

**Provision for Traveller Sites Development Plan Document
Options and Preferred Options**

**Consultation and
Duty to Co-Operate Report**

November 2015

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Provision for Traveller Sites Development Plan Document: Options and Preferred Options

Consultation Report and Duty to Co-Operate Statement (Regulation 18)

Introduction

This report sets out the consultation that West Lancashire Borough Council has undertaken between September 2013 and November 2015 in relation to the emerging Provision for Traveller Sites Development Plan Document: Options and Preferred Options.

Further consultation will take place as the DPD progresses through its preparation stages and will be summarised in future consultation report updates.

The main aspects of consultation to date are the scope of the document, the Duty to Co-operate, and consultation with landowners over site availability.

1. 'Scoping' Consultation

In accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 ("the Regulations"), West Lancashire Borough Council notified a number of specific and general consultation bodies as defined in Paragraph 2 of the Regulations, plus a number of other interested parties, of the subject matter of the Traveller Sites DPD, and invited them to make representations of what the DPD ought to contain. The letter is appended to this document (Appendix 1).

Table 1 below lists the bodies contacted by the Council under this 'Scoping' consultation, and Table 2 lists and summarises the responses made to the Borough Council's initial "Scoping" consultation letter, listed in alphabetical order of respondent. All comments have been noted as the early draft of the Traveller Sites Development Plan Document has been prepared.

Table 1 Consultation Bodies contacted by the Council

	Organisation	Type of Consultee
1	The Coal Authority	Specific consultation body
2	Environment Agency	Specific consultation body
3	English Heritage	Specific consultation body
4	Marine Management Organisation	Specific consultation body
5	Natural England	Specific consultation body
6	Network Rail	Specific consultation body
7	Merseyrail	Other
8	Merseytravel	Other
9	Transport for Greater Manchester (GMPTE)	Other
10	Northern Rail	Other
11	Arriva NW Ltd	Other
12	Peel Airports	Other
13	Highways Agency (<i>now Highways England</i>)	Specific consultation body
14	Sefton Council	Specific consultation body
15	Wigan Council	Specific consultation body
16	St Helens Council	Specific consultation body
17	Chorley Council	Specific consultation body
18	South Ribble Council	Specific consultation body
19	Fylde Council	Specific consultation body
20	Knowsley Council	Specific consultation body
21	Liverpool Council	Specific consultation body
22	Lancashire County Council	Specific consultation body
23	United Utilities	Specific consultation body
24	National Grid	Specific consultation body
25	Electricity North West	Specific consultation body

	Organisation	Type of Consultee
26	Scottish Power Manweb	Specific consultation body
27	N Power renewables	Specific consultation body
28	Shell UK Ltd	Specific consultation body
29	Sabic Pipeline	Specific consultation body
30	Mono Consultants	Specific consultation body
31	Central Lancashire NHS	Specific consultation body
32	Ormskirk and Southport Hospital Trust	Specific consultation body
33	West Lancashire GP Consortia	Specific consultation body
34	NHS England	Specific consultation body
35	Homes and Communities Agency	Specific consultation body
36	Lancashire Constabulary	Specific consultation body
37	Lancashire Fire and Rescue	Other
38	North West Ambulance Service NHS Trust	Other
39	Canals and Rivers Trust	Other
40	Sport England	Other
41	West Lancashire Local Strategic Partnership	Other
42	West Lancashire Council for Voluntary Service	Other
43	Civil Aviation Authority	Other
44	Office of Rail Regulation	Other
45	Lancashire Local Enterprise Partnership	General consultation body
46	Mersey Fire & Rescue Authority	Other
47	Merseyside Police	Specific consultation body
48	Helena Partnership (Registered Social Provider)	Other
49	Mersey Fire & Rescue Authority	Other
50	NHS Sefton	Other
51	Merseyside Police	Other
52	Irish Community Care Merseyside	General consultation body
53	Liverpool City Region Local Enterprise Partnership	Other
54	Irish Community Care Merseyside	General consultation body
55	National Federation of Gypsy Liaison Groups	General consultation body
56	Friends, Families and Travellers	General consultation body
57	Alison Heine (Agent representing Travellers)	Other
58+	Parish Councils in and adjacent to West Lancashire	Specific consultation body

Table 2 Responses made to Regulation 18 ‘Scoping’ Consultation

	Organisation / Body	Summary of response
1	Alison Heine (Agent)	<p>DPD should consider following points:</p> <ul style="list-style-type: none"> - Full summary of GTAA and comparison with previous assessment / what changed / explain any differences; - Evidence that criteria policy has also informed any site selection; - Evidence of duty to co-operate; - Does the need for Travellers have to respect housing market areas (NPPF para. 47)? - Importance of offering choice of sites to include range of location, size, tenure, also flexibility and some contingency; - Importance of front loading provision to be sure immediate need is met at outset. Most of need in West Lancs is immediate; - Need to include explanation for choice of sites ie sustainability appraisal summary; - Note that Showpeople store equipment year round on sites, not just in the winter; - For transit sites, could consider potential to provide as part of small private family Gypsy sites as well as separate provision.
2	Bickerstaffe Parish Council	Jubilee Colliery (Bickerstaffe) is not an appropriate site for Traveller accommodation on account of highways access, neighbouring uses and ownership.
3	English Heritage	No comments to make at this stage.
4	Highways Agency <i>(now Highways England)</i>	At this initial stage, the Agency is content with the matters that the DPD intends to cover. As the DPD progresses, the Agency would welcome the opportunity to comment on proposed sites in order to consider any potential impact of these on the strategic road network.
5	Liverpool City Council	Clarification sought as to whether the DPD will cover the Local Plan period of 2012-2027 or fifteen years from the anticipated DPD adoption date, 2015-2030.
6	Marine Management Organisation	No comments to make at this stage.

	Organisation / Body	Summary of response
7	Natural England	<p>No specific comment to make on the document itself at this stage but, in order to allocate the most appropriate sites to deliver high quality, sustainable development, environmental issues and opportunities should be considered as an integral part of the assessment process.</p> <p>Detailed comments made about biodiversity (designated sites, habitats), geological conservation, landscape, best and most versatile agricultural land, public rights of way / access, and Green Infrastructure.</p>
8	Network Rail	<ol style="list-style-type: none"> 1. The Council should ensure that no Network Rail land is included within the policy consultation; 2. The policy should consider security of the railway boundary from trespass. Any site adjacent to the railway needs suitable trespass proof fencing (minimum 1.8m in height). 3. Request that sites are situated away from level crossings (and not on any highways leading to level crossings), as any proposal may result in a material increase in type and volume over the crossing and the developer could be liable for all mitigation costs required to ensure the on-going safety of the crossing.
9	Newburgh Parish Council	Newburgh Parish Council support the drawing up of a plan; however, it is difficult to comment further until the detail has been put together.
10	The Coal Authority	The LPA should give due consideration to coal mining legacy issues when considering site allocations.
11	United Utilities	<p>No specific comments to make at this stage, but wish to be included in further consultations, to ensure that all new growth can be delivered.</p> <p>Previous UU responses to the West Lancashire Local Plan remain valid.</p>
12	Wrightington Parish Council	The Parish Council cannot see the need for a permanent site for "Travellers" as the term itself implies that the people in question are always on the move and do not require a permanent place of residence. Also, the Parish Council believe that "Showpeople" should be subject to business rates in the same way any other business operating within the Borough.

2. Duty to Co-operate

The Localism Act and the NPPF require LPAs to fulfil the Duty to Co-operate on planning issues, including provision for Travellers, in order to ensure that their approaches are consistent, and that they address cross-border issues with neighbouring authorities. Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations prescribe which bodies, as a minimum, should be contacted under the Duty to Co-operate.

West Lancashire Borough Council has consulted, and intends to continue consulting, relevant organisations on an ongoing basis under the Duty to Co-operate as the Traveller Sites DPD is prepared. To date, two “rounds of consultation” have taken place with regard to the emerging West Lancashire Traveller Sites DPD, in November 2013 and August / September 2015 respectively. These two consultation exercises are set out in further detail below and in Appendices 2 and 3.

In addition, West Lancashire Borough Council has responded to neighbouring authorities’ communications as they in turn fulfil their own Duty to Co-operate, has participated in a joint Gypsy and Traveller Accommodation Assessment (2013-2014) with the five Merseyside local authorities, and has attended meetings of the Lancashire Gypsy and Traveller Local Authorities Working Group.

Table 3 below lists the bodies that the Council has contacted so far under the Duty to Co-operate,

Table 3 Bodies contacted by WLBC under the Duty to Co-operate

Organisation Contacted	“Prescribed body” (as required by Regulation 4)?	Contact in 2013	Contact in 2015
Environment Agency	Yes	Yes	Yes
English Heritage (<i>now Historic England</i>)	Yes	Yes	Yes
Marine Management Organisation	Yes	Yes	Yes
Natural England	Yes	Yes	Yes
Network Rail	(No)	Yes	No
Merseytravel	Yes	Yes	Yes
Transport for Greater Manchester (GMPTE)	Yes	Yes	
Highways Agency (Highways England)	Yes	Yes	Yes
Sefton Council	Neighbouring authority	Yes	Yes
Wigan Council	Neighbouring authority	Yes	Yes
St Helens Council	Neighbouring authority	Yes	Yes
Chorley Council	Neighbouring authority	Yes	Yes
South Ribble Council	Neighbouring authority	Yes	Yes
Fylde Council	Neighbouring authority	Yes	Yes
Knowsley Council	Neighbouring authority	Yes	Yes
Lancashire County Council	Neighbouring / common authority	Yes	Yes
United Utilities	(No)	Yes	No
NHS Property Services Ltd	(No)	Yes	No
Ormskirk and Southport Hospital Trust	Yes	Yes	Yes
West Lancashire GP Consortia	(No)	Yes	No

Organisation Contacted	“Prescribed body” (as required by Regulation 4)?	Contact in 2013	Contact in 2015
NHS England	Yes	Yes	Yes
Homes and Communities Agency	Yes	Yes	Yes
Lancashire Constabulary	(No)	Yes	No
West Lancashire Local Strategic Partnership	(No)	Yes	No
West Lancashire Council for Voluntary Service	(No)	Yes	No
Civil Aviation Authority	Yes	Yes	Yes
Office of Rail Regulation	Yes	Yes	Yes
Lancashire Local Enterprise Partnership	Yes	Yes	Yes
Merseyside Police	(No)	Yes	No
Lancashire County Council (Highways)	Yes	Yes	Yes
Parish Councils in and directly adjacent to West Lancashire Borough	Common / neighbouring administrative areas.	Yes	No

2.1 Initial Duty to Co-operate Consultation, Autumn 2013

In November 2013, the Council wrote to a number of different organisations, setting out what it considers are the primary cross-boundary issues with regard to provision of accommodation for Travellers, asking for views on the Council’s understanding of cross-boundary issues, and for any other comments. The Council’s letter is appended to this report as Appendix 2.

Table 4 sets out the responses received to the Council’s initial Duty to Co-operate letter, listed in alphabetical order of respondent. All comments have been noted.

Table 4 Responses to WLBC’s initial Duty to Co-operate letter (November 2013)

	Body	Summary of response
1	Chorley BC	Can confirm that the Central Lancashire authorities will provide for the Traveller needs identified in the Central Lancashire GTAA within the Central Lancashire administrative boundaries.
2	English Heritage	In terms of English Heritage's interest, in the absence of any identified sites, it is difficult to know whether or not there are likely to be any strategic cross-boundary issues affecting the historic environment. In the development of the <i>Provision for Traveller Sites DPD</i> it is important that consideration is given to the potential impact which allocations might have upon heritage assets within neighbouring local planning authority areas. If there is potential for a proposed site to have a significant impact upon such assets, then English Heritage would be expected to be involved in any discussions regarding that site.
3	Environment Agency	No further comments to make at this stage. The EA will be happy to provide further comments when specific sites have been formally proposed for allocation.
4	Fylde BC	Fylde BC have just commissioned a GTAA for Fylde, Wyre and Blackpool. Until that study is complete (end of March 2014), it is not possible to state the issues in the Fylde area.

	Body	Summary of response
5	Homes and Communities Agency	No reason to dispute WLBC's understanding of cross-boundary issues.
6	Knowsley MBC	Broadly agree with the assessment of cross-boundary issues. It may be helpful to refer more specifically to the status of the emerging Knowsley, Liverpool, Sefton, St Helens, West Lancashire and Wirral Gypsy and Traveller Accommodation Assessment, the recommendations of which have yet to be finalised. This Assessment will recommend pitch provision for both transit and permanent sites across the study area for a fifteen year period and may thereby impact upon the first and third cross-boundary issues identified in the letter. In advance of the publication of this Assessment, and given the different preparation stages and status of Local Plans within the sub-region, it may be premature at the present time to assume that all authorities will be able to meet their own needs for permanent sites within their own boundaries.
7	Lancashire County Council	In regard to the West Lancashire's co-operation with Merseyside authorities about the provision of transit sites, it is felt that this provision needs to be combined with the provision of permanent sites. The provision of transit sites on their own are not sufficient and should instead be coupled with a permanent site. The Council should also co-operate with Merseyside authorities on the issue of permanent provision. In regard to the Council's assumption in bullet point 3 that each neighbouring LPA will meet its own need for permanent sites, it is agreed that this should be the case. In order to assist in cross-boundary working between neighbouring authorities, a working group has been set up between all the districts of Lancashire. From the County Council's point of view, once the Council gets to the stage of their DPD production where they are ready to discuss specific sites, the County Council is willing to provide advice and guidance on access improvements required to make allocated sites safe and sustainable in terms of transport requirements.
8	Lancashire LEP	No comments to make.
9	Merseyside Police	We have a static site in Broad Lane (Sefton) already. There is a planning application for 4 extra pitches on this site which technically would be in Green Belt land. From time to time through the spring/summer period we have illegal encampments in the Sefton area. The largest ones in recent years being in the Crosby area. It is fair to say there is nowhere available for them to be told of in the local area. The provision of any places locally would obviously be of benefit.
10	Natural England	No comments to make at this stage
11	Network Rail	No comments to make regarding cross-boundary issues.
12	NHS England	The Council's understanding of cross-boundary issues is correct.
13	Sefton MBC	Consider WLBC has correctly identified the cross-boundary issues in Sefton. Also agree that being at different stages of the Local Plan process makes it difficult to embark on a joint Traveller Sites DPD at this time. Nevertheless, given that our respective Councils are part of the study group currently undertaking the Merseyside and West Lancashire Traveller Accommodation Assessment, I feel that we have a good overview on the sub-regional Traveller pitch requirements in

	Body	Summary of response
		<p>the sub-region. It may be useful to build upon this and co-operate in identifying some common criteria in a Traveller site selection methodology. Welcome further discussion on this issue.</p> <p>Sefton is anticipating meeting its own requirement for permanent Traveller sites in the borough, particularly as its site requirement is largely driven by demand from existing residents on Sefton's one permanent Traveller site.</p>
14	South Ribble BC	<p>Central Lancashire authorities are currently updating their Gypsy and Traveller Accommodation Assessment and cross-boundary issues form an important consideration.</p> <p>We accept that there is a need for a full discussion on this issue and welcome the opportunity to meet to discuss the outcome of our respective Gypsy and Traveller Accommodation Assessments and any cross boundary issues that may arise as a result of this evidence.</p> <p>The Central Lancashire Gypsy and Traveller Accommodation Assessment is due to be completed by the end of 2013, therefore we will be in a better position to discuss with you in early 2014.</p>
15	St Helens MBC	<p>Will have to await the outcome of the final Merseyside and West Lancashire GTAA to be sure [of cross-boundary issues], but we feel that the need identified for each LPA by the study should be addressed by each individual authority on the basis of meeting needs where they arise. This logic is also likely to extend to transit site provision, especially as we are unclear of the linkages between unauthorised encampments in different authority areas.</p> <p>Do not feel that joint plan preparation is feasible at this time as St Helens are committed to a full allocations local plan which will take longer than a single topic Gypsy and Travellers local plan.</p>
16	United Utilities	No comments to make at this stage.
17	West Lancashire CCG (NHS)	The clinical commissioning group already deals with cross boundary issues in relation to the commissioning of health services and so this issue would not cause any major concerns for the organisation. Once the locations of the traveller sites are know, the CCG will be able to comment in more detail on any specific impacts on health commissioning.
18	Wigan MBC	Agree that the list of potential cross-boundary issues included in WLBC's letter give an accurate overview of the situation and that there are unlikely to be any cross-boundary issues with regard to the provision of permanent Traveller sites if each authority meets its own need for such sites.

2.2 Second Duty to Co-operate Consultation, August / September 2015

In August 2015, the Council sent a second Duty to Co-operate letter to Prescribed Bodies and to neighbouring local authorities. The letter to the Prescribed Bodies provided an update regarding progress with the preparation of the DPD, and the completion of the Merseyside and West Lancashire Gypsy and Traveller Accommodation Assessment (August 2014). The letter to neighbouring local authorities advised in addition that West Lancashire Borough Council was having little success in identifying deliverable and / or developable candidate Traveller sites, and asked whether any neighbouring local authority could offer sites that could contribute towards meeting West Lancashire's Traveller accommodation needs.

Table 5 sets out the responses to this second Duty to Co-operate letters. The two letters sent by West Lancashire Borough Council to Prescribed Bodies and to neighbouring local authorities are appended to this report as Appendices 3A and 3B.

Table 5 Responses to WLBC's second Duty to Co-operate letter (August 2015)

	Body	Summary of Response
1	Chorley Borough Council	It is considered that all of the Borough's Gypsy and Traveller permanent accommodation needs will be met within Chorley's own administrative boundary. The GTAA methodology seeks to satisfy need where it arises. No Gypsies or Travellers or Travelling Showpeople from West Lancashire demonstrated a connection or need to locate in Central Lancashire in the Central Lancashire GTAA, accordingly, the Council is unable to provide any deliverable or developable sites in our administrative area that could be used to meet part of West Lancashire's Traveller accommodation needs.
2	Fylde Borough Council	Fylde are unable to demonstrate a five year supply of deliverable sites themselves, and have not sites to contribute towards meeting West Lancashire's needs.
4	Homes and Communities Agency	No comment, except to provide updated contact details.
5	Highways England	Note that the current focus for site locations is within the 'M58 corridor'; would welcome the opportunity to comment, especially if any locations are immediately adjacent to the motorway.
6	Historic England	No comments to make at this stage.
7	Knowsley Metropolitan Borough Council (MBC)	Knowsley Council will identify a target to meet its needs for Traveller accommodation in the Site Allocations and Development Policies Local Plan. The Council expects to start work on this document in early 2016. In advance of this process, there is no evidence to suggest that any sites in Knowsley could appropriately help to meet West Lancashire's needs for Gypsy and Traveller accommodation at the current time.

8	St Helens MBC	St Helens do not have any deliverable or developable sites currently identified that are surplus to needs and so could meet West Lancashire's needs, nor is it likely that St Helens will identify surplus sites in the future that will be available to meet West Lancashire's needs.
9	Sefton MBC	<p><i>(Letter sent February 2015 following correspondence between WLBC and SMBC late 2014 / early 2015.)</i></p> <p>Whilst Sefton's proposed allocations of land for Traveller accommodation (in the Publication Sefton Local Plan) would exceed the identified need if fully developed to their maximum capacity, there will be uncertainty on whether all the sites will provide the full amount in the time required. The apparent surplus is designed to build some flexibility into the supply figure (as with housing), and also to 'future proof' the Local Plan to respond to any GTAA update.</p> <p>Whilst it is possible that West Lancashire Travellers could apply for a pitch on a Sefton site, WLBC should not proceed on the basis that Sefton can meet any of WLBC's Traveller accommodation needs.</p>
10	South Ribble Borough Council	We received a revised GTAA from our consultants in May 2015. The GTAA will form part of the evidence to the Central Lancashire Gypsy, Traveller and Travelling Showpeople Local Plan (June 2015), the Issues and Options version of which is currently being drafted. It is of note that during the preparation of the GTAA no Travellers presented themselves from West Lancashire as having a need to locate in Central Lancashire.

3. Consultation with Landowners

As set out in Chapter 5 of the Traveller Sites DPD: Options and Preferred Options, West Lancashire Borough Council has contacted a significant number of landowners, asking whether they were prepared for any of their land to be considered as a potential Traveller accommodation site:

- In 2013, the Council wrote to owners of sites in the Council’s Strategic Housing Land Availability Assessment (SHLAA) to ask specifically about Traveller accommodation on their land. In 2015, owners were asked for an update on all preferred / acceptable uses of their land, including housing, employment, commercial development, and Traveller accommodation.
- The Council carried out two ‘Call for Sites’ exercises, in autumn 2013 and summer 2015, asking people to submit sites they considered may be appropriate for Traveller accommodation (and, in 2015, for other uses as well).
- In August / September 2015, the Council wrote to landowners (or agents for landowners / developers) of sites allocated or safeguarded in the Local Plan, asking whether they would be willing for part of their land to be considered for Traveller accommodation.

Details of these consultation exercises, and replies the Council received, are set out below and in Appendices 4-6.

3.1 Letters to owners of SHLAA sites

The Council wrote to owners of sites submitted in the Strategic Housing Land Availability Assessment (SHLAA), or to their agents, in September 2013 and again in June 2015, asking whether they were willing for their land to be considered as a potential Traveller site. The letters sent are appended to this report at Appendices 4A and 4B, and Table 6 summarises the responses received.

Table 6 Summary of responses from SHLAA landowners regarding possible uses

	2013 letter	2015 letter
Number of responses received	52	184
Number who expressed a willingness for their land to be considered as a potential Traveller site	4	2*
Number seeking housing as a possible use	N/A**	181
Number seeking employment as a possible use	N/A	55
Number seeking other possible uses (leisure, retail, etc.)	N/A	44

* Initially, five responses came back saying “Yes” to Traveller accommodation. However, subsequent contact with two landowners revealed that Traveller use had been “ticked” unintentionally on their forms, and one form was returned by a person who was not the landowner, and with an invalid telephone number and email address.

** In 2013, landowners were only asked about Traveller accommodation on their land. In 2015, landowners were asked to “tick” any number of uses from a list including housing, employment, Traveller accommodation, and others.

3.2 “Call for Sites” Exercises

West Lancashire Borough Council carried out two Call for Sites exercises, the first in September 2013 specifically for Traveller sites, the second in June – July 2015 for any land uses, including Traveller accommodation. The 2015 Call for Sites letter is appended to this report at Appendix 5.

The 2013 Call for sites yielded seven sites, three of them already known to the Council. The 2015 Call for sites yielded just one site. The sites submitted in the two Call for Sites exercises are as shown in Table 7 below. The Table also provides the position with regard to site availability in October 2015:

Table 7 Sites submitted in the 2013 and 2015 Call for Sites Exercises

Ref	Site name / location	Comments
2013 Call for Sites		
2	Land west of ‘Mosslands’, Aveling Drive, Banks – ‘Aveling Drive ‘B’”	Site already known to the Council.
5	Land west of Ringtail Road, Burscough	Owner has subsequently expressed unwillingness for the site to be used by Travellers.
7	Land west of Tollgate Road, Burscough	Not submitted by owner; site owner has since confirmed the site is not available for consideration as a Traveller site.
8	Pool Hey Caravan Park, Scarisbrick	Site already known to the Council
11	Land rear of 281 Smithy Lane, Scarisbrick	Owner has subsequently expressed unwillingness for the site to be used by Travellers.
13	Highways depot, adj. White Moss Business Park, White Moss Road South, Skelmersdale (‘White Moss Road South (A)’))	Site not submitted by owner. The owners (Highways England) have subsequently expressed an unwillingness for the site to be sold, as it may be necessary for future operational requirements.
16	Land at Blackacre Lane, Ormskirk	
2015 Call for Sites		
14	Land between White Moss Road South and the M58 Motorway, Skelmersdale (‘White Moss Road South (B)’))	Site already known to the Council by virtue of a 2013 planning application. Ownership has changed hands between 2013 and 2015. Site submitted by new owners in 2015 Call for Sites.

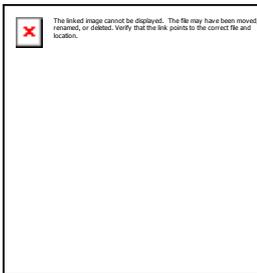
3.3 Liaison with Landowners of Local Plan Sites

In summer 2015, the Council wrote to the owners (or agents for owners or developers) of sites allocated for housing, or safeguarded for future development needs under policies RS1 or GN2 of the West Lancashire Local Plan 2012-2027. A copy of the letter template is provided at Appendix 6. The letter explained how the Council was searching for deliverable sites for consideration as potential Traveller accommodation, and that in its search, the Council was pursuing all possible avenues of search. The letter went on to ask whether the landowner or developer would be willing for part of the site to be set aside for Traveller accommodation.

All the responses the Council received to this letter were negative, i.e. no landowner expressed any willingness for their land (or part of their land) to be considered as a potential Traveller site.

Appendix 1

West Lancashire Borough Council's Regulation 18 'Scoping' Letter



Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF

Telephone: 01695 577177

Website: www.westlancs.gov.uk

Email: localplan@westlancs.gov.uk

Date: 26 September 2013

Your ref: -

Our ref: GTDPD/Reg18

Please ask for: Stephen Benge

Direct dial no: 01695 585274

Extension: 5274

Dear Sir / Madam

Provision for Traveller Sites Development Plan Document

West Lancashire Borough Council are preparing a Development Plan Document (DPD) to allocate specific sites in the Borough for Gypsies and Travellers, and for Travelling Showpeople. We originally included a policy on Traveller sites in our emerging West Lancashire Local Plan (Policy RS4). This policy set targets for the number of pitches / plots that were to be provided for Travellers over the Local Plan period (2012-2027), and contained a set of criteria against which proposals for Traveller accommodation could be judged.

At the public examination into the West Lancashire Local Plan in March 2013, the Inspector advised that he could not judge Policy RS4 to be sound, in that it did not identify a five year supply of specific deliverable Traveller sites, as required by national policy. As a result, Policy RS4 was deleted from the emerging Local Plan, and the Council committed to preparing a separate DPD to allocate sufficient deliverable sites to meet the accommodation needs of the travelling community in West Lancashire. The Council has revised its Local Development Scheme (a project plan for preparing policy documents), adding in the Travellers Sites DPD, with an anticipated adoption date of March 2015.

The Council has joined the five Merseyside authorities in commissioning consultants to undertake a study to ascertain Traveller accommodation needs in Merseyside and West Lancashire. We are expecting the results of this study in the near future. Obviously, the study will influence the forthcoming DPD by specifying how many pitches / plots / sites the DPD will need to allocate.

In accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, West Lancashire Borough Council wish to inform you, as a consultation body, of our intention to prepare the Provision for Traveller Sites DPD, to notify you of the subject and indicative content that it is intended the DPD will cover, and to invite you to make representations about the subject and indicative content at this early stage in the preparation of the DPD.

It is the Council's intention to prepare an Options / Preferred Options version of this DPD for public consultation in spring 2014. Your input at this initial stage will be crucial in guiding which issues the Traveller Sites DPD should seek to address. We will of course invite further representations from you on the actual Options / Preferred Options document in 2014 when you will be able to see the detail of the proposed content of the DPD.

In order to inform your thoughts on any representation at this initial scoping stage, I am listing below the matters that we intend the Provision for Traveller Sites DPD to cover:

- Targets for the supply of Traveller sites – numbers of plots / pitches for Gypsies and Travellers and Travelling Showpeople on permanent sites, and transit sites.
- A criteria-based policy, based on national policy but tailored to the specific circumstances of West Lancashire, to use in assessing ad hoc planning applications for Traveller Sites, or to use, if necessary, in enforcement cases and / or appeals;
- Permanent Gypsy sites – allocation of a specific site (or sites) to accommodate Gypsies and Travellers. Typically, such sites are owned by one family or group, who base themselves on the site for the majority of the year;
- Permanent Travelling Showpeople sites – allocation of a specific site (or sites) to accommodate Travelling Showpeople and to store their equipment outside the touring season. These sites tend to require more space per occupant than Gypsy sites, and need suitable access to accommodate the large vehicles that Travelling Showpeople typically use;
- Transit sites – allocation of a specific transit site (or sites). The purpose of these sites is to accommodate groups of Travellers who are passing through West Lancashire on their way to other destinations, or who choose to occasionally visit the area for short periods.

If you have any specific views on these proposed policy areas or believe that additional issues that have not been considered in this list should be included, please make your representation to the Council by **5pm on Thursday 31 October 2013**, making clear reference to the Provision for Traveller Sites DPD, either by post or email at the following addresses:

Stephen Bengé
Principal Planning Officer
West Lancashire Borough Council
52 Derby Street
Ormskirk
L39 2DF

Email: Localplan@westlancs.gov.uk

If you have any queries regarding this letter or the Provision for Traveller Sites DPD, please contact Stephen Bengé on 01695 585 274 or at Localplan@westlancs.gov.uk.

I look forward to hearing from you.

Yours faithfully

John Harrison Dip.Env.P. MRTPI
Assistant Director Planning

Appendix 2

WLBC initial Duty to Co-Operate Letter



Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF
Telephone: 01695 577177

Website: www.westlancs.gov.uk

Email: Stephen.benge@westlancs.gov.uk

To: Prescribed Bodies

Date: 14 November 2013
Our ref: GTDPD / DtC / 01

Dear Sir / Madam

West Lancashire Provision for Traveller Sites DPD: Duty to Co-operate

West Lancashire Borough Council are preparing a Development Plan Document (DPD) to set out the accommodation requirements in West Lancashire for the Travelling Community, to set criteria against which planning applications for Traveller sites can be assessed, and to allocate specific sites to meet the accommodation needs of the Travelling Community.

The Localism Act and the National Planning Policy Framework (NPPF) create a duty on local planning authorities (LPAs), county councils and other "Prescribed Bodies" to cooperate with each other to address strategic matters relevant to their areas in the preparation of a DPD. I am writing to you, as the representative of one of the "Prescribed Bodies" (as set out in Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012), or as a representative of another body that may have a direct interest in the DPD.

It is likely that we have previously liaised with you over the West Lancashire Local Plan 2012-2027, which was adopted by the Council on 16 October. The Submission version of this Plan contained a criteria-based policy on Traveller site location (Policy RS4), setting out criteria against which planning applications for Traveller sites could be judged. There was a recognition that some Green Belt land may be required to meet Traveller accommodation needs. Under the Duty to Co-operate, no objections were raised by neighbouring authorities or other Prescribed Bodies over the soundness of Policy RS4, nor over the potential use of Green Belt land in West Lancashire to meet Traveller accommodation needs. However, the Local Plan Inspector advised that he could not find Policy RS4 sound as it did not identify a five year supply of specific deliverable sites. It was recommended that the policy be deleted from the Local Plan and that a separate DPD be prepared as quickly as possible to identify and allocate appropriate Traveller sites.

An important part of the evidence base behind the new Provision for Traveller Sites DPD is a joint Gypsy and Traveller Accommodation Assessment, currently being undertaken by consultants on behalf of this Council and the five Merseyside authorities. We are expecting the results of this study soon.

At present, our understanding of cross-boundary issues relating to provision for the Travelling Community is as follows:

- There is a need for this Council to co-operate with Merseyside authorities on the issue of transit site provision (transit sites are intended to meet the short term needs of Travellers who are passing through local authority areas on their way to other destinations or choose to occasionally visit the area for short periods), as Travellers who require such sites are almost certain to be moving between different boroughs.
- We are unaware of any significant cross-boundary issues between West Lancashire and Wigan / Central Lancashire in terms of transit site provision.
- If each LPA were to meet its own need for permanent Traveller sites (which may be used for Travellers to base themselves throughout the majority of the year, or for Travelling Showpeople to live and store their equipment outside their touring season), there should be no cross-boundary issues in terms of a need for sites. As far as we are aware, our neighbouring authorities are intending to fully meet their needs for permanent Traveller sites within their own boundaries.
- However, dependent upon the location of any proposed site allocations, it may be the case that occupants of sites may seek to make use of facilities and services (education, health, etc.) in a neighbouring Borough. As we understand it, we and our neighbouring authorities, are not yet at the stage where specific sites have been formally proposed for allocation, and thus cannot comment at present as to whether cross-boundary issues are likely to arise as a result of specific site locations.
- The government's Planning Policy for Traveller Sites document (Section 9(c)) requires that local planning authorities consider production of joint development plans that set targets on a cross-authority basis. Given the differing timescales for the different authorities surrounding West Lancashire, and the West Lancashire Local Plan Inspector's recommendation that the Council have this Traveller Sites DPD adopted as soon as possible, it is our view that production of a joint development plan would not be realistic.

As part of this Council's actions under the Duty to Co-operate for the Traveller Sites DPD, we are intending to hold a workshop with Prescribed Bodies to discuss cross-boundary issues and how West Lancashire Borough Council intends to deal with them. This workshop would be likely to take place at the Council offices in Ormskirk in late 2013 or early 2014.

I would be grateful if you would reply to this letter, and let us know your views on:

a) Do you agree with our understanding of the cross-boundary issues, as above? What amendments need to be made to the list (additions / deletions / alterations) to give a more accurate overview of the issues?

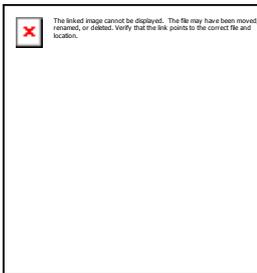
b) Would you wish to attend the proposed workshop in the New Year, to discuss cross-boundary issues, and how they might be addressed?

I look forward to receiving your views on (a) and (b) above. I would be grateful if you could reply by **29 November 2013**. Contact details for a response (including email address) are provided overleaf.

Yours faithfully

Peter Richards
Planning Policy and Implementation Team Leader

Appendix 3A WLBC second 'Duty to Co-operate' letter (2015) – to Prescribed Bodies



Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF
Telephone: 01695 577177

Website: www.westlancs.gov.uk

Email: Stephen.benge@westlancs.gov.uk

To: Prescribed Bodies

Date: 3 September 2015

Your ref: -

Our ref: GTDPD / DtC / 02

Please ask for: Stephen Benge

Direct dial no: 01695 585274

Extension: 5274

BY EMAIL

Dear Sir / Madam

West Lancashire Provision for Traveller Sites DPD: Duty to Co-operate

West Lancashire Borough Council is preparing a Development Plan Document (DPD) to set out the accommodation requirements in West Lancashire for the Travelling Community, to set criteria against which planning applications for Traveller sites can be assessed, and to allocate specific sites to meet the accommodation needs of the Travelling Community.

The Localism Act and the National Planning Policy Framework (NPPF) create a duty on local planning authorities (LPAs), county councils and other "Prescribed Bodies" to cooperate with each other to address strategic matters relevant to their areas in the preparation of a DPD. I am writing to you, as the representative of one of the "Prescribed Bodies" (as set out in Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012), or as a representative of another body that may have a direct interest in the DPD.

We previously wrote to you (or to your predecessor) in November 2013, setting out what we considered to be the principal cross-boundary issues between West Lancashire Borough and its neighbours with regard to the provision of land to accommodate Gypsies and Travellers. A copy of this letter is attached for your information. We received responses from 20 Prescribed Bodies, generally agreeing with our assessment of cross-boundary issues. The reason for this latest (2015) letter is to update you on progress with the Traveller Sites DPD.

Since the November 2013 letter, there have been two significant developments with regard to work on providing Traveller accommodation in West Lancashire. Firstly, the joint Merseyside and West Lancashire Gypsy and Traveller Accommodation Assessment (GTAA) was completed at the end of summer 2014. This GTAA identifies a need in West Lancashire for up to 20 permanent pitches and 4 transit pitches for Gypsies and Travellers in West Lancashire over the period 2013-2028. Notwithstanding the government's recent publication of 'Planning Policy for Traveller Sites' (August 2015) and its amendment to the definition of Gypsies and Travellers, we are currently proceeding on the basis that the need identified in the 2014 GTAA is accurate and up-to-date, and that this is what we are required to meet in West Lancashire.

Secondly, Council officers have identified from various sources a number of potential Traveller sites in West Lancashire. These sites have been subject to a sustainability appraisal, and assessed against a set of criteria based on national policy. The resulting shortlist of "preferred sites", all but one of which were located in the Green Belt, was reported to the Council's Cabinet in March 2015. At the meeting, Cabinet delayed consideration of the preferred sites until such time as officers had investigated a further option, namely the identification of a single deliverable Traveller site in the M58 corridor to meet all identified Traveller accommodation needs.

Since the March 2014 Cabinet meeting, Council officers have since been undertaking a search for such a site in the M58 corridor, as well as a continued, more general search for sites across the Borough. This has included a Call for Sites in June / July 2015, and an exercise asking owners of sites in the West Lancashire Strategic Housing Land Availability Assessment whether they would be willing for their land to be considered as a potential Traveller site.

We are intending to report to Cabinet later this year with a revised document setting out preferred options for provision of Traveller sites in West Lancashire, reflecting the work that has been undertaken since reporting to Cabinet in March 2015. If you have any comments to make on the above, we would be grateful to receive them from you. Otherwise, we will write to you again in due course with a further update on progress.

Yours faithfully

Peter Richards
Planning Policy and Implementation Team Leader

Enc.

Appendix 3B

WLBC second 'Duty to Co-operate' letter (2015) – to neighbouring Local Authorities



< Name >
< Address >

Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF
Telephone: 01695 577177

Website: www.westlancs.gov.uk

Email: Stephen.benge@westlancs.gov.uk

Date: 3 September 2015
Your ref: -
Our ref: GTDPD / DtC / 02
Please ask for: Stephen Benge
Direct dial no: 01695 585274
Extension: 5274

Dear *[Neighbouring Local Authority Planning Policy Manager]*

West Lancashire Provision for Traveller Sites DPD: Duty to Co-operate

West Lancashire Borough Council is preparing a Development Plan Document (DPD) to set out the accommodation requirements in West Lancashire for the Travelling Community, to set criteria against which planning applications for Traveller sites can be assessed, and to allocate specific sites to meet the accommodation needs of the Travelling Community.

The Localism Act and the National Planning Policy Framework (NPPF) create a duty on local planning authorities (LPAs), county councils and other "Prescribed Bodies" to cooperate with each other to address strategic matters relevant to their areas in the preparation of a DPD. I am writing to you, as the representative of one of the "Prescribed Bodies" (as set out in Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012), or as a representative of another body that may have a direct interest in the DPD.

We previously wrote to you (or to your predecessor) in November 2013, setting out what we considered to be the principal cross-boundary issues between West Lancashire Borough and its neighbours with regard to the provision of land to accommodate Gypsies and Travellers. A copy of this letter is attached for your information. We received responses from 20 Prescribed Bodies, generally agreeing with our assessment of cross-boundary issues.

Since that letter, there have been two significant developments with regard to work on providing Traveller accommodation in West Lancashire. Firstly, the joint Merseyside and West Lancashire Gypsy and Traveller Accommodation Assessment (GTAA) was completed at the end of summer 2014. This GTAA identifies a need in West Lancashire for up to 20 permanent pitches and 4 transit pitches for Gypsies and Travellers in West Lancashire over the period 2013-2028. Notwithstanding the government's recent publication of 'Planning Policy for Traveller Sites' (August 2015) and its amendment to the definition of Gypsies and Travellers, we are currently proceeding on the basis that the need identified in the 2014 GTAA is accurate and up-to-date, and that this is what we are required to meet in West Lancashire.

Secondly, Council officers have identified from various sources a number of potential Traveller sites in West Lancashire. These sites have been subject to a sustainability appraisal, and assessed against a set of criteria based on national policy. The resulting shortlist of "preferred sites", all but one of which were located in the Green Belt, was reported to the Council's Cabinet in March 2015. At the meeting, Cabinet delayed consideration of the preferred sites until such time as officers had investigated a further option, namely the identification of a single deliverable Traveller site in the M58 corridor to meet all identified Traveller accommodation needs.

Since the March 2014 Cabinet meeting, Council officers have since been undertaking a search for such a site in the M58 corridor, as well as a continued, more general search for sites across the Borough. This has included a Call for Sites in June / July 2015, and an exercise asking owners of sites in the West Lancashire Strategic Housing Land Availability Assessment whether they would be willing for their land to be considered as a potential Traveller site.

Through the above work, it has become evident to officers that despite pursuing all reasonable avenues for Traveller site provision, there are insufficient deliverable sites (deliverable being defined as 'available now, in a suitable location for development, and achievable with a realistic prospect that development will be delivered on the site within five years') in West Lancashire to meet short-term needs, and insufficient developable sites (developable being defined as 'in a suitable location for traveller site development and with a reasonable prospect that the site is available and could be viably developed at the point envisaged) in West Lancashire to meet medium to long-term needs.

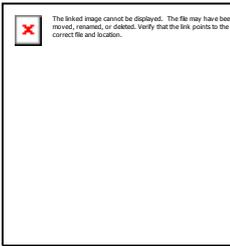
For this reason, we are writing to you as a neighbouring Local Planning Authority under the Duty to Co-operate to ask whether there are any deliverable or developable sites in your administrative area that could possibly be used to meet part of West Lancashire's Traveller accommodation needs? Whilst it would be preferable to meet this Council's need in this Council's area, our work to date indicates that this does not seem possible.

Therefore, I would be grateful if you could let us know your answer to the above question. A response by Wednesday 23 September would be most appreciated.

Yours sincerely

Peter Richards
Planning Policy and Implementation Team Leader

Appendix 4A
Letter to owners of SHLAA sites (2013)



To: SHLAA site owners

Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF

Telephone: 01695 577177

Website: www.westlancs.gov.uk

Fax: 01695 585113

Email: localplan@westlancs.gov.uk

Date: 6 September 2013
Your ref: -
Our ref: GTDPD/ <<Site ID>>
Please ask for: Stephen Benge
Direct dial no: 01695 585274
Extension: 5274

Dear Sir / Madam

Search for potential Gypsy and Traveller or Travelling Showpeople sites

The Council is starting work on a planning document to allocate sites for Gypsies and Travellers and / or for Travelling Showpeople. We are obliged to meet the need for such sites. Failure to do so would mean we would be more vulnerable to the establishment of illegal encampments and sites in the Borough. A lack of allocated sites would weaken the ability of the Council to take quick and effective action to secure the removal of such encampments and sites.

There are two types of site we will need to provide:

- Permanent sites – sites which may be used for Gypsies and Travellers to base themselves throughout most of the year, or for Travelling Showpeople to live and store their equipment outside their touring season;
- Transit sites – sites to meet the short term transit needs of Gypsies and Travellers who are passing through West Lancashire on their way to other destinations or who choose to occasionally visit the area for short periods.

As one of the first stages in preparing this document, the Council is seeking to compile a list of sites that could be considered as possible candidate sites to accommodate Travellers. These sites will then be assessed against a set of criteria based on national policy, and a shortlist will be selected, ready for public consultation on a draft document in early 2014.

I am writing to you as, in the past, you have submitted a piece of land that you own (or in which you have an interest) to be considered as a potential housing site, as part of our Strategic Housing Land Availability Assessment ('SHLAA'). We would like to know your views on whether

you would be willing for your site to be considered as a Gypsy and Traveller and / or a Travelling Showpeople site.

The site you have submitted is as follows:

Site Ref:	<<Ref>>
Site Location:	<<Address>>
Area:	<<Area>>
Anticipated timescale for delivery:	<<Period>>

I would be grateful if you could complete the attached form and return it to me in the pre-paid envelope by 30 September 2013. It is important for the Council to hear from you, in order to avoid the possibility of your site being considered for potential allocation as a Traveller site against your will.

I am aware that the original SHLAA 'Call for Sites' was in autumn 2007, and thus your details, or your intentions for the site, may have changed since then. If this is the case, I would be grateful if you could get back to me to let me know of any changes we should make to our records in terms of contact details and / or the site's status, so that we can keep our records up-to-date.

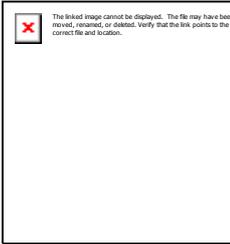
I look forward to hearing from you soon.

Yours faithfully

Peter Richards
Planning Policy and Implementation Team Leader

Enc.

Appendix 4B
Letter to owners of SHLAA sites (2015)



Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF

Telephone: 01695 577177

Website: www.westlancs.gov.uk

Fax: 01695 585113

Email: localplan@westlancs.gov.uk

To: SHLAA site owners

Date: 16 June 2015
Your ref: -
Our ref: BA.13
Please ask for: Stephen Bengé
Direct dial no: 01695 585274
Extension: 5274

Dear Sir / Madam

Update of Strategic Housing Land Availability Assessment site details

The Council is updating its 'evidence base' in relation to its Local Plan document. This includes checking whether the details we hold of our various sites are still valid.

We are writing to you as, in the past, you have sent us details (or have asked an agent to send us details on your behalf) of a piece of land that you own, or in which you have an interest, asking for this land to be considered as a potential development site. This was done through a previous "Call for Sites" exercise, first done in 2007, and linked to our Local Plan and / or Strategic Housing Land Availability Assessment ('SHLAA').

We would like to know whether you are still willing, or still intend, for this site to be considered as a potential development site. Whilst the site has in the past been suggested as a possible housing site, we are also seeking to find out whether you would be willing for the site to be considered for any other uses.

To this end, we would be very grateful if you could complete the attached form and let us know:

(a) Are the details we hold for the site (including ownership) still correct?

and

(b) Which uses would you like the site to be considered for / which uses would you wish to avoid on the site?

The possible uses for the site include housing, business / employment, gypsy and traveller sites, and commercial / retail / leisure uses.

You may have received a separate letter from us a week or so ago, advising about a new “Call for Sites”. **You do not need to resubmit any site that you have submitted previously**; all that is needed from previous site submitters is confirmation that details of the site remain correct, as per the attached form.

Please return the form in the reply-paid envelope by Friday 24 July, marking it for the attention of Stephen Benge, Planning.

Thank you in anticipation for your help. I look forward to hearing from you soon.

Yours faithfully

Peter Richards
Strategic Planning and Implementation Manager

West Lancashire Borough Council
Update of “Call for Sites” Submission Form
June 2015

Site Ref:	<< Ref >>
Site Location:	<< Address >>
Area:	<< Town >>

Ownership

Are you still the owner of the site? Yes / No *(please circle as appropriate)*

Do you know of any change in site ownership since you submitted the site?

If “yes”, please let us know below of any change in ownership details.

Preferred Use of the Site

Please indicate, by ticking the boxes below, which uses you would prefer on the site, and any uses you would not want the site to be considered for.

Housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gypsy / Travelling Showperson site	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercial / leisure / retail	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other – Please state		

How we will use your data

We will retain your personal information when you submit a site. This data will be held securely for an appropriate period to support the Planning service. We may share your information with other West Lancashire Borough Council officers.

Your information will not be disclosed to any third parties without your prior consent.

Appendix 5 Call for Sites letter (2015)



**Directorate of Transformation
John R Harrison DipEnvP MRTPI
Assistant Director Planning
52 Derby Street, Ormskirk,
Lancashire, L39 2DF**

To: Consultees

Telephone: 01695 577177
Website: www.westlancs.gov.uk
E-mail: Stephen.benge@westlancs.gov.uk
Kathryn.brindley@westlancs.gov.uk
Date: 09 June 2015
Our ref: CFS2015
Please ask for: Stephen Benge/ Kathryn Brindley
Direct Dial no: 01695 585274/ 585284
Extension: 5274/ 5284

Dear Sir/Madam,

We are contacting you to ask whether you own or know of any land that might be a good future development site.

West Lancashire Borough Council is carrying out a 'Call for Sites' exercise as we plan ahead, and as we keep our background information up-to-date. We would like to hear about pieces of land whose potential uses could include housing, business, gypsy / traveller sites, leisure, or retail or other commercial uses.

We believe we have already identified the majority of possible sites through our work on the current Local Plan, and through previous call for sites exercises. However, the exercise is being run once more to ensure that nowhere has been missed.

The Call for Sites is taking place from Thursday 11 June 2015 until Friday 24 July 2015.

If you wish to send us details of a site, please complete the official 'Call for Sites' form, which is available on the Council's website www.westlancs.gov.uk/callforsites, from the Council offices at 52 Derby Street, Ormskirk, or can be requested by phoning 01695 585284 or sending an email to localplan@westlancs.gov.uk.

It must be stressed that putting a site forward in this exercise is not a guarantee that the Council will subsequently allocate it or support its development in the future. All sites will need to be judged against relevant planning policies and other considerations.

We need to receive details of sites no later than Friday 24 July 2015, and we respectfully request that sites be submitted on the official form.

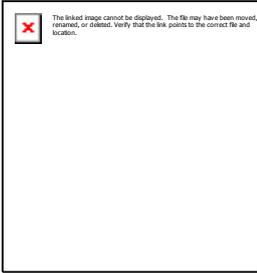
The Planning Policy team are always available on 01695 585274/585284 to help answer any questions you may have.

We look forward to receiving your comments.

Yours sincerely,

Peter Richards, Strategic Planning and Implementation Manager

Appendix 6
Letter to landowners / agents for Local Plan sites (2015)



Directorate of Transformation

John R Harrison DipEnvP, MRTPI
Assistant Director Planning

PO Box 16, 52 Derby Street
Ormskirk, West Lancashire L39 2DF

Telephone: 01695 577177

Website: www.westlancs.gov.uk

Email: Stephen.benge@westlancs.gov.uk

To: Owners of / Agents for sites
allocated / safeguarded in
West Lancashire Local Plan

Date: August / September 2015
Your ref: -
Our ref: GTDPD-**RS1/GN2**
Please ask for: Stephen Benge
Direct dial no: 01695 585274
Extension: 5274

PRIVATE AND CONFIDENTIAL

Dear << Landowner >>

I am writing to you in respect of **your [client's] land**, allocated in the West Lancashire Local Plan (WLLP) under policy **RS1 / GN2**.

West Lancashire Borough Council is required under national planning policy to meet the accommodation needs of Gypsies and Travellers in the Borough. We participated in a Gypsy and Traveller Accommodation Assessment in 2013/14 with neighbouring local authorities; this study concluded that there is a need for up to 20 permanent pitches, and 4 transit pitches for Gypsies and Travellers in West Lancashire over the period 2013-2028.

The Council is currently undertaking work to seek to identify potential Traveller sites in West Lancashire, and is exploring every possible source of site. One potential source of site is the setting aside for Travellers of part of a larger allocated site.

Therefore I am writing to ask you whether **you / your client** would be willing for a portion of WLLP **site << X >>** to be set aside to meet part of West Lancashire's Traveller accommodation needs? It is unlikely that we would look to meet the whole of the Borough's Traveller accommodation needs on a single site, but we are asking whether at least part of the Borough's need could be met on **your [client's]** site.

Should you wish **your [client's]** site to be considered for Traveller provision, this letter does not guarantee that the site would be taken forward and allocated for this purpose, but is simply seeking to understand whether the site's owners would be willing to consider Traveller provision on their land and so whether the site should be included in the next stage of assessment as to its suitability for Traveller provision.

I would be grateful if you could let me know in writing whether or not you / your client would be amenable to part of Site X being considered as a potential Traveller site. I look forward to hearing from you.

Yours sincerely

Peter Richards
Strategic Planning and Implementation Manager