

# Nottingham and Nottinghamshire Traveller Accommodation Assessment Methodology

October 2013

Nottinghamshire County Council  
Ashfield District Council  
Bassetlaw District Council  
Broxtowe Borough Council  
Gedling Borough Council

Mansfield District Council  
Newark & Sherwood District Council  
Nottingham City Council  
Rushcliffe Borough Council



## GTAA Glossary of Terms

**Allocations** – Potential development sites identified and protected for specific uses.

**Authorised site** – A site with planning permission for a specified number of pitches, owned by either the Local Authority or a Registered Social Landlord.

**Authorised private site** – An authorised site owned by a private individual (who may or may not be a Gypsy or a Traveller). These sites can be owner occupied, rented or a mixture of owner occupied and rented pitches.

**Bricks and mortar** – Permanent mainstream housing.

**Caravan** – Mobile accommodation used by Gypsies, Travellers and Travelling Showpeople. Also referred to as trailers.

**Core Strategy** – A Development Plan Document (DPDs) in the Local Development Framework which sets out the overarching strategy and principles on which other DPDs are built.

**Communities and Local Government (CLG)** – The Government department responsible for Gypsy and Traveller accommodation issues.

**Development Plan Documents (DPDs)** – Documents which outline the key development goals of the Local Development Framework

**Gypsy and Traveller Accommodation Needs Assessment (GTAA)** – Documents produced or commissioned by a Local Authority that identifies the accommodation requirements of Gypsies and Travellers in their administrative area.

**Gypsies and Travellers** – This is the term used to include all ethnic Gypsies and Irish Travellers, plus other Travellers who adopt a nomadic or seminomadic way of life. It does not include Travelling Showpeople.

**Pitch** – An area of land on a site / development, generally home to one household. Can be varying sizes and have varying caravan occupancy levels.

**Site** – An authorised area of land on which Gypsies and Travellers are accommodated in trailers, chalets or vehicles. It can contain one or multiple pitches.

**Transit site** – Sites which provide accommodation for short, albeit undefined periods. These can be either authorised or unauthorised sites.

**Travelling Showpeople** – Commonly referred to as Showmen, these are occupational Travellers who work on travelling shows and fairs

**Unauthorised development** – This refers to a caravan / trailer or group of caravans / trailers on land owned (possibly developed) by Gypsies and Travellers without planning permission.

**Unauthorised encampment** Stopping on private / public land without permission (For example, camping at the side of the road)

## **Nottinghamshire Traveller Needs Assessment Methodology**

### **Section 1: Introduction**

- 1.1 This document sets out the methodology to be used across Nottinghamshire when a Local Planning Authority is undertaking a Gypsy and Travellers Accommodation Assessment (GTAA) either individually in their own Borough/District or as part of a group of Local Authorities within Nottinghamshire.
- 1.2 The methodology sets out how the current and future needs of Gypsies, Travellers and Travelling Showpeople (hereafter referred to as travellers) in Nottinghamshire will be assessed in accordance with the Housing Act 2004 and the Planning Policy for Traveller Sites (PPTS) (March 2012) guidance. This assessment will allow Local Authorities to derive locally set targets for travellers' pitches and plots, as well as gaining an understanding of local issues facing travellers. There are separate calculations for Gypsies and Travellers as well as Travelling Showpeople, and consideration will be given to the requirement for transit sites<sup>1</sup>.
- 1.3 The methodology has been developed jointly by all Local Authorities in Nottinghamshire in order to ensure a consistent approach across the county when undertaking the actual assessment of need for new traveller provision. The methodology has also been formulated in consultation with representatives from the travelling communities who reside in Nottinghamshire before going out for public consultation.
- 1.4 The draft methodology was subject to a 3 week period of technical consultation before it was finalised. Following the publication of the final methodology, each Local Authority will then set their timings for the actual assessment of need to be undertaken (either individually or as part of a group).

### **Background to the GTAA**

- 1.5 Prior to the publication of the PPTS, the number of pitches for travelling communities 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). In Nottinghamshire, this was based on the Countywide GTAA and the Bassetlaw GTAA.
- 1.6 As set out in the PPTS, it is now the responsibility of Local Authorities to identify the number of travellers' pitches/plots that will be required based on local needs assessments. In light of this, the seven Boroughs and Districts in Nottinghamshire have undertaken to prepare this methodology to aid the assessment of travellers' accommodation needs for Nottinghamshire.

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<sup>1</sup> The requirement for transit sites will be reviewed using information on previous unauthorised encampments within the district.

1.7 In preparing the methodology, the Local Authorities in Nottinghamshire have taken into account:

- the aims and requirements of the PPTS;
- previous GTAAs and their methodologies;
- neighbouring authorities work; and
- best practice guidance and lessons learn through appeals.

### **Background to travellers in Nottinghamshire**

1.8 The last countywide needs assessment (all Nottinghamshire Authorities except Bassetlaw) was the 2007 Nottinghamshire Gypsy and Traveller Accommodation Needs Study which set out pitch requirements up until 2012. The Bassetlaw GTAA (2006) set out requirements for the following five years.

1.9 Nottinghamshire has a long historical association with Traveller communities with many of its members living throughout the county. In planning for the future needs of the county as a whole it is therefore necessary to consider the needs of Gypsy and Traveller and Travelling Showpeople communities alongside of those of the settled community.

### **Section 2: Planning Policy background**

#### **Planning policy for traveller sites (PPTS) (March 2012)**

2.1 National policy and guidance in respect of planning for travellers is set out in PPTS. 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; and
- 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) though a duty still remains to have a robust evidence base to inform local plans;
- enable local planning authorities to use their assessment of need to set their own targets for pitch/plot provision; and
- 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 and broad locations for developable sites for years 6-10 and years 11-15.

### **The National Planning Policy Framework (NPPF)**

2.5 The Government states that the PPTS should be read in conjunction with the NPPF so far as relevant. The Government's National Planning Policy Framework (NPPF) was published on 27<sup>th</sup> 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.

2.6 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).

- 2.7 The NPPF directs local planning authorities to the Planning Policy for Traveller Sites document 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**

- 2.8 Whilst there have been numerous changes occurring to the planning policy framework at the national level, the requirement to assess the accommodation needs for travelling communities remains firmly embedded in the Housing Act 2004.
- 2.9 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 (CLG, 2007)**

- 2.10 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).
- 2.11 It is acknowledged that the GTAA guidance is expected to be formally withdrawn by the Government and is unlikely to be replaced, though the duty to complete these will remain. However, some sections have been considered relevant during the preparing of this methodology and should be considered when completing the GTAA.
- 2.12 Particularly useful to this formation of this methodology and the undertaking of the GTAA 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; and
  - 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.

### **Section 3: The Methodology**

3.1 The methodology sets out how the current and future requirements for travellers' sites/plots will be assessed and calculated. There are three main types of travellers' sites, including:

- Permanent travellers' pitches - residents tend to live on the site for the majority of the year,
- Transit sites/stopping places<sup>2</sup> – pitches where travellers only stay on the site for short period of times, and
- Travelling Showpeople sites – these tend to be mixed-use plots, which may/will need to incorporate space or to be split to allow for the storage of equipment,

#### **Approach to the assessments**

3.2 The methodology takes a supply versus need approach to assess new pitch and plot requirements. To determine these requirements, both supply and need are assessed using available data, as of the 31<sup>st</sup> March 2013. Furthermore, the assessment will give future forecasts for the five year periods covering 2013-2018, 2018-2023 and 2023-2028 including likely pitch/plot need and the expected supply during these periods. This will enable pitch/plot requirements to be calculated.

3.3 The new assessments will be entirely separate from previous GTAA work and not simply refreshing existing data. Any outstanding pitch requirements from the previous GTAA's will not be carried over into emerging assessments. Current demand for pitches will be identified entirely through new assessments. Carrying data forward from previous assessments would therefore result in double counting.

3.4 This report sets out a step by step guide of the proposed approach for assessing each type of site (permanent, transit and Travelling Showpeople). Both primary and secondary data will be included within the various steps. The guide gives an indication of where the information will be sourced from and how it may be used. In order to help the reliability of

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<sup>2</sup> Transit pitch is a temporary pitch on a site with facilities such as toilet/shower blocks, possibly day rooms etc. whereas a stopping place is a temporary place on the roadside or near the road which may or may not have minimum facilities such as portaloo, tap etc.

the data used, feedback from the consultation with landowners and representatives from the travelling communities will also be taken into consideration.

#### Permanent Traveller Sites

3.5 To determine where need for a new permanent Gypsy and Traveller pitches may arise in the future assessments will consider:

- levels of need arising from unauthorised developments;
- the expiry of temporary permissions during the study period;
- the number of housed Gypsies and Travellers who have a demonstrable need for site based accommodation; and
- how many new households requiring site based accommodation will be formed during 2013 to 2028.

3.6 This need is weighed against the capacity of existing sites to absorb the additional need, so areas such as turnover, transfers to housing and capacity are also considered (set out in Appendix A). The Project group<sup>3</sup> will have responsibility for collating, interpreting and applying the data and ensuring that any input made is transparent, justifiable and robust.

#### Travelling Showpeople Sites

3.7 The assessment proposed for Travelling Showpeople broadly follows the approach set out in Appendix A, although sources of information may vary. Economic data should also be considered insofar as Showpeople are modern business-people operating in a traditional occupation and are providers of employment, bringing additional revenue to the areas in which they live. Engagement with members of the Travelling Showpeople community and their representative groups should be undertaken separately from engagement with other travelling communities, as the needs of this community are different to those of the Gypsy and Traveller communities. This approach will identify specific future needs for additional Travelling Showpeople accommodation in Nottinghamshire.

#### Transit Sites

3.8 The assessment of transit site need can often be problematic due to the varying approaches for assessing needs. All of the different methods of assessment have particular areas of complexity, a lot of which relate to the availability of good quality and useable information, which would show if there is a need for permanent transit sites and where these would be most appropriately placed. A particular problem for all Nottinghamshire Local Authorities is that no assessment of transit need was previously undertaken (except in Bassetlaw). As such, an assessment of transit need should be kept in mind at the engagement stages, so questions are asked of relevant parties and information sought from stakeholders on this issue. As part of the consultation process, attempts will be made to engage with travellers

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<sup>3</sup> This group is made up of each Local Authority who is undertaking the assessment at that specific time.



on unauthorised encampments, where opportunities arise, in order to understand their current and future requirements. From this, it is felt that this information should be used for a further assessment following the completion of this GTAA.

#### **Technical consultation on the methodology**

3.9 The methodology was available for technical consultation for a period of three weeks, between 5<sup>th</sup> July and 26<sup>th</sup> July 2013. The comments received during consultation are now included in Appendix of this methodology

#### **Further engagement to inform the assessment**

3.10 Further engagement will be held in due course which will canvass views and opinions of site owners, members of Gypsy and Traveller and Travelling Showpeople communities and relevant stakeholders. This round of engagement will gather specific information required by each District/Borough to establish the pitch and plot requirements for the next 15 years, and will help to establish any specific issues with current or future site provision travellers are facing. This will be achieved through a variety of ways, including:

- Workshops with service providers, representatives from the travelling communities, neighbouring local authorities/organisations and other relevant stakeholders;
- Interviews with site owners;
- Surveys with travelling communities (on sites or at events where appropriate); and
- Questionnaires with travellers on unauthorised encampments

## Appendix A: Permanent Traveller Sites Assessment

### Gypsy and Traveller Accommodation Assessment: 2013 – 2028

<b>Stage 1: Establish general baseline data</b>			
Step	Action	Suggested Data sources/notes	Calculation
A	Define what constitutes a pitch in terms of number of caravans	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>Information from site owners</li> <li>focus groups with members of Gypsy and Traveller communities</li> <li>planning applications that give details</li> <li>Assumptions made in other assessments and the previous GTAA.</li> </ul> <p>Final outcome likely to be an assumption based on some, or all, of above.</p>	Project Group enter data after considering sources
B	Establish average size of household per pitch	As above	Project Group enter data after considering sources
C	Establish what the Gypsy and Traveller household population is for each area across sites and in housing	<p>There appears to be two main ways of calculating this. Either by;</p> <ul style="list-style-type: none"> <li>Using the figures established in the Notts GTAA 2007 and Bassetlaw GTAA and adding additional pitches delivered since 2007 and how many persons this would include (using figures established in step B).</li> <li>Or using Census 2011 information, considering that the numbers from the Census may be an under representation in some instances. Could be hybrid of both approaches.</li> </ul> <p>This will need to be broken down by type of accommodation. 1 household will be taken to represent 1 pitch.</p>	Project Group enter data after considering sources

### Stage 2: Current known pitch need by 31<sup>st</sup> March 2013

Step	Action	Suggested Data sources/notes	Calculation
1	Unauthorised developments (including temporary permissions) that did not gain planning permission by 31 <sup>st</sup> March 2013.	Each Local Authority will have access to information	Project Group enter data after considering sources

2	Unauthorised encampments as of 31 <sup>st</sup> March 2013 where demonstrable local need for <u>permanent</u> pitches	Collation of information held by range of bodies, including Local Authorities, Police and Gypsy and Traveller Liaison Officer.	Project Group enter data after considering sources
3	Number of Gypsies and Travellers in bricks and mortar housing with demonstrable known need for site based accommodation as of 31 <sup>st</sup> March 2013.	Only included as a figure if Local Authority has specific knowledge of particular bricks and mortar households in need of site based accommodation.	Project Group enter data after considering sources
4	Number of concealed households with known need for site based accommodation as of 31 <sup>st</sup> March 2013	Only included as a figure if Local Authority has specific knowledge of particular concealed households in need of additional site based accommodation.	Project Group enter data after considering sources
5	Applicants on public site waiting lists as of 31 <sup>st</sup> March 2013	Each Local Authority will have access to information – if relevant.	Project Group enter data after considering sources
6	<b>Total known pitch need</b>		<b>Sum of step 1 to step 5</b>

<b>Stage 3: Forecast of pitch need from after base date 2013 – 2018</b>			
7	Temporary permissions due to end between 2013 - 2018	Each Local Authority will have access to information	Project Group enter data after considering sources
8	Forecast of number of Gypsies and Travellers in bricks and mortar housing with demonstrable known need for site based accommodation between 2013 – 2018	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>• Information from site owners</li> <li>• focus groups with members of Gypsy and Traveller communities</li> <li>• planning applications (if gives evidence of circumstances of applicants)</li> <li>• housed population figures</li> <li>• Assumptions made in other assessments and previous the GTAA's.</li> </ul> <p>Likely to be an assumption based on some, or all, of above.</p>	Project Group enter data after considering sources
9	Forecast of	As above, leading to a % family formation	Project Group enter data

	household growth (family formation) requiring site based accommodation from present population (*at present includes site and housing based population*)	rate per annum established and then applied to site based population figure over 5 years, which has been established at step C to give an overall number. * To note the GTAA 2007 applied the household growth across all household population regardless of where they resided (on sites and in housing) – needs to be considered if this is applied to just site based Gypsy and Traveller's or the whole Gypsy and Traveller population.	after considering sources
10	<b>Total forecast pitch need 2013 – 2018</b>		<b>Sum of step 7 to step 9</b>
11	<b><u>Total Need for 2013 – 2018</u></b>		<b><u>Sum of step 6 and step 10</u></b>

<b>Stage 4: Supply of known Gypsy and Traveller Pitches by 31<sup>st</sup> March 2013</b>			
12	Total number of pitches currently available to Gypsy and Traveller's as of base date	Each Local Authority will have access to information	Project Group enter data after considering sources
13	Total number of pitches in use by Gypsy and Traveller's as of base date	Gypsy and Traveller Count information can provide a guide, notwithstanding the fact it is a caravan count rather than 'pitches' and this needs factoring in to any assessment of use. Caution also needs to be exercised in determining what constitutes empty pitches (which would be deemed as additional pitch capacity). Account needs taking of travelling patterns and if pitches are vacant, but still been rented.	Project Group enter data after considering sources
14	<b>Total number of pitches not in use, but available to G&amp;T's</b>		<b>Step 12 minus step 13</b>

<b>Stage 5: Forecast of supply of known Gypsy and Traveller Pitches between 2013 – 2018</b>			
15	Forecast of turnover of sites in use for Gypsy and Traveller's, which will accommodate <u>new need</u> (as opposed to site by site transfer)	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>• Information from site owners</li> <li>• focus groups with members of Gypsy and Traveller communities</li> <li>• information from other areas with public sites</li> <li>• assumptions made in other assessments and previous GTAA.</li> </ul> <p>Likely to be an assumption based on</p>	Project Group enter data after considering sources

		some, or all, of above. Percentage rate calculated which is applied to pitch figure at step 14 giving a total number of vacant pitches per annum. This is then multiplied by 5 to give total 5 year number.	
16	Forecast of transfers to housing from sites	Information from Local Authority/housing associations and also focus groups to see if knowledge of movement into private sector, which could be a problematic area to assess. May require investigating whether other studies/research has looked into this. A 5 year figure needs using.	Project Group enter data after considering sources
17	Forecast of total number of pitches not in use, but expected to be so by 2018 (with planning permission)	Each Local Authority should have idea of this information	Project Group enter data after considering sources
18	<b>Total Number for forecast supply 2013 – 2018</b>		<b>sum of step 15 to step 17</b>
19	<b><u>Total Supply 2013 - 2018</u></b>		<b><u>Sum of Step 14 and Step 18</u></b>

### Stage 6: Total Pitch Requirements

20	<b>Total Gypsy and Traveller pitch requirements 2013 – 2018</b>	This is the pitch requirement for each Local Authority for period between 2013 – 2018.	<b><u>Step 11 minus step 19 equals 5 year pitch requirements for 2013 – 2018</u></b>
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### Stage 7: Future Need Calculation 2018 – 2023

#### Forecast Supply 2018 - 2023

21	Total number of pitches by 2018 (will be pitches from 2013 plus need for 2013-2018)	This figure will include the total number of pitches at the start of the assessment (step 11), plus those pitches expected to come back into use by 2018 (step 17), as these will be additional supply, plus any new pitches required between 2013 – 2018 (step 20).	Step 11 + step 17 + step 20 (if there is a requirement for new pitches)
22	Turnover of sites in use for Gypsy and	Unlike step 15, the turnover rate at this stage is applied across the total number of pitches. This is because it is impossible to	Percentage figure calculated from step 15 to be used, with it applied to the step 21

	Traveller's, which will accommodate <u>new pitch need</u> (as opposed to site by site transfer)	know what the rate of occupation will be in 2018-2023	figure x 5 (which reflects 5 year total)
23	Forecast household transfers to housing from sites	As this is a future forecasting exercise the figure established at step 16 will be used.	Figure from step 16 used
24	<b>Total forecast unoccupied pitch supply 2018 – 2023</b>		<b>Step 22 plus 23</b>
<b>Forecast Need 2018 - 2023</b>			
25	Compound increase in Gypsy and Traveller site based households between 2018 – 2023	This is quite a complex calculation. Like step 9, the household growth rate for site based Gypsy and Travellers is applied to the total known Gypsy and Traveller household population numbers (which includes housed and site based Gypsy and Travellers). At this stage the total household population needs to be established at first. So this would include the starting population household number identified at the start of the assessment (step C). Then the increases provided by sites expected to be back in use by 2018 (step 17) and if new pitches are required in 2013 – 2018 (step 20). It is presumed that 1 household equals 1 pitch and vice versa.	<p>step C + step 17 + if there is a requirement for new pitches, step 20 x % growth rate x 5 years (which reflects 5 year total)</p> <p>Example:  starting population (step C) = 100 households  Household growth rate per annum (step 9) = 2.1%  Number of pitches expected to come back into use (step 17). = 10  New pitches required between 2013-2018 (step 20) = 10  Total = 100 households + 20 new pitches</p> <p>This equals 120 households</p> <p>120 x 2.1% per annum household growth rate = 2.52</p> <p>2.52 x 5 to give 5 year total = 12.6 new households over 5 years requiring site based accommodation.</p>
26	Forecast of number of Gypsies and Travellers households in bricks and mortar housing with demonstrable known need for site based accommodation	As this is a future forecasting exercise the figure established at step 8 will be used	figure taken from step 8

	between 2018 - 2023		
27	<b>Total forecast pitch need 2018 – 2023</b>		<b>Sum of step 25 and 26</b>
28	<b>Total Gypsy and Traveller pitch requirements 2018 – 2023</b>		<b>Step 27 minus step 24</b>

### Stage 8: Future Need Calculation 2023 – 2028

Forecast Supply 2023 - 2028			
29	Total number of pitches by 2022 (will be pitches from 2018 plus need for 2018-2023)	Same approach as step 21 + step 28 is positive number	Step 21 + step 28 (if positive number)
30	Turnover of sites in use for Gypsy and Traveller's, which will accommodate <u>new pitch need</u> (as opposed to site by site transfer)	Same approach as step 22	Percentage figure calculated for step 15 is used, with it applied to the step 29 figure x 5
31	Forecast household transfers to housing from sites	Same approach as step 23	Figure from step 23
32	<b>Total forecast unoccupied pitch supply 2023 – 2028</b>		<b>Step 30 plus 31</b>
Forecast Need 2023 - 2028			
33	Compound increase in Gypsy and Traveller site based households between 2023 – 2028	Same approach as step 25 + step 28	<i>If positive number</i> step 28 + Household population number established at step 25 x household growth rate at step 9 x 5.
34	Forecast of number of Gypsies and Travellers households (in bricks and mortar housing with demonstrable known need for site based accommodation)	Same approach as step 26	Step 26 used

	between 2023 - 2028		
35	<b>Total forecast pitch need 2023 – 2028</b>		<b>Sum of step 33 and 34</b>
36	<b>Total Gypsy and Traveller pitch requirements 2023 – 2028</b>		<b>Step 35 minus step 32</b>



## Appendix B: Travelling Showpeople Sites Assessment

### Travelling Showpeople Accommodation Assessment: 2013 – 2028

<b>Stage 1: Establish general baseline data</b>			
Step	Action	Suggested Data sources/notes	Calculation
<b>A</b>	Define what constitutes a plot in terms of number of caravans/equipment	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>Information from site owners</li> <li>focus groups with members of Travelling Showpeople communities</li> <li>planning applications that give details</li> <li>Assumptions made in other assessments and the previous GTAA.</li> </ul> <p>Final outcome likely to be an assumption based on some, or all, of above.</p>	Project Group enter data after considering sources
<b>B</b>	Establish average size of household per plot	As above	Project Group enter data after considering sources
<b>C</b>	Establish what the Travelling Showpeople household population is for each area across sites and in housing	<p>This is likely to be a quite problematic area to assess as previous GTAA's and the census do not show the population of Travelling Showpeople alone, rather they are included within overall Traveller figures. As such, it is likely direct consultation with representative groups is likely to help provide best estimate</p> <p>This will need to be broken down by type of accommodation. 1 household will be taken to represent 1 plot.</p>	Project Group enter data after considering sources

### Stage 2: Current known plot need by 31<sup>st</sup> March 2013

Step	Action	Suggested Data sources/notes	Calculation
<b>1</b>	Unauthorised developments (including temporary permissions) that did not gain planning permission by 31 <sup>st</sup> March 2013.	Each Local Authority will have access to information	Project Group enter data after considering sources
<b>2</b>	Unauthorised encampments as of 31 <sup>st</sup> March 2013 where demonstrable local need for <u>permanent</u> plots	Collation of information held by range of bodies, including Local Authorities, Police and Gypsy and Traveller Liaison Officer.	Project Group enter data after considering sources

3	Number of Travelling Showpeople in bricks and mortar housing with demonstrable known need for site based accommodation as of 31 <sup>st</sup> March 2013.	Only included as a figure if Local Authority has specific knowledge of particular bricks and mortar households in need of site based accommodation.	Project Group enter data after considering sources
4	Number of concealed households with known need for site based accommodation as of 31 <sup>st</sup> March 2013	Only included as a figure if Local Authority has specific knowledge of particular concealed households in need of additional site based accommodation.	Project Group enter data after considering sources
5	Applicants on public site waiting lists as of 31 <sup>st</sup> March 2013	Each Local Authority will have access to information – if relevant.	Project Group enter data after considering sources
6	<b>Total known pitch need</b>		<b>Sum of step 1 to step 5</b>

<b>Stage 3: Forecast of plot need from after base date 2013 – 2018</b>			
7	Temporary permissions due to end between 2013 - 2018	Each Local Authority will have access to information	Project Group enter data after considering sources
8	Forecast of number of Travelling Showpeople in bricks and mortar housing with demonstrable known need for site based accommodation between 2013 – 2018	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>• Information from site owners</li> <li>• focus groups with members of Travelling Showpeople communities</li> <li>• planning applications (if gives evidence of circumstances of applicants)</li> <li>• housed population figures</li> <li>• Assumptions made in other assessments and previous the GTAA's.</li> </ul> <p>Likely to be an assumption based on some, or all, of above.</p>	Project Group enter data after considering sources
9	Forecast of household growth (family formation) requiring site based accommodation from present population (*at present includes site	As above, leading to a % family formation rate per annum established and then applied to site based population figure over 5 years, which has been established at step C to give an overall number. * To note the GTAA 2007 applied the household growth across all household population regardless of where they resided (on sites and in housing) – needs to be considered if this is applied to just	Project Group enter data after considering sources

	<i>and housing based population*)</i>	site based Travelling Showpeople or the whole Travelling Showpeople population.	
10	<b>Total forecast plot need 2013 – 2018</b>		<b>Sum of step 7 to step 9</b>
11	<b><u>Total Need for 2013 – 2018</u></b>		<b><u>Sum of step 6 and step 10</u></b>

#### Stage 4: Supply of known Travelling Showpeople Plots by 31<sup>st</sup> March 2013

12	Total number of plots currently available to Travelling Showpeople as of base date	Each Local Authority will have access to information	Project Group enter data after considering sources
13	Total number of plots in use by Travelling Showpeople as of base date	Gypsy and Traveller Count information can provide a guide, notwithstanding the fact it is a caravan count rather than 'plots' and this needs factoring in to any assessment of use. Caution also needs to be exercised in determining what constitutes empty plots (which would be deemed as additional plot capacity). Account needs taking of travelling patterns and if pitches are vacant, but still been rented.	Project Group enter data after considering sources
14	<b>Total number of plots not in use, but available to Travelling Showpeople</b>		<b>Step 12 minus step 13</b>

#### Stage 5: Forecast of supply of known Travelling Showpeople between 2013 – 2018

15	Forecast of turnover of sites in use by Travelling Showpeople which will accommodate <u>new need</u> (as opposed to site by site transfer)	<p>Range of sources could be considered;</p> <ul style="list-style-type: none"> <li>• Information from site owners</li> <li>• focus groups with members of Travelling Showpeople communities</li> <li>• information from other areas with public sites</li> <li>• assumptions made in other assessments and previous GTAA.</li> </ul> <p>Likely to be an assumption based on some, or all, of above. Percentage rate calculated which is applied to plot figure at step 14 giving a total number of vacant pitches per annum. This is then multiplied by 5 to give total 5 year number.</p>	Project Group enter data after considering sources
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16	Forecast of transfers to housing from sites	Information from Local Authority/housing associations and also focus groups to see if knowledge of movement into private sector, which could be a problematic area to assess. May require investigating whether other studies/research has looked into this. A 5 year figure needs using.	Project Group enter data after considering sources
17	Forecast of total number of plots not in use, but expected to be so by 2018 (with planning permission)	Each Local Authority should have idea of this information	Project Group enter data after considering sources
18	<b>Total Number for forecast supply 2013 – 2018</b>		<b>sum of step 15 to step 17</b>
19	<b><u>Total Supply 2013 - 2018</u></b>		<b><u>Sum of Step 14 and Step 18</u></b>

### Stage 6: Total Plot Requirements

20	<b>Total Travelling Showpeople plot requirements 2013 – 2018</b>	This is the plot requirement for each Local Authority for period between 2013 – 2018.	<b><u>Step 11 minus step 19 equals 5 year pitch requirements for 2013 – 2018</u></b>
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### Stage 7: Future Need Calculation 2018 – 2023

#### Forecast Supply 2018 - 2023

21	Total number of plots by 2018 (will be plots from 2013 plus need for 2013-2018)	This figure will include the total number of plots at the start of the assessment (step 11), plus those plots expected to come back into use by 2018 (step 17), as these will be additional supply, plus any new plots required between 2013 – 2018 (step 20).	Step 11 + step 17 + step 20 (if there is a requirement for new pitches)
22	Turnover of sites in use by Travelling Showpeople, which will accommodate <u>new plot need</u> (as opposed to site by site transfer)	Unlike step 15, the turnover rate at this stage is applied across the total number of plots. This is because it is impossible to know what the rate of occupation will be in 2018-2023	Percentage figure calculated from step 15 to be used, with it applied to the step 21 figure x 5 (which reflects 5 year total)
23	Forecast household transfers to housing	As this is a future forecasting exercise the figure established at step 16 will be used.	Figure from step 16 used

	from sites		
24	<b>Total forecast unoccupied plot supply 2018 – 2023</b>		<b>Step 22 plus 23</b>
<b>Forecast Need 2018 - 2023</b>			
25	Compound increase in Travelling Showpeople site based households between 2018 – 2023	<p>This is quite a complicated calculation. Like step 9, the household growth rate for site based Travelling Showpeople is applied to the total known Travelling Showpeople household population numbers (which includes housed and site based Travelling Showpeople). At this stage the total household population needs to be established at first. So this would include the starting population household number identified at the start of the assessment (step C). Then the increases provided by sites expected to be back in use by 2018 (step 17) and if new plots are required in 2013 – 2018 (step 20). It is presumed that 1 household equals 1 plot and vice versa.</p>	<p>step C + step 17 + if there is a requirement for new pitches, step 20 x % growth rate x 5 years (which reflects 5 year total)</p> <p>Example:  starting population (step C) = 10 households  Household growth rate per annum (step 9) = 2.1%  Number of plots expected to come back into use (step 17). = 1  New pitches required between 2013-2018 (step 20) = 1  Total = 10 households + 2 new plots</p> <p>This equals 12 households</p> <p>12 x 2.1% per annum household growth rate = 0.252</p> <p>2.52 x 5 to give 5 year total = 1.26 new households over 5 years requiring site based accommodation.</p>
26	Forecast of number of Travelling Showpeople households in bricks and mortar housing with demonstrable known need for site based accommodation between 2018 - 2023	As this is a future forecasting exercise the figure established at step 8 will be used	figure taken from step 8
27	<b>Total forecast plot need 2018 – 2023</b>		<b>Sum of step 25 and 26</b>
28	<b>Total Travelling Showpeople</b>		<b>Step 27 minus step 24</b>

	<b>requirements 2018 – 2023</b>		
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<b>Stage 8: Future Need Calculation 2023 – 2028</b>
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<b>Forecast Supply 2023 - 2028</b>			
29	Total number of plots by 2022 (will be plots from 2018 plus need for 2018-2023)	Same approach as step 21 + step 28 is positive number	Step 21 + step 28 (if positive number)
30	Turnover of sites in use for Travelling Showpeople, which will accommodate <u>new plot need</u> (as opposed to site by site transfer)	Same approach as step 22	Percentage figure calculated for step 15 is used, with it applied to the step 29 figure x 5
31	Forecast household transfers to housing from sites	Same approach as step 23	Figure from step 23
32	<b>Total forecast unoccupied plot supply 2023 – 2028</b>		<b>Step 30 plus 31</b>
<b>Forecast Need 2023 - 2028</b>			
33	Compound increase in Travelling Showpeople site based households between 2023 – 2028	Same approach as step 25 + step 28	<i>If positive number</i> step 28 + Household population number established at step 25 x household growth rate at step 9 x 5.
34	Forecast of number of Travelling Showpeople households (in bricks and mortar housing with demonstrable known need for site based accommodation between 2023 - 2028)	Same approach as step 26	Step 26 used
35	<b>Total forecast plot need 2023 – 2028</b>		<b>Sum of step 33 and 34</b>
36	<b>Total Travelling Showpeople</b>		<b>Step 35 minus step 32</b>

	<b>requirements 2023 – 2028</b>		
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### Appendix C: Consultation Response Summary

As a precursor to the preparation of new Gypsy and Traveller Accommodation Assessments, Nottinghamshire Authorities with the input of Romany Gypsy Educational Resources have prepared a draft methodology. A technical consultation was carried out on this between the 5<sup>th</sup> and 20<sup>th</sup> July 2013.

The consultation was focused on key stakeholders, local community representatives, known interested parties and agents but also made available to anyone with an interest through the internet.

A total of seven responses were received, all from invited consultees, and their comments have been summarised as follows:

QUESTION	RESPONSE SUMMARY
<b>1: Do you agree with the approach of undertaking separate accommodation assessments for Gypsies and Travellers and Travelling Show people?</b>	There was unanimous agreement on this issue.
<b>2: Are the methodologies clear? Do you feel they will provide a suitable way of identifying the permanent accommodation requirements for Gypsies and Travellers and/or Travelling Showpeople?</b>	A third of respondents found the methodologies complex and as a result difficult to use. The remainder were either silent or supported the methodologies themselves or as part of the overall approach in some cases acknowledging
<b>3: Do you think the methodologies offer a 'robust' way of collecting information for identifying Gypsies and Travellers and Travelling Showpeople accommodation requirements at a local level?</b>	The majority of respondents were either in general agreement or made no adverse comments on this issue. One respondent specifically commented that: <ul style="list-style-type: none"> <li>• The methodology needed further tailoring to the needs of Travelling Showpeople.</li> <li>• They were concerned that outstanding pitch requirements would not be carried forward into future assessments.</li> <li>• Applications for new private sites should form evidence of need.</li> </ul>
<b>4: Are the data sources being used appropriate for obtaining the information required to calculate Gypsies and Travellers and Travelling Showpeople accommodation requirements? If not, are there any other sources of information we should consider?</b>	Most respondents were either silent or endorsed the sources as part of support for the overall process. One respondent advocated using all available sources but placing most value on direct consultation with the G&T community.
<b>5: What will be the most effective way of</b>	All of those who specifically answered this



<p><b>engaging with members of the Gypsies and Travellers and Travelling Showpeople communities to gather information of their accommodation requirements?</b></p>	<p>question advocated direct verbal consultation. In doing this the following suggestions were also made:</p> <ul style="list-style-type: none"> <li>• Being inclusive within the G&amp;T community generally and specifically considering the needs of different age and gender groups.</li> <li>• Allowing sufficient time to achieve the above.</li> <li>• Encouraging members of the community to carry out consultation themselves.</li> <li>• Utilising links with frontline service providers.</li> <li>• Provide feedback.</li> </ul>
<p><b>6: What is your understanding of need for site based accommodation against preference for site based accommodation?</b></p>	<p>Of the two specific responses to this question the consensus is that the need to travel (and therefore the need for sites to facilitate this) is an integral part of Gypsies and Travellers ethnic identities. When there is no ability to travel, for whatever reason, there may still be a preference for site based accommodation. There are distinctions within site based accommodation such as transit sites for up to 6 months accommodation and stopping places</p>
<p><b>7: If you have previously been involved in consultation with other Gypsy and Traveller and Travelling Showpeople accommodation assessments, are there any examples of good practice that we should consider in undertaking this assessment?</b></p>	<p>Specific examples quoted were:</p> <ul style="list-style-type: none"> <li>• DCLG guidance.</li> <li>• Leicester, Leicestershire and Rutland G&amp;T Needs Assessment 2006-2016.</li> </ul>
<p><b>8: Are you interested in being involved in the next consultation stage of this project?</b></p>	<p>All respondents wished to be included.</p>
<p><b>Other comments</b></p>	<p>Two respondents requested consideration of the following:</p> <ul style="list-style-type: none"> <li>• Provision of stopping places.</li> <li>• Site specific issues such as parking for multiple vehicles, access to grazing site tenure.</li> <li>• Any assessment has a role to play in stamping out longstanding prejudice and informing future policy and decision making.</li> </ul> <p>One respondent did not answer the questions posed by this consultation but expressed an interest in participating in</p>

	future stages of consultation.
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**Further Action**

Whilst the consultation yielded some useful information for use in future stages, it did not identify the need for any changes to the methodology. It is accepted that the methodology is necessarily complicated and comments relating to this are noted and best addressed through explanatory text in the consultation document. It is also recognised that further work is required specifically with Showpeople to ensure that their needs are reflected.