

South Gloucestershire Council

Local Development Framework

Gypsy and Traveller Sites Issues and Options Document

'Consultation Statement'



June 2008

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Gypsy and Traveller Sites Development Plan Document: Issues and Options Consultation Statement

1.0 Introduction:

1.1 South Gloucestershire Council is producing a Development Plan Document to meet the unmet accommodation needs of Gypsies and Travellers within the area.

1.2 Issues and Options consultation undertaken in January 2008:

This statement outlines the range of consultation and engagement techniques that South Gloucestershire Council used to promote the Gypsy and Traveller Sites 'Issues and Options' document leading up to, and during, the six weeks of formal Regulation 25 'Issues and Options' consultation between Friday 18th January 2008 and Friday 29th February 2008.

1.3 In undertaking the Issues and Options consultation, the Council identified four key engagement objectives. These can be summarised as follows: To fulfil the requirements of national planning policy in respect of 'front-loading', meet the requirements of South Gloucestershire Council's Statement of Community Involvement, to engage Gypsies and Travellers who are recognised as 'hard to reach' groups and fulfil our obligations under Race Relation legislation.

2.0 Regulation 25 Issues and Options engagement:

2.1 A key feature of the new planning system is that local planning authorities, in preparing their portfolio of LDF documents, involve the community early in their preparation. National planning guidance in Planning Policy Statement 12 suggests that this is particularly important when the development plan document is dealing with site specific allocations, as is the case with this Gypsy and Traveller Sites Development Plan Document. Please note that details of the early engagement (prior to the Reg 25 engagement) undertaken is outlined in the Pre Issues and Options consultation statement.

2.2 Promoting Availability of the Issues and Options document:

In accordance with Regulations 25, when formal public consultation began on the Issues and Options document (18th January 2008), copies of the document and the accompanying sustainability appraisal were put on deposit at the Council's three principal offices (Thornbury, Kingswood and Yate). In addition to this, the following consultation and engagement techniques were undertaken:

- The Council's Gypsy and Traveller DPD webpage www.southglos.gov.uk/gypsydpd was updated to inform stakeholders that formal Issues and Options consultation was open for six weeks between 18th January and 29th February 2008. It also mentioned that the Council will be holding several consultation

events to promote to document and provided contact details for respondents to seek further information.

The 'read more' section of the website also provided links to the Issues and Options consultation document and the accompanying Sustainability Appraisal. The 'have your say' section also provided a link to the Council's e-consult website (see below).

- The Spatial Planning Team produced an article for the January 08 edition of 'South Gloucestershire News'. This magazine is published several times a year and is delivered to all households in the district. The article informed residents that a Gypsy and Traveller Sites DPD was being produced and that Issues and Options consultation started on 18th January. It also provided contact details and a link to the Gypsy and Traveller DPD website. The full article is attached at **Appendix 1**.
- An Issues and Options consultation notice was advertised in the South Gloucestershire Gazette on Thursday 24th January 2008 and the Bristol Evening Post on Friday 25th January 2008. This consultation notice stated that the Issues and Options document is now open for public consultation, outlined how and where stakeholders could access copies of the Issues and Options material and also outlined how stakeholders could have their say and respond to the consultation material. A copy of the consultation notice is attached at **Appendix 2**.
- Every person / organisation on the Spatial Planning Team's Local Development Framework Consultation Database received a stakeholder letter informing them about the consultation and the ways to respond. This included all Parish and Town Councils. Selected consultation bodies also received complementary copies of the main Issues and Options document and the accompanying sustainability appraisal. The stakeholder letter is attached at **Appendix 3**.
- The Issues and Options document was added to the Council's new e-consult website – 'Inovem' (consultations.southglos.gov.uk). On accessing this site, stakeholders were able to download the Issues and Options document and respond to individual sections of the document, either on line or by printing it out and returning it to the Spatial Planning Team. The Issues and Options consultation response forms are attached at **Appendix 4 and Appendix 5**.
- A link on the Council's intranet consultation diary was created. This took any staff member that clicked on the link to the on-line consultation webpage in Inovem.
- Copies of the Issues and Options document and the accompanying sustainability appraisal were made available in South

Gloucestershire Leisure Centres for members of the public to read. The covering memo is attached at **Appendix 6**.

- Copies of the Issues and Options document and the sustainability appraisal were made available at every library in South Gloucestershire, along with a covering memo, which is attached at **Appendix 7**. The objective was to allow a diverse range of the local community to gain access to the consultation material.

In the consultation period, copies of the Issues and Options document and a covering memo were sent to every South Gloucestershire Councillor and members of the Chief Officer Management Team. These memos are attached at **Appendix 8 and 9**. This ensured that they were aware that the process for which they had received information and/or training was now 'live'.

Issues and Options display material was available in a prominent area of the Thornbury 'one stop shop' for part of the six week consultation period, with the objective of informing stakeholders that a Gypsy and Traveller Sites Issues and Options document had been produced and is currently out for formal public consultation. A photo of the display material is attached at **Appendix 10**.

3.0 Consultation to promote the Issues and Options stage:

3.1 As part of the overall engagement package, the Spatial Planning Team organised three stakeholder events to promote the Issues and Options material. These events were arranged at venues and times to enable wide participation – they were geographically dispersed and covered both day and evening sessions. The local Gypsy and Traveller community was also consulted during the six weeks that the Issues and Options document was subject to formal public consultation. This was primarily done through the Corporate Traveller Unit, in conjunction with the bi-annual Gypsy and Traveller caravan count.

3.2 The first consultation event was at Emersons Green Village Hall, the second was at Turnberries community centre (Thornbury), while the third was at Bradley Stoke Leisure Centre. In addition, the Spatial Planning Team had a presence at a West of England Gypsy and Traveller Community Event at Turnberries community centre, Thornbury, on 28th February 2008.

3.3 Emersons Green Village Hall:

The first event was held at Emersons Green Village Hall on Thursday 24th January 2008, between 9.30am and 4.00pm. Apart from the specific Gypsy and Traveller Sites Issues and Options display material, there was also display material and representatives from South West Planning Aid and Avon Consortium of Traveller Education Service. We invited these partners with the intention of putting site provision in a wider context. The day was

structured as a 'drop in' open day, where members of the public could informally talk to officers about the Issues and Options material.

3.4 Turnberries Community Centre (Thornbury):

The second event was at Turnberries (Thornbury Community Centre), on Friday 1st February. This day involved a structured workshop for invited professional partners between 1pm and 3.30pm, followed by a 'drop in' open day for members of the public between 3.30 and 7.30pm.

3.5 Twelve external partners attended the structured workshop event. Patrick Conroy (Spatial Planning Team Manager) opened the event by providing the background/context to why a specific Gypsy and Traveller planning document was being produced. Brenda Lloyd-Jones then addressed the professional partners by illustrating how they could play an active role in helping to develop the document.

3.6 Participants then split into two groups to discuss three key questions in the Issues and Options document. These sessions were lead and facilitated by members of the Spatial Planning Team. After discussing the key questions the groups came together for feedback and to discuss the next steps for the Gypsy and Traveller DPD. A copy of the workshop notes is attached at **Appendix 11**.

3.7 Following the stakeholder workshop, the hall was opened up to the general public for four hours between 3.30 and 7.30pm. Like the first consultation event, there were displays from Avon Consortium Education Traveller Service and South West Planning Aid, in addition to the Issues and Options display material. A selection of photos from this consultation event are attached at **Appendix 12**.

3.8 Bradley Stoke Leisure Centre:

A third consultation event was held at Bradley Stoke Leisure Centre on Wednesday 13th February, between 11am and 2pm. The structure of this event was a 'drop-in' focus group, specifically for members of the local Gypsy and Traveller community. This day supplemented on-site ongoing consultation on site provision proposals.

3.9 Around 15 Gypsy and Travellers, representing a cross section of the local travelling community, attended this event, along with members of the Spatial Planning Team, staff from Avon Consortium of Traveller Education Service, Bristol Playbus (who provided a crèche facility for travelling children), South West Planning Aid and the Council's Corporate Traveller Unit. A photo of this consultation event is attached at **Appendix 13**.

3.10 As mentioned above, this event was run in a drop-in / focus group style, designed to be as inclusive as possible for the travelling community. Discussions focused around five key questions, namely where in South Gloucestershire travellers would prefer to live and why; do they know of any land in South Gloucestershire that could be developed for future sites; discussions around 'intensification' of existing private sites; the issues arising

from transit sites and also what constitutes an ideal 'pitch'. Information gathered during this engagement exercise will be used to help shape the 'Preferred Options' document.

3.11 West of England Gypsy and Traveller Community Event:

In addition to the three consultation events above, the Spatial Planning Team had a presence at a West of England Gypsy and Traveller Community Event at Turnberries community centre, Thornbury, on 28th February 2008. This sub regional event was co-organised by South Gloucestershire Council's Corporate Traveller Unit and South Gloucestershire Council's Corporate Equalities Team.

3.12 This West of England wide Gypsy and Traveller event was part of the follow up to the sub regional Gypsy and Traveller Accommodation Assessment. It was considered an ideal opportunity to promote the Issues and Options document to a wider audience. The Spatial Planning Team had a 'stand' in the corner of the hall, which contained copies of the Issues and Options document as well as copies of a 'plain guide' that accompanies the main document. Members of the Gypsy and Traveller community and other stakeholders in site provision / service delivery had an opportunity to informally discuss what South Gloucestershire Council is doing to meet the identified unmet need for Gypsy and Traveller accommodation.

3.13 South Gloucestershire Gypsy and Traveller engagement:

As a continuation of the ongoing involvement of local Gypsies and Travellers in the DPD process, during the week starting Monday 21st January 2008, John Malone from the Council's Corporate Traveller Unit (who is also a member of the Gypsy and Traveller DPD project working group) undertook the statutory bi-annual Gypsy and Traveller Caravan Count, with support from Avon Consortium of Traveller Education Service.

3.14 As formal Issues and Options consultation on the Gypsy and Traveller Sites Development Plan Document (DPD) begun on Friday 18th January, it was considered that the bi-annual count was the ideal mechanism to engage with the local Gypsy and Traveller community with regards to the Gypsy and Traveller Sites DPD. The main reason was that every family on private or public 'sites' should be visited during the count.

3.15 During the 'count' each family was given a copy of a plain guide that was produced to accompany the main Gypsy and Traveller Sites Issues and Options document. This guide is only two sides of A4 paper and succinctly explains the key issues contained in the main document. It also provided contact details, in case stakeholders wish to access a copy of the main Issues and Options document.

3.16 The families were also informed that a specific consultation event for the local Gypsy and Traveller population was planned and that this would be an opportunity to informally go through the full document with members of the Spatial Planning Team.

3.17 Finally, the families were given a short questionnaire that contained three questions (outlined below) prepared by the Spatial Planning Team, with the objective of gaining information that could be used to help shape future drafts of the Gypsy and Traveller Sites DPD and to identify what potential extra capacity exists on existing authorised sites to intensify their use.

3.18 Questions:

1) Do you know of any land in South Gloucestershire that might be suitable for future Gypsy and Traveller sites? This can include either your family's land or other land.

Private sites:	Yes (9)	No (11)
Council site respondents:	Yes (1)	No (34)

2) Is there potential on your existing site/pitch to accommodate current (or future) family members?

Private sites:	Yes (8)	No (10)
Council site respondents:	Yes (3)	No (32)

Indications given from respondents who said there was potential to accommodate additional pitches on their land was for an additional 50 caravans.

3) Would your family be interested in continuing to be consulted around the Council's emerging Gypsy and Traveller Sites Development Plan Document, which aims to meet the shortfall of authorised Gypsy and Traveller sites in South Gloucestershire?

Private sites:	Yes (21)	No (0)
Council site respondents:	Yes (35)	No (0)

This clearly illustrates that the local Gypsy and Traveller community want to play a part in helping to shape this document.

4.0 Conclusion:

4.1 The Council aspired to promote positive community and stakeholder involvement by, in addition to more established techniques, reaching out through maximising the use of internet opportunities, using venues and processes with which stakeholders were most comfortable and being aware of its duties under the Race Relation legislation. The Council believes the engagement 'package' undertaken so far is proportionate to the stage of this DPD's production and is in conformity with relevant guidance and both the national and local level.

5.0 **Next Steps:**

5.1 The Spatial Planning Team has analysed all consultation responses received during the formal Issues and Options consultation stage and is in the process of preparing a schedule of comments, which will categorise the main issues raised and give an initial officer response. This document should be available for viewing on the council's public website shortly.

5.2 The next stage in this document's development 'Preferred Options' is currently scheduled to commence public consultation in October 2008. Work on this document is underway and it will need to take account of all written comments and questionnaire responses received during the Issues and Options stage as well as the information gathered and views expressed during the consultation events.

5.3 Further information on the Gypsy and Traveller Sites Development Plan Document can be found on the council's public website at www.southglos.gov.uk/gypsydpd or alternatively you can phone the Spatial Planning Team on 01454 823469 to discuss the next steps.

Appendix 1:

Gypsy and Traveller DPD article in January 2008 edition of 'South Gloucestershire News'

Have your say

Under a new planning system, South Gloucestershire Council has been instructed by Central Government to prepare a Gypsy and Traveller development plan document.

This plan will be part of a portfolio of new statutory plans that will help shape future development in the area.

An important aspect of the new planning system is an increased responsibility on councils to reach out and consult local residents.

Residents are therefore being invited to give their comments and ideas on the document which sets out a 'package' of options that the council believes to be the best choice in providing a starting point for discussing the future accommodation options for Gypsies and Travellers in South Gloucestershire.

At this stage the council is not making any firm decisions. The consultation started on 18 January and will run for six weeks. For further information ring 01454 863469 or visit www.southglos.gov.uk/gypsydpd

Appendix 2: Copy of Press Notice that was advertised in the Bristol Evening Post and South Gloucestershire Gazette

South Gloucestershire Council
PLANNING AND COMPULSORY PURCHASE ACT 2004
NOTICE OF CONSULTATION ON THE GYPSY AND
TRAVELLER SITES ISSUES AND OPTIONS DOCUMENT

South Gloucestershire Council is currently preparing a Gypsy and Traveller Sites Development Plan Document in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

Stage one of the document's production (Issues and Options) is now out for formal public consultation for six weeks between Friday 18th January 2008 and Friday 29th February 2008. You can make comments in the following ways:

- **Online** – log onto our consultation website at consultations.southglos.gov.uk (there is no www. at the start) where you will find the document and can register and make your comments using the Council's internet-based consultation system.
- **Response form** – copies can be downloaded from our website or are available by phoning the Spatial Planning Team on 01454 863469.
- **Letter/e-mail** – comments can be sent to: Spatial Planning Team, South Gloucestershire Council, Castle Street, Thornbury, BS35 1HF or emailed to planningLDF@southglos.gov.uk.

Copies of all documentation are available on the Council's websites:
www.southglos.gov.uk/gypsydpd and consultations.southglos.gov.uk.

Hard copies are available to view during normal office hours at the Council's One Stop Shops at Yate, Kingswood Civic Centre and Castle Street, Thornbury, as well as at all public libraries in South Gloucestershire. Extra copies can be obtained by phoning the Spatial Planning Team on 01454 863469.

Signed by Peter Jackson (Council's Authorised Officer)
on behalf of South Gloucestershire Council

Appendix 3: Generic Issues and Options Stakeholder Letter



Date: 14th January 2008
Enquiries to: Michael Day
Telephone: 01454 862016
Fax: 01454 863166
Internet: Michael.day@southglos.gov.uk

Dear Sir/Madam

Gypsy and Traveller Sites Issues and Options Document

South Gloucestershire Council is currently preparing a Gypsy and Traveller Sites Development Plan Document in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

The Council undertook informal pre-Issues and Options consultation last year and is now formally consulting on the Issues and Options stage of the Gypsy and Traveller Development Plan Document for six weeks between **Friday 18th January 2008 and Friday 29th February 2008**. This is an opportunity to have your say and to help shape the preferred options document (the next statutory stage of production), which will be produced for public consultation later this year.

From 18th January onwards, hard copies of the Issues and Options consultation material can be viewed at the following locations during normal opening hours:

- Thornbury One-Stop-Shop, Castle Street Council Offices
- Kingswood One-Stop-Shop, Civic Centre, High Street
- Yate One-Stop-Shop, leisure centre
- All South Gloucestershire libraries (including the mobile library)

The document is also available on our website: www.southglos.gov.uk where you can download the document online via our internet based consultation system: **consultations.southglos.gov.uk** (note there is no www. as a prefix) where you will need to register (if you have not already done so) and follow the links to "Gypsy and Traveller Sites Issues and Options Document". You can then either use the 'structured document' to make comments on individual sections on the DPD, or you can view the full document and then fill out the electronic response form. More instructions are available on the website.

You can also make comments in other ways. Letters/response forms can be sent to:

**Spatial Planning Team
South Gloucestershire Council
Thornbury Council Offices
Castle Street
Thornbury
BS35 1HF**

The electronic response forms on the website can also be printed out and then completed by hand and posted to the same address. You can also phone the Spatial Planning Team on **01454 863469** if you would like copies of the response form to be posted to you.

Comments/response forms can also be emailed to:
planningldf@southglos.gov.uk

All comments, whether received electronically or in hard copy, will be treated exactly the same. Your comments cannot be made confidential. They will be publicly accessible and other parties will have the right to read them. To help in the analysis of your comments, please always make sure to state which part of the consultation material your comment relates to and what change(s) you would like to see made. If you make your comments electronically, we would prefer not to be sent the same duplicate comments in hard copy format.

However you choose to respond please ensure we receive your response by **Friday 29th February 2008**.

If you require any help in using the on-line consultation system, or if you have any other questions, please do not hesitate contact me.

Yours faithfully

Michael Day
Principal Planning Officer
Spatial Planning Team
South Gloucestershire Council

Appendix 4: Issues and Options consultation response form

<p>Gypsy and Traveller Sites Development Plan Document Issues and Options for Consultation January 2008 Representation Form</p>	<p>Ref: (For official use only)</p>
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1. Personal Details*

**If an agent is appointed, please complete only the Title and Name boxes below but complete the full contact details of the agent in 2.*

2. Agent's Details (if applicable)

Title	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Job Title (where relevant)	<input type="text"/>	<input type="text"/>
Organisation (where relevant)	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>
Post Code	<input type="text"/>	<input type="text"/>
Tel. Number	<input type="text"/>	<input type="text"/>
E-mail Address (where relevant)	<input type="text"/>	<input type="text"/>

3. Are you Supporting the DPD or objecting to it? (please tick box as appropriate)

<p><i>Support</i></p>	<p>Object</p>
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4. To which section of the DPD does your representation relate? Please use a separate form for each individual comment

Section
title

--

Please give the reasons for your objection/support.

--

Please give details of what change(s) you consider necessary. Please be as precise as possible

--

(Continue on a separate sheet /expand box if necessary)

Please note your comment should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change

Signature:

--

Date:

--

Print name:

--

Please be aware that comments will be made publicly available and cannot be treated as confidential. Please return completed forms to:

Spatial Planning Team
South Gloucestershire Council
Council Offices
Castle Street
Thornbury
BS35 1HF

Appendix 5: Individual Question Consultation Response Form:



GYPSY AND TRAVELLER SITES

ISSUES & OPTIONS INDIVIDUAL QUESTION RESPONSES FORM

Please use this response form if you would like to respond to individual questions in the Issues and Options document.

Please supply us with your details:

Please return completed forms to:

Spatial Planning Team
South Gloucestershire Council
Council Offices
Castle Street
Thornbury. BS35 1HF

QUESTION		RESPONSE
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		
Question 6		

Question 7		
Question 8		
Question 9		
Question 10		
Question 11		
Question 12		
Question 13		
Question 14		
Question 15		
Question 16		
Question 17		
Question 18		
Question 19		
Question 20		

Any other Comments:

Appendix 6: Generic Issues and Options memo to leisure centres

South Gloucestershire Council

The Council Offices, Castle Street, Thornbury, South Gloucestershire BS35 1HF

Memorandum to: All South Gloucestershire Leisure Centres

From: Michael Day, Principal Planning Officer,
Spatial Planning Team, Thornbury

cc:

Date: 8 July 2008

Your Reference:

Our Reference:

Telephone: 01454 862016

Facsimile:

RE: Gypsy and Traveller Development Plan Document – Issues and Options Consultation

Dear all

The new planning system that was introduced in 2004 replaced 'Local Plans' with 'Local Development Frameworks'. The Local Development Framework is a collection of planning documents that set out the Council's policies and proposals for the development and use of land. A key feature of the new system is that local planning authorities involve the community early in the preparation of planning documents.

South Gloucestershire Council is currently preparing a Gypsy and Traveller Sites Development Plan Document in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

Under the new planning system there are currently three stages in a Development Plan Document's production. The Council has just reached the first stage (Issues and Options). Stakeholders are therefore invited to formally comment on the document for six weeks between **Friday 18th January and Friday 29th February 2008**.

I have enclosed three copies of the Gypsy and Traveller Sites Issues and Options document and also three copies of the accompanying Sustainability Appraisal report for members of the public to look through. It is best that these copies are not taken away, however we can provide more if needed (the document is on the website as detailed below). Further copies of all material can be viewed at all of the Council's One-Stop-Shops during normal opening hours.

As part of our drive to make consultation on planning issues more accessible and efficient, South Gloucestershire Council has introduced a new internet-based consultation system. We would be grateful if members of the public would consider using the on-line system as their preferred means to make any comments about the Gypsy and Traveller Issues and Options material.

The consultation can be found at the following web address:
consultations.southglos.gov.uk (note there is no www. as a prefix) where people will need to register (if they haven't already done so) and follow the links to '[Gypsy and Traveller Sites Issues and Options Document](#)'. Then the user can either use the 'structured document' to make comments on individual sections of the document, or they can view the full document and then fill out the electronic response form. More instructions are available on the website.

Comments can also be made in other ways. Letters can be sent to:

Spatial Planning Team
South Gloucestershire Council
Thornbury Council Offices
Castle Street
Thornbury
BS35 1HF

The electronic response form on the website can also be printed out and then completed by hand and posted to the same address (one form per comment).

Comments can also be emailed to planningLDF@southglos.gov.uk

All comments, whether received electronically or in hard copy, will be treated exactly the same. However responses are made, please ensure that we receive them by **5pm on Friday 29th February 2008.**

If you have any questions or require an help, please do not hesitate to telephone me on 01454 862016, or email me – Michael.day@southglos.gov.uk

Regards

Michael Day
Spatial Planning Team

Appendix 7: Generic memo to South Gloucestershire libraries

South Gloucestershire Council

The Council Offices, Castle Street, Thornbury, South Gloucestershire BS35 1HF

Memorandum to: All South Gloucestershire Libraries
From: Michael Day, Principal Planning Officer,
Spatial Planning Team, Thornbury
cc:
Date: 8 July 2008
Your Reference:
Our Reference:
Telephone: 01454 862016
Facsimile:

RE: Gypsy and Traveller Development Plan Document – Issues and Options Consultation

Dear all

The new planning system that was introduced in 2004 replaced 'Local Plans' with 'Local Development Frameworks'. The Local Development Framework is a collection of planning documents that set out the Council's policies and proposals for the development and use of land. A key feature of the new system is that local planning authorities involve the community early in the preparation of planning documents.

South Gloucestershire Council is currently preparing a Gypsy and Traveller Sites Development Plan Document in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

Under the new planning system there are currently three stages in a Development Plan Document's production. The Council has just reached the first stage (Issues and Options). Stakeholders are therefore invited to formally comment on the document for six weeks between **Friday 18th January and Friday 29th February 2008**.

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As part of our drive to make consultation on planning issues more accessible and efficient, South Gloucestershire Council has introduced a new internet-based consultation system. We would be grateful if members of the public would consider using the on-line system as their preferred means to make any comments about the Gypsy and Traveller Issues and Options material.

The consultation can be found at the following web address:
consultations.southglos.gov.uk (note there is no www. as a prefix) where people will need to register (if they haven't already done so) and follow the links to 'Gypsy and Traveller Sites Issues and Options Document'. Then the user can either use the 'structured document' to make comments on individual sections of the document, or they can view the full document and then fill out the electronic response form. More instructions are available on the website.

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All comments, whether received electronically or in hard copy, will be treated exactly the same. However responses are made, please ensure that we receive them by **5pm on Friday 29th February 2008.**

If you have any questions or require an help, please do not hesitate to telephone me on 01454 862016, or email me – Michael.day@southglos.gov.uk

Regards

Michael Day
Spatial Planning Team

Appendix 8: Memo to South Gloucestershire Council Chief Officers

South Gloucestershire Council

The Council Offices, Castle Street, Thornbury, South Gloucestershire BS35 1HF

Memorandum to: Chief Officers (Amanda Deeks, Dave Perry, Peter Jackson, Peter Murphy, Steve Evans, Therese Gillespie)

From: Michael Day, Planning Policy Officer,
Spatial Planning Team, Thornbury

cc:

Date:

Your Reference:

Our Reference:

Telephone: 01454 862016

Facsimile:

RE: Gypsy and Traveller Development Plan Document – Issues and Options Consultation

Dear all

As you all know, the Spatial Planning Team is currently preparing a Gypsy and Traveller Sites Development Plan Document in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

I would like to thank the Chief Officers for your support in recognising the corporate nature of this document by providing staff to sit on the working group that has been set up to project manage this document. The on-going assistance of the working group has been essential in ensuring that milestones and targets have been met.

There are currently three stages in a Development Plan Document's production and consultation has now started on the first stage (Issues and Options). This round of consultation will run until **Friday 29th February 2008**.

I have enclosed one copy of the Gypsy and Traveller Sites Issues and Options document and also one copy of a 'plain guide' that accompanies the main document. Further copies of all material are available from the Spatial Planning Team on request.

If you have any questions or require any help, please do not hesitate to telephone me on 01454 862016, or email me – Michael.day@southglos.gov.uk

Kind Regards

Michael Day
Spatial Planning Team

Appendix 9: Memo to South Gloucestershire Councillors

South Gloucestershire Council

The Council Offices, Castle Street, Thornbury, South Gloucestershire BS35 1HF

Memorandum to: All South Gloucestershire Councillors
From: Michael Day, Principal Planning Officer,
Spatial Planning Team, Thornbury
cc:
Date:
Your Reference:
Our Reference:
Telephone: 01454 862016
Facsimile:

RE: Gypsy and Traveller Development Plan Document – Issues and Options Consultation

Dear Member

The new planning system that was introduced in 2004 replaced 'Local Plans' with 'Local Development Frameworks'. The Local Development Framework is a collection of planning documents that set out the Council's policies and proposals for the development and use of land.

One of the first Local Development Framework documents that the Council is preparing, as a result of a Direction from the Secretary of State to do so, is a Gypsy and Traveller Sites Development Plan Document, which is being produced in order to meet the accommodation needs of Gypsies and Travellers in South Gloucestershire.

Under the new planning system there are currently three stages in a Development Plan Document's production. The Council has just reached the first stage in this plans production (Issues and Options). This document is now out for formal public consultation for six weeks between **Friday 18th January and Friday 29th February 2008**. Compact members were made aware of the consultation in December.

I have consequently enclosed one copy of the Gypsy and Traveller Sites Issues and Options document and also one copy of a 'plain guide' that accompanies the main document. Further copies of all material are available from the Spatial Planning Team by calling **01454 863469**.

As part of our drive to make consultation on planning issues more accessible and efficient, the Council has introduced a new internet-based consultation system. We would be grateful if you would consider using the on-line system as the preferred means to make any comments about the Gypsy and Traveller Issues and Options material and that you ask your constituents to do the same.

The consultation can be found at the following web address:
consultations.southglos.gov.uk (note there is no www. as a prefix) where people

will need to register (if they haven't already done so) and follow the links to '[Gypsy and Traveller Sites Issues and Options Document](#)'. Then the user can either use the 'structured document' to make comments on individual sections of the document, or they can view the full document and then fill out the electronic response form. More instructions are available on the website.

Comments can also be made in other ways. Letters can be sent to:

Spatial Planning Team
South Gloucestershire Council
Thornbury Council Offices
Castle Street
Thornbury
BS35 1HF

The electronic response form on the website can also be printed out and then completed by hand and posted to the same address (one form per comment).

Comments can also be emailed to planningLDF@southglos.gov.uk

All comments, whether received electronically or in hard copy, will be treated exactly the same. However responses are made, please ensure that we receive them by **5pm on Friday 29th February 2008**.

You will be aware that training sessions were provided on this subject in November 2007. A Frequently Asked Questions document arising from these sessions will be distributed by Linda James shortly.

If you have any questions or require any help, please do not hesitate to telephone me on 01454 862016, or email me – Michael.day@southglos.gov.uk

Michael Day
Spatial Planning Team

Appendix 10: Photo illustrating that Issues and Options display material was on display in Thornburys 'one stop shop' for part of the consultation period



Appendix 11:

Notes from Gypsy and Traveller Sites Issues and Options Document Structured Workshop: 1st February 2008

Attendance List:

Michael Day	South Gloucestershire Council (Spatial Plans)
Patrick Conroy	South Gloucestershire Council (Spatial Plans)
Brenda Lloyd-Jones	Consultant (Spatial Plans)
John Malone	South Gloucestershire Council (Traveller Unit)
Barbara Maksymiw	SGC – Head of Planning
Simon Ford	Entec
Anne Jones	Safer South Gloucestershire
Lynda Howells	Avon Consortium Traveller Education Service
Tony Oliver	Avon and Somerset Constabulary
Carl Saunders	Avon and Somerset Constabulary
Karen Sommerville	Merlin Housing Society
Claire Dowling	Playbus
Mike Hawkins	Aust Parish Council
David Primrose	Corporate Equalities
Francesca Harris	Health Visitor
Dave Jones	Government Office South West
Sue Webber	South West Planning Aid

- Stakeholders were divided into two groups. Each group spent approximately 15 minutes discussing three questions relating to social inclusion, community cohesion and planning for balanced and mixed communities. The notes below are a 'flavour' of what was discussed.

1) 'Do you agree that there should be a policy to safeguard existing and any proposed Gypsy and Traveller sites and to retain these sites in perpetuity'

- Yes – we need to keep sites... make sure they're not recycled for other use
- Does it include authorised and unauthorised?
- Issue: delete word 'proposed' from above question – could be changed to 'confirmed'
- There is a need for stable long-term pitches
- Suggestion: look at what you have now and evaluate them as some sites have 'temporary' permissions
- What authority to keep use of 'private' site
- There is a site which was for G & Ts but now proposed for five houses – planning system can keep control? over this change of use.
- From a policing point of use – sites with longevity are easier to police.
- Smaller settled sites have a very different feel 'permanent' and more pride

- Smaller sites definitely work better – the majority of new sites are smaller. They are easier to find and hold on to
- Need to pay close attention to the statutory definition of ‘Gypsy and Traveller’. There is evidence that some people who call themselves ‘travellers’ but are not ethnic Gypsy/Traveller are trying to acquire land by calling themselves ‘Gypsies’.
- This would create CERTAINTY and avoid animosity around the planning status
- There is a question about ‘perpetuity’ – how long is this...Need to plan for the changing circumstances of an area (what will it be like in 20 years time..) plus it needs to meet the needs of the local Gypsy and Traveller community.
- There is a proposal to change ‘perpetuity’ to ‘the long term’
- General view that perhaps the question needs to be slightly re-drafted.

2) Do you support the concept of ensuring that Gypsy and Traveller pitches are provided as part of major new housing developments in future urban extensions?

- Pitches in urban extensions will take time to plan and build (2011 +)
- Current developments in Local Plan don’t include Gypsy and Traveller sites
- Is it possible to include Gypsy and Traveller sites within new developments coming forward in next five years?
- System of integration will not isolate the Gypsy and Traveller community
- There is a need to consult the Travelling community about these sites
- There is a need for families to stick together
- What would it be like being in an urban extension? Many G/Ts have country habits – ponies etc... there is a need to ensure the sites will be suitable
- There could be a conflict of need within these urban extensions
- There may have to be some concessions to the ‘mainstream’ community
- Good idea if high quality ‘flagship’ sites
- There was a view that G/T sites in urban extensions could lead to ‘ghettoisation’
- There would need to be lots of general (mainstream) consultation – not just with the G/T community
- If planned properly it should increase access to services and facilities for G/T community.
- Locating G/Ts on edge of housing area can cause an increase in anti-social behaviour (from both communities)

3) Do you think that an increase in authorised site provision will lead to better community relations?

- Adheres with diversity agenda
- Immediately – no (not all participant's view)
- Long term – yes
- People look at negativity – perception of stereotypes – there is a need to learn about individuals and to accept them.
- In time we will have to accept the diversity of people
- Planning can't control the nature of the people who occupy sites
- There are now more authorised sites – more G/Ts at school and in jobs – they are becoming more integrated and part of the local community
- It is the duty of the council to see people are educated on policies
- Things are slowly becoming more integrated
- Bigger sites are 'more insular' and 'less integrated'.
- Smaller sites have a better chance of integration and are easier to police
- Some medium size sites are non-problematic(depends on size of city, locality etc)
- Parking the 'Playbus' up between local sites brings people from two communities together – children bring their families together
- Clustering sites together can help
- Designing out crime in laying out new sites...
- There is a need for pro-active community work (Safer and Stronger Communities, Faith groups and Community Interest Groups)
- The key to successful community relations is sustained consultation and engagement
- There is a need for a multi-party group of Cllrs to champion provision of sites and Traveller issues – especially to see the DPD process through to completion.

Appendix 12: Selection of photos from consultation event at Turnberries community centre (Thornbury):



Appendix 13: Photo from local Gypsy and Traveller consultation event



**South Gloucestershire Council
Local Development Framework 2008**