

Gypsy & Traveller Accommodation Assessment 2022



Contents

	Page
Definition of Key Terms.....	3
1 – Introduction.....	6
2 – Policy Context.....	7
3 – Background and Analysis of Existing Data.....	9
4 – Methodology.....	13
5 – Survey Findings.....	17
6 – Consultation with Neighbouring Local Authorities.....	25
7 – Conclusions and Recommendations.....	26
Appendices.....	28

Definition of key terms

Definitions of key terms and concepts

Gypsies and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including</p> <p>(1) Persons, who, on grounds only of their own or their family's or dependents educational or health needs or old age, have ceased to travel temporarily or permanently, and</p> <p>(2) Members of an organised group of travelling show people or circus people (whether travelling together as such); and</p> <p>(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.</p>
Residential site	<p>Source: Section 108, Housing (Wales) Act 2014</p> <p>A permanent residential site can be privately owned or owned by the Local Authority. This site will be designated for use as a Gypsy and Traveller site indefinitely. Residents on these sites can expect to occupy their pitches for as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013.</p>
Temporary Residential Site	<p>Working space may also be provided on, or near, sites for activities carried out by community members.</p> <p>These sites are residential sites which only have planning permission or a site licence for a limited period. Residents on these sites can expect to occupy their pitches for the duration of the planning permission or site licence (or if they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013 – whichever is sooner).</p>
Transit site	<p>Transit sites are permanent facilities designed for temporary use by occupiers. These sites must be designated as such and provide a route for Gypsies and Travellers to maintain a nomadic way of life. Individual occupiers are permitted to reside on the site for a maximum of 3 months at a time.</p> <p>Specific terms under the Mobile Homes (Wales) Act 2013 apply on these sites. Working space may also be provided on, or near, sites for activities carried out by community members.</p>

Residential pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes indefinitely (unless stated in their pitch agreement). Typically includes an amenity block, space for a static caravan and parking.
Transit pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months. Transit pitches can exist on permanent residential sites; however, this is not recommended.
Unauthorised encampment	Land occupied without the permission of the owner or without the correct land use planning permission. Encampments may be tolerated by the Local Authority, whilst alternative sites are developed.
Unauthorised development	Land occupied by the owner without the necessary land use planning permission.
Current residential supply	The number of authorised pitches which are available and occupied within the Local Authority or partnership area. This includes pitches on Local Authority or private sites.
Current residential demand	Those with a need for authorised pitches for a range of reasons, including, <ul style="list-style-type: none"> • An inability to secure an authorised pitch leading to occupation of unauthorised encampments. • An inability to secure correct planning permission for an unauthorised development. • Households living in overcrowded conditions and want a pitch. • Households in conventional housing demonstrating cultural aversion. • New households expected to arrive from elsewhere.
Future residential demand	The expected level of new household formation which will generate additional demand within the 5-year period of the accommodation assessment and longer LDP period.
Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy & Traveller accommodation assessment process. This figure can be found by adding the immediate need to the future residential demand. The overall residential need will capture the needs across the 5-year period within which the accommodation assessment is robust.

Planned residential pitch supply	The number of authorised pitches which are vacant and available to rent on Local Authority or private sites. It also includes pitches which will be vacated soon by households moving to conventional housing or in other circumstances. Additional pitches which are due to open on private sites likely to achieve planning permission shortly should be included as planned residential supply.
Household	In this guidance this refers to individuals from the same family who live together on a single pitch/ house/ encampment
Concealed or 'doubled up' household	This refers to households which are unable to achieve their own authorised accommodation and are instead living within authorised accommodation (houses or pitches) assigned to another household. This may include adult children who have been unable to move home or different households occupying a single pitch.
Household growth	In this guidance household growth is defined by the number of new households arising from households which are already accommodated in the area.
The Guidance	Undertaking Gypsy and Traveller Accommodation Assessments which was produced by Welsh Government in May 2015. The aim of the Guidance is to assist Local Authorities in discharging their duties under Part 3 of the Housing (Wales) Act 2014 and was published under section 106 of the 2014 Act.

1. Introduction

- 1.1 The Housing (Wales) Act 2014 requires Local Authorities to carry out an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area and to make provision for sites where the assessment identifies an unmet need for mobile home pitches.
- 1.2 This Gypsy and Traveller Accommodation Assessment (GTAA) was conducted in accordance with the statutory Welsh Government guidance; namely Undertaking Gypsy and Traveller Accommodation Assessments (the Guidance), which was produced in May 2015. The aim of the Guidance is to assist Local Authorities in discharging their duties under Part 3 of the Housing (Wales) Act 2014 and was published under section 106 of the 2014 Act.
- 1.3 The aim of this GTAA is to quantify the accommodation needs of Gypsies and Travellers and Show People in terms of pitches for the next five years. This time frame is required under Section 101 of the Housing (Wales) Act 2014.
- 1.4 The GTAA was undertaken by Swansea Council's Housing & Public Health Service.
- 1.5 The GTAA sets out how the assessment was carried out and the summary of consultations undertaken in connection with the assessment, including responses received. All identified families of Gypsy and Traveller and Show People ethnicity living in the area covered by Swansea Council were given the opportunity to take part in the process.
- 1.6 Upon completion, the GTAA will be submitted to the Welsh Government for approval. Once approved, Swansea Council will publish the GTAA on its website and provide feedback to the participants in the survey to ensure they understand how their views were included, represented and what the next steps will be.

2. Policy Context

Legislation and Guidance

- 2.1 Under the measures introduced in Part 3 of the Housing (Wales) Act 2014, Local Authorities are required to “carry out an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area”.
- 2.2 For the purposes of the 2014 Act, Gypsies and Travellers are defined as
- a) *persons of a nomadic habit of life, whatever their race or origin, including –*
 - i. *persons who, on grounds only of their own or their family’s or dependent’s educational or health needs or old age, have ceased to travel temporarily or permanently, and*
 - ii. *members of an organised group of travelling show people or circus people (whether travelling together as such), and*
 - b) *all other persons with a cultural tradition of nomadism or of living in a mobile home*
- 2.3 The Housing (Wales) Act 2014 imposes a duty on local housing authorities to meet assessed needs (s.103). The new duty requires the Council to use its powers under the Mobile Homes (Wales) Act 2013 (s.56) to provide sites for mobile homes for Gypsies and Travellers where its most recent accommodation needs assessment (as approved by WG) identifies site provision is inadequate in its area.
- 2.4 In 2007 the Welsh Assembly Government Circular C30/07 Planning for Gypsy and Traveller Caravan Sites (WAG, 2007) strengthened the requirement that Local Authorities identify and make provision for appropriate sites in their local plans. It also places a new emphasis on consulting Gypsies and Travellers, their representative bodies and local support groups in the planning process. Ultimately, the GTAA informs the preparation of both Local Housing Market Assessments (LHMAs) and Local Development Plans (LDPs) by the individual local planning authorities
- 2.5 In 1991, the Welsh Office Circular 78/91 Travelling Show People provided advice to Local Authorities about planning considerations relating to Travelling Show People. The Circular recognises that although Travelling Show People are of a peripatetic nature they nevertheless require secure, permanent bases for the storage of their equipment and more particularly for residential purposes. Such bases are most intensively occupied during the winter; hence they are traditionally referred to as “Winter Quarters”. Increasingly, Show People’s quarters need to be occupied by some members of the family on a permanent basis; older family members will stay on for most of the year and there are plainly advantages in children living there all year to benefit from uninterrupted education.

- 2.6 Other legislation relevant to Gypsies and Travellers and Show People include the provisions of the European Convention for Human Rights, particularly Article 8 (the right to respect for family life, the home and correspondence) and Article 14 (prohibition of discrimination) which have been incorporated into UK legislation by the Human Rights Act 1998. Gypsies and Travellers and Show People are also protected by the provisions of the Equality Act 2010 which places a public sector authority duty on local authorities to have due regard to the need to eliminate discrimination, harassment or other conduct prohibited under the Act and to advance equality of opportunity.
- 2.7 The Welsh Government's Gypsy and Traveller Framework for Action, 'Travelling to a Better Future' (2011) sets out a vision for culturally appropriate accommodation for these communities. The Welsh Government is seeking to ensure a wide choice of accommodation type is available to meet the needs of all members of the community. It is reflective of their commitment to ensure quality of opportunity for all sections of the community and in this instance, Gypsies and Travellers and Show People, should have the same access to culturally appropriate accommodation as all other members of the community
- 2.8 The Welsh Government produced two non - statutory guidance documents in May 2015, *Designing Gypsy and Traveller Sites* and *Managing Gypsy and Traveller Sites*. These documents should be used in conjunction with each other and are intended to help Local Authorities in providing appropriate services at reasonable cost to the public purse for Gypsies and Travellers living on residential sites in Wales.

Local Development Plan Policies

- 2.9 The current LDP runs from 2010-2025. It contains a policy on Gypsies and Travellers which was based on the findings from the 2015 GTAA.

<https://www.swansea.gov.uk/ldp>

The policy provides a framework for the assessment of proposals for Gypsy and Traveller sites. Based on the need identified in the 2015 GTAA, and the provision identified to meet the need, there was no requirement for a specific site allocation in the LDP for Gypsies and Travellers accommodation.

- 2.10 The findings will also inform the Local Housing Strategy which is due for renewal in 2022

3. Background and Analysis of Existing Data

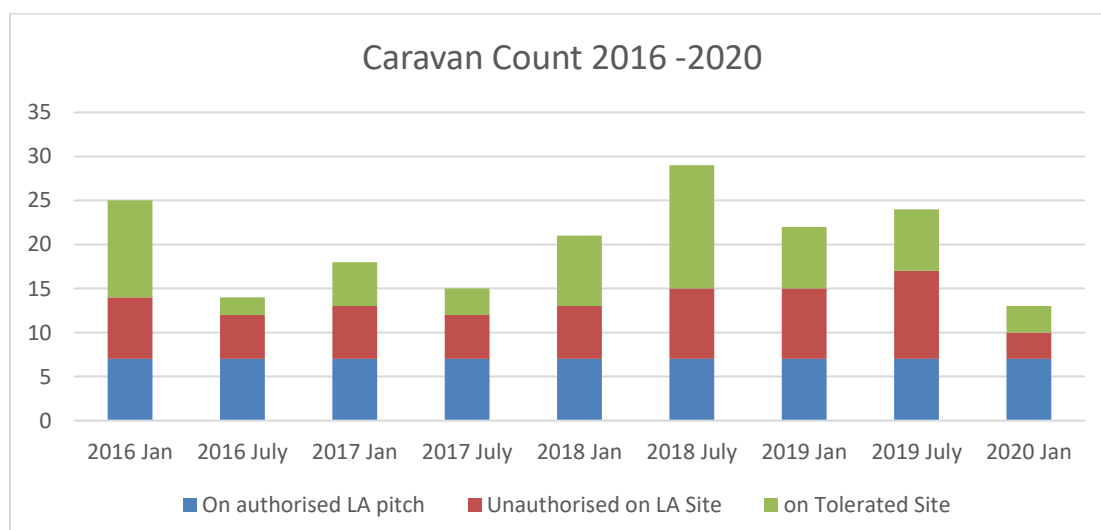
Previous Gypsy and Traveller Accommodation Assessment findings

- 3.1 The previous GTAA was conducted in 2015 and identified 50 Gypsy & Traveller & Show People households living in Swansea, and of those 42 took part in the survey. All 50 households were given the opportunity to take part, but 8 either declined or did not respond.
- 3.2 The 2015 GTAA indicated a 5year projected need total of 23 pitches. On 18th July 2018 planning permission was granted to extend the existing authorised site at Ty Gwyn. However, there has been a delay with undertaking work, due to various unforeseen circumstances including changing needs and the intervention of the Covid 19 pandemic. The planning permission expired on 18th July 2020 and a new application needs to be submitted.

Population Data

- 3.3 There have been bi-annual caravan counts conducted since the last GTAA. These take place in January and July. The most recent count was in January 2020 and the WG statistical data has not been updated since then. It must be noted that there are no numbers available for privately owned sites due to lack of access onto the sites. The graphs therefore only show the data for the Local Authority managed site and the tolerated site. There are 7 authorised pitches on the LA site.

	2016		2017		2018		2019		2020
	Jan	July	Jan	July	Jan	July	Jan	July	Jan
On authorised LA pitch	7	7	7	7	7	7	7	7	7
Unauthorised on LA Site	7	5	6	5	6	8	8	10	3
on Tolerated Site	11	2	5	3	8	14	7	7	3
TOTALS	25	14	18	15	21	29	22	24	13



- 3.4 The number of caravans has fluctuated over the past 5 years, but this could be due to families visiting during the count or a result of the lack of availability of authorised spaces and families moving around to find suitable places to stay. The number across Swansea in total had fallen considerably in the last available count.
- 3.5 The Census 2011 recorded 239,023 *usual residents* in Swansea. Of these, eighty-five were of Gypsy or Irish Traveller ethnicity. This is lower than the GTAA 2015 figure which recorded one hundred and thirty-five adults and children being of Gypsy & Irish Traveller ethnicity. This GTAA identified 70 households but not all of them took part. There were 132 Gypsy and Traveller participants from 34 households in this GTAA. The difference in figures could be attributed to community members not revealing their ethnicity in the Census, some community members not being present in Swansea when the Census took place or members of the community not declaring their ethnicity on the Census form.

Ethnicity of Participants

English Traveller – 9
 Irish Traveller – 105
 Show people – 36
 Traveller - 18

The 168 participants formed part of the 40 households which took part.

Household

Gypsy Traveller – 34
 Show people – 6
 Grand Total - 40

- 3.6 36 Show people from 6 households took part in this survey. It is not possible to compare this with the Census population data because 'Show people' was only added as a separate ethnic group for the 2021 Census and these figures have not yet been published by ONS.

Current accommodation provision

Local Authority Residential Site

- 3.7 There is one authorised site managed by the Local Authority, which is situated at Ty Gwyn, Llansamlet and has **7 pitches**. All these pitches are occupied. There are additional caravans on this site occupied by other households who are unable to find a pitch.

Private Residential Sites

- 3.8 There are 4 privately owned sites in Swansea. These sites are managed by the resident families on the site.

2 of the sites are owned by Gypsy Traveller families and occupancy is for members of their extended family. One of the plots has had a recent planning decision to allow development of the land to accommodate the immediate need and the projected family need for the next 5 years. This site has provision for **8 pitches**. The site is exclusively for the extended family members. The resident families on the other private site have not taken part in the survey and the number of pitches and level of need are therefore unknown. As these 12 families declined to take part, the figures for private sites from the previous GTAA have been used.

- 3.9 The other 2 private residential sites are occupied by the Show People. There has been no response to the survey from one of the sites. The site for which there has been some response is split into sections and occupied by separate families. Some of the land is leased from the Council and has planning consent as quarters for Show People. The remainder of the land is either owned privately and leased to the residents or owned by the resident families.

Unauthorised Developments

- 3.10 The unauthorised development occupied by Show People that was mentioned in the previous GTAA has since had the lease extended to be more long term. There are no known unauthorised developments in Swansea.

Unauthorised Encampments

- 3.11 There is one long term unauthorised encampment which is occupied by one extended family. The caravans on this site are included in the caravan count data. It is an accepted tolerated site and improvements have been made to the site since the last GTAA. There is provision for **9 pitches** on this site.

Bricks & Mortar

- 3.12 18 families were identified as tenants or as staying c/o in Bricks & Mortar accommodation. They were identified with the help of the steering group, through members of the Gypsy Traveller community and from the Housing waiting list. 5 of these families responded. Of the 13 that did not take part, some failed to respond, and some declined as they do not want to move from Bricks and Mortar accommodation.

Transit Sites

- 3.13 There are no transit sites in Swansea or the area surrounding Swansea, and this was highlighted by the Gypsy Traveller respondents as there is no provision for their extended family in the region when they visit.

Travelling Show People

- 3.14 Swansea has a strong tradition of Show People who have lived in the area for generations. There are no Local Authority managed Winter Quarters for members of this community. Any site provision would need to be separate from Gypsy Traveller site as the requirements are different. This is also reflected in the Welsh Government Guidance which states:

219. *When calculating the unmet need for residential pitches, Local Authorities may wish to consider the proportion of need arising from each community as it may have a bearing on the future configuration of sites which need to be provided. For example, due to the specific design and management requirements of Travelling Show People and New Traveller sites they are likely to use sites which are unique to those communities*

234. *The Welsh Government Designing Gypsy and Traveller Sites guidance should be given due consideration when Local Authorities are seeking to develop sites. The Local Authority should also consider the Welsh Government's Planning for Gypsy and Traveller Sites planning circular and, when developing sites for Travelling Show People, the joint Welsh Office and Department for the Environment circular 78/91.*

- 3.15 10 Show People families live on land which is leased from the Local Authority. In the last GTAA the permission to occupy the land as winter quarters was only temporary but in 2018 planning permission was granted for residential use for Show People. The resident families have not taken part in this survey.

Current Accommodation	Totals Participated	Declined	Did not respond
Bricks and Mortar - Socially Rented	5	7	6
Local Authority (Council) residential site	5	0	2
Local Authority (Council) residential site Out of area)	1	0	0
NFA C/O (out of area)	1	0	0
Private site with planning permission	8	11	3
Private site with planning permission out of area)	1	0	0
Unauthorised encampment	19	1	0
Grand Total	40	19	11

4 Methodology

- 4.1 The survey took place during October, November and December of 2021 and was undertaken by the Strategic Housing Division of the Housing & Public Health Department.
- 4.2 The interviews were carried out via site visits or over the phone using the questionnaire contained within the Welsh Government Guidance which is available on the Welsh Government website.¹
- 4.3 Participants were contacted either by a fellow member of the Gypsy & Traveller Community, the Traveller Liaison Officer (TLO), the Traveller Education Project Worker (TEPW), the Chairperson of the Showman's Guild or directly by the Strategic Housing Division
- 4.4 All Gypsy and Traveller and Show People Community members were offered the opportunity to take part via phone, via video link or in person (following Covid compliance guidelines).
- 4.5 Prior to starting the GTAA a meeting was arranged with a representative from Welsh Government on 26th July 2021 to clarify some points and ensure that the GTAA would be carried out to the standard expected.

The assessment was carried out following the engagement checklist as set out in the Welsh Government guidelines, see footnote below.¹

Engagement Checklist:

- 4.6 **1. Visit every Gypsy and Traveller household identified through the data analysis process up to three times, if necessary.**

A list of families in Swansea who identify as Gypsy and Traveller or as Show People was compiled using information from the GTAA 2015, Education Department and Housing Department waiting list and tenancy details from the authorised site. Steering group members were also requested to either provide addresses of the families known to them, or to contact them on behalf of Swansea Council to ask them to take part.

70 households were identified and the response rate is shown in the following table:

Current Accommodation	Totals Participated	Declined	Did not respond
Bricks and Mortar - Socially Rented	5	7	6
Local Authority (Council) residential site	5	0	2
Local Authority (Council) residential site Out of area)	1	0	0
NFA C/O (out of area)	1	0	0
Private site with planning permission	8	11	3
Private site with planning permission out of area)	1	0	0
Unauthorised encampment	19	1	0
Grand Total	40	19	11

¹ Undertaking Gypsy and Traveller Accommodation Assessment Welsh Government Publication
<https://gov.wales/sites/default/files/publications/2019-03/undertaking-gypsy-and-traveller-accommodation-assessments.pdf>

*Number of households resident on the site is not known.

Of the 70 households, 40 participated and 19 stated that they did not want to take part. This gives a response rate of 83% and a participation rate of 56.3%

3 visits were made to the authorised site. At each visit contact was made with one or two families. Only 3 surveys were completed via this method, but at each visit to the site, a phone number was left to enable completion over the phone and the information leaflet was also provided.

Only 1 visit was required for the unauthorised site as the head of the family answered the survey on behalf of all the households.

3 letters were sent out to all families on the list. The template letters are in **Appendix 1**. The information leaflet was also included with the letters.

The information video was also distributed by steering group members and by the matriarch at the authorised site. The letters and video gave people the opportunity to arrange a visit.

A visit was arranged to the workplace of one of the Show People families and the respondent assisted with getting engagement from other families who wanted to take part.

The families living in Council tenancies or on the Housing waiting list were contacted by letter and by phone and text where phone numbers were available.

The TEPW assisted with contacting families for whom she had phone numbers.

4.7 **2. Publish details of the GTAA process, including contact details to allow community members to request an interview, on the Local Authority website, Travellers' Times website and World's Fair publication**

Two separate leaflets were produced, one for the Show People and one for the Gypsy and Traveller community. These are shown in **Appendix 2**. PDF versions of the leaflets were sent to the representative from Travelling Ahead and the Showmen's Guild. The leaflets were also included with the individual letters to community members and were given to the community representatives on the authorised and unauthorised sites. Travelling Ahead was also given a jpeg version which was placed on the website.

Two separate videos were also produced which provided the same information as the leaflets. The links for these videos were shared with the same people as outlined above and forwarded via e-mail to community members or placed on social media. The Traveller Liaison Officer and the Traveller Education Project Worker also shared the link on their Facebook pages and with their WhatsApp groups. The video links are in **Appendix 3**

The leaflets and videos publicised a contact phone number and e-mail address and offered participants the opportunity to arrange a visit, phone interview or video interview.

An advert in the World's Fair was not required as the Showmen's Guild representative was able to contact all the Swansea Show People directly by e-mail and he forwarded the leaflet and the link to the families in Swansea.

An advert was not placed in the Traveller's Times as contact was made with the Travelling Ahead representative who agreed to publicise the leaflet and video using their website and social media.

The GTAA was not published on Swansea Council's website as it was felt that there was adequate provision for publicity via the community support groups.

4.8 **3.Consult relevant community support organisations**

A steering group was set up and community support organisations were invited to attend. Due to Covid restrictions the meeting was held online. As the Gypsy and Traveller community were unable to attend the online meeting, it was decided that the head of the family at the authorised site would be contacted individually to assist with engaging with the community. They were also represented at the steering group meeting by the Council's Traveller Liaison Officer and by a representative from Travelling Ahead.

The steering group meeting was held on 14th September 2021 and was chaired by the Strategic Housing Division of Swansea Council's Housing and Public Health Department. Minutes of the meeting are attached as **Appendix 4**

Immediately after the steering group meeting an individual meeting was held with the representative from the Showmen's Guild who had also been present at the main meeting. This was to clarify some points and to tailor the assessment to the needs of the Show People. Minutes of this meeting are in **Appendix 5**

4.9 **4. Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members.**

All Gypsy & Traveller families/ childless couples/ single people that are new to the area and have been identified by the Traveller Liaison Officer, are referred to the Housing Service; namely the 'Housing Options' Section. All Gypsy & Traveller families/ childless couples/ single people referred to Housing Options are offered the opportunity of completing a housing application to be accepted onto the Local Authority's Housing waiting list. During this process, the families/ childless couples/ single people are provided with appropriate accommodation advice, such as Local Authority site provision, Local Authority, Housing Association and Private Sector Bricks and Mortar accommodation. Records are kept of all interviewees. Landlord Services, the Housing section that manages the Local Authority Gypsy site, are directly informed by Housing Options of those who express interest in moving onto the site. Subsequently, if any pitches become available, those registered on the Housing waiting list from the earliest date will be advised accordingly.

4.10 **5. Endeavour to include Gypsies & Travellers on the GTAA project steering group.**

Due to Covid restrictions the steering group meeting was held online. As the Gypsy and Traveller community were unable to attend the online meeting, it was decided that the heads of the families at the authorised site and unauthorised site would be contacted individually to assist with engaging with the community. They were also represented at the steering group meeting by the Council's Traveller Liaison Officer and by a representative from Travelling Ahead.

A visit was made to the authorised site on 19th October 2021 and contact was made with the matriarch of the resident families. She also has links with the families not resident on

the site and she agreed to contact community members to urge them to participate. Information leaflets and the link to the informational video were also provided.

A further site visit was arranged for 26th October 2021, but this had to be cancelled due to a bereavement which deeply affected many of the community members.

A site visit was made on 2nd November 2021 and contact was made with the patriarch of the resident families. He agreed to assist with community engagement but explained that he wasn't optimistic about the community being willing to take part.

Another final visit was made to the authorised site on 29th November 2021 to give the families further opportunity to respond.

A site visit was made to the unauthorised site on 17th November 2021. Contact was made with the head of the family who answered on behalf of all the resident households at that site.

4.11 **6. Ensure contact details provided to the Local Authority by community members through the survey process are followed up and needs assessed.**

Every community member that provided contact details was given the opportunity to take part in the GTAA process. All confidential contact details are being kept by the Local Authority, as agreed by the community members.

4.12 **7. Consider holding on-site (or nearby) GTAA information events to explain why community members should participate and encourage site residents to bring others who may not be known to the Local Authority.**

A drop-in session was arranged at Morrision District Housing Office. The office is close to the authorised and unauthorised site and has excellent transport links to all of Swansea. A letter was sent out to anyone who had not yet responded, and the details sent to the TLO and TEPW so that the event could be promoted via social media. Unfortunately, there was no footfall at the session.

5. Survey Findings

- 5.1 The purpose of the survey is to gauge levels of satisfaction with current accommodation and to estimate the need for pitches and sites within the next 5 years.

The breakdown of accommodation types of the respondents is as follows.

- Bricks and mortar – 5 Gypsy Travellers 0 Show People
- Authorised Local Authority Site – 6 Gypsy Travellers 0 Show People
- Unauthorised Site – 9 Gypsy Travellers 0 Show People
- Private Site – 4 Gypsy Travellers 5 Show People
- Staying c/o or roadside – 10 Gypsy Travellers 1 Show People
- **Total: 34 Gypsy Travellers 6 Show People**

Respondents were asked about their accommodation needs.

4 of the 5 respondents living in Bricks & Mortar wanted to return to living in a caravan and were only in conventional housing because of the shortage of pitches. However, only 2 of these wanted to be on the waiting list for a pitch. The remaining 2 stated that they were disabled, which would make caravan accommodation unsuitable.

The 5 respondents living on the Local Authority authorised pitch in Swansea did not intend to move. The respondent living on an authorised pitch in another Local Authority had only moved out of the area because of the lack of availability of pitches in Swansea and wanted to return to the area for family support. The GTAA guidance states that the needs of respondents outside the area can be counted towards local residential pitch demand if this can be demonstrated as a need rather than a preference. In this instance the respondent stated that she felt isolated and needed her family support which is all in the Swansea area. She did not want to go into Bricks & Mortar, so the only other option was to occupy a pitch in another Local Authority while awaiting a vacancy in Swansea. The household is therefore included in the calculation as this demonstrates a need rather than a preference.

The 9 households residing on the unauthorised site are included in the calculation of need. Although the families have stated that they do not intend to move, there is no planning permission and therefore no guarantee of the families being able to stay long term.

The 4 Gypsy Traveller households on private land have had planning permission granted to cover their current and projected need, so these households have not generated any figures in the calculation.

Of the 5 Show People households, 2 were from outside the area. These are included in the calculation as one household was staying c/o family, and the other household was occupying winter quarters in England because nothing was available in Swansea. The family support in the area and the requirement to be closer to work commitments made this a need rather than a preference. 2 of the households in Swansea were occupying land not owned by them and were worried that they could be asked to leave at short notice if the landowner's

circumstances changed. This has been calculated as a current need because of the insecurity of tenure for these 2 families.

The 11 Gypsy and Traveller households with no pitches were staying in caravans either roadside or encamped at the authorised site. The Show People household was out of the area and staying c/o friends.

5.2 Satisfaction with current accommodation

Respondents were asked whether they are satisfied with their current accommodation.

Respondents who were residing on private sites were satisfied with the facilities and their accommodation. This was generally to be expected as the families are self-reliant in maintaining the site. For 2 of the Show People families the issue was purely about space and overcrowding due to the family growing.

Respondents occupying the unauthorised Gypsy and Traveller site were satisfied with the facilities provided for them.

3 of the respondents on the Local Authority site were dissatisfied with the facilities. The site has a permanent structure on each pitch which contains a shower and toilet and a day room. Dissatisfaction was expressed about the lack of insulation and electricity supply to the structures making them cold, damp and unsuitable for day-to-day activities and the conservatory design means that they lack privacy. The site also has a children's play area which respondents said needs repair and maintenance, as well as the fences around each pitch. They also stated that they would like more street lighting. Drainage was also seen as a problem. The site is overcrowded due to extended family staying on the pitches in their caravans because of the lack of availability of alternative pitches or sites. The repair and maintenance issues have been forwarded to the relevant departments. As well as repair issues, many families also stated that there is a lack of support, especially as there has been population growth, but no increase in the number of support staff.

4 of the 5 households in Bricks & Mortar were very unhappy living in conventional housing and were only there because there was no alternative. 1 respondent was in Bricks & Mortar for health reasons and was not seeking to return to living in a caravan and is on the list for adapted accommodation.

5.3 Current residential pitch supply

This is comprised of the total number of Local Authority pitches and pitches on private sites. The total number of pitches on private land is unknown, so an estimate must be made based on previous figures. The GTAA 2015 gave a figure of 12. Since then, planning permission has been granted at 2 sites increasing this figure by 18 (10 pitches on land leased from the Council by Show People and 8 pitches on land owned by Gypsy Travellers).

Current residential supply

- A. Occupied Local Authority pitches – 7
- B. (i) Occupied authorised private pitches (Gypsy Travellers) – 20
- (ii) Occupied authorised private pitches (Show People) - 10

Total - 37

5.4 Planned residential pitch supply

This is the number of vacant pitches on authorised sites and the expected level of turnover. Private sites have not been included in this section as they are fully occupied, and pitch allocation is managed by the resident families.

The turnover of pitches on the Local Authority site for the past 5 years has been analysed to provide a projected vacancy rate for the next 1 year. The responses to questions A6 and A7 have also been checked to predict potential vacancy.

Pitch turnover 2016 – 2021 = 10 tenancy changes within the past 5 years, which gives an average turnover of 2 per year.

Question A6 & A7 – respondents on the Local Authority site do not intend to move. Nonetheless, it is noted that there has been on average a turnover of 2 pitches per year (above) and this has been included in the planned pitch supply in-line with the WG GTAA Guidance.

Planned residential pitch supply

C. Vacant Local Authority pitches – 0

D. Local Authority pitches expected to become vacant soon – 2

E. New Local Authority and private pitches with planning permission – 0

Total - 2

5.5 Current residential demand

The current residential demand for pitches is the combined total of households in need currently resident at unauthorised encampments and developments, overcrowded pitches, conventional housing and newly arriving households.

The total number of households living on unauthorised encampments relate to the families living on the tolerated site.

The new households to arrive figure is made up of:

- 3 families from outside the area who are accepted as having a need rather than a preference for residing in Swansea (as outlined earlier).
- Families staying roadside or in caravans C/O the official site.

Current residential demand

F. Unauthorised encampments – 11 (Gypsy Travellers) 0 (Show People)

G. Unauthorised development – 0 for both

H. Overcrowding an authorised site – 1 (Gypsy Travellers) 3 (Show People)

I. Conventional housing with aversion to bricks/mortar 2 (Gypsy Travellers) 0 (Show People)

J. New households to arrive – 12 (Gypsy Travellers) 2 (Show People)

Total – 26 (Gypsy Travellers) 5 (Showpeople)

5.6 Current and future households

The overall current residential demand is determined as follows:

	Current residential supply	+	Current residential demand -	-	Pitches expected to become vacant	=	Overall residential demand
Gypsy & Traveller	27	+	26	-	2	=	51

Showpeople	10	+	5	-	0	=	15
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The future demand within five years i.e. by 2027, is derived from survey data. Households with children who will reach adulthood and require their own independent living space within the next 5 years are included in this and are therefore additional to the current residential demand. The Showpepole stated that the age of independent living was later than 18 for their community, usually 21 years old. Therefore Showpeople children reaching 21 in the next 5 years are included in the calculation for future needs. The Gypsy & Traveller households said that children reaching 16 or 17 are expected to live independently. However, 16 & 17 year olds are still considered to be minors for accommodation purposes and would not be entitled to have a pitch unless there were exceptional circumstances, and even then it would be held as a licence agreement. The future households figures for Gypsy & Travellers has therefore been based on children reaching 18 in the next 5 years rather than 16 or 17.

National research undertaken by Opinion Research Services (ORS)², a recognised consultant in the field of GTAAs, based on information from a large robust sample size of 140 GTAAs conducted across England and Wales, has found that of the new G&T households that form, only 50% stay within the area and the remaining 50% move to other areas. The aspirations of the families interviewed in this GTAA showed the following numbers who thought they would be getting married and wanting pitches of their own within the next 2-5yrs (middle column of the table below). The figure has then been adjusted to reflect the robust and up to date ORS research findings (righthand column of the table below) on household formation. This is considered to be a robust approach to ensuring that needs are not over estimated, in-line with the GTAA guidance.

	Aspiration within next 2-5yrs	Figure with 50% assumption applied (rounded up)
Gypsy & Traveller	15	8
Showpeople	6	3

The future households column is the current household figure plus the figure obtained from the survey about the demographics and aspirations of the households.

The adopted LDP covers the period until the end of 2025 which is within the 5-year period up to 2027, but there will be a Replacement LDP following its expiry. Therefore, a separate calculation of estimated population growth from 2028 onwards has also been included in this report (section 5.9 below) to forecast the need for the Replacement LDP.

There are 2 separate tables to show the demand for the Gypsy & Traveller community and Showpeople community separately as any pitch or site provision has to be specific for the community's differing needs.

² Opinion Research Services 2020 | Gypsy and Traveller Household Formation and Growth Rates | June 2020

Gypsy & Travellers

Current Households	Current households overall demand	Future Households at year 5
K. households as calculated for overall residential demand	51	$51 + 8 = 59$

Row L shows the additional pitch need which is the current overall residential demand minus the current supply.

Gypsy & Travellers	Current additional pitch needs	Future Households at year 5
L. Additional household pitch need	26	$59-51=8$

Showpeople

Current Households	Current households overall demand	Future Households at year 5
K. households as calculated for overall residential demand	15	$15 + 3 = 18$

Showpeople	Current additional pitch needs	Future Households at year 5
L. Additional household pitch need	5	$18-15=3$

The population growth rate of the Gypsy and Traveller and Show People community has been established by WG guidance as between 1.5% and 3%. If the midrange of this figure is taken i.e. 2.25% and used to compare with the findings above, the projected growth rate estimate over 5 years would be as follows:

Gypsy & Travellers: 51 (current households) \times 2.25% \times $5 = 5.73$ (rounded up to 6) new future households

Show People: $15 \times 2.25\% \times 5 = 2$ new future households (rounded up figure)

The Guidance states that the data must be compared with the statistically predicted growth rate to ensure that there is no over-estimation. At face value it looks like the gathered data with the applied assumption on formation rates shows a slight overestimate. However, it must be taken in the context of the lack of available pitches for the community over a sustained amount of time. The GTAA 2015 identified an unmet need of 11 pitches, which was not fulfilled within the 5-year time frame. Therefore, the data of population growth obtained from the survey, along with the robust approach outlined above about household formation, cannot be disregarded and indicate that the figures are not an overestimate.

5.7 Unmet need (summary tables)

The five-year unmet need total was established by taking into consideration the current residential need and future five year residential demand, less the planned residential supply.

Unmet need (Gypsy & Travellers)	Need arising	Need accommodated
M. Current residential demand	26	
N. Future residential demand	8	
P. Planned residential supply		2

Q. Unmet need (5 year) – 32 pitches

Unmet need (Showpeople)	Need arising	Need accommodated
M. Current residential demand	5	
N. Future residential demand	3	
P. Planned residential supply		0

Q. Unmet need (5 year) – 8 pitches

None of the Gypsy & Traveller families wanted to consider other Local Authorities due to the family connections that they have in Swansea.

Some of the Show People families would consider neighbouring Local Authorities, this constituted 3 pitches in the immediate pitch need and 5 pitches in the future pitch need.

Due to the lack of availability of land, all the Show People, when given the option, would consider a site managed by the Local Authority. Some preferred a Local Authority managed site.

Showpeople Households	Current Need	Need Within 5yrs
Preference for Private site or owned site, or leased off the Council (Self-managed)	2	0
Preference for Council managed site	1	5
No preference, consider Private site or owned site, or leased off the Council (Self-managed), or Council managed site	2	1

The same information for Showpeople who would consider other Local Authority areas is as follows:

Showpeople Households	Current Need	Need Within 5yrs
Preference for Private site or owned site, or leased off the Council (Self-managed)	0	0
Preference for Council managed site	1	5
No preference, consider Private site or owned site, or leased off the Council (Self-managed), or Council managed site	2	0

5.8 Transit unmet need

The last GTAA determined that analysis of the Caravan Count did not lend itself to an unmet transit need.

All the Gypsy & Traveller families interviewed in this survey indicated that there is a need for transit provision in the region to enable relatives to visit. Analysis of Environmental Health's enforcement data on unauthorised encampments goes some way to support this. The families said that relatives are forced to use public spaces or overcrowd the existing site when they visit.

The Show People said that they want better provision in Local Authorities across South Wales for when they travel. Some families said that Local Authorities will provide space for their equipment but not for their living space, meaning that they must leave their equipment on the transit site and either use hotel accommodation or commute long distances.

The demand for transit provision is by its nature not confined to Local Authority boundaries and there is a clear lack of provision across the Region and a demand also expressed in a neighbouring authority's draft GTAA. It is therefore difficult to quantify the requirement. It is an issue which should arguably be tackled at a regional or wider level to ensure efficient provision is made in the right locations across Wales. It is potentially an issue for the future Strategic Development Plan.

5.9 Projected Need beyond 2027 (to inform the future Replacement LDP)

The current Swansea LDP was adopted in February 2019 and covers the period to the end of 2025. The Council is required to review its LDP within 4 years of the date of adoption. Subject to the findings of the necessary LDP Review Report, the initial key stages of the replacement LDP are expected to commence January 2023, however the exact Plan period dates for the future Replacement Local Development Plan are not yet officially confirmed. Nonetheless it is important to clarify the need for pitches for the Replacement LDP beyond the 5 years need up to 2027 identified in the tables above.

As set out by the GTAA Guidance, it is difficult to perfectly forecast growth more than 5 years. On this basis it is considered appropriate to use the lower level of the recognised range of annual growth (1.5%/year) which national research undertaken by ORS has concluded represents the best available evidence of net annual growth. Once the Plan period is confirmed for the Replacement LDP, the need for this full plan period will be estimated by applying the evidenced growth rate (above) of 1.5% per annum to the unmet need figure of the GTAA 5 year period for each of the years from 2028 up to the last year of the Plan period in

order to produce an additional estimated figure of need arising for Gypsy/Traveller and Show People pitches in the Local Authority area.

Inclusion of this statement is considered to have clarified the need for the full Replacement LDP plan period and avoids the need to update the GTAA, for the purposes of the Replacement LDP evidence base, ahead of the next scheduled GTAA. It is also considered that the need at this long-term period could arguably be covered by the future regional SDP.

6. Consultation with Neighbouring Local Authorities

- 6.1 Carmarthenshire Council GTAA was published in 2019 and the findings did not indicate any cross-boundary needs. Contact was made with Carmarthenshire to enquire whether there were any issues that had emerged since then. The response stated the following:
- Gypsy & Traveller families in the Carmarthenshire area were not considering any other Local Authority areas due to established family networks and schooling.
 - The Show People will consider neighbouring Local Authorities but would prefer to have their own land with planning rather than a Local Authority site.
 - Carmarthenshire LDP does not name any specific sites for Show People.
 - There was no transit site need identified and none are planned.
- 6.2 Neath Port Talbot and Carmarthenshire were informed of the following:
- There are Show People families who will consider their area. However, there are stronger links with the Llanelli area than NPT as there are already Show People families residing in Llanelli.
 - The Show People will consider Council managed site, and some prefer this option.
 - Gypsy Traveller families have indicated a need for transit sites in the area/region.
 - Show People have indicated a need for better residential provision when travelling with the funfair, this is further afield than the adjacent counties though as they are able to commute for local events
- 6.3 At time of writing the Neath Port Talbot GTAA is still at draft stage but the steering group meeting on 11.1.22 gave an overview of the draft results. The group were informed of the information outlined in point 6.2.
- The issue of transit sites was discussed. NPT have not identified a need for transit sites but stated that they have issues with unauthorised encampments because of families visiting the Swansea area who have no transit provision and are moved on. These families often must resort to crossing the border into NPT.
 - It was asked whether the lack of provision in Swansea had resulted in an increase in accommodation need in NPT. However, it was explained that the families in Swansea tend to stay in Swansea and want to remain in this area. There was no mention of any family members residing in NPT. It was also confirmed that the NPT GTAA did not identify any families from Swansea who wished to be accommodated in Swansea.
 - All the respondents in the Neath Port Talbot GTAA indicated that they wanted to stay within that area.
 - There are no Show People families living in the NPT area.

7. Conclusions & Recommendations

- 7.1 There is some dissatisfaction with the amenities on the authorised site. Residents reported some issues with different parts of the site being the responsibility of different Departments and stated this sometimes-caused issues getting repairs organised in a timely way. One member of the community suggested that a resident be appointed as an official warden who would report to the Council. The post would be funded by the Council and the warden would liaise on issues such as repairs. NPT and Merthyr were cited as Local Authorities with this arrangement in place. Some members of the community mentioned other Local Authorities in England where site amenities were of a high quality.

Recommendations

- Consider a review of the repairs reporting process for managed sites.
 - Consider the feasibility of a residential warden on the managed site from the Gypsy Traveller community.
 - Research best practice in relation to site provision and amenities in other Local Authorities e.g. Doncaster, Lincolnshire, Leeds and Yorkshire.
- 7.2 Some members of the Gypsy and Traveller community raised issues which were outside of the scope of the accommodation needs assessment. They said that there was a lack of support. They acknowledged that they have a lot of help from the existing Traveller Liaison Officer and Traveller Education Project Worker but said that there is a need for more workers like them as the families and support needs are growing. Furthermore, they acknowledged that the existing officers provide support which is beyond their remit because there is no other way to provide the help. This issue was discussed with the TLO who said that the community would need their own designated worker who could provide continuity and consistency. Wallich and NPT Local Authority were cited as examples of where this happens.
- Another member of the community was concerned about the level of discrimination and was especially concerned that publication of the GTAA would lead to more victimisation and abuse. He mentioned that there are examples in England of the settled and Travelling community living side by side in harmony. Bristol was cited as a good example of this.

Recommendations

- Review current support provision.
 - Research good practice and other methods of support delivery.
 - Research funding availability for further support.
 - Establish stronger links with Gypsy and Traveller Advocacy Groups.
 - Research community cohesion initiatives and the site provision in Bristol.
- 7.3 The family numbers in Swansea have increased since the last GTAA which has meant that some members of the community have had to either move away or resort to conventional housing. Any new site and pitches will be in high demand and allocation will have to be carefully managed.

Recommendations

- Amendments to be made to the current Housing Management database to facilitate a computerised waiting list.

- Review the allocation policy for pitches and co-produce a new one with the Gypsy and Traveller community.

7.4 The survey findings have highlighted a substantial need for new pitches. One community member suggested looking at other models of site provision and mentioned that in Ireland the Gypsy Travellers have the option of buying a mobile home that is placed on a pitch. He wasn't sure whether the purchase included the pitch as well as the mobile home but said that the scheme ensures that the site is well cared for as it is owned by the community. Another community member mentioned a private caravan park that was converted by the owner to become an official private Gypsy & Traveller residential site.

Recommendations

- Explore different models of site provision.
- Liaise with the Gypsy Traveller community to research examples of good practice.

7.5 Due to the lack of availability of affordable land and the difficulty with obtaining planning permission, Show People families would like to consider Local Authority managed sites or land leased from the Local Authority for self-management. Some families will also consider neighbouring counties. There are no examples of any Local Authority managed Show People sites, and the requirements of the Show People community are very different from the Gypsy and Traveller community as the residential site would also have to cater for the business needs.

Recommendations

- Liaise with the Show People community to explore models of site provision.
- Collaborate with neighbouring Local Authorities to explore the possibility of jointly managed provision.

7.6 Transit site provision is not a local issue for the Show People, but they do encounter problems when they work in other counties. Some Local Authorities will accommodate the equipment but not the residential caravans. In some areas it is difficult to get transit space at all. This means that some members must use hotels when working away or commute long distances.

Recommendations

- Liaise with the Show People community to identify specific areas outside Swansea where there are difficulties obtaining transit space.

7.7 For the Gypsy and Traveller community the lack of transit sites in the region is a recurring complaint. Family members find it difficult to visit because they have no official transit site to stay on.

Recommendations

- Research possible areas for transit sites within the region.

Appendix 1 (Contact letter templates)



HOUSING AND PUBLIC HEALTH

Business Planning

Civic Centre, Oystermouth Road,
Swansea, SA1 3SN

www.swansea.gov.uk

Please ask for: Paula Montez
Direct Line: 07970 693 868
E-Mail: paula.montez@swansea.gov.uk
Our Ref:
Your Ref:
Date: 12/10/2021

Dear

Swansea Council is currently undertaking a Gypsy & Traveller Accommodation Assessment.

You are being invited to take part in the survey. I have enclosed a leaflet about it, but I am happy to provide more information over the phone if you would like to call me on 07970 693 868.

Please let me know by **Friday 22nd October** if you would like to take part.

I look forward to hearing from you.

Yours Sincerely,

Paula Montez
Housing Policy Officer
Housing Department
Swansea Council

e-mail: paula.montez@swansea.gov.uk

tel; 07970 693 868

To receive this information in alternative format, or in Welsh please contact the above.

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod.

**HOUSING AND PUBLIC HEALTH****Business Planning**

Civic Centre, Oystermouth Road,
Swansea, SA1 3SN

www.swansea.gov.uk

Please ask for: Paula Montez
Direct Line: 07970 693 868
E-Mail: paula.montez@swansea.gov.uk
Our Ref:
Your Ref:
Date: 17/11/2021

Dear

You are invited to take part in the Accommodation Needs Survey (see enclosed leaflet)

DROP-IN SESSION

**Morrison District Housing Office
(Behind Morrison Library on Treharne Road) SA6 7AA**

**Tuesday 23rd November
10am – 3pm**

You don't need to bring anything, just pop in

It only takes about 20minutes

You will be able to tell me about where you are living now and the future needs of your family.

If you can't make that date, please ring up to book a visit or you can complete the survey over the phone:
☎ 07970 693 868

I look forward to hearing from you

Yours Sincerely,

Paula Montez
Housing Policy Officer
Swansea Council Housing Department
Tel: 07970 693 868
e-mail: paula.montez@swansea.gov.uk

**To receive this information in alternative format, or in Welsh please contact the above.
I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod.**

**HOUSING AND PUBLIC HEALTH****Business Planning**

Civic Centre, Oystermouth Road,
Swansea, SA1 3SN

www.swansea.gov.uk

Please ask for: Paula Montez
Direct Line: 07970 693 868
E-Mail: paula.montez@swansea.gov.uk
Our Ref:
Your Ref:
Date: 17/11/2021

Dear

Last chance to take part in the Accommodation Needs Survey (see enclosed leaflet)

Please ring up to book a visit or you can complete the survey over the phone: ☎ 07970 693 868. It takes less than 20 minutes to complete.

If I don't hear from you by Friday 3rd December I will assume that you do not want to take part and your family's needs will not be taken into account for the assessment.

Yours Sincerely,

Paula Montez
Housing Policy Officer
Swansea Council Housing Department
Tel: 07970 693 868
e-mail: paula.montez@swansea.gov.uk

**To receive this information in alternative format, or in Welsh please contact the above.
I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person
uchod.**

Appendix 2 (Information leaflets)



Swansea Council is conducting an **ACCOMMODATION NEEDS SURVEY** for **SHOWPEOPLE** and we need you to take part.

Here's some information about it:

WHAT is the Accommodation Needs Assessment?

Every 5 years the Council has to carry out a survey to find out whether the Showpeople in the area have enough accommodation.

WHY is it being done?

It is a legal requirement that the Council carries out the survey and it is important that you take part so that the Council can identify the true level of need for sites in the area.

WHERE is it being done?

Every Council in Wales has to do the survey. Swansea Council covers this area:



WHO does it involve?

The Council needs one person from each family of Showpeople to complete the survey.

HOW will the survey be done?

Firstly, you need to contact us to let us know if you agree to take part.

The person from the Council is Paula Montez and she will complete the form with you.

It takes about 20-30 minutes to complete.

This can be done via a Covid –compliant visit or over the phone or via video link.

WHEN will the survey be done?

Please let us know by the date on the accompanying letter if you agree to take part. Paula will then contact you to complete the survey in at a time that is convenient for you.

Please reply via phone, text or e-mail with the following details:

Name:

Address:

E-mail:

Phone:

Please state your preferred method of completing survey:

1. Visit
2. Phone call
3. Video call

CONTACT

Paula Montez on 07970 693 868

Paula.montez@swansea.gov.uk





Swansea Council Gypsy Traveller Accommodation Assessment

Swansea Council is conducting an **ACCOMMODATION NEEDS SURVEY** for **GYPSY TRAVELLERS** and we need you to take part.

Here's some information about it:

WHAT is the Gypsy Traveller Accommodation Needs Assessment?

Every 5 years the Council has to carry out a survey to find out whether the Gypsy Travellers in the area have enough accommodation.

WHY is it being done?

It is a legal requirement that the Council carries out the survey and it is important that you take part so that the Council can identify the true level of need for sites in the area.

WHERE is it being done?

Every Council in Wales has to do the survey. Swansea Council covers this area:



WHO does it involve?

The Council needs one person from each family of Gypsy / Travellers to complete the survey.

HOW will the survey be done?

Firstly, you need to contact us to let us know if you agree to take part.

The person from the Council is Paula Montez and she will complete the form with you.

It takes about 20-30 minutes to complete.

This can be done via a Covid –compliant visit or over the phone or via video link.

WHEN will the survey be done?

Please let us know by the date on the accompanying letter if you agree to take part. Paula will then contact you to complete the survey in at a time that is convenient for you.

Please reply via phone, text or e-mail with the following details:

Name:

Address:

E-mail:

Phone:

Please state your preferred method of completing survey:

4. Visit
5. Phone call
6. Video call

CONTACT

Paula Montez on 07970 693 868

Paula.montez@swansea.gov.uk



Appendix 3 (links for the information video)

Click on the links:

[Showpeople Accommodation Needs Survey Information Video \(lumen5.com\)](https://lumen5.com/showpeople-accommodation-needs-survey-information-video)

[Accommodation Needs Survey Information Video \(lumen5.com\)](https://lumen5.com/accommodation-needs-survey-information-video)

Text copy of the links:

<https://lumen5.com/user/paulamontez/showpeople-accommoda-mk09h/>

<https://lumen5.com/user/paulamontez/accommodation-needs-nljiuj/>

Appendix 4 (Steering Group Minutes)

Gypsy Traveller Accommodation Needs Assessment (GTAA)

Steering Group Meeting 14.9.21

Microsoft Teams Online Meeting

Chair:

Peter Williams (PW)	Strategic Housing and Special Projects Co-Ordinator, Housing and Public Health (Swansea Council)
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Present:

Rosie Jackson (RJ)	Senior Policy and Leasehold Management Officer	Swansea Council
Paula Montez (PM)	Housing Policy Officer	Swansea Council
Riaz Hassan (RH)	Community Cohesion Regional Co-ordinator	Swansea Council
David Rees (DR)	Principal Planning Officer	Swansea Council
Pam Cole (PC)	Senior Lead for Minority Ethnic Learners and Equalities	Swansea Council
Adrian Jeremiah (AJ)	Associate Lawyer, Legal Democratic Services	Swansea Council
Catherine Stallard (CS)	Performance and Information Lead, Directorate Reports	Swansea Council
Kate Davies (KD)	Traveller Liaison Officer	Swansea Council
Emyr Evans (EE)	Senior Environmental Health Officer	Swansea Council
Sara Evans (SE)	Homelessness Casework Manager	Swansea Council
Trudy Aspinwall (TA)	Team Manager	Travelling Ahead
Megan Morgan (MM)	Community Housing Officer	Coastal Housing Group
Emma Morgan (EM)	Area Housing Manager	Family Housing Association
Carl Watkins (CW)	Team Leader	Pobl Group
Alfie Scarrott (AS)	Chairperson Showmen's Guild (A separate meeting was held afterwards with Alfie as he was unable to attend the first part of the meeting)	Showmen's Guild

Agenda

1. Introduction

2. GTAA Background
3. What we need from participants
4. Additional question for the survey
5. Timescales
6. Any Other Business

Agenda Item No.	Summary of actions discussed / agreed	By
1.	PW made introductions and explained why the GTAA is being carried out. He also explained that it is crucial that we can identify all the families residing in Swansea so that their needs can be considered. The final report needs to be an accurate reflection of the need, and this will only be possible if every family participates.	PW
2.	<p>PW also outlined that the GTAA is a corporate responsibility and requires co-operation between Council Departments to obtain all the necessary information for the assessment. He also explained that external organisations have been invited to assist with locating the families and to assist with engaging with the families to ensure maximum participation.</p> <p>TA asked whether the assessment also includes the need for transit pitches. PM confirmed that the questionnaire does include a question about transit pitches in Section E (questionnaire placed on screen-share). TA pointed out that the assessment would not capture the local requirement as the assessment only covers the families normally resident and not any families that could be passing through. PM advised that the results from Section E would be fed back to WG so there would be an overview of transit need nationally but it would then need co-operation between LA's. PW also advised that we liaise with KD and use her knowledge of instances where transit sites were necessary.</p>	<p>PW</p> <p>TA</p> <p>PM</p> <p>PW</p>
3.	<p>PW informed the group that the Housing Department does not hold ethnicity data on the Housing database. The only Gypsy Travellers that the Local Authority (LA) is aware of are the families living on the Ty Gwyn and Millstream Way sites and any families that have submitted a planning application for sites, along with those who have links with the Traveller Education Service</p> <p>There will be families living in Bricks & Mortar accommodation who could be living in that type of accommodation because of a lack of pitches and sites, or private sites that the local authority is not aware of PW explained that the LA needs the group to help identify the families so that they can be contacted and encouraged to participate.</p> <p>TA asked whether this would be in breach of GDPR.</p>	<p>PW</p> <p>TA</p> <p>PM</p>

	<p>PM explained the process for sharing of the information. Initially we just require that names and addresses of families that are residing in the area. Then we would want them to be contacted by the organisation or person that they are known to. This would also be for the purpose of getting permission for contact details to be shared.</p> <p>PW also reassured TA that the final report would contain only anonymised data and would just show the numbers used for the calculations and provide the final figure to show the projected accommodation needs.</p> <p>PC pointed out that contacting families about the GTAA for the purpose of getting contact details and agreement to participate could result in families being contacted by multiple agencies about the same issue. It was therefore decided that group members should liaise with PM in the first instance and provide the names and addresses. PM will then collate the information to check for overlap, then decide who is best placed to liaise with the family. PM explained that the assessment would take the form of an interview of about 20minutes as the questionnaire is not very user-friendly. If a visit is required, the preferred option would be that it is conducted jointly with a person that the family is familiar with. There will also be the option of a phone interview or video call if the family prefers.</p> <p>TA mentioned that there has been no progress in terms of pitch or site provision since the last GTAA in 2015 and this issue is a significant barrier to engagement with the Gypsy Traveller Community. There is a perceived lack of trust and the community may consider the merits of taking part at all. PW acknowledged that there have been barriers to the progress, but the GTAA is the evidence base to push the process forward and provide an up-to-date evidence base of need to meet our duties. TA asked whether a leaflet was available to distribute or put on social media (Travelling Ahead has a Facebook page). PM will be producing a short information leaflet and a video for the Travelling Ahead Facebook page. TA said that she would like the GTAA to be taken as an opportunity to engage with the community rather than just an exercise in gathering numbers. PW explained that PM will be liaising with the people already supporting Gypsy / Travellers to engage positively with the potential participants.</p>	<p>PW</p> <p>PC</p> <p>PM</p> <p>TA</p> <p>PW</p> <p>TA</p> <p>PM</p> <p>PW</p>
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4.	<p>PM asked the group whether they would agree to an additional question in the survey. The survey questions are set by Welsh Government and can only be amended or added to with consent from the community that the questions relate to. It was explained that question D3 asks about what type of accommodation families will need in the future. It does not ask about the preferred location of the accommodation or site. We are aware that the families in Swansea prefer a certain area, but the GTAA survey will not show this because the question is not asked. The group agreed for the area preference question to be added to D3, but TA said that it must be asked with caution as there is a danger that it could raise expectations beyond those the council can reasonably meet. PM agreed that it would be made clear when asking the question that it is for evidence gathering purposes only and that it will not guarantee fulfilment of the stated preference.</p>	<p>PM</p> <p>TA</p> <p>PM</p>
5.	<p>PW outlined the timescales:</p> <ol style="list-style-type: none"> 1. Initial reporting back to PM with names and addresses by the end of September 2021. 2. PM to liaise with relevant service providers / support workers to arrange interviews with families during October 2021. 3. PM to collate the information and the report to be written by November 2021. This will then allow the report to be checked and signed off in time for the March 2022 deadline. 	PW
6.	<p>TA said that she is aware that the GTAA is a sensitive issue and can be contentious with the the public when mentioned. She advised that there would be a need to prepare for this.</p> <p>PW agreed that statements would need to be prepared for communication with the public so that the GTAA can be viewed positively. PW will liaise with the Communications Department to discuss dealing with any negative media.</p> <p>RH agreed to link in with elected Members to ensure that they are aware of the GTAA and can give positive messages about it.</p>	

Key Points	By
Names and addresses of families known to Steering Group to be sent to PM by the end of September	All
Leaflet and video to be produced giving background information about the GTAA, for distribution to Gypsy / Travellers	PM
Additional question in relation to area preference to be added to D3 of the questionnaire, as agreed by the group, with the caveat that expectations are managed.	PM

PM will liaise with relevant support agencies and organisations once the list of names and addresses is finalised.	PM & Relevant Steering Group Members (TBC)
RH to liaise with elected Members about the GTAA to ensure that any communication with the public is positive.	RH
PW to liaise with Communications Department to prepare for any negative publicity.	PW

Appendix 5 (Meeting with Alfie Scarrot Minutes)

GTAA Meeting with Alfie Scarrot (Showmen's Guild)

14.9.21 via Microsoft Teams

Present:

Paula Montez (PM), Housing Policy Officer, Swansea Council
 Alfie Scarrot (AS), Chairperson, Showmen's Guild

Agenda:

1. Go through the meeting points missed by AS as he was unable to attend the first part of the GTAA Steering Group meeting.
2. Discuss issues specific to Showmen

	Discussion
1.	<p>PM gave an overview of the Accommodation Needs Assessment. AS said that he was unfamiliar with it as it was the previous Chair of the Showmen's Guild who had been involved for the 2015 assessment.</p> <p>AS confirmed that he will be happy to assist and wanted to make it clear that the Showmen are separate from other travelling communities. He explained that the travelling lifestyle is based on work and business commitments and that the Showmen's Guild has a strict code of conduct for all members.</p> <p>PM acknowledged this and thanked AS for agreeing to represent the Showmen and assist with the assessment.</p> <p>PM explained that the Housing Department does not hold any details of the Showmen families, so AS will be a crucial member of the group to help make contact and make sure that Showmen's accommodation needs are represented in the assessment.</p> <p>AS said that he is in contact with all of the members via e-mail and he can send an e-mail to the Swansea families, but that he would like some standard information to send out to accompany the e-mail. PM agreed to draft a leaflet/e-mail for AS to use giving some background information about the assessment.</p> <p>PM requested that the responses are returned to AS in the first instance so that he can check for refusals and non-responses.</p> <p>Following this, PM will arrange a further meeting with AS to plan the interviews. PM explained that the actual questionnaire is lengthy and needs to be conducted as an interview, either in person or over the phone or via video call.</p>
	<p>Actions</p> <ul style="list-style-type: none"> • PM to draft information / leaflet for AS to include in his e-mail to members of the Guild.

	<ul style="list-style-type: none"> • AS to send out an e-mail to his contacts requesting a response by 30.9.21 to confirm whether they will take part and consent to sharing contact details. • PM to arrange further meeting with AS after the deadline to plan how to contact the families.
2.	<p>AS said that there were 2 issues that he wanted to raise.</p> <ol style="list-style-type: none"> 1. He knows of a number of families who have connections and roots in Swansea, but have been unable to buy land for their own pitches. They have had to move across the border to England or to other parts of Wales. AS asked whether the accommodation needs of these families could be accounted for even though they are not currently resident in Swansea. PM said that the assessment only cover families currently resident and the needs of families outside the area should come up in the assessments carried out by other Local Authorities. This would require co-operation and communication between Local Authorities as there isn't a process in place for this type of need to be included in the calculations for the assessment. PM agreed to enquire further about this request. 2. AS asked whether a question could be added about sub-letting. He explained that there are a number of Local Authorities which lease land to the Showmen's Guild. The Guild then sub-lets pitches on that land to families. The Showmen's Guild has written rules and regulations which the families must adhere to in order to continue occupation on the land. All the site management is therefore conducted by the Showmen's Guild. <p>PM advised that the questions on the form are pre-set by Welsh Government and we can only add questions which are agreed by all communities. However, it is something that can be mentioned in the final assessment as an option for further research. In the meantime PM agreed to make further enquiries about how viable this would be.</p>
	<p>Actions</p> <ul style="list-style-type: none"> • PM to enquire about how to take into account the needs of families who want to move back to Swansea. • PM to enquire about the feasibility of a land leasing option for the Showmen's Guild.