



**Newark & Sherwood Local Development Framework**

**'Planning to meet the needs of Gypsy and Traveller  
communities'**

**Gypsy & Traveller Development Plan Document**

**Issues Paper**

**September 2013**

## Document Passport

---

**Title:** Newark & Sherwood Gypsy & Traveller Development Plan Document - Issues Paper

**Status:** Issues Paper

**Summary:** This Gypsy & Traveller Development Plan Document (DPD) Issues Paper sets out the District Councils approach to assessing pitch and plot need in the short, medium and long term and making the necessary provision to meet it.

It covers the methods of calculation and consultation that will be used to arrive at an assessment of current, and projections of future need. The DPD will then set out a process for meeting that need up to 2026 including, if necessary, site allocation.

As a DPD the final document will form a continuation of the policies contained within the adopted Core Strategy. When adopted, it will become part of the Council's Local Development Framework and as such will be a material consideration in the determination of planning applications.

---

**Consultation Summary:** The consultation will seek views from the travelling community, site owners, residents of the district, Town and Parish Councils, and other interested stakeholders.

**Date of Approval for Consultation:** 11<sup>th</sup> September 2013

**Route of Approval for Consultation:** Economic Development Committee 11<sup>th</sup> September 2013

**Proposed Consultation period:** From 16<sup>th</sup> September 2013 until 28<sup>th</sup> October 2013, at 5.15 p.m.

Copies are to be deposited at Kelham Hall (open between 8.30 a.m. and 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.45 p.m. on Friday), the District's libraries and the Council's website: [www.newark-sherwooddc.gov.uk/ldfconsult/](http://www.newark-sherwooddc.gov.uk/ldfconsult/)

---

**After the consultation:** The District Council will consider the responses made to this document and, taking these into account, prepare a Preferred Approach Newark & Sherwood Gypsy & Traveller Development Plan Document which will be reported to the Economic Development Committee to approve for consultation.

**Estimated Date of Final Adoption:** February 2015

---

Planning Policy Business Unit  
Newark & Sherwood District Council  
Kelham Hall  
Newark  
Nottinghamshire NG23 5QX

## **1.0 Introduction**

- 1.1 Newark & Sherwood has a long historical connection with the Travelling Community, in particular the many Gypsies and Travellers living throughout the district, mainly in Newark but also in Ollerton & Boughton. The last census showed Newark & Sherwood to contain the highest number of Gypsy and Traveller residents in the Nottinghamshire. Whilst Newark & Sherwood does not have the same level of historical connection with Travelling Showpeople as some other districts within the County, we still need to assess their needs as well. In planning for the future needs of the district as a whole it is therefore necessary to consider the needs of the Travelling Community alongside those of the settled community.
- 1.2 The Government reflect this view through the National Planning Policy Framework (NPPF) and its companion document 'Planning Policy for Traveller Sites'. This states that the Government's overarching aim is to ensure fair and equal treatment for Travellers, which includes Gypsies, Travellers and Travelling Showpeople, in a way that facilitates their traditional and nomadic way of life whilst respecting the interests of the settled community.
- 1.3 The District Council embarked on the production of a replacement for the Newark & Sherwood Local Plan in 2005. So far, this Local Development Framework (LDF) comprises a Core Strategy (Adopted in March 2011) and an Allocations and Development Management DPD (Adopted in July 2013) Collectively, these set out planning policy and allocations for the district up until 2026. However, for Gypsies and Travellers this only set the pitch requirements to the end of 2012. This Gypsy & Traveller DPD will set out the accommodation needs of Gypsies and Travellers across the district in the short, medium and long term and, where necessary, allocate sufficient land to meet the identified need using the criteria established by the Core Strategy. This document forms the first stage in the process and sets out the issues for consideration and methods of calculation.

## **2.0 Background**

- 2.1 The Newark & Sherwood Core Strategy sets out the strategic approach to Traveller provision that has been taken so far. It took its lead from the East Midlands Regional Plan, which was informed by the 2007 Nottinghamshire Gypsy and Traveller Accommodation Needs Assessment to arrive at a requirement for the provision of 84 additional pitches in between 2007 and 2012.
- 2.2 Core Policy 4 of the Core Strategy committed to the provision of these pitches including where necessary, through the allocation of sites. It advocated a split of 78% of the pitches to the Newark Urban Area and 22% to Ollerton & Boughton based on the proportional population sizes of these settlements and the preferences of the Gypsy and Traveller community at that time.
- 2.3 The East Midlands Regional Plan did not identify any plot requirements for Travelling Showpeople and consequently no separate provision was made.

- 2.4 Core Policy 5 of the Core Strategy sets out the criteria for considering the allocation of individual sites and planning applications that are made on other sites for Gypsies, Travellers and Travelling Showpeople.
- 2.5 The identification and allocation of sites for all types of development took place through the Allocations and Development Management Development Plan Document that was produced during 2011/12. In establishing the need for allocations at that time it transpired that the pitch requirements of the Core Strategy had already been exceeded by the granting of planning permissions on non allocated sites. There was therefore no need to allocate sites at that time.
- 2.6 The East Midlands Regional Plan has now been cancelled and Councils must prepare local policies according to Government Guidance. Therefore it is now necessary to look forward to future need. The Government require us to provide for Travellers in the same way as the settled community by maintaining a 5 year supply of specific deliverable sites, broad locations for growth within 6-10 years and, where possible 11-15 years as well.

### **3.0 Pitch Requirement and Provision**

- 3.1 As the Nottinghamshire Gypsy and Traveller Accommodation Needs Assessment that informed the Core Strategy is now some six years old, it is necessary to carry out new research to provide the foundation for the next stage of assessment and provision.
- 3.2 Over recent months we have been working with neighbouring Nottinghamshire Authorities to establish a methodology for assessing current and future need and in doing so addressing the Duty to Cooperate required of any plan making process. Whilst the introduction of the Government's Planning Policy for Traveller Sites re-stated the need for Councils to assess the accommodation needs of members of the Gypsy and Traveller and Travelling Showpeople population, it did not include any requirement to follow specific national guidance on how to do this. Nonetheless, we have taken an approach that takes account of the previous guidance and present good practice and this is reflected in the two proposed methodologies, with one an assessment of Gypsy and Traveller pitch requirements and the other Travelling Showpeople plot needs.
- 3.3 These have been tested through a technical consultation with key stakeholders, local community representatives, known interested parties and agents in July 2013. A limited, but constructive response was received to this consultation and after consideration of the responses officers of all contributing authorities adopted the methodologies for use in carrying out their own needs assessments. Member approval at participating authorities will take place at different stages, in accordance with the timescales of their plan making processes. The two methodologies are set out in Appendix 1.
- 3.4 The methodologies take a supply versus demand approach to assess new pitch and plot requirements. To arrive at figures for pitch and plot requirements, both supply and need are assessed by what information is known as of the 31<sup>st</sup> March 2013. In addition to this known information, the assessment also proposes to give future

forecasts for the time spans 2013-2018, 2018-2023 and 2023-2028 for what the predicted pitch and plot need will be and what supply is expected to be available during these periods. Any pitch and plot requirements will be the difference between what supply is available and what the need is for new pitches and plots. If the known and predicted supply cannot absorb the identified need, then there will be a requirement to encourage the delivery of additional pitches and plots over and above what is presently available.

- 3.5 Some steps will be easier to calculate than others. Where the information is not readily available or limited to one source this is shown with suggestions of where the data may be gathered from and how it may be used.

**Question 1**

**Do you agree with the Methodologies set out in Appendix 1 and if not how would you change them?**

- 3.6 The 2013 bi-annual Count of Gypsy and Traveller Caravans has already been carried out and this can be used to complete part of the calculation. During the consultation period for this document it is proposed to carry out direct consultation with the travelling community to supplement this. Questionnaires used in the 2007 Needs Survey have been updated and amended to focus on accommodation needs. These will be used by an independent third party to carry out direct consultation with gypsies and travellers on authorised and unauthorised sites, and those who have identified themselves as living in 'bricks and mortar' accommodation.

**Question 2**

**Do you agree with the proposed approach to information gathering and if not what changes or other method would you suggest?**

**4.0 Pitch and Plot Definition and Size**

- 4.1 What a Gypsy and Traveller pitch contains and its size is often debated and so this is something that will be addressed and defined in the context of Newark & Sherwood within the document.
- 4.2 The Governments own good practice guide to designing Gypsy and Traveller Sites acknowledges that there is no 'one size fits all' definition of a pitch as it will depend on family size and particular needs. As a general rule it states that a pitch will comprise a large trailer (which could be a static caravan) a touring caravan, an amenity building, parking space for two vehicles and a small garden area. The 2007 Nottinghamshire Gypsy and Traveller Accommodation Needs Survey says that this equates to about 640 square metres. This definition seems to reflect the typical situation in Newark & Sherwood with variations occurring to take into account site and personal circumstances.
- 4.3 Showman's sites, usually called winter quarters, tend to vary in size depending on the amount of equipment to be stored but share common factors otherwise. The large nature of fairground rides and equipment requires suitable access from a good road network and generally level areas within the site. Security is also a high priority,

often achieved through boundary fencing and or landscaping. Within the site there will often be a subdivision between the distinct purposes of providing living accommodation and space for the storage, repair and maintenance of machinery.

- 4.4 Consultation on this document, in particular with the Travelling Community, will allow us to test the appropriateness of these definitions for Newark & Sherwood.

**Question 3**  
**Do you agree with the above definitions and if not how would you change them?**

**5.0 Location**

- 5.1 The selection of Newark Urban Area and Ollerton & Boughton as the focus for pitch provision that has been adopted so far was arrived at from an assessment of the preferences of Gypsies and Travellers who responded to the 2007 needs survey balanced against the relative suitability of these settlements to receive further growth as defined by the Spatial Strategy.

- 5.2 Pitch provision and location during the period of 2007-2012 covered by the Core Strategy can be summarised as follows:

<b>Core Strategy – Additional Pitch Requirement 2007-2012</b>	<b>84 pitches</b>
Changes in baseline pitch provision:	
Additional pitches in use	40 pitches
Pitches no longer in use	21pitches
Net Gain/Loss	+19 pitches
Planning permissions granted between 2007-2012	
Newark Urban Area	40 pitches
Ollerton & Boughton	34 pitches
Total	74 pitches
<b>Total additional pitch provision</b>	<b>93 pitches</b>

- 5.3 As the target of 84 pitches set out in the Core Strategy have been delivered it is now necessary to decide on the approach to take for the rest of the plan period.

- 5.4 The Core Strategy guides the distribution of all types of growth for the whole district and so this, combined with the needs of the Gypsy and Traveller community forms the starting point for consideration.

- 5.5 Preparation of this DPD presents the opportunity to review the Core Strategy’s approach of a proportional split between the Newark Urban Area and Ollerton & Boughton for pitch provision. Consultation on this document will also give the travelling community the opportunity to express their preferences for the location of future pitch provision. Collectively, the exercise will help determine whether to continue with the same approach or change it for the remainder of the plan period.

- 5.6 Core Policy 5 of the Core Strategy sets out the following criteria that will be used to guide the process of allocating Gypsy and Traveller sites:

1. The site would not lead to the loss, or adverse impact on, important heritage assets, nature conservation or biodiversity sites;
2. The site is reasonably situated with access to essential services of mains water, electricity supply, drainage and sanitation and to a range of basic and everyday community services and facilities – including education, health, shopping and transport facilities;
3. The site has safe and convenient access to the highway network;
4. The site would offer a suitable level of residential amenity to any proposed occupiers and have no adverse impact on the amenity of nearby residents;
5. The site is capable of being designed to ensure that appropriate landscaping and planting would provide and maintain visual amenity;
6. In the case of any development proposal which raises the issues of flood risk, regard will be had to advice contained in PPS25: Development and Flood Risk and the findings of the Newark & Sherwood Strategic Flood Risk Assessment. Where flooding is found to be an issue, the District Council will require the completion of a site specific Flood Risk Assessment.

Locations outside of the Newark Urban Area and Ollerton & Boughton may be able to satisfy these criteria and so the preparation of this DPD is the appropriate point to consider whether to make provision in such locations to meet future need.

A small scale review of the Green Belt was carried out as part of the production of the Allocations & Development Management DPD and consequently it is not considered necessary to repeat this process for this DPD.

**Question 4**

**Do you think that future pitch provision should be made in locations across the district, outside of the Green Belt, that satisfies the above criteria or continue to be made in and around Newark Urban Area and Ollerton & Boughton?**

- 5.7 Historically, Tolney Lane has been the main location for Gypsies and Travellers in Newark but its future suitability as such now needs examining. Many parts of Tolney Lane, including its access, are at risk of flooding to varying degrees. Further pitch provision and associated development therefore has the potential to put existing and new residents at risk of flooding, exacerbate the impacts of flooding in the surrounding area and increase pressure on emergency services in the event of a flooding event.
- 5.8 The vehicular capacity of the junction of Tolney Lane with the Great North Road has become an issue that also needs examining. Due to its size and the visibility when entering and leaving the junction, there will be a maximum amount of vehicle movements that can be safely accommodated. In establishing this, the existing numbers of authorised pitches in use and those authorised sites that are not currently in use will need to be taken into account. The Council has commissioned a study that will make a technical assessment to establish the capacity of this junction.

**Question 5**

**Do you agree that Tolney Lane is an unsuitable location for the future allocation of pitches?**

## **6.0 Call for Sites**

- 6.1 As the DPD will need to make provision up to 2026 it may be necessary to allocate new sites. The criteria of Core Policy 5 that will be used to guide the allocation of sites are set out at paragraph 5.6 above.
- 6.2 As part of the ongoing consultation process on this DPD the Council is therefore looking for suitable and available sites to consider as part of the on going process.

### **Question 6**

**Do you know of any suitable and available sites that meet the above criteria? If so, please let us know by either writing in with a plan showing the location or contact us so that we can talk through the details of the site.**

## **7.0 Cooperation**

- 7.1 A document that effectively balances the needs of the Gypsy and Traveller and settled communities needs to be based on cooperation with all those who have an interest. There is also a legal requirement as part of the plan making process to commit to community involvement and cooperation with stakeholders. The work that has already been undertaken with neighbouring authorities on the methodology of assessment contributes to this.
- 7.2 It is proposed to use the consultation process for this document to gain as much additional information as possible through a variety of means. A stakeholder event is planned for late September 2013 which will give front line service providers such as healthcare and education the opportunity to contribute to the process. The document will also be presented to the Parish Councils conference on October 7<sup>th</sup> 2013.
- 7.3 As well as placing documents on deposit and consulting known interested parties it is proposed to engage directly with Travellers communities, through their representatives and support groups. Some of these are known to us through previous consultations but we are keen to ensure that as many interested parties as possible get the opportunity to be involved.

### **Question 7**

**Do you represent or know of a community or group who would be interested in engaging in the ongoing consultation process?**

## **8.0 Next Steps**

- 8.1 Consultation on this document runs until 28<sup>th</sup> October 2013 during which time it will be available on the Councils website and in paper form at Council Offices, Parish Councils and libraries throughout the District. If you have trouble viewing a copy or need help with understanding it, please get in touch.



- 8.2 Consultation forms are available in the same way or alternatively you can write, e-mail or telephone us via the details set out at the bottom of this page.
- 8.3 The consultation responses to this document will be used to inform a Preferred Approach which will set out finalised pitch requirements and possible sites for allocation. This will be presented to the relevant committee for approval to go out to public consultation in early 2014.
- 8.4 This, and future stages of the document will be supported by a Sustainability Appraisal to ensure that it is compatible with the sustainability aims of the Core Strategy and an Equalities Impact Assessment. At the point of considering specific sites for allocation a Habitats Regulations Assessment will be carried out to ensure that there is no conflict with sites of ecological importance.

Planning Policy Business Unit  
Newark & Sherwood District Council  
Kelham Hall  
Newark  
Nottinghamshire  
NG23 5QX

e-mail: [planningpolicy@nsdc.info](mailto:planningpolicy@nsdc.info)

tel: 01636 655852 or 655859

## Nottinghamshire Traveller Needs Assessment Methodology

### Introduction

This document sets out the draft 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.

The draft 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>.

The draft 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 draft methodology has also been formulated in consultation with representatives from the travelling communities who reside in Nottinghamshire before going out for public consultation.

### **Background to the GTAA**

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.

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 8 Boroughs and Districts in Nottinghamshire have undertaken to prepare this draft methodology to aid the assessment of travellers' accommodation needs for Nottinghamshire.

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

- the aims and requirements of the PPTS;

---

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

- previous GTAAs and their methodologies;
- neighbouring authorities work; and
- best practice guidance and lessons learned through appeals.

## **Background to travellers in Nottinghamshire**

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.

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.

## **Planning Policy background**

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

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'.

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.

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.

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)**

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.

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).

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**

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.

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)**

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, 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.

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 the CLG 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.

## **The draft Methodology**

The draft 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**

The draft 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.

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.

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

---

<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.

### Permanent Traveller Sites

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.

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

The assessment proposed for Travelling Showpeople broadly follows the approach set out in Appendix A, although sources of information may vary. 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

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 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.

---

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

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

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>			
<b>Step</b>	<b>Action</b>	<b>Suggested Data sources/notes</b>	<b>Calculation</b>
<b>A</b>	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>B</b>	Establish average size of household per pitch	As above	Project Group enter data after considering sources
<b>C</b>	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**

<b>Step</b>	<b>Action</b>	<b>Suggested Data sources/notes</b>	<b>Calculation</b>
<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> 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 household growth (family formation) requiring site based accommodation from present population ( <i>*at present includes site and housing based population*</i> )	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 site based Gypsy and Traveller's or the whole Gypsy and Traveller population.	Project Group enter data after considering sources
10	<b>Total forecast pitch need 2013 – 2018</b>		<b>Sum of step 7 to step 9</b>
11	<b>Total Need for 2013 – 2018</b>		<b>Sum of step 6 and step 10</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 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.</p>	Project Group enter data after considering sources
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>		sum of step 15 to step 17
19	<b><u>Total Supply 2013 - 2018</u></b>		<b><u>Sum of Step 14 and Step 18</u></b>

<b>Stage 6: Total Pitch Requirements</b>			
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>

### Stage 7: Future Need Calculation 2018 – 2023

<b>Forecast Supply 2018 - 2023</b>			
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 Traveller's, which will accommodate <u>new pitch 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 pitches. 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 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 C + step 17 + if there is a requirement for new pitches, step 20 x % growth rate x 5 years (which reflects 5 year total)  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

		(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>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 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 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**

<b>Forecast Supply 2023 - 2028</b>			
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>
<b>Forecast Need 2023 - 2028</b>			
33	Compound increase in Gypsy and Traveller site based households between 2023 – 2028	Same approach as step 25 + step 28	<i>If positive number step 28 + Household population number established at step 25 x household growth rate at step 9 x 5.</i>
34	Forecast of number of Gypsies and Travellers 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 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>