

EXECUTIVE MEMBER: Councillor Clements
LEAD OFFICER: Fergus Mc Morrow
REPORT AUTHOR: Kate Skillicorn

Summary and Recommendation:

This report describes the progress of the Cumbria Gypsy and Traveller Accommodation Strategy Group in submitting a county-wide bid for Homes and Communities Agency Innovation funding for Gypsy and Traveller sites.

It is recommended that the Panel notes the report.

1 INTRODUCTION

- 1.1 Under the Housing Act, 2004 s.225, Local Housing Authorities are required to assess the accommodation needs of Gypsies and Travellers residing in or resorting to their district and prepare a strategy in respect of the meeting of such accommodation needs.
- 1.2 A combined Gypsy and Traveller Accommodation Assessment (GTAA) of the accommodation needs of Gypsies and Travellers in Cumbria was commissioned by the Cumbria authorities and completed by Salford Housing and Urban Studies Unit in May 2008.
- 1.3 The GTAA indicated a need in Cumbria for 89 Residential pitches and 35 Transit pitches. The assessment recommended that the Cumbria authorities work together to take a joined-up approach to meeting the accommodation needs identified by the assessment.
- 1.4 In September 2009 a Gypsy and Traveller Community Day was held by Cumbria Police and the Gypsy and Traveller Joint Agency Strategic Planning Group. Attendees of the Community Day concluded that a formal group was required in order to address the accommodation needs identified by the GTAA. The Cumbria Gypsy and Traveller Accommodation Strategy Group was formed in October 2009 and consists of Home Space Sustainable Accommodation CIC, the Cumbria Travellers Project and Housing and Planning officers from each of the district authorities. Cllr. Margaret Jackson of Allerdale Borough Council attends the group as Gypsy and Traveller Champion and Allerdale Borough Council is the lead authority.

- 1.5 Home Space Sustainable Accommodation is a not-for-profit Community Interest Company specialising in the development and management of Gypsy and Traveller sites. Information about the company is included at Appendix 1. The Cumbria authorities have jointly commissioned a package of work from Home Space including secretariat support for the Accommodation Strategy Group and support in the development of the Innovation funding bid.
- 1.6 The Accommodation Group's goals are as follows:
- To prepare and submit a County-wide Innovative Bid to Homes and Communities Agency (HCA) Gypsy and Traveller Site Grant
 - To identify suitable and appropriate land for development across the six Cumbria districts
- 1.7 The Group Action Plan and draft Terms of Reference are included at Appendix 2.

2 Homes and Communities Agency Innovation Funding

- 2.1 Innovation funding for Gypsy and Traveller sites is a branch of the HCA Gypsy and Traveller Site Grant. Innovation funding differs from the mainstream Gypsy and Traveller Site Grant in that the Gypsy and Traveller Site Grant is limited to the funding of designated sites where detailed proposals for development have been drawn up. HCA guidance for Innovation funding presents a broad definition of innovative solutions for accommodation provision and states that these could:
- Involve new, improved designs that can be replicated elsewhere
 - Involve radical approaches to procurement and delivery
 - Use public funding to facilitate the development of self-build and low-cost owner-occupied sites, providing investment was protected or recycled.
- 2.2 Innovation funding is available for the development of new residential sites only, and cannot be used to fund the development of transit sites. The suitability of alternative models of providing transit sites will be evaluated as part of a package of future work commissioned by the Cumbria local authorities to Home Space Sustainable Accommodation CIC.
- 2.3 The assessment of bids will be based on four criteria:
- Need and local strategic fit
 - Sustainability
 - Value for Money
 - Deliverability

Bids will be assessed by the HCA regional investment team, The Regional Assembly, the Government Office and a team of independent consultants.

2.4 The bid assessment timetable is as follows:

30 April 2010	2010/11 Bid round closes
May – June 2010	Bid assessment
July – August 2010	Presentation of draft regional programmes to Regional Assemblies
September 2010	Presentation of draft regional programmes to the Minister for Communities and Local Government
End September 2010	Announcement of successful bids

2.5 Bidding Guidance for 2010/11 HCA Gypsy and Traveller Site Grant Programme is attached as Appendix 3.

3 Cumbria Bid for Innovation Funding

3.1 A bid for Innovation funding was submitted by the Cumbria Accommodation Strategy Group because bids for Innovation funding do not have to refer to specific sites where planning permission for development has been granted. Each of the Cumbria authorities is at a different stage in its progress towards refining its information on accommodation needs and identifying suitable sites and the Innovation funding bid process was felt to be the best fit for accommodating this.

3.2 The Cumbria bid is an innovative bid because it is the only known bid by a group of local authorities to provide a network of sites across a county. Further, it is anticipated that site development would employ a self-build model of construction.

3.3 The Cumbria application for Innovation funding was prepared on behalf of and in consultation with the Accommodation Strategy Group by Debbie Keir, Principle Economic Regeneration Officer at Allerdale Borough Council and Home Space CIC. The application is attached as Appendix 4. The bid was submitted prior to the 30 April deadline.

3.4. The application outlines the following three options for funding a Cumbria pot:

Option 1 would be to provide all need as identified in the Cumbria GTAA Final Report 2008 of 89 pitches across the whole County.

Option 2 would provide for 40 pitches which represents 45% of identified need across the County.

Option 3 would only provide for 20 pitches which represents 23% of identified need.

Option 1 is the preferred option as there is uncertainty as to the future availability of Gypsy and Traveller Site Grants.

Option 3 is the least favoured option as this would enable the development of the lowest number of pitches per annum across the delivery of the full site provision.

3.5 If the bid was successful, Allerdale BC would be the leading and accountable body for the pot of funding and Home Space CIC would manage the fiscal process of allocating funding to new sites. The funding would be recycled through the lease of land on owner-occupied sites and the provision of long-term rental agreements on others.

3.6 It should be noted that none of the Cumbria districts have identified sites for development as yet. The identification of sites will be carried out in full consultation with the Gypsy and Traveller and Settled or non- Traveller communities.

4 Assessment of need in Copeland

4.1 The Cumbria GTAA identified a need for one residential pitch and five transit pitches in Copeland. The stated need for five transit pitches was based on an equitable split of 35 pitches across the six Cumbria Housing Authorities and the Lake District National Park, which apportioned a need of five pitches to each of the seven authorities.

4.2 Further clarification of the accommodation needs information set out by the GTAA is required. The assessment does not make specific recommendations regarding the location, size or tenure of the one residential pitch that it identifies as required in Copeland. In addition, the stated need for five transit pitches is based upon a simple numerical split of the county-wide total requirement and is unrelated to either current or historical travelling patterns or preferences expressed by Gypsy and Travellers involved in the GTAA research. It was the intention of the GTAA authors that the equal apportioning of the transit pitch need across the Cumbria authorities would provide a starting point for further work to ascertain how to provide a network of pitches more closely suited to the needs of the travelling community.

- 4.3 The package of work commissioned jointly by the Cumbria authorities from Home Space CIC includes work to supplement the GTAA research through consultation with Gypsy and Travellers and the settled community in each of the Cumbria districts, as part of work towards the goal of the Accommodation group to identify suitable and appropriate land for development.

5 FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

- 5.1 There are no financial and human resource implications arising from the recommendation in this report. Subsequent implications depend on the bid outcome.

6. IMPACT ON CORPORATE PLAN

- 6.1 This report and recommendations are in accordance with the Council's action plan following the Audit Commission's inspection report of April 2008.

List of Appendices – Appendix 1: Information on Home Space Sustainable Accommodation CIC

Appendix 2: Action Plan and TOR, Cumbria Gypsy and Traveller Accommodation Strategy Group

Appendix 3: Bidding Guidance for 2010/11 HCA Gypsy and Traveller Site Grant Programme

Appendix 4: Cumbria Wide Joint Innovations Bid Application Form Parts 1 and 2

**List of Background Documents: Housing Act, 2004 s.225
Cumbria Gypsy and Traveller Accommodation Assessment, Salford University, May 2008**

List of Consultees:

A revolution in Gypsy and Traveller site management and design...

HSSA is a not for profit organisation working with local authorities, the police and other statutory and voluntary sector organisations to create a step change in the way Gypsy and Traveller sites are designed and managed for the benefit of all communities.

CIC

HOME SPACE

Sustainable Accommodation

We are working to ensure...

- The rights and responsibilities of all communities are paramount;
- We have strong relationships with the local authority, local communities and the police;
- All communities are consulted when new sites are being identified and developed;
- The use of sustainable and carbon friendly materials is encouraged;
- RSL standards of service delivery are the norm;
- ASB is dealt with promptly and effectively;
- Site residents are supported in employment, education, health and training;
- Partners are supported through consultation and training.

Reinvesting in communities...

HSSA is a social enterprise company

A social enterprise is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. By using business solutions to achieve public good, social enterprises have a distinct and valuable role to play in helping create a strong, sustainable and socially inclusive economy.

Everyone has the right to the quiet enjoyment of their homes...

By working in partnership with all stakeholders, HSSA aims to break the cycle of deprivation associated with homelessness due to a lack of site provision and the community tensions caused by unauthorized encampments and poor management of existing sites.

Problems on existing sites...

Residents can often be exploited, particularly in relation to the cost of fuel and gate-keeping

- On many Gypsy and Traveller sites existing arrangements can be informal with a fellow Gypsy or Traveller having extensive powers to determine allocations, evictions and responsibility for day-to-day management and maintenance;
- There can be a reluctance to co-operate with outside bodies, including the local authority and the police;
- This can make it difficult to provide appropriate services, ensure health and safety and the prevention and detection of crime, intimidation and bullying;
- Often expensive tariffs are levied for electricity and payments cards are sometimes difficult to purchase out of hours;
- Pitches allocated informally are not always occupied by those who need them the most, which could constitute unlawful racial discrimination;
- This can also result in local authorities being unable to meet the social needs identified in their GTAA's or cater for those with a local connection.

Our combined experience...

- CIH Certified in site design and management
- Public, private and voluntary sector experience
- Police Independent Advisory Group
- CLG Gypsy and Traveller Stakeholder Forum
- HMRC Stakeholder Forum
- From the Gypsy and settled community



Registered Office:
Home Space Sustainable Accommodation CIC
The Winsford Centre
Cheviot Square
WINSFORD CW7 1QS

Freephone: 0800 458 3889

I live on a caravan site in Cheshire which is overcrowded meaning I am unable to open my caravan window if my neighbour has opened theirs. The electric costs me over £10 per day and I am also charged water rates at £5 per week on top of my rent. I would love to be able to move but there is no other local site available. That is why I fully support what HSSA are trying to do.

COMMENT FROM A TRAVELLER MAN,
AGED 40 YEARS, CHESHIRE

The Team...

Joe Hurn Cert CIH

Managing Director and Director of Operations

Joe successfully ran a number of private businesses, including construction and general building. Joe is a member of the Independent Advisory Group for Cheshire Constabulary and has worked on GTAA consultations throughout the country.
Email: Joseph.hurn@homespacesa.co.uk
Mobile: 07846 342 067

Jane Hurn, ACMA, Cert CIH

Director of Finance and Pan European Affairs

Jane is a Chartered Accountant with many years experience in the construction industry. Jane is currently employed as a Social Enterprise Coach for the NWRDA, is also a member of the Independent Advisory Group for Cheshire Constabulary and has worked extensively with LAs on conducting GTAA's throughout the North West of England.

Jane and Joe are founding members of Cheshire Gypsy and Travellers Voice working locally, regionally and nationally with statutory and voluntary organisations to improve the lives of Gypsies and Travellers. Joe and Jane are also members of the Federation of European Roma Young People based in Strasbourg.

Email: jane.hurn@homespacesa.co.uk
Mobile: 07590 690 607

Janet Smith Cert CIH

Company Secretary and Director of Communities

Janet previously worked for the CRE and was one of 4 Policy Officers working on the informal investigation that led to 'Common Ground, Equality, Good Race Relations and Sites for Gypsies and Irish Travellers'. Prior to working for the CRE Janet worked for NACRO. Janet is a published author of 'Anti-Social Behaviour and Nuisance Neighbours', NACRO 1998.

Email: Janet.smith@homespacesa.co.uk
Mobile: 07778 766 785

ACTION PLAN

Version 1.0 draft1

PROJECT: Gypsy and Traveller Accommodation Strategy Group

DATE: 9 October 2009

Goals

1. To prepare and submit a County-wide Innovative Bid to HCA Gypsy and Traveller Site Grant
2. To identify suitable and appropriate land for development across the 6 Districts

Measures of Success

1. The County-wide Group is successful in obtaining GTSG from HCA
2. Suitable and appropriate land is identified in consultation with community members

Staffing and Participants

Name	Role	Time Commitment
Allerdale Borough Council	To be agreed at meeting 28.10.09	12 days
Barrow-in-Furness Council	TBC	
Carlisle City Council	To be agreed at meeting 28.10.09	12 days
Copeland District Council	To be agreed at meeting 28.10.09	12 days
Eden Borough Council	To be agreed at meeting 28.10.09	12 days
South Lakeland Borough Council	To be agreed at meeting 28.10.09	12 days
HSSA CIC	To be agreed at meeting 28.10.09	12 days
Traveller Project and CGTV	To be agreed at meeting 28.10.09	12 days
Cllr Margaret Jackson	To be agreed at meeting 28.10.09	12 days

Tracking and Reporting Process

Monthly meetings facilitated by individual districts and HSSA; electronic progress updates to all members of the Group; minuted meetings; continued review of agreed Action Plan.

Dependencies, Risks, and Constraints

LAs commitment; officer time; land not identified/available (however, this will not preclude the bid being submitted); lack of engagement with members of the Travelling communities; slippage in timeframe due to unforeseen or extenuating circumstances.

Estimated Completion Date for All Activities: End January 2010

Action Items

Action Item Number: 1

Owner: All

Due Date: 28.10.09

Description of Activity: Agree Action Plan; agree Terms of Reference; named officer for each district; agree role of each district; agree role of HSSA CIC; agree meeting dates and venues in advance; agree lead LA; agree Secretariat responsibilities and agree that any information imparted remain confidential within the Group, unless required to support HCA bid criteria.

Deliverable(s): All the above

Resources Needed: Officer time; administrative support; venue(s) for meetings; refreshments

Action Item Number: 2

Owner: All LAs

Due Date: TBA

Description of Activity: Mapping exercise of available and suitable local authority/county and privately owned land. It should be noted that this is an on-going process and will exceed the life of the Group.

Deliverable(s): All the above

Resources Needed: Officer time; administrative support

Action Item Number: 3

Owner: Lead Authority

Due Date: ASAP

Description of Activity: Contact HCA Regional Director to ascertain land availability from their national database and report back to Group.

Deliverable(s): The above

Resources Needed: Officer time

Action Items

Action Item Number: 4

Owner: HSSA CIC

Due Date: ASAP

Description of Activity: Contact CLG and HCA to ascertain current status of innovative bids to the GTSG and report back to Group.

Deliverable(s): The above

Resources Needed: Officer time

Action Item Number: 5

Owner: Lead Authority

Due Date: TBA

Description of Activity: Prepare draft innovative bid for consultation and discussion

Deliverable(s): The above

Resources Needed: Officer time; administrative support

Action Item Number: 6

Owner: Lead Authority

Due Date: 31.01.10

Description of Activity: Finalise bid to HCA

Deliverable(s): Completed and agreed final bid

Resources Needed: Officer time; administrative support

Action Items

Action Item Number: 7

Owner: HSSA CIC

Due Date: Ongoing

Description of Activity: To consult with members of the Travelling communities on self-build model/other options and suitability of identified land to inform bid.

Deliverable(s): The above

Resources Needed: Officer time; administrative support; suitable venue(s) for consultation; support of all districts; Cumbria Traveller Project and Cumbria Gypsy and Travellers Voice; financial support from all districts for venue hire and travel

Action Item Number: 8

Owner: All

Due Date: TBA

Description of Activity: Officer commitment to attend 3 Gypsy and Traveller Accommodation Strategy Group meetings

Deliverable(s): Attendance at meetings;

Resources Needed: Officer time; venue(s); refreshments; secretariat

Action Item Number:

Owner:

Due Date:

Description of Activity:

Deliverable(s):

Resources Needed:

Action Plan Tracking

Action Item Number	Date Started	Date Completed	Comments
1	7.10.09		
2	7.10.09		
3	ASAP		
4	ASAP		
5	Ongoing		
6	01.01.10	31.01.10	
7	TBA		
8	TBA		

CUMBRIA GYPSY AND TRAVELLER ACCOMMODATION STRATEGY GROUP

DRAFT TERMS OF REFERENCE

Background

The Homes and Communities Agency (HCA) has responsibility for awarding grants to Local Authorities (LAs), Housing Associations (HAs) and Registered Social Landlords (RSLs) under the Gypsy and Traveller Site Grant. The closing date for the second tranche of 2009 was June 2009 with two remaining tranches in 2010. However, HCA has indicated that any bids submitted under 'innovation' will be considered outside of pre-determined funding rounds.

The 6 Cumbria District Authorities, in consultation with Home Space Sustainable Accommodation CIC, have determined that an innovative bid for Cumbria is the most appropriate way forward to provide for the identified 83 pitch allocations in the Gypsy and Traveller Accommodation Assessment 2007. However, it is acknowledged that the identification of 83 pitches within the agreed timeframe is a 'big ask' and that land identification will be an on-going process.

Introduction

The purpose of the TOR is to set out an Action Plan that Allerdale BC, Carlisle CC, Copeland DC, Eden BC, South Lakeland BC (Barrow Council to be confirmed), Councillor Margaret Jackson, Home Space Sustainable Accommodation CIC, the Traveller Project and Cumbria Gypsy and Travellers Voice agree to ensure that the Group's actions are met for submitting an innovative bid to HCA.

Objective

The ultimate objective of the Group will be to submit a county-wide, innovative bid to HCA, GTSG within a timeframe agreed by all Districts and that suitable and appropriate LA/County/private land is identified, in consultation with Cumbria Gypsies and Travellers and the wider settled community.

The Group will ensure the active involvement of Gypsy and Traveller community members in ongoing and future consultations, facilitating a broader base of understanding that will be mutually beneficial and help to reduce and prevent homelessness within the Travelling communities across the County of Cumbria.

Roles

All partners will agree the following:

- The frequency of Group Meetings and location(s)

- An Action Plan of work, with outcomes and timescales
- To identify problems, should they arise, and identify solutions where possible
- To share learning gained during the life of the Group
- That all information shared within the Group remain confidential, unless crucial to the success of the bid or as dictated by HCA bid criteria

Structure

To support the Action Plan all parties will agree on the following:

- A named representative who will attend agreed meetings as appropriate to fulfill the Action Plan. In the event of a Group member having to withdraw from the group a replacement shall be identified with similar expertise and influence, subject to agreement from the Group
- To promote the success of the bid and its findings and achievements within your own sphere of influence and through local and regional events as deemed necessary or essential
- The production of District progress reports on land identification, to be sent electronically to the Lead Authority, for dissemination to named district officers and HSSA CIC to inform the bid



GYPSY AND TRAVELLER SITE GRANT PROGRAMME

Bidding Guidance 2010/11

Contents

Foreword by Sir Bob Kerslake	2
The Homes and Communities Agency	3
The Gypsy and Traveller Site Grant programme	3
Key changes to the bid round for 2010/11	4
Eligibility	4
Eligible costs	5
Value for money	5
Eligible levels of grant	5
Innovation	6
Completing your bid	7
Notes on bidding	7
Submitting your bid	7
Legal notes on bidding	8
Further advice on bidding	8
Bid assessment	9
Bid assessment timetable	9
Payments to successful schemes	9
Performance monitoring	10
Regional contact details	10



Sir Bob Kerslake
chief executive of the Homes
and Communities Agency

Foreword

One of the key aims of the Homes and Communities Agency is to create homes that people can afford in places where they want to live. This includes providing sites for that section of the Gypsy and Traveller community who want to preserve their traditions and live in a caravan.

Ensuring that the needs of minority and vulnerable communities are catered for is an important part of our work. A recent report shows 1 in 5 (21%) Gypsy and Traveller caravans have no authorised site, despite a desire by their owners to have a permanent base. Poor access to good quality, well managed sites contribute to the community's lower than average life expectancy, high infant mortality, and under achievement in school.

The need for additional provision of good quality pitches and sites for these families is acute. We are working to address that need through our Single Conversation process with local authorities and their partners. With the publication of this prospectus, the 2010/11 bid round for the Gypsy and Traveller Site Grant programme is open and we welcome bids from local authorities, RSLs and ALMOs to help us meet the needs of Gypsy and Traveller families across England.

A full timetable for the bidding and assessment process, along with details of the programme and guidance on bidding are contained within this prospectus.

This bid round builds on lessons learned from running the programme last year. Following feedback from partners on the cost of bidding for this programme we have worked to shorten the bidding process and lessen the burden on bidders.



Sir Bob Kerslake
chief executive

Section 1

The Homes and Communities Agency

The Homes and Communities Agency (HCA) is the national housing and regeneration agency for England. Our vision is to create opportunities:

- For people to live in homes they can afford in places that they want to live
- For local authorities and communities to deliver the ambition they have for their own areas.

The HCA works through its nine regional offices to deliver national programmes locally. The regional contacts for the Gypsy and Traveller Site Grant programme are listed at the back of this prospectus.

The HCA took over the responsibility for running the programme with effect from April 2009. The move from Communities and Local Government (CLG) to the HCA was more than simply an administrative change. The aim is to increase the pace of delivery significantly by embedding site provision for Gypsies and Travellers in the context of overall affordable accommodation delivery through the Single Conversation process.

For more information on the Single Conversation, please see the HCA's website:

homesandcommunities.co.uk/singleconversation

Section 2

The Gypsy and Traveller Site Grant programme

Through the Gypsy and Traveller Site Grant programme the HCA aims to improve outcomes for Gypsies and Travellers through increasing the provision of good quality accommodation across the country.

Other benefits resulting from increased provision of sites will be to reduce the number of unauthorised encampments and the problems associated with these, reduce the need for and cost of enforcement action and provide the basis for local authorities to tackle the inequalities in access to service provision experienced by Gypsies and Travellers.

Through the programme the HCA will pay grant to local authorities, Arms Length Management Organisations (ALMOs) and Registered Social Landlords (RSLs) to fund the provision of social rented pitches and sites for the following groups (which fall within the definition of 'Gypsy and Traveller' for the purposes of section 225 of the Housing Act 2004):

- Gypsies and Travellers
- New travellers
- Travelling show people.

When documentation for the Gypsy and Traveller Site Grant programme refers to Gypsies and Travellers, it should be assumed to cover all of the above communities.

Total funding available and regional allocations of Gypsy and Traveller Sites Grant 2010/2011 (shown in £millions)

Region	2010/2011
East of England	9
South East	5.5
South West	4.5
London	2
East Midlands	3.5
West Midlands	2.5
North East	1
North West	2
Yorkshire & Humber	2
Total	32

The programme and final level of allocations will depend on a range of factors including quality of bids received and Government priorities.

Section 3

Key changes to the bid round in 2010/11

In 2009/10 the HCA ran the bid round along very similar lines to the way CLG had run it previously.

This year, building on the experience of the first year of delivering the programme and following feedback from our partners, the HCA is making some key changes to the bidding process.

Supporting evidence

A lot of the feedback the HCA received concerned the high cost of bidding. It has been recognised that the level of additional evidence required in the previous bid rounds creates a burden on bidders, which may be dissuading bidders from applying for grant.

The HCA works closely with local authorities, RSLs and ALMOs as investment partners on a number of projects and in the spirit of partnership the HCA feels that the high level of supporting evidence is not required to accompany all bids to the Gypsy and Traveller Site Grant programme.

As such, the requirement for physical evidence to backup bid responses is much reduced.

Bidders should be aware however that in some circumstances further supporting evidence for a bid may be requested as part of the assessment process.

Bidding for mixed refurbishment/new provision schemes

In previous bid rounds, bidders have been able to bid for schemes that were new provision, refurbishment of existing provision or a combination of both.

In order to gain more clarity around the cost and value for money of the provision and refurbishment of sites, for the 2010/11 bid round the HCA is asking bidders to bid for new provision and refurbishment in separate bids, even if they are on the same site.

This will require bidders to separate the costs for the refurbishment element and the new provision element of any bids. For costs that are spread across both elements of the scheme, bidders are asked to simply apportion the costs to each and give details in part 2 of the application form of how the costs have been apportioned. Bidders should not assume that separate bids requires separate procurement.

Where a bid for new provision is dependant on the refurbishment of the existing pitches, this should be made clear in the bids.

As a result of this move, the previous allowance of bidding for 75% of costs on a site offering a mix of refurbishment and new provision has been removed. (See section 5)

Section 4

Eligibility

Funding under Gypsy and Traveller Site Grant is available to local authorities (including county councils), ALMOs and RSLs. Funding is not available to owner occupiers generally, or private landlords of sites.

Applications can be made for the development of new sites, and for refurbishment, including remodelling and extension of existing sites. Sites can be permanent residential sites, permanent but short-stay (transit) sites or temporary stopping places.

All schemes must either already have achieved planning permission or have a reasonable expectation of achieving planning permission before 31 March 2011.

The forecast date of completion for all schemes must be on or before 31 March 2015.

Site duration

For permanent sites, ownership should remain with the local authority or RSL, and should continue in use as a site for at least 10 years.

Consideration may also be given to sites of a short-term nature where there is a sound business case that can demonstrate value for money, for example where a temporary site is established while a more permanent solution can be identified.

Site management

Proposals to lease a site to other bodies, or contract out its management, will not rule out consideration of the bid. However, where site management arrangements are being delegated to another organisation, the HCA expects that body to be able to demonstrate capacity to effectively manage the site and employ suitably qualified, experienced staff.

The local authority, ALMO, or RSL remains responsible for the site, even if management is contracted out to another body, and we expect effective performance monitoring review procedures to be put in place, and for there to be clear arrangements for termination of the contract or lease, if standards are not acceptable.

Innovative approaches to ownership, management and development are encouraged and will be considered (see section 6).

Previously closed sites

Applications are also encouraged where they involve bringing previously closed sites back into use (and may be eligible for up to 100% grant funding depending on the work required to bring the site up to standard, see section 5).

Eligible costs

The Gypsy and Traveller Site Grant programme is a capital grant programme, and cannot be awarded towards ongoing revenue costs of managing the site.

In addition, bidders should not include any of the following in their bids:

- any costs of feasibility work prior to bid submission
- any costs of works carried out before the close of the bidding round
- any costs of works to schemes previously awarded grant, unless it is to increase the number of pitches (justification of why additional grant is necessary will be required).

Where land acquisition costs are included in bids, bidders will be expected to demonstrate that land purchase is the best possible option.

Management and professional fees can be included within the bid, up to a level of 10% of the overall bid, not including any land purchase costs.

Section 5

Value for money

The HCA has a duty to ensure that public money is used efficiently and to maximum effect. As such, value for money is a key assessment criteria across all of our programmes.

There are two key drivers to achieving good value for money on grant-funded schemes. One is ensuring that costs are appropriate and represent efficient procurement by our partners. This will be assessed through comparative benchmarking with other bids.

Bidders may wish to consider:

- Site provision in larger contracts (for example for new affordable housing, regeneration schemes, and Decent Homes work) in order to reduce costs per unit and achieve better value for money; or
- new methods of construction and procurement, including cross site or cross local authority procurement (where cross site or boundary procurement contracts are entered into, the costs should be apportioned across the bids and the details of how the apportionment has been calculated should be included in part 2 of the application form).

The HCA will also seek to ensure that grant is only used where it is necessary to ensure delivery. Bidders will be asked to justify the levels of grant requested and value for money will be one of the criteria on which bids are assessed for 2010/11 Gypsy and Traveller Site Grant allocations.

In addition CLG are planning an independent review of costs and value for money associated with provision of Gypsy and Traveller site accommodation. Bids will be considered in the light of that review as well as against the criteria set out in this guidance.

Eligible levels of grant

For the provision of new pitches, bidders can bid for grant to cover up to 100% of costs. 'New pitches' includes:

- pitches on entirely new sites
- additional pitches on existing sites
- previously closed sites being brought back into use (where this involves extensive refurbishment or remodelling work to bring it back to a habitable standard).

For schemes to refurbish existing pitches to bring them up to a good standard, bidders can bid for grant to cover up to 50% of costs.

In previous years there has been the option of bidding for up to 75% of costs on a scheme providing additional pitches along side refurbishing the existing pitches. For the 2010/11 programme bidders are asked to bid for the additional pitches and the refurbished pitches separately, so the 75% grant option has been removed.

Section 6 Innovation

The HCA is keen to encourage the development of innovative solutions for site accommodation provision that could help:

- speed up delivery
- improve standards and value for money
- give better outcomes.

This could encompass a wide range of schemes, including:

- new, improved designs that can be replicated elsewhere
- new approaches to procurement and delivery
- using public funding to facilitate the development of self build and low cost owner-occupied sites, providing investment was protected or recycled.

Bids can only be submitted by local authorities, ALMOs or RSLs, however, these organisations are encouraged to be proactive, and work with the Gypsy and Traveller community to develop innovative schemes.

Successful schemes to date have included setting up a fund for use in securing appropriate land for site provision. The sites will be made available to appropriately organised Gypsy and Traveller groups on a non-profit making basis for them to develop and manage. Funds from the sale of land will be recycled into purchasing other suitable sites.

They have also included grant for the purchase of sites and provision of basic infrastructure. The families moving onto the site will be self-builders, providing their own amenities and manage their site. They will also be offered the opportunity to buy stakes in the site, the income from which will be recycled to provide further sites.

Such schemes could assist in meeting demand from Gypsies and Travellers to own their own home, where the cost of achieving this aspiration is prohibitive, as well as potentially utilising the building skills of some members of the Gypsy and Traveller community, and providing better value for money than social rented provision.

As a guide when considering an innovative bid:

- The proposal should provide clear benefits in terms of value for money. Where there are obvious savings on, for example, long-term management and maintenance costs, these should be made clear.
- Where self build or low cost ownership models are proposed, the sites should be small, with pitches for extended family groups that have the capacity to self manage effectively.
- Large site proposals for untested models will not be accepted.
- Schemes should be simple and easy to understand and administer.
- The site should remain in use as a Gypsy and Traveller site for at least 10 years.
- Schemes should meet the delivery requirements of standard bids (see section 4).
- Where bidders are seeking to provide some form of low-cost owner-occupation for pitches, they should be able to justify this on the grounds of fairness.
- Where the proposal is to use Gypsy and Traveller Sites Grant to facilitate the development of low cost owner-occupied sites, the investment needs to be protected, or recycled back for future provision.
- Groups interested in developing an innovative model should contact either their local authority, or an RSL working in their area, with a view to creating a delivery partnership.

However it should be noted that innovation project funding cannot be used to fund new or refurbished private landlord-owned sites.

For self-build and low-cost owner-occupation models, the HCA will not accept bids in future to cover unforeseen costs, planned maintenance, or site refurbishment.

In exceptional circumstances, Gypsy and Traveller Sites Grant can be used to purchase private sites for public use (where this improves, increases or safeguards provision). Any proposal should be discussed with the HCA at an early stage to avoid abortive work.

Section 7

Completing your bid

The 2010/11 Gypsy and Traveller Site Grant programme grant application form is available on the HCA's website at: homesandcommunities.co.uk/gypsies_travellers

Following feedback from partners, we have shortened the bid form and substantially reduced the amount of supplementary evidence required to be provided along with the application. It is hoped that this will reduce the cost and level of work involved in bidding for grant.

The form consists of two parts:

- Part 1: Scheme details (Word document)
- Part 2: Detailed scheme costs (Excel spreadsheet)

Bidders should complete the spreadsheet with a full and complete breakdown of the projected costs in providing the scheme. Costs will be benchmarked against other bids from this and previous bid rounds.

Although bidders are no longer required to provide evidence of the basis for costs, they should be aware that they may be asked to justify costs that are higher than expected.

Notes on bidding

Both parts of the application form must be completed for each scheme bid:

Where there is a proposal to refurbish existing pitches and provide new pitches on the same site, these should be dealt with in separate bids but bidders should note this in the project name on the application form (e.g. by referring to 'Scheme name 1 of 2', 'Scheme name 2 of 2').

Joint working

It is important that proposals demonstrate a corporate approach for the local authority, ALMO or RSL. There should be evidence within the application of joint working across service providers, for example, between housing, planning, health, education, race equalities and Supporting People. For county councils, the bid should show evidence of joint working at county and district levels.

Bid qualification

Bids must not be qualified in any way; must be submitted strictly in accordance with the requirements of this document; and not be accompanied by any statement that could be construed as rendering the bid equivocal and/or placing it on a different footing from other bids.

Bid rejection

Any bid or other documents submitted by any bidder who does any of the following may be rejected by the HCA:

- (i) fixes or adjusts the amount, prices, charges and rates shown:
 - (a) by, or in connection with, any agreement or arrangement with any other person; or
 - (b) by reference to any other bid.
- (ii) enters into any agreement or arrangement with any other person that such other person shall refrain from submitting a bid or shall limit or restrict the amounts, prices, charges and rates to be shown by any other bidder in its bid and other documents; or
- (iii) offers to, agrees to, or does pay or give, any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing, or having done, or causing, or having caused, to be done in relation to any other bidder, or any other proposed bid, or other documents, any act or omission.

As well as rejecting a bid, the HCA may refrain from considering a bid, in whole or in part, if either:

- (i) it does not comply in any respect with the requirements set out in this Prospectus; or
- (ii) it contains any omissions or qualifications.

Submitting your bid

Both parts of your application form should be e-mailed to: gtsg@hca.gsx.gov.uk

Any supplementary information should be included on the e-mail or sent as hard copy to:

GTSG bids 2010/2011
Homes and Communities Agency
7th floor, Maple House
140 Tottenham Court Road
London, W1T 7BN

Each item of supplementary information should be clearly marked (on the document, not the envelope) with the following information:

- name of the scheme
- the local authority
- region.

Closing date: 4pm on 30 April 2010

Legal notes on bidding

Data Protection Act 1998 (DPA)

Bidders must at all times:

- Comply with the DPA, as amended from time to time
- Indemnify the HCA against loss, destruction or procuring of data contrary to the DPA by the bidder, its servants or agents.

Freedom of Information Act 2000 (FOIA)

The HCA is a public authority under the FOIA (the Act). Under the Act, members of the public or any interested party may make a request for information held by the HCA at the time of the request.

The HCA will consider the disclosure of any information, contained in any bid, subject to the exemptions of the Act, notwithstanding the procedure described below. The attachment of a blanket label of 'private and confidential' or 'commercial in confidence' to a bid may not exempt it from disclosure under the Act.

If a bidder considers that all or any part of its bid and/or any specific information constitute a trade secret; that information is commercially sensitive information disclosure of which would be likely to prejudice the commercial interests of any party; believes that a duty of confidentiality applies or otherwise considers that such documents and/or information falls within any other exemption set out in the Act; the bidder should:

- Attach information it considers to be commercially sensitive, e.g. costing or a trade secret in a separate schedule marked 'commercially sensitive information' and include a time limit for the sensitivity of the information;
- Identify the particular Act exemption that the bidder claims applies in the particular circumstances.

Bidders should do so in full knowledge of the relevant terms of the Lord Chancellor's Code of Practice (the Code) under Section 45 of the Act, giving advice to public authorities on the handling of requests under the Act. This will enable bidders to make such claims based on reasons that address the requirements of the Code.

Further information and guidance about the Freedom of Information Act can be found at the Information Commissioner's website, ico.gov.uk. To download a copy of the Lord Chancellor's Code of Practice 45, please visit the Department of Constitutional Affairs website, dca.gov.uk

Intellectual property

Bidders are responsible for ensuring that no document prepared as part of a bid will infringe any intellectual property rights (including without limitation, patents, trade marks, designs, design rights, copyright, inventions, trade secrets, know-how, confidential information, and any applications for protection of the any of them). Bidders will retain intellectual property rights in all documents they prepare as part of a bid, and the HCA will not copy or use any such documents other than for the purpose of evaluation of bids and selection of the projects.

The HCA reserves the right to retain all bids submitted by bidders.

Bidders will undertake to indemnify the HCA against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions of this section.

The HCA asserts its intellectual property rights over all bidding guidance and related documentation.

Responsibility for bids

All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of bids, and in discussion with the HCA, and (in the case of acceptance of a bid by the HCA) in connection with the execution of the Grant Agreement and all relevant documents, are to be borne by that bidder.

Bidders must satisfy themselves of the accuracy of any information provided by the HCA. The HCA accepts no responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from or in consequence of the use by bidders of such information.

The HCA makes no representation regarding any bidder's financial stability or standing, technical competence or ability in any way to carry out the programme.

Further advice on bidding

For further advice on your scheme, the programme, or completing the bid application form please speak to your HCA regional Gypsy and Traveller Site Grant contact. Details of regional contacts in each of the HCA's nine regions are included at the back of this document.

The HCA regional teams will make their allocation decisions based on their own assessment and taking into account the views of the Regional Assembly, the Government Office and the independent consultants.

Assessment will be based on four criteria:

- need and local strategic fit
- sustainability (including site design and location)
- value for money
- deliverability.

Bid assessment timetable

	2010/11
2010/11 bid round opens	11 Feb 2010
2010/11 bid round closes	4pm 30 April 2010
Bid assessment	May-June 2010
Presentation of draft regional programmes to Regional Assemblies/ Mayor of London	July-August 2010
Presentation of draft regional programmes to the Minister	September 2010
Announcement of successful bids	end September 2010

Grant can only be claimed after planning permission has been achieved and land acquisition, where necessary, has been completed.

Grant should be claimed by the submission of a grant claim e-mail, specifying the scheme and amount of grant required. Grant will be paid to the bank account detailed on the original bid application form. Any changes to the bank account details should be submitted along with the grant claim and signed off by the chief financial officer.

Grant claim e-mails should be sent to Pauline Page at: gtsg@hca.gsx.gov.uk.

Section 8

Bid assessment

All Gypsy and Traveller Site Grant bids received in the correct form by the deadline will be assessed by the HCA regional investment team, the Regional Assembly, the Government Office and a team of independent consultants

Section 9

Payments to successful schemes

Successful bidders will be required to enter into and to effect the Grant Agreement at the earliest opportunity and at the latest prior to the first claim for drawdown of grant.

Section 8

Bid assessment

All Gypsy and Traveller Site Grant bids received in the correct form by the deadline will be assessed by the HCA regional investment team, the Regional Assembly, the Government Office and a team of independent consultants.

The HCA regional teams will make their allocation decisions based on their own assessment and taking into account the views of the Regional Assembly, the Government Office and the independent consultants.

Assessment will be based on four criteria:

- need and local strategic fit
- sustainability (including site design and location)
- value for money
- deliverability.

Bid assessment timetable

	2010/11
2010/11 bid round opens	11 Feb 2010
2010/11 bid round closes	4pm 30 April 2010
Bid assessment	May-June 2010
Presentation of draft regional programmes to Regional Assemblies/ Mayor of London	July-August 2010
Presentation of draft regional programmes to the Minister	September 2010
Announcement of successful bids	end September 2010

Section 9

Payments to successful schemes

Successful bidders will be required to enter into and to effect the Grant Agreement at the earliest opportunity and at the latest prior to the first claim for drawdown of grant.

Grant can only be claimed after planning permission has been achieved and land acquisition, where necessary, has been completed.

Grant should be claimed by the submission of a grant claim e-mail, specifying the scheme and amount of grant required. Grant will be paid to the bank account detailed on the original bid application form. Any changes to the bank account details should be submitted along with the grant claim and signed off by the chief financial officer.

Grant claim e-mails should be sent to Pauline Page at: gtsg@hca.gsx.gov.uk.

Section 10

Performance monitoring

Each successful bidder will be required to submit quarterly monitoring forms and will have to account for any delays to delivery against the milestones provided in the bid.

Failure to deliver the scheme to the agreed specifications and timescales may result in the reclaim of any grant paid.

Section 11

Regional contact details

East Midlands

Exchange Court
Central Business Park
Cottingham Road
Corby
NN17 1TY

Kitt McGrath
01536 447614
kitt.mcgrath@hca.gsx.gov.uk

East of England

Westbrook Centre
Block 2, Suite 3
Milton Road
Cambridge
CB4 1YG

Scott Bailey
01223 374023
scott.bailey@hca.gsx.gov.uk

London

Palestra
197 Blackfriars Road
London
SE1 8AA

Nick Taylor
020 7633 3458
nick.taylor@hca.gsx.gov.uk

North East

St George's House
Kingsway
Team Valley
Gateshead
NE11 0NA

Neil Cawson
0191 497 7547
neil.cawson@hca.gsx.gov.uk

**Gypsy and Traveller Sites Grant
2010-11**
Application Form (Part 1)
Section one: Summary details and bid certification

Project name:	Cumbria Wide Joint Innovations Bid
Full address	c/o Debbie Keir, Allerdale Borough Council Allerdale House, Workington Cumbria,
Post code	CA14 3YJ
OS grid reference	Up to 89 various across Cumbria County
Region	North West

Is the application for:

☐ Refurbishment

☒ 89 New residential site

☐ New transit site

☐ New stopping place site

☐ Additional pitches on existing site

Current number of pitches: 0

Number of pitches to be refurbished: 0

Total number of pitches on completion of works: 89

Is this an Innovative Bid?
(see section 6 of guidance) Yes

Local authority/RSL/ALMO applicant
Allerdale Borough Council (on behalf of
all Cumbrian Authorities),
Full postal address and postcode c/o
Debbie Keir
Allerdale House
Workington
Cumbria
CA14 3YJ

Contact for queries relating to
application:

Name	Debbie Keir
Telephone	01900 702772
Email	debbie.keir@allerdale.gov.uk

Summary of grant applied for

Land acquisition costs	Because this is a collective bid our preferred option would be to put in a bid for the full amount to provide the full requirements of 89 pitches before 31 March 2015. However, we have also provided alternative options to break down the proposals over a series of applications, subject to the funding being available in future years, to deliver on a rolling programme eg 22/23 pitches per year for four years.
Works costs (details to be provided in part 2)	As outlined in the individual proposals in part two
Other costs (details to be provided in part 2)	As outlined in the individual proposals in part two
Total cost of scheme	Various depending on the options shown below in part two.
Grant requested (up to a maximum of 50% for refurbishment and 100% for new provision)	<ol style="list-style-type: none"> 1. £3,348,180 for full provision of 89 pitches across the County 2. £1,573,200 for 45% provision = 40 pitches across the County 3. £807,120 for 23% provision = 20 pitches across the County

Bank details for payment of grant	
bank name	HSBC
address	Pow Street, Workington, Cumbria
sort code	40-47-20
account number	71127586

By signing this application you are certifying that the information contained within it is complete and accurate to the best of your knowledge and that you understand that subsequent discovery by the HCA of false information or omission of relevant information may result in the withdrawal of grant funding.

Name of person submitting the application: Debbie Keir – Principal Officer

Signed:

Name of Chief Financial Officer:

Signed:

Date:

Section Two: Background information

1: Existing strategic and working arrangements

Please outline briefly the strategic arrangements you have in place for dealing with Gypsy and Traveller issues. This should include:

- Any joint working which is carried out between different organisations (e.g. education, health, and local authorities) or across local authority areas (including district/county working or other sub-regional or regional arrangements).
- Your overall strategy for Gypsy and Traveller provision, including any strategies and policies on enforcement against unauthorised sites.
- Any strategies in place relating to improving Gypsy and Traveller access to services
- Current Local Plan policies relating to the allocation of sites for Gypsies and Travellers.

- Any joint working which is carried out between different organisations (e.g. education, health, and local authorities) or across local authority areas (including district/county working or other sub-regional or regional arrangements).

This application is the only known bid that is coming from a number of local authorities working together to provide sites across the whole of what is the second largest County in the UK. The six districts meet together to develop policy and strategy, adopting a shared approach to 'can do' activity, rather than reactive negative actions. Officers in this group also sit on the Equality and Diversity Partnerships, feeding in to education, health, police, fire service and many other agencies across the region, giving a voice to these under represented communities.

- Your overall strategy for Gypsy and Traveller provision, including any strategies and policies on enforcement against unauthorised sites.

Draft G&T Strategy to cover the 6 District attached as Appendix 1

Draft Policy on Unauthorized Encampments – Cumbria Constabulary – Appendices 2a & 2 b

Cumbria Constabulary Report, Unauthorised Encampments, West Cumbria – Appendix 2c

Home Space Sustainable Accommodation – Site Management Policy - Appendix 3

- Any strategies in place relating to improving Gypsy and Traveller access to services
NHS Cumbria – Health Needs Assessment: Cumbria Gypsy Travellers - Appendix 4
Cumbria Gypsy and Traveller Accommodation Needs Assessment – Executive Summary - Appendix 5
- Current Local Plan policies relating to the allocation of sites for Gypsies and Travellers.
Allerdale Borough Council SHLAA - Appendix 6
Barrow District Council Development Strategy, Part 5: Mobile homes and Residential Caravan Sites – Barrow – Appendix 7
Copeland District Council: Sites Currently being Considered in the SHLAA - Appendix 8
Copeland Borough Council Policy HSG1 – Appendix 9
Eden District Council SHLAA- Appendix 10
South Lakeland District Council SHLAA- Appendix 11
Carlisle City Council Policy H14 – from their LDF – Appendix 12

**2: Site Life**

It is expected that sites funded under the Grant will remain in use for up to 10 years. If bidders expect sites to close before that (e.g. because the bid relates to a temporary site), please set out full reasons for this and also what alternative provision will be made for residents.

The anticipation is that all sites will remain in activity in perpetuity. However, the intention is either to give leases for a ten year period that is to be reviewed after nine years with the expectation of extending them for a further ten years each time. The alternative for those who are not able to afford to lease land is to provide them with a long term rental agreement on the site, which would not be revoked except under exceptional circumstances that will be in line with those living in mainstream social housing.

3: Ownership

Please set out below whether the land is owned by the authority or Registered Social Landlord or leased. If leased, how many years remain on the lease, and is it intended that the lease will be renewed?

Will be owned by the six local authorities where the sites will be located. Where leased to families the lease will be of no less than ten years duration, to be reviewed during the ninth year with a view to renewal.

4: Current use of the site

Please set out:

If bid is for site refurbishment or new pitches on an existing site: n/a

- Current number of residential and transit pitches
- How many pitches are currently in use on the site?
- How many pitches are currently vacant but useable?
- How many pitches are unusable and why?

If bid is for a new site:

- What is the current use of the site?

Vacant land

5: Previous land use

Please state any known previous use of the land for the past 30 years. Are there any issues with land contamination? If so, what actions have been taken or are proposed to remedy this?

Wherever possible we will be utilising land currently owned by the six districts, however this is highly likely to be contaminated land and so there is work being carried out to determine whether it is more viable to decontaminate, or to find existing vacant land in private ownership that would be more appropriate to our needs.

6: Use and perception of the site

**For residential sites:**

- How many households are on the waiting list? 89 minimum
- If the site suffers from low demand, please provide an explanation for this, including what action is being taken to address this and how this proposal will safeguard or increase provision. n/a

For transit sites or stopping places:

Please summarise the reasons for providing a transit site or stopping place, making reference to known travel patterns or levels of need for such provision.

The traditional travelling pattern of our Gypsy and Traveller communities has been eroded over the years, and therefore there is only limited information available. However, we are attaching the details we have on the known stopping places in Cumbria where the Gypsy and Travellers have been moved on. It should be noted that we are trailing an approach whereby the families are not moved on unnecessarily unless the places that they stop are causing problems or are a danger to themselves or others in the community, so this is not an exhaustive list of all stopping places used within the Cumbria area. Please see **Appendix 2 a and 2 b – Draft Policy on Unauthorised Encampments – Cumbria Constabulary**, that outline the Police response to the unauthorised encampments, which appear to occur in the same locations on a fairly regular basis.

7: Current condition of the site n/a

Please outline the condition of the site. This should cover:

- Access roads and site roads
- Hard-standing areas
- Amenity Units – fabric
- Amenity Units – facilities
- Electricity supply
- Water supply (including water heating, where appropriate)
- Sewerage arrangements
- Drainage
- Perimeter fencing and site security, and
- Pitch boundaries (fencing, walls etc)
- Whether it is a Brownfield or Greenfield site

Where conditions on site give rise to health and safety concerns, this should be clearly stated.

Please include a detailed site condition survey as supplementary information.

This is not applicable as there are no sites owned by the six authorities that are covered in this bid. This is all for new provision. For example, there are no sites either permanent or transit in the Allerdale District, this has led to families pulling into areas where there are known carcinogenic contaminants, one of which is known to be particularly dangerous to females under the age of eight. There are also sites where with the land being previously used in connection with mining there are sink holes, this gives a much greater risk for injury and fatalities than would be present if a formal site and stopping place was provided in the appropriate areas. In addition many of the authority owned sites are contaminated with radon, which is known to be expensive to decontaminate. The full extent of the cost of this will only be revealed once the

full surveys are complete.

8: Previous receipt of Gypsy and Traveller Site Grant

Has funding been received in respect of this site or an adjacent site in the past? If so please provide details:

- Year funding was received
- Amount of grant funding received
- What work was carried out using this funding and whether they are now complete?

Please provide an explanation of why further funding is now needed.

One of the partners to this bid, Carlisle City Council has received a grant, but the other five have received none. The grant to Carlisle was £1.9 million for the purchase of land that was previously a licensed private site. The landowner closed this provision due to age and health reasons and the tenants had to move roadside. Carlisle City Council purchased the land, razed the site to the ground and rebuilt as a 15 pitch site, if this had not been done there would have been a loss of site provision in the area. Carlisle City Council has joined with the other five districts that make up the whole of Cumbria in this innovative bid. No other authority in this bid have either submitted or received a grant previously.

Section Three: Project Information

9: Project description:

- Please provide a full description of the work together with an ordnance survey map of the site or proposed site of a scale 1:500 minimum (this should show the size and dimensions of pitches and specify the size of the site in hectares).

This project is a collective bid between all 6 local authorities (LAs) in Cumbria: Allerdale Borough Council; Barrow Borough Council; Carlisle City Council; Copeland Borough Council; Eden District Council and South Lakeland District Council to enable full provision of the identified 89 pitches, in the GTAA Final Report, across the County by 31 March 2015.

Due to the large geographical and rural area of Cumbria and the seemingly low levels of provision required it has been decided that the way forward should be 'innovative' and to provide small self-build and owner-occupied sites where the investment will be protected and recycled back for future use.

A Cumbria-Wide Group has been established with all 6 LAs with Allerdale Borough Council as the lead authority and with input and secretariat support from Home Space Sustainable Accommodation CIC (HSSA). HSSA is a not for profit organisation working with local authorities, the police and other statutory and voluntary sector organisations to create a step change in the way Gypsy and Traveller sites are designed and managed for the benefit of all communities.

Why self-build? It was identified in the Final GTAA Report that this was the preferred option expressed by members of the Gypsy and Traveller communities who were interviewed and consulted. It is acknowledged that Gypsies and Travellers already have considerable knowledge and expertise in construction and related fields. The basic approach to self-build has been widely used around the country for many years and is a known quantity.

The Work

LA land has been identified by 1 LA with the other 5 LAs currently identifying suitable and appropriate land from their own land bank database. It is envisaged that small, family sites of no more than 4/5 pitches, to facilitate family growth. Each pitch to be approximately 18m x 15m in size, which equates to a minimum requirement of 1,080m², excluding access roads and distance between trailers as deemed appropriate under Health and Safety requirements. The layout is obviously dependent upon the configuration of land available.

HSSA are a not for profit Community Interest Company (CIC) working with local authorities, the police and other statutory and voluntary sector organisations to create a step-change in the way Gypsy and Traveller Sites are designed and managed for the benefit of all communities. As a CIC HSSA are required to reinvest 60% of any income back into the community, this includes ALL communities, both settled and Travelling.

HSSA will be employed to provide hard standing, sewage and electric and the potential residents will be assisted, if necessary, to self-build the amenity block and erect suitable screening and fencing using 'sweat equity' wherever possible. Green and carbon friendly materials will also be used and encouraged, taking advantage of grants from the Carbon Trust for solar panels, water butts and economic wood burning barrel stoves. HSSA also advocate the use of wooden chalets from sustainable forests that provide high

insulating properties; have a life expectancy of 100 years; are fire retardant; require minimal maintenance every 10 years and that can be internally designed to meet the residents' specific requirements.

10: Consultation with stakeholders

Please give details of consultations that have been completed and any that are planned.

Consultation may involve some or all of the following, depending on the scale and type of work:

- The local Gypsy and Traveller community and representative groups including for refurbishment or extensions to existing sites, the current residents
- Local residents and businesses
- Education, planning, social services and transport authorities
- Relevant local agencies such as police or fire services
- Neighbouring authorities within the expected catchment area, and
- The Regional Housing Board
- The HCA

For refurbishment schemes, please indicate whether the proposed work:

- (a) includes anything which site residents do not support;
 (b) omits anything which site residents wished to see, and provide explanations for this.

- The local Gypsy and Traveller community and representative groups including for refurbishment or extensions to existing sites, the current residents

As a group of authorities across Cumbria we are working alongside Home Space Sustainable Accommodation, Cheshire Gypsy and Travellers Voice, Cumbria Gypsy and Travellers Voice and the Cumbria Travellers Programme as well as outreach work, meeting with local families as they come into the area to identify the needs of the individual families both now and in the future. A small-scale survey has already commenced in South Lakeland District Council and one is scheduled to commence in Allerdale Borough Council in May 2010.

- Local residents and businesses

Consultation is scheduled across all districts for the areas where the sites are most likely to have any impact. In addition there has been a pilot training day for local councillors and council officers who will be able to directly provide accurate information based on fact rather than speculation about the sites and their likely impact on the local community. As above a survey is scheduled for Allerdale BC which will encompass meetings with the settled community.

- Education, planning, social services and transport authorities

The Travellers Project works with children services, each of the lead officers links with their own planning departments. The Transport authorities will be engaged with as the full details of sites across the whole of Cumbria are identified.

- Relevant local agencies such as police or fire services

Both the Police and Fire Brigade sit on the Equality and Diversity Groups alongside officers from the local authority who report back in relation to the Gypsy and Traveller issues and plans for site provision.

- Neighbouring authorities within the expected catchment area, and

This bid is fully inclusive of all Cumbrian Authorities, so all neighbours are included in the discussions and consultation process. Those with borders outside Cumbria will be keeping their neighbouring districts up to date as they are keen to see how this bid is received as it is felt to be a good example of joined up working

and therefore potential to roll it out across a much wider area than the current pilot project proposed.

- The HCA

The contact we have with HCA is through Jacquie Walsh the Senior Investment Officer for the North West region. (contact details Jacqui.walsh@hca.gsx.gov.uk) We have discussed our proposals and made amendments as per her advice.

Section Four: Need

11: Analysis of need and demand

Bids should be supported by an analysis of need and demand for the type of provision. Please outline how this bid fulfils identified need in your area, making reference to your GTAA and any other relevant analysis (e.g. numbers of unauthorised encampments, waiting lists for existing sites, known suppressed households)

Please include a link to the executive summary of the latest GTAA or, if a link is not available, include a copy of the summary as supplementary information.

As this is a bid covering the whole of Cumbria the information required will all be found in the **Cumbria Gypsy and Traveller Accommodation Needs Assessment - Executive Summary (10 pages long)** shown as Appendix 5

Details of unauthorised encampments from 1 October 2009 to 31 March 2010 are from data provided by Cumbria Constabulary that is based on reported incidents to the Police only. Whilst the information is accurate it will always under-report the number of unauthorised encampments and is more an indicator of potential community tensions. The data takes no account of length of encampment or number of vehicles/trailers or caravans. The Police data is acknowledged to be a gross under-estimate.

Police report attached as Appendix 2c

12: Aims of the work

Please set out the aims of the work and the benefits you expect this to deliver including how the scheme will contribute to local Gypsy and Traveller strategies sub-regional priorities (e.g. identified through a joint accommodation needs assessment) or emerging regional priorities and any health & safety benefits.

- Deliver more homes for Gypsies and Travellers and reduce homelessness across the County
- Improve life outcomes particularly with regard to health and education
- Build participants skills and give them some stake in their development
- Develop community and enterprise culture
- Support the overall CLG strategic objectives of: reducing unauthorised encampments and developments; increased value for money and a reduction in long-term call on public funding

This model will also enable Gypsies and Travellers to gain: independence; a stake in their local community and secure tenancies.

Section Five: Sustainability

13: Management

Please set out the management (and monitoring) arrangements in place (for existing sites) or which you intend to put in place (for new sites). If management of the site is contracted out, does the local authority or Registered Social Landlord retain control over rent-setting and allocation rights to the site? Please include details of current/proposed rents and service charges.

If an existing site has or has previously experienced problems such as vandalism, anti-social behaviour or low demand, please provide details, and how they have been overcome or how you intend to overcome them.

Please describe the monitoring procedures in place or proposed to ensure:

- Resident satisfaction
- Health and safety
- Delivery of robust site management and maintenance

It is proposed that Home Space Sustainable Accommodation CIC will take over the management of all sites on behalf of the joint partnership that is made up of all the Cumbrian Authorities. HSSA has experience of running the new Carlisle site and extensive knowledge and experience of working with Travelling communities. This will be both cost effective and efficient as those Gypsy and Travelling families that are moving to different sites across Cumbria will be able to liaise with the same organisation when planning their stops rather than many agencies. They will also be able to expect the same level of both accommodation and service provision across the whole of Cumbria. In addition this will assist in ensuring access to other services such as education, health, financial inclusion and benefits, as the information will be tracked on travelling patterns and likely need for each family in a central point. The additional benefit is that there will be the potential to assist families who wish to move from one area to another ensuring that they are found the most suitable site for their needs. Site Management Policy is attached as Appendix ? However, for a self-build model this will be adapted using the Site Management Policy for 'conventional' sites as there will be less reliance on service provision from either the LA or HSSA.

Health and Safety and maintenance are covered under the Site Management Policy. As these will be small, family sites resident satisfaction will be self-determined. This enables greater independence and reliance upon statutory service provision will be diminished, giving value for money. HSSA as the manager of the self-build will ensure that the site complies with all statutory requirements and legislation and is maintained to a high standard, this will be inspected on a regular basis and reported back to the LA concerned, addressing any issues/concerns raised.

- Resident satisfaction
- Health and safety
- Delivery of robust site management and maintenance

14: Maintenance

For existing sites, please set out:

- The current approach to maintenance

- How much has been spent on planned and reactive maintenance in each of the last three years? and
- A forecast for the next three years.

For new sites, please set out the proposed approach to maintenance.

Please see the copy of our **Site Management Policy** which covers all aspects of maintenance shown in **Appendix 3**

15: Funding

For existing sites, please explain how the site is funded including:

- Details of revenue and expenditure in each of the last three financial years
- Projected expenditure for at least the next two years, and
- Whether the site is self-financing, and if not, how the shortfall is made up.

For new sites, please explain the proposed funding and set out your estimates of future revenue and expenditure.

Please see information appended below.

16: Site location (for bids for new sites)

Please provide some details on:

- How was the location determined?
- What other options were considered, and why they were rejected?
- How does the analysis of need and demand support a site in this specific location (including relationship with current and likely future working/travel patterns of the Gypsy and Traveller community)?

What are the advantages and disadvantages of the proposed location in terms of:

- The acceptability and desirability of the location for future residents
- Access to services, amenities and public transport links for residents
- The acceptability and desirability of the location for the surrounding community, and
- Health and safety of residents.

How will any disadvantages be overcome

This is a County-wide proposal, and each of the Districts are in varying stages of the process of identifying and securing planning permission on those sites deemed most appropriate by all the partners and those consulted. This will result in identification of sites and working towards achievement of planning permission by 31 March 2011.

17: Other issues

Please highlight any other issues, for example, community tensions, which may affect the long-term sustainability of the site. Explain how these will be overcome.



Please also include any Green Belt or special landscape considerations that may affect the site, e.g. Areas of Outstanding Natural Beauty, conservation areas etc.

Each potential site that is being identified will be consulted widely upon and the planners are being fully involved in the process from the very start; this should curtail issues through the planning process. It is unlikely that sites in either the Lake District National Park or any of the Areas of Outstanding Natural Beauty will be even considered as likely sites as these are not likely to be approved through the planning process. There are many Parish Councils in the locale and some of these have already been contacted for their input. Wider consultation will be taking place and two of the Local Authorities are undertaking consultation to determine whether there are other sites that may be in the ownership of the G & T community that may be also included in the consideration for appropriate family size sites to be built.

Section Six: Value for money

18: Costs

Using Part 2 of the application form (Excel spreadsheet), please provide a detailed breakdown of all the costs covered by this bid.

It is essential that schemes demonstrate robustly that they represent value for money. The application should set out the approach to achieving this including:

- What alternatives were considered and why they were considered unsuitable?
- Why the type and standard of facilities to be provided are appropriate for the expected use of the site, in particular making clear why cheaper alternatives were considered unsuitable?
- Where land costs are included, what consideration was given to using land already within the bidder's ownership or control and why any such land was considered unsuitable?
- The approach to tendering for the work, e.g. use of competition to achieve value for money, or whether certain contractors had to be used as a result of pre-existing arrangements within the organisation;
- Contract arrangements and supervision of the project to ensure value for money and quality assurance;
- On what basis the costs were determined as reasonable for the work?

Please provide plans, elevations and sectioned drawings of the proposed works to at least a scale of 1:20 to support the cost breakdown

This model will utilise Gypsies and Travellers skills and strengths in building trades commonly known as 'sweat equity' alongside that of tradesmen/women from the settled community. This approach gives 'buy in' to members of the Gypsy and Traveller communities and a stake in any new development that greatly reduces costs to all local authorities involved in this bid. We understand that the previous bids have averaged at £80-100K per pitch, this application provides VFM by addressing need at less than 40% of previously allocated grants. See below.

19. Value for money

Value for money can be achieved in two ways, by ensuring costs are appropriate and



represent efficient procurement, and by ensuring that grant is only used when a scheme can't be delivered without grant contribution. The HCA will include an assessment of the value for its grant and the level of local contribution as part of its assessment of a scheme's value for money.

Please include a description of why the level of grant requested is required?

After consulting with HCA it was decided to put in 3 grant options calculated on HSSA reinvesting 60% of any income received. Each option will cater for 15% social need and 85% leasehold.

Option 1 would be to provide all need as identified in the Cumbria GTAA Final Report 2008 of 89 pitches across the whole County. The cost for a small, family self-build site that could consist of 2/4 pitches. **This option was considered due to the uncertainty of the GTSG remaining after 2010 as all 6 Districts wish to provide for need as soon as possible.**

Option 2 would provide for 40 pitches which represents 45% of identified need across the County.

Option 3 would only provide for 20 pitches which represents 23% of identified need. This is the least favoured option as unauthorised encampments remain a constant problem for those who are roadside and legally homeless and give rise to community tensions that the local authorities and the police service have to deal with on a regular basis, that impacts on LA officers and Police officers time that could be best employed elsewhere.

Value for Money

Option 1: Pitch cost, including ongoing management fee over 10 year period at 10% equates to £37,620. **This would meet all identified need.**

Option 2: Pitch cost, including ongoing management fee over 10 year period at 15% equates to £39,330. Affordability assessment undertaken with families seeking this accommodation option, paid over 10 year period, equates to £327.75 per month x 40 pitches over a period of a year equates to a revenue of £157,320. **From this, HSSA can reinvest in 2 further pitches per annum working towards meeting identified need in the County.**

Option 3: Pitch cost, including ongoing management fee over 10 year period at 18% equates to £40,356. As above affordability assessment for this accommodation option, paid over 10 year period equates to £336.30 per month x 20 pitches over a period of a year equates to revenue of £80,712. **From this, HSSA can only reinvest in 1 pitch per annum working towards meeting identified need in the County.**

The above model, if funded would: address 'Homes for All'; re-investment into communities; be cost effective and give VfM; address the costs in the reduction in access to service provision; work towards social cohesion objectives as identified by the Denham and Cantle Reports; adhere to recommendations as expressed by the Commission for Racial Equality (CRE) and the Equality and Human Rights Commission (EHRC). This would enable Gypsies and Travellers to have 'Choice' that they have previously been denied.

Section Seven: Deliverability**19: Delivery milestones**

Please detail the key delivery milestones in the table below, including dates in the past where milestones have already been achieved and forecast dates for future milestones. Bidders are reminded that the HCA will monitor delivery against these milestones.

Date of planning permission application	
Date planning permission granted	31.03.2011
Date other required agreements (e.g. Compulsory Purchase Order) are granted (please detail)	
Date of land acquisition (where relevant)	
Date of start of works	01.07.2011
Date of completion of works	31.03.2015
Date new site due to be opened (where relevant)	31.03.2015

20. Risks to delivery

Please outline any risks to delivery on the timescales outlined above and any actions you have planned or already in place to mitigate them

If the funding is not secured then no work can be started on the project. If the funding is late being awarded and paid this will also cause delays in the process, however it is believed that because of the 'rolling' nature of the bid that if there were delays on any one site that is being proposed the work could simply be started earlier on another site, so that by the deadline of 31.03.2015 all sites are complete.

Before submitting your bid, please ensure you complete and submit both parts of the form and check you have included all of the required supplementary information:

- ☐ Detailed site condition survey
- ☐ Ordnance survey map of the site
- ☐ Copy of the executive summary of the latest GTAA if a link is not provided
- ☐ Plans, elevations and sectioned drawings of the proposed works