

**COUNTY AND DISTRICT COUNCILS OF GLOUCESTERSHIRE**

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**GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT**

**VOLUME 2**

**APPENDICES 1 – 7**

**OCTOBER 2007**

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**APPENDIX 1**

**BRIEF FOR A  
SUB-REGIONAL ASSESSMENT OF THE NEEDS OF  
GYPSIES, TRAVELLERS, & SHOWPEOPLE IN  
GLOUCESTERSHIRE – 2006**

- 1 Introduction**
- 2 Project Team**
- 3 Study Area**
- 4 Timescale**
- 5 Process**
- 6 Funding**
- 7 Human Rights & Equalities**
- 8 Existing Traveller Policy**
- 9 Required Outcomes**
- 10 Appendices:**
  - [a] Housing Act**
  - [b] Project Team**

## 1. INTRODUCTION

Section 225 of the Housing Act 2004 includes a duty that local authorities ‘carry out an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to their district’. Details, **Appendix A**

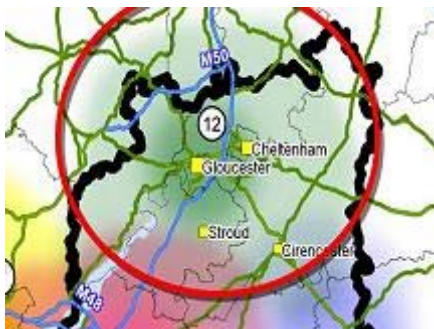
The assessment will also take account of the needs of Showpeople.

In its Regional Housing Strategy for 2005-16 the South West Housing Body [SWHB] defines the Gloucester-Cheltenham sub-regional housing market, which embraces the whole of the county of Gloucestershire. The local authorities within the HMA will meet their combined duties through partnership, and as part of a wider commitment to undertake a comprehensive Housing Market Assessment [HMA].

## 2. PROJECT TEAM & CONSULTANCY

The Gloucestershire Strategic Housing Group [GSHG] has appointed two Project Groups to lead each process, details at **Appendix B**

## 3. THE STUDY AREA



The Gloucester-Cheltenham sub-regional housing market area, embracing the whole of the county of Gloucestershire and its administrative local authorities:

- Gloucestershire County Council
- Gloucester City Council
- Cheltenham Borough Council
- Tewkesbury Borough Council
- Cotswold District Council
- Stroud District Council
- Forest of Dean District Council

## 4. TIMESCALE

- |                             |                          |
|-----------------------------|--------------------------|
| ▪ Agree a Brief             | <b>2006</b><br>September |
| ▪ Appoint Consultant[s]     | October                  |
| ▪ Interview process         | November                 |
| ▪ Data analysis & Reporting | December                 |

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## 5. PROCESS

The County Council's Gypsy & Traveller Unit has identified the locations of all known sites, both private and public sector, authorised and unauthorised. Regardless of category, the primary research will seek to interview 100% of Gypsy, Traveller and Showperson households within the study area.

The Project Group has agreed to appoint one or more Consultant(s) to

- Prepare an appropriate Questionnaire
- Advise on the individual household interview process
- Analyse the data collected
- Make recommendations for meeting the needs of the Gypsy, Traveller, & Showperson communities
- In relation to those recommendations, advise on land use and Planning implications

## 6. FUNDING

With the exception of Gloucester City Council, each of the 7 x LA partners has identified a funding contribution to meet the ad hoc cost of Consultancy services.

## 7. HUMAN RIGHTS & EQUALITIES ISSUES

Consultancy advice in relation to meeting identified needs should have regard to the requirements of the European Convention on Human Rights and the Race Relations Acts, both being relevant to the local authorities decision-making processes.

Local Planning Authorities [LPAs] will need to consider the Human Rights consequences of taking enforcement action, or refusing or granting planning permission, on the rights of Gypsies and Travellers as well as local residents.

Romany Gypsies and Irish Travellers are recognised as distinct ethnic groups protected by the Race Relations Act, which prohibit racial discrimination by planning authorities in carrying out their planning functions.

## 8. GLOUCESTERSHIRE TRAVELLER POLICY

The current Gloucestershire Traveller Policy is available at:

[www.gloucestershire.gov.uk/media/adobe\\_acrobat/6/o/Travellerspolicy1.pdf](http://www.gloucestershire.gov.uk/media/adobe_acrobat/6/o/Travellerspolicy1.pdf)

## 9. REQUIRED OUTCOMES FROM THE PRIMARY RESEARCH

Within the Travelling communities in the sub-region of Gloucestershire:

- 9.1 Having regard to current Government guidance, establish the demographic profile of the communities, including Showpeople

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- 9.2 Design the process for primary research that will generate an understanding of
- the patterns of household formation
  - current and potential future needs for land, accommodation, housing, health, and education services provided by local authorities and their partner organisations
- 9.3 Advise the G&T Liaison and G&T Advocacy officers on an effective interview process
- 9.4 Analyse outcomes from the primary research & prepare a draft G&T Assessment report that considers:
- How and what services might be provided to best meet Travellers' needs
  - How to make services and accommodation more accessible to Travellers
  - What land resources are required to address unmet needs?
- 9.5 Assist in finalising the G&T Assessment by recommending what actions the final report should include that will adequately satisfy:
- the short, medium, and longer term needs of the Travelling communities, and
  - the duties required of the local authorities under the Act
- 9.6 Having regard to Government's Consultation Paper: Planning for Gypsy and Traveller Sites [ODPM, March 2005] make recommendations for the allocation and use of land or sites, having regard to existing levels of control and ownership leading to a realistic expectation that land can be made available for the intended purpose.

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## APPENDIX A

## Housing Act 2004 [extract]

### PART 6, OTHER PROVISIONS ABOUT HOUSING –

#### Accommodation needs of Gypsies and Travellers

#### **225** Duties of local housing authorities: accommodation needs of Gypsies and Travellers

(1) Every local housing authority must, when undertaking a review of housing needs in their district under section 8 of the Housing Act 1985 (c. 68), carry out an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to their district.

(2) Subsection (3) applies where a local housing authority are required under section 87 of the Local Government Act 2003 (c. 26) to prepare a strategy in respect of the meeting of such accommodation needs.

(3) The local authority who are that local housing authority must take the strategy into account in exercising their functions.

“Functions” includes functions exercisable otherwise than as a local housing authority.

(4) A local housing authority must have regard to any guidance issued under section 226 in-

- (a) carrying out such an assessment as mentioned in subsection (1), and
- (b) preparing any strategy that they are required to prepare as mentioned in subsection (2).

(5) In this section-

- (a) “Gypsies and Travellers” has the meaning given by regulations made by the appropriate national authority;
- (b) “accommodation needs” includes needs with respect to the provision of sites on which caravans can be stationed; and
- (c) “caravan” has the same meaning as in Part 1 of the Caravan Sites and Control of Development Act 1960.

#### **226** Guidance in relation to section 225

(1) The appropriate national authority may issue guidance to local housing authorities regarding-

- (a) the carrying out of assessments under section 225(1), and
- (b) the preparation of any strategies that local housing authorities are required to prepare as mentioned in section 225(2).

(2) Before giving guidance under this section, or revising guidance already given, the Secretary of State must lay a draft of the proposed guidance or alterations before each House of Parliament.

(3) The Secretary of State must not give or revise the guidance before the end of the period of 40 days beginning with the day on which the draft is laid before each House of Parliament (or, if copies are laid before each House of Parliament on different days, the later of those days).

(4) The Secretary of State must not proceed with the proposed guidance or alterations if, within the period of 40 days mentioned in subsection (3), either House resolves that the guidance or alterations be withdrawn.

(5) Subsection (4) is without prejudice to the possibility of laying a further draft of the guidance or alterations before each House of Parliament.

(6) In calculating the period of 40 days mentioned in subsection (3), no account is to be taken of any time during which Parliament is dissolved or prorogued or during which both Houses are adjourned for more than four days.

## APPENDIX B

### Project Team

Project Team	
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<b>Primary Research Team</b>	
<b>Consultants</b>	

## APPENDIX 2

### July 2007 - List of Sites Compiled For The GTAA updated for latest planning permissions

District	Address of Site	No. of pitches	No. of caravans
<b>a) Publicly owned and managed sites</b>			
Cotswold	Culkerton, near Tetbury, Glos GL8 8SS	4	6
Tewkesbury	The Willows, Sandhurst Lane, Gloucester GL2 9NB	45	69
Tewkesbury	The Willows extension (Planning permission for 5 new pitches, funding agreed, work not yet started)	5	0
Tewkesbury	Cursey Lane, Elmstone Hardwicke, Cheltenham GL51 9TF	19	21
Tewkesbury	Showborough, Twyning, Tewkesbury, Glos GL20 6DN	10	9
	<b>Total</b>	<b>83</b>	<b>105</b>
<b>b) Privately owned and managed sites</b>			
Cotswold	Four Acres, South Cerney, Cirencester, Glos GL7 4DA (Shorncote)	21	21
Cotswold	Land adjacent to Four Acres, South Cerney, Cirencester (Shorncote 2 - retrospective planning permission granted)	11	4
Forest of Dean	The Woodlands, Bromsberrow, Ledbury, HR8 1PA	28	28
Forest of Dean	Land at Birdwood, Churcham	3	3
Gloucester City	Pool Meadow, Westend Parade, Gloucester	61	61
Stroud	Greenacres, Sticky Lane, Hardwicke GL2 4RD	2	2
Stroud	The Fairlands, Old Ends Lane, Stonehouse, GL10 2DG	4	4
Stroud	Brookside, Church Lane, Moreton Valence, Gloucester GL2 7NB	1	1
Stroud	St Josephs, Hiltmead Lane, Moreton Valence	9	9
Stroud	The Wynnstay, Bristol Road, Hardwicke, GL2 4RF	4	4
Stroud	Northway House, Whitminster GL2 7LU	2	2
Stroud	Mount View Park, Naas Lane, Brookthorpe, Glos GL4 0XB	15	18
Tewkesbury	Land adj. The Willows, Sandhurst Lane, Gloucester (under development)	8	0
Tewkesbury	Field View Caravan Park, The Leigh, Gloucester GL19 4AA	28	40
Tewkesbury	Cotswold Court, Staverton GL51 0TF	25	50
Tewkesbury	The Bungalow, Field View, The Leigh, Glos GL19 4AA	8	0
Tewkesbury	Rosebank, Shuthonger, Twyning GL20 6EQ	2	3
Tewkesbury	New Bungalow, Over, Gloucester GL2 8DB	1	1
Tewkesbury	Vienna Caravan Park, Over, Gloucester GL2 8DB	20	17
Tewkesbury	Taylor's Yard, Over, Gloucester, GL2 8DB	7	7
Tewkesbury	Treetops, Church End, Twyning, Tewkesbury Glos GL20 6DA	1	1
Tewkesbury	"Beggars Roost"(Willows) Bamfurlong Lane Staverton	25	15
Tewkesbury	Cherry Orchard, Oakle Street, Minsterworth, Gloucester GL2 8JR	6	6
Tewkesbury	Coach House, Main Road, Minsterworth GL2 8JG	1	1
Tewkesbury	Hill View, Staverton (has pp for 2 caravans often has more)	2	3
Tewkesbury	Land adjacent to Buttercup Farm, Norton	1	2
Tewkesbury	Adjacent to Teddington Hands roundabout - temporary planning permission, Showpeople from Gotherington	8	8
	<b>Total</b>	<b>304</b>	<b>311</b>



**c) Unauthorised Encampments on public land occupied at date**

Cotswold	Coln St Aldwyn - Salt Way	1	2
Cotswold	Coln St Aldwyn - Salt Way	1	1
Cotswold	Ready Token, Barnsley	1	2
Cotswold	Hollow Fosse, Fossebridge, Barnsley	6	8
Cotswold	Salt Way near Coln St Aldwyns	1	2
Cotswold	Near Macaroni Woods, Hatherop, on Salt Way SE of Hatherop	1	1
Cotswold	Layby adj Aston Down airfield on A419	1	2
Cotswold	Trewsbury Road, Coates	2	2
Forest of Dean	Newent Horsefair Lane Depot	11	12
Stroud	Layby by Baynham Court Farm, Lower Wick	2	2
Stroud	Restricted Byway Nunnery Lane in Hermitage Woods, Dursley	2	2
<b>Total</b>		<b>29</b>	<b>36</b>

**d) Unauthorised Encampments on private land occupied at date**

Forest of Dean	Nags Head pub car park, Meendhurst Road, Cinderford	1	1
Gloucester City	Gloucester St Oswalds Road Cattle Market	7	7
Stroud	Land adjacent to Gypsy Lane, Cowcombe, GL6 8HR	1	1
Stroud	Juniper Hill, Painswick, Stroud	1	1
Stroud	Bulls Cross, Slad, Stroud	1	2
Stroud	Land off Old London Road, Wotton	12	20
Stroud	Land adjacent to Tinkley Lane, Nympsfield, Nailsworth, Glos	2	2
Stroud	Land in Hermitage Woods, Broadway, Dursley aka Warend Hill	1	2
<b>Total</b>		<b>26</b>	<b>36</b>

**e) Unauthorised developments on private land occupied at date**

Forest of Dean	Land at Dymock adj M50 (poss eviction pending)	4	4
Forest of Dean	Foscombe Hill, Corse	8	16
Tewkesbury	Bamfurlong Lane, Staverton	1	3
Tewkesbury	Cold Pool Lane, Badgeworth	5	5
Tewkesbury	Hygrove House, Minsterworth GL2 8TG	18	18
Tewkesbury	Hygrove Mushroom Farm, Minsterworth, GL2 8TG	16	16
Tewkesbury	Hygrove Lane	6	6
<b>Total</b>		<b>58</b>	<b>68</b>

**Total number of pitches/caravans 500 556**

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## APPENDIX 3

### CURRENT DEVELOPMENT PLAN AND HOUSING STRATEGY POLICIES FOR GYPSIES AND TRAVELLERS

#### LOCAL PLANS AND STRUCTURE PLAN

#### GLOUCESTERSHIRE COUNTY COUNCIL

##### Structure Plan – Third Alteration but unadopted policies

###### Policy SC.6

Provision for Travellers

*Provision should be made for the residential and transitory needs of Travellers, travelling show people, occupiers of mobile homes and houseboats residing in or resorting to the County by the release of small areas of land well related to areas of proven need.*

All sites should be well related to local services and facilities and be located so as to minimise significant adverse effects on other existing uses and on the environment.

#### CHELTENHAM BOROUGH COUNCIL

##### Local Plan

###### POLICY HS 4

###### AFFORDABLE HOUSING

Objective O22

**In residential developments of 15 or more dwellings or residential sites of 0.5 hectare or greater a minimum of 40% of the total dwellings proposed (note 1) will be sought for the provision of affordable housing (note 2).**

Note 1

This proportion may vary to take account of the exceptional circumstances relating to a site.

Note 2

Affordable housing is defined as low cost market and subsidised housing, detailed guidance on this definition is provided in supplementary planning guidance on Affordable Housing.

Note 3

Where affordable housing is to be subject to a planning obligation it will ensure that all initial and subsequent occupiers will benefit from the affordable status of the dwellings. This will include details of the level of service charge linked to the Retail Price Index.

Note 4

Affordable housing provision should normally be distributed throughout a site.

Note 5

Commuted sums and off site provision will only be considered in exceptional circumstances.

###### Mobile homes

10.31 Mobile homes and static caravans can provide a useful form of affordable housing, especially suitable for small households, although they do not always enhance their

surroundings. In 2006 there were 13 sites licensed to provide 380 mobile homes within Cheltenham Borough, the majority of which are located on the periphery of the urban area, especially within the Green Belt. Applications in respect of mobile homes will be considered in the context of policies CO 2 (development within or affecting the AONB) and CO 6 (development in the Green Belt).

### **Gypsies and travelling show people**

10.32 Records kept over a long period of time show negligible Gypsy movements in the Borough, and hence little demand for Gypsy sites. In accordance with Circular 01/06 the Council will continue to monitor Gypsy movements and will endeavour to accommodate them in accordance with Structure Plan policy H.10 should the need arise.

10.33 In accordance with Circular 22/91, the Council has also considered the needs of travelling show people in preparing the Plan. Currently sites are made available to accommodate show people during the duration of their enterprises in the Borough, which are usually infrequent and short-term. The Council is not aware of a demand within the Borough for long-term quarters for show people and does not propose to make specific provision for them. Planning applications for such provision will be considered in the light of relevant policies of this Plan and Government advice relating to the proposal.

## **COTSWOLD DISTRICT COUNCIL**

### Gypsy Travellers

3.4.32 DoE Circular 1/94 'Gypsy Sites and Planning' states that the planning system should recognise the need for accommodation consistent with the nomadic lifestyles of Gypsy Travellers. The District has one permanent site at Culkerton.

3.4.33 The District Council has undertaken surveys to establish whether or not there is a need for a further site for Gypsy Travellers in the District. To date, no such need has been identified, though the situation is being kept under review. If a proven need for a further site emerges, then its location will be considered against Policy 23.

3.4.34 There is no obligation on District Councils to consider the provision of sites for other Travellers who are not legally considered to fall within the definition of Gypsy Travellers.  
**POLICY 23: SITES FOR GYPSY TRAVELLERS**

Sites for Gypsy Travellers will be permitted where there is a proven need, and only when all of the following criteria are met:

- (a) there is adequate access for slow moving vehicles towing caravans, and no harmful impact on the local highway network;
- (b) the site is within a reasonable distance of community services and facilities;
- (c) the site has the potential to provide facilities appropriate for the nature of the use

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proposed; and

- (d) the use of the site would not cause significant harm to neighbouring businesses, agricultural activities or settlements.

#### NOTES FOR GUIDANCE:

**1. Proven Need:** *Where the ODPM, County and District Councils have established that the consecutive counts over a sufficiently long period show, without doubt, that there is a need.*

**2. Gypsy Travellers:** *For the purposes of this policy, Gypsy Travellers means persons of nomadic habit of life, whatever their race or origin, but does not include members of an organised group of travelling showmen, or persons engaged in travelling circuses, travelling together as such. (Section 8 of the Caravan Sites and Control of Development Act 1960 refers.)*

**3. Reasonable distance:** *This will vary from one place to another. It will depend greatly on the highway network serving the settlement. Generally, a drive-time of 10 minutes is considered to be within a reasonable distance. The existence of regular public transport services is a material consideration.*

**4. Appropriate Facilities:** *These will vary according to the nature and purpose of the site proposed, such as whether it is a stop-over, transit or permanent site.*

## FOREST OF DEAN DISTRICT COUNCIL

### Local Plan

#### Gypsy Sites (R)FH.17

The use of land by Gypsies for the stationing of caravans or mobile homes or other nonpermanent forms of accommodation will be permitted providing the following criteria are satisfied:

1. The proposal would meet a need for persons meeting the current legal definition of Gypsies
2. The proposal would not be visually intrusive in the landscape, and incorporates landscaping provisions to enhance the screening of the site
3. The proposal is well related to existing community, social, educational and other facilities
4. Adequate provision is made for vehicular access, manoeuvring and parking, and the proposal will not create or intensify a traffic hazard
5. The proposal is in all other respects environmentally acceptable and would not adversely affect the amenities of neighbouring properties.

2.67 The above policy is designed to make provision for Gypsies as currently defined in the Criminal Justice and Public Order Act, 1994 and as referred to in DoE Circular 18/94. It is

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intended to allow consent to be granted for sites in locations where they can be accommodated satisfactorily without detriment to the environment. Further guidance is contained in DoE Circulars 1/94 entitled "Gypsy Sites and Planning" and 18/94 "Gypsy sites Policy and Unauthorised Camping" which requires District Councils to provide appropriate policies or allocate sites for Gypsies in their Local Plans.

2.68 The policy provides that the sites created for Gypsies will be well-screened and would not have adverse effects upon adjoining properties. While the policy does not place any specific limitation upon the size of any site, it is anticipated that sites will be relatively small in size.

2.69 The District Council is anxious to make proper provision for Gypsies in order to respond to the real needs of this group in the population, and to avoid the expenditure of public funds on the often meaningless task of dispersing illegal encampments only to see the problem transfer elsewhere. There are at present sites with planning permission at Chaxhill, Bromsberrow and near Blakeney. However, the above policy may be open to potential abuse if not tightly controlled, in order for example to create tourist uses or residential uses in locations which might not otherwise be considered suitable. Therefore, any permission given under this policy will be subject to detailed conditions or to the completion of a Section 106 Agreement to control the use of the site.

2.70 In judging applications under this policy, regard will be had to the overall scale of need for provision for Gypsies judged against the regular counts carried out by the Council of the number of Gypsies in the District.

### **Travellers Sites**

#### **(R)FH.18**

**The use of land by Travellers for the stationing of their caravans or mobile homes or other nonpermanent forms of accommodation will be permitted providing the following criteria are satisfied:**

- 1. The proposal would meet an identified need for Travellers in the District**
- 2. The proposal would not be visually intrusive in the landscape, and incorporates landscaping provisions to enhance the screening of the site**
- 3. The proposal is well related to existing community, social, educational and other facilities**
- 4. Adequate provision is made for vehicular access, manoeuvring and parking, and the proposal will not create or intensify a traffic hazard**
- 5. The proposal is in all other respects environmentally acceptable and would not adversely affect the amenities of neighbouring properties**
- 6. Each unit of accommodation on the site shall have been brought to the site by the occupier(s) for the time being who shall remove the accommodation from the site when ceasing to use it for their residential purposes.**

**In all cases planning permission initially will be limited to a maximum of three years and will be subject to conditions or the completion of a Section 106 Agreement which will restrict the use of the site to a maximum of ten units of accommodation, to permit use of the site for a maximum of nine months in any one year, and to limit the facilities to be provided on the site to an agreed basic minimum.**

2.71 In addition to Gypsies resorting to the District there are also other Travellers who appear at various times and are essentially transient in nature. Although numbers are relatively small there have been periods when larger numbers overall have been present, and some encampments have reached a significant size. For this reason the Local Plan includes the above policy to enable a number of small appropriately located and equipped sites to be established to meet this need. There is no intention to provide for permanently occupied sites given that the regular counts of Travellers in the District do not reveal the need for such provision. This policy therefore provides reasonable opportunities to meet anticipated needs, without the creation of permanently occupied sites with the attendant pressures to provide for the variety of permanent infrastructure associated with such use. Such provision should also reduce the possibility of illegal sites being created.

2.72 The policy provides that the sites created for Travellers will be well-screened and would not have adverse effects upon adjoining properties. In particular, the scale of any site would be limited to use at any one time by a maximum of ten units of accommodation, and the site should be occupied for only nine months of the year. In the remaining three months the site will be cleared. This will avoid the formation of a permanent residential mobile home site, and enable the ground to recover from any effects of over-use. The nature of the use proposed is such that only very basic site facilities should be provided, as it is not intended either for permanent occupation or for tourist use. Therefore, only very basic hardstandings such as compacted stone should be provided, and services should be limited to stand pipe, waste skip or similar provision, and a chemical toilet disposal point.

2.73 The District Council is anxious to make proper provision for Travellers in order to respond to the real needs of this group in the population, and to avoid the expenditure of public funds on the often meaningless task of dispersing illegal encampments only to see the problem transfer elsewhere. However, the above policy may be open to potential abuse if not tightly controlled, in order for example to create tourist uses or residential uses in locations which might not otherwise be considered suitable. Therefore, any permission given under this policy will be subject to detailed conditions or to the completion of a Section 106 Agreement to control the use of the site which in either case will be strictly enforced.

2.74 In judging applications under this policy, regard will be had to the overall scale of need for provision for Travellers judged against the regular counts carried out by the Council of the number of Travellers in the District.

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## **GLOUCESTER CITY COUNCIL - Second deposit draft 2002**

### **GYPSIES**

6.47 *There are currently no Gypsy sites in Gloucester and in recent official counts there has been no evidence of Gypsies resorting to the city. There is a known need for a transit site in the Gloucester area well related to the route of the A40 on the northern edge of the city. A study was undertaken in 1995 and concluded that there was not an acceptable site available in the city administrative area. The pressure for new development and redevelopment in the city arising from its role as a growth point and the aim of an urban renaissance means that it is very unlikely that a private application to establish a Gypsy site within the city will ever be submitted. The Plan does not therefore include a policy on this issue and we will continue to encourage the need for a transit site to be met in an appropriate location in the neighbouring District.*

### **TRAVELLING SHOWPEOPLE**

6.48 The city has one site, at Pool Meadow, which is used by travelling Showpeople. This is long established and well located relative to the main transport network. Given the lack of other suitable sites within the city boundary it is considered that it should be safeguarded for the future.

#### *Policy H.20 Travelling Showpeople's Site*

*The existing site for travelling Showpeople at Pool Meadow will be safeguarded for its current use and alternative development will be refused. No local plan policies for Gypsies and Travellers.*

## **STROUD DISTRICT COUNCIL**

### **5.18. Mobile and Temporary Homes**

5.18.1. The possibility of siting a caravan or mobile home on an agricultural or forestry holding has been set out in Policy HN11 above. They may also be proposed as Gypsy accommodation. Gypsies are defined in the Caravan Sites and Control of Development Act 1960, and in the Criminal Justice and Public Order Act 1994 (CJPOA) as *'persons of nomadic habit of life whatever their race or origin, but does not include members of an organised group of travelling showmen or of persons engaged in travelling circuses travelling together as such.'*

5.18.2. Local Authorities no longer have a statutory duty to provide Gypsy sites, such provision now being discretionary. The CJPOA gives greater powers to Local Authorities to remove persons residing unlawfully in vehicles on highway land or on other land without the owner's consent. As a result the Government now expects more Gypsies to find and buy their own sites to develop and manage. Gypsies make up a tiny proportion of the population, but their requirements need to be met. Central Government has stated that the planning/development plan system should be the instrument by which this is achieved.

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5.18.3. Provision should be limited to Gypsies who regularly reside in or resort to this area. To provide otherwise could encourage an influx of Gypsies, with possible tensions resulting. Government policies suggest that sites outside settlement boundaries may be acceptable, providing encroachment into the open countryside is avoided. It will not, however, be appropriate to make provision for Gypsy sites in the AONB, or other protected areas. Any sites should also be fairly close to local facilities, such as schools. Additional Gypsy sites should be provided in the most sustainable way possible, without posing unacceptable risks to highway safety or infrastructure. A balance needs to be struck between the need for the accommodation and the protection of the environment and living conditions of nearby residents.

#### POLICY HN18

Permission will only be granted for the establishment of Gypsy sites where all the following criteria are met:

1. there is a proven need for further Gypsy sites or extensions to Gypsy sites;
2. the site is not within the Cotswold Area of Outstanding Natural Beauty or other area designated for the importance of its landscape;
3. the proposed development does not harm the character and appearance of a settlement, the setting of a settlement or the countryside;
4. available and adequate infrastructure exists to serve the site; and
5. the site is well located in relation to local services and facilities.

5.18.4. Caravans, mobile homes and other forms of temporary dwellings are sometimes proposed instead of a permanent dwelling in cases where no special justification is put forward. Such solutions to low-cost housing provision may be appropriate in some circumstances, but careful control needs to be exercised over the impact of any such siting on the character and appearance of the area in which it is to be situated. It is also recognised that the services and facilities required by this form of housing are similar to that required by permanent housing provision. Therefore, when considering whether or not the siting of a caravan, mobile or other temporary home is acceptable, Policies HN10 or HN12, as appropriate, will be applied.

#### POLICY HN10

Outside the defined settlement boundaries, residential development will not be permitted unless it is essential to the efficient operation of agriculture or forestry.

#### POLICY HN12

Temporary permission will not be granted for the siting of a caravan or other form of temporary accommodation for an agricultural or forestry worker, outside a defined settlement boundary, unless all the following criteria are met:

1. such a dwelling, and its proposed siting on an agricultural or forestry holding, are essential for the efficient running of the enterprise;
2. the need is for accommodation for a full-time worker or one who is primarily employed in agriculture;
3. there is clear evidence that the enterprise has been planned on a sound financial basis, and that there is a firm intention and ability to develop it;



4. the functional need could not be fulfilled by another existing dwelling on the holding, or any existing accommodation in the area;
5. the necessary accommodation cannot be provided by the conversion of an appropriate building on the holding;
6. the dwelling is to be sited satisfactorily within the holding, preferably within an existing group of buildings.

## **TEWKESBURY BOROUGH COUNCIL**

### **Local Plan**

#### **HOU15 - Travellers' Sites**

WITHIN THE EXISTING AUTHORISED TRAVELLERS' SITES AS DEFINED ON THE PROPOSALS MAP, PLANNING PERMISSION WILL ONLY BE GRANTED FOR DEVELOPMENT DIRECTLY RELATED TO THE NEEDS OF TRAVELLERS. APPLICATIONS FOR ADDITIONAL TRAVELLER PROVISION THROUGH EITHER NEW SITES OR EXTENSIONS TO AUTHORISED SITES WILL BE GRANTED PROVIDED THERE IS:

- SAFE AND CONVENIENT ACCESS TO AND FROM THE PRINCIPAL HIGHWAY NETWORK
- ADEQUATE PROVISION FOR ON SITE PARKING, TURNING AND SERVICING OF VEHICLES
- AVAILABILITY OF SERVICES
- NO ADVERSE IMPACT ON SITES OF NATURE CONSERVATION OR ARCHAEOLOGICAL INTEREST
- NO ENCROACHMENT ON THE OPEN COUNTRYSIDE
- CONSISTENCY WITH AGRICULTURE, COUNTRYSIDE AND LANDSCAPE PROTECTION POLICIES
- PROVISION FOR LANDSCAPING AND SCREENING

PROPOSALS SHOULD MAKE USE OF SITES WITH EXISTING BUILDINGS OR STRUCTURES OR DERELICT SITES AND BE WITHIN A REASONABLE DISTANCE OF LOCAL FACILITIES AND SERVICES. TRAVELLERS' SITES ARE NOT APPROPRIATE IN THE COTSWOLDS AREA OF OUTSTANDING NATURAL BEAUTY AND ARE NOT NORMALLY APPROPRIATE IN THE GREEN BELT. PROPOSALS FOR THE PROVISION OF SITES FOR TRAVELLING SHOWPEOPLE WILL ALSO BE ASSESSED AGAINST THE ABOVE CRITERIA.

#### **Justification - HOU15**

This policy relates to Gypsies as defined in the Caravan and Control of Development Act 1960 as "persons of nomadic habit of life, whatever their race or origin, but does not include members of an organised group of travelling showmen or persons engaged in travelling circuses, travelling together as such".

These sites should be protected from other forms of development to ensure that adequate provision is retained for Travellers' needs in terms of sites for settled occupation, temporary stopping places, and transit sites, as well as for employment related activities.

The six-monthly count of Travellers' caravans highlights the high proportion of provision which is met within Tewkesbury Borough. At the January 2004 count, authorised sites (i.e. those with planning permission) accommodated 171 caravans. A further 39 caravans were located on unauthorised sites.

The Council considers that the number of places available on authorised sites should meet Travellers' requirements during the plan period, although the Structure Plan Second Review suggests a possible need for a transit site in or near Gloucester. Where applications are received for new or the extension of existing sites, these will be assessed in accordance with the criteria as set out in this policy, other policies of the local plan and other material considerations.

Government advice on Gypsy sites and planning as set out in Department of the Environment Circular 1/94 states that while local planning authorities should encourage private site provision through advice and practical help with planning procedures to Travellers who wish to acquire their own land for development, "wherever possible, Gypsies should be encouraged to consult authorities on planning matters before buying land on which they intend to camp and for which planning permission would be required." "The aim should be as far as possible to help Travellers to help themselves, to allow them to secure the kind of sites they need, and thus help avoid breaches of planning control."

Sites may be found in rural or semi-rural settings but there should be no encroachment on the open countryside. Travellers' sites are not normally appropriate in Green Belts and will not be appropriate in areas of open land where development is severely restricted such as in Areas of Outstanding Natural Beauty or Sites of Special Scientific Interest. Sites should generally be located within reasonable distance of local services and facilities (e.g. shops, hospitals and schools), but great care needs to be taken to ensure consistency with agricultural, countryside and landscape protection policies, and to minimise noise and other disturbance resulting from the movement of vehicles to and from the site, the stationing of vehicles on the site and on-site business activities. The Council will seek adequate landscaping and screening of new sites to protect the character of the surrounding area. Other material considerations which will be looked at carefully include the long term acceptability of the site and its potential for integration with the existing local community.

While travelling Showpeople are not Gypsies, the site location requirements are similar in planning terms and therefore the same criteria will be applied to development proposals. Government advice is set out in Circular 22/91 Travelling Showpeople.

## HOUSING STRATEGIES

### CHELTENHAM BOROUGH COUNCIL

#### Gypsies and Travellers

Gloucestershire County Council developed a cross-authority Travellers Policy in 1996 dealing with unauthorised encampments, site provision, the education of Traveller children and training. There are four county-owned sites in Gloucestershire which accommodate 80 families. In addition, there are a number of private sites across the county, which offer 150 places.

In 2002, the county council undertook a Best Value Review of Travellers Services, which concluded that the cross-authority policy was not fully owned and had only been partially implemented. An improvement plan is now being implemented which will review the policy and in doing so, should gain support and improve the effectiveness of service delivery. A cross-authority Traveller Liaison Group meets quarterly to address these issues.

The South West Regional Housing Strategy (RHS) proposes that the South West Regional Housing Body has a role to review local housing assessments of Gypsy and Traveller needs, and to ensure that the Regional Spatial Strategy develops policies to meet the evidenced needs of Gypsies and Travellers. In terms of new site provision, the RHS also proposes that as evidence of local or sub-regional needs for additional Gypsy and Traveller accommodation becomes available, the Housing Corporation should flex the ADP programme to provide capital for the provision of additional transit, or settled pitches. This resource need will vary in future years, as more robust evidence of need and plan-led solutions are developed.

#### Key challenges for our work with Gypsies and Travellers

The council will continue to participate in the county-wide Traveller Liaison Group and will promote a strategic approach to responding to the needs of Gypsies and Travellers through the county housing officers group.

#### See action 6G

#### Housing Priority 6: Support for those that need it (Homelessness)

We will try to release own resources in a way that offers a choice of housing and reduces homelessness.

PROJECT	ACTION	PRIORITY	TARGETS OR MILESTONES	LEAD OFFICER & KEY PARTNERS	RESOURCES REQUIRED	OUTCOMES
Provide suitable accommodation for homeless households	6A - Increase units of alternative forms of temporary accommodation	High	Increased number of council units for temporary accommodation by 15 units	Housing Services Manager Cheltenham Borough Homes	£23,500 of homelessness funding provided by the ODFM	Reduced use of bed and breakfast for homeless households
Working in partnership	6B - Ensure Housing Services provided under SLAs deliver priorities	Medium	Review SLAs in October 2005	Housing Services Manager	None identified apart from staff time	The council is receiving value for money from its funding packages
	6C - Maximise effectiveness of floating support services	High	Clear assessment & referral process in place	Housing Services Manager	None identified apart from staff time	Support is provided to all people who need it, therefore enabling people to sustain their tenancies
Access to advice and information	6D - Maximise customers' income through providing advice about the benefits available in accordance with the council's 'benefit take-up' strategy Ensure access to debt and benefits advice are well co-ordinated	High	Cheltenham Benefits Forum established. Increase in the number of clients who increase income with advice from Welfare Rights Advisor	Housing Services Manager / Benefits Manager	None identified apart from staff time	Reduced levels of poverty and debt and increased abilities to meet the costs of housing and sustain tenancies
	6E - Expand access to corporate debt scheme	Medium	Increase in the number of agencies making referrals and increased number of customers being accepted onto the scheme	Housing Services Manager	None identified apart from staff time	Reduced levels of poverty and debt and increased abilities to meet the costs of housing and sustain tenancies
	6F - Actively participate in a localised one stop advice shop which will encompass multi-agency housing and support related services	High	One-stop shop to be opened in October 2005	Housing Services Manager Cheltenham Community Projects	None identified apart from staff time	Customers receive the appropriate support, advice and accommodation which meets their specific needs
Gypsies and Travellers	6G - Continue to participate in the county-wide Traveller Liaison Group	Medium	Influence and shape debate on provision for Gypsies and Travellers in the county	AD Public Protection county housing officers group	None identified apart from staff time	Promote strategic approach to responding to the needs of Gypsies and travellers

## COTSWOLD DISTRICT COUNCIL

### The Gypsy & Traveller Communities

Section 225 of the Housing Act 2004 covers the new duty for local authorities to 'carry out an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting in their district'. Through the Gloucestershire Housing Strategy Group, proposals will be developed to consult with identified Gypsy and Traveller communities, their advisers and representative groups, to assess their housing, education and social care needs. In preparation, the local authorities within Gloucestershire will:

- identify sites around the County that are known to be used by the Gypsy and Traveller communities, and are working towards the adoption of a Countywide protocol for addressing issues arising from sites/encampments;
- in due course, the local authorities will publish an addendum to this 2004 Housing Needs Assessment detailing the identified needs of the Gypsy and Traveller communities, together with a strategy and action plan for implementation.

Ref.	Measures	Actions	Target	Priority	Partners	Resource Implication	Lead Officer	Progress at
5.1 cont.		Identify needs for key workers <ul style="list-style-type: none"> <li>• Consultation with key employers and Gloucestershire First</li> <li>• Define key workers</li> <li>• Implement findings</li> </ul>	2006	Medium	Key Employers Glos/ First	Staff	Marin Hawkins	
		Assess the need for additional pitches for gypsies/traveller households <ul style="list-style-type: none"> <li>• Consult with identified Gypsy and Traveller communities to assess their housing, education and social care needs</li> <li>• Identify sites around the County</li> <li>• Adoption of a Countywide protocol for addressing issues arising from sites/encampments</li> <li>• Publish an addendum to the 2004 Housing Needs Assessment detailing the identified needs of Gypsy/ Travellers, plan &amp; implement</li> </ul>	2005	High	Gypsies & Travellers Glos County Council	Staff	Marin Hawkins	
5.2	Benchmarking & learning from good practice	Utilise existing groups including sub-regional to carry out programme through the: <ul style="list-style-type: none"> <li>• Glos/ Strategic Officers Group</li> <li>• LSVT Benchmarking Group</li> <li>• M4 Corridor Group</li> <li>• CBL Consortium Group</li> </ul>	2006 & ongoing	Medium	Other local authorities	Staff	Marin Hawkins	

#### Index:

Martin Hutchings: Housing Development Officer  
 Claire Ride: Private Sector Housing Manager  
 Gary Packer: Sustainable Energy Officer  
 Marin Hawkins: Housing Policy & Research Officer

Chris Vickery: Forward Planning Manager  
 Bill Wragge: Health Policy Officer  
 Gwen Russell: Housing Partnerships Officer  
 Onogh Laidler: Housing Partnerships Officer  
 Claire Hudson: Housing Services & Enabling Officer

## **FOREST OF DEAN DISTRICT COUNCIL**

### **The Gypsy And Traveller Communities**

The Housing Act 2004 requires local housing authorities to take a strategic approach to assessing and meeting the accommodation needs of Gypsies and Travellers by including Traveller and Gypsy groups and communities in their assessments of housing need.

The amendment also requires local authorities to take the needs of Gypsies and Travellers into account when exercising their other functions including planning, education and social care as well as housing, with assessed needs feeding into regional spatial strategies and local development document.

IN RESPONSE, The Local Authorities within Gloucestershire will:

1. By January 2005 identify sites around the County that are known to be used by Gypsy and Traveller communities.
2. By April 2005 seek Cabinet approvals recommending adoption of a countywide protocol for addressing issues arising from sites/encampments.
3. By January 2005 appoint Consultants to consult with identified Gypsy and Traveller communities, their Advisers and representatives groups, to assess their housing, education and social care needs.
4. By December 2005 publish a report detailing the identified needs together with a strategy and action plan for implementation.

## **GLOUCESTER CITY COUNCIL**

Work with the district council's in the County on any housing needed for Travellers and Gypsies.

### ***Housing for Gypsies and Travellers***

**In order to take a county-wide approach to the issues of housing Travellers and Gypsies, a local authority county Travellers group has been set up to look at issues relating to: -**

- Provision of sites
- Dealing with unauthorised encampments

This group will be jointly working with the Gloucestershire Housing Strategy Group looking at the needs of Travellers to adopt a countywide approach to the ODPM directives on managing the spread of unauthorised Gypsy and Traveller developments. That group will also be liaising with the new Traveller and Gypsy Unit at the ODPM if a need emerges for additional sites across the county.

There are currently no Gypsy sites in Gloucester and in recent official counts there has been no evidence of Gypsies seeking to live in the city.

A study undertaken in 1995 concluded that there was not an acceptable site available in the city's administrative area. However, the working group is taking a fresh look at the problem and investigating sites across the county that could be used as small permanent or transit sites.

The Local Plan safeguards an established and well located Travelling Showmen's site within the city and close to the main transport network.

The statutory requirement to assess the needs of this group came too late to be included in the recently completed County-wide Housing Needs Assessment but future Assessments would be a suitable mechanism for carrying out this duty.

#### 4.2 Environmental Health Service Action Plans Action Plan for 2005-2008

Ref.	Key Aim	Actions + timescales	Resource Implications	Specific outcomes and targets	Lead Officer
HH6	HH	<p><b>In order to take a county wide approach to the issues of housing Travellers and Gypsies, a county Travellers group has been set up to look at issues relating to :-</b></p> <ul style="list-style-type: none"> <li>• Provision of sites</li> <li>• Dealing with unauthorised encampments</li> </ul>	To be met within existing resources	Protocol agreed for dealing with unauthorised encampments by April 2006 Additional site(s) found within County.	J Wight
HH7	HH	Ensure enforcement action follows best practice as enshrined in the Enforcement Concordat.	To be met within existing resources	Meet Best Value performance target.	G Ragon/ J Wight

## STROUD DISTRICT COUNCIL

### Gypsies and Travellers

An amendment to the Housing Bill (No. 215) requires local housing authorities to take a strategic approach to assessing and meeting the accommodation needs of Gypsies and Travellers by including these groups and communities in their assessments of housing need.

The amendment also requires local authorities to take the needs of Gypsies and Travellers into account when exercising their other functions including planning, education and social care, with assessed needs feeding into regional spatial strategies and local development documents.

Through the Gloucestershire Housing Strategy Group, proposals will be developed to consult with identified Gypsy and Traveller communities, their Advisers and representative groups, to assess their housing, education and social care needs.

In preparation, the Local Authorities within Gloucestershire have begun to identify sites around the County that are known to be used by the Gypsy and Traveller communities, and are working towards the adoption of a Countywide protocol for addressing issues arising from sites/encampments.

The local authorities plan to publish an addendum to this 2004 Housing Needs Assessment detailing the identified needs of the Gypsy and Traveller communities, together with a strategy and action plan for implementation.

## TEWKESBURY BOROUGH COUNCIL

### Priority: Better balance between housing supply and demand

#### National Priority

To provide for those who choose alternative types of accommodation e.g. Gypsies and Travellers.

Ensure enough high quality homes are provided across owner-occupied, social rent and private rent tenures.

Homes to be located where they are needed most i.e. in the right places and right amounts.

#### Regional Priority

Improving the balance of housing markets between supply and demand:

- Develop housing markets with a range of tenures
- Offer everyone the opportunity to access a home at a price they can afford

#### Local Priority and Action

A priority in the Council Plan is to balance the housing market to meet private, social and affordable housing needs.

Housing Needs Survey undertaken in 2004.

Provision of a mix of housing tenure and types through the planning system.

Review of allocations system.

	<p>Rent deposit and rent in advance scheme to use the private rented sector for homeless.</p> <p>5 year Development Sites Programme produced and to regularly reviewed, including grant funding achieved. (A copy of this programme is available on request – see Appendix 8)</p>
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**Ethnic Minority Groups**

Black Minority Ethnic (BME) and Gypsy/Traveller groups are worthy of a specific mention in terms of housing need.

The percentage of ethnic minority population in the borough is low at 1.32%, although there is a significant Gypsy and Traveller population. The number of ethnic minority households in housing needs identified through analysis of the housing register is 64 and represents 4.1% of those households on the housing register.

The Council produced a Race Equality Scheme document in 2003/04 setting out an action plan and timetable for meeting the requirements of the Governments Race Relations Act 2002. This is available on request or at: [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk)

More recently, a report was commissioned by one of the Council’s partners, Gloucester Housing Association on the perceptions of future housing need amongst the BME population of Gloucester. This has relevance for Tewkesbury Council’s parishes immediately adjacent to Gloucester City. This document is available on request by contacting the relevant person identified in Appendix 8.

The six local authorities in Gloucestershire will be commissioning a joint Gypsy and Traveller Survey in accordance with Government requirements. It will be undertaken in the future and is included as an action in the Action Plan at Appendix 1.

Client Group	Needs Evidence	Supply	Priorities
Gypsies and Travellers	Count undertaken in 2002 identified 188 families.	3 publicly funded Gypsy and Traveller sites provided across the borough 6 privately funded locations	We need to work with partners to effectively establish the current needs of these groups on a county-wide/sub-regional basis and communicate housing assistance available.



Priority: Meet housing needs through the provision of affordable housing and improving the quality of the housing stock.

Evidence	Options	Consultation messages	Links to strategies and policies
Corporate priority to meet affordable housing needs.	Enabling provision of new affordable housing	We have received support from stakeholders to meet affordable housing needs and improve the quality of the existing stock.	Regional Housing Strategy
1624 households currently in need of affordable housing.	<ul style="list-style-type: none"> <li>- funding from single housing pot</li> <li>- commuted sums from planning gain.</li> <li>- On-site units from planning gain</li> </ul>		Local Plan 2011 and SPG for affordable housing
There are currently 1657 applicants on the Housing Register.	<ul style="list-style-type: none"> <li>- Maximise private rented sector</li> <li>- Cross boundary developments</li> <li>- Identify housing sites</li> </ul>	There is a desire to see affordable housing have an increased priority in negotiations with developers.	Housing Needs Assessment 2004
Average income to house price ratio in the borough is 6.8	<ul style="list-style-type: none"> <li>- RSL partnerships</li> <li>- Key worker schemes</li> </ul>		Private Sector Stock Condition analysis
62.6% population unable to buy a house in the lowest quartile of prices.	<ul style="list-style-type: none"> <li>- Access alternative funding sources</li> </ul>	There is also a wish to more clearly identify and meet the housing needs of specific groups, along with regular monitoring and evaluation of needs.	Capital Strategy
2.4% of properties are unfit and 3.8% are in serious disrepair.	<ul style="list-style-type: none"> <li>- Effectively establishing housing needs</li> <li>- Identify all needs inc. supported housing</li> <li>- Research 'hard to reach' groups</li> <li>- Research BME and Gypsy/Travellers needs</li> <li>- Develop improved appraisal system to ensure quality service.</li> </ul>		Asset Management Plan

<p>Best use of existing stock</p> <ul style="list-style-type: none"> <li>- Bring empty properties back into use</li> <li>- Identify stock suitable for disabled persons</li> <li>- Influence rates of under occupation</li> </ul> <p>Improve quality of the stock</p> <ul style="list-style-type: none"> <li>- Comprehensive stock condition annual review</li> <li>- Staying Put scheme</li> <li>- Fitness inspections and standards</li> <li>- HMO licensing scheme</li> </ul>
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ENSURE THAT HOUSING NEEDS INFORMATION IS KEPT UP TO DATE	Determine a method to establish and record the need for shared ownership and intermediate rent	Accurate data available on shared ownership & intermediate rent demand. Shared ownership promoted through Borough News and TBC website.	2005 & ongoing
	Keep housing needs assessment (HNA) data and affordability updated	Annual analysis and report produced, including property prices	2005 & ongoing
	Establish data sharing procedure with MAIDEN	Annual analysis and report produced	2005/2006 Annual Report
	Undertake parish housing needs surveys in conjunction with Parish Plans and link data to HNA data	Parish housing needs survey reports feed into annual needs appraisal	2006/07
			2005/06

<p>Research needs of hard to reach groups, BME groups, Gypsy Travellers and key workers. Undertake a Countywide Gypsy and Traveller survey.</p>	<p>Report produced with analysis of countywide survey and housing needs of minority groups. Key worker scheme researched through locality forums and questionnaire.</p>
<p>Establish the needs of various special needs groups by working with Supporting People Group and other partners e.g. elderly persons, people with learning disability</p>	<p>Disability awareness event held at TBC. Needs of groups accurately identified.</p>

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## APPENDIX 4

### Bricks and Mortar Supplementary Report

This is an additional report that provides additional information with regard to the Travelling community who live in bricks and mortar. The report is informed by the use of the same questionnaire provided by Jigsaw as used for Travellers on sites. This was supplemented by much smaller questionnaire designed just for those in bricks and mortar. Some of the questions in the main questionnaire were only valid for those living on sites and were therefore ignored for this exercise.

The questionnaires were completed by the County Council's Principal Traveller Services Officer assisted by a member of the Travelling community. The numbers of Travellers in bricks and mortar is unknown and therefore the results of this survey cannot be quantifiable and can only provide background information.

Six questionnaires per district were attempted giving a potential of 36. Unfortunately only 27 questionnaires were completed. The properties were chosen at random by the Traveller representative from personal knowledge. It proved impossible to find Showpeople or New Age Travellers in Houses.

#### Questionnaire breakdown:

Forest of Dean	6
Tewkesbury	6
Stroud	5
Gloucester	6
Cheltenham	3
Cotswold	1

All respondents bar one were Romany Gypsies with one Irish Traveller, 96.3% and 3.7%. 100% had English as their main language. 100% said this was their main accommodation.

#### Reasons given for moving into housing:

No sites 59%

Health 11%

More Room 11%

Wanted to stop travelling, marriage break up, site closed, special needs 3.7% each

100% have strong connections with the area

100% live in houses

11% live in 2 bed houses

85% live in 3 bed houses

3.7% live in 5 bed house

100% are not overcrowded

100% feel the accommodation is adequate

59% are tenants

41% own their own house

81.5% have lived there longer than 5 years

18.5% have lived there between 1 and 5 years

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85% were previously in touring caravans  
11% were previously in houses  
3.7% were previously in a mobile home

Where did you live before you came here:

Gloucester 26%,  
Cotswold 18.5%  
Tewkesbury 15%  
Cheltenham 11%  
Forest 11%  
Stroud, Worcester, Hereford, Wales, Bristol, Travelling, all 3.7%

How long

10+ years 77.7%  
5-10 years 11%  
1-5 years 11%

Have you travelled in the last twelve months

No 81.5%  
Yes 18.5%

Of those that do travel

60% travelled twice  
40% travelled three times  
100% travelled in 2-5 household groups  
The average number of vehicles was 6  
All travelled regularly  
60% up to a month  
40% 1-3 months

Respondents indicated that they did not notify their landlords that they travel.

All of those travelling did not have any set pattern, although they mainly travelled in the summer and all said they did it because it was a 'way of life'

No one admitted to being evicted. Often whilst there is no pattern to travelling they do know where they are going and so not likely to be evicted.

No one had applied for planning permission for a site

No one had applied for a licence (although there was some confusion about the question)

Family size

7 11%  
6 30%  
5 33%  
4 18.5%  
3 7.5%

Some caution maybe needed as family size is sometimes under reported due to benefit claims.

85% have children in primary school  
33% have children in secondary school  
100% are 3 miles or less from school

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Only one family required help with education. No families had their education affected by their accommodation nor had anyone had to move for education.

All families are registered with a doctor and dentist.

One family suffered from disability

37% had members who are likely to want to start a new household with a total of 12 members. All want to move to a site bar one. 7 in Stroud and 5 in Gloucester.

One respondent said that they knew a family member who had left but would return if a site was available.

59% would move to a site if one was available

33% did not want to move

8% did not know

No families were on waiting lists. (private sites do not have waiting lists and public ones have very long lists)

Why use transit sites

No alternative 74%

Way of life 26%

More Transit sites Yes 89% don't know 11%

100% indicate that they will be used by Gypsies or Travellers

100% say more permanent sites are needed

Where: phrases such as Everywhere, anywhere or all over are used.

Who should provide sites

Council 30%

Council/Private 33.3%

Doesn't Matter 37%

37% want to own their own site

Of these 4 wanted them anywhere, 2 Cheltenham, 2 Stroud, one each Gloucester and Forest

None had their own land or had approached the LA.

Site size

4 8 Pitches

5 6 Pitches

1 4 Pitches

100% wanted the site for family or extended family

None could afford a site

Time from facilities

5mins 33%

5-15mins 67%

Ideal transit site

6-10 11%

11-15 41%

16-20 48%

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Ideal permanent site

6-10 89%

11-15 11%

Length on transit site

Up to a month 18.5%

1 month + 81.5%

Ideal accommodation

House 18.5%

Touring caravan 37%

Mobile home 44.5%

District they would like to live in

Tewkesbury 22%

Stroud 18.5%

Forest 22%

Cotswold 3.7%

Gloucester 26%

Cheltenham 7.5%

All wanted a rural area.

Ideal accommodation

26% House

74% Own family site with Planning

100% liked bricks and mortar type accommodation on a site

Closeness of site to settled community

30% more than 250m

70% more than 1K

Suffered harassment

Yes 37%

No 63%

Of those suffering harassment all suffered from verbal abuse from local residents. None reported it as there was 'no point'. None left their accommodation and none took it into consideration when moving. (mainly because of lack of choice)

Employment

Self 63%

Unemployed 15%

House person 18.5%

Employed 3.5%

Type

Self employed would do any type of work, mainly outdoors, mainly manual.

The one employed was in retail

All found it easy to find work and to travel to work. None lived where they did due to work.

Those that travelled followed where the work was – there was no set pattern.

Income

74% £10-£20K

18.5% £10k

7.5% declined

Income figures should be treated with caution, as like all self employed groups there is a proportion of income undeclared.

Rent or Mortgage

£41-£50 11%

£51-£60 55%

60+ 18.5%

None 15.5%

Tenure

Own 41%

HA 30%

Council 15%

Private rented 15%

All thought it adequate except one who wanted a bigger house.

The thing that is liked about houses is the extra space. What isn't liked is the separation from family.

General comments are virtually all the same, typical comments are 'prefer to live on a site', 'Travellers need somewhere to live', 'need more trailer sites', 'families expanding need more sites' 'why split up families because of lack of sites'



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**BRICKS AND MORTAR ACCOMMODATION  
SUPPLEMENTARY QUESTIONS**

**16.1 HOW MANY BEDROOMS DO YOU HAVE IN YOUR CURRENT ACCOMMODATION?**

- |              |                          |   |
|--------------|--------------------------|---|
| One          | <input type="checkbox"/> | 1 |
| Two          | <input type="checkbox"/> | 2 |
| Three        | <input type="checkbox"/> | 3 |
| Four or more | <input type="checkbox"/> | 4 |
- 

**16.2 WHAT IS YOUR ACCOMMODATION TYPE?**

- |   |                          |   |
|---|--------------------------|---|
| House .....                               | <input type="checkbox"/> | 1 |
| Bungalow .....                            | <input type="checkbox"/> | 2 |
| Flat/maisonette .....                     | <input type="checkbox"/> | 3 |
| Supported housing (including sheltered) . | <input type="checkbox"/> | 4 |
| Other (please specify) .....              | <input type="checkbox"/> | 5 |
- 

**16.3 DO YOU OWN THIS ACCOMMODATION OR RENT IT?**

- |  |                          |   |
|--|--------------------------|---|
| Owner-occupier .....                   | <input type="checkbox"/> | 1 |
| Renting from private landlord .....    | <input type="checkbox"/> | 2 |
| Council tenant .....                   | <input type="checkbox"/> | 3 |
| RSL/HA .....                           | <input type="checkbox"/> | 4 |
| Rent from friend/family/employer ..... | <input type="checkbox"/> | 5 |
- 

**16.4 IS THIS ACCOMMODATION ADEQUATE FOR YOUR NEEDS?**

- |   |                          |   |
|---|--------------------------|---|
| Adequate .....                          | <input type="checkbox"/> | 1 |
| Not adequate (please specify why) ..... | <input type="checkbox"/> | 2 |
- 

**16.5 HOW LONG HAVE YOU LIVED IN YOUR PRESENT ACCOMMODATION?**

---

**16.6 WHAT WERE YOUR MAIN REASONS FOR MOVING INTO BRICKS AND MORTAR?**

- |                                 |                          |   |
|---------------------------------|--------------------------|---|
| Health reasons .....            | <input type="checkbox"/> | 1 |
| Education reasons .....         | <input type="checkbox"/> | 2 |
| To be near family .....         | <input type="checkbox"/> | 3 |
| Employment reasons .....        | <input type="checkbox"/> | 4 |
| Wished to stop travelling ..... | <input type="checkbox"/> | 5 |
| Other (please specify) .....    | <input type="checkbox"/> | 6 |
-

**16.7 WHERE DID YOU LIVE BEFORE MOVING HERE?**

Cheltenham District .....	<input type="checkbox"/>	1
Cotswold District .....	<input type="checkbox"/>	2
Forest of Dean District .....	<input type="checkbox"/>	3
Gloucester City .....	<input type="checkbox"/>	4
Stroud District .....	<input type="checkbox"/>	5
Tewkesbury Borough .....	<input type="checkbox"/>	6
Herefordshire .....	<input type="checkbox"/>	7
Worcestershire .....	<input type="checkbox"/>	8
Avon/Bristol .....	<input type="checkbox"/>	9
Oxfordshire .....	<input type="checkbox"/>	10
South Glos .....	<input type="checkbox"/>	11
Monmouthshire .....	<input type="checkbox"/>	12
Elsewhere – please state .....	<input type="checkbox"/>	13

**16.8 HOW LONG DID YOU LIVE THERE?**

**16.9 ARE YOU INTENDING TO MOVE FROM YOUR CURRENT BRICKS AND MORTAR HOUSE?**

No .....	<input type="checkbox"/>	Go to Q16.15	1
Wish to but cannot .....	<input type="checkbox"/>		2
Don't know .....	<input type="checkbox"/>		3
Yes (specify when) .....	<input type="checkbox"/>		4

**16.10 WILL YOU STAY IN A BRICKS AND MORTAR HOUSE OR GO ONTO A SITE?**

Site .....	<input type="checkbox"/>		1
Bricks and mortar .....	<input type="checkbox"/>	Go to Q16.12	2

**16.11 IF A SITE, WHAT WOULD BE THE IMPORTANT TO MAKE THE ACCOMMODATION ON THE SITE SUITABLE FOR YOU?**

**16.12 IF BRICKS AND MORTAR, WHAT TYPE OF BRICKS AND MORTAR HOUSING ARE YOU INTENDING TO MOVE TO?**

House .....	<input type="checkbox"/>	1
Bungalow .....	<input type="checkbox"/>	2
Flat/maisonette .....	<input type="checkbox"/>	3
Supported housing (including sheltered)..	<input type="checkbox"/>	4

**16.13 DO YOU INTEND TO?**

- Buy .....  1
- Rent .....  2
- Don't know .....  3

**16.14 WHY ARE YOU INTENDING TO LEAVE YOUR CURRENT BRICKS AND MORTAR HOUSE? (Tick all that apply and circle most important)**

- Prefer to live on a site .....  1
- Do not want to live in a house .....  2
- Do not like this house .....  3
- Accommodation not adequate .....  4
- Neighbourhood .....  5
- Neighbours .....  6
- Location .....  7
- Too far from shops .....  8
- Too far from health services .....  9
- Too far from schools .....  10
- Too far from work .....  11
- Too far from family/relatives/friends .....  12
- Harassment .....  13
- Do not like it here .....  14
- Other (please specify) .....  15

**16.15 WHAT DO YOU LIKE ABOUT LIVING IN A HOUSE?**

**16.16 WHAT DO YOU LIKE ABOUT THIS HOUSE IN PARTICULAR?**

**16.17 WHAT DO YOU NOT LIKE ABOUT LIVING IN A HOUSE?**

**16.18 WHAT DO YOU NOT LIKE ABOUT THIS HOUSE IN PARTICULAR?**

**16.19 ANY ADDITIONAL COMMENTS/NOTES?**

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## APPENDIX 5

### BEST VALUE REVIEW OF TRAVELLER SERVICES – GLOUCESTERSHIRE COUNTY COUNCIL 2002

The Best Value Review of Traveller Services has been conducted as a cross cutting exercise, ensuring wherever possible that it involved or considered the other agencies or authorities that could be involved with Travellers.

The Review has led to some simple recommendations and initially can be summed up as follows: Considerable work went into establishing a Cross Authority Policy in 1996. Policy has not been fully owned and only parts of it have been implemented. It is now time to review that Policy, gain support for a cross Authority Policy and ensure it is enacted across all authorities in the County. If successful this will increase the effectiveness of service delivery. This

The Executive Summary seeks to pull out the key messages to explain the recommendations and the plan to improve performance.

#### Key Areas Identified by the Review

- Policy
- Unauthorised encampments
- Site provision
- Education of Travellers' children
- Training

**Policy** – Following the implementation of the Criminal Justice and Public Order Act (1994) there was considerable joint work to develop a strategic view across all six Districts and the County. The Policy ratified in 1996 was across all authorities.

The Policy was pro-active in nature trying to reduce unauthorised encampments, plan for the right level of provision through local monitoring and providing a generally tolerant stance as promoted by Central Government.

It appears that what was not identified was who should undertake various tasks and the Policy was never fully implemented.

Central Government has recently (July 2002) indicated clearer policy relating to Travellers to better balance the provision of sites with more enforcement to reduce unauthorised encampment.

**Unauthorised Encampments** – Numerically not a big issue in the County. However for those people directly affected, the Settled Community and Travellers it is a very important one, which causes distress and affects the quality of life of all involved.

It is here that the most can be done to bring a level of organisation and consistency, which should impact on this area of concern. Currently it is unclear where responsibilities lie between authorities and officers. Some clear decisions around organisational structures can resolve this. This can be achieved quickly.

**Site Provision** – Tensions between toleration of unauthorised encampments and provision are clearly only going to be resolved by identification of some short-term sites. However this will need all authorities to co-operate and for clear criteria to be applied as to what is required.

Additionally, current provision of long-term sites should remain in public ownership but clarity over management arrangements, monitoring of contracts and standards of amenities need to be addressed.

**Education of Traveller Children** – Overall the County's Traveller Education Service (TES) is doing an extremely good job when compared with other authorities.

**Training** – There is a lack of knowledge and understanding about the issues faced by Travellers, and of how the tensions between Travellers and the settled community could be reduced. The training programmes on diversity need to be standard and include Travellers as a matter of course.

## How to Take this Forward

Once Policy has been reviewed, then a clear plan of action needs to be implemented, this could be as follows:

- Policy Reviewed
- County Council identifies Environment Department as lead agency
- Environment Executive Director ensures initial one year action plan is put in place
- Environment Department identifies Operational Manager to act as County co-ordinator and decision maker for County Council issues
- Traveller Liaison role reviewed and Job Description updated. Post advertised.
- Introduction of Norfolk assessment and case conference model
- All agencies and authorities identify Lead Officers on Traveller issues work.
- Cross Authority Members Group formed to meet quarterly
- Traveller Liaison Group placed on formal basis and to meet quarterly
- Work to identify potential transit sites
- Bid to Central Government to improve basic facilities on permanent sites, and to open transit site(s)

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## APPENDIX 6

### PROTOCOL FOR MANAGING UNAUTHORISED ENCAMPMENTS

#### Management guidance for use by County and District Councils, Gloucestershire Police and Primary Care Trusts

##### Roles and Responsibilities of Authorities

The management guidelines in the Protocol set out the basis on which a lead authority will be chosen whenever an unauthorised encampment occurs. Whichever Authority is ultimately highlighted as 'Lead Authority', partners must be reminded that ALL the authorities listed within this protocol have individual obligations under the Race Relations (Amendment) Act 2000.

There is a requirement, that where possible, all statutory partners should be involved in assisting the police with undertaking community impact Assessments.

##### The Local Authorities (LA)

The local authorities (whether County or District Council) have responsibilities to consider unauthorised camping and to take appropriate action. Within Gloucestershire the Local Authorities have agreed an allocation of the responsibilities and the County Council or District Council will act as lead authority as set out in the management guidelines to this Protocol.

In addition to its responsibilities for considering unauthorised camping in regard to the use of land, the County Council also has responsibilities for the welfare and education needs of the people of Gloucestershire, these include Travellers living in, or visiting Gloucestershire. Social Services and Education Services have the same responsibilities for Travellers as they have for other individuals within the Community. Both will be fully involved whenever an unauthorised encampment occurs.

For a summary of how Local Authorities will act as lead Authority, please see section "The Lead Authority" below.

##### The Police

One of the primary duties of the Police is the management and monitoring of the community impact. The impact assessment process should be auditable and commence from the outset of the incident and before any Case Conference takes place. Regardless of whether the result of the case conference is the instigation of Section 61 action the Senior Police Officer shall retain the Community Impact process.

The Police have various powers to enforce the law and one such power under Section 61 of the Criminal Justice and Public Order Act 1994 (CJPO) relates specifically to the direction to leave land.

However, before this power can be enacted the specific criteria identified within the legislation must be met and any welfare issues in relation to Travellers given due

consideration. Action under Section 61 and the welfare consideration will form the basis of discussion between Police, Local Authorities and others who have an interest in the occupation of the land.

### **Primary Care Trust**

The Primary Care Trust has responsibility for health services irrespective of whether individuals are part of the settled community or otherwise.

A representative of the Primary Care Trust will be invited to participate when consideration is given to unauthorised encampments.

### **Parish and Town Councils**

Parish and Town Councils in Gloucestershire contribute an essential grass roots consultative role as well as having responsibility for a variety of local services. With regard to unauthorised camping, they are often the "eyes and ears" of the agencies with responsibilities for dealing with the issues. In many cases, it is the local Parish or Town Council who first raise questions about unauthorised camping.

This position gives them a key role to play in informing participating Authorities on the communities perceptions of their actions and advising on potential for community impact. Parish Councils are a key partner for the Police in the impact management and reduction process.

Parish and Town Councils have a significant role to play in partnership with the other tiers of local Government and with the Police; both as part of the preplanning process of identifying short stay stopping places and, secondly, helping to manage short stay stopping in conjunction with District and/or County Council. Given that part of the problem of unauthorised camping stems from poor communication, Parish and Town Councils in conjunction with Traveller Services Officer and others have a part of play in explaining the responsibilities of local authorities, their constraints and powers and the decisions from site meetings and case conferences.

The Race Relations (Amendment) Act 2000 Chapter 34 Schedule 1A lists Parish Councils as being included within the legislation.

### **The Traveller Liaison Group (TLG) and Principal Traveller Services Officer (TSO)**

The Local Authorities, the Police and Health Authority came together in 1996 to improve liaison with regard to unauthorised camping. TLG comprises representatives of the agencies and meets from time to time to discuss the issues, to develop this Protocol and to keep policy and procedures under review.

The TSO is a post set up to improve communications between local settled communities and Travellers, to assist with the management of unauthorised camping, particularly by seeking to mitigate the adverse effect and, in exceptional cases, to initiate proceedings for eviction.



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## Management Guidelines

1. Where land is controlled by the Local Authority, these guidelines are intended for use by them and the Police when considering whether an unauthorised encampment can remain, whether an Order for eviction should be sought from the Courts or whether Police will take action under Section 61 of the CJPO.
2. The underlying principle in reaching a decision is that of Nuisance as set out in Appendix A-1.
3. Whoever first receives a complaint or report should take the initiative in advising the likely lead authority rather than referring the caller to the lead authority.
4. Where land is privately owned, the Local Authorities and Police will liaise with each other, the Travellers, the Landowner and other Agencies as appropriate.

## The Lead Authority

5. The lead authority will normally be as follows:-
  - The County Council will act as lead authority in respect of unauthorised camping on the highway or County Council owned land.
  - The District Council will lead in respect of unauthorised camping on District Council owned land and privately owned land or common land where there is no identified owner.
  - The Police will lead when the decision has been taken to use powers under Section 61.
  - In some cases the lead authority will not be easily identified, for example because an encampment may be on both public and private land. In such cases the decision as to who will be lead authority will need to be made and based on the extent to which encroachment is on the highway or private land - if the majority of the land occupied is highway it will be the County Council; if the majority of the land is private or common land with no identified owner, it will normally be for the District Council to take the lead.

## Action by the Police

6. The Police will: -
  - Follow their own policy in relation to Section 61 of CJPO (direction to leave land). If a decision to use S61 is taken the Police will become the Lead Authority.
  - Manage the Community Impact Assessment process.

## Action at Outset of Setting Up Encampment

7. Upon being informed of an unauthorised encampment the Local Authority in liaison with the Principal Traveller Services Officer will visit to establish approximate numbers of people and vehicles involved, attempt to ascertain the likely duration of

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the encampment, advise on welfare matters and explain the standards of behaviour expected if the encampment is to be tolerated (as set out in Appendix A-2). Where Travellers' first language is not English or they are unable to read or write it, all communications must be in a form which they understand. The LA and TSO will agree who the Lead Authority should be.

8. When complaints are received or issues occur as a result of an encampment having been set up, at the first opportunity the Lead Authority, in liaison with the Principal Traveller Services Officer, will consult representatives of the County, District and Parish or Town Council, Gloucestershire Constabulary together with the local County and District Council Members and other bodies as appropriate to establish whether the encampment should be allowed to remain. The purpose of the consultation is to gather facts and views and to carry out an initial community impact assessment. Where there is a potential for impact on an identifiable racial group, early consideration may be given to consulting with the Race Equality Council and local Hate Crime Forum.
9. When the consultation and assessment has been completed by the Lead Authority, the Police may, where appropriate, consider taking action under Section 61 of the Criminal Justice and Public Order Act, 1994. If such action is to be taken by the Police they will become the Lead Authority.
10. Following the consultation, if there is a prima facie case for seeking removal of an encampment, the Lead Authority will arrange a Case Conference.

### **Consideration of Existing Unauthorised Encampments**

11. When a view is taken to allow an authorised encampment to remain, or if an encampment has been in place for some time, the Lead Authority will keep the encampment under review to ensure broad compliance with any original decisions and the guidelines set out in this Protocol.
12. As part of the management of unauthorised encampments, the Lead Authority will decide whether or not it is necessary to offer or to provide basic facilities. Such facilities will include water, toilets and a skip for rubbish.
13. The Lead Authority will ensure that any mess is promptly removed both during the encampment and immediately upon its vacation, except when an encampment is on private land, when clearance is the responsibility of the landowner. The presumption will be that whilst the Lead Authority may provide basic facilities and clearing up, in some cases it may be appropriate to apportion the costs between the County Council and District Council; Travellers will be asked to pay the costs of facilities and clearance of rubbish, depending on their means.
14. If there is escalation in the scale of unauthorised camping or significant change in the level of community tension and anti-social activity in the area, the Lead Authority should carry out a further consultation or convene a Case Conference.

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## Case Conference

15. When the Lead Authority considers that a formal decision should be made about allowing an unauthorised encampment to continue it will invite all the partners to a Case Conference.
16. The Case Conference will consider all the issues involved using the Checklist set out in Appendix A5.
17. The assessment criteria include a Visit Record, a community impact assessment and Welfare Assessment. Depending on the information provided it might be necessary to consult the Education Service, County Council, Social Services or the Primary Care Trust. A representative of those agencies should be invited to the Conference.
18. At the conclusion of the Conference the Lead Authority will record the decision and the supporting reasons for it.

## Communicating Decisions

19. Whenever a decision is taken, it is important to ensure that it is communicated in the most appropriate format to all concerned including, if necessary, to the media. That responsibility will rest with the Lead Authority. A press release agreed by all partners will be issued, if appropriate.

## Appendix A-1

### Nuisance Policy

Without prejudice to the duty of the Local Authority (e.g. the County Council's duty to assert and protect county highways), action will be taken against unauthorised encampments of Travellers on land in the control of the Local Authority in cases where the encampment:-

1. Creates a hazard to road safety or to public health.
2. Creates an unacceptable nuisance to the public by reason of its size, location, nature or persistence. Examples of nuisance could include:-
  - Health-Where there is evidence of inadequate toilet facilities, accumulation of rubbish.
  - Safety-Where the encampment causes a hazard to the travelling public, either personally or on the road.
  - Noise-When nearby residents are disturbed by late or all night parties, barking dogs, generators etc.
  - Dogs-Where there are uncontrolled dogs, or dogs kept which are intimidated to persons and/or livestock e.g. dogs covered by the Dangerous Dogs Act.

- 
3. Has an unacceptable impact on the enjoyment, use or habitation of adjoining or nearby property, or interferes with the effective management of that property. This would include damage to the Local Authority's or the Highway Authority's property or prejudice its use and enjoyment by legitimate tenants or occupants:-
- Damage-Where Travellers have gained access forcibly, e.g. broken fences or locks.
  - Public Enjoyment-Where the encampment affects the proper use of commercial land or property owned by the local authority.
  - Commercial-Where the encampment affects the proper use of commercial land or property owned by the local authority.
  - Operational-Where the encampment exists on land that the Local Authority has an urgent and legitimate use for e.g. in a lay-by or chipping dump which is required for temporary storage of road making materials by the County Council.
  - Obstruction-Encampments on land where use by groups who would normally have access is denied e.g. improper use of the highway, which denies motorists, the use of the resting places for which they were intended.

## **Appendix A-2**

### **Reasons for Toleration**

#### **A Code of Conduct for Travellers**

- .. In general terms, standards of behaviour should be the same as those expected of the settled community
- .. Keep groups small and inconspicuous. Anything more than 6 vehicles is likely to be a problem but this will depend on the proximity to other properties
- .. Consider your own health and safety. Space yourselves out and keep the area clean and tidy. Facilities may be requested and payment for them will be expected
- .. Do not allow the site or surrounding areas to become polluted with human or animal faeces
- .. Consider the dangers of fire, electrical cables and generators and passing traffic
- .. Look after the land you are on. Do not dump or burn rubbish and leave the land clean and tidy
- .. Keep animals, especially dogs, under control
- .. Have consideration for nearby residents
- .. Co-operate with those responsible for the land (e.g. the Highways Department) and do not park on land needed for another purpose

.. Do not block Rights of Way with your vehicles, property, clothes lines and cables or impede the progress of walkers or riders in any way

## **Appendix A-4**

### **Assessment Checklist**

When an unauthorised encampment occurs the Local Council needs to establish who is living there, the likely period of occupation, and its impact on the local community. This checklist is intended to provide a full picture so that help can be given by the Local Authorities and to enable a decision to be taken on whether or how long an encampment should be allowed to remain.

#### **General Information**

**Address/Location/Grid Ref**

**Lead Authority**

**Date of Arrival of Travellers**

**Number of Living Units**

**Number of Other Vehicles**

**Number of Travellers' Children**

**Any known Health and Welfare issues**

**Length of Stay, Purpose etc**

**Previous Location of Travellers**

**Appendix A-4**

**Location**

**Suitability and sensitivity**

**Proximity of housing**

**Nearby SSSI etc?**

**Existing operational use?**

**Site Occupied by Travellers in last year?**

**Obstruction?**

**Danger to Travellers or Public?**

**Planning Permission or Byelaws affecting land**

**More suitable sites in the vicinity/**

**The Encampment**

**Nuisance Factors (See Appx 1)**

**Appendix A-4**

**Other Considerations**

**Criminal or Anti Social Behaviour**

**Education Factors**

**Medical Condition of an Individual**

**Mobility of Vehicles**

**How recently families have been moved on.**

**Persons Involved in Assessment**

**Job Title and Authority**

**Contact Details**

**Decision and Reasons**

**Signed Date**

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**Appendix A-5**

**Case Conference Check list, Assessment and Decision**

**Date . . . . . Site Name/Reference . . . . .**

**No. of Units**

**No. of Vehicles**

**Date of Arrival**

**In Attendance**

**Name**

**Job Title**

**Authority  
Considerations**

**Comments**

**Broad compliance with Code of Practice**

**How suitable is the location?**

**Is there another location to which the Travellers may be guided**

**Are they able to move?**

**If another location cannot be identified where and Travellers when are the likely to move anyway?**

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**How long are the Travellers likely to stay?**

**Have we had Complaints?**

**Are they Numerous and Widespread?**

**Are they justified?**

**Has significant Nuisance been caused?**

**Are there Welfare issues?**

**Education**

**Health**

**Vulnerable Travellers**

**Have the welfare agencies been consulted? (if not present at conference)**

**(Attach any Reports available)**

**Is there evidence of significant Criminal or Anti Social behaviour?**

**Is there evidence to suggest who are the perpetrators?**



**Have the trespassers been the victims of crime, Hate Crime or Anti-social Behaviour whilst at the location.**

**What are the views and proposed actions of the Police?**

**Should we ask Police to use Section 61 of CJPO?**

**Can the level of Nuisance be effectively controlled?**

**Is there a pressing social need to evict?**

**Any other issues to be considered**

**Would eviction contravene the Human Rights Act 1998?**

**Are there circumstances where the right may be legitimately limited or interfered with?**

**Is there a victim?**

**If so - Details**

**Would eviction be proportionate?**

**Have all agencies individually and as a group made every possible effort to promote good Race Relations?**

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**Has a community impact assessment been carried out in respect of each option open to the agencies?**

**Is it openly available to the public.**

**Have efforts been made to reduce the community impact?**

**Are they auditable?**

**Decision or Recommendation of the Case Conference.**

**Signed Date**

**Lead Authority**

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## APPENDIX 7

### GLOUCESTERSHIRE COUNTY COUNCIL TRAVELLER POLICY

Throughout this document Traveller means all people who have a nomadic lifestyle, regardless of the purpose, for all or part of the year.

The Strategy and Resources Committee of the County Council through a policy panel has considered the Criminal Justice and Public Order Act 1994, and how it affects Travellers in respect of unauthorised encampments and site provision. Following consultation with various authorities and external bodies, this policy framework has been drawn up to address these issues.

The Policy Panel consider that a consistent policy must be used throughout the County where Traveller issues are concerned, and recommend that this framework document is adopted by all local authorities within Gloucestershire.

1. District Councils will undertake regular and routine counts of Travellers on all unauthorised encampments, to include the use of questionnaires (Annex A). All data to be collated by the County Council.
2. Toleration towards occupants of unauthorised encampments will be exercised. During this time assessments (with the use of Annex A) will be undertaken by the appropriate authority (see Annex C).
3. Consideration will be given to the provision of facilities during any agreed period of toleration.
4. Data collected will be used to assess the need for further site provision. District Councils shall consider site requirements and locations arising from Traveller needs in their area e.g.

#### Residential

Short term – e.g. up to 9 months

Transit – with minimal permanent services

Emergency Stopping Places – services provided by authority required.

Site provision will be determined on the basis of 'Reside in or resort to the area'.

Reside means to dwell permanently in the County (that is for two consecutive years) with spells away where more time is spent in the County than away.

Resort means to go habitually or frequently to an area of the County i.e. at least four times in two years.

5. Existing sites should be managed as locally as possible to minimise costs and maximise benefit for the occupants or Travellers.
6. Privately promoted sites should be encouraged in accordance with planning requirements.
7. Where a District Council provides new sites, the County Council will fund up to 50% of the capital cost of providing those sites.

- 
8. New sites where provided should be small enough to reduce impact on the surrounding locality and amenities, without adversely affecting the need.
  9. Enforcement action by the appropriate authority is to be taken when Travellers on unauthorised encampments cause a nuisance as laid down in the policy (Annex D). The enforcing authority following assessment should use the most appropriate legal action (civil or criminal) to evict Travellers and repossess the land. All Local Authorities should involve the Gloucestershire Policy Server when considering taking legal action (See Annex C and Police policy statement included at Annex E).
  10. Where any part of the policy affects the travelling community, the Local Authority should undertake to consult with them and other interested parties (Annex B) as appropriate in each case.

Note

To assist with the compliance of the legislation, and ensure a consistent approach the following standard documents are referred to in the Policy Framework document:-

- i) Standard questionnaire Annex A
- ii) Post visit check list Annex B
- iii) Action flow chart for unauthorised encampments Annex C
- iv) Nuisance policy Annex D
- v) Gloucestershire Constabulary Statement of Intent Annex E

N.B. The annexes have been omitted to save space.



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