisions
- to enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure
- for local planning authorities to have due regard to the protection of local amenity and the local environment

The National Planning Policy Framework

2.4 The Government states that the planning policy for traveller sites should be read in conjunction with the National Planning Policy Framework (NPPF) so far as relevant. The NPPF directs local planning authorities to the planning policy for traveller sites when assessing the accommodation needs of travellers. The NPPF will however, be an important consideration when identifying sites for traveller accommodation having completed a needs assessment. This will be in parallel with local planning policies which guide site selection.
The Housing Act 2004

2.5 Whilst there have been numerous changes occurring to the planning policy framework at the national level, the requirement to assess the accommodation needs of the travelling community remains firmly embedded in the Housing Act 2004.

2.6 The Act requires local housing authorities to include travellers in their accommodation assessments and to take a strategic approach, including drawing up a strategy demonstrating how the accommodation needs of travellers will be met.

Gypsy and Traveller Accommodation Assessments Guidance, DCLG, 2007

2.7 Whilst the Government’s NPPF replaces a plethora of Planning Policy Statements (PPSs) and Guidance Notes (PPGs), a number of guidance documents still remain. This includes the Gypsy and Traveller Accommodation Assessment Guidance (2007). It is acknowledged that the GTAA guidance is expected to be formally withdrawn by the Government and is unlikely to be replaced. However, some sections have been considered relevant during the preparation of this methodology and should be considered when completing the TAA. This guidance has informed the Surrey-wide methodology, helping to define key issues such as household need, appropriate timings for undertaking survey work and approaches to calculating future need. Further information on this is contained within section 2 of the methodology.

Elmbridge Core Strategy Policy CS22 – Gypsies, Travellers and Travelling Showpeople

2.8 The Council adopted its Core Strategy in July 2012. Policy CS22 sets out how the Council will consider the accommodation needs of the traveller community through the Local Plan process. It outlines that sufficient sites will be allocated through planning processes, arising from need identified within the most up-to-date TAA. The policy also sets out a criteria-based approach for the selection and siting of such sites.
3 Preparing a Traveller Accommodation Assessment in Elmbridge

Aims of the assessment

3.1 The key objective of the TAA is to identify the need for travellers’ accommodation within the study area of Elmbridge. National policy states that the assessment should encompass the following broader aims:

- Create a robust, transparent and consistent evidence base to identify the need for travellers’ pitches/plots in the study area;
- Identify current levels of accommodation provision for travellers;
- Identify current levels of need, including overcrowding, concealed households, households living in bricks and mortar housing but wishing to live on sites, identifying households living on sites but wishing to live in bricks and mortar housing;
- Show household preferences in terms of the location, tenure and type of accommodation sought;
- Identify the size and type of accommodation provision needed, including the demand for authorised sites (both static and transit) and for permanent affordable housing provision;
- Identify future levels of accommodation need over a fifteen year period;
- Inform the development of future housing and planning policies at a local area;
- Inform the understanding of the need for permanent and transit\(^4\) pitches and plots;

Defining accommodation need

3.2 The starting point is the definition of accommodation need for travellers. This is addressed in Section 5 of the methodology, which outlines that the conventional definition needs to be tailored to better address the culturally specific circumstances of these communities, and take account of households:

- Who have no authorised site on which to reside;
- Whose existing site accommodation is overcrowded or unsuitable and are unable to obtain more suitable accommodation;
- Who contain suppressed households who are unable to set up separate family units, and are unable to access a place on an authorised site, or to afford land to develop one;

\(^4\) Policies A and B of the planning policy for traveller sites states that transit sites should be considered
• Who are in bricks and mortar accommodation but whose existing accommodation is overcrowded or unsuitable\(^5\) (which may include unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation).

3.3 To be explicitly clear, the guiding principle in all the above is ‘household formation’ - where households currently exist with unmet need and going forward, the likelihood of new households being formed in the area to generate need over the study period. This underpins the Council’s approach to figures set out within this report.

**Approach taken to the assessment**

3.4 The methodology being applied across Surrey to identify accommodation needs and address the above aims, has three distinct phases. These are:

• Phase 1 – Desktop review

• Phase 2 – Interviews with travellers

• Phase 3 – Review and conclusions

The next three sections set out in detail how the assessment was undertaken in Elmbridge.

\(^5\) Unsuitable housing is defined in ‘Strategic Housing Market Assessments – Practice Guidance’ CLG 2007 Table 5.1 pg 41
4 Phase 1 – Desktop Review

4.1 The first step in carrying out the TAA was a comprehensive desktop review of available information sources on the Gypsy, Traveller and Travelling Showpeople communities in the Borough. This involved close partnership working with a wide variety of internal and external stakeholders, to obtain localised information on population size and movements; homeless presentations and housing list data; data on public and private authorised sites; potential unauthorised sites; the biannual caravan counts; issues arising from planning application histories; the identification of hidden communities; public site management considerations; and potential cross boundary issues with adjoining authorities. The following stakeholders were consulted during the desktop review stage of the TAA:

Elmbridge Borough Council

- Community Support Services; Corporate Policy and Partnerships; Housing Services (public and private) Leisure and Culture Services; Parks and Recreation; Assets Management and Property Services; and Planning Services (Enforcement and Development Management)

External Stakeholders

- Elmbridge Housing Trust, Orbit Housing Association, Surrey Community Action
- Adjoining districts in Surrey and London
- Surrey County Council, including the site manager for The Oaks, Woodstock Lane

Matters arising

4.2 The desktop review raised a number of important issues across the Council, both in relation to the TAA and with respect to wider communicative practices with the traveller communities in the Borough. It resulted in a number of important action points for the Council, which are summarised as follows:

Caravan Count

4.3 The bi-annual caravan count provides a snapshot of the local context in terms of the scale and distribution of caravan numbers across the Borough. In the absence of other datasets on caravan numbers, it acts as a useful starting point in assessing the current picture and trends in an area. There are well documented issues with the robustness of the count, which include the 'snapshot' nature of the data, the inclusion of caravans and not households, the exclusion of Travelling Showpeople, and the exclusion of Gypsies and Travellers in housing. At present, there is no statutory requirement on local authorities to submit data to the Department of Communities and Local Government (DCLG) for the count of Gypsy and Traveller caravans. In recent years, the Council has not done so, however, in recognition of the usefulness of this information in providing a picture of likely caravan movements in and out of the Borough, this count will now be undertaken, to enable closer monitoring and feed into subsequent reviews of the TAA.
Community Liaison

4.4 There is no formal Gypsy and Traveller Liaison role in the Council. Consultation between different services has identified that traveller queries are generally dealt with on a case-by-case basis, as they arise. The Council is continually striving to improve the customer service experience for all its residents and is actively seeking to put in place improved measures to engage the traveller communities and make it easier for them to communicate with the Council. A working group of officers was established by the Strategic Director of Services for such purposes and it was resolved that the Council would use the TAA process as a means to strengthen their relationship with these communities.

Employment of consultants

4.5 While the desktop review provided a significant amount of important information on traveller communities in the Borough, the Council recognised the benefits of obtaining assistance to help survey the local traveller communities. In particular, it was felt that additional expertise would be crucial in identifying the ‘hidden’ community and ensuring greater coverage locally in terms of questionnaire responses. A decision was, therefore, taken to employ consultants who had the added benefit of local knowledge, for the second phase of the TAA.
Phase 2 – Interviews with Travellers

Research by interview

5.1 As Section 7 of the methodology outlines, research by interview is well established as the preferred approach to engage travellers as it maximises the response rate, presents the opportunity to clarify any complex issues that may arise, including the purpose of the questionnaire itself, and overcomes potential literacy issues when completing questionnaires independently.

5.2 Overall the questionnaire aims to:

- Gather information on current tenure types and future needs and tenure preferences for caravan dwelling/movement between housing and caravans;
- Gather data on household composition and demography including patterns of extended family living;
- Identify migration patterns and transient settlement patterns;
- Gather information to ascertain the expected rate of new household formation and composition;
- Ascertain the degree to which housing register and site waiting lists reflect accommodation need, where relevant

Friends, Families and Travellers

5.3 In August 2012, the Council invited bids from consultants to undertake the interview component of the TAA and subsequently appointed Friends, Families and Travellers (FFT) for such purposes. FFT is a national charity which works on behalf of all Gypsies and Travellers regardless of ethnicity, culture or background and has some 18 years experience of working with and on behalf of these communities. They have detailed knowledge of families and wider communities in Surrey and have significant experience of undertaking work of this nature in the area. FFT employed two members of the travelling community itself to undertake the survey work on its behalf.

Administering the questionnaire

5.4 The questionnaire to be administered was broadly agreed as part of the Surrey-wide methodology. The Council made two minor amendments relating to questions 9a and 11, asking respondents to specify the exact area where they moved from/require accommodation. This was to distinguish between the broad areas previously listed (e.g. Hampshire, Kent, Outer London) and better identify potential cross boundary patterns of movement between areas. A copy of the questionnaire is set out in Appendix C.

5.5 Prior to the interviews, the Council undertook publicity work to notify the traveller community of the purpose of the TAA and to encourage involvement. Measures included the following:
• Setting up dedicated TAA webpages on the Council’s website and publicising the assessment on the Council’s newspages\(^6\)
• Taking out a newspaper notice in the local press\(^7\). This subsequently led to the wide spread reporting of the TAA in the local press.
• Attending the Surrey Gypsy and Traveller Community Relations Forum to speak with Elmbridge residents and explain why we were undertaking the work
• Notifying residents on the public site at Woodstock Lane through a Surrey Police ‘Meet the Beat’ initiative and through the Surrey County Council site manager

5.6 Drawing on information provided by internal and external partners, the Council provided FFT with a schedule of known households in the Borough, to act as a starting point for survey purposes\(^8\).

5.7 The interviews took place during September 2012 to avoid key travelling periods in the summer months (July/August) and Gypsy and Traveller events such as the Epsom Derby and the Appleby Horse Fair. Throughout this period, FFT reported regularly on the progress of their work and officers from Planning Services also attended onsite to ensure that questionnaires were being administered, as intended, and to develop stronger relationships with the Gypsy and Traveller communities. At the end of the process, the Council’s Strategic Director of Services chaired a meeting with representatives from the local traveller community, FFT and Planning Services to explore general issues facing travellers in the Borough, which also included obtaining constructive feedback on the TAA interviews process. High levels of satisfaction were reported by attendees.

5.8 FFT formally handed over the completed questionnaires in early October 2012 and produced an accompanying report on the work they had undertaken. A copy of this report can be found in Appendix B. It should be noted that large sections of this report have been redacted because of the sensitive nature of information contained within it and the legal obligation of the Council to protect the identity of the ‘hidden’ traveller community, who do not wish to make themselves known.

---

\(^6\) See Appendix D for a copy of these webpages
\(^7\) See Appendix D for a copy of a newspaper notice
\(^8\) This schedule is set out in Section 3 of the FFT report to the Council
6 Phase 3 – Review of questionnaire data

Interview response rate

6.1 The survey work undertaken resulted in 33 completed questionnaires for the Borough, 18 from travellers living on sites and 15 from travellers living in ‘bricks and mortar’ accommodation. An estimated 24 households declined the opportunity to participate in the survey, despite a number of repeat visits from FFT\(^9\) and the issuing of a letter by the Council encouraging them to do so\(^10\). These parties were notified that by refusing to take part, they were giving up their opportunity to influence the final assessment of need. Anecdotally, these households all had their own reasons for not wishing to take part. In all cases, the Council was asked to respect their privacy and decision not to do so.

Population profile

6.2 58% of the households surveyed categorised themselves as Romany Gypsies, with 30% English Travellers. 3 households did not provide information on their ethnicity.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>No. of respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Romany</td>
<td>19 (58%)</td>
</tr>
<tr>
<td>Irish Traveller</td>
<td>1 (3%)</td>
</tr>
<tr>
<td>English Traveller</td>
<td>10 (30%)</td>
</tr>
<tr>
<td>Information not provided</td>
<td>3 (9%)</td>
</tr>
<tr>
<td>Total</td>
<td>33 (100%)</td>
</tr>
</tbody>
</table>

Table 6.1: Ethnicity of surveyed population

6.3 A total of 113 people were identified on the completed surveys of which 61 were male and 52 were female\(^11\). This equates to an average household size of 3.4 people per surveyed population. 58% of this population live on sites and 30% are under the age of 18.

<table>
<thead>
<tr>
<th>Age group</th>
<th>Living on Sites</th>
<th>Housed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 years</td>
<td>5 (4%)</td>
<td>2 (2%)</td>
<td>7 (6%)</td>
</tr>
<tr>
<td>5-11 years</td>
<td>11 (10%)</td>
<td>4 (3%)</td>
<td>15 (13%)</td>
</tr>
<tr>
<td>12-17 years</td>
<td>9 (8%)</td>
<td>3 (3%)</td>
<td>12 (11%)</td>
</tr>
<tr>
<td>Adults (18+)</td>
<td>41 (36%)</td>
<td>38 (34%)</td>
<td>79 (70%)</td>
</tr>
<tr>
<td>Total</td>
<td>66 (58%)</td>
<td>47 (42%)</td>
<td>113 (100%)</td>
</tr>
</tbody>
</table>

Table 6.2: Traveller population by age category, distinguished by accommodation type

6.4 85% of families surveyed have been residing in the area for more than 5 years. Although not required on the questionnaire, a significant number of households provided additional information to say that they have been living in the area for over

---

\(^9\) As set out in Appendix 2 of the FFT report to the Council
\(^10\) See Appendix E for the letter issued by the Council
\(^11\) In December 2012, the ONS released 2011 Census population estimates on ethnicity, which showed that 153 Elmbridge residents identified themselves as members of the Gypsy and Traveller communities. Excluding Travelling Showpeople, 111 Gypsy and Travellers were identified through the survey work. This represents 73% of this 2011 Census population.
\(^12\) A significant number of adults did not provide their age and we are therefore unable to break down this segment of population in greater detail.
25 years. 3 households are new to Elmbridge in the last 12 months, with two stating that they had travelled to the area from Kent.

6.5 48.5% of the surveyed households reside in houses, 42.5% in mobile homes/chalets, with 9% in touring caravans. The predominant accommodation type in the Borough is 2 bed chalets, arising principally from provision on the public site at Woodstock Lane, Claygate.

<table>
<thead>
<tr>
<th>Type of accommodation</th>
<th>No. of bedrooms</th>
<th>Households</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Bed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2 Bed</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>3 Bed</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>4 Bed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Not specified</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Mobile Home/Chalet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Bed</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2 Bed</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>3 Bed</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4 Bed</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Not specified</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Touring Caravan</strong></td>
<td>1 Bed</td>
<td>3</td>
</tr>
</tbody>
</table>

Table 6.3: Traveller Households, by accommodation type

6.6 21 (64%) of the 33 households interviewed reside in socially rented accommodation, 16 on public sites (49%) and 5 (15%) in bricks and mortar accommodation.

6.7 Households were asked if they have sufficient space on their site for the storage of equipment. This question produced a mixed response with 5 (28%) of those on sites saying yes, 6 (33%) saying no, and 7 (39%) not providing a yes or no answer.

Pitch provision in Elmbridge

Socially rented sites

6.8 There is one socially rented site in the Borough – The Oaks, Woodstock Lane, Claygate. This site is managed by Surrey County Council and provides accommodation on 16 pitches. The site is currently full, a position which is unchanged in recent years. There are currently 62 people residing on the site (36 adults; 7 children under 5 years of age; 13 children between 5-11 years; and, 6 children 12-17 years).

6.9 Licensees are permitted to be absent for up to 4 months of the year. Visitors are permitted on the site subject to certain restrictions (ie. agreement of site manager and adherence to site rules and regulations).

6.10 There is a formal policy for allocating pitches on the sites with the most important factors being:

- Related/residing in or previously residing in Surrey
- Family composition
- Years on the waiting list
- Present circumstances
- Relevant history
- In receipt of support
- Ownership of animals

Family relations and compatibility with other households is also considered an important factor.

6.11 The weekly rent is £75, with associated water and sewage charges £7.

**Socially rented sites: Interview findings**

6.12 A total of 10 survey responses were received from the Oaks, Woodstock Lane. 7 households identified themselves as Romany Gypsies, with the remaining 3 English Travellers. Survey findings were crosschecked with site occupancy records held by Surrey County Council.

6.13 Most households reside in 2 bed chalets, which are typical of the site. Plot sizes do vary dependent on whether you reside on the east or western side of the site and this was reflected somewhat in the mixed nature of responses on whether pitches provided enough space for the storage of equipment. 3 households indicated they had enough space, 4 households said they did not have enough space, while 4 households did not state yes or no.

6.14 9 of the 10 respondents have been living on the site for over 5 years. 8 of these households stated the exact number of years they have lived at the Oaks, which averages at 24 years per household.

6.15 No respondents indicated that they had a base elsewhere.

**Private sites**

6.16 There are 7 authorised private sites in the Borough, 6 of which have permanent planning permission for 21 pitches, while the remaining site at 41 Pleasant Place has a temporary permission for 4 pitches until May 2014\(^\text{13}\).

<table>
<thead>
<tr>
<th>Address</th>
<th>No. of Pitches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Adjacent the Oaks, Woodstock Lane</td>
<td>2</td>
</tr>
<tr>
<td>Plot 1 Woodstock Lane South</td>
<td>4</td>
</tr>
<tr>
<td>Plot 2 Woodstock Lane South</td>
<td>6</td>
</tr>
<tr>
<td>Plot 3 Woodstock Lane South</td>
<td>4</td>
</tr>
<tr>
<td>Plot 4 Woodstock Lane South</td>
<td>4</td>
</tr>
<tr>
<td>41 Pleasant Place (Temporary Planning Permission)</td>
<td>4</td>
</tr>
<tr>
<td>Willow Trees, 74 Hurtwood Road</td>
<td>1</td>
</tr>
</tbody>
</table>

**Table 6.4: Private pitch provision in the Borough**

\(^\text{13}\) See planning application 2008/1040 for further details
Private sites: Interview findings

6.17 7 survey responses were received from households on private sites. 3 households identified themselves as Romany Gypsies, while 3 households identified themselves as English Travellers. 1 household did not specify their ethnicity.

6.18 A total of 31 people were identified within these 7 households (17 adults; 4 children under 5 years of age; 5 children between 5-11 years; and, 5 children between 12-17 years).

6.19 3 of the households reside in 1 or 2 bed mobile homes/chalets, 3 in 1 bed touring caravans and 1 in a 2 bedroomed house. The size of private sites varies across the Borough and again this was reflected in the question about adequate space for storage of equipment. 2 responses said they had sufficient space, 2 said no, while 3 did not specify either yes or no.

6.20 4 respondents indicated that they have been living in the area for over 5 years, with the remaining 3 households new to the area in the last year.

6.21 No respondents indicated that they had a base elsewhere.

Travellers in social/private bricks and mortar accommodation

6.22 The exact number of travellers currently accommodated within bricks and mortar accommodation in the Borough is unknown. Movement to and from housing is a major issue in planning strategically for traveller needs. In the absence of definitive data about the housed population, the Council contacted a number of stakeholders to enquire as to their knowledge of families in housing in the Borough and, among other reasons, appointed FFT on the basis on their ability to help in this area. In the event, significantly more households in brick and mortar accommodation were identified, that were previously known to the Council.

Housed travellers: Interview findings

6.23 15 responses were received from households in bricks and mortar accommodation, of which 9 identified themselves as Romany Gypsies, 4 identified themselves as English Travellers and 1 household identified themselves as Irish Travellers.

6.24 5 of these households reside in social housing, with 10 in privately owned houses.

6.25 A total of 47 people were identified within these 15 households (38 adults; 2 children under 5 years of age; 4 children between 5-11 years; and, 3 children between 12-17 years).

6.26 1 single individual resides in a 1 bedroomed flat, 5 households said they live in 2 bedroomed accommodation, 6 households live in 3 bedroomed houses, with 1 household in a 4 bedroomed house. 2 households did not specify the size of accommodation they live in. The majority of households (11) did not provide information on whether they had enough space for storing equipment. 1 household said that they had enough space, while 3 households said they did not.
6.27 All of the households, with the exception of 1, have been living in the area for over 5 years. Although not required on the questionnaire, some households said they had been living in the area for 40 or 50 years.

6.28 No respondents indicated that they had a base elsewhere.

**Travelling Showpeople sites**

6.29 There are two Travelling Showpeople sites in the Borough at 16 and 20 Sandy Lane, Walton on Thames, both of which have been established in the area for many years.

6.30 In 2011, 20 Sandy Lane was the subject of a formal planning application to redevelop the site for 10 flats. The Council’s Core Strategy policy CS22 seeks to safeguard Travelling Showpeople sites, unless they are no longer required to meet identified need. The applicants submitted evidence to show that the site was no longer required for such purposes. The principle of housing was accepted on the site, but it was subsequently refused planning permission on other policy grounds.

**Travelling Showpeople: Interview findings**

6.31 1 survey response was received from the privately owned site at 16 Sandy Lane. 2 adults currently live on the site and have done so for over 40 years. They reside in a 3 bedroomed house. They confirmed that their 5 children no longer live in the Borough, but that they themselves have no intention of moving away anytime soon.

6.32 FFT were unable to obtain a survey response from 20 Sandy Lane. The neighbours at 16 Sandy Lane indicated that the owners no longer live on the site. This reflects documented circumstances locally regarding recent activity to redevelop the site for housing.

---

14 See Planning Application 2011/6930 for further information
7 Assessing Accommodation Need

7.1 Section 8 of the Surrey methodology sets out a step-by-step approach to collating the information required to identify the current supply and demand for pitches/plots in the study area. This section does so, using the agreed templates set out in the methodology.

Response rate to questionnaire/interview request

7.2 A total of 57 Gypsy, Traveller and Travelling Showpeople households were identified as part of the TAA process. Completed interviews were received from 33 households, or 58% of the total households identified.

<table>
<thead>
<tr>
<th>No. of Gypsy and Traveller Households</th>
<th>No. of Showpeople Households</th>
<th>% of total households identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Gypsy, traveller and travelling showpeople households identified</td>
<td>55</td>
<td>2&lt;sup&gt;15&lt;/sup&gt;</td>
</tr>
<tr>
<td>Full interviews completed</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>Partial interviews completed</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interview refused</td>
<td>21</td>
<td>0</td>
</tr>
<tr>
<td>Property unoccupied</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>No-one available for interview</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 7.1: Response rate to TAA questionnaire

Current Supply of authorised sites in the Borough

7.3 There are currently 41 authorised Gypsy and Traveller pitches in the Borough, none of which are currently vacant.

<table>
<thead>
<tr>
<th>Location</th>
<th>No. of occupied Gypsy/Traveller Pitches</th>
<th>No. of vacant pitches</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Woodstock Lane (Land adjacent the Oaks)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>The Oaks, Woodstock Lane</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Plot 1 Woodstock Lane South</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Plot 2 Woodstock Lane South</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Plot 3 Woodstock Lane South</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Plot 4 Woodstock Lane South</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>41 Pleasant Place</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Willow Trees, 74 Hurtwood Road</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 7.2: Existing Gypsy and Traveller site capacity in Elmbridge

7.4 There are currently 2 plots owned by Travelling Showpeople in the Borough. As outlined in Section 6, the development of market housing is currently being pursued

<sup>15</sup> Includes 20 Sandy Lane, although it is believed that this family is no longer residing in the area.
on one of these sites, at 20 Sandy Lane. The occupants at 16 Sandy Lane have confirmed that there is no future need arising from their household.

<table>
<thead>
<tr>
<th>Location</th>
<th>No. of occupied Gypsy/Traveller Pitches</th>
<th>No. of vacant plots</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Sandy Lane</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>20 Sandy Lane</td>
<td>1</td>
<td>0&lt;sup&gt;16&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

Table 7.3: Existing Travelling Showpeople site capacity in Elmbridge

Future Accommodation Need

7.5 Table 7.4 provides a summary of current supply and demand for pitches/plots in Elmbridge. In the interests of transparency, a breakdown of the different data sources and assumptions applied to populate these fields of information is set out below.

A. Current supply of occupied local authority residential site pitches/plots in Elmbridge

7.6 Derived from tables 7.2 above – public pitch component only, at The Oaks, Woodstock Lane.

B. Current supply of authorised and occupied privately owned site pitches/plots in Elmbridge

7.7 Derived from tables 7.2 and 7.3 – private pitch/plots components only.

C. Unauthorised pitches/plots tolerated for more than 10 years

7.8 Research undertaken as part of the TAA has not identified any pitches/plots that have been tolerated for more than 10 years.

D. Number of unused/vacant local authority pitches/plots

7.9 Derived from table 7.2 above – public pitch component only, at The Oaks, Woodstock Lane.

E. Number of unused/vacant authorised privately owned pitches/plots

7.10 Derived from tables 7.2 and 7.3 above – private pitch/plots components only.

F. Number of existing pitches/plots expected to become vacant in the near future (LA and privately owned)

7.11 Through the survey process, one resident at the Oaks, Woodstock Lane stated their intention to vacate their pitch in the next five years (Q. 9 on TAA Questionnaire).

<sup>16</sup> This site has not been identified as vacant as evidence suggests it will be developed for market housing.
G. Number of households in site pitch/plot accommodation expressing a desire to live in bricks and mortar housing (in the next 5 years)

7.12 No respondents stated a desire to move to bricks and mortar accommodation in the next five years (Q.10/11 on TAA Questionnaire). None of the survey respondents are currently on the Council’s housing waiting list.

H. New local authority pitches/plots planned for year 1

7.13 Work is not currently underway on any new local authority sites that would be delivered in year 1.

I. Existing applications for private pitches/plots (including unauthorised sites) likely to gain planning permission during year 1.

7.14 There are currently no planning applications being considered for new private pitches/plots in the Borough.

J. Households seeking permanent site accommodation in the area.

7.15 This consists of a number of different component parts:

   i. Previously unmet need where additional households are currently residing with other households in bricks and mortar accommodation, resulting in overcrowding – 5 pitches.

   ii. Specialist cases where the Council have deemed it appropriate to provide a pitch, after investigating personal circumstances – 1 pitch.

   iii. Identified men/women in the traveller community who are 18 years of age or older, but have not yet married and formed their own household. It is not known if these men/women will form households with partners in Elmbridge and therefore remain in area, or alternatively, move elsewhere to start a family. The survey work identified that within Elmbridge, we have examples of both scenarios. In either scenario, and regardless of where they ultimately settle, these individuals will only require a pitch that they will share with their spouse. ie they will share one with a partner to form a household. Applying this logic, it is assumed that for every two unmarried people, there is a requirement for one.

K. On authorised encampments expressing a need to reside in the Borough

7.16 No households residing on unauthorised encampments have expressed a need to reside in the Borough.

L. Currently on unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas

7.17 Not applicable, as there are currently no unauthorised encampments in such areas in the Borough.

M. Currently overcrowded or doubled up
7.18 Where additional households have been formed and these have remained on the original family pitch/plot resulting in insufficient space – 1 pitch

**N. Temporary planning permissions due to expire before 2017**

7.19 41 Pleasant Place currently has a temporary permission for 4 pitches, which will expire in May 2014.

**O. Future need: New family formations expected to arise from existing borough households 2012-2017**

7.20 Derived from Q.11 of the questionnaire and cross referenced with the household composition data set out in Q.1. On public sites, this information has also been checked against household records held by Surrey County Council. As with paragraph 6.15 (c) above, it is assumed that for every two unmarried people, a need for one pitch will apply - 6.5 pitches

<table>
<thead>
<tr>
<th>Current Residential Supply:</th>
<th>Pitches (Gypsies &amp; Travellers)</th>
<th>Plots (Travelling Showpeople)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Current supply of occupied local authority residential site pitches/plots in local authority</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>B. Current supply of authorised and occupied privately owned sites pitches/plots in local authority areas</td>
<td>25</td>
<td>2</td>
</tr>
<tr>
<td>C. Unauthorised pitches/plots tolerated for more than 10 years</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Households</strong></td>
<td><strong>41</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

**Projected Supply:**

| D. Number of unused/vacant local authority pitches/plots | 0 | 0 |
| E. Number of unused/vacant authorised privately owned pitches/plots | 0 | 0 |
| F. Number of existing pitches/plots expected to become vacant in the near future (LA and privately owned) | 1 | 0 |
| G. Number of households in site pitch/plot accommodation expressing a desire to live in bricks and mortar (in next 5 years) | 0 | 0 |
| H. New local authority pitches/plots planned during year 1 | 0 | 0 |
| I. Existing applications for private pitches/plots (including unauthorised sites) likely to gain planning permission during year 1 | 0 | 0 |
| **Total pitch capacity** | **1** | **0** |

**Current backlog of need:**

| J. Households seeking permanent site accommodation in the area | 13 | 0 |
| K. On unauthorised encampments expressing a need to reside in the Borough/District | 0 | 0 |

---

17 This has been rounded up to 7 pitches in the table 6.4
L. Currently on unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas | 0 | 0  
M. Currently overcrowded or doubled up | 1 | 0  
N. Temporary planning permissions due to expire before 2017 | 4 | 0  
Current shortfall | 18 | 0  
Future need:  
O. Future need: New family formations expected to arise from existing borough households 2012-2017 | 6.5 | 0  
Total current residential demand for pitches/plots | 23.5 | 0  
Demand for extra pitches/plots 2012-2017 | 24\(^{18}\) | 0  

Table 7.4: Summary of Current Supply and Demand

15-Year Projection

7.21 National policy requires local authorities to identify a continuous supply of sites for a 15-year period. It is acknowledged that this is difficult to forecast accurately. To give a broad indication of potential numbers, the Surrey methodology recommends that the current number of pitches/plots be multiplied by a family formation rate of 3% for Gypsy and Traveller families and 1.5% for Travelling Showpeople households. These percentages are applied as compound growth per annum and have been agreed by traveller representatives for Surrey as part of the previous GTAA.

7.22 Applying the 3% family formation rate to the current total of 41 gypsy and traveller sites produces a need for an additional 1.23 pitches per annum, or 12.3 pitches over the 10-year period from 2018 - 2027.

7.23 As set out in Section 6.4, there is no future need arising from Travelling Showpeople sites in the Borough and therefore no necessity to apply the 1.5% family formation rate for years 2018 – 2027.

7.24 The identified demand for 24 pitches between 2012-2017 coupled with calculated demand arising from family formation between 2018 – 2027 results in a total demand figure of 36 pitches for 2012-2027.

\(^{18}\) 23.5 figure rounded to 24 pitches
### Table 7.5: Summary of Traveller Pitch Demand, 2012-2027

<table>
<thead>
<tr>
<th></th>
<th>No. of Pitches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identified demand</td>
<td></td>
</tr>
<tr>
<td>2012-2017</td>
<td>24</td>
</tr>
<tr>
<td>Compound demand</td>
<td></td>
</tr>
<tr>
<td>2018 - 2027</td>
<td>12</td>
</tr>
<tr>
<td>Total demand</td>
<td></td>
</tr>
<tr>
<td>2012-2027</td>
<td>36</td>
</tr>
</tbody>
</table>

Transit Sites

7.25 ‘Planning policy for traveller sites’ sets out the Government’s approach to providing transit sites to facilitate the travel undertaken by travellers to maintain their traditional way of life. Specifically, Policy A requires local planning authorities to co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of likely transit accommodation needs.

7.26 In light of the above, a section containing six questions on traveller movements was included in the questionnaire to aid the assessment of need for transit pitches.

7.27 All respondents considered themselves to be permanent residents in the area. None stated that they had a base elsewhere. No respondents stated any intention to ‘move on’ from the area. The majority indicated that they intend to stay in the area ‘for life’.

7.28 The questionnaires suggest there is no locally generated need for transit pitches in Elmbridge. However, the Council will continue to work collaboratively with partners, including neighbouring authorities to address related issues on this matter, should the need arise.

---

19 Questions 14 - 19
8 Conclusions

8.1 There is an identified need for a total of 36 pitches over the period 2012 – 2027.

8.2 A significant proportion of this need will have to be met through socially rented means, although the Council will work closely with the community to bring forward private sites, where appropriate, in sustainable areas. The Council is currently forwarding work on this through site allocations processes contained within the forthcoming Settlement ID (Investment and Development) Plans\(^20\). Formal consultation on the draft Plans is set to take place in early 2013.

8.3 Through the TAA process, the issue of appropriate site design was raised by a number of local residents. In the provision of any future sites, this will be given full consideration. The Council is committed to working with local communities and Surrey County Council to deliver the key elements necessary for successful sites, in accordance with DCLG’s good practice guide\(^21\).

8.4 In line with national policy, the Council has a requirement to identify and update annually:

- a supply of specific deliverable\(^22\) sites sufficient to provide five years’ worth of sites against their locally set targets
- a supply of specific, developable\(^23\) sites or broad locations for growth, for years six to ten and, where possible, for years 11-15.

The Council will do so each year through the production of its Authority’s Monitoring Report (AMR).

8.5 The Council recognises that this TAA represents a snapshot in time. The figures contained within this document will be kept under review. This will be informed through a strong working relationship with local communities, developed as part of a more localised approach. Another formal assessment of accommodation need will be undertaken within 5 years.

\(^{20}\) http://www.elmbridge.gov.uk/planning/policy/IDPlans.htm
\(^{21}\) Designing Gypsy and Traveller Sites, DCLG, 2008
\(^{22}\) To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that development will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.
\(^{23}\) To be considered developable, sites should be in a suitable location for traveller site development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.
Traveller Accommodation Assessment Report 2013

Supporting Material

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A: Surrey Methodology</td>
<td>1</td>
</tr>
<tr>
<td>Appendix B: Friends, Families and Travellers Report</td>
<td>50</td>
</tr>
<tr>
<td>Appendix C: EBC TAA Questionnaire</td>
<td>81</td>
</tr>
<tr>
<td>Appendix D: TAA Publicity Evidence</td>
<td>89</td>
</tr>
<tr>
<td>Appendix E: Participation Letter from EBC (24/09/2012)</td>
<td>92</td>
</tr>
</tbody>
</table>

Produced by Planning Services: January 2013
Appendix A: Surrey Methodology
Preparing Travellers’ Accommodation Assessments (TAAs) - The Surrey Approach

April 2012
| **Glossary** |
|-----------------|---------------------------------|
| **Bricks and mortar** | Permanent mainstream housing. |
| **Caravan** | Mobile living vehicles also referred to as trailers or touring caravans. |
| **Concealed households** | Someone living within a household but wanting to move to their own accommodation to form a separate household (e.g. adult children, 18 years old and above, living at home). Sometimes referred to as suppressed households. |
| **Gypsy/Gypsies and Travellers** | Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.¹ |
| **Household** | One person or a group of people (not necessarily related) living at the same address, in one or more mobile homes and/or caravans, and sharing at least one meal a day and housekeeping costs. |
| **Mobile Home** | Legally a caravan but not normally capable of being moved by towing. |
| **Pitch** | A piece of land which generally accommodates one mobile home and one touring Gypsy caravan, amenity and storage space, amenity building and parking. |
| **Plot** | A piece of land of unspecified size which accommodates Travelling Showpeople’s caravans, trailers, mobile homes and sometimes equipment. |
| **Settled community** | Reference to non-travellers. |
| **Transit site** | A permanent site intended for short-term temporary use by travellers on the move. |
| **Travelling Showpeople** | Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons. |

¹ Planning policy for traveller sites (23rd March 2012).
who on the grounds of their own or their family’s or dependant’s more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers.²

**Traveller**

Term often used to refer to the ethnic group of Irish Travellers with a heritage of travelling.

**travellers**

A non-ethnic description for the purposes of planning to encompass all those of a travelling way of life whatever their race or origin.³ “travellers” means “gypsies and travellers” and “travelling showpeople” as defined above

**Unauthorised development** Land privately owned but without the benefit of planning permission.

**Unauthorised encampment** Land occupied by Gypsies, Travellers and Travelling Showpeople and their homes but without the benefit of planning permission or the permission of the land owner. Can include land at the side of the road.

---

**Contact Details:**

Email: tplan@elmbridge.gov.uk

Website: www.elmbridge.gov.uk/planning/policy

---

² Planning policy for traveller sites (23rd March 2012).
³ Term taken from Annex 1 of the planning policy for traveller sites (23rd March 2012).
# CONTENTS

1.0 **Introduction** .................................................................................................................................. 1
   
   Background to the TAA and Surrey Methodology ....................................................................... 1
   
   Next Steps ...................................................................................................................................... 2

2.0 **Assessing the needs of Travellers: The Planning Policy Context** ........................................ 3
   
   National Planning Policy and Guidance ...................................................................................... 3
   
   Planning policy for traveller sites ................................................................................................. 3
   
   The National Planning Policy Framework .................................................................................. 4
   
   The Housing Act 2004 .................................................................................................................. 4
   
   Gypsy and Traveller Accommodation Assessments Guidance (GTAA)(CLG, 2007) ..................... 5

3.0 **Addressing the criticisms of previous GTAAs and using examples of best practice** .................. 7
   
   Criticisms of previous GTAAs ...................................................................................................... 7
   
   The draft Panel Report ................................................................................................................ 7
   
   Good practice in assessing the accommodation needs of travellers .................................. 8
   
   Chichester District Council - GTAA 2007 ...................................................................................... 8
   
   Overcoming previous criticisms and using best practice ......................................................... 9

4.0 **Engaging with Travellers in preparing this methodology** .................................................... 11
   
   Formulating the questionnaire ..................................................................................................... 11
   
   Formulating the methodology .................................................................................................... 11

5.0 **Preparing a Travellers’ Accommodation Assessment in Surrey** ............................................. 13
   
   The aims of an assessment ........................................................................................................... 13
   
   Defining accommodation need .................................................................................................. 13
   
   The Surrey methodology ........................................................................................................... 14

6.0 **Phase 1 – Desktop Review** ..................................................................................................... 15
   
   Gathering of existing data ........................................................................................................... 15
7.0 Phase 2 - Interviews with Travellers

Research by Interview

8.0 Phase 3 - Review and Conclusions

Outputs from questionnaires

Bringing it altogether

Response rate to questionnaire / interview request

Estimating the current supply of pitches/plots in the study area

A. Current supply of County/Local Authority sites
B. Current supply of private authorised sites
C. Unauthorised developments tolerated for more than 10 years
D. Number of unused/vacant local authority pitches/plots
E. Number of unused/vacant private pitches/plots
F. Number of existing pitches/plots expected to become vacant in the near future (both LA and privately owned)
G. Number of households in site accommodation expressing a desire to live in bricks and mortar housing
H. Details of any planned local authority public traveller sites to be delivered in year 1
I. Outstanding planning applications for private pitches/plots (including unauthorised sites) likely to gain permission in year 1

Estimating the current demand for pitches and plots in the local authority area

J. Households seeking permanent site accommodation in the area
K. Current Unauthorised Encampments
L. Current Unauthorised Developments for which permanent planning permission is not expected
M. Need arising from overcrowded pitches/plots and concealed households
N. Temporary planning permissions due to expire before 2017
O. Newly arising need/ family formations ................................................................. 28

Summary of Current Supply and Demand ............................................................. 29

Finalising the TAA - 15 Year Projection ............................................................... 30

Transit Sites ............................................................................................................. 31

Appendix 1 - Policies A & B in Planning Policy for Traveller Sites (March 2012) ..... 32

Appendix 2 - Criticisms of previous GTAAs ....................................................... 34

Appendix 3 - Consultees involved with preparation of questionnaire and methodology ................................................................................................................. 36

Appendix 4 - Sample Questionnaire .................................................................... 37
1.0 Introduction

1.1 This document sets out the methodology to be used across Surrey when a local planning authority is undertaking a Travellers' Accommodation Assessments (TAAs) either individually in their own Borough/District or as part of a group of local authorities within Surrey.

1.2 The methodology sets out how the current and future needs of Gypsies, Travellers and Travelling Showpeople (hereafter referred to as travellers) residing or resorting to areas within Surrey will be assessed in accordance with the Housing Act 2004, and will allow local authorities to derive locally set targets for travellers' pitches and plots, in line with the Government’s ‘planning policy for traveller sites’ (March 2012).

1.3 The methodology has been developed jointly by all local authorities in Surrey working in partnership in order to ensure a consistent approach across the county when undertaking a TAA. The methodology has also been formulated in consultation with representatives of the travelling community and travellers themselves who reside in Surrey.

Background to the TAA and Surrey Methodology

1.4 Prior to the publication of the planning policy for traveller sites (March 2012), the number of pitches for the travelling community that each local authority needed to provide was to be determined at the regional level by Regional Planning Bodies (RPBs) and through the preparation of Regional Spatial Strategies (RSSs).

1.5 In the South East this was to be determined by a single issue review of the South East Plan on the provision for Gypsy, Traveller and Travelling Showpeople sites which was being led by the South East England Partnership Board (SEEPB)\(^4\). It was based on the Gypsy and Traveller Accommodation Assessments (GTAs) that had been undertaken by each local authority or group of local authorities.

1.6 However, prior to the recommendations of an Independent Panel of Government Inspectors being published, which would have set out how many pitches each local planning authority in the South East would need to provide, the Coalition Government came to power and sought to revoke RSSs (i.e. the South East Plan) including the Partial Review of Gypsy and Traveller Accommodation.

1.7 As set out in the planning policy for traveller sites, it is now the responsibility of the local authorities to identify the number of travellers’ pitches/plots that will be required based on local needs assessments.

\(^4\) Formally the South East England Regional Assembly (SEERA).
1.8 In light of these issues and the planning policy statement for traveller sites, the 11 Boroughs and Districts in Surrey have undertaken to prepare this methodology to aid the assessment of travellers’ accommodation needs in Surrey.

1.9 In preparing the methodology the local authorities in Surrey have taken into account:

- the aims and requirements of the planning policy for traveller sites (March 2012).
- criticisms of the Panel of Inspectors who considered the evidence submitted as part of the South East Plan Partial Review of Gypsy and Traveller Accommodation.
- a best practice example of assessing the needs of Gypsies and Travellers as identified by the Panel of Inspectors.

Next Steps

1.10 Using this methodology each local authority will undertake a TAA either individually, in their own Borough/District, or as part of a group of local authorities within Surrey.

1.11 Once completed the TAA will form part of the evidence of travellers’ accommodation need for the next fifteen years and the wider housing work of each local authority by providing a clear understanding of the accommodation issues face travellers in their respective areas and across Surrey.

1.12 As part of each local authority’s plan-making functions sufficient sites will need to be identified and allocated to meet the level of need for travellers’ pitches/plots as evidenced by the TAA.

1.13 In identifying future sites for travellers’ accommodation, each local authority will need to work with the travelling community and their representatives, the settled community and other stakeholders including neighbouring authorities and the County Council, to ensure the timely delivery of pitches/plots.

---

5 Following a Freedom of Information request submitted to the Government the draft Panel Report was published. Section 3 of this report outlines the Panel’s observations on the Surrey GTAAs and best practice.
2.0 Assessing the needs of Travellers: The Planning Policy Context

National Planning Policy and Guidance

Planning policy for traveller sites

2.1 National policy and guidance in respect of planning for travellers is set out in the Government’s “planning policy for traveller sites” (March 2012). The publication of the planning policy replaces Circular 01/2006 ‘Planning for Gypsy and Traveller Caravan Sites’ and Circular 04/2007 ‘Planning for Travelling Showpeople’.

2.2 The aim of the planning policy is to provide a light-touch strategy putting the provision of new pitches and plots into the hands of local authorities. It seeks to ensure fair and consistent treatment for travellers, in a way that supports the traditional and nomadic way of life of travellers while respecting the interests of the settled community.

2.3 To help achieve this, the Government’s aims in respect of the planning policy are:

- that local planning authorities should make their own assessment of need for the purposes of planning
- to ensure that local planning authorities work collaboratively, develop fair and effective strategies to meet need through the identification of land for sites
- to encourage local planning authorities to plan for sites over a reasonable timescale
- that plan-making and decision taking should protect the Green Belt from inappropriate development
- to promote more private traveller site provision while recognising that there will always be those travellers who cannot provide their own sites
- that plan-making and decision-taking should aim to reduce the number of unauthorised developments and encampments and make enforcement more effective
- for local planning authorities to ensure that their Local Plan includes fair, realistic and inclusive policies
- to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply
- to reduce tensions between settled and traveller communities in plan-making and planning decisions
- to enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure
- for local planning authorities to have due regard to the protection of local amenity and local environment
2.4 The planning policy contains two policies which relate to the assessment of the need and future provision of new sites. Policy A deals with ‘Using evidence to plan positively and manage development’ and Policy B provides advice on ‘Planning for traveller sites’. The main thrust of these policies is to:

- give local planning authorities the freedom and responsibility to determine the right level of traveller site provision in their area in consultation with local communities, while ensuring fairness in the planning system
- enable local planning authorities to make their own assessment of need for the purposes of planning based on robust evidence of local need
- remove the specific reference and requirement for Gypsy and Traveller Accommodation Assessments (GTAA)
- enable local planning authorities to use their assessment of need to set their own targets for pitch/plot provision
- encourage local planning authorities to plan for sites over a reasonable timescale and identify sufficient deliverable sites to deliver site need in the first five years.

2.5 Policies A and B are outlined in full in Appendix 1.

**The National Planning Policy Framework**

2.6 The Government states that the planning policy for traveller sites should be read in conjunction with the National Planning Policy Framework (NPPF) so far as relevant.

2.7 The Government’s National Planning Policy Framework (NPPF) was published on 27th March 2012. It is a key part of Government reforms to make the planning system less complex and more accessible, and to protect the environment while promoting sustainable growth.

2.8 The NPPF is now critical in formulating planning proposals at a local level, as it sets out the overarching policy priorities for the planning system, against which local plans are being prepared and decisions made on planning applications. The policies in the Framework apply with immediate effect and replace Planning Policy Guidance Notes (PPGs) and Planning Policy Statements (PPSs).

2.9 The NPPF directs local planning authorities to the planning policy for traveller sites when assessing the accommodation needs of travellers. The NPPF will however, be an important consideration when identifying sites for travellers’ accommodation having completed a needs assessment. This will be in parallel with local planning policies which guide site selection.

**The Housing Act 2004**
2.10 Whilst there have been numerous changes occurring to the planning policy framework at the national level, the requirement to assess the accommodation needs of the travelling community remains firmly embedded in the Housing Act 2004.

2.11 The Act requires local housing authorities to include travellers in their accommodation assessments and to take a strategic approach, including drawing up a strategy demonstrating how the accommodation needs of travellers will be met.

**Gypsy and Traveller Accommodation Assessments Guidance (GTAA) (CLG, 2007)**

2.12 Whilst the Government’s NPPF replaces a plethora of Planning Policy Statements (PPSs) and Guidance Notes (PPGs), a number of guidance documents still remain. This includes the Gypsy and Traveller Accommodation Assessment Guidance (2007).

2.13 It is acknowledged that the GTAA guidance is expected to be formally withdrawn by the Government and is unlikely to be replaced. However, some sections have been considered relevant during the preparation of this methodology and should be considered when completing the TAA.

2.14 Particularly useful to this formation of this methodology and the undertaking of the TAA are the following points:

- The guidance defines accommodation need as households who are unable to access suitable housing without some financial assistance and notes that the particular lifestyle and culture of Gypsies and Travellers can give rise to distinctive accommodation needs (see paragraph 5.4 of this methodology for further details).

- The guidance notes that careful consideration should be given to the appropriate timing for the survey as the caravan count consistently shows higher numbers on unauthorised encampments, and lower numbers on permanent residential sites, in the summer. The guidance states that it is also likely that numbers in housing will be lower in the summer.

- When assessing future need accurate projections are likely to be more difficult. Analysis of changing demand (which may be expressed through unauthorised sites or low demand for authorised sites) will provide further information but it should be possible to identify:
  - the intentions of those households planning to move which may free up spare pitch or bricks and mortar capacity;
  - the likely rate of household formation and annual population increase; and
  - travelling patterns within the survey area and in and out of surrounding areas.
3.0 Addressing the criticisms of previous GTAAS and using examples of best practice

3.1 To ensure that the data and information collated on the need for future accommodation for travellers is robust and credible, the Surrey authorities have taken into account the following when preparing this methodology:

- the requirements set out in national policies and guidance.
- criticisms of previous accommodation assessments.
- good practice guidance in assessing the accommodation needs of travellers.

3.2 The planning policy context to the assessment of travellers accommodation needs is set out in Section 2 of this report. This section therefore reflects on the criticisms of previous accommodation assessments and good practice guidance.

**Criticisms of previous GTAAs**

**The draft Panel Report**

3.3 The draft Panel Report into the partial review of the South East Plan was released after a Freedom of Information request by a number of Gypsy and Traveller representatives. Whilst it has no weight in any statutory process, and it is clearly unfinished, it provides a useful critique of the GTAAs undertaken in Surrey and indeed across the South East.

3.4 The draft report noted that all but one local authority in the South East (Chichester DC) appointed external consultants to undertake their GTAA and that most were completed before the final CLG Guidance was published in October 2007.

3.3 The draft report indicated that in some cases too much reliance had been placed on the CLG Caravan Count, which is widely regarded as a less than robust source of evidence of the number of pitches, households and caravans in any area and is at best useful as an indicator of trends in the number of caravans over time.

3.4 The draft report noted that many of the survey questionnaires were unnecessarily complex and poorly worded, with some consultants concluding that their questions did not provide clear findings, were too variable and resulted in some double counting. Many of the questions were irrelevant.

3.5 The draft report emphasised that the simplest GTAAs were often the most robust. Some were considered to be over complex, adopting complicated mathematical formulae, and made assumptions which bore little obvious relationship to the circumstances of travellers and local conditions.
3.5 In preparing this Surrey methodology, the 11 Surrey authorities sought to learn from the criticisms of the earlier GTAAs as set out in paragraph 3.10 of this methodology.

**Good practice in assessing the accommodation needs of travellers**

**Chichester District Council - GTAA 2007**

3.6 The draft Panel Report emphasised that the simplest GTAAs, such as the Chichester example were often the most robust. In preparing the Surrey methodology and this report, consideration has been given to the Panel’s observations of the Chichester GTAA which has also been reviewed. The key points are summarised below.

3.7 Chichester District Council prepared their GTAA with assistance from several Council departments, Friends Families and Travellers, the County Council Traveller Education Service (TES), the Primary Care Trust, a sites manager and a resident local authority site warden and a planning consultant with considerable expertise in traveller matters. It was prepared over a period of 11 months in 2006 and clearly understood both the local circumstances and the accommodation needs of local travellers from first hand knowledge. The fieldwork was undertaken by officers from the Housing Department with significant face-to-face interview skills and input from the local traveller community.

3.8 The South East Plan Partial Review Draft Report of the Panel made a number of positive comments about the Chichester GTAA:

- it was based on knowledge of individual sites,
- it asked a relatively small number of focused and unambiguous questions,
- it was closely based on the CLG Guidance,
- it showed a clear link between the survey findings and the needs assessment in the various categories,
- it applied logical and well-reasoned assumptions where necessary and was transparent in its working,
- it did not rely on any Caravan Count data or assumptions or findings from elsewhere.

3.9 The Chichester GTAA example followed a very simple methodology; an analysis of existing policy and data on travellers, followed by a well designed, detailed questionnaire and a short section on conclusions, and a section on key issues to be addressed in the traveller strategy.

---

6 The criticisms of previous GTAAs are outlined in Appendix 2 of this methodology.
Overcoming previous criticisms and using best practice

3.10 The criticisms of the Panel and the lessons of good practice from the Chichester GTAA were taken into account when drawing up this methodology. In particular the Surrey authorities have/will:

Joint-Working

• worked and will continue to work together and with the County Council to ensure that a consistent approach to assessing the needs of travellers for both permanent and transit sites in Surrey is undertaken.
• utilised and will continue to utilise the experience, knowledge and existing relationships that Gypsy and Traveller liaison officers and site managers have with travellers in Surrey to pass on information and introduce those conducting the questionnaires.
• Attended and will continue to attend meetings of the Surrey Gypsy and Traveller Community Relations Forum to raise awareness of the TAA and building working relationships/contacts.
• engaged the travelling community and their representatives in drafting the questionnaire and draft methodology.

Questionnaire – Simplification

• simplified the questionnaire to reduce the number questions asked in previous GTAAs to 21 questions.7
• ensured that when drawing up the questionnaire that each of the questions asked had a specific purpose e.g. provided information/data to help assess the need for pitches/plots, rather than gathering information for information sake.
• restricted the purpose of the TAA to identifying the number of new pitches/plots required in each local authority area. This will reduce the complexity of the TAA and remove questions relating to income and site conditions which some travellers previously found intrusive.

Conventional/Bricks and Mortar Housing

• follow good practice guidance published by Shelter8 on identifying and working with travellers in bricks and mortar housing.
• attended and will continue to attend the Surrey Gypsy and Traveller Community Relations Forum to build working relationships with travellers and to identify anyone living in bricks and mortar housing.
• ask those travellers living on-site as part of the questionnaire whether they knew anyone in bricks and mortar housing that could be interviewed.

7 It should also be noted that for some respondents not all questions were relevant. This has also added to the reduction in the number of questions asked of some travellers.
8 Shelter – Good practice guide: Working with housed Gypsies and Travellers (February 2008)
Assumptions Applied

- not over-rely on assumptions or findings from elsewhere e.g. local levels of turnover, family formation and overcrowding, and that locally evidenced figures will be applied rather than applying a regional figure.
- ensure that any assumptions made can be rigorously justified and are based on local evidence/knowledge and that these assumptions will be discussed with the travellers' community.

The TAA Report

- ensure that the TAA report is not overcomplicated and that a clear link between the questionnaire findings and the levels of needs identified is clearly established.
- provide a draft TAA to the travelling community to ensure that there is support for the number of pitches/plots identified as being needed before it is finalised.

3.11 Central to the completion of the TAA has been the involvement and engagement of the traveller communities. Section 4 of this report outlines further details of how travellers were engaged with drafting the questionnaire and methodology.
4.0 Engaging with Travellers in preparing this methodology

4.1 Throughout the preparation of a TAA it is important for there to be continuous engagement with travellers and their representatives. Engagement with travellers has taken place when formulating this methodology and when preparing the TAA questionnaire.

4.2 The aim of this methodology is to ensure that the level of consultation with travellers is an on-going programme, is appropriate and also accessible. Engaging with travellers from the outset is the approach advocated in Policy A of the planning policy for traveller sites which states:

“In assembling the evidence base necessary to support their planning approach, local planning authorities should:

a) pay particular attention to early and effective community engagement with both settled and traveller communities (including discussing travellers’ accommodation needs with travellers themselves, their representative bodies and local support groups).

b) Co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan working collaboratively with neighbouring local planning authorities...”

Formulating the questionnaire

4.3 The TAA questionnaire is a critical element of the Surrey methodology. It was drawn up in consultation with travellers’ representatives and travellers themselves. Officers representing the 11 Surrey authorities attended the Surrey Gypsy and Traveller Community Relations Forum in June 2011 to explain the questionnaire, forthcoming consultation, and why it was important for travellers to participate.

4.4 Consultation on the draft questionnaire took place for just over five weeks between Wednesday 24th August and Friday 23rd September 2011. A list of those consulted is outlined in Appendix 3 of this report.

4.5 A good level of response was received from travellers with Surrey and their representative groups. Their responses were incorporated into the questionnaire (see Appendix 4) and feedback given on the issues that had been raised.
4.6 Input was also sought from travellers and their representative groups on the draft methodology for undertaking the assessments.

4.7 Consultation on the draft methodology took place for three weeks between Monday 20th February and Friday 9th March 2012. A list of those consulted is outlined in Appendix 3 of this report.

4.8 A good level of response was received from travellers within Surrey and their representative groups. Their responses have been incorporated into finalising this methodology which is being used by all Surrey authorities when undertaking the TAA.
5.0 Preparing a Travellers' Accommodation Assessment in Surrey

The aims of an assessment

5.1 In accordance with the planning policy for traveller site, the aims of an assessment are to:

a) Create a robust, transparent and consistent evidence base to identify the need for travellers' pitches/plots in the study area.

b) Identify current levels of accommodation provision for travellers.

c) Identify current levels of need, including overcrowding, concealed households, households living in bricks and mortar housing but wishing to live on sites, identifying households living on sites but wishing to live in bricks and mortar housing.

d) Show household preferences in terms of the location, tenure and type of accommodation sought.

e) Identify the size and type of accommodation provision needed, including the demand for authorised sites (both static and transit) and for permanent affordable housing provision.

f) Identify future levels of accommodation need over a fifteen year period.

g) Inform the development of future housing and planning policies at a local area.

h) Inform the understanding of the need for permanent and transit pitches and plots.

Defining accommodation need

5.2 The key aim of a TAA is to identify the need for travellers' accommodation within the study area.

5.3 The starting point for the definition of accommodation need is housing required for households who are unable to access suitable housing without financial assistance. However, the conventional definition of housing need relies heavily on an assessment of affordability and an understanding of the “market” for accommodation within the study area.

9 Policies A and B of the planning policy for traveller sites states that transit sites should be considered
5.4 In terms of travellers’ accommodation needs, the standard definition of need requires some adjustment to take account of households:

- Who have no authorised site on which to reside;
- Whose existing site accommodation is overcrowded or unsuitable and are unable to obtain more suitable accommodation;
- Who contain suppressed households who are unable to set up separate family units, and are unable to access a place on an authorised site, or to afford land to develop one;
- Who are in bricks and mortar accommodation but whose existing accommodation is overcrowded or unsuitable which may include unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation).

5.5 It should also be recognised that shortage of sites, local hostility and lack of income may all prevent travellers from exercising a free choice in the accommodation market.

**The Surrey methodology**

5.6 The methodology being taken across Surrey to identify the accommodation needs of travellers and meet the above aims, has been broken down into three distinct phases. These are:

- Phase 1 - desktop review
- Phase 2 - interviews with travellers
- Phase 3 - review and conclusions

5.7 Each phase in the process of carrying out the TAA is outlined in more detail in the following sections.

---

10 Gypsy and Traveller Accommodation Needs Assessments, CLG, 2007
11 Unsuitable housing is defined in ‘Strategic Housing Market Assessments - Practice Guidance’ CLG 2007 Table 5.1 pg 41
6.0 Phase 1 - Desktop Review

6.1 The first step in carrying out a TAA is a desktop review of published documentation and policies relating or relevant to travellers in the study area.

Gathering of existing data:

6.2 Collection of historical information held by the local authority and others who work with travellers\textsuperscript{12} including, where available:

- Information on population size and movement of travellers
- Homeless presentations of travellers
- Rehousing data which monitors rehousing of travellers
- Housing register (if this monitors the numbers of travellers)
- Local authority site waiting list information
- Movement of travellers to and from permanent housing
- Data on public and private authorised travellers' sites including information on the number of caravans permitted on each site, whether the planning permission was granted on a permanent or temporary basis, and whether it restricted occupancy to named individuals
- Unauthorized travellers' sites, encampments and developments including information on the number of caravans and family groups on each site, length of occupation, and the up to date position regarding planning applications, appeals and outcomes and/or enforcement action
- Information on planning applications for travellers' caravan sites which have been refused planning permission by the local planning authority over the previous 5 years and planning appeal records
- Current planning applications and planning appeals within the study area awaiting determination
- Biannual Gypsy and Traveller caravan counts and annual Travelling Showpeople counts for the study area over the last five years

\textsuperscript{12} Local stakeholders may include council officers, neighbouring authorities, Surrey County Council, Gypsy and Traveller Education Service, Registered Providers, NHS Surrey, police, Showmen's Guild
• Establish if there are any gaps in the data currently collected by housing that could be addressed within the questionnaire.

• Data from other local authorities
• Data on site conditions from local authority and County records and previous GTAAs.
7.0 Phase 2 - Interviews with Travellers

Research by Interview

7.1 In undertaking a TAA it is critical to obtain the views of each traveller household residing in the study area at the time of the study using a set questionnaire which has been produced in consultation with travellers and their representatives.

7.2 The questionnaire aims to:

- Gather information on current tenure types and future needs and tenure preferences for caravan dwelling/movement between housing and caravans;
- Gather data on household composition and demography including patterns of extended family living;
- Identify migration patterns and transient settlement patterns;
- Gather information to ascertain the expected rate of new household formation and composition;
- Ascertain the degree to which housing register and site waiting lists reflect accommodation need.

7.3 A sample questionnaire is shown in Appendix 4.

7.4 Research by interview is the preferred approach to engaging with travellers as it:

- maximises the response rate.
- allows the opportunity to untangle any complex issues that may arise including the purpose of the questionnaire and TAA.
- overcomes any literacy issues with completing a questionnaire independently.

7.5 It is suggested that prior to the interviews publicity for the TAA is raised within the travellers’ community by:

- visiting sites a few weeks prior to the interviews to explain the purpose of the TAA and encourage involvement. This could include arranging a suitable time to return to the site when most residents will be available to be interviewed. It is recommended that those undertaking the questionnaire visit sites with someone who is known to and trusted by the site’s residents e.g. a Gypsy Liaison Officer, County Council Officer.
- working with the Surrey Gypsy and Travellers Community Relations Forum and other representative groups to encourage involvement in the process and address any concerns that may arise.

7.6 Visiting sites and communicating verbally with travellers should be supplemented by council publications, press releases and the use of twitter.
and websites where appropriate. It is recommended that sites are leafleted with basic information about the process and purpose of the interviews. Additional leaflets should be left on-sites to be passed onto those travellers living in bricks and mortar accommodation within the study area along with contact details if they wish to be interviewed.

7.7 It is critical to avoid undertaking interviews during key travelling periods e.g. outside of school time in the summer months (July/August) and Gypsy and Traveller events such as the Epsom Derby and Appleby.

7.8 It is also important that interviewers are aware of cultural sensitivities and that these are respected, for example some women may not wish to answer questions, or speak to a male researcher.

7.9 Each local authority should consider who is most appropriate to undertake the interviews e.g. consultants or council officers, taking account of the existing working relationships with travellers and whether these could be utilised or whether a level of separation is required.
8.0 Phase 3 - Review and Conclusions

Outputs from questionnaires

8.1 Based on questionnaire data, the following characteristics of respondents and households can be identified and analysed:

- ethnicity
- composition of household
- how many pitches or plots are occupied by the household
- whether the pitch is shared with another household (doubling-up) and if so for how long
- the type of current accommodation
- the type of accommodation e.g. house, mobile home/chalet, touring caravan or other and the number of bedrooms
- length of time at current address, and if under a year where they lived before
- whether the respondents intend to move in the next five years, and if so where to
- the preferred tenure/accommodation of someone intending to move e.g. affordable housing, local authority pitch/plot, private pitch/plot, privately owned home or privately rented home
- the likely requirement for pitches in the next 5 years including type of accommodation and location.

8.2 The questionnaire will also reveal whether Travelling Showpeople have sufficient room for storage of equipment and where transient travellers have travelled from and why, if they have a base elsewhere, how long they intend to stay and if moved on where will they go to next. This will help ascertain whether they have a need for a permanent or transient accommodation within the study area or in the wider geographical context.

8.3 In addition, the questionnaire will show whether any respondent has any land that they would like to be considered for a new site or additional pitch. This data could potentially feed into site allocations work.

8.4 This information and the output from the desktop review means it is possible to identify:

- whether there is an under provision of travellers’ accommodation within the study area
- whether pitches and plots are overcrowded
- the number, type and tenure of provision needed to meet the needs of travellers now
- the likely future accommodation needs of travellers in the next 5 years with projections beyond
- transient movements
- estimated future household formation
8.5 This information will help to inform planning and housing strategies. It will highlight issues that need to be addressed, as well as providing an opportunity for joint working with other local authorities, the County Council, and travellers and their representatives within the local area to ensure that the identified need is met.

8.6 It is acknowledged that the findings of the questionnaire and study represent a snapshot in time, and the information will need updating through annual monitoring of pitch/plot provision and another study in the future.

**Bringing it altogether**

8.7 The following step by step approach should be taken to populate the information that will be required to identify the current supply and demand for pitches/plots in the study area.

**Response rate to questionnaire / interview request**

8.8 The response rate to the interviews will be recorded in a table as shown below:

<table>
<thead>
<tr>
<th></th>
<th>No. of Gypsy and Travellers</th>
<th>No. of Travelling Showpeople</th>
<th>% of total households identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Gypsy, Traveller and Travelling Showpeople households identified</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Full interviews completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial interviews¹³ completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interview refused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property unoccupied</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No-one available to interview</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹³ Partial interviews include points raised in comments/discussion with individuals who did not complete the formal questionnaire
Estimating the current supply of pitches/plots in the study area

8.9 The sections below explain how the data from all sources is drawn together and how the components of Table 3, which identifies the total supply and demand for new pitches/plots, is arrived at.

A. Current supply of County/Local Authority sites

Local Authority Records

8.10 The location, description, number of occupied and unoccupied plots/pitches and number of households will be recorded as part of the Phase 1 desk top review from local authority records, maps, aerial photographs and local knowledge of sites.

Interview Data

8.11 From the interview data the number of pitches/plots/households identified in the questionnaire will be cross referenced with local authority records to avoid double-counting.

B. Current supply of private authorised sites

Local Authority Records

8.12 Details of the sites such as location, description, nature of the planning permission, number of pitches/plots and number of households, vacancies or any pitches/plots that could be brought back into use will be provided from local authority records and liaison with site managers.

Interview Data

8.13 From the interview data the number of pitches/households identified in the questionnaire plus any vacant pitches/plots will be cross referenced with local authority records to avoid double-counting. Potential vacant pitches/plots identified through question 9 and indications that a household may wish to move to another type of accommodation will also be cross referenced with local authority records to avoid double counting.

8.14 Experience shows that the turnover rate for a five year period is likely to be very low and a net gain of pitches/plots will only be achieved if the
occupants move out of the local authority’s area or into bricks and mortar housing. As there is no way of anticipating this over a five year period it cannot be included within the calculation. However, the turnover of pitches (if known) could be taken into account when monitoring the provision and delivery of sites.

Table 1: Overall Capacity of Gypsy and Traveller Sites Identified in the study area through Local Authority Records and Interview Data

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of occupied Gypsy/Traveller Pitches</th>
<th>Number of vacant pitches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Combined**

Table 2: Overall Capacity of Travelling Showpeople Sites Identified in the study area through Local Authority Records and Interview Data

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of occupied Travelling Showpeople Plots</th>
<th>Number of vacant plots</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Combined**

C. Unauthorised developments tolerated for more than 10 years

Local Authority Records

8.15 The location, description and number of unauthorised plots/pitches without planning permission that have been tolerated for more than 10 years will be recorded. In most circumstances sites which have been in-situ for over 10 years are immune from enforcement action and therefore count as pitch/plot provision

Interview Data

14 It should be noted that there are circumstances where enforcement action can be ongoing for more than 10 years, and where, although the site may be being tolerated at this time, enforcement action could be restarted if it were judged appropriate to do so.

Produced by Planning Services: January 2013

Page 28 of 93
8.16 Cross reference Question 6 details with Local Authority data to avoid double-counting.

**D. Number of unused/vacant local authority pitches/plots**

**Local Authority Records**

8.17 The location, description and details of vacancies or pitches/plots that could be brought back into use will be recorded from local authority records and local knowledge of sites.

**Interview Data**

8.18 From the interview data the number of vacant pitches/plots will be cross referenced with local authority records to avoid double-counting. Vacant pitches/plots will be identified at the time of the interviews and the interviewer is responsible for checking whether the occupier of the site is away travelling by asking the site manager or neighbours (details on the front page of the questionnaire).

**E. Number of unused/vacant private pitches/plots**

**Local Authority Records**

8.19 Details of the sites such as location, description, vacancies or any pitches/plots that could be brought back into use will be provided from local authority records and liaison with site managers.

**Interview Data**

8.20 From the interview data the number of vacant pitches/plots will be cross referenced with local authority records to avoid double-counting. Potential vacant pitches/plots identified through question 9 and indications that a household may wish to move to another type of accommodation will also be cross referenced with local authority records to avoid double counting.

8.21 The turnover rate for a five year period is likely to be very low and a net gain of pitches/plots will only be achieved if the occupants move out of the local authority's area or into bricks and mortar housing. As there is no way of anticipating this over a five year period it cannot be included within the calculation. However, the turnover of pitches (if known) could be taken into account when monitoring the provision and delivery of sites.

**F. Number of existing pitches/plots expected to become vacant in the near future (both LA and privately owned)**

**Local Authority Records**
8.22 Details of the sites such as location, description, and information on any pitches/plots that are expected to become vacant in the near future will be provided from local authority records and liaison with site managers.

Interview Data

8.23 From the interview data the number of vacant pitches/plots that are expected to become vacant in the near future will be cross referenced with local authority records to avoid double-counting. Potential vacant pitches/plots identified through question 9 and indications that a household may wish to move to another type of accommodation will also be cross referenced with local authority records to avoid double counting.

G. Number of households in site accommodation expressing a desire to live in bricks and mortar housing

Local Authority Records

8.24 Through looking at registered social landlord, housing records and waiting lists possible pitches/plots to become vacant through moves to bricks and mortar housing can be recorded.

Interview Data

8.25 Details of interviewees desire to move into bricks and mortar housing, thereby freeing up existing pitches/plots can be cross referenced with local authority records to avoid double-counting. Question 10 (and sub questions) will record the number of households expressing a desire to live in bricks and mortar housing in next five years.

8.26 Question 10 and 11 will provide an indication whether a household wishes to move in the next five years to another type of accommodation and whether the alternative is bricks and mortar or another pitch/plot; if they plan to free-up a pitch/plot by moving into bricks and mortar housing this can be recorded as a pitch/plot likely to become vacant. This will be cross referenced with local authority records to avoid double counting. Question 17 for transient travellers asks if they have a base elsewhere and this information could be shared with the relevant local authority if the vacated base is within Surrey County.

H. Details of any planned local authority public traveller sites to be delivered in year 1

Local Authority Records

8.27 The location, description, number of public plots/pitches and number of households planned to be delivered in year 1 will be recorded. This information will be provided through current planning applications for public
sites, extant unimplemented planning permissions and Council strategies on provision of sites.

8.28 Any future provision of local authority pitches/plots can be taken into account through annual monitoring, and the figure extracted from the total number of pitches/plots to be provided.

I. Outstanding planning applications for private pitches/plots (including unauthorised sites) likely to gain permission in year 1

Local Authority Records

8.29 The location, description, number of private plots/pitches likely to gain permanent planning permission in year 1 will be recorded. This may apply to pending planning applications that appear to comply with the relevant planning policies; however it will not prejudice the final determination of the application. Unauthorised pitches/plots which have submitted planning applications to regularise the situation and extant permissions which have not yet been implemented but are likely to be delivered are also to be included within this calculation.

8.30 Any future provision of local authority pitches/plots can be taken into account through annual monitoring, and the figure extracted from the total number of pitches/plots to be provided.

**Estimating the current demand for pitches and plots in the local authority area**

8.31 Interview data and Local Authority records will be used to build up a picture of current demand (backlog of need and future need) as follows:

**J. Households seeking permanent site accommodation in the area**

8.32 This section will include data from those on the waiting lists, including households living in overcrowded or unsuitable br icks and mortar housing expressing a desire to live in on-site accommodation.

8.33 It is acknowledged that those households living in bricks and mortar but with aspirations of owning a private site will be difficult to ascertain. Looking at planning applications for new pitches/plots in the last two years and temporary planning permissions will help give an indication of demand for private pitches/plots. The Shelter Good Practice Guide: Working with housed Gypsies and Travellers (Feb 2008) also makes the following suggestions for identifying households living in bricks and mortar:

---

15 Defined in CLG guidance 2007
• working in conjunction with Gypsy and Traveller Support Groups, or organisations such as the Traveller Education Service. Joint home visits with a trusted service are an effective way to build a relationship.
• regular attendance at a local Gypsy and Traveller forum.
• visiting venues and social events (e.g. horse fairs) where there is likely to be a community presence, and either offering a service, such as housing advice, or taking time to talk to people about the issues that concern them.
• making sure that any information produced is available to the whole community. This includes making information available on CDs and/or DVDs.
• ensure that research is undertaken by people who are aware of the cultural traditions of the community.
• clarity about the procedures around confidentiality and anonymity in order to encourage greater community involvement.

Interview Data

8.34 Question 11 of the survey questionnaire (Appendix 3) asks where travellers are thinking of moving to if they plan to move in the next 5 years. The results from individual authorities questionnaires should be cross-referenced, and there is a separate ‘office use only’ box to note different locations for planned moves.

8.35 Households in bricks and mortar housing. The definition of need for a pitch/plot is clarified in paragraph 2.14 of this methodology as those in overcrowded or unsuitable bricks and mortar housing. Question 6 clarifies whether a respondents is living in bricks and mortar housing. By looking at responses to Question 2 on household composition and Question 11 on accommodation needs in the next 5 years it is possible to calculate the accommodation requirements of those households in bricks and mortar. Care will need to be taken to avoid double-counting as Question 11 is for future accommodation needs regardless of current accommodation. Overcrowding can be calculated by looking at the responses to Question 2 on composition of household and Question 7 on size of current accommodation.

K. Current Unauthorised Encampments

Local Authority Records

8.36 Details of the location, description, number of unauthorised plots/pitches on private land not owned by occupants and without planning permission (excluding those that have been tolerated for more than 10 years) and not expected to receive planning permission will be sought from the local authority records and local knowledge of a site.

---

16 Unauthorised pitches/plots on land not owned by the residents

Produced by Planning Services: January 2013
Interview Data

8.37 Responses to Question 4 where respondents are on someone else’s land and without the benefit of planning permission can be cross referenced with local authority records.

**L. Current Unauthorized Developments**\(^{17}\) for which permanent planning permission is not expected

Local Authority Records

8.38 The location, description, number of unauthorised plots/pitches on occupants own land but without planning permission (excluding those that have been tolerated for more than 10 years) and not expected to receive planning permission as they are contrary to national and local planning policies will be recorded.

Interview Data

8.39 Responses to Question 6 where respondents are on their own land but without the benefit of planning permission can be cross referenced with local authority records.

**M. Need arising from overcrowded pitches/plots and concealed households**

Local Authority data

8.40 Local authority records and local knowledge of overcrowded sites will be referred to. The size of the pitch/plot and capacity to accommodate further caravans for the household can be assessed. Details on whether the pitch/plot is restricted to a set number of caravans to comply with a site licence, planning condition or injunction can be researched.

Interview Data

8.41 Answers to Question 5 will provide details of pitches/plot where two or more households are ‘doubled-up’ e.g. sharing. Question 7 responses will give a number or mobile homes/chalets or tourers on the pitch/plot giving an indication of whether there is overcrowding of the site.

8.42 Overcrowding of a pitch/plot by one large household with insufficient space on the pitch/plot for a further caravan can be assessed by Question 2 (composition of household) and 7 (type and size of accommodation)\(^{18}\)

---

\(^{17}\) Unauthorized pitches/plots on land owned by the residents

\(^{18}\) Overcrowding can be defined by ‘bedroom standard’ criterion - one bedroom to each couple or lone parent, one to each pair of children under 10, one to each pair of children over 10.
which identifies whether there is a need for a larger or additional caravan. The findings will be cross-referenced with Question 11 to avoid double-counting.

8.43 Overcrowding of actual mobile homes/chalets, where family numbers have grown to the extent that there is insufficient space for the family within its caravan accommodation (rather than size of pitch/plot) is for the owners of overcrowded accommodation to address as they own and are responsible for the size of their caravan/mobile home/chalet.

8.44 Concealed households: Question 2 (details of ages in household) and Question 11 (household members requiring own pitch/plot in next 5 years) in the questionnaire cross-referenced with Question 7 (number of bedrooms) may give an indication of concealed households e.g. those aged 18\(^{19}\) or over still living at home but wanting to form a separate household.

N. Temporary planning permissions due to expire before 2017

Local Authority data

8.45 Temporary planning permissions, once they expire, will represent a new need. Many temporary planning permissions have been granted on sites where there is an in principle policy objection but due to the need for more pitches/plots a temporary planning permission is granted; this is often to enable the local authority to provide pitches/plots in more suitable locations before the temporary permission expires. Local authority records will provide details of all the temporary planning permissions due to expire within the five year period that this study covers.

O. Newly arising need/ family formations

8.46 Family formation is addressed in Question 11 which asks the likely requirement for pitches/plots for household members in the next 5 years. Ages of the household can be checked against answers to Question 2. It is possible to calculate the family formation rate for a five year period from the data collected from the interviews. Whilst it is acknowledged this will not be completely accurate if a 100% response rate to the questionnaires is not received, an assessed household formation rate based on the responses to children of the same sex over 10, one bedroom for individual children over 10 of different sex and for adults. Estimating Housing Need’ CLG 2010

\(^{19}\) Adults are classified by UK law as being 18 and above. There's no statutory law which states when a young person can leave home although 16 is generally taken as the age when people can leave home.
the questionnaire is considered to be a more accurate reflection of local circumstances than a standard percentage increase. Assumptions will need to be made about the age that travellers normally leave home to set up their own household. For the purpose of this study the age of 18 has been used, although it is acknowledged that many Gypsies, Travellers and Travelling Showpeople will leave home before this age, yet there will also be those that remain at home on the family site for longer.

**Summary of Current Supply and Demand**

8.47 All the above information will feed into the following table, to calculate the current supply and need for pitches/plots.

Table 3: Summary of Current Supply and Demand (1 pitch/plot per household\(^{20}\))

<table>
<thead>
<tr>
<th>Pitches (Gypsies &amp; Travellers)</th>
<th>Plots (Travelling Showpeople)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Residential Supply:</strong></td>
<td></td>
</tr>
<tr>
<td>A. Current supply of occupied local authority residential site pitches/plots in local authority area</td>
<td></td>
</tr>
<tr>
<td>B. Current supply of authorised and occupied privately owned site pitches/plots in local authority area</td>
<td></td>
</tr>
<tr>
<td>C. Unauthorised pitches/plots tolerated for more than 10 years</td>
<td></td>
</tr>
<tr>
<td><strong>Total Households</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Projected supply:</strong></td>
<td></td>
</tr>
<tr>
<td>D. Number of unused/vacant local authority pitches/plots</td>
<td></td>
</tr>
<tr>
<td>E. Number of unused/vacant authorised privately owned pitches/plots</td>
<td></td>
</tr>
<tr>
<td>F. Number of existing pitches/plots expected to become vacant in the near future (LA and privately owned)(^{21})</td>
<td></td>
</tr>
<tr>
<td>G. Number of households in site pitch/plot accommodation expressing a desire to live in bricks and mortar housing (in next five years)</td>
<td></td>
</tr>
<tr>
<td>H. New local authority pitches/plots planned during year 1</td>
<td></td>
</tr>
</tbody>
</table>

\(^{20}\) Based on Gypsy and Traveller Accommodation Needs Assessments guidance CLG October 2007.

\(^{21}\) Criteria taken from Gypsy and Traveller Accommodation Needs Assessment guidance CLG 2007
I. Existing applications for private pitches/plots (including unauthorised sites) likely to gain planning permission during year 1

<table>
<thead>
<tr>
<th>Total pitch capacity</th>
</tr>
</thead>
</table>

Current backlog of need:

J. Households seeking permanent site accommodation in the area

K. On unauthorised encampments expressing a need to reside in the Borough/District 22

L. Currently on unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas

M. Currently overcrowded 23 or doubled up.

N. Temporary planning permissions due to expire before 2017

Current shortfall

Future need:

O. Future need: New family formations expected to arise from existing borough households 2012-2017

Total current residential demand for pitches/plots 24

Demand for extra pitches/plots 2012-2017 25

Finalising the TAA - 15 Year Projection

8.48 The planning policy for traveller sites states that local authorities need to identify a continuous supply of sites for a 15 year period. It is acknowledged that this will be difficult to forecast accurately.

8.49 To give a broad indication of potential numbers it is proposed to multiply the current number of pitches/plots with a family formation rate of 3% 26 for Gypsy and Traveller families and 1.5% for Travelling Showpeople households. These percentages will be applied as compound growth per annum and have been agreed by traveller representatives for Surrey as part of the previous GTAA. Consideration will be given to amending these figures if evidence is presented to showing a varying percentage as part of the TAA.

22 Includes those residing on tolerated sites for less than 10 years

23 Overcrowding, e.g. where family numbers have grown to the extent that there is now insufficient space on the pitch or site for a further caravan

24 Total current residential demand for pitches/plots = Total current residential demand - Total current supply

25 Demand for extra pitches = Current shortfall + newly arising need/family formation

26 This figure derives from guidance in CLG document Gypsy and Traveller Accommodation Needs Assessments guidance page 24.
8.50 Whilst this is not an exact science it will give an indication of likely the number of pitches and plots required in the future. It is anticipated that traveller accommodation needs will be assessed on a regular basis thereby informing the 15 year projection where appropriate.

8.51 In addition, respondents will be asked whether they have or know of land that they would like to be considered for a new site or additional pitch. This data could potentially feed into site allocations development plan work.

**Transit Sites**

8.52 The planning policy for traveller sites (March 2012) sets out the Government's approach to providing transit sites to facilitate the travel undertaken by travellers to maintain their traditional way of life.

8.53 Contained within Policy A of the planning policy is the requirement for local planning authorities to co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan. Policy B also makes reference to the need for local planning authorities to set pitch and plot targets which address the likely permanent and transit site accommodation needs of travellers.

8.54 In light of the above, a section containing six questions to be asked to transient Gypsies and Travellers has been included in the questionnaire to aid the assessment of the need for transit pitches/sites (Questions 14 - 19).

8.55 Local authorities will also use other information available relating to the need for transit sites. This includes historical information relating to unauthorised incursions/encampments. Discussions will also be held with representatives from the travelling community to seek their views on the need for transit sites within the local authority area.

8.56 Continued joint working between local authorities within Surrey and elsewhere will continue to address this issue if necessary.
Appendix 1 – Policies A & B in Planning Policy for Traveller Sites (March 2012)

Policy A: Using evidence to plan positively and manage development

6. In assembling the evidence base necessary to support their planning approach, local planning authorities should:

   a) pay particular attention to early and effective community engagement with both settled and traveller communities (including discussing travellers’ accommodation needs with travellers themselves, their representative bodies and local support groups).
   b) co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan working collaboratively with neighbouring local planning authorities.
   c) use a robust evidence base to establish accommodation needs to inform the preparation of the local plans and make planning decisions.

Policy B: Planning for traveller sites

7. Local Plans must be prepared with the objective of contributing to the achievement of sustainable development. To this end, they should be consistent with the policies in the National Planning Policy Framework, including the presumption in favour of sustainable development and the application of specific policies in the Framework and this planning policy for traveller sites.

8. Local planning authorities should set pitch targets for Gypsies and Travellers and plot targets for Travelling Showpeople which address the likely permanent and transit site accommodation needs of travellers in their areas, working collaboratively with neighbouring local planning authorities.

9. Local planning authorities should, in producing their Local Plan:

   a) identify and update annually, a supply of specific deliverable\textsuperscript{27} sites sufficient to provide five years’ worth of sites against their locally set targets.
   b) identify a supply of specific, developable\textsuperscript{28} sites or broad locations for growth, for years six to ten and, where possible, for years 11 – 15.

\textsuperscript{27} To be considered deliverable, sites should be available now, offer a suitable local for development now, and be achievable with a realistic prospect that development will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.
c) consider production of joint development plans that set targets on a cross-authority basis, to provide more flexibility in identifying sites, particularly if a local planning authority has special or strict planning constraints across its area (local planning authorities have a duty to cooperate on planning issues that cross administrative boundaries).

d) relate the number of pitches or plots to the circumstances of the specific size and location of the site and the surrounding population’s size and density.

e) protect local amenity and environment

10. Criteria should be set to guide land supply allocations where there is identified need. Where there is no identified need, criteria-based policies should be included to provide a basis for decisions in case applications nevertheless come forward. Criteria based policies should be fair and should facilitate the traditional and nomadic life of travellers while respecting the interests of the settled community.

11. Local planning authorities should ensure that traveller sites are sustainable economically, socially and environmentally. Local planning authorities should, therefore, ensure that their policies:

   a) promote peaceful and integrated co-existence between the site and the local community
   b) promote, in collaboration with commissioners of health services, access to appropriate health services
   c) ensure that children can attend school on a regular basis
   d) provide a settled base that reduces the need for long-distance travelling and possible environmental damage caused by unauthorised encampment
   e) provide for proper consideration of the effect of local environmental quality (such as noise and air quality) on the health and well-being of any travellers that may locate there or on others as a result of new development
   f) avoid placing undue pressure on local infrastructure and services
   g) do not locate sites in areas at high risk of flooding, including functional floodplains, given the particular vulnerability of caravans; and
   h) reflect the extent to which traditional lifestyles (whereby some travellers live and work from the same location thereby omitting many travel to work journeys) can contribute to sustainability

---

28 To be considered developable, sites should be in a suitable location for traveller site development and there should be a reasonable prospect that the site is available and could be viably development at the point envisaged.
Appendix 2 – Criticisms of previous GTAAs

There were three GTAAs in Surrey: West, East and North, the latter two being undertaken by the same consultants. The main criticisms were as follows:

Generally:

- Insufficient attempt to establish numbers of travellers in bricks and mortar housing;
- Turnover rates had been included as a source of supply; the Panel did not consider these were a significant or reliable source of supply;
- Lack of transit sites at odds with Circular advice.

North Surrey:

- Some of the evidence was sound but was ignored when working out pitch requirements;
- Survey evidence showed overcrowding, but the figures were not used and a 10% figure used instead as an estimate;
- The GTAA underestimated household formation by applying a too high person per household rate;
- The GTAA assumed no need arising from housing, in spite of evidence to the contrary;
- No allowance had been made for needs arising from unauthorised encampments.

West Surrey:

- Overcrowding, concealed households and household growth was calculated using a complex mathematical process, taking no account of expressed needs;
- GTAA assumed no need arising from bricks and mortar housing, in spite of evidence to the contrary;
• It was unsatisfactory to use desktop estimates for needs arising from unauthorised encampments, particularly as some families had been interviewed;
• Estimated need figure took no account of needs of families displaced from Surrey who wished to return;
• Accommodation needs of 47 homeless Travelling Showpeople should have been assigned to the three local authorities in which they own land.

**East Surrey:**

• The GTAA assumed no need arising from bricks and mortar housing, in spite of some evidence to the contrary;
• Overcrowding, concealed households and household growth were expressed as a need by those interviewed, the East Surrey group treated this as a preference which did not necessarily reflect need - Panel disagreed with this approach;
• Total need from overcrowding, concealed households and household growth underestimated by ignoring survey findings (in an attempt to avoid double counting);
• No family formation rate applied to unauthorised pitches;
• No evidence that the needs of families in unauthorised developments for which planning permission was not expected were explored.
Appendix 3 – Consultees involved with preparation of questionnaire and methodology

The 11 Surrey Boroughs and Districts:

- Elmbridge Borough Council
- Epsom & Ewell Borough Council
- Guildford Borough Council
- Mole Valley District Council
- Reigate & Banstead Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Tandridge District Council
- Waverley Borough Council
- Woking Borough Council
- Surrey County Council – Estates Planning & Management

    Including officers from housing, planning, and site liaison officers.

- Derbyshire Gypsy Liaison Group
- Friends, Families and Travellers
- Gypsy Council
- Showmen’s Guild
- Surrey Gypsy and Traveller Community Relations Forum
- The Irish Traveller Movement in Britain
- The Traveller Law Reform Project
- Voluntary Action – South West Surrey
Appendix 4 - Sample Questionnaire

Travellers Accommodation Assessment Questionnaire

Site/Address: ........................................................................................................................................................................

Pitch No./Name: ........................................................................................................................................................................

For Questionnaires conducted on-site please mark on the attached site plan which pitches/plots the respondent resides on.

Is the Pitch Occupied: Yes ( ) No ( ) Don’t know ( )

If vacant is the occupier travelling: Yes ( ) No ( ) Don’t know ( )
Check with site manager/neighbouring pitches

When are the occupiers due back: ...........................................................................................................................................

Name of respondent: ........................................................................................................................................................................

Date of Interview: ........../........../.........

Data Protection

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. No personal information relating to specific individual will be made public, and no individual will be identifiable through the description of where or how they live or their other circumstances.

Interviewer’s Declaration

I certify that this interview was carried out according to xxxxxxx Borough/District Council’s instructions and with the MRS Code of Conduct.

SIGNATURE: _________________________________
Q1. Ethnicity of Respondent

Romany ( ) Irish Traveller ( ) Traveller ( ) Showman ( ) Circus People ( )
New Age Traveller ( ) Other ( ) please state ..............................................................
Response not provided ( )

Q2. Composition of Household

Please continue on a separate sheet if necessary

<table>
<thead>
<tr>
<th>Relationship to Respondent (e.g. son, daughter, grandchild)</th>
<th>Gender</th>
<th>Year of Birth or Current Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respondent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q3. Does this household occupy more than one pitch?

If ‘yes’ please insert the number of pitches the household occupies.

Yes ( ) No ( ) Response not provided ( )

Q4. Is the pitch shared with another household(s)?

1 ( ) 2 ( ) 3+ ( ) No ( ) Response not provided ( )

Q5. If the pitch is shared with another household, how long have you been ‘doubled-up’ for?

------- Months ------- Years

Response not provided ( )

Q6. Details of current accommodation?

Local Authority site pitch/plot ( )
Privately owned site pitch/plot ( ) i.e. Own land with planning permission
Unauthorised development ( ) i.e. Own land without planning permission
Unauthorised encampment ( ) i.e. Not own land and without planning permission
Conventional bricks and mortar housing ( )
Side of the road ( )
Other ( ) please state ...

Q7. Type and size of current accommodation? (insert number and circle size)

House ( ) 1 2 3 4 5 or more bedrooms
Mobile Home/Chalet ( ) 1 2 3 4 bedrooms
Touring Caravan ( ) 1 2 3 4 bedrooms
Other ( ) please state .........................

Q8. Length of time at current address?

Less than 1 year ( )
More than 1 year but less than 5 years ( )
More than 5 years ( )
Response not provided ( )

Q8a. If less than 1 year, where were you living before?

Address/Site: .................................................................

Response not provided ( )

Q9. Are you intending to move from this pitch in the next five years?

Yes ( ) No ( ) Response not provided ( )

Q9a. If yes, where are you thinking of moving to?

Location:

Response not provided ( )

Office Use Only:
Based on the response to Q9a please identify the local authority area e.g. Staines would be Spelthorne, Godalming would be Waverley.

Elmbridge ( ) Epsom & Ewell ( ) Guildford ( ) Mole Valley ( ) Reigate & Banstead ( )
Runnymede ( ) Spelthorne ( ) Surrey Heath ( ) Tandridge ( ) Waverley ( )
Woking ( )

West Sussex ( ) Hampshire ( ) Kent ( ) Outer London ( ) Central London ( )
Elsewhere in the South East ( ) Elsewhere in the UK ( ) Abroad ( )
Q10. If you are planning to move, what would be your preferred accommodation/tenure?

Affordable/Social Housing (   ) Local Authority Pitch/Plot (   ) Private Pitch/Plot (   )
Privately owned home (   ) Privately rented home (   ) Response not provided (   )
Q11. Are any members of your household likely to require their own pitch/plot in this District/Borough in the period to 2017 i.e the next 5 years?

<table>
<thead>
<tr>
<th>Household</th>
<th>Relationship to the Respondent</th>
<th>Estimated Year Required</th>
<th>Type of Accommodation Required*</th>
<th>Is the Household registered on a site waiting list or housing register**</th>
<th>Where is the Accommodation Required</th>
<th>What is your preference?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Son and Daughter-in-law</td>
<td>2012</td>
<td>B</td>
<td>No</td>
<td>Yes</td>
<td>Leatherhead</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Type of Accommodation:

A. Affordable/Social Housing  
B. Local Authority Pitch/Plot  
C. Private Pitch/Plot  
D. Privately owned home  
E. Privately rented home  
F. Response not provided

Office Use Only:

Based on the response to Q11 ‘where is the accommodation required’ please identify the local authority area e.g. Staines would be Spelthorne, Godalming would be Waverley.

Elmbridge ( )  Epsom & Ewell ( )  Guildford ( )  Mole Valley ( )  Reigate & Banstead ( )  Runnymede ( )  Spelthorne ( )  Surrey Heath ( )  
Tandridge ( )  Waverley ( )  Woking ( )  
West Sussex ( )  Hampshire ( )  Kent ( )  Outer London ( )  Central London ( )  Elsewhere in the South East ( )  Elsewhere in the UK ( )  Abroad ( )

Notes:
**Other Questions**

Q12. Do you have any land that you would like to be considered for a new site/additional pitch?

Yes ( ) No ( ) Response not provided ( )

Location/Address: .............................................................. .............................................................. ..............................................................

**Additional Questions to Ask to Travelling Showpeople**

Q13. Is there sufficient provision available for storage of equipment?

Yes ( ) No ( ) Response not provided ( )

**Additional Questions to Ask to Transient Gypsies and Travellers**

Q14. Where have you travelled from (last accommodation)?

Location/Address: .............................................................. .............................................................. ..............................................................

Response not provided ( )

Q15. What is the purpose of your visit to the borough/district? (for example visiting family or for work opportunities).

Response not provided ( )

Q16. Why did you take up occupation of this particular site (unauthorised encampments)?

Response not provided ( )

Q17. Do you have a base elsewhere?
Location/Address: ......................................................................................................................................................
..........................................................................................................................................................

Response not provided ( )

Q18. How long do you intend to remain on this land/site?

........................................................................................................................................................................
..........................................................................................................................................................

Response not provided ( )

Q19. If you are required to vacate this land/site, where will you relocate to?

........................................................................................................................................................................
..........................................................................................................................................................

Response not provided ( )

Have you any comments relevant to this questionnaire or any other issues that you wish noted?

Comments:

Please continue on a separate sheet if necessary

Your assistance in answering these questions is much appreciated

Note for Interviewer – leave contact details if the respondent knows of others who are in bricks and mortar who would be happy to be interviewed.

Comments on the interview
Appendix B: Friends Families and Travellers Report
Friends, Families and Travellers

1. **Introduction**

1.1 Elmbridge Borough Council is carrying out an assessment of the accommodation needs of the Gypsy, Traveller and Travelling Showpeople communities in the Borough and commissioned Friends, Families and Travellers (FFT) to carry out interviews with members of those communities.

1.2 Friends, Families and Travellers is a national charity (no. 1112326) based in Brighton which works on behalf of all Gypsies and Travellers regardless of ethnicity, culture or background. The organisation was founded in 1994 and thus has some 18 years experience of working with and on behalf of Gypsies and Travellers.

1.3 For the purposes of this survey we deployed Charmaine Valler, a Community Engagement Worker based in Surrey and Ann Wilson, both of whom are from the Romany Gypsy community and who have an extensive knowledge of the travelling communities living in, and resorting to, Surrey.

1.4 Charmaine and Ann carried out the survey work during the latter weeks of September and were directly line managed by FFT’s Director, Chris Whitwell.

2. **Gypsies and Travellers in the UK**

2.1 It is not the purpose of this report to provide detailed evidence of the general position of Gypsies and Travellers in the UK but it may be helpful to provide a degree of context in order to clarify and explain some of the obstacles that may be encountered when seeking to undertake a survey of travelling communities for the purposes of a needs assessment.

2.2 Because of the paucity of data regarding population numbers (Gypsies and Travellers were not identified in Census data until the 2011 Census) the figures quoted here can only be regarded as approximations based on best estimates. It is thought that there are around 300,000 Gypsies and Travellers living in the UK (excluding newly arrived Roma from central Europe) of whom approximately two thirds live in bricks and mortar accommodation. Of the 100,000 or so living in caravans and trailers around one fifth to one quarter have no authorised site on which to place their home. In other words between 20,000 and 25,000 people are unable to exist legally anywhere – every place that they stop is somewhere where they are not allowed to be and they are subjected to repeated evictions from one place they shouldn’t be to another place they shouldn’t be. This process of repeated evictions costs the UK taxpayer an estimated £18 million per annum.
2.3 The above information is given to illustrate the importance, in economic as well as human terms, of making proper provision to meet the shortfall that exists and those local authorities that are seeking to discharge their responsibilities by undertaking careful and robust needs assessments are to be commended.

2.4 But it also provides some explanation of the enormous degree of disenchantment and disengagement felt by the travelling communities. The shortage of appropriate sites is not a new phenomenon but has existed for many years, and has led over time to something of a breakdown of trust and confidence from the travelling communities in authorities such as the police and local Councils who tend to be viewed with suspicion as ‘enforcers’ rather than as service providers. The mistrust that has accumulated over decades cannot be remedied overnight but requires ongoing and sustained relationship-building between the local authorities and the travelling communities.

3. The Elmbridge Survey work

3.1 Elmbridge Borough Council helpfully provided FFT with a schedule of known sites together with relevant site plans. The information provided was as follows –

<table>
<thead>
<tr>
<th>Address</th>
<th>Site Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Adjacent the Oaks, Woodstock Lane</td>
<td>2 pitches</td>
</tr>
<tr>
<td>The Oaks, Woodstock Lane</td>
<td>16 public pitches</td>
</tr>
<tr>
<td>Plot 1 Woodstock Lane South</td>
<td>4 pitches</td>
</tr>
<tr>
<td>Plot 2 Woodstock Lane South</td>
<td>6 pitches</td>
</tr>
<tr>
<td>Plot 3 Woodstock Lane South</td>
<td>4 pitches</td>
</tr>
<tr>
<td>Plot 4 Woodstock Lane South</td>
<td>4 pitches</td>
</tr>
<tr>
<td>41, Pleasant Place</td>
<td>4 pitches</td>
</tr>
<tr>
<td>Willow Trees, 74 Hurtwood Road</td>
<td>1 pitch</td>
</tr>
<tr>
<td>Sunset, Homefield Road</td>
<td>2 pitches</td>
</tr>
<tr>
<td>16, Sandy Lane</td>
<td>Showman site</td>
</tr>
<tr>
<td>20, Sandy Lane</td>
<td>Showman site</td>
</tr>
</tbody>
</table>

3.2 Council officers had assessed the total number of households needing to be covered by the survey as around 35. In the event the survey resulted in 33 completed questionnaires, 18 from Travellers on sites and 15 from housed Travellers. However the survey team encountered approximately 23 additional households who were not prepared to participate in the survey. We believe that the main reason for this reluctance to participate was the fear amongst many of the households that the Council was gathering this information to gain evidence for eviction purposes. This unfortunate situation was reported back to the Council and a letter from the Council dated 24 September 2012 explaining the reason for the survey was distributed to residents. However despite return visits from the survey team (in some cases repeated return visits) many residents still refused to participate. The
survey team also encountered a reluctance to participate from some of the housed Travellers and two instances where, despite repeat visits, nobody was found to be at home.

3.3 Some of the questionnaires have only been partially completed. In some cases the Travellers did not think the questions to be relevant to them (e.g. in the case of housed Travellers the questions concerning pitches) and in some cases Travellers did not want to disclose private information.

3.4 Additional attempts were made by the survey team and by the Council to reach as many Travellers as possible e.g. by contact with the local primary school which Traveller children attended and by publicity in a local paper, the Surrey Advertiser.

The Travellers identified by the survey team who would not participate in the survey or who could not be contacted by the survey team were as follows –

<table>
<thead>
<tr>
<th>Households</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>(approx)</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

3.5 A complete list of addresses of those households that participated in the questionnaire survey is attached as Appendix 1. A list of the non-participant households and details of the attempts to include them is attached as Appendix 2.

3.6 Appendix 3 is a copy of the letter from the Council, dated 24 September 2012 delivered to residents to encourage them to participate in the survey. Appendix 4 comprises a series of plans showing the locations of the various sites visited.

4. Next steps

4.1 We are concerned at the extent of reluctance some Gypsies and Travellers to engage with the Council although this was not a universal reaction. Many of the Travellers living on Field Common have been there for decades and appeared to enjoy a good relationship with the Council. The Council has recently begun work to develop improved working relationships with the travelling communities in Elmbridge. Friends, Families and Travellers has highlighted the need for sustained work in this area to build and strengthen those relationships. There is a range of strategies that could be deployed to this end including Member and officer site visits, participation within the Surrey Traveller Forum, awareness raising training for officers and members, promoting Council employment opportunities within the community and other initiatives. FFT would be pleased to assist with the development and/or delivery of such initiatives.
Appendix 1

Schedule of Completed Questionnaires

Respondents living on sites

Total 18

Respondents living in bricks and mortar accommodation

Total 15

It should be noted that several of these interviews required repeat visits in order to make contact with the residents. For example one interviewee was finally contacted at the local church following three unsuccessful attempts to reach him at home.
Appendix 2

The following is a list of the people who would not participate within the survey despite return visits, or who could not be contacted despite return visits -

- 7 households
- 1 household
- 7 households
- 7 households (approx)
- 1 household

The survey team made several visits to these properties, particularly the plots in Woodstock Lane South in land adjoining ‘The Oaks’. Plot 1 was visited four times (on 20\textsuperscript{th}, 24\textsuperscript{th}, 28\textsuperscript{th} and 30\textsuperscript{th} September), Plot 3 twice (on 20\textsuperscript{th} and 21\textsuperscript{st} September) and Plot 4 four times (on 20\textsuperscript{th}, 21\textsuperscript{st}, 24\textsuperscript{th} and 30\textsuperscript{th} September).

The survey team found a degree of ambiguity regarding the precise postal addresses of these plots with several of the occupiers of different plots claiming the same address. To avoid confusion we have numbered the Plots as Plots 1, 2, 3 and 4 with Plot no. 1 as the southernmost and Plot no. 4 as the northernmost.

Many housed Travellers are reluctant to reveal their ethnicity due to fear of discrimination from their landlord or their neighbours. For this reason we have not listed the precise addresses of the housed Travellers at Field Common and Seven Hills Road who declined to participate or who could not be contacted.
Appendix 3

Letter to residents

contact: Mr Conor Frehill
direct line: 01372 47 4826
direct fax: 01372 47 4910
e-mail: cfrehill@elmbridge.gov.uk
my ref: TAA-24092012
your ref:

24 September 2012

Dear resident,

Survey Work to identify Gypsy, Traveller and Travelling Showpeople Accommodation Needs

I write to encourage you to take part in the survey work currently being undertaken on gypsy, traveller and travelling showpeople households in the Borough. The sole purpose of this survey is to help identify future pitch requirements for families in Elmbridge. It is the only way that we can identify how many pitches we need to provide in the future.

If you do not take part in this survey, you are giving up your opportunity to influence the final findings and therefore, any needs that you or your family may have will not be addressed.

As a Council, we understand your right to privacy. We have employed members of the gypsy and travelling communities to undertake these questionnaires, as we want to be sensitive to your circumstances. With this in mind, any help in completing these surveys would be greatly appreciated.

If you require any further information please contact Conor Frehill on 01372 474826 or e-mail cfrehill@elmbridge.gov.uk

Yours sincerely

[Signature]

Head of Planning Services
Appendix 4 – site maps
Respondents living on sites
Site Address: The Oaks, Woodstock Lane

Scale

Date: 30/08/12

Copyright Notes:

Crown Copyright: All Rights Reserved

Elmbridge Borough Council LA 100024692 2012

© Aerial Photography - Cartographic Engineering 2012

Historic Mapping © and database right Crown Copyright and Landmark Information Group Limited (all rights reserved) 2012

Digital Map Data © Bartholomew (2012)
Site Address: Land Adjacent the Oaks, Woodstock Lane

Scale
Date 30/08/12

Copyright Notes:
Crown Copyright. All Rights Reserved
Elmbridge Borough Council LA 100024882 2012
© Aerial Photography - Cartographic Engineering 2012
Historic Mapping © and database right Crown Copyright and Landmark Information Group Limited (all rights reserved) 2012
Digital Map Data © Bartholomew (2012)
Site Address: Plot 3, Woodstock Lane South

Copyright Notes:
Crown Copyright: All Rights Reserved
Elmbridge Borough Council LA 100024882 2012
© Aerial Photography - Cartographic Engineering 2012
Historic Mapping © and database right Crown Copyright and
Landmark Information Group Limited (all rights reserved) 2012
Digital Map Data © Bartholomew (2012)

Produced by Planning Services: January 2013
Site Address: Willow Trees, 74 Hurtwood Road

Scale

Date 12/10/12
Site Address: 16 & 20 Sandy Lane

Copyright Notes:

© Aerial Photography - Cartographic Engineering 2012
Historic Mapping © and database right Crown Copyright and Landmark Information Group Limited (all rights reserved) 2012
Digital Map Data © Bartholomew (2012)
Respondents living in bricks and mortar accommodation
Appendix C: Elmbridge BC Travellers Accommodation Assessment Questionnaire
Travellers Accommodation
Assessment Questionnaire

Site/Address:
…………………………………………………………………………………………………………
…………………………

Pitch No./Name:
…………………………………………………………………………………………………………
…………………………

FOR QUESTIONNAIRES CONDUCTED ON-SITE PLEASE MARK ON THE ATTACHED
SITE PLAN WHICH PITCHES/PLOTS THE RESPONDENT RESIDES ON.

Is the Pitch Occupied: Yes ( ) No ( ) Don’t know ( )

If vacant is the occupier travelling: Yes ( ) No ( ) Don’t know ( )
Check with site manager/neighbouring pitches

When are the occupiers due back:
…………………………………………………………………………………………………………

Name of respondent:
…………………………………………………………………………………………………………
…………

Date of Interview: ………/………/……

Data Protection

Your personal information will be held and used in accordance with the Data Protection Act 1998.
The Council will not disclose such information to any unauthorised person or body but where
appropriate will use such information in carrying out its various functions and services. No
personal information relating to specific individual will be made public, and no individual will be
identifiable through the description of where or how they live or their other circumstances.

Interviewer’s Declaration

I certify that this interview was carried out according to Elmbridge Borough Council’s instructions
and with the MRS Code of Conduct.

SIGNATURE: _________________________________
PRINT NAME: _________________________________
NO: ______________________ DATE: _________________________________

Produced by Planning Services: January 2013
Q1. Ethnicity of respondent

Romany ( ) Irish Traveller ( ) Traveller ( ) Showman ( ) Circus People ( )

New Age Traveller ( ) Other ( ) please state .................................................................

Response not provided ( )

Q2. COMPOSITION OF HOUSEHOLD

Please continue on a separate sheet if necessary

<table>
<thead>
<tr>
<th>Relationship to Respondent (e.g. son, daughter, grandchild)</th>
<th>Gender</th>
<th>Year of Birth or Current Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respondent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q3. Does this household occupy more than one pitch?

If ‘yes’ please insert the number of pitches the household occupies.

Yes ( ) No ( ) Response not provided ( )

Q4. Is the pitch shared with another household(s)?

1 ( ) 2 ( ) 3+ ( ) No ( ) Response not provided ( )

Q5. If the pitch is shared with another household, how long have you been ‘doubled-up’ for?

------- Months -------- Years

Response not provided ( )

Q6. Details of current accommodation?

Local Authority site pitch/plot ( )
Privately owned site pitch/plot ( ) i.e. Own land with planning permission
Unauthorised development ( ) i.e. Own land without planning permission
Unauthorised encampment ( ) i.e. Not own land and without planning permission
Conventional bricks and mortar housing ( )
Side of the road ( )
Other ( ) please state

..................................................................................................................................................
Q7. Type and size of current accommodation? (insert number and circle size)

House (   ) 1 2 3 4 5 or more bedrooms
Mobile Home/Chalet (   ) 1 2 3 4 bedrooms
Touring Caravan (   ) 1 2 3 4 bedrooms
Other (   ) please state …………………………….

Q8. Length of time at current address?

Less than 1 year (   )
More than 1 year but less than 5 years (   )
More than 5 years (   )
Response not provided (   )

Q8a. If less than 1 year, where were you living before?

Address/Site:………………………………………………………………………………………………………

Response not provided (   )

Q9. Are you intending to move from this pitch in the next five years?

Yes (   ) No (   ) Response not provided (   )

Q9a. If yes, where are you thinking of moving to?

Location:
………………………………………………………………………………………………………………
…………………………
Response not provided (   )

Office Use Only:

Based on the response to Q9a please identify the local authority area e.g. Staines would be Spelthorne, Godalming would be Waverley.

Elmbridge (   ) Epsom & Ewell (   ) Guildford (   ) Mole Valley (   ) Reigate & Banstead (   )
Runnymede (   ) Spelthorne (   ) Surrey Heath (   ) Tandridge (   ) Waverley (   )
Woking (   )

West Sussex (   ) Hampshire (   ) Kent (   ) Outer London (   ) Central London (   )
Elsewhere in the South East (   ) Elsewhere in the UK (   ) Abroad (   )

Notes: If outer London is identified, please specify an area ie. Kingston, Richmond etc
………………………………………………………………………………………………………………
Q10. If you are planning to move, what would be your preferred accommodation/tenure?

Affordable/Social Housing (   ) Local Authority Pitch/Plot (   ) Private Pitch/Plot (   )
Privately owned home (   ) Privately rented home (   ) Response not provided (   )
Q11. Are any members of your household likely to require their own pitch/plot in this district/borough in the period to 2017 I.E. the next 5 years?

<table>
<thead>
<tr>
<th>Household</th>
<th>Relationship to the Respondent</th>
<th>Estimated Year Required</th>
<th>Type of Accommodation Required*</th>
<th>Is the Household registered on a site waiting list or housing register**</th>
<th>Where is the Accommodation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Son and Daughter-in-law</td>
<td>2012</td>
<td>B</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leatherhead</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Type of Accommodation:

A. Affordable/Social Housing
B. Local Authority Pitch/Plot
C. Private Pitch/Plot
D. Privately owned home
E. Privately rented home
F. Response not provided

Office Use Only:
Based on the response to Q11 ‘where is the accommodation required’ please identify the local authority area e.g. Staines would be Spelthorne, Godalming would be Waverley.

Elmbridge ( ) Epsom & Ewell ( ) Guildford ( ) Mole Valley ( ) Reigate & Banstead ( ) Runnymede ( ) Spelthorne ( ) Surrey Heath ( ) Tandridge ( ) Waverley ( ) Woking ( )

West Sussex ( ) Hampshire ( ) Kent ( ) Outer London ( ) Central London ( ) Elsewhere in the South East ( ) Elsewhere in the UK ( ) Abroad ( )

Notes: If outer London is identified, please specify an area ie. Kingston, Richmond etc
Other Questions

Q12. Do you have any land that you would like to be considered for a new site/additional pitch?

Yes ( ) No ( ) Response not provided ( )

Location/Address:…………………………………………………………………………………………
……………………………………………………………………………………………………………………

Additional Questions to Ask to Travelling Showpeople

Q13. Is there sufficient provion available for storage of equipment?

Yes ( ) No ( ) Response not provided ( )

Additional Questions to Ask to Transient Gypsies and Travellers

Q14. Where have you travelled from (last accommodation)?

Location/Address:…………………………………………………………………………………………
……………………………………………………………………………………………………………………
Response not provided ( )

Q15. What is the purpose of your visit to the borough/district? (for example visiting family or for work opportunities).

……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………
Response not provided ( )

Q16. Why did you take up occupation of this particular site (unauthorised encampments)?

……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………
Response not provided ( )

Q17. Do you have a base elsewhere?

Location/Address:…………………………………………………………………………………………
…………………………………………
Q18. How long do you intend to remain on this land/site?

…………………………………………………………………………………………………
…………………………………………………………………………………………………

Response not provided (   )

Q19. If you are required to vacate this land/site, where will you relocate to?

…………………………………………………………………………………………………
…………

Response not provided (   )

Have you any comments relevant to this questionnaire or any other issues that you wish noted?

Comments:

Please continue on a separate sheet if necessary

Your assistance in answering these questions is much appreciated

Note for Interviewer – leave contact details if the respondent knows of others who are in bricks and mortar who would be happy to be interviewed

Comments on the interview
Appendix D: Travellers Accommodation Assessment
Publicity Evidence
Elmbridge Borough Council are currently undertaking a Traveller Accommodation Assessment to identify future housing needs for Gypsy, Traveller and Travelling Showpeople communities in the Borough. This assessment will act as an important evidence base to inform the delivery of new pitches within the Borough, as required by the Government.

We are undertaking interviews to inform this work and want to hear from members of the gypsy, travellers and travelling showpeople communities who live in the Borough. We want your views on where you currently live, as well as important information on your requirements for the future. All this information will help the Council plan accordingly.

All interviews will be treated in strict confidence.

If you would like to find out more or would like to partake in the interview, please contact us in Planning Services on:
01372 474826 or alternatively by email at tplan@elmbridge.gov.uk

Extract from Surrey Advertiser September 2012
GTAA Website:

**Finding out the accommodation needs of Elmbridge’s Gypsy, Travellers and Travelling Showpeople**

Elmbridge Borough Council are currently undertaking a Traveller Accommodation Assessment to identify future housing needs for Gypsy, Traveller and Travelling Showpeople communities in the Borough. This assessment will act as an important evidence base to inform the delivery of new pitches within the Borough.

**What do we want to find out?**
We are undertaking interviews to inform this work and want to hear from members of the gypsy, travellers and travelling showpeople communities who live in the Borough. We want your views on where you currently live, as well as important information on your requirements for the future. All this information will help the Council plan accordingly.

**All interviews will be treated in strict confidence.**

**Why should you take part?**
This is a genuine chance to let the Council know how you think accommodation and related facilities can be improved in the Borough.

**Next Steps**
Once the survey is finished, we will analyse the results, which will feed into the preparation of the Council’s Settlement Investment and Development (ID) Plans, which seek to allocate land in the Borough for different uses.

**Further information**
If you would like to find out more or would like to partake in the interview, please contact us in Planning Services on:

01372 47 4826 or alternatively by email at tplan@elmbridge.gov.uk
Appendix E: Participation Letter from EBC (24/09/2012)
Dear resident,

Survey Work to identify Gypsy, Traveller and Travelling Showpeople Accommodation Needs

I write to encourage you to take part in the survey work currently being undertaken on gypsy, traveller and travelling showpeople households in the Borough. The sole purpose of this survey is to help identify future pitch requirements for families in Elmbridge. It is the only way that we can identify how many pitches we need to provide in the future.

If you do not take part in this survey, you are giving up your opportunity to influence the final findings and therefore, any needs that you or your family may have will not be addressed.

As a Council, we understand your right to privacy. We have employed members of the gypsy and travelling communities to undertake these questionnaires, as we want to be sensitive to your circumstances. With this in mind, any help in completing these surveys would be greatly appreciated.

If you require any further information please contact Conor Frehill on 01372 47 4826 or e-mail cfrehill@elmbridge.gov.uk

Yours sincerely

Head of Planning Services