Property Services

DRAFT

E03883

Reading Borough Council

Gypsy & Traveller Transit Site_Option Study

27 November 2019 rev1

Revision	*Description*	*Date*	*Revised By*	*Checked By*
1	issue	29 November 2019	PP	RB

Introduction & Brief

In June 2019 Hampshire County Council Hampshire County Council (HCC) Property Services prepared a report *'Gypsy Traveller Provision and Incursion Management Options for Reading Borough Council'* which stated:

- Reading Borough Council has identified through the recently compiled Gypsy and Traveller Accommodation Assessment (GTAA) a requirement to ensure adequate permanent and transit Gypsy and Traveller pitch provision within the Borough, for which there are currently no pitches.
- In addition, there are very visible problems associated with unauthorised encampments within the Borough, particularly evidenced in persistent repeat incursions by a limited number of local families. These have a high public and political profile. An element of the requirements identified in the GTAA align with the management of these unauthorised encampments.
- The options available for the Borough Council are limited in the short term, with an injunction being the most cost-effective method to manage the disruptive behaviours associated with unauthorised encampments, that are causing anxiety to residents and reputational and financial cost to the Borough.
- The report supported the assessment of how permanent and/or transit pitches might be delivered in the Borough, the constraints and blockers to such delivery and likely construction and continuing management implications
- The 2017 GTAA has recommended that 10–17 permanent pitches and transit pitches should be provided in the Borough.

The report set out how permanent and transit provision satisfy different needs and consequently have different space and design criteria:

Permanent
- Permanent pitches provide long term residency enabling suitable and consistent education, health and social support to the local travelling community, whilst also enabling the travelling tradition to continue alongside these priorities. The provision of permanent pitches requires suitable land which can be made available in the context of financial, legal and political constraints. Permanent site layout is more generous to reflect the longer-term nature of residency and consequently the land take is greater and site facilities more extensive.

Transit
- Transit site provision, by nature has to be of simple and resilient design, allowing for limited facilities reflecting the impact of high turnover and potential disinterest in the integrity of the site infrastructure. Where transit sites have been constructed the success and longevity of infrastructure has been found to be varied.

Training
The need for relevant training in site management is paramount from the outset of the agreed project:
- HCC is able to offer initial and ongoing training to facilitate education in the history, traditions and culture of the Gypsy and Traveller community in general as well as the basic and necessary skills required for transit / permanent site management.
- Site management is an acquired skill and whilst effective guidance can be given initially, the required skills are developed over a period of time dealing with the community concerned.
- The offer of on site, side by side guidance would be of value for an agreed time period together with an ongoing 'help desk' facility during the setting up and initial period of site occupation.
- A full-time dedicated site manager will be required with additional resourcing to cover sickness, leave and absence. This is not a resource that can be provided easily by an external agency and it will be unusual and unlikely to find someone with the relevant skills and knowledge to step in at short notice. To that end it will be necessary to have 'cover' staff trained accordingly.

Two sites have been identified by the report within Reading Borough Council's estate for further study which might provide the accommodation identified in the GTAA:
- To develop any of option will require capital investment from the Borough Council. Grant funding may be available from central government, but this is uncertain, although 50% grant was achieved in 2015.
- Operational management of the developments requires revenue and staff resource, which for permanent accommodation can be mitigated in partnership with private site operators, but for transit facilities such commitment would be the Borough Council's.
- Development of transit facilities would not only satisfy the demands of the GTAA, but also manage the problems associated with unauthorised encampments in the Borough. For clarity, permanent site facilities only address the demands of the GTAA but do not support management of unauthorised encampments.

In September 2019 HCC Property Services were asked to prepare viability studies for the following sites as potential Gypsy & Traveller Transit sites:
- Smallmead, off Island Road
- Land adjacent to Riverside Park

This report includes desktop site information as well as vaibility level information on services to allow appropriate viability costs to be estimated.

Reference has been made to design guidance published by the Department for Communities and Local Government: *'Designing Gypsy & Traveller Sites'* (May 2008. Pertinent extracts have been included within Annex 2)

Barry Jordan-Davis, HCC Senior Gypsy Liaison Officer provided the following additional commentary on such a facility to help establish design parameters:

- Transit Site pitches are subject to a licence for site residents for a pre-determined length of stay.
- Height barrier system for caravan entry / exit
- Hard standing / space for a touring caravan or maybe 2 allowing for extended family/children
- Not necessary for pitch demarcation fences but pitch boundary to be evident
- Hard standing for vehicles x 2 per pitch
- Residence to be subject of a site licence stipulating length of stay (weeks / 1 - 3 months)
- Licence to stipulate / be specific to identify the pitch, number of residents / caravans and vehicles per pitch
- Basic facilities / outhouse – water (Prepay / metered) – light – heating (pull cord electric / fan) – toilet – basin, mirror, bath / shower – single skin, concrete block construction to facilitate
- Lockable internal room at back of outhouse which also gives maintenance access to the water and bathroom plumbing and electrics / consumer unit
- Electricity by way of prepayment / card – waterproof cabinet inset into back of building for use by residents with management access
- All internal fittings to be stainless steel and smooth finish with least possibility of removal / damage.
- Consideration to be given to roofing materials
- Different ethnic groups (Romany Gypsies / Irish Travellers / New Travellers) occupying the site can result in conflict and increased management input. In the past such conflict has resulted in site closures
- Consideration of some basic pitches with no electric hook (used by those who wish to run generators) will need stand pipe for water and sluice for toilet facilities
- Facilities for waste disposal to prevent fly tipping
- Licence to stipulate no business on site including exclusion of bringing commercial waste on to site
- Consideration to be given to CCTV coverage
- On site office facility for strong management presence during office hours with out of hours cover for emergencies
- Establish liaison with local Police for access and availability of pitches: Sec 62 CJPOAct 1994 (Power to direct Travellers to a site)
- The existing Gypsy & Traveller Transit facility at Westhampnett, West Sussex referenced within this report offers a sensible starting point for plot sizes*
- Costings: Site management and access cover / CCTV / Damage / General site fabric maintenance / Fly Tipping / Clear Up's (abandoned caravans and vehicles etc)

** Refer Annex 1 for information relating to the existing Gypsy & Traveller Transit facility at Westhampnett, West Sussex referenced within this report*

Gypsy & Traveller Transit Facility, Westhampnett, West Sussex

Smallmead Site

01 *Aerial plan*

02 *Aerial oblique view fom north*

03 *Island Road - future site access road location*

04 *Island Road - future site access road location*

05 *Island Road - future site access road location*

06 *Aerial oblique view fom south*

07 *Aerial oblique view fom east*

08 *Aerial oblique view fom west*

Borough boundary plan indicating approximate site location

Reading Borough Council

Hampshire County Council

Smallmead: Consultant Site Information

Existing Buildings
- There are no buildings currently on the site.

Planning Issues
- No discussions have been held with the local planning authority to date.

Ecology
Due to the high level nature of the exercise, no ecology desktop surveys have been undertaken. However from site visits the following is noted:
- Site is adjacent a watercourse with surrounding scrubland habitat
- Given comparatively hostile surrounding industrial land use may mean site is locally significant for wildlife

Archaeology
Berkshire Archaeology were consulted and from a review of Historic Environment Record (HER) and other sources of information the following comments were raised:
- This site is of modest area (c. 0.2ha) and lies between Reading Sewage Treatment Works and Island Road Recycling Centre.
- There are no known archaeological monuments or finds spots within the red line boundary
- It is not clear if the site falls within the area of the former gravel workings or the sewage works. However it seems likely that the site has been previously disturbed, not least from creation of the adjacent drainage channel
- On this basis and given the modest site area, it is unlikely that any archaeological response would be sought in relation to any future proposal for this site.

Ground Conditions
Jonathan Prew, Head of Structure and Landscape at HCC PS has commented as follows:
- No identified previous development on land
- Plenty of historical boreholes available on British Geological Survey database.
- Ground likely to be c.0.3m topsoil, over 0.99m soft clay, over 2.4m gravel over clay.

Drainage
- Water table unknown. If table is in the gravel then soakaways unlikely to be viable
- Further research would be required to establish whether drainage to the adjacent open ditch is possible

Flood Risk
- The site lies partly within Flood Zone 3 (with remainder in Flood Zone 2) as illustrated here and is therefore in an area with a high probability of flooding.
- A Flood Risk Assessment would be required to accompany any planning application.

Flood Risk

Structure & Foundations
- Strip foundations in the gravel possible
- Soil Investigation recommended, say 5 window samples.

Mains Services / Utilities
- New Water, Electric, Data and drainage will be brought in from the nearest public highway in Island Road, due to the electrical load a transformer will be required for the site (location tbc)
- Fiscal Meter will be located at the site Boundary for ease of access for utility companies.
- Additional ducts will be laid from the highway for future use.

Mechanical Highlight Report:
- The mechanical services, will comprise of ventilation fans for toilets, utility room and the Kitchenette's together with hot and cold water services to each amenity building and the office
- Hot water for each building will be provided via mains fed electric hot water heaters
- A fire main shall be provided with a hydrant at the site Boundary

Electrical Highlight Report
- Electrical Services will comprise , small power and lighting to each amenity building
- Each amenity building will be all electric.
- Each Amenity Building will be separately metered and will also be able to be individually isolated from main services
- All services will generally be robust and exposed for easy access, repair and maintenance.

Highways
- Access would be directly off the existing Island Road
- No discussions have been held with the local highways authority to date.

Smallmead Option

Option Plan (1:500 at A3)

Features

- 7no transit pitches (3no double units and 1 no single, numbers shown)
- A 3m offset is provided as a fire break to the vegetated eastern perimeter
- Office located at northern perimeter, adjacent entrance
- Bin / waste store (size tbc)
- Internal access road arrangement creates 'turning head' for refuse lorry operations
- Pitch sizes and accommodation based on Westhampnett Transit facility (refer Annex 1)
- Pole mounted CCTV provision at each end of site to cover whole site

Benefits

- Site is in Reading Borough Council ownership
- Site remote from residential and other sensitive areas
- Office location allows passive surveillance of entrance
- Majority of pitches on eastern side of site, reducing exposure to flood risk
- CCTV significantly enhances ease of management and mitigates site damage and fly tipping
- Most services available nearby

Challenges

- Significant part of site within EA Flood Risk 3 (worst case) designation from adjacent watercourse
- Location between recycling centre and sewage treatment works may lead to potential odour and public health issues
- Both the above items contrary to design guidance published by the Department for Communities and Local Government: *'Designing Gypsy & Traveller Sites'*
- High traffic volume on Island Road
- Achieving required sightlines onto Island Road from entrance
- Adjoining land and footpath at risk from fly tipping, grazing etc but CCTV should mitigate

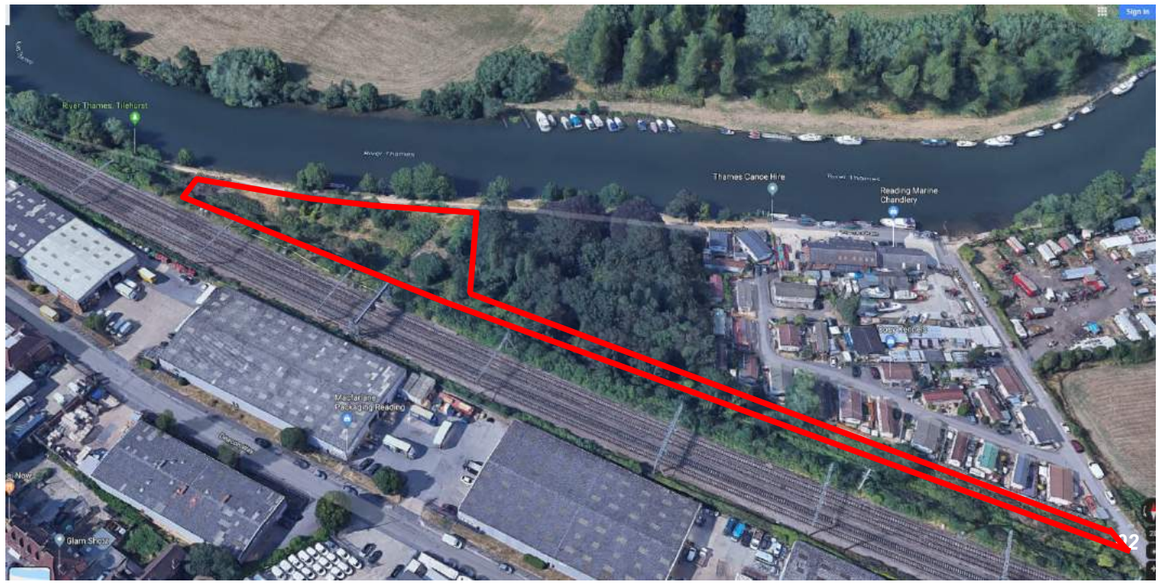
N

site extent

Reading Borough Council

Hampshire County Council

Riverside Park Site



01 *Aerial plan*

02 *Aerial oblique view fom south*

03 *Scours Lane - future site access road location*

04 *Scours Lane*

05 *Looking east along River Thames towpath*

06 *Looking west along River Thames towpath*

07 *Aerial oblique view fom north*

08 *Aerial oblique view fom east*

Borough boundary plan indicating approximate site location

Reading Borough Council

Hampshire County Council

Riverside Park: Consultant Site Information

Existing Buildings
- There are no buildings currently on the site.

Planning Issues
- No discussions have been held with the local planning authority to date.

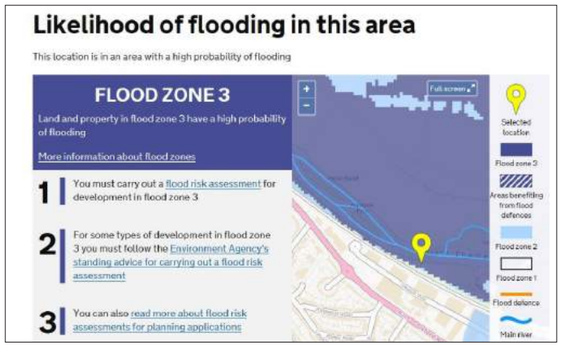
Ecology
Due to the high level nature of the exercise, no ecology desktop surveys have been undertaken. However from site visits the following is noted:
- Site location on banks of River Thames means it is likely to be rich in wildlife
- The land to the east of the site is richly wooded with a number of mature and very mature deciduous trees and therefore likely to be rich in wildlife

Archaeology
Berkshire Archaeology were consulted and from a review of Historic Environment Record (HER) and other sources of information the following comments were raised:
- The area within the red line boundary of this site is of reasonable size (c. 0.5ha)
- The site lies on the south bank of the River Thames within the Middle Thames Valley an archaeologically rich area
- The HER records no known archaeological monuments or finds spots within the red line boundary
- An indication of the archaeological potential of the area is provided by the number and quality of items dredged from the River Thames close to the sit
- On this basis, the site has an archaeological potential and there is likely to be a requirement for a form of archaeological response, probably via exploratory work.

Ground Conditions
Jonathan Prew, Head of Structure and Landscape at HCC PS has commented as follows:
- Some previous developments on site, including a bathing place. Would need SI, say three boreholes and 4 window samples
- Some nearby borehole data is recorded on British Geological Survey database
- Ground could be c.2.4m made ground over 0.6m peet over 6m drift over chalk

Drainage
- Site located next to River Thames and water table could be high.
- Soakaways are therefore unlikely to be effective.

Flood Risk
- Unsurprisingly, given the location alongside the River Thames, the site lies wholly within Flood Zone 3 as illustrated here and is therefore in an area with a high probability of flooding.
- A Flood Risk Assessment would be required to accompany any planning application.



Flood Risk

Structure & Foundations
- Early consideration should be given to the probable requirements for piles at the site given the likely ground conditions

Mains Services / Utilities
- New Water, Electric, Data and drainage will be brought in from the nearest public highway (a significant distance). Due to the electrical load a transformer will be required
- Fiscal Meter will be located at the site Boundary for ease of access for utility companies.
- Additional ducts will be laid from the highway for future use

Mechanical Highlight Report:
- The mechanical services, will comprise of ventilation fans for toilets, utility room and the Kitchenette's together with hot and cold water services to each amenity building and the office.
- Hot Water for each building will be provided via electric hot water heaters
- A fire main shall be provided with a hydrant at the site Boundary

Electrical Highlight Report
- Electrical Services will comprise small power and lighting to each amenity building
- Each amenity building will be all electric.
- Each Amenity Building will be separately metered and will also be able to be individually isolated from main services
- Services will generally be robust
- All services will generally be robust and exposed for easy access, repair and maintenance.

Highways
- Given the remote nature of the site a significant access road from Scours Lane to the east of the site will be required, parallel to the railway line
- No discussions have been held with the local highways authority to date.

Riverside Park Option

Option Plan (1:500 at A3)

Features

- 11no transit pitches (5no double units and 1no single, numbers shown
- Office located at eastern perimeter, adjacent entrance
- Bin / waste store (size tbc)
- Internal access road arrangement creates 'turning head' for refuse lorry operations
- Pitch sizes and accommodation based on Westhampnett Transit facility (refer Annex 1)
- Gate / height barriers at each end of access road
- Potential Children's play area space at west of site
- Pole mounted CCTV provision at each end of site to cover whole site and access road

Benefits

- Riverside site enjoying views across landscape
- Office location allows passive surveillance of entrance
- Majority of pitches on 'high' southern side, minimising exposure to flood risk
- Irregular form of northern edge conducive to existing vegetation / trees and relationship to River Thames
- Wooded buffer area to east screens facility from mobile home park
- CCTV significantly enhances ease of management and mitigates site damage and fly tipping

Challenges

- Site is wholly within EA Flood Risk 3 (worst case) designation from adjacent River Thames and is therefore contrary to design guidance published by the Department for Communities and Local Government: *'Designing Gypsy & Traveller Sites'*
- Site is in 3rd party ownership
- Most services not available nearby
- Securing adequate access rights on long access road
- Noise from adjacent railway line
- Adjoining land, including access road, at significant risk from fly-tipping/grazing/kenelling etc. CCTV may assist management but river footpath particularly at risk beyond range of any CCTV
- Management of buffer zone and other vacant land will require regular maintenance and protection Potential conflict with adjoining mobile home site and nearby Travelling Showpeople site
- Control of vermin from adjacent railway embankment
- Risk of waste and pollution into River Thames

N

site extent

Reading Borough Council

Hampshire County Council

Smallmead_Viability Cost Information

Elemental Summary

Project: HCC **Details:** Smallmead
Building: RBC Gypsy and Traveller site

%	Quantity	Unit	Rate	Subtotal	Total
Smallmead					
Buildings					
Amenities blocks	100	m2	3,820.00	382,000	
Office	22	m2	3,820.00	84,040	
Subtotal					466,000
Site works					
Fencing & gates					
Perimeter fencing	272	m	125	34,000	
Gates	3	Nr	1,500	4,500	
Hard Paving					
Roads	731	m2	165	120,615	
Amenity & office Hard paving	1,003	m2	150	150,450	
Bin store					
Bin store (fencing inc in fencing)	57	m2	150	8,550	
Soft Landscaping					
Soft landscaping	670	m2	50	33,500	
Subtotal					352,000
Services Infrastructure					
Fire main	1	item	2,750.00	2,750	
Water	1	item	49,500.00	49,500	
Fire alarm	1	item	5,500.00	5,500	
Incoming electricity	1	item	49,500.00	49,500	
Data / IT	1	item	8,800.00	8,800	
Street lighting	1	item	5,500.00	5,500	
Subtotal					122,000
Preliminaries	18	%	940,000	169,000	
OH&P	10	%	1,109,000	111,000	
Subtotal					280,000
Professional Fees	16.50	%	1,220,000	201,300	
Pre construction fee	1	item	10,000.00	10,000	
Direct Costs	1.50	%	1,220,000	18,300	
Subtotal					230,000
Contingency	15	%	1,450,000	217,500	
Subtotal					218,000
VAT	20	%	1,668,000	333,600	
Subtotal					334,000
Inflation to 1Q2021	5.08	%	2,002,000	102,000	

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Elemental Summary

Project: HCC **Details:** Smallmead
Building: RBC Gypsy and Traveller site

%	Quantity	Unit	Rate	Subtotal	Total
Subtotal					102,000
TOTAL					2,100,000
Additional items					
Kids play area (proposed)	0	m2	186	0	0
Costs based on site plans only					
No allowance for poor or contaminated ground					
No allowances for legal or land purchase costs					
Costs have been inflated to a start in the 1st Quarter 2021					
GFA: 0.00 m2					2,100,000

The elemental summary shown opposite indicates a viability estimate (at 1Q 2021) for Smallmead of:

£2,100,000

Reading Borough Council

Hampshire County Council

Riverside Park _Viability Cost Information

Elemental Summary

Project: HCC **Details:** Riverside Park
Building: RBC Gypsy and Traveller site

%	Quantity	Unit	Rate	Subtotal	Total
Riverside Park					
Buildings					
Amenities blocks	166	m2	3,820	634,120	
Office	22	m2	3,820	84,040	
Subtotal					718,000
Site works					
Fencing & gates					
Perimeter fencing	302	m	125	37,750	
Gates	2	Nr	1,500	3,000	
Hard Paving					
Roads	3,659	m2	165	603,735	
Amenity & office Hard paving	1,376	m2	150	206,400	
Bin store					
Bin store (fencing inc in fencing)	52	m2	150	7,800	
Soft Landscaping					
Soft landscaping	734	m2	50	36,700	
Subtotal					895,000
Services Infrastructure					
Fire main	1	item	2,750	2,750	
Water	1	item	71,500	71,500	
Fire alarm	1	item	5,500	5,500	
Incoming electricity	1	item	77,000	77,000	
Data / IT	1	item	11,000	11,000	
Street lighting	1	item	7,700	7,700	
Subtotal					175,000
Preliminaries	18	%	1,788,000	322,000	
OH&P	10	%	2,110,000	211,000	
Subtotal					533,000
Professional Fees	16.50	%	2,321,000	382,965	
Pre construction fee	1	item	10,000.00	10,000	
Direct Costs	1.50	%	2,321,000	34,815	
Subtotal					428,000
Contingency	15	%	2,749,000	412,350	
Subtotal					412,000
VAT	20	%	3,161,000	632,200	
Subtotal					632,000
Inflation to 1Q2021	5.08	%	3,793,000	193,000	

22/11/2019 15:43:41 Hampshire County Council Page 1 of 2

Elemental Summary

Project: HCC **Details:** Riverside Park
Building: RBC Gypsy and Traveller site

%	Quantity	Unit	Rate	Subtotal	Total
Subtotal					193,000
TOTAL					3,990,000
Additional items					
Kids play area (proposed)	230	m2	186	43,000	
Costs based on site plans only					
No allowance for poor or contaminated ground					
No allowances for legal or land purchase costs					
Costs have been inflated to a start in the 1st Quarter 2021					

GFA: 0.00 m2 3,990,000

The elemental summary shown opposite indicates a viability estimate (at 1Q 2021) for Riverside Park of:

£3,990,000

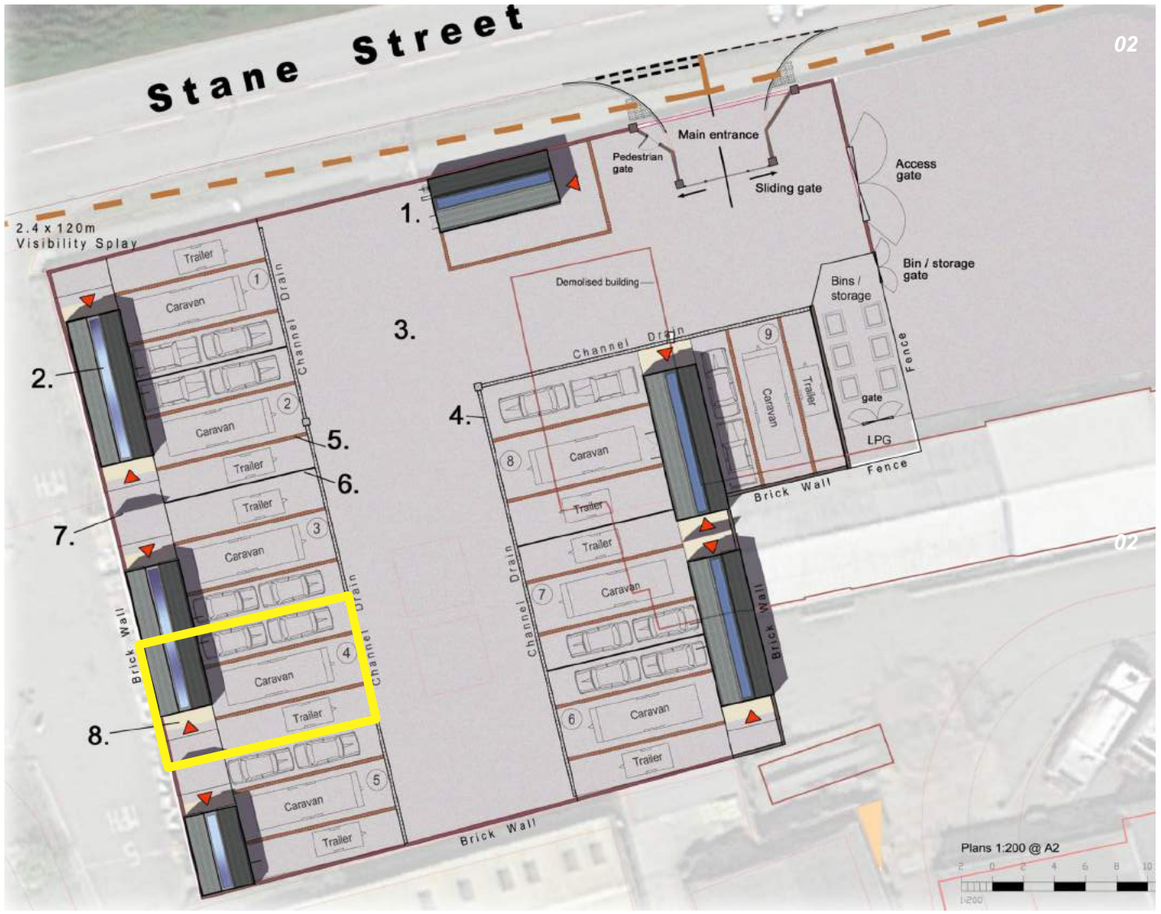
Reading Borough Council

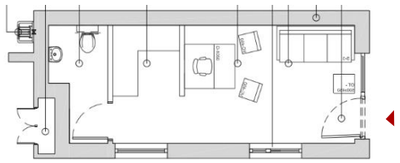
Hampshire County Council

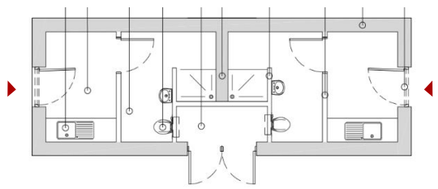
Annex 1

Hampshire
County Council

Westhampnett Depot Transit Facility







Notes on Westhampnett Depot Transit Facility
(from information provided by Barry Jordan-Davis, HCC Senior Gypsy Liaison Officer)

- 9no Pitch Transit Site
- Pitch size approximately 14m x 8m (see yellow box on site plan)
- Completed May 2015, now operational for five years
- West Sussex management – Mon to Fri (9 to 5)
- Very limited damage and fly tipping on site
- Residents sign licence and pay £77 per week rent inc. water with £150 returnable deposit
- Electricity via smart meter – residents pay site manager who puts electric on meter manually – no access by residents and no emergency.
- No fences between pitches, demarcation via white lines markings
- Each pitch has its own utility block (sink / toilet / hand basin and shower – all push button)
- Highly robust construction and specification of fittings to minimise damage potential
- Dedicated pitch facility block (in single and twin versions) encourage sense of ownership (unlike facility in Brighton which has shared facilities and suffers damage)
- No mains drainage (Wessex Water refused) - cesspits have to be emptied weekly with attendant costs

01 *Aerial plan view (site extent indicated in red line)*

02 *Site Plan*

03 *Plan of manager office building*

04 *Plan of utility block (twin version)*

05 *View of perimeter boundary wall from Stane Street*

06 *Closer view of facility office building adjacent entrance*

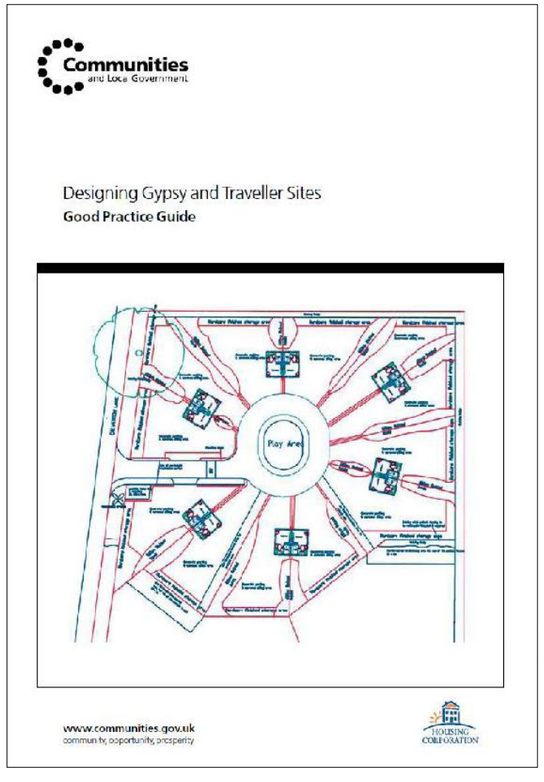
Annex 2

Hampshire
County Council

Design Guidance

Reference has been made in this report to design guidance published by the Department for Communities and Local Government: *'Designing Gypsy & Traveller Sites'* (May 2008)

Extracts are reproduced here.



Introduction

3.3 Sites should not be situated near refuse sites, industrial processes or other hazardous places. . . to ensure that the health and safety of prospective residents are not at risk.

3.4 Factors which are important for the sustainability of a site, for instance:

- Not locating sites in areas of high flooding risk
- not located in polluted or hazardous locations

3.16 Sites must not be located on contaminated land

3.18 ...sites adjacent to main roads. . .and railway lines, careful regard must be given to:

- The health and safety of children and others who will live on the site; and
- The greater noise transference through the walls of trailers and caravans than through the walls of conventional housing, and the need for design measures(for instance noise barriers) to abate the impact on quality of life and health.

3.20 Where there is a risk from flooding the degree of risk must be determined prior to considering allocation or development of a site by reference to Planning Policy Statement 25: Development and Flood Risk (PPS25), the Environment Agency's Flood Map and the local planning authority's Strategic Flood Risk Assessment.

3.21 Annex D of PPS25 sets out a risk based sequential approach to be applied at all stages of the planning process. A Sequential Test is to steer new development to areas at the lowest probability of flooding.

- Table D.1 of that annex specifies three flood zones of low, medium and high probability.
- PPS25 table D.2 makes it clear that caravan sites for permanent residence are considered "highly vulnerable" and should not be permitted in areas where there is a high probability that flooding will occur (Zone 3 areas).

Caravan sites which are occupied on a short term occupancy basis are classified as "more vulnerable" and proposals for their development in Zone 3 areas would need to pass the Exception Test outlined in PPS25, Annex D, if there are no other sites at a lower flood risk.

3.22 It is recognised that in some areas a high proportion of land is at risk from flooding (Flood Zones 2 and 3) but the requirements of PPS 25 should still be taken fully into account before taking any development proposal forward. Where a flood risk exists, advice from the Environment Agency should be sought at the earliest possible stage on the likelihood of flooding, depths and velocities that might be expected and the availability of warning services, to see whether the proposals might be acceptable.

3.23 Where the Exception Test needs to be applied there may be opportunities to consider design issues, such as raising the level of a site so that accommodation will be above the expected flood level, taking climate change into account. This would protect amenity buildings, service provision etc that cannot be removed from the site when a flood warning is issued. However, a key consideration is that residents can safely evacuate the site in response to flood warnings and that emergency services would be able to reach the site to ensure residents' safety. This is an essential requirement to pass the Exception Test.

Transit

8.1 Although transit sites may be in use all year round, they are not intended or designed to be used as permanent accommodation by individual households. The guidance below therefore reflects that expectation. However developers should note that, in the past and due to the shortage of permanent sites, some transit sites have become permanent sites by default, even though the standard of facilities provided are not conducive to long term stays.

8.3 The guidance for permanent sites largely also applies to transit sites except that the importance of proximity to community facilities is primarily in respect of the need for access to schools

4.11 Where an existing site may be located near an industrial area or process, or a main road, fencing and planting may be used to screen out unpleasant characteristics.

4.13 Measures to protect the safety of site residents from fire are of paramount importance, and it is essential that a clear gap of 3 metres is provided within the inside of all site perimeter boundaries as a fire prevention measure

8.7 Orientation of pitches

4.14 As with housing for the settled community, site layout and design should ensure a degree of privacy for individual households (for instance by ensuring that neighbours cannot directly overlook each other's living quarters), but without inhibiting the important sense of community.

4.17 In designing the layout of a site enough space must be provided to permit the easy maneuverability of resident's own living accommodation both to the site and subsequently on to a pitch

8.8 Health and safety

4.20 When designing the layout of a site, careful consideration must be given to the health and safety of residents, and in particular children, given the likelihood of a high density of children on the site and relatively high levels of vehicle ownership amongst some groups of Gypsies and Travellers for towing caravans and employment purposes.

4.21 It is important to ensure that appropriate traffic calming measures are considered for all sites. Care should be taken when introducing speed humps and other measures.

8.9 Access for emergency vehicles

4.25 In designing a site, all routes for vehicles on the site, and for access to the site, must allow easy access for emergency vehicles and safe places for turning vehicles

4.27 Roads must not be less than 3.7 metres wide, or if they form part of a one way traffic system, 3 metres wide

8.10 Security

4.34 Site layout should maximise natural surveillance enabling residents to easily oversee all areas of the site. Scheme specific advice on security provision for the site should be obtained from the Police Architectural Liaison Officer for the area.

4.35 In cases where a site manager's office is provided on a site this should ideally be in a location which can be easily found by visitors and ideally situated at the front of the site ensuring that it has a view which increases security but is not intrusive to residents

4.36 To avoid disputes and provide defensible space, it is important to provide clear delineation of public communal areas eg play areas and private space, with boundaries that indicate clearly where individual pitches begin and end. It is recommended that communal areas without a clear usage are avoided in the design as they may attract vandalism, fly tipping or unauthorised caravans.

8.11 *Balance between soft and hard landscaping*
The guidance for permanent sites applies although soft landscaping on transit sites can be more difficult to maintain. As transit sites are only intended for short stays there is less need for soft landscaping but this does not rule out maintaining the general ambience of the site to a limited and cost effective degree.

8.12 *Parking*
In the light of experience it is recommended that parking space for at least two vehicles is provided on each individual pitch at a minimum size of 2.4m x 4.8 metres each.

8.13 *Density and spacing between vehicles*
The guidance for permanent sites applies, except where the local Fire Officer has agreed alternative arrangements that provide the same degree of fire safety.

8.14 *Inclusion of work/animal space*
The guidance for permanent sites applies

8.15 *Accommodation for a Resident Manager*
Transit sites may present particular management challenges and depending on local circumstances and sufficient usage, it is recommended that provision is generally made for a resident manager. As the resident manager will be living on the transit site on a semi-permanent basis, facilities for the manager should comply with the guidance for permanent sites, including the provision of an amenity building.

Individual pitches
8.27 Hard standing
The guidance for permanent sites applies.

8.28 *Size of pitch*
It is important to ensure that wherever possible each pitch is of a size sufficient to accommodate two touring caravans, two parking spaces and private amenities.

8.29 *Private amenities*
It has been found that the majority of Gypsies and Travellers prefer private amenities on each pitch including a toilet, wash basin and shower with hot and cold water supply. An illustration of a simple fixed utility building for a transit site is at Annex B.8).

8.30 Depending on the degree of usage, consideration could be given to providing portable facilities on a transit site to meet these needs. Where transit sites are empty for lengthy periods there is a risk of vandalism to facilities and it may be preferable for these to be removed until the site is reoccupied. In adopting this approach, it is sensible to ensure that permanent waste and water pipework is in place for facilities to be easily reinstalled.

Car parking
4.44 A key element for the site is the provision of adequate parking space for resident's use. Parking spaces must be a minimum of 2.4 x 4.8 metres

4.45 Resident parking should largely be provided for on individual pitches (see 7.3) but a site could also contain additional parking facilities for visitors, as parking on the roadside could otherwise impede access of fire and other emergency services. However separate parking areas may present security considerations for residents in some cases and should therefore be situated in an area in good sight of the warden's office and site residents generally

Density and spacing of caravans and trailers
4.47 To ensure fire safety it is essential that every trailer, caravan or park home must be not less than 6 metres from any other trailer, caravan or park home that is occupied separately