

# Guildford borough Traveller Accommodation Assessment



June 2012



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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 of **17 June 2012**.

## 1.0 Executive summary

- 1.1 This Travellers Accommodation Assessment for Guildford borough sets out how we have assessed the current and future accommodation needs of Gypsies, Travellers and Travelling Showpeople (referred to as travellers) residing or resorting to Guildford borough. This is a requirement of the Housing Act 2004. 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](#) (March 2012).
- 1.2 This assessment forms part of the evidence of travellers' accommodation need for the next fifteen years. It also informs the Councils wider housing work of assessing the housing issues of all our residents, as it provides a clear understanding of the particular accommodation issues facing travellers in Guildford borough.
- 1.3 We know that calculating the future needs and requirements for any type of accommodation is not an exact science as peoples' intentions and circumstances are fluid and can change, as do planning circumstances. However, what this assessment does is give a good approximation of traveller accommodation requirements at this moment in time. It is based on government advice, the Surrey-wide methodology and experience that we have gained since the last Gypsy and Traveller Accommodation Assessment took place in 2006.

### Key findings

- 1.4 Whilst the following pages of this assessment set out exactly how the accommodation needs for travellers residing or resorting to Guildford borough are calculated, the key findings in terms of additional pitch and plot numbers required from the base date of 17 June 2012 are in the following summary table:

*Table 1 Summary of additional pitches and plots required 2012-2027*

Time Period	Gypsy and Traveller Pitches	Travelling Showpeople Plots
2012-2017	43	6
2017-2022	14	1
2022-2027	16	1

- 1.5 The figure for 2012-2017 represents 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 future households generating a demand for accommodation in the next five years. No identified need for transit site accommodation over the next fifteen years has been identified, although this will be reviewed at subsequent updates to this document.

**The Traveller Accommodation Assessment for Guildford borough is technical evidence and therefore not for consultation.**

**It is based on data from June 2012.**

## 2.0 Introduction

### 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 our borough, both now and over the next 15 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 overcrowded and concealed households
  - identify households living in bricks and mortar housing but wanting 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 transit<sup>1</sup> site accommodation needs for travellers' pitches or plots in Guildford borough<sup>2</sup> over a fifteen-year period
  - inform the development of future housing and planning policies within Guildford borough.
- Who are travellers?**
- 2.3 The term travellers is broad and includes Gypsies and Travellers who have a nomadic way of life and Travelling Showpeople who run fairs, circuses or shows. Gypsies and Travellers tend to call the land one household lives on a pitch, and Travelling Showpeople tend to call the land one household lives on a plot or yard. A site can refer to a group of pitches or plots that are either privately owned or publicly owned and run by councils. A transit site is a permanent 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?**
- 2.4 On 27 March 2012 the government published new national planning policy called the [National Planning Policy Framework](#). It says 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 document called [Planning Policy for Traveller Sites](#) when assessing the accommodation needs of travellers.
- 2.5 Planning Policy for Traveller Sites (March 2012) puts the provision of new pitches and plots into the hands of councils. It requires us to make our own robust assessment of need and set targets for pitch or plot provision to address the likely permanent and transit accommodation needs of travellers in Guildford borough.

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<sup>1</sup> Policies A and B of the [Planning Policy for Traveller Sites](#) states that transit sites should be considered

<sup>2</sup> Paragraph 8 of Planning Policy for Traveller Sites

**How do we prepare a traveller accommodation assessment?**

- 2.6 In assessing travellers accommodation needs we followed the national planning policies in Planning Policy for Traveller Sites and the Surrey-wide [methodology](#) for preparing traveller accommodation assessments. Local councils and Surrey County Council representatives discussed the interpretation of the methodology at subsequent meetings.
- 2.7 The Surrey-wide methodology for traveller accommodation assessments has helped form the content and structure of this assessment. It sets out which figures we need to calculate a target for pitch and plot provision. 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. There is no reliance on caravan count data or assumptions or findings from elsewhere.
- 2.8 Whilst most of this assessment has been undertaken in-house we jointly commissioned, with Woking Borough Council, Mill Field Services to undertake interviews with traveller households within our boroughs. 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.
- 2.9 The assessment has been broken down into three distinct phases. These are:
- Phase one - desktop review
  - Phase two - interviews with travellers
  - Phase three - analysis.
- 2.10 The relevant sections in this assessment give more detail on each phase in the process of carrying out the Traveller Accommodation Assessment for Guildford borough.

**Defining accommodation need**

- 2.11 The key aim of a traveller accommodation assessment is to identify the need for travellers' accommodation within the assessment area.
- 2.12 The standard definition of accommodation need is housing required for households who are unable to access suitable housing without financial assistance. However, the conventional definition of housing need relies heavily on an assessment of affordability and an understanding of the market for accommodation within the assessment area.
- 2.13 In terms of travellers' accommodation needs, the standard definition of need<sup>3</sup> requires some adjustment to take account of households:
- who have no authorised site on which to reside
  - whose existing site accommodation is overcrowded or unsuitable and are unable to obtain more suitable accommodation
  - who 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
  - who are in bricks and mortar accommodation but whose existing accommodation is overcrowded or unsuitable<sup>4</sup> (which may include unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation).

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<sup>3</sup> [Gypsy and Traveller Accommodation Needs Assessments](#), CLG 2007

<sup>4</sup> Unsuitable housing is defined in '[Strategic Housing Market Assessments – Practice Guidance](#)' Communities and Local Government 2007 (Table 5.1 pg 41)

- 2.14 The questionnaire reflects this definition of unsuitable (appendix 1 question 21). We also recognise that a shortage of sites, local hostility and lack of income may all prevent travellers from exercising a free choice in the accommodation market.

## 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. Engagement with travellers has taken place when formulating the Surrey methodology for preparing traveller accommodation assessments, the questionnaire and this assessment. 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](http://www.guildford.gov.uk/taa)).

3.2 Key consultation dates:

- Attendance at the Surrey Gypsy and Traveller Community Relations Forum in June 2011 to raise awareness of the questionnaire consultation and the methodology
- Consultation on the draft questionnaire between 24 August and 23 September 2011.
- Consultation on the draft methodology between 20 February and 9 March 2012.
- Interviews with travellers took place between 18 June and 6 July 2012.

### **Raising awareness of the interviews**

- 3.3 We employed consultants, Mill Field Services, to undertake the interviews. The Gypsy and Traveller officer contacted those travellers on the waiting list for public pitches and those living in bricks and mortar housing in the borough to see if they wished to take part in the interviews, and with their agreement their contact details or addresses were passed on to the consultants.
- 3.4 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 website and on its consultation calendar with a twitter update and information posted on our planning Facebook page.
- 3.5 We also provided posters for display at the Council office, local libraries, Ash Centre and some schools in Ash. From local knowledge Ash has a traveller community living in bricks and mortar housing so it was a focus for raising awareness and for providing display material.
- 3.6 Emails raising awareness of the assessment were sent to Guildford Borough Councillors and all Parish Councils in Guildford borough plus traveller representative groups.
- 3.7 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.

- 3.8 Mill Field Services also attended the Ash Travellers Fair on Sunday 1 July at the Ash Centre, alongside our Gypsy and Traveller officer. This raised awareness of the traveller accommodation assessment and interviews. It also allowed time to talk to people about the issues that concerned them, and six interviews were carried out and a further three contacts were made which were followed up by Mill Field Services the following week.
- 3.9 Mill Field Services interviewed 98 households in total, 26 households on public sites, 33 households on private sites, 14 Travelling Showpeople households and 25 households living in bricks and mortar housing. Occupants of two authorised sites did not want to be interviewed, three sites were vacant, and there were 13 no-contact sites (which were visited a minimum of three times at various times of the day and evening).

#### **Stakeholder involvement**

- 3.10 Whilst drafting this assessment we consulted with representatives from the travelling community, travelling organisations and groups, local borough councillors representing local communities, colleagues at Surrey County Council and other neighbouring local authorities.

#### **Talking to our neighbours**

- 3.11 Although the Traveller Accommodation Assessment for Guildford specifically looks at the housing needs of local travellers, we also wanted to gain an understanding of the issues facing neighbouring authorities. Whilst not required in the Surrey wide methodology, we do have a duty to cooperate with neighbouring authorities so we contacted them to find out more about their traveller accommodation needs.
- 3.12 We sent an email about traveller accommodation assessments on 12 September 2012 to councils sharing a boundary with Guildford borough (Elmbridge, Mole Valley, Rushmoor, Surrey Heath, Waverley and Woking Councils).

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?
- How is your council identifying future need for travellers accommodation, and what are the timescales for this work?
- Are you planning to prepare a document to identify a supply of specific sites for travellers over the next 5 to 15 years in your borough?

- 3.13 The responses highlighted that the main cross-boundary issues are considered to be transit sites to meet the needs of the wider area, travellers relocation preference and the potential impact of sites adjacent to borough boundaries. One council felt that Travelling Showpeople accommodation needs could be addressed at a strategic level. No neighbouring councils have asked us to accommodate any share of traveller need arising within other boroughs.
- 3.14 These responses and the analysis of the questionnaire responses about transit sites and location preference help inform this assessment. We will work closely with adjacent councils where proposed new pitches or plots are near to the borough boundary. An example of where effective co-working is already taking place is at Ash Bridge Caravan Site where an extension of five pitches is proposed; Alongside officers from Rushmoor Council we visited the site together to undertake interviews with residents.

## 4.0 Phase One – Desktop review

- 4.1 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**

- 4.2 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.
- 4.3 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 14 years at Cobbetts Close and 12 years at Ash Bridge Caravan Site. Travel within Guildford's traveller community is predominantly seasonal.

### **Homelessness and re-housing data for travellers**

- 4.4 There has been no presentation of homelessness among travellers in Guildford borough over the last year. 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.
- 4.5 On 31 March 2012, the housing register had three Romany Gypsies and no Irish Travellers listed as the main applicant. The statistics address the main or first named applicant on the housing register, but not their partners.

### **Council site waiting list information**

- 4.6 There are currently 72 households on our Council site waiting list for a public pitch, 30 of which currently live within Guildford borough. We contacted those on our waiting list and living locally to see if they wanted to be interviewed, and with their agreement passed their contact details onto our interviewers.

### **Data on public and private authorised travellers' sites**

- 4.7 There are currently two public traveller sites within Guildford borough with a total provision of 30 public pitches. There are 22 private pitches on 18 privately owned sites and 15 private pitches with temporary planning permission.
- 4.8 There is one unauthorised travellers' encampment and two unauthorised traveller developments (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 were no undetermined planning applications and two planning appeals pending.
- 4.9 Since 2006 to the date of this assessment, June 2012, four planning applications for travellers' caravan sites have received planning consent. On 15 July 2011 planning permission for 12 Travelling Showpeople plots was granted. Within this time-period there have been 18 traveller planning appeals, 15 allowed with temporary planning permission and two dismissed, with two appeals relating to the same site.

### Caravan counts

- 4.10 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 biannual Gypsy and Traveller caravan counts and annual Travelling Showpeople counts for Guildford borough over the last five years are as follows:

Table 2: Caravan count from July 2010 to July 2012.

([www.gov.uk/government/publications/gypsy-and-traveller-caravan-count-july-2012](http://www.gov.uk/government/publications/gypsy-and-traveller-caravan-count-july-2012))

Count	Authorised sites (with planning permission)				Unauthorised sites (without planning permission)				Total all caravans
	No. of caravans socially rented <sup>1</sup>	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"	
Jul 2012	58	22	50	72	0	11	5	0	146
Jan 2012	58	16	44	60	0	15	2	1	136
Jul 2011	58	10	45	55	0	19	0	4	136
Jan 2011	58	9	45	54	0	18	0	3	133
Jul 2010	55	2	45	47	0	26	3	3	134

- 4.11 Caravan counts do not provide information on the number of households, pitches or plots. They are a snapshot in time and are not a totally robust and reliable source of information. This assessment does not rely on the caravan count. It is included for information only as a context of the scale of caravan numbers across the borough.
- 4.12 Where appropriate the findings from this desktop review are included in Phase three of this assessment at the relevant sections.

## 5.0 Phase two – Interviews with travellers

### Research by interview

- 5.1 The views of traveller households currently living in Guildford borough are vital to inform this assessment of travellers' housing needs. Interviews took place using a questionnaire produced in consultation with travellers and their representatives. A copy of the questionnaire is in appendix one on page 26.
- 5.2 The questionnaire seeks information on current tenure types, future needs and tenure preferences and movement between housing and caravans, household composition, migration patterns and transient settlement patterns; it gathers information to find out the expected rate of new household formation and composition.
- 5.3 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.
- 5.4 We appointed experienced professional interviewers 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.
- 5.5 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

- 5.6 We identified 83 traveller households within Guildford borough for the interviewers to approach. The table below shows the response rate to the interviews.

Table 3: Traveller Accommodation Assessment for Guildford interviews response rate.

	Number of Gypsy and Traveller households	Number of Travelling Showpeople households	% of total households identified
<b>All identified Gypsy, Traveller and Travelling Showpeople households</b> (includes those on temporary and unauthorised sites and in bricks and mortar housing)	83 (includes 11 bricks and mortar households)	12	<b>100</b>
<b>Full interviews completed</b>	84 (includes 25 bricks and mortar households)	14	<b>103%</b>
<b>Partial interviews<sup>5</sup> completed</b>	0	0	<b>0%</b>
<b>Interview refused</b>	2	0	<b>1.9%</b>
<b>Property unoccupied or pitch or plot vacant</b>	3	0	<b>2.8%</b>
<b>No-one available to interview</b>	13	0	<b>12.3%</b>

<sup>5</sup> Partial interviews include points raised in comments/discussion with individuals who did not complete the formal questionnaire

**Overview of Guildford borough's travelling community**

- 5.7 The survey findings help paint a picture of Guildford borough's travelling community. From the census 2011 we know that 491 Gypsy and Irish Travellers are living within Guildford borough. Travellers shared information on their household size, ethnicity and how long they had lived in the borough.
- 5.8 The travellers interviewed identified their ethnicity. Travelling Showpeople are not classed as an ethnic group, and the 14 Travelling Showpeople interviewed are therefore not included in the following table.

*Table 4: Ethnicity of Gypsy and Travellers interviewed*

Ethnicity	Number of respondents
Romany Gypsy	51
Traveller	25
Irish Traveller	7
Response not provided	1
<b>Total</b>	<b>84</b>

- 5.9 The average household size for the Gypsy and Traveller community in the borough is three people. For the Travelling Showpeople community the average household size is 2.3 people<sup>6</sup>. This household size is surprisingly low, but it may be that older children are identifying themselves as a separate household thereby lowering the calculated household size. There are 19 pitches that are occupied by single people.
- 5.10 The survey identified 288 travellers of which 152 were female and 136 were male. Out of the families surveyed eight households had lived in Guildford borough for less than a year, 34 households had lived here for between one to five years and 55 had been living in Guildford borough for over five years. One household did not provide a response. This shows that we do have a predominantly settled travelling community, with 90 per cent of households having lived in the borough for more than a year.
- 5.11 The following table shows the ages of Guildford borough's travelling population broken down into those living on traveller sites or in bricks and mortar housing. Numbers recorded in the 'other' column include those living on a relative's site or someone else's site, an unauthorised site or those not providing an answer. When asked to provide details about age, 11 households did not provide a response.

*Table 5: Traveller population by age and accommodation type*

Age group	Living on sites	Living in houses	Other	Total
0-4 years old	19	7	2	<b>28</b>
5-11 years old	19	9	0	<b>28</b>
12-17 years old	21	17	1	<b>39</b>
18-65 years old	103	43	16	<b>162</b>
66-84 years old	9	8	1	<b>18</b>
85 years plus	2	0	0	<b>2</b>
No age given	10	0	1	<b>11</b>
<b>Total</b>	<b>183</b>	<b>84</b>	<b>21</b>	<b>288</b>

<sup>6</sup> Average household size is calculated by dividing the number of people identified in the survey by the number of households interviewed. 84 Gypsy and Travellers households were interviewed with a total of 255 people, 14 Travelling Showpeople households were interviewed with 33 people registered as living there.

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- 5.12 From the interview findings 53 households lived in a mobile home or chalet, 23 households lived in a house, 20 households lived in a touring caravan and two households lived in wooden structures (a log cabin and a shed).
- 5.13 Out of the 14 Travelling Showpeople interviewed, five felt there was sufficient provision available for the storage of equipment but eight did not. One person did not respond to this question.

## 6.0 Phase three – Analysis

- 6.1 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
  - the number, type and tenure of provision needed to meet the needs of travellers now
  - the likely future accommodation needs of travellers in the next five years with projections beyond
  - transient movements
  - an estimate of future household formation.
- 6.2 The findings from the interviews and assessment represent a snapshot in time, and updates of the information will be through annual monitoring of pitch and plot provision and another assessment in the future.

### **Estimating the current supply of pitches or plots in Guildford borough**

- 6.3 The sections below explain how the data from all sources is drawn together and how the components of Table 13 on page 21, which identifies the total supply, need and future demand for new pitches and plots, is arrived at.

#### ***A. Current supply of County or Council public sites***

##### Guildford Borough Council records

- 6.4 Our records, maps, aerial photographs and local knowledge of sites helped establish the number of occupied and unoccupied Council public plots and pitches and number of households. We shared this information with the consultants undertaking the interviews to help identify the sites to visit and conduct the interviews. Surrey County Council owns both public traveller sites within Guildford borough, and Guildford Borough Council manages them. There are 30 public pitches in total.

##### Interview data

- 6.5 From the interview data the number of public pitches, plots and households identified in the questionnaire has been cross-referenced with Council records to avoid double-counting and ensure consistency between the two data sources.

#### **Findings for row A: 30 pitches and 0 plots.**

#### ***B. Current supply of private authorised sites***

##### Guildford Borough Council records

- 6.6 Liaison with our Gypsy and Traveller Officer 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. There are 18 known private sites (22 pitches).

##### Interview data

- 6.7 From the interview data the number of private pitches, plots or households identified in the questionnaire, plus any vacant pitches or plots, has been cross-referenced with our records to avoid double-counting. Unused or vacant authorised privately owned pitches or plots are recorded in part E of Table 13.

- 6.8 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. However, when monitoring the provision and delivery of sites the turnover of pitches or plots (if known) can be taken into account.

Table 6: Gypsy and traveller sites identified in Guildford borough through Council records and interview data (A and B)

Location	Number of occupied Gypsy/Traveller pitches	Number of vacant pitches
Ash Bridge Caravan Park public pitches	13	0
Cobbetts Close Caravan Park public pitches	17	0
Private sites	18	0
<b>Total Combined</b>	<b>48</b>	<b>0</b>

Table 7: Travelling showpeople sites identified in Guildford borough through Council records and interview data (B)

Location	Number of occupied Travelling Showpeople plots	Number of vacant plots
Travelling Showpeople site private plots	12	0
<b>Total</b>	<b>12</b>	<b>0</b>

**Findings for row B: 18 pitches and 12 plots.**

**C. Unauthorised developments tolerated for more than 10 years**

Guildford Borough Council records

- 6.9 There is one tolerated unauthorised 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.<sup>7</sup> This data is cross-referenced with question 6 of the questionnaire on details of current accommodation and the findings from the interviews confirm and are consistent with the assessment of our data. There is also one historically tolerated unauthorised development; the occupants of the land own the site but the land does not have the benefit of planning permission.

**Findings for row C: 2 pitches and 0 plots.**

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

- 6.10 There are no vacant or unused public Council pitches. All the Councils pitches are occupied and the interview findings confirm this. One household was away travelling at the time of the interviews but we assume the occupiers will return so this pitch is not classed as vacant. The Council does not own any Travelling Showpeople plots within Guildford borough.

**Findings for row D: 0 pitches and 0 plots.**

<sup>7</sup> 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.

***E. Number of unused or vacant private pitches or plots***

Guildford Borough Council records

- 6.11 Our records and our Council Gypsy and Traveller Officer are not aware of any unused or vacant authorised private pitches or plots.

Interview data

- 6.12 One permanent private pitch was recorded as vacant at the time of the interviews, but on further investigation it seems that the family were away travelling and have since returned. Therefore this pitch is not counted as vacant.
- 6.13 Three private pitches with temporary planning permission were vacant, one of these had only recently received temporary planning permission and on another the family were away travelling. Due to their temporary planning status these three pitches do not count as vacant pitches for the purposes of this assessment.
- 6.14 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 Councils area 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 row E: 0 pitches and 0 plots.**

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

- 6.15 The government's guidance on Gypsy and Traveller Accommodation Needs Assessments states that it should be possible to identify the intentions of those households planning to move which may free up spare pitch or bricks and mortar capacity. Responses to question 9, 9a and 10 of the questionnaire help to inform this assessment.

Guildford Borough Council records

- 6.16 From our Gypsy and Traveller officers local knowledge there are no public pitches expected to become vacant in the near future.

Interview data

- 6.17 From the interview data, 11 households stated that they intended to move from their accommodation in the next five years. Two households were currently living in bricks and mortar housing and wanted to move to alternative bricks and mortar housing, so do not count for the purposes of this calculation. Four households intended to move to Council owned pitches; two of these households are already doubled-up on Council pitches, one household is in bricks and mortar accommodation and one household is on an unauthorised site so their intended moves will not result in any vacant pitches.
- 6.18 Two households on existing private pitches (both doubled-up) intended to move. If a pitch or plot is doubled-up it is not counted in this calculation as it will not result in a vacant pitch or plot. One household interviewed intended to move from a public pitch but did not express where or what type of accommodation they intended to move to; this household can be classed as creating a vacancy.
- 6.19 From the above analysis of the survey findings only **one** public pitch is anticipated to become vacant in the next five years.
- 6.20 Two households currently occupying private Travelling Showpeople plots intended to move to alternative private plots. One of these households was temporarily staying for two weeks on a plot for work purposes but they have a base in Farnborough. The second Travelling

Showperson household is currently doubled-up and wants a plot for themselves. Neither of these households intended moves result in vacant plots.

**Findings for row F: 1 pitch and 0 plots.**

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

Guildford Borough Council records

- 6.21 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.

Interview data

- 6.22 Two households express a desire to move into bricks and mortar housing, but these traveller households are already in bricks and mortar housing and therefore will not free up any additional pitches.

**Findings for row G: 0 pitches and 0 plots.**

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

Guildford Borough Council records

- 6.23 Whilst the Council is working on provision of sites to meet the accommodation needs of travellers this work is not yet at a stage to guarantee delivery within one year of the date of this assessment. One site in particular, an extension to Ash Bridge Caravan Park for five pitches, is progressing. At the base date of this assessment (June 2012), there are no undetermined planning applications for traveller pitches or plots or extant unimplemented planning permissions.
- 6.24 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.

**Findings for row H: 0 pitches and 0 plots.**

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

Guildford Borough Council records

- 6.25 At the base date of this assessment there are no submitted or pending planning applications for private plots or pitches likely to gain permanent planning permission this year. There are no recently submitted planning applications to regularise unauthorised pitches or plots nor are there any unimplemented extant permissions.
- 6.26 Two planning appeals for two private pitches are currently pending. The outcomes of these appeals, and any other future provision of private pitches or plots, will be accounted for through annual monitoring and if they gain permanent planning permission the figure extracted from the total number of pitches or plots to be provided or permitted as identified by this assessment.

**Findings for row I: 0 pitches and 0 plots.**

**Estimating the current demand for pitches and plots in Guildford borough**

6.27 Interview data and our records have been used to build up a picture of current demand (backlog of need and future need) as follows:

***J. Households seeking permanent site accommodation in the area***

6.28 This section includes data from those interviewed who are on the Guildford public pitch site waiting list, including households living in overcrowded or unsuitable<sup>8</sup> bricks and mortar housing expressing a desire to live in on-site accommodation. Temporary planning permissions help to give an indication of demand for private pitches or plots, and Part N of the calculation in Table 13 accounts for this.

Households on the Guildford Borough Council site waiting list

6.29 There are currently 72 households on the Guildford Borough Council site waiting list for a public pitch. Out of these, 30 households on the waiting list are currently living within Guildford borough, and all these households were contacted to see if they were willing to be interviewed. Planning policy for traveller sites emphasises that we assess travellers accommodation needs in our area. There are 42 households on the site waiting list who do not live locally and have no local family or work connection to Guildford borough or with insufficient contact details who will be assessed by the traveller accommodation assessment in the area where they live (this will avoid double-counting across the region).

Traveller households living in bricks and mortar housing

6.30 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<sup>9</sup>. Of those interviewed, 16 were Romany Gypsies and seven were Travellers, and the remainder did not specify their ethnicity. Five of the households owned their own house and 20 rented their accommodation from the Council. We did not identify or interview any Travelling Showpeople living in bricks and mortar housing.

6.31 Paragraph 2.11 of this assessment gives a definition of the need for a pitch or plot that includes those households in overcrowded or unsuitable bricks and mortar housing. Table 8 below looks at responses to question 6 on details of current accommodation, question 9 on intentions to move and question 11 on accommodation needs in the next five years; analysis of this shows the accommodation requirements of those overcrowded or concealed households in bricks and mortar accommodation, and also identifies need over the next five years. To calculate overcrowding we looked at the responses to question 2 on composition of household and question 7 on size of current accommodation.

*Table 8: Findings from interviews with travellers living in bricks and mortar housing, looking specifically at overcrowded and concealed households (excludes traveller households who have not identified an additional accommodation need or intention to move)*

	Public pitch	Private pitch	Affordable Council house	Private rented house
<b>Current need 2012</b>	2	0	2	0
<b>Need in next five years</b>	2	0	0	2

<sup>8</sup> Defined in Communities and Local Government guidance on [Strategic Housing Market Assessments](#) 2007

<sup>9</sup> 25 households were interviewed at 24 separate addresses, as two households were living at the same address

- 6.32 From the above table it shows that four households require their own accommodation now, **two** of which require a Council pitch the other two require bricks and mortar housing. The above table also identifies the need for two pitches in the next five years to meet future demand, and this data is in Part O of the calculations table. All individuals are over the age of 18.
- 6.33 **Two** households completing question 11 live in bricks and mortar housing because there is no alternative public site accommodation and they consider their existing housing unsuitable.
- 6.34 In summary **two** overcrowded households require a Council pitch and **two** households are currently in bricks and mortar housing as local public pitches are unavailable and they consider their existing accommodation unsuitable. This results in **four** households overall falling into the category of seeking permanent site accommodation in the area, and this figure is in part J of the calculations table.

**Findings for row J: 4 pitches and 0 plots.**

***K. Current Unauthorised Encampments***

- 6.35 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.

Guildford Borough Council records

- 6.36 The Council is aware of one unauthorised encampment within the borough at the time of this assessment. One family occupies the encampment. The site is on unsuitable land and there is unlikely to be an application for planning permission. This data excludes one unauthorised encampment tolerated for over ten years and recorded in part C of Table 13.

Interview data

- 6.37 The family living on this unauthorised encampment took part in the interviews as part of this assessment. The family have indicated that they wish to stay together on a public site.

**Findings for row K: 1 pitch and 0 plots.**

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

- 6.38 Unauthorised developments are areas of land owned and occupied by Gypsies, Travellers and Travelling Showpeople who have established their living accommodation there without the benefit of planning permission.

Guildford Borough Council records and interview data

- 6.39 There are currently two unauthorised pitches on occupants own land but without planning permission. One site is awaiting a planning appeal determination and another site is awaiting a High Court appeal determination. Both households were interviewed but did not indicate that they required a pitch for themselves in the next five years. This data excludes one unauthorised but long-term tolerated site, recorded in part C of Table 13.
- 6.40 From the interview findings there were no responses to question 6 where respondents are on their own land but without the benefit of planning permission. However, this contradicts the knowledge of the Council on the two pitches mentioned above that are awaiting an appeal determination and a High Court decision.

**Findings for row L: 2 pitches and 0 plots.**

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

Guildford Borough Council data

- 6.41 We have used Council records and local knowledge to assess the overcrowding of sites not covered by interviews. Our consultants were unable to interview 18 identified traveller households living on sites in the borough; occupants of two authorised sites did not want an interview, three sites were vacant, and there were 13 no-contact sites. The properties were visited a minimum of three times including morning, afternoon, evening and at weekends to no avail. Six of these households have temporary planning permission so are accounted for in Part N of the calculation.
- 6.42 The remaining 12 households not interviewed lived on five Council public pitches and seven private pitches. Out of these one public pitch and two private sites were considered to be overcrowded due to the size limitations of the site.

*Table 9: Households not interviewed (excludes six pitches with temporary planning permission)*

Overcrowded public site	Overcrowded private site
1	2

- 6.43 From those households not interviewed there is a likely need for **three** additional pitches to address overcrowding.
- 6.44 We have assessed the size of the pitches and capacity to accommodate further caravans for the household. The table above records those sites that cannot satisfactorily accommodate the additional household. Overcrowding is also recorded where a pitch can accommodate an additional household but the pitch has a restriction on caravan numbers and the additional household would not comply with a site licence. This follows the Surrey methodology for preparing traveller accommodation assessments.
- 6.45 Potentially three additional Travelling Showpersons households have been identified by Council officers as not having been available to interview. These plots are not considered to be overcrowded.
- 6.46 No assumptions are made about the future needs of the families not interviewed in the absence of a detailed interview. We do not have information on whether a household or person intends to move or is content to stay with their family, or the ages and composition of members of the household. The next traveller accommodation assessment can assess this future need if the travellers are willing to participate.

Interview findings for Gypsy and Traveller households

- 6.47 The table below summarises interview responses indicating overcrowded or doubled-up sites, concealed households and all households identifying a need or demand for an additional plot. The answers to question 4 of the questionnaire show there were seven pitches where two or more households are doubled-up (sharing with another household). Where several interviews were conducted on the same pitch but with different households the answers were cross-referenced to avoid double counting.
- 6.48 Eight of the households on doubled-up pitches completed question 11 and felt that they required their own accommodation; one of these is for a future need in the next five years and so entered in part O of the calculations table. The remaining **seven** are entered in part M of the calculations table.

- 6.49 The table below also looks at those interviewed who responded to question 11 and identified a current need for an additional pitch. **Four** additional households stated a need for an additional pitch, and three of these are for adult children still living at home (concealed households).

*Table 10: Gypsy and Traveller data on doubled-up plots and households identifying a current need for additional pitch (excludes traveller households who have not identified an additional accommodation need or intention to move or who were not interviewed). One household is neither doubled-up nor concealed*

	Identified need for additional public pitch	Identified need for additional private pitch	Identified need for additional privately rented pitch
<b>Concealed</b>	1	2	0
<b>Doubled-up</b>	4	2	1
<b>Neither</b>	1	0	0

- 6.50 In summary there are three households not interviewed who are considered to be on overcrowded pitches, seven households who identify a current need for an additional pitch due to overcrowding or being doubled-up, and four households indicating that they have a current need. This results in a total **14** households, as recorded in part M of the calculations table.

Interview findings for Travelling Showpeople

- 6.51 Records show three Travelling Showpeople plots doubled, tripled or quadrupled-up. Out of these plots **four** households completed question 11 and felt that they required their own private plots now.
- 6.52 Cross-referencing the responses to question 9 on intentions to move indicated that those doubled-up households not completing question 11 were content with the status-quo. Further investigations into the size and capacity of the plots in question confirmed the view that the plots were capable of accommodating the existing households, and the fact they were officially classed as 'doubled-up' did not automatically correlate to over-crowding and the need for an additional plot. Where there seems to be capacity to retain the status-quo and the household has not indicated a desire to move or seek alternative provision no additional need for plots is included in the figures.
- 6.53 The following table shows the number of overcrowded and concealed households, and the households answering question 11 and indicating they have a current need for another plot.

*Table 11: Travelling Showpeople data on doubled-up plots, concealed households and households identifying a current need for additional pitch*

	Doubled-up	Concealed household and doubled-up	Public plot	Private plots
<b>Need for new plot</b>	3	1	0	4
<b>Total plots required</b>				<b>4</b>

- 6.54 Travelling Showpeople plots are generally quite large, and do look like they can accommodate additional mobile homes. However, in practice the large plots need to accommodate and store the travelling shows equipment. On investigation, those Travelling Showpeople households identifying a need for additional plots do have overcrowded plots.

**Findings for row M: 14 pitches and 4 plots.**

***N. Temporary planning permissions due to expire before 2017***

Guildford Borough Council data

- 6.55 Temporary planning permissions, once they expire, will represent a new need. Many temporary planning permissions have been granted on sites where there is an in principle planning policy objection but due to special circumstances a temporary planning permission is granted. There are 15 temporary planning permissions due to expire within the five-year period that this assessment covers.

**Findings for row N: 15 pitches and 0 plots.**

***O. Newly arising need and family formations***

- 6.56 Family formation is addressed in question 11, which asks the likely requirement for pitches or plots for household members in the next five years. We compared the ages of the household members against answers to question 2. The interview data informed the calculation of the family formation rate for a five-year period. Whilst recognising that this will only be completely accurate with a 100 per cent response rate to the interviews, we consider that an assessed household formation rate based on the responses to the questionnaire is a more accurate reflection of local circumstances than a standard average percentage increase.
- 6.57 Assumptions are made about the age that travellers normally leave home to set up their own household, and this was agreed in the Surrey methodology for preparing traveller accommodation assessments. 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.
- 6.58 There is the potential for double-counting as a person requiring new pitch may marry another traveller within the Guildford community that has also identified a future need. Travellers may also marry and move out of the local area. However, as we cannot forecast this accurately no assumptions are made to reduce the number of pitches or plots required.

Travellers living on sites - newly arising need and family formation

- 6.59 The interview findings identify the requirement for **six** pitches in the next five years to meet future demand for pitches from Gypsy and Traveller households living on sites. This was for four public pitches and two private pitches. One of the households responding was currently doubled-up. This data is entered into Part O of the calculations table.

*Table 12 Households identifying a need for an additional pitch in the next five years*

	Public pitch	Private pitch
<b>Need for additional pitch in next five years</b>	4	2

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

- 6.60 An analysis of the interview findings in table 8 shows that **two** pitches are needed in the next five years to meet future demand for pitches from households living in bricks and mortar accommodation, and this data has been entered into Part O of the calculations table.

Travelling Showpeople – newly arising need and family formation

- 6.61 The future need for travelling showpeople plots in the next five years is **two** plots. This is for two adult children currently living with their parents. They would each prefer a privately owned plot. This data is in Part O of the calculations table.

**Findings for row O: 8 pitches and 2 plots.**

**Summary of current supply, need and future requirement**

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

Table 13: Current supply, need and future requirement (one pitch or plot per household<sup>10</sup>)

Current supply and need for pitches, and future demand		Pitches (Gypsies and Travellers)	Plots (Travelling Showpeople)
<b>Current residential supply:</b>			
A.	Current supply of occupied Council residential site pitches or plots in Council area	30	0
B.	Current supply of authorised and occupied privately owned site pitches or plots in Council area	18	12
C.	Unauthorised pitches or plots tolerated for more than 10 years	2	0
<b>Total households</b>		<b>50</b>	<b>12</b>
<b>Projected supply:</b>			
D.	Number of unused or vacant Council pitches or plots	0	0
E.	Number of unused or vacant authorised privately owned pitches or plots	0	0
F.	Number of existing pitches or plots expected to become vacant in the near future (public and privately owned) <sup>11</sup>	1	0
G.	Number of households in site accommodation expressing a desire to live in bricks and mortar housing (in next five years)	0	0
H.	New Council pitches or plots planned during year 1	0	0
I.	Existing applications for private pitches or plots (including unauthorised sites) likely to gain planning permission during year 1	0	0
<b>Total pitch or plot supply</b>		<b>1</b>	<b>0</b>
<b>Current backlog of need:</b>			
J.	Households seeking permanent site accommodation in the area	4	0
K.	On unauthorised encampments expressing a need to reside in the Borough <sup>12</sup>	1	0
L.	Current unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas	2	0
M.	Currently overcrowded <sup>13</sup> or doubled-up pitches or plots including concealed households	11 + 3 not interviewed	4
N.	Temporary planning permissions due to expire before 2017	15	0
<b>Current shortfall</b>		<b>36</b>	<b>4</b>
<b>Total current residential need for pitches or plots<sup>14</sup></b>		<b>35</b>	<b>4</b>
Total current residential demand MINUS total projected supply		<b>35</b>	<b>4</b>

<sup>10</sup> Based on Gypsy and Traveller Accommodation Needs Assessments guidance CLG October 2007

<sup>11</sup> Criteria taken from Gypsy and Traveller Accommodation Needs Assessment guidance CLG 2007

<sup>12</sup> Includes those residing on tolerated sites for less than 10 years

<sup>13</sup> 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

<sup>14</sup> Total current residential demand for pitches/plots = Total current residential demand – Total projected supply

<b>Future requirement:</b>		
O. Future requirement: New family formations expected to arise from existing borough households 2012-2017	6 + 2 (bricks and mortar)	2
<b>Future requirement (need and demand)</b>	<b>8</b>	<b>2</b>
<b>Requirement for extra pitches or plots 2012-2017<sup>15</sup></b>		
Current shortfall PLUS newly arising requirement/family formation	43	6

- 6.63 The current shortfall of traveller accommodation within Guildford borough is therefore 35 Gypsy and Traveller pitches and four Travelling Showpeople plots. The total requirement for traveller accommodation over the next five years is 43 pitches and six plots. The findings incorporate both a need for accommodation (through overcrowding, doubling-up, concealed households, unauthorised encampments or developments, temporary planning permissions, unmet need from households in bricks and mortar housing) and a demand for accommodation such as adult children wanting to leave home and create a separate household.
- 6.64 Thirty-three households completed question 11 and identified a need for an additional pitch, plot or house. Out of the 33 households identifying a need, six were for plots and four were for houses. This leaves 23 households identifying a need for a pitch. When combined with the three pitches estimated as overcrowded from those households not interviewed, two unauthorised developments not identifying a need and the 15 households living on sites with temporary planning permission this equals 43.

#### **Transit Sites**

- 6.65 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 established on sites, often restricting travelling to the school holidays to let their children experience the traveller way of life.
- 6.66 The government's approach to providing transit sites to allow travellers to maintain their traditional way of life is set out in the national Planning Policy for Traveller Sites (March 2012).
- 6.67 Policy A of the national planning policy 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.
- 6.68 In light of the above, interviewers asked transient travellers six questions to aid the assessment of the need for transit pitches or sites (questions 14 - 19).
- 6.69 From analysis of the interviews there were two Travelling Showpeople households staying temporarily in the borough, and two traveller families. Both the Travelling Showpeople families were staying in the area for work purposes, and had permission to pull temporarily onto the Travelling Showpersons' site (in unoccupied spaces whilst other households were

<sup>15</sup> Demand for extra pitches = Current shortfall + newly arising need or family formation

away travelling for work). This informal arrangement seems to work well so we do not consider it necessary to address any transient need for Travelling Showpeople plots.

- 6.70 For the two transient traveller households, both were visiting family in the borough. One household did not have a base elsewhere and did not respond to question 18 on the intended length of stay or question 19 on where they would relocate to if required to vacate the site. The other traveller intended to stay with their family for one month. As these two households were specifically visiting their relatives and accommodated satisfactorily within the pitches for the short term this does not show any clear evidential need for a transit site. In these instances a formal transit site would not provide a suitable alternative as the households obviously wanted to be located directly next to their family.
- 6.71 Looking at historical information on unauthorised incursions or encampments within Guildford borough also does not highlight any need for transit sites. The caravan count for January 2012 shows two unauthorised encampments (on land not owned by travellers) which are tolerated, and one caravan that is not tolerated. The one unauthorised encampment within Guildford borough was by a local family seeking a permanent place to live. They did not answer the questions on transient travellers, and a transit site would not meet their accommodation needs.
- 6.72 There is therefore no clear evidence of need for any transit provision within Guildford borough.
- 6.73 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 and desktop information there is no evidence of need or demand for transit sites within Guildford borough.

## 7.0 Conclusions

### Finalising the traveller accommodation assessment; the 15 year projection

- 7.1 The findings from this Traveller Accommodation Assessment for Guildford borough show that we should be aiming to provide or permit 43 pitches and 6 plots over the next five-year period in order to meet the accommodation needs and demands of travellers.
- 7.2 Planning Policy for Traveller Sites states that local authorities need to identify a continuous supply of sites for a 15-year period, however we acknowledge that this is difficult to forecast accurately.
- 7.3 To give a broad indication of potential numbers the current number of pitches or plots are multiplied with a family formation rate of three per cent <sup>16</sup> for Gypsy and Traveller families and one and a half per cent for Travelling Showpeople households. These percentages are applied as compound growth per annum and have been agreed by traveller representatives for Surrey as part of the previous Gypsy and Traveller accommodation assessment work.
- 7.4 The calculation per five year period is therefore the number of existing pitches or plots, plus the new pitches or plots divided by 100 and times three percent (or 1.5 percent for Travelling Showpeople) times five years.

*Table 14 Projection of additional pitch and plots needed within Guildford borough over the next 15 years.*

Time Period	Pitches	Plots
2012-2017	43	6
2017-2022	14 (13.95 rounded up)	1 (1.35 rounded down)
2022-2027	16	1 (1.45 rounded down)

- 7.5 Whilst this calculation is not an exact science, it gives an 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 15-year projection where appropriate.

### Next steps

- 7.6 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 (Section 255 of the Housing Act 2004). We also need to undertake a site identification process for identifying a five-year supply of public and private sites to meet the assessed accommodation needs of travellers.
- 7.7 This Traveller Accommodation Assessment for Guildford borough is part of the evidence base that informs the Local Plan Strategy and Sites document. The Local Plan Strategy and Sites document will have a housing provision policy within it, including a pitch and plot provision target for traveller accommodation.
- 7.8 To identify land to meet the pitch and plot target figure we are producing a Traveller Strategic Housing Land Availability Assessment, which looks at sites that are suitable, available and

<sup>16</sup> This figure derives from guidance in CLG document [Gypsy and Traveller Accommodation Needs Assessments](#) guidance page 24.

achievable. It will be a technical assessment as part of the evidence base that will inform the Guildford borough Local Plan.

- 7.9 Travellers were asked during the interviews whether they owned or knew of land that they would like to be considered for a new site or additional pitch or plot. A traveller suggested one site and this information will feed into the Traveller Strategic Housing Land Availability Assessment.
- 7.10 Having these processes in place, namely identifying an accommodation target then identifying land to meet the target will help address the accommodation needs of Guildford's travellers.

## **Appendix one - questionnaire**

## **Appendix two - glossary**

**GUILDFORD AND WOKING  
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 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:** .....

**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 and Woking boroughs. By agreeing to take part and 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 and Woking Borough Councils.

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Councils representatives will not share or disclose such information to any unauthorised person or body but will use such information to inform their Traveller Accommodation Assessments.

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

We greatly appreciate your time in contributing to this important piece of research.

**INTERVIEWER'S DECLARATION**

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

SIGNATURE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_  
 NO: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>Analyst to note:</b> Parish or Ward details here..... Size of pitch or plot .....
--

**Q1. ETHNICITY OF RESPONDENT**

Romany ( ) Irish Traveller ( ) Traveller ( ) Showperson ( ) Circus Person ( ) 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/PLOT ?**

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

Yes ( ) No ( ) Response not provided or not relevant ( )

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

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

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

----- years ----- months  
 Response not provided or not relevant ( )

**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 owned bricks and mortar housing ( )  
 Conventional rented 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/PLOT/HOUSE 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.*

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

Affordable/Social Housing ( )	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 ( )	

**Q11. ARE YOU<sup>17</sup> OR 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 or yourself	Estimated 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 What is your preference?	Do you have a family or employment connection to this area?
				Housing (Yes/No)	Site (Yes/No)		
<i>Example</i>	<i>Son and Daughter-in-law /myself</i>	<i>2012</i>	<i>B</i>	<i>No</i>	<i>Yes</i>	<i>Leatherhead</i>	<i>Yes – work and family</i>
1							
2							
3							
4							
5							

**\* Type of Accommodation:**

- A. Affordable/Social Housing  
B. Local Authority pitch/plot

- C. Privately owned pitch/plot  
D. Privately rented pitch/plot

- E. Privately rented bricks and mortar housing  
F. Privately owned bricks and mortar housing  
G. 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.**

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:**

<sup>17</sup> This takes account of those being interviewed who are on unauthorised sites or already doubled-up on a site.

**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:.....  
.....

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

**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 travellers**

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

Location/Address:.....

Response not provided ( )

**Q15. WHAT IS THE PURPOSE OF YOUR VISIT TO THE BOROUGH?  
(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 ( )

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

**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 ( )

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

**Q20. DO YOU LIVE IN A BRICKS AND MORTAR HOUSE BY CHOICE OR ONLY IN THE ABSENCE OF SUITABLE SITE ACCOMMODATION?**

- By choice ( )
- 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:
- Guildford councils list ( ) Woking councils list ( )
- Response not provided ( )

**Q21. DO YOU CONSIDER YOUR CURRENT BRICKS AND MORTAR ACCOMMODATION TO BE UNSUITABLE?**

- No ( )
- Yes, 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 on housing benefit ( )
- Too expensive and in arrears ( )
- Too difficult to maintain eg too large ( )
- Share a kitchen, bathroom or WC with another household ( )
- Household contains someone with a mobility impairment or specific need and the house can not 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 ( )
- Other ( ) please state.....
- 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*

**THANK-YOU FOR ANSWERING THESE QUESTIONS, IT IS MUCH APPRECIATED**

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**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 two - glossary

### Glossary

<b>Amenity block</b>	A building sited on a pitch to provide a dayroom or facilities such as bathroom, toilet, sink and plumbing for a washing machine
<b>Authorised site, pitch or plot</b>	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
<b>Bricks and mortar</b>	Permanent mainstream housing
<b>Caravan</b>	Mobile living vehicles also called trailers or touring caravans
<b>Concealed households</b>	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)
<b>Doubling-up</b>	Households sharing a pitch or plot on an authorised site
<b>Gypsies and Travellers</b>	Persons of a nomadic habit of life whatever their race or origin. This includes such persons who have ceased to travel temporarily or permanently because of their own or their family's or dependants' educational or health needs or old age. This excludes members of an organised group of travelling showpeople or circus people travelling together. <sup>18</sup>
<b>GTAA</b>	Abbreviation used for Gypsy and Traveller (and often Travelling Showpeople) Accommodation Assessments undertaken by Local Authorities in 2006 as part of the regional planning process
<b>Housing need</b>	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 who are 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 <sup>19</sup> (which may include unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation)
<b>Housing demand</b>	The quantity of housing that households are willing and able to buy or rent

<sup>18</sup> [Planning Policy for Traveller Sites](#) (23<sup>rd</sup> March 2012)

<sup>19</sup> Unsuitable housing is defined in '[Strategic Housing Market Assessments – Practice Guidance](#)' CLG 2007 Table 5.1 pg 41

## Appendix two - glossary

<b>Housing requirement</b>	This is the combination of both housing need and housing demand
<b>Household</b>	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
<b>Mobile Home</b>	A large residential unit intended to be static, technically a caravan but normally moved by a lorry and trailer rather than by towing
<b>Pitch</b>	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 <sup>20</sup>
<b>Plot</b>	A piece of land of unspecified size accommodating Travelling Showpeople's caravans, trailers, mobile homes and sometimes equipment. Sometimes called a yard
<b>Settled community</b>	Reference to non-travellers
<b>TAA</b>	Abbreviation for Traveller Accommodation Assessment (TAA)
<b>Transit site</b>	A permanent site with facilities provided for short-term temporary use by travellers on the move
<b>Travelling Showpeople</b>	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 <sup>21</sup>
<b>Traveller</b>	Term often used to refer to the ethnic group of Irish Travellers with a heritage of travelling
<b>travellers</b>	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 <sup>22</sup>
<b>Unauthorised development</b>	Private land occupied by the owner but without the benefit of planning permission
<b>Unauthorised encampment</b>	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

<sup>20</sup> [Designing Gypsy and Traveller Sites](#) – A Good Practice Guide CLG 2008

<sup>21</sup> [Planning Policy for Traveller Sites](#) (23 March 2012)

<sup>22</sup> Term from Annex 1 of the [Planning Policy for Traveller Sites](#) (23 March 2012)