



The City of Cardiff Council

Gypsy and Traveller Accommodation Assessment

February 2016

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Gypsy and Traveller Accommodation Assessment Report 2015/16

Chapter One: Policy Context

1.1 Legislation and Guidance

Housing (Wales) Act 2014

Part 3 of the Housing Act (Wales) 2014 places a duty on the Local Authority to undertake an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area within 1 year of the legislation coming into force and then every 5 years. The current assessment must be submitted to Welsh Government for ministerial approval in February 2016. A failure to gain approval will result in either having to revise and resubmit or undertake a new assessment. The Act also places a duty on the Local Authority to meet the assessed needs.

Mobile Homes (Wales) Act 2013

Section 56 of the Mobile Homes (Wales) Act 2013 provides the powers required for the Local Authority to deliver Gypsy and Traveller accommodation in accordance with the assessed need.

Planning circular 30/2007

Guidance on Planning for Gypsy & Traveller sites was published in the Welsh Government Circular 30/2007. The guidance focuses on finding sustainable sites and emphasising the need for local authorities to adopt an inclusive approach with Gypsies and Travellers to achieve this. This guidance remains valid.

Planning circular 78/91

This circular sets out the need for a realistic assessment of the amount of accommodation required for Travelling Showpeople and provides advice and guidance to local authorities about planning where a need is identified.

Welsh Government Guidance

The Welsh Government published the following guidance in May 2015:

- Undertaking Gypsy and Traveller Accommodation Assessments
- Designing Gypsy and Traveller Sites in Wales
- Managing Gypsy and Traveller Sites in Wales

The purpose of the guidance is to ensure a comprehensive assessment of need and that the

accommodation is delivered in culturally appropriate ways and provides a good standard of living. Cardiff has sought to ensure that the process it has put in place has and will continue to adhere to these documents throughout.

1.2 Local Development Plan Policies

The Cardiff Local Development Plan does not contain a policy which allocates any land for a Gypsy and Traveller site. However, a working group made up of Council officers from Planning and Housing has been set up with the responsibility for making arrangements for the Gypsy and Traveller Accommodation Assessment and for finding potential locations for both permanent and transit pitches to meet the required need. The working group is being led by the Director of Communities, Housing & Customer Services and is following the timetable set out in the LDP Monitoring Framework which is shown below.

Timetable for meeting the needs for permanent Gypsy and Traveller accommodation - LDP Monitoring Indicator OB2 S08

- i) Agree project management arrangements including reporting structure and representatives - July 15
- ii) Agree methodology for undertaking site search and assessment – December 2015
- iii) Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016
- iv) Undertake a site search and assessment and secure approval of findings – July 2016
- v) Secure planning permission and funding (including any grant funding from Welsh Government) for identified sites(s) required to meet the short term need for 43 pitches by May 2017
- vi) Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet the long term need for 65 pitches by May 2021

Timetable for meeting the needs for transit Gypsy and Traveller accommodation - LDP Monitoring Indicator OB2 S09

- i) Agree project management arrangements including reporting structure and representatives - July 15
- ii) Agree methodology for undertaking site search and assessment – December 2015
- iii) Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016
- iv) Undertake a site search and assessment and secure approval of findings – July 2016
- v) Secure planning permission and funding (including any grant funding from Welsh Government) for identified sites(s) required to meet short term – May 2017
- vi) Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet long term need – May 2021

In addition to the above timescales, Cardiff Council is keeping a potential site located at Seawall Road (Tremorfa) 'under review' as part of the Monitoring Framework, indicator OB2 S07. It is currently located within a C2 Flood Risk Area, but should circumstances change this site will be

reconsidered for use as a permanent Gypsy and Traveller site. A further indicator included in the LDP Monitoring Framework (OB2 S010) sets out to ensure that the existing supply of Gypsy and Traveller pitches is maintained and where existing pitches are no longer available, alternative pitches will be sought. The Cardiff LDP includes a criteria based policy (H8 New Sites for Gypsy and Traveller Caravans) which provides a framework for assessing proposals for both new and extensions to existing sites, whether for permanent or transit uses. The policy wording is set out below for information.

H8: Sites for Gypsy and Traveller Caravans

New sites and extensions to existing sites will be permitted where:

- i. Necessary physical, transport and social infrastructure are accessible or can be readily provided;
- ii. Environmental factors including flood risk, ground stability, land contamination and proximity of hazardous installations do not make the site inappropriate for residential development;
- iii. The site is designed with reference to both the Welsh Government Good Practice Guide in Designing Gypsy Traveller Sites and the views of local Gypsies and Travellers;
- iv. There would be no unreasonable impact on the character and appearance of the surrounding areas including impact on residential amenity of neighbouring occupiers or the operation conditions of existing businesses; and
- v. In the case of a transit or touring site, it has good access to the primary highway network.

1.3 Definition of key terms

The Local Authority is in agreement with the recommendation to use the common definitions included in the Welsh Government Guidance: Undertaking Gypsy and Traveller Accommodation Assessments (May 2015). These are set out below.

Gypsies and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including:</p> <p style="padding-left: 40px;">(1) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and</p> <p style="padding-left: 40px;">(2) Members of an organized group of travelling show people or circus people (whether or not 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> <p>Source: Section 108, Housing (Wales) Act 2014</p>
Residential site	<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> <p>Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary residential site	<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 as long as 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>
Temporary Stopping Place	<p>Also known as a 'stopping place', 'Atchin Tan', or 'green lane', amongst other names. These are intended to be short-term in nature to assist Local Authorities where a need for pitches is accepted, however, none are currently available. Pro-actively identified temporary stopping places can be used to relocate inappropriately located encampments, whilst alternative sites are progressed.</p> <p>Temporary stopping places must make provision for waste disposal, water supply and sanitation at a minimum.</p>
Residential pitch	<p>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 touring caravan and parking.</p>
Transit pitch	<p>Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months.</p> <p>Transit pitches can exist on permanent residential sites, however, this is not recommended.</p>
Unauthorised encampment	<p>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.</p>
Unauthorised development	<p>Land occupied by the owner without the necessary land use planning permission.</p>
Current residential supply	<p>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.</p>
Current residential demand	<p>Those with a need for authorised pitches for a range of reasons, including:</p> <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	<p>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.</p>

Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy and Traveller accommodation assessment process. This figure can be found by adding the immediate residential 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 considered to be 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 in the near future 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.

Chapter Two: Background and analysis of existing data

2.1 Previous Gypsy and Traveller Accommodation Assessment findings

Cardiff Council commissioned two consultants to undertake an independent Gypsy and Traveller Accommodation Assessment in 2013. The first stage was to establish the level of need for the LDP plan period and was carried out by Opinion Research Services. The study used 60 completed interviews and identified a need for an additional 108 pitches in Cardiff up to 2026 and this was broken down into 43 short-term and 65 long-term. It also identified an additional need for a transit site of around 10 pitches to be located near to the M4 and not necessarily within the boundaries of Cardiff County Council.

The second stage was prepared by Peter Brett Associates and provided advice to the Council on potential sites required to respond to the needs identified in the first study. The Peter Brett Study followed criteria set out in national guidance and looked at the availability, suitability and achievability of 32 potential sites. One of the sites at Seawall Road was allocated for a permanent site for 65 pitches in the Deposit LDP. However, following the LDP Examination the site was removed due to it being located within a C2 Flood Risk Area. Therefore, to date, no additional provision has been made to meet the previously identified need.

2.2 Identified need to be met and progress to date

The Census includes an estimate of residents classified by ethnic group according to their own perceived ethnic group and cultural background. The 2011 survey introduced an ethnicity category for 'White: Gypsy and Irish Traveller'. Data from 2011 suggests a total of 521 Gypsy and Irish Travellers¹ in Cardiff on Census day (27th March 2011), representing approximately 0.15% of the total population of Cardiff at the time – 346,090. As noted by Welsh Government guidance², this number may not include Travelling Showpeople or New Travellers and may also exclude members of communities who declined to self-ascribe their ethnicity for fear of discrimination, stronger affiliation with other ethnicity categories (e.g. White Welsh; White Irish) and/or other reasons.

The 2011 Census also provides an estimate of residents classified by ethnic group and by accommodation type³. In Cardiff, a total of 260 Gypsy or Irish Travellers were recorded as living within a house or bungalow (see breakdown below). An additional 246 were recorded as living within either a flat, maisonette or apartment, or mobile/temporary accommodation. However, there is no breakdown of this category and so it is not possible to disaggregate the precise number living in caravans or bricks and mortar accommodation.

Extract of Table DC2121EW:

Ethnic Group:	Gypsy or Irish Traveller
Accommodation type	
Whole house or bungalow: Total	260
Whole house or bungalow: Detached	42
Whole house or bungalow: Semi-detached	109
Whole house or bungalow: Terraced (including end-terrace)	109
Flat, maisonette or apartment, or mobile/temporary accommodation	246

Source: ONS Census 2011

Census Table QS401EW “Accommodation type – People” does however provide some additional detail and context in relation to the total population living in a caravan. In Cardiff, 243 people were recorded as living within a ‘Caravan or other mobile or temporary structure’ as shown in the extract below:

Extract of Table QS401EW

Dwelling Type	People
All categories: Accommodation type	334,551
Whole house or bungalow: Total	274,883
Detached	52,472
Semi-detached	107,782
Terraced (including end-terrace)	114,629
Flat, maisonette or apartment: Total	58,536
Purpose-built block of flats or tenement	43,983
Part of a converted or shared house (including bed-sits)	12,156
In commercial building	2,397
Caravan or other mobile or temporary structure	243

Source: ONS Census 2011

¹ Source: ONS Census 2011, Table QS211EW - Ethnic group (detailed)

² Undertaking Gypsy and Traveller Accommodation Assessments, Welsh Government (2015)

³ Source: ONS Census 2011, Table DC2121EW - Ethnic group by accommodation type

In addition to this, Travellers Education Services currently have 273 families recorded on their database and Gypsy and Traveller Wales have provided advice and support to 150 households over the last 2 years. It will be seen later in the report how these families formed the basis of the study’s attempt to engage as widely as possible with Gypsies and Travellers who do not reside on the Local Authority sites. Health Services were unable to provide figures but were represented on the Gypsy and Traveller Accommodation Assessment Steering Group and provided direct assistance through helping to inform and encourage engagement during the period in which the surveys were being carried out.

2.3 Caravan Count and Current Accommodation Provision

The Welsh Government produce a biannual statistical report on Gypsy and Traveller caravans on both authorised and unauthorised sites in Wales using data collected and submitted by each local authority. The figures provided by Cardiff since January 2014 are shown below:

Survey Date	Authorised Sites	Unauthorised Sites	Number of Caravans on Authorised Sites	Number of Caravans on Unauthorised Sites
January 2014	4	3	158	29
July 2014	4	5	131	35
January 2015	4	7	146	31
July 2015	4	4	137	32

A further breakdown of the July 2015 result showed the following:

	Authorised Local Authority Sites	Authorised Private Sites	Number of Caravans on Gypsies and Travellers own land	Number of Caravans on Gypsies and Travellers own land	Number of Caravans on land not owned by Gypsies and Travellers	Number of Caravans on land not owned by Gypsies and Travellers
			Tolerated	Not Tolerated	Tolerated	Not Tolerated
Number of Caravans	130	7	0	25	0	7

The total number of caravans has remained reasonably stable over this period. However, it should be noted that the current data shows a change. There are now four authorised private sites with a total of 22 pitches. Three private sites already had planning permission and the fourth was granted planning permission as this study came to an end. As such, there are no known unauthorised developments in Cardiff.

There are currently 80 residential pitches on Local Authority sites made up of 59 at Shirenewton and 21 at Rover Way. The total count of 130 caravans on these sites provides an indication of a measure of over-occupation.

2.4 Unauthorised Encampments

The Local Authority has a policy for responding to unauthorised encampments within its boundaries. The policy was developed over a number of years and more recently reviewed to ensure that it adhered to the principles set out in the Welsh Government Guidance on Managing Unauthorised Camping (2013). The 2015/16 figures to date can be seen in the table below.

Unauthorised Encampments in Cardiff 2015/16				
Date Reported	Location	Number of Vehicles	Date Ended	Total Days
26/03/2015	Nettlefold Road	1	09/04/2015	9
05/06/2015	Hendre lake	12	09/06/2015	4
17/06/2015	Capel Gwilym Road	10	20/06/2015	3
14/07/2015	Willowbrook Drive	17	22/07/2015	8
06/08/2015	Pen y Bryn	37	08/08/2015	2
07/08/2015	Nettlefold Road	4	18/08/2015	11
10/08/2015	Hendre Lake	30	13/08/2015	3
25/09/2015	Trowbridge Green	4	30/09/2015	5
05/10/2015	Community Centre St Melons	8	09/10/2015	4
09/11/2015	Cardiff East Park and Ride	24	13/11/2015	4
19/11/2015	Cardiff East Park and Ride	24	26/11/2015	7
23/11/2015	Nettlefold Road	2	02/12/2015	9
02/12/2015	Ocean Park	2	13/12/2015	11

There has been an increase in frequency this year and even more significantly on the number of vehicles contained within some of these encampments, both of which support the previously identified need for transit provision.

Chapter Three: Methodology

3.1 Project Steering Group

A Gypsy and Traveller Accommodation Steering Group was established in the lead up to the survey period which then met on a monthly basis throughout. At the last meeting in December 2015, it was agreed that the group would reform in early 2016 to allow further consultation with stakeholders and develop effective community engagement during the critical period of the site search and assessment process.

Having agreed that all appropriate agencies had been invited to take part, the main objective for the Steering Group was to publicise the study to as many people as possible using all established contact with Gypsies and Travellers in Cardiff. In doing this, it was agreed that, to encourage full participation, it was very important to stress to people the duty that now fell on the Local Authority to meet the assessed need as part of the Housing (Wales) Act 2014. The Group then oversaw the process during the survey period, monitoring the level of engagement and continuing to look at ways to maximise this (both at the meetings and in ongoing individual dialogue between partners as the survey progressed).

The Steering Group also approved the recommendation to use the Research Unit within Cardiff Council to carry out the analysis of the surveys to ensure both consistency and accuracy.

The membership of the Steering Group contained representation from a number of different organisations which are shown below.

- Cardiff Council – Housing
- Cardiff Council – Strategic Planning
- Cardiff Council – Travellers Education
- Cardiff Council – Flying Start (including Health Visitors)
- Cardiff & The Vale – Community Cohesion
- STAR – Communities First
- South Wales Police – Community Engagement
- Gypsy and Traveller Wales
- Save the Children – Travelling Ahead
- Romani Arts (unable to attend meetings but minutes provided for comment and suggestion)

3.2 Study Methodology and Participating Organisations

The Council's Working Group gave consideration to different methods of undertaking the assessment, which included using internal staff and the use of a tendering process, before deciding on extending the existing Service Level Agreement with Gypsy and Traveller Wales to allow them to carry out the surveys with the Council's Research Unit then completing the analysis. The main reasons for this was that it was anticipated that Gypsy and Traveller Wales would be in a strong position to achieve a high level of participation and the welcomed clarity of the Welsh Government's guidance which now gave a more prescriptive process that would allow it to be carried out in-house.. The Local Authority was

confident that this methodology would considerably increase the participation level that had gained only 60 respondents in 2013. The survey period was set for 1st September 2015 to 4th December 2015.

The terms agreed with Gypsy and Traveller Wales were that they would ensure a direct approach was made with all those residing on the Local Authority sites (with assistance from Cardiff Council staff), households living on private sites, all households not occupying residential pitches that had accessed their services over the previous 2 years and all unauthorised encampments in Cardiff during the survey period. The survey would be undertaken using the standard questionnaire contained within the Welsh Government guidance.

In addition to this, whilst unable to share their records with Gypsy and Traveller Wales, Travellers Education would send letters to all households on their database inviting people to take part. This also extended to speaking to people directly 'at the school gates' to encourage participation and to ask that they help spread the word to any family members and other associates. Those that wanted to participate could either be referred to Gypsy and Traveller Wales or complete the survey with Travellers Education staff (allowing confirmation of their participation to be passed on to Gypsy and Traveller Wales to avoid duplication as their records would inevitably contain replication).

The other organisations represented on the Steering Group volunteered to make sure that they publicised the study directly with people during all of their day to day contact throughout the survey period. Finally, towards the later stages of the survey period, Travelling Ahead agreed to undertake sessions on the Local Authority sites where they would speak with residents to ensure they had fully understood the purpose of the study so that they might want to urge family members and / or other associates to complete a survey where they thought it would be in their interest.

In the lead up and throughout the survey period opportunities were taken to publicise the assessment. This included playing the DVD prepared by the Welsh Government at events such as the Macmillan Coffee Morning arranged by residents of Shirenewton.

The Local Authority made contact with the South Wales branch of the Showmen's Guild of Great Britain who reported that they were unaware of any travelling Showpeople in Cardiff at that time. Similarly, the steering group had no knowledge of Showpeople in Cardiff during the study. They Guild had also placed an advert in The World's Fair newspaper which they reported was very widely read amongst travelling Showpeople. The advert advised people to contact them or the local authority directly but no approach was made in relation to Cardiff. Similarly, no contact had been received to adverts placed by the Welsh Government and no member of the steering group knew of Showpeople in Cardiff. The Guild reported that they would be interested to hear of progress in relation to transit provision and spoke of their intention to look at future provision of Winter Quarters, however, this was not presented as a need that Cardiff could follow up and measure for inclusion in this study. They were, however, invited to make contact again should they wish to discuss the matter further.

Cardiff's General Housing Waiting List, the list of homeless families in temporary accommodation during the survey period and the Local Authority Gypsy and Traveller Waiting List were all used to identify people who had self-ascribed their ethnicity as 'Gypsy Traveller'. Due to the same confidentiality issues, the letters distributed to the families on the Travellers Education database were also sent to households on the General Housing Waiting List and to those on the Local Authority Gypsy and Traveller Waiting List who did not reside on the sites. The Council staff were able to

approach each of the households on the Gypsy and Traveller Waiting List currently residing on the sites, all of whom agreed to take part. The council were aware of 2 families who had left the sites to live on other sites away from Cardiff but who still wished to remain on the waiting list. After contact with these families had been unsuccessful in the survey period, it was decided that both families should be included in the identified need. No families were found to be in homeless temporary accommodation.

Contact has been maintained with neighbouring local authorities in relation to the Gypsy and Traveller Accommodation Assessment to ensure effective information sharing. This included matters such as people who were residing within one local authority but reported that they owed land in another on which they wished to develop a private site and liaison to identify the exact location of a reported encampment close to the boundary. Perhaps most importantly, formal discussion has started on a regional response to transit provision and a first meeting of Housing and Planning officers from the membership of the South East Wales Strategic Planning Group has been arranged in January 2016.

3.3 Engagement Checklist

The Local Authority and Steering Group paid particular attention to the engagement checklist contained in the Welsh Government guidance to make sure that a robust system was in place. The measures taken can be described against each heading.

<p>Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary.</p>	<p>Gypsy and Traveller Wales were commissioned to make a direct approach to all households on the Local Authority sites, all private sites, all unauthorised encampments during the study period and each household that had accessed its services within the last 2 years. This continued until the survey was completed; the household declined to take part; it was evident that the family were no longer at that address; or that 3 visits had been carried out without success.</p> <p>The study also used the Travellers Education database to identify other households. Travellers Education did not have the resources to visit each address and the list could not be shared with Gypsies & Travellers Wales because of data protection. As a result, 3 letters were sent out to every family on this database (where the address could be verified). Travellers Education staff were able to arrange a visit to a selection of addresses and spoke with as many people as possible 'at the school gates' to encourage participation and publicise the study by word of mouth to other family members.</p> <p>These measures led to the high number of families that took part in the study.</p> <p>The South Wales branch of the Showmen's Guild of Great Britain reported that they were unaware of any travelling Showpeople in Cardiff at the time of the study.</p>
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	<p>The interview logs are shown in the background papers. The methodology used allowed more effective contact with people than would have been possible through commissioning an independent consultant which would have involved more complex data protection issues.</p>
<p>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</p>	<p>Direct contact from the community was invited through Welsh Government adverts placed in the Travellers' Times and The World's Fair (which the Showmen's Guild had also used) and Local Authority publicity. No approach was received.</p>
<p>Consult relevant community support organisations.</p>	<p>As shown from the Steering Group and the methodology used, the Local Authority sought and gained the involvement of all agencies that have direct contact with the community in Cardiff in addition to an approach to external providers who may have knowledge of people in Cardiff.</p>
<p>Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members.</p>	<p>The Local Authority has accessible General and Gypsy and Traveller waiting lists in place. All those identifying as 'Gypsy Traveller' were included in the invitations to take part.</p>
<p>Endeavour to include Gypsies and Travellers on the GTAA project steering group</p>	<p>The approach adopted in Cardiff was to make a direct approach to everyone included in the records held by each organisation and that through this contact invitation would be made for them to identify further family members or associates who may want to get involved. Travelling Ahead also followed up with sessions at both Local Authority sites to ensure residents fully understood the purpose of the study so that they might want to identify more people they thought it would be in their interest to take part. A number of interviews were included as a direct result of this measure. Consultation was undertaken on the methodology and representation from Gypsies and Travellers is now being arranged for the forthcoming site selection process.</p>
<p>Ensure contact details provided to the Local Authority by community members through the survey process are followed up and needs assessed.</p>	<p>As stated, all information provided to the Council, Travellers Education and Travelling Ahead were followed up and the assessment form was completed in each case.</p>
<p>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.</p>	<p>The Welsh Government DVD was played at events on site and a direct approach was made to all households on the sites, both agreement holders and those on the waiting list. As described, methods were in place to ask community members taking part in the survey to publicise it to others that might want to participate.</p>

Chapter Four: Survey Findings

All completed questionnaires were submitted to the Research Unit within the Local Authority to carry out a full analysis. Due to the high number of people engaging with each organisation and Gypsies and Travellers themselves spreading the word, more than 400 households were approached to take part in the assessment from which 172 completed the survey. This is very nearly three times the number that participated in the 2013 study. The only difficulty encountered by Gypsy and Traveller Wales and Travellers Education was that some addresses could not be recognised or that the families had moved but not updated the organisation. There was a 100% completion level on the Local Authority sites (although 1 family who had stated a preference to complete the survey with a Social Worker rather than the Council or Gypsy and Traveller Wales later decided that they did not wish to submit the form). With 45.2% of all respondents living off the Local Authority sites (in either bricks and mortar, private sites or unauthorised encampments) it can be seen that the survey successfully engaged with a wide cross-section of the community. The results of the survey are as follows:

Note – Where figures do not add up to the expected 172 respondents this is explained by different sections of the form not being completed in all cases.

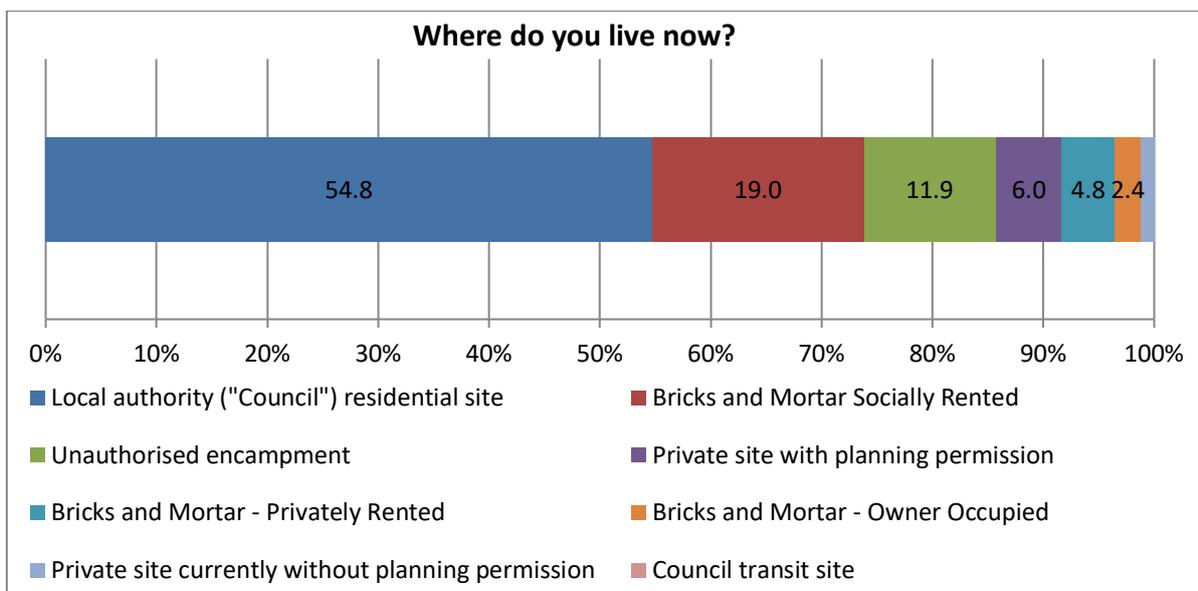
4.1 Section A – Your Home

A1. Where do you live now?

Over a half (54.8%) of respondents to the survey claimed to live on a Local Authority (council) residential site. Almost one in five (19.0%) of respondents claimed to live in Bricks and Mortar socially rented accommodation, whilst over one in ten (11.9%) stated that they lived on an unauthorised encampment.

	No.	%
Local authority ("Council") residential site	92	54.8
Bricks and Mortar Socially Rented	32	19.0
Unauthorised encampment	20	11.9
Private site with planning permission	10	6.0
Bricks and Mortar - Privately Rented	8	4.8
Bricks and Mortar - Owner Occupied	4	2.4
Private site currently without planning permission*	2	1.2
Council transit site	0	0.0
Total	168	100.0

* Note – Planning permission gained at a later date as the study was ending.



A2. Are you satisfied with your current accommodation?

Over seven in ten (71.9%) suggested that they were happy with their current living accommodation, whilst over a quarter (26.3%) claimed to be unhappy.

	No.	%
Yes	123	71.9
No	45	26.3
Prefer not to say	3	1.8
Total	171	100.0

Respondents who stated they were not happy with their accommodation and of whom left a reason why have been categorised below:

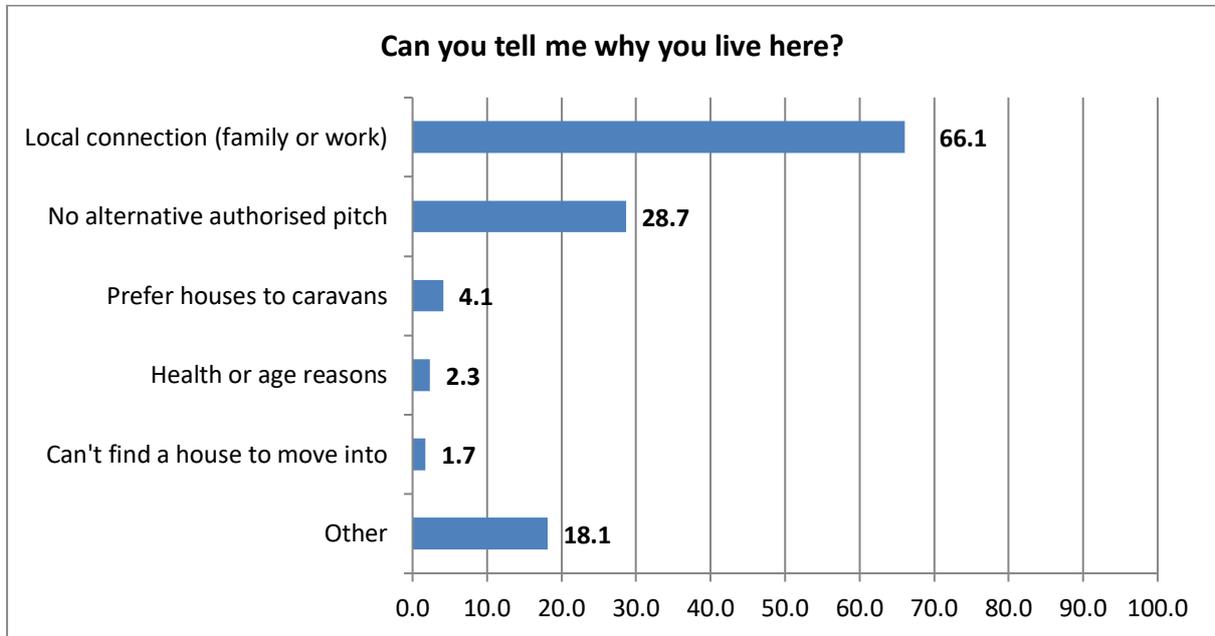
	No.	%
Repairs	13	19.4
Need own plot /Would prefer to live on a site	16	23.9
Access to transit site & waste disposal or collection facilities	20	29.9
Pitch Unsafe	13	19.4
Awaiting Planning permission	2	3.0
Miscellaneous	8	11.9
Total Respondents	67	-

N.B. Total respondents here are higher than total respondents that indicated they weren't happy with current accommodation due to people who were happy highlighting improvements.

The level of respondents unhappy with their current accommodation would be expected in relation to some overcrowding on Local Authority sites, people in bricks and mortar stating they would want to live on a site if pitches were available, the known issues at Rover Way and households in unauthorised encampments expressing the need for transit provision.

A3. Can you tell me why you live here?

Local connection (family or work) was the stand out reason why people chose to live in their current accommodation with two thirds (66.1%) of respondents citing this option. This was followed by almost three in ten (28.7%) of respondents who stated that no alternative authorised pitch was the reason they live where they do.

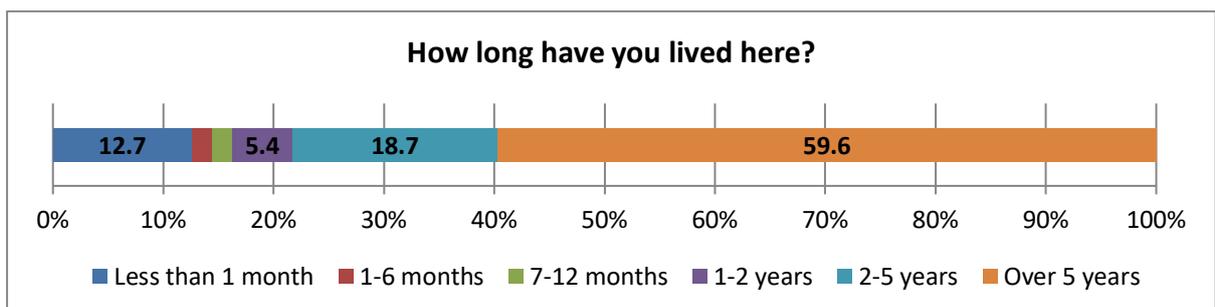


Almost a fifth of respondents indicated 'Other' as their reason for their current accommodation, these have been categorised and can be seen below:

	No.
Nowhere else to go	15
Family Reasons	8
Miscellaneous	4
Fled Domestic Violence	2

A4. How long have you lived here?

Three fifths (59.6%) of people interviewed stated that they'd been in their current accommodation for over 5 years, while almost a quarter (24.1%) had been there for 1 – 5 years. In contrast one in eight (12.7%) had only been in their current accommodation for less than a month.



A5. If you have moved in the last year, was your last home in the Local Authority?

Respondents who cited that they'd moved within the last year were then asked if their last home was within the Local Authority. Over eight in ten (82.1%) claimed that their last home was outside the Local Authority.

	No	%
Yes	10	17.9
No	46	82.1
Total	56	100.0

With the ten respondents who had previously lived in the local authority the subject of the following questions, responses were low.

Type of Accommodation

Of the 8 respondents who had moved in the last year there was a fairly even split between accommodation types with Private Rent, Encampment and Caravan all scoring 25.0%.

Type of Accommodation	No.	%
Private Rent	2	25
Encampment	2	25
Caravan	2	25
Socially rented Bricks & Mortar	1	12.5
House	1	12.5
Total	8	100.0

Did it have planning permission?

Of the 3 respondents to this section of the question, only a third (33.3%) of respondents who had moved in the last year had planning permission.

Did it have planning permission?	No.	%
Yes	1	33.3
No	2	66.7
Total	3	100.0

Which Local Authority was it in?

Only 6 interviewees left a response to this question, of those whom did over eight in ten (83.3%) stated that if they'd moved in the last year it was in the Cardiff Local Authority.

Which Local Authority was it in?	No.	%
Cardiff	5	83.3
Coventry	1	16.7
Total	6	100.0

Why did you leave?

7 Respondents left a reason as to why they left, reasons for leaving were fairly evenly split with 'Overcrowding', 'Domestic violence' and 'Couldn't stay on encampment' all scoring 28.6%)

Why did you leave?	No.	%
Overcrowded	2	28.6
Domestic Violence	2	28.6
Couldn't Stay On Encampment	2	28.6
Wasn't permanent	1	14.3
Total	7	100.0

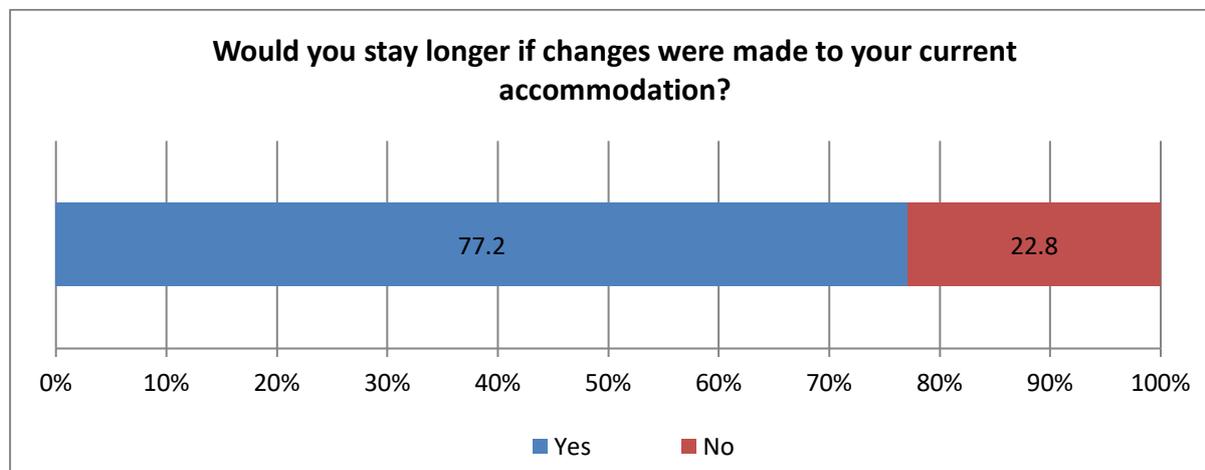
A6. How long do you think you'll stay here?

When interviewees were asked how long they intended to stay, three fifths (59.6%) stated that had no intention of moving, whilst just under a third (32.5%) claimed they didn't know how long they'd be there for. This was largely due to the fact that most of these were illegally camped and were at risk of potentially being moved on.

	No	%
1 or 2 days	0	0.0
3-28 days	8	4.8
1-3 months	0	0.0
3 months - 2 years	0	0.0
2-5 years	0	0.0
Over 5 years	5	3.0
Do not intend to move	99	59.6
Don't know	54	32.5
Total	166	100.0

A7. Would you stay longer if changes were made to your current accommodation?

Over three quarters (77.2%) of respondents claimed they would stay longer if changes were made to their current accommodation.



The two main reasons that would encourage respondents to stay longer in their current accommodation were repairs being carried out and an enlargement of the site (both 54.0%). These were closely followed by the accommodation being made safer, which was highlighted by over two in five (44.0%) respondents.

Reason	No	%
Repairs needed	27	54.0
Site made bigger	27	54.0
Accommodation made safer	22	44.0
Adaptions needed	8	16.0
Planning permission granted	2	4.0
Total Respondents	50	-

Totals do not sum to 100% as respondents could give more than one answer

Over two-fifths (44.1%) of respondents claimed that living in a caravan was their main reason for not staying longer if changes or improvements were made to their current accommodation, whilst just over one in nine (11.8%) cited broken down relationships.

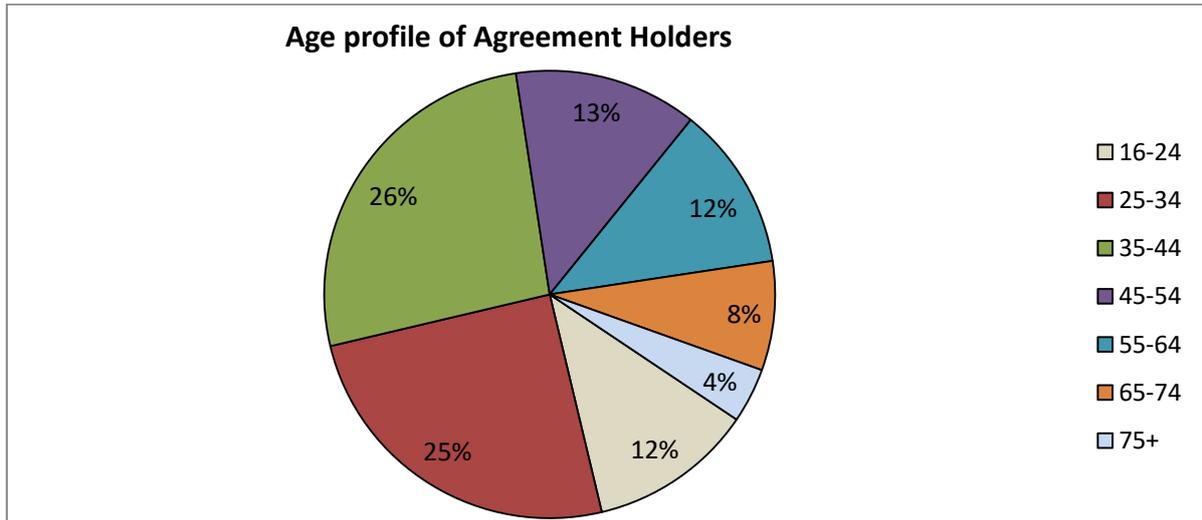
Reason	No	%
Prefer living in caravan	15	44.1
Just passing through	10	29.4
Want to move into housing	6	17.6
Want authorised pitch in other area	5	14.7
Relationships broken down	4	11.8
Total Respondents	34	-

Totals do not sum to 100% as respondents could give more than one answer

4.2 Section B – Your Family

Profile of Agreement Holders

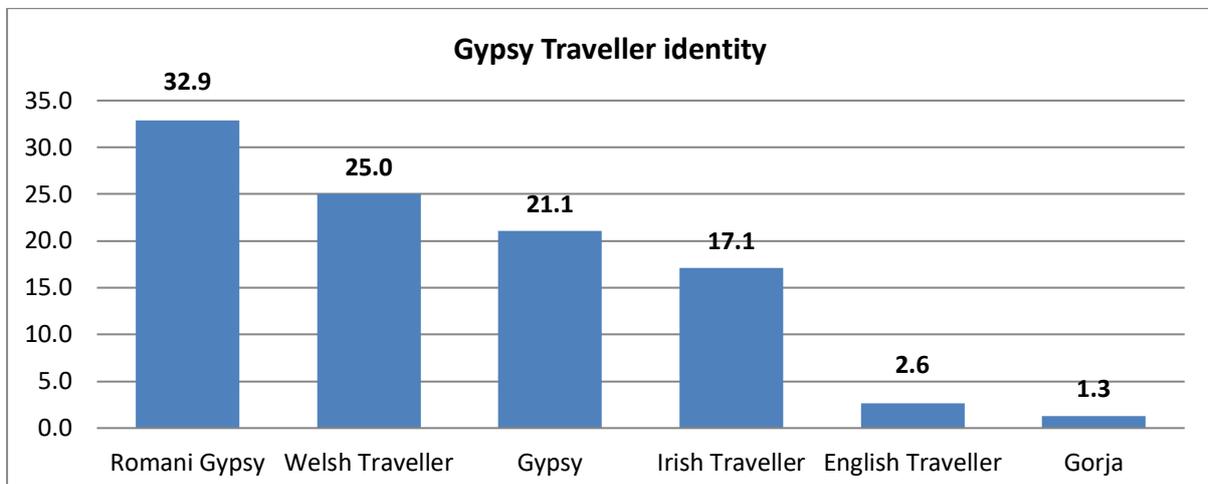
Over a half (51.0%) of agreement holders were aged between 25 – 44, whilst only one in eight (12.0%) were aged 65 and above.



Over eight tenths (83.1%) of agreement holders were female.

	No.	%
Male	13	16.9
Female	64	83.1
Total	77	100.0

A third (32.9%) of agreement holders were Romani Gypsy, this was followed by a quarter (25.0%) that were Welsh Travellers, whilst less than one in six (17.1%) were Irish Travellers.



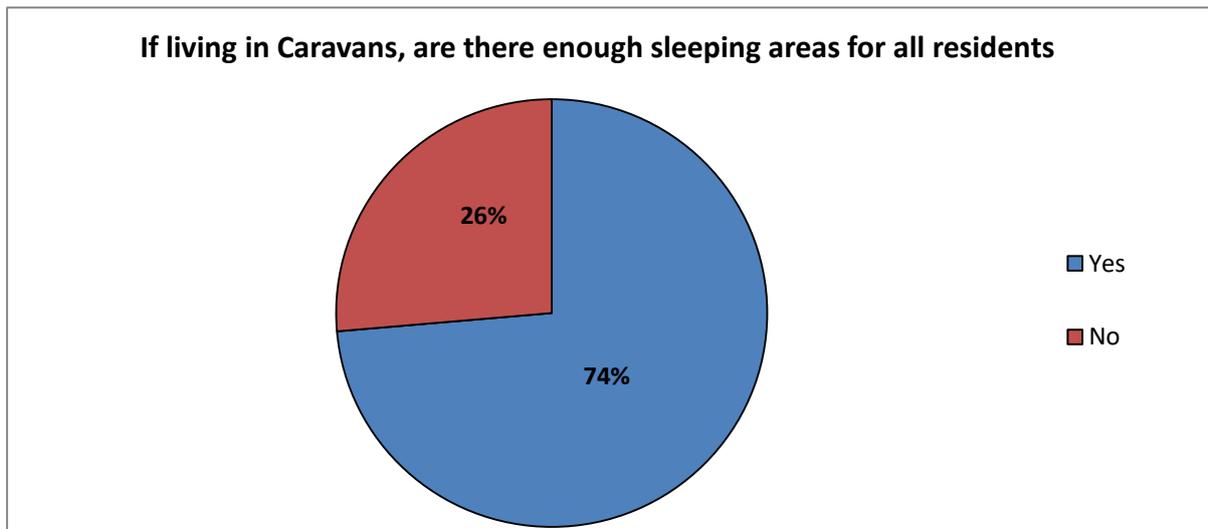
B1. Do you live in caravans?

An overwhelming proportion (96.6%) of interviewees who responded to question stated that they lived in caravans.

	No.	%
Yes	112	96.6
No	4	3.4
Total	116	100.0

B2. If living in Caravans, are there enough sleeping areas for all residents?

Respondents who claimed to live in a caravan were then asked if they believed there were enough sleeping areas for all residents. Three quarters (74.0%) of respondents stated that there were sufficient areas.



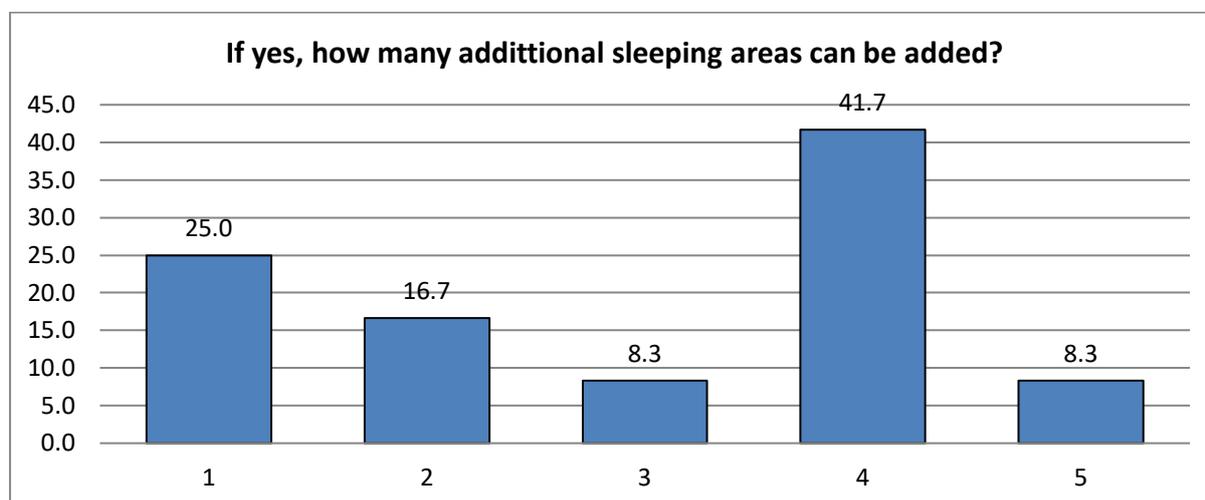
B3. Is there room on the pitch for additional trailers to prevent overcrowding?

There was a fairly even split between respondents who claimed there was room for additional trailers to prevent overcrowding (53.6%) and those that stated there was insufficient space (46.4%).

	No.	%
Yes	37	53.6
No	32	46.4
Total	69	100.0

If yes, how many additional sleeping areas can be added?

Respondents who claimed there was room on the pitch for additional trailers were then asked to state how many sleeping areas they felt could be added. Over two in five (41.7%) suggested there was room for another 4 sleeping areas, whilst a quarter (25.0%) claimed there was only room for one more sleeping area to be added to their site.



B4. Would anyone in your family like to join the Local Authority waiting list for pitches or housing?

Almost three-tenths (28.8%) of respondents claimed that somebody in their family would like to join the Local Authority waiting list for pitches or housing.

	No.	%
Yes	46	28.8
No	114	71.3
Total	160	100.0

4.3 Section C – Your Plans

C1. Are you planning to move into other accommodation?

Over a quarter (26.2%) of respondents suggested they were planning to move into other accommodation, whilst almost three-quarters (73.2%) claimed they had no plans to move.

	No.	%
Yes	44	26.2
No	123	73.2
Prefer not to say	1	0.6
Total	168	100.0

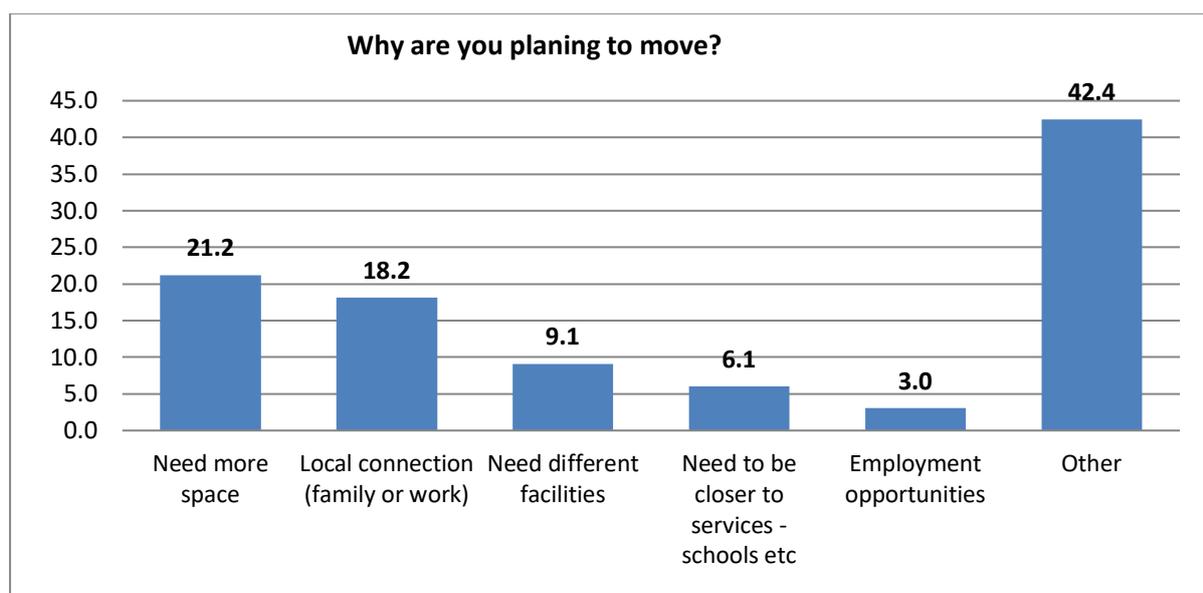
C2. Where are you planning to move to?

Interviewees who claimed they were planning to move were then asked to indicate where they planned to move, two thirds (66.7%) planned to move within the Local Authority, whilst three in ten (30.8%) were planning to move somewhere else in the UK, reflecting the responses received from unauthorised transit encampments during the survey .

	No.	%
Within the Local Authority	26	66.7
Another Local Authority in Wales – Please state which	1	2.6
Somewhere else in the UK	12	30.8
Total	39	100.0

C3. Why are you planning to move?

The two main reasons respondents gave for planning to move were that they needed more space and because of a local connection (family or work) with 21.2% and 18.2% of responses respectively.



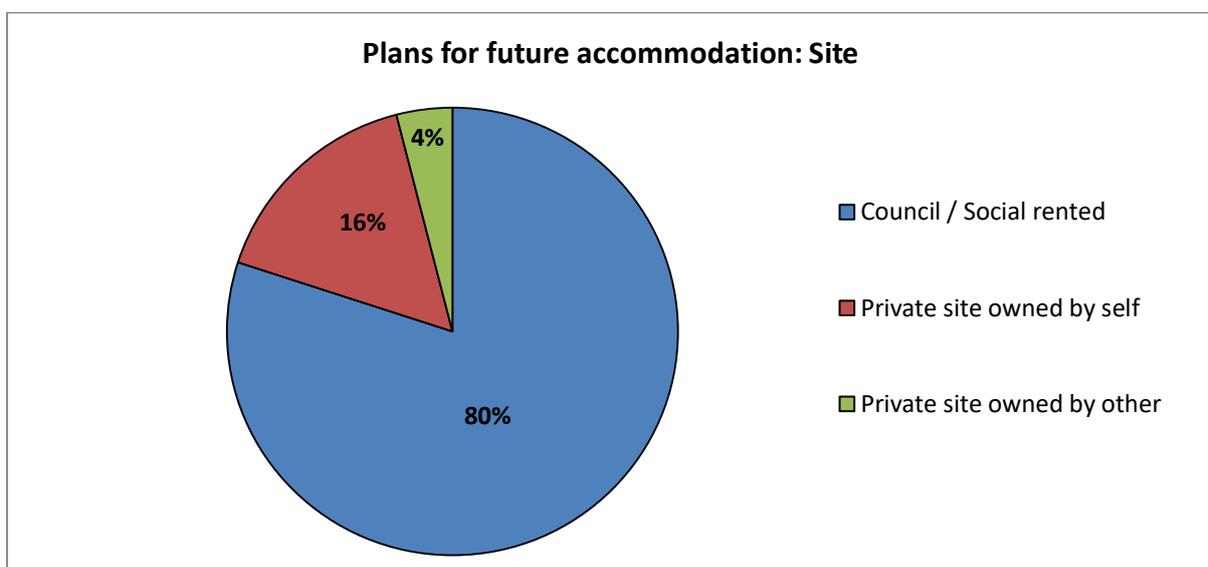
Respondents who indicated 'Other' as the reason they were planning to leave have been categorised and can be seen below.	No.
Family Reasons / Fleeing domestic violence	6
Feel Isolated	3
Can't stay on Encampment	7
Want own pitch	7
Have somewhere else to go	3
Total Respondents	26

C4. What type of accommodation are you planning to move to?

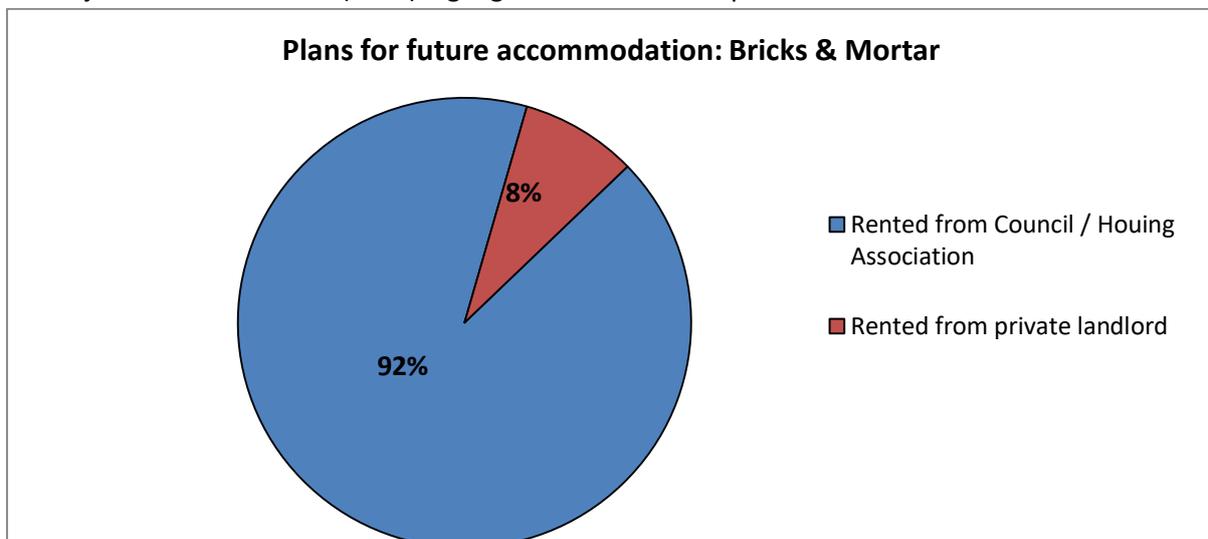
Seven in ten (70.7%) of respondents indicated that they would like to move into a site, whilst three in ten (29.3%) give Bricks & Mortar as their chosen accommodation preference.

	No.	%
Site	29	70.7
Bricks & Mortar	12	29.3
Total	41	100.0

Of the respondents who indicated a 'Site' as the type of accommodation they were planning to move to, it can be seen that four in five (80.0%) chose Council / Social rented accommodation.



Of the respondents who indicated Bricks & Mortar as the type of accommodation they were planning to move to, over nine in ten (92.0%) chose 'Rented from Council / Housing Association', whilst just under one in ten (8.0%) highlighted 'Rented from private landlord'.



C5. Do you own land in the Local Authority which you would like to be considered as a possible future site?

Only 2 respondents claimed to own land in the Local Authority which they would like to be considered as a possible future site.

	No.	%
Yes	2	4.4
No	43	95.6
Prefer not to say	0	0.0
Total	45	100.0

C6. If you are looking for an authorised pitch, would you live on a site managed by the Local Authority?

Over three quarters (77.5%) of respondents looking for an authorised pitch would be happy to live on a site managed by the Local Authority.

	No.	%
Yes	31	77.5
No	9	22.5
Total	40	100

C7. If an authorised pitch was available in another Local Authority, would you consider moving there?

There was an even split of respondent who would or wouldn't consider moving to another Local Authority, with 51.5% agreeable to a move and 48.5% against a move.

	No.	%
Yes	17	51.5
No	16	48.5
Total	33	100.0

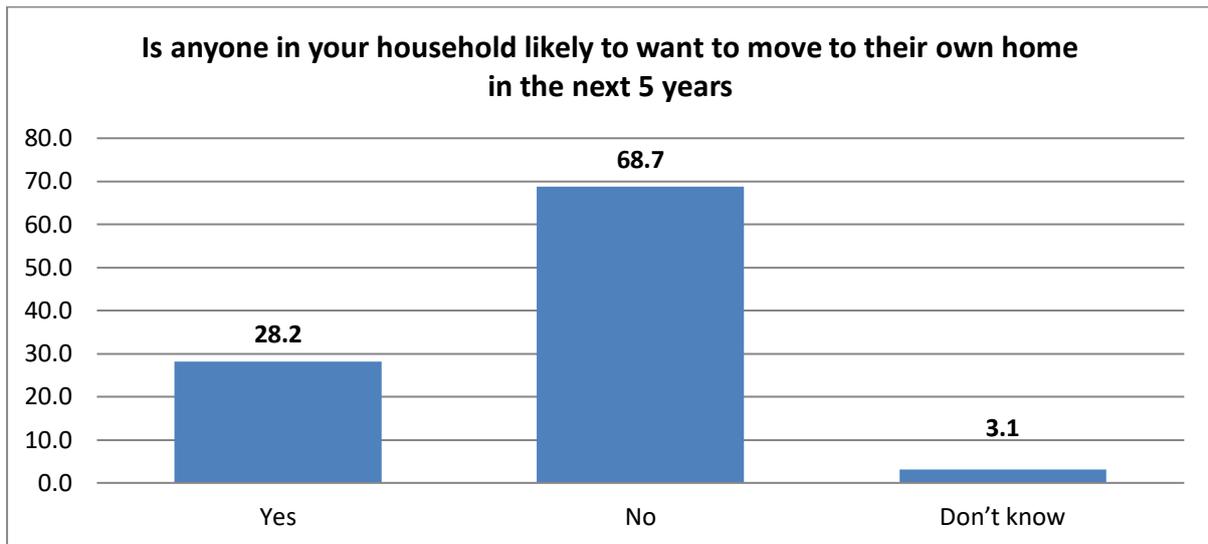
Respondents who would consider moving to another Local Authority were asked to indicate where they'd consider moving, these have been categorised and can be seen below.

Location	No.
Any	4
With Irish Travellers	3
Newport	1
Transit Site	3
Swindon	1
Total Respondents	10

4.4 Section D – Family Growth

D1. Is anyone in your household likely to want to move to their own home in the next 5 years?

Of the 163 interviewees of whom left a response to this question, 46 respondents (28.2%) claimed that someone within their household was likely to want to move into their own home in the next 5 years, whilst almost seven in ten (112 respondents; 68.7%) stated that there was nobody in their house that would want to move in that time period.



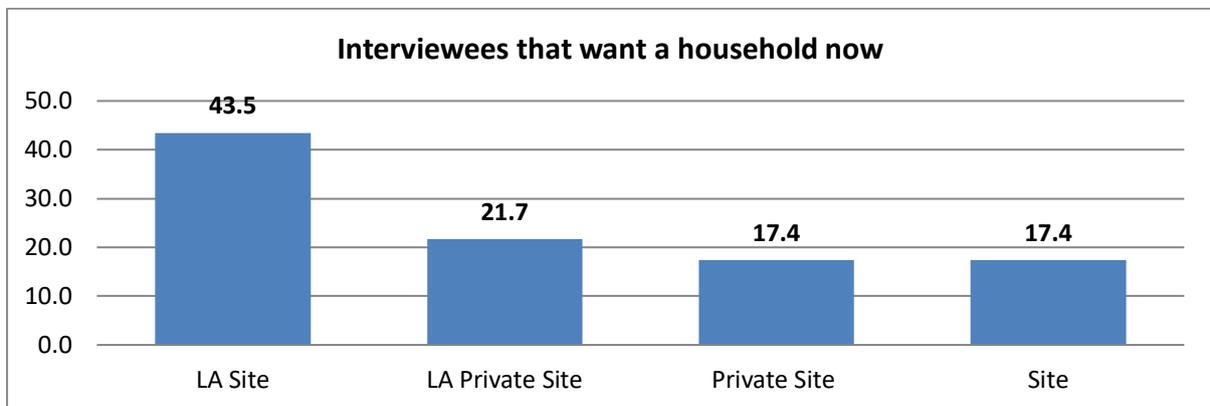
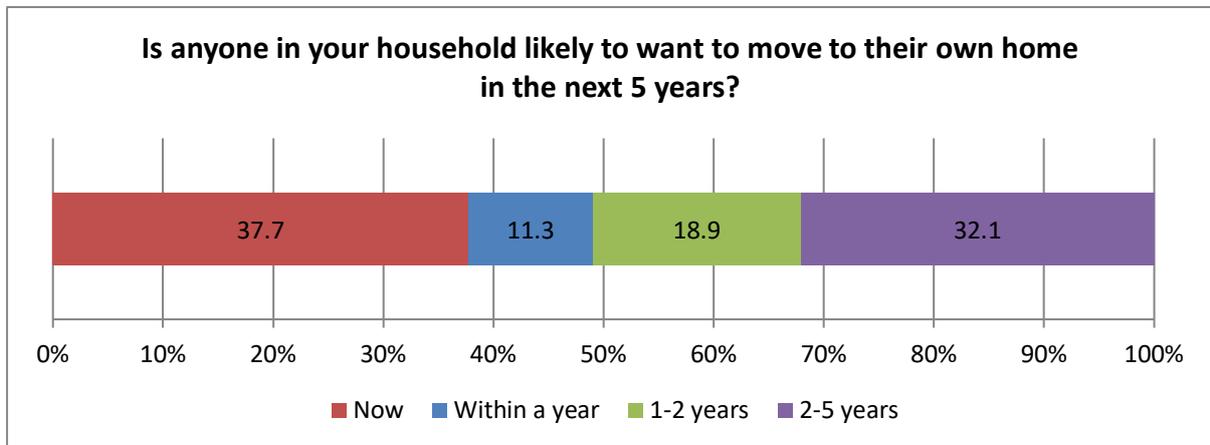
D2. Will this be in this Local Authority?

Of the respondents that suggested someone in their household is likely to want to move to their own home in the next 5 years, eight in ten (79.2%) suggested they would want to remain within this Local Authority.

	No.	%
Yes	38	79.2
No	6	12.5
Prefer not to say	4	8.3
Total	48	100.0

D3. How many new households will there be and when will they be needed?

The following two tables represent the direct response provided by each household to this question:



However, for an accurate measurement of need, a closer examination of each form was required that took into account the combination of responses provided to all the questions. This analysis identified the following need for residential pitches:

	Identified Accommodation Need				Total
	Now	1 Year	1 – 2 Years	2-5 Years	
Overcrowded Pitches	10	1	1	5	17
Conventional Housing	1	0	5	1	7
New Households to arrive	2	0	0	0	2
Family Growth	3	0	8	10	21
					Overall Total
					47

Overcrowding issues could be determined from the ability to accommodate the overall household size and the ability to add to their current provision which meant that it could be measured without a respondent stating the need for more pitch provision. Family growth could be easily measured from current household size against the stated need for increased current and future need.

The issue of cultural aversion to bricks and mortar needed to be assessed on a combination of a number of different factors. These included the length of time in their current accommodation, the desire to move to a Local Authority and/or private site, the expression that people were only occupying bricks and mortar due to the unavailability of a pitch, satisfaction with their accommodation, why people left their previous accommodation, supporting information such as reported harassment where they were living now and people stating that they did not know how long they would stay at their current address where it was apparent that this was due to being unhappy there.

The assessment of people on private sites could only be carried for those who took part in the survey. All residents on these sites were approached and invited to take part but many declined. This made it impossible to fully assess current circumstances and future needs for those families.

Further explanation on the detail of how the figures in this table were derived is provided on pages 33 and 34.

D4. Do you have family members living outside this area who camp in this Local Authority?

Over a quarter (27.8%) claimed to have family members living outside the area who camp within this Local Authority, whilst almost seven in ten (69.0%) did not.

	No.	%
Yes	44	27.8
No	109	69.0
Don't know	5	3.2
Prefer not to say	0	0.0
Total	158	100.0

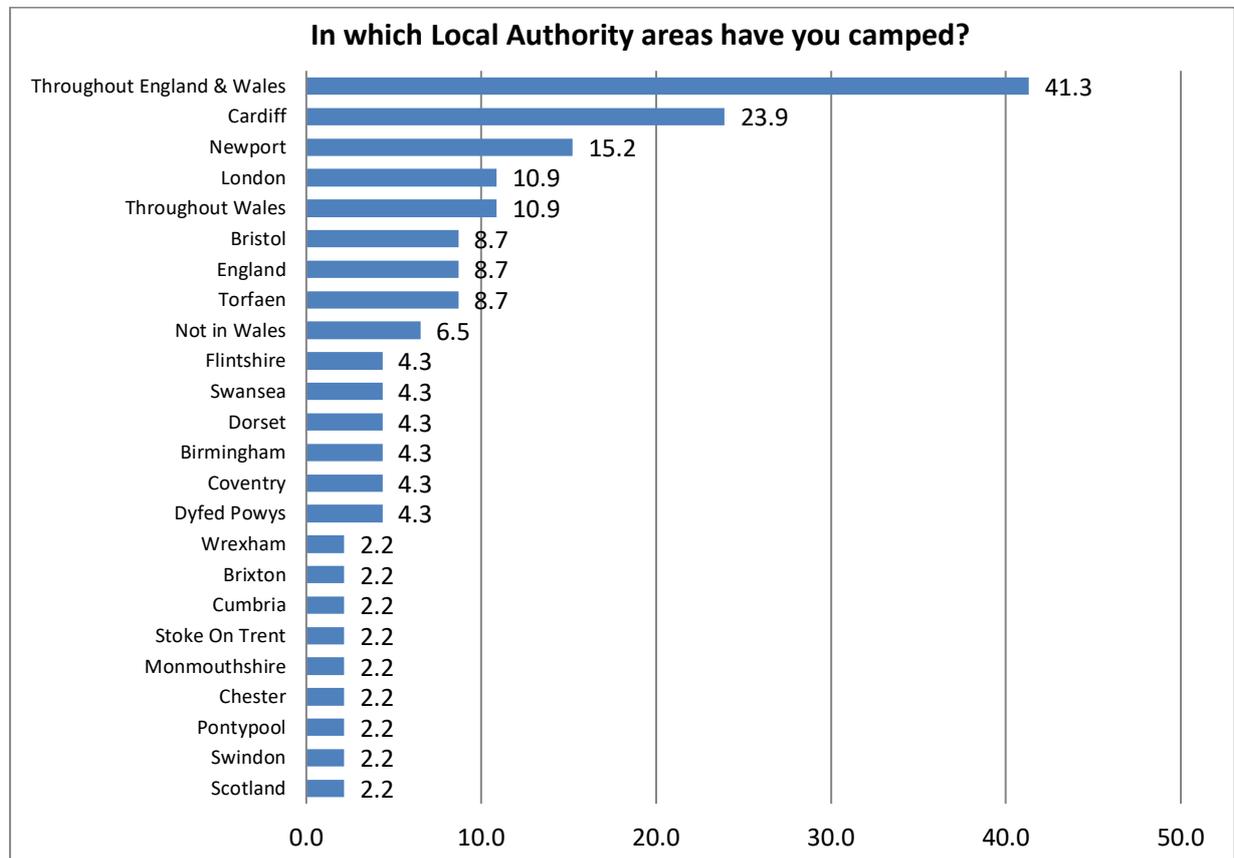
4.5 Section E – Transit Sites

E1. Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?

	No.	%
Yes	49	30.4
No	112	69.6
Prefer not to say	0	0.0
Total	161	100.0

E2. In which Local Authority areas have you camped?

Respondents who claimed to have camped by the roadside / on an unauthorised encampment / on a transit site in Wales whilst travelling in the last year were asked to indicate where they'd stayed, these locations have been categorised and can be seen below.



Totals do not sum to 100% as respondents could give more than one answer

E3. How long would you usually stay in one place whilst travelling?

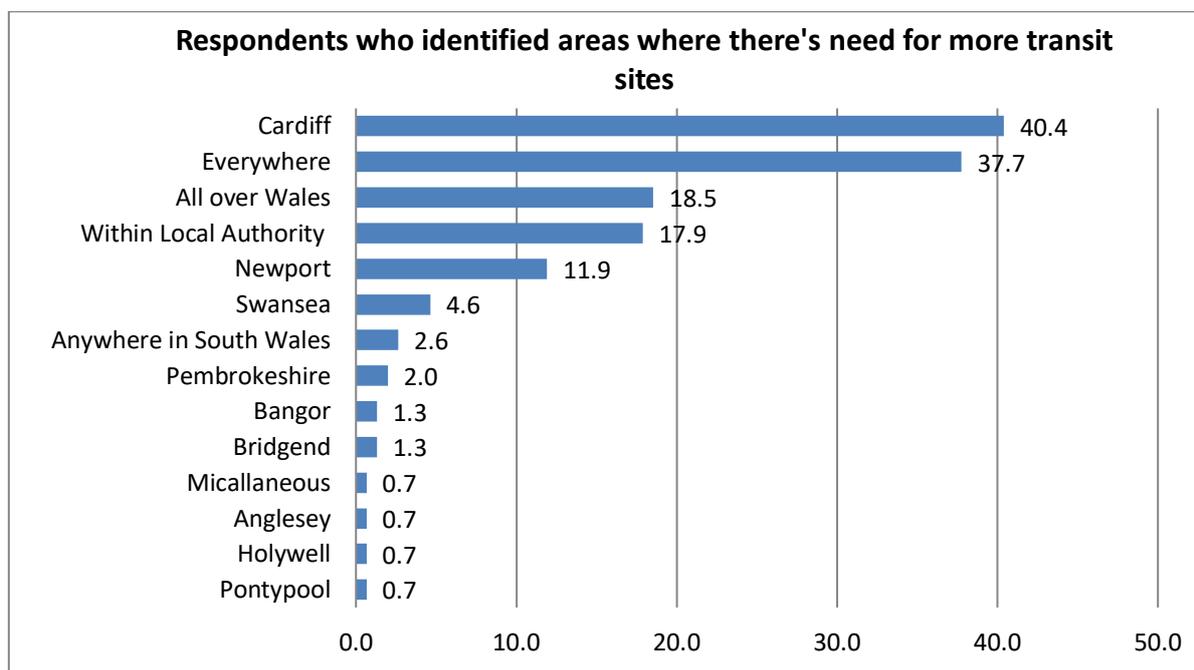
Over two fifths (43.1%) of respondents claimed they would usually stay in one place between 2 weeks and 3 months, whilst over three in ten (31.9%) would usually stay between a day and a week.



E4. Do you think there is a need for more transit sites in Wales?

	No.	%
Yes	152	93.8
No	7	4.3
Prefer not to say	3	1.9
Total	162	100.0

Respondents who indicated there was need for more transit sites were asked to specify an area where they deemed there was a greater need for these sites. Two fifths (40.4%) of respondents felt there was need for more transit sites in Cardiff.



Totals do not sum to 100% as respondents could give more than one answer

Chapter Five: Assessing accommodation needs

5.1 Residential Unmet Need

The overall outcome of the assessment is shown in the table below:

Cardiff GTAA - An estimate of need for residential site pitches -

Current Residential Supply		Number of Pitches
Occupied Local Authority pitches		80
Occupied authorised private pitches		22
Total		102
Planned Residential Supply		Number of Pitches
Vacant Local Authority pitches and available vacant private pitches		0
Pitches expected to become vacant in near future		0
New local authority and private pitches with planning permission		0
Total		0
Current Residential Demand		Number of Pitches
Unauthorised encampments		1 1 household identified that they were NFA because of a lack of residential pitches in Cardiff and had strong local connections. The other responses related only to the provision of transit sites in Cardiff.
Unauthorised developments		0
Overcrowded pitches		17
Conventional housing		7
New households to arrive		2
Total		27
Current Households	Future Households (at year 5)	Future Households (at 2026)
129	150	174
Additional household pitch need	21	24
Unmet Need	Need Arising	
Current residential demand	27	
Future residential demand (5 year)	21	
Future residential demand (to 2026)	24	
Planned residential supply		
Unmet need (5 year)	48 pitches	
Unmet need (to 2026)	72 pitches	

Current Residential Supply

There are currently 80 residential pitches on Local Authority sites made up of 59 at Shirenewton and 21 at Rover Way and 22 pitches on four private sites. There are currently no vacant spaces on these sites which would contribute to meeting need for pitches in Cardiff.

Planned Residential Supply

There are currently no new local authority pitches with planning permission and no outstanding planning applications on private sites.

Unauthorised Encampments

As indicated in the table 1 household identified that they were NFA because of a lack of residential pitches in Cardiff and had strong local connection. The other responses related only to the provision of transit sites in Cardiff. There are currently also no unauthorised developments within Cardiff.

Overcrowded Pitches

In terms of overcrowded pitches Welsh Government guidance states that overcrowding exists where family numbers have grown to the extent that there is now insufficient space for the family within its mobile home accommodation and insufficient space on the pitch or site for a mobile home. Questions B2 and B3 of the survey form address this issue and ask respondents whether there enough sleeping areas for all residents and is there room on the pitch to safely station additional trailers to prevent overcrowding. Where respondents answered no to both of these questions they were included in the 17 overcrowded pitches identified in the assessment. In a separate measurement the Local Authority has assessed that there are 15 over-occupied pitches across Shirenewton and Rover Way and there are currently 14 households on the waiting list. These figures would largely support the 17 overcrowded pitches identified in the assessment.

Conventional Housing

A need for 7 new pitches was identified from Gypsy and Travellers currently living in conventional housing. In accordance with Welsh Government guidance this need was derived from an analysis of the survey forms and included those stating a cultural aversion to conventional housing, those experiencing overcrowding, and those whom have reached adulthood and want to live on a site. Of the requirement for 7 new pitches identified 2 respondents reported they had been the victims of harassment in their current accommodation, 2 respondents reported they were of no fixed abode (sofa surfing) and 3 respondents were living in caravans on private property in overcrowded conditions.

New Households to arrive

A need for 2 pitches was added for households on the waiting list but who could not be interviewed during the survey period. These 2 households had previously resided on Local Authority sites but had moved away from the area due to overcrowding. No other households to arrive were identified. As stated in the report, the response received from 19 of the 20 unauthorised encampments related to transit provision only and the other was NFA in Cardiff with a strong local connection who was included in current demand. Finally, no information was received from any other local authority of any households seeking to live on a site and/or develop land they owned in Cardiff.

Family Growth

A need for 21 new pitches over the next 5 years was identified from the analysis of family growth in Section D (see breakdown on page 29). The figure arose from an analysis of the household make up

to assess emerging households within the families responding to the questionnaire who were living on sites and where there was a reasonable expectation that the need would arise within this period. As stated below, 3 households in bricks and mortar reported that they would want their children to have the choice to live on a site but the young ages of these children were such that they would not appear in the current forecast.

Current Residential Demand

A total need of 27 pitches was identified comprising 17 overcrowded pitches, 7 households in conventional housing and 1 household on an unauthorised encampment with a local connection who expressed that they wanted a residential pitch. Also included were 2 pitches that were included as new households to arrive. These 2 households had previously resided on Local Authority sites but had moved away from the area due to overcrowding.

Analysis of Preference and Need

The figures for need are shown above. Of the respondents where no need was identified 59 lived on private or Local Authority sites who reported no issues of overcrowding, no plans to move into other accommodation and no family growth where a household would require a move into their own accommodation in the next 5 years. Also on private and Local Authority sites 7 respondents stated that if they were to move it would be into bricks and mortar or away from the area. These households were currently not overcrowded or with members of the family who will require their own accommodation over the next 5 years.

Of the 20 responses from unauthorised encampments during the survey period, 19 stated that they were not seeking a residential pitch in Cardiff. They all expressed that there was a need for a transit site within the region. The respondent that did state they were seeking a residential pitch is included within the need (see above).

Of the 44 respondents currently in bricks and mortar, 20 stated that they do not intend to move from their current accommodation. Although some had stated they would live on a site they had also stated they were happy to continue living bricks and mortar. A further 10 stated a preference for bricks and mortar and 3 stated they were moving away from the area. Finally, 7 respondents had stated they were unsure of future accommodation preferences. Of these, 4 had been living in bricks and mortar for over 5 years, 2 for 2 to 5 years and 1 who did not state how long they had been at their current address. None had reported any problems at their present accommodation.

3 families living in bricks & mortar stated that, whilst the adults did not intend to leave their accommodation, they would like their children to have the choice of living on a Gypsy & Traveller site in adulthood. However, due to the very young ages of these children at present, this need would not fall into the current projection for future residential demand. However, should this preference be restated during the next Gypsy & Traveller Accommodation Assessment, these families would need to be considered in the evaluation of future demand at that time.

Additional household Need

The table on page 29 shows an existing requirement for 3 pitches followed by 18 pitches over the 5 year period to meet the additional household need from family growth. This equates to a growth of a little over 3% for this period of time. As a result, the 5 year figure of 21 pitches has been applied followed by a 3% annual growth rate to give a further 24 pitches to the end of the LDP period in 2026. The basis for this decision is that, in the absence of other solid information, the study indicates that the local family growth level may be at the top end of the Welsh Government guidance which anticipates a rate of between 1.5 to 3%. It should still be noted, however, that this is only a single

study and that future Census and GTAA information may help to produce a more robust evaluation in time.

Unmet Need

The current residential demand and additional household need provide a total unmet need of 48 pitches over 5 years and 87 pitches to 2026 as seen in the table on page 36.

As described in paragraph 1.2 above, the Local Development Plan has set out a timetable to meet the short term need in 2017/18 and the long term need in 2021/22.

Rover Way

The lifetime of the existing Rover Way site is currently being reviewed. The Local Authority is undertaking a feasibility study of the coastal defences along the Pengam Green stretch of the coastline which includes the Rover Way site. It is anticipated that this report will be completed in 2017. If the report concludes that the Rover Way site is no longer viable the Local Authority will add the existing 21 pitches to the overall need. The need arising from overcrowding and family growth at Rover Way is already included within this assessment.

5.2 Transit Unmet Need

The figures contained within the caravan count, the record of unauthorised encampments in 2015/16 and the GTAA itself clearly show an identified need for a transit site. The Local Development Plan has set out a timetable to develop a transit site from 2017. A transit site of 10 pitches was proposed from the previous Gypsy & Traveller Accommodation Assessment and this was included in the Local Development Plan Monitoring Framework. The current assessment still supports this figure. In addition to this, Housing and Planning officers from the local authorities that make up the South East Wales Strategic Planning Group met in January 2016 to discuss a regional response. These discussions will continue alongside the work undertaken by Cardiff to deliver the provision identified in the Local Development Plan Monitoring Framework.

Chapter Six: Conclusions and Recommendations

6.1 Next Steps

1. It is evident from the assessment findings that there is a clear need in Cardiff for the provision of additional permanent and transit socially rented Gypsy and Traveller Accommodation. As set out above in paragraph 1.2 the Council has established a working group made up of Council officers from Planning and Housing with the responsibility for finding locations for both permanent and transit pitches to meet this need.
2. The timetable for meeting this is included in the LDP Annual Monitoring Report and a site search and assessment of potential sites is due to commence in early 2016 with the findings and recommendations due to be considered by the Council's Cabinet in July 2016. Sites suggested as part of this assessment will also be included in the list of potential sites and as noted in paragraph 3.1 above the Project Steering Group will reform early in 2016 to allow further consultation with stakeholders and develop effective community engagement during this site search and assessment process.
3. Following this process it envisaged that planning permission and funding will be secured for the identified site(s) required to meet short term need for permanent pitches by May 2017 and for identified site (s) required to meet long term need for permanent pitches by May 2021.
4. This assessment gives an indication of the likely demand for new pitches up to 2026. When planning any new accommodation provision it is important to distinguish between demand and need. "Need" refers to households who are unable to access suitable accommodation without some financial assistance and "demand" to the quantity of housing that households are willing and able to buy or rent.
5. In Cardiff we will do this by using the established common housing register as the mechanism for allocating pitches on any socially rented site that is provided. Prospective residents are required to complete the standard housing application form which then allows the local authority to make an assessment of both their need and eligibility for a pitch.
6. In terms of transit provision, the Cardiff Local Development Plan sets out a target to identify a transit site of 10 pitches by July 2016. The new site should have received planning permission by May 2017. Potential sites will be assessed to meet this need in parallel with the permanent site assessment process identified above.
7. Whilst the Local Development Plan sets out the clear commitment to provide a transit site in Cardiff, the South East Wales Strategic Planning Group (SEWSPG), of which the Local Authority is a member, will continue to discuss transit provision at regional level. SEWSPG consists of 10 local planning authorities, plus the Brecon Beacons national park authority. The Group meets every 2 months in order to discuss planning issues that impact on the region. With the introduction of the Planning (Wales) Act in July 2015, changes to regional planning and the creation of a strategic planning area are very much on the agenda.
8. Following a meeting in January 2016, SEWSPG officers have agreed to continue to discuss their respective Gypsy/Traveller Accommodation Assessments and consider them in a regional context. Although this is simply an agreement to discuss findings, there are clear benefits to continued dialogue as opposed to each authority working in isolation.

Appendix A - Gypsy and Traveller Accommodation Assessment letters that were sent out to families on the Travellers Education database

20th October 2015

Dear Occupier,

I am writing to let you know about a very important survey that the Welsh Government has asked all councils in Wales to carry out.

The reason for the survey is to find out the accommodation needs of Gypsies & Travellers in Cardiff and the number of extra pitches that are necessary to meet those needs. This includes plans for your future family accommodation needs.

In Cardiff, the Council has asked Gypsies and Travellers Wales Project to find out this information for them.

Below are answers to some questions you may have about why we want this information and how we will be collecting it.

Q: How will the information be collected?

A: Gypsies and Travellers Wales will meet each family that wants to take part with questions about where they live and what their housing needs are.

Q: Will I have to give my name?

A: No. What we need is for as many Gypsies and Travellers in Cardiff to tell us what they need. We do not need your name or your family's name to find this out.

Q: Why are you asking for this information now?

A: The Welsh Government knows that in Wales we do not have enough pitches to meet the needs of Gypsies and Travellers so we need to find out the number of extra pitches required in Cardiff.

Q: We have done things like this before and nothing happens. What is different this time?

A: The Welsh Government have now made it law that councils have to carry out the assessment and make plans to provide enough sites to meet the need.

Q: What if I don't want to answer these questions?

A: The assessment of the number of extra pitches could be wrong because **we are relying on you to give us the information needed to help prove the level of need.**

By giving us this information you are helping to make sure that Cardiff has proper plans in place for the number of pitches needed now and in the future.

Remember that your name will not have to go on any forms and the information you give us will not be used for anything else.

If you want to take part, you can phone me on 07853294586 or (029) 20872747 and I will arrange for Gypsies and Travellers Wales to contact you. You can also contact Gypsies and Travellers Wales directly on (029) 20214411 or go to one of their advice sessions at Trowbridge Community Centre (Caernarfon Way, Trowbridge, Cardiff, CF3 1RU) between 10:00AM and 1:00PM on a Tuesday.

Yours faithfully



Kay Evans
Travellers Education

6th November 2015

Dear Occupier,

I am writing to let you know about a very important survey that the Welsh Government has asked all councils in Wales to carry out.

The reason for the survey is to find out the accommodation needs of Gypsies & Travellers in Cardiff and the number of extra pitches that are necessary to meet those needs. This includes plans for your future family accommodation needs.

In Cardiff, the Council has asked Gypsies and Travellers Wales Project to find out this information for them.

Below are answers to some questions you may have about why we want this information and how we will be collecting it.

Q: How will the information be collected?

A: Gypsies and Travellers Wales will meet each family that wants to take part with questions about where they live and what their housing needs are.

Q: Will I have to give my name?

A: No. What we need is for as many Gypsies and Travellers in Cardiff to tell us what they need. We do not need your name or your family's name to find this out.

Q: Why are you asking for this information now?

A: The Welsh Government knows that in Wales we do not have enough pitches to meet the needs of Gypsies and Travellers so we need to find out the number of extra pitches required in Cardiff.

Q: We have done things like this before and nothing happens. What is different this time?

A: The Welsh Government have now made it law that councils have to carry out the assessment and make plans to provide enough sites to meet the need.

Q: What if I don't want to answer these questions?

A: The assessment of the number of extra pitches could be wrong because **we are relying on you to give us the information needed to help prove the level of need.**

By giving us this information you are helping to make sure that Cardiff has proper plans in place for the number of pitches needed now and in the future.

Remember that your name will not have to go on any forms and the information you give us will not be used for anything else.

If you want to take part, you can phone me on 07853294586 or (029) 20872747 and I will arrange for Gypsies and Travellers Wales to contact you. You can also contact Gypsies and Travellers Wales directly on (029) 20214411 or go to one of their advice sessions at Trowbridge Community Centre (Caernarfon Way, Trowbridge, Cardiff, CF3 1RU) between 10:00AM and 1:00PM on a Tuesday.

Yours faithfully



Kay Evans
Travellers Education

16th November 2015

IMPORTANT

Dear Occupier,

I sent you a letter in October to tell you about a very important survey to find out the number of extra pitches that are needed for Gypsies & Travellers in Cardiff.

I am writing again to let you know that if you want to take part we need to hear from you by the end of this month.

By taking part you will be helping to make sure that Cardiff has proper plans in place for the number of pitches needed for Gypsy & Traveller families now and in the future.

Remember that your name will not have to go on any forms and the information you give us will not be used for anything else.

To have your say, you can phone me on 07853294586 or (029) 20872747 and I will arrange for Gypsies and Travellers Wales to contact you. You can also contact Gypsies and Travellers Wales directly on (029) 20214411 or go to one of their advice sessions at Trowbridge Community Centre (Caernarfon Way, Trowbridge, Cardiff, CF3 1RU) between 10:00AM and 1:00PM next Tuesday 24th November 2015.

Yours faithfully



Kay Evans
Travellers Education

Appendix B - Interview Log – Record of contact for families on the Travellers Education database

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
1	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
2	Address Not Recognised		No								
3	Address Not Recognised		No								
4	Address Not Recognised		No								
5	Address Not Recognised		No								
6	Address Not Recognised		No								
7	Address Not Recognised		No								
8	Address Not Recognised		No								
9	Address Not Recognised		No								
10	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	04/11/15			
11	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
12	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					Also 104 Marian St
13	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
14	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
15	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
16	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
17	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
18	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
19	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
20	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
21	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
22	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
23	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
24	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
25	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
26	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	04/11/15	Yes		
27	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
28	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
29	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
30	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
31	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	04/11/15			
32	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
33	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
34	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
35	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
36	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
37	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
38	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
39	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
40	Address Not Recognised		No								
41	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
42	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
43	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
44	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
45	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
46	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
47	Address Not Recognised		No								
48	Address Not Recognised		No								
49	Address Not Recognised		No								
50	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
51	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
52	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
53	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
54	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
55	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
56	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
57	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
58	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
59	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
60	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
61	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
62	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15		No	
63	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15	Yes		
64	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					Moved
65	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
66	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
67	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
68	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
69	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
70	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
71	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
72	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
73	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
74	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
75	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
76	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
77	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
78	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
79	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15	Yes		Completed
80	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
81	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
82	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
83	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
84	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
85	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
86	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
87	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
88	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
89	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
90	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
91	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
92	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
93	Address Not Recognised		No								
94	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
95	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
96	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
97	Address Not Recognised		No								
98	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
99	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
100	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			
101	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
102	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
103	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Moved
104	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
105	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
106	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
107	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
108	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
109	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
110	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
111	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
112	Address Not Recognised		No								
113	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
114	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
115	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
116	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
117	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
118	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
119	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
120	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
121	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
122	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
123	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
124	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
125	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
126	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
127	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
128	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
129	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
130	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
131	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
132	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
133	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			
134	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	06/11/15	Yes		
135	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	06/11/15	Yes		
136	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	06/11/15	Yes		
137	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
138	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
139	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
140	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Appear uninhabited
141	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Appear uninhabited
142	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Appear uninhabited
143	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Appear uninhabited
144	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	06/11/15			Appear uninhabited
145	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
146	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
147	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
148	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
149	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
150	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
151	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
152	CF15	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
153	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
154	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	28/10/15			
155	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	28/10/15			
156	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	28/10/15			
157	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15	Yes		
158	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	28/10/15			
159	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15		No	
160	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	No	28/10/15			
161	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15		No	
162	CF3	Yes		23/10/2015	10/11/2015	20/11/2015	Yes	28/10/15		No	
163	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
164	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
165	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
166	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
167	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
168	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
169	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
170	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
171	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
172	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
173	CR3	Yes		23/10/2015	10/11/2015	20/11/2015					
174	CR3	Yes		23/10/2015	10/11/2015	20/11/2015					
175	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
176	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
177	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
178	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
179	Address Not Recognised		No								
180	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
181	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
182	Address Not Recognised		No								
183	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
184	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
185	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
186	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
187	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
188	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
189	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
190	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
191	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
192	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
193	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
194	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
195	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
196	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
197	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
198	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
199	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
200	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
201	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
202	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
203	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
204	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
205	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
206	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
207	Address Not Recognised		No								
208	Address Not Recognised		No								
209	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
210	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
211	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
212	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
213	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
214	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
215	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
216	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
217	Address Not Recognised		No								
218	Address Not Recognised		No								
219	Address Not Recognised		No								
220	Address Not Recognised		No								

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
221	Address Not Recognised		No								
222	Address Not Recognised		No								
223	Address Not Recognised		No								
224	Address Not Recognised		No								
225	Address Not Recognised		No								
226	Address Not Recognised		No								
227	Address Not Recognised		No								
228	Address Not Recognised		No								
229	Address Not Recognised		No								
230	Address Not Recognised		No								
231	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
232	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
233	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
234	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
235	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
236	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
237	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
238	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
239	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
240	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
241	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
242	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
243	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
244	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
245	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
246	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
247	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
248	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
249	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
250	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
251	CF10	Yes		23/10/2015	10/11/2015	20/11/2015					
252	Address Not Recognised		No								
253	Address Not Recognised		No								
254	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
255	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
256	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
257	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
258	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
259	CF23	Yes		23/10/2015	10/11/2015	20/11/2015					
260	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
261	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					
262	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					

Household	Postcode	Letter 1 Sent		Date Letter Sent	Date Letter 2 Sent	Date Letter 3 Sent	Direct Contact	Direct Contact Date	Family wants to complete survey		Note
		Yes	No						Yes	No	
263	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
264	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
265	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
266	CF14	Yes		23/10/2015	10/11/2015	20/11/2015					
267	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
268	CF24	Yes		23/10/2015	10/11/2015	20/11/2015					
269	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
270	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
271	CF5	Yes		23/10/2015	10/11/2015	20/11/2015					
272	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
273	CF3	Yes		23/10/2015	10/11/2015	20/11/2015					
274	CF11	Yes		23/10/2015	10/11/2015	20/11/2015					

Note – Letters sent to all addresses that could be identified from the database. The direct contact column relates to visits carried out by Travellers Education staff to selected addresses. If contact was made the family was offered the opportunity to complete the form immediately and this was recorded in the table. However, together with the informal discussion ‘at the school gates’, the main purpose of this exercise was to publicise the study to encourage people to take part and help spread the word to family members and other associates. Many other people were spoken with ‘at the school gates’ but this was not formally recorded.

Appendix C - Gypsy and Traveller Accommodation Assessment letters that were sent out to families on the Gypsies & Travellers Wales database

11 November 2015

Dear Resident/Owner

I'm writing to you about the Gypsy Traveller Accommodation Needs Assessment for Cardiff Council.

Welsh Government wants to make sure there are enough sites for Gypsies and Travellers in Wales and make sure there are enough good quality pitches for you, your children and grandchildren, now and in the future.

To do this every Council in Wales has to collect information to help decide how many residential and transit sites are needed and where they should be located. Cardiff Council has asked us to contact Gypsies and Travellers in Cardiff to ask about your accommodation needs.

We will be speaking to Gypsies and Travellers on sites and in bricks and mortar housing. We know some of you want to stay in housing, but we also know that lots of people are forced to live in houses because there are not enough good quality sites.

It's very important that as many people as possible take part in the survey to help try and make sure there are enough sites in Cardiff for you and your families now and in the future.

We would like to interview everyone who wants to take part in this survey. We can do this in different ways:-

You can come to our advice sessions to speak to us about your accommodation needs

We could telephone you to go through the questionnaire

We can also come to see you at home – phone us to arrange a home visit

We will be contacting you in the next weeks to make arrangements to speak to you. You can also phone us to make an appointment, or to go through the questionnaire with our staff.

I will be doing some of the interviews, and we have two new members of staff to help us, their names are Louisa and Bex. You may already know them, but all staff will carry photo ID.

Below are answers to some questions you may have about why we need this information and how we will be collecting it.

Q: How will the information be collected?

A: Gypsies and Travellers Wales want to speak to each family with questions about where they live and what their housing needs are.

Q: Will I have to give my name?

A: No. What we need is for as many Gypsies and Travellers in Cardiff to tell us what they need. We do not need your name or your family's name to find this out.

Q: Why are you asking for this information now?

A: The Welsh Government knows there are not have enough sites for Gypsies and Travellers. We need to find out how many more sites, pitches, flats or houses you think you and your family need now and in future.

Q: We have done things like this before and nothing happens. What is different this time?

A: The information we get this time will be about all Gypsies and Travellers in Cardiff. It does not matter if they live on sites or in houses. Welsh Government has told all councils that once they know how many Gypsies and Travellers they need to have pitches or housing for, then they must find a way to provide them.

Q: What if I don't want to answer these questions?

A: We know how important family is to the Gypsy and Traveller communities. We also know how important it is to the communities to provide for their families and to make sure that your children will have a safe place to live in the future.

Only you can help to make sure there are enough sites for you and your family

By giving us this information you will be helping to make sure your children have a place to live, and a choice of where they live. You will not be asked to give your name and your name will not go on any forms. The information you give us will only be used to see what site and housing needs the community have. If you have more questions please ask staff when they contact you.

We look forward to seeing you in the coming weeks.

Yours sincerely

Bethan Wyn Jones
Accommodation Liaison Officer
Gypsies and Travellers Wales

Appendix D – Interview Log - Record of contact for families on the Gypsies & Travellers Wales database

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF3	B&M		16/11/15	01/12/2015			Property demolished	
CF10	B&M		13/11/15	16/11/2015			No longer at this address	
CF102EY	B&M		13/11/15	16/11/2015	25/11/15		No longer at this address	
CF5	B&M		13/11/15	26/11/15 - no answer letter left			No longer at this address	
CF24	B&M		13/11/15	16/11/2015			C/O address - STAR communities First - Completed	
CF3	NFA						Completed 13/11/15	
CF11	B&M		13/11/15	26/11/15 - no answer letter left	27/11/2015	30/11/2015	No reply at property	
CF3	B&M		13/11/15				No longer at this address	
CF3	B&M		13/11/15	19/11/2015			Spoke to Amanda she said she was not a Traveller/Gypsy	
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15 - no answer	Not completed no answer	Family Incident
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15 - no answer	Not completed no answer	Family Incident
CF3	B&M	17/09/2015					Deceased	
CF23	B&M		13/11/15	26/11/15 - no answer letter left	01/12/2015 no answer	02/12/2015	No reply	Family Incident
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15 - no answer	No reply	Family Incident

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15 - no answer	No reply	Family Incident
CF3	B&M		13/11/15	19/11/2015			No reply	Wrong address
CF24	B&M		13/11/15	25/11/15			Business premises - Dermatologists	
CF24	B&M		13/11/15	16/11/2015			No longer at this address	
CF24	B&M		13/11/15	16/11/2015			Completed with another member of household	
CF3	PVT		13/11/15	25/11/2015	27/11/2015	30/11/2015	No response	
CF24	B&M		13/11/15	16/11/2015			No longer at this address	
CF3	PVT		13/11/15	25/11/2015	27/11/2015	30/11/2015	No Response	
NFA	NFA						Completed 24/11/15	Phone Interview
NP10	PVT	17/09/2015	13/11/15				Refused to participate - Received 1 response from New House Farm	
CF24	B&M		13/11/15	19/11/2015			No longer at this address	
CF24	B&M	17/09/2015	13/11/15				Temporary Accommodation Moved On	
Cf24	B&M		13/11/15	16/11/2015			completed	
CF24	B&M		13/11/15	19/11/2015	26/11/15 - no answer letter left	30/11/2015	Not completed no answer	
CF3	B&M		13/11/15	19/11/2015	20/11/15 & left letter	27/11/2015	No longer at this address	
CF3	B&M		13/11/15	19/11/2015 - no answer	25/11/15		Completed	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF24	B&M		13/11/15	16/11/2015	25/11/15	27/11/2015	Not completed no answer	
CF3	B&M	17/09/2015	13/11/15	25/11/15			Completed	
CF3	B&M		13/11/15	25/11/15			Completed	
CF3	B&M		13/11/15				Completed	
CF3	PVT	17/09/2015	13/11/2015	25/11/2015			Completed	
CF3	PVT	17/09/2015	13/11/15	25/11/2015			Completed & 2 Non Dependent Family Members completed	
CF3	B&M	17/09/2015	13/11/15	19/11/2015	25/11/15 - no answer	01/12/2015	Not completed no answer	
CF3	B&M	17/09/2015	13/11/15				NOT AT THIS ADDRESS	
CF3	B&M	17/09/2015	13/11/15				completed with other family member	
CF3	B&M	17/09/2015	13/11/15	25/11/2015			completed	
CF3	B&M	17/09/2015	13/11/15	25/11/15			completed	
NFA	NFA						Unable to contact. NFA phone numbers not valid	
NFA	NFA						Unable to contact. NFA phone numbers not valid	
CF3	B&M		13/11/15	19/11/2015	25/11/2015	27/11/2015	no answer	
CF3	B&M		13/11/15				not at this address	
CF3	B&M		13/11/15	19/11/2015			house empty	
CF24	B&M		13/11/15				Said he'd already completed one	
CF3	B&M	17/09/15	13/11/15	1/12/2015	02/12/2015	03/12/15	No answer	
CF3	B&M		13/11/15	19/11/2015			completed	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF24	B&M	17/09/2015	13/11/15	25/11/15 - no answer left note	27/11/2015	01/12/2015	No answer	
CF3	B&M		13/11/15	19/11/2015 - no answer	25/11/15		completed	
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/2015	25/11/15	no answer	
CF24	B&M	17/09/2015	13/11/15	19/11/2015			completed	
CF23	B&M		13/11/15	19/11/2015	26/11/15 - no answer letter left		NOT AT ADDRESS	
CF23	UKN		13/11/15	19/11/2015	25/11/2015	01/12/15	Not completed no answer	
CF3	B&M	17/09/2015	13/11/15	19/11/2015	25/11/2015	01/12/15	Not completed no answer	
CF24	UKN	17/09/2015	13/11/15				Completed	
CF24	B&M		13/11/15	25/11/15 - no answer left letter	01/12/2015		Not at this address	
CF3	B&M	17/09/15	13/11/15	19/11/2015	01/12/2015	04/12/15	No answer	
CF24	B&M		13/11/15				Completed 27/11/15	
CF24	B&M	17/09/2015	13/11/15	19/11/15			completed	
CF11	B&M	17/09/2015	13/11/15		Not known at this address		Not known at this address	
CF23	B&M	17/09/2015	13/11/15	1/12/2015			Not at this address	
CF24	B&M	17/09/2015	13/11/15				WRONG ADDRESS	
CF3	B&M	17/09/2015	13/11/15				No longer at this address	
CF3	B&M	17/09/2015	13/11/15				No longer at this address	
CF3	B&M	17/09/2015	13/11/15				completed	
CF24	B&M	17/09/2015	13/11/15	19/11/2015	26/11/15 - no answer letter left	01/12/2015	no answer	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF24	B&M	17/09/2015	13/11/15				Declined	
CF3	B&M	17/09/2015	13/11/15				Declined	
CF24	B&M		13/11/15				Participated on family member's return	
CF35	PVT						Not in Cardiff - moved to Bridgend	
CF3	B&M	17/09/2015	13/11/15				NOT AT THIS ADDRESS	
CF3	B&M		13/11/15				Completed 27/11/15	
CF3	B&M		13/11/15	25/11/15			Completed	
CF5	B&M			1/12/2015			Not at this address	
CF24	B&M	17/09/15	13/11/2015	1/12/2015	02/12/2015	04/12/2015	no answer	
CF3	B&M		13/11/15	19/11/2015 no answer	01/12/2015	02/11/2015	no answer	
CF10	B&M	17/09/2015	13/11/15	16/11/2015	25/11/15 - REQUESTED TO CALL BACK NEXT WEEK		Call back next week	Not in when called back
CF24	B&M		13/11/15	16/11/2015	26/11/15 - no answer letter left		Completed 30/11/15	
CF24	B&M	17/09/2015	13/11/15	19/11/2015			Completed	
CF24	B&M	17/09/2015	13/11/15	19/11/2015	26/11/15 - no answer letter left	01/12/15	no answer	
CF3	B&M	17/09/2015		1/12/2015			Not at this address	
CF3	B&M	17/09/2015	13/11/15				Completed 30/11/15	
CF3	B&M	17/09/2015	13/11/15				completed at advice session	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF3	B&M	17/09/15	30/11/15 - answerphone	1/12/2015	02/12/15		no answer left letter	
CF24	B&M	17/09/2015	13/11/15	13/10/15			Completed	
CF11	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left	30/11/2015	03/12/15	No reply	
CF24	B&M	17/09/2015	13/11/15	25/11/15 - no answer left note	30/11/15 - no answer	03/12/15	No reply	
CF11	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left	30/11/2015	03/12/15	No reply	
CF11	B&M	17/09/2015		1/12/2015			Not at this address	
CF10	B&M		13/11/15	16/11/15	25/11/15 - no answer		Did not want to complete	
CF23	B&M		13/11/15	25/11/15 - no house number			Not at this address	
CF24	B&M	17/09/2015	13/11/15	19/11/2015	26/11/15 - no answer letter left	27/11/2015	no answer	
CF24	B&M	17/09/2015	13/11/15	16/11/2015			completed	
CF3	B&M	17/09/2015	13/11/15				Completed 30/11/15	
CF24	B&M	17/09/2015	13/11/15	16/11/2015			completed	
CF5	B&M			1/12/2015			not at this address	
CF11	B&M	17/09/2015	13/11/15	Moved			completed	
CF11	B&M		13/11/15	1/12/2015	02/12/2015	04/12/15	No reply	
CF11	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left	27/11/2015	04/12/15	No reply	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF10	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left	27/11/2015		Spoke To occupant - does not live at property	
CF3	B&M		13/11/15				Moved back to Ireland	
CF11	B&M			26/11/2015	01/12/2015		Not at this address	
CF3	B&M			1/12/2015			Not at this address	
CF3	B&M		13/11/15	1/12/2015	02/12/2015	03/12/15	no reply	
CF3	B&M	17/09/2015					Completed	
CF3	B&M	17/09/2015					Completed	
CF24	B&M	17/09/2015		23/11/2015	25/11/15 - No answer	02/12/15	No answer	
CF3	PVT		13/11/15				Lives in Newport	
CF24	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left			Living on Rover Way - Completed	
CF3	B&M	17/09/2015	13/11/15	25/11/15			Completed	
CF3	B&M	17/09/2015	13/11/15	16/11/2015	20/11/2015	01/12/15	Not completed no answer	
CF3	B&M		13/11/15				Completed 30/11/15	
CF3	B&M		13/11/15	25/11/15			Completed	
CF3	B&M		13/11/15	25/11/15 - no answer	26/11/2015	27/11/15	No reply	
CF24	B&M	17/09/2015	13/11/15				Not at this address	
cf3	B&M	17/09/2015	13/11/15				Shirenewton - Completed	
CF3	B&M	17/09/2015	13/11/15	20/11/15 & left letter			Completed	
CF3	B&M		13/11/15	25/11/15			Completed	
CF3	B&M	17/09/2015	13/11/15				Completed	

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF3	PVT		13/11/15				Lives on Shirenewton - Completed	
CF24	B&M		13/11/15	30/11/15 - no answer - left letter	02/12/2015	03/12/15	No reply	
CF11	B&M		13/11/15	empty			No longer at this address	
CF24	B&M		30/11/15 - answerphone	1/12/2015			Said no longer considered a part of the community	
CF14	B&M		13/11/15				Completed 27/11/15	
CF3	B&M	17/09/2015	13/11/15				Completed 27/11/15	
CF3	PVT	17/09/2015	13/11/15				Completed	
CF14	B&M	17/09/2015	13/11/15				Completed 1/12/2015	
CF3	B&M		13/11/15				No longer at this address	
CF3	B&M	17/09/2015	13/11/15	18/11/2015			Completed	
cf23	B&M	17/09/2015	13/11/15				No longer at this address	
CF24	B&M	17/09/2015	13/11/15	25/11/15 - requested return next week	30/11/15 - no answer	02/12/15	Return next week	No answer when returned
CF3	B&M	17/09/2015	13/11/15	25/11/15 -no answer	27/11/2015	28/11/15	No answer	
CF3	B&M		13/11/15				No longer at this address	Family Incident
CF3	B&M	17/09/2015	13/11/15	16/11/2015	20/11/2015	25/11/15	Not completed no answer	
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15- brother missing please call around again next week	no answer	Family Incident

Postcode	Accommodation Type	Letter	Letter	Visit 1	Visit 2	Visit 3	Outcome	Info
CF3	B&M	17/09/2015	13/11/15	19/11/2015	20/11/15&left letter	25/11/15- brother missing please call around again next week	no answer	Family Incident
CF3	B&M	17/09/2015	13/11/15	18/11/2015			Completed 20/11/15	
CF3	B&M		13/11/15	25/11/15 - no answer	26/11/2015	27/11/15	no answer	
NFA	NFA		13/11/15				No current address	
CF3	B&M		13/11/15				No longer at this address	
CF24	B&M		13/11/15	01/12/2015	02/12/2015	04/12/15	No answer - Left letter	
CF14	B&M	17/09/2015	13/11/15	26/11/15 - no answer letter left			Completed 27/11/15	
CF3	B&M	17/09/2015	13/11/15				completed	
CF15	B&M		13/11/15				Lives in Nantgarw no longer in Cardiff	
CF3	B&M		13/11/15	1/12/2015			No longer at this address	
CF3	B&M	17/09/2015	13/11/15	25/11/15 - no answer	26/11/2015	27/11/15	no answer	
CF3	PVT	17/09/2015		25/11/2015			1 Resident completed GTAA, despite door knocking other residents would not open doors/respond to GTAA	
CF3	PVT	17/09/2015		25/11/2015			2 of 3 families completed GTAA	
CF3	PVT	17/09/2015		25/11/2015			1 family completed GTAA	

Note – Gypsies & Traveller Wales also completed 20 forms on unauthorised encampments during the survey period (2 of the forms completed by Travelling Ahead when visiting an occupant at Shirenewton who had family members from bricks and mortar present)

Appendix E - Gypsy and Traveller Accommodation Assessment letters that were sent out to families on the Local Authority sites

11 November 2015

Dear Resident/Owner

I'm writing to you about the Gypsy Traveller Accommodation Needs Assessment for Cardiff Council.

Welsh Government wants to make sure there are enough sites for Gypsies and Travellers in Wales and make sure there are enough good quality pitches for you, your children and grandchildren, now and in the future.

To do this every Council in Wales has to collect information to help decide how many residential and transit sites are needed and where they should be located. Cardiff Council has asked us to contact Gypsies and Travellers in Cardiff to ask about your accommodation needs.

We will be speaking to Gypsies and Travellers on sites and in bricks and mortar housing. We know some of you want to stay in housing, but we also know that lots of people are forced to live in houses because there are not enough good quality sites.

It's very important that as many people as possible take part in the survey to help try and make sure there are enough sites in Cardiff for you and your families now and in the future.

We would like to interview everyone who wants to take part in this survey. We can do this in different ways:-

You can come to our advice sessions to speak to us about your accommodation needs

We could telephone you to go through the questionnaire

We can also come to see you at home – phone us to arrange a home visit

We will be contacting you in the next weeks to make arrangements to speak to you. You can also phone us to make an appointment, or to go through the questionnaire with our staff.

I will be doing some of the interviews, and we have two new members of staff to help us, their names are Louisa and Bex. You may already know them, but all staff will carry photo ID.

Below are answers to some questions you may have about why we need this information and how we will be collecting it.

Q: How will the information be collected?

A: Gypsies and Travellers Wales want to speak to each family with questions about where they live and what their housing needs are.

Q: Will I have to give my name?

A: No. What we need is for as many Gypsies and Travellers in Cardiff to tell us what they need. We do not need your name or your family's name to find this out.

Q: Why are you asking for this information now?

A: The Welsh Government knows there are not have enough sites for Gypsies and Travellers. We need to find out how many more sites, pitches, flats or houses you think you and your family need now and in future.

Q: We have done things like this before and nothing happens. What is different this time?

A: The information we get this time will be about all Gypsies and Travellers in Cardiff. It does not matter if they live on sites or in houses. Welsh Government has told all councils that once they know how many Gypsies and Travellers they need to have pitches or housing for, then they must find a way to provide them.

Q: What if I don't want to answer these questions?

A: We know how important family is to the Gypsy and Traveller communities. We also know how important it is to the communities to provide for their families and to make sure that your children will have a safe place to live in the future.

Only you can help to make sure there are enough sites for you and your family

By giving us this information you will be helping to make sure your children have a place to live, and a choice of where they live. You will not be asked to give your name and your name will not go on any forms. The information you give us will only be used to see what site and housing needs the community have. If you have more questions please ask staff when they contact you.

We look forward to seeing you in the coming weeks.

Yours sincerely

Bethan Wyn Jones
Accommodation Liaison Officer
Gypsies and Travellers Wales

Appendix F – Interview Log - Record of contact for families on the Local Authority sites

Shirenewton	Letter	Visit 1	Visit 2	Visit 3	Date Completed
1	17/09/2015	10/10/2015	13/10/2015		04/11/2015
2	17/09/2015	10/10/2015			10/10/2015
3	17/09/2015	10/10/2015			13/10/2015
4	17/09/2015	10/10/2015	13/10/2105		03/11/2015
5	17/09/2015	10/10/2015			10/10/2015
6	17/09/2015	Form completed with Social Worker but occupants then decided that they did not wish to submit			
7	17/09/2015	10/10/2015			05/11/2015
8	17/09/2015	11/10/2015			05/11/2015
9	17/09/2015	02/11/2015			02/11/2015
10	17/09/2015	02/11/2015			02/11/2015
11	17/09/2015	02/11/2015			02/11/2015
12	17/09/2015	02/11/2015			05/11/2015
13	17/09/2015	13/10/2015	02/11/2015		02/11/2015
14	17/09/2015	13/10/2015	02/11/2015	05/11/2015	06/11/2015
15	17/09/2015	13/10/2015	02/11/2015		02/11/2015
16	17/09/2015	13/10/2015			13/10/2015
16A	17/09/2015	13/10/2015	02/11/2015		02/11/2015
17	17/09/2015	13/10/2015			13/10/2015
17A	17/09/2015	13/10/2015	02/11/2015		02/11/2015
18	17/09/2015	13/10/2015	03/11/2015	05/11/2015	10/11/2015
19	17/09/2015	13/10/2015	03/11/2015		05/11/2015
20	17/09/2015	13/10/2015			13/10/2015

Shirenewton	Letter	Visit 1	Visit 2	Visit 3	Date Completed
21	17/09/2015	13/10/2015			05/11/2015
22	17/09/2015	13/10/2015	03/11/2015		03/11/2015
23	17/09/2015	13/10/2015	03/11/2015	05/11/2015	06/11/2015
24	17/09/2015	13/10/2015			13/10/2015
25	17/09/2015	13/10/2015	28/10/2015		04/11/2015
26	17/09/2015	13/10/2015			03/11/2015
27	17/09/2015	03/11/2015			03/11/2015
28	17/09/2015	04/11/2015			05/11/2015
29	17/09/2015	04/11/2015	05/11/2015	06/11/2015	10/11/2015
30	17/09/2015	04/11/2015	05/11/2015	06/11/2015	10/11/2015
31	17/09/2015				04/11/2015
32	17/09/2015	10/10/2015			10/10/2015
33	17/09/2015	28/10/2015			04/11/2015
34	17/09/2015	28/10/2015	04/11/2015	05/11/2015	05/11/2015
35	17/09/2015	13/10/2015	28/10/2015		28/10/2015
36	17/09/2015	13/10/2015	28/10/2015	04/11/2015	06/11/2015
37	17/09/2015	13/10/2015	28/10/2015		28/10/2015
37A	17/09/2015	13/10/2015	28/10/2015		28/10/2015
38	17/09/2015	13/10/2015			13/10/2015
39	17/09/2015	13/10/2015	28/10/2015		28/10/2015
40	17/09/2015	13/10/2015	04/11/2015	05/11/2015	10/11/2015
41	17/09/2015	13/10/2015			05/11/2015
42	17/09/2015	13/10/2015			05/11/2015
43	17/09/2015	13/10/2015	04/11/2015		05/11/2015
44	17/09/2015	13/10/2015			04/11/2015
45	17/09/2015	13/10/2015			04/11/2015

Shirenewton	Letter	Visit 1	Visit 2	Visit 3	Date Completed
46	17/09/2015	10/10/2015			10/10/2015
47	17/09/2015	13/10/2015			13/10/2015
48	17/09/2015	13/10/2015			13/10/2015
49	17/09/2015	13/10/2015			05/11/2015
50	17/09/2015	13/10/2015			04/11/2015
51	17/09/2015	13/10/2015			05/11/2015
52	17/09/2015	03/11/2015			03/11/2015
53	17/09/2015	10/10/2015			10/10/2015
54	17/09/2015	04/11/2015			04/11/2015
55	17/09/2015	10/10/2015			10/10/2015
56	17/09/2015	28/10/2015			28/10/2015

Note – Additional forms completed on pitches where more than 1 family unit

Rover Way	Letter	Visit 1	Visit 2	Visit 3	Date Completed
1	17/09/2015				13/10/2015
2	17/09/2015				02/11/2015
3	17/09/2015	02/11/2015	03/11/2015	04/11/2015	11/11/2015
4	17/09/2015	02/11/2015	03/11/2015		04/11/2015
5	17/09/2015	02/11/2015			03/11/2015
6	17/09/2015	02/11/2015			04/11/2015
7	17/09/2015	02/11/2015			03/11/2015
8	17/09/2015				13/10/2015
9	17/09/2015	02/11/2015	02/11/2015		04/11/2015
10	17/09/2015				13/10/2015
11	17/09/2015				03/11/2015
12	17/09/2015				03/11/2015
13	17/09/2015	11/11/2015			11/11/2015
14	17/09/2015				30/10/2015
15	17/09/2015	03/11/2015	04/11/2015		11/11/2015
16	17/09/2015				13/10/2015
17	17/09/2015	03/11/2015			04/11/2015
18	17/09/2015				13/10/2015
19	17/09/2015	03/11/2015			03/11/2015
20	17/09/2015				13/10/2015
21	17/09/2015				03/11/2015

Note – Additional forms completed on pitches where more than 1 family unit
