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**LINCOLNSHIRE COUNTY COUNCIL**

**REQUEST FOR QUOTATION**

**DOCUMENT 2: SPECIFICATION**

**FOR**

**GYPSY & TRAVELLER STOPPING PLACES AND SITE ALLOCATIONS – NEEDS ASSESSMENT AND STRATEGY**

**PROJECT REFERENCE: PL24/006**

**DATE: 16TH JULY 2024**

**SECTION 1 – INTRODUCTION**

1. SERVICES
   1. The Supplier shall in line with national guidance ensure the assessment and strategy will provide:
      1. A clear understanding of the accommodation needs and issues facing Gypsies, Travellers and Show People across Lincolnshire.
      2. An assessment of the type, amount and location of the current and future needs in Lincolnshire comprising;
         1. Current needs (current year and over the following five years)
         2. Medium term needs (six to ten years)
         3. Longer term needs (eleven to fifteen years)
      3. The identification of sites for future provision.
         1. Understanding the gypsy and travelling community’s needs
         2. Understanding best practice in accessing engagement and consultation channels
      4. The type of need for permanent and temporary stopping sites.
         1. Potential additional allocated Transit sites
         2. Potential additional allocated Permanent sites
         3. Potential provision of suitable negotiated stopping places
      5. Pitch and plot needs:
         1. To meet our obligations to positively plan to meet the needs of Gypsies, Travelers and Travelling Showpeople across Lincolnshire,
         2. To address issues raised by unauthorised encampments and the difficulties and expense of enforcement.
   2. Lincolnshire County Council (the Council) are acting as the Lead Authority for this piece of work, as identified in the Contract Terms and Conditions.
   3. The Council shall be working in partnership with other local Lincolnshire authorities listed below to ensure completion of the required assessment:
      1. Boston Borough Council
      2. City of Lincoln Council
      3. East Lindsey District Council
      4. North Kesteven District Council
      5. South Kesteven District Council
      6. South Holland District Council
      7. West Lindsey District Council
2. OBJECTIVES
   1. There is a list of objectives below which set out the minimum requirements the Supplier shall deliver through the study:
      1. Instigate a partnership approach to managing the needs assessment and strategy; investigate a shared vision and strategy (as outlined at section 4) for Lincolnshire, including the provision of negotiated stopping places.
         1. This includes the shared undertaking of a comprehensive study which provides a better understanding of an up to date assessment.
         2. Assess the need, supply and location for/of:
            1. Negotiated stopping places (NSPs)
            2. Potential transit sites
            3. And permanent pitches and/or permanent allocated sites (via statutory Local Plan reviews).
      2. An overview of the current sites and accommodation for Gypsies, Travellers and Show People. This is to include the types of sites and pitches/ plots.
      3. Current levels of accommodation needs, including overcrowding and poor accommodation conditions.
      4. Gather household aspirations, preferences and concerns in terms of location, size and type of accommodation required, including those who wish to move in or out of bricks and mortar accommodation.
      5. Projected future levels of accommodation needs.
      6. Support needs including adaptations, floating support or accommodation based support.
      7. Spatial requirements of households including potential for onsite business and storage use.
      8. In addition to this the Supplier should acknowledge the tensions within the Gypsy and Traveller communities and how this may affect the need and provision.
   2. SURVEY TECHNIQUES/ METHODOLGY
      1. When undertaking the study, the Supplier shall take into account and adhere to the latest government guidance and policies for planning for Gypsy & Traveller sites. The methodology within the report should set out a clear and concise approach to the work and include the use of both qualitative and quantitative techniques.
         1. Gather Evidence
         2. Assessment of need/scope/scale
         3. Shared Vision /Policy Approach
         4. Identify potential sites for NSPs, potential transit sites and permanent allocated sites.
         5. Options Appraisal/Sites risks and suitability
         6. Management of sites and stopping places
      2. The Supplier shall engage with the Travelling community, including in a responsive/ dynamic manner for those on unauthorized encampments to ensure their views are captured at the appropriate time alongside the needs of those on permanent sites. In doing so, fully explain the purpose of the assessment to the Gypsy and Traveller communities and other stakeholders before the survey begins to help secure the support and assistance from them. Consent should also be sought for the use of any data. Interviewees should be assured that the completed assessment will comply with GDPR. It should also be made clear that, whilst data will be used to inform decisions and policy to benefit the community, every aspiration and individual need cannot be met.
      3. The Supplier should establish a set of best practice principles to guide future consultation and engagement with the community both during and following the study to facilitate future site allocations processes and to identify suitable sites.
      4. It should be acknowledged by the Supplier that there may be language and literacy issues within traveller communities which must be proactively addressed by the proposal put forward.
      5. The Supplier must adhere to the requirements of the Equality Act 2010 and the information gained from the study will assist in deriving policies and proposals that support an equality of approach to planning for accommodation across all communities across the study area.
      6. The Supplier should collate and update where necessary from the most recent Gypsy and Traveller Accommodation Assessments. The bidders are advised to find online and consider the four latest GTAAS for: Central Lincolnshire, East Lindsey, South East Lincolnshire and South Kesteven. The research should then set a framework against which periodic review of evidence can happen in the future.
      7. Surveys should be split between those living on permanent residential sites, temporary stopping places, unauthorised sites and encampments, those in transit and those who have temporarily ceased travelling. The Supplier should assess where recent unauthorized encampments have occurred and develop understanding of why these locations have been used, for example, as an end destination, relating to an event, visiting family, work purposes, on a specific Traveller route, or something else. The Supplier should consider the frequency and number of unauthorized encampments to assess the demand level.
3. THE ASSESSMENT OF NEED
   1. In undertaking the study, the Supplier must assess the scale of the issues, the challenges that exist in resolving the issues, and what is needed to resolve these issues. This should understand what has worked and what has not worked across Lincolnshire and other areas in dealing with unauthorised encampments and in delivering and managing permanent accommodation.
   2. As part of the assessment, the Supplier will report on the extent to which NSPs resolve the issues of transit needs and where they ought to be located. This should assess what is needed at a Negotiated Stopping Place in terms of amenity, space requirements, and other such provision as well as how they might be managed. The Suppliers must give the Authorities clarity on whether there is a need for allocated transit sites or whether NSPs are sufficient to meet the needs of those travelling in Lincolnshire. The research must develop a plan for meeting permanent needs if there is a shortfall, including size, scale and locations.
   3. The assessment should provide data and clear recommendations as set out in the Objectives. It should enable Travellers’ accommodation needs to be quantified in the terms of;
      1. Site accommodation on private permanent/ residential sites
      2. Site accommodation on Local Authority permanent/ residential sites
      3. Site accommodation on temporary stopping sites
      4. Site accommodation for those who have temporarily ceased travelling
   4. It is widely recognised that Gypsies, Travellers and Show People’s accommodation needs differ greatly from the accommodation of other groups and this should be clearly set out.
   5. The Supplier shall ensure the needs assessment and strategy include specific interests:
      1. Age and gender profile
      2. Ethnicity
      3. Family size and structure
      4. Current accommodation
      5. Ability to meet their own housing needs
      6. Suitability of current accommodation
      7. Employment status
   6. The Supplier shall also ensure the needs assessment and strategy also include analysis of the data and provide a better understanding of the following:
      1. New household formation
      2. Traditional migration patterns
      3. Aspirations
      4. Homelessness and overcrowding/ suppressed household formation
      5. Positions of sites in relation to services and facilities including education and health
      6. Community development and sustainability
      7. Support needs
      8. Movement between property types and tenures
      9. Facilities/amenities required at each NSP and permanent allocated sites
      10. Fuel poverty and energy efficiency issues
      11. Mixed use for business and residential uses
4. SHARED VISION /POLICY APPROACH
   1. The Supplier will investigate the potential to develop a shared Lincolnshire vision and agree the form and basis of a long-term partnership for managing the needs of the Travelling community (through Local Plans and other means as needed) and will:
      1. Recommend the frequency and approach to ongoing needs assessment
      2. Identifying partners and stakeholders that will be involved in the partnership
      3. Make recommendations on collectively working to meet identified needs
      4. Recommend service provision (such as rubbish disposal, sanitary facilities) to any negotiated stopping places
      5. Recommend a joint approach to dealing with unauthorized encampments (for example where circumstances will be tolerated) and approach to relocating occupants to Negotiated Stopping Places
   2. This must ensure a transparent, consistent and effective approach.
5. CROSS BOUNDARY WORKING
   1. The Supplier is expected to share data and information with surrounding local authorities and the bodies who may be carrying out their accommodation assessments, if applicable and in accordance with the General Data Protection Regulation.
   2. This will involve working with and liaising with other local authorities to ensure consistency in approach and try to minimise double counting, particularly where sites or encampments are close to authority boundaries. This is to ensure that the local authorities meet their duty to cooperate.
   3. The Supplier will provide further understanding on the role the sites which are close to or on local authority borders play in addressing the needs of each of the authority areas.
6. SITE IDENTIFICATION METHODOLOGY AND IDENTIFICATION OF SITES
   1. The Supplier is required to both establish a methodology for site selection and to identify sites across the area. The site identification methodology will set principles that can be directly transferred to each local plan process. Sites must be identified alongside the type of site (NSPs, potential transit sites or permanent) and a suggested size in line with the need requirements. This will assist local authorities when looking to plan sites across the area through their local plans. The Supplier should set criteria to include in the site identification methodology and to consider the suitability of sites including:
      1. Flood risk.
      2. Contamination or unacceptable levels of pollution.
      3. Suitability for residential use.
      4. Access on to and off the public highway, closeness to main travelling routes.
      5. Access to local facilities: shops, GPs, schools, recreational/open space etc.
      6. Relationship with neighbouring/nearby uses and nearby settlements.
      7. Size of site and its topography – is the site flat, can it be screened etc.
      8. Land designation – SSSI or National Landscape; heritage designations; brown or greenfield site.
      9. Maximum/minimum site capacity parameters
      10. Deliverability.
      11. Appropriate ownership and management arrangements of sites
   2. In establishing the methodology and in identifying land, the Supplier should:
      1. Provide information setting out where additional sites of all types should be provided
      2. Define the type and location of land that is potentially suitable for NSPs;
      3. Define what land assets are owned by respective partners and assess their suitability for NSP or other forms of Gypsy and Traveller provision against identified needs;
      4. Engage with the gypsy and traveller community to understand existing land holdings and understand preferred locations to establish a pipeline for future provision
      5. Investigate if any private landowners are willing to come forward with land that can be considered;
      6. Organise a call for sites; and,
      7. Consider the appropriateness of compulsorily purchasing land, including understanding ownership and management arrangements as well as optimum capacity requirements.
7. **MANAGEMENT OF SITES AND STOPPING PLACES**
   1. The Supplier shall define what is required for the effective management of NSPs, which partners need to be involved and which wider stakeholders engaged. This must include preferred model for transit and permanent sites: local housing authority, contractor or by the Gypsy and Traveller community themselves. In considering the management of sites and stopping places, the Supplier must factor in what facilities are needed and the appropriate length of permitted stay. The Supplier should provide a better understanding of how existing sites and stopping places are utilised and how they can better fulfil need. The research must examine the governance of sites and a preferred collaborative and consistent approach to be agreed in local authority protocols. This part of the research should include transit sites if needed.
8. COMMUNICATION
   1. The Report shall be conducted for Lincolnshire County Council in partnership with seven other local authority councils listed in 1.3 of this Specification.
   2. Local leads for the individual local authority councils will need to provide details of local scope, expectations and necessary outcomes to the Supplier.
   3. The Supplier is required to lead with collaboration to communicate directly with local leads for the district councils to ensure the completion of the Report.
   4. The Supplier will at all times act to promote good working relationships between themselves and the district councils and between all Lincolnshire councils.
9. CONCLUSIONS
   1. The Supplier’s final report must include a conclusions section which as a minimum includes:
      1. Options and opportunities for the Lincolnshire Area
      2. Recommendations, including:
         1. Appropriate vehicle to establish continued cross-boundary collaborative working
         2. Delivery of NSPs and site allocations
         3. Framework for future consultation and engagement with the community
         4. Next steps
10. OTHER
    1. The Supplier shall provide all electronic progress reports on a monthly basis during the contract agreement period.
    2. The Supplier shall provide fortnightly updates to the Council’s Principal Planning Policy Officer as a minimum during the contract agreement period. Additional updates to the Council’s Principal Planning Policy Officer may be required at key points in the programme.
    3. The progress reports shall be emailed to the Council’s Principal Planning Policy Officer. The Council’s Principal Planning Policy Officer will then share these progress reports with the district councils.
    4. The Supplier will be asked to produce a draft report for review and acceptance by the Council.
    5. The Supplier may be asked to present a draft report for consideration with a meeting, at a location provided by the Council.
    6. The Supplier shall provide the final approved Gypsy and Traveller Stopping places and allocated sites study in electronic format (Microsoft Word and PDF by the required completion date stated in the Terms and Conditions of the Contract Agreement, unless an extension has been requested in accordance with the Terms and Conditions of the Contract Agreement).
    7. In due course and subject to the Planning Inspectorate’s timescale, the Consultant may be required to attend session of the Examination in Public of the Local Plan, to present the findings and recommendations on the Gypsy and Traveller Accommodation Assessment at a location to be confirmed by the Council.