

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Monday, 20 January 2020</b>
Relevant Scrutiny Committee:	Environment and Regeneration and Homes and Safe Communities
Report Title:	Gypsy and Traveller Site Call for Candidate Sites
Purpose of Report:	To seek Cabinet approval to undertake a 'Call for Candidate Sites' in order to facilitate the delivery of a formal Council Gypsy and Traveller Site within the Vale of Glamorgan.
Report Owner:	Cabinet Member for Legal, Regulatory and Planning Services and Cabinet Member for Housing and Building Services
Responsible Officer:	Rob Thomas - Managing Director
Elected Member and Officer Consultation:	Head of Regeneration and Planning Head of Housing and Building Services Operational Manager for Public Housing Operational Manager for Planning and Building Control Finance Support Manager Lawyer - Legal Division
Policy Framework:	This is a matter for executive decision by Cabinet.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• This report seeks Cabinet approval to undertake a 'Call' for Candidate sites as a precursor to identifying a suitable site in order to meet the Council's identified need for a Gypsy and Traveller site as set out in the approved Gypsy and Traveller Accommodation Assessment 2016 (GTAA).</li> <li>• The report outlines a proposed methodology which it is hoped will lead to the successful development of a gypsy and traveller site within the Vale of Glamorgan. The proposed candidate site form is attached, along with the Draft Site Assessment Methodology at Appendix 1.</li> </ul>	

## **Recommendations**

1. That Cabinet notes the contents of the report and approves the proposed methodology as set out in Appendix 1 to enable officers to undertake a 'Call for Candidate Sites' to meet the identified need for a gypsy and traveller site within the Vale of Glamorgan.
2. That a further report is presented to Cabinet in due course to advise of the outcome of the 'Call for Candidate Sites' and Site Assessment and to agree a future programme towards the development of a gypsy and traveller site within the Vale of Glamorgan.

## **Reasons for Recommendations**

1. To enable officers to undertake a general 'Call' for candidate sites and agree a timeframe and methodology as set out in the report in order to facilitate the development of a permanent site for gypsies and travellers within the Vale of Glamorgan.
2. To advise Cabinet of the outcome of the 'Call' for candidate sites for gypsy and travellers and to agree a future direction in the provision of a permanent gypsy and traveller site in the Vale of Glamorgan.

## **1. Background**

- 1.1 The need to provide a permanent site for the Gypsy and Traveller Community has long been identified as a strategic priority for the Council as well as being a legal obligation and statutory duty under the Housing (Wales) Act 2014.
- 1.2 The Vale of Glamorgan Local Development Plan 2011 - 2026 (LDP) was adopted by the Council on the 28th June 2017 following an independent public inquiry overseen by a planning inspector appointed by the Welsh Government. The LDP sets out the vision, objectives, strategy and policies for managing development in the Vale of Glamorgan and contains local planning policies and makes provision for the use of land for a range of purposes including gypsy and travellers.
- 1.3 As background evidence to the LDP and in accordance with the requirements of the Housing (Wales) Act 2014, the Council engaged consultants to prepare a Gypsy and Traveller Accommodation Assessment (GTAA) (May 2016). The GTAA was prepared in accordance with guidance produced by the Welsh Government and provides a robust and credible evidence base to further the understanding of gypsy and traveller accommodation needs within the Vale of Glamorgan.
- 1.4 The GTAA was adopted by Cabinet on 6th June 2016 (Cabinet Minute C3206 refers) and in accordance with the requirements of section 102 of the Housing (Wales) Act 2016 was submitted to the Welsh Ministers on the 28th June 2016 and following minor amendments and clarifications, was approved by the Welsh Ministers on the 28th March 2017.

- 1.5** The GTAA study assesses the accommodation needs of the Gypsy and Traveller community in the Vale of Glamorgan to 2026 and in summary concluded that:
- A total of 2 pitches were required for the 5 years (short to medium term) of the LDP i.e. to 2021; and
  - A further 18 pitches were required for the remainder of the LDP period i.e. to 2026.
- 1.6** Since the adoption of the GTAA, the short to medium term need of 2 pitches has been met through private provision, and a programme of intended actions and timetable to meet the longer-term need was included within the LDP Monitoring Framework.

## **2. Key Issues for Consideration**

- 2.1** The LDP monitoring framework required the establishment of a Gypsy and Traveller Accommodation Board (the Board) to oversee and progress the development of a permanent site for gypsy and travellers within the Vale of Glamorgan (indicator reference 7.5 refers). While the Gypsy and Traveller Accommodation Board (now part of the Strategic Housing Board) has been established since September 2016 and contact has been made and maintained with the occupiers of the Hayes Road site, the identification of a suitable site which can be developed to meet the full need identified in the GTAA has not been achieved to date. Consequently, the target date included in the LDP Monitoring Framework has been now exceeded.
- 2.2** Although extensive and detailed site search investigations of Council owned land and some investigation into the availability of privately-owned land has taken place, no suitable site has yet been identified. Therefore, the Strategic Housing Board has concluded that an alternative approach to site identification is now required. In this regard, it is proposed to undertake a general 'Call for Candidate Sites' for the specific use as a gypsy and traveller site to see if this provides alternative suitable sites which the Council may be able to procure for this purpose (subject to securing the necessary consents).
- 2.3** Making a call for candidate sites is a valued mechanism in the LDP process for identifying future development sites and a call for sites is seen as an opportunity for developers, landowners and other interested parties to put forward sites which the Council is unaware of and which may be appropriate for use as a gypsy and traveller site.
- 2.4** The 'Call for Candidate Sites' will involve direct mailing to landowners, agents and their representors known to be operating in the Vale of Glamorgan, advertising

on the Council's website and via posters in our main offices, press advert and use of social media.

### **Site Size**

**2.5** Welsh Government Circular 005/2018 Planning for Gypsy, Traveller and Showpeople Sites states that sites should be considered in context and in relation to the local infrastructure, population size and density to ensure they are in proportion to local settled communities.

**2.6** As a minimum, the Good Practice Guide in Designing Gypsy and Traveller Sites in Wales, states that each pitch should be capable of accommodating a range of specific facilities including an amenity block, large trailer, touring caravan and parking for two vehicles. Where additional space permits the inclusion of children's play space is considered essential. In general, pitches should include inter alia, the following:

- A service unit connected to water supply, drainage, electricity and other services/facilities;
- A hard surfaced level area with drainage falls;
- Provision for drying clothes;
- A lockable shed for tools, bikes, extra storage;
- A suitable container for domestic refuse and/or access to container for bulkier waste;
- A distribution of electricity hook-up points to allow for the different positioning of caravans and trailers;
- A way of securing caravans and trailers during high winds such as steel rings laid in concrete which would allow ropes to be threaded through and secured to keep caravans and trailers from being buffeted by the wind;
- Hook up to drains and sewage systems; and
- Alleviation from flood risk.

**2.7** Through engagement with the occupiers of the Hayes Road site, it has been made clear that the Welsh Government guidance on formal pitch provision does not accurately meet their requirements and aspirations for how they would like to live on the site, for example, they have indicated a desire for more informal / organic arrangements and some shared / communal facilities. Officers have been working with the Travellers and Welsh Government to try to resolve the tensions that arise because of the mismatch between the WG guidance (which sets out site requirements to satisfy the requirements for grant availability) and the needs of the Travelling Community. These discussions have not been resolved to date. However, progress on identifying potential sites must progress for the Council to satisfy its duties.

- 2.8** For the purposes of the 'Call for Candidate Sites', an appropriate pitch size has been determined to be between 400 - 450 square meters which would equate to a requirement for a site of approximately 0.81 hectares. It is considered prudent to consider the possible development of multiple sites to meet the need identified in the GTAA. In this regard it is considered appropriate, to set the minimum site size threshold at 0.5 hectares.

### **Methodology**

- 2.9** The Council had already developed a methodology for assessing candidate sites submitted as an integral part of the early stages of the LDP process. In addition, a regional candidate site assessment methodology and submission form has been developed as part of the regional work programme for the Strategic Development Plan (SDP). This information has been used as a basis for a more specific use i.e. a call for gypsy and traveller site(s), and a proposed assessment methodology and candidate site form is outlined in Appendix 1.
- 2.10** In summary, the methodology would involve a six week consultation period during which interested parties could submit sites for consideration. Sites would be submitted on a standard candidate site submission form and be accompanied by a location plan which identifies the boundaries of the site on an ordnance survey plan at a suitable scale (e.g. 1:1250 or 1:2500) and general information about the site.
- 2.11** The candidate site form requires the following information which will enable an initial assessment of the site:
- Contact details of the proposer;
  - Site name, address, location;
  - Site size, and ownership (including details of multiple owners);
  - Current use of the site and surrounding uses;
  - Service/utility availability;
  - Site constraints e.g. topography, access; and
  - Site location plan marked clearly on a suitable Ordnance Survey base.
- 2.12** Once the submission period had closed, any sites submitted will be compiled into a 'Candidate Site Register' which will be made available for inspection on the Council's web site.
- 2.13** All sites submitted will then need to be subject to a three-stage assessment along with any other potential sites such as Council owned land.

### **Stage 1 Assessment**

- 2.14** The Stage 1 assessment will involve an initial desk-based assessment of the sites using a simple 'traffic lights' system which assesses sites against a range of

general constraints e.g. environmental designations, policy designations etc. This will highlight any constraints or issues that might prevent the use of the site as proposed e.g. C2 flooding or issues which might require further more detailed considerations in order to fully consider their possible impacts. The traffic light system would operate as follows:

- Green - no issues or constraints identified.
- Amber - issues or constraints identified, however these might be able to be mitigated and would not necessarily prevent the site from being developed - further investigations are warranted.
- Red - major issues and constraints identified which would prevent the site from being developed no further investigations considered necessary.

### **Stage 2 Assessment**

- 2.15** Any sites which progress as amber or green from the initial evaluation will be subject to a second more detailed assessment involving more robust investigations into any issues identified within Stage 1. This will include seeking detailed comments from internal departments and external agencies on the site, the proposed use and any issues identified including considerations against national and local planning policies. Any sites that have major issues and /or constraints identified at this stage which would prevent the site from being developed will be discounted at this stage.

### **Stage 3 Assessment**

- 2.16** The final stage of the assessment process will involve an assessment of the remaining sites against the Councils Sustainability Assessment Framework (SA) which was developed during the scoping stage of the LDP preparation and remains relevant. The Framework consists of 15 environmental, economic and social Sustainability Objectives which when taken considered together provide an overall indication of the sustainability of the LDP or a site.
- 2.17** A further qualitative assessment will be undertaken to identify a preferred site, including consideration of (in no particular order) the needs and desires of the Traveller community, the potential integration with nearby communities and / or businesses, the deliverability of the site, the suitability to meet identified and potential future need, and value for money.
- 2.18** Once fully assessed, should a site ultimately be considered suitable for development as a gypsy and traveller site, the Gypsy and Traveller Accommodation Board will further consider the merits of the site and recommend a future programme of works to progress the site through the development process e.g. planning permission, funding etc.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 Long Term** - the need to provide a permanent site for the Gypsy and Traveller Community has been identified as a strategic priority for the Council as well as being a legal obligation and statutory duty under the Housing (Wales) Act 2014. Further, undertaking a call for gypsy and traveller candidate sites will enable the Council to fulfil its commitments as set out in the adopted LDP Monitoring Framework.
- 3.2 Prevention** - the call for gypsy and traveller candidate sites is one step in a process that will enable the development of a permanent gypsy and traveller site in the Vale of Glamorgan. The existence of a permanent site will enable the Council to fulfil its obligations under the Housing (Wales) Act 2014 by providing permanent accommodation for gypsy and travellers. The existence of a permanent site for gypsy and travellers will help improve access to services and education and help reduce inequalities experienced by the gypsy and traveller community.
- 3.3 Integration** - a call for candidate sites is an integrated approach undertaken by the Council's housing and planning functions. Working together the holistic approach will contribute to the Council's well-being objectives through enabling a wide variety of individuals and agencies to promote sites for a permanent gypsy and traveller facility.
- 3.4 Collaboration** - the Call for candidate sites to identify a permanent site for gypsy and travellers will provide residents of the Vale of Glamorgan, businesses and private landowners the opportunity to propose sites for consideration by the Council in an open and transparent way. In developing proposals for a permanent gypsy and traveller site within the Vale of Glamorgan, the Council has and continues to engage with the occupiers of the site at Hayes Road and Welsh Government. Any proposals for a permanent site resulting from the call for sites will be considered by officers and reported to the Council's Cabinet for consideration. Ultimately, any site proposed will be subject to wide spread public consultation. It is considered that such a process fully complies with the PSB well-being objective 'To enable people to get involved, participate in their local communities and shape local services'.
- 3.5 Involvement** - undertaking a call for candidate sites involves all relevant sectors of the community within the Vale of Glamorgan and provides the opportunity for a wide variety of possible gypsy and traveller sites to be put forward for consideration by the Council. Such a process will ensure a more equal Wales and ensure that residents of the Vale of Glamorgan have equal opportunities to become prosperous, healthy and happy and have access to high quality environments.

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1** Any costs associated with undertaking a call for candidate sites as set out in the report will be met from within existing departmental budgets. The cost of delivering a future site will be met through the Council's capital programme and where possible with Welsh Government grant.

### **Employment**

- 4.2** There are no direct employment implications associated with this report.

### **Legal (Including Equalities)**

- 4.3** The requirement to assess and provide for any need identified under Part 3 of the Housing (Wales) Act 2014. Undertaking a call for candidate sites as set out in the report is part of delivering a permanent gypsy and traveller site within the Vale of Glamorgan and will enable members of the gypsy and traveller community within the vale to more easily access services and education.

## **5. Background Papers**

Circular 005/2018 Planning for Gypsy, Traveller and Showpeople Sites

<https://gov.wales/sites/default/files/publications/2019-05/planning-for-gypsy-traveller-and-showpeople-sites-wgc-0052018.pdf>

Designing Gypsy and Traveller Sites Guidance

<https://gov.wales/sites/default/files/publications/2019-03/designing-gypsy-and-traveller-sites.pdf>

Planning Policy Wales

<https://www.valeofglamorgan.gov.uk/Documents/Living/Housing/Gypsy-and-Traveller-Accommodation-Assessment.pdf>

Vale of Glamorgan Local Development Plan (LDP) 2011-2026

<https://www.valeofglamorgan.gov.uk/Documents/Living/Planning/Policy/LDP/LDP-Adoption/Adopted-LDP-Written-Statement-June-2017-final-interactive-web-version.pdf>

Gypsy and Traveller Accommodation Assessment (GTAA) (May 2016)

<https://www.valeofglamorgan.gov.uk/Documents/Living/Housing/Gypsy-and-Traveller-Accommodation-Assessment.pdf>

## **Gypsy and Traveller Sites Candidate Site Call**

### **Draft Site Assessment Methodology**

## 1. Introduction

This paper sets out the Vale of Glamorgan Council's proposed approach to undertaking a general 'Call' for candidate sites and assessment methodology in order to meet the need for Gypsy and Traveller accommodation identified in the Vale of Glamorgan Gypsy and Traveller Accommodation Assessment 2016 (GTAA).

The approach and assessment methodology will be used to identify and select the most appropriate site(s) to provide suitable and deliverable site to meet the identified need in accordance with the Council's statutory obligations under section of the Housing (Wales) Act 2014.

## 2. Legislative and Policy Background

There are a range of policy and guidance documents on this topic and the most relevant are outlined below by way of background.

**Housing (Wales) Act 2014** - sections 102 and 103 the places a legal duty upon local authorities to ensure that the accommodation needs of Gypsies and Travellers are properly assessed and that the identified need for pitches is met.

**Mobile Homes (Wales) Act 2013** – Section 56 of the Mobile Homes (Wales) Act 2013 gives local authorities the powers to provide sites for the accommodation of Gypsies and Travellers, working space and facilities for the carrying on of activities normally carried on by them.

**Planning Policy Wales** Edition 10 (December 2018) (PPW) - sets out the land use planning policies of the Welsh Government (WG) and directs that local authorities are required to assess the accommodation needs of Gypsies and Travellers and where a Gypsy and Traveller Accommodation Assessment (GTAA) identifies an unmet need, a planning authority should allocate sufficient sites in their development plan to ensure that the identified pitch requirements can be met (Para 4.2.35 refers).

**Welsh Government Circular 005/2018 'Planning for Gypsy, Traveller and Showpeople Sites'** provides guidance on the planning aspects of identifying sustainable sites for Gypsies and Travellers. It also outlines how planning authorities and Gypsies and Travellers can work together to achieve this aim.

**The Vale of Glamorgan Local Development Plan 2011-2016** (LDP) identified a site at Llangan to meet the short term need for accommodation with further provision in the LDP monitoring framework to identify a further site or sites to meet the longer term need for 18 pitches (Policies MG5 and MD18 refer).

**Designing Gypsy and Traveller Sites** (May 2015) is a Welsh Government document intended as a guide to Local Authorities in providing appropriate services at reasonable cost to the public purse for Gypsies and Travellers living on residential sites in Wales. It contains practical guidance to assist Local Authorities to ensure their sites are fit-for-purpose.

**Managing Gypsy and Traveller Sites** (May 2015) has been prepared by the Welsh Government to encourage and support the sharing of good practice and consistent approaches to managing accommodation for Gypsies and Travellers.

**Planning for Gypsy and Traveller Caravan Sites** (2008) is a Welsh Government guide to help Gypsies and Travellers plan their caravan sites.

**The Well-being of Future Generations Act (Wales) 2015** places a duty on the Council to take reasonable steps in exercising its functions to meet its sustainable development (or wellbeing) objectives. The preparation of this report and the site assessment has been prepared in consideration of the Council's duty and the "sustainable development principle", as set out in the 2015 Act. The Council has sought to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

### **3. Need for Gypsy and Traveller Accommodation**

Part 3 of the Housing (Wales) Act 2014 requires local authorities in Wales undertake a Gypsy and Traveller Accommodation Assessment (GTAA) and to make provision for sites where the assessment identifies an unmet need for mobile home pitches.

The GTAA is to be prepared in accordance with guidance produced by the Welsh Government and provides a robust and credible evidence base to further the understanding of gypsy and traveller accommodation needs in each local authority area.

The latest Vale of Glamorgan Council GTAA was prepared by Opinion Research Services Ltd on behalf of the Council in 2016 and was formally approved by the Welsh Ministers in accordance with the provisions of section 102 of the Housing (Wales) Act on the 28th March 2017.

The GTAA identified a short term need in the Vale of Glamorgan (up to 2021) for 2 additional pitches, and in the longer term (up to 2026) a need for a further 18 pitches. This gives a total need for the whole LDP period to 2026 of 20 pitches. The GTAA identified that there was currently no requirement for transit provision within the Vale of Glamorgan but that the Council should continue to monitor the number of unauthorised encampments and consider the use of short-term toleration or Negotiated Stopping Arrangements to deal with short term transient stops.

The Vale of Glamorgan Local Development Plan 2011-2026 (LDP) was formally adopted by the Council on the 28th June 2017 and includes Policy MG5 which makes provision for a 2 pitch gypsy and traveller site at Llangan on a site in the ownership of the Council to meet the short to medium term accommodation needs of gypsy and travellers identified within the GTAA up to 2021.

The LDP Monitoring Framework sets out a 2 year timetable for the identification of an appropriate site to accommodate the additional 18 pitches that the GTAA has found will be required by 2026 and includes the establishment of a Gypsy and Traveller Accommodation Board (the Board) to oversee the identification and delivery of the site (Appendix 1 refers).

Initial work undertaken by the Board including investigations into Council owned land and approaches to large land owners in the Vale have proved unsuccessful in identifying a suitable gypsy and traveller site. Therefore it is now recommended that a

general 'Call' for candidate sites for use as a gypsy and traveller site is an appropriate way forward.

The assessment methodology set out below will be used to fully assess sites submitted through the candidate site call.

#### **4. Site Size**

Welsh Government Circular 005/2018 'Planning for Gypsy, Traveller and Showpeople Sites' states that sites should be considered in context and in relation to the local infrastructure, population size and density to ensure they are in proportion to local settled communities.

As a minimum, the Good Practice Guide in Designing Gypsy and Traveller Sites in Wales, states that each pitch should be capable of accommodating a range of specific facilities including an amenity block, large trailer, touring caravan and parking for two vehicles. Where additional space permits the inclusion of children's play space is considered essential. In general, pitches should include inter alia, the following:

- A service unit connected to water supply, drainage, electricity and other services/facilities;
- A hard surfaced level area with drainage falls;
- Provision for drying clothes;
- A lockable shed for tools, bikes, extra storage;
- A suitable container for domestic refuse and/or access to container for bulkier waste;
- A distribution of electricity hook-up points to allow for the different positioning of caravans and trailers;
- A way of securing caravans and trailers during high winds such as steel rings laid in concrete which would allow ropes to be threaded through and secured to keep caravans and trailers from being buffeted by the wind;
- Hook up to drains and sewage systems; and Alleviation from flood risk.

Through engagement with the occupiers of the Hayes Road site, it has been made clear that the Welsh Government guidance on formal pitch provision does not accurately meet their requirements and aspirations for how they would like to live on the site, for example, they have indicated a desire for more informal / organic arrangements and some shared / communal facilities and this will be taken into account at Stage 3 of the assessment process set out below.

For the purposes of the 'Call for Candidate Sites', an appropriate pitch size has been determined to be between 400 - 450 square meters which would equate to a requirement for a site of approximately 0.81 hectares. It is considered prudent to consider the possible development of multiple sites to meet the need identified in the GTAA. In this regard it is considered appropriate, to set the minimum site size threshold at 0.5 hectares.

## 5. Methodology

While there is no prescribed methodology or timescale for a 'Call for candidate sites' specifically for gypsy and traveller sites, a general candidate site process is specifically identified within the Local Development Plan Manual Edition 3 (Draft June 2019).

As in previous editions of the LDP manual, a 'Call' for candidate sites is a core component of the LDP plan making process and while no specific details are provided, various elements are specified within the manual as being necessary components to a successful call for candidate sites such as the use of a prescribed form specifying the information required to ensure that information is gathered in a consistent and comprehensive manner. While there is no specific time period for the 'call for sites' stage, the Welsh Government suggests a minimum consultation period of six weeks when calling for candidate sites. It is therefore considered that these elements should also form a part of any 'Call' for gypsy and traveller sites.

The following process is therefore proposed:

- Prepare a candidate site form for use in the call for sites;
- Place an advertisement in local newspapers circulating in the Vale of Glamorgan on two consecutive weeks. The advert will outline the 'call' process, the timeframe during which sites must be submitted and where further information and submission forms can be obtained – a copy of the suggested advertisement is attached at Appendix 5;
- Place all relevant information relating to the 'Call' for candidate sites, including the requisite submission form, on the Council's web pages for the duration of the defined six week period;
- Use social media and posters in main Council offices to promote the call for candidate site process; and
- Write to a range of interested parties, individuals, companies and large landowners present in the Vale of Glamorgan advising them of the 'Call' for candidate gypsy and traveller sites and of the opportunity to submit sites.
- Undertake site assessment process in line with the assessment methodology set out within this paper.

### Candidate Site Form

The Welsh Government suggests that LPAs should invite the submission of candidate sites on a standard form which specifies the information required to ensure it is gathered in a consistent and comprehensive manner.

While all sites submitted will be subject to a full and thorough assessment initially, information required on the candidate Site submission form will be limited to information necessary to identify the site location, any major constraints and all relevant contact details of the individuals/owners submitting the site. A proposed Candidate Site form is attached at Appendix 2.

### Candidate Site Register

All sites submitted for consideration within the timeframe will be compiled into a Candidate Site Register. The register will be made available for inspection on the

Councils web pages and will include basic information on the site including, its location, size and current use. A page from the Councils previous Candidate Site Register (initial Call for LDP Candidate Sites Register May 2007) is attached as Appendix 4 which will form the basis for the gypsy and traveller candidate site register.

### **Assessment of Submitted Sites**

All sites submitted will be subject to a three stage assessment.

#### **Stage 1 Assessment**

The Stage 1 assessment will involve an initial desk-based assessment of the sites using a simple 'traffic lights' system which assesses sites against a range of general constraints e.g. environmental designations, policy designations etc. This will highlight any constraints or issues that might prevent the use of the site as proposed e.g. C2 flooding or issues which might require furthermore detailed considerations in order to fully consider their possible impacts. The traffic light system would operate as follows:

- Green - no issues or constraints identified.
- Amber - issues or constraints identified, however these might be able to be mitigated and would not necessarily prevent the site from being developed - further investigations are warranted.
- Red - major issues and constraints identified which would prevent the site from being developed no further investigations considered necessary.

The proposed stage 2 assessment form is attached at Appendix 3.

#### **Stage 2 Assessment**

Any sites which progress as amber or green from the initial evaluation will be subject to a second more detailed assessment involving more robust investigations into any issues identified within Stage 1. This will include seeking detailed comments from internal departments and external agencies on the site, the proposed use and any issues identified including considerations against national and local planning policies. Any sites that have major issues and /or constraints identified at this stage which would prevent the site from being developed will be discounted at this stage.

#### **Stage 3 Assessment**

The final stage of the assessment process will involve an assessment of the remaining sites against the Councils Sustainability Assessment Framework (SA) which was developed during the scoping stage of the LDP preparation and remains relevant. The Framework consists of 15 environmental, economic and social Sustainability Objectives which when taken considered together provide an overall indication of the sustainability of the LDP or a site.

A further qualitative assessment will be undertaken to identify a preferred site, including consideration of (in no particular order) the needs and desires of the Traveller community, the potential integration with nearby communities and / or businesses, the

deliverability of the site, the suitability to meet identified and potential future need, and value for money.

**Assessment Conclusions/Recommendations**

Once fully assessed, should a site ultimately be considered suitable for development as a gypsy and traveller site, the Strategic Housing Board will further consider the merits of the site and recommend a future programme of works to progress the site through the development process e.g. planning permission, funding etc.

**Appendix 1: Extract from the Vale of Glamorgan Local Development Plan 2011 – 2026 Monitoring Framework.**

Ref No.	Indicator – Core / Local	Monitoring Target	Trigger Point	Relevant Policies/SA Objectives	Data Source
7.5	LOCAL: Meeting the identified future need for authorised Gypsy and Traveller Accommodation.	Establish a Gypsy and Traveller Accommodation Board	By June 2016	Strategic Policies: SP1 Managing Growth /Development Policies: MD18	VOGC / GTAA
		Agree project Management arrangements including reporting structure.	By end of June 2016		
		Make initial contact and maintain contact with the Hayes Road occupiers.	July 2016 to May 2018		
		Agree methodology for undertaking site search and assessment.	By end of December 2016		
		Undertake a site search and assessment and secure approval of findings including identification of an appropriate site or sites and secure planning permission and, if appropriate, funding (including any grant from Welsh Government) for the identified site.	By end of May 2018		

## Appendix 2: Candidate Site Form



For Office use only

Submission No. ....

Date Received.....

## Vale of Glamorgan Council

### Initial Call for Candidate Sites

### Gypsy and Traveller Sites

#### Data Protection

How your candidate site submission and the information that you give us will be used.

All information submitted will be seen in full by the Vale of Glamorgan Council staff dealing with the search for a gypsy and traveller site. Your name, the site details and the information provided as provided on this form will be published in a Candidate Site Register that will be made available for inspection on the Council's web site.

To assist you in making representations, an electronic version of this form can be completed online at [www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp).

Please complete a separate candidate site form for each site that you wish to submit for consideration. All candidate site forms submitted **MUST** be accompanied by a clear Ordnance Survey Plan at an appropriate scale (1:1250, 1:2500). The submitted candidate site boundary should be clearly illustrated by a red line.

Additional candidate site forms can be obtained from the Policy LDP Team on 01446 700111 or may be downloaded from the Council's web site at: [www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp) or you may photocopy this form.

When making comments please use additional sheets as required clearly numbering each consecutive sheet.

**This document is available in other formats upon request**  
**Mae'r ddogfen hon ar gael mewn fformatiau eraill drwy holi**

#### Part 1: Contact Details (the Proposer)

	Your Details / Your Client's Details	Agent's Details (if relevant)
Name		
Address		

<b>Postcode</b>		
<b>Telephone No.</b>		
<b>Email Address</b>		
<b>Part 2a: About the Site.</b>		
<b>Site Name</b>		
<b>Site Address</b>		
<b>Post Code</b>		
<b>Grid Ref</b>	<b>Easting</b>	<b>Northing</b>
<b>Site size (Ha)</b>		
<b>Current Site Use</b>		
<b>Surrounding Uses</b>		

<b>Part 2b: Utilities – Does the site have/is the site capable of connecting to these utilities?</b>			
	<b>Yes</b>	<b>No</b>	<b>Additional comments/further details</b>
Mains Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	
Mains Electrical Supply	<input type="checkbox"/>	<input type="checkbox"/>	
Mains Gas Supply	<input type="checkbox"/>	<input type="checkbox"/>	
Mains Sewerage System	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Part 2c: Site Ownership</b>		
	<b>Yes</b>	<b>No</b>
Is the site wholly in the ownership of the proposer?	<input type="checkbox"/>	<input type="checkbox"/>
If No, are all of the other land owners aware of this submission?	<input type="checkbox"/>	<input type="checkbox"/>

If multiple land owners are involved please provide contact details of all additional landowners not specified in Part 1 above.	
<b>Additional Owner 1</b>	
<b>Additional Owner 2</b>	
<b>Additional Owner 3</b>	

<b>Part 2d: Sustainability Issues.</b>			
	<b>Yes</b>	<b>No</b>	<b>Additional comments/further details</b>
Are there any physical constraints affecting the site e.g. topography, access?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the site subject to flooding?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any known ecological interests on the site?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a possibility of contamination at the site resulting from previous land uses?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the site affected by known bad neighbour issues e.g. railway lines, heavy industry, power lines?	<input type="checkbox"/>	<input type="checkbox"/>	
Are public transport services available in close proximity to the site e.g. within 500m?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Part 3: Additional Information in support of the site.</b>
<p style="text-align: right;"><i>Please use additional sheet if necessary.</i></p> <p style="text-align: right;"><i>Please state how many additional sheets have been used.....</i></p>

<b>Signed:</b>		<b>Dated:</b>	
----------------	--	---------------	--

**THANK YOU FOR THE INFORMATION ON THE CANDIDATE SITE**

**Completed Candidate Site forms should be returned to the LDP Team either:**

**ONLINE:** By completing the electronic form at [www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp)

**BY EMAIL:** To [ldp@valeofglamorgan.gov.uk](mailto:ldp@valeofglamorgan.gov.uk)

**BY POST:** By sending to: The LDP Team, Vale of Glamorgan Council, Dock Office, Barry Docks, Barry, CF63 4RT

**CANDIDATE SITE FORMS SHOULD BE RETURNED BY NO LATER THAN  
5.00 pm on the [date]**

**FORMS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED**

**Please remember to attach an Ordnance Survey plan at an appropriate scale (1:2500, 1:1250) clearly outlining in red the boundary of the candidate site proposed.**

**One form should be completed for each candidate site submitted.**

**NOTE: candidate sites submitted as a part of this process will only be considered against the Councils need to identify a suitable gypsy and traveller site. Any acceptance of the site for this use will not indicate/imply that the site may be considered suitable for alternative uses e.g. market housing.**

**Appendix 3 Example Site Assessment Table**

Site Name				Site ID			Level	
Site Address								
Site Area (ha)								
Ward								
Grid Ref	Easting				Northing			
Current Use								
Surrounding Uses								
Topography								
Ownership	Single		<input type="checkbox"/>		Multiple		<input type="checkbox"/>	
<b>Site Constraints</b>								
Flooding								
SSSI								
Quarry / Quarry Buffer Zone								
Green Wedge								
Access								
Surface Water Flooding								
GHC								
SLA								
Listed Buildings								
PROW								
SINC								
Conservation Area								
Ancient Woodland								
Ancient Monument								
Agricultural Land								
TPO								
Other LDP Designations								
Other Designations								
<b>Availability of Utilities</b>								
Mains Water								
Mains Electricity								
Mains Gas								
Mains Sewerage								
<b>Departmental Comments</b>								
Property								
Legal Services								
Leisure								
Regeneration								
General								
Overall Assessment								
	No constraints identified which might affect the development of the site for the proposed use.							
	Some constraints identified which could affect the development of the site for the proposed use. Further assessment required to ascertain whether these issues could be mitigated to enable the development of the site.							
	Constraint identified which would prevent the development of the site. No further assessment deemed necessary.							

**Appendix 4: Candidate Site Register Example**



Local Development Plan Candidate Site Register  
(as at 31st May 2007)



Map:



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Easting: 312378                      Northing: 170467

**Site ID No:** 2570/CS. 1

**Ward:** Cadoc

**Area:(Ha)** 3.685

**Site Location:** land at Pencoedre, North East Barry.

**Existing Use:** Agriculture

**Proposed Use:** Residential

04 June 2007

Page 9

**Appendix 5: Candidate Site Press Notice**

**LAND REQUIRED FOR A GYPSY AND TRAVELLER SITE**

**VALE OF GLAMORGAN COUNCIL**

**INVITATION TO SUBMIT CANDIDATE SITES FOR**

**GYPSY AND TRAVELLER ACCOMODATION**

The Vale of Glamorgan Local Development Plan 2011 – 2026 was adopted in June 2018 and includes a commitment in the approved Monitoring Framework to identify a suitable site for gypsy and travellers to accommodate the need identified in the Councils Gypsy and Traveller Accommodation Assessment 2016.

The Council is therefore making a 'Call' for candidate sites in order to provide for a gypsy and traveller site within the county and is inviting developers, landowners and other interested parties to identify land to nominate candidate sites for use as a gypsy and traveller site.

**The 'Call' for sites will be open from [DATE] and will run until 5 p.m. on [DATE].**

Candidate sites should be submitted on the Candidate Site Form which is available from the Council's web pages at [www.valeofglamorgan.gov.uk/LDP](http://www.valeofglamorgan.gov.uk/LDP) or from the Council's Dock Office, Barry.

All candidate sites submitted must be at least 0.5 hectares in area.

**Completed Forms should be returned by no later than [DATE] to:**

The LDP Team  
Docks Office  
Barry Docks  
Barry  
CF63 4RT

E mail: [ldp@valeofglamorgan.gov.uk](mailto:ldp@valeofglamorgan.gov.uk)

**Further information is available on the Councils web site at [www.valeofglamorgan.gov.uk/LDP](http://www.valeofglamorgan.gov.uk/LDP) or by contacting the LDP Team on 01446 704665.**