



Traveller Accommodation Assessment

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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. ¹
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

¹ Planning policy for traveller sites (23rd March 2012).

	have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers. ²
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. ³ “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.

² Planning policy for traveller sites (23rd March 2012).

³ Term taken from Annex 1 of the planning policy for traveller sites (23rd March 2012).

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1. Introduction

- 1.1 This document is the Traveller Accommodation Assessment (TAA) 2013. It forms part of the evidence base supporting the Council's approach to meeting the needs of Gypsy, Traveller and Travelling Showpeople communities in the Borough. It has been undertaken in accordance with the requirements set out in the Housing Act 2004 and the Government's *planning policy for traveller sites* (March 2012).
- 1.2 The Assessment should be read in conjunction with the Surrey Traveller Accommodation Assessment methodology, which was developed jointly by all the local authorities in Surrey to ensure a consistent approach when undertaking TAAs. The methodology has also been developed in consultation with representatives of the travelling community who reside in Surrey.
- 1.3 As part of the local authority's plan making function sufficient sites will need to be identified and allocated to meet the level of need for traveller's pitches/plots as evidenced by this TAA. The Council is progressing this work through the Development Management Policies Development Plan Document which will include site allocations.
- 1.4 The Surrey methodology sets out how the current and future needs of Gypsies, Travellers and Traveling Showpeople (referred to as travellers) residing or resorting to areas in Surrey will be assessed in accordance with the Housing Act 2004, and will allow local authorities to derive locally set targets for travellers' pitches and plots, in line with the Government's 'planning policy for traveller sites' (March 2012).
- 1.5 The methodology was developed jointly by all local authorities in Surrey working in partnership to ensure a consistent approach across the county when undertaking a TAA. The methodology was formulated in consultation with representatives of the travelling community and travellers who themselves reside in Surrey.

Background to the TAA and Surrey Methodology

- 1.6 Prior to the publication of the 'planning policy for traveller sites' (March 2012), the number of pitches for the travelling community that each local authority needed to provide was to be determined at the regional level by Regional Planning Bodies (RPBs) and through the preparation of Regional Spatial Strategies (RSSs).
- 1.7 In the South East this was to be determined by a single issue review of the South East Plan on the provision for Gypsy, Traveller and Travelling Showpeople sites which was being led by the South East England Partnership Board (SEEPB). It was based on the Gypsy and Traveller Accommodation Assessments (GTAAAs) that had been undertaken by each authority or group of authorities.
- 1.8 However, prior to publication of the recommendations of an independent Panel of Government Inspectors being published, which would have set out how many pitches each local authority in the South East would need to provide, the

Coalition Government came into power and sought to revoke RSSs, including the Partial Review of Gypsy and Traveller Accommodation.

1.9 As set out in 'planning policy for travellers sites', it is now the responsibility of the local authorities to identify the number of travellers' pitches / plots that will be required based on local needs assessments. Because of these issues, the 11 Districts and Boroughs in Surrey agreed to prepare the Surrey methodology to aid the assessment of travellers' accommodation needs in Surrey. In preparing the methodology the Surrey authorities took into account:

- the aims and requirements of 'planning policy for traveller sites' (March 2012)
- criticisms of the Panel of Inspectors who considered the evidence submitted as part of the South East Plan Partial Review of Gypsy and Traveller Accommodation⁴
- a best practice example of assessing the needs of Gypsies and Travellers as identified by the Panel of Inspectors.

1.10 The Reigate and Banstead TAA provides evidence about travellers' accommodation needs for the next fifteen years. It provides a clear understanding of the accommodation issues experienced by travellers in the Borough. It will inform the preparation of the Development Management Policies Development Plan Document, particularly the identification of additional pitches and plots over the coming years. It will also have a role in Development Management considerations.

⁴ Following a Freedom of Information request submitted to the Government the draft Panel Report was published.

2. The Policy Context

- 2.1 This section explains the planning policy background in relation to travellers. It summarises the national planning policy, relevant housing legislation, guidance on carrying out accommodation assessments.

National Planning Policy and Guidance – Planning Policy for Traveller Sites

- 2.2 National policy and guidance on planning for travellers is set out in ‘planning policy for traveller sites’ (March 2012). This publication replaced Circular 01/2006 ‘Planning for Gypsy and Traveller Caravan Sites’ and Circular 04/2007 ‘Planning for Travelling Showpeople’.

- 2.3 The aim of the planning policy is to provide a light-touch strategy putting the provision of new pitches and plots into the hands of local authorities. It seeks to ensure fair and consistent treatment for travellers, in a way that supports the traditional and nomadic way of life for travellers while respecting the interests of the settled community. To help achieve this, the Government’s aims in respect of planning policy are:

- local planning authorities (LPAs) should make their own assessment of need for the purposes of planning
- to ensure that LPAs work collaboratively, develop fair and effective strategies to meet need through the identification of land for sites
- to encourage local planning authorities to plan for sites over a reasonable timescale
- that plan making and decision taking should aim to reduce the number of unauthorised developments and encampments and make enforcement more effective
- for LPAs to ensure their Local Plan includes fair, realistic and inclusive policies
- to increase the number of travellers 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
- for LPAs to have due regard to the protection of local amenity and local environment.

- 2.4 ‘Planning policy for traveller sites’ contains two policies which relate to the assessment of need and future provision of new sites. Policy A deals with ‘Using evidence to plan positively and manage development’ and Policy B provides advice on ‘Planning for traveller sites’. The main aim of these policies is to:

- give LPAs the freedom and responsibility to determine the right level of traveller site provision in their area in consultation with local communities, while ensuring fairness in the planning system

- enable LPAs to undertake their own assessment of need based on robust evidence of local need and removing specific requirement for GTAAs
- enable LPAs to use their need assessments to set local targets for pitch/plot provision
- encourage LPAs to plan for sites over a reasonable timescale and identify sufficient deliverable sites to deliver site need in the first five years.

The National Planning Policy Framework

- 2.5 The Government states that the planning policy for traveller sites should be read in conjunction with the National Planning Policy Framework (NPPF) as far as relevant. The NPPF directs LPAs to 'planning policy for traveller sites' when assessing the accommodation needs of travellers. The NPPF will however, be an important consideration when identifying sites for travellers' accommodation following the completion of a needs assessment.

Housing Act 2004

- 2.6 The requirement to assess the accommodation needs of the travelling community is set out in the Housing Act 2004. The Act requires local housing authorities to include travellers in their accommodation assessments and to take a strategic approach, including drawing up a strategy demonstrating how the accommodation needs of travellers will be met.

Gypsy and Traveller Accommodation Assessments Guidance (GTAAs)

- 2.7 Whilst the NPPF replaced most Planning Policy Statements and Guidance Notes, a number of guidance documents remain. This includes the Gypsy and Traveller Accommodation Assessment Guidance (2007). It is likely that the GTAA guidance will be formally withdrawn by Government and is unlikely to be replaced. However, some sections of it were considered relevant during the preparation of the Surrey methodology and should be considered when completing the TAA. Particularly useful to the development of the Surrey methodology and the TAA are the following:

- the GTTA guidance defines accommodation need as households who are unable to access suitable housing without some financial assistance and notes that the particular lifestyle and culture of Gypsies and Travellers can give rise to distinctive accommodation needs
- The guidance notes that careful consideration should be given to the appropriate timing for the survey as the caravan count consistently shows higher numbers on unauthorised encampments and lower numbers of permanent residential sites in the summer. The guidance states that it is also likely that numbers in housing will be lower in the summer.
- When assessing future need accurate projections are likely to be more difficult. Analysis of changing demand (which may be expressed through unauthorised sites or low demand for authorised sites) will provide further information but it should be possible to identify:
 - the intentions of those households planning to move which may free up spare pitch or bricks and mortar capacity;

- the likely rate of household formation and annual population increase;
and
- travelling patterns within the survey area and on and out of surrounding areas.

3. The Surrey Traveller Accommodation Methodology

- 3.1 This section outlines the Surrey Traveller Accommodation Assessment methodology. It briefly shows how lessons learned from criticisms of previous GTAAs have been reflected in the methodology, how the Surrey authorities have engaged with Travellers during its preparation and summarises the framework of the methodology.
- 3.2 During the preparation of the Surrey methodology, the Surrey authorities took into account:
- the requirements set out in national policies and guidance
 - criticisms of previous accommodation assessments
 - good practice in assessing the accommodation needs of travellers.

Lessons learned from previous accommodation assessments

- 3.3 The draft Panel Report into the Partial Review of the South East Plan was released following a Freedom of Information request by a number of Gypsy and Traveller representatives. Whilst it has no weight in any statutory process, and is clearly unfinished, it provides a useful critique of the GTAAs undertaken in Surrey and across the South East⁵.
- 3.4 The Report noted that apart from Chichester DC, that all South East authorities employed external consultants and mostly completed their studies before the final CLG Guidance was published in October 2007.
- 3.5 The draft Report indicated that in some cases too much reliance was placed on the CLG caravan count, which is widely regarded as only an indicator of trends of caravans over time, not a robust source of evidence of the number of pitches, households or caravans. The Report noted that many survey questionnaires were unnecessarily complex and poorly worded, with some resulting in double counting, and in others questions were irrelevant. Some studies used complicated mathematical formulae and made assumptions that bore no relation to the circumstances of travellers and local conditions. The draft Report emphasised that the simplest GTAAs were often the most robust.

Engaging with Travellers

- 3.6 Engagement with travellers took place throughout the development of the Surrey methodology. The TAA questionnaire was drawn up in consultation with travellers' representatives and travellers themselves. This took place through the Surrey Gypsy and Traveller Community Relations Forum and through a formal five week consultation period. Their responses were incorporated into the questionnaire. Input was also sought from travellers and their representative groups on the draft methodology, a good level of responses were received to

⁵ A copy of the draft Panel Report is available at:
http://www.planningportal.gov.uk/uploads/pins/serss_gtts_report_draft_incomplete.pdf

consultation on this and their responses were incorporated into finalising the methodology.

The Aims of the Surrey TAA Assessment

- 3.7 In accordance with the 'planning policy for traveller sites', the aims of an assessment are to:-
- a) Create a robust, transparent and consistent evidence base to identify the need for travellers' pitches/plots in the study area.
 - b) Identify current levels of accommodation provision for travellers.
 - c) Identify current levels of need, including overcrowding, concealed households, households living in bricks and mortar housing but wishing to live on sites, identifying households living on sites but wishing to live in bricks and mortar housing.
 - d) Show household preferences in terms of the location, tenure and type of accommodation sought.
 - e) 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.
 - f) Identify future levels of accommodation need over a fifteen year period.
 - g) Inform the development of future housing and planning policies at a local area.
 - h) Inform the understanding of the need for permanent and transit⁶ pitches and plots.

Defining Accommodation Need

- 3.8 The key aim of a TAA is to identify the need for travellers' accommodation within the study area.
- 3.9 The starting point for the 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 study area.
- 3.10 In terms of travellers' accommodation needs, the standard definition of need⁷ 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 unsuitable⁸ (which may include

⁶ Policies A and B of the planning policy for traveller sites states that transit sites should be considered

⁷ Gypsy and Traveller Accommodation Needs Assessments, CLG, 2007

unsuitability by virtue of proven psychological aversion to bricks and mortar accommodation).

- 3.11 It should also be recognised that shortage of sites, local hostility and lack of income may all prevent travellers from exercising a free choice in the accommodation market.

⁸ Unsuitable housing is defined in [‘Strategic Housing Market Assessments – Practice Guidance’](#) CLG 2007 Table 5.1 pg 41

4. Phase 1 – Desktop Review

- 4.1 The first step in carrying out this TAA was a review of available documentation and policies relating to or relevant to travellers in the Borough. This section will identify local information, where available, with the aim of providing a fuller background on the accommodation needs of travellers. Information on population, the planning history of sites, current planning application and appeals, the bi-annual caravan count will be examined.
- 4.2 As part of this process, the study worked with a variety of stakeholders to obtain information on the population size and movements; homelessness presentations and housing register data; data on private authorised sites; data on unauthorised sites; the biannual caravan counts; issues arising from planning histories; and cross boundary issues with adjoining authorities.

Traveller Households and Population

- 4.3 The Council has limited information on the size of the traveller population within the Borough. As part of the Council's responsibilities under the Equality Act 2010 the Council asks questions about respondent's ethnicity on all consultations it undertakes. A negligible number of respondents to date have reported they are travellers. This could in part be explained by lower levels of literacy amongst the Gypsy and Traveller Communities.
- 4.4 Information has been gathered through the TAA survey data about the households and population living on sites and information can be surmised from planning applications for sites. Gathering data about the number of travellers living in bricks and mortar accommodation is challenging and at the time the survey work for the study was undertaken there was no official population data source on the Gypsy and Traveller community.
- 4.5 The Council does not yet gather data on travellers through Housing Register applications so it is not possible to assess the movement of travellers to and from permanent social housing. The Council is not aware of any data sources that relate to the movement of travellers to and from other housing tenures. Whilst information on ethnicity is requested as part of homeless applications, to date few applicants complete the relevant questions. Where official agencies have begun to collect ethnicity data, travellers living in conventional housing may decide not to identify their ethnicity on official forms. Because the data on these households is so limited it is not possible to provide an estimate of the traveller population living in bricks and mortar housing.
- 4.6 Since the study work was completed, the Census 2011⁹ published key statistics for Local Authorities in England and Wales. Ethnic group data was published in December 2012, this shows that 179 people identified themselves as White: Gypsy or Irish Traveller within Reigate and Banstead.

Authorised Gypsy, Traveller and Travelling Showpeople Sites

⁹ Census 2011 key Statistics for England and Wales www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcn%3A77-286262

- 4.7 There are three authorised private sites in the Borough, no public sites and one authorised Travelling Showpeople site. Two of the sites are located in the north of the Borough and the third is located in the central part of the Borough. The following summarise the planning history of these existing private authorised sites.

The Old Rectory Caravan Site, Rectory Lane Woodmansterne – Gypsy Site	
Planning permission: 29/08/1985	
Number of caravans permitted	8
Temporary or permanent	Permanent
Occupancy restriction	None
Additional information	The size of this site has reduced significantly since the original planning permission was granted. Part of the site was sold by the owner and was occupied for a short time by another household. This part of the original site is no longer in use as a site. As a result, capacity on the remainder of the site is reduced and currently contains six caravans.

Kents Field, Rectory Lane Woodmansterne – Gypsy Site	
Planning permissions: 17/11/2004	
Number of caravans permitted	3 static caravans and 3 touring caravans
Temporary or permanent	Permanent
Occupancy restriction	Named individuals

Conway Cottage, Lonesome Lane, Reigate – Gypsy Site	
Planning permissions: 1/6/1964 variations of personal consent more recently 2/9/1999	
Number of caravans permitted	1 Mobile home 1 Tourer
Temporary or permanent	permanent
Occupancy restriction	Personal to applicants

Fairacres, Axes Lane, Salfords – Travelling Showpeople Site	
Planning Permission: 24/05/1990	
Number of caravans permitted	Not more than 36 at any one time, no more than 2 of the families named in the conditions shall be on the land at any one time between the months of April-September inclusive, without the prior written consent of the Local Planning Authority.
Temporary or permanent	Permanent
Occupancy restriction	Permission endures for 10 named individuals and their families. Occupation is restricted only to members of the Showman Guild of Great Britain.

Planning Applications

- 4.8 The following tables contain details of planning applications received, determined or awaiting determination over the last five years.

Current applications awaiting determination

Woodlea Stables Peeks Brook Lane, Smallfield – Gypsy Site
06/00798/F: Continued use of land as a private gypsy caravan site. Pending Consideration 4 mobile homes plus a visitor pitch. Existing permission exists for one mobile home (Certificate for Lawful Use).

Summers Place, Perrylands Lane, Horley – Gypsy Site
06/00828/F: Continued use as private caravan site (2 mobile homes) Pending consideration.

Fairacres, Axes Lane, Salfords – Travelling Showpeople Site
11/000178/CU: Change of use from agricultural land to Travelling Showpeople's site including improvement of the access. (7 plots shown on site plan) Pending consideration
12/01005/CLE: Use of land at Fairacres as plots 11 and 12 for Travelling showpeople (2 additional plots) Pending consideration

Refusals of permission within the last five years

Site adjacent to Trentham, Treetops, Peeks Brook Lane, Smallfield – Gypsy Site
11/02188/CU: Change of use of land to a private gypsy and traveller site – up to 6 mobile homes Refused 11/07/2012 on grounds relating to unsatisfactory living conditions, harm to Green Belt and increase in flood risk arising from development.
10/01290/CU: Change of use of land – proposed siting of 6 mobile homes Refused 23/12/2010 on grounds relating to unsatisfactory living conditions and harm to Green Belt.
08/00563/F: Application for private gypsy site – 6 pitches Appeal against non-determination lodged. Appeal dismissed on grounds relating to harm to the openness of the Green Belt and unsatisfactory living conditions due to motorway noise.

Highlands, Black Horse Lane, Lower Kingswood – Gypsy Site
12/01308/F: Material change of use of land to mixed use as a single dwelling house and use as a residential caravan site comprising 3 mobile homes for three Gypsy families and an ancillary caravan for an elderly relative.
Refused 10/09/2012 on grounds relating to inappropriate development in the Green Belt and AGLV in the absence of very special circumstances to outweigh that harm, highway safety and prematurity in the light of the Traveller Accommodation Assessment.

Refusals of permission before 2008

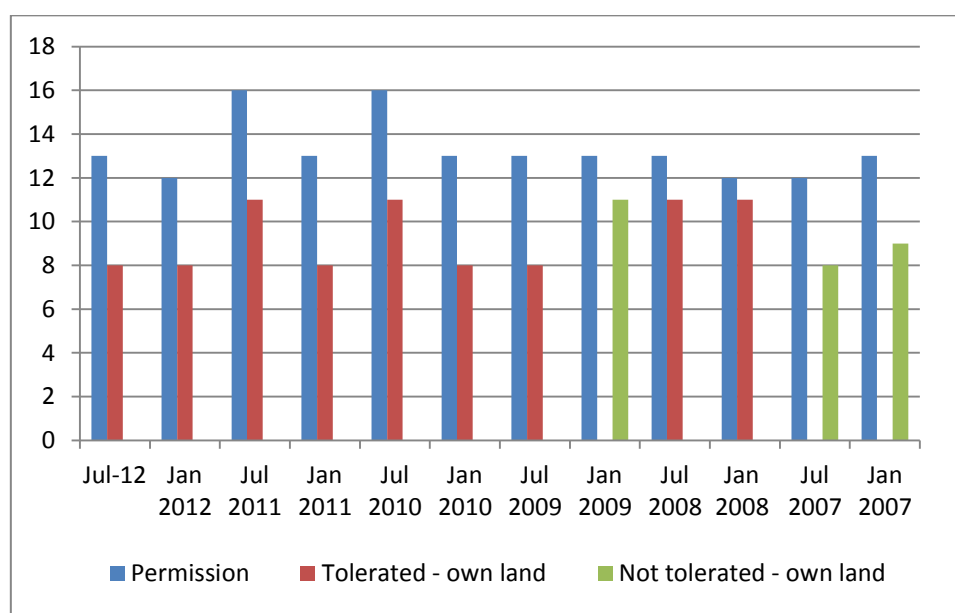
Woodlea Stables Peeks Brook Lane, Smallfield – Gypsy Site
Continued use of land as a private gypsy caravan site.

Summers Place, Perrylands Lane, Horley – Gypsy Site
Use as private caravan site (2 mobile homes)

Bi-annual Caravan Counts

- 4.9 The bi-annual caravan count takes place twice a year and records the number of caravans on both authorised and unauthorised sites. It is widely acknowledged that the count has limitations in terms of its use as an accurate forecast of the number of caravans in England, but it provides an indication of numbers. Within the Borough the number of caravans has remained fairly consistent over the timeframe with slightly more caravans on sites during the summer than winter.

Figure 1 Gypsy & Traveller Bi-annual Caravan Count 2007-2012



- 4.10 In 2011 Travelling Showpeople were added to the caravan count. Initially data was only collected during the winter count, but this has been extended to include the summer months. As only three counts have been undertaken it is not possible to draw any conclusions about Travelling Showpeople. Below is the data collected to date:

Table 1: Travelling Showpeople Bi-annual Count 2011-2012

	Temporary Planning Permission	Permanent Planning Permission	All Private Caravans
July 2012	0	16	16
January 2012	0	16	16
January 2011	0	12	12

Illegal Encampments

- 4.11 The availability of information on illegal encampments is based on information received by the Council from members of the public. This information is recorded on a database. It is acknowledged that other incidents may occur. The following is a summary of the information recorded by the Council during the last five years.

Table 2: Data on illegal encampments in the Borough 2008-2012

Year	Length of Stay	Details
2008	Approximately two days	Two caravans and vans on leisure centre car park. Travelling to Epsom Derby
	Approximately two days	Four/five caravans in Salfords
2009	Nil	
2010	Approximately four days	Travellers on land adjacent to an existing site
	Unknown	At least five caravans on field in Horley
	Unknown	Travellers on caravan park in Horley
2011	Unknown	Travellers on the roadside in Banstead
	Unknown	Two static caravans in Reigate
	Unknown	Travellers on field in Horley
	Approximately 2 – 4 days	Travellers on car park in Horley
	Unknown	Five/six caravans in Reigate
2012	Nil	

- 4.12 Based on the data above, relatively few illegal encampments occur within the Borough. The most activity took place in 2010 – 2011, although this number of reported incidents was still very low. It is not possible to draw any conclusions about travelling patterns from such limited data, but the Borough appears to experience a very small number of illegal encampments.

Conclusion

- 4.13 The desktop review provided some very useful and important information about the traveller communities in the Borough. The population living on sites is

relatively small and settled with many households having lived in the borough for over five years. The survey work will provide further information about the accommodation needs of this population.

5. Phase 2 – Interviews with Travellers

5.1 The second phase of the study is focused on obtaining the views of Travellers through interviews with households residing in the Borough. The questionnaire used has been produced in consultation with travellers and their representatives. The aim of the questionnaire is to:

- Gather information on current tenure types and future needs and tenure preferences for caravan dwelling/movement between housing and caravans;
- 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 register and site waiting lists reflect accommodation need.

A sample questionnaire is shown in Appendix A.

5.2 The Surrey methodology emphasises that research by interview is the preferred approach for engaging with travellers because it maximises the response rate, allows the opportunity to untangle any complex issues that might arise including the purpose of the questionnaire and study and overcomes any literacy issues with completing questionnaires independently.

Survey Preparation

5.3 The Council considered a number of options for undertaking the fieldwork for the study. These included undertaking the interviews in-house, engaging a consultant to undertake the surveys, and engaging a traveller organisation to undertake the surveys. The organisation Friends, Families and Travellers were selected to undertake the survey work for the Council.

5.4 In preparation for the study, the Council designed a leaflet to send out to travellers in the Borough. The aim of the leaflet was to raise awareness of the study, when it would be taking place and who would be undertaking the interviews. They also encouraged travellers to let others know about the survey and to pass on the Council's contact details to households interested in taking part. Two versions were designed. The first was aimed at households known to the Council; the other was aimed at households unknown to the Council, a copy of the leaflets is shown in Appendices B and C.

5.5 The leaflets were posted to known sites in the Borough and households living in conventional housing. In an attempt to overcome the issue of identifying travellers living conventional housing and those unknown to the authority, leaflets were sent on the Council's behalf by the Traveller Education Service and Raven Housing Trust to traveller households with whom they had contact. Awareness of the study was also raised at the Surrey Gypsy and Traveller Community Relations Forum in spring 2012.

Face to Face Survey Work

- 5.6 The interviews were undertaken during April and May 2012. Two interviewers from Friends, Families and Travellers - who are also members of the Gypsy community - visited all of the sites located in the Borough and undertook interviews. They also visited households living in conventional housing, some of whom were identified by the Council, some through their own contacts in the community, others by 'word of mouth' as the survey progressed.
- 5.7 The Travelling Showpeople site, Fairacres, was also visited. Unfortunately the timing of the survey coincided with the start of the Showpeople's busiest work time and many households were leaving to travel. A meeting took place in June with a representative from the Travelling Showpeople site which provided useful information about the site.
- 5.8 Given the need to maximise the response rate from the travelling community, further survey work was undertaken by officers and Friends, Families and Travellers during the summer months on traveller sites. Officers also undertook additional survey work with Gypsies and Travelling Showpeople during September to November to increase response rates and coverage.

Survey Response Rate

- 5.9 The response rate to the interviews is recorded in the table below. It is worth noting a few points in relation to participation in the survey.

Travellers on sites

- 5.10 The first round of interviews were undertaken in March and April, with follow up work completed in September and October. One site declined to take part (Conway Cottage) and only one household on a site of six households (The Old Rectory site) took part. A total of 16 questionnaires were completed with travellers living on sites.

Housed Travellers

- 5.11 A total of 19 questionnaires were collected from travellers, mainly in the Redhill area, but with some responses in other parts of the Borough. One survey was taken from a resident of Epsom & Ewell Borough Council area – this was passed on to that Council. Several traveller families did not wish to participate in the survey as they feared discrimination, although non-participation rates were not recorded.

Travelling Showpeople

- 5.12 The initial survey work was undertaken at the time when Showpeople traditionally start their season. Further survey work was therefore undertaken in September and October. It is estimated there are 27 households residing on the site. Estimates are based on interviews, planning records and site visits. Although the site was visited on a few occasions, it was not possible to obtain interviews with everyone because some households were away working and one plot declined to take part. In total 14 interviews took place.

Table 3: Response rate to interview requests

	No. of Gypsy and Travellers	% of Gypsy & Traveller households identified ¹⁰	No. of Travelling Showpeople	% Travelling Showpeople households identified
All Gypsy, Traveller and Travelling Showpeople households identified	41	100%	27	100%
Full interviews completed	35	85%	14	52%
Partial interviews ¹¹ completed	0	0%	0	0%
Interview refused	1	2%	1	4%
Property unoccupied	0	0%	0	0%
No-one available to interview	5	12%	12	44%

Overview of the Borough Travelling Community

- 5.13 As well as providing information about the accommodation needs of the travelling community in the study area, the survey also identified demographic data relating to ethnicity, population, household size and length of residency in the Borough.
- 5.14 All survey participants were asked to identify their ethnicity. Amongst households living in bricks and mortar accommodation, almost all identified themselves as Romany Gypsies and one identified as an Irish Traveller. Conversely, amongst households on sites one household identified themselves as a Romany Gypsy; the remaining households identified themselves as Irish Travellers.

Table 4: Ethnicity of surveyed population

Ethnicity	Number of respondents
Romany	19
Irish Travellers	16
Total	35

- 5.15 A total of 124 people were identified on the completed surveys by the Gypsy and Traveller community this equates to an average household size of 4.4 people. A total of 44 people were identified on the completed surveys within the Travelling Showpeople community this equates to an average household size of 3.1 people per surveyed population. In December 2012, the ONS released 2011 Census population estimates on ethnicity, which showed that 179 Borough residents identified themselves as Gypsies or Irish Travellers. The 124 individuals identified through the survey work represent 69% of this Census population.

¹⁰ May not sum to 100 due to rounding

¹¹ Partial interviews include points raised in comments/discussion with individuals who did not complete the formal questionnaire

Table 5: Traveller population by age and accommodation type

Age Group	Sites	Housed	Total
0-4 years	8 (6%)	6 (5%)	14
5-11 years	11 (9%)	7 (6%)	18
12-17 years	12 (10%)	11(9%)	23
Adults (18+)	38 (31%)	30 (24%)	68
Total	69*	54	123*

* one respondent did not provide the age of a child

- 5.16 The traveller communities residing in the Borough are settled with 76% of households surveyed having lived here for more than five years. Only one household had resided in the area for less than a year.
- 5.17 Of the Gypsy and Traveller community surveyed 54% lived in houses and 32% lived in mobile homes / chalets and 14% in touring caravans. All but one of the Travelling Showpeople households interviewed lived in mobile home/chalets, and one lived in a touring caravan.

6. Phase 3 Assessing Accommodation Need

- 6.1 This section draws together all data sources and applies a step by step approach to collating the information needed to identify the current supply and demand for pitches and plots in the Borough. The step by step process is set out in Section 8 of the Surrey methodology. Each step in the methodology is fed into Table 8 and this table identifies the total supply and need for new pitches/plots.

Step A: Current supply of County / Local Authority sites

- 6.2 There are no County or Local Authority sites within the Borough of Reigate and Banstead.

6.3 A zero is recorded for Step A in Table 8.

Step B: Current supply of private authorised sites

- 6.4 An analysis has been undertaken of the Council's records and has been drawn from interviews with Travellers living on private authorised sites in the Borough.
- 6.5 The Council holds details of all authorised private sites in the Borough. Full details of the sites are provided in Section 4. The tables below draw this information together into a summary.

Table 6: Overall capacity of Gypsy and Traveller sites identified in the study area through local authority records and interview data

Location	Number of occupied Gypsy/Traveller Pitches	Number of vacant pitches
Rectory Lane Caravan Site	6	0
Conway Cottage	1	0
Kents Field	3	0
Total Combined	10	0

- 6.6 The three authorised private Gypsy and Traveller sites are fully occupied. As outlined in paragraph 4.7 although the Old Rectory Caravan Site has permission for eight caravans, the land area of the original site and therefore capacity of the site has reduced and therefore it now accommodates up to six caravans only. This means that although the site appears to have two vacant pitches in practice it does not and therefore the current overall supply of private authorised pitches is 10.

Table 7: Overall capacity of Travelling Showpeople sites identified in the study area through local authority records and interview data

Location	Number of occupied Travelling Showpeople Plots	Number of vacant plots
Fairacres	10	0
Total Combined	10	0

6.7 Interviews with Travelling Showpeople found that all of the households had lived on the site for more than five years. The interviews revealed that site occupiers were longstanding residents with no plans to move onto other sites in or out of the Borough or into bricks and mortar accommodation.

6.8 Based on this information 10 pitches for Travellers is recorded for Step B and 10 plots for Travelling Showpeople recorded in Step B in Table 8.

Step C: Unauthorised developments tolerated for more than 10 years

6.9 No developments of this type exist within the Borough.

6.10 A zero is recorded for Step C in Table 8.

Step D: Number of unused/vacant local authority pitches/plots

6.11 There are no local authority sites within the Borough.

6.12 A zero is recorded for Step D in Table 8.

Step E: Number of unused / vacant private pitches / plots

6.13 Information drawn from Officers undertaking the survey work and study, Friends, Families and Travellers and other Council staff showed there were no vacant or unused private pitches or plots on any private authorised sites in the Borough. The survey interviews highlighted that sites were fully occupied and that in fact frequently doubling up occurred and sometimes tripling up occurred.

6.14 As explained in Step B, the Old Rectory Caravan Site has in use six of the eight pitches for which it originally gained planning permission. The site, as it currently exists, does not have the capacity to accommodate eight pitches and therefore the two remaining pitches are not recorded as unused or vacant.

6.15 A zero is recorded for Step E ‘number of unused / vacant private pitches / plots’ in Table 8.

Step F: Number of existing pitches/plots expected to become vacant in the near future

6.16 Based on the interview data there is no expectation that pitches or plots will become vacant in the near future. No households had firm plans to move within the Borough, out of the Borough or into bricks and mortar accommodation. The majority (88%) of the Gypsies and Travellers living on sites had lived there for five years or more indicating the Borough has a settled traveller community.

6.17 Survey data from the Travelling Showpeople interviewed also confirmed a settled community, with all respondents confirming they had lived on the site for over five years.

6.18 Based on this information a zero is recorded for Step F in Table 8.

Step G: Number of households in site accommodation expressing a desire to live in bricks and mortar housing

6.19 The interview data showed that all households were committed to living and remaining on sites. None of the interviewees (Gypsies, Travellers or Travelling Showpeople) expressed a wish to live in conventional bricks and mortar housing.

6.20 Based on the above a zero is recorded for Step G in Table 8.

Step H: Details of any planned local authority public traveller sites to be delivered in year 1 (2012/2013)

6.21 There are no plans to deliver local authority public traveller sites in the Borough in year 1.

6.22 A zero is recorded for Step H in Table 8.

Step I: Outstanding planning applications for private pitches/plots (including unauthorised sites) likely to gain permission in year 1 (2012/2013)

6.23 The details of outstanding applications are outlined in paragraph 4.8. These applications are under consideration and it is uncertain whether they will gain permission in year 1.

6.24 A zero is recorded for Step I in Table 8 for outstanding planning permissions for private pitches / plots likely to gain permission in in year 1.

Estimating the current demand for pitches and plots in the local authority area

6.25 Interview data and information from the Council's records are used in Steps J – N to build up a picture of current need. The assessment of demand includes the backlog of need and future need.

Step J: Households seeking permanent site accommodation in the area

- 6.26 An analysis has been undertaken of interviews with traveller households living in bricks and mortar accommodation and recent planning applications to ascertain the demand for site accommodation.

Households living in bricks and mortar housing

- 6.27 The study included interviews with 19 Gypsies and Travellers living in conventional bricks and mortar housing. Almost half of these respondents (8) had resided in bricks and mortar housing for over five years, and almost half (9) had lived in conventional housing for between one and five years, with one household having lived in it for less than a year. This residency pattern suggests a settled population, although this pattern may also be linked to the lack of available pitches in the locality.
- 6.28 When asked if they planned on moving in the next five years 11 of the 19 households responded that they did plan to move. Of these, five respondents specifically commented that they would move in the next five years if a site was available. Several respondents commented on the wish to have family sites or to live close to family for support. Few named a location with only one of these five respondents identifying the Reigate and Banstead area and one naming the Borough and Tandridge.
- 6.29 Of the 19 interviewed, less than half of respondents (48%) did not identify an accommodation preference. Of the 9 who expressed a preference four respondents expressed a preference for a local authority pitch or social housing; two respondents selected local authority pitch only; one selected social housing or local authority pitch or private pitch; one selected local authority pitch or private pitch; and one selected social housing as their preference.
- 6.30 The five households that selected social housing and a pitch (local authority or private), also made a number of comments regarding their current housing situations. Comments included a desire to live on family council owned sites if they were available, lack of accommodation choices and the wish to remain in the local area.
- 6.31 In summary, a total of eight households expressed a preference for a pitch and five of them also expressed a preference for social housing. Taking account of responses to the questions in the survey about whether households intend to move in the next five years, where they plan to move to and their accommodation preferences it is possible to draw some conclusions about the need for pitches from this group.
- 6.32 It is assumed that the housing needs and preferences of some respondents will be met through conventional bricks and mortar housing as half did not express any accommodation preferences and had no plans to move in the next five years. Of the remaining eight households, five of them expressed a preference for social housing and a local authority site. Several of these households commented that they would move if a pitch became available, therefore it appears that the non-availability of pitches (private or public) is a key reason why

these households chose both accommodation options in the survey. The figure recorded for pitches arising from travellers living in bricks and mortar housing is therefore eight.

Planning applications

- 6.33 Planning applications for sites can provide an indication of the demand for pitches. In the last two years planning applications have been received for additional sites in the Borough.
- 6.34 Two applications for sites cumulatively seeking to provide 10 pitches have been refused since 2011¹². Four applications for sites and additional plots are pending consideration and in total these propose seven pitches and nine plots¹³. The accommodation needs of households residing on Woodlea Stables, Summers Place and plots 11 and 12 Fairacres have been assessed and are identified in Step L.
- 6.35 It is difficult to draw firm conclusions about the potential need for additional pitches from the refused planning applications for Highlands and Trentham/Treetops. Both applications referred to the need for pitches to accommodate family members however it is not clear whether this need arises from a local population or from households living outside of the Borough. Therefore to avoid the risk of double counting a zero is recorded in relation to these applications.
- 6.36 Taking account of the information identified for Step J a figure of 8 Traveller pitches is recorded in Table 8 Step J. A zero is recorded for Travelling Showpeople plots in Step J.**

Step K: Current unauthorised encampments

- 6.37 At the time of the study, there were no unauthorised encampments in the Borough. Data collected by the Council (see section 4.6) shows that the Council experiences very few unauthorised encampments and these typically stay only a few days.
- 6.38 A zero is recorded in Table 8 for Step K.**

Step L: Unauthorised Developments¹⁴ for which permanent planning permission is not expected

- 6.39 An analysis has been undertaken of the location, description and number of pitches/plots pending planning permissions, unauthorised pitches/plots which have submitted planning applications to regularise the situation and outstanding permissions and of the survey data.

¹² Land adjacent to Trentham/Treetops, Smallfield 6 pitches and proposal for mixed use dwelling house and four caravans at Highlands, Lower Kingswood

¹³ Woodlea Stables 5 plots, Summers Place 2 plots, Fairacres 2 plots, Fairacres 7 plots

¹⁴ Unauthorised pitches/plots on land owned by the residents

- 6.40 The applications for continued use of Woodlea Stables as a Traveller Site (five pitches) and for use of Summers Place (two pitches) as a Traveller site are under consideration and it is uncertain whether they will gain permission in year 1. The application to extend the Travelling Showpeople site to plots 11 and 12 and application for change of use from agricultural land to Travelling Showpeople's site including improvement of the access and application for an additional seven plots are also under consideration and it is not certain whether they will receive permission. Plots 11 and 12 are currently occupied.
- 6.41 Survey data of the unauthorised Gypsy/Travellers sites in the Borough identifies an immediate need for 10 pitches for established families. Analysis of pending planning applications and site visits as part of the survey work identifies two unauthorised Travelling Showpeople plots.
- 6.42 A figure of 10 pitches for Travellers and 2 plots for Travelling Showpeople is recorded for Step L in Table 8.**

Step M: Need arising from overcrowded pitches/plots and concealed households

- 6.43 This step considers data from the survey of households living in bricks and mortar accommodation, and households on sites and assesses need arising from concealed households, and overcrowded households.

Site Assessment

- 6.44 A cross check has been undertaken of the capacity of authorised traveller and Travelling Showpeople sites with responses to the survey questionnaire to identify if any pitches are overcrowded and to identify any concealed households. Concealed households are those aged 18 years or over still living at home but wanting to form a separate household. The survey asked respondents whether they were doubled up with another household on the same pitch and asked respondents for information about the number of mobile homes/chalets and tourers on their pitch.
- 6.45 Overcrowding of actual mobile homes/chalets, where family numbers have grown to the extent that there is insufficient space for the family within its caravan accommodation (rather than the size of the pitch) is for the owners of overcrowded accommodation to address as they own and are responsible for the size of their caravan/mobile homes/chalet.
- 6.46 Data collected from the survey identified that on authorised sites two households were doubled up. Three concealed households were also identified. The capacity of the site to expand within the existing site plan is limited by site licence conditions restricting the number of caravans.
- 6.47 On unauthorised development sites survey data identified four concealed households.
- 6.48 Survey data showed that five Travelling Showpeople households were doubled up on the site and that there was one concealed household.

Households living in bricks and mortar accommodation

6.49 The surveys of Gypsies and Travellers living in bricks and mortar accommodation identified four concealed households. Two expressed a preference for affordable housing or a private pitch, one for social housing or a private or local authority pitch, one concealed household expressed a preference for a local authority or private pitch and one did not select any accommodation preferences. The need for pitches from concealed households living in bricks and mortar accommodation an expressing a preference for a pitch is therefore three.

6.50 The total figures based on the information gathered for Step M 'need arising from overcrowded pitches/plots and concealed households' is 12 pitches for Travellers and 6 plots for Travelling Showpeople.

Step N: Temporary planning permissions due to expire before 2017

6.51 At the time of the study, there were no temporary planning permissions for pitches / plots in place in the Borough.

6.52 A zero is therefore recorded in Step N of Table 8.

Step O: Newly arising need / family formations

6.53 The survey questionnaire (question 11) asked the likely requirement for pitches/plots for household members in the next five years. By cross checking this answer with information on the household composition it is possible to assess the family formation rate for a five year period from the interview data. Whilst it is acknowledged that this is not 100% accurate if a 100% response rate is not received, an assessed household formation rate based on responses to the questionnaire is considered a more accurate reflection of local circumstances than a standard percentage increase.

6.54 An assumption is made that the age at which travellers normally leave home to set up their own household is from 18 years, although this varies with a few leaving home at a younger age and many not leaving until sometime after turning 18 years old.

6.55 Amongst those travellers living on authorised sites that who took part in the survey three children were identified as turning 18 between 2012 and 2016.

6.56 Data was obtained on household formation rates for households living on unauthorised developments. The surveys identified seven children within existing households that would turn eighteen between 2012 and 2016.

6.57 Five housed Gypsy and Traveller survey respondents identified six children within their households that would require a pitch in the next five years. Only one of these respondents identified a preference for only site accommodation for their children. The remaining households selected both social housing and a local authority or private pitch.

- 6.58 In terms of Travelling Showpeople, survey data analysis identified that two young people are likely to form their own households in the next five years.
- 6.59 Taking account of the above a five year household formation rate of 16 Travellers and 2 Travelling Showpeople is applied to step O of table 8.**
- 6.60 Table 8 overleaf provides a summary of all the figures identified in steps A – O.

Table 8: Summary of Current Supply and Demand (1pitch/plot per household)¹⁵

	Pitches (Gypsies & Travellers)	Plots (Travelling Showpeople)
Current Residential Supply:		
A. Current supply of occupied local authority residential site pitches/plots in local authority area	0	0
B. Current supply of authorised and occupied privately owned site pitches/plots in local authority area	10	10
C. Unauthorised pitches/plots tolerated for more than 10 years	0	0
Total Households	10	10
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) ¹⁶	0	0
G. Number of households in site pitch/plot accommodation expressing a desire to live in bricks and mortar housing (in next five years)	0	0
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	0	0
Current backlog of need:		
J. Households seeking permanent site accommodation in the area	8	0
K. On unauthorised encampments expressing a need to reside in the Borough/District ¹⁷	0	0
L. Currently on unauthorised developments for which planning permission is not expected as there is a presumption against development in these areas	10	2
M. Currently overcrowded ¹⁸ or doubled up.	12	6
N. Temporary planning permissions due to expire before 2017	0	0
Current shortfall	30	8

¹⁵ Based on Gypsy & Traveller Accommodation Needs Assessments guidance CLG October 2007

¹⁶ Criteria taken from Gypsy and Traveller Accommodation Needs Assessment guidance CLG 2007

¹⁷ Includes those residing on tolerated sites for less than 10 years

¹⁸ 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

Future need:		
O. Future need: New family formations expected to arise from existing Borough households 2012-2016	16	2
Total current residential demand for pitches/plots¹⁹	46	10
Demand for extra pitches/plots 2017 - 2026²⁰	6	3
Total 15 year requirement	52	13
Annualised pitch/plot requirement	3.5	0.8

Making a 15 Year Projection

- 6.61 The 'planning policy for traveller sites' document directs local authorities to identify a continuous supply of sites for a 15 year period. It is acknowledged that this will be difficult to forecast accurately.
- 6.62 To give a broad indication of potential numbers the study applies a family formation rate of 3%²¹ for Gypsy and Traveller families and 1.5% for Travelling Showpeople households. These 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.
- 6.63 Forecasting household formation rates is not an exact science, but this method will give an indication of the number of pitches and plots required in the future. It is anticipated that an assessment of the needs of travellers will be undertaken every five years and will thereby inform the 15 year projection.
- 6.64 For Gypsy and Traveller households, the formation rate is applied in the following way:

The 3% compound growth rate applied to 40 (current shortfall 30 plus supply of pitches 10) over a 15 year period suggests the need for 22 new pitches over the timeframe. The study already identifies 16 new family formations in the first five years therefore to avoid double counting the five year formation rate of 16 assessed for the first five years of the 15 year period is deducted. This leaves an expectation that 6 further households will be formed in the remaining 10 years.

- 6.65 This overall pitch requirement has been annualised over the 15 year period. The annual pitch requirement is 3.5 per year²².
- 6.66 For Travelling Showpeople household, the formation rate has been applied in the following way:

¹⁹ Total current residential demand for pitches/plots = Total current residential demand – Total current supply

²⁰ Demand for extra pitches = Current shortfall + newly arising need/family formation

²¹ This figure derives from guidance in the CLG document Gypsy and Traveller Accommodation Needs Assessment guidance page 24.

²² Calculated as follows: 2012 – 2026 is 52 (current shortfall 30 plus new family formation 16 plus household formation in years 2017 – 2016 of 6 = 52 / 15 years = 3.5 pa.

The 1.5% compound growth rate applied to 8 (current shortfall plus supply of plots) over a 15 year period suggests a need for 5 additional plots. The study already identifies 2 new family formations in the first five years and therefore to avoid double counting the five year figure of 2 is deducted. This leaves an expectation that a further 3 new households will be formed over the remaining 10 year period.

- 6.67 The overall plot requirement over the 15 year period has been annualised. The annual plot requirement is 0.8 plots per annum²³.

Transit Sites

- 6.68 The 'planning policy for traveller sites' (March 2012) sets out the Government's approach to providing transit sites to facilitate the travel undertaken by travellers to maintain their traditional way of life.
- 6.69 Policy A of the national planning policy contains a requirement for 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 makes reference to the need for local planning authorities to set pitch and plot targets which address the likely permanent and transit needs of travellers.
- 6.70 At the time of the survey there were no unauthorised encampments in the Borough. Interviews were undertaken with households living on authorised and unauthorised sites. This identified two households staying on an authorised site in breach of the original planning permission and ten households living on unauthorised sites. Many respondents either did not complete questions 14 – 19 of the survey or only completed question 18 (how long do you intend to remain on this land/site?) and question 19 (if you are required to vacate this land/site, where will you relocate to?).
- 6.71 All of these households wished to remain on the site they were staying on or living on at the time of the survey as they were staying with family. When asked where they would go if required to relocate, those that responded to the question all stated they would go on the side of the road. These households all wanted to have a permanent base with their extended family so their children could attend school and the family could access healthcare services.
- 6.72 The survey data did not provide a clear indication of the need for transit pitches in the Borough. It was clear that households surveyed wanted permanent bases to live on. Information collected by the Council on the numbers of unauthorised encampments indicates they occur infrequently.

²³ Calculated as follows: 2012 – 2026 is (current shortfall 8 plus new family formation 2) plus household formation in years 2017 – 2016 of 3 = 13 / 15 years = 0.8 pa

7. Conclusions

- 7.1 There is an identified need for 52 pitches and 13 plots over the period 2012 – 2027. This equates to an annualised requirement of 3.5 pitches and 0.8 plots.
- 7.2 Almost all identified need will need to be met through private sites. The Council will work closely with all communities to bring forward sites and site extensions in accordance with Core Strategy Policy CS13²⁴. The Council will be progressing this work through the site allocation processes within the Development Management Policies DPD. Consultation on preferred approaches is scheduled to take place summer 2013.
- 7.3 In accordance with national policy, the Council is required to identify and update annually:
- A supply of specific deliverable sites²⁵ sufficient to provide five years' worth of sites against their locally set targets
 - A supply of specific, developable sites²⁶ or broad locations for growth, for years six to ten and, where possible, for years 11-15.
- 7.4 The Council will undertake this through the preparation of its Annual Monitoring Report.
- 7.5 The Council recognises that the TAA reflects a point in time and the figures identified in the study will remain under review. Another formal assessment of accommodation will need to be undertaken within five years.

²⁴ At the time of writing the Core Strategy is subject to Examination with adoption expected autumn 2013.

²⁵ To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that development will be delivered on the site within five years and in particular that development on the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.

²⁶ To be considered developable, sites should be in a suitable location for traveller development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

Appendix A - Survey Questionnaire

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 Reigate and Banstead Borough 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* 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?
				Housing (Yes/No)	Site (Yes/No)	
<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 IS 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 B - Leaflet sent to sites

We need your help

The Council needs to understand the current and future housing needs of Gypsies, Travellers and Travelling Showpeople living in the borough. We need to understand how many pitches and plots are needed now and in the future to meet the housing needs of local families. This will help us to plan future sites in the borough.

Household surveys

The best way for us to find out about the needs of Gypsies, Travellers and Travelling Showpeople in our borough is to come and talk to you. The organisation Friends, Families and Travellers has been employed by Reigate & Banstead Borough Council to visit Gypsy, Traveller and Travelling Showpeople's households and carry out face to face surveys.

The surveys will ask questions about your household and your current and future housing needs. No personal information will be made public. The survey will take about 30–40 minutes to complete.

When will the surveys take place?

Interviewers will visit households during March and April to carry out the survey.

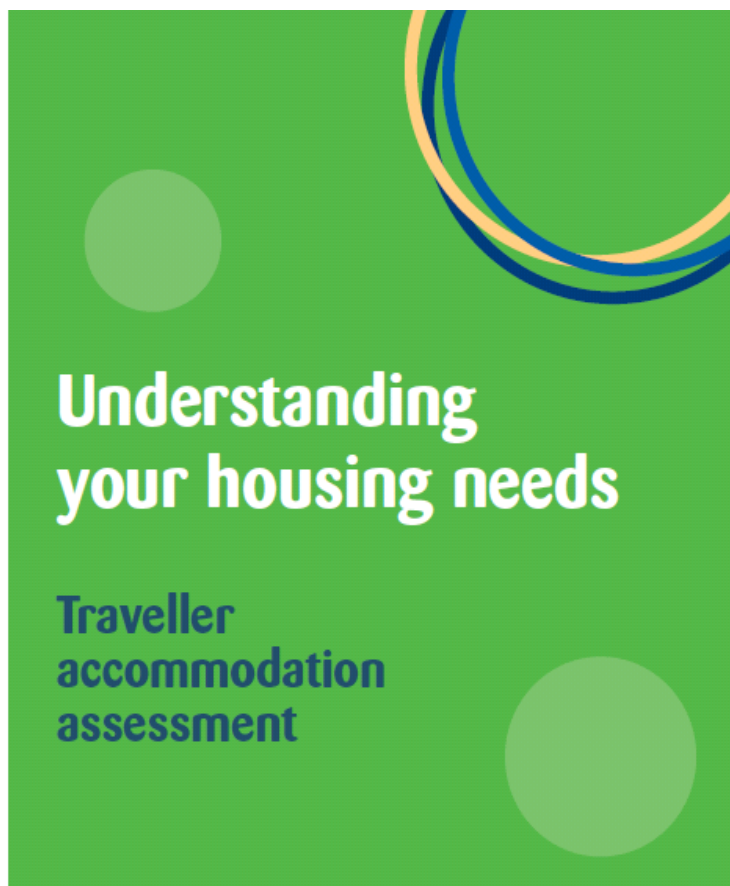
Taking part

Many of you took part in our last study and we hope you will be willing to take part in this survey again. Your comments will be important in helping us plan for future sites.

Interviewers will be calling in at all sites in the borough. If you would like more information about the survey or would like to tell us your contact details so the consultants can arrange a convenient time to visit, please contact Alison Robinson at Reigate & Banstead Council on 01737 276000 or email alison.robinson@reigate-banstead.gov.uk.

Spread the word

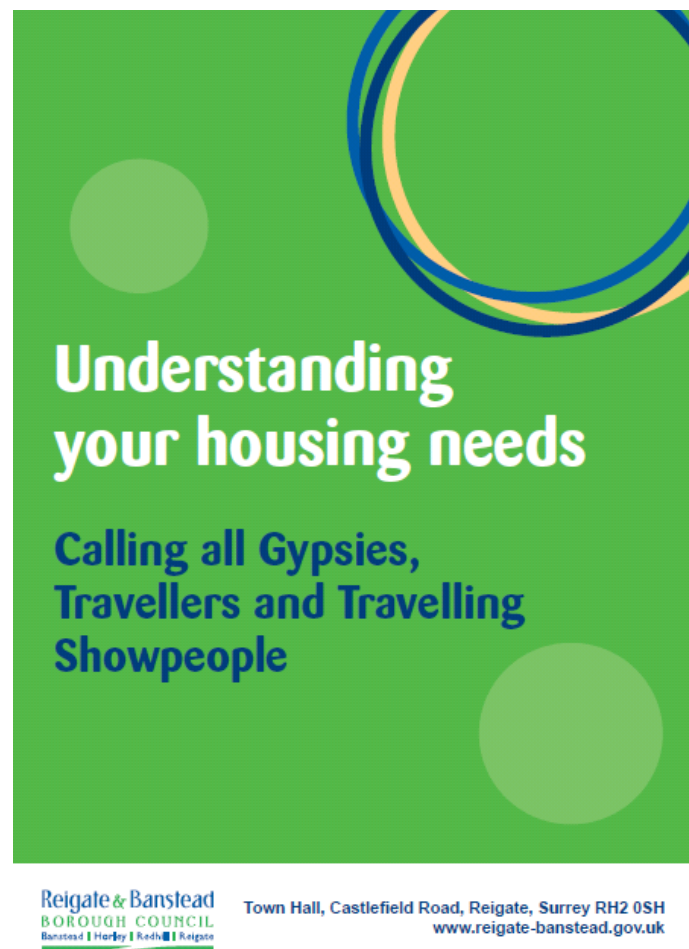
If you know of other friends or family living in the borough who might be interested in taking part, ask them to get in touch with Alison. She will be happy to talk to them about the survey.



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

Town Hall, Caslefield Road, Reigate, Surrey RH2 0SH
www.reigate-banstead.gov.uk

Appendix B Information leaflet sent to potential survey participants



We need your help

Reigate & Banstead Borough Council wants to understand the housing needs of Gypsies, Travellers and Travelling Showpeople living in the Reigate and Banstead area. We need to understand how many pitches and plots are needed now and in the future to meet the housing needs of local families. This will help us to plan future sites in the borough.

Household surveys

The best way for us to find out about the needs of Gypsies, Travellers and Travelling Showpeople in our borough is to come and talk to you. Consultants will be employed by the Council to visit interested households and carry out face to face surveys.

The surveys will ask a series of questions about your household and your current and future housing needs. No personal information will be made public. The survey will take about 30-40 minutes to complete.

When will the surveys take place?

Interviewers will visit households during April and May to carry out a survey.

Would you like to take part?

If you are interested in taking part in the survey or would like more information, please contact Alison Robinson at Reigate & Banstead Borough Council on 01737 276000 or email alison.robinson@reigate-banstead.gov.uk. We will pass your contact details to the interviewer so they can contact you to arrange a visit. Your comments will be important in helping us plan for future sites.

Spread the word

If you know of friends or family living in the borough who might be interested in taking part, ask them to get in touch with Alison. She will be happy to talk about the survey.

