

Guildford borough

Traveller Accommodation

Assessment



June 2017

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Disclaimer

We do not accept liability for any decisions made based on the information in the Traveller Accommodation Assessment for Guildford borough as there may be errors and omissions beyond our control. Please note that the information within the Traveller Accommodation Assessment for Guildford borough represents the information that was available to us at the base date 27 January 2017.

1.0 Executive summary

- 1.1 This Travellers Accommodation Assessment (**TAA**) for Guildford borough sets out how we have assessed the current and future accommodation needs of Gypsies, Travellers and Travelling Showpeople (collectively all referred to as travellers) residing in or resorting to Guildford borough. It enables Guildford Borough Council to develop a locally set target for travellers' pitches and plots, in line with the Government's document [Planning Policy for Traveller Sites \(PPTS\)](#) (August 2015).
- 1.2 This assessment forms part of the evidence of travellers' accommodation need over the Local Plan period. It helps us to understand and address the changes to the planning definition of 'traveller'. It also informs the Council's wider housing work of assessing the housing issues of all our residents, as it provides a clear understanding of the particular accommodation issues facing Gypsies, Travellers and Travelling Showpeople (**TSP**) in Guildford borough.
- 1.3 This assessment provides a robust assessment of current and future traveller accommodation requirements. It is compliant with current Government Policy and Guidance, and is based on our methodology and experience that we have gained since the last Gypsy and Traveller Accommodation Assessments took place in 2006 and 2012.

Key findings

- 1.4 PPTS requires us to set pitch and plot targets to address the likely permanent and transit accommodation needs of travellers meeting the planning definition in our area. Whilst the following pages of this assessment set out exactly how the accommodation needs for travellers residing in or resorting to Guildford borough are calculated, the key findings in terms of additional pitch and plot numbers required from the base date of 27 January 2017 are in the following summary table:

Table 1 Summary of additional pitches and plots required over Local Plan period 2017-2034

Time Period	Pitches for Gypsies and Travellers meeting planning definition	Plots for Travelling Showpeople meeting planning definition
2017-2022	2	3
2022-2027	1	0
2027-2032	1	1
2032-2034 (2 year period)	0	0
TOTAL over plan period	4	4

- 1.5 Whilst noting that the needs of Gypsies, Travellers and Travelling Showpeople who do not meet the PPTS definition of a traveller should be determined within the context of general housing need, this assessment has identified the need over the Local Plan period for a further 41 pitches for Gypsies, Travellers and Travelling Showpeople and 4 permanent plots for Travelling Showpeople all of whom do not meet the PPTS traveller definition. There is also the potential need for up to 8 additional pitches from households of unknown planning traveller status over the Local Plan period.

- 1.6 The figures for travellers, settled travellers and households of unknown planning status over 2017-2022 represent a backlog of need, demonstrated through overcrowded or doubled-up pitches or plots, households seeking permanent accommodation in the area, unauthorised encampments and developments, temporary permissions plus emerging households generating a demand for accommodation in the next five years. A family formation rate is applied to calculate pitches and plots required over the whole Local Plan period to 2034. From primary and secondary data¹, there is no evidence of need for transit site accommodation over the Local Plan period, although this will be reviewed through subsequent updated assessments.
- 1.7 The number of pitches required to meet the needs of travellers are lower than the 2012 Traveller Accommodation Assessment figures primarily due to the change to the planning definition of traveller. It is also important to note that the calculations cover a different timeframe, there are lower household formation rates than in 2012 and since 2012 the borough has granted planning permission for 11 public pitches and 13 private pitches. This has helped address a significant proportion of the backlog of need for travellers pitches identified in the 2012 TAA.

This Traveller Accommodation Assessment has a base date of 27 January 2017 as this is when the fieldwork was completed.

¹ Findings from TAA interview data, levels of unauthorised encampments and caravan counts in Guildford borough.

2.0 Introduction

- 2.1 The Travellers Accommodation Assessment for Guildford borough is a key part of the new Local Plan evidence base. It looks at the accommodation needs of travellers living within the borough, both now and over the next 17 years. It will help us to set a target for provision of travellers' accommodation in the new Local Plan. You can read more about the Local Plan on our [website](#).
- 2.2 The aims of this assessment are to:
- identify current levels of accommodation provision for travellers
 - identify current levels of need for traveller accommodation, including from overcrowded and concealed households
 - identify traveller households living in bricks-and-mortar housing but needing to live on sites, and households living on sites but wanting to live in bricks-and-mortar housing
 - assess household demand and preferences for new accommodation in terms of the type (pitch, plot, transit or bricks-and-mortar housing) of accommodation sought
 - create a robust and transparent evidence base document to establish the likely permanent and transit² site accommodation needs for travellers' pitches or plots³ in Guildford borough over a seventeen-year period
 - inform the development of future housing and planning policies within Guildford borough.

Who are travellers?

- 2.3 The term traveller is broad. It includes Gypsies and Travellers who have a nomadic way of life and Travelling Showpeople who run fairs, circuses or shows. It includes Romany and Roma travellers, Irish, Scottish, English and Welsh Travellers, Showpeople, Circus people and new-age travellers. The planning definition of travellers was updated in **PPTS**⁴ (August 2015) to exclude travellers who had ceased to travel permanently:

"The planning definition of "gypsies and travellers" is:

'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, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.'

The planning definition of "travelling showpeople" is:

'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 grounds only 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, but excludes Gypsies and Travellers as defined above.'

² Policies A and B of the [Planning Policy for Traveller Sites](#) states that transit sites should be considered.

³ Paragraph 9 of Planning Policy for Traveller Sites August 2015.

⁴ Annex 2: Glossary PPTS August 2015.

For the purposes of this policy, and for Government planning policy generally, “travellers” means “gypsies and travellers” and “travelling showpeople” as defined above.”

- 2.4 In determining whether a person is a Gypsy or Traveller in planning policy terms, the Government advises that consideration should be given to:
- Whether they previously led a nomadic habit of life;
 - The reasons for ceasing their nomadic habit of life;
 - Whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.
- 2.5 We recognise that the Government’s definition of travellers for the purpose of planning policy means that we should set pitch targets for Gypsies and Travellers and plot targets for Travelling Showpeople who meet the PPTS definition⁵ which address their likely permanent and transit accommodation needs in our area.
- 2.6 However, we also recognise that within Guildford borough we have ‘settled’ traveller households who no longer meet the planning definition of traveller but who may require culturally suitable accommodation. The Equalities Act 2010 requires Councils to take steps to meet the needs of people who have relevant protected characteristics, such as Romany Gypsies and Irish and Scottish Travellers. Some ethnic Gypsies and Travellers will fall outside the PPTS definition of travellers as they have ceased to travel on a permanent basis. In the future their accommodation needs may be assessed through an update to the Strategic Housing Market Assessment (SHMA) or as a sub-set of a caravan accommodation assessment. However, although their needs do not need to be included in assessments for the purposes of PPTS, we have included the findings from their interview responses within this assessment . We anticipate that their accommodation needs will inform the future housing and planning policies within Guildford borough and future evidence base studies.
- 2.7 Gypsies and Travellers tend to call the land one household lives on a ‘pitch’ on a site, and Travelling Showpeople tend to call the land one household lives on as a ‘plot’ on a yard. A ‘site’ can refer to a group of pitches or plots that are either privately owned or publicly owned and managed by councils or other registered providers. A ‘transit site’ is a site that is used on a temporary short-term basis by travellers on the move. Some travellers live within bricks-and-mortar housing. There is a full glossary explaining the terms used in Appendix two.

Why do we prepare a travellers’ accommodation assessment?

- 2.8 On 27 March 2012 the Government published national planning policy in the [National Planning Policy Framework](#). This states we should have a clear understanding of how many homes we need in our area, the different types of housing, including affordable housing, and the needs of different groups in the community (such as families with children, older people, people with disabilities, service families and people wishing to build their own homes). It directs us to a document called [Planning Policy for Traveller Sites](#) (i.e. PPTS) when assessing the accommodation needs of travellers.
- 2.9 PPTS states that local authorities should make their own assessment of need for traveller sites and develop fair and effective strategies to meet need through the identification of land for sites. It requires us to use a robust evidence base to establish accommodation

⁵ PPTS Policy B paragraph 9

needs and to set targets for pitch or plot provision to address the likely permanent and transit accommodation needs of travellers in Guildford borough. This Traveller Accommodation Assessment (TAA) forms part of the evidence base that supports our planning approach in the Borough's emerging Local Plan.

How do we prepare a traveller accommodation assessment?

- 2.10 In assessing travellers' accommodation needs we followed the national planning policies in PPTS and also the 2012 Surrey-wide [methodology](#) for preparing traveller accommodation assessments, updated when necessary to reflect recent legislation or changes where appropriate. Government withdrew specific guidance on how local authorities should complete Gypsy and Traveller accommodation needs assessments on 9 December 2016. We have also referred to the principles outlined in planning practice in the Government document 'Housing and Economic Development Needs Assessments'⁶.
- 2.11 We have been mindful of advice contained in '[Best Practice for assessing the accommodation needs of Gypsies and Travellers](#)' published in June 2016 by a working group including Friends Families and Travellers, the London Gypsy and Traveller Unit, and planning and legal representatives. Local knowledge of individual sites within Guildford borough and the advice and involvement of key stakeholders, including travelling community representatives, has also helped inform this assessment.
- 2.12 Whilst most of this assessment has been undertaken in-house, we commissioned Mill Field Services to undertake interviews with traveller households within our borough. The findings from these interviews are a critical part in assessing the housing needs of travellers in Guildford borough and form the basis of this Traveller Accommodation Assessment. Opinion Research Services were commissioned to look at household formation and growth rates of the traveller community living in Guildford borough.
- 2.13 The assessment has been broken down into three distinct phases. These are:
- Phase one - desktop review
 - Phase two - interviews with travellers
 - Phase three - analysis.
- 2.14 Section 4 of this assessment gives more detail on the methodology used to carry out this Traveller Accommodation Assessment for Guildford borough.

How do we assess who meets the planning definition of a traveller?

- 2.15 Case law⁷ helps to determine what constitutes a nomadic habit of life. In essence it is considered to be a person who, or household which, travels for work (or has ceased to travel only temporarily) and which involves staying away from their usual place of residence. In our opinion someone who commutes to work daily from a permanent home will not meet the definition of a traveller. If some household family members regularly travel for nomadic purposes, but other family members temporarily stay at home to look after dependants' educational or health needs or because of old age, the household unit would

⁶ <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

⁷ Some examples of relevant case law are set out in the Household Formation and Growth Rates report appendix 3.

meet the planning definition of a traveller. Planning Inspectors have stated that nomadism can be held in abeyance to retain travelling status.

- 2.16 Through the interviews with travellers we were able to assess who met the planning definition of a traveller and who had a more settled way of life. Interview questions asked about travelling patterns over the last year, the time of year and duration of travelling, the reason for travelling, where people stayed when travelling, whether they had ever travelled, if they had stopped travelling the reasons for that and whether they intended to travel again in the future⁸.

What about accommodation for people that have stopped travelling?

- 2.17 As the planning definition of travellers has changed, there are implications for how we assess and address the need for traveller accommodation. The effect of the amendment to the planning definition of a traveller means that within a Traveller Accommodation Assessment we need to assess only the accommodation needs of travellers who meet the PPTS definition of traveller.
- 2.18 The Housing and Planning Act 2016 (section 124) repealed sections 225 and 226 of the Housing Act 2004, so that local housing authorities are no longer under a duty to carry out a separate assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to their district. Rather the requirements of the Housing Act 1985 were updated so that in fulfilling their duty to carry out periodical reviews of housing needs in their districts, local housing authorities must consider the needs of all people residing in or resorting to their district with respect to the provision of sites on which caravans can be stationed, or places on inland waterways where houseboats can be moored. Draft guidance to local housing authorities on the periodical review of housing needs, [Caravans and Houseboats](#), was published in March 2016 and follows a similar process as traveller accommodation assessments.
- 2.19 The implications of these changes seem to show a move towards assessing settled households who do not meet the planning definition of 'traveller' either through a strategic housing market assessment, or through the assessment of all householders in caravan and houseboat accommodation, during the periodic housing review. This sits alongside the duty (in the [Equalities Act 2010](#)) to have due regard to the needs of ethnic groups including Gypsies and Travellers.
- 2.20 At this stage the Council has not commissioned a caravan and houseboat accommodation assessment. Government guidance is currently still in draft form with the Government unable to confirm when the final version will be published. Within the borough there are several established private sector caravan parks but we are unaware of any demand to expand or increase their capacity. This is something that market forces will to some extent provide should there be a demand. We are not aware of any travellers living on these caravan park sites. By way of information, the National Trust owns and manages the River Wey and Godalming Navigation and generally it does not allow people or barges to live on boats along the canal.
- 2.21 We recognise there is a need for pitches and plots, both for people meeting the planning definition of 'travellers' or 'travelling showpeople' and for some of our settled Gypsy, Traveller and Travelling Showpeople community who do not meet the planning definition of

⁸ Appendix 1 Questionnaire questions 14 to 21.

traveller. Our Strategic Housing Market Assessment 2015 has not specifically addressed the need for accommodation that is culturally suitable for ethnic Gypsies and Travellers or the accommodation needs of settled Gypsies, Travellers and Travelling Showpeople (not meeting the planning definition). Therefore we have included the interview findings relating to Gypsies, Travellers and Travelling Showpeople who do not meet the planning definition within this updated assessment, and we will review this if new Government guidance on assessing travellers' accommodation needs or related guidance is published.

Defining accommodation need

- 2.22 The key aim of a traveller accommodation assessment is to identify the need for travellers' accommodation within the assessment area.
- 2.23 The standard definition of households considered to be in 'bricks and mortar' [housing need](#)⁹ are:
- Households which are homeless or have insecure tenure (e.g. housing that is too expensive compared to disposable income);
 - households where there is a mismatch between the housing needed and the actual dwelling (e.g. overcrowded households);
 - households containing people with social or physical impairment or other specific needs living in unsuitable dwellings (e.g. accessed via steps) which cannot be made suitable in-situ
 - households that lack basic facilities (e.g. a bathroom or kitchen) and in properties subject to major disrepair or that are unfit for habitation;
 - households containing people with particular social needs (e.g. escaping harassment) which cannot be resolved except through a move.
- 2.24 In terms of travellers' accommodation needs or those with a need to live in a caravan¹⁰, the standard definition of need requires some adjustment. It should take account of households:
- who have no authorised site on which to reside
 - where existing site accommodation is overcrowded or unsuitable and suitable accommodation is unobtainable
 - which contain suppressed households who are unable to set up separate family units, and are unable to access a place on an authorised site, or to afford land to develop one
 - which are unable to access a place on an authorised site, or obtain or afford land to develop on
 - which are in bricks-and-mortar accommodation but whose existing accommodation is overcrowded or unsuitable (which may include unsuitability by virtue of a person's cultural preference not to live in bricks-and-mortar accommodation).
- 2.25 The questionnaire seeks to establish whether existing housing is suitable accommodation (appendix 1 question 32). We recognise that a shortage of sites, community relations and lack of income may all prevent travellers from exercising a free choice in the accommodation market.

⁹ National Planning Policy Guidance, [Housing and economic development needs assessments](#), Paragraph 023, Reference ID: 2a-023-20140306.

¹⁰ [Draft guidance to local housing authorities on the periodical review of housing needs – Caravans and Houseboats March 2016 \(at p.4\)](#)

3.0 Engagement

- 3.1 Whilst preparing the Traveller Accommodation Assessment for Guildford borough there has been engagement with Gypsies, Travellers and Travelling Showpeople and their representatives, those with specialist knowledge of or involvement with the traveller community and representatives of the local community.
- 3.2 Engagement with travellers took place when formulating the original Surrey methodology for preparing traveller accommodation assessments in 2012. We consulted key stakeholders such as neighbouring local authorities, key traveller representatives and organisations on the revised questionnaire used in this assessment. We consulted the same key stakeholders again when drafting this assessment. We also engaged with local travellers more generally on Local Plan matters through coffee mornings and working groups for the Land Availability Assessment.
- 3.3 A summary of the engagement and involvement of travellers is below, with detailed information set out in the Traveller Accommodation Assessment for Guildford borough Consultation Statement (www.guildford.gov.uk/taa).

Raising awareness of the interviews

- 3.4 We employed consultants, Mill Field Services, to undertake the interviews with the travelling community. Mill Field Services undertook interviews as part of the Traveller Accommodation Assessment in 2012 and because of this they were familiar to many local travellers. Travellers on the waiting list for public pitches and known travellers living in bricks-and-mortar housing in the borough were contacted to see if they wished to take part in the interviews.
- 3.5 Information postcards with contact details were handed out on sites, to those travellers living in bricks-and-mortar housing and to those being interviewed. As well as visiting sites and talking with local travellers all information was also available on the council's website with a Twitter update, and information was posted on our planning Facebook page.
- 3.6 We also provided posters for display at the Council offices, local libraries, Ash Centre and some schools in Ash. Ash has a traveller community living in bricks-and-mortar housing so it was a particular focus for raising awareness and for providing display material.
- 3.7 Emails raising awareness of the assessment were sent to Guildford Borough Councillors and all Parish Councils in Guildford borough plus traveller representative groups. We also emailed the Brighter Futures Gypsy Roma Travellers group to raise awareness of the forthcoming interviews and update to the Traveller Accommodation Assessment.

Interviews and assessment

- 3.8 Interviews with travellers took place between 16 January and 27 January 2017. The timing of the interviews avoided the school holiday period and the Epsom Derby and Appleby Fair. Whilst undertaking the interviews Mill Field asked specifically, as part of the interview, whether those interviewed knew of any traveller living in bricks-and-mortar that may want an interview.

- 3.9 We identified 122 potential traveller households in the borough and the aim was to make contact with each one. Mill Field Services interviewed 121 households in total. This included 26 households on public sites, 53 households on private sites, 17 Travelling Showpeople households and 25 households living in bricks-and-mortar housing. Furthermore, there were 2 telephone interviews with transient travellers. Occupants of 2 authorised sites and 1 unauthorised site did not want to be interviewed, 2 sites were vacant with the households possibly away travelling, and there were 19 no-contact sites (which were visited a minimum of three times at various times of the day and evening). As can be seen from Table 4 on page 22 there was a very high response rate to the interviews with a good sample size.
- 3.10 Following the changes to the PPTS in August 2015, it is now necessary to apply the change in the definition of a Gypsy, Traveller or Travelling Showperson for planning purposes. Therefore in our questionnaires and in the site interviews conducted by Mill Field Services we sought to obtain the information necessary to assess each household identified against the new definition.
- 3.11 In determining whether a person is a Gypsy or Traveller in planning policy terms, the Government advises that consideration should be given to:
- d) Whether they previously led a nomadic habit of life;
 - e) The reasons for ceasing their nomadic habit of life;
 - f) Whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.
- 3.12 We recognise that the Government's planning policy definition of travellers means that we should set pitch targets for Gypsies and Travellers and plot targets for Travelling Showpeople who meet the PPTS definition¹¹ which address their likely permanent and transit accommodation needs in our area. In determining whether respondents met the new definition, therefore, we took into account factors such as travelling patterns over the last year, the time of year and duration of travelling, the reason for travelling, where people stayed when travelling, whether they had ever travelled, if they had stopped travelling the reasons why and if they intended to travel again in the future¹². Many households confirmed that they had stopped travelling permanently, with the highest rate amongst households living in bricks and mortar housing.
- 3.13 As regards households of unknown travelling status who declined or were not available to be interviewed, we have included an estimate of future potential additional need from unauthorised developments where permanent planning permission is not expected and temporary planning permissions due to expire before 2022, and also applied a household formation and growth rate.

Stakeholder involvement

- 3.14 Whilst drafting the questionnaire and this document we consulted with representatives from the travelling community, travelling organisations and groups, local Borough Councillors representing local communities, colleagues at Guildford Borough Council and Surrey County Council and other neighbouring local authorities. Consultees included Friends Family and Travellers, Gypsy and Traveller Law Reform, The Irish Travellers Movement in Britain, Surrey Gypsy and Traveller Community Relations Forum, The Showmen's Guild of Great Britain, Traveller Education at Surrey County Council, Surrey Community Action,

¹¹ PPTS Policy B paragraph 9

¹² Appendix 1 Questionnaire questions 14 to 21.

Voluntary Action South West Surrey, Opinion Research Services and local community representatives for Gypsies, Travellers and Travelling Showpeople. Comments were taken into account and amendments made where appropriate.

Talking to our neighbours

- 3.15 Although the Traveller Accommodation Assessment for Guildford borough specifically looks at the housing needs of local travellers, we also wanted to gain an understanding of the issues facing neighbouring authorities. We have a duty to cooperate¹³ with neighbouring authorities so we contacted them to find out more about their traveller accommodation needs.
- 3.16 We contacted councils sharing a boundary with Guildford borough - Elmbridge, Mole Valley, Rushmoor, Surrey Heath, Waverley and Woking Councils - to ask for feedback on the updated questionnaire. We also sent an email on 30 March 2017 asking questions about traveller accommodation.

We asked neighbouring councils:

- Are there any cross boundary issues that you believe we should take into account relating to the assessment of accommodation need for travellers?
 - What existing provision is there for travellers in your area, including transit sites?
 - Have any pitches or plots been granted planning permission in your borough, or allowed at appeal since 2012?
 - Are there sufficient pitches and plots in your borough to meet the accommodation needs of travellers in your area now and over the lifespan of your Local Plan?
 - Have you had any short-term unauthorised encampments in the past year, and if so do you think there is a need for more transit provision?
 - How is your Council identifying future need for traveller accommodation, and what are the timescales for this work?
 - How are you planning on meeting the accommodation needs of travellers in your borough?
 - How are you addressing the accommodation needs for travellers that no longer meet the planning definition of traveller and that have stopped travelling permanently?
- 3.17 The data and comment as provided by each council are summarised below.

Elmbridge Borough Council

- 3.18 Local Authorities across the County should try to ensure as consistent approach as possible when assessing the needs of Travellers within their respective areas. This is particularly important when applying the new definition of a 'Traveller' as set out in the Government's Planning Policy for Traveller Sites (August 2015). Elmbridge BC feels it

¹³ The Localism Act 2011 requires neighbouring local authorities or groups of authorities to work together on planning issues.

would also be useful to share any information that could impact on another assessment e.g. the expressed interest of a household to relocate to another borough.

3.19 Current accommodation:

- Private (with permanent planning permission) – 6 sites, 21 pitches (total)
- Private (sites with temp. planning permission) – 1 site, 4 pitches
- Public Sites – 1 site, 16 pitches
- Travelling Showpeople Yards – 1 yard, 1 plot
- Unauthorised sites – 1 site, 2 pitches
- Unauthorised encampments - up to 20 pitches on private sites are being used as transit sites.
- No formal transit sites although Elmbridge's GTAA 2017 identified that some of the private sites were being used to provide transit accommodation (see above).

3.20 Additional work will be required to identify new pitches. There is currently no capacity/surplus. According to the Elmbridge GTAA 2017:

- 2 to 9 additional pitches for Gypsies and Travellers to 2031.
- No need identified for Travelling Showpeople plots.

3.21 This assessment is based on those who meet the new definition of a Traveller. Additional pitches will be identified to meet the needs of Travellers (new definition) through the Local Plan process. This is likely to focus on Council owned land.

3.22 Elmbridge Borough Council recently consulted on its Local Plan: Strategic Options Document. As part of this the Council stated that the implications for Traveller households who do not travel and do not meet the planning definition of a Traveller is that their needs form part of the wider housing needs of the area as identified through the SHMA process. Whilst this need forms part of the wider housing need identified, the provision of pitches and plots will need to be balanced against our ability to provide other types of accommodation such as affordable homes and homes for older people.

Mole Valley District Council

3.23 Mole Valley District Council is aware of social/family connections between households currently based in Mole Valley and in Effingham but as far as they know these do not have any specific bearing on the assessment of future accommodation needs. The Council is also aware of Gypsy and Traveller families who have moved into Mole Valley from adjoining Districts and Boroughs, but there do not appear to be any clear trends in terms of movement patterns from one area to another. No specific cross-boundary issues were identified in MVDC's 2013 Travellers Accommodation Assessment.

3.24 Current accommodation:

- Private (with permanent planning permission) – 9 pitches
- Private (sites with temporary planning permission) – 4 pitches to 2020
- Public Sites – 4 sites, 20 pitches
- Travelling Showpeople Yards – 3 yards, 3 plots
- Unauthorised sites – none at present
- Unauthorised encampments – 3
- No transit sites. Council not aware of a clear case for more transit provision but this is something that will also be examined as part of Mole Valley District Council's updated Travellers Accommodation Assessment.

- 3.25 Five new Gypsy and Traveller pitches have been granted planning permission since 1 April 2012. Planning permission was also renewed in 2016 for the four Gypsy and Traveller pitches which are occupied on a temporary planning permission. There have been no planning applications relating to new plots for Travelling Showpeople.

MVDC's Travellers Accommodation Assessment 2013:
2012-2027:

- 44 pitches for Gypsies and Travellers.
- 7 plots for Travelling Showpeople.

- 3.26 Planning permissions granted since 2012 have reduced the net additional requirement by a small amount, but at the time of writing there are not sufficient pitches and plots in the District to meet the above accommodation needs.
- 3.27 MVDC is in the process of commissioning an updated Gypsy and Traveller Accommodation Assessment to cover the period 2018-2033. It will include updated evidence about family formation rates, based on local demographics and will also take account of changes to the Planning Policy for Traveller Sites. The updated GTAA is scheduled to be prepared by the summer of 2017.
- 3.28 The new Mole Valley Local Plan will identify how MVDC plans to meet the accommodation needs of travellers in our borough. Addressing the accommodation needs for travellers that no longer meet the planning definition of traveller and that have stopped travelling permanently will depend to some extent on the outcome of surveys for the updated GTAA. However, it is recognised that Local Authorities have an ongoing duty under Equalities and Housing legislation to consider the needs of ethnic Gypsies and Travellers who have a cultural preference for a caravan based lifestyle.

Rushmoor Borough Council

- 3.29 Current accommodation:
- Private (with permanent planning permission) – 0 pitches
 - Private (sites with temp. planning permission) – 0 pitches
 - Public Sites – 0 pitches
 - Travelling Showpeople Yards – 10 plots tbc
 - Unauthorised sites – tbc
 - Unauthorised encampments – 13
 - No transit site
- 3.30 Further information on the position in respect of planning for travellers in Rushmoor Borough is set out in the Council's Draft Submission Local Plan: <http://www.rushmoor.gov.uk/article/9019/Cabinet-meeting---4-April-2017>. This contains two allocations for plots for Travelling Showpeople, to meet the demand for the period 2012 – 2017. The evidence base suggested that, due to the absence of permanent Gypsy and Traveller sites in the borough, and the low level of existing plots for Travelling Showpeople, further work will be required over the Plan period to determine need. However, the Draft Submission Local Plan policy sets the parameters for the identification and assessment of additional plots, should need arise over the Plan period.
- 3.31 The Council's most recent Topic Paper on Planning for Travellers explains the position in respect of existing Travelling Showpeople yards in Rushmoor. Rushmoor Borough Council asks us to please note that there are no existing sites for Gypsies and Travellers in Rushmoor.

- 3.32 No pitches or plots have been granted planning permission or allowed at appeal since 2012.
- 3.33 Between 30 March 2016 and 30 March 2017 the Council was aware of 13 short-term unauthorised encampments within the Borough. The land encamped was a mixture of RBC car parks/playing fields (8 encampments) and private land (5 encampments). The provision of transit sites requires a strategic solution, and is influenced by more than just the level of short-term encampments in the Borough. Moreover, there are limited police powers regarding County boundaries, and therefore County groupings of authorities need to work together to address any identified transit needs.
- 3.34 The Government's Planning Policy for Travellers excludes travellers that have stopped travelling permanently from the definition of travellers for whom local planning authorities need to plan for.

Surrey Heath Borough Council

- 3.35 As part of undertaking an assessment there will be the need to consider transit sites and wider travelling routes.

Current accommodation:

- Private (with permanent planning permission) – 2 sites, 30 pitches
- Private (sites with temp. planning permission) – tbc
- Public Sites – tbc
- Travelling Showpeople - 6 plots
- Unauthorised sites – tbc
- Unauthorised encampments – 1 overnight encampment March 2017
- No transit sites
- 1 pitch with outstanding planning permission
- 1 outstanding appeal (site is within 400m of the Thames Basin Heaths SPA)

- 3.36 The Core Strategy at Policy CP7 seeks to provide:
- 19 pitches for Gypsies and Travellers up to 2027.
- 3.37 To date only 1 pitch has been granted permission.
- 3.38 Surrey Heath Borough Council has commissioned a methodology which reflects the methodology produced for Elmbridge, Reigate & Banstead, and Tandridge. This will be consulted on later this year under the duty to co-operate. A study will follow later this year; the Council will then be able to determine whether the needs of Travellers in the Borough can be met. No specific sites for Gypsy and Traveller sites were put forward in the 2016 SHLAA. One site was put forward for a mix of potential uses including Gypsy and Traveller accommodation but the site is non previously developed land in the Green Belt and there could be SANG issues.
- 3.39 The accommodation needs for travellers that no longer meet the planning definition of traveller and that have stopped travelling permanently will be addressed in a future study.

Woking Borough Council

- 3.40 Woking Borough Council states that it has previously been agreed by the Surrey authorities that we should plan to meet our local needs. However, in doing so, any survey should as much as possible seek to avoid double counting.

Current accommodation:

- Private (with permanent planning permission) – 2 sites, 13 pitches
- Private (sites with temp. planning permission) – tbc
- Public Sites – 1 site, 16 pitches
- Travelling Showpeople Yards – none
- Unauthorised sites – tbc
- Unauthorised encampments – none in last year
- No transit sites

3.41 Recent planning permissions are all temporary permissions.

Woking Traveller Accommodation Assessment 2013:

- 19 additional pitches up to 2027.

3.42 Future needs are being identified through the Site Allocations Development Plan Document process. Woking Borough Council's TAA is not based on the current definition of Travellers. The identified need will be met through allocating land for pitch provision.

Waverley Borough Council

3.43 Waverley Borough Council does not think there are any cross boundary issues to be taken into account relating to the assessment of accommodation need for travellers, over and above the normal issues.

3.44 Current accommodation:

- Private (with permanent planning permission) – 15
- Private (sites with temp. planning permission) – 0
- Public Sites – 1
- Travelling Showpeople Yards – 4
- Unauthorised sites – 4 (2 tolerated and 2 pending decision)
- Unauthorised encampments – 4 (three of these are pending decisions)
- Transit sites – 1

3.45 Nine pitches have been granted planning permission recently:

1. Rodborough Hill – 9 pitches – WA/2012/0556 - 14/02/2013
2. Lydia Park – 3 pitches – WA/2012/0203 – 29/03/2012
3. New Acres – 35 pitches - WA/2012/0555 – 04/06/2013
4. Land at Tongham Road – 1 pitch - WA/2011/1571 – 13/09/2012
5. Land west of Knowle Lane – 1 pitch - WA/2015/0960 – 14/07/2016
6. Land west of Badshot Farm Lane – 1 pitch – WA/2013/0667 – 18/10/2016
7. Bridge View (extension) – 5 pitches – WA/2015/0189 – 18/10/2016
8. River Lane – 1 pitch – WA/2015/1223 – 03/02/2017

Old Mill Farm – 1 pitch – WA/2014/2339 – 01/03/2017 (temporary 4 years)

3.46 There have been short-term unauthorised encampments in Waverley borough in the last year and they do think there is a need for more transit provision. The TAA is currently being undertaken and will be completed shortly. Waverley Borough Council is allocating sites as part of Waverley Local Plan Part 2. They have not yet determined how they will address the accommodation needs for travellers that no longer meet the planning definition of traveller and that have stopped travelling permanently.

Cross border issues

- 3.47 The responses from the local authorities above highlighted that the main cross-boundary issues are considered to be transit sites to meet the needs of the wider area, consistency when assessing Travellers' accommodation needs, and the need to share any information which could impact on another assessment. No neighbouring councils have identified any traveller need arising within other boroughs that would impact on our assessment.
- 3.48 We will work closely with adjacent councils where proposed new pitches or plots are near to the borough boundary. An example of effective co-working is at Ash Bridge Caravan Site (near to Rushmoor Council borough boundary) where an extension of five pitches was recently approved and built.

4.0 Methodology

Methodology

- 4.1 This assessment follows the same methodology as that used for the Traveller Accommodation Assessment (TAA) 2012, incorporating a few minor changes. The TAA 2012 followed the Surrey-wide methodology (April 2012). We have updated the approach where appropriate to reflect recent legislation or relevant changes to planning policy. We have taken into account the National Planning Policy Framework, Planning Policy for Traveller Sites (published by the government's Department for Communities and Local Government in August 2015) and we have considered the principles of assessing need outlined in Draft guidance to local housing authorities on the periodical review of housing needs for caravans and houseboats (DCLG) March 2016.
- 4.2 There is no current Government guidance on how to undertake traveller accommodation assessments. However, Planning Policy for Traveller Sites 2015 states under Policy A that when assembling an evidence base necessary to support their planning approach planning authorities should:
- a) pay attention to early and effective community engagement
 - b) co-operate with travellers, groups and other local authorities to prepare and maintain an up to date understanding of likely permanent and transit needs over the lifespan of the development plan
 - c) use a robust evidence base to establish accommodation needs to inform the preparation of local plans and make planning decisions.
- 4.3 We have been mindful of advice contained in ['Best Practice for assessing the accommodation needs of Gypsies and Travellers'](#) June 2016 by a working group including Friends Families and Travellers, the London Gypsy and Traveller Unit and planning and legal representatives. Local knowledge of individual sites within Guildford borough and the advice and involvement of key stakeholders including travelling community representatives have also helped inform this assessment.
- 4.4 This assessment follows the key stages of:
- Phase one: Desktop review
 - Phase two: Interviews with travellers
 - Phase three: Analysis
- 4.5 The following table outlines how we will assess the overall net requirement for current and future traveller accommodation. It is the same as the table used in the 2012 Traveller Accommodation Assessment. The table focuses on collating evidence on current supply, projected supply, the current need for pitches and plots, the resultant shortfall in accommodation and future demand.

Table 2: Methodology for Traveller Accommodation Assessment

Current supply and need for pitches and plots, and future demand	
Current residential supply:	
A.	Current supply of occupied Council residential site pitches or plots in Council area
B.	Current supply of authorised and occupied privately owned site pitches or plots in Council area
C.	Unauthorised pitches or plots tolerated for more than 10 years ¹⁴
Total households	
Projected supply:	
D.	Number of unused or vacant Council pitches or plots
E.	Number of unused or vacant authorised privately owned pitches or plots
F.	Number of existing pitches or plots expected to become vacant in the near future (public and privately owned)
G.	Number of households in site accommodation expressing a desire to live in bricks-and-mortar housing (in next five years)
H.	New Council pitches or plots planned during year 1
I.	Existing applications for private pitches or plots (including unauthorised sites) likely to gain planning permission during year 1
Total pitch or plot supply	
Current need:	
J.	Households seeking permanent site accommodation in the area
K.	Households on unauthorised encampments expressing a need to reside in the Borough ¹⁵
L.	Current unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas
M.	Currently overcrowded ¹⁶ or doubled-up pitches or plots including suppressed households
N.	Temporary planning permissions due to expire before 2022
Current shortfall	
Total current residential need for pitches or plots¹⁷	
Total current residential demand MINUS total projected supply	
Future requirement:	
O.	Future requirement: New family formations expected to arise from existing borough households 2017-2022
Future requirement (need and demand)	
Total Requirement for extra pitches or plots 2017-2022¹⁸	
(Current shortfall PLUS future requirement)	

4.6 We have taken account of Government guidance given to Local Authorities on [objectively assessing and evidencing development needs for housing \(both market and affordable\) and](#)

¹⁴ A 'Tolerated' site is one where the local authority has decided not to seek the removal of the encampment, and where the encampment has been, or is likely to be, allowed to remain for an indefinite period of months or years.

¹⁵ Includes those residing on tolerated sites for less than 10 years

¹⁶ Overcrowding, e.g. where family numbers have grown to the extent that there is now insufficient space on the pitch or site for a further caravan

¹⁷ Total current residential demand for pitches/plots = Total current residential demand – Total projected supply

¹⁸ Demand for extra pitches = Current shortfall + future requirement (newly arising need or family formation)

economic development.¹⁹The guidance states that assessing development needs should be proportionate and does not require local authorities to consider purely hypothetical future scenarios, only future scenarios that could be reasonably expected to occur. It goes on to say that establishing the future need for housing is not an exact science and no single approach will provide a definitive answer. In respect of traveller sites, Government advice is that local planning authorities should make their own assessment of need for the purposes of planning.²⁰

- 4.7 Whilst we have included caravan counts within this assessment for reference, we have not relied on their data. Through interviews with the local traveller community and local knowledge of sites, we have sought to establish the number of households living on each pitch or plot. The TAA calculation takes into account current and future demand for traveller accommodation, and supply.
- 4.8 The most significant change since the 2012 TAA is the change to the planning definition of traveller in PPTS 2015, which now excludes those who have ceased to travel permanently. However, the same approach to assessing accommodation needs continues to apply to Gypsy, Traveller or Travelling Showpeople who still travel or who have ceased to travel temporarily. Travellers' accommodation needs assessed in this TAA are households that meet the new PPTS planning definition, and households not interviewed who may meet the new PPTS planning definition but whose planning status is unknown. The questionnaire used seeks to clarify the travelling status of households and whether those interviewed still travel or intend to travel in the future and therefore meet the PPTS planning definition of traveller.
- 4.9 For people who do not fall within the PPTS planning definition of a traveller, which may include ethnic groups, their accommodation needs are to be considered through the National Planning Policy Framework and evidence base documents such as the Strategic Housing Market Assessment or a Caravan and Houseboat needs assessment.
- 4.10 Nonetheless, we have also included a section in this TAA for Gypsy, Traveller and Travelling Showpeople households who do not meet the new PPTS planning definition since they responded to the questionnaires and as at this stage their accommodation needs have not been specifically assessed by Guildford's Strategic Housing Market Assessment or a Caravan and Houseboat need assessment. We recognise that Policy B of PPTS states that local planning authorities should set pitch and plot targets for travellers meeting the planning definition who still travel or who have ceased travelling temporarily. However, we have taken the opportunity to include the findings from all households interviewed (including those who do not meet the PPTS planning definition of traveller) within this assessment to gain an up-to-date understanding of the likely permanent pitch, plot and transit accommodation needs of all Gypsy, Traveller and Travelling Showpeople households in our borough. Taking this approach also helps us to understand and have due regard to the needs of recognised ethnic Romany Gypsies and Scottish and Irish Travellers, and consider their need for culturally suitable accommodation.

¹⁹ National Planning Policy Guidance, Housing and economic development needs assessments: <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

²⁰ PPTS paragraph 4.

5.0 Phase One – Desktop review

- 5.1 The first step of this assessment is a desktop review of published documentation and information on travellers living in Guildford borough. Together with people who work with travellers we have collated the following information.

Information on population size and movement of travellers

- 5.2 The 2011 Census recorded 491 Gypsy and Irish Travellers living within Guildford borough. This equates to approximately 0.35 per cent of the borough's total population of 137,183.
- 5.3 Guildford borough's traveller population is predominantly stable and static with a low level of pitch or plot turnover (travellers leaving their site). Local site management data shows that travellers living on Council sites tend to stay there for a long time. The average length of stay is 16 years at Cobbetts Close and 10 years at Ash Bridge Caravan Site. Travel within Guildford's traveller community is predominantly seasonal.
- 5.4 We understand that nationally there is nil net migration of travellers across the UK. We have limited information on local levels of in-migration and out-migration of travellers in the borough. We know that we have a generally settled traveller population, as demonstrated by the very low levels of public pitch turnover. Our interviewees for this study commented that they recognised many people from the interviews conducted in 2012. In-migration is captured in this assessment by the inclusion of unauthorised encampments or developments and doubling-up on sites. We also look at the responses to the interviews on travellers' movements to take account of local migration effects. We use nil migration unless local evidence shows otherwise.

Homelessness and re-housing data for travellers

- 5.5 There has been one presentation of homelessness among travellers in Guildford borough for the year 2016/17. Our Re-housing and Information Manager states that there are very rarely any homeless presentations of travellers living in mobile homes, but there are occasional cases of homelessness of travellers living in bricks-and-mortar housing.
- 5.6 On 31 March 2017, the housing register had one Romany Gypsy and one Irish Traveller listed as the main applicant. The statistics address the main or first named applicant on the housing register, but not their partners. The Romany Gypsy currently lives in affordable housing in Guildford borough and the Irish Traveller has no fixed abode.

Council site waiting list information

- 5.7 There are currently 28 households on our Council site waiting list for a public pitch, of which 14 households currently live within Guildford borough. To be eligible to go on the site waiting list you do need a family or work connection to Guildford borough. The waiting list needs updating as many households have now secured accommodation or moved away. The Community Development Manager who manages the public pitch waiting list estimates that there are 14 households living within Guildford borough that still require a pitch (at the time of application 11 lived in bricks-and-mortar housing and 3 were doubled up on pitches) and up

to 5 additional households from outside the borough are seeking a pitch in Guildford borough.

Data on public and private travellers' sites

- 5.8 There are currently two public traveller sites within Guildford borough with a total provision of 35 public pitches. There are 35 private pitches and 11 private pitches with temporary planning permission. In addition there are 4 private pitches and 6 public pitches that have the benefit of planning permission but which have not yet been built.
- 5.9 There is one tolerated pitch (it has been occupied for over 10 years) and one unauthorised travellers' development (where the travellers own the land but the land does not have planning permission for the owners to live on it). At the time of this assessment there was one undetermined planning application for one additional pitch on an existing site in the urban area at Ash Vale, and one application for an unauthorised pitch (the temporary permission has recently expired) to become permanent which was awaiting an appeal decision.
- 5.10 Since June 2012 to the date of this assessment, 24 pitches have received planning consent (11 public pitches and 13 private pitches). Within this time-period 18 pitches have been granted temporary planning permission (some temporary permissions have now expired).

Caravan counts

- 5.11 A caravan count is a statistical count of the number of caravans on both authorised and unauthorised sites across England. The count takes place every January and June in each local authority. The bi-annual Gypsy and Traveller caravan counts and annual Travelling Showpeople counts for Guildford borough over the last five years are in the table below.

Table 3: Caravan counts from Jan 2012 to July 2016²¹.

Year	Gypsies and Travellers								Total caravan Number
	Authorised sites (with planning permission)				Unauthorised sites (without planning permission)				
	No. of caravans socially rented ¹	Temporary planning permission	Permanent planning permission	All private caravans	No. of caravans on sites on Gypsies own land		No. of caravans on sites on land not owned by Gypsies		
		Private caravans	Private caravans		"Tolerated"	"Not tolerated"	"Tolerated"	"Not tolerated"	
Jan 2016	70	20	43	63	0	9	0	0	142
July 2016	69	24	53	77	0	5	2	0	153
Jan 2015	70	21	54	75	0	9	2	0	156
July 2015	65	21	51	72	0	10	0	4	151
Jan 2014	60	20	41	61	0	11	1	0	133
July 2014	64	18	56	74	0	10	2	0	150
Jan 2013	60	20	41	61	0	11	1	0	133
July 2013	62	21	55	76	0	8	2	0	148

²¹ <https://www.gov.uk/government/statistics/traveller-caravan-count-july-2016>.

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Jul 2012	58	22	50	72	0	11	5	0	146
Jan 2012	58	16	44	60	0	15	2	1	136

Year	Travelling Showpeople								Total caravan Number
	Authorised sites (with planning permission) Travelling Showpeople				Unauthorised sites (without planning permission) Travelling Showpeople				
	No. of caravans socially rented ¹	Temporary planning permission	Permanent planning permission	All private caravans	No. of caravans on sites on Travellers' own land		No. of caravans on sites on land not owned by Travellers'		
		Private caravans	Private caravans		"Tolerated"	"Not tolerated"	"Tolerated"	"Not tolerated"	
2013	0	0	25	25	0	0	0	0	25
2014	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2016 ²²	0	0	0	0	0	0	0	0	0

5.12 Caravan counts do not provide information on the number of households, pitches or plots. They are a snapshot in time and are not a robust and reliable source of information. This assessment does not rely on the caravan count; It is included for information only to give a context of the scale of caravan numbers across the borough.

5.13 Where appropriate the findings from this desktop review are included in Phase three of this assessment within the relevant sections.

²² DCLG Input values due to a Local authority not completing a return, or providing an incomplete return.

6.0 Phase two – Interviews with travellers

Research by interview

- 6.1 The views of traveller households currently living in Guildford borough are vital to inform this assessment of travellers’ housing needs. Interviews took place between 16th January and 27th January 2017 using the questionnaire used for the TAA in 2012, updated to reflect recent legislative and planning policy changes. A copy of the questionnaire is attached as Appendix one.
- 6.2 The questionnaire seeks information on current tenure types, future needs and tenure preferences and movement between housing and caravans, household composition, migration patterns, travelling details and transient settlement patterns; it gathers information to find out the expected rate of new household formation and composition.
- 6.3 The Data Protection Act 1998 makes it is essential to safeguard the privacy of those who participate in the interviews. We do not make personal information on specific people public and no individual person should be identifiable through the description of where they live or their circumstance.
- 6.4 We appointed experienced professional interviewers, familiar to many of our travelling community from the 2012 TAA interviews, to carry out the research to:
- maximise the response rate
 - follow up on any leads for households living in bricks-and-mortar housing
 - help with any literacy issues with completing a questionnaire
 - untangle any complex issues arising during the interviews.
- 6.5 Council officers raised awareness of this assessment with the travelling community prior to the interviews taking place as outlined in Section 3 of this assessment.

Response rate to interviews

- 6.6 We identified approximately 110 traveller households and 12 Travelling Showpeople households within Guildford borough for the interviewers to approach (including 25 bricks-and-mortar households that were interviewed in 2012, sites with temporary planning permission and unauthorised sites). A total of 121 interviews took place, some from households that were doubled-up on the same pitch or plot. The table below shows the response rate to the interviews.

Table 4: Traveller Accommodation Assessment for Guildford interviews response rate.

	Number of Gypsy and Traveller households	Number of Travelling Showpeople households
All identified Gypsy, Traveller and Travelling Showpeople households (includes those on temporary and unauthorised sites and in bricks-and-mortar housing)	110	12

Interviews with bricks & mortar households	25	0
Interviews on site	79	17
Partial interviews completed	0	0
Interview refused	3	0
Property unoccupied or pitch or plot vacant	2	0
No-one available to interview	19	0
Full interviews completed	104	17

Overview of Guildford borough's travelling community

- 6.7 The assessment findings help paint a picture of Guildford borough's travelling community. At the time of the Census 2011, 491 Gypsy and Irish Travellers were living within Guildford borough. Travellers shared information on their household size, ethnicity and how long they had lived in the borough.
- 6.8 The people interviewed identified their ethnicity. Travelling Showpeople are not classed as an ethnic group, and the 17 Travelling Showpeople interviewed are therefore not included in the following table.

Table 5: Ethnicity of Gypsy and Travellers interviewed

Gypsies and Travellers	
Ethnicity	Number of households
Romany Gypsy	76
Traveller	11
Irish Traveller	9
Other	1
Response not provided	7
Total	104

- 6.9 The assessment identified 287 travellers of which 154 were female and 133 were male. From the interview findings 66 households lived in a mobile home or chalet (some with additional touring caravans), 25 households lived in a house, 12 households lived in touring caravans and one household lived in a dayroom. Fifteen pitches, 3 plots and 11 were occupied by single people.
- 6.10 Out of the Travelling Showpeople interviewed, 9 felt there was sufficient provision available for the storage of equipment but 7 did not. One person did not respond to this question.

Family formation rate study

- 6.11 The Council commissioned Opinion Research Services (ORS) to undertake a study of the household formation rates and growth rates for travellers living in Guildford borough, (see Appendix three). ORS have undertaken GTAAs covering over 100 local authorities since changes to PPTS in 2015 and have considerable experience of in-depth analysis of population and other demographic data. ORS have completed, or are in the process of completing GTAAs for the majority of our neighbouring local authorities.

- 6.12 The study was based on the outcomes of the interviews undertaken as part of this Traveller Accommodation Assessment. The study identified the net compound growth rates for Guildford based Gypsies, Travellers and Travelling Showpeople taking into account factors such as population growth, migration, birth, death and fertility rates, household growth and dissolution.
- 6.13 When undertaking the study ORS were mindful of the new PPTS planning definition of Gypsy, Traveller and Travelling Showperson, which had removed the term ‘persons who have ceased to travel permanently’. They have researched case law to establish what constitutes travelling for the purposes of PPTS and the meaning of the term nomadic. Full details can be seen in their report ‘Guildford Borough Gypsy and Traveller Household Formation and Growth Rates report 2017’ in Appendix three.
- 6.14 In essence the implications of case law are that the planning definition of traveller only now includes those who travel (or have ceased to travel temporarily) for work purposes and in doing so stay away from their usual place of residence. It can include travellers with a permanent site or place of residence but it excludes those who travel for purposes other than work or who commute daily from their home. ORS consider that when some family members travel for nomadic purposes on a regular basis but other family members stay at home to look after children or dependants with health needs for instance then the household unit will meet the planning definition of traveller.
- 6.15 ORS looked at the family formation rates for Gypsies, Travellers and Travelling Showpeople meeting the planning definition, those ‘unknown’ households who were not interviewed and households that do not meet the planning definition of traveller. The tables below show the findings.

Table 6: Recommended household formation rates for Gypsies and Travellers in Guildford

Guildford		Gypsies and Travellers		
	Meet Planning Definition	Unknown	Do Not Meet Planning Definition	In Bricks and Mortar Not Meeting Planning Definition
Formation Rate Recommended	1.40%	1.50%	1.25%	From Demographics
Notes	National rate adjusted based on 34% of households aged under 18	Based on ORS national rate	National rate adjusted based on 30% of households aged under 18	Only 8 children living in households that do not meet planning definition

Table 7: Recommended household formation rates for Travelling Showpeople

Guildford	Travelling Showpeople		
	Meet Planning Definition	Unknown	Do Not Meet Planning Definition
Formation Rate Recommended	1.10%	1.00%	From Demographics
Notes	National rate adjusted based on 26% of households aged under 18	Based on ORS national rate	Only 2 children living on yards that do not meet planning definition

6.16 In summary, ORS conclude the following family formation rates should be used when projecting the housing needs of Gypsies, Travellers and Travelling Showpeople residing or resorting to Guildford borough:

Travellers

- 1.40% for Gypsy and Traveller households meeting the planning definition
- 1.25% for settled Gypsy and Traveller families (not meeting the planning definition)
- 1.50% for Gypsy and Traveller families not interviewed so travelling status unknown
- 5 pitches for traveller children currently living in bricks-and-mortar housing (from local demographics)

Travelling Showpeople

- 1.10% for Travelling Showpeople households meeting the planning definition
- 2 plots for Travelling Showpeople not meeting the planning definition (from local demographics)
- 1% for Travelling Showpeople households not interviewed so travelling status unknown.

7.0 Phase three – Analysis

- 7.1 The findings from the interviews with travellers and the desktop review mean it is possible to identify:
- whether there is under provision of travellers' accommodation within Guildford borough
 - whether pitches and plots are overcrowded or have concealed households
 - the number, type and tenure of provision needed to meet the needs of travellers now
 - whether existing accommodation meets travellers accommodation and cultural needs
 - the likely future accommodation needs of travellers in the next five years with projections beyond
 - transient movements
 - an estimate of future household formation.
- 7.2 The findings from the interviews and assessment represent a snapshot in time, and updated information will be available through annual monitoring of pitch and plot provision and a future assessment.

Estimating the current supply of pitches or plots in Guildford borough

- 7.3 The sections below explain how the data from all sources is drawn together and how the components of Tables 14 and 15 on pages 39 to 41 are arrived at which identify the total supply, need and future demand for new pitches and plots. Council records, maps, aerial photographs and local knowledge of sites helped establish the number of pitches and plots and number of households. We shared this information with the consultants undertaking the interviews to help identify the sites to visit and conduct interviews

A. Current supply of County or Council public pitches

Gypsy and Traveller Households

- 7.4 Surrey County Council owns both public traveller sites within Guildford borough, and Guildford Borough Council manages them. Five new pitches were recently built and are now occupied at the Ash Bridge Caravan Park site. Six public pitches have been approved at Home Farm Effingham and construction is underway, but these are not yet habitable so have not been included in this figure. There are 35 public pitches in total.

Travelling Showpeople Households

- 7.5 There are no public Travelling Showpeople plots.
- 7.6 The interview data helped identify which public pitches are occupied by households who meet the planning definition of traveller.

Findings for Table 14 and Table 15 row A - 35 public pitches and 0 public plots in total:

- 2 Gypsy and Traveller households on public pitches meet the PPTS planning definition of a traveller

- 23 Gypsy and Traveller households on public pitches don't meet the PPTS planning definition of a traveller
- 10 Gypsy and Traveller pitches have households of unknown planning status
- 0 public plots for Travelling Showpeople.

B. Current supply of private authorised pitches and plots

Gypsy and Traveller and Travelling Showpeople Households

7.7 Liaison with our Community Development Manager together with our records provide details about private sites such as the number of pitches or plots and number of households, vacancies and type of planning permission. Since the 2012 Traveller Accommodation Assessment 24 pitches have been granted planning permission and 13 of these are permanent private pitches. Whilst 2 of these pitches are still awaiting the signing of a Section 106 agreement, they have been built and so are included for the purpose of this assessment. Three pitches with outstanding planning permission have not yet been built so are not included in these figures.²³ There are 35 known private Gypsy and Traveller pitches and 12 private Travelling Showpeople plots.

Table 8: Existing Gypsy and Traveller pitches

Gypsies and Travellers		
Location	Number of occupied Gypsy/Traveller pitches	Number of vacant pitches
Ash Bridge Caravan Park public pitches	18	0
Cobbetts Close Caravan Park public pitches	17	0
Private pitches	35	0
Total public and private pitches combined	70	0

Table 9: Existing Travelling Showpeople plots

Travelling Showpeople		
Location	Number of occupied Travelling Showpeople plots	Number of vacant plots
Travelling Showpeople site - private plots	12	0
Total plots	12	0

Findings for Table 14 and Table 15 row B - 35 private pitches and 12 private plots in total:

- 4 Gypsy and Traveller households on private pitches meet the PPTS planning definition of a traveller

²³ The three unbuilt pitches are part of an application for 4 pitches, one of which has been built and so the planning permission has been partially implemented (planning reference 12/P/02100)

- 22 Gypsy and Traveller households on private pitches do not meet the PPTS planning definition of a traveller
- 9 Gypsy and Traveller pitches have households of unknown planning status
- 6 Travelling Showpeople households on private plots meet the PPTS planning definition of a traveller
- 1 Travelling Showpeople household on a private plot does not meet the PPTS planning definition of a traveller
- 5 Travelling Showpeople plots have households of unknown planning status

C. Unauthorised developments tolerated for more than 10 years

Gypsy and Traveller Households

- 7.7 There is one tolerated unauthorised Gypsy and Traveller encampment on land owned by Surrey County Council. This site has been tolerated for over 10 years. This site is immune from enforcement action and therefore counts as one pitch.²⁴ This data is cross-referenced with question 6 of the questionnaire on details of current accommodation and the findings from the interviews confirm this. There is also one historically tolerated unauthorised Gypsy and Traveller development; the occupants of the land own the site but the land does not have the benefit of planning permission.

Travelling Showpeople Households

- 7.8 We are not aware of any unauthorised Travelling Showpeople plots within Guildford borough.

Findings for Table 14 and Table 15 row C –

- 1 Gypsy and Traveller household on an unauthorised pitch tolerated for over 10 years meets the PPTS planning definition of a traveller
- 1 Gypsy and Traveller households on a unauthorised pitch tolerated for over 10 years does not meet the PPTS planning definition of a traveller
- 0 tolerated unauthorised plots for Travelling Showpeople

D. Number of unused or vacant public Council pitches or plots

Gypsy and Traveller Households

- 7.9 There are no vacant or unused public Council Gypsy and Traveller pitches. All the Council's pitches are occupied and the interview findings confirm this. One household was away travelling at the time of the interviews and one pitch was empty, but we assume the occupiers will return so these pitches are not classed as vacant.

Travelling Showpeople Households

- 7.10 Neither the Council nor Surrey County Council own any Travelling Showpeople plots within Guildford borough.

²⁴ Please note: there are circumstances where enforcement action can be ongoing for more than 10 years, and where, although the site may be currently tolerated, enforcement action could be restarted if it were judged appropriate to do so.

Findings for row D – 0 public pitches and 0 public Travelling Showpeople plots.

E. Number of unused or vacant private pitches or plots

Gypsy, Traveller and Travelling Showpeople Households

- 7.11 Neither our Council records nor our Community Development Manager are aware of any current unused or vacant authorised private Gypsy and Traveller pitches or Travelling Showpeople plots in our borough. No permanent private pitches were recorded as empty at the time of the interviews. One unauthorised pitch was recorded as empty at the time of the interviews, and it is understood that the family have moved away.
- 7.12 The turnover rate for a five-year period is likely to be very low and a net gain of pitches or plots is only achievable if the occupants move out of the borough or into bricks-and-mortar housing. As this figure is unknown over a five-year period it is not included within the calculation.

Findings for Table 14 and Table 15 row E – 0 Gypsy and Traveller pitches and 0 Travelling Showpeople plots.

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

Gypsy and Traveller Households

- 7.13 From Guildford's Community Development Manager's local knowledge, there are no existing public pitches expected to become vacant in the near future. Historically the turnover rate for travellers permanently leaving their pitch or plot over a five-year period is very low. A net gain of pitches or plots is only applicable if the occupants move out of the Council's area or into bricks-and-mortar housing. As there is no way of anticipating this over a five-year period the turnover rate is not included within this calculation.
- 7.14 From the interview data, 11 households stated that they intended to move from their accommodation in the next five years. Five Gypsy and Traveller households were currently living in bricks-and-mortar housing, so will not free up any pitches and do not count for the purposes of this calculation. Out of the six Gypsy and Traveller households who intended to move, five were currently doubled-up on pitches and one had no permanent base so their intended moves will not result in any vacant pitches.
- 7.15 From the above analysis of the interviews no Gypsy and Traveller pitches are anticipated to become vacant in the next five years.

Travelling Showpeople Households

- 7.16 Four households currently occupying private Travelling Showpeople plots intended to move to alternative private plots. Two of these households were temporarily staying for two weeks on a plot for work purposes and had a base elsewhere outside of the borough. The remaining two Travelling Showpeople households intending to move are currently doubled-up and want a plot for themselves. None of these households intended moves result in vacant Travelling Showpeople plots.

Findings for Table 14 and Table 15 row F – 0 pitches and 0 Travelling Showpeople plots expected to become vacant in near future.

G. Number of households in site accommodation wanting to live in bricks-and-mortar housing

Gypsy, Traveller and Travelling Showpeople Households

- 7.17 Guildford Borough Council records show there are three travellers on the *housing* waiting list however we do not have details on whether these travellers are currently on sites, wanting to transfer from an existing house or living in Guildford borough. As such these households cannot be counted as pitches or plots likely to become vacant through moves to bricks-and-mortar housing in the near future.
- 7.18 No households interviewed expressed a desire to move into bricks-and-mortar housing, so no additional pitches or plots are anticipated to become available through moves.

Findings for Table 14 and Table 15 row G - 0 pitches and 0 plots vacated through moves to bricks-and-mortar housing.

H. Details of any planned Council public traveller sites to be delivered in year one

Gypsy and Traveller Households

- 7.19 One site at Home Farm Effingham for six public pitches is currently being developed. These pitches will be available to existing families from the Effingham Home Farm area. Although details of who these public pitches will be allocated to have not been announced we can see from our interview data that 3 households requesting a pitch in the Home Farm area do not meet the PPTS definition of a traveller. Officers understand that some of the households likely to be allocated the new pitches do meet the PPTS definition of a traveller as they travel long distances and stay away from their home for work purposes such as tree-surgery and building contracts. Evidence seems to suggest that a fair approach would be to count 3 pitches as meeting the needs of PPTS travellers and 3 pitches as meeting the needs of settled travellers not meeting the PPTS definition. At the base date of this assessment (January 2017), there are no undetermined planning applications or extant unimplemented planning permissions for public traveller pitches or plots. Annual monitoring will take into account the future provision of public Council pitches or plots and the number extracted from the pitches or plots target figure in this assessment.

Travelling Showpeople Households

- 7.20 At the base date of this assessment (January 2017), there are no planned public plots, undetermined planning applications or extant unimplemented planning permissions for public Travelling Showpeople plots. Annual monitoring will take into account the future provision of public Council plots and the number extracted from the plots target figure in this assessment.

Findings Table 14 and Table 15 for row H –

- 3 pitches for Gypsies and Traveller households meeting the PPTS planning definition of a traveller
- 3 pitches for Gypsy and Traveller households who do not meet the PPTS planning definition of a traveller
- 0 Travelling Showpeople plots.

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

Gypsy and Traveller Households

- 7.21 At the base date of this assessment there is one pending planning appeal for permanent planning permission for a pitch on a site where temporary planning permission has expired. This site is located within the Green Belt and although it is proposed to be inset from the Green Belt in the proposed submission Local Plan this carries limited weight at this stage and the outcome is uncertain; this site is therefore identified as unauthorised development in section L. There is one pending planning application for one pitch in the urban area but as the outcome is unknown it is not recorded at this stage. There are no recently submitted planning applications to regularise unauthorised pitches nor are there any unimplemented extant permissions. A planning permission for 4 pitches has been partially implemented by building 1 pitch, but the extant 3 pitches are not included within this assessment as delivery is not yet confirmed.
- 7.22 The outcome of the appeal, and any other future provision of private pitches, will be accounted for through annual monitoring and if they gain permanent planning permission the figure extracted from the total number of pitches to be provided or permitted as identified by this assessment.

Travelling Showpeople Households

- 7.23 There are no recently submitted planning applications for Travelling Showpeople plots nor are there any unimplemented extant permissions. Any other future provision of private plots, will be accounted for through annual monitoring.

Findings for Table 14 and Table 15 row I - 0 private pitches and 0 private Travelling Showpeople plots.

Estimating the current demand for pitches and plots in Guildford borough

- 7.24 Interview data and our records have been used to build up a picture of current demand (backlog of need and future need). This section includes data from those interviewed who are on the Guildford public pitch site waiting list, households living on doubled-up or overcrowded pitches or plots (including concealed households), households living in overcrowded or unsuitable²⁵ bricks-and-mortar housing wanting to live in on-site accommodation, and those on unauthorised sites. Temporary planning permissions help to give an indication of demand for private pitches or plots, and Part N of the calculation in Table 14 and 15 on pages 39 to 41 accounts for this.
- 7.25 Our consultants were unable to interview 24 traveller households living on sites in the borough; occupants of 3²⁶ households did not want to be interviewed, 2 sites were empty with the occupants believed to be travelling and there were 19 no-contact sites. The properties were visited a minimum of three times including morning, afternoon, evening and at weekends to no avail.
- 7.26 Out of the households not interviewed 2 households are on pitches with temporary planning permission so are accounted for in Part N of the calculation and 3 households are on

²⁵ 'Draft guidance to local housing authorities on the periodical review of housing needs' (March 2016) states that 'unsuitable' can include a persons cultural preference not to live in bricks-and-mortar accommodation.

²⁶ 2 households on authorised pitches and 1 household on an unauthorised pitch did not want an interview.

unauthorised pitches so accounted for in Part C and Part L. For the remaining 19 households not interviewed 12 live on authorised Council public pitches and 7 on authorised private pitches. They are included in the baseline figures of existing households and included in the future projections of family formation rates 2022-2034. The next traveller accommodation assessment can assess their accommodation need in greater detail if the occupants of sites are willing to participate.

J. Households seeking permanent site accommodation in the area

Gypsy and Traveller Households on the Guildford Borough Council site waiting list

- 7.27 There are 28 households on the Guildford Borough Council site waiting list for a public pitch. The waiting list does need updating, as many households have either moved away or have now secured a pitch. The Council does not have any public Travelling Showpeople plots.
- 7.28 The Community Development Manager who manages the public pitch waiting list estimates that there are 14 households living within Guildford borough that still require a pitch. Mill Field Services contacted everyone on our waiting list to see if they wanted to be interviewed as part of this study, and their responses are included in the relevant sections of this assessment. Many were interviewed on the sites or in houses where they were currently living (such as doubled-up on pitches, in overcrowded households, or as a concealed household) and there was one telephone interview.

Interviewed Gypsy and Traveller households identifying a need

- 7.29 Two households identifying a need for a new local authority pitch were neither doubled-up or overcrowded, or a concealed household (one of these households met the planning definition of a traveller). One of these households was renting a private pitch and the other household currently has no settled base; these households are accounted for in part J below.

Gypsy and Traveller households living in bricks-and-mortar housing

- 7.30 Significant effort went into identifying traveller households living within bricks-and-mortar housing. As a result, 25 interviews with travellers living in bricks-and-mortar housing were completed.²⁷ Of those interviewed, 23 households identified themselves as Romany Gypsies, one 'was previously a traveller', and one respondent did not specify their ethnicity. Two of the households owned their own house, 20 lived in rented bricks-and-mortar housing and 3 households did not respond to this question. We did not identify or interview any Travelling Showpeople living in bricks-and-mortar housing.
- 7.31 None of the travellers living in bricks-and-mortar housing met the planning definition of a traveller; they all stated they had either stopped travelling permanently or did not intend to travel in the future.²⁸ Only two of the households had ever travelled. Out of the 12 households identifying a need for a pitch (which includes concealed households), 10 were Romany Gypsies with 8 stating that their current accommodation was unsuitable as they had an aversion to bricks-and-mortar accommodation (4 of these households state they are currently in overcrowded households). 7 households wanting a pitch also state they are living in bricks-and-mortar accommodation as there is no alternative site accommodation available. One Romany household with 2 suppressed households (adult children) would like 3 pitches in Farnham, and also indicated in Q10 and Q10a an intention to move to Farnham in the next 5 years. However, as their accommodation demand has been identified in our borough we have included this demand for 3 pitches within our figures.

²⁷ 25 households were interviewed at 24 separate addresses, as two households were living at the same address

²⁸ Question 13 asks whether the person has stopped travelling permanently, question 19 asks if the person has ever travelled and question 21 asks whether a person or family intends to travel in the future.

Table 10: Findings from interviews with households living in bricks-and-mortar housing seeking a pitch in Guildford borough

Bricks and Mortar households				
	Public pitch	Private pitch	Affordable Council house	Private rented house
Current demand 2017	12	0	0	0
Demand in next five years to 2022	0	0	0	0
Total	12	0	0	0

7.32 From the above table it shows that **12** households in bricks-and-mortar housing would like a Council pitch now. No future demand was identified in the next five years from households in bricks-and-mortar housing. All individuals are over the age of 18.

Travelling Showpeople Households

7.33 None of the Travelling Showpeople interviewed completed question 13 on whether they, or any members of their household were likely to need their own plot in Guildford borough in the next five years. This is addressed in further detail in section M.

Net in-migration

7.34 We know that we have a generally settled traveller population, as demonstrated by the very low levels of public pitch turnover. Our interviewers for this study commented that they recognised many people from the interviews conducted in 2012.

7.35 An analysis of Q9 where a person has lived in last 5 years, Q10 on intentions to move, Q10a on where they intend to move to and Q24 to Q29 for transient travellers shows that over 84% of traveller households and 70% of Travelling Showperson households have lived at the same address for over 5 years. This figure rises for people who have lived at current address for 1 to 5 years – 89% of traveller households and 88% of Travelling Showperson households).

7.36 Three traveller households living in Guildford borough for less than 1 year and who have migrated from outside the borough have moved onto new pitches (1 public pitch and 2 private pitches) built in the last few years. This implies that the low levels of in-migration may be triggered by the availability of new pitches.

7.37 Four traveller households (including 2 suppressed households) have stated they wish to migrate outside Guildford borough, and 2 Travelling Showpeople are only staying here temporarily (for 2 weeks) for work purposes which implies such low levels of in and out migration that using a zero net effect of in-migration is locally appropriate. Due to lack of further information it is considered inappropriate to project this minor net effect of out-migration over the time period of this assessment. In-migration will be captured by unauthorised encampments or developments and doubling-up on sites.

Findings for Table 14 and Table 15 row J -

- 1 pitch for Gypsy and Traveller households meeting the PPTS planning definition of a traveller (currently has no settled base)
- 13 pitches for Gypsy and Traveller households who don't meet the PPTS planning definition of a traveller (12 pitches for households living in bricks-and-mortar housing plus 1 pitch for a household on a private rented pitch)

- 0 plots for Travelling Showpeople meeting the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople who do not meet the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople of unknown planning status

K. Current Unauthorised Encampments

Gypsy, Traveller and Travelling Showpeople Households

- 7.38 Unauthorised encampments are areas of land on which Gypsies, Travellers and Travelling Showpeople have established their living accommodation, but the land does not have the benefit of planning permission or the permission of the landowner.
- 7.39 The Council is not aware of any current unauthorised encampments within the borough at the time of this assessment. A long-standing tolerated unauthorised Gypsy and Traveller encampment is accounted for in Part C. However, one Romany Gypsy household interviewed over the telephone stated they have no settled base and they were on an unauthorised encampment and stay either on the roadside or with friends and family (they did not indicate if they were doubled-up or where their encampment was). This household is on the site waiting list for a local authority pitch and they have identified a need for a pitch. They were not considered to meet the planning definition of a traveller as they do not travel for work purposes, and they do not intend to travel in the future.

Findings for Table 14 and Table 15 row K - 1 pitch for a Gypsy and Traveller household not meeting the planning definition of a traveller and 0 Travelling Showpeople plots.

L. Current unauthorised developments where permanent planning permission is not expected

Gypsy, Traveller and Travelling Showpeople Households

- 7.40 Unauthorised developments are areas of land owned and occupied by Gypsies, Travellers and Travelling Showpeople who have established their living accommodation on land without the benefit of planning permission.
- 7.41 There are currently 4 unauthorised Gypsy and Traveller pitches on the occupants' own (Green Belt) land but without current planning permission; these sites have had temporary planning permission, which has expired. One of these sites is awaiting a planning appeal determination. Although interviews were conducted on two of the sites, those interviewed did not indicate that they required a pitch for themselves in the next five years. However, as they are currently on unauthorised pitches we have counted these households as having a need.
- 7.42 There is also one additional unauthorised Gypsy and Traveller pitch with an outstanding enforcement notice on it and the owner was not available for an interview, so we have included the household as having an accommodation need in the table for unknown travelling status. This data excludes one unauthorised development, which is a long-term tolerated site, recorded in part C of Table 14.

Findings for Table 14 and Table 15 row L -

- 2 pitches for Gypsy and Traveller households meeting the PPTS planning definition of a traveller
- 2 pitches for Gypsy and Traveller households who don't meet the PPTS planning definition of a traveller
- 1 Gypsy and Traveller pitch for a household of unknown planning status
- 0 plots for Travelling Showpeople meeting the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople who do not meet the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople of unknown planning status

M. Need arising from overcrowded or doubled-up pitches or plots and suppressed households

Gypsy and Traveller Households

7.43 The table below summarises interview responses indicating overcrowded, doubled-up sites and suppressed households. Where several interviews were conducted on the same pitch but with different households the answers were cross-referenced to avoid double counting.

7.44 The table below also looks at those interviewed who responded to question 13 and identified a current need for an additional pitch. It excludes 2 households (neither doubled-up or concealed households) who stated a need for an additional pitch who are accounted for in part K. Three households not meeting the planning definition of traveller which were identified as doubled up are also adult children still living at home (one with their own young family) so are also concealed households. One household identifying a need for a new local authority pitch did not identify themselves as doubled-up or overcrowded, or a concealed household. However, further analysis of Q8 showed that this household considered their accommodation overcrowded.

Table 11: Gypsy and Traveller interview findings on doubled-up plots and households identifying a current need for additional pitch.

Gypsies and Travellers			
	Identified need for additional public pitch	Identified need for additional private pitch	Identified need for additional privately rented pitch
Doubled-up, overcrowded and/or concealed household meeting planning definition	0	0	0
Doubled up, overcrowded and/or concealed traveller not meeting planning definition	4	0	0
Total pitches required	4	0	0

7.45 In summary there are 4 households who identify a current need for an additional public pitch due to overcrowding, being doubled-up and/or being a concealed household, none who meet the planning definition of a traveller. These findings are recorded in part M of the calculations table.

Interview findings for Travelling Showpeople households

7.46 No Travelling Showpeople households completed question 13 about whether they or anyone in their household required any new or additional plots. However, analysis of the interviews shows 3 plots with 5 households stating that their plots were crowded or they wanted more space or a place of their own. We have included this accommodation need in the figures below. Out of these 5 Travelling Showpeople households, 3 households meet the planning definition of Travelling Showpeople and 2 households do not.

Table 12: Travelling Showpeople data on doubled-up plots and suppressed households

Travelling Showpeople		
	Need for new private plot and meet planning definition of Travelling Showpeople (TSP)	Need for new private plot and do not meet planning definition of TSP
Doubled-up, overcrowded, concealed household	3	2
Total plots required	3	2

Findings for Table 14 and Table 15 row M –

- 0 pitches for Gypsy and Traveller households meeting the PPTS planning definition of a traveller
- 4 pitches for Gypsy and Traveller households who don't meet the PPTS planning definition of a traveller
- 0 Gypsy and Traveller pitches for households of unknown planning status
- 3 plots for Travelling Showpeople meeting the PPTS planning definition of a traveller
- 2 plots for Travelling Showpeople who do not meet the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople of unknown planning status

N. Temporary planning permissions due to expire before 2022

Gypsy and Traveller Households

7.47 Temporary planning permissions, once they expire, will represent a new need. Many temporary planning permissions for Gypsy and Traveller pitches have been granted on sites where there is an in principle planning policy objection (such as on Green Belt land) but due to special circumstances a temporary planning permission is granted. There are 11 Gypsy and Traveller pitches with temporary planning permission due to expire within the five-year period that this assessment covers. Four pitches which did have temporary planning permission but the permission has expired are accounted for in section L.

Travelling Showpeople Households

7.48 There are no Travelling Showpeople plots with temporary planning permission.

Findings for Table 14 and Table 15 row N –

- 2 pitches for Gypsy and Traveller households meeting the PPTS planning definition of a traveller
- 7 pitches for Gypsy and Traveller households who don't meet the PPTS planning definition of a traveller
- 2 Gypsy and Traveller pitches for households of unknown planning status
- 0 plots for Travelling Showpeople meeting the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople who do not meet the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople of unknown planning status

O. Newly arising need and family formations

7.49 Family formation is addressed in question 13, which asks the likely requirement for pitches or plots for emerging households over the next five years. Assumptions are made about the age that travellers normally leave home to set up their own household, and within this assessment the age of 18 has been used. Although it is acknowledged that some Gypsies, Travellers and Travelling Showpeople will leave home before this age, there will also be those that remain at home on the family site beyond this age.

Households living on sites - newly arising need and family formation

7.50 The interview findings identify the requirement for public or private pitches in the next five years to meet future demand for pitches from Gypsy and Traveller households living on sites. Two settled households living on public pitches identified children that would like their own pitch in 2018 and 2021. Whilst these children are currently members of non-travelling households it is possible that they may wish to lead a nomadic way of life in the future; if evidence of this emerges in due course it can be taken into account in future monitoring and assessments. This data is entered into Part O of the calculations table.

Table 13: Households identifying a future need for an additional pitch in the next five years

Gypsies and Travellers		
Need for additional pitch in next five years	Public pitch	Private pitch
Traveller meeting planning definition	0	0
Traveller meeting planning definition in bricks & mortar housing	0	0
Gypsy and Traveller not meeting planning definition	2	0
Household in bricks & mortar housing not meeting planning definition	0	0
Total required 2017-2022	2	0

Households in bricks-and-mortar accommodation - newly arising need and family formation

7.51 An analysis of the interview findings in table 13 shows that no pitches were requested in the next five years to meet future demand for pitches from households living in bricks-and-mortar

accommodation, the high levels of demand were, instead, for accommodation now. ORS recommend adding 1 new household arising from future household formation from bricks and mortar accommodation during the first five years of the Local Plan.

Travelling Showpeople – newly arising need and family formation

7.52 No Travelling Showpeople completed Q13 indicating a need for a plot in the next five years.

Findings for Table 14 and Table 15 row O -

- 0 pitch for Gypsy and Traveller households meeting the PPTS planning definition of a traveller
- 3 public pitches for Gypsy and Traveller households who don't meet the PPTS planning definition of a traveller
- 0 Gypsy and Traveller pitches for households of unknown planning status
- 0 plots for Travelling Showpeople meeting the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople who do not meet the PPTS planning definition of a traveller
- 0 plots for Travelling Showpeople of unknown planning status

Summary of current supply, need and future requirement

Gypsies and Travellers current supply, need and future requirement

7.53 The following table calculates the current supply and need for pitches by combining all the above information.

Table 14: Current supply, need and future requirement for Travellers pitches

Travellers	Pitches Travellers meeting planning definition	Pitches Households not meeting planning definition	Pitches Travelling status unknown
Current supply and need for pitches, and future demand			
Current residential supply:			
A. Current supply of occupied Council residential site pitches in Council area	2	23	10
B. Current supply of authorised and occupied privately owned site pitches in Council area	4	22	9
C. Unauthorised pitches tolerated for more than 10 years	1	1	0
Total households	7	46	19

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Projected supply:			
D. Number of unused or vacant Council pitches	0	0	0
E. Number of unused or vacant authorised privately owned pitches	0	0	0
F. Number of existing pitches expected to become vacant in the near future (public and privately owned)	0	0	0
G. Number of households in site accommodation expressing a desire to live in bricks-and-mortar housing (in next five years)	0	0	0
H. New Council pitches planned during year 1	3	3	0
I. Existing applications for private pitches likely to gain planning permission during year 1	0	0	0
Total pitch supply	3	3	0
Current need:			
J. Households seeking permanent site accommodation in the area	1	13	0
K. On unauthorised encampments expressing a need to reside in the Borough ²⁹	0	1	0
L. Current unauthorised developments for which permanent planning permission is not expected as there is a presumption against development in these areas	2	2	1
M. Currently overcrowded ³⁰ or doubled-up pitches including suppressed households	0	4	0
N. Temporary planning permissions due to expire before 2022	2	7	2
Current shortfall	5	27	3
Total current residential need for pitches³¹			
Total current residential demand MINUS total projected supply	2 (5 minus 3)	24 (27 minus 3)	3
Future requirement:			
O. New family formations expected to arise from existing borough households in next 5 years	0	2 + 1 ³²	0
Future requirement 2017-2022	0	3	0
Requirement for extra pitches 2017-2022³³			
Current shortfall PLUS newly arising requirement/family formation	2	27	3
Future requirement 2022-2027	1	6	2
Future requirement 2027-2032	1	6	2
Future requirement 2032-2034 (2 years)	0	2	1
TOTAL over Local Plan period	4	41	8

²⁹ Includes those residing on tolerated sites for less than 10 years.

³⁰ Overcrowding, e.g. where family numbers have grown to the extent that there is now insufficient space on the pitch or site for a further caravan.

³¹ Total current residential demand for pitches/plots = Total current residential demand – Total projected supply.

³² Two future household formations from pitches identified through interviews, 1 additional future household formation from bricks and mortar housing suggested by ORS study of household demographics.

³³ Demand for extra pitches = Current shortfall + newly arising need or family formation.

Travelling Showpeople current supply, need and future requirement

7.54 The following table calculates the current supply and need for plots for Travelling Showpeople by combining all the above information.

Table 15: Current supply, need and future requirement for Travelling Showpeople

Travelling Showpeople	Plots Travelling Showpeople meeting planning definition	Plots Travelling Showpeople not meeting planning definition	Plots Travelling Showpeople travelling status unknown
Current supply and need for Travelling Showpeople plots, and future demand			
Current residential supply:			
A. Current supply of occupied Council residential site plots in Council area	0	0	0
B. Current supply of authorised and occupied privately owned site plots in Council area	6	1	5
C. Unauthorised plots tolerated for more than 10 years	0	0	0
Total households	6	1	5
Projected supply:			
D. Number of unused or vacant Council plots	0	0	0
E. Number of unused or vacant authorised privately owned plots	0	0	0
F. Number of existing plots expected to become vacant in the near future (public and privately owned)	0	0	0
G. Number of households in site accommodation expressing a desire to live in bricks-and-mortar housing (in next five years)	0	0	0
H. New Council plots planned during year 1	0	0	0
I. Existing applications for private plots likely to gain planning permission during year 1	0	0	0
Total plot supply	0	0	0
Current need:			
J. Households seeking permanent site accommodation in the area	0	0	0
K. On unauthorised encampments expressing a need to reside in the Borough ³⁴	0	0	0
L. Current unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas	0	0	0
M. Currently overcrowded ³⁵ or doubled-up plots including suppressed households	3	2	0
N. Temporary planning permissions due to expire before 2022	0	0	0
Current shortfall	3	2	0
Total current residential need for plots³⁶	3	2	0
Total current residential demand MINUS total projected supply	3	2	0

³⁴ Includes those residing on tolerated sites for less than 10 years.

³⁵ Overcrowding, e.g. where family numbers have grown to the extent that there is now insufficient space on the pitch or site for a further caravan.

³⁶ Total current residential demand for pitches/plots = Total current residential demand – Total projected supply

Future requirement:			
O. New family formations expected to arise from existing borough households in the next 5 years	0	0	0
Future requirement 2017-2022	0	0	0
Requirement for extra plots 2017-2022³⁷ Current shortfall PLUS newly arising requirement/family formation	3	2	0
Future requirement 2022-2027	0	0	0
Future requirement 2027-2032	1	1	0
Future requirement 2032-2034 (2 years)	0	1	0
TOTAL over Local Plan period	4	4	0

Accommodation need over the next five years

7.55 The current shortfall of traveller accommodation and need over the next 5 years within Guildford borough is therefore calculated as follows:

Target for households meeting the planning definition of a traveller over next 5 years:

- 2 Gypsy and Traveller pitches for travellers meeting the planning definition (1 pitch for a household currently renting a private pitch, 2 pitches from households currently on unauthorised sites, 2 pitches for households with temporary planning permission which is due to expire before 2022 minus 3 public pitches being built at Home Farm).
- 3 plots for Travelling Showpeople meeting the planning definition (3 households currently overcrowded or doubled-up).

For households not meeting the planning definition of a traveller over next 5 years:

- 27 pitches for settled households not meeting the planning definition of traveller (12 households currently in bricks-and-mortar housing seeking a pitch, 1 households with no settled base, 1 household on an unauthorised encampment pitch, 2 households on unauthorised development pitches, 4 overcrowded or doubled-up pitches, 7 pitches with temporary planning permission due to expire before 2022, 3 future pitches required minus 3 public pitches being built at Home Farm).
- 2 plots for settled Travelling Showpeople not meeting the planning definition (2 households currently overcrowded or doubled-up).

7.56 It was not possible to determine the travelling status of 3 households as they declined an interview or were not available despite repeated site visits. However, we have included their details as they may be ethnic Gypsies and Travellers and could potentially meet the PPTS definition of a traveller. Based on the outcomes of the interviews undertaken in Guildford it seems likely that only a small percentage of households of unknown planning status will meet the planning definition of traveller³⁸, however we have included the pitch and plot estimates in this assessment for completeness as potential additional pitches and plots. If further information on the planning status of an 'unknown' household is made available and the

³⁷ Demand for extra pitches = Current shortfall + newly arising need or family formation

³⁸ Analysis of the Guildford interviews 2017 found 7 households met the planning definition of a traveller, 46 households did not meet the planning definition of a traveller and 19 households were of unknown planning traveller status.

households meets the PPTS definition of a traveller this additional need can be taken into account.

For households of unknown travelling status the total need for pitches and plots may rise to:

- 3 additional pitches for Gypsies and Travellers not interviewed and planning status unknown.
- 0 additional plots for Travelling Showpeople not interviewed and planning status unknown.

- 7.57 The findings incorporate both a current need for accommodation (through overcrowding, doubling-up, suppressed households, unauthorised encampments or developments, temporary planning permissions, unmet need from households living in bricks-and-mortar housing) and a demand for future accommodation such as adult children wanting to leave home and create a separate household in the next 5 years.
- 7.58 In total 22 households completed question 13 and identified a need for an additional Gypsy and Traveller pitch (including 2 pitches, which were requested for the years 2018 and 2021). When combined with the pitches estimated as needed from those households not interviewed, households on unauthorised developments not identifying a need and the households living on sites with temporary planning permission who did not identify a need this equals 4 additional Gypsy and Traveller pitches for those travellers that meet the planning definition and 27 Gypsy and Traveller pitches for those households who do not meet the planning definition of traveller over a five-year period.
- 7.59 There were no requests in question 13 for accommodation for Travelling Showpeople plots. However, an assessment of overcrowding of Travelling Showpeople plots finds the need for 3 additional Travelling Showpeople plots for those that meet the planning definition of traveller, and 2 plots for those settled Travelling Showpeople who do not meet the planning definition of a traveller over a five-year period. There were no requests in question 13 for households wishing to move bricks-and-mortar housing

Finalising the traveller accommodation assessment; the future projection

- 7.60 PPTS states that local authorities need to identify a continuous supply of sites for a 15-year period. To calculate future need over a fifteen-year period we commissioned a study to look at household formation and growth rates in Guildford borough. The interview data informed the calculation of a net compound household formation and growth rate and provides a good reflection of local circumstances and the very high response rate to the interviews gives a sound basis for analysis. To give an indication of potential numbers, a net compound new household formation and growth rate has been applied to the pitch and plot baseline numbers. The approach taken is set out in the report completed by ORS that can be found in Appendix three.
- 7.61 Gypsies and Travellers
- 1.40% for Gypsy and Traveller households meeting the PPTS planning definition
 - 1.25% for settled Gypsy and Traveller families (not meeting the planning definition)
 - 1.50% for Gypsy and Traveller families not interviewed so travelling status unknown
 - 5 pitches for traveller children currently living in bricks-and-mortar housing (from local demographics)

7.62 Travelling Showpeople

- 1.10% for Travelling Showpeople households meeting the PPTS planning definition
- From demographics 2 plots for settled Travelling Showpeople (not meeting the planning definition)
- 1.00% for Travelling Showpeople households not interviewed so travelling status unknown

7.63 These percentages are applied as net compound growth per annum. The calculation for a five-year period is the number of existing pitches or plots, plus the new pitches or plots divided by 100 and multiplied by the family formation rate percentage and multiplied by 5 years (or 2 years for the last period of the Local Plan).

Table 16: Projection of additional pitch and plots needed within Guildford borough 2017-2034 to meet the needs of Gypsies, Travellers and Travelling Showpeople meeting PPTS definition.

Time Period	Pitches for Gypsies and Travellers meeting planning definition	Plots for Travelling Showpeople meeting planning definition
2017-2022	2	3
2022-2027	1	0
2027-2032	1	1
2032-2034 (2 year period)	0	0
TOTAL over plan period	4	4

Table 17: Projection of additional pitch and plots needed within Guildford borough 2017-2034 to meet the needs of households who do not meet the PPTS definition of a traveller and households of unknown planning traveller status.

Time Period	Pitches for Gypsies and Travellers not meeting planning definition	Pitches for Gypsies and Travellers not interviewed of unknown planning status	Plots for settled TSP not meeting planning definition	Pitches for Travelling Showpeople not interviewed of unknown planning status
2017-2022	27	3	2	0
2022-2027	6	2	0	0
2027-2032	6	2	1	0
2032-2034 (2 years)	2	1	1	0
TOTAL over plan period	41	8	4	0

7.64 This calculation gives a robust indication of the additional number of pitches and plots likely to be required in the future. We anticipate that traveller accommodation needs will be assessed on a regular basis thereby accurately informing the future accommodation need projections where appropriate.

Transit Sites

- 7.65 Travelling is an important feature of a traveller's identity and way of life, even if it is limited to visiting fairs or family. Within Guildford borough the travelling community is mainly static and settled on established sites, often restricting travelling to the school holidays to let their children experience the traveller way of life. Transit sites are short-term stopping places to accommodate households who are attending specific events or travelling seasonally. They can vary from formal sites through to temporary stopping places, which can include negotiated stopping agreements.
- 7.66 The Government's overarching aim is to ensure fair and equal treatment of travellers, in a way that facilitates the traditional and nomadic way of life for travellers while respecting the interests of the settled community (PPTS paragraph 3).
- 7.67 Policy A of PPTS requires local planning authorities to co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan. Policy B also refers to the need for local planning authorities to set pitch and plot targets to address the likely permanent and transit site accommodation needs of travellers.
- 7.68 In light of the above, interviewers asked transient travellers questions (questions 24 to 30) to aid the assessment of the need for transit pitches or sites.
- 7.69 From analysis of the interviews there were 2 transient Travelling Showpeople households staying temporarily in the borough for work purposes, and no transient Gypsy and Traveller families staying here temporarily.
- 7.70 Historical information (including caravan counts) and Officer knowledge of unauthorised incursions or encampments within Guildford borough shows very low levels of short-term transient encampments and there are effective procedures (in accordance with Central Government guidance) in place to manage them. At the time of this study there is 1 unauthorised encampment (on land not owned by travellers) which has been tolerated for over 10 years and the other cases of unauthorised developments are on travellers' own land where they are seeking planning permission.
- 7.71 At this time there no clear evidence of need for permanent transit sites to address the low levels of unauthorised encampments. As such, we propose to continue to use a management approach rather than an infrastructure approach to address short-term unauthorised encampments. Continued joint working between local authorities within Surrey and elsewhere will continue to address the issue of transit sites if necessary. However, from the questionnaire findings, desktop information and Council Officer knowledge there is no evidence of need or demand for transit sites within Guildford borough.

8.0 Conclusions

Findings

- 8.1 PPTS requires us to set pitch and plot targets to address the likely permanent and transit accommodation needs of travellers meeting the planning definition in our area. The findings from this Traveller Accommodation Assessment for Guildford borough show that we should be aiming to identify specific deliverable sites to meet the following traveller accommodation needs:
- Gypsies and Travellers:
- 2 pitches for travellers meeting the planning definition over the next five-year period in order to meet their accommodation needs.
- Travelling Showpeople:
- 3 plots for travellers meeting the planning definition over the next five-year period in order to meet their accommodation needs.
- 8.2 Whilst noting that the needs of Gypsies, Travellers and Travelling Showpeople who do not meet the PPTS definition of a traveller should be determined within the context of general housing need, this assessment has identified the need for:
- Settled Gypsies and Travellers:
- 27 pitches for households not meeting the planning definition of a traveller over the next five years
 - Up to 3 pitches for Gypsies and Travellers of unknown planning status over the next five years
- Settled Travelling Showpeople:
- 2 plots for Travelling Showpeople not meeting the planning definition of a traveller over the next five years
 - 0 plots for Travelling Showpeople of unknown planning status over the next five years.
- 8.3 In total, this Traveller Accommodation Assessment (TAA) 2017 identifies the need for 4 traveller pitches and 4 plots for Travelling Showpeople meeting the planning definition of traveller over the Local Plan period to 2034. We have also identified a separate general accommodation need for 41 pitches and 4 plots for settled households not meeting the planning definition³⁹ of traveller and a potential additional need for up to 8 pitches and 0 plots for travellers of unknown planning traveller status over the Local Plan period.
- 8.4 The total number of pitches is lower than the 2012 Traveller Accommodation Assessment figure, which identified the need for 73 pitches and 8 plots between 2012 to 2027. However, this is primarily due to the change to the planning definition of traveller. It is also important to note that since 2012 we have approved planning permission for a total of 24 traveller pitches; 11 of these are public pitches and 13 are private pitches. This has helped to address a significant proportion of the backlog of need for traveller pitches identified in the 2012 TAA. No new Travelling Showpeople plots have been granted planning permission since 2012.

³⁹ As set out in [Planning Policy for Traveller Sites](#) 2015.

Next steps

- 8.5 Now that we have assessed the accommodation needs of travellers residing or resorting to Guildford borough, the next steps are to prepare to meet these accommodation needs through a mixture of public and private sites. This Traveller Accommodation Assessment is part of the evidence base that informs the emerging Guildford borough Local Plan Strategy and Sites document, which identifies sites for pitches and plots.
- 8.6 Policy H1 'Homes for all' of the Proposed Submission Local Plan: Strategy and Sites June 2017 outlines our approach towards the provision of Gypsy and Traveller pitches and Travelling Showpeople plots, including requiring development sites of 500 or more homes to provide Gypsy and Traveller pitches or plots. As of May 2017 sufficient sites are allocated within the Proposed Submission Local Plan to meet the needs of travellers as defined by PPTS and identified within this assessment. That includes an adequate supply of deliverable sites to meet the needs assessed as coming forward in the next 5 years. In addition and in any event, the Proposed Submission Local Plan also allocates sufficient sites to meet the assessed needs of 'unknown' households and travellers who do not meet the PPTS definition even though they form part of general housing needs rather than the PPTS requirements.
- 8.7 Having these processes in place, namely identifying travellers' accommodation needs then identifying land to meet the target will help address the accommodation needs of Guildford's travellers.

Appendix one - Questionnaire

Appendix two - Glossary

Appendix three - Guildford Borough Gypsy and Traveller Household Formation and Growth Rates Report 2017

Appendix one - questionnaire

GUILDFORD BOROUGH'S TRAVELLERS ACCOMMODATION ASSESSMENT QUESTIONNAIRE

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

Number/Name of property:.....

Site/Address:

For questionnaires conducted on site please mark on the attached site plan which pitch/plot the respondent resides on. (Please tick once done)

Is the pitch or plot occupied: Yes () No () Don't know ()

If pitch or plot is vacant, is the occupier travelling: Yes () No () Don't know ()
(Check with site manager/neighbours)

When are the occupiers due back:

Purpose of interview, Data Protection and Privacy Notice – to be read to the interviewee

This interview is to find out about the accommodation needs of Gypsies, Travellers and Travelling Showpeople living in Guildford borough. By agreeing to be interviewed you agree to the Council having access to your address and responses for the purpose of this research only.

The person interviewing you has been employed and is acting on behalf of Guildford Borough Council.

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council's representatives will not share or disclose such information to any unauthorised person or body. The information will be used to inform Guildford borough's Traveller Accommodation Assessment.

This cover sheet with your address on it will be detached from the questionnaire once the information provided has been analysed by Council employees.

Thank-you so much for helping with this important piece of research.

INTERVIEWER'S DECLARATION

I certify that this interview was carried out according to Guildford Borough Council's instructions.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

CONFIDENTIAL

Unauthorised development () i.e. Own land but without planning permission (continued on next page...)
Unauthorised encampment () i.e. Do not own land and without planning permission
Conventional owned bricks-and-mortar housing ()
Conventional rented bricks-and-mortar housing ()
Side of the road/ lay-by ()
Other () please state

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

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

Q8. Does your home meet your accommodation and cultural needs ?

Yes () Right type of accommodation () Close to doctors () schools () work () family () friends ()
other.....
No () Wrong type of accommodation () Unauthorised site () Overcrowded () Unsuited () Contains
suppressed household () Too expensive () Limited access to doctors () schools () work () family ()
friends () other.....

Q9. Length of time at current address

Less than 1 year () Previous location/borough:
More than 1 year but less than 5 years () Previous borough:
More than 5 years ()
Response not provided ()

Q10. Are you intending to move from this pitch/plot in the next five years?

Yes () No () Response not provided ()

Q10a. If yes, where are you thinking of moving to?

Location:

Response not provided ()

Q11. If you are planning to move, what would be your preferred accommodation type and tenure?

Affordable/Social bricks-and-mortar house () Local Authority pitch/plot ()
Privately owned pitch/plot () Privately rented pitch/plot ()
Privately owned bricks-and-mortar house () Privately rented bricks-and-mortar house ()
Response not provided ()

Q12. Can you afford to buy a private pitch or plot or land to develop ?

Yes () No () Other.....

CONFIDENTIAL

Q13. Are you⁴⁰ or any members of your household likely to need their own pitch/plot in Guildford borough in the next 5 years?

House hold	Relationship to the respondent or yourself	Age	Estimate year required	Type of accommodation required* What is your preference?	Is the household registered on a site waiting list or housing register?		Where is the accommodation required	Why is the accommodation required?	Do you have a family or employment connection to this area?	Have you stopped travelling permanently?
					Housing list (Yes/No)	Site list (Yes/No)	What is your preference?			Yes/No
<i>Example</i>	<i>Myself, son and daughter-in-law etc</i>	<i>21</i>	<i>2017</i>	<i>B –add pitch/plot/ caravan/mobile home/bungalow/ house/transit etc</i>	<i>No</i>	<i>Yes</i>	<i>Leatherhead</i>	<i>Overcrowded/ doubled up/ getting married/ leaving home etc</i>	<i>Yes – work and family</i>	
1										
2										
3										
4										
5										
6										
7										
8										

*** Type of Accommodation:**

- | | | | |
|-------------------------------|--------------------------------|---|--------------------------|
| A. Affordable/Social Housing | C. Privately owned pitch/plot | E. Privately rented bricks-and-mortar housing | G. Other |
| B. Local Authority pitch/plot | D. Privately rented pitch/plot | F. Privately owned bricks-and-mortar housing | H. Response not provided |

Office Use Only:

Based on the response to Q11 'where is the accommodation required' please identify the local authority area e.g. Godalming would be Waverley.

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

⁴⁰ This takes account of those being interviewed who are on unauthorised sites or already doubled-up on a site.

Q14. How many times have you or your family travelled in a caravan or trailer in the last year, and for how long?

Number of times () Length of travel period/time away from home

Q15. Which members of your family travelled?

Yourself () Husband () Wife () Son () Daughter () Grandchild () Parent ()

Other.....

Q16. What was the reason for travelling⁴¹?

Work (away from home) () Fairs for work () Holiday () Visiting friends/family () Other ().....

Distance travelled approximately.....miles

Q17. When do you normally travel?

Summer () Winter () Autumn () Spring () All year ()

Q18. Where do you normally stay when travelling?

Friends/family site () Transit site () Roadside () Other

Q19. Have you or your partner ever travelled? Yes () No () Details.....

For: Work () Fairs for work () Holiday () Visiting friends/family () Other ().....

Q20. Why did you stop travelling?

.....

Q21. Do you or your family intend to travel in the future? Yes () No ()

For: Work () Fairs for work () Holiday () Visiting friends/family () Other ().....

Other Questions

Q22. Do you have any land that you would like to be considered for a new site/additional pitch?

Yes () No () Response not provided ()

Location/Address:.....

.....

Note to interviewer: If they answer yes, please pass on a site suggestion form

Additional questions to ask to Travelling Showpeople

Q23. Is there sufficient provision available for storage of equipment on your site?

Yes () No () Response not provided ()

Additional questions to ask to transient travellers

⁴¹ In our opinion the new definition of traveller includes those who travel but who may have a permanent site/home, excluding those who travel for purposes other than work (such as holidays, horse fairs or visiting people). In our opinion people who commute to work daily from a permanent site/home will not meet the definition of a traveller. If some household family members regularly travel for nomadic purposes, but other family members stay at home to look after dependants educational or health needs or because of old age, the household unit would meet the new definition of a traveller.

Q24. Where have you travelled from? (Your last accommodation base)

Location/Address:.....

Response not provided ()

Q25. What is the purpose of your visit to Guildford borough?

Visiting family or friends () work opportunities () close to hospital ()

Other

Response not provided ()

Q26. Why did you choose this particular site? (for unauthorised encampments)

.....

Response not provided ()

Q27. Do you have a base elsewhere?

No ()

Yes () Location/Address:.....

Response not provided ()

Q27a. If yes, is it a temporary () or permanent () base?

Q28. How long do you intend to remain on this land/site?

.....

Response not provided ()

Q29. If you are required to leave this site, where will you go?

.....

Response not provided ()

Q30. Is there a need for transit sites or stopping places in this area?

Yes () No () Suggested location.....

Additional questions to travellers living in bricks-and-mortar housing

Q31. Do you live in a bricks-and-mortar house by choice or because there is no other suitable site accommodation?

By choice () *(continued on next page)*

There is no alternative suitable site accommodation: public pitch/plot () private pitch/plot ()

I am on the council’s waiting list for a public pitch/plot ()

Response not provided ()

Other.....

Q32. Do you consider your current bricks-and-mortar house to be suitable?

Yes ()

No, unsuitable because of:

Psychological aversion to bricks-and-mortar accommodation ()

Tenure under notice or threat of notice ()

Lease coming to an end ()

Too expensive and I'm on housing benefit ()

Too expensive and I'm in arrears ()

Too difficult to maintain e.g. too large ()

Share a kitchen, bathroom or WC with another household ()

Household contains someone with a mobility impairment or specific need and the house cannot be made suitable in-situ ()

No bathroom, kitchen or inside WC and household has no available resources to make it fit ()

House in major disrepair or unfit and household has no available resources to make it fit ()

Harassment from others living in the vicinity which cannot be resolved except through a move ()

Overcrowded ()

Other () please state.....

Response not provided ()

Have you any comments relevant to this questionnaire or any other issues that you wish noted? This can include what you think helps make a good site.

Comments:

Please continue on a separate sheet if necessary

Thank-you for answering these questions, it is much appreciated.

Note for Interviewer – please leave contact details if the respondent knows of other travellers who live in bricks-and-mortar housing and who would like to be interviewed.

Appendix two - glossary

Glossary

Amenity block	A building sited on a pitch to provide a dayroom or facilities such as bathroom, toilet, sink and plumbing for a washing machine.
Authorised site, pitch or plot	Site, pitch or plot which has the benefit of a site licence or planning permission. Either a privately owned pitch or public Council owned site.
Bricks-and-mortar	Permanent mainstream housing.
Caravan	Mobile living vehicles also called trailers or touring caravans.
Concealed households	Also called suppressed households. Someone living within a household but wanting to form a separate household and move to their own accommodation (such as adult children, 18 years old and above, living at home).
Doubling-up	Households sharing a pitch or plot on an authorised site.
Gypsies and Travellers	Persons of nomadic habits of life whatever their race or origin, including such persons who on grounds of their own or their family's or dependants' education or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such. ⁴²
GTAA	Abbreviation used for Gypsy and Traveller (and often Travelling Showpeople) Accommodation Assessments undertaken by Local Authorities.
Housing need	The quantity of housing required for households who are unable to access suitable housing without financial assistance. For travellers, it includes households with no authorised site to reside on, who live in overcrowded or unsuitable site accommodation and who are unable to obtain more suitable accommodation, who contain suppressed households unable to set up separate family units, who are unable to access a place on an authorised site or to afford land to develop one, who live in bricks-and-mortar accommodation but whose existing accommodation is overcrowded or unsuitable (which may include unsuitability by a person's cultural preference not to live in bricks-and-mortar accommodation).
Housing demand	The quantity of housing that households are willing and able to buy or rent.

⁴² [Planning Policy for Traveller Sites](#) (August 2015)

Appendix two - glossary

Household	One person or a group of people (not necessarily related) living at the same address, in one or more mobile homes or caravans, and sharing at least one meal a day and housekeeping costs.
Housing requirement	This is the combination of both housing need and housing demand.
Mobile Home	Large residential unit intended to be static, technically a caravan but normally moved by a lorry and trailer rather than by towing.
NPPF	National Planning Policy Framework (March 2012) Government document.
Pitch	A piece of land of various sizes which generally accommodates one mobile home and one touring caravan, amenity and storage space, an amenity building and parking. ⁴³
Plot	A piece of land of unspecified size accommodating Travelling Showpeople's caravans, trailers, mobile homes and sometimes equipment. Sometimes called a yard.
PPTS	Planning Policy for Traveller Sites (August 2015) Government document.
Settled Gypsy and Traveller	Persons who do not meet Planning Policy for Traveller Sites definition of a traveller, who on grounds of their own or their family's dependants' educational or health needs or old age or other reason have ceased to travel permanently but excluding members of an organised group of travelling showpeople or circus people travelling together as such.
Settled Travelling Showperson	Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such) who do not meet Planning Policy for Traveller Sites definition of a Travelling Showperson. This includes such persons who on their own or their family's dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel permanently but excludes Gypsies and Travellers.
Suppressed household	Also called concealed households. Someone living within a household but wanting to form a separate household and move to their own accommodation (such as adult children, 18 years old and above, living at home).
TAA	Abbreviation for Traveller Accommodation Assessment (TAA).
Transit site	A site provided for short-term temporary use by travellers on the move. Can vary from a formal site to a temporary stopping place for specific events or seasonal travel.
Travelling Showpeople	Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such).

⁴³ [Designing Gypsy and Traveller Sites](#) – A Good Practice Guide CLG 2008.

Appendix two - glossary

	<p>This includes such persons who on the grounds of their own or their family's or dependant's more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers.⁴⁴</p>
travellers	<p>The term "travellers" is the commonly-accepted term used for planning purposes to mean "Gypsies and Travellers" and "Travelling Showpeople". It is a non-ethnic description to encompass all those of a travelling way of life whatever their race or origin.⁴⁵ In planning policy terms this includes such persons who have ceased to travel temporarily because of their own or their family's or dependants' educational or health needs or old age.</p>
Unauthorised development	<p>Private land occupied by the owner but without the benefit of planning permission</p>
Unauthorised encampment	<p>Land occupied by Gypsies, Travellers and Travelling Showpeople and their homes but without the benefit of planning permission or the permission of the landowner. Can include land at the side of the road</p>

⁴⁴ [Planning Policy for Traveller Sites](#) (August 2015).

⁴⁵ See Annex 1 of the [Planning Policy for Traveller Sites](#) (August 2015).

Appendix three – Guildford Borough Gypsy and Traveller Household Formation and Growth Rates Report