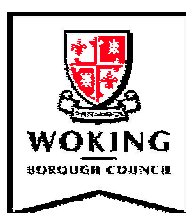




Woking Borough Council

Traveller Accommodation Assessment

December 2013



Produced by the Planning Policy Team

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1.0 Introduction

- 1.1 Woking Borough Council is committed to provide adequate and appropriate housing to meet the needs of all sections of the community. This includes the provision of deliverable sites at sustainable locations to meet the accommodation needs of Gypsies and Travellers and Travelling Showpeople and setting out a clear policy framework against which the suitability of any proposed development will be determined. Presently, Woking has one publicly owned Gypsy and Traveller site at Hatchington, Worplesdon which has 16 pitches. There are also two privately owned sites in the Borough at Five Acres, Brookwood comprising of thirteen pitches and two temporary pitches and Ten Acres Farm, Mayford, which is three pitches. There is no identified site/plot for Travelling Showpeople in the Borough. There is also no transit site.
- 1.2 The Council carried out a Gypsy and Traveller Accommodation Assessment (GTAA) in 2007. The Study identified a need for additional 10 pitches between 2006 and 2016. This need has already been met.
- 1.3 The Council has recently adopted its Core Strategy (October 2012). Policy CS14 – Gypsies, Travellers and Travelling Showpeople commits the Council to make provision for necessary additional pitches to meet identified need between 2017 and 2027. The specific number of pitches to be delivered should be informed by an updated Travellers Accommodation Assessment (TAA). This document is the updated TAA and provides an assessment of need to cover the entire plan period i.e. up to 2027. The TAA includes an assessment of any retrospective need from 2012 (base date of the TAA) to 2016 that had not been picked up by the previous GTAA. The TAA will be an important evidence base to inform the Development Delivery Development Plan Document (DPD) and the Green Belt boundary review. The Development Delivery DPD will identify and allocate specific sites to enable the identified need to be delivered. The Council has an approved Project Plan for the preparation of the Development Delivery DPD. This is set out in the Council's Local Development Scheme (LDS). The Local Development Scheme is on the Council's website (www.woking.gov.uk). It is important that the TAA is completed in time to feed into the Development Delivery DPD process. A summary of the key dates for the preparation of the Development Delivery DPD is included in **Appendix 1**. The dates are subject to any review of the LDS.
- 1.4 The Council has worked in partnership with all the other authorities in Surrey to develop a common methodology and questionnaire for carrying out the TAA. This common approach is necessary to ensure a consistent approach across the county. The Travelling community were also actively involved in developing the methodology and the questionnaire. The methodology had been designed to overcome the concerns expressed in the unpublished Panel Report of the selective review of the South East Plan. The Council therefore believes that the methodology is sufficiently comprehensive and robust enough to enable an appropriate assessment of the accommodation needs of Gypsies and Travellers to be made. A copy of the survey questionnaire is included in **Appendix 2**.
- 1.5 The 2007 GTAA was a joint study with Elmbridge, Runnymede and Spelthorne Councils and was undertaken by a consultant. Whilst this TAA is solely carried out in-house by Woking Borough Council to cover its geographical area, all the three other authorities have fully been involved in developing the methodology used for the study and under the duty to cooperate have been consulted on any cross boundary issues that might have to be addressed as part of the TAA. They have also been consulted on the outcome of a draft TAA before the document is finalised.
- 1.6 The TAA will form a key evidence base to inform how the Council addresses the accommodation needs of Gypsies and Travellers and Travelling Showpeople. The TAA will replace the 2007 GTAA.

- 1.7 The TAA is on the Council's website (www.woking.gov.uk). Paper copies can be made available if requested.

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2.0 Policy context for the TAA

The National Planning Policy framework (NPPF)

- 2.1 The NPPF was published in March 2012. It consolidates previous Planning Policy Statements and Planning Policy Guidance notes into one concise document. It sets out the Government's planning policies for England and how they are expected to be applied. The NPPF does not include specific detailed policies for traveller sites. However, it cross references to 'Planning policy for traveller sites' as the key document that local authorities should take into account when planning for or making decisions on traveller sites. Relevant policies of the NPPF will however continue to apply when planning for or making decisions about traveller sites and have been taken into account in preparing this TAA. Section 9 – Protection of the Green Belt of the NPPF is particularly relevant when identifying sites or determining planning applications with implications for the Green Belt. The Council will therefore be taking the requirements of the NPPF into account if the outcome of the TAA requires it to identify sites within the Green Belt to meet its identified need or when considering any application in advance of the adoption of the Development Delivery DPD.

Planning policy for traveller sites (March 2012)

- 2.2 The Government published its planning policy for traveller sites in March 2012. It replaces Circular 01/2006 (planning for Gypsy and Traveller Caravan Sites) and Circular 04/2007 (Planning for Travelling Showpeople). It sets out the Government's planning policy requirements for traveller sites.
- 2.3 The Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while at the same time respecting the interests of the settled community. The way the Government seeks to achieve this with respect to traveller sites are:
- that local planning authorities should make their own assessment of need for the purposes of planning;
 - to ensure that local planning authorities, working collaboratively, develop fair and effective strategies to meet need through the identification of land for sites;
 - to encourage local planning authorities to plan for sites over a reasonable timescale;
 - that plan-making and decision-taking should protect Green Belt from inappropriate development;
 - to promote more private traveller site provision while recognising that there will always be those travellers who cannot provide their own sites;
 - that plan-making and decision-taking should aim to reduce the number of unauthorised developments and encampments and make enforcement more effective;
 - for local planning authorities to ensure that their Local Plans includes fair, realistic and inclusive policies;

- to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply;
- to reduce tensions between settled and traveller communities in plan-making and planning decisions;
- to enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure; and
- for local planning authorities to have due regard to the protection of local amenity and local environment.

2.4 The Government is clear to emphasise the importance of using robust evidence base to establish the accommodation needs of Gypsies and Travellers to inform plan-making and decision-taking.

2.5 Traveller sites (temporary or permanent) in the Green Belt are considered inappropriate development. If a local authority wishes to make an exceptional limited alteration to the defined Green Belt boundary to meet a specific, identified need for a traveller site, it will have to do so only through the plan-making process and not in response to a planning application. This TAA provides a robust evidence base expected to be used to justify identified need in the Borough and any potential release of Green Belt land to meet the need.

2.6 The TAA assesses the need to be met in the Borough for the entire period of the Core Strategy. The Council is preparing its Development Delivery DPD and a Green Belt boundary review. The TAA will inform these documents with the view to identify specific deliverable sites to meet the identified need. In identifying traveller sites to meet identified need, local authorities are required by Government to:

- identify and update annually, a supply of specific deliverable sites sufficient to provide five years worth of sites against their locally set targets;
- identify a supply of specific, developable sites or broad locations for growth, for years six to ten and, where possible, for years 11 – 15.

2.7 These requirements will be taken into account in the Development Delivery DPD and the Green Belt boundary review. The Council has taken a strategic view that to ensure the enduring permanence of the Green Belt boundary, the Development Delivery DPD and Green Belt boundary review will take a long term view beyond 2027 and safeguard sufficient sites to deliver all forms of housing until 2040. However, the release of any safeguarded land that is not needed before 2027 will have to be decided through a future review of the Core Strategy and or the Development Delivery DPD.

The Housing Act of 2004

2.9 This Act requires local housing authorities to assess the accommodation needs of Gypsies and Travellers in their area and produce a strategy on how these needs can be met. The strategy that is identified to address the need should be embedded within the housing function of the local authority. The Council takes a corporate approach to housing provision to ensure that the housing that is provided reflect an identified need, is at the right location, of a right mix and is of high quality. The TAA has been designed to achieve these objectives.

The South East Plan

2.10 The South East plan is now formally revoked (25 March 2013) with the exception of Policy NRM6 regarding Thames Basin Heaths Special Protection Area. Policy NRM6 will be a material consideration in any site allocation and or consideration of a planning application. Whilst, the South East Plan is now revoked, the lessons learnt from the Examination in Public of its single issue review for a policy on Travellers accommodation is relevant to this TAA. The regional planning body (South East England Partnership Board) at the time was to undertake a single issue review of Gypsy and Traveller accommodation needs in the region. The review was to be evidenced by the GTAA's of the various local authorities in the region

and was examined at an Examination in Public in February 2010. However, before the Panel's report was published, the Coalition Government decided to revoke Regional Strategies and abolish the regional bodies that were responsible for their preparation. Consequently, it decided not to complete the review despite the EIP Report being at an advance stage of its preparation. Local authorities were given the responsibility to identify their own local need for Gypsy and Traveller accommodation. The TAA seeks to meet this requirement.

2.11 The incomplete Draft EIP Panel Report was released after a freedom of information request by a number of Gypsy and Travellers representatives. The Report suggested a number of areas for improvement to the GTAA's that were submitted for examination including the one carried out by Woking and its neighbouring authorities. Some of the concerns expressed in the Report include:

- over reliance on the CLG Caravan Count, which is widely regarded as a less than robust source of evidence;
- survey questionnaires used to inform the GTAA's were unnecessarily complex and poorly worded;

These concerns have been taken into account in preparing the methodology and questionnaire for the TAA. The Travellers community has been involved in designing the methodology and the questionnaire to ensure their confidence in the process and its outcomes.

Woking Core Strategy

2.12 The Council has an adopted Core Strategy (October 2012), which sets out a clear policy framework for addressing the accommodations needs of Gypsies and Travellers and Travelling Showpeople. Based on the evidence contained in the GTAA (2007), the Council have already met the need identified for Gypsies and Travellers up to 2016. Policy CS14 (Gypsies, Travellers and Travelling Showpeople) commits the Council to make provision for necessary additional pitches to meet identified need between 2017 and 2027. This TAA assesses the need and will provide the evidence to inform the Development Delivery DPD, the document that will identify specific deliverable sites to meet the identified need.

2.13 Policy CS14 also includes a set of criteria which will have to be taken into account when determining the allocation of land for Gypsies, Travellers and Travelling Showpeople and considering any application that will be submitted to the Council for determination. Presently, there are three authorised sites in the Borough. They all contribute towards meeting the needs of Gypsies and Travellers in the area. In this regard, Policy CS14 seeks to protect and safeguard them from development that will preclude the continued occupation of these groups, unless the sites are no longer required to meet identified need. A copy of Policy CS14 is included in **Appendix 3**.

Housing Strategy for Woking

2.14 The Housing Strategy sets out four key objectives that are relevant to addressing the accommodation needs of Gypsies and Travellers and Travelling Showpeople. These are:

- provide well designed, quality homes that are affordable and suitable for people's needs;
- prevent homelessness and help people in housing need;
- help people to achieve independence and choice; and
- make better use of all existing housing

2.15 A key priority in delivering the above objectives is to meet the need for additional pitches for Gypsies and Travellers in conjunction with Planning Services. The Council therefore takes a corporate approach to ensuring that the accommodation needs of all sections of the community are met, including the needs of Gypsies and Travellers and Travelling Showpeople.

3.0 Objectives of the TAA

3.1 The objectives of the TAA are:

- to create a robust, transparent and consistent evidence base to identify the need for Gypsy and Traveller pitches and Travelling Showpeople plots in the borough.
- to identify the current levels of accommodation provision in the Gypsy, Traveller and Travelling Showpeople communities in the borough.
- to Identify the current levels of need, including overcrowding; concealed households, households living in bricks and mortar housing but wishing to live on sites; identification of households living on sites but wishing to live in bricks and mortar housing.
- to show household aspirations, preferences and concerns in terms of the location, tenure and type of accommodation sought.
- identify the size and type of accommodation provision needed, including the demand for authorised sites (both static and transit) and for permanent affordable housing provision.
- to identify future levels of accommodation need in the years 2012-2027.
- to identify areas of accommodation requirement consistent with the Gypsy and Traveller nomadic lifestyle.
- to provide information to build upon the existing practices of the Council and to improve consistency in dealing with issues relating to Gypsies and Travellers and Travelling Showpeople across the Council's service areas.
- to provide information to assist in the reduction of the number of unauthorised encampments and developments by identifying pitches and or/ sites in the locality to meet identified local needs.
- to provide information to inform the development of future housing and planning policy at the Borough level.
- to provide information to assist the understanding of the need for pitches/ sites on a sub-regional and county level.

4.0 Methodology

- 4.1 The methodology adopted to carry out the TAA has been based on an approach which has been developed jointly by the Surrey districts and boroughs. A joint approach of having a common methodology is considered necessary to ensure consistency in assessing the needs of Gypsies and Travellers across Surrey. More importantly, it is deemed critical to ensure that the concerns expressed by the unpublished Panel Report into the single issue Examination in Public of the South East Plan are overcome. The need to avoid double counting is also paramount and the methodology ensures that this is minimised. Full details of the 'Preparing Travellers' Accommodation Assessments (TAA) – The Surrey Approach (April 2012)' is on the Council's website (www.woking.gov.uk).

Defining accommodation need

- 4.2 The aim of the TAA is to identify the need for Traveller's accommodation within the local area of Woking Borough. However, in doing so, and in accordance with the duty to cooperate, the Council has worked with neighbouring authorities to ensure that any cross boundary issues are taken into account. In particular, the Council has worked with the other Surrey authorities to develop a common approach to carrying out the TAA. The Council's overall objective is to meet the accommodation needs of all sections of the community in a consistent manner. The conventional definition of housing need relies heavily on an assessment of affordability and an understanding of the market for accommodation in the local area. However, for the purposes of meeting the needs for Travellers, this standard definition has been adjusted to take account of those:

- who have no authorised site on which to reside;

- whose existing site accommodation is overcrowded or unsuitable and are unable to obtain a more suitable accommodation;
- 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; and
- who are in brick and mortar accommodation but whose existing accommodation is overcrowded or unsuitable (which may include unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation).

4.3 In summary, a key underlying principle to the TAA is an assessment of the unmet need of existing households within the Borough and the likelihood of new households being formed to generate need over the period of the Core Strategy. The Council intends to identify specific deliverable sites through the Development Delivery DPD to facilitate the delivery of any identified need.

5.0 Key stages of the assessment process

The following are the key stages taken to assess the need:

Phase 1 – Desktop review

Gathering existing information

5.1 Information has been collated from local stakeholders including council officers at Woking Borough Council, neighbouring authorities, Surrey County Council, the Gypsy and Traveller Education Service, Registered Providers, Showmen's Guild and others who work with Gypsies, Travellers and Showpeople to include:

- Information on population size and or movement of Gypsies and Travellers.
- Homeless presentations of Gypsies and Travellers.
- Rehousing data which monitors rehousing of Gypsies and Travellers.
- Housing waiting list information if this monitors the numbers of Gypsies and Travellers on the waiting list.
- Movement of Gypsies and Travellers from permanent housing.
- Data on private authorised sites including information on the number of caravans permitted on each site, whether the planning permission was granted on a permanent or temporary basis, and whether it restricted occupancy to named individuals.
- Unauthorised sites, encampments and developments including information on the number of caravans and family groups on each site, length of occupation, and the up to date position regarding planning applications, appeals and outcomes and/or enforcement action.
- Information on planning applications for traveller sites which have been refused planning permission by the local planning authority since 2011/12.
- Current applications within the borough awaiting determination.
- Biannual Gypsy and Traveller caravan counts for the borough.

- Review of relevant national and local policy context for planning, and housing. Establish if there are any gaps in the data currently collected by housing that could be addressed within the questionnaire.

Consultation

5.2 In order to raise awareness of the surveys within the Travelling Community, the Council:

- Wrote to key stakeholders to inform them that the survey was taking place and to request information where needed.
- Provided information on the Council's website.
- Leaflet on Traveller sites to explain the purpose of the assessment, and encourage involvement.
- Left leaflets at key locations in the Borough.
- Liaised with the site managers to raise awareness, and obtain information where appropriate.
- Liaised with the Council's Housing Area Officers so they could inform tenants of the Assessment.

5.3 In addition, Mill Field Services (MFS) attended the Ash Event on Sunday 1st July 2012. This event was organised by Community Safety Officer Jo Packman with whom MFS liaised. Although this proved to be very interesting from the Council's point of view, unfortunately the weather was rather poor and subsequently the event was not very well attended. Six interviews were carried out at the event and a further three contacts were made. These interviews were carried out during the following week.

Phase 2 – Interviews with the Travelling Community

- 5.4 In undertaking this Assessment, the Council has sought to obtain the views of each traveller household residing in the Borough at the time of the study.
- 5.5 The questionnaires were designed in consultation with representatives involved with the Traveller Community and agencies working in support of the community as part of the development of the Surrey-wide methodology.
- 5.6 Due to the nature of the survey it was decided that face-to-face interviews were required in order to maximise the response rate. Interviews were conducted by Mill Field Services (MFS) on behalf of the Council between 18 June and 6 July 2012. These dates were set to avoid the Appleby Fair and the Epsom Derby as it was felt some travellers may be away from their sites in order to attend these events. It was also arranged in order to include the date of the Gypsy and Traveller fun day event held in Ash on 1st July 2012.
- 5.7 A qualitative approach was employed, taking into account cultural sensitivities, for example women who may not wish to answer questions, or speak to a male researcher.

The questionnaire aimed to:

- Gather information on current tenure types and aspirations/future needs and tenure preferences for caravan dwelling/ movement between housing and caravans.
- Ascertain attitudes to current site provision; presence on unauthorised encampments.

- Gather data on household composition and demography including patterns of extended family living.
- Identify migration patterns and transient settlement patterns.
- Gather information to ascertain the expected rate of new household formation and composition.
- Ascertain the degree to which housing waiting and transfer lists reflect housing need.

5.8 Information regarding housed travellers proved quite difficult to obtain, particularly due to data protection issues. Some contact information was provided to MFS by the Council and MFS gave out information postcards to interviewees on sites to be passed on to any friends or relatives they thought may be eligible and interested. These postcards had contact details for the Council but no feedback messages were received.

5.9 Ten interviews were carried out with household currently living in bricks and mortar mainly obtained by using a word of mouth and a “knock on” system. The majority of interviews among housed Travellers were carried out by prior appointment.

Phase 3 – Analysis of Survey, conclusions and key findings

Assumptions used in analysing survey data and for assessing provision of new pitches

5.10 In analysing the survey data, the following assumptions are made about:

- Concealed households;
- family formation;
- overcrowding;
- unsuitable accommodation.

Concealed households – People classified as concealed households will be identified as needing a pitch. For example, a married couple living with their parents with or without children/grandchildren will be classified as concealed household needing a pitch even if they had not themselves indicated that they need a pitch.

Family formation – The need for a pitch would apply to people who are 18 now or in the next five years who had indicated that a new pitch would be required. Future household projections will be based on applying a 3% compound rate.

Overcrowding – The following has been applied in terms of a separate bedroom being required:

- a person living together with another as husband and wife (whether that other person is of the same sex or the opposite sex);
- a person aged 21 years or more;
- two persons of the same sex aged 10 years to 20 years;
- two persons (whether of the same sex or not) aged less than 10 years;
- two person of the same sex where one person is aged between 10 years and 20 years and the other is aged less than 10 years.

Unsuitable accommodation – The SHMA Guidance defines what an unsuitable accommodation is. This is broadly used for the TAA and it covers:

- homeless households or insecure tenure;
- mismatch of housing need and dwellings such as overcrowding;
- dwelling amenities and conditions such as lack of bathroom, kitchen or inside WC and households does not have the resources to fix; and

- social needs such as harassment from others living in the vicinity which cannot be resolved except through a move.

Current pitch provision

5.11 Table 1 provides an update of current provision of authorised Travellers accommodation in the Borough. It is clear that the sites are all full to capacity. However, Five Acres has capacity to expand to accommodate further two additional pitches. There is a current planning permission for two temporary pitches in addition to the thirteen.

Table 1A – Current pitch provision

Location of site	Ownership	No. of pitches	Level of occupancy
The Hatchington, Worplesdon,	Publicly owned	16 authorised pitches	Full
Five Acres, Brookwood	Privately owned	13 permanent authorised pitches plus 2 temporary pitches	Fully occupied
Ten Acres Farm, Mayford	Privately owned	3 authorised pitches	Fully occupied

Location Plans for the sites are in Appendix 4.

5.12 The Hatchington is managed by Surrey County Council. Vacant plots are allocated to Travellers in accordance with allocation criteria, based on need, links to the area and personal and other relevant circumstances. Applicants can apply to join Surrey County Council Gypsy Sites Waiting List by completing a Gypsy Sites Application Form. Applications are assessed against the following criteria:

- Related / close family connection to existing resident(s);
- Residing in, or previously resided / resorted to Surrey and specific area where the site is located;
- Family make-up (children etc.);
- Years on waiting list;
- Present circumstances (including health, welfare issues);
- Relevant history;
- In receipt of income/housing benefit;
- Animals (number, appropriateness for site)

5.13 Due to the very layout and nature of gypsy sites, in particular, the close proximity of plots/pitches compatibility of households or new licensees is a critical factor in the allocation process. Incompatibility often leads to serious management problems. Incompatibility could occur due to a number of factors, including religious practices, ethnicity, lifestyle and personality. There is a Site Manager, responsible for managing the sites to ensure that decisions are made in accordance with the above. The Development Delivery DPD will take these issues into account when allocating specific sites for Travellers accommodation.

5.14 The County Council also manages other sites in Surrey. A list of these is in Table 1B below.

Table 1B – County Council managed sites

Site Name	No. of Plots	Location	District/Borough	Managed by
Littleton Lane	10	Shepperton	Spelthorne	Surrey County Council (SCC)
The Oaks	16	Claygate	Elmbridge	SCC
The Hatchington	16	Woking	Woking	SCC

The Willows	10	Tongham	Waverley	SCC
Kiln Lane	3	Epsom	Epsom	SCC
Elm Farm	15	Lyne, Chertsey	Runnymede	SCC
The Paddocks	15	Virginia Water	Runnymede	SCC
Salvation Place	10	Dorking	Mole Valley	SCC
Brambledown	3	Coldharbour	Mole Valley	SCC
Travellers Rest	3	Mickleham	Mole Valley	SCC
Conifer Park	4	Dorking		SCC
Pendel camp	4	Merstham	Tandridge	SCC
Cobbetts Close	17	Guildford	Guildford	Guildford
Ash Bridge	13	Ash	Guildford	Guildford
Kalima	15	Chobham	Surrey Heath (S/H)	SCC & S/H
Swift Lane	15	Bagshot	Surrey Heath	SCC & S/H
Cox Lane	16	Epsom	Epsom	Epsom

6.0 Analysis of survey data

6.1 Overall, 44 household were interviewed in the survey. Of the 44 households, 9 were interviewed in bricks and mortar accommodation, 1 was homeless but was interviewed in a bricks and mortar property (making a total of 10 households in bricks and mortar), and 34 were interviewed on existing Gypsy and Traveller sites (see Table 1A above for the existing sites and Appendix 4 for the Location Plans for the sites)). The homeless person was sofa surfing with her daughter and staying with her auntie temporarily, which she considered unsuitable in the long term. The total number of people identified in all the 44 households is 118. This equates to an average household size of 2.68 per the surveyed population. Historically, it has been difficult to have an accurate population data for Travellers because of the transit nature of some of them. However, the 2011 population census data include some information on Travellers. The total number of people identified as White Gypsy or Irish Travellers by the 2011 census is 151. This is equivalent to 0.15% of the total population of Woking. Putting the number of people interviewed in the context of the census data, about 78% of the Travellers population were interviewed in the survey. This is a very high response rate to provide confidence in the use of the survey data for future projections. The current available data for Gypsy Traveller count is the January 2013 count. The number of all caravans was 45. This comprises 18 socially rented caravans and 27 private caravans. It should be emphasised that not all the households answered each question on the questionnaire.

Population profile of the people that were interviewed

6.2 The population profile of the households interviewed is set out in Tables 2 and 3 below.

Table 2 - Ethnicity of respondent

Ethnicity	Number of respondents
Romany	19 (43%)
Irish Traveller	6 (13.6%)
Traveller	17 (38.6%)
Showperson	1 (2.3%)
Circus person	0 (0%)
New Age Traveller	0 (0%)
Response not provided	1 (2.3%)

6.3 The predominant ethnic group/household who responded to the survey is Romany. They comprise about 43% of the respondents. This is closely followed by respondents who only classify themselves as Travellers, about 39% (rounded). There was no respondent from the

Circus person/New Age Traveller ethnic group. This information is necessary to inform pitch allocation and the management of sites.

Table 3 - Age

Age	Number of people
18 years or over	81 (68.6%)
13 – 17 years	7 (5.9%)
Under 13 years	30 (25.8%)
Overall total	118 (100%)

6.4 The total number of people of all ages identified in the households interviewed is 118. Majority of them, 81 (68.6%) are adults of 18 years or above. The number of teenagers who could be eligible for own accommodation during the first ten years after the adoption of the Core Strategy is about 7 (5.9%). A significant number, 30 (25.8%) are children of 13 years or under. The age profile has informed future household formation projection. It is also useful information to identify concealed households.

Table 4 - Ownership of site/pitch

Nature of accommodation	Number of respondents
Local authority site pitch/plot	10 (22.7%)
Private owned site pitch/plot	13 (29.5%)
Unauthorised development	0 (0%)
Unauthorised encampment	0 (0%)
Conventional owned bricks and mortar housing	2 (4.5%)
Conventional rented bricks and mortar housing	7 (15.9%)
Side of the road	0 (0%)
Other	
Some else land with planning permission	3 (6.8%)
Private site with planning permission	2 (4.5%)
Homeless	1 (2.3%)
No response	6 (13.6%)
Total	44

6.5 Table 4 give an indication of the nature of current accommodation that the respondent households reside. Majority of respondents live on private owned sites (29.5%), followed by local authority owned site (22.7%). Of particular interest is the number of households living in conventional rented bricks and mortar accommodation. The information is necessary to inform the number of households living in unsuitable accommodation if there is a wish to move to a Traveller site.

Table 5 - Type of accommodation

Type of accommodation	Number
House	9 (19.6%)
Mobile home/Chalet	21 (45.7%)
Touring caravan	15 (32.6%)
Other	1 (2.2%)
Total	46 (100%)

6.6 Majority of the respondents 45.7% live in mobile homes/Chalet, with 32.6% living in touring caravans. Only 19.6% live in a house. There are two of the respondents whose household live in both mobile home/Chalet and a touring caravan. Across the types of accommodation,

majority of the respondents 62% live in 2 bedroom size accommodation. 22% live in 1 bedroom accommodation and only 2.2% live in 4 bedroom accommodation. About 43% of respondents have lived in the Borough for over a year but less than 5 years. However, a significant number 36.4% have lived in the Borough for over 5 years. 20% have lived in the Borough for less than a year. 20.5% are dissatisfied with their current accommodation and would like to move. There are a significant number of the respondents with family ties to the Borough over a reasonable length of time that has no intention of moving in the next 5 years.

- 6.7 A significant majority about 77% of households interviewed has no intention of moving from their pitch or house in the next 5 years. About 20.5% (9 households) of respondents intend to move in the next 5 years. All but one respondent who wish to move from their existing accommodation have lived in the Borough for less than 1 year. Majority (3 households) of those who wish to move from their current pitch do not have an idea of where they would like to move to. However, two respondents would like to move to Guilford, one respondent to Kent and one respondent to West Sussex. Two households would like to move to another pitch in Woking. Whilst majority do not have an idea of where they would like to move to, about 50% would like to move to a private owned pitch, 25% to a local authority pitch/plot and 25% to affordable/social housing. This is useful information about the nature of need to be met. Delivery should be managed to reflect the nature of need.
- 6.8 None of the households interviewed (100%) have any land that they would like to be considered for a new site or additional pitch. This information is important to inform a decision about how any identified need is met.

7.0 Summary of analysis

- 7.1 The predominant ethnicity of the households interviewed is the Romany and Travellers. Nearly 70% of the Travellers community in the Borough are 18 years of age or over. Most of the households reside either in a local authority owned site or a privately owned site. It is important to note that about 15% of the households live in bricks and mortar accommodation and most do so by choice. The predominant types of accommodation are mobile home/chalet and touring caravan. As stated above, nearly 80% of the households interviewed has no intention of moving. Most of those who wish to move out of the Borough have only lived in the Borough for less than a year. None of the people who were interviewed has any land that they would like to be considered for a new site or for an additional pitch.

8.0 Assessing accommodation need for the period up to 2027

- 8.1 The assumptions set out in paragraph 5.10 have been used to inform how the need is assessed.

Nature/source of need

Need arising from overcrowding including concealed household

- 8.2 There are **10** people of 18 years and above who are considered to be in genuine need for a pitch because they are presently living with relatives and have expressed a need for alternative accommodation. The counting of this type of need towards the overall assessment of need is in line with the assumptions made to underpin the assessment of need.

Need arising through household formation

- 8.3 **Household formation in years 1 – 5 (2012 -2017)** - There are presently **7** teenagers between the ages of 13 and 17 who are living with parents who are estimated to need separate accommodation in 5 years time or during the period of the Core Strategy. This has been identified as need for which provision should be made as the assessment covers the entire plan period so they will be 18 years or over in five years time. An assumption is made

that 18 years is a reasonable age to expect Travellers to leave home to set up their own independent households. It is acknowledged that some may leave home earlier but equally, others may leave later than 18 years. It is difficult to predict with accuracy whether these Travellers will form households with partners in Woking and therefore remain within the area or leave to elsewhere outside the borough to start a family. Across Surrey, there is evidence of both scenarios. It is reasonable to assume that regardless of where they may choose to start a family, they will require a pitch to share with the spouse. Using this logic to quantify future need, it is estimated that for every two unmarried people, there will be a need and a requirement for one pitch. This will generate a need of 3.5 pitches during this period. This figure is rounded upwards to **4 pitches**. The management of the delivery of the pitches should be timed to reflect the need. The TAA builds in sufficient contingency if this need has to be met in full.

Household formation in years 6 – 10 (2018 – 2021) – As emphasised above, there is a high response rate to the survey to give the Council a reasonable level of confidence for estimating future need. Taking account of children who will turn 18 years by 2017, the next eldest child of the following generation of children who will need accommodation in the future is presently 4 years old. None of them will turn 18 within the next ten years. Indeed, in ten years time, the oldest amongst this group of children will be 14 years. This age is significantly lower than the 18 years that the methodology allows for the consideration of a separate independent accommodation. The Council is therefore confident that no additional need will be generated through household formation in years 6 – 10. (2022 – 2027).

Household formation in years 11 – 15 (2022 – 2027) – It is difficult to predict with certainty from the survey data what the potential need for this period will be. The methodology recommends that the number of pitches be multiplied by a compound rate of 3% in such circumstances. A compound rate of 3% has therefore been applied to the later 5 years of the period of the Core Strategy, in this regard, years 11 – 15. This will generate an additional need of 5 pitches. Applying the same logic as set out above to the effect that for every two unmarried people, there will be a need for one pitch, the overall need for this period will be 2.5 pitches. This figure is rounded upwards to **3 pitches**.

The overall total need arising through household formation is **7 pitches**.

Need arising from unsuitable accommodation

- 8.4 This aspect of the need relates to people who are presently living in conventional bricks and mortar accommodation, which is deemed unsuitable. There are **2** people who are considered to be in need for alternative accommodation because their current accommodation is unsuitable. Of the two, one has tenancy under notice. Furthermore, the accommodation is in major disrepair and there are no available resources to make fit. With the other, the state of the accommodation is affecting the health and psychological wellbeing. There is a third person who is in suitable accommodation but feels that it is guided by too many rules and regulation. It is considered that the reason given by the third person is not sufficient enough for it to be registered as genuine need. In any case, this particular respondent has not identified a need and is not intending to move in the next five years. It is important to note that there are in total about 10 households that were interviewed who live in bricks and mortar accommodation. The other 6 is doing so by choice and do not consider their accommodation as unsuitable. One person was homeless but was interviewed in a bricks and mortar accommodation. The need for this particular person has already been counted.
- 8.5 The overall need from all the identified sources is **19 pitches**. However, the above analysis also demonstrates that the timing of delivery is critical to ensure a steady flow of pitches over the plan period to meet the identified need.

9.0 Timing of need

- 9.1 The timing of need reflect the nature and source of need. For those who are in overcrowded accommodation and/or in an unsuitable accommodation, the need is immediate within a reasonable time frame. For those types of need derived through household formation, it is expected that provision will be made in years 5 – 10 or 10 – 15. The Council will need a robust delivery framework to enable delivery to reflect the timing of when pitches are needed. Table 6 illustrates a trajectory of how the identified need could be met. This is base on an annual average provision of **1.26** pitches. Delivery of pitches to meet the identified need should also be sensitive to the ethnicity of the existing households.

Table 6 – Timing of delivery

Year of need	Number
0 – 5 (base date is 2012)	7 (rounded upwards)
5 - 10	7 (rounded upwards)
10 – 15	5

10.0 Summary of identified need

- 10.1 Based on the above, it is estimated that **19 new pitches** will be needed between now and 2027. The need is generated through overcrowding, household formation and unsuitable accommodation. The net annual average provision is **1.26 pitches (1.3 rounded)**. The annual average provision should inform how the requirement for a 5 year land supply can be met.

11.0 Assessing accommodation need for the period between 2027 and 2040 – Planning strategically in the context of the Green Belt boundary review

- 11.1 The Council is in the process of preparing its Development Delivery DPD, which will identify specific sites to deliver its future development proposals. The DPD will be informed by a Green Belt boundary review, and it is likely that sites will be identified in the Green Belt to meet the future needs of Travellers. To ensure the enduring permanence of the Green Belt boundary and in accordance with the requirements of the NPPF, the Council has decided to plan strategically beyond the period of the Core Strategy and identify sufficient sites to meet its development needs until 2040. It is important to emphasise that the principle of planning strategically beyond the plan period has also been applied to general market and Affordable Housing. It is therefore intended to take a long term strategic view and identify and safeguard sites to meet need for the period between 2027 and 2040. It will be difficult to make exact predictions about the number of pitches that will be needed during this time. Using the approach adopted in estimating need arising from household formation, the compound rate of 3% has been used for this prediction. A need for 22 pitches has been identified using this approach. Following the same logic as previous stated, the net need for this period will be **11 pitches**. Land will be identified and safeguarded in the Development Delivery DPD to meet this need. The safeguarded land will not be released for development except through the future review of the Core Strategy and/or the Development Delivery DPD.

12.0 Supply of pitch provision

Supply arising from existing stock of pitches

- 12.1 Presently, the Hatchingtan, which is the only publicly owned site in the Borough, is full and as such there is no vacancy to contribute towards the immediate supply of pitches. However, based on historical data, it can reasonably be estimated that there is a vacancy rate of about 1 pitch every 3 years (0.32 pitches per year). Over the plan period of 15 years, this is estimated to contribute about 5 pitches to the overall supply of pitches. Presently, there are 13 Travellers on the County Council's Gypsy Sites Waiting List looking for accommodation. It is anticipated that they will take up any vacant space that will become available at least in the

next six years. Consequently, it is not expected that there will be a net gain in the overall supply of pitches from this source. Furthermore, there are 2 Travellers on Woking Borough Council's housing register looking for bricks and mortar accommodation. It is likely that an element of this relates to the household in brick and mortar accommodation who wish to move to another bricks and mortar accommodation identified in the survey.

- 12.2 There are 9 households who have indicated an intention to move from their current accommodation. Out of this, one would like to move to Kent, one to West Sussex and 2 to Guildford. There are three others who would like to move to alternative accommodation but have not indicated where they would like to move to. The vacancy that will be created by the seven households who might be moving elsewhere outside the borough has not been recorded as counting towards overall supply of pitches for the reasons set out in paragraphs 12.6 – 12.7.
- 12.3 Of the 9 households who have indicated that they would like to move, there are two of them who are presently occupying existing pitches but would like to move to alternative accommodation elsewhere within Woking. The vacancy that will be created by the intended move of these particular households could be counted towards the overall supply as they are being provided with alternative accommodation as part of meeting future need. However, their need has not been counted as part of the identified 19 pitches. In this regard, the vacancy that will be created is not counted as part of the overall supply of pitches.
- 12.4 Overall, there are potentially **9 potential** pitches that could come forward from this source towards the overall supply to meet the identified need but has been net to zero due to the approach taken on in-migration.
- 12.5 Whilst there is no certainty of the exact timing of when the intended moves will take place, it can reasonably be expected that this will happen during the period of the Core Strategy and the vacancy created could contribute towards future supply of pitches. It is important to note that many of the households who have indicated that they would like to move would like to do so in the next 5 years. The Council will continue to monitor the situation in managing the release of sites for development.
- 12.6 One of the difficult areas to predict with any certainty is the number of pitches that will be needed as a result of Travellers migrating into the area. This is mainly due to the transit nature of travellers, the wide geographical spread of where they might be coming from and the fact that their numbers are too small to enable any trend based analysis that make statistical sense to be made. Migration trends are often influenced by family ties and seasonal economic circumstances. Consequently, whilst the survey has a clear view about the number of people who have indicated that they will be moving out of the Borough or to elsewhere within it (9 households), it is difficult to quantify with certainty how many Travellers may wish to move into the Borough.
- 12.7 The Council acknowledges that there is a significant number of Travellers who wish to move out of the Borough, and the vacancy created as a result could contribute towards the supply of pitches. However, it has taken a view that because of the uncertainty about the number who may wish to move into the area, the level of net-migration will be net to zero. In this regard, the vacancy that will be created by the 9 households who may move out of the borough will not contribute towards the overall supply. By taking this approach, the Council will take a robust approach to ensure that any proposal for pitch provision other than what has been provided through the plan-led system will have to be based on satisfactory evidence of real need to reside in the Borough. Any speculative proposal without satisfactory evidence to the Council will be strongly resisted.

13.0 Potential Capacity for expansion of existing authorised sites

- Five Acres has capacity to expand to accommodate 2 additional pitches. There is a current planning permission for 2 temporary pitches. When implemented, this will increase current number of pitches on the site from 13 pitches to 15. Fifteen pitches on a site are considered as the limit to allow for effective management of a site. It is highly likely that the two pitches will be permanent before the end of the plan period. Consequently, this has been counted as a potential source of future supply.
- Ten Acres presently has 3 static caravans. Subject to overcoming any issues about flooding, the site and its immediate surrounding could be explored for its potential for future expansion to accommodate additional pitches.

14.0 Planning applications submitted since 2011/12 to date

14.1 The following is an update of planning applications that have been received since 2011 to date (Table 7).

Table 7 – Recent planning applications

Reference	Status	Address	Proposal	Decision
Plan/2013/0062	PCO	Five Acres, Brookwood	2 additional mobile homes	approved
Plan/2013/0016	PCO	Land South of Murray's Lane	Change of use from agricultural to 4 pitches	refused
Plan/2012/0653	PER	Five Acres, Brookwood	Stationing of a mobile home	22/11/2012
Plan/2011/0191	WDN	Five Acres, Brookwood	Additional 3 static mobile homes	04/12/2012

15.0 Development Delivery Development Plan Document (DPD)

15.1 The Council is committed to prepare a Development Delivery DPD, which will identify specific deliverable sites to meet future housing needs. This will include identify sites to meet the need arising from the TAA. The residual number of pitches that will be needed, which could not be met from the existing stock of sites will therefore be met through the Development Delivery DPD process. In this regard, sites to deliver 17 pitches.

16.0 Nature of the need

16.1 It is clear from the analysis that there is a need for both public and private owned pitches and this should be reflected in how the need is met. There is also a need for bricks and mortar accommodation.

17.0 Summary of assessment of need and supply of pitches

17.1 Table 8 provides a summary of the identified need, the supply of pitch provision that can be secured from the existing stock and the residual number of pitches that suitable sites should be identified to deliver. The Core Strategy covers the period up to 2027 and it is important that the needs of Travellers during the entire plan period are met. The planning policy for traveller sites requires local planning authorities to:

- identify and update annually, a supply of specific deliverable sites sufficient to provide five years worth of sites against their locally set targets;
- identify a supply of specific developable sites or broad locations for growth for years six to ten and, where possible, for years 11 – 15.

- 17.2 The analysis of the supply of pitches seeks to provide the evidence to enable the above requirements to be met in a comprehensive manner. The Development Delivery DPD process, which will identify specific deliverable sites to meet the identified need, has already begun. The timetable for the key stages of the process indicates an adoption date by summer – end of 2015. The key stage for the preparation of the Development Delivery DPD and when they will be completed are set out in the Council's Local Development Scheme. This is on the Council's website (www.woking.gov.uk).
- 17.3 It must be emphasised that forecasting need for a 15 year period is a difficult process, in particular, predictions on household formation towards the later part of the plan period is by no means an exact science. However, the analysis uses primary data such as ages of household etc. given by the Travellers themselves during the survey and as such there is a great degree of confidence in the assessment and predictions. An annualised average need for the period up to 2027 is estimated at 1.26 pitches. This will form the basis upon which a five year supply of Traveller sites will be based. Despite this, the approach to the supply and delivery of sites builds in sufficient contingency to deal with the potential risk of under estimating the need.

Table 8 – demand and supply of pitches

	Pitches (Gypsies & Travellers)	Plots (Travelling Showpeople)
Current Residential Supply:		
A. Current supply of occupied local authority residential site pitches/plots in local authority area	16	0
B. Current supply of authorised and occupied privately owned site pitches/plots in local authority area	16	0
C. Unauthorised pitches/plots tolerated for more than 10 years	0	0
Total Households		
Projected supply:		
D. Number of unused/vacant local authority pitches/plots	0	0
E. Number of unused/vacant authorised privately owned pitches/plots	0	0
F. Number of existing pitches/plots expected to become vacant in the near future (LA and privately owned) ¹	0	0
G. Number of households in site pitch/plot 2 accommodation expressing a desire to live in bricks and mortar housing (in next five years)	2	
H. New local authority pitches/plots planned during year 1	0	0
I. Existing applications for private pitches/plots (including unauthorised sites) likely to gain planning permission during year 1	0	0
Total pitch capacity	9	
Current backlog of need:		

J.	Households seeking permanent site accommodation in the area due to current unsuitable accommodation	2	0
K.	On unauthorised encampments expressing a need to reside in the Borough/District	0	0
L.	Currently on unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas	0	0
M.	Currently overcrowded or doubled up.	10	0
N.	Temporary planning permissions due to expire before 2027 but could be permanent to count towards supply.	2	0
Current shortfall			
Future need:			
O.	Future need: New family formations expected to arise from existing borough households 2012-2027	7	0
Total current residential demand/need for pitch/plots		19	0
Demand for extra pitches/plots 2012-2027		17	0

18.0 Travelling Showpeople

18.1 Presently, there is no site identified in the Borough for Travelling Showpeople. Of the number of households interviewed only one of them has indicated their ethnicity as Showperson. This household presently lives in a conventional bricks and mortar housing but have no intention to move in the next five years. They have also not expressed a need for a pitch/plot. Consequently, no need has been identified for Travelling Showpeople.

19.0 Delivery and monitoring of the identified need

19.1 The delivery of the identified need will be through:

- the development management process via planning applications – the acceptability of any application will be judged against the requirements of Policy CS14 of the Core Strategy, the planning policy for traveller sites and any other relevant material consideration;
- the allocation of specific deliverable sites and/or developable sites through the Development Delivery DPD process. The Development Delivery DPD is well underway, and it is anticipated to be adopted by the end of 2015. At this stage, the Council has sufficient supply of land to meet provision up to 2015 (based on the 5 year pitch supply position statement). Specific sites will therefore be identified in time to meet need beyond this period.
- The annual monitoring of pitch provision to ensure that provision is managed to reflect the timing of need.

19.2 The delivery of pitch provision will be closely monitored through the development management process and reported in the Annual Monitoring Report. This will enable the Council to assess whether the annual average is being met. The Council will also carry out a comprehensive review of the TAA every five years to bring it up to date, taken into account the circumstances at the time and any new information that might have emerged, including lessons learnt during the monitoring period. The supply chain builds in sufficient scope to mitigate against any risk of under estimating the need as set out in Table 8.

19.3 Risk and contingencies – The Council is working towards the comprehensive delivery of sites to meet the identified need and has no reason to believe that the need will not be met. However, it accepts that predicting the need over a 15 year period is not an exact science and there could be risk of under estimating the need. This is very unlikely as the predictions are based on primary data of a high response rate. However, the Council has built in contingency measures to manage potential risk by seeking to identify sufficient land through the Development Delivery DPD to deliver 20 pitches. This is 18% more than the identified need. Land that will be identified for the additional 3 pitches will not be released for development unless it can be justified by evidence of monitoring that there has been an under estimation of the need.

20.0 Duty to Cooperate

20.1 The NPPF (paragraph 178 – 181) emphasises the importance of public bodies to cooperate on planning issues that cross administrative boundaries. Consequently, the Government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities. All the neighbouring authorities have taken the view that as a matter of principle, each authority should plan to meet its locally generated need. However, there are a number of issues where a common approach had been agreed across all the Surrey local authorities. These include:

- a common methodology and questionnaire for the TAA;
- common assumptions to inform the analysis of survey data, but also taking into account any unique local circumstances.

Furthermore, all the neighbouring authorities have been consulted on a Draft of the TAA to ensure that any cross boundary issues are not overlooked. For example, they were all written to at the beginning of the process seeking their views about any cross boundary issues that they would want Woking to take into account. Table 9 is a list of neighbouring authorities and the stage at which they are with the preparation of their TAA. There will continue to be discussion around the possibility of providing strategic transit sites in Surrey.

Table 9 – stage in preparation of TAA by neighbouring authority

Neighbouring authority	Stage of TAA
Surrey Heath Borough Council	Surrey Heath BC is at an advance stage of preparing its TAA. It is a consultant's led study. It is intended that they will be meeting their locally identified need in accordance with the requirements of national guidance.
Elmbridge Borough Council	Elmbridge has published its TAA. It is intended that they will be meeting their locally identified need in accordance with the requirements of national guidance.
Runnymede Borough Council	Runnymede BC has completed its TAA survey and is hoping to publish its TAA in spring 2014. The Council will be liaising with them to assess any emerging issues that might have cross boundary implications.
Guildford Borough Council	Guildford B.C has carried out a survey in partnership with Woking. In the process of analysing data. It is intended that they will be meeting their locally identified need in accordance with the requirements of national guidance.

21.0 Transit sites

- 21.1 At certain times during the year some Travellers move from one area to another for a number of specific reasons, in particular, to attend events such as the Epsom derby and the Appleby Fair. Often they will need a transit site where they could stop for a short term when they are passing through an area. Therefore whilst a transit site is identified for the permanent use for this purpose, the Travellers who need them do not stay there permanently. Where a transit site is provided, a maximum period of stay will clearly be specified and enforced to prevent it being turned into a permanent residential Travellers accommodation site. The provision of a transit site often enables a Council to effectively manage illegal encampment. By providing a safe, legal and suitable transit site, the Council is in a strong position to direct Travellers to the site and take enforcement action against any illegal encampment. It also provides certainty to Travellers to be able to carry out their activities legally without the threat of eviction.
- 21.2 The TAA survey did not identify any need for a transit site locally. However, the Council will continue to work with other Surrey authorities to see if a strategic site could be identified to meet the need across Surrey or amongst a number of the Surrey authorities. The Council will also identify a plot and safeguard it for potential future use if and when it is needed.

22.0 Next stages

- 22.1 The TAA will be an important evidence base to inform planning decisions and plan making and will supersede the 2007 GTAA. The Council will use the outcome of the TAA to inform the Development Delivery DPD by identifying specific sites to deliver the identified need at sustainable locations.

23.0 Conclusion

- 23.1 Woking Borough Council is committed to meeting the accommodation needs of all sections of the community, including Travellers. The TAA provides an important evidence base to justify the accommodation needs of Travellers to inform plan making and decision making of the Council. The TAA focuses on meeting locally identified need as emphasised by national policy but in doing so, all other relevant stakeholders, including neighbouring authorities have been involved throughout the key stages of the TAA process and their views taken into account, in particular, in formulating the methodology and questionnaire for carrying out the TAA. The TAA has been carried out taken into account the requirements of the Core Strategy, especially Policy CS14 and planning policy for traveller sites.
- 23.2 The TAA identifies an overall need for 19 pitches to be provided between 2012 and 2027. This is equivalent to an annual average provision of 1.26 pitches. It identifies a further need for 11 pitches between 2027 and 2040. The Council is keen to take a long term strategic view on the provision of sites to meet the needs of Travellers.
- 23.3 The GTAA of 2007 identified a need up to 2016, which has already been met. However, base on the concerns expressed by the South East Plan EIP on the GTAA's produced by the Surrey authorities, this TAA has looked at need with a base year of 2012 with the view to take into account any retrospective need that had not been met to date. The Council is therefore confident that the TAA is sufficiently comprehensive and robust enough to reflect the genuine need of Travellers in the area.
- 23.4 Any housing need assessment such as this TAA is a snap shot in time and household formation projections may not always reflect the exact reality of the future. In this regard, the Council will ensure that the delivery of the TAA is monitored and reviewed to keep it up to date. There will also be annual monitoring of pitch provision to assess how the need is being met. This will be reported in the Council's Annual Monitoring Report. The Council's approach

to meeting the identified need builds in sufficient contingency to manage risk of under estimating the need.

- 23.5 There is no doubt from the survey analysis that the nature of the need identified is varied. There is a need for private owned/rented pitches, publicly owned pitches and bricks and mortar accommodation. The Council will ensure that the delivery of pitches reflects the nature of the identified need.
- 23.6 Whilst part of the identified need can be met from the existing sites/pitch provision, the Council has already begun the preparation of its Development Delivery DPD to identify specific deliverable and developable site(s) to meet the residual need that could not be met from the existing stock (site(s) to deliver 17 pitches). Through the combination of the Development Management process and site allocations, the Council is confident that the national requirement to identify a five year rolling supply of Traveller sites will be met.
- 23.7 In preparing the TAA, the Council has worked in partnership with the other Surrey districts and boroughs, the Surrey County Council and the Travellers community to ensure that there is a sound and robust methodology to underpin the outcomes of the TAA. The input of the partners has been valued and the Council is committed to ensure that this partnership work continues, in particular throughout the delivery of the identified need.

Glossary

Bricks and mortar	Permanent mainstream housing.
Caravan	Mobile living vehicles also referred to as trailers or touring caravans.
Concealed households	Someone living within a household but wanting to move to their own accommodation to form a separate household (e.g. adult children, 18 years old and above, living at home). Sometimes referred to as suppressed households.
Gypsy/Gypsies and Travellers	Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such. ²
Household	One person or a group of people (not necessarily related) living at the same address, in one or more mobile homes and/or caravans, and sharing at least one meal a day and housekeeping costs.
Mobile Home	Legally a caravan but not normally capable of being moved by towing.
Pitch	A piece of land which generally accommodates one mobile home and one touring Gypsy caravan, amenity and storage space, amenity building and parking.
Plot	A piece of land of unspecified size which accommodates Travelling Showpeople's caravans, trailers, mobile homes and sometimes equipment.
Settled community	Reference to non-travellers.
Transit site	A permanent site intended for short-term temporary use by travellers on the move.
Travelling Showpeople	Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependant's more localised pattern of trading, educational or health needs or old age

	have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers. ³
Traveller	Term often used to refer to the ethnic group of Irish Travellers with a heritage of travelling.
travellers	A non-ethnic description for the purposes of planning to encompass all those of a travelling way of life whatever their race or origin. ⁴ “travellers” means “gypsies and travellers” and “travelling showpeople” as defined above
Unauthorised development	Land privately owned but without the benefit of planning permission.
Unauthorised encampment	Land occupied by Gypsies, Travellers and Travelling Showpeople and their homes but without the benefit of planning permission or the permission of the land owner. Can include land at the side of the road.

APPENDIX 1 – TIMETABLE FOR PREPARING THE DEVELOPMENT DELIVERY DPD

Appendix 1

Key Milestones	Date
Consult statutory bodies on scope of SA	March/April 2011
Consultation during preparation	25/02/2013
Publication of Draft for sign off Council	16/01/2014
Start of formal consultation period	30/01/2014
End of formal consultation period	13/03/2014
Council sign off submission document	23/10/2014
Submission to Secretary of State	06/11/2014
Start of Examination	12/01/2015
End of Examination	19/01/2015
Secretary of State's Report	02/03/2015
Adoption	09/07/2015

APPENDIX 2 – TRAVELLER ACCOMMODATION ASSESSMENT QUESTIONNAIRE

Appendix 2

TRAVELLERS ACCOMMODATION ASSESSMENT QUESTIONNAIRE

Site/Address:

.....
.....

Pitch

No./Name:

.....
.....

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

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

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

When are the occupiers due back:

.....

Name of respondent:

.....
....

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

Data Protection

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

INTERVIEWER'S DECLARATION

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

SIGNATURE: _____

PRINT NAME: _____

NO: _____ DATE: _____

Q1. ETHNICITY OF RESPONDENT

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

New Age Traveller () Other () please state

Response not provided ()

Q2. COMPOSITION OF HOUSEHOLD

Please continue on a separate sheet if necessary

Relationship to Respondent (e.g. son, daughter, grandchild)	Gender	Year of Birth or Current Age
Respondent		

Q3. DOES THIS HOUSEHOLD OCCUPY MORE THAN ONE PITCH?

If 'yes' please insert the number of pitches the household occupies.

Yes () No () Response not provided ()

Q4. IS THE PITCH SHARED WITH ANOTHER HOUSEHOLD(S)?

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

Q5. IF THE PITCH IS SHARED WITH ANOTHER HOUSEHOLD, HOW LONG HAVE YOU BEEN 'DOUBLED-UP' FOR?

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

Response not provided ()

Q6. DETAILS OF CURRENT ACCOMMODATION?

Local Authority site pitch/plot ()

Privately owned site pitch/plot () i.e. Own land with planning permission

Unauthorised development () i.e. Own land without planning permission

Unauthorised encampment () i.e. Not own land and without planning permission

Conventional bricks and mortar housing ()

Side of the road ()

Other () please state

Q7. TYPE AND SIZE OF CURRENT ACCOMMODATION? (insert number and circle size)

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

Q8. LENGTH OF TIME AT CURRENT ADDRESS?

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

Q8a. IF LESS THAN 1 YEAR, WHERE WERE YOU LIVING BEFORE?

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

Response not provided ()

Q9. ARE YOU INTENDING TO MOVE FROM THIS PITCH IN THE NEXT FIVE YEARS?

Yes () No () Response not provided ()

Q9a. IF YES, WHERE ARE YOU THINKING OF MOVING TO?

Location:.....
.....

Response not provided ()

Office Use Only:

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

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

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

Notes:

Q10. IF YOU ARE PLANNING TO MOVE, WHAT WOULD BE YOUR PREFERRED ACCOMMODATION/TENURE?

Affordable/Social Housing () Local Authority Pitch/Plot () Private Pitch/Plot ()
Privately owned home () Privately rented home () Response not provided ()

Q11. ARE ANY MEMBERS OF YOUR HOUSEHOLD LIKELY TO REQUIRE THEIR OWN PITCH/PLOT IN THIS DISTRICT/BOROUGH IN THE PERIOD TO 2017 I.E THE NEXT 5 YEARS?

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

*** Type of Accommodation:**

A. Affordable/Social Housing
B. Local Authority Pitch/Plot

C. Private Pitch/Plot
D. Privately owned home

E. Privately rented home
F. Response not provided

Office Use Only:

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

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

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

Notes:

Other Questions

Q12. DO YOU HAVE ANY LAND THAT YOU WOULD LIKE TO BE CONSIDERED FOR A NEW SITE/ADDITIONAL PITCH?

Yes () No () Response not provided ()

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

Additional Questions to Ask to Travelling Showpeople

Q13. IS THERE SUFFICIENT PROVISION AVAILABLE FOR STORAGE OF EQUIPMENT?

Yes () No () Response not provided ()

Additional Questions to Ask to Transient Gypsies and Travellers

Q14. WHERE HAVE YOU TRAVELLED FROM (LAST ACCOMMODATION)?

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

Response not provided ()

**Q15. WHAT IS THE PURPOSE OF YOUR VISIT TO THE BOROUGH/DISTRICT?
(for example visiting family or for work opportunities).**

.....
.....

Response not provided ()

**Q16. WHY DID YOU TAKE UP OCCUPATION OF THIS PARTICULAR SITE
(unauthorised encampments)?**

.....
.....

Response not provided ()

Q17. DO YOU HAVE A BASE ELSEWHERE?

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

Response not provided ()

Q18. HOW LONG DO YOU INTEND TO REMAIN ON THIS LAND/SITE?

.....
.....

Response not provided ()

Q19. IF YOU ARE REQUIRED TO VACATE THIS LAND/SITE, WHERE WILL YOU RELOCATE TO?

.....
.....

Response not provided ()

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

Comments:

Please continue on a separate sheet if necessary

YOUR ASSISTANCE IN ANSWERING THESE QUESTIONS IN MUCH APPRECIATED

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

Comments on the interview

**APPENDIX 3 – POLICY CS3 – GYPSIES, TRAVELLERS and TRAVELLING
SHOWPEOPLE**

Appendix 3

Policy CS 14 – Gypsies, Traveller and Travelling Showpeople

5.107 The Council is committed to providing appropriate housing to meet the needs of the whole community. This includes the provision of sufficient suitable sites for the Gypsy and Traveller and Travelling Showpeople community which is at an affordable price.

5.108 Woking currently has one publicly owned Gypsy and Traveller site at the Hatchington, Worplesdon which has 16 pitches. There are also two privately owned sites in the Borough (Five Acres, Brookwood – ten pitches and Ten Acre Farm, Mayford – three pitches). There are currently no pitches for Travelling Showpeople in the Borough.

5.109 The North Surrey Gypsy and Traveller Accommodation Assessment (GTAA) identified that there is a need to provide an additional 10 pitches in the Borough between 2006 and 2016. By September 2010, seven of these pitches had already been provided through an extension of the Brookwood site, and there is a recent unimplemented permission for an additional three pitches on that site, meaning that the Council has been successful in meeting the short-term need for additional pitches in the Borough.

5.110 In addition, there is a need for one pitch to meet the needs of Travelling Showpeople over the Plan period.

5.111 It is recognised that mobile homes are particularly vulnerable to flooding (as classified in the NPPF Technical Guidance). As set out in policy CS9, flood risk is a major determining factor when considering all site allocations and the determination of all planning applications, including those for Gypsy and Traveller pitches. The Council will not allocate sites or grant planning permission for additional pitches for Gypsies and Travellers or sites for Travelling Showpeople in the functional floodplain for Flood Zone 3a.

CS14: Gypsies, Travellers and Travelling Showpeople

The Council will make provision for necessary additional pitches for Gypsies and Travellers and Travelling Showpeople in the Borough between 2017 and 2027 over the plan period.

Sites to meet the need will be identified in the Site Allocations DPD. A sequential approach will be taken in identifying suitable sites for allocation, with sites in the urban area being considered before those in the Green Belt. Where no sites are available in the urban area, priority will be given to sites on the edge of the urban area that benefit from good access to jobs, shops and other infrastructure and services. A demonstrated lack of any deliverable sites in the urban area would provide very special circumstances necessary to allocate sites in the Green Belt. Any site to be released from the Green Belt will be informed by the Green Belt boundary review to be carried out in 2016. Any proposal that will have an adverse impact on environmentally sensitive sites that cannot be adequately mitigated will be refused. A Habitats Regulations Assessment will be carried out of any site that is allocated in the Green Belt to determine whether there is a need for an Appropriate Assessment. Any site considered for allocation must be deliverable (including affordable to its intended occupiers) so as to ensure that needs are met.

The following criteria will be taken into consideration when determining the allocation of land for Gypsies, Travellers and Travelling Showpeople and any planning applications for non allocated sites.

- The site should have safe vehicular access from the highway and have adequate parking provision and turning areas.
- The site should have adequate amenity for its intended occupiers, including space for related business activities.
- The site should not have unacceptable adverse impacts on the visual amenity and character of the area.
- The site should have adequate infrastructure and on-site utilities to service the number of pitches proposed.
- The site should have safe and reasonable access to schools and other local facilities.

Existing authorised sites for Gypsies and Travellers will be safeguarded from development that would preclude the continued occupation by these groups, unless the site is no longer required to meet identified need.

*Note that there is an existing unimplemented permission for 3 pitches. The Council is confident that this permission will be implemented before 2016. The Council will monitor progress on implementation. The need up to 2016 would have been met when this extant planning permission is implemented.

Reasoned justification

5.112 In accordance with the NPPF and national planning policy for Traveller sites, the Council will take a sequential approach to the identification of sites for Gypsies, Travellers and Travelling Showpeople through the Site Allocations DPD and when assessing individual planning applications. Sites within the urban area will therefore be explored before sites within the Green Belt are considered. Any site to be released from the Green Belt will be informed by the Green Belt boundary review that is scheduled to be carried out in 2016. Where no sites within the urban area can be identified, priority will be given to sites located on the edge of the urban area where there is good accessibility to key local services. Whilst the Council recognises that Gypsy and Traveller accommodation should be provided first within settlements, it recognises that in reality this is very difficult to achieve. There are unlikely to be appropriate sites within the built-up areas, and individuals and groups will not normally be able to compete in the market for sites where residential development would be acceptable. As such, an exceptions approach to provision for Gypsies, Travellers and Travelling Showpeople is adopted, both for considering planning applications and for any necessary site allocations. The policy approach applies to transit sites, permanent sites and sites for Travelling Showpeople.

5.113 Based on evidence contained in the GTAA, the Council have already met the need identified for Gypsies and Travellers up to 2016. The GTAA will be updated in 2012 and the Council will provide necessary additional pitches to reflect the outcome of the updated assessment.

5.114 Due to the nature of their work, pitches for Travelling Showpeople are likely to include some land for the storage and maintenance of equipment. The Council will consider imposing conditions limiting the proportion of a pitch which may be covered by equipment or the hours during which equipment may be tested.

5.115 The layout of proposed Gypsy and Travellers sites/ pitches should comply with the design principles set out by Government practice guidance which is currently in the form of 'Designing Gypsy and Traveller sites' (May 2008). The layout of sites for Travelling Showpeople should comply with the latest Government Guidance available, and also take into consideration the design recommendations from the Showmen's Guild.

5.116 The tenure of sites (i.e. whether they will be private or public sites) will be considered through the Site Allocations DPD, taking into consideration the information within the North Surrey GTAA and any future updates to that study, the wishes expressed by the Travelling community within the Borough, and the sources of finance available.

Delivery strategy

5.117 This policy will be delivered through working in partnership with the Travelling community to allocate sites in the Site Allocations DPD, to progress applications through the planning system and to explore available Government grants to assist in the delivery of sites.

5.118 The needs of the Gypsy and Traveller community will be kept under review through a refresh of the GTAA.

5.119 Should the monitoring indicators (below) indicate that demand outstrips supply; the Council may review the policy and seek to allocate additional sites to meet need.

Monitoring and review

5.120 This policy will be measured against the following indicators and targets annually through the AMR to enable the Council to effectively manage the availability of sites in order to ensure that demand does not significantly outstrip supply.

- The delivery of additional pitches for Gypsy and Traveller accommodation between 2017 and 2027.
- The level of supply (pitch numbers) measured against need identified in the GTAA.
- The number of unauthorised or illegal encampments or developments and enforcement actions carried out.
- Number of pitches granted planning permission/ delivered (6 monthly canvass).
- Provision of a site for Travelling Showpeople in the Site Allocations DPD.

Key evidence base

- Strategic Housing Land Availability Assessment (SHLAA), 2009 and 2010 update.
- Gypsy and Traveller Accommodation Assessment (GTAA), 2006, produced by Anglia Ruskin University.

APPENDIX 4 – LOCAL PLANS FOR TRAVELLERS SITES IN THE BOROUGH

Five Acres Farm, Brookwood Lye Road, Brookwood



Ten Acres Farm, Smart's Heath Road, Mayford

