

County Hall  
Rhadyr  
Usk  
NP15 1GA

11<sup>th</sup> April 2014

## Notice of Meeting:

### Strong Communities Select Committee

Thursday 17th April 2014 at 10.00am\*  
Steve Greenslade Conference Room  
County Hall, Usk, NP15 1GA

\* There will be a pre meeting for Committee Members in the Conference Room at 9.30am

## AGENDA

Item No	Item
<b>PART A – SCRUTINY OF CRIME AND DISORDER MATTERS</b>	
No matters to discuss.	
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>	
1.	Apologies for absence.
2.	Declarations of Interest.
3.	Public Open Forum.
4.	To confirm and sign the minutes of the Strong Communities Select Committee held on Thursday 6 <sup>th</sup> March 2014 (copy attached)
5.	To note the Action Sheet from the meeting of Strong Communities Select Committee held on Thursday 6 <sup>th</sup> March (copy attached)
6.	To note the receipt of petitions received in response to the Pollinator Policy (report attached)

<b>7.</b>	To scrutinise the Local Flood Risk Management Strategy and other flood related matters in Monmouthshire (report attached)
<b>8.</b>	To receive a progress update regarding the implementation of the Systems Review of Highways, Waste and Grounds (report attached)
<b>9.</b>	To scrutinise the Authority's proposed scale of charges for street naming and numbering (report attached)
<b>10.</b>	To scrutinise the Capital Programme 2013/14 Month 10 Forecast Outturn Statement from the Head of Finance (copy attached)
<b>11.</b>	Work Programming:  i. Strong Communities Select Committee Work Programme 2014 –15 ii. Cabinet Forward Work Planner
<b>12.</b>	To confirm the date and time of the next meeting of Strong Communities Select Committee:  <ul style="list-style-type: none"><li>• Thursday 5<sup>th</sup> June 2014 at 10am</li></ul>

**Paul Matthews**

**Chief Executive**

## Strong Communities Select Committee Membership

**Councillors:** A. Easson  
R. Edwards  
M. Hickman  
S.G.M. Howarth  
D. Jones  
M. Powell  
V.E. Smith  
K. Williams  
A.E. Webb  
S. White  
A. Wintle

### *Connecting with people*

#### **Our outcomes**

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will:*

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

#### **Our priorities**

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

#### **Values**

\* **Openness:** we aspire to be open and honest to develop trusting relationships.

- \* **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- \* **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- \* **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

## MONMOUTHSHIRE COUNTY COUNCIL

Agenda Item: 4

### Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 6th March 2014 at 10.00am

**PRESENT:** County Councillor S.G.M. Howarth (Chairman)

County Councillors: A. Easson, D. Jones, M. Powell, V. E. Smith, K. Williams,  
S.White and A. Wintle.

#### **OFFICERS IN ATTENDANCE:**

Mr R. Hoggins	-	Deputy Chief Officer, Regeneration and Culture
Mr M. Jones	-	Highways Network Management
Mr R. Jowitt	-	Waste and Resources Manager
Mr M. Howcroft	-	Assistant Head of Finance
Ms H. Ilett	-	Scrutiny Manager
Mrs E. Tapper	-	Democratic Services Officer

#### **ALSO IN ATTENDANCE:**

Mr D. Maddox	-	Farmer
Mr J. Rowlands	-	Monmouthshire resident

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors, R. Edwards, M. Hickman, and A.E. Webb.

Apologies for absence were also received from Ms Stacey Harris, Street Naming and Numbering Officer.

### **2. DECLARATIONS OF INTEREST**

County Councillor S. White declared a personal, non - prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 as a farmer. Minute item 3: Public Open Forum, verge and hedge cutting.

County Councillor S White declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Board Member of Monmouthshire Housing Association, Minute item 6: Pre – decision scrutiny of Monmouthshire County Council’s Street Naming and Numbering Policy.

### **3. PUBLIC OPEN FORUM**

The Chairman welcomed Mr D. Maddox and Mr J. Rowlands to the meeting. Mr Maddox expressed thanks to the Strong Communities Select Committee for recommending to Council that verge and hedge cutting should remain bi - annual where health and safety necessitated. Mr Maddox welcomed notice that all farm gateways would be cut under the terms of the Pollinator Policy.

**Minutes of the Strong Communities Select Committee held at  
County Hall, Usk on Thursday 6th March 2014 at 10.00am continued**

Mr Maddox expressed concern that the policy had been formulated with an apparent lack of consultation with road users and community councils. Mr Maddox felt that officers should develop a new coordinated approach to policy development with greater opportunity for consultation with interested parties.

Mr Maddox requested that the Committee considered drainage problems caused by blocked culverts. Mr Maddox suggested that the Authority could work with Community Councils to identify where drains and culverts were blocked.

The Committee supported this and stated that whilst hedge cutting was extremely important in terms of health and safety for road users, it was essential to remove debris to avoid blocked drains and culverts.

The late fall and heavy rain had exacerbated the issue within Monmouthshire. Mr Maddox queried whether cutting could commence on 1<sup>st</sup> August allowing leaves to go back into the hedges particularly as September tended to be the busiest month in farming.

The Deputy Chief Officer, Regeneration and Culture informed the Committee that the Authority had opted to invest in a gully emptier and stated that carriers would require flushing. We welcomed notice that the gully emptier would be fitted with a GPS system to locate gullies and that buried gullies would also need to be identified and dug out.

We heard that the Authority currently collects leaves using precinct sweepers, leaves which to date had been deposited in laybys. We were informed that the Environment Agency would no longer permit this given the potential for contaminated waste and that the Authority would need to deposit waste at approved sites in future years.

The Authority had resolved to invest in a leaf blower to blow leaves back into hedges in rural areas and would assess the success of this method going forward.

The Committee welcomed the Authority's attempts to address the issue of blocked gullies and drain and resolved to write to Welsh Government to request local flexibility in terms of commencement dates for hedge and verge cutting.

The Chairman expressed thanks to Mr Maddox and Mr Rowlands for their attendance and valuable input.

#### **4. CONFIRMATION OF MINUTES**

i. The minutes of the special meeting of Strong Communities Select Committee of 7<sup>th</sup> January 2014 were confirmed as an accurate record and signed by the Chairman subject to the following amendment:

RC Highways Operations and Traffic Management, Street Lighting: "Old Hereford Road" to read "Hereford Road"

During confirmation of the minutes the following issues were raised:

- The Deputy Chief Officer Regeneration and Culture advised that a more detailed analysis of the increasing number of day burning lights would need to be undertaken given the increasing number being reported.

**Minutes of the Strong Communities Select Committee held at  
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- We were advised that Torfaen County Borough Council was managing the disposal of the County Hall site and was due to take a report to its Cabinet regarding this shortly. We heard that the original intention was to dispose of the former county hall site as a whole, including Heddlu Gwent Police, but it was now anticipated that the site would be disposed of without Heddlu Gwent Police.

In response to a Member question, the Deputy Chief Officer, Regeneration and Culture confirmed that consideration had been afforded to leasing Magor Wales 1 to Heddlu Gwent Police.

- ii. The minutes of the meeting of Strong Communities Select Committee held on 23<sup>rd</sup> January 2014 were confirmed as an accurate record and signed by the Chairman.

During confirmation of the minutes we noted the following:

- A fence and trap system had been installed at the Authority's vehicle holding car park to remove newts from the site. We were advised that subject to favourable weather conditions and temperature and the number of newts caught, the development of the car park would commence in May 2014.
- The proposed Council Vehicle Usage Scheme, charging employees to take vehicles home was no longer considered feasible. We were advised that the Authority was planning to reduce its fleet of vehicles by working differently and more effectively.

The Local Member for Dewstow requested a breakdown of the Authority's vehicle fleet.

- The number of front line staff reductions had been minimal within Highways, Waste and Transport to date. The impact upon managerial and supervisory staff had been greater. 3 highways road workers were due to retire and these posts would not be refilled. We heard that the section was required to make a salary saving of £585 000 in 2013/14 to 2014/15 and that this would inevitably lead to some compulsory redundancies. We heard that the AEF for Monmouthshire had traditionally been low therefore structures were already in place to manage and operate within an adverse financial environment.

The Local Member for Overmonnow expressed full support for the Authority's duty of care towards staff.

## **5. REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 9**

The Assistant Head of Finance reported an under spend revenue position of £1, 225,000 at month 9. We were advised that the under spend would be required to compensate for an over spend of £500 000 within the Children and Young People Directorate, £460 000 of which was attributable to redundancy costs, and an over spend of £800 000 in Social Care and Health.

During consideration of the report the following issues were noted:

- Budget savings had fallen disproportionately on the Regeneration and Culture Directorate.

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- We welcomed an improving financial position within Infrastructure and Networks, with a reduction of £197 000 in the forecast overspend position to £97 000. We heard that the Directorate had inherited an over spend of £130 000 relating to school meal catering provision.
- Concern was expressed that at month 9 none of the schools' transport savings had been achieved resulting in an over spend of £148 000 in the passenger transport unit. We resolved that this should be addressed urgently.
- A net shortfall in parking income was reported. We heard that the increase in car parking income assumed during the budget setting process had failed to materialise.  
Some Members felt that income forecasts should be based upon historical data in order to avoid budgetary pressures.  
We were advised that a comprehensive review of Car Parking had been undertaken and further to initial scrutiny by the Economy and Development Select Committee, the report would be taken to Area Committee for further consultation.
- Net costs of cleaning outsourced facilities management contracts introduced a pressure of £40 000. This resulted from compensation payments to staff for TUPE consultation deficiencies and a £25 000 budget saving assumption that has yet to manifest itself.
- An under spend of £304 000 was forecast within CEO.
- At month 9, the Corporate Costs section forecast an under spend of £1, 128, 000 in respect of single status and pension auto enrolment costs. We heard that single status expenses had been settled in full leaving an under spend of £781 000. This would be transferred to reserves pending the 2013 -14 outturn position.
- We welcomed notice of a dividend receipt of £138 000 from the Joint Crematorium Committee.
- Council Tax benefit continued to be less than anticipated.
- Less road salt was utilised within Highways given the mild winter. However, man power and overtime payments increased due to flooding. 10 land slips occurred within the Authority at a cost of £1 million and there had been a significant deterioration in the condition of the Authority's roads which would require rectification.

With regard to the landslip at Llanfoist, we were informed that the poplar trees had been removed and residents had been advised of the measures being taken by the Authority. The Authority did not believe that it was negligent.

The Local Member for Llanbadoc requested the insertion of the original forecast budgetary position in future reports to facilitate comparisons with virements and activity.



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We resolved that the report be noted. The Local Member for Llanbadoc requested the insertion of the original forecast budgetary position in future reports to facilitate comparisons with virements and activity.

**6. PRE DECISION SCRUTINY OF THE AUTHORITY'S STREET NAMING AND NUMBERING POLICY**

We received the street naming and numbering policy and guidance notes for scrutiny.

We heard that currently the Authority does not charge for street naming and numbering and that the proposed charging mechanism would generate an income of £10 000 for the Authority, excluding the 4000 properties included in the Local Development Plan. Pending construction of the properties contained within the LDP, an additional income of £8000 would be generated.

The Committee appreciated the complexities of the street naming and numbering policy and cited examples of problematic numbering systems and duplicate street names. The Highways Network Management Officer agreed to meet with Members outside of the formal meeting to discuss individual issues.

We received assurance that the Authority would engage with developers and planners at an earlier juncture to ensure that any marketing names proposed did not conflict with existing developments/areas. We were advised that the issue of post codes fell under the remit of Royal Mail; in rural areas a number of properties would be assigned the same post code, in urban areas, post codes would be assigned by street.

We heard that the budget of £8000 for the renewal and or provision of new street nameplates was insufficient to cover the number of requests received by the Authority.

We reviewed the proposed scale of charges and resolved that the fees were disproportionate given that a developer who constructs more than 76 homes would be required to pay little more than a developer who constructs 1 to 5 properties.

The Highways Network Management Officer advised the Committee that the proposed scale of charges fell within the Welsh average. The Committee requested that the charges enforced by Local Authorities in England should also be considered and reported to Committee for further scrutiny.

We resolved to note the report.

**7. STRONG COMMUNITIES SELECT COMMITTEE WORK PROGRAMME 2013/14**

We received the Strong Communities Select Committee Work Programme from the Scrutiny Manager and in so doing the following information was requested and or noted:

- The Local Flood Risk Management Strategy would be presented to committee for scrutiny at the meeting of 17<sup>th</sup> April 2014.
- We resolved to remove Glascoed Gates from the work programme

**Minutes of the Strong Communities Select Committee held at  
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- The Deputy Chief Officer, Regeneration and Culture that the Library and OSS function had been assigned separately to Enterprise and Operations. We were advised that an order had been placed for a telephony system but that the front desk issue remained outstanding. The Whole Place Plan for Bryn – Y – Cwm would impact on future plans for Abergavenny Library.  
We received assurance that a progress report would be presented to Strong Communities Select Committee as soon as possible.
- The Scrutiny Manager invited the Committee to consider subjects for discussion with GAVO in view of the budget mandates and partnership working arrangements. The Committee requested that the Democratic Services Officer distribute correspondence regarding GAVO's Action Plan for information.
- Following a discussion, the Committee resolved to continue to hold its meetings at County Hall, Usk.

The Committee requested that the Scrutiny Manager and Chairman should meet outside of the meeting to update the Strong Communities Select Committee Work Programme for 2014 – 15.

**8. CABINET FORWARD WORK PLANNER**

We received the Cabinet Forward Work Planner for information. The Committee requested that the report, "Poverty In Monmouthshire" be emailed to Members.

**9. EXCLUSION OF PRESS AND PUBLIC**

County Councillor A. Easson proposed the exclusion of the press and public during discussion of an urgent item, relating to Prosiect Gwyrdd, in accordance with Section 100A of the Local Government Act 1972 on the grounds that the item involved the likely disclosure of exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act. This was duly seconded by County Councillor S White.

We resolved to exclude the press and public during discussion of the item.

**10. PROSIECT GWYRDD**

We welcomed the Waste and Resources Manager to the meeting and duly considered the information provided.

We resolved to support the proposal presented by the officer and welcomed notice that an interim report regarding Prosiect Gwyrdd would be presented to Committee in September 2014.

**11. RE ADMISSION OF PRESS AND PUBLIC**

County Councillor S. White proposed to re - admit the press and public to the meeting. This was duly seconded by County Councillor A. Easson.

We resolved to readmit the press and public to the meeting.

**12. WASTE AND RESOURCES**

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In response to a Member query, we were advised that it was Council policy not to collect items placed outside of the brown waste sack.

We welcomed notice that the Authority's One Stop Shops were now able to accept cash and card payments for the brown bag collection scheme at a cost of £10 per annum.

A resident from Llanelli Hill had reported that the waste collection crew had failed to collect a purple sack given that it contained an oven chip bag. The Waste and Resources Manager advised that the Authority had a 12% contamination rate and that collection crews required clear guidance in terms of collection when serving 2000 households.

As part of the recycling review consideration would be given to methods of food waste collection.

**13. TIME AND DATE OF NEXT MEETING**

We noted that the next meeting of Strong Communities Select Committee would be held on Thursday 17<sup>th</sup> April 2014 at 10am.

**The meeting ended at 13:05 hours.**

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**Minutes of the Strong Communities Select Committee held at  
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## Strong Communities Select Committee

### Action List

6<sup>th</sup> March 2014

Minute Item:	Subject	Officer	Outcome
<b>Pre – Meeting</b>	<ul style="list-style-type: none"> <li>• Request to clarify referral of Crime and Disorder items to the Committee</li> </ul>	H. Ilett	
<b>3.</b>	Request to write to Welsh Government requesting flexibility re: commencement date of hedge and verge cutting	R. Hoggins	
<b>4ii.</b>	Request to provide a breakdown of the Authority's fleet of vehicles	R. Hoggins	Information emailed to Members 09/04/14
<b>5.</b>	<ul style="list-style-type: none"> <li>• Request to include original revenue budget forecast figure in future budget reports.</li> <li>• Request to provide explanation of withdrawal from the Joint Procurement Contract</li> </ul>	M. Howcroft	
<b>6.</b>	<ul style="list-style-type: none"> <li>• Request to provide further information regarding the scale of charges for street naming and numbering in English local authorities.</li> </ul>	M. Jones	Report to Committee 17/04/2014
<b>7</b>	<ul style="list-style-type: none"> <li>• Request to provide progress report re: Abergavenny Library and OSS</li> <li>• Distribute GAVO Action Plan to Members</li> <li>• Distribute "Poverty in Monmouthshire" report</li> <li>• Request to update Strong Communities Select Committee Work Programme</li> </ul>	R. Hoggins  E.Tapper  W Mclean  H. Ilett & SGM Howarth	Information emailed to Members







## REPORT

**SUBJECT:** Report of petitions received – Pollinator policy

**MEETING:** Strong Communities Select Committee

**DATE:** 16<sup>th</sup> April 2014

**DIVISION/WARDS AFFECTED:** all

### 1. PURPOSE:

To advise members of two petitions received by Council and for members to decide what action, if any, they wish to take as a result.

### 2. RECOMMENDATIONS:

2.1 That members note the receipt of the petitions but that no action be recommended or taken.

### 3. KEY ISSUES:

3.1 Two petitions were received at Council on the 27<sup>th</sup> February 2014.

One petition was in favour of the pollinator policy that has been adopted by the Council and sought support for the motion:

*I support Monmouthshire County Council's proposed pollinator policy.*

*I hope that it will be accepted and implemented as the Council's policy in time to ensure that the 2014 growing season will be more beneficial for pollinators and biodiversity.*

*Insect pollination is vital for food production and human livelihoods, and for maintaining the unique ecology of Monmouthshire.*

*The vast majority of flowering plant species produce seeds only if pollinators move pollen between flowers. Without pollination, many interconnected species and processes functioning within our ecosystem will collapse.*

*While issues of road safety are paramount, we very much endorse Monmouthshire's proposal to undertake less road side mowing and increased efforts to maintain biodiversity.*

There was 74 emails to Cllr Hobson, 6 individual letters and 766 electronic signatures in support of the councils pollinator

One petition was opposed to the pollinator policy and sought support for the motion:

*Monmouthshire County Council is proposing to reduce verge mowing by 50% on straight sections of A & B roads, reducing to one main cut in late autumn. This will cause difficulties for overtaking*

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*especially on B roads as overhanging vegetation will create a safety hazard as vehicles move out to the centre of the road. Lack of visibility due to overhanging and tall vegetation is already a major cause of rural accidents.*

*This exercise will not save the council money.*

There were 163 signatures opposing the reduced cutting plus 1 letter from NFU.

The adoption of the pollinator policy was debated at a previous Strong Communities committee meeting and at Council when the petitions were submitted.

Ultimately the Council adopted the budget inclusive within which is the adoption of the pollinator policy and its subsequent financial implications.

### **4. REASONS:**

- 4.1 The Council Constitution requires that all petitions received by the Council are reported to an appropriate committee, or cabinet.
- 4.2 As this matter has been debated previously and the policy has been adopted by Council it is recommended that members only note the petitions but take no further action.

### **5. RESOURCE IMPLICATIONS:**

- 5.1 None arising from the report

### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

- 6.1 This report acknowledges receipt of two petitions but recommends no action be taken. As such no decisions are requested of members at this time and subsequently an EqlA or sustainability assessment has not been provided.

### **7. BACKGROUND PAPERS:**

The petitions that will be made available to members at the meeting.

### **8. AUTHOR:**

Roger Hoggins, Head of Operations

- 9. **CONTACT DETAILS:** [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)  
tel no: 01633 644133



**SUBJECT: UPDATE ON LOCAL FLOOD RISK MANAGEMENT STRATEGY & FLOODING ISSUES.**

**MEETING: Strong Communities Select Committee**

**DATE: 17 April 2014**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

To provide an update on the Local Flood Risk Management strategy and other matters relating to flooding in Monmouthshire

**2. RECOMMENDATIONS:**

2.1 To note the contents of the report

**3. KEY ISSUES:**

**3.1 Local Flood Risk Management Plan**

3.11 Members may recall that it was a requirement for the Council to produce a Local Flood Risk Management Strategy by April 2013. This requirement was set out in the Flood & Water Management Act of 2010 (F&WMAAct) when Monmouthshire was also designated as an LLFA or Lead Local Flood Authority and also within the Welsh Governments National Strategy for Flood and Coastal Erosion Risk Management in December of 2011. A draft strategy was considered by this Committee in the Autumn of 2012 and revised to take account of comments made. It was also subjected to a public consultation period in Jan to February of 2013 before being reported to Cabinet on 3 April 2013. Following Cabinet approval it was submitted to Welsh Government for Ministerial approval and that was received in late April. The Strategy was then published, as required, on the Council's web page. Members can view this as follows: <http://www.monmouthshire.gov.uk/wp-content/uploads/2013/06/LFRMS-Strategy-Document-Apr-2013-V1.pdf>

3.12 As part of producing the Strategy it was a requirement to develop a series of objectives and measures ( actions) and this are summarized in a spreadsheet format and can be viewed at Appendix 1. A review of progress on the various actions will be undertaken later this year as part of the preparation of the Flood Risk Management Plan.

**3.2 Flooding Events December 2013 to February 2014**

3.21 Members will be aware that the severe weather over the December 2013 to February 2014 period caused a great deal of local flooding affecting properties

and roads. These arose from heavy rain and surface water flooding, river flooding and very high tides. In the key period from 23 Dec 2013 to 3 Jan 2014 over 150 calls were received for sandbags and over 2000 sandbags were delivered through the operations staff. Many of these calls and deliveries were taken/made outside normal working hours. Appendix 2 lists the main events and the stage we are at in investigating those events. None of the events reached the threshold of 5 or more properties that requires an investigation and report as set out in the Local Strategy. However we have taken a view that there is a real value in investigating many of these to understand their causes and identify where responsibility may lie and any actions we can take to reduce or mitigate the flooding.

- 3.22 One of more significant events was the very high tides that affected Tintern. This was caused by high flood levels in the River Wye with a high astronomical tide and a tidal surge due to weather. This raised the flood level in Tintern by around 75 cm ( 2 feet 6in) and affected a number of properties. Whist sand bags had been provided to all those normally affected some 5 properties were flooded, some of those due to water getting in through basements and other sources. The photo below gives a better impression of the flooding. The high tides continued over several days and also again in early February On each occasion the A466 was closed to traffic for the period either side of high tides. This is because of the water depth and the impact that moving traffic causes when driving through the water across the road. On the 3rd January we were fortunate that the strong winds that had been affecting the Welsh coast eased before the peak tide and averted what could have been a major flooding problem at Tintern and along the Caldicot levels.



**High Tide at Tintern – 3 January 2014**

3.23 Another key issue that arose was the obstruction of the Wye bridge arches in Monmouth. This had built up with the numerous flood peaks that arose on this river over the December to February period. The obstructions were made up of trees, shrubs and general floating debris and one arch was blocked completely and two others partially. As well as concerns this would have on flood peaks significant concerns arose over the effect it would have on the structure itself and whether the structure could fail. Discussions were held with colleagues from Natural Resources Wales and how and when the debris could be removed. From this it was clear it would require machinery to sit on the bridge and lift debris out onto the bridge itself for removal and therefore closure of the bridge to traffic. The dates also had to be agreed with the South Wales Trunk Road Agency because of the impact on the A40 and to fit with planned works on that route. Subsequently overnight closures were arranged for the NRW's contractors to remove the main obstructions on the 19 February and 4th March.





**Photos of Trees & Debris Obstructing the Wye Bridge, Monmouth.**

- 3.24 For the Rivers and tidal areas within Monmouthshire we received some 46 Flood Alerts and Warnings over the Dec 2013 to February 2014 period. Each of these needed to be reviewed and assessed as to the impact and what actions we should take in response. Most of these occurred at the same time we were dealing with surface water and local flooding and often during out of hours periods. Several of these were borderline on whether residents would be evacuated or not at specific locations. The co-operation and good working relationship internally between Operations and Emergency Planning and externally with NRW make dealing with such issues less challenging than might otherwise be the case.
- 3.25 On a wider basis the Welsh Minister, Alun Davies ordered an inquiry into the impacts of the severe storms to the Welsh coastal defences. All the Coastal Authorities in Wales were asked to report details in a spreadsheet format within a very short timescale but all managed to do so, including cost estimates for damage repairs. The Phase 1 report was issued on 31 January, identifying some £8m of repairs needed. A Phase 2 report is in preparation to pick up lessons learned. A copy is available to view at: <http://naturalresourceswales.gov.uk/content/docs/pdfs/flooding-and-alerts-pdfs/wales-coastal-flooding-review-phase-1.pdf?lang=en>

### 3.3 Flood Risk Management Plans

3.31 As part of the F&WMAct we also have to prepare a Flood Risk Management Plan which will incorporate Flood Hazard and Flood Risk maps. The timescale for this is June 2015 for approval by Natural Resources Wales and published by Dec 2015. No formal guidance has been provided on these yet but in joint working across Wales a framework has been agreed and a copy is shown in Appendix 3. The preparation will require us to review mapping layers for surface water flooding areas, as well as other flooding types, including both velocity and depths of flood water to assess risk and hazard. Some of the map data has been provided through the NRW but the depth and velocity information is still awaited. Much of this Plan will be drawn upon the Preliminary Flood Risk Assessment done in 2011 and the Local Strategy completed in April 2013. However it will also require a Strategic Environmental Assessment to be done together with a Habitats Risk Assessment including public consultation of these and the plan itself so the timescale will be again be challenging. The table below sets out the main stages and an indicative timescale.

Stage	Indicative Timescale	Period
Preparation of Draft FRMP	Apr to Sep 2014	
Preparation of SEA Scoping report	Aug / Sep 2014	
Consultation of SEA scoping report	Oct 2014	5 weeks min
Prepare SEA Report & Consult}	Nov 2014	}5 weeks min }
Prepare HRA Report & Consult}	Nov 2014	
Carry out WFD Assessment	Dec 2014	
Strong Communities Select Committee	Jan/Feb 2015	
Monmouthshire Flood Forum	Jan/Feb 2015	
Revise draft from Select & SEA comments	Feb 2015	
Public Consultation Stage +WG/EA/CCW/ etc.	March – April 2015	6 weeks min
Revise Draft with comments from public consultation	April 2015	
Submit to Cabinet for approval	May 2015	
Submit to NRW for approval	June 2015	
Revise following NRW approval – if necessary	Oct 2015	
Publish	Dec 2015	

### 3.4 Land Drainage Byelaws

3.41 Within the Local Strategy we identified the current Land Drainage Act limitations and that a set of Land Drainage Byelaws would need to be considered. The Councils powers under the LDA are limited to being able to promote land drainage works and to ensure watercourses are kept unobstructed. These were increased when consenting of structures on ordinary watercourses were transferred in April 2013. These are however limited to structures that would impede or interfere with flows. There are no powers to control structures that go over or under watercourses or require a freeboard above banks to allow floating debris to pass unhindered. Nor are there powers to maintain access along watercourse banks for maintenance or to remove debris. both the Internal Drainage Boards and Environment Agency / Natural Resources Wales have such Byelaws that assist them to manage rivers and watercourses to avoid flood risk.

- 3.42 A task and finish group is currently doing preparation work on an all Wales set of byelaws with supporting data on where and how they can be used. These would need to be agreed by the Minister at Welsh Government after a public consultation period. If they were to be used in Monmouthshire ( in whole or in part) they would need Cabinet approval before being applied. They do however have the potential to make a significant difference in reducing flood risk to properties.

### **3.5 Culverting Policy**

- 3.51 The Environment Agency in Wales had a culverting policy that they applied to ordinary watercourses before the transfer of Land Drainage consenting to local authorities. At this stage Monmouthshire has not adopted that policy, although quite a few Welsh LA's have done so. In essence the policy seeks to minimize the culverting of watercourses as it increases maintenance difficulties and is more likely to lead to blockages by debris, etc, with consequential flooding. It also reduces natural habitats. The EA also encouraged the removal of existing culverts where practical to overcome past flooding problems. It is planned to bring forward a report to Cabinet at some time for them to consider such a policy. A copy of the Environment Agency policy is attached at Appendix 4

### **3.6 SuDS ( Sustainable Drainage Systems)**

- 3.61 The requirement to implement this approach was set out in the F&WM Act. The principles were based around creating drainage systems for development that operate naturally such as ponds and swales and avoid formal systems of pipes, culverts, etc, that add flows to watercourses and existing drainage systems that were often at capacity. The legislation set out that all new development would be required to follow the SuDS approach. The Council would be required to establish a SuDS approval body ( known as a SAB) and once the SuDS system was approved and constructed would be required to be adopted and maintained by the Council. The issue of how this was to be funded was part of further work Welsh Government would pursue, along with Defra in England where similar arrangements were being proposed.
- 3.62 The arrangements and how we would manage this were covered in a Cabinet Report in February 2012. Government covering the English side then decided to revise their Planning Guidance which added delays. Then discussions with the house builders and others involved became protracted on the funding aspects causing further delays in implementation. Those aspects are mostly completed now and it is likely the regulations will come into effect in October this year in England with Wales following in April 2015. It is still unclear how we will obtain funding to manage the function and to maintain the SuDS that we will have adopted. Further reports to Members will follow once it is clearer how it will proceed in Wales.

### **3.7 MCC Culvert Capacity Issues.**

- 3.71 The County has recently experienced a number of particularly intense severe weather events which has resulted in several properties, gardens and



highways becoming flooded. The investigations that have been undertaken show that a range of factors were responsible for the flooding taking place including blocked screens, culvert capacity problems, runoff from adjacent land and blockages both total and partial on culverts and watercourses.

- 3.72 If we look specifically at the culvert capacity issues these can be split into two distinct areas,

**Category 1:** Those culverts/drains where capacity had been reduced as a result of the build-up of debris within them and /or structural failure of the culvert. For these we would clear debris & silt and /or implement engineering solutions where there is a structural failure, to improve capacity and resilience.

**Category 2:** Culverts/drains that were not of sufficient capacity to accommodate the levels of flow presented to them. Here there are three possible approaches, as set out in Para 3.75 below.

- 3.73 Historically the Authority has used its powers under section 25 of the Land Drainage Act 1991 to ensure that Riparian owners of watercourses, which includes culverts, to remove any obstructions to flow within those watercourses. There are no powers in the Act to require Riparian Owners to upgrade their systems in order to accommodate greater flows. A number of the recent flooding events were attributable to capacity issues associated with Highway drainage or Highway Culverts. These systems were in good condition and were unobstructed so would fit into Category 2. If these culverts were the responsibility of a third party the Authority could not take any action under the Land Drainage Act as the systems were well maintained with no obstructions to flow present, albeit the capacity was insufficient to take the flows.

- 3.74 When considering the specific flooding events it is possible to offer solutions to improve the resilience/capacity of the Highway systems through engineering works. Many of these improvements would be relatively small scale in nature but will nevertheless place an additional burden on the Authorities already stretched budgets. It would seem reasonable that the Authorities approach to these matters is consistent with its approach to third parties when exercising its powers under the Land Drainage Act 1991 and that is to treat them as a low priority if the system fits into a Category 2 definition. Those falling into Category 1 or where there is a structural failure would be dealt with as a higher priority, within the funding limitations. Clearly there will be political considerations to be taken into account and it may be that a graded approach is developed in which schemes will only be considered where a given number of properties are affected i.e. the property threshold.

- 3.75 A decision therefore needs to be made as to what approach is to be taken for Category 2 type culverts and drains, in summary these approaches are:

a) Undertake no improvements to Category 2 culverts and drains

- b) Implement engineering solutions to improve capacity and resilience of ALL Category 2 Highway drainage and culverts which have given rise to flooding incidents.
- c) Implement engineering solutions to improve capacity and resilience of ALL Highway drainage and culverts which have given rise to flooding incidents and which meet the property threshold set by the Authority, ( ie 5 or more households flooded internally),

Approaches (b) and (c) would carry with them a need for capital expenditure and would require the establishment of a budget line. The current land drainage budget is not sufficient to support this investment so a formal bid would need to be made if one of these approaches were chosen.

#### **4 REASONS:**

- 4.1 The work is required by the new Flood & Water Management Act and by the National Strategy for Flood and Coastal Erosion Risk Management. issued in December 2011. It will provide a framework with measures and actions in preparation for future Flood Risk Plans.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 The work will require us to draw on knowledge and information held both in records and officers personal knowledge as well as considerable analysis. It will also require the use of external consultants for specialist work in respect of the Environmental assessments needed at an estimated cost of some £25,000. The Welsh Government have made available grant funding of some £100,000 in the 2013/14 year and further funding yet to be confirmed in the 2014/15 financial year to fund all the requirements of the new Act, which includes preparing the Flood Risk Management Plan.

#### **6. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

- 6.1 The objective of the SEA, HRA and WFD assessment is to ensure that the Strategy Objectives maintain or improve the water environment in both biodiversity and water quality areas. The flood assessment work is to identify the areas at greatest risk of flooding, to raise awareness and publish information widely to reduce flooding risks and raise resilience where flooding cannot be prevented. It will also serve to discourage development in flood risk areas and help protect flood plains to deliver their original purpose. Further work on the Flood Risk Management Plans will do more to identify those areas of Monmouthshire at greatest risk.

#### **7. BACKGROUND PAPERS:**

- 7.1 The Flood and Water Management Act 2010, The National Strategy for Flood & Coastal Erosion Risk Management and, Guidance on the preparation of Local Flood Risk Management Plans.

#### **8. AUTHOR & CONTACT DETAILS:**

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## **APPENDICES**

**Appendix 1:** LFRMS Objectives 7 Measures

**Appendix 2:** Summary of Flooding Events – Dec 2013 to February 2014

**Appendix 3:** FRMP Template Contents

**Appendix 4:** Environment Agency's Culverting Policy

LFRRS Objectives & Measures

Delivery Theme	Ref	Measure	Proposals	Benefits	Implementation Responsibility
Development Planning and Adaptation	1.1	Sustainable & Strategic Development Planning, LDP	<p>The current MCC LDP which will run until 2021 states "Proposals for highly vulnerable development or emergency services will not be permitted in areas which may be liable to flooding, from all sources, unless the residential development is for the conversion of upper floors within defined settlement boundaries or the proposal is to extend an established tourism, leisure or educational establishment.</p> <p>Less vulnerable built development will be permitted within defined settlements or on sites allocated for uses such as employment.</p> <p>Development proposals within a flood plain will be required to demonstrate that:</p> <ul style="list-style-type: none"> <li>a) the development is or can be protected by approved engineering works and / or other flood protection measures;</li> <li>b) such remedial measures would not cause flooding or significantly increase the risk of flooding elsewhere;</li> <li>c) the development, including any remedial measures, can be sympathetically assimilated into the environment in terms of its siting, scale, design and landscaping;</li> <li>d) the development does not interfere with the ability of the Environment Agency or other bodies to carry out flood control works or maintenance; and</li> <li>e) The nature conservation interest of the water source corridor is protected and, where practicable, enhanced." <p>Similar policies are included within the BBNP's Deposit LDP.</p> <p>In the light of further work and the new roles in dealing with surface water Flooding, groundwater and watercourses, the next version of the MCC LDP and the BBNP's LDP will need to reflect the information in this strategy. It should also consider that where development in flood risk areas is permitted that it be designed to be flood resilient.</p> </li></ul>	<p>Local Development Plans (LDPs) provide a strategic policy framework which facilitates the effective management of flood risk by directing most new development away from those areas which are at the highest risk of flooding. The above proposal adds surface water, local watercourse and groundwater flood risk areas to that framework. The benefit will be to reduce further the risks of flooding to new development.</p> <p>New developments will be at lower risk of flooding and better prepared should flooding occur</p> <p>Improved soils, reduction in soil wash off land and increased soil permeability's</p>	Planning / EP /EA
	1.2	SFRA / SFCA	Strategic Flood Consequence Assessments (SFCA/SFRA) were undertaken as part of the LDP process in the Council and BBNP areas	<p>The SFCA allowed the consequences of flooding to inform the location of new development in the LDP.</p> <p>2 The SFCA also enabled consideration of potential increases in surface water runoff arising from new development, including the potential application of sustainable drainage systems.</p>	Planning
	1.3	Water Cycle Strategy	A Water Cycle Strategy is an opportunity for MCC and all our partner organisations to work together to identify the water services infrastructure needed to support and enable sustainable development in the County. The strategy will identify what infrastructure is needed, when it is required, how much it will cost, and who should pay.	<p>1.To ensure the management of water resources in a sustainable way</p> <p>2. To manage and develop sewage systems for future developments</p>	LLFA & Planning
	1.4	Relocation	<p>MCC do not have a policy relating to the relocation of residents living in housing which is subject to flood risk, other than on an emergency basis and it is not anticipated that significant numbers of properties, if any, will be identified which will require the relocation of residents. If houses are identified as being in areas of significant flood risk, which would endanger life, then the procedure set out below will be followed to endeavour to reduce flood risk:-Provide an early warning system to allow residents time to move to a safe area.</p> <ul style="list-style-type: none"> <li>-Encourage the residents to produce their own Flood Plan to reduce danger to themselves and damage to their property and its contents and provide advice on resilience measures</li> <li>-Consider providing systems to prevent floodwater entering the property</li> <li>-Endeavour to reduce flood risk by reducing the volume of water being generated by the upstream catchment.</li> <li>-Consider introducing new flood relief systems such as culverts or drainage ditches</li> <li>-Consider building new flood defences or raise the level of existing flood defences.</li> <li>-Only when these aspects have been tried would relocation need to be considered.</li> </ul>	Reduce the risk to residents by relocating them from housing in areas which are subject to severe flood risk to areas with lower risk when the alternative options have been exhausted	LLFA / EP/Police / EA
	1.5	Minerals & Waste Plan	<p>The LDP identifies there is a sufficient land bank of permitted aggregate resource in the County for the duration of the LDP period, i.e. up to 2021. If any planning application for new or extended minerals workings were submitted then any such proposal would be considered under national policies contained in Minerals Planning Policy Wales and Minerals Technical Advice Note (Wales) 1: Aggregates.</p> <p>In respect of waste, LDP Policy W3 identifies that proposals for waste management facilities, except those involving the final deposit of waste on land at the site or open windrow composting, will be permitted within industrial sites (Class B2 of the Town and Country Planning Use Classes Order 1987) The LDP acknowledges that there are areas within existing B2 employment sites that fall within DAM zone C2 which are unlikely to be suitable for certain waste facilities. Developers are encouraged to consult the Local Planning Authority or the Environment Agency for further information on any site that is potentially at risk from flooding.</p>	Planning Policy framework contributes to managing flood risk and protecting the water environment	Planning
	1.6	Sustainable Urban Drainage ( SUDS)	<p>Development proposals will be expected to incorporate water management measures, including Sustainable Urban Drainage Systems (SUDs), to reduce surface water run-off and minimise its contribution to flood risk elsewhere.</p> <p>Monmouthshire County Council as the LLFA for its administrative area. will take on the role of the SUDs Adopting and Approving Body in relation to sustainable drainage systems. In this role MCC will be responsible for both approving the original design of the SUDs and adopting and maintaining the finished system.</p>	The policy framework contributes to managing flood risk, protecting water quality and reducing environmental damage as well as improving the quality of surface water	Highways Development & Planning
I & Response	2.1	Flood Awareness	<p>Continue collaboration with the EA, and other risk management bodies, to develop further programmes of awareness in communities about local flood risk and measures to mitigate these risks through local support and resilience measures.</p> <p>Support the E.A. to re-establish Flood Warden schemes</p>	Raise awareness of flood risk within local areas to reduce and mitigate the consequences of flooding from all sources and its impact upon communities	EA/LLFA

Flood Forecasting	2.2 & 2.3	Flood Warning & Forecasting	The Council will continue to make arrangements to receive and cascade across service areas as required Flood Guidance Statements, Flood Warnings and Severe Weather Warnings relating to all flood risks so it can be prepared to respond to local needs. That the EA will be supported in its role of providing Flood line information to all residents at risk of flooding from main rivers and the sea.	To give the Council and local communities as much warning of potential flooding as possible to allow the Council to make preparations and residents to take appropriate action.	EA / LLFA/EP
	2.4	Emergency Response Plans	To meet its obligations Monmouthshire has established a series of response arrangements to deal with flooding issues and wider incident response and recovery. These are set out in Local Resilience Forum multi-agency plans, together with internal corporate and directorate response plans. Particular arrangements in relation to Adverse weather, Flood Warning Dissemination, Response to Flood Incidents and a specific procedure for Flooding & Evacuation of Riverside Park, Monmouth are all currently maintained. Monmouthshire County Council will continue to review and update these and the need for any additional specific procedures.	To manage the response of MCC and its Risk Partners to various emergencies including flooding To give support to the communities during and after flooding emergencies	EP/EA/LLFA
	2.5	Community Flood Plans	Support the EA in the development of further Community Flood Plans and seek to develop other plans for local flooding sites	The local communities will be made more aware of the risks of flooding to their properties The plans will allow individual house holders to prepare their own Flood Risk Plans The social, and economic effects of any likely flooding will be reduced	EA to lead/EP/LLFA
	2.6	Multi Agency Flood Plans	MCC will continue through its partnership within the Gwent Local Resilience Forum to maintain its involvement with the Gwent LRF and in particular with the Risk group and Severe Weather group. MCC will work with the LRF to review and update the series of plans for preparing, responding to and supporting recovery from flood incidents and develop additional ones as necessary to meet the issues arising and recognised risks.	To manage the response of MCC and its Risk Partners to various emergencies including flooding. To give support to the communities during and after emergencies.	Emergency Planning
	Land, Cultural & Environmental Management	3.1	Land Management	Where there are opportunities to influence land managers, such as through current grant funded initiatives, or through land drainage bye-laws, then it will be possible to encourage continuation or changes in land management where land managers are supportive. In order to reduce surface water runoff and/or control peak flows from catchments, in areas identified as being subject to flood risk, MCC will consider introducing various methods of catchment management.  MCC will enter into discussions with land owners and partner risk management bodies to discuss habitat creation and management, to minimise increases in runoff after tree felling, ploughing and other land management practices that impact on surface water run-off. MCC will consider whether the introduction of bye laws could help in reducing flood risks and support habitat maintenance and generation. An Eco Systems approach will also be considered as a way of maximising the co-ordination benefits with other bodies	Integrated land management opportunities benefitting a range of themes simultaneously, potentially broadening the scope and increasing the likelihood of funding for projects that will improve land & water management. Reduction of surface water runoff and peak flows Reduction of contamination to surface water runoff Flood reduction and habitat generation. Soil Management Plans to reduce run off and improve soil permeability
3.2		Resilience	Within MCC a culture of resilience to climate change and flooding will be adopted in relation to property and land in the Council's ownership, subject to flood risk. This will entail the restoration of land and property as quickly as possible following a flood event. The standard of restoration will be set appropriately to return habitats to their previous condition without significant change unless enhancement / improvement can be achieved. We will work with other bodies responsible for heritage sites, special landscapes, designated sites and critical assets to minimise the risks of flooding through use of resilience measures.	To maintain, enhance and increase the resilience of existing habitats particularly heritage assets and designated sites, such as SSSIs, BAP habitats, SINCs and critical assets. To restore habitats and assets to their original condition as soon as possible	EA/LLFA & Planning & B Regs
3.3		Resistance	MCC will pursue a culture of resistance to flood risk in relation to property and land subject to flood risk. This will entail the implementation of detailed measures to reduce the risk of flood water entering properties and land which would be adversely affected by flooding	To maintain, enhance and increase the resistance of existing habitats particularly SSSIs BAP habitats and SINCs	EA/LLFA to lead
3.4		Restoration	Most restoration is envisaged to be dealt with via the Planning system; as such there will be opportunities for relevant statutory bodies to contribute. Notwithstanding this matter there will be a preference for using 'soft' engineering solutions (rather than 'hard') for the management of water on restoration sites. Only when there is clear evidence that such solutions are not appropriate due to site specific or localised issues will 'hard' landscaping options be considered	To create semi-natural environments To restore land to prior use or sustainable communal use wherever possible.	EA/LLFA to lead
3.5		Environmental Enhancement	Environmental enhancements schemes are either linked to development sites or are publicly funded grants to improve existing, predominantly urban, areas. MCC will: Include improvements in surface water management in all publicly funded schemes Request demonstration of water management techniques in all Landscaping Masterplans submitted as part of Planning Conditions together with the potential for Soil Management Plans. Request the removal of all invasive non-native species from/bordering enhancement/development sites and watercourses followed by secondary planting to minimise re-growth and erosion Consider an eco-systems approach when working with others.	Decreased surface water runoff on new developments and publicly funded environmental enhancements To improve soil condition, reduce soil wash from surface water run-off and improved soil permeability.	Countryside & Planning
3.6		Habitat Creation	MCC will seek to create additional or replacement habitat through its land management and planning operations. MCC will seek to create new habitats having characteristics that can help reduce the total runoff or reduce the peak level of surface water discharge from the sites. Note the Caldicot & Wentlooge IDBs Water Level Management Plan	Improvements to water management including reduced surface water runoff and increased water retentive capacity	Countryside & Planning
Asset Management & Maintenance		4.1	Asset Management Plans	MCC as an LLFA will develop and maintain a register of structures or features, which in the opinion of the authority, are likely to have a significant effect on a flood risk in the County. Information will be recorded about each of the structures and features including ownership and the state of repair. MCC will also collect data of its own and third party assets, including other risk management bodies and critical assets that are related to drainage and flooding and which could become a flood risk in the future. MCC will keep records of its maintenance and cleaning of culverts, screens and gullies	Provide details of all existing drainage structures which are likely to affect flood risk Give easy and efficient access to available information Provide condition surveys and maintenance records for all appropriate drainage structures Maintain records of cleaning and inspection of grids, gullies and other assets where possible & practical.
	4.2	Defence / Structure Management	MCC will identify and record on its database all formal and informal defences, structures, storage and retention facilities, etc, over time	To exclude flood water from areas identified as subject to flood risk	LLFA / EA

A	4.3	Channel Maintenance	It is proposed as part of this strategy that surveys will be carried out of all channels, which are considered to be significant in terms of flood risk. The surveys will identify details of the construction materials, size and shape of the channel and its condition. From this survey information a detailed programme of work will be drawn up for the maintenance and/or replacement of all existing channels in the ownership or control of MCC. Develop a BAP for maintenance and new construction, including when and how to seek consents from appropriate bodies. Develop an Environmental Management Plan to encompass relevant work	To bring all channels on significant watercourses to a standard fit for purpose To ensure that all channels are well maintained and managed for both flood and habitat purposes. To maintain and enhance the water environment	LLFA/Highways
	4.4	Culvert Maintenance	Culverts and pipes, which have been identified as being significant to flood risk, are being included in the MCC database of drainage structures and on the GIS layers. Where these structures are in the ownership of MCC or have been classified as being of strategic importance they are maintained by the relevant MCC team. Develop a BAP for maintenance and new construction, including when and how to seek consents from appropriate bodies. Consider developing and implementing a culverting policy to minimise use of new / additional culverts and the potential to reinstate open watercourses where practical. Develop an Environmental Management Plan to encompass relevant work	To bring all culverts on significant watercourses to a standard that is fit for purpose To ensure that all culverts are well maintained and managed for both flood and habitat issues. To reduce the need for new culverts and restore more open watercourses with maintenance, flood reduction and habitat generation benefits.	LLFA / Highways
Studies, Assessments & Plans	5.1	Investigation	There is a significant lack of information currently available within MCC on drainage assets. It is proposed that surveys and investigations will be carried out in order to supplement the information already available.	To have information available to identify where measures may be required To have information available to design new measures	LLFA/Drainage Team / Highways
	5.2	Risk Assessments	As part of the requirements of the Flood Risk Regulations the Flood Risk in MCC will be reassessed and the time scale will be in line with the PFRA requirements, developing Flood Risk Management Plans by June 2015. This process will result in a more detailed and accurate picture of the flood risk in MCC.	To provide a more accurate measure of the flood risk within MCC To set a benchmark of flood risk for the County, which will be used to establish the reduction of flood risk as a result of implementing additional measures	LLFA/Drainage Team
	5.3	Strategy Plan	This Local Flood Risk Management Strategy for MCC will provide the framework for the preparation of the Flood Risk Management Plans to be delivered by June 2015. The strategy will ensure that the plans will all be prepared on an equitable basis and will govern the process which will establish what measures are to be implemented in order to achieve the goal of reducing flood risk in all of the areas within MCC where significant flood risk has been identified. The strategy will set in place a system for the prioritisation of measures to be implemented, based on the highest level of flood risk and most appropriate results from the cost benefit analysis process.	Ensure that Flood Risk Management Plans are all prepared in a consistent way	LLFA/Drainage Team
	5.4	Local Property level flood mitigation - resilience	When existing properties are due for refurbishment two quotations will be obtained, one designed with flood resilience in mind and one designed to "normal" building standards. A cost benefit analysis will then be carried out to decide if the additional cost of building in flood resilience is deemed beneficial in that case. Funding will have to be identified to cover the additional cost. There is also potential to use individual property protection measures when considering single or small groups of existing properties  Where new buildings and property is planned it will seek to avoid building in flood risk areas. Where this is unavoidable MCC will adopt a policy of using building standards which are resilient to water inundation.	Less damaged will be caused to properties subject to flooding Buildings will be renovated and brought back into use more quickly. The overall cost of the building life cycle will be reduced	EA / Emergency Planning/Bregs / Planning
	5.5	Local Property level flood mitigation - resistance	Where areas of flood risk are identified giving flood water levels below 600mm in depth then measures will be considered which will prevent the ingress of water into individual properties.	Where areas of flood risk are identified giving flood water levels below 600mm in depth then measures will be considered which will prevent the ingress of water into individual properties.	LLFA/Drainage Team
	5.6	Pre Feasibility Studies / Feasibility Studies	When the Flood Risk Management Plans are being prepared various options will be identified of measures to be implemented. At this stage pre-feasibility studies will be carried out which will identify the measures most likely to achieve the desired reduction in flood risk at appropriate cost.	Ensure that the most appropriate measures are put forward for implementation	LLFA/Drainage Team
	5.7	Project Plans - Option Appraisals	On completion of a pre-feasibility study referred to in Measure 5.6 each measure / scheme will be subjected to an appraisal based on the following criteria: i) Does it contribute the MCC high level strategy of reducing flood risk? ii) What measurable effect does the scheme have on reducing flood risk? iii) Is the scheme within a high priority flood risk area? iv) Does the cost benefit analysis show the scheme to be value for money? v) Is funding available to implement the scheme/  If the scheme satisfies these conditions then it will be forwarded to the Welsh Government for further appraisal.	To identify flood risk in a more precise way Allows the preparation of measures to reduce flood risk	LLFA/Drainage Team
	5.8	Flood Risk Plans	Following the delivery of the updated Flood Maps for Surface Water and the preparation of Flood Hazard and Flood Risk Maps MCC will develop Flood Risk Management Plans for surface water, ordinary watercourses and ground water.	To identify flood risk in a more precise way Allows the preparation of measures to reduce flood risk	LLFA/Drainage Team
High Level Awareness & Engagement	6.1	Partnership Working	Closer working with the other risk management authorities will be pursued together with local communities and relevant partnerships	Collaborative working and integration to prioritise, plan and implement projects that will positively impact upon aims of this strategy. These include not only the implementation of physical projects but education and awareness raising (a Monmouthshire Biodiversity Action Plan Theme)	All
Monitoring	7.1	Monitoring - Waves, Beaches, Aerial Photography and Topographical Surveys	MCC will work with other coastal authorities in Wales and the South West of England, through the Coastal Monitoring Centres to collect data in collaborative ways to maximise data collections at minimum costs in a manner that allows full data sharing. Topographical surveys will be carried out where required to allow construction schemes to be designed as part of the Flood Risk Management Plans  Monitoring sites/habitats via aerial photography is possible via the 5 yearly MCC aerial photography undertaken by the Council. This also provides a good historical record for analysis	To enable corrective action to be taken if the effect of flooding is causing restrictions in channels and water courses. To allow measures to be designed in detail for specific sites. Ability to monitor certain changes without site visit.	LLFA/Drainage & Coastal Team
	7.2	Habitats Monitoring	The monitoring of Sites of Importance for Nature Conservation (SINCs) forms part of LDP monitoring. As SINCs contain the vast majority of quality natural habitats. Local BAP habitats of most relevance include: wetland, rivers and streams, (marshy) grassland; however other habitats will also have major impact such as broadleaved and coniferous woodland.	Monitoring of change (reduction, increase, improvement of natural habitats	

Property Flooding		
Location	Details	Current Status
Pant-y-Goitre, Kilgeddin House	Culverted watercourses surcharged resulting in carriageway flooding and internal flooding of two properties	Investigation substantially complete
Laburnum Cottage, Croes-y-pant, Mamhilad	Capacity issue of highway culvert resulted in overland flow flooding one property	Investigation Complete
Sherborne & Nutshell, Newtown Rd, Goytre	DCWW foul sewer issues resulted in flooding to garden, DCWW to investigate & repair	Investigation Complete
Long House Barn, Newtown Road, Goytre	Surcharging surface water drainage system resulted in flooding to two properties	Investigation Complete
Fountain Inn, Trellech Grange	Extensive internal flooding. Historic flooding records to be reviewed and most recent flooding to be investigated & recorded	To be investigated
Werngiffordd, Pandy	Blockages to private culverted watercourse resulted in flooding to one property during prolonged periods of heavy rain. Residents & adjacent landowner in discussions to improve existing private drainage layout	Investigation Complete
Plas Derwen / Llanover Way, Abergavenny	Carriageway flooding & flooding to two properties resulted from blocked trash screen belonging to South Wales Trunk Road Agency.	Investigation on going
Olway Inn, Usk	Internal flooding to Pub. Historic flooding records to be reviewed and most recent flooding investigated & recorded	To be investigated
Dan y Deri, Abergavenny	Inadequate private drainage system surcharged resulting in flooding to one property. Monmouthshire Housing dealing with matter	Complete
Caestory Avenue, Raglan	Surcharging chamber within private garden resulted in flooding to garage. Matter referred to Dwr Cymru Welsh Water	Complete
Cae Capel, Great Oak	Private drainage system surcharged resulting in flooding to garden	Complete
Cae Melin, Little Mill	No internal flooding reports, numerous sand bag requests made. Existing drainage systems and watercourses to be investigated and recorded	To be investigated
Llanfair Kilgeddin	No internal flooding reports, numerous sand bag requests made. Meeting with local Councillor and residents to be held in April '14	Investigation on going
Cherry Cottage, Mill Lane, Govilon	Improvements to carriageway drainage proposed following flooding to one property	Complete
Buzzard Close/Station Road, Rogiet	Flooding to gardens & carriageway flooding reported following prolonged periods of heavy rain. Investigation to be undertaken	To be investigated
Manor Cottage, Main Road, Tintern.	Tidal, cellar only	Complete
Gothic Cottage, Trellech Rd, Tintern	Flooded from rising water within culvert beneath property	Complete
Tanglewood Main Road Tintern	Tidal flooding	Complete
Carriageway Flooding		
Location	Details	Current Status
The Laurels/Cleddon Hall, Cleddon	Carriageway flooding from surface water runoff from private track. Issues with capacity of private watercourse channel	Investigation on going
Off Midway Lane, Mardy	Investigation report compiled	Investigation on going
Road through Bettws Newydd	Extent of surface water flooding TBC	To be investigated
R64 Raglan Garden Centre - Carriageway flooding	One lane flooded - passable with care	Investigation on going
B4598 Raglan-Abergavenny nr Llangattock Lodge	Road flooded - impassible	Investigation on going
B4598 Raglan-Abergavenny	Road flooded - just passable in car, nr junction with Steel Horse Café (Chart House)	Investigation on going
Llanbadoc	Extent of surface water flooding TBC	To be investigated
Usk - Mill St opposite cricket field	Road impassable. Detail of watercourse & surrounding drainage to be investigated and recorded	To be investigated
Forge Road, Osbaston, Monmouth	Extent of surface water flooding TBC	To be investigated
B4521 Cross Ash	Police reports of 3-4ft of water on B4521. Exact extent to be confirmed	To be investigated
Station Road, Clydach	Extent of surface water flooding TBC	To be investigated
Tudor Rd, Wyesham	Surface water runoff on to carriageway from fields above	Investigation on going
B4521 Ross Rd nr Maindiff Court	Extent of surface water flooding TBC	To be investigated
Llanfoist to Govilon nr Alun Griffiths' yard	Extent of surface water flooding TBC	To be investigated
Walterstone Road, Pandy	Extent of surface water flooding TBC	To be investigated
R21 Lwyn Farm Penyparc	Extent of surface water flooding TBC	To be investigated
A472 Little Mill	Extent of surface water flooding TBC	To be investigated
A4042 Usk to Pontypool	Extent of surface water flooding TBC	To be investigated

## Appendix 3

## FRMPS Template Contents

Section	Purpose	Comment	Action for LLFAs
<b>1 Introduction</b>		To be completed individually	
<b>2 Purpose of FRMPs in managing flood risk</b>	This section introduces the FRMP, its purpose, the legislative context and what is included in the plan.	This is a generic section which will appear in all 22 FRMPs	Comments on this section, is anything missing or should anything be removed?
<b>3 Study area</b>	<u>1st part</u> : Overview of your relevant river basin district. <u>2nd part</u> : introduces your administrative area and most of this info can be lifted from your PFRAs <u>3rd Part</u> : You can use info from your PFRAs in this section and it is suggested to include the conclusions from the flood hazard/risk maps	1 <sup>st</sup> Part: generic and directly lifted from NRW's FRMPs.  Other parts: to be completed by LLFAs	Are you happy with the proposed layout
<b>4 How we currently manage flood risk in xxx</b>	This section gives an opportunity to highlight what you already do to manage flood risk. How you prioritise your work, set out your duties under the act, collaboration, etc..	To be completed by LLFAs	Do you think this section is a repeat of section 7? Are you happy to publicise the work you are already doing?
<b>5 coordination with the RBMP</b>	Summary description of the steps taken to ensure you are taking count of the RBMP and WFD.	To be completed by LLFAs	
<b>6 xxx FRMP objectives</b>	This information is readily available from your Local Strategy and the National FCERM Strategy	To be completed by LLFAs	
<b>7 How will we manage flood risk in the most at risk communities</b>	In this section you are expected to set out the measures and objectives to reduce the risk of flooding to your most at risk communities. It is suggested to include capital/ revenue measures, links with Emergency Planning for these areas, joint schemes with other RMAs, etc..	To be completed by LLFAs	Do you think the suggestions are acceptable?
<b>8 Public consultation</b>	Duration and how you consulted/advertised your plan	To be completed by LLFAs	
<b>9 Monitoring and review</b>	How you intend to monitor progress over the next 6 years	To be completed by LLFAs	





# Culverting watercourses

Policy 85\_10

Issued 18/02/2010

## Policy statement

We are generally opposed to the culverting of watercourses because of the adverse ecological, flood risk, human safety and aesthetic impacts. Watercourses are important linear features of the landscape and should be maintained as continuous corridors to maximise their benefits to society.

We will consider each application to culvert a watercourse on its own merits and in accordance with our risk-based approach to permitting. We will only approve a culvert if there is no reasonably practicable alternative, or if we think the detrimental effects would be so minor that a more costly alternative would not be justified. In all cases where it is appropriate to do so, applicants must provide adequate mitigation measures, accept sole ownership and responsibility for future maintenance.

We will normally object to proposals to build over existing culverts because of health and safety considerations, increased maintenance costs, and because this would preclude future options to restore the watercourse.

We will actively pursue the restoration of culverted watercourses to open channels.



Document details



References



Feedback

## Objectives

This policy will help us to:

- provide clarity on our position with respect to culverting in a single statement for both internal and external use;
- demonstrate how we will take action to protect the continuity and integrity of watercourses;
- recommend this approach to all drainage authorities in England and Wales, and provide guidance for developers and landowners;
- make all staff aware of our policy and ensure a nationally consistent approach to culverting.

## Contact for queries

Ann  
SKinner

## Policy authorisation

### Policy sponsors:

David Rooke, Head of Strategy and Engagement, Flood and Coastal Risk Management

Pam Gilder, Head of Land and Natural Environment:  
 authority for approval delegated to Paul Raven, Head of Conservation and Ecology

## Explanatory note

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### Background: why do we need this policy?

Watercourses are valuable features of the landscape for people and wildlife. We have legal duties under the Environment Act 1995 and the Water Framework Directive 2000 to ensure that they are protected and enhanced for the benefit of present and future generations. They provide vital water resources and recreational assets for people, help drain agricultural and urban land and support a diversity of wildlife.

For the purposes of this policy, a culvert is defined as an enclosed artificial channel or pipe that is used to continue a watercourse beneath the ground or a structure. The forthcoming Flood and Water Management Bill will define a culvert as “a covered channel or pipe which prevents the obstruction of a watercourse or drainage path by an artificial construction”. Culverting can exacerbate the risks of flooding, and increase maintenance requirements and costs. It also destroys wildlife habitats, damages an attractive natural amenity and interrupts the continuity of the linear corridor of a watercourse. Detrimental effects are likely to include:

- increased likelihood of flooding due to obstruction of flow and risk of blockages, and loss of floodwater storage leading to increased impact of flooding;
- loss of and adverse effects on natural morphology, fisheries and wildlife habitat including substrate;
- the creation of barriers to fish passage through increased water velocities, shallow depths and eroded culvert entrances;
- increased river bank and bed erosion downstream of culverted sections;
- greater difficulties in providing for drainage connections;
- increased liabilities and costs due to the need to maintain, repair and replace culverts;
- increased health and safety hazards, notably for workers clearing blockages and for children in urban areas;
- locally reduced groundwater recharge;
- increased difficulty in detecting the origins of pollution and in monitoring water quality.

We will promote this policy to planners and developers, and use it to inform our response to applications to culvert watercourses. We will encourage and promote the removal of culverts where possible to restore a more natural river environment in both urban and rural settings.

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### Legal requirements

Any culverting of a watercourse, or the alteration of an existing culvert, requires a flood defence consent:

- on main rivers, our prior written consent is required under Section 109 of the Water Resources Act 1991. Conditions can be imposed.
- on all other watercourses, except within the district of an internal drainage board (IDB), our consent is required under Section 23 of the Land Drainage Act 1991. This will change when the Flood and Water Management Bill is enacted into law
- in an IDB district, the consent of the IDB is required under the Land

Drainage Act 1991.

- Highway authorities are required under Section 339 of the Highways Act 1980 to seek the consent of the drainage authority before carrying out any works affecting a watercourse.

## Exceptions

We recognise there are situations where culverting may be unavoidable in practice, such as short lengths for access purposes or where highways cross watercourses. In these cases, open span bridges or diversion of the watercourse must be considered first as alternatives to culverts.

Applicants will be required to prove why culverting is both necessary and the only reasonable and practicable alternative, and to provide information to show that it will not have a detrimental effect on flood risk and the habitat(s) and species present, or that mitigation measures can be put in place to reduce these effects.

Where a culvert is deemed to be acceptable, the design should follow the principles in the associated technical guidance:

<http://intranet.ea.gov/static/documents/Policy/CulvertsTechnicalGuidance.pdf>

The length of any culvert should be restricted to the minimum necessary to meet the applicant's objective. The proposal must include appropriate assessment of flood risk and environmental impact. The applicant should take into account the possible effects of climate change and future development in the catchment on the watercourse when calculating the capacity of the culvert. Mitigation measures such as mammal ledges must be incorporated within the design, and the work must be carried out using best working practice to minimise environmental impact.

## Desired outcomes

We will achieve the aims of this policy by:

- using it in our daily **regulatory, advisory and operational activities**, including advice on planning consultations and flood defence consents;
- **promoting** the policy to ensure that losses due to culverting are kept to a minimum, and that culverts are used only where absolutely necessary and where the impacts are judged to be low;
- developing an operational instruction giving **technical guidance** to assist with determining consent applications and advising engineers and consultants on best practice where culverts are unavoidable;
- seeking the **restoration of culverted watercourses to open channels** at every opportunity.

The implementation of this policy will enable us to:

- fulfil our international, national and local obligations towards the conservation of watercourses and dependent species;
- reduce flood risk;
- reduce our flood risk management costs, maintenance requirements and the need for remedial works;
- reduce liabilities and health and safety risks associated with culverts.

**Audience**

This document is primarily for internal use and promotion to all Environment Agency staff. It also sets out our policy position for explanation to a range of other organisations, including:

- IDBs and other drainage authorities;
- regional planning bodies and local authorities;
- consultants, highways engineers and the Highways Authority;
- developers, farmers and landowners;
- local communities and the general public.

**References**

This section describes the policy drivers.

**Nature conservation****EU Habitats ([Council Directive 92/43/EEC](#)) and Water Framework Directives (WFD 2000/60/EC)**

We are a competent authority involved with the implementation of the above Directives, which seek to protect water bodies and conserve and enhance habitats and species dependent on water. **Article 10** of the **Habitats Directive**, Paragraph 12 of **Planning Policy Statement 9** and paragraphs 3.2.2 and 5.5.3 of **Technical Advice Note 5** (Welsh and English Government policy on biodiversity) encourage the protection and enhancement of natural corridors as they can link habitats and provide routes for the migration, dispersal and genetic exchange of species in the wider environment. The WFD requires us to restore watercourses to good ecological status or good ecological potential and to prevent their deterioration; the maintenance of sediment transport and morphological variability is a key component of this.

We and others should aim to **maintain networks of linked habitats** by avoiding or repairing fragmentation, protecting corridors from development, and, where possible, strengthening or integrating them within it. This will help wildlife to adapt to the inevitable effects of climate change.

Under the **Environment Act (1995)**, **Wildlife and Countryside Act (1981)** and the **Natural Environment and Rural Communities Act (2006)** we have statutory duties to further and promote the conservation and enhancement of flora and fauna dependent on the aquatic environment.

**Conservation of Biological Diversity**

The UK is a signatory to the Rio Convention on the Conservation of Biological Diversity, which contains commitments towards the conservation of watercourses. Under the **UK Biodiversity Action Plan (UK BAP)**, rivers are a priority habitat and we have lead responsibility for the water and wetlands workstream (England Biodiversity Strategy); and for delivering relevant actions in the Wales Environment Strategy.

**Flood risk****Planning Policy Statement (PPS) 25 Development and Flood Risk**

We are actively promoting the Government's policy on Development and Flood Risk in England which states that land use planning decisions should be "*using opportunities offered by new development to reduce the causes and impacts of flooding eg ...making the most of the benefits of green infrastructure for flood storage, conveyance and SUDS; re-creating functional floodplain; and setting back defences*".

The Welsh Assembly Government's **Planning Policy Wales Technical Advice Note (TAN) 15** Development and Flood Risk states that new development should use flood resistant design, should not increase the risk of flooding elsewhere, and that re-development should reduce run-off where

possible.

The maintenance and enhancement of open river corridors is a key requirement for achieving the aims of the above legislation and policy commitments such as Defra’s Making Space for Water, 2005.

## Policy implementation plan

**Who are the target audiences?**

**All Environment Agency staff**, particularly in Planning Liaison and Development and Flood Risk; Flood and Coastal Erosion Risk Management; NEAS and NCPMS; Fisheries, Recreation and Biodiversity.

They should promote the essence of the policy to local planning authorities, drainage and highways authorities, developers, consultants, landowners and the general public. External guidance literature should also be produced.

**Do they require awareness training or education?**

All staff need to be aware of the policy.

**What do they need to know?**

The essence of the policy and its implications for their daily work.

**When do they need to know it?**

As soon as the policy is approved, to enable them to do their day job effectively.

**How will they be told?**

Through workshops and training courses. Publishing policy on Easinet.

**Who will tell them?**

Communications, FCRM and Conservation Policy staff.

**Monitoring of progress**

**Methods**

Planning Liaison reports and Flood Defence consenting results:

Success criteria	Date completed
Number of applications involving culverts declines	
Number of new culverts approved declines	
Number of culverts removed increases	

**Comments**



**REPORT**

**SUBJECT: Update on Progress with the Implementation of the Systems Review of Highways, Waste and Grounds**

**MEETING: Strong Communities Select Committee**

**DATE: 16<sup>th</sup> April 2014**

**DIVISION/WARDS AFFECTED: all**

**1. PURPOSE:**

To brief members on progress with the implementation of the Systems Review of Highways, Waste and Grounds Maintenance.

**2. RECOMMENDATIONS:**

2.1 That members note the progress to date.

**3. KEY ISSUES:**

3.1 A Systems Review of the Highways, waste, street cleansing and grounds maintenance services was commenced in 2012 and the principle aspects and progress reported to members in January 2013 (appendix 1).

3.2 Improvements proposed within the review are being implemented, these include:

3.2.1 The creation of a business unit has been extended into the integration of the management and administration of grounds, waste and street cleansing into a single unit under a single head of service.

3.2.2 The combination of the county highways and infrastructure services with the burgeoning flood management role and the SWTRA services into a single business unit.

3.2.3 The development of a customer contact centre to provide a better and more comprehensive response to customers' enquiries, complaints etc.

3.3 Creation of these units has been approved through the Operations restructuring report that was approved by Cabinet on the 19<sup>th</sup> March 2014. The report creates the integrated structures and delivers reductions in staff costs of approximately £580,000 which includes the £130,000 reduction in administrative costs highlighted by the systems review.

3.4 A further improvement arising from the review is the development of an IT support system titled the 'Connected Worker'. This initiative is intended to make

significant improvements in communications with our front line work force and stream line administrative systems bringing, amongst other things, improved services with better response times and feedback on projects.

3.5 Progress has been made with the IT system and it is presently being trialed to undertake various functions. Feedback to date is very encouraging (a demonstration of the system will be provided at the meeting).

**4. REASONS:**

4.1 The report is intended to bring members up to date with proposals arising from the systems review.

**5. RESOURCE IMPLICATIONS:**

5.1 None arising directly from the report but the systems review has generated revenue savings accounted for in the 13/14 budget .

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 This is a report to provide an update to members on progress with a systems review. As such no decisions are requested of members at this time and subsequently an EqlA or sustainability assessment has not been provided.

**7. BACKGROUND PAPERS:**

Report to Strong Communities on the 31<sup>st</sup> January 2013 titled 'Highways Systems Review – MTFP proposal (attached appendix 1)

Report to Cabinet on the 24<sup>th</sup> March 2014 titled ' Implementing staffing structures for the Operations Department and fulfilling budget proposals'

**8. AUTHOR:**

Roger Hoggins, Head of Operations

**9. CONTACT DETAILS:** [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

tel no: 01633 644133





**SUBJECT: HIGHWAYS SYSTEMS REVIEW – MTFP PROPOSAL**

**MEETING: STRONG COMMUNITIES SELECT COMMITTEE**

**DATE: 31<sup>ST</sup> JANUARY 2013**

**DIVISIONS/WARDS AFFECTED: ALL**

### **Purpose**

- 1.1 To provide information to Members on the £120,000 savings proposal to be generated from the Highways Systems Review which is contained in the MTFP currently out for consultation.

### **Background**

- 2.1 A systems thinking review of highways, recycling and waste and grounds maintenance began in early 2012. Systems thinking is one of the five key pillars within our Your County Your Way agenda aimed at maximising opportunities, achieving closer customer contact/engagement and responding proactively at a time of severe financial restraint.
- 2.2 The review is being undertaken by MCC officers who work within the services. One of the key principles of systems thinking is that the people who do the job are the best people to determine services and processes can be improved. Management theory is that one of the main reasons why change initiatives have failed in the past is that they have been “top down” with management assuming an understanding of the processes rather than actually evaluating the processes and engaging with staff before forcing change through.
- 2.3 Systems reviews also focus on *What Matters* to the customer. This was determined by the team through engagement with the public and asking them simple questions about what was important to them. The strategic response that was received is that they want Monmouthshire to be a place which is “*clean, safe and tidy*”.
- 2.4 The initial stage was to map processes from the public’s first point of contact with the service to the work being completed and then any ancillary processes undertaken thereafter. When the team were engaging with the public the feedback was positive about the services provided, but this initial evaluation quickly demonstrated that there was significant room for improvement in many of our internal and public facing processes. For example:

- There are over 13 ways (phone, various email addresses, twitter, facebook, letter) for the public to access our services. Whilst choice is good for the customer, feedback was that it could cause confusion and also lead to duplicate entries of public requests;
- The customer had to go through 13 steps before being sent a form to apply for a dropped kerb and 36 steps in the entire process
- 6 days to pick up flytipping
- 20 steps in the process to get a streetlight fixed
- 32 days to fix a pothole reported by a highways inspector – 8 days to respond from public pothole request

2.5 Through evaluation of work processes and also performance, the team determined principles from which all future work must be assessed and managed. A full list is at Annex 1 but an example of some key ones are below:

- We must deliver what matters to the public
- We must prioritise according to demand i.e. loudest voice doesn't always win
- We must trust our staff
- We must keep ownership of work – reduce passing the customer around

2.6 The team started to re-develop the processes that underpinned the services being delivered in accordance with these principles. Whilst computers are used in offices there is very little use of IT within service operations nor in work process management. Paper systems are the norm particularly when issuing work to the frontline.

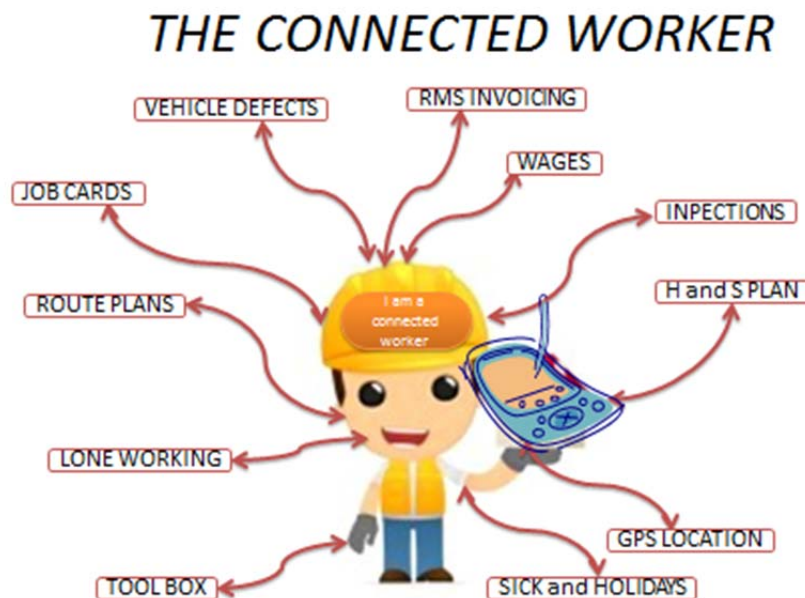
### **The Connected Worker**

2.7 Work and life is changing with IT become a normal part of business and communications. IT has the potential to completely remove the use of paper within our systems and ensure work gets to the frontline more coordinated and quicker than ever. Introduction of IT also ensures that our workforce will be fully connected to corporate Monmouthshire County Council in a way they have never been before e.g. when the CEO sends an email out to all staff thanking them for their work say during bad weather, unless the operatives read what is pinned up on the depot notice board they never get to read it first-hand.

2.8 Rather than simply improving our paper systems the team developed the concept of the *Connected Worker*. Paper systems would be replaced by investment in IT and modern systems which would see immediate transfer of work and provide better data on performance and demand.

*What is it?*

- 2.9 The proposal is for each operative/vehicle to have a smart phone/tablet with MCC determined apps. There will be individual apps for forms which currently have to be hand written and passed from operative to team leader to supervisor before making its way back to the central office (this can be weeks later...).



- 2.10 There are multiple benefits to this concept:

- Worker is connected and integrated into MCC and vice versa – an inclusive Council
- Work requests can be immediate rather than wait for paper to be delivered
- Work completed can be closed quickly and feedback given to the public or invoice raised
- Real time data provided
- Massive reduction in paper usage & checking
- Improve health and safety monitoring – particularly lone working
- Will help us meet statutory obligations and reports e.g. vehicle defects & flytipping
- Massive reduction and change to work processes
- Workers trusted – i.e. ordering and paying directly for goods
- Modern, innovative and IT based
- Concept can become authority wide – are sure some other departmental front line workers work on their own, fill in timesheets etc
- IT WILL SAVE MONEY

- 2.12 This concept has been fully trialled and evaluated. MCC worked with the SRS and a private hardware and software provider to test MCC developing app processes, transforming these to electronic devices and ensuring that work was done, data captured and importantly the workforce paid. The test also

included direct engagement with the frontline. Five operatives from each service had the handhelds for a week and were asked about functionality, acceptability and future opportunities. The feedback from the workforce was overwhelmingly supportive. They felt engaged, involved, and that the service was being modernised. Importantly the test also demonstrated the feasibility of remote working and data transfer and opportunities for future data management.

- 2.13 The review has also identified other processes which are to be improved and will deliver a more customer focused service. For example the dropped kerb process has now been changed to a total of 8 steps (from 36) and has removed the additional administration function. The public in February will no longer need to phone the Council to “book into the tip” as the staff at the sites will have additional signage and training so a more personal service can be provided.

**MCC Customer Contact Centre**

- 2.14 The review found that for the public entry into the services could be difficult. Some areas were within the gift of the One Stop Shops e.g. pest control and others were retained within the services e.g. stray dogs. This is not good customer service and means that our public are often shunted from one person to another.
- 2.15 The Customer Access Manager is investigating a new design for a customer contact centre. The intention is that the Centre would become a base of expert service knowledge and in line with the new working operating principles take ownership of the request and see it through from end to end.
- 2.16 The proposal therefore is for some staff from the operational business centres to be transferred into the customer contact centre to achieve a one point of contact for the public. The numbers of staff to be transferred are still to be finalised as demand levels need to be determined and personnel processes followed.

**The Business Unit**

- 2.17 Introduction of IT will engender a change in administration and business processes. Currently highways, waste and grounds have their own processes and support services. These essential services include:

• Mail	• Billing – income	• Workforce support – new starters, personal liaison
• Phones – public	• Finance reconciliation	
• Ordering	• Timesheet inputting	
• Payments	• Debtors	

- 2.18 As outlined above each service has their own processes. There is little harmonisation and this makes cross-team working very difficult. The introduction of some new processes (e.g. dropped kerbs) and IT will standardise and even replace some business processes. For example operatives will, like office staff, submit their working time data electronically. There are over 200 operatives who submit timesheets to three admin officers. The standardisation of processes – such as timesheets, work instructions (i.e. getting work requests out to the frontline) will enable a more efficient use of the workforce, plant and machinery. A new database is being created across the three areas which will connect to the handhelds. This will allow the central office/managers and supervisors to manage the work from end to end; from request for work to task instruction to any supporting ordering or invoicing that needs to be undertaken, to task closure.
- 2.19 As well as IT processes being changed, the review is also developing recommendations on improving ordering, invoicing and payments processes. MCC has often been criticised for late payments to suppliers. These services generate over 10,000 invoices a year and there is recognition that our performance can be improved. Changes include:- allowing frontline to order direct rather than wait for office, direct debits with major suppliers, limited credit cards etc. These changes have been tested and have achieved initial improvements – both on performance and reducing workloads.
- 2.20 The proposal is for the creation of a centralised Business Unit supporting all three services which will deliver the £120,000 cost saving. Alignment of processes will be happening with the introduction of IT and through the same administration processes being introduced it offers the potential for future changes out in the services.

### **Resources Implications**

- 3.1 A bid is being put into the Invest to Redesign fund to pay for the capital costs of the IT hardware – a one-off cost of £90,000. This includes all ancillary costs such as training and initial app development. A revenue commitment in the MTFP is to release £120,000 revenue from the creation of the Business Unit and alignment with the Customer Contact Centre. The running costs for the IT will be found from within existing budgets, replacing current expenditure on mobile phones, lone working systems etc.
- 3.2 The proposals above relate to Phase 1, 2 & 3 of the review (IT, Customer Contact Centre and Business Unit respectively). Phase 4 is due to report in the summer to inform MTFP planning for 2014 and beyond. Officers have identified potential for closer working relationships and alignment within the services themselves. We have identified that plant and fleet are not 100%

utilised with each service sometimes working in isolation. Sometimes this is an operational necessity and sometimes it is because the services have been set up and managed in isolation. We have also identified that there is duplication between services (e.g. bin emptying, cleansing) and can make efficiencies by managing our work more effectively.

- 3.3 These are initial findings but it is expected that the review, through the investment of £90,000 in IT will be reporting more opportunities and efficiencies for 2014-15

### Next Steps

- 4.1 Consultation and engagement with the staff is critical for successful implementation of a change of this magnitude. On the day the MTFP was published a meeting was held with administration/business staff and One Stop Shop representatives to inform them of what had been proposed. An initial meeting with unions has also taken place.
- 4.2 A draft structure with Job Descriptions is to be issued to staff in February for a month long consultation. Following this consultation the proposed structure will be reviewed and followed by a final recommendation report to Cabinet and then full implementation of the proposals.
- 4.3 It is recognised that this proposal and the process will cause uncertainty for our valued staff. The process will be managed in accordance with MCC personnel policies and all endeavours will be made that any individuals put at risk have the opportunity to seek work elsewhere within the authority.
- 4.4 Whilst this may be a period of uncertainty it is also a period of modernisation and opportunity. MCC is unaware of any council who has developed to such an extent the idea of the Connected Worker and the fact that we have our own app specialists within SRS makes this a potentially marketable and income generating service. This is also a demonstration of the workforce enabling their own change. The idea of the Connected Worker came from the workforce. It has their ownership and they want the change to happen quickly.
- 4.5 The Business Unit proposed will focus on business support and opportunities. Essential services such as ordering, invoicing will be undertaken but within processes and systems that are fit for twenty-first century services. The one thing that is recognised is that the support services are already doing a sterling job supporting the existing services. We know that this service cannot be diminished with the changes proposed – if anything with IT and standardisation the support should be enhanced.

### Recommendation

- 5.1 For Committee to note the modernisation of the services which will deliver £120,000 of savings for 2013-14.

**Rachel Jowitt**

**Waste Strategy & Resources Manager**

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# Our New Principles for Our Work

- **BE BRAVE**
- **BE RADICAL**
- **UNCOMFORTABLE IS FINE**
- Deliver what matters to the customer
- Make it easy for the customer to engage and we should respond
- Measure what is important for the customer
- Prioritise according to need and the value demand
- Staff:
  - We must trust them
  - Know what to do and why
  - Empower & train
  - Make it easy for them to do their job
- Simplify processes & minimise checking
- Shorten decision making
- No duplication
- IT & Systems are fit for purpose
- Correct knowledge & expertise at right time & place
- Keep ownership of work
- Decisions should be based on data
- Only gather relevant data
- Look at whole picture – end to end
- Its okay to challenge –
  - Targets
  - Timescales
  - Managers
  - Legislation
  - Everything
- Must understand and comply appropriately with legislation
- Contracts we manager
  - Deliver what matters & review
- MCC as contractor
  - Ensure deliver outcomes and challenge and understand external specifications



# Street Naming & Numbering



monmouthshire  
sir fynwy

**Street Naming &  
Numbering Policy and  
Guidance Notes**

<b>Title</b>	Monmouthshire County Council Street Naming & Numbering Policy and Guidance Notes
<b>Purpose</b>	Legal document required under the Public Health Act 1925
<b>Owner</b>	Monmouthshire CC
<b>Approved by</b>	
<b>Date</b>	
<b>Version Number</b>	Nine (09/04/14)
<b>Status</b>	Draft version
<b>Review Frequency</b>	
<b>Next review date</b>	
<b>Consultation</b>	

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## 1. Introduction

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### 1.1 Policy Statement

- 1.1.1 The aim of this document is to provide advice and guidance to developers, property occupiers, internal departments and County Councillors regarding the Street Naming & Numbering policy of Monmouthshire County Council.
- 1.1.2 The Naming & Numbering of streets and properties in Monmouthshire is controlled by Monmouthshire County Council under the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names). Note – under this Act, Monmouthshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publically maintained streets.
- 1.1.3 The purpose of this control is to ensure that any new or amended street and property names and/or numbers are allocated logically and in a consistent manner. This facilitates effective service delivery from both Public Sector and Private Sector bodies and in particular ensures that Emergency Services are able to locate any address to which they may be summoned.
- 1.1.4 This policy and the Street Naming & Numbering procedure will be reviewed once the full implications of the privatisation of PAF are confirmed.

### 1.2 Welsh Language/Bilingual Policy

- 1.2.1 As a Welsh Unitary Authority, Monmouthshire County Council is subject to the provisions contained in the Welsh Language Act 1993 and The Welsh Language Wales Measures 2011.
- 1.2.2 The Welsh Language Commissioner is responsible for all aspects of developing and promoting the language and has responsibilities under the Welsh Language Act 1993 to ensure that bodies are complying with their Welsh Language policies.
- 1.2.3 Through its Welsh Language Scheme, Monmouthshire County Council firmly believes that its image and public face should reflect the fact that it uses two languages in the community within which it delivers services.

- 1.2.4 Since the Council has the right to decide on the names of new street, it recognises the importance of giving consideration to local opinion. The policy in relation to new street names will therefore be to adopt a bilingual name that is consistent with the heritage and history of the area.
- 1.2.5 Approved Official Street names in English will be in English and Welsh with each having equal status and neither having preference over the other. Welsh Street Names will be in Welsh only due to the impracticality of some translations from Welsh to English.
- 1.2.6 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate in order to comply with Monmouthshire County Council's Welsh Language Scheme. The Welsh Translation however does not form part of the Official Street Name unless put through the Street Renaming procedure. Please see Section 4.2. As this is a very time and consuming and costly procedure this will not happen and the Welsh Translation will remain as an unofficial part of the street name until further guidance is received from the Welsh Commissioner and the National Land & Property (NLPG) Custodians of South Wales.
- 1.2.7 With regards to historical street names e.g Coed-Chambers Road (Chambers being the owner of the land) these will be translated as follows: Heol Coed-Chambers. Any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.2.8 Monmouthshire County Council has a statutory duty to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case the Council will ensure that its lists are of a high standard and will in collaboration with the Welsh Language Commissioner, conduct an audit of the lists that it maintains and will standardise them where necessary.

### **1.3 What is Street Naming & Numbering?**

- 1.3.1 Street Naming & Numbering allows a unique identity to be assigned to a street and any associated property which may be accessed via a street.

## **1.4 Why is Street Naming & Numbering Important?**

1.4.1 The registration of a property is becoming an increasingly important issue.

Maintaining a comprehensive, consistent and high standard for naming streets and numbering or naming properties is essential as it allows:

- Emergency Services to find a property quickly – delays can cost lives and money
- Mail to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner
- Companies to accept an address for official purposes e.g.: insurance, credit rating, contract acceptance.

## **1.5 Who is responsible for Street Naming & Numbering?**

1.5.1 Monmouthshire County Council has a statutory responsibility, within the context of adoptive legislation, to ensure that streets are named along with additional discretionary powers to provide a name or number to a property.

1.5.2 It should be noted that Royal Mail has no statutory power to either name a street or to name, number, rename or renumber a property.

1.5.3 Royal Mail has sole responsibility for assigning Postcodes following notification of new or amended address details by Monmouthshire County Council.

1.5.4 Monmouthshire County Council undertakes full and extensive consultation and liaison process with Royal Mail to ensure compliance, consistency and removal of possible ambiguity, duplication and confusion. *(May change in near future due to the privatisation of PAF)*

## 1.6 When to Apply – Guidance for Applicants

- 1.6.1 Applications for Street Naming & Numbering services should be made by:
- Individuals or organisations wishing to add a name to an existing numbered only property
  - Individuals or organisations wishing to rename an existing named property
  - Individuals or developers building new properties i.e. new houses, commercial premises, industrial units etc
  - Individuals or developers wishing to amend layouts of new developments that have already gone through the naming and numbering process
  - Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties or premises (i.e. existing buildings divided into flats or offices, barns converted into residences, commercial units split etc)
  - Residents wishing to rename a street
  - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers etc seeking confirmation of an address.
- 1.6.2 The process of Street Naming & Numbering can be a lengthy one from receipt of an application, through to the consultation process to preparation and completion of approved schedule and location plans.
- 1.6.3 Applicants should consult with Monmouthshire County Council at the earliest opportunity for new addresses and requests. Applications should be submitted as soon as possible after Planning Consent and Building Regulation Approval for the proposal has been granted, and work commences on site to avoid possible delays.
- 1.6.4 It is therefore advisable to be cautious in the use of development names for marketing purposes as the name is not authorised as an official street name or address.
- 1.6.5 It should be pointed out in literature distributed to prospective purchasers that marketing names are subject to approval and therefore likely change.

## 1.7 How to Apply – Guidance for Applicants

1.7.1 All requests for Street Naming & Numbering services must include:

- A completed Monmouthshire County Council – Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250. In the case of a new development – a layout plan, indicating the position of properties in relation to geographical surrounding (Refer to Section – Useful Contacts).
- The appropriate fee for the specific Street Naming & Numbering service required.

1.7.2 A Street Naming & Numbering application form can be obtained by:

- Visiting our website at [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)
- Email to [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)
- Contacting the switchboard on 01633 644666
- Printing a copy included at the rear of this document
- Visiting your local One Stop Shop

1.7.3 Completed applications should be sent to:

**Street Naming & Numbering**  
**Monmouthshire County Council**  
**PO BOX 106**  
**Caldicot**  
**NP26 9AN**

Or

[highways@monmouthshire.gov.uk](mailto:highways@monmouthshire.gov.uk)



## *2. Naming & Numbering New Developments*

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### **2.1 General Principle**

- 2.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.
- 2.1.2 Monmouthshire County Council are happy to receive, and would encourage, suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services. Care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 2.1.3 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 2.1.4 As a county, Monmouthshire has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with a historical or local context.
- 2.1.5 If no historical link can be established directly to the land under development then adjacent areas may be explored for ideas.
- 2.1.6 In the event that no historical and local context is determined, and the proposed development consists of a network of streets, a theme may be suggested. Again care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 2.1.7 All suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services, once the Street Naming & Numbering Officer is satisfied that those themes and/or street names meet the protocols contained in this document, will be submitted to the area's Community Council and County Councillor for their approval. The proposed names will be checked against existing NLPG entries. This will ensure that the name(s) is/are not duplicated within the area, in the Authority or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.

- 2.1.8 The Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes/and or street names' suitability for the area. The Community Council and County Councillor can suggest alternative themes/ and or Street Names which may have a more relevant historical and local context. Again these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 2.1.9 Community Councils meet once a month so please bear in mind that the process of naming new streets can be a lengthy one. As the Community Council and County Councillor have an important role within the process Monmouthshire County Council advises new property developers submitting a request for Street Naming & Numbering services to communicate with the Community Council and County Councillor before submitting a request. This could reduce the time of naming new streets.
- 2.1.10 The new property developers submitting a request for Street Naming & Numbering services can request that the Community Council and County Council can suggest any themes and/or street names for a new development.
- 2.1.11 Although every opportunity is afforded to individuals or organisations in suggesting new development themes and/or street names, ultimately the Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and naming or renaming properties.

## **2.2 Use of Unofficial Marketing Titles**

- 2.2.1 Monmouthshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 2.2.2 In particular, the adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 2.2.3 It is therefore advisable to be cautious in the use of development names for marketing purposes if the names has not been authorised.
- 2.2.4 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possible change.

## 2.3 Proposed Themes

2.3.1 A developer/County Councillor/The Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:

- The suggested street or property names should have proven historical or local context and a link directly to the development site or adjacent areas.
- The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and in many respects subjective, therefore not street or property will be named after a person either present or recent past. Consideration will be given to names of individuals with a direct historical connection to the development site. See point 2.3.2 below.
- The suggested street or property naming scheme will not be the same or similar to any existing names in Monmouthshire to avoid possible confusion and duplication. Neither will they be the same or similar to any now demolished or redundant streets or buildings in the area.
- Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Apple Avenue and Apple Road.
- All punctuation, including apostrophes, shall be permitted.
- Where no historical or local context can be established, with the land intended for development and a network of streets will be created the developer/County Councillor/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
- Suggested street or property names should not be difficult to pronounce or awkward to spell. Such street names are unacceptable as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- Suggested street or property names which are aesthetically unsuitable should be avoided i.e. Gaswork Road, Tip House etc
- Suggested street or property names which are capable of deliberate misinterpretation should be avoided i.e. Hoare Road, Typple Avenue, Quare Street etc
- Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.
- Subsidiary names i.e. a row of buildings within an already named road being called ‘...Terrace’ should be avoided if possible.

2.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the Community Council/County Councillor
- Visiting our website at [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)
- Visiting our Libraries and Information Service website at <http://libraries.monmouthshire.gov.uk/>
- Contacting the Council's Policy Officer Equality and Welsh Language: [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk) or the Welsh Language Support Officer: [davidbarnes@monmouthshire.gov.uk](mailto:davidbarnes@monmouthshire.gov.uk).

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### 3. Approving Naming & Numbering Schemes

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#### 3.1 Street Names

3.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.

3.1.2 All new street names should ideally end with one of the following suffixes with their Welsh equivalents preferably applied in the following context:

<b>Road/Heol</b>	–	For any major road or thoroughfare
<b>Avenue/Rhodfa</b>	–	for any road or thoroughfare
<b>Drive/Rhodfa</b>	–	for any road or thoroughfare
<b>Street/Stryd</b>	–	for any road or thoroughfare
<b>Way/Ffordd</b>	–	for any road or thoroughfare
<b>Grove/Gelli</b>	–	for residential roads
<b>Mews/Stablau</b>	–	for residential roads
<b>Place/Maes</b>	–	for residential roads
<b>Gardens/Gerddi</b>	–	for residential roads (provided there is no confusion with local open space)
<b>Close/Clôs</b>	–	for cul-de-sac only
<b>Court/Cwrt or Lllys</b>	–	for cul-de-sac and residential blocks only
<b>End/Pen</b>	–	for cul-de-sac only
<b>Circle/Cylch</b>	–	for roads with the same start and end point
<b>Crescent/Cilgant</b>	–	for a crescent shaped road
<b>Square/Sgwâr</b>	–	for a square only
<b>Terrace/Teras</b>	–	for a terrace of houses but NOT as a subsidiary name within another officially named street
<b>Hill/Rhiw</b>	–	for a hillside road only
<b>Ridge/Crib</b>	–	for a hillside road only
<b>Rise/Bryn</b>	–	for a hillside road only
<b>Row/Rhes</b>	–	for residential roads in appropriate circumstances
<b>View/Gwel y .....</b>	–	for residential roads in appropriate circumstances
<b>Common/Comin</b>	–	for roads in appropriate circumstances
<b>Parade/Parêd</b>	–	for roads in appropriate circumstances
<b>Park/Parc</b>	–	for roads in appropriate circumstances
<b>Reach/Dyfroedd</b>	–	for roads in appropriate circumstances

<b>Lane/Lôn</b>	–	for any road or thoroughfare in a rural area or in appropriate circumstances
<b>Meadow/Dol</b>	-	for any road or thoroughfare in a rural area
<b>Mead/Dol</b>	–	as an alternative to above
<b>Dene/Tywyn</b>	–	for roads with an historic link to wooded valley
<b>Wharf/Glanfa</b>	–	for roads parallel or adjacent to navigable waterways
<b>Walk/Rhodfa</b>	–	for pedestrian ways
<b>Path/Llwybr</b>	–	for pedestrian ways

- Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy

3.1.3 Single or dual names without suffixes are acceptable in appropriate circumstances i.e. The Hawthornes, The Causeway

3.1.4 The use of North, South, East or West as a suffix is generally not acceptable. However it is acknowledged that in exceptional circumstances it may be appropriate to do to facilitate identification.

### **3.2 Property Numbering Sequence**

3.2.1 The following protocols will be applied to new development schemes and should include:

- Odd property numbers allocated to the left of the proposed new street running from start to end of the street. Even property numbers allocated to the right of the proposed new street running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.
- Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.
- The property number 13 will not be omitted from property numbering schemes unless requested in the street naming & numbering application.
- New properties cannot adopt the number of a demolished property on the same street.

- It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development. Please see Section 5 for the applicable charges.
- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.
- A piece of land, e.g. a farmer’s field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- Infill development (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (i.e. when the infill property precedes No.1 on a numbered street) followed by a suffix of ‘A’, ‘B’ etc e.g. 24A, 24B.
- **Once a number has been issued to any property in Monmouthshire then it can never be removed. This is applicable to all properties in Monmouthshire included properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.**
- All addresses will have a welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
■ Unit 1A	■ Uned 1A
■ Unit 1B	■ Uned 1B
■ Unit 1C	■ Uned 1C
■ Unit 1D	■ Uned 1D

- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively.
- All newly proposed development block names should preferably end with one of the following suffixes:
  - Court/Cwrt or Llys
  - House/Tŷ
  - Point/Penrhyn or Pwynt
  - Tower/Tŵr
  - Lodge/Porthdy
  - Apartments/Fflatiau
  - Mansions/Plastai
  - Heights/ Bannau
- Many of the Welsh versions above will mutate/change when the name of a building is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy
- Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (e.g. Suite 1, Suite 2 etc) or where suitable by its location within the building (e.g. Ground Floor, First Floor etc).
- All commercial properties should be individually numbered or named.

### **3.3 Shopping Centres, Retail Parks and Industrial Estates**

- 3.3.1 In order to minimize disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.
- 3.3.2 Shopping Centres (Arcades or Malls): A names will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require



its own unique number and the street from which the building is deemed to have its main access will be the street used in the address E.g.

- Unit 1 Monmouth Shopping Arcade, High Street, Monmouth
- Unit 2 Monmouth Shopping Arcade, High Street, Monmouth

3.3.3 Retail Parks (Open Air Shopping Precincts): A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those particular shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from.E.g.

- Unit 1, Monmouth Shopping Precinct, High Street, Monmouth
- Unit 2, Monmouth Shopping Precinct, Church Lane, Monmouth

3.3.4 Industrial Estates: Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address. E.g.

- Unit 1 Monmouth Industrial Estate, High Road, Monmouth
- Unit 2 Monmouth industrial Estate, High Road, Monmouth

3.3.5 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality E.g.

- Unit 1, High Road, Monmouth Industrial Estate, Monmouth
- Unit 2, High Road, Monmouth Industrial Estate, Monmouth
- Unit 1, Lower Road, Monmouth Industrial Estate, Monmouth
- Unit 2, Lower Road, Monmouth Industrial Estate, Monmouth

- 3.3.6 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in sections 2 and 3 above. It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.

### **3.4 Activation of New Addresses**

- 3.4.1 When a new development has been named and numbered the addresses created are considered to be 'provisional'. The details are shared with the Royal Mail who keeps these addresses on their 'Not Yet Built' (NYB) database. To avoid the problem of post being sent to non-existing properties on a building site the addresses are not made available for use until the properties are near completion and able to receive mail.
- 3.4.2 As each property reaches this point the developer should contact the Street Naming & Numbering Officer and request that the address is activated for use. Notification that the address is now active will be sent to Monmouthshire County Council's internal and external partners (including the emergency services). The Royal Mail will be contacted to move the address from their NYB database onto their 'Postal Address File' (PAF) database making it available for general use.

## *4. Changes to Existing Street Naming & Numbering*

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### **4.1 Adding a Name to an Existing Numbered Property**

4.1.1 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

### **4.2 Renaming an Existing Named Property**

4.2.1 The name of an existing property may be changed. The new names must not already be in use, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

### **4.3 Converting an Existing Building**

4.3.1 Conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered i.e. Flat 1 rather than First Floor Flat or Flat A.

4.3.2 Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).

4.3.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

### **4.4 Converting a Barn/Outbuilding or Derelict Building**

4.4.1 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted. A numbering scheme can be

developed if more than one barn/outbuilding at a farm/property is being developed.

4.4.2 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme then the developed property will slot into that numbering scheme where appropriate.

4.4.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.

#### **4.5 Street Renaming at Residents Request**

4.5.1 If two thirds of residents are in agreement, a written request is required to change the name of a street. Reasons will need to be given for the desire for change and for the choice of the new name. The new name must adhere to the principles set out in sections 2 and 3 above.

4.5.2 The National Street Gazetteer (NSG) is the definitive source of official street names or descriptions. This single definitive source ensures consistency in different databases and is used by the Emergency Services and Internal Services and has been populated using Monmouthshire County Council's Highways Register and Street Naming & Numbering Records.

4.5.3 Unless substantial evidence is given to prove an official name of a street differs from what is held on the NSG, then requests to alter the NSG record will be treated as an application to change the name of a street, and must adhere to the principles mentioned above.

4.5.4 Charges are proposed for this function as it is a very time consuming exercise and to cover the cost of replacement nameplates. Please see Section 5 for charges.

#### **4.6 Re-numbering Existing Properties/Buildings or Re-naming a Street**

4.6.1 Re-numbering is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or, new development takes place which cannot be accommodated within the existing numbering sequence. As this is a very time-consuming process and can cause cost

and disruption to individual occupiers, it will be avoided wherever possible. For new development within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street, however, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of Monmouthshire County Council.

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## 5. Proposed Charges for Street Naming & Numbering Services

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### 5.1 Proposed scale of charges

Category	Charge (Incl.VAT)
Property Naming/Renaming/addition of name to number	£25
Confirmation of Address to Conveyancers etc	£25
Development 1 Plot	£50
Development 2 + Plots (Flats to be counted as plots)	£110 + £40 per plot
Changes to Development Layout after Notification	£40 per plot affected
Street Renaming at Residents Request	£150 + £25 per plot and cost of replacement nameplates

- 5.2 The budget for renewing/providing new street nameplates is only £8,000.00 (eight thousand pounds) and does not cover the amount of requests that we receive on an annual basis. Therefore, in order to save on invoicing costs etc, we collate about 8-10 new signs together and then place an order then. Because the budget amount is so small, it only usually lasts for about 6 months, but a small amount is kept back to deal with emergencies etc. However, any new income received from charging will be used to clear the backlog of outstanding street nameplate requests received.

## 6. Monmouthshire County Council Land & Property Gazetteer

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**6.1 This section of the Street Naming & Numbering Policy is for information and guidance only. The LLPG is inter-related with Street Naming & Numbering and the following information is relevant in further understanding the use and recording of addresses. This is managed by the GIS Team.**

6.1.1 There are two forms of address in common use:

6.1.2 The Postal Address is the form of the address held by the Royal Mail for the delivery of post. Royal Mail accepts no responsibility for the use of the postal address for any other purpose than delivery of mail by them.

6.1.3 The BS7666 address is the form of the address which conforms to the national stand for addressing BS7666. This form of address is prescribed by the government for various statutory purposes such as planning applications and electoral registration. It is used in the council’s primary address register; the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer being introduced by the government during 2011 to provide a single address list across the whole public sector.

6.1.4 While the two forms of the address are often the same they can sometimes differ. The differences between the two forms are set out below. Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

**NB: Where a locality is recorded it may not always be the same in the two types of addresses.**

Address Element	Postal Address	BS7666 Address
Flat number/name	Not always included	Always included
Property number	Always included	Always included

Property name	Only included if no number	May be included
Street name	Not always included in rural areas	Always included
Locality	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post Town	Always included	Recorded separately from actual town
Postcode	Always included where allocated	Always included where allocated

## *7. Notifications of Address Information to Internal and External Partners*

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- 7.1 On completion of an application for Street Naming & Numbering Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):



- The Royal Mail
- The Local Sorting Office
- Gwent Police
- Welsh Ambulance Service NHS Trust
- South Wales Fire & Rescue
- The Valuation Office
- Ordnance Survey
- GIS Team (Monmouthshire County Council)
- Electrol Registration (Monmouthshire County Council)
- Council Tax & Benefits (Monmouthshire County Council)
- Education Services (Monmouthshire County Council)
- Recycling & Waste (Monmouthshire County Council)
- Land Registry – New Developments/road name changes
- Traffic & Development (Monmouthshire County Council) – New Developments/road name changes
- Mapping & Survey Officer (Monmouthshire County Council) - New Developments/road name changes
- Community/Town Council and County Councillor – New Developments/road name changes

## *8. Useful Contacts*

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### **8.1 The Street Naming & Numbering Officer at Monmouthshire County Council**

- Tel: 01633 644644
- Email: [highways@monmouthshire.gov.uk](mailto:highways@monmouthshire.gov.uk)
- Web: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)
- Post: Street Naming & Numbering Officer, PO BOX 106, Caldicot, NP26 9AN

The Street Naming & Numbering Officer is also responsible for Street Nameplates; please contact the above details for details on Street Nameplates.

### 8.2 GIS Team at Monmouthshire County Council

- Tel: 01633 644271
- Email: [addressissues@monmouthshire.gov.uk](mailto:addressissues@monmouthshire.gov.uk)
- Web: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

### 8.3 The Royal Mail

- Tel: 08456 011110 (address management helpline)
- Web: [www.royalmail.com](http://www.royalmail.com)

All issues regarding Postcodes must be directed to Royal Mail initially as Postcodes are owned by Royal Mail.

### 8.4 Ordnance Survey

- Tel: 0845 456 0420
- Web: [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

### 8.5 Monmouthshire County Council Welsh Translation service

- Tel: 01633 644010
- Email: [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)
- Tel: 01633 644686
- Email: [davidbarnes@monmouthshire.gov.uk](mailto:davidbarnes@monmouthshire.gov.uk)

## 9. Appendices

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9.1 Monmouthshire County Council's Street Naming & Numbering Application Form

9.2 Monmouthshire County Council's Street Nameplate Request Form

9.3 PAF® Code of Practice, Changing Postal Addresses and Postcodes

9.4 Monmouthshire County Council's Proposed Street Naming & Numbering Charges

## Monmouthshire County Council's Proposed Street Naming & Numbering Charges

Category	Charge (Incl.VAT)
Property Naming/Renaming/addition of name to number	£25
Confirmation of Address to Conveyancers etc	£25
Development 1 Plot	£50
Development 2 + Plots (Flats to be counted as plots)	£110 + £40 per plot
Changes to Development Layout after Notification	£40 per plot affected
Street Renaming at Residents Request	£150 + £25 per plot and cost of replacement nameplates

## Sample of Street Naming & Numbering Charges in Wales

Function Council	Addition of Name	Renaming/R enumbering	Naming & Numbering of 1 new property	Confirmation of address (Surveyors, Solicitors etc)	Conversion to Flats
Torfaen	£25	£25	£25	£25	-
Newport	£40	£40	£110	£40	-
Cardiff	£27.30	£27.30	£132.50	£27.30	£45 per floor on top of relevant development charge
Merthyr Tydfil	£50	£50	£100	£25	-
Powys	£25	£25	£25	£25	-
Bridgend	£29.30	£29.30	140 (For up to 5 plots)	£29.30	-

<b>Swansea</b>	£26.75	£26.75	£134	£26.75	£26.75 plus £10.70 per additional address
<b>Carmarthenshire</b>	£25	£25	£25	£25	£25 then £10 per plot/Flat
<b>Neath Port Talbot</b>	£25	£25	£25	£25	£25 per conversion + £10 per flat
<b>Vale of Glamorgan</b>	-	£68.89	-	-	-
<b>Monmouthshire</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>	<b>To be treated the same as developments</b>
<b>Average (Not including MCC proposed charges)</b>	27.34	34.22	71.65	22.34	

**These are the only readily available charges for Welsh Authorities that could be obtained.**

Developments	Changes to Development layout after SNN Schedule	Street Renaming at residents request
1-5 Plots= £150 + £25 per plot 6-25 Plots = £150 + £20 26 -75 Plots = £150 + £15 per plot 76 + Plots = £150 + £10 per plot	£25 per plot affected	£150 + £25 per plot affected
Developments 2 + £110 & £40 per additional plot	£40 per plot affected	£110 + £40 per plot affected
Up to 10 Plots = £132.50 Over 10 Plots = £210 + £10.50 per unit	£500 + £10 per unit	£250
2-5 Plots = £150 6-10 Plots = £250 11-50 Plots = £350 51-100 Plots = £500 10 or more Plots = £750	-	-
1-5 Plots= £150 + £25 per plot 6-25 Plots = £150 + £20 26 -75 Plots = £150 + £15 per plot 76 + Plots = £150 + £10 per plot	£25 per plot affected	£150 + £25 per plot affected
Up to 5 Plots = £140 More than 5 Plots = £290	-	-

Up to 5 plots = £134 + £10.70 per additional plot	£160 + £26.75 per plot	£26.75 per property + cost of replcement nameplates
1-5 Plots= £150 + £25 per plot 6-25 Plots = £150 + £20 26 -75 Plots = £150 + £15 per plot 76 + Plots = £150 + £10 per plot	£150 + £25 per plot affected	£150 + £25 per plot affected
Up to 5 Plots = £25 per plot 6 & over = £20 per plot	£100 + £10 per plot	£25 per property
-	-	-
<b>1-5 Plots= £150 + £25 per plot</b> <b>6-25 Plots = £150 + £20</b> <b>26 -75 Plots = £150 + £15 per plot</b> <b>76 + Plots = £150 + £10 per plot</b>	<b>£25 per plot affected</b>	<b>£150 + £25 per plot affected</b>

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## Sample of Street Naming & Numbering Cf

Function Council	Addition of Name	Renaming/Renu mbering	Naming & Numbering of 1 new property	Confirmation of address (Surveyors, Solicitors etc)
Birmingham	-	-	Up to 5 properties on existing road - £130	-
Cambridge	£30	£30	£50	£25
Cheltenham	£35.00	£35.00	£50.00	-
Cornwall	£40	£40	£40	-



<b>Cotswold</b>	£75	£75	£75 per plot up to 5	£25
<b>Epping Forest</b>	£49.00	£49.00	£49	£2.60 for certificate then £16 per property required
<b>Stroud</b>	£30.00	£30.00	£30	-
<b>Swindon</b>	-	-	Residential - £60. Commercial - £100	£35
<b>Walsall</b>	£100	£100	£100	£60
<b>Wiltshire</b>	£50	£50	£110	-
<b>Worcester</b>	Free	Free if primary residence or £100 + £20 for each additional property	£100	-
<b>Average</b>	£37.20	£37.20	£72.20	£14.90

## Charges in England

Conversion to Flats	Developments	Changes to Development layout after SNN Schedule	Street Renaming at residents request
-	Between 6 and 25 on existing road - £330, between 25 and 75 on existing road - £525, over 75 on an existing road - £790. Naming of new road plus allocation of up to 25 numbers £460	-	-
Same as developments	2-5 plots - £75, 6-10 plots - £100, 11-25 plots - £175, 26-50 plots - £250, 76 - 100 plots - £400, 101+ plots - £500 + £10 per plot	£100 = £10 per plot affected	POA
£50 per plot	£50 per plot if no new street name is required. If a new street name is required - £100 a street name + £50 a plot	-	£100
£40 per address	£40 per address	-	-

£200 per block of flats	£75 per plot up to 5, 6-25 plots - £450, 26- 75 plots - £700, 76- 150 plots - £1000, 151 - 250 plots - £1250, 251 - 350 plots - £1500, 351 - 500 Plots - £1750, 500+ plots - £2000. 1-5 street names - £200, 6- 10 new street names - £400, 10 or more street names - £500	-	£300
£49 then £16 per plot	£49 then £16 per plot	-	£49 then £16 per plot
Same as developments	1-6 plots - £30 each, 6-25 plots £25 each, 26+ - £20 each	-	£120 & £30 per plot affected
Same as developments	Residential - £60 for first then £10 per additional. Commercial - £100 for first then £30 per additional	£50 per property	£1,000
£100	£100 + £25 per plot. £100 per new road name	£80 = £60 to resident for compensation and £20 to LA for admin fee	£100
Same as developments	£110 for first then £40 per additional	-	-
£150	£200 for naming a new street and £100 + £20 per additional plot	-	£200 + £50 per property affected

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## AGENDA ITEM:10

**SUBJECT: CAPITAL PROGRAMME 2013/14  
MONTH 10 FORECAST OUTTURN STATEMENT**

**DIRECTORATE: Chief Executive's Unit**  
**MEETING: Strong Communities Select Committee**  
**DATE: 17 April 2014**  
**DIVISION/WARDS AFFECTED: Whole Authority**

### 1. PURPOSE:

- 1.1 The purpose of this report is to present the forecast outturn capital expenditure position as at month 10 for schemes relating to this committee compared to the budget for the year.

### 2. RECOMMENDATIONS:

- 2.1 That the information on the month 10 forecast outturn position for the 2013/14 capital programme for schemes within this Select Committee portfolio is received.

### 3. KEY ISSUES:

#### Capital Expenditure

- 3.1 The main schemes relevant to this select committee are:
- Asset Management Schemes – schemes resulting from the Strategic Accommodation review, Drainage works at Caldicot School & property maintenance schemes
  - The highways and infrastructure maintenance programme, together with other transport related schemes
  - Regeneration schemes that principally concern the Abergavenny Library project, Shire hall restoration project and schemes funded from S106 developer contributions
  - County Farms maintenance schemes
  - ICT schemes
  - Inclusion schemes – Disabled facility grants, Access for All schemes and Low Cost Home Ownership schemes
  - Sustainability schemes that comprise street lighting schemes, PV installations and energy efficiency projects
- 3.2 Further to this capital receipts and overall financing of the capital programme also fall to this Select Committee for scrutiny

3.3 The month 10 forecast capital outturn position for schemes relating to this Select committee for 2013/14 is as follows:

- An adjusted budget of £10,222,000, being based upon £7,292,000 original 2013/14 approval, £6,703,000 slippage from 2012/13, £2,806,000 of budget revisions, less £49,000 virements to other Select areas and less provisionally slipping £6,530,000 into 2014/15;
- Actual expenditure was £6,851,000 (67.0% of adjusted budget) at month 10, compared to £10,755,000 (63.7%) at month 10 of 2012/13;
- A forecast net under spend of £110,000 resulting from under spends on County Hall Demolition & Remodelling (£95,000) and IT Schemes (£87,000). Monmouthshire County Council's saving relating to the County Hall scheme is £47,500, the total cost being shared between Monmouthshire and Torfaen County Borough Councils.
- Appendix 1 to the report provides a summary explanation of the over and under spends forecast at month 10.

3.4 Appendix 2 provides a summary of the £6,530,000 provisional slippage forecast into 2014/15 at the end of month 10. This is an increase of £1,873,000 compared to £4,657,000 which was reported at month 8. The total forecast slippage mainly relates to Regeneration Schemes (£4,411,000) of which £3,273,000 is Abergavenny Library scheme.

### **Capital Financing**

3.5 The overall under spend in the capital budget across all select areas at month 10 of £68,000 is forecast to require a corresponding decrease in financing in 2013/14.

3.6 Further information is provided in appendix 5.

### **Useable Capital Receipts Available**

3.7 The forecast Total Capital Receipts balance at the 31st March 2014 has increased by £2,542,000 compared to the MTFP (£1,594,000 at month 8) primarily due to an increase in forecast receipts of £26,000, forecast slippage of capital expenditure of £3,028,000, budgeted set aside of £1,000,000 not going ahead, a forecast under spend of £203,000 in the capital programme which is financed via capital receipts, offset by a lower receipts balance brought forward (£1,184,000) and an increase in expenditure budgets (£530,000).

3.8 Based on the 2012/13 outturn, the current capital receipts forecast and the capital budgets in place for 2013/17, total capital receipts at the end of the MTFP window are forecast to be £32,165,000 (£32,557,000 at month 8), a decrease of £1,197,000 compared to the 2013/17 capital MTFP.

3.11 Further information on capital receipts is contained in Appendix 3.

## **4. AREAS FOR POTENTIAL SCRUTINY**

4.1 The main issues for Select Committee scrutiny are:

- The level of slippage proposed on schemes in this Select's area of £6,530,000.

- The level of spending at month 10 (£6,851,000), and its related outturn forecast of £10,112,000.
- The risks surrounding future capital receipt generation and timings of such, and its potential to affect financing of future capital programmes and future schools initiative.

## **5. BACKGROUND PAPERS:**

Appendix 1 – Explanation of over/under spends  
Appendix 2 – Provisional slippage  
Appendix 3 – Capital Receipts  
Appendix 4 – Movement from Original to Revised budget  
Appendix 5 – Capital Financing Summary

## **6. AUTHOR:**

Joy Robson – Head of Finance  
Mark Howcroft – Assistant Head of Finance

## **7. CONTACT DETAILS:**

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## 1. EXPLANATION OF OVER & UNDER SPENDS AT MONTH 10

1.1 Table 1 below summarises the forecast outturn variances at month 10.

Table 1: Capital Programme 2013/14 – Summary Forecast month 10 Position

<i>Scheme Type</i>	<b>Original Budget (Including b/f slippage)</b>	<b>Budget Virements &amp; Revisions</b>	<b>Revised Budget</b>	<b>Provisional Slippage c/f</b>	<b>Adjusted Budget (Reduced by Slippage)</b>	<b>Forecast Outturn</b>	<b>Forecast Over/ (Under) Spend</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Asset Management Schemes	1,774	1,378	3,152	545	2,607	2,557	(50)
Infrastructure & Transport Schemes	5,203	155	5,358	383	4,975	4,975	0
Regeneration Schemes	4,289	425	4,714	4,411	303	302	(1)
Sustainability Schemes	0	259	259	0	259	259	0
County Farms Schemes	568	10	578	351	227	230	3
Inclusion schemes	1,137	165	1,302	447	855	857	2
ICT Schemes	612	365	977	378	599	512	(87)
Other Schemes	412	0	412	15	397	420	23
<b>Total</b>	<b>13,995</b>	<b>2,757</b>	<b>16,752</b>	<b>6,530</b>	<b>10,222</b>	<b>10,112</b>	<b>(110)</b>

1.2 The main schemes contributing to the net forecast under spend of £110,000 are as follows:

### 1.2.1 Asset Management Schemes

#### County Hall Demolition and Remodelling

The County Hall demolition and remodeling scheme is forecasting to under spend by £95,000 (£219,000 under spend reported at month 8). The under spend is attributable to competitive tendering and a reduced contingency requirement. The reduction in the anticipated under spend since month 8 is due to flooding of the access road which requires further investigation.

The scheme is a joint funded scheme between Monmouthshire and Torfaen which will result in a net forecast under spend to Monmouthshire of £47,500.

#### Property Maintenance

Property Maintenance is currently forecasting to be on target for the Authority as a whole, but this division is forecasting a net over spend of £46,000. The main reasons are described below:

##### (a) Electrical Services

An overall over spend of £8,000 is forecast in the Electrical Services section. This is mainly due to a forecast over spend of £6,000 on unbudgeted non-education fixed wire testing and an over spend of £2,000 on the replacement of light fittings at Chepstow L.C. due to an insufficient accrual.

**(b) External Areas**

An under spend of £7,000 is forecast in the External Areas section. £5,000 is attributable to the Pill Farm Industrial Estate, investigate and repair foul treatment system where a more economic method of repair was engineered. £9,000 is attributable to the Priory Street refurbishment of wrought iron railings scheme due to a reduced scope of works. This is offset by a combination of other minor under spends in this division.

**(c) Floors and Stairs**

An over spend of £18,000 is forecast in the Floors and Stairs section. This is mainly attributable to an over spend on the Leisure Centre sports hall flooring re-sealment scheme which has an increased scope of works due to poor condition of existing floors.

**(d) Internal Walls and Doors**

An over spend of £50,000 is forecast in the Internal Walls and Doors section. This is mainly due to a forecast over spend of £29,000 on the safe removal of asbestos due to the need to carry out additional works and an over spend of £28,000 on fire safety works to industrial units and other properties following the results of surveys. This is partly offset by a forecast under spend of £5,000 on the Abergavenny Market wall penetration scheme where a more economic repair solution was identified.

**(e) Mechanical Services**

An under spend of £15,000 is forecast in the Mechanical Services section. £16,000 under spend is forecast on the Abergavenny Castle defective air conditioning scheme, where a number of delays were encountered due to access and health and safety problems and as a result will be completed out of the 2014/15 budget allocation. A further £10,000 under spend is forecast on the Caldicot Library ventilation upgrade scheme due to a more economic repair solution. These under spends are partly offset by a forecast over spend of £6,000 on the installation of water saving devices scheme due to increased scope of works and a £3,000 over spend on the Monmouth One Stop Shop boiler replacement scheme due to un-budgeted retention costs.

**(f) Roofs**

This section is forecasting to under spend by £7,000 mainly due to forecast under spends on roof surveys, rainwater gutters and Caldicot Castle roof and stonework due to a combination of review of building use and an accrual being made for contingency works that were not required.

**(g) Ceilings**

This section is forecasting to under spend by £5,000 on the Monmouth Leisure Centre replace ceiling with anti-vandal system scheme.

**(h) External Walls, Doors and Windows**



This section is forecasting to over spend by £5,000 mainly due to conservation repairs to Abergavenny Castle due to an increased scope of works.

### **1.2.2 County Farm Schemes**

This section is forecasting to over spend by £3,000 due to unbudgeted costs. (Not reported at month 8)

### **1.2.3 Other Schemes**

This section is forecasting an over spend of £23,000 (£3,500 at month 8) due to over spends on disposal costs relating to three school assets due to unbudgeted costs (£31,000) offset by under spends due to reduced costs or sales not going ahead (£8,000).

### **1.2.4 ICT Schemes**

ICT schemes are forecasting to under spend by £87,000, due to:

- A £77,000 under spend is forecast on the Replacement of MCC storage devices scheme. Any under spend will result in a reduced contribution from the ICT reserve. (Not reported at month 8)
- A £5,000 under spend is forecast on the ARC project and a £5,000 under spend is forecast on the Sharepoint and active directory licenses scheme due to final scheme costs being lower than original budget allocation. (Not reported at month 8)

## 2. PROVISIONAL SLIPPAGE AT MONTH 10

- 2.1 The provisional total slippage forecast at month 10 for 2013/14 is £6,530,000. This is £465,000 higher than the forecast of £6,065,000, reported at month 10 of 2012/13 and £1,873,000 higher than the forecast of £4,657,000 at month 8.
- 2.2 For schemes within this Select Committee's portfolio, at the end of 2012/13, £6,703,000 was approved for slippage into the 2013/14 financial year. Of this slippage £1,937,000 is forecast to be spent by the end of the current financial year (£2,699,000 at month 8). The main areas where slippage brought forward is not forecast to be spent are Abergavenny Library scheme (£3,273,000), Asset Management & County Farms Schemes (£326,000), ICT Schemes (£335,000), Infrastructure and Transport (£107,000) and Section 106 Schemes (£695,000) including Caldicot 3G pitch (£476,000).
- 2.3 Further information must be provided in order to produce a meaningful analysis. Table 1 below details a comparison of slippage forecast at month 8 against the total slippage at the end of 2012/13 financial year.

Table 1: Capital Programme 2013/14 – Analysis of 2012/13 and 2013/14 Slippage

	Slippage B/F From 2012/13 Approved Outturn 2012/13	Provisional Slippage C/F Month 8 2013/14	Provisional Slippage C/F Month 10 2013/14
Asset Management Schemes	564	36	545
Infrastructure and Transport Schemes	592	29	383
Regeneration Schemes	4,139	4,206	4,411
Sustainability Schemes	0	0	0
County Farms Schemes	294	107	351
Inclusion Schemes	288	216	447
ICT Schemes	612	58	378
Other Schemes	214	5	15
<b>Total</b>	<b>6,703</b>	<b>4,657</b>	<b>6,530</b>

## 2.4 Explanation of Provisional Slippage Requests

Budget holders have identified the following items of potential slippage, totalling £6,530,000 in the current year's capital programme as at month 10.

### 2.4.1 Asset Management Schemes

#### a) Property Maintenance

- (i) Monmouth Leisure Centre upgrade air handling unit is forecasting slippage of £85,000 due to design delays (Not reported at month 8).
- (ii) Penyrhiw Sewerage Treatment Plant improvements is forecasting slippage of £61,000. The project has encountered delays due to access permissions (Not reported at month 8).

- (iii) Caldicot Castle SW Tower stonework and kitchen repairs scheme is forecasting slippage of £53,000, where delays have occurred due to the future use of the building being uncertain (Not reported at month 8).

**b) Granville and Wyebridge Street Car Park**

Slippage of the whole budget of £200,000 is forecast for the Granville and Wyebridge Street car park scheme (Not reported at month 8).

The scheme is presently being challenged by a local action group on the basis that the car park will adversely affect air quality in area. A highways project team has commissioned a study by a specialist company to assess whether the creation of a car park will in fact have any material effect upon the air quality debate. This study is not yet available and without it planning permission will not be granted.

**c) Drainage Works at the Caldicot School and Leisure Centre site**

Slippage of £54,000 is forecast due to issues with Welsh Water (Not reported at month 8).

**d) County Hall Demolition and Remodelling**

Slippage of £50,000 is required to deal with flooding and remedial works in the new financial year (Not reported at month 8).

**f) Raglan Depot Car Park**

Slippage of £35,000 is forecast on the Raglan Depot Car Park scheme. Delays have occurred due to ecological issues. (Reported at month 8).

**g) Caldicot Castle SW Tower Roof and Stone Works repairs**

Slippage of £6,000 is forecast where delays have occurred due to the pending development of a new operating model (Not reported at month 8).

#### **2.4.2 Infrastructure and Transport Schemes**

Infrastructure and Transport Schemes is forecasting slippage of £383,000 at month 10. (£29,000 reported at month 8)

**a) Parking Studies**

Slippage of £44,000 is forecast as the Authority has agreed a contribution towards parking software in 2014/15 to support a de-criminalised parking project. (£29,000 reported at month 8)

**b) Safety Fences**

Slippage of £103,000 is forecast as safety barrier work has been delayed this year due to persistent bad weather. (Not reported at month 8)

**c) Accessibility Enhancements, Road Safety and Signing Upgrades**

Slippage of £184,000 is forecast where schemes have struggled to get off the ground due to planning issues and links to other projects that haven't materialised. (Not reported at month 8)

**d) Structural Repairs – Public Rights of Way**

Slippage of £52,000 is forecast. The Castle Meadows Bridge project is complete but the Coastal Path and other schemes have been delayed due to poor weather and ground conditions.

**2.4.3 Regeneration Schemes**

**a) Proposed New Abergavenny Library**

Slippage of £3,424,000 is forecast due to the project being on hold pending further consideration of options to improve the library service in Abergavenny. (£3,454,000 reported at month 8)

**b) Shire Hall Furniture and Equipment costs**

Slippage of £17,000 required for expected furniture replacement costs in the new year. (Not reported at month 8)

**c) Improve Income Generation Museums**

Slippage of £10,000 is forecast as the scheme has been on hold due to the proposed mandate linking TIC's with Museums having an impact on the requirements of the EPOS system. (Not reported at month 8)

**d) Section 106 Schemes**

- (i) Llanfoist and Llanwenarth Ultra is forecasting slippage of £144,000 where delays have occurred due to the need to revise the funding profile for two remaining projects as a result of less S106 funding being available than previously anticipated. (£100,000 reported at month 8)
- (ii) Caldicot new 3G Astroturf pitch is forecasting slippage of £470,000 due to the work required to divert sewers found under the pitch. Currently unfunded cost pressures are being anticipated on this project in 2014-15 totalling £60,000 as a result of delays and knock on increased costs. A financing proposal is being put together and should be presented to Cabinet in April 2014.
- (iii) Castle Oak Usk is forecasting slippage of £103,000. The main scheme outstanding is Usk Rugby club who were planning to relocate but have found land contamination issues at the site. The rugby club are looking at alternatives and are due to submit a revised project plan to Cabinet in April 2014. The funding has to be spent by May 2015 or be repaid to the developer. (Reported at month 8)
- (iv) Bayfield multi use games area is forecasting slippage of £70,000 due to delay's with obtaining planning permission. (Reported at month 8)

- (v) Magor and Undy Community Hall is forecasting slippage of £50,000, following an extended period of public consultation and engagement to consider use of the remaining funds. A Cabinet report is due to be submitted in April 2014. (£34,000 reported at month 8)
- (vi) Church Road Caldicot offsite recreation is forecasting slippage of £59,000. Delays have occurred due to the need to confirm match funding from other sources. (Not reported at month 8)
- (vii) Croesonen Recreation is forecasting slippage of £40,000 where a revised scheme has been received which if approved by Cabinet will take place in 2014/15.
- (viii) Croesonen Infants site Abergavenny is forecasting slippage of £23,000. The budget was originally earmarked to match fund external finance but the bid was unsuccessful so the funds will contribute towards extending a 20mph zone in the vicinity programmed for 2014/15. (Reported at month 8)

Where Section 106 funding is forecast to be slipped it is important to monitor the “spend by” date set in the Section 106 agreement. The following table outlines the current position for those schemes requesting slippage of Section 106 funding:

Scheme	Slippage requested	Spend by date
Magor & Undy Community Hall	£49,846	Passed (date unknown)
MUGA - Bayfield Open Space	£70,470	02/07/2014
Castle Oak, Usk	£103,001	24/05/2015
Caldicot new 3G ATP	£28,961	22/12/2015
Church Road Caldicot – Offsite Rec	£59,165	22/12/2015
Llanfoist and Llanwenarth Ultra	£143,858	09/01/2018
Recreation Croesonen	£40,000	Not specified
Croesonen Infants Site, Abergavenny	£23,374	Not specified

#### 2.4.4 County Farms Schemes

##### a) County Farms Maintenance & Reinvestment

Slippage of £344,000 is forecast. £150,000 relates to committed works where tenants have been advised but legal or non-finance issues have caused delays. The balance is mainly as a result of the weather, access consent issues or where stock needs to be out of the buildings once weather improves. (£100,000 reported at month 8)

##### b) Non County Farms Fixed Asset disposal Costs

Slippage of £7,000 is forecast due to Legal delays on the sale of one site. (Reported at month 8)

#### 2.4.5 Inclusion Schemes

Inclusion Schemes is forecasting slippage of £447,000 at month 10. (£216,000 reported at month 8)

**a) Disabled Facilities Grants**

Slippage of £150,000 is forecast due to a reduction in grant applications received during the year. (Not reported at month 8)

**b) Access for All**

Slippage of £237,000 is forecast to fall in line with 21<sup>st</sup> Century Schools programme. (£216,000 reported at month 8)

**c) Low Cost Home Ownership Schemes**

Slippage of £60,000 is forecast as the budget is earmarked for two equity share property schemes at Castlewood which are unlikely to complete until the new financial year. (Not reported at month 8)

**2.4.6 ICT Schemes**

ICT schemes are forecasting slippage of £378,000 at month 10. (£58,000 reported at month 8.)

**a) CRM**

Slippage of £147,000 is required due to a delay in the procurement framework arrangements and changes to the options for the contact centre and the CRM arising out of the Williams commission. (Not reported at month 8)

**b) Highways Asset Management and Road System**

Slippage of £47,000 is forecast due to system development being slower than anticipated. (£58,000 reported at month 8)

**c) Improve Physical and Virtual Access to the Museum collection**

Slippage of £40,000 is required due to the scheme being linked to a project officers salary costs whose employment term continues into 2014/15.

**d) Land Charges M3 system**

Slippage of £32,000 is forecast where testing in the M3 system has highlighted errors that are unlikely to be resolved in time for the live system to be upgraded and fully resolved by the end of the financial year. (Not reported at month 8)

**e) Agresso 5.6 Upgrade**

Slippage of £31,000 is required as the scheme was approved late in the year and is anticipated to continue into 2014/15. (Not in programme at month 8)

**f) Agile Working and video conferencing facility**

Slippage of £29,000 is forecast to enable further work to be undertaken at County Hall, Usk on VOIP and video conferencing screens following the installation of the new system. (Not reported at month 8)

**g) Provision of online facilities, Revenue's section.**

Slippage of £13,000 is required as the scheme was approved late in the year and is anticipated to continue into 2014/15. (Not in programme at month 8)

**h) Internet/Intranet Functionality**

Slippage of £39,000 is forecast for further digitisation of documentation held at Magor. (Not reported at month 8)

**2.4.7 Other Schemes**

**a) Non County Farms fixed asset disposal costs**

Non County Farms fixed asset disposal costs is forecasting slippage of £15,000, the proposed sale on one school and one general asset to the current buyer may not take place so additional funds may be required to sell. (£5,000 reported at month 8)

### 3. CAPITAL RECEIPTS

#### Capital Receipts Forecast – comparison to MTFP

- 3.1 In table 1 below, the forecast capital receipts for 2013/14 to 2016/17 have been compared to the MTFP capital receipts forecast presented in the capital budget proposals to Cabinet on 13<sup>th</sup> February 2013.

Table 1: Capital Receipts forecast at month10 for 2013/14 to 2016/17 – comparison to MTFP capital receipts forecast

	Forecast Capital Receipts				
	2013/14	2014/15	2015/16	2016/17	Total
	£000's	£000's	£000's	£000's	£000's
Education Receipts	163	1,635	9,306	0	11,104
County Farms Receipts	1,633	645	100	0	2,352
General Receipts	115	16,650	0	0	16,765
Strategic Accommodation Review	490	1,500	150	0	2,140
Dependent on Outcome of LDP	0	750	4,000	4,000	8,750
<b>Total</b>	<b>2,401</b>	<b>21,180</b>	<b>13,556</b>	<b>4,000</b>	<b>41,137</b>
MTFP Capital Receipts Forecast	2,375	22,750	16,700	0	41,825
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>26</b>	<b>(1,570)</b>	<b>(3,144)</b>	<b>4,000</b>	<b>(688)</b>

#### 2013/14 Capital receipts

- 3.2 The Capital receipts forecast to be received in 2013/14 total £2,401,000. (£2,687,000 at month 8). Receipts received during 2013/14 become available for financing current and future years' capital programmes.
- 3.3 The expected total forecast capital receipts for the year from the MTFP approved by Council in February 2013 was £2,375,000. At month 10, this forecast has increased by £26,000 mainly due to:
- Two County Farm receipts (£748,000) and one General receipt (£15,000) which were not in the MTFP at budget setting
  - The delay of the sale of five assets from 2012/13 into 2013/14 (£1,000,000)
  - Increases in the forecast sale value of a school asset and a Strategic Accommodation review asset (£98,000)
- Offset by
- The delay of four Education receipts and two County Farm receipts from 2013/14 to 2014/15 (£1,750,000) due to time required to obtain planning permissions and to resolve issues with access and consents.
  - The sale in 2012/13 of a larger part of a county farm asset than budgeted (£85,000), reducing the balance to be sold in 2013/14.



## Total Capital receipts

3.4 Total forecast receipts at month 10 for 2013/14 to 2016/17 have decreased compared to the MTFP capital receipts forecast by £688,000 (£417,000 at month 8). This is mainly as a result of:

- The delay of part of the receipts relating to two LDP assets into 2017/18 to outside the MTFP window (£2,000,000) due to a more realistic profiling of the receipts.
- A reduction in the forecast receipt values for three assets (£2,485,000), the majority (£2,250,000) relating to an LDP asset which following withdrawal from the LDP was added back with reduced land area and increased level of affordable housing.
- The sale of one LDP asset which is not expected to go ahead (£250,000).

Offset by:

- An increase in the forecast receipt values for three assets (£744,000)
- Forecast receipts for ten assets which were not forecast as part of the MTFP (£1,713,000). £2,047,000 was reported at month 8.
- Eight receipts which were previously forecast for 2012/13, which were delayed and are now being forecast in the MTFP window (£1,589,000).

3.5 In addition to the above, changes in timing of when capital receipts that formed part of the MTFP forecast are due to be received will result in variances when comparing the MTFP forecast to month 10, when looking at individual years in isolation. However over the four year period concerned there is no net impact of these timing differences.

3.6 All of the sales have obtained Member approval as part of budget setting through Council or through separate Cabinet reports being considered.

## Useable Capital Receipts Available

3.7 In table 2 below, the effect of the changes to the forecast total Council fund and Education capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2013/17 MTFP capital budget proposals.

Table 2: Movement in Available Useable Capital Receipts Forecast

<b>TOTAL RECEIPTS</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	6,552	7,620	14,935	28,328
Forecast Receipts in year	2,401	21,180	13,556	4,000
Deferred Capital Receipts	4	4	4	4
Less: Set aside Capital Receipts	0	(10,452)	0	0
Less: Forecast receipts to be applied	(1,337)	(3,417)	(167)	(167)
<b>TOTAL Estimated balance c/f 31<sup>st</sup> March</b>	<b>7,620</b>	<b>14,935</b>	<b>28,328</b>	<b>32,165</b>
<b>TOTAL Estimated balance reported in 2013/17 MTFP Capital Budget Proposals</b>	<b>5,078</b>	<b>16,990</b>	<b>33,526</b>	<b>33,362</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>2,542</b>	<b>(2,055)</b>	<b>(5,198)</b>	<b>(1,197)</b>

3.8 The forecast Total Council Fund and Education Fund balance at 31 March 2014 has increased by £2,542,000 compared to the MTFP (£1,594,000 was forecast at month 8) due to:

- An increase in forecast receipts in 2013/14 due to changes in the forecast year of receipt and due to sales not included in the MTFP at budget setting (£26,000). See 3.1 above.
- Forecast slippage in the capital programme into 2014/15 which is financed by capital receipts (£3,028,000). £1,670,000 was reported at month.8.
- A forecast under spend (£203,000) of projects budgeted to be financed by capital receipts.
- A budgeted set aside of £1,000,000 is not forecast as the related capital receipt for County Hall is not now being forecast in the MTFP window.

*Offset by:*

- A lower receipts balance brought forward (£1,184,000)
- An increase in expenditure budgets which are due to be financed from capital receipts (£530,000)

3.9 With regards to total receipts, the above table illustrates that, based on:

- a) The 2012/13 outturn;
- b) The capital receipts forecast; and
- c) The capital budgets in place for 2013/17,

There will be a balance of available receipts at the end of the MTFP window of £32,165,000 (£32,557,000 at month 8). This is a decrease of £1,197,000 compared to the MTFP, which is due to:

- Decreased receipts brought forward at 31 March 2013 (£1,184,000)
- An decrease in the total forecast receipts (£688,000)
- An increase in forecast applied receipts (£325,000)
- Offset by:
- A budgeted set aside of £1,000,000 relating to the County Hall receipt which is now not being forecast in the MTFP window.

However, as is shown below this is also very much dependent on the capital receipts forecasts provided materializing which in itself is a significant risk. To that extent the balance of useable total receipts at the end of 2013/14, currently forecast at £7,620,000, and future year balances should be closely monitored.

3.10 Furthermore, the above forecast of available useable capital receipts does not take account of the following future pressures that have yet to receive formal Cabinet approval:

- The total Authority contribution towards the Future Schools programme.
- Any further ICT capital bids that may be required under the new ICT strategy.
- Any pressures in 2013/14 and later years relating to the completion of schemes in the current year programme noted in this report.

3.11 Table 3 below summarises the risk factors associated with capital receipts materialising in the respective years of account and at the value forecast.

Table 3: Risk Factors associated with the Capital Receipts Forecast

<b>Risk Factor – as at outturn</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Low	947	0	0	0
Medium	565	16,470	100	0
High	888	4,710	13,456	4,000
	<b>2,401</b>	<b>21,180</b>	<b>13,556</b>	<b>4,000</b>
<b>And as a percentage of in year receipts</b>				
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Low	39	0	0	0
Medium	24	78	1	0
High	37	22	99	100
	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

3.12 Forecast receipts for 2014/15 onwards are usually marked as high risk in terms of the timing of receipt or of their value, unless further information is available which suggests otherwise.

### **Low Cost Home Ownership receipts**

3.13 As in table 4 below, the forecast balance of low cost home ownership capital receipts at the end of 2013/14 is £60,000.

Table 4: Low Cost Home ownership 2013/14 Capital Receipts Forecast Outturn Position

	<b>Low Cost Home Ownership</b>
	<b>£000</b>
Balance b/f 1 <sup>st</sup> April 2013	60
Receipts received at month 8	0
Receipts to be applied	0
<b>Expected balance c/f 31<sup>st</sup> March 2014</b>	<b>60</b>

#### 4. MOVEMENT FROM ORIGINAL TO REVISED BUDGET

4.1 The revised capital budget at month 10 of £31,143,000 is made up of £15,265,000 of original budget, slippage from 2012/13 totalling £12,216,000 and £3,662,000 of budget revisions.

Table 1: Summary of movement from original to revised 2013/14 capital budget

<b>Scheme Type</b>	<b>Original Budget</b>	<b>Slippage b/f from 2012/13</b>	<b>Budget Virement</b>	<b>Budget Revision</b>	<b>Revised Budget</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Asset Management Schemes	2,783	1,049	9	1,518	5,359
School Development Schemes:	3,249	2,422	0	344	6,015
Infrastructure and Transport Schemes	4,611	592	0	155	5,358
Regeneration Schemes	3,300	6,746	(9)	759	10,797
Sustainability Schemes	0	0	0	259	259
County Farms Schemes	273	294	10	0	577
Inclusion Schemes	850	287	0	165	1,302
ICT Schemes	0	612	0	452	1,064
Other Schemes	198	214	(10)	10	412
<b>Total</b>	<b>15,265</b>	<b>12,216</b>	<b>0</b>	<b>3,662</b>	<b>31,143</b>

4.2 Virements made within the programme have, as expected, had no overall net effect. All virements have been processed in accordance with the virement rules outlined with the Authority's Financial Regulations.

4.3 The £3,662,000 of budget revisions during 2013/14 comprises the following items:

- i. £1,518,000 Asset Management schemes - £915,000 County Hall demolition and remodelling (Torfaen share), £266,000 Drainage works at Caldicot Comprehensive and Leisure Centre site, £200,000 Car Park Granville and Wyebridge street, £25,000 Car Park Riverside, south of rowing club, £100,000 Thornwell Sewerage Diversion, £12,000 Caldicot Castle SW Tower, additional grant.
- ii. £344,000 School Development Schemes - £349,000 New Raglan Primary 21<sup>st</sup> Century Schools, (£5,000) Flying Start Minor Improvements, reduction in grant.
- iii. £155,000 Infrastructure and Transport schemes - £65,000 RTCG Road Safety, £80,000 Walking and Cycling scheme, £10,000 Rail Strategy Update

- iv. £759,000 Regeneration schemes - £434,000 Section 106 schemes, £300,000 Caerwent House major repairs, £25,000 Woodstock Way Linkage scheme.
  - v. £259,000 Sustainability schemes – PV Schemes various sites
  - vi. £165,000 Inclusion schemes – Low Cost Home Ownership
  - vii. £452,000 ICT schemes - £220,000 Replace MCC central storage devices, £45,000 purchase of Sharepoint and active directory licences, £20,000 replacement of video conferencing facilities, £87,000 Sims Development Costs, £48,000 Agresso Upgrade, £13,000 Provision of online facilities (Revenues), £9,000 Feasibility Study for provision of Wi-Fi, £10,000 Development of digital strategy and action plan.
  - viii. £10,000 Other Schemes – Increase in asset disposal costs budget.
- 4.4 All of the revisions and future year changes are supported by Member decisions or awarding documentation where appropriate.

**5. CAPITAL FINANCING SUMMARY**

**Introduction**

- 5.1 In addition to the budgetary control and monitoring required over the capital expenditure for the Authority, it is of equal importance to maintain similar control and monitoring over the financing that supports this expenditure.
- 5.2 Capital expenditure incurred by the Authority will need to be financed. The following important points need to be considered:
- An over spend against budget on a capital schemes leads to a need for additional financing to be identified.
  - A reduction in available financing compared to budget on a capital scheme also leads to a need for additional alternative financing to be identified.

**Capital Financing Summary**

- 5.3 The forecast capital outturn at month 10 for the 2013/14 financial year for the capital programme is £20,926,000, which compared against a revised budget adjusted for slippage of £20,995,000 gives a forecast under spend of £68,000 which requires a corresponding net decrease in financing in 2013/14.
- 5.4 The financing streams available are:

**External Funding**

- 5.5 External Funding sources either comprise fixed general sums or sums to be allocated towards specific expenditure.
- Supported Borrowing / General Capital Grant
  - Grants and Contributions
  - S106 and S278 Contributions
  - Low Cost Home Ownership capital receipts

**Council Resources**

- 5.6 Council Resources are ultimately under the control of the Authority and are the balances that are available to finance additional unplanned expenditure.
- Unsupported Borrowing
  - Capital Receipts
  - Direct Revenue Financing
  - Earmarked Reserve Funding

5.7 The capital financing forecast summary is illustrated in table 1 below:

Table 1: Capital Programme 2013/14 –Capital Financing – Month 10

	<b>Forecast Outturn</b>	<b>Revised Budget</b>	<b>Provision al Slippage</b>	<b>Adjusted Revised Budget</b>	<b>Increased /(Reduced) Financing</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Supported Borrowing	2,325	2,325	0	2,325	0
General Capital Grant	1,420	1,420	0	1,420	0
Grants and Contributions	3,574	3,685	63	3,622	(48)
S106 Contributions	250	778	528	250	0
Unsupported Borrowing	11,175	17,029	5,854	11,175	0
Earmarked Reserve Funding	576	1,279	616	663	(87)
Capital Receipts	1,337	4,568	3,028	1,540	(203)
Low Cost Home Ownership	0	60	60	0	0
Unfinanced Expenditure/Shortfall in financing	270	0	0	0	270
<b>Total</b>	<b>20,926</b>	<b>31,143</b>	<b>10,149</b>	<b>20,995</b>	<b>(68)</b>

5.8 The reduced net financing on the capital financing summary above can be mainly explained as follows:

5.9 **Grants & Contributions**

The reduction in financing of £48,000 is due to the forecast under spend of £96,000 on the County Hall demolition scheme, of which 50% is financed by way of contribution from Torfaen.

5.10 **General Capital Receipts**

The reduction in financing of £203,000 is mainly due to:

- A £28,000 under spend on the Brewery Yard scheme as one external partner is not expected to take up the grant offered.
- Under spends on the County Hall demolition scheme (£48,000) and various small under spends within school development schemes (£23,000).
- The slippage of surplus financing of £108,000 from 2012/13 into 2013/14 which has not yet been allocated to other schemes.

5.11 **Reserves**

The reduction in financing of £87,000 is due to the forecast under spend of £87,000 on various reserve funded ICT schemes.

5.12 **Unfinanced Expenditure / Shortfall in financing**

Forecast expenditure totaling £270,000 is currently shown as unfinanced at month 10. This is due to forecast unbudgeted

expenditure relating to Abergavenny cattle market regeneration and fixed asset disposal costs as documented in appendix 1 of this report.





<b>Strong Communities Select Committee</b>		
<b>Scrutiny Role</b>	<b>Purpose of Scrutiny</b>	<b>Meeting Date</b>
<b>Budget, Performance and Risk Monitoring</b>		
<u>Quarterly Budget Monitoring</u> (To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	<ul style="list-style-type: none"> <li>- Month 6 Revenue Budget Monitoring</li> <li>- Month 8 Capital Budget Monitoring</li> <li>- Month 9 Revenue Budget Monitoring</li> <li>- Month 10 Capital Budget Monitoring</li> </ul>	23 <sup>rd</sup> Jan 2014 23 <sup>rd</sup> Jan 2014 6 <sup>th</sup> Mar 2014 17 <sup>th</sup> April 2014 5 <sup>th</sup> June 2014 10 <sup>th</sup> July 2014 18 <sup>th</sup> September 2014 6 <sup>th</sup> November 2014 11 <sup>th</sup> December 2014 29 <sup>th</sup> January 2015 12 <sup>th</sup> March 2015 30 <sup>th</sup> April 2015
Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	Special in November 2014
Budget Setting	Consideration of capital and revenue budget proposals for the 2015/16 budget.	23 <sup>rd</sup> January 2015
OBA Performance Monitoring	OBA 6 monthly Performance Report Cards focus on the impact of the council's work on people's lives and enables scrutiny of performance across outcomes. The report includes performance against the 6 Improvement Objectives 2013-2014 and performance against the statutory 'all Wales performance indicators'.	5 <sup>th</sup> June 2014  6 <sup>th</sup> November 2014
Annual Complaints Report	Committee requests a discussion on the annual complaints report in respect of regeneration and culture directorate.	6 <sup>th</sup> November 2014
Improvement Plan 2013-16	Improvement Objectives 2012 to 2013 and Stage 1 Improvement Plan 2013-16.	6 <sup>th</sup> November 2014
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for	6 <sup>th</sup> November 2014

*Monmouthshire's Scrutiny Forward Work Programme 2014-2015*

<b>Strong Communities Select Committee</b>		
<b>Scrutiny Role</b>	<b>Purpose of Scrutiny</b>	<b>Meeting Date</b>
	scrutinising performance of outcomes. Committee to receive the end of year performance 2013-2014.	
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks affecting the Council, which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as well risk the delivery of statutory plans/operational services. Select Committees are responsible for monitoring and challenging performance in relation to mitigating risk.	11 <sup>th</sup> December 2014
<b>Policy Development</b>		
Pollinator Policy	Pre-decision scrutiny of the Pollinator Policy.	23 <sup>rd</sup> January 2014
Rights of Way Policy	Policy will be subject to pre-decision scrutiny to discuss the future service proposal including community enablement and the development of a 'walking product'. Outline report and presentation expected.	TBC
Community Transfer of Asset Policy	Pre-decision scrutiny of the Community Transfer of Asset Policy.	TBC
Local Flood Risk Management Strategy	This statutory plan was subject to pre-decision scrutiny both in terms of policy development and managing risk. An action plan is in place, progress to be reported back to the Select Committee.	17 <sup>th</sup> April 2014
Future Library and One Stop Shop provision	This item was brought for discussion and early engagement with the Select Committee, several Members agreeing to become Members of a steering group.	TBC
Crime and Disorder Item:	Glascoed Gates - long standing community issue.	(Special Meeting TBC)
<b>Pre-decision Scrutiny</b>		
Replacement Bus Services	Pre-decision scrutiny of a report replacing a bus service with a community bus service - financial implications.	23 <sup>rd</sup> January 2014
Street Numbering/Naming	Pre-decision scrutiny this policy - financial implications.	23 <sup>rd</sup> January 2014 6 <sup>th</sup> March 2014 17 <sup>th</sup> April 2014
Speed Limit B4598 Petition	To scrutinise a petition received at full council relating to speed limits.	17 <sup>th</sup> April 2014

**Monmouthshire's Scrutiny Forward Work Programme 2014-2015**

<b>Strong Communities Select Committee</b>		
<b>Scrutiny Role</b>	<b>Purpose of Scrutiny</b>	<b>Meeting Date</b>
Systems Review	Systems review of highways, waste and street scene - breakdown of savings 2013-2014.	17 <sup>th</sup> April 2014
<b>Challenging / Monitoring Performance / Monitoring Risks</b>		
Gwent Association of Voluntary organisations	Scrutiny of performance in line with grant funding. Scrutiny of financial information and Service Level Agreement.	Special Meeting (annual) May 2014
Park Street School Project	Performance update on the cost and progress of the Abergavenny Community Trust Park Street School Project.	10 <sup>th</sup> July 2014
Monmouthshire Housing Association	Discussion with MHA on their performance and outcomes in relation to the agreements outlined in the offer document.	10 <sup>th</sup> July 2014
Prosiect Gwyrdd EfW	Update from MCC nominated Joint Scrutiny Panel Members.	(when required)
Local Area Coordinators	Performance update on progress of the work of the Local Area Coordinators.	18 <sup>th</sup> September 2014
<b>On-going Monitoring of Recommendations made by Scrutiny</b>		
Select Committee report on Affordable Housing	Position update	5 <sup>th</sup> June 2014
Select Committee Report on Public Conveniences	Position update and further recommendations pre-budget.	17 <sup>th</sup> October 2013
Report on Toilets for 29 <sup>th</sup> January Cabinet Decision	Subsidy to Community and Town Councils for the provision of public toilets.	23 <sup>rd</sup> January 2014

**Budget Scrutiny of key proposals 2013**

<b>No.</b>	<b>Scrutiny of Work Areas to deliver 2014/15 and MTFP saving targets</b>	<b>Committee and Timescale</b>	
5	Sustainable energy initiatives	Strong Communities	Later Scrutiny
8 and 15	Grants to micro finance / rationalise grants to single organisations Facilities - transfer functions to other providers	Strong Communities	25 <sup>th</sup> Nov
11	Highways - review of management arrangements, gritting schedules, verge	Strong Communities	8 <sup>th</sup> Nov

	maintenance, use of sub-contractors		
12	Street Light savings	Strong Communities	8 <sup>th</sup> Nov
13	Street scene and pest control	Strong Communities	8 <sup>th</sup> Nov
29	CEO - efficiencies, including on line services, staffing structures	Strong Communities	25 <sup>th</sup> Nov
30	CEO - OSS and libraries - 10% reduction in staff budget	Strong Communities	25 <sup>th</sup> Nov
32	Review of additional payments	Strong Communities	Needs to go to JAG
36	Cost neutral waste service	Strong Communities	25 <sup>th</sup> Nov
37	Waste Management - Project Gwyrdd	Strong Communities	Already scrutinised



## Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
<b>2<sup>ND</sup> APRIL 2014 – CABINET</b>			
Month 10 Capital Budget Monitoring Report	To present the Month 10 forecast capital outturn for 2013/14 compared to the total budget for the year. The report identifies and provides explanations for variances against budget and the funding implications of the forecast outturn position. The report also reports slippage anticipated to be carried forward into 2014/15.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft
Proposed release of 10k funding to Caldicot Town Team	To agree to the advance funding by MCC of 10,000 to Caldicot Town Team to enable them to develop a range of activities around the promotion and development of the town centre.	Cabinet Members Leadership Team Appropriate Officers	Deb Hill Howells
Proposed transfer of the Adult Education Service from CYP to the Community Led Service area within the Enterprise Directorate	To recommend the transfer of the Adult Education Service from the Children and Young Peoples Directorate to the Community Led Service within Enterprise	Cabinet Members Leadership Team Appropriate Officers	Deb Hill Howells

Subject	Purpose	Consultees	Author
Performance Management Framework	To introduce the Framework for Performance Management of Employees	Cabinet Members Leadership Team Appropriate Officers	Marilyn Maidment
Sale of Land at Mynyddbach to MHA	To seek approval for the sale of approximately 0.12 hectares of Council owned land at Mynyddbach at less than best consideration to enable the provision of affordable housing.	Cabinet Members Leadership Team Appropriate Officers Local Member	Deb Hill Howells
Strategic Equality Plan 2 <sup>nd</sup> Annual Report	Reporting on progress in achieving the actions related to our equality objectives in the plan.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
S106 Funding for Caldicot 3G Pitch and Gilwern Velo Park		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Chief Executive Department Restructure – Partnership, performance and communication team	Restructure Report	Cabinet Members Leadership Team Appropriate Officers	Will McLean
<b>9<sup>TH</sup> APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Childcare Sufficiency Assessment 2014-17	To inform members of the current situation regarding childcare in Monmouthshire and to fulfil our duty to complete a detailed CSA every three years	Cabinet Members Leadership Team Childcare Providers Jobcentere Plus Family Information Service	Sue Hall Senior Officer Early Years
<b>10<sup>th</sup> APRIL 2014 – COUNCIL</b>			
Co-option of Action 50+ onto Adult Select Committee	To agree the appointment of a Member of Action 50+ onto the Adults Select Committee on a permanent basis without voting rights.	Adults Select Committee	Hazel Ilett
Appointment of a Member as ‘Scrutiny Champion’	To appoint a Member as ‘Scrutiny Champion’ following the resignation of the existing member.	Scrutiny Chairs Liaison Group	Hazel Ilett
Ageing Well in Wales Programme		Cabinet Members Leadership Team	Bridget Barnett Partnership &

Subject	Purpose	Consultees	Author
		Appropriate Officers	Engagement Team
Review of MCC Constitution			Murray Andrews
<b>30<sup>TH</sup> APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Disposal of Agricultural Land & Redundant Barn at Pen y Clawdd, Llangovan	To seek individual member consent for the disposal of agricultural land & redundant barn at Pen Y Clawdd, Langovan, Nr Monmouth	Cabinet Members Leadership Team Appropriate Officers Ward Member	Gareth King
Creation of a long term Service Level Agreement between MCC and Aneurin Bevan Health Board for the provision of grounds services and Winter Maintenance	To advise members of the negotiations with Aneurin Bevan Health Board (ABHB) and the preparation of a 10 year Service Level Agreement between the two bodies for the provision of Grounds and Winter maintenance services.	Cabinet Members Leadership Team	Nigel Leaworthy
<b>7<sup>TH</sup> MAY 2014 – CABINET</b>			
Digital Road Map		Cabinet Members Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
Section 106 money – Thornwell School.		Cabinet Members Leadership Team Appropriate Officers	Cath Sheen
Restructure Proposals for the Revenues, Systems and Exchequer Team	To agree the restructure proposals for the Revenues, Systems and Exchequer Team as part of the 2014/15 budget setting process.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Options for future library provision and capital investment in Abergavenny		Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
Policy Review	To review and update the Council's HR policies reflective legislative and process changes.	Cabinet Members Leadership Team	Marilyn Maidment



Subject	Purpose	Consultees	Author
		Appropriate Officers	
Programme Management	To review and update the authority's Programme Management structure.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
People Strategy	To review and update the Authority's People Strategy.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward/ Marilyn Maidment
Cycling – Tour of Britain			Ian Saunders
The Monmouthshire Lottery			Cath Fallon
Revisions to CMC2 Business Plan			Cath Fallon
Monmouthshire Enterprise Redundancy Provisions			Cath Fallon
<b>15<sup>TH</sup> MAY 2014 – COUNTY COUNCIL ANNUAL MEETING – DEFERRED BUSINESS</b>			
Appointment to outside bodies			Tracey Harry
Annual Corporate Parenting Report and Strategy		Cabinet Members Leadership Team Appropriate Officers	Gill Cox
Chief Officer CYP Annual Report	To present Members with the Chief Officer's annual report.		Sarah McGuinness
Addendum to the Council's Pay Policy	To reflect staffing changes due to restructures.	Cabinet Members Leadership Team Appropriate Officers	Marilyn Maidment
School Standards and Organisation (Wales) Act 2013	The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013, add the responsibility to determine school organisation proposals under the School Standards and Organisation (Wales) Act 2013 (the Act) to the schedule of functions which may be (but need not be) the responsibility of an authority's executive. The County Council has discretion as to whether the function is to be the responsibility	SLT Head of Legal Services	Murray Andrews/Sarah McGuinness

Subject	Purpose	Consultees	Author
	of cabinet or the council.		
2016 National Eisteddfod	Following an in principle decision by Cabinet to host the 2016 National Eisteddfod, a further report will be presented in due course seeking the approval of Council to agree to host the 2016 National Eisteddfod which will confirm the preferred location and clarifying the full costs of hosting the event.	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells
Improvement Plan 2014 – 17			Matthew Gatehouse
<b>14<sup>TH</sup> MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Proposed 20mph Speed Limits, Thornwell Area, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
<b>28<sup>TH</sup> MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
<b>4<sup>TH</sup> JUNE 2014 - CABINET</b>			
Welsh Language Annual Monitoring Report 2013 -14	Reporting upon progress in achieving the actions specified in the Council's Welsh Language Scheme.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
Caerwent S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Monmouth S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Changes to the School	To agree the proposed changes to the terms of	Cabinet Members	

Subject	Purpose	Consultees	Author
Budget Forum Terms of Reference	reference for the school budget forum, including membership.	Leadership Team Appropriate Officers	Nikki Wellington
Breakfast Club Proposals and Budget Changes	A full review of the operating of Breakfast clubs and proposals for future provision to ensure sustainability	Cabinet Members Leadership Team Appropriate Officers	Nikki Wellington
Revised budget monitoring arrangements for 2014/15	To review the arrangements for monitoring the budgets through Cabinet and Select Committees and propose a revised timetable and format		Joy Robson
Early Years Offer	To create a common understanding of provision for all pupils from 3-11 years in Monmouthshire.	Cabinet Members Leadership Team Appropriate Officers	Sharon Randall Smith
Usk HGV Order	To implement an Order for HGVs at Usk.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
<b>26<sup>th</sup> JUNE 2014 - COUNCIL</b>			
Poverty in Monmouthshire			Will McLean
Engagement Framework			Will McLean
21 <sup>st</sup> Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
<b>2<sup>ND</sup> JULY 2014 - CABINET</b>			
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
<b>3<sup>RD</sup> SEPTEMBER 2014 - CABINET</b>			
	To consider the recommendations made by the	Cabinet Members	

Subject	Purpose	Consultees	Author
School Catchment Area Review	Member Working Panel and to seek agreement to consult on those proposals.	Leadership Team Appropriate Officers	Cath Sheen
Review of Public Protection	To review the arrangements for public protection implemented in March 2014 to ensure the service is fit for purpose.	Cabinet Members Leadership Team Appropriate Officers	Dave Jones/Graham Perry

