

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

### Scrutiny Panel A

Date: **Tuesday, 22nd January, 2019**

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Time: **7.00 pm**

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Venue: **Committee Room, Council Offices, Urban Road,  
Kirkby-in-Ashfield**

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For any further information please contact:

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# SCRUTINY PANEL A

## Membership

**Chairman:** Councillor Rachel Madden  
**Vice-Chairman:** Councillor Joanne Donnelly

**Councillors:**  
Tony Brewer Don Davis  
Lachlan Morrison Nicolle Ndiweni  
Phil Rostance

## FILMING/AUDIO RECORDING NOTICE

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457316.

## SUMMONS

You are hereby requested to attend a meeting of the Scrutiny Panel A to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



**R. Mitchell**  
**Chief Executive**

## **AGENDA**

**Page**

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive the minutes of the meeting held on 13 November 2018 5 - 8
4. **Scrutiny Consideration of Unauthorised Encampment Protocol** 9 - 88

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## SCRUTINY PANEL A

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 13th November, 2018 at 7.00 pm

**Present:** Councillor Rachel Madden in the Chair;

Councillors Tony Brewer, Don Davis,  
Lachlan Morrison and Nicolle Ndiweni.

**Apologies for Absence:** None.

**Officers Present:** Mike Joy, Martin Elliott, Phil Warrington and  
Shane Wright.

**8 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**

There were no declarations of interest.

**9 To receive the minutes of the meeting of the Panel held on 31 July 2018**

The Minutes of the meeting held on 31 July 2018 were approved as a correct record and signed by the Chairman.

**10 Scrutiny Consideration of Unauthorised Encampment Protocol**

The Service Manager, Strategic Housing and Lettings attended the meeting to present the draft Unauthorised Encampment Protocol in order to enable members to comment and consider areas for improvement as well as to enable members to consider the potential impact of the draft Protocol on local communities in Ashfield, travellers and other stakeholders.

The Scrutiny Research and Support Officer had submitted a report which provided background information on unauthorised encampments, the issues that they created for communities and local authorities and the powers that local authorities had to deal with unauthorised encampments. The report also included information on unauthorised encampments in Ashfield and how they were currently dealt with. The draft Unauthorised Encampment Protocol was attached as an appendix to the officer's report.

The Service Manager, Strategic Housing and Lettings advised that during the summer of 2018 there had been a series of high profile unauthorised encampments which had led to concerns being raised about the length of time

that the current processes for dealing with them had taken. The Service Manager advised that consequently there had been a need identified for the current processes to be reviewed in order to expedite the procedures to enable unauthorised encampments to be dealt with more swiftly in future.

The Service Manager provided information on the current procedure for dealing with unauthorised encampments, noting that the entire process could take a total of two weeks from initiating actions to the site being cleared.

The Panel was advised that the proposed new protocol would enable the timelines to be reduced in order to enable unauthorised encampments to be moved on sooner, but did note that some aspects of the protocol were outside of the Council's control, such as the availability of court hearing dates.

The Service Manager advised that there were risks in the new protocol in that timelines could be negatively impacted by slippage and that the Council could incur increased costs by utilising bailiffs more frequently and/or at an earlier point in the process than was the case under current procedures.

Members were reassured that negotiation would still play a major part in the proposed protocol in how the Council worked clear unauthorised encampments and noted that negotiation was often a very effective tool in getting unauthorised encampments cleared. It was acknowledged that the proposed procedure, with its emphasis on court orders and the use of bailiffs, did have the potential to possibly increase tension and conflict with the occupiers of unauthorised encampments.

The Service Manager outlined in detail the processes involved in the proposed protocol and noted that the revised procedures could potentially enable unauthorised encampments to be moved on in a period of two or three days from the initiation of procedures. The Panel was also provided with information and examples of how negotiation with the occupiers of unauthorised encampments had successfully led to the occupants vacating the unauthorised site.

Members also noted their concerns about the financial impact of the proposed new protocol and asked how much the unauthorised encampments set up in Ashfield during 2018 would have cost to deal with, had the proposed protocol been in place. It was acknowledged that it was hard to provide a figure on what the cost would have been as the costs involved, as each case was impacted by numerous variables which made quantifying costs difficult, however it was estimated that the additional costs that would have been incurred would have been approximately between £10,000 and £15,000.

Members noted that, irrespective of the procedure for dealing with unauthorised encampments, there needed to be a strategic look at the provision of permanent traveller sites across Ashfield to see if there was sufficient provision in the district. The Panel was advised that there were numerous permanent sites across the district but that these were privately owned and not in the Council's control. It was also noted that the provision of permanent traveller sites often created complaints from local residents in proposed locations.

Members noted with concern that the proposed protocol could be both unnecessarily costly and confrontational, when negotiation with occupiers of unauthorised encampments had been proven to be a successful approach to moving them on in the past. Members also asked whether the Council has used services of agencies with specialist skills and experience in dealing with unauthorised encampments, such as Rural Community Action Nottinghamshire (RCAN).

The Service Manager advised that the Council has not used any external assistance when negotiating with the occupiers of unauthorised encampments and acknowledged that while a greater use of formal enforcement activities could potentially cause some problems, court orders and other formal enforcement activities were a proven and effective tool in getting unauthorised encampments moved on. It was acknowledged that negotiation was, and would continue to be a major tool when dealing with occupiers of unauthorised encampments.

Members asked whether formal enforcement powers were used in the manner proposed in the draft protocol by other local authorities. The Service Manager advised that a similar protocol was operated by Mansfield District Council and noted that they had not experienced any significant problems while doing so. The Chairman noted that it would be beneficial for the further development of the protocol that further benchmarking against other authority's protocols in dealing with unauthorised encampments be carried out.

The Service Manager noted that legal advice and examples of best practice had been sought in the development of the draft protocol and advised that the Panel would be updated on the benchmarking data that had been used.

Members Further noted with concern the problems that unauthorised encampments created for the Council and local communities and asked whether the number of incidents of unauthorised encampments had increased recently.

The Service Manager advised that the number of unauthorised encampments in 2018 had been less than during 2017, however some of the recent encampments had been very high profile and had received much media coverage which had created the perception of there being an increase in the number of unauthorised encampments.

Members concluding by enquiring whether there were any particular factors that encouraged unauthorised encampments to be set up in Ashfield. The Service Manager advised that there were no particular factors which encouraged unauthorised encampments in Ashfield. It was noted that the Council worked with neighbouring authorities to share information on the movements of gypsies and travellers who had set up unauthorised encampments when the encampment was moved on.

## **RESOLVED**

that the following actions be undertaken in readiness for the next meeting of the Panel: -

- a) the Service Manager, Strategic Housing and Lettings circulates the report showing that there are sufficient allocated traveller sites in the district.
- b) the Service Manager, Strategic Housing and Lettings provides members of the committee with a breakdown of the of the number of unauthorised encampments and of the costs associated with their clearance during 2018 (and previous years), as well as an estimate of the costs which would have been incurred in clearing these unauthorised encampments had the proposed new protocol been in place.
- c) an officer from the Strategic Housing and Private Sector Enforcement team attends the next meeting of the committee to provide information on the negotiation processes used when dealing with unauthorised encampments.
- d) the Service Manager, Strategic Housing and Lettings provides members of the committee with information gathered as part of the benchmarking exercise in developing the draft protocol and that further benchmarking against other authorities takes place.
- e) further research be conducted and presented at the next meeting of the committee on the services, with regard to negotiation that are offered by other organisations such as Rural Community Action Nottinghamshire (RCAN).
- f) a representative from RCAN, or another organisation which offers support with regards to negotiation at unauthorised encampments be invited to the next meeting of the committee to provide information on the services that they offer and their experiences of negotiating at unauthorised encampments.

The meeting closed at 8.10 pm

Chairman.



# Agenda Item 4



<b>Report To:</b>	<b>SCRUTINY PANEL A</b>	<b>Date:</b>	<b>22 JANUARY 2019</b>
<b>Heading:</b>	<b>SCRUTINY CONSIDERATION OF DRAFT UNAUTHORISED ENCAMPMENT PROTOCOL</b>		
<b>Portfolio Holder:</b>	<b>CABINET MEMBER (OUTWARD)</b>		
<b>Ward/s:</b>	<b>ALL</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

## **Purpose of Report**

In accordance with the Scrutiny Workplan, this item was agreed to consider the detail and potential impact of unauthorised encampments on parks and open spaces in the District. The draft Unauthorised Encampment Protocol is attached as Appendix A.

## **Recommendation(s)**

Panel Members are requested to:

- Note the information contained in this report
- Review the draft Unauthorised Encampment Protocol attached as Appendix A
- Note the Ashfield Traveller Accommodation Needs Assessment attached as Appendix B
- Consider the potential impact of the draft Protocol on Local Communities, Travellers and other stakeholders

## **Reasons for Recommendation(s)**

Consideration of the draft Unauthorised Encampment Protocol was added to the Scrutiny Workplan in October 2018.

## **Alternative Options Considered**

No alternative options considered at this stage.

## **Detailed Information**

At the previous meeting of the Panel, Members requested further information on incidents of unauthorised encampments in Ashfield.

Specifically, Panel Members requested the following:

- The number of unauthorised encampments in Ashfield in recent years
- Evidence of sufficient allocated Traveller sites within Ashfield
- Information on costs associated with unauthorised encampments under the existing protocol
- Estimations on potential costs associated with unauthorised encampments under the proposed new draft protocol
- Further information on the actions taken by the Council in the event of an unauthorised encampment on Council and/or privately owned land

### Unauthorised Encampments in Ashfield

Whilst reviewing the draft Unauthorised Encampment Protocol, the distinction must be made between unauthorised encampments on Ashfield District Council land and privately owned land. This distinction is significant as the actions Ashfield District Council take differ depending on land ownership.

The following table shows the number of reported unauthorised encampments on both Council and private land in recent years:

	2015/16	2016/17	2017/18	2018/19 (To date)
Reported Unauthorised Encampments on Ashfield District Council Land	2	1	1	2
Reported Unauthorised Encampments on Private Land	13	8	20	13

Despite the relatively small number of encampments on Ashfield District Council owned land, unauthorised encampments are a significant issue in the District as the Council assists private land owners with move-on arrangements and deals with management issues associated with their encampment, this can include:

- Property damage;
- Increased litter, waste and fly-tipping
- Increased anti-social behaviour
- Trespassing
- Development without planning permission

Approximately 89% of reported unauthorised encampments in Ashfield occur on privately owned land.

Although Ashfield District Council does not have a duty to take enforcement action against unauthorised encampments on privately owned land, there remains the obligation for the Council to

conduct welfare checks via a welfare assessment report, as well as the responsibility to respond to any other pertinent issues caused by unauthorised encampments.

Initial checks that are carried out include:

- Size of the encampment
- Tidiness of the site
- Location of the site
- Level of disruption to residents and businesses
- Any specific activity reported to the Council

The Council also has a duty to perform these specific welfare checks on unauthorised encampments:

- How many adults are on site?
- How many children are on site?
- Do the children on site receive education?
  - If so, where from?
- Does anyone on site have on-going health conditions?
- Is anyone on site receiving treatment?
  - If so, where are they receiving treatment?
- Is anyone on site is pregnant?
  - If so, when is the baby expected?
  - If so, are there any complications or issues with the pregnancy?
- Are there any safeguarding concerns at the site?
- What is the intended length of stay?
- What is the intention of the visit?

Checks are also carried out on on-site facilities and vehicles such as:

- Water supply
- Electrical supply
- Waste disposal
- Sanitation
- Number of caravans on site
- Number of cars on site
- Number of lorries/vans on site

Lastly, checks must be made to identify the potential for nuisance at an unauthorised encampment:

- Access to the site and any damage on entering
- Fly-tipping
- Fire safety
- Horses/dogs and other animals under control

Further actions are then dependent upon the established ownership of the land.

If the land is owned by Ashfield District Council, the steps to recover possession of land detailed in the draft Unauthorised Encampment Protocol attached as Appendix A, as well as the previous Panel report on this topic, are commenced. It is important to note that the serving of enforcement

notices by the Council will not be delayed unless there are urgent welfare issues that need to be addressed.

### **Costs Associated with Unauthorised Encampments**

The costs associated with each encampment have not been individually calculated. Outlined below is a summary of the typical costs associated with managing an encampment. It is based upon an assumption of ten caravans on site for ten days, dealt with under the pre-existing Protocol:

Officer Title	Estimated Number of Visits	Estimated Man-hours
1x Environmental Health Officer	10	20
1x Technical Officer	10	20
2x Community Protection Officers	4	8
2x Waste Services Officers	10	20
2x Waste Services Officers (following eviction)	1	8

The 76 man-hours estimated, at approximately £30 an hour (including on-costs), comes to an overall cost of £2,280. The revised Unauthorised Encampment Protocol is expected to reduce the length of time an unauthorised encampment is on-site, meaning a reduction in officer hours managing the encampment, freeing up officer time for other duties.

As the primary objective of the reviewed Unauthorised Encampment Protocol is to expedite the process of enforcement and eviction, it is unlikely to yield any financial savings. Moreover, costs associated with applications to Magistrates Court, the employment of Common Law Bailiffs, and the service of Notices and Court Papers will result in a more expensive process.

### **Ashfield Traveller Accommodation Needs Assessment**

Attached at Appendix B is the Council’s Travellers Needs Assessment which was undertaken in October 2015. The report considers current provision and seeks to estimate the number of additional pitches needed in future years.

The table below summarises the key findings from the report.

#### **Ashfield District: Future Pitch/Plot Requirements 2014 to 2029**

Period	Gypsy/Traveller Pitches	Showmen’s Plots/Yards
2014 to 2019	0	0
2019 to 2024	1	0
2024 to 2029	1	0

Officers are mindful of the fact that needs can change, especially when considered over a long period of time. Future issues, including changes to demand and the supply of pitches may mean there is a need to look again at requirements.

### **Rural Community Action Nottinghamshire (RCAN)**

Rural Community Action Nottinghamshire is a charitable company centred around rural communities and economic development. RCAN’s areas of expertise include rural intelligence, community planning, health, and environment among others. RCAN has extensive experience

engaging and supporting Gypsies and Travellers across Nottinghamshire, with an intervention and solution based focus.

At the previous meeting of the Panel, Members requested that a representative from Rural Community Action Nottinghamshire attend the next meeting. At the time of writing this report, a response has not yet been received from RCAN regarding the invitation.

### **Next Steps**

To progress the consideration of the draft Unauthorised Encampment Protocol, Members of the Panel will be required to:

- Consider any additional information required as part of the review process
- Consider Officers that may be able to add value to the review
- Consider timelines for the review and potential conclusions

### **Implications**

#### **Corporate Plan:**

Ensure the foundations for a good quality of life are in place; reducing crime and anti-social behaviour and facilitating cleaner and more attractive neighbourhoods.

#### **Legal:**

The draft Protocol has been developed in collaboration with Legal Services.

The power to issue a Direction to Leave Notice derives from the Criminal Justice and Public Order Act 1994.

The power to seek possession derives from part 55 of the Civil Procedure Rules.

Powers in relation to planning enforcement derive from the Town and Country Planning Act 1990.

Police powers relating to unauthorised encampments derive from the Criminal Justice and Public Order Act 1994.

#### **Finance:**

Costs associated with the management and removal of an unauthorised encampments are not currently recorded, however an estimation based on a typical encampment and the potential staffing hours involved has been included to provide Members with an indication of estimated costs.

Associated costs relating to changes in the protocol will be consulted upon with Finance prior to consideration of the draft document by Cabinet.

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	None.

General Fund – Capital Programme	None.
Housing Revenue Account – Revenue Budget	None.
Housing Revenue Account – Capital Programme	None.

**Risk:**

<b>Risk</b>	<b>Mitigation</b>
Unauthorised encampments can often cause social tensions within communities.	The draft Unauthorised Encampment Protocol is aimed at working collaboratively with local and travelling communities to set out processes for management, welfare needs, environment and communication.

**Human Resources:**

None at this stage of the review. Any changes to staffing requirements associated with the renewed protocol will be consulted upon prior to Cabinet’s consideration of the Protocol.

**Equalities:**

The Equality Act 2010 defines Romany Gypsies and Irish Travellers as ethnic groups within its protected characteristics. Consideration of equality issues will be undertaken as part of the review process.

**Other Implications:**

To be considered as part of this review. These may include:

- Community Safety
- Waste and Environment
- Place and Communities

**Reason(s) for Urgency**

None.

**Reason(s) for Exemption**

None.

**Background Papers**

- Unauthorised Encampment Protocol (Draft – Dec 2018) attached as Appendix A
- Ashfield Traveller Accommodation Needs Assessment (Oct 2015) attached as Appendix B

**Report Author and Contact Officer**

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### Ashfield District Council Unauthorised Encampment Protocol (Dec 2018)

#### 1. About this Protocol

This Protocol sets out Ashfield District Council's approach to dealing with any illegal unauthorised encampments. That is, any persons who trespass on land owned by someone else (public or private) with an intention to reside, either on a temporary or permanent basis.

An unauthorised encampment occurs where any person camps (in vans, trailers or any other moveable accommodation) or moves on to land that they do not own and where they do not have permission to reside. This includes, but is not limited to traveller sites, protest camps and squatter sites with the exception of tents.

#### 2. Principles

The Council has adopted a coordinated partnership approach to managing unauthorised encampments which is based on the following:

- The protocol is commenced immediately when an unauthorised encampment is identified/reported and this is co-ordinated by Private Sector Enforcement Team and Legal Services.
- All illegal unauthorised encampments will be treated fairly and openly in accordance with our duties and protocol procedures regardless of who the groups or individuals illegally encamping are.
- From the powers available to us, we will work with the Police to determine and utilise the quickest and most appropriate method of dealing with any illegal unauthorised encampments. This will be determined by the nature and conditions of each case.
- The Council will always liaise with the Police who do have more immediate powers available if circumstances are exceptional and where they choose to exercise them.
- The Council is duty bound to undertake a welfare check, this will be undertaken as part of a site visit assessment.

## Appendix A

- The Council will continually engage with the encampment to negotiate their move on, this will continue alongside legal action to recover possession.
- This protocol will be carried out in accordance/compliance with the public authority duties and legal requirements set out in the Human Rights Act 1998 and Equality Act 2010.
- The legal process is outside the Council's control and is dependent on the availability of Bailiffs and Court dates.
- The Council will consider other potential sites that the travellers may move to or be directed to, any security/property concerns, plans for future clean up and security of the site once travellers have left.
- Communication will take place with key officers/partner agencies/residents/Councillors/the media etc.
- Gypsies and Travellers are protected by the law from unlawful discrimination.
- The District accepts that the Gypsies and Travellers community have their own needs; however it will adopt a robust approach to managing unauthorised encampments.
- For clarity the default position of Ashfield District Council is to pursue the criminal justice route; this being the most expedient means of vacation if the encampment is on ADC land and unauthorised.

### 3. The Protocol Process

There are a number of legislative powers available to local authorities and the Police to tackle unauthorised encampments, these are detailed in the Government publication 'Dealing with illegal and unauthorised encampments'.

The remainder of this section will detail the default procedure for the Council. That said, each encampment will be considered on a case by case basis and changes to the procedure will be considered as appropriate. Changes to the default procedure will be agreed and approved by the Director of Housing & Assets.

- **Establish the ownership of the land**

New encampments will be reported to the Private Sector Enforcement (PSE) Team who will work with Legal Services to determine the ownership of the land.

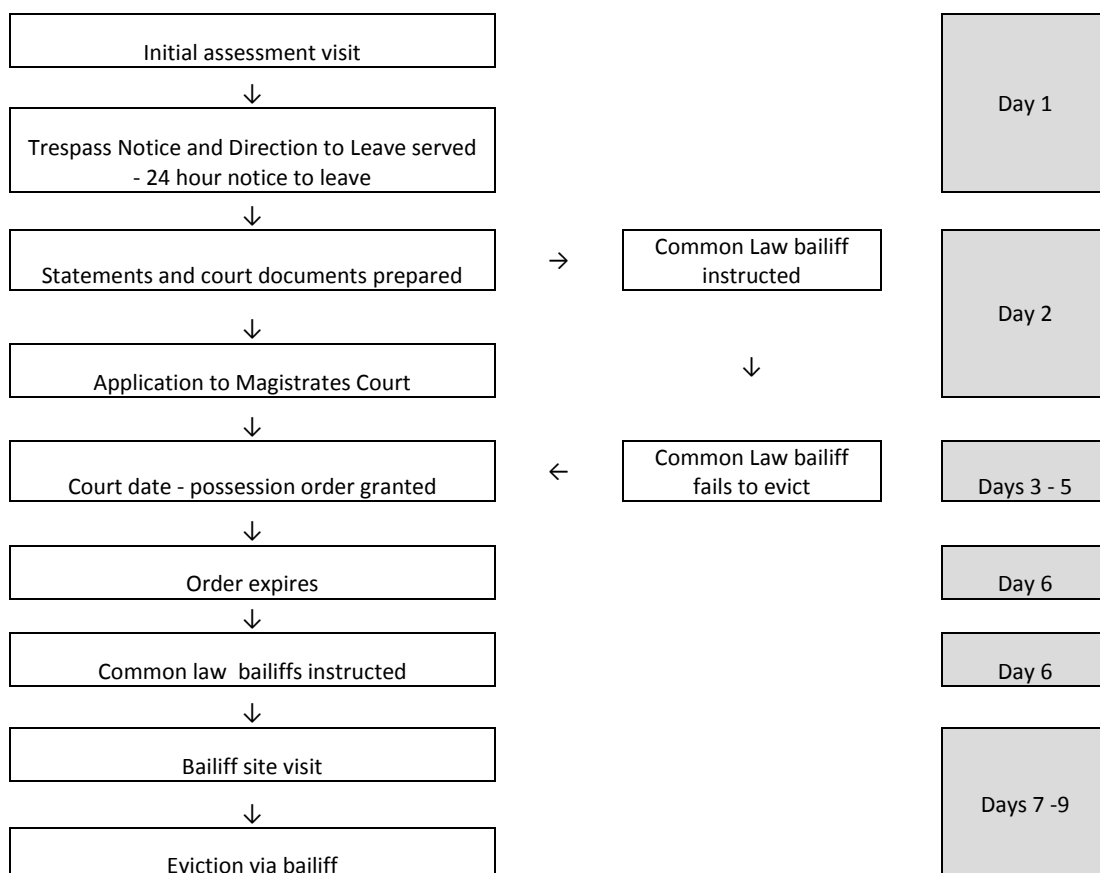
## Appendix A

- **Unauthorised encampment on private land**

The PSE Team will make contact with the landowner as soon as ownership is established, this will normally be on day 1. Advice and support will be provided to assist the landowner recover possession of their land. It is the responsibility of the landowner to take appropriate action and to determine the timescale for recovery.

The PSE Team will conduct a site visit to undertake welfare checks (see section x). If welfare or safeguarding issues are identified appropriate support and assistance will be provided. The landowner will be advised if there is a need to delay possession action whilst welfare issues are dealt with. (If the land is owned by Nottinghamshire County Council they will undertake the checks themselves)

- **Unauthorised encampment on Council land**
- A summary of the steps that will be taken to recover possession of the land and approximate working day timescales associated with this is provided below. A more detailed explanation is provided at Appendix 1.



## Appendix A

An initial assessment visit will be conducted as soon as possible on the first working day. The purpose of this will be to;

- Establish a positive working relationship with the encampment
- Understand their plans and negotiate their move-on
- Conduct mandatory welfare checks of all occupiers (see sec x)
- Advise about standards expected whilst resident on Council owned land
- Take vehicle and registration number details
- Advise occupants of the process the council intends to follow to recover possession of the land.

A legal Direction to Leave (Criminal) and Trespass Notice (Civil) will be served. The Direction requires individual vehicles to vacate the land. If it is not complied with proceedings can be pursued via the Magistrates Court under s77/78 of the Criminal Justice and Public Order Act 1994.

A Trespass Notice enables the Council to recover any Council land from any trespasser, it is not restricted to vehicles. Under Civil Procedure Rules Part 55 possession proceeding in the County Court can be instigated upon the expiry of the notice.

Both notices will give the occupants 24 hours to leave.

The purpose of serving two notices is so that the Council can change its approach to enforcement if the circumstances of the encampment change.

Upon expiry of the Direction an application will be made to the Magistrates Court. The intention will be to seek the earliest possible Court date. Typically, because of the need to process the request, serve summons, etc, it will be 2-3 working days from application to Court date.

Upon expiry of the order requiring the vehicles to leave the Council will instruct private bailiffs to evict the vehicles. The bailiff will conduct an initial site assessment visit before returning to evict the vehicles.

In exceptional circumstances the approach defined above i.e. action through the Magistrates Court may change. The Direction to Leave is served on vehicles and so where there is evidence to show more vehicles intend to join the encampment and

## **Appendix A**

there is strong reason to believe they will not vacate the land when the court order is enforced against the first cohort it may be more appropriate and speedier to take action via the County Court.

Similarly, if problems on site escalate it may be considered appropriate for the Police to instigate action under sections 61- 62 of Criminal Justice and Public Order Act 1994. This would normally be in exceptional circumstances, when there is evidence of threatening, abusive or intimidating behaviour. In such circumstances the PSE Team will liaise directly with Police colleagues.

Running in parallel with action through the Magistrates Court, upon the expiry of the Direction the Council will instruct common law bailiffs to attend site and seek to force the move on of the occupants. This common law action is available to the Council as the landowner. Bailiffs are entitled to use reasonable force to evict the occupants. If the occupants fail to move action will focus on proceedings through the Magistrates Court.

**Alongside legal action the PSE Team will continue to negotiate with the occupiers. Experience has shown that most encampments do move before being evicted.**

### **Welfare needs**

The Council is obliged to conduct welfare checks on all occupants.

As part of the checks we must consider pregnancy, ill health, educational needs, child and adult protection and animal welfare. The PSE Team will conduct the checks and will co-ordinate any referrals, signposting or appointments needed.

The Council will not delay the serving of notices but enforcement action through the Court may be put on temporary hold if there are urgent welfare issues that need to be addressed before occupants are moved on. Any delay will be kept to a minimum and will be discussed and agreed with the Director of Housing & Assets.

### **Management of the encampment (Council owned land)**

## **Appendix A**

Whilst action is ongoing to move the encampment on it is important that site is managed effectively.

The PSE Team will maintain regular daily visits in order to deal with issues that occur, to address welfare issues, to advise the occupants of our enforcement action and to continue to negotiate their move on.

The Waste and Environment Team will conduct twice daily site visits, providing refuse materials and removing waste and rubbish.

Police and Community Protection Teams will receive daily updates and will conduct regular patrols. The frequency and visibility of these will be determined and agreed on a case by case basis and will be based upon the number and nature of reported incidents, including anti-social behaviour (both by and against occupants) and alleged criminal activity.

A 'What we expect from you while you are here' leaflet (appendix 2) will be given to each household so they understand the expectations of the Council.

When the encampment moves the PSE team will ensure there is a coordinated response from officers and other relevant agencies so the site is tidied, secured and returned back to its normal use. Consideration will also be given to any additional measures that can be taken to secure the site against a future encampment.

### **Out of hours reporting**

If the encampment arrives at the weekend or overnight the Council's out of hours' operative will take details and email the PSE Team inbox. They will also advise the on-call Community Protection Officer.

Monitoring will be conducted but the formal process to recover possession will not commence until the start of the working week.

### **Communications**

Unauthorised encampments create a great deal of media interest. It is important that Councillors and residents are regularly informed of any actions / progress which are on-going.

## Appendix A

Likewise, it is important that there is effective internal communication to ensure officers understand and are able to respond to the circumstances in a prompt manner.

The principles of the Protocol must be applied in relation to all communication with illegal site/land occupants. In particular, Gypsies and Travellers are protected by law from racial discrimination.

### Day 1 – notification of unauthorised encampment

- The Leader will be advised by phone call and email, and an email also sent to Deputy(s) other Cabinet Members, Ward Member(s), the CEO and Director of Housing and Assets to notify them of the encampment.
- Email sent key officers/partner agencies (as per agreed list) to notify them of the encampment and to
- Email sent to Leader, Deputy and Ward Member post initial assessment visit.
- Message added to website (Unauthorised encampment pages) to advise residents we are aware of the encampment and we are taking appropriate steps to deal with it.

### Day 2 onwards

- Daily email to Leader, Deputy(s) other Cabinet Members and Ward Member to advise them of any issues and action being taken
- Ad-hoc email to Leader and Deputy(s) to advise of any emerging information or intelligence.
- A letter (appendix 3) will be posted to properties in the immediate vicinity of the encampment to advise residents that the Council is aware of the encampment and that action is being taken to resolve the issue. The letter will encourage residents to contact the Council if they are experiencing any issues. the content of the letter will reflect if the land is Council owned and we are taking enforcement action or if is privately owned.

The Council will maintain a Question and Answer Section on its website relating to unauthorised encampments.

## Appendix A



## Appendix A

Appendix 1 – Full process map

TBC

## Appendix A

### Appendix 2 – What we expect from you

#### Unauthorised Encampments WHAT WE EXPECT FROM YOU WHILE YOU ARE HERE

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##### YOU MUST

- Put all rubbish in the black bags provided.
- Keep numbers of trailers and vehicles to a minimum.
- Use toilets if provided and advise us on the number listed below if they need emptying.
- Be cooperative with our staff and other agencies.
- Keep the site in the condition you found it.
- Keep your animals under control.

##### YOU MUST NOT

- Leave any waste on the site or break other rules about fly tipping.
- Make noise between 10pm and 7am.
- Damage any of the facilities provided.
- Be aggressive, rude or unhelpful to our staff or other agencies.
- Damage this site.

**If you break any of these conditions you could be evicted immediately. You may also be liable to fines.**

We may use monitoring methods to ensure that the land you have stopped on is clean and tidy and that you are not breaking any laws. If you have any information about anyone else bring waste onto this site or you have any trouble with people being rude or racist towards you please contact us on 01623 457xxx.

## Appendix A

### Appendix 3 – Letter to residents (Council land)



To all local residents

Contact: **insert**  
Direct Line: **insert**  
Email:  
Our Ref:  
Your Ref:

Date: **Insert date**

Dear Sir/Madam

#### Unauthorised Encampment – **INSERT LOCATION**

I write to advise you that the Council is aware of the unauthorised encampment on INSERT LOCATION and is taking appropriate action to move the occupants on as soon as possible.

This process is not instant, it can take a number of days to bring to a conclusion as there are legal steps we have to follow. For more information please visit our website [www.ashfield.gov.uk/INSERT](http://www.ashfield.gov.uk/INSERT).

If you do experience problems relating to the encampment please report them to us on tel 01623 457345

Yours sincerely

Phil Warrington  
Service Manager – Strategic Housing & Lettings

**Address:** Council Offices, Brook Street, Sutton-in-Ashfield, Nottingham. NG17 1AL  
**Tel:** 01623 608888 **Fax:** 01623 608889 **Web:** [www.ashfield.gov.uk](http://www.ashfield.gov.uk)  
If reasonable adjustments are needed to fully engage with the Authority - contact **01623 450000**

## Appendix A

## Appendix A

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Appendix B

# Ashfield Traveller Accommodation Needs Assessment

October 2015







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## Glossary of Terms and Abbreviations

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

**Authorised site** – A site with planning permission for use as Traveller/Gypsy pitch(es) or for a Showman's plot(s)/yard(s). The household rents or, in the case of private sites may own, a pitch. In Ashfield District all of the authorised provision is on private sites.

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

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

**CLG** – Government department for Communities and Local Government

**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.

**Department of Communities and Local Government (DCLG)** – 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

**GTAA** – Gypsy and Traveller Accommodation Assessment

**GTLO** – Gypsy and Traveller Liaison Officer

**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** – Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such. This does not include Travelling Showpeople.

**ITMB** - Irish Traveller Movement in Britain

**PPTS** – Planning Policy for Traveller Sites (Department for Communities and Local Government, March 2012)

**Pitch** – An area of land on a site / development, generally home to one Gypsy/Traveller household. Can be varying sizes and can generally accommodate 1 static caravan/chalet and 1 touring caravan.

**Plot/Yard** - An area of land on a site / development, generally home to one Showman's household. Due to the nature of their business, sites often need to accommodate large amounts of fairground equipment to enable storage when not in use and for maintenance. These require much larger plots, rather than pitches, and can have a greater impact on the surrounding area both visually and in terms of noise.

**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.

**Travelling Showpeople** – Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above. Commonly referred to as Showmen.

**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 for that use.

**Unauthorised encampment** Stopping on land not owned by the occupiers without the owners permission, or planning permission (For example, camping at the side of the road).

## 1: Introduction

- 1.1 This report sets out Gypsy, Traveller and Travelling Showmen (hereafter referred to as Travellers) accommodation needs for Ashfield District for the period 2014 to 2029. It will enable the authority to derive locally set targets for Travellers' pitches and plots to be addressed through the development plan process, as well as gaining an understanding of local issues facing travellers. There are separate calculations for Gypsies and Travellers as well as Travelling Showpeople. Consideration for the requirement for transit sites/temporary stopping places has been deferred at this stage, pending the availability of detailed data on travel patterns across a wider geographical area<sup>1</sup>.
- 1.2 The assessment has been undertaken using a joint methodology<sup>2</sup> which has been or is intended to be adopted by all of the Nottinghamshire local authorities. This sets out how the current and future needs in Nottinghamshire will be assessed in accordance with the provisions of the Housing Act 2004 and the government's Planning Policy for Traveller Sites, March 2012 (PPTS). In a minor change to the methodology, a decision has been taken to change the base date from April 2013 to April 2014 in order to utilise the most up-to-date information.
- 1.3 This report draws on primary and secondary data sources including:
- **Primary Data** – Face to face surveys with the traveller community, information from planning applications and caravan counts
  - **Secondary information** – Secondary data analysis and literature review, including examples of good practice from other local authorities and previous GTAAS (Gypsy and Traveller Accommodation Assessments)
  - **Stakeholder consultation** - Workshop with service providers, representatives from the travelling communities, neighbouring local authorities/organisations and other relevant stakeholders

### Background

- 1.4 Prior to the publication of the PPTS, the number of pitches for travelling communities that each Local Authority needed to provide was determined at a regional level by Regional Planning Bodies (RPBs) and subsequently set out in Regional Spatial Strategies (RSSs). In Nottinghamshire, this was based on the

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<sup>1</sup> The requirement for transit sites/temporary stopping places will be reviewed using information on previous unauthorised encampments within and beyond the district boundary, alongside data collected by the GTLO.

<sup>2</sup> Nottingham and Nottinghamshire Traveller Accommodation Needs Assessment Methodology (Notts. Local Authorities, October 2013).

Countywide Gypsy and Traveller Accommodation Assessment (GTAA)<sup>3</sup> and the Bassetlaw GTAA<sup>4</sup> which set out pitch requirements up until 2011 and 2010 respectively. This requirement of need was then extended to 2012 in the now revoked East Midlands Regional Plan. In Ashfield District the countywide study was updated in 2012<sup>5</sup> to give a level of requirement to the year 2016.

- 1.5 The PPTS sets out that it is now the responsibility of individual Local Authorities to identify the requirement for Traveller pitches/plots based on local needs assessments, but does not include any requirement to follow specific national guidance on how to do this.
- 1.6 In light of this, the seven Boroughs and Districts in Nottinghamshire have prepared a joint methodology to provide a framework for the assessment of accommodation needs. This adopts an approach which takes account of previous guidance and current good practice, and was tested through a technical consultation with key stakeholders, local community representatives, known interested parties and agents in July 2013. Amendments were made in response to comments received. The resulting methodology has been, or will be adopted by all participating authorities at different points in time according to the timescales of their plan making processes.
- 1.7 In applying the methodology in practice it has become apparent that some of the stages in assessing the overall need require a slightly modified approach, mainly as a result of difficulties in obtaining data. This assessment therefore uses a method of calculation which revises some aspects of the original methodology in order to achieve a more robust outcome. All changes from the original assessment approach (as set out in the 2014 methodology report) are set out in Appendix 1.
- 1.8 It should be noted that some of the information within the original 2007 Tribal assessment are still considered relevant and have been used where there is an absence of any more up-to-date information. More details on assumptions and calculation of need are included in Sections 5 and 6 of this report.

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<sup>3</sup>Gypsy and Traveller Accommodation Needs Assessment for the Nottinghamshire Local Authorities (Tribal, 2007)

<sup>4</sup> Bassetlaw District Council Gypsy and Traveller Accommodation Needs Assessment (Fordham Research, December 2005)

<sup>5</sup> Gypsy and Traveller accommodation Assessment Review for Ashfield District, April 2012 (ADC)

## 2: Policy Background

### **NATIONAL POLICY. CONTEXT**

#### **Planning Policy for Traveller Sites (PPTS)**

- 2.1 National policy and guidance in respect of planning for travellers is set out in PPTS (CLG, March 2012). This policy replaces Circular 01/2006 'Planning for Gypsy and Traveller Caravan Sites' and Circular 04/2007 'Planning for Travelling Showpeople'.
- 2.2 The PPTS 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 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;
  - remove the specific reference and requirement for Gypsy and Traveller Accommodation Assessments (GTAA), though a duty still remains to have a robust evidence of need 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 5 years and broad locations for developable sites for years 6-10 and years 11-15.
- 2.3 At the time of writing the Government is considering responses to a consultation on gypsy related planning issues which may have implications for emerging Traveller policy.

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

- 2.4 The Government states that the PPTS should be read in conjunction with the Government's National Planning Policy Framework 2012 (NPPF) which aims to protect the environment while promoting sustainable growth.
- 2.5 The NPPF sets out the overarching priorities for the planning system, against which Local Plans are to be prepared and decisions made on planning applications.

- 2.6 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 subsequent to a needs assessment.

#### **The Housing Act 2004**

- 2.7 Whilst there have been numerous changes 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.

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

- 2.8 Whilst the 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).
- 2.9 The 2007 GTAA guidance is expected to be formally withdrawn by the Government, though the duty to complete assessments will remain. However, some basic principles are considered to be relevant and have been taken into account in undertaking this assessment. This is set out in greater detail in the 2014 joint Methodology document (paragraph 2.12).

### **LOCAL POLICY CONTEXT**

#### **Ashfield District**

- 2.10 The current local planning policy relating specifically to Gypsies and Travellers is set out in the Ashfield Local Plan Review 2002 'saved' policies, in particular policy HG9.
- 2.11 This new assessment will inform future policy and site allocations in the emerging revised Ashfield Local Plan which is anticipated to be published for consultation in late 2015.
- 2.12 Please see the Council's website for more details about the emerging Local Plan: <http://www.ashfield-dc.gov.uk/residents/planning,-property-and-housing/forward-planning.aspx>

## 3. Stakeholder Consultation

### Workshop

- 3.1 A stakeholder workshop was undertaken in November 2013 in order to provide qualitative information about the accommodation needs of travellers and help gain an understanding of local issues specific to the study area. The study area for this event included the north Nottinghamshire Districts of Ashfield, Bassetlaw, Mansfield and Newark and Sherwood. Attendees included representatives from:-
- the Traveller community
  - adjoining local authorities
  - service providers – health, education, social care, police, fire service
  - Rural Community Action Group – Travelling Together
  - Nottinghamshire Gypsy and Traveller Liaison Officer
  - Derbyshire Gypsy Liaison Group
  - local Housing, Planning and Environmental Health officers
  - consultants undertaking comparable work for Derbyshire and Staffordshire local authorities
- 3.2 Officers from the local authorities also attended the neighbouring Derbyshire GTAA focus group session in February 2014 and in Lincolnshire in March 2013, with the aim of obtaining an overall perspective on issues facing the travelling community in the wider area. A summary of themes discussed and general findings are set out below.

### Existing Site Accommodation

- 3.3 Stakeholders discussed current known traveller sites in the study area as identified on maps by the participating local authorities. These include authorised and unauthorised residential sites and Travelling Showmen sites. No additional sites were identified by those present.

### Issues reaching outside of the study area

- 3.4 Matters reaching beyond Ashfield, Bassetlaw, Mansfield and Newark & Sherwood that affect Traveller communities were discussed. Those arising included:-
- The need for awareness of double counting in respect of requirements e.g., Brigg/ Gainsborough travel to and from Newark.

### Travel Flow

- 3.5 Attendees made reference to local travel patterns as follows:



- New residents moving from Worksop to Newark.
- Significant cross boundary movement from Chesterfield and Doncaster to Newark as children move away due to land availability.
- Pleasley site (in Bolsover District) is poor with little facilities.
- Some travellers were known to have moved into housing due to lack of available pitches.
- During the summer months, many Travellers travel nationwide (consistent with information identified in the 2007 Tribal study).

### **Site Requirements**

#### *Site Size:*

- 3.6 The stakeholders discussed that a site size of 10 -12 plots would suit one extended family, although smaller would be acceptable. It was agreed that most people prefer a family site rather than large sites.
- 3.7 It was also emphasised that smaller, family run sites don't experience management problems which can sometimes be associated with larger sites.
- 3.8 It was generally agreed that the size of a site would need to reflect size of any neighbouring settlement, in line with government guidance.

#### *Pitch/Plot Size:*

- 3.9 No definitive response was forthcoming on this subject, although at the Derbyshire event, the GLG (2007) guidance on good site design which promotes minimum standards was cited. One stakeholder suggested that shared facilities were preferable, but in contrast, others felt that each pitch should have its own utility block.

#### *Occupation and ownership:*

- 3.10 Consideration needs to be given to the different types of travellers within the community. Certain groups live in harmony, but there have been difficulties in the past with unmanageable public sites outside of the study area. Some councils operate allocation policies on socially rented sites which acknowledge cultural differences, although this can sometimes be interpreted as prejudice.
- 3.11 Some stakeholders considered that council owned sites are more likely to meet the needs of those on unauthorised encampments, as those who buy their own land generally use it for family. An additional problem with privately owned sites can be overcharging for services. There is currently only 1 publicly owned site in Nottinghamshire (Bassetlaw District).

- 3.12 Conversely, at the Derbyshire event, the general consensus was that larger sites are better managed by gypsies or travellers who fully understand the needs of the community. However, it was advised that there needs to be a formal agreement between landlords and occupiers.

*Location:*

- 3.13 All participants agreed that sites need to be located near to arrange of services. No issues from the travelling community with sites being adjacent to the settled community. It was thought that some Travellers may wish to return to the Newark area, although the priority is for families to stay together.

*Provision for the elderly:*

- 3.14 Stakeholders were asked if there was scope to consider delivering a bespoke site specifically for older members of Traveller communities (i.e. something akin to a retirement home). The general consensus was that separate sites are not required as community generally prefer to live as family units, although some adaptable amenity blocks would be helpful. However, it was noted that the cost of adaptations could increase rent on private sites.
- 3.15 A representative of Health Care Services advised that support could be given in respect of the provision of adaptations and disabled facilities.

**Bricks and Mortar Accommodation**

- 3.16 There was a general consensus that the needs of Travellers currently residing in bricks and mortar accommodation should be included, but agreement that it is very difficult to measure or estimate numbers of households. CLG don't offer guidance on the proportion of the community living in housing, or information on the distribution of the housed population. Anecdotally, one stakeholder believed the proportion in housing to be around 50% - this is consistent with the assumption used in the 2007 Nottinghamshire GTAA undertaken by Tribal consultants.

**Transit sites**

- 3.17 Stakeholders felt that there was probably a need for more transit/emergency stopping sites throughout the area and nationwide. A lot of the community travel in the summer to find work.

- 3.18 The Gypsy and Traveller Liaison Officer is undertaking work to establish travel patterns in the locality, which will ultimately assist in identifying appropriate locations for any such sites. However, as their responsibility only extends as far as Highway and County Council owned land, obtaining information has so far proved difficult. Data protection has also hindered progress to a large extent.
- 3.19 Stakeholders agreed that there is a need to prioritise the assessment for permanent site accommodation in the first instance.

### **Barriers to Provision**

- 3.20 The perceptions held by local Council Members and a lack of political resolve for making decisions about the location of traveller sites were cited as the biggest obstacle to provision by many stakeholders. The group felt there was a knowledge gap and some Members should be more aware that the travelling community are also constituents.
- 3.21 The cost of planning applications and procedures were also cited as an obstacle. Many applications have been refused in the first instance and subsequently gained approval at the appeal stage.

### **Other Information**

- 3.22 The Nottinghamshire Councils are at different stages in the plan making process and a joint study is therefore impractical. However, all authorities agreed to take on board responses from the stakeholder event and produce individual studies based on a framework as set out in the joint methodology.

## **Traveller Questionnaires**

- 3.23 Ashfield have a modest traveller population. At April 2014 there were:-
- 3 authorised Gypsy/Traveller sites which were occupied
  - 2 unauthorised Gypsy/Traveller developments
  - 1 unimplemented planning approval for a Gypsy/Traveller sites
  - 2 authorised Showmen's sites
- 3.24 All of the sites are small and privately owned. Questionnaire responses were therefore inevitably low, and in some cases, of limited value in providing useful data in calculating future need. In respect of the showmen's sites, no questionnaire responses were received.
- 3.25 A summary of responses is included at Appendix 3. The key findings in respect of future site provision are as follows:-

- 100% of respondents on authorised sites were happy with their current accommodation
- 100% of respondents on authorised sites stated that there was no current constrained need (section D of the questionnaire)
- There was no desire to move to a different area.
- In respect of site size, the response was inconclusive, with one comment that this would depend on family size.
- Crucially, there were no responses forthcoming in Section D in respect of household growth over the next 5 or 10 years.

## 4. Existing Authorised Traveller Accommodation (Excluding Travelling Showmen)

4.1 The following table give details of authorised Traveller sites at 1<sup>st</sup> April 2014. The figures in these tables inform the assessment of future need as set out in Section 7 of this report.

**TABLE 1**

**Ashfield: Existing Authorised Sites 1<sup>st</sup> April 2014 - Gypsy and Travellers**

Site No.	Site Address	Total Pitches (April 2014)	Pitches Vacant (April 2014)	Pitches Occupied (April 2014)	Notes
1	Hodgkinson Road, Kirkby	4	1	3	4 available pitches, 3 occupied and paying Council tax.
2	The Willows, Alfreton Road, Jubilee	2	0	2	Planning permission for maximum of 4 caravans, occupied by 2 households.
3	Oak Tree Paddock, Adj. Brookside, Kirkby Lane, Pinxton	1	0	1	Planning permission for one pitch comprising 1 static, 1 touring caravan and an amenity block
4	Park Lane	8	8	0	Planning permission for 8 pitches granted March 2012. <b>Not yet implemented.</b>
	<b>Total Authorised Gypsy &amp; Traveller Pitches</b>	<b>15</b>	<b>9</b>	<b>6</b>	

## Census Data

- 4.2 The 2011 Census holds data for the ‘White; Gypsy or Irish traveller’ population at ward level for each local authority. This figure does not include Travelling Showmen. It should be noted this data has limitations and is likely to under-represent the whole traveller community, including those in transit or on unauthorised sites. The data also represents individuals, rather than households and is therefore not directly comparable with pitch requirements. An assumption of 3.6 persons per household has been used, as set out in Section 5 of this report.
- 4.3 A report published by the Irish Traveller Movement in Britain (ITMB)<sup>6</sup> estimates that the 2011 census undercounts by 47% across the East Midlands Region. If this assumption is applied to the Census figures, it can be deduced that the total households, minus the known site-based households could reasonably represent the number residing in housing. A summary table for the study area is set out below.

**TABLE 2**  
**Ashfield: 2011 Census Data and Estimated Undercount**

District	White; Gypsy or Irish Traveller Population (2011 Census)	Census Household Equivalent*	Census Population +47%	Census Household Equivalent +47%
Ashfield	43	12	81	22

\* 3.6 persons per household assumed (see section 5)

## Travellers in Housing (Bricks and Mortar)

- 4.4 In addition to the site based accommodation in Table 1 above, it is acknowledged that a proportion of the Traveller community currently reside in ‘Bricks and Mortar’. As has already been discussed in paragraph 3.16, precise data is not available, despite attempting various avenues of enquiry. Other research studies have assumed between 30% and 50% of the population is in housing (the 2007 Nottinghamshire GTAA assumed 50%).

<sup>6</sup> Gypsy and traveller population in England and the 2011 Census: An Irish Traveller Movement in Britain Report, August 2013.

**TABLE 3**  
**Ashfield: Breakdown of Travellers in Housing and on Sites (Excluding Showmen)**

District	Census Household Equivalent +47%	Traveller households on authorised and unauthorised sites (excluding Showmen)#	Net households assumed to be residing in housing
Ashfield	22	10	12

# Travellers on unauthorised sites are accounted for separately in calculations in Section 7

- 4.5 As the 2011 Census data is provided at Ward level it is possible to identify some broad areas where Travellers reside in bricks and mortar, i.e., in instances where the Ward has no known site-based accommodation. Taking those areas alone, it is estimated that 42 of the 43 people (or approximately 12 households) reside in housing. This figure is consistent with the findings of the ITMB report which estimated that the Census undercounts by 47% across the East Midlands Region. It is also comparable with the 2007 GTAA assumption that 50% of the total population reside in bricks and mortar.

## 5. Unauthorised Sites

- 5.1 The following table gives details of unauthorised Traveller developments at 1<sup>st</sup> April 2014. There are no unauthorised Showmen’s sites. The figures in these tables inform the assessment of future need as set out in Section 7 of this report.

**TABLE 4**

**Ashfield: Unauthorised Developments - April 2014 (including those with temporary planning permissions)**

Site No.	Site Address	Total Households	Notes
A	Traveller's Rest, Felley Mill Lane, Underwood	3	Green Belt site refused on appeal November 2012 and October 2014.  (3 caravans, 3 indirectly related family groups)
B	Westwood Gardens, Jacksdale	1	Green Belt site refused on appeal August 2012.  (3 caravans, 1 family)
<b>Total unauthorised plots</b>		<b>4</b>	

- 5.2 It should be noted that at the time of writing, both of the above sites have been subject to enforcement action and subsequently vacated. However, the developments do indicate a level of need and for this reason it is considered important to include the details for calculation of future requirements.
- 5.3 In addition to the above unauthorised developments, there have been several unauthorised encampments in recent years. Appendix 2 of this report gives details of the bi-annual caravan count from 2006 to 2014. Although this information gives an indication of activity, it should be noted that the data only relates to a ‘snapshot in time’. Furthermore, the information held does not indicate whether or not the caravans belong to the same occupiers each time, or whether they belong to a different group. In this respect, the data is of limited value since it could relate to a small number of frequent visitors, or a large number of Travellers in transit. Anecdotal evidence would suggest that these encampments are short term and associated with Travellers in transit.



## 6. Traveller Accommodation Needs Assessment - Data Source and Assumptions

6.1 This section sets out the steps for assessing need, including data sources and assumptions made where information is lacking. The Stages referred to relate to the tables of assessment in Section 7 of this report.

### 6.2 Stage 1 – Baseline Data: Total Traveller Households.

- *Assumption for what constitutes a pitch or yard in terms of caravan numbers* – Information sourced from stakeholder groups, planning applications, other GTAA's and site owners. Questionnaire and stakeholder events suggested the preferred size pitch to be 2 caravans plus amenity block and 2 car parking spaces. This is also consistent with Government guidance which suggests as a general guide, a family pitch should have enough space to accommodate a large trailer (which could be a static caravan), a touring caravan, an amenity building, parking for two vehicles and a small garden area.
- *Assumption for what constitutes average household (HH)* - The 2007 Nottinghamshire GTAA suggested 3.3 persons/HH, while neighbouring counties of Leicestershire and Derbyshire suggest 4.0 persons/HH and 3.5 persons/HH respectively. We have therefore taken an average of 3.6 persons/HH across the three counties.
- *Establish household population* - Two main ways have been considered.
  - Updating the data established in the 2007 Nottinghamshire GTAA 2007 applying the multiplier to include travellers in housing (2007 GTAA assumed that 50% of the total population resided in bricks and mortar). It should be noted that the original GTAA's included showpeople in their calculations. This group is now assessed separately and data will therefore need to reflect this.
  - Using Census 2011 information, considering that the numbers from the Census may be an under representation in some instances. Apply a multiplier of 47% which reflects the estimate of undercount identified in the report by the Irish Traveller Movement (See section 4). N.B. Census data does not include Travelling Showpeople.

The results of both methods have been considered and found to be broadly comparable.

Known Site-based Traveller households (excl. Showmen)	Site-based Traveller households + those assumed in Housing (at 50% of total)	2011 Census all recorded households equivalent	2011 Census all households equivalent, adjusted for estimated undercount of 47% population
10	20	12	22

Taking the known data for site-based Traveller households (6 on authorised and 4 on unauthorised), it is considered reasonable to assume a bricks and mortar population of 12 households. This gives a grand total of 22 households (although for the purposes of the future needs calculation the unauthorised plots are counted at a separate stage).

- 1 household will be taken to represent 1 pitch.

#### Stage 2- Current known pitch need by 31st March 2014

- *Unauthorised development plots as of 31<sup>st</sup> March 2014 where demonstrable local need for permanent pitches* – assumed that as these are developments rather than pitches that 100% will require a permanent authorised site.
- *Unauthorised encampment households as of 31<sup>st</sup> March 2014 where demonstrable local need for permanent pitches* – sourced from information held by Gypsy Liaison Officer and Local Authority enforcement.
- *Number of traveller households in bricks and mortar with a demonstrable need for site based accommodation* - The agreed methodology only requires a figure to be inputted where there is specific knowledge of need from this source. There was no definitive known need on housing register or from questionnaires. However, this is likely to be unrealistic given anecdotal evidence from stakeholder discussions. It is therefore considered reasonable to use an established assumption. The 2007 Tribal GTAA assumed those in housing represent 50% of total households and that 33% would take up a place on a site if offered.
- *Number of concealed households with known need for site based accommodation as of 31<sup>st</sup> March 2014* – The agreed methodology only requires a figure to be inputted where there is specific knowledge of need from this source. There was no definitive known need on housing register or from questionnaires. However, this is likely to be unrealistic given anecdotal evidence from stakeholder discussions. It

is therefore considered reasonable to use an established assumption. The 2007 Tribal GTAA used 12.2% of households not residing in housing.

- *Applicants on public site waiting lists as of 31<sup>st</sup> March 2014* – Not applicable as Ashfield District does not have any public sites.

### **Stage 3: Forecast of pitch need from after base date 2014 – 2019**

- *Temporary permissions due to end between 2014 and 2019* – Sourced from Local Authority Planning department.
- *Forecast of household growth (family formation) requiring site based accommodation from present population residing in bricks and mortar* – a growth rate of 2.1% has been applied. This formation rate is derived from the 2007 Tribal Study and is supported by research undertaken by Opinion Research Services in November 2013<sup>7</sup>. This report concludes that evidence supports using formation rates of between 1.5% and 2.55 per annum, far higher than the growth rate in the settled community, but reflecting the relative youthfulness of the Traveller population. It goes on to state that although a rate of 3% has been commonly used in the now revoked Regional Plans, this level of growth would be exceptional and there is no statistical evidence to support it. This practice is thought to emanate from guidance at the time which used 3% for illustrative purposes only – it is not Government policy. This has been re-affirmed in a Ministerial letter<sup>8</sup> which states that any new guidance will remove ambiguous references to a 3% growth rate.  
The 2007 tribal study also assumes that 33% of those residing in housing would take up a place on a site if offered. When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.
- *Forecast of household growth (family formation) requiring site based accommodation from present population residing on sites* – a growth rate of 2.1% has been applied, as set out above.

### **Stage 4: Supply of known Gypsy and Traveller Pitches by 31<sup>st</sup> March 2014**

- *Total number of pitches currently available to Gypsy and Traveller's as of 31<sup>st</sup> March 2014* – taken from tables in Section 4 of this document.

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<sup>7</sup> Household Formation Rates for Gypsies and Travellers: Technical Note – Opinion Research Services November 2013

<sup>8</sup> Ministerial letter from Brandon Lewis to Chair of the LGA Environment and Housing Board, April 2014

- *Total number of pitches in use by Gypsy and Traveller's as of 31<sup>st</sup> March 2014 – taken from tables in Section 4 of this document.*

#### **Stage 5: Forecast of supply of known Gypsy and Traveller Pitches between 2013 – 2018**

- *Forecast of turnover of sites in use for Gypsy and Traveller's, which will accommodate new need (as opposed to site by site transfer) - 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.*

The 2007 tribal study assumed a turnover rate of 8%, but did not include 5 year figure for those moving from sites to housing. Any percentage turnover used in this step therefore needs to acknowledge that any pitches freed up from those moving into housing from sites is accounted for below in step 22.

This step ultimately represents those freeing up pitches and moving out of the district, i.e., 'out' migration. This needs to be balanced with any known 'in' migration.

In the absence of any reliable evidence with regard to travel patterns, an assumption of net nil migration has been applied. The primary data obtained from survey work across neighbouring districts did not indicate any desire to move from or to Ashfield. A turnover rate of 0 has therefore been applied.

- *Forecast of transfers to housing from sites – No primary data available. Utilised the 2007 Tribal study assumption of 4.5% applied to current site based households over a 5 year period.*
- *Forecast of total number of pitches not in use, but expected to be so by 2018 - This includes all sites with planning permission not yet implemented, taken from Section 4 of this document.*

#### **Stage 6: Total Pitch Requirements 2014-2019**

- This is the pitch requirement for each Local Authority for period between 2013 – 2018 - **Step 11 minus step 19 equals 5 year pitch requirements for 2013 – 2018**

#### **Stage 7: Future Need Calculation 2019 – 2024**

- Total number of pitches by 2018 (pitches from 2014 plus need for 2014-2019) - 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 2014 – 2019 (step 20).

- Turnover and forecast of movement between housing and sites as applied in Stage 6
- Compound increase in Gypsy and Traveller site based households between 2018 – 2023 - For the purpose of clarity, this step has been revised to reflect a 5 year forecast of household growth from Travellers living on sites only. Household formation from those currently residing in bricks and mortar are now included at step 26. The 2007 tribal study assumed a 2.1% household formation rate. When compared to other recent studies, this assumption appears reasonable and has therefore been applied.

#### **Stage 8: Future Need Calculation 2024 – 2029**

- Same approach as stage 7

## 7. Assessment of Net Future Need – Gypsy/Traveller

### Ashfield Traveller Accommodation Assessment: 2014 to 2029 (Excluding Showmen)

#### Stage 1: Baseline data

Step	Action	Figure	Notes
1a	Total Gypsy and Traveller household-for area	18	6 households on authorised sites (table 1). Assumption made that 12 households reside in bricks & mortar - (see table 3 and section 5) therefore gives a total of 18 households

#### Stage 2: Current known pitch need by 31st March 2014

1	Unauthorised development pitches (including temporary permissions) that did not gain planning permission by 31st March 2014	4	Sourced from Table 4
2	Unauthorised encampment households as of 31st March 2014 where demonstrable local need for <u>permanent</u> pitches	0	No known need. A new question has been included on welfare assessment forms for future monitoring purposes.
3	Number of Gypsies and Travellers in bricks and mortar housing with need for site based accommodation as of 31st March 2014	4	No known need on housing register or from questionnaires. Used 2007 study assumption that 33% of those in housing (Table 3) would take up a place on a site if offered.
4	Number of existing concealed households with need for site-based accommodation as of 31st March 2014	1.2	No specific known need regarding concealed households, therefore use 12.2% of households not residing in housing (Table 1), rather than a nil entry.
5	Applicants on public site waiting lists as of 31st March 2013	0	No public sites in Ashfield
6	<b>Total additional pitch need at 31st March 2014</b>	<b>9.2</b>	Sum of step 1 to 5

**Stage 3: Forecast of pitch need from 31st March 2014 to 2019**

7	Temporary permissions due to end between 31st March 2014 to 2019	0	
8	Forecast of household growth (family formation) requiring site based accommodation from present population residing in bricks and mortar - 5 year figure calculated.	0.4	Used the 2007 study assumption of a 2.1% household formation rate, and that 33% of those residing in housing would take up a place on a site if offered. When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.
9	Forecast of household growth (family formation) requiring site based accommodation from present population residing on sites (including unauthorised developments) - 5 year figure calculated.	1.1	The 2007 study assumed a 2.1% household formation rate. When compared to other recent studies, this assumption appears reasonable and has therefore been applied.
10	<b>Total forecast pitch need 31st March 2014 to 2019</b>	<b>1.5</b>	sum of step 7 to 9
11	<b>Total Additional Need for 2014 to 2019</b>	<b>10.7</b>	sum of step 6 and step 10

**Stage 4: Supply of known Gypsy and Traveller Pitches by base date**

12	Total number of pitches currently available to Travellers as of 31st March 2014	7	Sourced from Table 1
13	Total number of pitches in use by G&T's as of 31st March 2014	6	Sourced from Table 1
14	<b>Total number of pitches not in use, but available to Travellers</b>	<b>1.0</b>	Step 12 minus Step 13

### Stage 5: Forecast of supply of Pitches between 31st March 2014 to 2019

15	Forecast of turnover of sites in use for G&T's, which will accommodate <u>new need</u> (as opposed to site by site transfer) - <u>5 year figure used</u>	0	This step represents those freeing up pitches and moving out of the district, i.e., 'out' migration. and needs to be balanced with any known 'in' migration. In the absence of any reliable evidence with regard to moving intentions, an assumption of net nil migration has been applied. The primary data obtained from survey work across neighbouring districts did not indicate any specific desire to move from or to Ashfield.
16	Forecast of transfers to housing from sites - <u>5 year figure to be used</u>	1.4	Assumption of 4.5% per annum taken from 2007 study. Step 13 x 4.5% x 5 years
17	Forecast of total number of pitches not in use, but expected to be so by 2019 (with planning permission)	8	Park Lane approval
18	<b>Total Number for forecast supply 31st March 2014 to 2019</b>	<b>9.4</b>	Sum of step 15 to step 17
19	<b>Total Supply 31st March 2014 to 2019</b>	<b>10.4</b>	Sum of step 14 and step 18

### Stage 6: Total Additional Pitch Requirements to 2019

20	<b><u>Total additional pitch requirements 2014 to 2019</u></b>	<b><u>0.4</u></b>	Step 11 minus step 19
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## Stage 7: Future Need Calculation 2019 to 2024

### Forecast of Supply 2019 to 2024

Step	Action	Figure	Notes
21	Total number of pitches by 2019 (pitches from 2014 plus need for 2014-2019)	15.4	Step 12 + step 17 + step 20 <i>if positive number</i>
22	Turnover of sites in use for G&T's, which will accommodate <u>new pitch need</u> (as opposed to site by site transfer) - <u>5 year figure to be used</u>	0.0	As per step 15
23	Forecast household transfers to housing from sites	1.4	Step 16 figure re-used
24	<b>Total forecast unoccupied pitch supply 2019 to 2024</b>	<b>1.4</b>	Step 22 + step 23

### Forecast of Need 2019 to 2024

25	Compound increase in Gypsy and Traveller households on sites between 2019 to 2024.	2	2.1% of Total households on sites at 2019 = those on sites at 2014 less those on unauthorised developments (already counted at step 11) + additional requirement for 2014 to 2019 at step 11, compounded for 5 years
26	Compound increase in Gypsy and Traveller households in bricks and mortar between 2019 to 2024 who may wish to take up a pitch if offered	0.4	Figure from step 8 re-used
27	<b>Total forecast pitch need 2019 to 2024</b>	<b>2.3</b>	Step 25 + step 26
28	<b><u>Total Gypsy and Traveller pitch requirements 2019 to 2024</u></b>	<b><u>0.9</u></b>	Step 27 minus step 24

## Stage 8: Future Need Calculation 2024 to 2029

### Forecast of Supply 2024 to 2029

Step	Action	Figure	
29	Total number of pitches by 2024 (pitches from 2018 plus need for 2024-2029)	16.3	Step 21 + <i>if positive</i> number step 28
30	Turnover of sites in use for G&T's, which will accommodate <u>new pitch need</u> (as opposed to site by site transfer)	0.0	As per step 15
31	Forecast household transfers to housing from sites	1.4	Step 23 figure re-used
32	<b>Total forecast unoccupied pitch supply 2024 – 2029</b>	<b>1.4</b>	Step 30 + step 31

### Forecast of Need 2024 to 2029

33	Compound increase in Gypsy and Traveller households between 2024 to 2029	2	2.1% of total households on site at 2024 = those on sites at 2014 less those on unauthorised developments (already counted at step 11) + additional requirement for 2014 to 2019 at step 11, + requirement at step 28 if positive. Compounded for 5 years
34	Compound increase in Gypsy and Traveller households in bricks and mortar between 2024 to 2029 who may wish to take up a pitch if offered	0.4	Figure from step 26 re-used
35	<b>Total forecast pitch need 2024 to 2029</b>	<b>2.4</b>	Step 33 (c72) + step 34 (c75)
36	<b><u>Total Gypsy and Traveller pitch requirements 2024 to 2029</u></b>	<b><u>1.0</u></b>	Step 35 (c76) minus step 32 (c70)

## 8. Travelling Showmen's Accommodation

- 8.1 Travelling Showmen do not in general share the same culture or traditions as Gypsies and Travellers. Due to the nature of their business, sites often need to accommodate large amounts of fairground equipment to enable storage when not in use and for maintenance. These require much larger plots, rather than pitches, and can have a greater impact on the surrounding area both visually and in terms of noise.
- 8.2 Most showpeople are members of the Showman's Guild and the Showman's site at Park Lane is conditioned in terms of purely being able to accommodate members of the Guild.
- 8.3 Unlike Gypsies and Travellers, Travelling Showmen are not considered to be an ethnic minority and, as such are not protected by the Equality Act 2010. Nevertheless government guidance stipulates that local Authorities should consider the accommodation needs of Travelling Showpeople families. Table 6 below gives details of authorised Travelling Showmen's sites in Ashfield District at 1<sup>st</sup> April 2014. The figures in this table inform the assessment of future need as set out in Section 9 of this report. A large Showmen's site (circa 20 plots) is also located across the Derbyshire border (in Bolsover District) at Pinxton, approximately 4 kilometres west of the Park Lane site.
- 8.4 Census data does not distinguish between Travelling Showmen and the settled community.
- 8.5 Determining the needs of Travelling Showmen uses the same process as determining the need for Gypsies and Travellers. However, with regard to demand arising from families currently residing in bricks and mortar, it was decided that for the purposes of this assessment that only those households that had a psychological aversion to being in housing would be considered in need of a plot. This would be taken into account even in instances where there may be current overcrowding, since, if no physical aversion was present, the need for larger/additional accommodation could be met within housing stock. The consultation exercises have not resulted in any responses from Showmen or their representatives that indicate any specific future need in the District. This generated a need of nil plots arising from those in housing.

**TABLE 6****Ashfield: Existing Authorised Sites at 1<sup>st</sup> April 2014 - Showmen**

<b>Site No.</b>	<b>Site Address</b>	<b>Total Plots/Yards (April 2014)</b>	<b>Plots/Yards Vacant (April 2014)</b>	<b>Plots/Yards occupied (April 2014)</b>	<b>Notes</b>
5	Spring Meadow & The Paddocks Park Lane, Kirkby	15	7	8	Showman's Guild site. Planning permission to re-configure site to less plots but larger yards 2012. Occupation based on council tax records.
6	Pond Street, Kirkby	4	1	3	Showmen + fairground equipment
	<b>Total Authorised Showmen Plots/Yards</b>	<b>19</b>	<b>8</b>	<b>11</b>	

## 9. Assessment of Net Future Need – Travelling Showmen

### Showmen's Accommodation Assessment: 2014 to 2029

#### Stage 1: Baseline data

Step	Action	Figure	Notes
1a	Total Showmen's households for area	11	11 households on authorised sites (Table 6).

#### Stage 2: Current known plot/yard need by 31st March 2014

1	Unauthorised development plots (including temporary permissions) that did not gain planning permission by 31st March 2014	0	
2	Unauthorised encampment households as of 31st March 2014 where demonstrable local need for <u>permanent</u> plots	0	No known need. A new question has been included on welfare assessment forms for future monitoring purposes.
3	Number of Showmen households in bricks and mortar housing with need for site-based accommodation as of 31st March 2014	0	No known need on housing register or questionnaires.
4	Number of existing concealed households with need for site-based accommodation as of 31st March 2014	1.3	No specific known need regarding concealed households, therefore used 12.2% of Step 1a, rather than a nil entry.
5	Applicants on public site waiting lists as of 31st March 2013	0	No public sites in Ashfield
6	<b>Total additional plot need at 31st March 2014</b>	<b>1.3</b>	Sum of step 1 to 5

#### Stage 3: Forecast of plot/yard need from 31st March 2014 to 2019

7	Temporary permissions due to end between 31st March 2014 -2019	0	
8	Forecast of household growth (family formation) requiring site based accommodation from present population residing in bricks and mortar - 5 year figure calculated.	0.0	
9	Forecast of household growth (family formation) requiring site based accommodation from present population residing on sites (including unauthorised developments) - 5 year figure calculated.	0.9	The East Midlands Regional Plan suggested a growth rate of 1.5% based on evidence from the Showman's Guild. This is still considered to be relevant in the absence of any more up-to-date information.

10	<b>Total forecast plot need 31st March 2014 to 2019</b>	<b>0.9</b>	sum of step 7 to 9
11	<b><u>Total Additional Need for 2014 to 2019</u></b>	<b><u>2.2</u></b>	sum of step 6 and step 10

#### Stage 4: Supply of known Showmen's plots/yards by base date

12	Total number of plots/yards currently available to Showmen as of 31st March 2014	19	Sourced from Table 6
13	Total number of plots/yards in use as of 31st March 2014	11	Sourced from Table 6
14	<b>Total number of plots not in use, but available to Showmen</b>	<b>8.0</b>	Step 12 minus Step 13

#### Stage 5: Forecast of supply of plots/yards between 31st March 2014 to 2019

15	Forecast of turnover of sites in use for G&T's, which will accommodate <u>new need</u> (as opposed to site by site transfer) - <u>5 year figure used</u>	0	This step represents those freeing up pitches and moving out of the district, i.e., 'out' migration. and needs to be balanced with any known 'in' migration. In the absence of any reliable evidence with regard to moving intentions, an assumption of net nil migration has been applied. The primary data obtained from survey work across neighbouring districts did not indicate any specific desire to move from or to Ashfield.
16	Forecast of transfers to housing from sites - <u>5 year figure to be used</u>	2.5	Assumption of 4.5% per annum taken from 2007 tribal study.
17	Forecast of total number of plots not in use, but expected to be so by 2019 (with planning permission)	0	
18	<b>Total Number for forecast supply 31st March 2014 to 2019</b>	<b>2.5</b>	Sum of step 15 to step 17
19	<b>Total Supply 31st March 2014 to 2019</b>	<b>10.5</b>	Sum of step 14 and step 18

#### Stage 6: Total Plot/Yard Additional Requirements to 2019

20	<b><u>Total Travelling Showmen's requirements 2014 to 2019</u></b>	<b><u>-8.3</u></b>	Step 11 minus step 19
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## Stage 7: Future Need Calculation 2019 – 2024

Forecast of Supply 2019 - 2024			
Step	Action	Figure	Notes
21	Total number of plots by 2019 (plots from 2014 plus need for 2014-2019)	19.0	Step 12 + step 17 + step 20 <i>if positive number</i>
22	Turnover of sites in use for Showmen which will accommodate <u>new pitch need</u> (as opposed to site by site transfer) - <u>5 year figure to be used</u>	0.0	As per step 15
23	Forecast household transfers to housing from sites	2.5	Step 16 figure re-used
24	<b>Total forecast unoccupied plot supply 2019 to 2024</b>	<b>2.5</b>	Step 22 + step 23
Forecast of Need 2019 to 2024			
25	Compound increase in Showmen's households on sites between 2019 to 2024.	1	2.1% of Total households on sites at 2019 = those on sites at 2014 less those on unauthorised developments (already counted at step 11) + additional requirement for 2014 to 2019 at step 11 , compounded for 5 years
26	Compound increase in Showmen's households in bricks and mortar between 2019 to 2024 who may wish to take up a pitch if offered	0.0	Figure from step 8 re-used
27	<b>Total forecast plot need 2019 to 2024</b>	<b>1.3</b>	Step 25 + step 26
28	<b><u>Total Travelling Showmen's plot requirements 2019 to 2024</u></b>	<b><u>-1.1</u></b>	Step 27 minus step 24

## Stage 8: Future Need Calculation 2024 to 2029

Forecast Supply 2024 to 2029			
Step	Action	Figure	
29	Total number of plots by 2024 (pitches from 2018 plus need for 2024-2029)	19.0	Step 21 + <i>if positive number</i> step 28
30	Turnover of sites in use for Showmen which will accommodate <u>new pitch need</u> (as opposed to site by site transfer)	0.0	As per step 15
31	Forecast household transfers to housing from sites	2.5	Step 23 figure re-used
32	<b>Total forecast unoccupied plot supply 2024 to 2029</b>	<b>2.5</b>	Step 30 + step 31
Forecast Need 2024 to 2029			
33	Compound increase in Showmen's households between 2024 – 2029	1	2.1% of total households on site at 2024 = those on sites at 2014 less those on unauthorised developments (already counted at step 11) + additional requirement for 2014 to 2019 at step 11 , + requirement at step 28 if positive. Compounded for 5 years
34	Compound increase in Showmen's households in bricks and mortar between 2024 to 2029 who may wish to take up a pitch if offered	0.0	Figure from step 26 re-used
35	<b>Total forecast plot need 2024 to 2029</b>	<b>1.3</b>	Step 33 (c72) + step 34 (c75)
36	<b><u>Total Travelling Showmen's plot requirements 2024 to 2029</u></b>	<b><u>-1.1</u></b>	Step 35 (c76) minus step 32 (c70)



## 10. Summary

- 10.1 Table 7 below sets out the identified level of need for additional future site provision throughout Ashfield. The current assessment indicates a nil need for Showmen’s accommodation over and above the current provision. With regard to Gypsies/Travellers this is also minimal.

<b>Table 7 Ashfield District: Future Pitch/Plot Requirements 2014 to 2029</b>		
<b>Period</b>	<b>Gypsy/Traveller Pitches</b>	<b>Showmen’s Plots/Yards</b>
2014 to 2019	0	0
2019 to 2024	1	0
2024 to 2029	1	0

- 10.2 Under these circumstances, the strategic approach to providing sites will primarily focus on the allocation of and protection of unimplemented planning approvals, alongside a criteria based policy to be incorporated into the new emerging Ashfield Local Plan. In the interim period any application for Traveller sites will be determined in line with national policy and guidance, with an emphasis on achieving sustainable development outside of the Green Belt.
- 10.3 It is anticipated that this assessment will be subject to regular monitoring and update, with a full review as necessary.

## Appendix 1

### Changes to 2014 Methodology Assessment Stages Resulting from Practical Application

The table below sets out minor revisions and clarification to the 2014 Nottinghamshire methodology for calculating future Traveller Accommodation needs. In applying the 2014 methodology in practice it became apparent that some of the stages in assessing the overall need could be improved upon, or required an alternative approach as a result of difficulties obtaining data. This assessment therefore uses a method of calculation which revises some aspects of the original methodology in order to achieve a more robust outcome with regard to assessment of need. The stages/steps referred to directly to the tables of assessment contained in the 2014 methodology report, and those in Section 7 of this document.

In addition to the changes identified below, the base date for information has been brought forward to April 2014 in order to utilise more up to date information. All subsequent dates have also been revised accordingly.

Stage	Step	Description	Agreed 2014 Methodology	Notes and Revised 2015 Methodology
2	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.	<p>No known need. A number of sources were investigated, including the housing register and questionnaires, but no reliable data was available.</p> <p>However, attendees at the stakeholder workshop gave anecdotal evidence that some bricks and mortar travellers would prefer to reside on a site. Rather than inputting a need of 0 which is considered to be unrealistic, a decision has been taken to use an assumed rate for this step.</p> <p>The 2007 tribal study assumed that those residing in housing represents 50% of the total Traveller population, and that 33% would take up a place on a site if offered. When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.</p>
2	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.	<p>No known need. A number of sources were investigated, including the housing register and questionnaires, but no need was actually identified.</p> <p>Rather than inputting a need of 0 which is considered to be unrealistic, a decision has been taken to use an</p>

				<p>assumed rate for this step.</p> <p>The 2007 tribal study assumed current constrained households represented up to 12.2% of travellers not residing in housing (as these will be included in the above calculation). When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.</p>
3	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>	<p>For the purpose of clarity, this step has been revised to reflect a 5 year forecast of household growth from Travellers living in Bricks and Mortar (originally included at step 9, together with household formation emanating from site based travellers).</p> <p>The 2007 tribal study assumed a 2.1% household formation rate and that 33% of those residing in housing would take up a place on a site if offered. When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.</p>
3	9	Forecast of household growth (family	As above, leading to a % family formation rate per annum established	For the purpose of clarity, this step has been revised to reflect a 5 year forecast of household growth from

		formation) requiring site based accommodation from present population ( <i>*at present includes site and housing based population*</i> )	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.	Travellers living on sites only. Household formation from those currently residing in bricks and mortar are now included at step 8 above.  The 2007 tribal study assumed a 2.1% household formation rate. When compared to other recent studies, this assumption appears reasonable and has therefore been applied.
5	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</p>	<p>The 2007 tribal study assumed a turnover rate of 8%, but did not include 5 year figure for those moving from sites to housing.</p> <p>Any percentage turnover used in this step therefore needs to acknowledge that any pitches freed up from those moving into housing from sites is accounted for below in step 22.</p> <p>This step ultimately represents those freeing up pitches and moving out of the district, i.e., ‘out’ migration. This needs to be balanced with any known ‘in’ migration.</p>

			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.	
7	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	See notes for step 15.
7	25	Compound increase in Gypsy and Traveller 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	For the purpose of clarity, this step has been revised to reflect a 5 year forecast of household growth from Travellers living on sites only. Household formation from those currently residing in bricks and mortar are now included at step 26 below.  The 2007 tribal study assumed a 2.1% household formation rate. When compared to other recent studies, this assumption appears reasonable and has therefore been applied.

			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.	
7	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	<p>For the purpose of clarity, this step has been revised to reflect a 5 year forecast of household growth from Travellers living in Bricks and Mortar (originally included at step 27, together with household formation emanating from site based travellers).</p> <p>The 2007 tribal study assumed a 2.1% household formation rate and that 33% of those residing in housing would take up a place on a site if offered. When compared to other recent studies, these assumptions appear reasonable and have therefore been applied.</p>
8	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	Same new approach as step 22
8	33	Compound increase in	Same approach as step 25 + step 28	Same new approach as step 25 + step 28

		Gypsy and Traveller site based households between 2023 – 2028		
8	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	Same new approach as step 26

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## APPENDIX 2

### Historic Caravan Count Data

The table below gives details of the bi-annual caravan count as held by Ashfield District Council. This data does not include the unauthorised developments as set out in Table 4. It should also be noted that caravan counts are all inclusive, i.e., they can include licensed caravan sites which are not occupied by the Traveller community.

In respect of **unauthorised encampments** there has been:

- an average of 1.2 caravans per annum over the past 9 years;
- no recorded activity on 5 of those 9 years

<b>ASHFIELD: Historic Caravan Count 2000 – 2014</b>				
<b>Year</b>	<b>Month</b>	<b>Total no. of Caravans</b>	<b>Caravans on Unauthorised Encampments</b>	<b>Caravans on Authorised Sites (Private)</b>
2014	July	0	0	0
	January	2	0	2
2013	July	0	0	0
	January	2	0	2
2012	July	20	15	5
	January	2	0	2
2011	July	5	0	5
	January	2	0	2
2010	July	4	2	2
	January	2	0	2
2009	July	8	0	2
	January	12	0	12
2008	July	11	0	11
	January	11	4	7
2007	July	4	0	4
	January	7	0	7
2006	July	7	0	7
	January	7	1	7
<b>Average</b>		<b>5.9</b>	<b>1.2</b>	<b>4.4</b>

## APPENDIX 3

## Questionnaire Summaries

## Nottinghamshire Gypsy and traveller Needs Assessment - Ashfield District

## Summary of questionnaire results for travellers living on authorised sites

**Baseline information** - 3 occupied authorised sites at time of survey (Table 1). Completed questionnaires obtained from 2 of these sites.

## Section A: ACCOMMODATION

No.	Question	Criteria	Tally	%	Comments
1	Who owns the pitch?	Me	1	50%	Privately owned sites
		Another member of the household	1	50%	
		Another Gypsy or Traveller	0		
		Private landowner/landlord	0		
		Other	0		
		Don't know	0		
2	How long have you lived on the site?	Less than a month	0		
		One month – less than 6 months	0		
		6 months – less than a year	0		
		One year – less than two years	0		
		Two years – less than three years	0		
		Three years – less than five years	1		
		Five years – less than ten years	0		
		More than ten years	1		
3	What are your main reasons for moving to this site?	To be near family and friends	2	100%	
		Employment	0		
		To give care or support	0		
		To receive care or support	0		
		Unable to access sites/accommodation in another area	1	50%	
		To take up health services in this area	0		
		To take up education for the family in the area	1		
		Disability	0		
		Cultural reasons	0		
		Eviction – (required to move by police, local authority, landowner or landlord)	1	50%	
		Other (please describe below)	0		

4	How long have you lived in the local area?	Under 6 months	0		
		Over 6 months – 1 year	0		
		Over 1 – 3 years	0		
		Over 3 – 5 years	0		
		Over 5 – 10 years	0		
		Over 10 years	2	100%	
5	What do you regard as the local area?	Site	0		
		Village	0		
		Town	2	100%	
		District	0		
		County	0		
6	Does your current type of accommodation meet your current needs?	Yes	2	100%	
		No	0		
7	If 'no to qu. 6 , which of the following would you consider being the most appropriate type of accommodation for your household?	Authorised transit site			Not applicable
		Housing (bricks and mortar)			
		Group Housing (bricks and mortar)			
		Other			
8	Who would you prefer to own/manage this accommodation? (Please rank them in order of preference if possible – 1= most attractive option)	Council	0		Question not answered
		Housing association	0		
		Me or my family	0		
		Another Gypsy or Traveller	0		
		Private landowner/landlord	0		
		Other	0		
		Don't know	0		
9	If you would like to own your pitch what price could you afford?	Under £5K	0		Question not answered on 1 response
		£5 – 20K	0		
		£20 – 40K	0		
		£40 - 60K	1		
		£60 - 80K	0		
		£80 – 100K	0		
		Over £100K	0		
		Do not wish to own	0		
10	Does the standard of your current accommodation meet your current needs?	Yes	2	100%	
		No	0		
11	If “no” to question 12 please describe why your accommodation	Too small			Not applicable
		Lacking facilities			
		Don't want to be in this location			

	<b>doesn't meet your needs? Tick all of those that apply</b>	Don't like the management of the site			
		Other (please describe below)			
12	<b>Do you need to move to meet your accommodation needs?</b>	Yes	0		
		No	2	100%	
13	<b>Do you need to move to a different area?</b>	Yes	0		
		No	2	100%	
		Don't Know/Unsure	0		
14	<b>If so, where would you be willing to live?</b>	Nottingham City			Not applicable
		Broxtowe			
		Newark and Sherwood			
		Mansfield			
		Rushcliffe			
		Gedling			
		Bassetlaw			
		Other district (please specify)			
		Other county (please specify)			
15	<b>What is your main reason for wanting to be in that location? (Tick all that apply)</b>	Have family & friends nearby			Not applicable
		Have lived there before			
		Opportunities for work good			
		Good schools nearby			
		Close to amenities			
		Other (please describe below)			
16	<b>Are you currently on a waiting list for accommodation?</b>	No	2	100%	
		Social rented site (local authority)			
		Social rented site (housing association)			
		Private site			
		Private landlords list			
		Other (please describe below)			
17	<b>Approximately how long have you been on the waiting list?</b>	Under 6 months			Not applicable
		Over 6 months – 1 year			
		Over 1 – 3 years			
		Over 3 – 5 years			
		Over 5 – 10 years			
		Over 10 years			
18	<b>What type of location would you prefer?</b>	Centre of town or city	0		Not applicable
		Edge of town or city			
		Village			

		Rural (out of town/city/village)			
		No preference	0		
19	Is there anything else about the location that would be important?	Would locate to any site. It's difficult to have a preference when travelling due to availability.			
		Education, work opportunities, amenities			

Section B: SITE DEVELOPMENT					
No.	Question	Criteria	Tally	%	Comments
1	What size should sites be?	Up to 5 pitches			Comment - Determined by family size.
		6 – 10 pitches			
		11 – 15 pitches			
		16 – 20 pitches	1	50%	
		21 – 25 pitches			
		26 – 30 pitches			
		Over 30 pitches	1	50%	
2	What size should pitches be?	Able to accommodate a static caravan, utility block and 1 car			Comment - The use of a static caravan will prevent the use of the land when families are away travelling.
		Able to accommodate a static caravan, utility block and 1 car + storage area			
		Able to accommodate a static caravan, utility block and 2 vehicles			
		Able to accommodate a static caravan, utility block and 2 vehicles + storage area			
		Able to accommodate a static caravan, a touring caravan and at least 2 vehicles and a utility block + storage area	2	100%	
		Other			
3	What facilities are required on a site?	Postal service	2	100%	Comment - This is dependant on who runs the site.
		Fire fighting equipment	2	100%	
		Refuse collection	2	100%	
		Emergency phone	2	100%	
		Shower facilities	2	100%	
		Cooking facilities	1	50%	
		Access to broadband	1	50%	
		Play area	2	100%	
		Communal meeting area	1	50%	
		Office for site manager	2	100%	
		Additional parking	2	100%	

6	How should parking be organised on a site?	By individual pitches	1	50%	
		In a separate car park	1	50%	
7	Is there anything else that you think would be important to include if developing a new site?	Lighting			
		Tarmac/shingle road - ideally not unmade ground			
		Adequate drainage			
8	What would be important about the location of the site?	Near to centre of population is better for amenities, school and healthcare			
9	Do you think permanent sites should be developed for one particular group (e.g. English gypsies or Irish Travellers) or should they be mixed?	For a particular group	1	50%	
		Mixed	1	50%	
10	Do you think transit sites should be developed for one particular group (e.g. English gypsies or Irish Travellers) or should they be mixed?	For a particular group	1	50%	
		Mixed	1	50%	

## Section C: ABOUT YOU

No.	Question	Criteria	Tally	%	Comments
1	Gender	M	1	50%	
		F	1	50%	
2	Age	18 – 21	1		
		22 – 25			
		26 – 30			
		31 – 40			
		41 – 50			
		51 – 60	1		
		61 – 65			
		66 – 70			
3	In which group do you feel you belong?	Over 70			
		English Gypsy / Romany	1	50%	
		Irish Traveller	1	50%	
		New Traveller			

		Show People			
		Scottish Traveller			
		Welsh Gypsy			
		Other			
4	Working status	Self employed	2	100%	
		Full time employment			
		Part time employment			
		Not employed			
		Retired			
		Other (please describe below)			

Section D: FUTURE ACCOMMODATION NEEDS OF YOUR HOUSEHOLD					
No.	Question	Criteria	Tally	%	Comments
1	Are the accommodation needs of your household likely to increase over the next:	5 years (insert number of new households)			Question not answered
		10 years (insert number of new households)			
2	Do any members of your household need their own separate accommodation now?	Yes			
		No	2	100%	
		Don't know			
3	If 'yes' to Qu. 2, please provide details	Number of adults	0		
		Number of children	0		
4	What accommodation do/will those households require?	Authorised permanent site			Not applicable
		Authorised transit site			
		Housing (bricks and mortar)			
		Don't know			
		Other (please describe below)			
5	Who would they prefer to manage this accommodation?	Council			
		Housing Association			
		Manage themselves			
		Another Gypsy or Traveller			
		Private landowner/landlord			
		Other			
		Don't know			
6	Where would you be willing to live?	Nottingham City			One respondent answered his question, however, it does actually relate to Qu. 2 which had a
		Broxtowe			
		Newark and Sherwood			
		Ashfield	1		
		Mansfield			

		Rushcliffe			negative response. Use of data therefore limited
		Gedling			
		Bassetlaw			
		Other district (please specify)			
		Other county (please specify)			
		Other (please specify)			
		Don't know			
7	<b>What is their main reason for wanting to be in that location? (Tick all that apply)</b>	Have family & friends nearby	1		One respondent answered his question, however, it does actually relate to Qu. 2 which had a negative response. Use of data therefore limited
		Have lived there before	1		
		Opportunities for work good	1		
		Good schools nearby	1		
		Close to amenities	1		
		Other (please describe below)			
8	<b>Are they currently on a waiting list for accommodation?</b>	No	1		One respondent answered his question, however, it does actually relate to Qu. 2 which had a negative response. Use of data therefore limited
		Social rented site (local authority)			
		Social rented site (housing association)			
		Private site			
		Private landlords list			
		Other (please describe below)			
9	<b>Approximately how long they you been on the waiting list?</b>	Under 6 months			
		Over 6 months – 1 year			
		Over 1 – 3 years			
		Over 3 – 5 years			
		Over 5 – 10 years			
		Over 10 years			

#### Section E: ADDITIONAL COMMENTS

1	Size of the site is dependant on the size of the family unit and how the site is run and managed
2	Irish and English travellers won't mix which will cause difficulties for other families pulling on site and restrict availability
3	Shared site would have to be managed equally if shared between communities
4	A site would be adequate if it had hard standings with toilet/shower block, drainage and lighting
5	Traveller owned transit sites would be the most suitable for the needs of the community to ensure schooling and healthcare needs are met
6	Education is a key part for the development of the younger members of the growing family - regular attendance at a permanent school.



## Nottinghamshire Gypsy and Traveller Needs Assessment - Ashfield District

### Summary of questionnaire results for Travellers living on unauthorised sites

**Baseline information** - 2 unauthorised sites at time of survey (table 5). 6 Questionnaires completed for 1 unauthorised site across 2 households.

#### Section A: ACCOMMODATION

No.	Question	Criteria	Tally	%	Comments
1	Who owns the pitch?	Me	2	33%	
		Another member of the household	3	50%	
		Another Gypsy or Traveller	1	17%	
		Private landowner/landlord	0		
		Other	0		
		Don't know	0		
2	How long have you lived on the site?	Less than a month	0		
		One month – less than 6 months	0		
		6 months – less than a year	3	50%	
		One year – less than two years	3	50%	
		Two years – less than three years	0		
		Three years – less than five years			
		Five years – less than ten years	0		
		More than ten years			
3	What are your main reasons for moving to this site?	To be near family and friends	6	100%	
		Employment	2	33%	
		To give care or support	0		
		To receive care or support	0		
		Unable to access sites/accommodation in another area	6	100%	
		To take up health services in this area	1	17%	
		To take up education for the family in the area	4	70%	
		Disability	0		
		Cultural reasons	6	100%	
		Eviction – (required to move by police, local authority, landowner or landlord)	3	50%	
		Other (please describe below)	0		
4	How long have you lived in the local area?	Under 6 months	0		1 respondent did not answer question 4
		Over 6 months – 1 year	0		
		Over 1 – 3 years	0		
		Over 3 – 5 years	0		
		Over 5 – 10 years	0		
		Over 10 years	5	83%	

5	Do you have family living in the local area?	Yes	6	100%	
		No			
6	What do you regard as the local area?	Site			comment: 'home'
		Village			
		Town			
		District	2	33%	
		County			
7	Does your current type of accommodation meet your current needs?	Yes (go to section B, Qu. 1)	1	17%	4 Answers to this question were amended in order to be consistent with the answer to qu. 8
		No (go to Qu. 8)	4	70%	
8	If 'no' to question 7, describe why your accommodation doesn't meet all your needs tick all that apply)	Unauthorised	4	70%	
		Too small			
		Lacking facilities			
		Don't want to be in this location			
		Don't like the management of the site			
		Other (please describe)			
9	Do you need to move to a different area?	Yes (go to qu.10)			
		No (go to section B, Qu 1)	5	83%	
		Don't Know/Unsure (go to section B Qu 1)			
10	If 'yes' to question 9, where would you like to live?	Ashfield	3	50%	
		Nottingham City			
		Broxtowe			
		Newark and Sherwood			
		Mansfield			
		Rushcliffe			
		Gedling			
		Bassetlaw			
		Other district (please specify)			
		Other county (please specify)			
		Other (please specify)			
11	What is your main reason for wanting to be in that location? (Tick all that apply)	Have family & friends nearby	3	50%	
		Have lived there before	3	50%	
		Opportunities for work good	1	17%	
		Good schools nearby	2	33%	
		Close to amenities	3	50%	
		Other (please describe below)			
12	Which of the	Permanent site	6	100%	

	<b>following would you consider being the most appropriate type of accommodation for your household?</b>	Authorised transit site	1	17%	
		Housing (bricks and mortar)			
		Group Housing (bricks and mortar)			
		Other			
13	<b>Who would you prefer to own/manage this accommodation? (Please rank them in order of preference if possible – 1= most attractive option)</b>	Council	4	70%	Not ranked by respondents
		Housing association			
		Me or my family	6	100%	
		Another Gypsy or Traveller	1	17%	
		Private landowner/landlord	0		
		Other	0		
		Don't know	0		
14	<b>If you would like to own your pitch what price could you afford?</b>	Under £5K	0		
		£5 – 20K	0		
		£20 – 40K			
		£40 - 60K			
		£60 - 80K			
		£80 – 100K			
		Over £100K			
		Do not wish to own			
15	<b>Are you currently on a waiting list for accommodation?</b>	No	6	100%	
		Social rented site (local authority)			
		Social rented site (housing association)			
		Private site			
		Private landlords list			
		Other (please describe below)			
16	<b>Approximately how long have you been on the waiting list?</b>	Under 6 months			Not applicable
		Over 6 months – 1 year			
		Over 1 – 3 years			
		Over 3 – 5 years			
		Over 5 – 10 years			
		Over 10 years			
17	<b>What type of location would you prefer?</b>	Centre of town or city			2 Comments - 'A site'
		Edge of town or city			
		Village			
		Rural (out of town/city/village)			
		No preference	1	17%	
18	<b>Is there anything else about the location that would be important?</b>	legal assistance			

Section B: SITE DEVELOPMENT					
No.	Question	Criteria	Tally	%	Comments
1	What size should sites be?	Up to 5 pitches	1	17%	respondents may have assumed only 1 caravan per pitch (see qu 2)
		6 – 10 pitches	3	50%	
		11 – 15 pitches	2	33%	
		16 – 20 pitches			
		21 – 25 pitches			
		26 – 30 pitches			
		Over 30 pitches			
2	What realistic size should pitches be?	Able to accommodate a static caravan, utility block and 1 car			
		Able to accommodate a static caravan, utility block and 1 car + storage area			
		Able to accommodate a static caravan, utility block and 2 vehicles	2	33%	
		Able to accommodate a static caravan, utility block and 2 vehicles + storage area	3	50%	
		Able to accommodate a static caravan, a touring caravan and at least 2 vehicles and a utility block + storage area	1	17%	
		Other			
3	What facilities are required on a site?	Postal service	6	100%	
		Fire fighting equipment	6	100%	
		Refuse collection	6	100%	
		Emergency phone	4	70%	
		Shower facilities	6	100%	
		Cooking facilities	1	17%	
		Access to broadband			
		Play area	6	100%	
		Communal meeting area			
		Office for site manager			
		Additional parking	3	50%	
6	How should parking be organised on a site?	By individual pitches <b>or</b>	4	70%	All those who responded incorrectly completed both answers
		In a separate car park	4	70%	
7	Is there anything else that you think would be important to include if developing a new site?		'to be passed'		

8	<b>What would be important about the location of the site?</b>	to be allowed to have one		
9	<b>Do you think permanent sites should be developed for one particular group (e.g. English gypsies or Irish Travellers) or should they be mixed?</b>	For a particular group	6	100%
		Mixed		
10	<b>Do you think transit sites should be developed for one particular group (e.g. English gypsies or Irish Travellers) or should they be mixed?</b>	For a particular group	1	17%
		Mixed		

Section C: ABOUT YOU					
No.	Question	Criteria	Tally	%	Comments
1	<b>Gender</b>	M	3	50%	
		F	3	50%	
2	<b>Age</b>	18 – 21			4 respondents didn't answer qu.2
		22 – 25			
		26 – 30			
		31 – 40	2		
		41 – 50			
		51 – 60			
		61 – 65			
		66 – 70			
		Over 70			
3	<b>In which group do you feel you belong?</b>	English Gypsy / Romany			
		Irish Traveller	6	100%	
		New Traveller			
		Show People			
		Scottish Traveller			
		Welsh Gypsy			
		Other			
4	<b>Working status</b>	Self employed	3	50%	
		Full time employment			

	Part time employment			
	Not employed	3	50%	1 - mum
	Retired			
	Other (please describe below)			

#### Section D: FUTURE ACCOMMODATION NEEDS OF YOUR HOUSEHOLD

No.	Question	Criteria	Tally	%	Comments
1	Are the accommodation needs of your household likely to increase over the next:	5 years (insert number of new households)			NB this section was incomplete in every instance and did not give any indication of levels of future need
		10 years (insert number of new households)			
2	Do any members of your household need their own separate accommodation now?	Yes			
		No			
		Don't know			
3	If 'yes' to Qu. 2, please provide details	Number of adults			
		Number of children			
4	What accommodation do/will those households require?	Authorised permanent site	1		
		Authorised transit site	1		
		Housing (bricks and mortar)			
		Don't know			
		Other (please describe below)			
5	Who would they prefer to manage this accommodation?	Council	2		
		Housing Association			
		Manage themselves	2		
		Another Gypsy or Traveller			
		Private landowner/landlord			
		Other			
		Don't know			
6	Where would you be willing to live?	Nottingham City			
		Broxtowe			
		Newark and Sherwood			
		Ashfield	3		
		Mansfield			
		Rushcliffe			
		Gedling			
		Bassetlaw			
		Other district (please specify)			
		Other county (please specify)			

		Other (please specify)			
		Don't know			
7	<b>What is their main reason for wanting to be in that location? (Tick all that apply)</b>	Have family & friends nearby			
		Have lived there before			
		Opportunities for work good			
		Good schools nearby			
		Close to amenities			
		Other (please describe below)			
8	<b>Are they currently on a waiting list for accommodation?</b>	No			
		Social rented site (local authority)			
		Social rented site (housing association)			
		Private site			
		Private landlords list			
		Other (please describe below)			
9	<b>Approximately how long they you been on the waiting list?</b>	Under 6 months			
		Over 6 months – 1 year			
		Over 1 – 3 years			
		Over 3 – 5 years			
		Over 5 – 10 years			
		Over 10 years			

**Section E: ADDITIONAL COMMENTS**

	None
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**Ashfield**

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