

Report of	Meeting	Date
Director of Business, Development and Growth	Executive Member Decision	30 October 2018

## **APPOINTMENT OF CONSULTANTS TO UNDERTAKE A GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE ACCOMMODATION NEEDS ASSESSMENT FOR THE CENTRAL LANCASHIRE AUTHORITIES**

### **PURPOSE OF REPORT**

1. To seek authority to award ARC4 a contract to undertake a new Gypsy and Traveller and Travelling Showpeople Accommodation needs Assessment (GTAA) for the Central Lancashire Authorities.
2. To justify the approach; why ARC4 has been selected, and why a direct award of the contract is appropriate in these circumstances (a waiver from procurement will be applied for separately).

### **RECOMMENDATION(S)**

3. To approve the award of the contract to undertake the GTAA to ARC4 via a direct award, as outlined in this report and Appendix 1.

### **EXECUTIVE SUMMARY OF REPORT**

4. The Central Lancashire Local Plan will replace the current central Lancashire Core Strategy (2012) and Chorley Local Plan (2015). An up to date evidence base is crucial for delivery of the plan, and one gap identified was the GTAA. This report provides details of why ARC4 should be awarded the contract to undertake the GTAA via a direct award (a waiver from procurement will be applied for separately).
5. The proposal from ARC4 (attached as Appendix 1 to this report) sets out the scope of the proposed GTAA study, including clarification of the overall objectives, detailed methodology, breakdown of costs and timescales, skills and experience of the team, and background information / evidence, including policy context.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
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	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards
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## REASONS FOR RECOMMENDATION(S)

### (If the recommendations are accepted)

6. In accordance with the Council's contract procedure rules, approval of the contract award via a direct award (a waiver from procurement will be applied for separately) is required from the relevant Executive Cabinet portfolio holder.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. An alternative option would be to continue to rely on the previous GTAA for Central Lancashire published in May/June 2015. Another option would be to undertake a GTAA for the Chorley area only. However, given work has commenced on producing a new joint Local Plan for Central Lancashire, a new / refreshed GTAA is necessary to ensure the evidence base is up to date and reflects current traveller provision and future needs in the Central Lancashire area. Furthermore the Government has also published significant changes to the National Planning Policy Framework (NPPF) in July 2018 alongside various updates / pending updates to planning practice guidance (PPG) and the GTTA needs to reflect current national policy and guidance.

## CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	✓

## BACKGROUND

9. National Planning Policy [specifically Planning Policy for Traveller Sites] requires that in their Local Plans, local authorities identify a five year supply of specific, deliverable Traveller and Travelling Showpeople sites sufficient to provide 5 years' worth of sites against their locally set targets. Local authorities should also identify a supply of specific, developable sites, or broad locations for growth, for years 6-10 and, where possible, for years 11-15.
10. Local Authorities should make their own assessment of need and should work collaboratively with neighbouring local planning authorities in line with the Duty to Cooperate enshrined in the Localism Act 2011, to gain a better understanding of cross border migration, provide a consistent approach to the study, deliver economies of scale and reduce the risk of double counting.
11. A GTAA for Lancashire was first undertaken in 2007 by the University of Salford's Housing and Urban Studies Unit and the findings from this study were used in the development of the local authorities' Core Strategy and Local Plans. A new GTAA in May/June 2015 by ARC4 provided an updated evidence base. In 2018 work has commenced on producing a new Central Lancashire Local Plan, in one document, which will replace the existing Core Strategy and three Local Plans.

12. The previous GTAA study from 2015 needs to be updated to accurately reflect current traveller provision and future needs in the Central Lancashire area, and also to be consistent with current planning policy, in particular the revised National Planning Policy Framework published in July 2018, and national planning practice guidance (PPG).
13. Although Chorley Council is acting as lead authority in commissioning consultants, the costs involved will be spread equally between the three Central Lancashire authorities, as previously agreed when the Central Lancashire Planning Team was put together.
14. To ensure smooth progress and ongoing dialogue between partners, a bespoke Central Lancashire GTAA Steering Group has been established, with officer representation from the Central Lancashire Planning Policy Team and from all three home policy teams.

#### **JUSTIFICATION FOR APPOINTING ARC4 WITH A DIRECT AWARD OF THE CONTRACT**

15. A direct contract award to ARC4, based on the proposal contained in Appendix 1, is considered a low cost, low risk approach.
16. The overall objective of the GTAA is to assess Gypsy and Traveller and Travelling Showpeople accommodation needs (including houseboat dwellers) over the plan period for each of the respective Councils, and to make recommendations on pitch/plot provision (and moorings if required) including the split between permanent and transit requirements over the plan period, as well as any other policy recommendations.
17. Undertaking this type of study is a highly specialist area which requires directly relevant experience and expertise. In addition to the local knowledge gained carrying out the previous GTAA for the Central Lancashire authorities in 2015, ARC4 has also worked in various other areas across the North West, and the consultancy has just been tasked with carrying out a GTAA for Blackburn with Darwen and Hyndburn Councils. ARC4 is nationally-recognised for delivering robust evidence on the need for Gypsy and Traveller pitches, and has developed strong links with Gypsy and Traveller communities across the UK, including Lancashire. ARC4 sits on the national housing policy advisory panel on Gypsy, Romany and Traveller accommodation.
18. Therefore the benefits of awarding the contract to ARC4 via a direct award are clear. There are only a small number of similar consultants who specialise in this in this field, and ARC4 has the necessary local knowledge, experience, and track record to carry out this work. There will be a consistency of approach given the GTAA will effectively just be a “refresh” of the previous 2015 GTAA study, and the overall costs involved are likely to be significantly less than those of other consultants who would effectively be starting from scratch.

#### **COSTS**

19. The estimated total cost to the three Central Lancashire Authorities for awarding the contract to ARC4 would be £15,054.90 plus VAT (total cost including VAT would be £18,065.88). This would be divided equally between the three authorities.
20. The previous report cost just under £20,000, but in light of the previous work undertaken by ARC4, the quote for an updated study has been reduced.
21. The final cost will be dependent on the actual number of interviews achieved which may be lower or higher than the estimated number. Any costs related to Examinations in Public/Inquiries would be £1,250 per day plus expenses and VAT.
22. Due to the nature of the research, ARC4 would invoice for 30% of project costs on commissioning (to cover costs of fieldwork and set up), 30% on completion of fieldwork and

site visits and 30% on delivery of their draft report. 10% would be due on completion of all outputs required by the Central Lancashire authorities.

23. In the above context, a waiver from procurement is considered appropriate. Initial discussions have already been held with the Monitoring Officer and a waiver from procurement has been agreed in principle. This will be secured separately.

## **TIMESCALES**

24. It is anticipated that the timescale, from initial conception meeting to the submission of the final draft report, will be approximately five months.
25. It is anticipated that work on the GTAA will commence in October / November 2018, with an expected completion date of March / April 2019.

## **IMPLICATIONS OF REPORT**

26. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

## **RISK**

A risk register has been completed	Yes	No
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## **COMMENTS OF THE STATUTORY FINANCE OFFICER**

27. Chorley Council's share of the costs will be met through existing budget provision set aside to deliver the Central Lancashire Local Plan.

## **COMMENTS OF THE MONITORING OFFICER**

28. The Central Lancashire Local Plan should be based on up to date evidence in order to be robust enough to withstand judicial challenge.
29. The Council must comply with the best value duty contained in the Local Government Act 1999 when procuring the contract.
30. Paragraph 32.3 of Chorley Council's Contract Procedure Rules requires joint procurements to be carried out in accordance with the rules of the lead body which in this case is Chorley Council.
31. The estimated value of the contract makes it intermediate level procurement which would under Chorley Council's Contract Procedure Rules require at least three requests for quotations. However a waiver of Contract Procedure Rules may be sought in advance of the award of the contract based on for example the specialisation of the service.

MARK LESTER

DIRECTOR OF BUSINESS, DEVELOPMENT AND GROWTH

Background Papers			
Document	Date	File	Place of Inspection
Previous GTAA by ARC4	23 June 2015	<a href="http://chorley.gov.uk/Documents/Planning/Examination%20news/Central%20Lancs%20GTAA-Final%20Report%2023%20June%202015.pdf">http://chorley.gov.uk/Documents/Planning/Examination%20news/Central%20Lancs%20GTAA-Final%20Report%2023%20June%202015.pdf</a>	Chorley Council website

Report Author	Ext	Date	Doc ID
Tom Wiggans	5305	25 October 2018	

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.



Dated 30 October 2018

**Councillor Alistair Bradley**  
**Executive Member for Economic Development**  
**and Public Service Reform**

# Proposal for a Gypsy and Traveller Accommodation Assessment

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Central Lancashire (Preston City Council, Chorley Council  
and South Ribble Borough Council)

October 2018

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# 1. Summary Overview

## Outline of team and experience

- 1.1 Arc4 are nationally-recognised experts in delivering robust evidence on the need for Gypsy and Traveller pitches which takes account of the needs of National Planning Policy (NPPF) and the 2015 Planning Practice for Traveller Sites (2015 PPTS). Arc4 has developed strong links with Gypsy and Traveller communities across the UK and sits on the national housing policy advisory panel on Gypsy, Romany and Traveller accommodation.
- 1.2 We very much welcome the opportunity to conduct a refresh of the GTAA we prepared for Central Lancashire in 2013 which was updated in 2015. We have already worked elsewhere in the North West including Merseyside, Greater Manchester, Cumbria, Lancaster and Rossendale. We have just been appointed to carry out a GTAA for Blackburn with Darwen and Hyndburn Councils. The characteristics of households living in the wider geographical area and their travelling patterns have been assessed through these studies.
- 1.3 arc<sup>4</sup> offers rigorous, tailored and high-quality research, which places Gypsy and Traveller stakeholders and communities at the centre of the research process. Our research findings are robust and we can be confident that our outputs are capable of withstanding scrutiny through the planning process as we have recent experience of this on several projects. In brief, our approach comprises: a review of existing sites; community engagement; stakeholder consultation; household interviews and final report preparation.

## Overall objective

- 1.4 We recognise that the overall objective of the study is two-fold:
  - to carry out an assessment of Gypsy and Traveller, and Travelling Showpeople accommodation needs (including houseboat dwellers) over the plan period for each of the respective Councils in accordance with the NPPF and PPTS; and
  - make recommendations on pitch/plot provision (and moorings if required), including the split between permanent and transit requirements over the plan period and any further policy recommendations relevant to planning for the needs for Gypsy and Travellers, and Travelling Showpeople

## Policy context and definitions

- 1.5 Our GTAAs deliver the requirements set out in national policy. The 2018 National Planning Policy Framework states in paragraph 61 *‘the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policy (including travellers)’*. A footnote in the NPPF then states *‘Planning Policy for Traveller Sites sets out how travellers’ housing needs should be assessed for those covered by the definition in Annex 1 of that document’*.
- 1.6 2015 Planning Policy for Traveller Site (PPTS) states that *‘local planning authorities should make their own assessment of need for the purposes of planning’* and *‘ensure that their Local Plan includes a fair, realistic and inclusive policies to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply’*.

## Definitions

- 1.7 *The PPTS 2015 Annex 1 sets out definitions of Gypsies and Travellers and Travelling Showpeople for the purposes of planning policy:*
- “Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of Travelling Showpeople or circus people travelling together as such.”<sup>1</sup>*
- 1.8 In addition, PPTS 2015 adds the following ‘clarification’ for determining whether someone is a Gypsy or Traveller:
- “In determining whether persons are “gypsies and travellers” for the purposes of this planning policy, consideration should be given to the following issues amongst other relevant matters:*
- a) whether they previously led a nomadic habit of life*
  - b) the reasons for ceasing their nomadic habit of life*
  - c) whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.”<sup>2</sup>*
- 1.9 The following definition of ‘Travelling Showpeople’ is used, also taken from PPTS 2015:
- “Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family’s or dependants’ more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above.”<sup>3</sup>*

<sup>1</sup> DCLG Planning policy for traveller sites August 2015 Annex 1, para 1

<sup>2</sup> DCLG Planning policy for traveller sites August 2015 Annex 1, para 2

<sup>3</sup> DCLG Planning policy for traveller sites August 2015 Annex 1, para 3

1.10 In addition:

*“For the purposes of this planning policy, “pitch” means a pitch on a “gypsy and traveller” site and “plot” means a pitch on a “travelling showpeople” site (often called a “yard”). This terminology differentiates between residential pitches for “gypsies and travellers” and mixed-use pitches for “travelling showpeople”, which may/will need to incorporate space or to be split to allow for the storage of equipment.”*

## The existing evidence base

- 1.11 The 2015 GTAA established a need for 33 additional pitches over the period 2013/14 to 2025/16 (13 years) broken down by district as follows: Chorley 10, Preston 22 and South Ribble 1). A 10 plot shortfall of Travelling Showperson provision was also identified.

## Establishing an evidence base

- 1.12 Policy A of the PPTS states ‘in assembling the evidence base necessary to support their planning approach, local planning authorities should:

- *pay particular attention to early and effective community engagement with both settled and traveller communities (including discussing travellers’ accommodation needs with travellers themselves, their representative bodies and local support groups);*
- *co-operate with travellers, their representative bodies and local support groups; other local authorities and relevant interest groups; other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan, working collaboratively with neighbouring local planning authorities;*
- *use a robust evidence base to establish accommodation needs to inform the preparation of local plans and make planning decisions.’*

- 1.13 In the absence of further guidance on preparing GTAAs, the methods adopted by arc4 reflect Policy A; build upon those established through previous guidance; and enhanced through our experience and robust methodological debate and discussion at planning inquiries and appeals.

## ‘Cultural’ and ‘PPTS need’

- 1.14 Our GTAAs express two levels of need. The particular purpose of the GTAA is to establish need to satisfy the requirements of PPTS. However, the NPPF recognises the broader measures of community need and implies that the needs of Gypsies and Travellers who do not meet the definitions set out in PPTS should also be considered. In effect, this

accords with the Housing and Planning Act 2016 section 124, which considers the needs of households living in caravans. Arc4 has maintained that it is important to consider the wider needs of culturally distinctive Travelling communities and our approach has been tested and recognised by Planning Inspectors.

- 1.15 Our GTAAs therefore establish an overall ‘cultural’ need for pitches and a PPTS ‘policy filter’ is then applied to identify the PPTS compliant level of need. It is this level of need that establishes pitch/plot targets in the Local Plan and available supply is tested against this target.

## Key outputs

- 1.16 The study will provide a reasoned requirement for Gypsy and Traveller pitches and for Travelling Showperson plots, both public and private across each local authority up to 2036. The assessment will conform fully with all current planning guidance. It will provide an evidence base update to inform the review of Local Plans (to 2036) and also assist and support Gypsy, Traveller and Travelling Showpeople Accommodation policies within it.
- 1.17 Specifically, the study will identify any 5 year shortfall (2018/19 to 2022/23) and shortfalls over the remainder of the plan period to 2036 (broken down into 5 year periods) for each local authority. The study would identify an overall ‘cultural’ need and ‘PPTS need’. The study would also identify any transit/stop over provision based on evidence of unauthorised encampment activity.

## Our experience

- 1.18 Over the period 2013-2018, we have completed GTAAs for 81 Local Authorities (64 initial studies for LAs and a further 17 updates). Since the revised PPTS was published in August 2015, we have completed GTAAs for 28 Local Authorities (14 initial studies for LAs and a further 14 updates). Overall, through our GTAAs we have interviewed 2,638 Gypsy and Traveller households (of whom 329 were in bricks and mortar housing) and 536 Travelling Showpeople.
- 1.19 In each of the GTAAs, our role was to carry out a study in line with relevant guidance and policy including: fieldwork, stakeholder and community engagement, data analysis and report writing. We are also called to defend our findings and evidence bases at planning inquiries (discussed later in our proposal).
- 1.20 Our studies provide a rich source of empirical evidence on the characteristics of Traveller households. Publicly available data from these studies has been used to

prepare an international conference paper<sup>4</sup> and a briefing session on Gypsy and Traveller Policy under the new Government definition.<sup>5</sup>

Authority	Year	Authority	Year	Authority	Year
Ashford	2018	Herefordshire	2015/ 2017	Stafford	2012
Barnsley	2015	Kirklees	2015	Sunderland	2017
Bexley	2018	Merseyside (6 LAs)	2014	Swale	2018
Bracknell Forest	2017	Newcastle u Lyne / SOT/Staffs Moorlands/ Stafford	2015	Thanet	2018
Bradford	2015	Oxford/South Northants	2013	Tonbridge and Malling	2017
Calderdale	2015	Reading	2017	Wakefield	2014/ 2018
Canterbury	2018	Rugby	2014	Windsor and Maidenhead	2018
Central Lancs	2015	Ryedale	2016	Wokingham	2017
Coventry	2014	Sevenoaks	2017	Worcestershire (6LAs and 3LA update)	2014/ 2016
Cumbria	2013	Shepway/Folkestone and Hythe	2018		
Flintshire	2015/ 2018	Shropshire	2014/ 2017		
Greater Manchester (10 LAs)	2014/ 2018	South Staffs	2014		

- 1.21 Our approach is also very much centred on the professional experience of the needs analyst, Dr Michael Bullock, and the project manager, Scott Brand, who will work closely with the fieldwork team. Michael has many years' experience in both this and related areas of work, such as the delivery of local/parish housing need assessments through to larger Strategic Housing Market Assessments, and Gypsy and Traveller and Showpeople Accommodation Assessments – several of these include being an expert witness and being heavily involved in project related Examinations in Public/Planning and Public Inquiries. Scott Brand has been a project and fieldwork manager for over 20 years and would work with Michael on key aspects of the project, taking the lead in project set up

<sup>4</sup> Researching the housing futures of minority groups: Gypsies and Travellers in England, January 2015, Paper presented at the Australasian Housing Researchers Conference, University of Tasmania, Hobart 19th Feb 2015

<sup>5</sup> Westminster Briefing Gypsy and Traveller Policy under the New Government 26 Nov 2015 – Gypsy and Traveller Policy: the new definition

and the delivery of all fieldwork and stakeholder engagement (including Duty to Cooperate aspects).

1.22 To confirm:

- Arc4 will produce an updated Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA) which sets out a clear analysis of the accommodation needs within Central Lancashire by local authority and make recommendations for Local Plan policy options to address these needs;
- A draft and final report will be delivered; and
- We will ensure that appropriate project management requirements will be delivered.

1.23 The remainder of this proposal outlines our knowledge, experience and skills in delivering the requested outputs set out in your project brief. We outline these in several chapters and include details of our experience throughout the chapters. Specific examples of previous work can be found in Chapter 4 where we provide a broad outline of several projects as well as links to reporting and related outputs.

## 2. Method Statement

### Summary Overview

2.1 The study would comprise four key phases:

- Stage 1: Background work. Confirm methodology, questionnaires and collate and review existing information and literature (including cross-boundary), and stakeholder survey of key players, including officers in neighbouring authorities, community groups etc.; review existing GTAA; assembly of site information and site visits;
- Stage 2A: Conduct a survey of Gypsies, Travellers and Showpeople across the two local authority areas;
- Stage 2B: Conduct stakeholder survey;
- Stage 3: Data analysis, report production and dissemination for the LAs; and
- Stage 4: Preparation of summary report and presentation.

2.2 We look to be as inclusive as possible in all of the work that we do and as such will look to engage with the community on the site by site initial visits as well as trying to locate hidden/emerging households and those living in bricks and mortar.

2.3 We also propose to conduct stakeholder research with Council staff and local authority neighbours (as part of the duty to cooperate) and will also try to ensure that we engage with local community agents as they can often assist with contacting households in the community.

2.4 Because we have completed over 80 GTAA's nationally, we have addressed a whole range of challenges which GTAA's can be subject. These include: establishing accurate baseline data on sites, pitches and occupancy; effective community engagement; developing community-friendly survey questionnaires and method of completion; and accessing households in bricks and mortar dwellings.

2.5 Ultimately, the key challenge is to deliver a robust, defensible and reliable GTAA to inform planning policy and ensure that the needs of an often-marginalised community are appropriately assessed.

2.6 We would keep you regularly informed of progress against agreed timescales and advise if there were any issues arising during the research process (for instance inability to access particular sites).

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### Stage 1: Background work

2.7 From the outset we confirm that the GTAA would be carried out in accordance with latest Government guidance, including the NPPF and Planning Policy for Traveller Sites

and the definitions of Gypsy and Traveller expressed in the PPTS August 2015. We regularly review and update our policy analysis to ensure that the evidence base fully confirms to national policy.

- 2.8 We would ask the Councils to provide an up to date list of sites to include: number of pitches, knowledge of households doubling up or vacant pitches, supplemented where possible with planning decision notices. This is a critical element of the project and it ensures that we get a thorough overview of available pitches and any conditions attached to them. For each site/yard, the following information is required:
- Site/yard name and full address;
  - Type of site/yard (authorised, temporary authorised, unauthorised);
  - Ownership (council, private);
  - Number of pitches (total, occupied, vacant);
  - Number of households (and doubled up/concealed households if known).
- 2.9 This stage would also involve a review of available secondary data including caravan counts, housing waiting lists for sites and details of unauthorised encampment activity. The most recently available caravan count data is presented in the final report based on trends over the past 5 counts.
- 2.10 Housing waiting list data should be provided if available. It would be helpful if the number on the list is broken down by: existing and emerging households; households on council and private sites within the districts; households currently living outside the three districts.
- 2.11 Data on unauthorised encampment activity should include location, number of days the encampment lasted, number of caravans involved, any supplementary information (for instance reason for encampment and whether the encampment moved within the study area).
- 2.12 We would seek to engage with households living in bricks and mortar accommodation. This can be a particular challenge given the numbers in housing is difficult to assess (the 2011 census is the only nationally available source but likely to be an underestimate due to non-identification of ethnicity for fear of prejudice). There is a range of methods that can be employed including: identifying people in bricks and mortar through community contacts; local knowledge of Council officers, particularly Travellers Education teams; the use of social media; and contacts through community representatives on the steering group.
- 2.13 We would also want the Councils to advise us of any health and safety risks of going onto particular sites.



## Questionnaire design

- 2.14 arc<sup>4</sup> has developed a comprehensive and culturally sensitive questionnaire which has been designed in consultation with Council and community representatives. Additional questions and responses can be included to reflect local circumstances. Questions are regularly reviewed to ensure the survey takes account of Government Guidance including the 2015 PPTS.

## Review of existing information

- 2.15 Relevant regional, sub-regional and local information would be collected, collated and reviewed, including:
- The national policy and legislative context;
  - Current policies in respect of Gypsies and Travellers (drawn from Local Authority and sub-regional policy documents, planning documents, housing strategies, homelessness strategies and Supporting People strategies and from neighbouring authorities where this is appropriate);
  - The previous GTAAs;
  - Detailed information on unauthorised encampments for the three to five-year period (used to understand and gauge the need for transit pitches);
  - Analysis of existing data sources available from stakeholders including the police, health services and Supporting People Teams; and
  - Data held by Traveller Education Services (which offers a useful starting point for understanding demographic changes within the population).
- 2.16 This data should be informed and supplemented with the local knowledge of Gypsies and Travellers themselves. Reliable estimates of the population of Gypsy and Traveller communities can be derived in this way.

## Stakeholder Engagement and Duty to Cooperate

- 2.17 Stakeholder engagement would be, as a minimum, carried out with:
- Traveller liaison and education officers;
  - Housing and planning staff;
  - Neighbouring local authorities;
  - Traveller groups such as:
    - Showmans Guild;
    - National Gypsy Traveller Federation;

- National Travellers Action Group;
  - Friends Families and Travellers etc
  - County Council staff (where appropriate); and
  - Police and community safety officers.
- 2.18 This is normally done through a web enabled on-line survey (this would require access to email addresses for relevant stakeholders), supplemented by telephone interviews where necessary. We tend to provide three to four weeks for responses and as part of the process, provide assistance and deadline reminders and extensions where appropriate. We often find that letting respondents complete the survey when they have time (it can be partially completed and saved for future completion) results in more complete responses than a telephone interview – response rates are also improved with a few well-timed reminders. We can also provide direct assistance to stakeholders should they need it – this can be assistance with completing the questionnaire, responding to direct questions or providing a PDF version of the survey.
- 2.19 We would focus on consulting with the appropriate local authority officers in neighbouring locations, and we would work with you to establish a suitable contact list. It is important for the Council to be fully involved in this element of the project. For example, we find that response rates are significantly enhanced by councils sending out a communication to all proposed stakeholder contacts informing them of the research and encouraging them to participate. We can of course assist in this part of the process as required.
- 2.20 We include detailed questions about future engagement if the Council is looking to disseminate findings to interested stakeholders or to take part in any follow up engagement as part of the Duty to Cooperate.
- 2.21 As part of the final stage (reporting) we can also include an email to all stakeholders thanking them for their involvement, and also pointing them to on-line versions of the final report as appropriate.

### Site/yard information and visits

- 2.22 With the assistance of the Councils, arc<sup>4</sup> would establish a comprehensive and up to date list of all sites/yards across the local authority district. This will form the basis of site/yard interviews. For each site, the following information is required:
- Site/yard name and full address;
  - Type of site (authorised, temporary authorised, unauthorised);
  - Ownership (council, private);
  - Number of pitches (total, occupied, vacant);
  - Number of households.

- 2.23 To assist the Council, Table 2.1 presents the site information used in the previous GTAAs and it would be helpful if the Council identify any changes to this list.

Table 2.1 Site and Yard provision in Central Lancashire

Table 4.1a List of Gypsy and Traveller sites as at 2 September 2013						
Site Name	Site Location	Type of Site	Ownership	Original information provided by LAs	Final Pitch Figures	Status of site
2 Heath Paddock, Hut Lane	Hut Lane Heath Charnock Chorley PR6 9FP	Temporary: 2 years requiring 2 static mobile homes and 3 touring caravans (commenced 19 <sup>th</sup> July 2013 - ends 9 <sup>th</sup> July 2015)	Private	2 mobile homes, 3 touring caravans	<b>2</b>	Temporary
Leighton Street	Leighton Street Preston, PR1 2XP	Official Site	Public	14	<b>14</b>	Permanent
Rosemary Lane	Land off Rosemary Lane, Catforth, Preston PR4 0HB	Temporary Authorised (ends July 2016)	Private	No more than 8 caravans (no more than 2 should be static caravans or mobile homes)	<b>5</b>	Temporary
Not Applicable	Chorley	Unauthorised	Not applicable	Not applicable	<b>1</b>	Unauthorised

- 2.24 Site visits would then be carried out by arc<sup>4</sup> to confirm the total number of pitches and households living on pitches which establishes the likely number of household surveys to be completed.
- 2.25 The site list will form the basis of our site observation exercise whereby the project director visits all sites ahead of household survey to introduce the work, raise awareness of the study and review the likely number of households to be interviewed. This is a critical element of the project and it ensures that we get a thorough overview of available pitches. This is also a key part of community engagement and we leave a leaflet explaining the purpose of the work when visiting sites that includes contact numbers for further information.

- 2.26 We liaise with planning agents and community groups such as Friends, Families and Travellers, when carrying out our GTAAs. We would have early engagement with these groups and want to engage with any local groups the Council is aware of. A particular strength of the arc4 team is its Christian ethos and this provides an excellent foundation for discussions with the many born-again Christians within the community. We also have links with prominent community representatives who would be contacted to provide links into the local community.
- 2.27 Initial data, based on the January 2018 caravan count data, indicates there are around 28 Gypsy and traveller households and 1 Travelling Showperson households (assuming 1 caravan per household though this can vary)

Local Authority	Gypsy and Traveller	Showperson	TOTAL
Chorley	5	0	5
Preston	22	0	22
South Ribble	1	1	2
Total	28	1	29

Source: January 2018 DCLC Caravan Count

### The relationship between sites, pitches and households

- 2.28 One of the key challenges faced when assessing Gypsy and Traveller pitch requirements is determining the actual nature of sites, the number of pitches on sites and how this relates to the number of households who can be accommodated.
- 2.29 PPTS (August 2015) refers to the need for Local Planning Authorities to '*identify and update annually a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against their locally set targets*' and '*relate the number of pitches/plots to the circumstances of the specific size and location of the site and the surrounding population's size and density*'.
- 2.30 Planning decision notices in recent years usually refer to the number of pitches on a site. Older decision notices, however, have tended to specify what can be on a site e.g. number of statics, tourers; or specific individuals and/or households, without necessarily specifying the number of pitches.
- 2.31 As part of the GTAA, it is essential that the characteristics of sites, the number of pitches and how many households these can support is carefully considered.
- 2.32 There are a range of issues that need to be considered when reviewing site and pitch characteristics and their potential implications for future pitch and site requirements. These are now summarised.

### 1. Site and pitch size

- 2.33 There are no definitive parameters for site or pitch sizes. Although now withdrawn, previous Design Guidance (CLG 2008) states in paragraph 4.4 *'Gypsy and Traveller sites are designed to provide land per household which is suitable for a mobile home, touring caravan and a utility building, together with space for parking. Sites of various sizes, layouts and pitch numbers operate successfully today and work best when they take into account the size of the site and the needs and demographics of the families resident on them'*. Paragraph 4.47 states *'to ensure fire safety it is essential that every trailer, caravan or park home must be not less than 6 metres from any other trailer, caravan or park home that is occupied separately'*. Paragraph 7.12 states *'as a general guide, it is possible to specify that an average family pitch must be capable of accommodating an amenity building, a large trailer and touring caravan (or two trailers, drying space for clothes, a lockable shed (for bicycles, wheelchair storage etc.), parking space for two vehicles and a small garden area'*. Paragraph 4.13 states *'smaller pitches must be able to accommodate at least an amenity building, a large trailer, drying space for clothes and parking for at least one vehicle'*.
- 2.34 Overall, through site observation, it can be noted that the quality of sites, size of pitches and proximity of caravans on pitches can vary dramatically.

### 2. Households on pitches

- 2.35 A pitch may accommodate more than one family unit, for instance it could include a family, older children who have formed their own household and other family members. This could lead to potential overcrowding of a pitch and households living on pitches should be asked if they consider their pitch to be overcrowded as part of the GTAA.
- 2.36 Pitches sometimes become intensified or sub-divided once planning applications have been approved. These sub-divisions may be tolerated by councils. Often pitches become subdivided to provide space for newly-forming households, particularly from family members.

### 3. Occupancy restrictions

- 2.37 Private sites owned by private individuals may restrict occupancy to close family/friends. This limits opportunity for others to move onto the site but this restrictive occupancy may provide for emerging needs. However, all authorised sites, irrespective of occupancy conditions, meet the current and future needs of the residents and are therefore part of the supply of Traveller pitches in the district.

### Response

- 2.38 For each site, a pragmatic and reasonable judgement should be made as part of the GTAA regarding the number of pitches (and sub-divisions) on sites, together with how

this may relate to the number of families living on sites. Capacity and layout of sites should be identified through site observation (directly or indirectly through google maps or similar), planning history and local knowledge of planning, enforcement and liaison officers.

## Stage 2: Household survey

### Survey process

2.39 A key aspect of the study is a household survey. arc<sup>4</sup> has developed a comprehensive and culturally sensitive questionnaire which has been designed in consultation with Councils and community representatives. Additional questions and responses can be included to reflect local circumstances. Questions are regularly reviewed to ensure the survey takes account of Government Guidance including Planning Policy for Traveller Sites (August 2015 and March 2016). Our questionnaire schedule has been very carefully designed so that data are captured quickly and easily from interviewees. We carry out interviews in an informal manner, using the interview schedule as a basis for the discussion. This is popular with respondents and ensures a high response rate is achieved and we regularly achieve response rates in excess of 70% in our studies. The questionnaire covers the following themes and issues:

- GDPR requirements;
- Details of the pitch (number of statics, tourers, chalets/bricks and mortar);
- Who lives on the pitch (number of households, structure of each household, age and ethnicity);
- Travelling behaviour (which considers the definitions of the 2015 PPTS which is preceded by a statement of why the question is being asked, where people travel and why; and also if the households intend to cease to travel and why);
- Future moving intentions of the whole household (if moving, where to, type of dwelling); any emerging households in the next 5 years (if forming, where, type of dwelling and travelling behaviour);
- For respondents who have lived on their pitch for less than 5 years we ask where they came from, reason(s) for moving and if they had any connection with the area;
- Whether there is a need for more transit pitches and permanent pitches

2.40 The questionnaire also considers supply-side factors:

- can the site be expanded or intensified; and
- are there vacant pitches which can be occupied?

2.41 Additional questions can be added at the request of the Councils. A similar questionnaire is used for households in bricks and mortar.

- 2.42 We would provide a broad indication of where there is demand for additional pitches; where the intentions of households to move away will free up spare capacity; the likely rate of household formation; travelling patterns; and the range of accommodation needed to address need.

### Fieldwork process

- 2.43 Our aim with survey fieldwork is to achieve responses from all households living on sites and yards. Given that we are moving into the winter period (travelling tends to stop around September and restart in April), we would expect to find most pitches occupied if they have a resident household. Some interviews are carried out during the site observation exercise by the Project Director, particularly sites where there are small numbers of pitches or in remote areas. We also leave a contact telephone number if residents want to speak to the Project Director about the work or carry out the interview over the phone (which is the preferred method of engagement for some respondents).
- 2.44 The main field team visit pitches at different times over the fieldwork period which is proposed as November 2018 to end January 2019. We would normally attempt interviews on four separate occasions. We conduct a general risk assessment<sup>6</sup> and confirm with the Council if there are any known risks on sites. During the interview process challenges can arise. These include: households refusing to participate or are not available as they are not currently on their pitch; site managers refusing access to sites; threatening behaviour against the field team; not interviewing households to respect cultural sensitivities (for instance during times of bereavement); and intimidation of households not to participate in the study. We would advise the Council if issues arise during the fieldwork process and potential methods to address them.
- 2.45 It is important to note that the community can be chaotic at times and this can depend on the time of year and also any local issues that arise - this can at times cause issues during fieldwork and always has to be considered as a core risk to a project of this type.
- 2.46 All interviews are confidential and comply with GDPR. Both Michael and Scott are members of the Market Research Society and therefore arc<sup>4</sup> works to their guidelines and code of practice. There are statements read out during the interview too.
- 2.47 When interviews take place on pitches, the field team discern the range of people living on pitches and how they can be allocated to particular households. Situations can arise where there are multi-generational households living on pitches who are living together by choice and not necessarily 'doubling up'. As an example, an interviewer may identify a pitch which accommodates a family and a parent aged 65 and over; the interviewer may deem the older person to be a separate household as they are living in a separate caravan but they want to be living close to their family. This would explain why there are

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<sup>6</sup> Pre-commission Risk Assessment provided at Appendix B to this proposal.

sometimes more households than pitches reported and households are not ‘doubling up’.

- 2.48 Interviews are carried out at various times and days. Interviews can be carried out in person or over the telephone. We would normally attempt interviews in person on four separate occasions. The field team, time and date interviews.
- 2.49 We would ask the Council to provide a letter of authorisation as a way to introduce the fieldwork team to sites.

### Bricks and mortar interviews

- 2.50 Where possible, we interview households living in bricks and mortar accommodation. Recent studies have shown that around 5% of households living in bricks and mortar accommodation would prefer to live on a site and surveying such households is encouraged. A range of methods can be used to identify bricks and mortar households:
- Local authority officer knowledge (e.g. Traveller’s Education, Gypsy and Traveller liaison officers);
  - Obtaining contact details via households living on pitches;
  - Housing register/waiting list information;
  - Engagement with schools;
  - Engagement with local Gypsy and Traveller community groups.
- 2.51 In the previous GTAA we interviewed 44 households in bricks and mortar dwellings (we need to review data protection protocols about reusing this address list). With identifying new households, there can be Data Protection issues to work through, for instance Council officers may need to contact households to seek their permission for contact details to be passed to arc<sup>4</sup>. We would provide advice and support where required.

### House boat dweller interviews

- 2.52 You may want us to consider houseboat dwellers as part of the study which will be confirmed at the inception meeting. Identifying households is normally achieved through fieldworkers visiting areas where moorings are located and also through any additional information held by Council officers.

### Fieldwork Targets

- 2.53 Having established an estimate of caravans, a target number of interviews can be set. Based on available information, we would seek to secure around 70 interviews based on one household per caravan, plus an additional initial allowance for bricks and mortar



- households, any hidden/emerging households and houseboat dwellers, but this number may be subject to revision following the site observation exercise.
- 2.54 We cost the fieldwork on interviews achieved so costs can go up or down depending on the number of participants and on factors that are unknown to us at this stage (e.g. house boat dwellers, hidden or emerging households).
- 2.55 Response rates can vary greatly from project to project and while we make every effort to interview each and every household, we find that response rates are more likely to be around 60% to 75%, although we seek to achieve complete coverage of households. It should be noted that costs can vary on this aspect as the Council will only pay for interviews achieved.
- 2.56 Following on from what we mentioned above, we do regularly achieve upwards of 70% response to our household surveys. Our aim is to secure interviews with every household living on a pitch. Our questionnaire schedule has been very carefully designed so that all key data is captured quickly and easily from interviewees. We avoid lengthy questionnaires and carry out interviews in an informal manner rather than a formal structured interview, using the interview schedule as a basis for the discussion. This is popular with respondents and ensures a high response rate is achieved.
- 2.57 The questionnaire covers the following themes and issues: GDPR requirements; details of the pitch (number of statics, tourers, chalets/bricks and mortar) and who lives on it (number of households, structure of each household, age and ethnicity); travelling behaviour (which considers the definitions of the 2015 PPTS which is preceded by a statement of why the question is being asked, where people travel and why); future moving intentions of the whole household (if moving, where to, type of dwelling); any emerging households in the next 5 years (if forming, where, type of dwelling and travelling behaviour). For respondents who have lived on their pitch for less than 5 years we ask where they came from, reason(s) for moving and if they had any connection with the area. The questionnaire also considers supply-side factors (if there is scope to expand or intensify the site lived on); if there are any vacant pitches available; whether there is a need for transit pitches; and whether there is a need for permanent pitches.
- 2.58 Further questions can be asked to ensure that all questions on your brief are covered (but we would want to discuss this further with you). Our standard questionnaire is readily adaptable to interviewing households in bricks and mortar housing.

### Dealing with non-response households

- 2.59 Despite our comprehensive approach to fieldwork, we find some households are unwilling to participate (although this is rare) and there may be circumstances where it is not appropriate to carry out interviews (for instance on high-risk sites). Where interviews are not secured, we can either weight the survey data to take account for non-response households; or we can use other data including planning records and local knowledge to ascertain pitch occupancy. We also find instances where a pitch is owned

but the occupier is not residing on the pitch – and therefore it is not available for another household to live there.

### Survey Data Processing

- 2.60 All data that is captured is validated and checked by the arc<sup>4</sup> team and also by our data processors at PHL (professional data processors/questionnaire in-putters) who are separate to the fieldwork team and work with us on all of our data processing projects. We use this approach to ensure that any data issues can be highlighted and resolved (though to date we have not had any particular issues on this). All emailed survey data is sent in a protected zip file to ensure data security while being emailed between PHL and the arc<sup>4</sup> team.
- 2.61 All processed data is sent direct to the arc<sup>4</sup> team and once this occurs the data is stored securely via Google secure drive – this is accessible only by the arc<sup>4</sup> team and is also stored on at least two password protected PCs to ensure that the data is backed up.

## Stage 3: Data analysis, reporting and dissemination of findings

### Survey data analysis

- 2.62 Once fieldwork is complete, the dataset is imported into Excel and also SPSS Statistics to produce tabulated outputs. Where appropriate, GIS output would be produced to show, for example, the location of current sites (by type) as part of the reporting.

### Modelling of permanent pitch need

- 2.63 The modelling of permanent pitch need is grounded in empirical evidence of the Traveller community derived from household surveys, the current number of pitches and the characteristics of households living on them. There are two stages to the model: a detailed analysis of short-term (5 year) need based on survey data; and a longer-term analysis of need based on the demographic structure of households over 5 year periods. The 5-year model takes into account: the current number of households on pitches, doubling up and concealed households; the moving intentions of existing households; in-migrants in the preceding 5 years who needed a pitch; and future household formation. The modelling considers moves from/to bricks and mortar. Longer-term modelling considers how many households may form based on the number of children in the community and assumes 50% will form households when they reach the age of 18. This modelling approach has been tested and successfully defended at planning inquiries.
- 2.64 For this study, the initial five year period would be 2018/19 to 2022/23 and the longer-term periods would run from 2023/24 to 2035/36, with needs figures produced for five year periods.

### Modelling of PPTS pitch need

- 2.65 As already discussed in our proposal, a major change in planning policy, introduced by PPTS 2015, was a change in the definition of the group to which the policy applies. The definitions of both 'Gypsy and Traveller' and 'Travelling Showperson' have been amended to exclude, for planning purposes, anyone who has stopped travelling on a permanent basis. It continues to include those who have ceased to travel temporarily. arc4 has established a robust and defensible position to assess PPTS need that has been accepted by the Planning Inspectorate. In our needs modelling, we establish a 'cultural need' which accords with the Housing and Planning Act Section 124 requirement to assess the needs of people residing in caravans. A subset of this need, the PPTS need, is a 'policy on' need which considers whether the household in pitch need meets the travelling criteria set out in the 2015 PPTS. Our approach has been further enhanced by paying particular attention to households living on unauthorised encampments and whether they meet PPTS need as an immediate need; and the extent to which PPTS

need differs between existing and newly-forming households (for instance older members of a family may no longer travel and not meet the PPTS need but emerging households may be actively travelling and therefore meet the PPTS definition). Defining whether households meet the PPTS definition has proved to be controversial, particularly amongst planning agents and community groups. The household survey introduces the PPTS definition into the survey by making the following statement: 'In 2015, the Government changed its definition of Gypsies and Travellers for planning purposes. To be recognised as a Gypsy Traveller you or someone in your household has to travel. I'm now going to ask a few questions about whether you or someone in your household travels'. The questionnaire continues by asking:

1. In the last year have you or someone in your household travelled?
2. Previous to the last year, did you or someone in your household travel?
3. What are the reason(s) for travelling and where do you travel?
4. Do you or a member of your household plan to travel next year?
5. Do you think you or a member of your household will travel each year for the next five years and/or beyond?
6. What reasons do you or your household have for not travelling now or in the future?

The household meets the PPTS definition if the answer to Q1 or Q2 or Q4 or Q5 is Yes

### Types and tenures of accommodation required

- 2.66 The household survey asks about the type of dwelling (caravan, trailer, house, flat, bungalow) and tenure (council, private owned, private rented, transit, stopping place) needed for both existing households planning to move and emerging households.

### Specialist needs

- 2.67 The survey would flag up if there are specialist housing needs for older Gypsies (i.e. aged 55 and over) and Travellers and those with disabilities. It is often found that older residents move to live with relatives on pitches to provide care and support; and we find strong levels of family support for those with disabilities.
- 2.68 Having established the need for pitches (cultural and PPTS), the GTAA then considers potential pitch availability through the intensification/expansion of existing sites. Likely levels of turnover on Council-owned pitches is considered.
- 2.69 We would provide a broad indication of where there is need for additional pitches; where the intentions of households to move away will free up spare capacity; the likely rate of household formation; travelling patterns; and the range of accommodation needed to address need.
- 2.70 The process and modelling that we use to derive pitch requirements is transparent and robust. The needs assessment model is summarised below.

### Five-year needs model

2.71 In terms of **pitch/yard need**, the model considers:

- The baseline number of households on authorised sites/yards (as at a defined date);
- Existing households planning to move in the next five years (currently on sites/yards) and where they are planning to move to;
- Existing and emerging households in bricks and mortar households who are planning to move onto a pitch;
- Emerging households currently on sites/yards and planning to stay within the study area;
- The current shortfall in pitches/plots relative to household need; to derive a figure for
- Total need.

2.72 In terms of **supply**, the model considers:

- Total supply of current pitches/plots on authorised sites/yards.

2.73 The model then reconciles total need and existing authorised supply by summarising:

- Total need for pitches/yards; and
- Total supply of authorised pitches/yards; to derive
- An overall need for pitches/yards.

### Longer-term need

2.74 Longer-term need is established from reviewing demographic data of households living on pitches. The household survey collects information on household members including ages. On the basis of the age of children in households, it is possible to determine the extent of 'likely emergence', which assumes that a child is likely to form a new household at the age of 18. It is possible to then assess how many newly forming households may emerge over the longer-term (currently the period 2023/4 up to 2036) to identify likely future need (covering the periods 6-10 years, 11-15 years and beyond to 2036). A reasonable assumption is that half of these children will form new households, bearing in mind culturally women tend to move away on marriage and men tend to stay in close proximity to their families on marriage. The model therefore assumes that 50% of children will form households when they reach 18 and that these households remain in the Local Authority area<sup>7</sup>. Note that we could carry out further extrapolation of the longer-term needs so that data can be projected to 2041. This

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<sup>7</sup> This approach has been tested at inquiry including Worcestershire and Shropshire

would be achieved by applying an annualised rate of pitch need derived from analysis over the period 2023/24 to 2035/36 and extrapolate this over a 5 year period. Analysis can be run which establishes a likely annual population increase and rate of household formation.

### Potential supply

- 2.75 Having established an overall need for pitches over the plan period, analysis then considers likely turnover on existing local authority sites; potential supply through expansion of existing sites; and potential supply through sub-division of existing pitches. Asking households about potential expansion/intensification has already proved helpful to some of our clients in increasing the provision of authorised sites.
- 2.76 Regarding supply, modelling takes into account vacant pitches/plots and considers turnover on sites. Turnover remains a controversial aspect of modelling and care is taken to ensure that any assumptions are clearly stated. Only pitches/plots on public sites expected to become vacant each year and allocated to residents from or with a connection to the study area are considered in analysis.
- 2.77 A further aspect of pitch supply that is increasingly warranting investigation is the impact of household dissolution on future supply. In mainstream housing, the death of a single occupant usually results in a property coming available. In the context of a pitch/plot, there may be succession of another family member – but it is important to consider the implication of ageing residents on potential pitch supply.

### Needs and aspirations for Traveller pitches/plots

- 2.78 Our experience of working with Travelling communities demonstrates that the need for additional pitches is largely driven by emerging households who need their own pitch. There is also some need from existing households who want to move but already have an established home base and from those living on unauthorised encampments who want to settle somewhere. Bricks and mortar households are more likely to aspire to live on a pitch rather than need to live on one. A key focus of our work are the needs arising from households and emerging households already living on pitches and therefore provides a realistic assessment of need rather than an aspiration to live on a pitch.

### Transit need

- 2.79 The DCLG Guidance suggests that, in addition to the need for permanent provision, an assessment should be made of the need for temporary places to stop while travelling. Temporary, or transit, sites are intended for short-term use while in transit. These sites are authorised but there is a limit on the length of time residents can stay. In practice the length of stay on a transit pitch is generally limited to a maximum of 12 weeks (three months); however, no time limits are set out in any Government guidance.

- 2.80 There are two principal types of temporary provision: transit sites and stop over places. Transit sites are not intended to be used as permanent accommodation by individual households. Former DCLG design guidance outlines the layout/access, services and facilities, health and safety and pitch characteristics of transit sites. Guidance for permanent sites generally applies and a transit pitch normally has a hard standing, electric hook up and amenity shed. Temporary stop over places accommodate intermittent needs for site accommodation and characteristics are set out in former DCLG design guidance.
- 2.81 In order to establish the potential requirement for transit provision, the extent of short-term unauthorised encampment activity across the area is considered. The Council would be asked to provide the following data on unauthorised encampments:
- Date and location
  - Duration (days)
  - Number of caravans
- 2.82 Data are carefully interpreted to establish the potential need for transit provision based on an assessment of the number of caravans, length of stay and the characteristics of households engaged with unauthorised encampment activity.

### Travelling showperson plot need

- 2.83 Modelling to identify any shortfalls in Travelling Showperson need uses a similar approach to the Gypsy and Traveller needs analysis.

### Interim findings

- 2.84 We will provide detailed pitch requirement figures to you as soon as we can following analysis of the full survey response data set – this will be in the form of a summary report of needs produced in February 2019. At this stage we recommend having a meeting with the steering group to discuss these draft findings and as part of this we always like to double check all baseline data provided by the Council. This is a critical part of this phase in the methodology and we must have up to date accurate baseline data on all sites including information on vacant pitches, site types and ownership, turnover rates (on Council sites) and as much detail as possible on unauthorised encampments – all of these factors influence, in some way, needs and as such are central to the analysis stage. We also need to know as much as we can about any tolerance policies and any agreements with police and/or local landlords.

## Final reporting

- 2.85 A final draft report would be prepared and completed in line with the proposed timescales; we would propose the following provisional report structure:
- Chapter 1 Introduction and methodology;
  - Chapter 2 Legislative and policy context;
  - Chapter 3 Methodology;
  - Chapter 4 The current picture: population and site/yard provision;
  - Chapter 5 Household survey findings;
  - Chapter 6 Stakeholder consultation;
  - Chapter 7 Gypsy and Traveller pitch requirements, Travelling Showperson plot requirements and transit requirements;
  - Chapter 8 Conclusions and recommendations.
- 2.86 The draft and final report would identify pitch requirements in line with the Councils' plan-making requirements and will be designed to fully meet the requirements of the brief. The reporting always includes appendices covering various aspects of the supporting data – this often includes a glossary, detailed analysis tables and a verbatim set of response outputs linked to the stakeholder and Duty to Cooperate aspects of the primary research (this is anonymised in the reporting due to Data Protection legislation).
- 2.87 In line with your brief the final report will contain the following outputs:
- A non-technical/executive summary setting out the key findings of the study;
  - Recommendations on the gypsy and traveller accommodation need (including houseboats if relevant) figure for each local authority, broken down into five year periods (up to 2036); and
  - Any other planning policy recommendations relevant to provision for gypsy and travellers in the Local Plan.
- 2.88 We will provide a specified number of hard copies of the final report at cost, supporting information and anonymised data from household interviews.
- 2.89 We are happy to work with you to organise a seminar to discuss the findings of the research and have budgeted for this separately.
- 2.90 As with all of our completed projects, we ensure that our outputs are in a format that can be widely disseminated to a broad and wide audience – the evidence that we produce also needs to meet stringent requirements in terms of the robustness of approach and the ability to withstand scrutiny at Public Inquiry. All of these factors are accounted for in the completed reporting and outputs that we produce. We stand by our evidence and we are also more than happy to defend our work and support the Councils at future Examination/Public Inquiries.



- 2.91 We can also email a final version of the report to all Stakeholders that have expressed a desire to be kept informed about the outcomes of the research (we ask all Stakeholders this when we issue the Stakeholder survey via email).

## Stage 4: Summary report and presentation of results

- 2.92 Having completed final reporting, an executive summary would be produced to provide an overarching document which brings together the key findings. The document would be concise and cover all of the key issues and outputs and would be ideal for use in any dissemination events or presentations.

## 3. Project Plan

### Programme of work

- 3.1 A project plan is now presented which sets out the key stages of the project, tasks within each stage, number of days assigned to the tasks and the team member responsible for each task. All of the consultancy work would be done in-house. Survey fieldwork is carried out by Lynn Gordon and her team of MRS accredited fieldworkers who specialise in working with hard to reach groups. Data entry of household surveys would be carried out by PHL Ltd who carried out work on the previous GTAA.
- 3.2 The project plan also sets out three key milestones each of which is associated with a steering group meeting:
- Milestone 1 – end of Stage 1 (Background work)
  - Milestone 2 – during Stage 3 to discuss interim findings
  - Milestone 3 – during Stage 3 to discuss final report
- 3.3 At inception, we would confirm the methodology and questionnaire with the Steering Group prior to commencement of the study. Assuming that the inception meeting takes place in mid-October, we would anticipate Milestone 1 (end of background work) to be completed by the end of October. To achieve this, we would require:
- Timely delivery of data required from the Councils, in particular up to date information on sites and yards by end October 2018;
  - Sign-off of household questionnaire by end October 2018;
  - Letter of confirmation signed by the Councils stating this is a genuine study (this will be used during site observation work if needed) by end October 2018;
  - Stakeholder list by end of October 2018.

- 3.4 We have a provisional meeting scheduled at the end of Milestone 1 if that is required – or a telephone discussion may be sufficient at this point.
- 3.5 The Stage 2 fieldwork (household survey) is critical to the project. We would normally allow at least three months to carry out fieldwork based on our experience. Although winter is a good time to carry out fieldwork as residents are usually at their home base, we usually visit up to four times at different times. If it is possible we would like to carry out fieldwork November 2018 to the end of January 2019– simply to ensure that fieldwork is not ‘rushed’ and risk missing out families who are travelling.
- 3.6 Stage 3 would begin in February 2019 with data analysis and the preparation of an interim report based on achieved interviews. The interim report would be completed during February 2019.
- 3.7 During Stage 3 there would be two milestones: Milestone 2 would be a meeting to discuss the interim findings of the study and specifically the pitch/plot need that has been evidenced. Milestone 3 would be a meeting to discuss the draft final report which will be completed during March 2019.
- 3.8 The table below sets out the anticipated timescales for the study. In terms of the delivery of the key stages we see the main milestones as:

Stage and project element	Timescale						Completion date
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	
<b>Stage 1</b>							
Inception meeting/set up							mid Oct 18
Literature review / Existing data collection							end Oct 18
Site visits							by end Oct 18
Stakeholder and survey questionnaire design							end Oct 18
<b>Stage 2</b>							
Fieldwork management							By end Jan 19
Stakeholder consultation							By end Jan 19
<b>Stage 3</b>							
Data analysis (inc. needs analysis)							Feb 19
Interim report							Feb19
Final report preparation and submission							March 19
Presentation							March 19
Ongoing management/meetings							
Additional meetings		(MS1 Mid Nov)			MS2 End Feb 19	MS 3 March 19	
Admin support							Ongoing
Project management							Ongoing

- 3.9 As part of our project management approach we will provide regular progress reports to you via phone and email to ensure that everyone is kept abreast of progress. Our minimum preference would be for weekly updates by email and/or phone, especially during the fieldwork and consultation stage. We tend to liaise with a single named Council contact, but we can also do this on a group basis if required; this ensures that lines of communication are clear and logical.

## Establishing the Programme of Work: Approaches, Requirements and Outcomes

### Consultation, engagement and meetings

- 3.10 Engagement with the Gypsy and Traveller Community is a key aspect of our work. This includes engaging with advocacy groups such as Friends, Families and Travellers, national bodies such as the Showman's Guild; and we are happy to discuss the work with community representatives known to the Council.
- 3.11 We would also brief Council Members on the findings of the assessment if required.
- 3.12 We have budgeted time for up to 3 steering group meetings in addition to the inception meeting. The meetings link to proposed project milestones. In addition, we would expect to talk to the local authority lead through email/phone discussions. Additional face to face meetings with the Council could be arranged and costed separately if required.

### Requirements of Council Staff

- 3.13 In summary, the following would be required from the Council:
- Up to date list of all sites/yards; authorised, temporary and unauthorised;
  - Housing register data;
  - List of unauthorised encampments for the previous five years, including details on location, no. caravans, no. days and any household information;
  - List of stakeholders to be engaged with the study;
  - Vacancy and turnover data where possible.
- 3.14 arc<sup>4</sup> can provide templates to assist with the collection of this information.
- 3.15 The Council would also be required to agree and sign off on the fine details of timings, processes, methods and research tools such as questionnaires.

## Updates and Delivery of the Project:

### Project Management

- 3.16 We employ a project management method to ensure:
- That the project objectives and requirements are met;
  - That we meet (or exceed) the quality criteria and be as innovative as we can be within the restrictions of the budget provided;
  - That we remain within budget; and
  - That we deliver on schedule.
- 3.17 Our philosophy is that sound project management is built around the activities required to deliver the project outputs combined with a series of controls to cover quality, schedule and cost dimensions. We conduct a specific risk analysis on each project. An initial risk assessment has been included at Appendix B – this includes potential risks, likelihood of occurring and solutions.
- 3.18 Our initiation phase will determine the approach to the project in terms of the detailed organisation, planning and control. We will also ensure that all the information required is available to the project team through Maven. Project objectives will be reviewed so that desired outputs can be measured against those objectives.
- 3.19 Effective project management will be a key aspect of the successful delivery of this project. In order to ensure this success, we have assembled a senior, experienced team operating with the following approach:
- 3.20 The project manager (Scott Brand) will have overall responsibility for the co-ordination, quality and delivery of all elements of the project;
- The core team will include executive and operational staff from arc<sup>4</sup> to ensure smooth working at key stages, particularly during the pilot and main fieldwork stage and also during the reporting and analysis. Scott will provide weekly updates to the steering group;
  - The project manager co-ordinates all activities with an agreed programme of regular structured client meetings/discussions and cross-team project meetings. These will include face to face meetings, web enabled conferencing and telephone conferencing in addition to email and one-to-one telephone calls as frequently as appropriate – again we propose, as a minimum, weekly updates on progress;
  - Named individuals and named backups will have Gantt chart action plans, date specific tasks and specific responsibilities which will be produced, circulated and updated by the project manager. These Gantt charts will fit around the agreed milestone dates.

- 3.21 We also offer clients a facility so that they can access our project specific management software 24/7 – this is an online asset that can be accessed, amended and utilised by team members, including the client team - and is provided by a Google partner, Maven.
- 3.22 The Maven system is linked directly to our internal email client and calendar functions (Google) as well as to our central file server – this means that the client team can see ‘live’ what is going on with their project and can also access any key documents we create as part of the project, such as questionnaires, letters, reports and other related outputs/inputs.

## Customer care

- 3.23 We aim to work in partnership with you to meet your requirements and deliver the best results possible. Our project management approach is a central element in helping us deliver good customer care; it provides an open and accountable means by which you can monitor and review progress on a regular basis throughout the life of the project.
- 3.24 Through our regular (minimum of weekly) project updates we would seek to identify any potential problems at an early stage and work to resolve these with you immediately. Our priority is always to address your concerns within the parameters of our professional obligations. We also provide a transparent approach through 24/7 access to our core project files and project management system (through Maven workspace).
- 3.25 Our customer care approach is embedded in our flexible and friendly approach to client liaison, our process driven project management and in the delivery of high quality and robust outputs, which all of our clients and customers expect.

## Added Value

- 3.26 Our costs include free days/hours for each team member as we are very keen to provide a value added service to the Council – this includes post-reporting support where required. With this, each team member would actually contribute more days to the project than is stated in the costs section. In the current economic climate we want to ensure that our clients are receiving the maximum value for money possible. This is one reason why we use a unit cost for completed community interviews.
- 3.27 We always ensure that all work will be completed regardless of how many days this takes – we will never stop working on a project because the budgeted days allowed have been exceeded – completing the project to a high standard is always our aim as is support following the completion of the project. We are always happy to help our client in whatever way we can to ensure that our outputs continue to deliver what our clients expect. We also provide day rates for any Enquiry work that follows – in most cases our evidence is not challenged.
- 3.28 We would look to work closely with the Council to ensure that all your requirements are met. This is always of particular importance when it comes to finalising reporting and

especially around the need figures and any scenarios that are discussed as part of the process – this can include a varied set of outputs based on different interpretations of the things like future requirements, supply and household formation, for example.

## GDPR and data protection

- 3.29 All of our procedures for the collection and management of data are GDPR-compliant. A copy of our data protection policy is available on request. We have also introduced a specific question on GDPR on our household survey questionnaire to ensure that data are collected in accordance with GDPR protocol.

## Risk assessment

- 3.30 We prepare a risk assessment for every project covering general and project-specific risks and obstacles. General risks relate to: project timescales; quality of information obtained; response rates; output risk; staff risks. Project specific risks are broken down into: timings and milestones, approach and method and operational issues. The likelihood of risk is established (low, medium and high), mitigation actions and recovery plan are stated. The proposed risk assessment for this commission is presented at Appendix B.

## Statement on conflicts of interest with other clients' interests

- 3.31 arc<sup>4</sup> is an established independent specialist housing and planning research consultancy and as such we are not linked or directed by any other competing business interests or retained clients. This means that our research is truly objective, credible and focused only upon the requirements of the commissioning client. Our main client base remains within the public sector and this sector will continue to form the focus of our on-going business activities.
- 3.32 Our reputation within the market place is entirely founded upon the validity and relevance of our work for the public sector. Aside from an extensive client base and high incidence of repeat appointments by numerous public-sector clients, our work has proven to be both guidance compliant and sufficiently robust to repeatedly stand up to scrutiny and challenge.
- 3.33 If and where we are approached to represent and undertake research on behalf of private sector clients, equity investors, Registered Providers or developers, then we are both extremely careful and selective in our work. We will, and have, refused commissions which we consider may compromise our core research activities. Through our working relationships with client councils and to maintain the integrity of our work and reputation, we will disclose any on-going interests or discuss future commissions before appointment.

## Outputs

- 3.34 The final report will incorporate present findings including an assessment of need over the plan period and in five-year time periods/blocks up to 2036 and will cover all aspects of identified need from sites and bricks and mortar.
- 3.35 Analysis will include consideration of the previous evidence base.
- 3.36 Survey data tabulations and a technical appendix detailing the accommodation assessment calculations would be provided. Material in the final report would also reflect the different legislative and other requirements of housing, planning and other professionals.
- 3.37 PDF and colour print bound reports (3) will be provided as well as all requested maps and appendices as outlined in the project brief.

## Examination in Public/Planning and Public Inquiries

- 3.38 In some cases the work we conduct is challenged and we always offer support to the Council should this be required – this is part of the service we offer and is costed separately in the Pricing section. To be clear we are more than happy to assist the Council with any ad-hoc queries that follow the completion of the project, but we see work for and attendance of Enquiries as something to be costed separately.
- 3.39 We have a wealth of experience in Examinations in Public/Planning/Public Inquiries and we have learned a lot from our involvement in these – in turn this has improved our processes and approaches in many different ways – the key thing to focus on is the robustness of methods and of the related outputs.
- 3.40 GTAA evidence bases have been tested at Examinations in Public in Allerdale, Stafford, Shropshire, South Worcestershire and Wokingham amongst others. Comments pertaining to examined and concluded GTAA's are presented in Appendix A.
- 3.41 We are aware that the results, conclusions and strategies arising from the GTAA may become subject to challenge at hearings/appeals and in Local Plan Examinations in Public. From the outset, we would ensure that outputs from the study are robust, transparent and defensible to support you in these situations. Our current fee for such work is £1,250 per day plus expenses at cost. We confirm that we are happy to support the Council should need arise and we can also confirm that we have been involved in inquiries and EiPs and successfully defended our work.
- 3.42 In terms of the final outputs, we can, as a minimum, ensure that all of your requirements set out in the Invitation to Tender will be met fully. These requirements are wholly in line with our standard outputs for our Gypsy and Traveller Accommodation Assessments. We have provided client references and related project summaries, as requested.

## 4. Project Team and Project References

- 4.1 We hope that we have outlined our skills, experience and knowledge throughout this proposal. Each section outlines our approach, methods and understanding of the issues around these projects and the guidance and legislation that is a core part of the research and outputs. In this section we provide some summary information on the team that will undertake the work as well as references and outputs from several projects that the team have undertaken in recent years.
- 4.2 The project would be managed by Dr Michael Bullock and he will be the principal point of contact for the duration of the project. He would be closely supported by Scott Brand who will co-ordinate the stakeholder research, research tools, secondary data analysis and the fieldwork team (led by Lynn Gordon). Michael has a stronger presence in the project at the beginning and end as he conducts the detailed site visits and all of the need analysis calculations – this helps to tie up the initial learning from site visits to the final analysis and projection of needs across the community.
- 4.3 Christine McMullen produces tabular data outputs at analysis and reporting stages while Jennie Hainsworth and Sandie Brand assist with administration, drafting and proofing of reports and outputs from the analysis.
- 4.4 The table below summarises the number of days expected for the local authority. The only additional costs we envisage are any additional face to face meetings with the Council.
- 4.5 We are committed to meeting the requirements of the proposal with our experienced project team, all of whom have worked on all of our recent Traveller Assessment commissions. The team and approximate days are presented in the table overleaf.



Team Member	Roles
Michael Bullock/Scott Brand	Project and fieldwork management, reporting, client meetings, presentations, analysis and project design
Christine McMullen	Data analysis
Greg Mason	Site observation, telephone surveying
Jennie Hainsworth	Draft reporting
Sandie Brand/Kiera Barnby	Project administration, report proofing and production
Lynn Gordon	Fieldwork management and co-ordination
Fieldwork management	We cost the actual fieldwork on a unit basis, not by time. The Council will only pay for the actual completed questionnaires so this may increase or decrease the final fieldwork element cost.

## Previous experience, references and report links

- 4.6 Our previous experience of similar projects that we have fully completed are provided below. Links are not yet available for some of our current or recently completed reports.

### GTAA for Sevenoaks District Council (2017)

- 4.7 In December 2016, arc4 were commissioned by Sevenoaks District Council to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to identify the housing needs of Gypsies and Travellers and Travelling Showpeople from across Sevenoaks. The overall objective of the Gypsy and Traveller Accommodation Assessment is to form a clear evidence basis to inform the development of planning policies relating to Gypsy, Travellers and Travelling Showpeople.
- 4.8 Interviews took place between the 16th December 2016 and 17th March 2017. From a total of 140 pitches across the District, 8 were vacant. It was found that 134 households were living across the 132 occupied pitches, and 87 households responded to the interview questionnaire. This represents a 64.9% response rate across the District.

Contact Helen French, Senior Planning Officer (Planning Policy) on Telephone: 01732 22 7357 or email: [Helen.French@sevenoaks.gov.uk](mailto:Helen.French@sevenoaks.gov.uk)

Report can be accessed through the link provided below.

<http://cds.sevenoaks.gov.uk/documents/s31096/08%20arc4%20Sevenoaks%20GTAA%20FINAL%20report%2028-3-17.pdf>

### GTAA for Wokingham Borough Council (2017)

- 4.9 In November 2016, arc4 were commissioned by Wokingham Borough Council to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to identify the housing needs of Gypsies and Travellers and Travelling Showpeople from across Rossendale. The overall objective of the Gypsy and Traveller Accommodation Assessment is to form a clear evidence basis to inform the development of planning policies relating to Gypsy, Travellers and Travelling Showpeople.
- 4.10 The household survey was undertaken, managed and monitored by arc4. It comprised of face-to-face interviews with members of the Gypsy and Traveller community currently living within Wokingham Borough, carried out over the period 13th December to 9th March 2016. A total of 64 interviews with households were completed.

Contact James McCabe, Planning Officer on Telephone: (0118) 9088333 or email: [James.McCabe@wokingham.gov.uk](mailto:James.McCabe@wokingham.gov.uk)

Report can be accessed through copying and pasting the link below to your browser.

<http://www.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=439822>

### GTAA for Ryedale District Council (2016)

- 4.11 In September 2016, arc4 were commissioned by Ryedale District Council to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to identify the housing needs of Gypsies and Travellers and Travelling Showpeople from across Ryedale. The overall objective of the Gypsy and Traveller Accommodation Assessment is to form a clear evidence basis to inform the development of planning policies relating to Gypsy, Travellers and Travelling Showpeople.
- 4.12 There was one Gypsy and Traveller site in the District – Tara Park – which is a Local Authority (Council) site with 20 pitches. There were no private authorised or unauthorised sites and no Travelling Showperson yards located in the District.
- 4.13 The household survey was undertaken by arc4. It comprised telephone interviews with members of the Gypsy and Traveller community currently living within Ryedale District. The overarching aim of the fieldwork was to maximise the number of interviews secured from households living on sites and in bricks and mortar within the District. Consulting with stakeholders ensured that the fieldwork team had a good understanding of the local issues facing Gypsies and Travellers and helped to maximise the community's participation in the study.

Contact Lesley Fargher, Housing Development Officer on email: [lesley.fargher@ryedale.gov.uk](mailto:lesley.fargher@ryedale.gov.uk) or phone 01653 600666 ex. 251

A draft report is available at the link below:

[http://www.ryedaleplan.org.uk/attachments/article/117/Ryedale GTAA Final Report 2016.pdf](http://www.ryedaleplan.org.uk/attachments/article/117/Ryedale_GTAA_Final_Report_2016.pdf)

4.14 The links below provide access to additional reports:

- Tonbridge and Malling GTAA (2018)  
[https://www.tmbc.gov.uk/\\_data/assets/pdf\\_file/0019/502246/GTAA\\_Report\\_28\\_Feb\\_18.pdf](https://www.tmbc.gov.uk/_data/assets/pdf_file/0019/502246/GTAA_Report_28_Feb_18.pdf)
- Sevenoaks District GTAA (you may need to copy and paste to your browser):  
<http://cds.sevenoaks.gov.uk/documents/s31143/11%20arc4%20Sevenoaks%20GTAA%20FINAL%20report%2028-3-17.pdf>
- Windsor and Maidenhead GTAA (May 2018):  
<http://consult.rbwm.gov.uk/file/4979189>
- Reading GTAA (June 2017):  
[http://www.reading.gov.uk/media/7692/Reading-Gypsy-and-Traveller-Accommodation-Assessment/pdf/Reading\\_Gypsy\\_and\\_Traveller\\_Accommodation\\_Assessment\\_Sept\\_2017.pdf](http://www.reading.gov.uk/media/7692/Reading-Gypsy-and-Traveller-Accommodation-Assessment/pdf/Reading_Gypsy_and_Traveller_Accommodation_Assessment_Sept_2017.pdf)
- Bracknell Forest GTAA (October 2017):  
<http://consult.bracknell-forest.gov.uk/file/4751048>

## 5. Skills: Meet the Team

- 5.1 We hope that we have outlined our skills, experience and knowledge throughout this proposal. Each section outlines our approach, methods and understanding of the issues around these projects and the guidance and legislation that is a core part of the research and outputs. In this section we provide some information on the team that would be undertaking the work.

### Dr Michael Bullock

#### BSc. (Hons) Geography, PhD (Geography), ACIH, AMRS - Director

- 5.2 Based in Durham and with over 20 years of academic and professional research experience, Michael is responsible for arc<sup>4</sup>'s extensive research programme. He has a broad range of experience which includes: Housing Need, Demand and Strategic Housing Market Assessments (with over 40 studies now completed); rural housing research; Gypsy and Traveller research (over 30 Councils covered to date); BME research; the preparation of evidence bases to support funding bids; and independent reviews of housing market dynamics to support developers. Prior to becoming a Director at arc<sup>4</sup>, Michael was Research Manager at David Cumberland Housing Regeneration (DCHR) for five years and Research Manager for six years at the Northern Housing Consortium.
- 5.3 Michael has worked in partnership with Scott Brand on all of the projects outlined below and Scott himself has been supported by Jennie Hainsworth and Sandie Brand. Michael would conduct the initial site visits and would also become more involved at the need analysis stage and also during the reporting stage where he works closely with the rest of the team in the report drafting and finalisation.
- 5.4 As a team Michael and Scott have worked on the following:

- Nuneaton and Bedworth GTAA (2016)
- Barnsley GTAA (2015)
- Bradford GTAA (2015)
- Coventry GTAA (2014)
- Greater Manchester GTAA (2014 and 2018) – 10 authorities
- Shropshire GTAA (2014/16)
- Central Lancashire GTAA (2013/4) – 3 authorities
- Sevenoaks GTAA (2017)
- Herefordshire GTAA (2014 and 2017 update)
- South Staffordshire Council GTAA (2013)
- Wakefield GTAA (2012/2015/2018)
- Sunderland GTAA (2017)
- Wokingham GTAA (2017)
- Windsor and Maidenhead GTAA (2018)
- Reading GTAA (2017)

- Cumbria County GTAA (2013) – 7 authorities
- Newcastle-under-Lyme, Stoke and Stafford GTAA (2015)
- Worcestershire GTAA (2013) – 6 authorities
- Merseyside GTAA (2013)
- Bexley Council GTAA (2018)
- Tonbridge and Malling GTAA (2018)
- Swale GTAA (2018)
- Dover GTAA (2018)
- Bracknell Forest GTAA (2017)

## Scott Brand

MA (Hons.) Social Policy and Politics, Dip. Housing Studies (Distinction), AMRS - Director

- 5.5 Based in Edinburgh, Scott would be the overall project manager and would conduct most of the preparatory work and also work with the Council to agree approaches, processes and primary research tools such as questionnaires. Scott would be the main point of contact during the majority of the project and particularly during the fieldwork set up and delivery phase. He would also be the main link with the fieldwork team ensuring timescales and quality standards are met. Michael Bullock would become more heavily involved once the primary research is completed and the needs analysis stage begins.
- 5.6 Scott has project managed over 300 research projects over his 20-year research career (including ten years with CELLO mruk as a Research and Regional Director, Progressive Partnership and MVA Consultancy). Scott is a member of the Market Research Society.
- 5.7 His recent work with arc<sup>4</sup> includes working with Michael on the delivery and management of the primary resident/traveller research (quantitative and qualitative), developing the questions and survey tools as well as assisting with day-to-day project management, reporting, data processing and analysis for the projects listed in Michael Bullock's CV.

## Jennie Hainsworth

MA (cantab) MPhil (Town Planning) – Senior Consultant

- 5.8 Based in Oxfordshire, Jennie has a range of academic, research and professional planning experience. She trained as a chartered town planner and previously worked for two private planning consultancies. This has given her a good understanding of the policy context within which arc<sup>4</sup>'s housing research is undertaken. Jennie has a rigorous approach to data analysis, undertaking quantitative and qualitative research of primary and secondary data sources. She is experienced in drafting research documents and

reports, and assists in writing Strategic Housing Market Assessments (SHMAs) and Gypsy and Traveller Accommodation Assessments (GTAAAs).

## Christine McMullen

### Analyst

- 5.9 Based in Glasgow, Christine provides all survey based tabular outputs and can assist us with other aspects of data analysis through her 30-year experience of using SPSS/IBM Statistics.

## Greg Mason

### Project support officer

- 5.10 Greg is a former Civil Servant and supports site visits and survey fieldwork. He is particularly skilled at working with hard to reach groups. He recently completed a challenging programme of telephone survey fieldwork for a small GTAA in North Yorkshire and has worked on several projects in the South East including Sevenoaks.

## Lynn Gordon

### Fieldwork Supervisor/Senior Interviewer

- 5.11 Lynn has a strong background in working across many different customer groups and has been working with us for several years conducting our Traveller survey fieldwork. She acts as the lead interviewer on most projects and also manages a team of market research interviewers on larger projects. The team are very experienced and we have had very positive experiences with them and the way they work with the community, regardless of the geography/location of the project.
- 5.12 Lynn and her team have conducted all of our most recent work in a timely and very professional manner and have also assisted us in the development of question sets to ensure that the respondents understand the focus of what can be, complex questions. Lynn and her team have completed interviews with boat dwellers, Travellers and Showpeople with no negative feedback received from the community on any of our projects. Projects include fieldwork for Barnsley, Sunderland, Lancaster, Herefordshire, Shropshire, Sevenoaks, Reading, Worcestershire, Bracknell Forest and Windsor and Maidenhead amongst others.

## arc<sup>4</sup> insurances

- 5.13 Details of our insurances policies are provided below. We can provide annual accounts on request.

	Insurer	Policy #	Cover	Renewal Date
Employers Liability	Hiscox Insurance Company	HU P16 1442223(14)	£10m	June 2019
Public Liability	Hiscox Insurance Company	HU P16 1442223(14)	£10m	June 2019
Professional Indemnity	Hiscox Insurance Company	HU P16 1442223(14)	£5m	June 2019

## 6. Pricing

### Costs

- 6.1 This section provides details of the proposed pricing for the project.
- 6.2 Table 6.1 details the costs by each key phase of the project and includes all proposed expenditure on the project as well as a guide to the amount of time to be spent by each team member on different elements of the process. Our costs include meetings with the Steering Group/key officers which should cover an inception meeting and a meeting to discuss the final report. A presentation of final results is also included.
- 6.3 Fieldwork is based on the completion of interviews with the community living on three identified sites in bricks and mortar and in any additional sites (temporary or unauthorised that are identified during the fieldwork process of site visits and interviews), executive team site visits and related site observations and all of the outputs noted in the proposal. As this part of our costs is by its very nature variable, we provide a unit cost per interview. The Council will only pay for the number of interviews that are completed – consultancy fees are non-variable.
- 6.4 We have considered our fees in the light of previous work and pleased to say that we can reduce the cost of the 2018 GTAA – this ensures comparability with the fees quoted for Blackburn with Darwen and Hyndburn.
- 6.5 The total cost for the work is £15,054.90 plus VAT. This is based on 70 achieved interviews and work for three local authorities. The final cost will be dependent on the actual number of interviews achieved which may be lower or higher than this number. We have developed highly organised processes for reporting and data analysis to ensure that costs are minimised for the Council. This results in a relatively low number of days we need to deliver the project.
- 6.6 Costs related to Examinations in Public/Inquiries are £1,250 per day plus expenses and VAT.

### Invoicing

- 6.7 Due to the nature of the research, we would propose to invoice for 30% of project costs on commissioning (to cover costs of fieldwork and set up), 30% on completion of fieldwork and site visits and 30% on delivery of the draft report. 10% would be due on completion of all outputs required by the Council.



**Table 6.1 Proposed project cost**

Task	MB	SB	JH	CM	GM	Admin	LG	Total
GRADE	Director	Research Director	Senior Consultant	Analyst	Project Support	Admin	Fieldwork	
<b>Phase 1</b>								
Inception meeting/set up	0.5							0.5
Literature review / Existing data collection	0.5		0.5					1
Site visits	2				2			4
Stakeholder and survey questionnaire design	0.5							0.5
<b>Phase 2</b>								
Fieldwork management		0.5					0.5	1
Stakeholder consultation		0.5	1					1.5
<b>Phase 3</b>								
Data analysis (inc. needs analysis)	1		0.5	1				2.5
Draft and final report drafting	1		2			0.5		3.5
Final report revisions	0.5		0.5					1
Presentation								
<b>Ongoing management and meetings</b>								
Meetings/Meeting Prep	1							1
Admin support						0.5		0.5
Project management		1					0.15	1.15
TOTAL DAYS	7	2	4.5	1	2	1	0.65	18.15
DAILY RATE	£750.00	£650.00	£400.00	£250.00	£250.00	£150.00	£200.00	
TOTAL FEES	£5,250.00	£1,300.00	£1,800.00	£250.00	£500.00	£150.00	£130.00	£9,380.00
Expenses (5%)								£656.60
<b>TOTAL CONSULTANCY FEE (excluding VAT)</b>								<b>£10,036.60</b>
<b>Survey costs</b>								
70 interviews (Council only pays for achieved interviews so prices can vary here @£25 per achieved)								£1,750.00
Fieldwork expenses @ 15%								£262.50
Questionnaire printing								£50.00
Data entry (£1 per questionnaire)								£50.00
<b>Fieldwork Sub-total</b>								<b>£2,112.50</b>
<b>Project Total (excl. VAT)</b>								<b>£15,054.90</b>
<b>Project Total (inc. VAT)</b>								<b>£18,065.88</b>

## Appendix A – Examinations in Public/Inquiries

GTAA evidence bases have been tested at Examinations in Public in Allerdale, Stafford and Shropshire. Comments pertaining to these concluded examined GTAAs are now presented. We have not provided the full text of these as much of it is not relevant to this proposal but have instead provided the relevant paragraphs as examples of challenges made and their responses.

### Allerdale: Local Plan Part One Inspector's Report July 2014

Para 59: During the submission stages of the Local Plan, an updated Cumbria Gypsy and Traveller Accommodation Assessment 2013 was undertaken by Cumbrian Districts and the National Park Authority...The 2013 Study identified a need, in Allerdale, for 10 permanent and 10 Transit G&T pitches and 21 Travelling Showperson plots over the Plan period.

Para 60: The Council's Main Modification MMX4 introduces policy targets, stating in additional text that in accordance with national policy the Local Plan will allocate sufficient sites suitable to meet the level of need identified by the Cumbria GTAA, and including a table which sets out the shortfall figures in the relevant categories, and the identified need.

Para 61: The Local Plan provides appropriately for accommodation for Gypsies and Travellers, and for Travelling Showpeople, provided that Main Modification MMX4 is made to the Plan.

### Stafford: Report on the examination of the Plan for Stafford Borough Development Plan Document 11 June 2014

Para 128: The latest 2013 GTAA provides a robust, up-to-date assessment of gypsy and traveller needs in Stafford Borough, in line with current DCLG guidance.

### Shropshire: Report on the examination into site allocations and management of development (SAMDev ) Plan 30 Oct 2015

Para 73: ...Using the DCLG-approved model as advocated in Gypsy and Traveller Accommodation Assessment Guidance (DCLG, 2007) for calculating pitch requirements, the 2014 GTAA research demonstrated a shortfall of 5 pitches across Shropshire, excluding an allowance for turnover, to accommodate gypsies and travellers over 5 years and the need for a further 12 pitches to 2026/27 arising from newly formed households within the county. The turnover of pitches on Council owned sites would, the Council asserts, address these requirements.

Para 74: Further research carried out following discussions at the hearing indicates that not all of the pitches included in the supply of sites benefit from planning permission. The GTAA has been updated to reflect the actual number of authorised pitches. On the basis of the up-to-date

information, there is a need for 165 pitches over five years. There are 146 pitches with planning permission resulting in a shortfall of 19 pitches. A further planning permission for 6 pitches has since been granted. Accordingly, the revised shortfall is 13 pitches, rather than 5. The GTAA indicates a further 12 pitches will be required from 2019/20 to 2026/27 based on future household formation.

## South Worcestershire Development Plan Inspector's Report February 2016

Para 140 states 'Most aspects of the methodology employed in the 2014 GTAA are sound. However, two adjustments need to be made to make allowance which the assessment makes for pitch turnover. The first adjustment is necessary to account for the fact that propensity to move to another pitch within the area must logically add to need as well as to supply. The second is needed to reduce the unusually high, trend-based turnover rate in Malvern Hills district to a level that is more in line with the rest of the country and thus more likely to be sustained over the next five years.'

## Carlisle City Council Local Plan Inspectors Report July 2016

45. The assessment of the accommodation needs of gypsies and travellers is contained in the Cumbria Gypsy and Traveller Accommodation Assessment (November 2013). It is generally considered to be robust although an allowance for a 10% turnover rate on existing sites is considered by some to be rather high (the inspector then recommended that monitoring is put in place to further test this assumption).

## City of Bradford MDC – Bradford Core Strategy – Inspector's Report August 2016

Para 114 'CBMDC commissioned a [GTAA] update for Bradford district, in order to update the pitch requirements and address concerns about the methodology raised by gypsy organisations, but this was not completed and approved until after the initial hearings of the examination had closed. The updated GTAA identifies a need for 82 pitches for gypsies and travellers (2014-19), along with pitches for the longer term (2019-30) and 7 transit pitches, and 68 plots for travelling showpeople (2014-19) with a longer-term requirement for 13 plots... These amended requirements...were subject to consultation as part of the Main Modifications procedure, and no new issues were raised'.

## Appendix B - Risk Assessment

Our general outline assessment for the project:

Research project takes longer than anticipated by Client	<ul style="list-style-type: none"> <li>Time plan has been provided and would be agreed before proceeding. Building in flexibility to fieldwork can assist here if timescales permit.</li> <li>Weekly (or more regular) updates to be provided by email/phone.</li> <li>We now provide client secure access to our project management software (Maven) if required. This provides project management access and secure file uploads/downloads.</li> </ul>
Quality of information gathered is not as anticipated by Client	<ul style="list-style-type: none"> <li>The standard Government-approved questionnaire will be used.</li> <li>All documents must be signed off by Council lead prior to use.</li> <li>We also include an FAQ sheet as well as a new 'site census' sheet.</li> <li>Regular (twice weekly) logistics updates are conducted by arc<sup>4</sup>.</li> </ul>
Responses fall below the required minimum	<ul style="list-style-type: none"> <li>Our resources allow for tight control over fieldwork numbers being achieved, allowing for regular feedback &amp; redistribution if required.</li> <li>Different completion methods, online and telephone help line will be given greater prominence than previously.</li> </ul>
Outputs are not as anticipated by Client	<ul style="list-style-type: none"> <li>Following data entry and verification, the Analysis Team conduct a series of range and logic checks to ensure clean data.</li> <li>Interim findings and draft reports as well as communications with the client will ensure there are no 'surprises' in the outputs.</li> <li>Output requirements are always agreed with clients and methods used clearly detailed in reports.</li> </ul>

Central Lancashire GTAA: project specific risks:

Risk Area	Specific Risks	Risk	Actions	Recovery Plan
<b>Timings &amp; Milestones</b>	Project synergy lost in terms of time and objectives	Low	arc <sup>4</sup> will ensure that strong relationships are maintained though some implications here on client team to reciprocate. Maven software is accessible to all team members and clients if required. Key tasks and responsibilities can be viewed 24/7.	Team staff will be involved in the project on a regular basis to ensure a good working relationship is developed.

Risk Area	Specific Risks	Risk	Actions	Recovery Plan
	Project deadlines not met by client/ arc <sup>4</sup>	Low-Med	Specific project management system will be set up to ensure that all times and responsibilities are in place and noted. Our system can be accessed 24/7 by the client team if required. Fieldwork is usually the main factor that can add time to the project and we would be managing this tightly.	Liaison with client team on a regular basis to ensure positive movement for all stages of the project. Client access to online project management system.
<b>Approach &amp; Method</b>	Response rates are higher than expected	Low Med	- Ongoing updates provided on weekly basis. Logistics updates can be provided weekly. Unit costs provided up or down on the number of interviews achieved.	Targets can be re-assessed and targets set for next phase of fieldwork.
	Response rates are significantly poorer than expected	Low Med	- Realistic timescales set and if there are any significant fieldwork issues we will discuss these with the Council as quickly as possible. Flexibility could be built into the timetable and particularly what is required for the interim reporting stage.	Maintenance of a close working relationship with client team at all stages with weekly updates during fieldwork period. Seek contact numbers for residents.
	Sites where caution needs to be exercised	Low	Councils to notify of any sites where there may be issues engaging with residents.	Field team to take a view on accessing site.
	Data Protection issues.	Low	The MRS Code of Conduct is followed at all times – guaranteeing confidentiality and anonymity for all respondents. We are signed up to ICO office and as such comply entirely with DP law and legislation.	All staff comply with the MRS Code of Conduct and UK/EU legislation.
	Not following WG Guidance	Low	The guidance document will be the backbone of all approaches at all key stages of the project from the design through to the delivery of the report. We will work with the Council to ensure that the guidance is followed and that all of the key elements are included in all project inputs and outputs.	Communication and discussion are the keys to a successful project and we will ensure that the client team are fully informed of all work being conducted at all of the key stages.

Risk Area	Specific Risks	Risk	Actions	Recovery Plan
<b>Operational Issues</b>	Data lost due to network malfunction	Very low	Back-ups made daily. Google Drive is our live 24/7 back-up system – fully automated and robust.	Off-site back-ups used.
	Data Protection	Low	arc <sup>4</sup> is registered under the Data Protection Act as a data processor and data controller.	NA
	Key personnel on project management team become unavailable due to illness, bereavement etc.	Low	Senior team back up included in project team.  Project management software links the project to all of the related electronic files such as samples /questionnaires/data/ analysis and outputs.	Flexible, cross-project training allows substitute staff to step in if required.