

County Hall
Rhadyr
Usk
NP15 1GA

12th November 2014

Notice of Meeting:

Strong Communities Select Committee

Thursday 20th November 2014 at 2.00pm*
Steve Greenslade Conference Room
County Hall, Usk, NP15 1GA

* There will be a pre meeting for Committee Members in the Conference Room at 1.30pm

AGENDA

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
PART A – SCRUTINY OF CRIME AND DISORDER MATTERS	
1.	Review of Service Delivery in the Public Protection Department (copy attached).

PART B – STRONG COMMUNITIES SELECT COMMITTEE	
1.	Apologies for absence.
2.	Declarations of Interest.
3.	Public Open Forum.
4.	To confirm and sign the minutes of the Special Meeting of Strong Communities Select Committee held on Thursday 16 th October 2014 (copy attached)
5.	To Scrutinise the Monmouthshire Local Development Plan Affordable Housing Supplementary Planning Guidance (report attached).

<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<p>To scrutinise the report regarding Affordable Housing Commuted Sums (report attached).</p> <p>To Scrutinise the Quarter 2 Performance Report: Improvement Objective and Outcome Agreement (report attached).</p> <p>Work Programming:</p> <ul style="list-style-type: none">i. Strong Communities Select Committee Work Programme 2014 –15ii. Cabinet Forward Work Planner <p>To note the date and time of the next meetings of Strong Communities Select Committee:</p> <p>Special Meeting - 11th December 2014 at 10.00am. Ordinary Meeting – 29th January 2014 at 10.00am.</p>
---	---

Paul Matthews

Chief Executive

Strong Communities Select Committee Membership

Councillors: D.L.S. Dovey
R. Edwards
A. Easson
S.G.M. Howarth
S. Jones
R.P. Jordan
V.E. Smith
K. Williams
S. White

Aims and Values of Monmouthshire County Council

Building Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation

Our 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
REPORT**

Part A - Agenda item 1

SUBJECT:	Review of Service Delivery in Public Protection Department
DIRECTORATE:	Chief Executives
MEETING:	Strong communities Select
Date to be considered:	20th November 2014
DIVISION/WARDS AFFECTED:	All Wards

1. PURPOSE:

1.1 To provide the Committee with an opportunity to undertake scrutiny of service delivery and performance across the Public Protection Department.

2. RECOMMENDATION(S):

2.1 To consider and comment on the contents of the accompanying report entitled a *Review of Service Delivery and Performance in Public Protection*.

3. KEY ISSUES

3.1 The Public Protection Department comprises the following key service areas: Environmental Health & Licensing and Trading Standards & Animal Health. The department delivers a broad range of statutory, largely regulatory, responsibilities as summarised in the attached report.

3.2 In recent years the department has experienced significant resource pressures with a reducing budget year on year over the past few years. In March 2014 a Report was received by Cabinet identifying proposed measures designed to meet cuts in the department's budget for 2014-15. These measures included a reduction of £140,000 in the staffing budget (an overall reduction of 7.2% of posts) to help meet a total budget pressure of £158,000. Whilst Cabinet Members approved the proposals they requested that an update on performance in the light of these cuts should be received after a further 6 months.

3.3 The attached report summarises a review of services and performance and concludes as follows:

(i) The teams are delivering well against key performance measures; maintaining and even improving performance in relation to some key outcome-based targets. This is a reflection of effective prioritisation, performance management and the commitment, professionalism and hard work of colleagues within the teams.

(ii) The teams have achieved some notable successes and can be proud of these.

(iii) The work of the department involves a significant amount of programmed inspection work (e.g food law, feed law, authorised processes). The Authority's obligations in relation inspection regimes prescribed by national regulators are largely being met. Pressures exist in relation to Feed Law enforcement and the audit of private water supplies; both of these are currently being prioritised with the expectation of delivery to target.

(iv) The department is, by enlarge, meeting the Authority's legal obligations in relation to public protection services. However, this report raises a concern about the Authority's

capacity to progress its Contaminated Land Strategy and therefore recommends that a report on that matter is presented to Cabinet for consideration in the near future.

(v) Other than income generating consultancy services, the work of the department is now confined to statutory duties. No discretionary services are delivered, with the exception of funding the Healthy at Home Scheme (£25,500).

(vi) The department delivers a good reactive service in relation to service requests and incidents however proactive, discretionary work has been all but lost.

(vii) The department "punches well above its weight" in relation to the services it delivers and is regarded as an exemplar in a number of key areas of service. Perhaps necessity is indeed the mother of invention!

(viii) The department is highly regarded in the field of public protection and a number of its officers are nationally recognised for their leading contribution to public protection services.

(ix) Whilst some risks exist these are currently being effectively managed.

(x) Some team members are under significant pressure which raises some concerns. Line managers continue to review workloads, prioritise and consider any actions necessary. It is recognised that the performance of the department is highly dependent upon the continued commitment, hard work, professionalism and good health of its staff.

4 REASONS

In March 2014 Cabinet approved a Report outlining proposed actions to address reductions on the Public Protection budget for 2014-15, and asked for a follow up report on subsequent service delivery and performance after a further 6 months.

5. RESOURCE IMPLICATIONS:

None proposed in this report.

6. CONSULTEES:

SLT
Cabinet Members
Chairs of Select Committee
Head of Legal Services
Head of Finance and Improvement
Head of Public Health & Culture
Licensing & Regulatory Committee

7. BACKGROUND PAPERS:

Report to Cabinet, March 2014, entitled *Service Reduction in Public Protection Department*.

8. AUTHOR:

Graham Perry Public Protection Manager
Dave Jones, Head of Regulatory Services

PUBLIC PROTECTION DEPARTMENT: A REVIEW OF SERVICE DELIVERY AND PERFORMANCE.

1.0 INTRODUCTION:

The Public Protection (PP) Department comprises the following key service areas: Environmental Health, Licensing and Trading Standards & Animal Health. The department delivers a broad range of statutory, largely regulatory, responsibilities as summarised below.

In recent years the department has experienced significant resource pressures with a reducing budget year on year over the past few years. In March a Report was received by Cabinet identifying proposed measures designed to meet cuts in the department's budget for 2014-15. These measures included a reduction of £140,000 in the staffing budget (an overall reduction of 7.2% of posts) to help meet a total budget pressure of £158,000. Reduction in staffing was largely achieved through deletion of vacant posts and voluntary reduction of hours. Two members of staff secured alternative employment with the Authority and a third (temporary appointment) was retained to cover maternity leave until December 14. Whilst Cabinet Members approved the proposals they requested that an update on performance in the light of these cuts should be received after a further 6 months.

This Report is intended to satisfy that requirement and is informed by the following key sources:

- performance management data resulting from Quarter two reporting
- a Review of 14-15 performance of the Environmental Health service against the Best Practice Standards for Environmental Health in Wales
- An assessment by officers

Reference is also made to a recent Wales Audit Office Report on Environmental Health in Wales and a Full Audit by the Food Standards Agency of the Authority's food law delivery service.

2.0 RESPONSIBILITIES OF THE PP DEPT.:

Environmental Health:

- Communicable disease control
- Food hygiene and food standards
- Food fraud
- Health and Safety at Work
- Smoke free environments
- Housing standards
- Pollution control
- Environmental Protection
- Statutory Nuisances
- General public health
- Water supplies

Licensing:

- Pub and clubs
- Alcohol, Entertainment and late night refreshment
- Taxis (Private Hire and Hackney Carriages)
- Gambling (Betting, Racecourse, Amusement Arcades, Gaming Machines, Lotteries)
- Street trading
- Scrap Metal
- Street collections
- House to House Collections
- Pleasure boats , Sex Establishments & Hypnotism

Trading Standards & animal health:

- Weights and Measures
- Fair Trading
- E-Consumer Protection
- Doorstep Crime
- Product Safety
- Consumer Intervention & education
- Under age sales
- Animal Welfare
- Animal Disease Control
- Feed and Agricultural Standards Law

Appended to this report is a copy of the Department's *Update and Review of 2013/14* which provides a useful overview of some of the work of the department.

3.0 APPROACH:

The Department aims to deliver services that are:

- evidence-based
- risk-based
- efficient
- effective
- customer-focused
- outcome driven
- prioritised (primarily on the basis of public health) and
- affordable.

4.0 STAFFING

The department is headed by the Public Protection Manager and currently comprises a total of 37 staff as follows:

Environmental Health: (Commercial team):

- 6 Environmental Health Officers (EHOs) (5.4 FTE)
- 3 Technical Officers (2.2 FTE)
- 1 System Support Officer (1 FTE)

Environmental Health (General team):

- 5 Environmental Health Officers (EHOs) (5FTE)
- 2 Technical Officers (1.6 FTE)
- 1 Trainee EHO.

Licensing Team:

- 5 Licensing Officer (4.5 FTE)

Support Team (admin):

- 6 Support Officers (4.7 FTE)

Trading Standards & Animal Health Team:

- 3 Trading Standards Officers (3 FTE)
- 1 Fair Trading Officer (1FTE)
- 1 Intelligence, Interventions and Advice Officer (0.8FTE)
- 2 Fair Trading/Animal Health Officers (1.5 FTE)

This small team punches well above its weight in terms of delivery of public service. Within the professions associated with public protection, officers of the Department are highly regarded. A number of colleagues are regarded as national leaders in their field. The Public Protection Manager has been honoured by the Chartered Institute of Environmental Health with a Fellowship in recognition of "outstanding achievement in Public Health". The team leader for Trading Standards has recently received a Fellowship from the Trading Standards Institute in recognition of leading work at national level. The Public Protection Manager chairs the Wales Communicable Diseases Expert group and is lead officer for the Directors of Public Protection in Wales and Adviser to the WLGA on Food Safety matters. The Food safety team last year achieved an Innovation Award from UK Central Government. The Licensing Team leader Chairs the Gwent Licensing Forum and plays a leading role in developing licensing policies across the region. The Commercial team leader is Chair of the South East Wales Food Group and plays a lead role in food safety across the region and at national level.

5.0 IN YEAR FINANCIAL POSITION

At the end of quarter two, the Public Protection Manager projected a balanced out-turn for 2014-15. This is because the departmental expenditure is carefully managed within its resource constraints. For the current financial year the total expenditure is £1,544,000 against a budget (net of income) of £1,273,000, as follows:

- Environmental Health & Licensing: Expenditure £1,198,000. Net cost (budget): £959,000

- Trading Standards & Animal Health: Expenditure £342,000. Net cost (budget): £314,000.

Income is slightly behind target but likely to recover over the course of the financial year. Whilst (limited) opportunities do exist for achieving further income through environmental health Consultancy work, this is limited by staff capacity (existing pressures of work and mandatory priorities) and financial limitations (the legal requirement limiting our charges to cost recovery).

6.0 QUARTER TWO PERFORMANCE MONITORING.

The Department closely monitors performance through a performance monitoring (PM) framework and key performance data is reported quarterly through the Corporate PM process via the department's Service Improvement Plans (SIPs). The dept currently has two SIPs – one for Environmental Health & Licensing and another for Trading Standards & Animal Health.

The SIPs identify key deliverables and service improvement targets and are intended as to be outcome focussed as far as they can be. The SIP Quarter Two updates report performance to 30th September 2014. These show that most key performance targets are "on target" for delivery. A small number are behind target. The SIP identifies only the key deliverables; lying behind these are a much broader range of services. The summary below summarises some performance data with a comparison of 14-15 and 13-14 performance (a mixture of demand, inputs and outcomes) between the first 6 months of 2014 and the first 6 months of 2015.

Service	Performance Q1&2 2014-15	Performance Q1&2 2013-14
Environmental Health (Comm)		
Food safety inspections (programmed)	172 no	144 no
Inspection within 28 days of scheduled date	96.3%	90.3%
Broadly compliant food businesses (high risk)	84.1%	Not recorded
Broadly compliant food businesses – All	90.1%	87.9%
Service Requests food safety	246 no	
Communicable Diseases Cases dealt with	110 no	108 no
Environmental Health Team (General public health)		
Housing (service requests (SR))	63 SRs response within 3 working days = 87%	69 SRs response within 3 days = 85.5%
Noise	216 complaints responded to within 3 days = 88%	267 responded to within 3 days = 78.7%
	closed within 3 mths = 60.6%	closed within 3 mths = 51.7%
Statutory nuisance exc noise	116 complaints received 103 responded to	114 SRs received with 100 responded to within

	within 3 days= 88.7% closed within 3 mths = 74.1`%	3 days = 87.7% closed within 3 mths = 75.4%
Environmental Protection (fouling, littering, fly tipping etc)	181 complaints received 3 day response = 90%	168 Complaints received 3 day response = 88.1%
Licensing Team		
Applications Dealt with by Licensing	885 no. Including 285 Temporary Event Notices requiring a 24 hour turnaround)	816 Including 264 Temporary Event Notices
Inspections Carried out	325 inspections carried out (125 of which were risk rated premises for alcohol and entertainment premises)	435 inspections carried out (120 of which were risk rated premises for alcohol and entertainment premises)
Service Requests carried out with a 3 day turnaround for first response	447	Not recorded
Reports submitted to Licensing and Regulatory Committee and Licensing Sub Committee	10 reports submitted to committee	9 reports submitted
Trading Standards and Animal Health Team		
Inspections at our: 14 High Risk premises, 26 Upper Medium premises and 73 Lower Medium premises	57% High Risk 8% Upper Medium	50% High Risk 42% Upper Medium
Feed Law Enforcement: In particular, deliver: a) 186 High Risk Feed Inspections; b) 96 medium risk inspections	Risk-based inspection programme now in place after significant work. Inspections recently commenced 3% of high risk (target 100%)	No programme in place
Programmed animal health inspections	31%. Most due in final quarter. (on target for delivery)	20% Most due in final quarter.
New Business Visits	17% TS 33% AH	Not Reported
Animal Welfare Complaints	94% within target response time.	Not Reported
Trading Standards Visits	136	189
Trading Standards Complaints/Advice	315	345
Animal Health Visits	174	365
Animal Health Complaints/Advice	135	210

The overall picture presented is positive and shows that the key performance measures are on target for delivery. The data also demonstrates that performance in the priority areas is generally being maintained and in many areas even improved. It is evident that prioritisation is working effectively. These achievements are a huge credit to the application of team members within a generally well-established outcome-focussed performance culture.

The successes against key measures within the food, general and licensing teams is extremely positive and runs in tandem with new ways of working. The performance data for some of Trading Standards and Animal Health work shows a reduction against 2013-14. This is in part due to a reduction in staff and partly a changing approach to an "intelligence-led operating model". It also reflects shifting emphasis; for example, the team has worked hard to establish, for the first time, a risk-based programme for feed law delivery and this has received some priority ahead of other demands. Animal health visits are similarly subject to a changing approach, and have been affected by the year on year reduction (and withdrawal from April 2015) of DEFRA grant. This reduction in activity is similarly reflected across Wales although harder felt as a predominantly rural authority.

7.0 AUDIT BY THE FOOD STANDARDS AGENCY

In March 2013 the Authority was the subject of a full a full audit, by the Food Standards Agency, as part of its programme of audits of all 22 Food Authorities in Wales. The Authority received the FSA's final report in March 2014. The report (which includes an executive summary) sets out the auditors' findings in relation to systems and procedures in place for: inspections of food businesses, food sampling, internal management, investigation and control of outbreaks and food related infectious disease, advice to business, enforcement and food safety promotion. It identifies where the auditors consider the authority has particular strengths and also sets out what the auditors consider are key areas for improvement. It sets out the auditors recommendations for action to ensure conformance with "the Standard" and the Code of Practice.

The local authority was required to provide an action plan outlining how it intended responding to the recommendations set out in the report. This action plan was submitted by The Public Protection Manager and accepted by the Agency. Most elements of the action plan have now been delivered.

The Audit Report and Action Plan were reported to the Authority's Licensing and Regulatory Committee in June 2014.

There is an ongoing challenge in meeting the expectations of the Food Standards Agency in relation to both the Code of Practice and the Framework Agreement. In some respects there is a discourse between the (possibly outdated) expectation of these and the direction of travel set out within the corporate philosophy of the Authority ...and within the context of a diminishing national resource environment. Many local authorities share these views. The Public Protection Manager has been working at National level to influence the Agency to help develop new strategic approaches to addressing these issues.

8.0 AUDIT OF EH SERVICES BY WALES AUDIT OFFICE.

In December 2013 / January 2014 the Wales Audit Office (WAO) undertook an audit of Environmental Health Services across Wales. All 22 local authorities were required to submit financial, staffing and performance data to the WAO. The WAO has recently published its report which can be accessed here: <http://www.wao.gov.uk/publication/delivering-with-less-impact-environmental-health-services-and-citizens> .

Individual reports on each local authority have yet to be published, although these are unlikely to have great detail as the emphasis was on the national picture.

9.0 REVIEW OF PERFORMANCE AGAINST THE BEST PRACTICE STANDARDS FOR ENVIRONMENTAL HEALTH IN WALES

The Best Practice Standards for Environmental Health in Wales set out minimum, good and best practice for local authorities in delivering Environmental Health and Licensing services. The standards are used as an audit tool to assess service performance against a benchmark for practice. This assists in identifying priorities for improvement and is also used within the department as a performance management tool in support of individual objectives development.

A Review of performance against the Standards was undertaken in October 2014. In most areas the department is delivering to acceptable standards. In the majority of service areas the minimum standard (at least) is being achieved. In relation to "food safety", "communicable disease control" and "Licensing" practice is generally "good" or "best". "Health and safety at work" and "pollution control" generally meet minimum standards. In relation to "Pollution control" whilst performance meets good or best in some areas of practice, the inclusion contaminated land and private water supplies in this standards means that overall performance is lower. The issue of contaminated land is picked up later. Areas where performance is least good include "training and development" and "health improvement" (areas which include the most discretionary elements of work).

10. NOTABLE SUCCESSES

Despite the pressures on staff and resources, the Department is able to report a number of notable successes during the first half of the year as summarised below:

- Maintained or improved performance against the service's key performance targets.
- These include citizen-centred outcomes such as improving compliance in food businesses.
- Our ACCESS programme consultancy service for businesses has developed well and achieved excellent feedback in satisfaction surveys from clients.
- Securing additional Primary Authority partnerships with key businesses.
- We have managed to prioritise our HAT Project - that seeks to safeguard vulnerable people living in unsafe accommodation above takeaways.
- We conducted a cost recovery exercise for those licences we are able to set fees for within the Licensing Section, providing a firm foundation for our charging policy.

- Introduction of a new approach to Service Requests in the Licensing section to ensure effective monitoring and a quick turnaround when dealing with the public.
- Introduction of new policies and procedures for processing of applications and fees for Scrap Metal in Licensing as a result of legislative changes.
- Street Trading policy and new application process introduced to ensure compliance and to promote business growth and community vibrancy, whilst ensuring public safety is met.
- A number of identified scam victims receiving support.
- Rogue Trader intervention prevented a vulnerable resident losing more than the £50K he had been conned out of.
- A number of successful prosecutions, including:
 - a prosecution against a licensed operator who used an unlicensed driver and vehicle on a school run. The company was found guilty fined £1,000 and order to pay £661.11 costs.
 - Successful prosecution of a car trader following the sale of an un-roadworthy vehicle to a resident in our area. Another prosecution pending.
 - Two prosecutions for fly tipping incidents. Total fines £600 and total costs awarded £1560. This reflects efforts to prioritise this area of work and link in the 'War on Waste' led by W+R
 - Prosecution for breach of a noise abatement notice with a £2,000 fine and £1760 costs.
 - Prosecution for trading without registering and possession of unsafe meat along with condemnation of 3 tons of meat.
 - Prosecution in relation to possession of unsafe meat following illegal slaughter,
 - Prosecution in relation dog fouling leading to a £200 fine and £300 costs.
 - Prosecution of a landlord for not providing required documentation resulting in a £400 fine and £150 costs.

11. SUMMARY ASSESSMENT OF PERFORMANCE AND PRESSURES BY SENIOR OFFICERS

It is clear that some team members are under significant pressure and there are concerns about the long-term impact of this. This will continue to be reviewed, with work prioritised and staff actively supported where needed. It is a great credit to all that the key deliverables are being met and even improved in some areas. Inevitably, with the loss of financial and staff resource, some areas of work have fallen by the wayside. Other than income generating activity, (such as Environmental Health's very successful Primary Authority service and ACCESS Programme), no discretionary services are being delivered. The only exception to this is the funding, from the Environmental Health budget, of the Healthy at Home programme (£25,500 per annum).

The capacity to deliver proactive work has been lost in certain areas, (though food safety inspections, which are a significant part of Environmental Health activity, are undertaken proactively). By way of example where proactive work is lost, our Communicable Disease service responds admirably to sporadic cases of communicable disease and outbreaks when they occur. It delivers to a high standard and meets the expectations of the Best Practice Standards and Expert Rules for Communicable Disease Control. However what we are unable to do is deliver proactive intervention work such as educational work and awareness raising with young people or their

contacts about the infection dangers of body modification and tattooing. Such is probably true for an increasing number of local authorities at this time.

Preventive work has been largely lost and some fairly strict prioritisation is required. This has resulted in key targets being delivered.

With a small number of exceptions the department is meeting the Authority's legal obligations (and these are many).

Heavy workloads within technical areas coupled with reducing staffing and increasing responsibilities have "denied" officers opportunities for professional development along with the opportunity to contribute to wider work such as corporate roles, intrapreneurship, etc, etc.

Team members are often operating at maximum level and anything below this will result in a significant backlog in service requests. In such circumstances (a single officer taking a significant period of sick leave) the more proactive SIP priorities, such as inspecting residential accommodation above takeaway premises, (which provide housing to potentially some of the most vulnerable of our residents), suffers as resources tend to be drawn to meeting the pressing, albeit reactive, demands .

Environmental Health:

- **Communicable disease control**
A high quality reactive service is being delivered. Very limited proactive work.
- **Food safety and food standards**
An excellent service is being delivered and the authority's inspection obligations are being met. The Team leads the way in Wales in many areas albeit partly in relation to delivering differently in financial constraint. There are challenges in meeting the National Regulator's expectations although these are largely around procedures, checks, monitoring, recording of data etc,
- **Health and Safety at Work**
The Authority meets its obligations in relation to its reactive service, however proactive interventions are practically non existent.
- **Smoke free environments**
The Authority meets its obligations
- **Housing standards**
The department meets the Authority's legal obligations in responding to service requests. However, proactive work is extremely limited. Some work, such as the HAT Project (Housing Above Takeaways), has been prioritised on public health grounds. But beyond this there is little scope for further work.
- **Pollution control**
The Authority meets its obligations for programmed inspection of permitted processes and authorised processes. There is increasing public interest in air quality and additional pressure which the dept has carefully managed. Our reactive service for pollution incidents, service requests and issues of concern is generally of appropriate standard but suffers from constraints particularly at times of staff leave, sickness etc.
- **Environmental Protection**

The authority has few enforcement obligations in relation to matters of environmental concern such as littering, dog fouling, fly-tipping and a largely reactive service is now provided. Investigations of incidents can be resource intensive however a number of successful prosecutions (summarised earlier) have been brought this year.

There are approximately 2,500 potentially contaminated land sites in Monmouthshire which have been identified, mapped and risk-assessed. There is a duty for the Authority to act in accordance with statutory guidance which calls for an inspection strategy to be developed. The Authority has not progressed its strategy has because of a lack of resource. However this is a national issue resulting from reduction in capital support from Central Government rather than any change in departmental resources.

- **Statutory Nuisances**

The department is meeting the Authority's obligations in relation to statutory nuisance. Service protocols have been revised and different approaches taken in the light of service pressures. Whilst mediation remains the foremost tool, formal enforcement interventions are being increasingly employed at earlier points.

- **Water supplies**

The team has found it a challenge to deliver the Authority's duty to audit all Private Water Supplies by February 2015. Despite prioritising within its limited resources the team has struggled to meet the statutory expectations. Additional support has been commissioned in an effort to deliver and the current expectation is of being close to delivery.

Licensing:

- **Licensing Applications.** The legal timescale requirements to process applications under the Licensing Act are being met by the team. In-house computer packages are in place to ensure compliance by the team in dealing with applications and hearing requirements under this Act. All other applications, letters, licences are generated to ease workload by the constant administration/update by the Licensing Team of the licensing package.
- **Licensing Enforcement.** Enforcement is concentrated on Alcohol, Entertainment and Late Night Refreshment Premises along with the Taxi Trade and Gambling. These areas of Licensing are regarded as high risk areas and require in-depth action by the Licensing Team. All other enforcement is carried out only as a result of complaints/other intelligence.
- **Licensing Policies and Procedures.** Licensing has to deal with constant changes due to Legislative and/or test Legal Cases that set a precedent. Such alterations require swift changes to policies and procedures within the team. As a result there is an active involvement of various groups namely The Wales Licensing Expert Panel, Institute of Licensing, Gwent Licensing Forum and Responsible Authority Group to ensure Best Practice and a uniform approach across Wales and beyond.

Trading Standards & Animal Health:

- **Weights and Measures**
Routine inspections of equipment such as petrol pumps and weighing machines have declined over the past few years. Recent inspection of a major international manufacturer identified a problem that could have resulted in significant damage to the economy.
- **Fair Trading**
All complaints are assessed on an individual basis but a larger number now only form part of the intelligence approach rather than attracting a specific response.
- **E-Consumer Protection**

Scams is an area that continues to grow and social media is being used more and more to sell and distribute items that are either illegal, dangerous or non-compliant.

- **Doorstep Crime**
Cold calling control zones are supported, encouraged and continue to develop with further work being looked at to maximise their benefit.
- **Product Safety**
Resource is targeted at areas identified as high risk such as manufacturers or importers based within our area. Regional surveys with associated funding and referrals from national teams ensure best use of resources.
- **Consumer Intervention & education**
Citizens advice consumer service helpline provides the 1st tier of consumer advice, protocols have had to be amended to remove any commitment previously offered to provide further advice and are assessed on an individual basis.
- **Under age sales**
Intelligence led approach in conjunction with the Police. Changes to e-cigarette controls likely to increase the need for some proactive work.
- **Animal Welfare**
Complaint numbers decreasing are a reflection on the reduced number of staff in the field identifying problems. Apart from critical control points service is very much reactive and below the levels of that pre-foot and mouth.
- **Animal Disease Control**
Contingency plans have not been able to be updated although any notifiable disease situations have not been affected by this to date. A significant outbreak would require additional resource from across the authority. With the demise of DEFRA grant there has been a 70% reduction in AH staff, including a 25% reduction in establishment posts. There is a decreased visibility of officers in the field and a shift from pro-active to reactive enforcement. The delivery of Animal Health and Welfare enforcement is no longer driven by the minimum standards or better practice laid down in the Animal Health Framework Agreement and prioritisation of complaints and an intelligence led working model has become normal operating practice.
- **Feed and Agricultural Standards Law**
Significant progress has been made in moving towards meeting the statutory requirements placed on us but this has been by shifting resource from other areas of trading standards. Regional collaboration has attracted additional funding from the FSA to ensure the baseline for Gwent is identified.

12.0 CONCLUSIONS

(i) The teams are delivering well against key performance measures; maintaining and even improving performance in relation to some key outcome-based targets. This is a reflection of effective prioritisation, performance management and the commitment, professionalism and hard work of colleagues within the teams.

(ii) The teams have achieved some notable successes and can be proud of these.

(iii) The work of the department involves a significant amount of programmed inspection work (e.g food law, feed law, authorised processes). The Authority's obligations in relation to inspection regimes prescribed by national regulators are largely being met. Pressures exist in relation to Feed Law enforcement and the audit of private water supplies; both of these are currently being prioritised with the expectation of delivery to target.

(iv) The department is, by and large, meeting the Authority's legal obligations in relation to public protection services. However, this report raises a concern about the Authority's capacity to progress its Contaminated Land Strategy and therefore recommends that a report on that matter is presented to Cabinet for consideration in the near future.

(v) Other than income generating consultancy services, the work of the department is now confined to statutory duties. No discretionary services are delivered, with the exception of funding the Healthy at Home Scheme (£25,500).

(vi) The department delivers a good reactive service in relation to service requests and incidents however proactive, discretionary work has been all but lost.

(vii) The department "punches well above its weight" in relation to the services it delivers and is regarded as an exemplar in a number of key areas of service. Perhaps necessity is indeed the mother of invention!

(viii) The department is highly regarded in the field of public protection and a number of its officers are nationally recognised for their leading contribution to public protection services.

(ix) Whilst some risks exist these are currently being effectively managed.

(x) Some team members are under significant pressure which raises some concerns. Line managers continue to review workloads, prioritise and consider any actions necessary. It is recognised that the performance of the department is highly dependent upon the continued commitment, hard work, professionalism and good health of its staff.

13.0 BACKGROUND PAPERS:

- **PUBLIC PROTECTION UPDATE AND REVIEW OF 2014-15.**
- **SERVICE IMPROVEMENT PLAN, ENVIRONMENTAL HEALTH & LICENSING QUARTER TWO UPDATE (6 MONTHS PROGRESS REPORT).**
- **SERVICE IMPROVEMENT PLAN, TRADING STANDARDS & ANIMAL HEALTH QUARTER TWO UPDATE (6 MONTHS PROGRESS REPORT).**
- **BEST PRACTICE STANDARDS FOR ENVIRONMENTAL HEALTH AND LICENSING. Review October 2014.**

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

Agenda Item 4

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

County Councillors: D.L.S. Dovey, A. Easson, R. Edwards, S. Jones, V.E. Smith, S. White and K. Williams

OFFICERS IN ATTENDANCE:

Ms. K. Beirne	- Chief Officer, Enterprise
Mr. P. Davies	- Head of Commercial and People Development
Mr. R. Hoggins	- Head of Operations
Mr B. Winstanley	- Estates and Sustainability
Ms. L. Knight-Davies	- Innovation Officer
Mr. M. Howcroft	- Assistant Head of Finance
Mr. S. Lane	- Area Engineer
Miss H. Ilett	- Scrutiny Manager
Mr. R. Williams	- Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P.A.D. Hobson and R.P. Jordan.

2. DECLARATIONS OF INTEREST

Declarations of Interest are identified under the relevant minute.

3. PROPOSED ASSET MANAGEMENT PLAN

We undertook pre-decision scrutiny in respect of the proposed Asset Management Plan.

In doing so, the following points were noted:

- One Voice Wales should be added to the list of consultees.
- In response to a Members question, it was noted that safeguards had been established, i.e., the right of pre-emption had been built into the disposal of freehold properties.
- The District Valuer was responsible for undertaking the valuation of properties to be sold.
- £1.2 million had been generated from the sale of two holdings.

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

- A rent review was undertaken every three years and was reviewed externally on an annual basis.
- Rents were determined by the amount of profit generated.
- Succession rights have been removed. However, in some cases tenants have requested to buy the farms that they rent from the Authority at the full commercial rate in order for their children to continue to farm the land.
- Affordable homes were sold at the commercial value.
- There had been no further update regarding the sale of the public toilets at Raglan.

We resolved that:

- (i) One Voice Wales would be added to the list of consultees.
- (ii) The Select Committee receives an update regarding the sale of the public toilets at Raglan.

**4. PEOPLE AND ORGANISATIONAL DEVELOPMENT DRAFT STRATEGY
2014-17**

We received a report and presentation by the Chief Officer, Regeneration regarding the draft People and Organisational Development Strategy 2014-17.

It was noted that that the Strategy had been approved by Cabinet on 15th October 2014. The next stage would be to present the Strategy to partners with a view to creating a dynamic, living document.

Members were informed of the following:

Purpose of the Strategy

- Connects, binds and aligns key components of people and organisational development.
- Means our people development is linked to, and supports, core purpose & business approach.
- Cultivates the capacity to develop solutions to problems and improve performance.

Some key principles

- 'People' – on & off payroll.
- Driving change through people.

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

- Not about 'Employee Services'.
- Creating conditions in & out.
- Competitive advantage.
- From sound / solid public administration to nimble, light footed social business.
- Right skills to meet changing demands of organisation and society.

Opportunities the Strategy will provide

- Enable us to focus on 'what will good look like'.
- Enable us to connect people to purpose to improve performance.
- Give us a greater ability to adapt.
- Provide our workforce with the right skills to meet the changing demands of our organisation and society.
- Forge stronger relationships with those people off our payroll to unlock new ideas, opportunities and resources.
- Shared understanding across the whole authority.
- Shared ownership across the whole authority.
- An approach that belongs to the whole authority.

Barriers and issues

- Risk.
- Perceptions.
- Failure and low tolerance in times of austerity.
- Lack of shared ownership / delivery.
- 'Waste of time / money / resources / space'.
- Efficiency kills effectiveness.

How will we know?

- Transitioning the gap:
 - Improvement Plan tells us 'on course'.
 - Medium Term Financial Plan tells us 'on course'
 - Feedback: (staff survey, evaluation of initiatives, customer insights) – confidence, trust and participation increases.
 - ROI of People Services.
 - Numbers of new ideas (& into action).
 - Happiness and wellbeing rated highly.
 - Closer integration of performance & culture.
 - Improvements in absence rates.
 - Decision making is data-led.
 - Culture – intrinsic ability to adapt.

Themes and Priorities

1. **Our work environment** – composition of workforce, agile, accommodation, tools to do job, social media, the Hub, IT & creative spaces.

Minutes of the Special meeting of the Strong Communities Select Committee held in the Steve Greenslade Conference Room, County Hall, Usk on Thursday 16th October 2014 at 2.00 p.m.

2. **Engaging our people** – networks / groups, Monmouthshire Engages, employee engagement, induction, employee volunteering, staff survey & dialogue with leadership.
3. **Training, coaching and development** – RESULT, ILM, NVQs, ideas sessions, inspirational speakers.
4. **Systems leadership** – service reviews, invest to redesign, systems thinking & commercial development
5. **People development policies, procedures**
6. **Building careers** – recruitment, work experience, mentoring, apprenticeships (Y-Prentis, Ways into Work, Jobs Growth Wales).
7. **Diversity inclusion and wellbeing** – equalities, health and safety, employee welfare, sickness and absence, Time to Change Wales Pledge.
8. **Driving improvement and performance** – check-in check-out appraisal, budget link, 121s, connected planning to purpose, self-evaluation & future-proofing.

Next 12 months?

- Scheduled approach to delivery and penetration of strategy.
- Evaluation of agile working & ROI.
- People Toolkit / Handbook.
- Monmouthshire Engages 2.0.
- Recruitment Drive: 'Information Days'.
- Additions to policy suite – employee volunteering, work experience, talent management.
- Leadership Development Programme.
- Data – quality, reporting, systems, infrastructure and people.
- Staff survey.
- Continue roll-out of Check-in Check-out.
- Continue mandatory roll-out of RESULT.
- Work experience and mentor programme.
- Embed self-evaluation.

Having received the report and presentation, the following points were noted:

- In response to a Member's question, it was acknowledged that staff stress was evident.
- Staff were given the opportunity to attend the Intrapreneurship School to embrace a new skills set.
- Staff have identified the majority of savings that the Council has had to make.
- A need to recognise when the authority does not have the particular expertise and therefore knows when to bring in specialist services to work with staff and to launch ideas.

Minutes of the Special meeting of the Strong Communities Select Committee held in the Steve Greenslade Conference Room, County Hall, Usk on Thursday 16th October 2014 at 2.00 p.m.

- External expertise advises on how vulnerable services might be protected.
- Grow and develop ideas quickly via pilots to full implementation.
- Working with the community.
- In response to a Member's question regarding duty of care to staff, the Committee was informed that the County Council's Human Resources Team and Occupational Health were available to support staff. Staff could also access the Check in Check out Staff Appraisal System.
- Currently working with colleagues in the Children and Young People Directorate, Head Teachers and school clusters to deliver significant savings. Schools were being offered training to further develop their skills.
- A Member of the Committee considered that the Authority should follow Torfaen County Borough Council's example by providing residents with a magazine similar to the 'Torfaen Talks' in order to better engage with Monmouthshire residents.
- Public meetings and road shows have been held to engage with the public. Online platforms and the use of the one stop shops and libraries have also been used.
- The Authority has been identifying and making savings for the previous four years. In this time it has overcome short term challenges but it was recognised that the Authority needed to do things differently, embrace change and adapt to new ways of thinking.

We resolved to receive the report and noted its content.

5. REVENUE & CAPITAL BUDGET MONITORING 2014/15 MONTH 3 OUTTURN FORECAST STATEMENT

County Councillor A. Easson declared a personal, non-prejudicial interest as he was a governor at Ysgol Y Ffin and his grandson was a part of Y-Prentis.

We received a report by the Assistant Head of Finance in which the Committee received information on the forecast outturn position of the Authority at the end of month 3 for the 2014/15 financial year.

Members were informed that a potential £219,000 overspend has been mitigated significantly by anticipated Council Tax receipts and treasury considerations. Therefore, net cost of services exhibits an overspend of £1,029,000. Whilst still a significant challenge, this was a favourable position

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

over that calculated at quarter 1 2013/14 of a £1,700,000 overspend on net cost of services.

Having received the report, the following points were noted:

- Details of the original budget should be included in future reports (additional column required).
- In response to a Member's question regarding the Operations Budget - Waste forecast overspend of £235,000, it was noted that there was likely to be an additional cost from the tendering of the recycling contract.
- The School Meals budget now fell under the remit of the Operations Budget and efforts were being made for this budget to break even.
- It was noted that in the region of £1.4 Million of the Home to School Transport Budget was spent on fuel. Therefore, a 5% increase / decrease in fuel costs would have a significant impact upon this budget. Currently, fuel costs equated to £20,000 of the budget overspend.
- Concern was expressed regarding the Special Educational Needs (SEN) Transport costs. Details were requested.
- Managers throughout the Authority were in the process of identifying ways to balance their budgets. It was noted that savings made in some directorates might need to be made in order to help balance budgets in other directorates.
- Schools Budgets were forecast to be overspent by £375,000 by the end of the financial year.
- The Future Schools (Monmouth and Caldicot) schemes (£751,000) and the proposed new Abergavenny Library scheme (£3,433,000) were forecasted to slip into 2015/16. This slippage will delay the need to call on unsupported borrowing.
- It was noted that the Abergavenny Regeneration (£82,000) and the Caldicot School Drainage scheme (£53,000) was forecast to overspend and that financing needed to be identified to fund this expenditure.
- In response to a Member's question regarding Abergavenny Cattle Market, it was noted that there were still some issues to be addressed and the Authority would not take up ownership until these matters had been resolved.

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

We resolved:

- (i) to receive the report and note its content;
- (ii) that future reports include details of the original budget (additional column required);
- (iii) that details of Special Educational Needs (SEN) transport costs be presented to the Committee in the next report.

6. MANAGEMENT OF COMMERCIAL OBSTRUCTION IN THE HIGHWAY POLICY

We received a report by the Area Engineer regarding the management of commercial obstruction on the Highway Policy. The Committee was invited to review the draft revised policy before it was presented to Cabinet.

Having considered the report, the following points were noted:

Static Advertising Policy

- Trunk Roads were not permitted to display advertising boards.
- Advertising boards were placed on straight sections of road but not at junctions or roundabouts.
- The Directorate was looking to manage this policy internally in future but to not burden current staff. Early consultation has indicated that the Authority needs to be mindful not to litter the County with advertising boards.
- All advertising signs have the Monmouthshire County Council logo on the bottom right hand corner of the sign.

A Board Policy

- The majority of A Boards were illegal. The revised policy would introduce charges.
- Some Members considered that the introduction of charging might have a detrimental effect on businesses and consultation with local communities would need to be undertaken if the policy was adopted.
- A Boards had to be placed within a half metre of the frontage of the premises. This was a Monmouthshire wide policy.
- The revised policy did not allow for remote advertising (businesses located along side roads). Therefore, negative feedback was

Minutes of the Special meeting of the Strong Communities Select Committee held in the Steve Greenslade Conference Room, County Hall, Usk on Thursday 16th October 2014 at 2.00 p.m.

anticipated from businesses within these locations. It was considered that town and community councils needed to be made aware of this issue.

Flay Posting Policy

- It was noted that little change had been made to this policy, with the introduction of two sentences.

We noted the remainder of the policies, as identified in the report.

We resolved:

- (i) to receive the report and note its content;
- (ii) that the report be presented to Cabinet for consideration.

7. WORK PROGRAMME

The Scrutiny Manager updated the Committee on their future workload:

- A special meeting of the Strong Communities Select Committee would be held on 18th November 2014 at 1.30pm (1.00pm pre-meeting). The items for scrutiny would be:
 - The Recycling Review.
 - Community Hubs and One Stop Shops.
 - The Rights of Way Policy.
- The ordinary meeting of the Strong Communities Select Committee had been postponed to the 20th November 2014 at 2.00pm (1.30pm pre-meeting). The items for scrutiny would be:
 - Performance Review of Public Protection.
 - Monmouthshire Local Development Plan.
 - Supplementary Planning Guidance - Affordable Housing (considered jointly with the above item)
 - Improvement Plan and Outcome Agreements.
- Due to excessive workload pressure and frequent scrutiny having taken place in respect of the Pollinator Policy, it was agreed that Alison Howard would be asked to provide an update on the progress of the Policy, which would be circulated to the committee via email rather than tabled as a future agenda item.
- The Head of Operations would check on progress regarding the sale of the public toilets at Raglan.

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

- The Scrutiny Manager would check with Democratic Services that a letter had been sent to the Cabinet Member in respect of the Park Street Project, as an action arising from the previous meeting which discussed this matter.

The meeting ended at 5.20pm.

**Minutes of the Special meeting of the Strong Communities Select
Committee held in the Steve Greenslade Conference Room, County Hall,
Usk on Thursday 16th October 2014 at 2.00 p.m.**

SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE
MEETING: STRONG COMMUNITIES SELECT COMMITTEE
DATE: 20 NOVEMBER 2014
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 The purpose of this report is to advise members of the preparation of Draft Supplementary Planning Guidance (SPG) on Affordable Housing to support the policies of the Monmouthshire Local Development Plan (LDP).

2. RECOMMENDATIONS:

- 2.1 Members note the contents of this report and the Draft Affordable Housing SPG and comment accordingly.

3. KEY ISSUES:**3.1 Background**

The Monmouthshire County Council LDP 2011-2021 was adopted on 27 February 2014, superseding the Monmouthshire Unitary Development Plan (UDP), to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). The LDP contains sufficient policies and proposals to provide the basis for deciding planning applications, and for determining conditions to be attached to planning permissions, but it was necessary to ensure that it avoided excessive detail. Selective use of SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP will be applied in particular circumstances or areas.

- 3.2 LDP Wales (2005) at paragraph 5.2 states that:

'SPG does not form a part of the development plan but must be consistent with it. It may take the form of site specific guidance such as master plans, design guides or area development briefs, or thematic such as shopfront guidance or detailed car parking standards. It should be clearly cross-referenced to the relevant adopted plan policy or proposal, which it supplements, and may be issued separately from the plan. It should be made publicly available and its status made clear.'

- 3.3 Paragraph 5.3 of LDP Wales further emphasises that SPG can be a material consideration in the determination of planning applications, provided that appropriate consultation has been undertaken and that it has been approved in accordance with the Council's decision making process:

'While only the policies in the development plan have special status under section 38(6) of the 2004 Act in deciding planning applications, SPG may be taken into account as a material consideration. SPG should be prepared in accordance with an authority's CIS [Community Involvement Scheme]; consultation should involve the general public, businesses, and other interested parties and their views should be taken into account before the SPG is finalised. It should then be approved by a Council resolution. A statement of the consultation undertaken, the representations received and the authority's response to those representations should be made available with the approved SPG, either in an annex or in a separate document. In

making decisions on matters that come before it, the Assembly Government and the Planning Inspectorate will give substantial weight to approved SPG which derives out of and is consistent with the development plan, and has been prepared consistent with the above advice.'

- 3.4 A programme for the preparation of SPG was endorsed by Planning Committee on 7 October 2014 and by Individual Cabinet Member decision on 22 October 2014
- 3.5 First priority is being given to work that has significant policy and/or financial implications for the implementation of the LDP. In respect of Affordable Housing, a number of allocated LDP sites are coming forward in the planning application process. The absence of adopted SPG does not prevent the Council achieving the required percentages of affordable housing as set out in LDP Policy S4 but it is obviously beneficial if appropriate guidance is provided to assist in the process. This is particularly advantageous in the case of rural housing allocations, which are covered by a new policy requiring them to provide 60% affordable housing, although, again, there has been a substantial amount of interest in a number of these sites, which to date are being progressed through pre-application discussions. A further new policy initiative in relation to affordable housing is that developments that fall below the threshold at which affordable housing is required on site are now required to make a financial contribution towards affordable housing provision in the locality. This is a matter that does require adopted SPG as it would be unreasonable to introduce this provision without appropriate consultation and a formal decision of the Council.
- 3.6 The Draft Affordable Housing SPG is attached to this report as an Appendix. The SPG provides background information on affordable housing issues, including national planning policy, the need for affordable housing in Monmouthshire, the planning application and negotiation process and LDP monitoring and targets. The main body of the SPG (Section 4) addresses seven types of situation where it is considered that further clarification is required:
- A) Where the affordable housing threshold of 5 or more is applicable, i.e. in Main Towns, Rural Secondary Settlements and Severnside Settlements.
 - B) Where the affordable housing threshold is not met and financial contributions are required.
 - C) Sites allocated in Main Villages under LDP Policy SAH11 with the specific purpose of providing 60% affordable housing.
 - D) Other sites in Main Villages.
 - E) Minor Villages.
 - F) Conversions and sub-divisions in the open countryside.
 - G) Departure applications in the open countryside.

A further policy area that requires explanation is the Affordable Housing Rural Exceptions policy (LDP Policy H7). A substantial part of the SPG (Section 6) also sets out the mechanisms that will be used to deliver affordable housing.

- 3.7 The SPG has been written with Housing & Communities, Senior Strategy and Policy Officer, with the assistance of the Rural Housing Enabler for Monmouthshire.
- 3.7 Next steps
- 3.7.1 It is intended to report the Draft Affordable Housing SPG to Planning Committee, Cabinet and Council in December with a view to seeking endorsement to issue it for consultation purposes.
- 3.7.1 As referred to in paragraph 3.3 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making

process. Following a resolution to consult, targeted notifications will be sent to those considered to have an interest in the SPG topic, although all town and community councils will be consulted and notices will be placed in the press. Individuals and organisations currently on the LDP consultation data base have been given the opportunity to request to be notified on some or all SPGs that they are interested in. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

4. REASONS:

4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Affordable Housing SPG provides further explanation and guidance on the way in which the affordable housing policies of the LDP.

5. RESOURCE IMPLICATIONS:

5.1 Officer time and costs associated with the preparation of the SPG document and carrying out the required consultation exercises. These will be within the existing Development Plans budget and generally carried out by existing staff.

5.2 A new funding stream will arise from processes introduced in association with the Affordable Housing SPG. LDP Policy S4, Affordable Housing, makes provision for financial contributions to be required to assist in funding affordable housing in the County where residential developments do not meet the thresholds for providing such housing on site. In addition, a process is set out in the SPG for requiring financial contributions in the exceptional circumstances where it is not appropriate or feasible to provide affordable housing on site.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 Sustainable Development

An integrated equality and sustainability impact assessment was carried out in connection with the Deposit LDP. Under the Planning Act (2004), the LDP was required, in any event, to be subject to a Sustainability Appraisal (SA). The role of the SA was to assess the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environment Assessment Directive 2001/42/EC; requiring the '*environmental assessment*' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore, and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. This SPG is expanding and providing guidance on existing LDP affordable housing policies, which were prepared within a framework promoting sustainable development. In addition, affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.

6.2 Equality

6.2.1 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. As with the sustainable development implications considered above, the SPG is expanding and providing guidance on these existing LDP affordable housing policies, which were prepared within this framework. New SPG will be subject to Equality Impact Assessments to ensure that informed decisions can be made. Where practicable and appropriate, consultation will include targeted involvement of those with the relevant protected characteristics.

6.2.2 Assessments of Equality Impact will be required throughout the Plan's implementation wherever there is likely to be significant impact. In this respect, the LDP will be subject to an Annual Monitoring Report that will include consideration of Equality Impacts.

7. **BACKGROUND PAPERS:**

- Monmouthshire Adopted LDP (February 2014)

8. **AUTHOR & 9. CONTACT DETAILS:**

Martin Davies (Development Plans Manager).

Tel: 01633 644826.

E Mail: martindavies@monmouthshire.gov.uk

**Monmouthshire County Council
Local Development Plan**

**Draft Affordable Housing
Supplementary Planning
Guidance**

November 2014

Development Plans

Monmouthshire County Council

County Hall, Rhadyr, Usk, Monmouthshire NP15 1GA

Tel. 01633 644644

Fax. 01633 644800

E-mail: developmentplans@monmouthshire.gov.uk

CONTENTS

Page

1. Introduction
 2. The Affordable Housing Issue
 3. Affordable Housing Need in Monmouthshire
 4. Monmouthshire's Planning Policies on Affordable Housing
 5. Rural Exceptions Policy
 6. Options for the Delivery of Affordable Housing
 7. The Planning Application and Negotiation Process
 8. Monitoring and Targets
- Contacts
- Appendices
1. ACG Floor Areas
 2. Build Your Own Affordable Home
 3. Rural Housing Allocations Policy
 4. Extract from The Community Infrastructure Levy (Amendment) Regulations 2014 relating to definition of 'self-build'.
 5. Extract from LDP Monitoring Framework

1. INTRODUCTION

1.1 This note is one of a series of Supplementary Planning Guidance (SPG) Notes that have been prepared to provide supporting information and advice on the implementation of the Council's development plan policies. The Notes are intended to offer clear guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on affordable housing will be delivered in practice.

1.2 Status

1.2.1 This SPG is prepared in the context of the Monmouthshire County Council Adopted Local Development Plan (LDP), February 2014.

1.2.2 SPG supplements the Council's development plan, with only the policies contained in the development plan having the special status that Section 38 (6) of the Planning and Compulsory Purchase Act 2004 provides in the determination of planning applications. However, the Welsh Government (WG) advises that SPG may be taken into account as a material consideration in the determination of planning applications and appeals. Substantial weight will be afforded to SPG which derives out of and is consistent with the development plan (*Local Development Plan Wales 2005, para. 5.3*).

2. THE AFFORDABLE HOUSING ISSUE

2.1 A significant issue for Monmouthshire is the fact that house prices are high in relation to earnings so that there is a need for additional affordable housing in the County in both urban and rural areas, particularly for those that live and work here.

2.2 Affordability of housing is a concern throughout Wales. In October 2014 the average house price for Wales was £170,900 and the house price to earnings ratio was 6.2:1. For comparison, in Monmouthshire the average house price in October 2014 was £269,700 and the house price to earnings ratio was 7.2:1 (Source: Hometrack 30/10/2014).

2.3 These figures illustrate how difficult it is for local people to purchase their first homes or move into larger homes in the County when their family circumstances change. For those people who live and work in the County it is even more difficult, as local earnings are much lower than the average for Wales. In 2003, the average earnings for Monmouthshire residents were £580.00 per week, compared to the Wales average of £476.90 per week. However, the average earnings by workplace presents a different picture with people working in the County earning only £427.00 per week, much lower than the £472.30 per week figure for Wales as a whole (NOMIS 30/10/14).

2.4 Monmouthshire is a county which is subject to inward migration so there will continue to be strong demand for housing with subsequent pressure on house prices. With local earnings unlikely to catch up with the Wales average for the foreseeable future, housing will remain at a level way above what local people can afford.

2.5 The planning system is seen as an increasingly important means of improving the supply of affordable housing for local people. Monmouthshire County Council recognises this and is keen to ensure that developers and local people have clear guidance on how its development plan policies and decisions on planning applications will operate and thereby contribute to one of the desired outcomes of the Council's Single Integrated Plan, namely 'We want people to live in homes that are affordable, appropriate and where people want to live'.

2.6 This SPG has been prepared in the context of the most recent WG planning policy on affordable housing contained in *Planning Policy Wales Edition 7*, July 2014 and Technical Advice Note 2 *Planning and Affordable Housing*, June 2006.

2.5.1 *Planning Policy Wales (PPW) Edition 7, July 2014*

2.5.2 *PPW* provides the overarching national strategic guidance with regards to land use planning matters in Wales. Paragraph 4.4.3 states that Local Planning Authorities should: 'Ensure that all local communities - both urban and rural - have sufficient good quality housing for their needs, including affordable housing for local needs and for special needs where appropriate, in safe neighbourhoods.'

2.5.3 The housing section of *PPW* (paragraph 9.1.2) seeks the promotion of sustainable mixed tenure communities. It states: 'Local Planning Authorities should promote sustainable residential environments, avoid large housing areas of monotonous character and make appropriate provision for affordable housing.'

2.5.4 With regard to need, paragraph 9.2.14 states: 'A community's need for affordable housing is a material planning consideration which must be taken into account in formulating development plan policies.'

2.6 Definitions of Affordable Housing

2.6.1 Affordable housing is defined in paragraph 9.2.14 of *PPW*:

'Affordable housing for the purposes of the land use planning system is housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers. ... Affordable housing includes social rented housing owned by local authorities and registered social landlords and intermediate housing where prices or rents are above those of social rent but below market housing prices or rents.'

- 2.6.2 These definitions of affordable housing contrast with general market housing:

'All other types of housing are referred to as 'market housing', that is private housing for sale or rent where the price is set in the open market and occupation is not subject to control by the local planning authority.

- 2.6.3 A further category of affordable housing, as defined in TAN2, is intermediate housing, where:

'prices or rents are above those of social rented housing but below market housing prices or rents. This can include equity sharing schemes (for example Homebuy)' (WG TAN2, June 2006, Glossary, page 19).

2.7 Affordability

- 2.7.1 There is a need also to define 'affordability'. WG guidance defines this as:

'the ability of households or potential households to purchase or rent property that satisfies the needs of the household without subsidy' (WG TAN2, para 4.1).

The subsidy referred to in the quotation above is a subsidy on the property itself, which helps make it more affordable. There are different levels of subsidy depending on the different types of tenure, therefore creating a wide range of affordable options.

- 2.7.2 This should be determined in each local housing market area in an authority's area and would be based on such factors as ratio of household income to the price of property.

3. **AFFORDABLE HOUSING NEED IN MONMOUTHSHIRE**

- 3.1 **Local Housing Market Assessment (LHMA)** - The Council's Housing Services section, with Torfaen and Blaenau Gwent County Borough Councils and Newport City Council, commissioned a LHMA across the four County areas in 2006. This suggested that there was a need for 659 affordable homes in Monmouthshire in the five year period from 2006. This was based on a requirement of 2,720 affordable homes in the study area as a whole and represented 37% of the total planned housing requirement.
- 3.2 Subsequently, an Update to the 2006 LHMA was carried out to provide evidence to support the LDP, using 2010 as its base year. This predicted a 5-year affordable housing need of 2,205 dwellings for the study area from 2010. This represented 32% of the then total planned delivery total for the three authorities of 6,950.
- 3.3 The Update report also disaggregated the study findings for each authority, in accordance with the requirements of TAN2. This projected a five year

affordable housing need in the County of 478 dwellings, 29% of the then overall dwelling requirement of 1,636. This gave an annual requirement for affordable housing of 96 dwellings per year, a ten year requirement of 960 dwellings, which is the affordable housing need for 2011-21 that has to be addressed through the LDP.

4. MONMOUTHSHIRE'S PLANNING POLICIES ON AFFORDABLE HOUSING

- 4.1 Policy S4 of the Adopted Monmouthshire LDP is the primary means of achieving the affordable housing target referred to in the above paragraph. There is a further policy relating to affordable housing – Policy H7, Rural Exceptions, which is considered in section 5. Policy S4 sets out the thresholds at which affordable housing has to be provided and the percentage of affordable housing that will be required in each case, depending on the location of the development site:

Policy S4 – Affordable Housing Provision

Provision will be made for around 960 affordable homes in the Local Development Plan Period 2011-2021. To meet this target it will be expected that:

- In Main Towns and Rural Secondary Settlements as identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings on the site to be affordable.
- In the Severnside settlements identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 25% of the total number of dwellings on the site to be affordable.
- In the Main Villages identified in Policy S1:
 - Development sites with a capacity for 3 or more dwellings will make provision for at least 60% of the total number of dwellings on the site to be affordable.
- In the Minor Villages identified in Policy S1 where there is compliance with Policy H3:
 - Development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable.
 - Development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.
- In the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more additional dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings to be affordable.
- Development sites with a capacity below the thresholds set out above will make a financial contribution towards the provision of affordable housing in the local planning authority area.

Other than in Main Villages, in determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up).

The capacity of a development site will be based on an assumed achievable density of 30 dwellings per hectare.

4.2 The settlement hierarchy referred to in Policy S4 is set out in LDP Policy S1, namely:

- **Main Towns:** Abergavenny, Chepstow and Monmouth
- **Sevenside Settlements:** Caerwent, Caldicot, Magor, Portskewett, Rogiet, Sudbrook and Undy
- **Rural Secondary Settlements:** Usk, Raglan, Penperlleni and Llanfoist
- **Main Villages:** Cross Ash, Devauden, Dingestow, Grosmont, Little Mill, Llandewi Rhydderch, Llandogo, Llanellen, Llangybi, Llanishen, Llanvair Kilgeddin, Mathern, Penallt, Pwllmeyric, Shirenewton/Mynyddbach, St Arvans, Trellech, Werngifford/Pandy
- **Minor Villages:** Bettws Newydd, Broadstone/Catbrook, Brynygwenin, Coed-y-Paen, Crick, Cuckoo's Row, Great Oak, Gwehelog, Llanarth, Llandegveth, Llandenny, Llangwm, Llanover, Llansoy, Llantilio Crossenny, Llantrisant, Llanvair Discoed, Llanvapley, Mitchel Troy, Penpergwm, The Narth, The Bryn, Tintern, Tredunnoch
- **Open Countryside**

4.3 There are seven types of situation that could arise in providing affordable housing under Policy S4 which need further consideration:

- A) Where the affordable housing threshold of 5 or more is applicable, i.e. in Main Towns, Rural Secondary Settlements and Sevenside Settlements.
- B) Where the affordable housing threshold is not met and financial contributions are required.
- C) Sites allocated in Main Villages under LDP Policy SAH11 with the specific purpose of providing 60% affordable housing.
- D) Other sites in Main Villages.
- E) Minor Villages.
- F) Conversions and sub-divisions in the open countryside.
- G) Departure applications in the open countryside.

4.4 Specific guidance in these matters is provided below:

A) Where the affordable housing threshold of 5 or more is applicable, i.e. in Main Towns, Rural Secondary Settlements and Sevenside Settlements.

When an application for residential development is received in these settlements the first step in its assessment will be to:

Check the site area and estimate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare.

(It is a requirement of LDP Policy DES1 criterion i) that in order to make the most efficient use of land the minimum net density of residential development should be 30 dwellings per hectare. The net developable area is defined as excluding areas taken out for other uses such as employment or which are undevelopable for one reason or another and as including internal access roads and incidental open space between houses, play areas etc. Similar

considerations should be taken into account when calculating the site capacity in relation to Policy S4).

The capacity of a site is calculated as a 'net' figure. The number of any existing dwellings on a site that are to be demolished, therefore, would be taken away from an overall capacity based on an area calculation to give a final capacity figure for the purposes of Policy S4. Similarly, where a subdivision of an existing dwelling(s) is proposed, the net gain is the final number of dwellings proposed minus the original dwellings on the site.

If the capacity of the site is 5 or more dwellings then the affordable housing requirement is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements.

In determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)

Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the theoretical capacity of the site rather than the actual number of dwellings applied for.

If the capacity of the development site is below the threshold of 5 dwellings then a financial contribution towards affordable housing in the local planning authority area will be required (see B) below)

When the threshold for affordable housing is met the following considerations will be taken into account in the implementation of Policy S4:

- Affordable housing should generally be provided on-site (unless there are exceptional circumstances that justify off-site provision, as considered in paragraph 6.6 below) and should reflect the characteristics of the locality or the rest of the site.
- The mix of house types, sizes and tenure should reflect local needs. (This must be established from the Council's Housing Services section on a site-by-site basis in accordance with the particular needs of the community in which the site is located).
- Provision for affordable housing will be secured through Section 106 Agreements and these agreements will also require that the affordable housing will be available in perpetuity and give priority to meeting local needs.
- Householder permitted development rights may be withdrawn so that control may be exercised over the enlargement or alteration of dwellings in ways that would change their affordability for future occupiers.
- In seeking to negotiate an element of affordable housing on a site the Council will take into account: site size, suitability, and the economics of provision; whether there will be particular costs associated with

development of the site; and whether the provision of affordable housing would prejudice the realisation of other planning objectives that need to be given priority in the development of the site. **(The percentage of affordable housing required is, under the terms of Policy S4, subject to appropriate viability assessment).**

- Where necessary, as part of such negotiations, the Council will undertake viability analysis of residential development sites using the Development Appraisal Toolkit developed by Three Dragons on behalf of South and West Wales local authorities. The Toolkit is a means of assisting all parties in their understanding of the economics of a particular development. The model enables the testing of claims that affordable housing requirements (along with other costs, such as those from additional infrastructure works, for example) would make a site uneconomic. This approach can employ the default data available for general analysis. For more accurate assessments of costs, revenues and constraints, however, an 'open book' approach, where the developer provides information on development costs and selling prices, is advocated.

Layout and Design

The Council's preference is for 'pepper-potting' of affordable housing, rather than provision in enclaves. Properties for affordable housing will normally be in clusters of no more than 6 - 10 units, depending on the overall size of the development. The design and materials of dwellings built to comply with affordable housing policies should be similar to that of adjoining market housing, including the provision of garages where appropriate. Similarly, it will be expected that affordable housing layouts will comply with the Council's general design guidance and standards for new residential development.

B) Where the affordable housing threshold is not met and financial contributions are required.

It is a basic principle of Policy S4 that all residential developments (down to the scale of a single dwelling) should make a contribution to the provision of affordable housing in the local planning authority area, irrespective of whether or not the size of the development falls below the threshold for on-site provision. The Council, however, would not wish to hinder the supply of dwellings from self-builders who could be building to meet their own needs. An exception to this principle, therefore, is that self-builders whose developments fall below the thresholds will not be required to make a financial contribution. A similar approach is taken in the application of the Community Infrastructure Levy and it is intended, for the purposes of this SPG, to adopt the same definition of 'self-build' as set out in the CIL Regulations 54A, 54B, 54C and 54D as inserted by the 2014 Regulations (Reproduced as Appendix 4)

For those developments where a financial contribution is required, the commuted sum is calculated so that the developer of a scheme is no worse or better off financially, whether they provide the affordable housing on-site or as a commuted sum. As it is important that there is a consistent and transparent

mechanism for calculating commuted sums to be collected, the Council commissioned Three Dragons to design a Commuted Sum Calculator for this purpose.

The calculator is designed for the specific purpose of calculating a commuted sum and does **not** assess whether or not the scheme can afford the policy compliant amount of affordable housing. Should there be issues of viability a full Viability Assessment would need to be undertaken (see A) above).

The contribution made by a developer as a commuted sum is the assessed difference in residual value of a 100% market housing scheme and a scheme with the policy requirement for affordable housing (or a lesser percentage where this is justified by viability considerations).

The mix and tenure of units used for the commuted sum calculation will be the equivalent of what would be required if the affordable housing was provided on- site.

Example Calculations

i) For a two dwelling scheme in a rural area with a 35% affordable housing requirement, the financial contribution to meet a standard need for a 4 person 2 bed dwelling would be calculated as follows:

Two dwellings at 35% = 0.70

Toolkit calculates 0.70 of a 4 person 2 bed dwelling for social rent using the assumptions of an open market value of £170,000, an ACG band 5 rate of £162,200 and an RSL contribution to the developer of 42% of ACG + on costs of 9%

Gives a financial contribution of: £48,235

ii) For a four dwelling scheme in Severnside with a 25% affordable housing requirement, the financial contribution to meet a standard need for a 4 person 2 bed dwelling would be calculated as follows:

Four dwellings at 25% = 1.00

Toolkit calculates 1.00 of a 4 person 2 bed dwelling for social rent using the assumptions of an open market value of £140,000, an ACG band 4 rate of £148,300 and an RSL contribution to the developer of 42% of ACG + on costs of 9%

Gives a financial contribution of: £51,120

iii) For a 4 dwelling scheme in a Main Town with a 35% affordable housing requirement, the financial contribution to meet a standard need for a 3-bed 5 person dwelling would be calculated as follows:

Four dwellings at 35% = 1.40

Toolkit calculates 1.40 of a 5 person 3 bed dwelling for social rent in ACG Band 5 using the assumptions of an open market value of £190,000, an ACG

rate of £179,100 and an RSL contribution to the developer of 42% of ACG + on costs of 9%

Gives a financial contribution of: £108,987

C) Sites allocated in main villages under LDP Policy SAH11 with the specific purpose of providing 60% affordable housing.

There is a specific issue in the County relating to the provision of affordable housing in rural areas due to the limited ability of existing residents in the countryside, particularly young people, to afford housing, which restricts their ability to remain within their existing communities if they are in housing need.

Given the relative unsustainability of the County's rural areas in comparison to its towns it was the Council's view that most villages were not appropriate locations for unrestrained market housing, even with the application of the Council's general requirements that new housing developments should make provision for a proportion of affordable housing. It was considered that the proportion of affordable housing provided in rural communities would need to be higher than elsewhere and that the main justification for new housing development in rural villages should be the need to provide affordable housing to meet local needs.

A number of housing sites have been allocated in Main Villages under LDP Policy SAH11 with the specific aim of providing affordable housing for local people. These sites are required under Policy S4 to provide a **minimum of 60% affordable housing**. The mix and tenure of the 60% affordable housing will be based on local housing need and this information can be established from the Council's Housing Strategy Officer on a site-by-site basis in accordance with the particular needs of the community in which the site is located.

Unlike general housing sites, therefore, **when the figure resulting from applying the proportion of affordable housing required to the total number of dwellings is not a whole number, there is no rounding down, only rounding up.**

Policy SAH11 sets a maximum size of development at 15 dwellings in order to ensure that any development is of a 'village scale', in keeping with character of the settlements. This amount may be smaller in certain villages, as set out in Policy SAH11, which indicates the scale of development that is considered to be acceptable having regard to the characteristics of the village and the particular site. It is unlikely to be acceptable for these lower site capacities to be exceeded unless it can be clearly demonstrated that there is no adverse impact on village form and character and surrounding landscape.

The LDP *Affordable Housing Viability Study* confirmed that a requirement for 60% affordable housing on rural sites will enable developer contributions towards the cost of providing affordable housing as the high market values for housing in rural areas would still provide residual land values far in excess of

existing agricultural land values that should be sufficient incentive to bring land forward for development. **It needs to be recognised that the sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.**

It is intended that this affordable housing will be brought forward using the mechanisms set out in section 6 below. The Council recognises that there may sometimes be abnormal costs that restrict the ability of a development to provide the financial subsidy to achieve affordable housing requirement. Initially, however, there is no intention to use financial subsidy to support 60% affordable housing sites. The situation will be reviewed, however, after the first sites have been developed and an indication provided of the values at which land is changing hands. The Council may then introduce an expected minimum land value, which, if not achieved, may result in financial subsidy being made available to assist in bringing sites forward.

Given the particular circumstances of these 60% affordable housing sites, the Council will not apply its normal policy of requiring 'pepper-potting' of affordable housing throughout a development. It is recognised that the best way of developing these sites and enabling the market housing to achieve its full potential for achieving financial subsidy for the affordable housing element is to allow the market dwellings to be grouped together.

All affordable housing achieved on LDP sites in Main Villages will give priority to local residents through the Council's Rural Allocations Policy (Appendix 3).

D) Other Sites in Main Villages

Development boundaries for Main Villages were set at the same limits as in the previous Unitary Development Plan (UDP). These Village Development Boundaries (VDBs) were only extended where necessary to incorporate the 60% affordable housing sites allocated under LDP Policy SAH11. There is still scope, therefore, for infill development to take place within the VDB, as would have been the case under the previous UDP. LDP Policy S4 requires, however, that all sites in Main Villages provide 60 per cent affordable housing.

As with A) above, the first step in such cases should be to establish the site area and estimate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare.

The Council recognises, however, that in most cases applying such densities to small infill sites within the fabric of existing villages could result in a form of development that is out of keeping with its surroundings. In such cases, criterion I) of LDP policy DES 1 would need to be considered. This states that development proposals will be required to ensure that existing residential areas characterised by high standards of privacy and spaciousness are protected from over-development and insensitive or inappropriate infilling.

In such circumstances, it is considered likely that the requirements of Policy S4 could be relaxed on small infill plots to allow a lower density of development than 30 dwellings per hectare. **A financial requirement towards affordable housing in the local authority area would be required, however, to compensate for allowing a non-compliance with Policy S4.** This will be set at the equivalent of 35% of the agreed capacity of the site. The required financial contribution will be established using the Commuted Sum Calculator described in B) above.

A strict application of Policy S4 would also require conversion of existing buildings or sub-division of existing dwellings to make provision for 60% of the total number of resulting dwellings to be affordable. This would be inequitable, however, when it is considered that if such development was taking place in the open countryside only 35% affordable would be required. It is also recognised that the provision of affordable housing is not always practicable in conversion schemes. The Council, therefore, will adopt a more flexible approach in such situations, although generally a financial contribution towards affordable housing in the local planning authority will still be required. This will be set at the equivalent of 35% the agreed capacity of the site and utilise the Commuted Sum Calculator but careful consideration will be given to the viability and practical implications of conversion and sub-division applications in assessing the level of financial contribution required.

E) Minor Villages

Policy S1 identifies Minor Villages where small scale development will be allowed in the circumstances set out in LDP Policy H3. Minor Villages are settlements that (subject to detail) are suitable for minor infill of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings. Policy H3 does contain an exception that allows for planning permission to be granted for up to 4 dwellings on an infill site that demonstrably fits in with village form (including not resulting in the loss of an open space that forms an important gap or open area) and is not prominent in the landscape.

As such proposals are 'exceptional' in that they go beyond the normal definition of 'minor infill', it was considered appropriate to seek a higher proportion of affordable housing than would normally be required. Policy S4, therefore, requires that In the Minor Villages identified in Policy S1 where there is compliance with Policy H3: development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable and development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.

In such cases, it would be expected that the single open market dwelling will provide cross-subsidy towards the on-site provision of the affordable housing. Each site will be subject to a viability assessment which will determine the amount of cross-subsidy required.

Infill developments in Minor Villages, consisting of 1 or 2 dwellings, will make a financial contribution towards affordable housing in the local planning authority. This will be set at the equivalent of 35% of the number of dwellings proposed in the development.

F) Conversion and sub-divisions in the open countryside

Policy S4 requires that in the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more additional dwellings will make provision for 35% of the total number of dwellings to be affordable.

It is considered that this should always be the aim in dealing with applications of this type. Nevertheless, it is recognised that provision of affordable housing on site is not always practicable in such situations. It is also more difficult to estimate the capacity of a development proposal involving existing buildings in comparison with a simple area calculation.

The Council, therefore, will adopt a more flexible approach in such situations, although generally a financial contribution towards affordable housing in the local planning authority will still be required. This will be set at the equivalent of 35% of the agreed capacity of the site and utilise the Commuted Sum Calculator but careful consideration will be given to the viability and practical implications of conversion and sub-division applications in assessing the level of financial contribution required.

G) Departure applications in the open countryside

Policy S4 contains no requirement for affordable housing on proposals that do not comply with the LDP's spatial strategy, as set out in Policy S1. It would not have been appropriate to have written policy that anticipated an application being allowed that was totally contrary to other LDP policies regarding new build residential development in the open countryside. Nevertheless, it is normal practice in appeal situations to set out planning conditions and/or planning obligations that might be required should an Inspector decide to allow an appeal against the Council's refusal of any such application. It is necessary, therefore, to set out what the Council's position would be in such an appeal situation. In this respect it would be entirely appropriate to require a residential development to provide a proportion of affordable housing, notwithstanding that there is no direct policy justification for this in the LDP. Increasing the supply of affordable housing is a significant objective of national and local planning policies. For instance, paragraph 9.3.5 of Planning Policy Wales states: 'Where development plan policies make clear that an element of affordable housing, or other developer contributions, are required on specific sites, this will be a material consideration in determining relevant applications.'

It is considered, therefore, it should be a requirement that departure applications in the open countryside should make provision for 35% of the total number of dwellings in the development to be affordable, in order to be

compatible with Policy S4 in relation to general housing development in high value areas in the County.

5. RURAL EXCEPTIONS POLICY

- 5.1 Policy H7 of the Adopted UDP provides a further planning policy mechanism for the provision of affordable housing in rural areas of Monmouthshire (although the need for such sites will be reduced through the allocation of sites for 60% affordable housing in Main Villages). It makes provision for the siting of small affordable housing sites in or adjoining villages on land that would otherwise not be released for residential development. It is set out below:

Policy H7 – Affordable Housing Rural Exceptions

Favourable consideration will be given to the siting of small affordable housing sites in rural areas adjoining the Rural Secondary Settlements, Main Villages and Minor Villages identified in Policy S1 that would not otherwise be released for residential development provided that all the following criteria are met:

- a) The scheme would meet a genuine local need (evidenced by a properly conducted survey or by reference to alternative housing need data) which could not otherwise be met in the locality (housing needs sub-area);**
- b) Where a registered social landlord is not involved, there are clear and adequate arrangements to ensure that the benefits of affordable housing will be secured for initial and subsequent occupiers;**
- c) The proposal would have no significant adverse impact on village form and character and surrounding landscape or create additional traffic or access problems.**

- 5.2 In seeking to identify such sites it needs to be recognised that isolated sites in the open countryside or those within small, sporadic groups of dwellings are unlikely to be acceptable. Policy H7 specifically refers to sites adjoining Rural Secondary Settlements, Main Villages and Minor Villages. Any proposals for locations other than these would be treated as ‘Departure’ applications and will need special justification. Another important consideration is the balance of the pattern of settlements in the community.
- 5.3. It will also be necessary to demonstrate that the scheme would meet a genuine local need. This local need would normally relate to the rural parts of the community council area in which the site is located. Evidence of local need can be established by a number of different means, including local surveys, local consultation events, other forms of primary evidence and housing register data. As with the affordable housing sites in Main Villages, the Council’s Rural Allocations Policy will apply.
- 5.4 Monmouthshire County Council positively encourages local people to build their own affordable home to meet their own housing needs through the rural

exceptions policy. Single plot exception sites are only permitted with restrictions and the 'Build Your Own Affordable Home' scheme is explained in Appendix 2

6. OPTIONS FOR THE DELIVERY OF AFFORDABLE HOUSING

6.1 The Council requires that affordable housing is managed by a Registered Social Landlord (RSL) zoned for development in Monmouthshire by the Welsh Government, as procedures are already in place to ensure that dwellings remain affordable in perpetuity.

6.2 Types of affordable housing.

The Council will use the following definitions of affordable housing:

- **Social rented housing** is let by RSLs to households taken from the Council's Housing Register who are eligible for social rented housing. Rents will be set at Welsh Government benchmark levels.
- **Intermediate housing** is homes for sale and rent provided at a cost above social rent but below market levels. These can include shared equity, and intermediate rent. All of these will be provided through a Registered Social Landlord (RSL).
- **Neutral Tenure** is where tenure of housing is not predetermined but can vary according to needs, means and preferences of households to whom it is offered. This incorporates the tenures described above. This arrangement gives flexibility in that it allows the tenure type of a property to change between occupiers, or even with the same occupier. So, for example, on first occupation a house might be social rented, but when that occupier vacates the property the next occupier may choose the Homebuy option. In another instance, a property might initially be rented, but if the economic circumstances of the occupier improve, they may choose to convert to Homebuy. **Neutral tenure is the delivery option preferred by Monmouthshire County Council.**
- **Specialist affordable housing** may be sought for people with specific accommodation requirements that may not otherwise be met and where a need has been identified. These can include sheltered retirement housing, adapted housing for households with a physical disability and supported housing, for example for young homeless people or people with learning difficulties.

6.3 The Council's preferred method of achieving affordable housing through Section 106 Agreements is for developers to build houses for transfer to a Registered Social Landlord (RSL). This method will ensure mixed communities where the required pepper-potting of the affordable housing units will achieve a scheme where the affordable units are otherwise indistinguishable from the owner occupied homes.

6.3.1 All affordable housing units, except for those delivered under Policy SAH11, that are built by the developer for transfer to a RSL must be constructed to the Welsh Government's Design Quality Requirements (DQR), which includes

Lifetime Homes and Secure by Design Standards, or successor Welsh Government scheme. The Council will also require all affordable housing to be built to the floor areas set out in the Welsh Government Acceptable Cost Guidance document. These standards are given in Appendix 1. Developer's DQR Compliant house types will be checked to ensure that they meet the required standards.

- 6.3.2 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Design Quality Requirements, which includes Lifetime Homes and Secure by Design Standards. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.
- 6.3.3 Prior to submission of a planning application developers will be expected to liaise with the Council to agree the mix of units required to meet housing need.
- 6.3.4 The Council will identify a preferred RSL to work in partnership with the developer.
- 6.3.5 The completed affordable housing units, except for those delivered under Policy SAH11, will be transferred to the Council's preferred RSL at 42% of Welsh Government ACG.
- 6.3.6 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.
- 6.4 When negotiating option agreements to acquire land for residential development, developers should take account of affordable housing requirements. The amount of Social Housing Grant (SHG) that is available to the Council is very limited and is not made available for the delivery of Section 106 sites. The Council's preferred financial arrangements for the provision of affordable housing, as outlined in paragraphs 6.3.5 and 6.3.6, have been agreed following consultation with the RSLs to ensure a consistent and equitable approach that also provides certainty for developers when they are preparing their proposals.
- 6.5 Affordable housing land or dwellings that are transferred to a RSL will be used to provide affordable housing on a neutral tenure basis to qualifying persons from the Council's Housing Register.
- 6.6 To achieve the aim of developing mixed and balanced communities the Council seeks to provide affordable housing on-site. Only in exceptional circumstances will off-site provision be considered. This might occur, for instance, in situations where the management of the affordable housing cannot be effectively secured (as in sheltered retirement housing schemes). In such cases it may be possible for off-site new build housing or refurbishment/conversion of existing properties to provide a satisfactory

alternative that meets the needs of the local community. Such schemes would be subject to the financial arrangements outlined in paragraph 6.3.5 above. In the exceptional circumstances where on-site provision is not considered appropriate and off-site units cannot be delivered as an alternative site is not available, will consider accepting a commuted payment in lieu of on-site affordable housing provision, utilising the Commuted Sum Calculator referred to in 4.4.B) above.

- 6.7 There are a number of people living in the County Council area that have specific housing requirements as a result of learning/physical disabilities and/or medical conditions. In certain circumstances, where particular housing needs cannot be met through use of existing affordable housing stock, new purpose built special needs units may be required. Where there is evidence of need, and it is considered appropriate by the Council, special needs housing may be provided as part of the affordable housing contribution through the involvement of a RSL to ensure that these units remain affordable in perpetuity.
- 6.8 It is recognised that the development costs of providing specific needs affordable housing may be higher than general needs affordable housing and therefore it may be acceptable for a lower proportion of affordable units to be provided, subject to an assessment of viability.
- 6.9 There are three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:

Melin Homes
Monmouthshire Housing Association
The Seren Group

It should be noted that whilst these are the current preferred RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future.

7. THE PLANNING APPLICATION AND SECTION 106 PROCESS

7.1 Type of Planning Application

- 7.1.1 Where new or additional housing is to be provided as part of a planning application on sites where the policy threshold has been exceeded affordable housing will be sought in accord with Adopted LDP Policy S4. This would apply to the following types of planning applications:

- All outline, full or change of use applications
- All renewal applications, including where there has been no previous affordable housing obligation

7.1.2 Affordable housing will be required on sites falling below the threshold if the Council considers that there has been a deliberate attempt to subdivide the site or phase the total development in an attempt to avoid the threshold.

7.2 Negotiation and Application Process

7.2.1 The provision of affordable housing is just one of a number of issues that need to be taken into account in applications for residential development. Discussion and detailed negotiations will also need to cover such matters as design, layout, density, landscape, open space and recreation provision, education, access and other financial contributions that may be needed. Developers should refer to other LDP policies and SPG in this respect.

7.2.2 In implementing the affordable housing policies of the adopted development plan, the Council will seek to ensure that there is close consultation between planning, housing and legal officers concerned with the operation of these policies, as well as other external agencies, including developers and RSLs. In order to ensure that negotiations on affordable housing provision are conducted as effectively as possible, the Council will expect all parties involved to follow the procedures outlined:

Pre Application Discussions
Between developers and Planning, Housing and Legal Officers to establish the element of affordable housing required. There is a formal pre-application service which is available at a cost, dependent on the level of service required.



Submission of Planning Application
The proposal should contain an element of affordable housing which meets the housing needs identified by Housing Officers, clearly identifying how the affordable housing requirements are proposed to be met, including the appropriate mix, number, type and locations of dwellings.
(It is recognised that this information might not be readily available if the application is in outline.)



Further Detailed Negotiations where necessary
Planning Department in consultation with the Housing Department consider the local need for affordable housing (quantity and type).
Effective and early partnership between developer, RSL and the Council is critical. The Officer report to Planning Committee will require information on the mechanisms for providing affordable housing. This should include that the developer build and transfer to a RSL, which is the Council's preference. In order to transfer to a RSL detailed plans of dwellings would need to be confirmed as meeting their requirements.



Consideration by Council's Planning Committee



If recommendation to approve is accepted, Planning Committee resolve to grant planning permission subject to planning conditions and the signing of a Section 106 Agreement, including an agreed Affordable Housing Scheme.
Council's Solicitor prepares Section 106 Agreement with Developer, in consultation with RSL where necessary. Legal agreement signed by all parties.



Council issues decision on planning application.

7.4 Section 106 Agreements

The precise form of Section 106 Agreement will depend on the circumstances of individual cases including the ownership of the site and the terms of any obligation or agreement between the owner and a RSL. However, Section 106 legal agreements will normally include clauses setting out requirements with regard to the following issues:

- The mix of affordable housing types, sizes sought as part of the development
- The location and distribution of affordable housing within the development site
- The minimum design standards required for the affordable housing units
- The timing of the construction and occupation of the affordable housing in relation to the development of the whole site, including appropriate restrictions on general market housing occupation
- The price, timing and conditions for the transfer of the land or affordable housing to a RSL
- The arrangements regarding the future affordability, management and ownership of the affordable housing
- With outline applications (where the proposed number of dwellings is not known, but where there is a likelihood that the site threshold will be exceeded) the Agreement will ensure that the appropriate proportion of new housing will be affordable.

It will be necessary for the Section 106 Agreement to include appropriate long-term occupancy arrangements. The Council will require full nomination rights, which will be exercised according to the Council's allocations policy as current at the time. The key requirement is that any housing that is provided as affordable should remain in the affordable housing stock each time there is a change of occupant.

The flowchart set out above is unlikely to be applicable to small scale developments that fall below the affordable housing thresholds set out in Policy S4 and that, therefore, require a financial contribution. A standard template will be prepared for Section 106 agreements in such circumstances to ensure that there is no undue delay in the determination of the application.

8. MONITORING AND TARGETS

- 8.1 As referred to in Section 3 above, the affordable target for the Monmouthshire LDP is 960 affordable dwellings over the plan period 2011-2021. This is based on the findings of a 2010 Update to the LHMA carried out in 2006.
- 8.2 The LDP estimated that the potential affordable housing provision if all sites achieve their maximum requirement is as follows:

• 35% on new sites in Main Towns and Rural Secondary Settlements	446
• 25% on new sites in Severnside settlements	242
• 60% on rural housing allocations in Main Villages	120
• 20% on large site windfalls	68
• 20% on current commitments	108
• Completions 2011 – 2013	127
• Small site windfalls	74

Total	1,185
--------------	--------------

8.3 The period for this estimate had a base date of 1 April 2013. In the period 2013 to 2014 there were 36 affordable housing completions out of an overall total completions of 230 dwellings.

8.4 The Council is required to produce an Annual Monitoring Report (AMR) that has to be published in the October following the preceding financial year. The first LDP AMR, therefore, will be in October 2015. The LDP monitoring framework includes a number of indicators relating to affordable housing. This is reproduced as Appendix 5 to this document.

Contacts

Monmouthshire County Council:

For affordable housing **planning policy** general enquiries please contact:

Development Plans Section

Development Plans Manager, Innovation House, Wales 1 Business Park,
Magor, Monmouthshire, NP26 3DG

Tel: 01633 644826.

Email: developmentplans@monmouthshire.gov.uk

Housing & Communities

Senior Strategy & Policy Officer, Housing & Regeneration, Ty'r Efail, Lower Mill Field,
Pontypool NP4

Tel: 01633 644474

E Mail: shirleywiggam@monmouthshire.gov.uk

Potential developers should contact the Development Control Section:

Development Control Section

Planning Applications Manager, County Hall, Rhadyr, Usk, Monmouthshire,
NP15 1GA

Tel: 01633 644809. Email: developmentcontrol@monmouthshire.gov.uk

Welsh Government:

Housing Directorate

Rhydycar, Merthyr Tydfil CF48 1UZ

Tel: 0300 062 8153

Email: Darrel.giles-minett@wales.gsi.gov.uk

Planning Division

Cathays Park, CARDIFF. CF10 3NQ

Tel: 02920 801421.

Email: neil.hemmington@wales.gsi.gov.uk

Registered Social Landlords:

Melin Homes

Ty'r Efail, Lower Mill Field, Pontypool, Torfaen. NP4 0XJ

Tel: 08453 101102.

Email: peter.davies@melinhomes.co.uk

Monmouthshire Housing Association

Nant-Y-Pia House, Mamhilad Technology Park, Mamhilad, Monmouthshire,
NP4 0JJ

Telephone: 01495 767184

Email: greg.jones@monmouthshirehousing.co.uk

The Seren Group

Exchange House, The Old Post Office, High Street, Newport, NP20 1AA

Tel:

David James

Rural Housing Enabler Monmouthshire

C/o Monmouthshire Housing Association, Nant-Y-Pia House, Mamhilad Technology
Park, Mamhilad, Monmouthshire, NP4 0JJ

Tel: 07736 098103

Email: david.james@rhe-monandpowys.co.uk

APPENDIX 1

ACG Floor Areas

Unit Type	Floor Area m²
7 person 4 bed house	114
6 person 4 bed house	110
5 person 3 bed house	94
4 person 3 bed house	88
4 person 2 bed house	83
3 person 2 bed bungalow	58
3 person 2 bed flat (walk up)	65
3 person 3 bed flat (common access)	59
2 person 1 bed flat (walk up)	51
2 person 1 bed flat (common access)	46
5 person 3 bed bungalow (wheelchair)	115
4 person 2 bed bungalow (wheelchair)	98
3 person 2 bed bungalow (wheelchair)	80

APPENDIX 2

Build Your Own Affordable Home



BUILD YOUR OWN AFFORDABLE HOME

Single plot rural exception sites explained

What are single plot rural exceptions sites?

Monmouthshire County Council positively encourages local people to build their own affordable home to meet their own housing needs – so long as the site is in a recognisable rural settlement and its future value is controlled so that it remains affordable to other local people in the future. Sites may be permitted in rural areas outside existing settlement limits as an exception to the normal planning policies that restrict housing development in such areas.

Is it only affordable housing which is allowed?

Yes. We make an exception to normal planning policies only because there is a pressing need in Monmouthshire to help provide local people with affordable housing in rural areas. Open Market housing development continues to be strictly controlled outside existing settlement limits, as set out in the adopted Local Development Plan.

So what is the catch?

Single plot rural exception sites are only permitted with restrictions. These are:

- The value of the property is based on a standard cost of construction plus a nominal plot value. This typically works out at around 60% of open market value. A legal agreement is used to ensure that future sale of the property is capped at this percentage of market value forever. The value of the affordable property will then rise (or fall) directly in proportion to the housing market.
- The property cannot be larger than 100 square metre gross internal floor area. This includes any integral or attached garage. Normal permitted development rights will be removed so that express permission has to be sought for any future extensions.
- The house must be built to exacting quality and design standards, meeting the Lifetime Homes standards and satisfying the sustainable construction, energy and water efficiency aspects of level 3 of the Code for Sustainable Homes. It

must be sympathetically designed in relation to its setting, particularly as it is being granted permission as an exception to normal planning policies.

Can anyone apply?

To obtain planning permission, the applicant must satisfy Monmouthshire County Council that:

- The site is in a suitable location.

And

- The initial occupier of the affordable home is in housing need and has a strong local connection.

How do I apply for planning permission?

The application should be made by the prospective occupier of the proposed affordable dwelling. You need to do some groundwork before you make the planning application, contacting the following in this order:

1. First, you should contact the Senior Strategy and Policy Officer in Housing & Communities. This officer will liaise with the planning department on your behalf to establish whether your site is considered to be in a suitable location. Sites must be in locations that demonstrably form part of a recognisable named settlement. Please note that development in the open countryside, isolated from any recognisable settlement, will not be permitted.
2. If the site appears to have potential, the Senior Strategy and Policy Officer in Housing Services will arrange to interview you to establish whether or not you are in housing need and have a strong local connection. Existing homeowners with particular issues can still be eligible where it can be shown that their existing property is not suitable for their ongoing needs, and they have a strong local connection.
3. You will then be asked to approach your Community Council for confirmation of your local connection. At this stage, the Community Council should limit itself to confirming facts about the applicant's personal connection to the local area. When a planning application is made, the Community Council will be consulted in the normal manner for its comments on the proposed site and design.
4. Once you have obtained a preliminary "green light" from the above and you **are confident that you can fund the project**, you have some assurance that it is worthwhile employing an architect or builder to draw up your building plans. It is sensible to discuss the emerging design with the Planning Officer

before making your planning application, to establish whether it is likely to be found acceptable.

Finally, you are ready to make a planning application.

The Application Process

Who can apply?

Because planning permission is granted as an exception to normal policies, the Council must ensure that the affordable homes will genuinely meet local housing need. To do so, the Council will assess the housing need and the local connection of the prospective occupier. Consequently, applicants must normally be the prospective occupiers of the proposed dwelling. This does not prevent the applicant from using an agent to help them to submit the planning application.

Speculative applications from landowners and developers will not be successful, because they cannot identify with certainty the prospective occupants. The eligibility of the occupants is critical to the decision to allow development as an exception to normal planning policies.

Step 1: contact the Senior Strategy & Policy Officer at Monmouthshire County Council, Housing & Communities

**Mrs Shirley Wiggam
Housing and Communities
Monmouthshire County Council
Ty'r Efail
Lower Mill Field
Pontypool
NP4 0XJ**

**Tel: 01633 644474/07769 616662
Email: shirleywiggam@monmouthshire.gov.uk**

Step 2: contact your Community Council

Build Your Own Affordable Home: Single Plot Rural Exception Sites

It is recognised that in Monmouthshire the price of housing has risen to a level beyond that which many local people can afford. Therefore, the need for affordable housing is one of the Council's more pressing concerns, both in urban and rural areas.

The single plot rural exceptions scheme is a self-help solution that enables families to use their own resources to provide affordable housing that meets their needs within their community. The construction of such affordable housing is funded from householders' own resources, which can include the sale of existing property as well as through a commercial mortgage. Utilising the resources of those families who are able to provide new affordable housing to meet their own needs means that the local community benefits over the long term from an increased stock of local affordable homes.

Monmouthshire County Council is able to allow the development of affordable housing through the use of single plot rural exception sites under policy H7(Affordable Housing Rural Exceptions) of the existing adopted Local Development Plan.

Extracts from Monmouthshire County Council's Local Development Plan

Policy S1 – The Spatial Distribution of New Housing Provision

The villages that are considered most likely to be suitable for single plot rural exception sites are those identified as Main and Minor Villages in Policy S1 of the Local Development Plan. Proposals in villages and hamlets not identified in Policy S1 of the Local Development Plan will not comply with Policy H7. These are minor settlements where new residential development will not normally be allowed because of their small size and sporadic nature and often because of the potential harm that development would cause to their open, rural character and/or sensitive landscape setting. Each proposal will be treated on its merits, however, and you are encouraged to discuss your site with the Senior Strategy and Policy Officer in Housing Services.

Policy H7 – Affordable Housing Rural Exceptions

H7 Favourable consideration will be given to the siting of small affordable housing sites in rural areas adjoining the Rural Secondary Settlements, Main Villages and Minor Villages identified in Policy S1 that would not otherwise be released for residential development provided that all the following conditions are met:

- (a) The scheme would meet a genuine local need (evidenced by a properly conducted survey or by reference to alternative housing need data) which could not otherwise be met in the locality (housing needs sub-area);
- (b) Where a registered social landlord is not involved, there are clear and adequate arrangements to ensure that the benefits of affordable housing will be secured for initial and subsequent occupiers; and
- (c) The proposal would have no significant adverse impact on village form and character and surrounding landscape or create additional traffic or access problems.

With regard to criterion (a) the local need for single plot rural exceptions sites will be established through the tests set out in this information pack.

Suitability of Location

Whilst wishing to address affordable housing needs in the rural areas, the Council must balance this with the need to promote sustainable patterns of development and to protect the open countryside from widespread development. In this respect, the Council considers that there will be cases where these wider environmental and sustainability interests will take precedence over the economic and social sustainability issues surrounding affordable housing.

Design

Proposals for single plot rural exception sites will need to comply with the current adopted Local Development Plan policies. As these potential sites will usually be outside the areas normally considered suitable for residential development, it is especially important to achieve an appropriate design. In this respect, full applications will be required for single plot rural exception sites and an early dialogue with Planning Officers is therefore essential.

Policy DES 1 – General Design Considerations

DES1 All development should be of a high quality sustainable design and respect the local character and distinctiveness of Monmouthshire's built, historic and natural environment. Development proposals will be required to:

- (a) Ensure a safe, secure, pleasant, and convenient environment that is accessible to all members of the community, supports the principles of community safety and encourages walking and cycling;
- (b) Contribute towards sense of place whilst ensuring that the amount of development and its intensity is compatible with existing uses.
- (c) Respect the existing form, scale, siting, massing, materials and layout of its setting and any neighbouring quality buildings.

- (d) Maintain reasonable levels of privacy and amenity of occupiers of neighbouring properties where applicable.
- (e) Respect built and natural views and panoramas where they include historical features and/or attractive or distinctive built environment or landscape.
- (f) Use building techniques, decoration, styles and lighting to enhance the appearance of the proposal having regard to texture, colour, pattern, durability and craftsmanship in the use of materials.
- (g) Incorporate existing features that are of historical, visual or nature conservation value, and use the vernacular tradition where appropriate.
- (h) Include landscape proposals for new buildings and land uses in order that they integrate into their surroundings, taking into account the appearance of the existing landscape and its intrinsic character, as defined through the LANDMAP process. Landscaping should take into account, and where appropriate retain, existing trees and hedgerows;
- (i) Make the most efficient use of land compatible with the above criteria, including that the minimum net density of residential development should be 30 dwellings per hectare, subject to criterion (l) below;
- (j) Achieve a climate responsive and resource efficient design. Consideration should be given to location, orientation, density, layout, built form and landscaping and to energy efficiency and the use of renewable energy, including materials and technology;
- (k) Foster inclusive design;
- (l) Ensure that existing residential areas characterised by high standards of privacy and spaciousness are protected from overdevelopment and insensitive or inappropriate infilling.

Where an applicant owns land which could provide a number of possible sites, the Council will seek to utilise the most environmentally sustainable and appropriate site as advised by the Council. Applicants are therefore strongly advised to discuss the alternatives at an early stage, and follow the advice given by the case Planning Officer.

Layout

The dwelling size should not exceed 100 square metre gross internal floor space (i.e. a simple measurement of floor space between internal walls) and overall plot size

must be appropriate in terms of the general pattern of development in the surrounding area, but not normally exceeding 0.1 ha.

Sites which form part of the curtilage of an existing property must provide an appropriately sized plot for the new dwelling. In this respect, it will be important to achieve a ratio of dwelling size to overall plot size which is in keeping with surrounding properties. Such sites must also respect the existing character and setting of the original property, so as not to adversely alter the character or create a cramped form of development.

Materials of construction should be sympathetic to those in use locally.

Attached garages will count against the 100 square metres. It is appreciated, however, that there will generally be a need for garaging and for ancillary buildings to store gardening equipment, garden furniture etc. The size of such outbuildings will be strictly controlled. Detached garages of appropriate dimensions and height may be permitted if they are not intrusive upon the wider locality, reflect the local rural vernacular in both style and materials and remain subordinate to, and do not detract from, the character and appearance of the main dwelling. They should be sited as unobtrusively as possible, to the side or rear of the dwelling. Outbuildings should be modest in size and sensitively located.

Applications for single plot rural exception sites should include details of any proposed garages and outbuildings in order that the overall impact of a scheme can be fully assessed. The Council will need to be satisfied at the time of the original application that adequate ancillary garages and storage space can be achieved for the dwelling in order to avoid pressure for further, possibly harmful, development at some future date. If overlarge outbuildings are required then this could result in a reduction in the size of dwelling that might be allowable if this is necessary to limit the overall impact of the development in the landscape.

Housing Need and Strong Local Connection

Applicants will need to demonstrate that they are unable to afford a suitable home currently available in the locality.

Housing need is demonstrated if the household unit has no home of its own, or is renting from a housing association but would like to become an owner-occupier, or is in unsuitable accommodation. For example:

- the current housing may be too large or too small for the household
- be in a poor state of repair
- be too costly for the household to maintain or sustain.

- be in a location that is a long way from existing employment, schools or support networks and that the cost or availability of transport is prohibitive to the particular household

Strong local connections with the settlement in question will need to be demonstrated by the household (Appendix A). These include working locally, residing locally, or having family members who need support in the local area.

Assessments of whether a household is in housing need or not, has strong local connections and is unable to afford a suitable home in the locality will be made by the Council's Housing Services following completion of a standard form and submission of supporting documentation. Applicants will be expected to be proactive in obtaining confirmation of their local connection from the Community Council.

Purchasers of the property in the future must also meet the local needs criteria in Appendix A. As a requirement of the section 106 legal agreement, the property cannot change hands without the written consent of Monmouthshire County Council. This will only be forthcoming if the Council is satisfied that the new purchaser has a strong local connection as defined in the section 106 legal agreement.

Affordable in Perpetuity

Rural exception sites are permitted in order to benefit the long term sustainability of the community, and as such it is important that the property remains affordable for successive occupiers for the lifetime of the building. To achieve this, the model section 106 legal agreement in Appendix C puts a Restriction on the Title of the property, to the effect that the property cannot change hands without the written consent of Monmouthshire County Council. The Land Registry will effectively enforce this provision, as it will not be possible for a solicitor to register a new ownership with the Land Registry without the appropriate letter from Monmouthshire County Council.

A draft section 106 legal agreement should be submitted with the planning application, with agreed heads of terms in accordance with those attached at Appendix C. The section 106 agreement must be ready for all parties to sign by the time the application is ready for decision by the Council.

The "formula price" of the affordable property will be determined by the cost of construction as set out on page 10 of this pack, plus a nominal plot value of £10,000, expressed as a percentage of open market value. Extraordinary construction costs will only be taken into account at the discretion of the local planning authority, where such costs can be robustly justified as unavoidable.

The future sale of the property will be subject to the fixed percentage of open market value as detailed in the section 106 agreement. There is no scope for it to enter into the open housing market without recycling of proceeds.

In order to ensure that dwellings remain affordable, a dwelling size restriction will be imposed. The size of dwellings will normally be restricted to no more than 100 square metre gross internal floor space, with a curtilage not exceeding 0.1 ha.

Furthermore, permitted development rights to extend properties in the future will be removed by planning condition, in order to ensure that the Council retains control over the future affordability of the property. Future values will, in any event, be based on original floor space and exclude later additions.

Standard Conditions for Rural Exception Sites

In order to provide a consistent and manageable approach to rural exception sites. Monmouthshire County Council proposes to use standard conditions on all rural exception sites that ensure:

- sustainable construction, energy and water efficiency aspects equivalent to level 3 of the Code for Sustainable Homes will apply to **all** schemes
- meeting Lifetime Homes Standards will apply to **all** schemes

Standard Conditions for Single Plot Rural Exception Sites

In addition, standard conditions for single plot rural exception sites will include:

- restrictions on size of the property (to not exceed 100 square metres)
- removal of permitted development rights so that express permission has to be sought for any future extension, including garage and carport extensions

In the majority of cases, 100 square metres is adequate for a family of five persons. Larger properties are, by definition, more expensive and run counter to the primary aim of ensuring affordability.

Permitted development rights of the affordable dwellings will normally be removed to ensure that properties are not extended or altered in any way as to increase values beyond an affordable level. Exceptions will only be made where clearly justified. The normal permitted development rights will not prevent consideration of adaptations or extensions in certain circumstances, for instance, where required by an occupant with disabilities or to accommodate appropriate extensions for family growth.

The Council recognises that some households will need more space, for example to cater for very large families. Where an application is received to amend or remove a

standard condition, the applicant will be expected to demonstrate that the household's needs are genuine. The national definition of overcrowding (Appendix C) will be a factor in assessing what size of property is justified. The needs of disabled residents for physical space (for wheelchairs, etc.) will also be taken into account.

Site Suitability Guidelines

The Local Development Plan (LDP) enables Monmouthshire County Council to allow affordable housing on sites that would not obtain planning permission for open market housing, as an exception to normal planning policies.

The site, however, must be in a location that demonstrably forms part of a recognisable named settlement. Sites that would constitute isolated or sporadic development, or which would adversely affect the landscape or rural character, are not considered acceptable and will be refused planning permission in line with existing LDP policies.

Calculating the Formula Price

Affordable housing that is granted as an exception to normal planning policies must remain affordable for ever. This is achieved through a section 106 legal agreement, which defines what the “formula price” is for the affordable property.

The price for affordable housing that is built on single plot rural exception sites is calculated from standard construction costs and a nominal plot value. This is expressed as a percentage of market value to create the “formula price”.

The **nominal plot (land) value** applied is **£10,000** per building plot.

The **standard Cost of Construction** that applies is **£1,300** per square metre.

These figures apply regardless of the actual build or land cost. The combined total of these figures is the initial affordable value.

The initial affordable value is then converted into a percentage of the property’s potential Open Market Value (i.e. the property’s value if it were not subject to the affordability restrictions in the section 106 legal agreement). This percentage is the “**formula price**”.

The formula price determines how much the property could be sold for in the future. As it is a percentage of open market value, it will go up or down in line with market prices.

Worked Example

In this example, the affordable property is a 2 bed house of 70 square metres in size. The value is based on the gross internal floor space (i.e. a simple measurement of the floor space between the internal walls. Each floor of the property is included – in our example, the ground floor is 35 square metres and the first floor is 35 square metres.

One builder has quoted £81,000, another builder has quoted £85,000 and a third builder has quoted £97,000. The actual construction price is irrelevant, because the property’s affordable value is based on a formula price. Instead the affordable value will be calculated as follows. The formula for the initial affordable value is: standard cost of construction x floor space + nominal plot value:

$$\begin{aligned}
 &= (\mathbf{£1,300 \times 70 \text{ sqm}}) + \mathbf{£10,000} \\
 &= \mathbf{£91,000 + £10,000} \\
 &= \mathbf{£101,000}
 \end{aligned}$$

Let us assume that the market value for a 2 bed property in this location is £165,000 (actual value to be based on an independent surveyor’s/estate agent’s valuation of the property).

Formula price equals nominal cost as a proportion of market value:

$$\begin{aligned}
 &= \mathbf{£101,000/£165,000} \\
 &= \mathbf{61.2\%}
 \end{aligned}$$

The section 106 legal agreement would therefore specify the formula price as 61.2% of open market value. Future sale of the property must be at 61.2% of whatever the open market value is at that point in time. Thus the property will go up or down in value in line with market prices.

If You Need to Sell in the Future

The value of the property is set in the section 106 legal agreement, as a percentage of open market value.

Resale of the property must be to a marketing plan that has been agreed with the Council, as required by the legal agreement. It must be offered for sale at the formula price for six months. Persons wishing to purchase the property must meet the Council's criteria for being in housing need (see Appendix A).

Over six months, the pool of potential purchasers widens from the local area, then Monmouthshire-wide, then to the Council or one of the Council's nominated partners and finally to anyone else. This is known as the cascade mechanism. The details of which are specified in the section 106 legal agreement for the property.

In the highly unlikely event of an owner being unable to sell at the formula price in this six month period, he/she may apply to have the formula price removed. If the Council agrees to its removal, then half of the difference between the affordable and the open market value will be recouped by the Council and used towards the provision of affordable housing elsewhere.

These requirements have been reached in discussion with mortgage lenders to ensure that they satisfy most mortgage lenders' criteria. They provide a balance between trying to ensure that affordable properties remain affordable in perpetuity, prioritising local people, and minimising the financial risks for lenders.

Lifetime Homes Standards

All affordable homes must be built to the lifetime homes standard to ensure that they are accessible and can be easily adapted should their occupiers experience mobility difficulties in the future. Homes built to this standard are "future-proofed" not only for the potential needs of their occupiers, but also for the needs of visiting friends and relatives. The Lifetime Homes standard requires the following:

Access

1. Where car parking is adjacent to the home, it should be capable of enlargement to attain 3.3metres width.
2. The distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping.
3. The approach to all entrances should be level or gently sloping (Gradients for paths should be the same as for public buildings in the Building Regulations).
4. All entrances should be illuminated and have level access over the threshold and the main entrance should be covered.

5. Where homes are reached by a lift, it should be wheelchair accessible.

Inside the Home

6. The width of internal doorways and halls should conform to Part M of the Building Regulations, except where approach is not head on and the hallway is less than 900mm clear width, in which case the door should be 900mm rather than 800mm wide. Entrance level doorways should have a 300mm nib or wall space adjacent to the leading edge of the door.
7. There should be space for the turning of wheelchairs in kitchens, dining areas and sitting rooms and adequate circulation space for wheelchair users elsewhere.
8. The sitting room (or family room) should be at entrance level.
9. In houses of two or more storeys, there should be space on the ground floor that could be used as a convenient bed space.
10. There should be a downstairs toilet which should be wheelchair accessible, with drainage and service provision enabling a shower to be fitted at any time.
11. Walls in bathrooms and toilets should be capable of taking adaptations such as handrails.
12. The design should incorporate provision for a future stair lift and a suitably identified space for potential installation of a through-the-floor lift from the ground to the first floor, for example to a bedroom next to the bathroom.
13. The bath/bedroom ceiling should be strong enough, or capable of being made strong enough, to support a hoist at a later date. Within the bath/bedroom wall provision should be made for a future floor to ceiling door, to connect the two rooms by a hoist.
14. The bathroom layout should be designed to incorporate easy access probably from a side approach, to the bath and WC. The wash basins should also be accessible.

Fixtures and Fittings

15. Living room window glazing should begin at 800mm or lower, and windows should be easy to open/operate.
16. Switches, sockets and service controls should be at a height usable by all (i.e. between 600mm and 1200mm from the floor).

Do you qualify for affordable housing?

The Council wishes to make it as easy as possible for residents to be able to find out if they qualify for the 'Build Your Own Single Plot' affordable home.

Applicants must demonstrate:

That they have a suitable plot of land (this is assessed by a planning officer)

That they are in need of a house in the area and would contribute towards community sustainability

That they have strong local connections and need to live in the area where they propose to build

That they are unable to secure a suitable home currently available on the open market

What are the main housing need, local connection and affordability qualification criteria?

Local Housing Need	Strong Local Connections & Need to Live in the Local Area	Affordability and Availability of Housing in the Area
<ul style="list-style-type: none"> • No home of your own – e.g. living with your parents • Current housing not suitable for current needs • Housing Association tenant but would like to become an owner-occupier 	<ul style="list-style-type: none"> • Parents are permanent residents in the area • Parents were permanently resident in the area at the time of the applicants birth and applicant was a permanent resident of the area for 5 continuous years as a child • Currently living in the area and have been for 5 continuous years • Currently employed in the area • Have an offer of work in the area • Applicant needs to live in the area to care for a relative or receive support/childcare 	<ul style="list-style-type: none"> • If buying your mortgage should not be more than 25% of your gross household income • If renting, your rent should be less than 25% of your income • Your total household income is not large enough to buy a suitable house on the open market • There are no suitable properties in the area

For more information please contact Shirley Wiggam, Senior Strategy & Policy Officer on 01633 644474

APPENDIX 3

Rural Allocations Policy

Affordable Housing

Rural Allocations Policy

The purpose of the policy is to ensure that homes developed for local people are allocated as intended. This policy is to be used in addition to both Monmouthshire County Council's Common Allocations Policy and any other or succeeding allocations policy for letting of affordable housing in Monmouthshire.

The Registered Social Landlord requires assurance for its future business security that the local connection policy will not be allowed to cause empty properties. There is flexibility built into this policy to allow a broadening of both occupancy levels and geographical connection in order to allow properties to be tenanted swiftly and therefore ensure that the affordable housing resource is utilised.

The Rural Allocations Policy will be used to allocate the first 10 homes on all new housing sites and on all subsequent lettings of these properties (once identified via the first round of lettings) in rural areas of Monmouthshire other than:

- The main settlements of Abergavenny, Caldicot, Chepstow, Monmouth and Usk (Abergavenny includes the waiting list areas of Mardy and Croesonnen and the settlement of Monmouth includes the waiting list area of Wyesham)

Geographical Criteria

The aim of this policy is to ensure that households with strong links to rural areas are given the opportunity to remain in these communities thus helping to maintain sustainability in the future. The local qualification will be based on villages within the Community Council boundary where the properties are located and then will cascade out to the immediately adjoining communities using community council boundaries.

As there are some rural areas in Monmouthshire where development is unlikely due to land supply and topography, the Council reserves the right to widen qualification to a neighbouring Community Council on occasions where there is a proven local need.

Under Occupation

Priority will be given to applicants who have a local connection and who fully occupy a property in line with local housing allowance size criteria. One spare room will be considered whereupon a tenancy is affordable or there are exceptional circumstances. In the case where there are more applications received that meet the rural housing lettings criteria than there are properties to allocate, these applications will then be assessed to the current allocation policy.

Rural Housing Lettings Criteria

In priority order:

1. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and are owed a reasonable preference as defined by the Housing Act 1996.
2. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and who need to live in the community in order to provide support to a dependent child or adult or to receive support from a principal carer.
3. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and who are principally (> 20 hours per week) employed in the community (defined as the Community Council area).
4. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application or those who have lived in the community for a period of five years but have had to move out of the area to access accommodation.
5. Applicants who have previously lived in the community for a period of at least 5 years and who need to move to the community in order to provide support to a dependent child or adult or to receive support from a principal carer.
6. Applicants who have been principally (> 20 hours per week) employed in the community (defined as the Community Council area) for a continuous period of at least 5 years.
7. Applicants who have previously lived in the community for a period of at least 5 years.
8. Applicants with a firm offer of employment in the community and who would otherwise be unable to take up the offer because of a lack of affordable housing.

Applicants will be prioritised using the above criteria, however, if more than one applicant has the same priority, the applicant who has lived (or previously lived) in the Community Council area for the longest will be given priority. Applicants who have the same priority and who will be fully occupying the property will be given priority over those applicants who have the same priority and who will be under-occupying.

In the event there is no suitable [insert Community Council] applicant, these criteria will then be applied in the same order to applicants from immediately adjoining

communities as set out above. Should there be no suitable applicant from the Community Council area where the properties are located or from the immediately adjoining Community Council areas then the properties will be allocated to applicants with a connection to Monmouthshire in line with the Monmouthshire Homesearch Allocations Policy.

It should be noted however that the Council reserves the right to nominate applicants for rural vacancies, who do not meet the above criteria, where it is considered that the circumstances of the individual case warrant special consideration. Such cases can only be considered for the offer once the decision has been agreed by the Common Housing Register Operational Sub Group and the Housing and Regeneration Manager.

Evidence of Local Connection

In all cases, the applicant will be expected to demonstrate their local connection, for example by providing service bills, bank statements, medical registration documents and so forth. Applicants living at home with parents and looking to leave home for the first time would be expected to provide evidence to show that they have local criteria which may include evidence that their parents have achieved the local connection.

Applicants not living in the Community, but who are applying for reasons of employment must provide evidence to show that they are principally employed within the area, including the date of commencement of employment and confirmation from their employer of employment status, and whether this is likely to continue for the foreseeable future.

Applicants will also be asked to consent to the landlord making enquiries of the electoral register and council tax records should it be necessary to confirm local connection.

Future Voids

The properties identified for each site will remain ear marked for all future lettings. Therefore all future lettings for these properties will also be carried out as per this policy.

Monitoring

The Council will ensure that lettings through this policy will not dominate the main allocation scheme. The Rural Allocations Policy will be monitored on an ongoing basis to ensure that overall reasonable preference for allocation in Monmouthshire is given to applicants in the reasonable preference groups.

The policy will also be monitored in order to assess its impact, the outcome of which will be regularly reported.

The policy will also be monitored to ensure that void properties are re-let to qualifying households who satisfy the Rural Allocations Policy.

APPENDIX 4

Extract from The Community Infrastructure Levy (Amendment) Regulations 2014

“Exemption for self-build housing

54A

- (1) Subject to paragraphs (10) and (11), a person (P) is eligible for an exemption from liability to pay CIL in respect of a chargeable development, or part of a chargeable development, if it comprises self-build housing or self-build communal development.
- (2) Self-build housing is a dwelling built by P (including where built following a commission by P) and occupied by P as P’s sole or main residence.
- (3) The amount of any self-build communal development that P can claim the exemption in relation to is to be determined in accordance with paragraphs (4) to (6).
- (4) Subject to paragraph (5), development is self-build communal development if it is for the benefit of the occupants of more than one dwelling that is self-build housing, whether or not it is also for the benefit of the occupants of relevant development.
- (5) Development is not self-build communal development if it is:
 - (a) wholly or partly made up of one or more dwellings;
 - (b) wholly or mainly for use by the general public;
 - (c) wholly or mainly for the benefit of occupants of development which is not relevant development; or
 - (d) to be used wholly or mainly for commercial purposes.
- (6) The amount of any self-build communal development that P can claim the exemption in relation to must be calculated by applying the following formula:

$$\frac{X \times A}{B}$$

Where:

X = the gross internal area of the self-build communal development;

A = the gross internal area of the dwelling in relation to which P is claiming the exemption for self-build housing; and

B = the gross internal area of the self-build housing and relevant development, provided that the self-build communal development is for the benefit of that housing and that relevant development.

- (7) In this regulation, “relevant development” means development which is authorised by the same planning permission as the self-build housing in question, but which does not include the self-build housing or the self-build communal development.
- (8) In order to claim the exemption in relation to self-build communal development, P must assume liability to pay CIL in respect of that development (and may do so jointly in respect of the chargeable development) and either claim the exemption:
 - (a) at the same time as P claims the exemption in respect of the self-build housing; or
 - (b) where the self-build housing is granted permission through a phased planning permission, in relation to any phase of that permission.
- (9) An exemption or relief under this regulation is known as an exemption for self-build housing.
- (10) An exemption for self-build housing cannot be granted to the extent that the collecting authority is satisfied that to do so would constitute a State aid which is required to be notified to and approved by the European Commission.
- (11) Where paragraph (10) applies, the collecting authority must grant relief up to an amount which would not constitute a State aid which is required to be notified to and approved by the European Commission.

Exemption for self-build housing: procedure

54B

- (1) A person who wishes to benefit from the exemption for self-build housing must submit a claim to the collecting authority in accordance with this regulation.
- (2) The claim must:
 - (a) be made by a person who:
 - (i) intends to build, or commission the building of, a new dwelling, and intends to occupy the dwelling as their sole or main residence for the duration of the clawback period, and

- (ii) has assumed liability to pay CIL in respect of the new dwelling, whether or not they have also assumed liability to pay CIL in respect of other development;
 - (b) be received by the collecting authority before commencement of the chargeable development;
 - (c) be submitted to the collecting authority in writing on a form published by the Secretary of State (or a form substantially to the same effect);
 - (d) include the particulars specified or referred to in the form; and
 - (e) where more than one person has assumed liability to pay CIL in respect of the chargeable development, clearly identify the part of the development that the claim relates to.
- (3) A claim under this regulation will lapse where the chargeable development to which it relates is commenced before the collecting authority has notified the claimant of its decision on the claim.
- (4) As soon as practicable after receiving a valid claim, and subject to regulation 54A(10), the collecting authority must grant the exemption and notify the claimant in writing of the exemption granted (or the amount of relief granted, as the case may be).
- (5) A claim for an exemption for self-build housing is valid if it complies with the requirements of paragraph (2).
- (6) A person who is granted an exemption for self-build housing ceases to be eligible for that exemption if a commencement notice is not submitted to the collecting authority before the day the chargeable development is commenced.

Exemption for self-build housing: completion of development

54C

- (1) A person (P) granted an exemption for self-build housing in respect of development (D) must comply with this regulation.
- (2) Within six months of the date of the compliance certificate for D, P must submit a form to the collecting authority confirming that D is self-build housing or self-build communal development (as the case may be).
- (3) The form referred to in paragraph (2) must:

- (a) be submitted in writing on a form published by the Secretary of State (or a form to substantially the same effect);
- (b) include the particulars specified or referred to in the form; and
- (c) be accompanied by the documents specified or referred to in the form.

Withdrawal of the exemption for self-build housing

54D

- (1) This regulation applies if an exemption for self-build housing is granted and a disqualifying event occurs before the end of the clawback period.
- (2) For the purposes of this regulation, a disqualifying event is:
 - (a) any change in relation to the self-build housing or self-build communal development which is the subject of the exemption such that it ceases to be self-build housing or self-build communal development;
 - (b) a failure to comply with regulation 54C;
 - (c) the letting out of a whole dwelling or building that is self-build housing or self-build communal development;
 - (d) the sale of the self-build housing; or
 - (e) the sale of the self-build communal development.
- (3) Subject to paragraphs (5) and (6), where this regulation applies the exemption for self-build housing granted in respect of the self-build housing or self-build qualifying development is withdrawn and the relevant person is liable to pay:
 - (a) an amount of CIL equal to the amount of CIL that would have been payable on commencement of the development if the exemption had not been granted; or
 - (b) where regulation 54A(11) applies, the amount of relief granted.
- (4) The relevant person must notify the collecting authority in writing of the disqualifying event before the end of the period of 14 days beginning with the day on which the disqualifying event occurs.
- (5) The collecting authority must notify the relevant person at least 28 days before taking any action in relation to a disqualifying event under paragraph (2)(b), informing them of the date after which they intend to take any such action.

- (6) If the relevant person submits to the collecting authority a form which complies with the requirements of regulation 54C(3) before the date mentioned in paragraph (5), the exemption is not withdrawn and the collecting authority may take no further action in relation to that disqualifying event.
- (7) As soon as practicable after receiving the notice of the disqualifying event (or the expiry of the period in paragraph (5), as the case may be) the collecting authority must notify the relevant person in writing of the amount of CIL payable under paragraph (3).
- (8) In this regulation “relevant person” means the person benefitting from the exemption for self-build housing in respect of the dwelling or communal development which has ceased to qualify for the exemption”.

APPENDIX 5
Extract from LDP Monitoring Framework

Affordable Housing

Strategic Policy: S4 Affordable Housing

LDP Objectives Supported: 1, 3, and 4

Other LDP Policies: SAH1-10, SAH11

Monitoring Aim / Outcome	Indicator	Target	Trigger for Further Investigation	Source Data / Monitoring Method
To provide 960 affordable dwelling units over the plan period	The number of additional affordable dwellings built* over the plan period	Deliver 96 affordable dwellings per annum 2011-2021 (total of 960 over the plan period)	Further investigation if 10% less or greater than the LDP strategy build rate for 2 consecutive years	JHLAS / S106 monitoring
	Number of affordable dwellings secured on new housing sites	<ul style="list-style-type: none"> 35% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Main Towns and Rural Secondary Settlements identified in Policy S1 25% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Severnside Settlements as identified in Policy S1 60% of the total number of dwellings to be affordable on sites of 3 or more dwellings in the Main Villages identified in Policy S1 Minor Villages: sites with capacity for 4 dwellings make provision for 3 to be affordable; and sites with capacity for 3 dwellings make provision for 2 to be affordable. 	Further investigation if the proportion of affordable housing achieved on development sites in each area falls below the requirement set out in Policy S4	JHLAS / planning applications database / S106 monitoring

Monitoring Aim / Outcome	Indicator	Target	Trigger for Further Investigation	Source Data / Monitoring Method
	Number of affordable dwellings permitted / built on Main Village sites as identified in Policy SAH11	Main Village sites to collectively deliver 20 affordable dwellings per annum 2014-2021	Further investigation if 10% less or greater than the target build rate for 2 consecutive years from 2014	JHLAS / planning applications database / S106 monitoring
	Number of affordable dwellings built through rural exception schemes	No target	None	JHLAS/ planning applications database
	Affordable housing percentage target in Policy S4	Target to reflect economic circumstances	Further investigation if average house prices increase by 5% above the base price of 2012 levels sustained over 2 quarters	Home Track / Land Registry

*Core Indicators

SUBJECT:	AFFORDABLE HOUSING COMMUTED SUMS
DIRECTORATE:	Enterprise
MEETING:	Strong Communities Select Committee
DATE:	20 November 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

The purpose of this report is to agree the proposed mechanism for the utilisation of any commuted sums received for affordable housing from Section 106 Agreements attached to planning consents.

2. RECOMMENDATIONS:

To agree to the proposed mechanism for the utilisation of commuted sums received in lieu of affordable housing and for the final decision on allocation of the monies to be delegated to the Head of Housing & Communities in consultation with the Cabinet Member for Environment, Public Services and Housing.

3. REASONS:

This report proposes a mechanism for prioritising and utilising any affordable housing commuted sums received by the council. It sets out the circumstances in which a commuted sum is requested and the ways it can be used to enable the delivery of additional affordable housing.

Policy S4 of the Adopted Local Development Plan makes provision for development sites with a capacity below the thresholds set out in the policy to make a financial contribution towards the provision of affordable housing in the local planning authority area.

It will also be necessary to seek a commuted sum in lieu of affordable housing on certain sites where additional housing is being provided through conversion of vacant buildings into residential units such as barns and other vacant rural buildings, where the council considers that either the type of building or location would render the units unsuitable for the provision of affordable housing.

4. KEY ISSUES:

The council is able to receive a commuted sum payment by a developer on a housing development in lieu of affordable housing units in the circumstances detailed above. Requesting a commuted sum in lieu of units on site is an exceptional situation and would only happen in the circumstances detailed above. New housing sites with a capacity on or above the thresholds set out in Policy S4 of the Adopted LDP and conversions of buildings for residential use in towns and villages would still be expected to make provision for affordable housing on site.

How is the commuted sum calculated?

Having decided that the council needs to collect a commuted sum, it is important that there is a consistent and transparent mechanism for calculating the sum to be collected. The Planning Department has therefore commissioned a Commuted Sum Calculator from Three Dragons which will be used by the Senior Strategy & Policy Officer in Housing or a Planning Officer to undertake this calculation on a site by site basis. The key principle underlying the Calculator is that the developer of a scheme should be no worse or better off financially whether they provide the affordable housing on-site or as a commuted sum.

The Commuted Sum Calculator does not assess whether or not the scheme can afford the policy compliant amount of affordable housing. Where a developer claims that a scheme is not viable this will be assessed separately through a full analysis of costs and revenues.

The council's Enforcement Monitoring Officer will invoice the developer for the amount of the agreed commuted sum when the trigger point set out in the S106 Agreement is reached.

Where can the commuted sum be used?

There is a hierarchy which is the Housing Market Area (HMA) in which the site is located and then elsewhere in Monmouthshire where there is a need for affordable housing provision.

What can the commuted sum be used for?

A commuted sum can be used by the council for the provision of affordable housing or improvements to existing affordable housing within the county. Examples are (but this is not an exhaustive list):

- Provision of new affordable housing
- To make new affordable housing schemes more viable (a grant top up to RSLs)
- To aid refurbishment/remodelling of existing housing
- To bring empty homes back into use
- To assist RSLs to buy back ex Right to Buy properties
- To satisfy the needs of a particular group. For example supported housing for vulnerable people or adapted properties for people with a disability

5. RESOURCE IMPLICATIONS:

N/A

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can

afford to live in. It is also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.

7. CONSULTEES:

Cabinet Members, Senior Leadership Team, DMT, HMT

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Shirley Wiggam, Senior Strategy & Policy Officer, Housing & Regeneration

10. CONTACT DETAILS:

Tel: 07769 616662

E-mail: shirleywiggam@monmouthshire.gov.uk

The “Equality Initial Challenge”

Name: Shirley Wiggam Service area: Housing & Communities Date completed: 4 th November 2014		Please give a brief description of what you are aiming to do. Report on the allocation procedure for dealing with affordable housing commuted sums	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age	None	None	None
Disability	None	None	Funding may be available for the provision of specialist housing to meet the needs of people with a disability
Marriage + Civil Partnership	None	None	None
Pregnancy and maternity	None	None	None
Race	None	None	None
Religion or Belief	None	None	None
Sex (was Gender)	None	None	None
Sexual Orientation	None	None	None
Transgender	None	None	None
Welsh Language	None	None	None

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed Shirley Wiggam

Designation Senior Strategy & Policy Officer

Dated 04/11/14

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Mechanism for dealing with affordable housing commuted sums	Housing & Communities
Policy author / service lead	Name of assessor and date
Shirley Wiggam	

1. What are you proposing to do?

Propose a mechanism for the allocation of affordable housing commuted sums collection via planning S106 agreements.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

Signed Shirley Wiggam.....Designation...Senior Strategy & Policy OfficerDated 04/11/14.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Shirley Wiggam		Please give a brief description of the aims proposed policy or service reconfiguration: to propose a mechanism for allocating affordable housing commuted sums collected by the Council through the planning process	
Name of the Division or service area Housing & Communities		Date “Challenge” form completed: 04/11/14	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food	None	None	None
Improve housing quality and provision			Provides additional funding for the provision of affordable housing
Reduce ill health and improve healthcare provision	None	None	None
Promote independence	None	None	Provides additional funding for the delivery of specialist housing which may enable people to live in their own homes for longer

Encourage community participation/action and voluntary work	None	None	None
Targets socially excluded	None	None	None
Help reduce crime and fear of crime	None	None	None
Improve access to education and training	None	None	None
Have a positive impact on people and places in other countries	None	None	None
PLANET			
Reduce, reuse and recycle waste and water	None	None	None
Reduce carbon dioxide emissions	None	None	None
Prevent or reduce pollution of the air, land and water	None	None	None
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)	None	None	None
Protect or enhance visual appearance of environment	None	None	None
PROFIT			

Protect local shops and services	None	None	Affordable rural housing will help protect local services
Link local production with local consumption	None	None	
Improve environmental awareness of local businesses	None	None	None
Increase employment for local people	None	None	Delivery of affordable housing helps create construction jobs for local people
Preserve and enhance local identity and culture	None	None	None
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc	None	None	None
Increase and improve access to leisure, recreation or cultural facilities	None	None	None

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤

➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

Additional funding to provide affordable housing as a positive impact for people in housing need.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed Shirley Wiggam

Dated 04/11/14

SUBJECT: Quarter 2 Performance Report: Improvement Objective and Outcome Agreement

MEETING: Strong Communities Select Committee

DATE: 20th November 2014

DIVISIONS/WARDS AFFECTED: All

1. PURPOSE

- 1.1 To present quarter 2 performance data for the Improvement Objective and Outcome Agreement objectives which are under the remit of Strong Communities Select Committee:

Improvement Objective 4 “We want to be an efficient, effective and sustainable organisation.” (Annex A)

Outcome agreement theme 4 “Living within environmental limits and acting on climate change” (Annex B)

- 1.2 To present the wider key performance targets that are under the committee’s remit set in the Council’s publically available key performance plans

2. RECOMMENDATIONS

- 2.1 That members scrutinise the performance achieved and impact made to assess progress and performance against the objectives.
- 2.2 That members identify and explore any areas of underperformance or concerns, and to seek assurance from those responsible for future activity where they conclude that performance needs to improve.
- 2.3 That members agree the targets and any revisions for the key Performance Indicators that fall within the remit of the Select Committee

3. KEY ISSUES

- 3.1 The Outcome Agreement and the Improvement Objectives have a different focus:
- Improvement Objectives are set annually by the Council to deliver on priorities. Despite objectives being focused on the long term the specific activities that support them are particularly focussed for the year ahead
 - The Outcome Agreement is an agreement with the Welsh Government for a three year period, where the council needs to deliver on performance activity and associated targets that contribute to the Wales Programme for Government. The current agreement covers the period from 2013 to 2016. The council is awarded funding each year from the Welsh Government based on the performance achieved

3.2 Performance against the Improvement Objectives and the Outcome Agreement is assessed using separate evaluation criteria:

Improvement Objectives are scored based on the Council’s Self-evaluation framework, Table 1, and performance against them is reported in the Stage 2 Improvement Plan published in October each year

Level	Definition	Description
Level 6	Excellent	Excellent or outstanding
Level 5	Very Good	Major strengths
Level 4	Good	Important strengths with some areas for improvement
Level 3	Adequate	Strengths just outweigh weakness
Level 2	Weak	Important weaknesses
Level 1	Unsatisfactory	Major weakness

The Outcome Agreement is evaluated annually using the Welsh Government scoring mechanism, Table 2. Performance will be reported to Welsh Government in summer 2015.

Definition	Points award
Fully Successful	2
Partially Successful	1
Unsuccessful	0
To achieve 100% funding for the Outcome Agreement we must achieve at least 8 points from a possible 10 across the 5 themes within the agreement	

3.3 The scores based on half year performance for 2014-15 show that:

- Improvement Objective 4 has been scored as Level 3 – Adequate
- Outcome Agreement theme 4 has been scored as Fully Successful

3.4 A summary of the main points for consideration on performance are:

Improvement objective 4:

- All actions planned for the year are on target. Actions that are focused on new or developing activity for example, the Asset Management Plan and the new employee performance framework are still in their early stages to fully evaluate the impact they are making.
- Sickness data is showing an improvement in performance, however over the winter months there is likely to be an increase in sickness. The percentage of national performance indicators that are improving has increased.
- The continuing financial challenges and budget gap over the next three years highlighted in the report, although plans are in place to address this, and the latest budget position at Q1 reporting a 0.7% overspend has had a significant impact on the overall scoring of adequate at this stage.
- All data under “is anyone better off” is only produced annually and this performance will have an influence on the end of year assessment for the objective to determine the overall impact made.

Outcome Agreement Theme 4:

- Energy efficiency and installation of renewable energy is projected to meet targets. Improvements in recycling and landfill rates are being maintained and are also projected to meet targets. The weather can have an influence on both these over the winter months of the remainder of the year.
 - Climate change risk assessment adaptation plans have not been completed, pending further clarification from Welsh Government.
- 3.5 For the Outcome agreement, the six months performance across all five themes indicates the Agreement is “Fully Successful” based on scoring 8 points out of a possible 10. At this point this is a cautious indication.
- 3.6 The appendix Annex C sets out the Key Performance Indicators that are under the committee’s remit and are set in the Council’s publically available key performance plans. A small number of mid-year revisions have been made to targets and actual performance to those that were previously scrutinised by Committee.
- 3.7 The Local Government Wales Measure 2009 places a duty on local authorities to “make arrangements to secure continuous improvement in the exercise of [their] functions.” The council needs to understand in practical terms what service improvement means in a context where it faces budget reductions of 4.3% a year over the course of the next medium term financial planning period.
- 3.8 Improvement can be demonstrated by using fewer resources to deliver a similar outcome. Increasingly we may need to set targets which do not show improvement in absolute terms but which may be about maintaining a minimum level below which standards will not fall or maintaining performance levels while spending less money. It can also be shown that the authority is exercising its duty if it makes changes that will not deliver improvement in the current year but which are likely to lead to improvement in subsequent years.
- 3.9 The future targets shown in Annex C to this report will help members start to reflect on the extent to which the trajectory of past performance will be influenced by resource pressures in some areas. Business cases to deliver budget savings are underpinned by clear and measurable targets. These will be vital to demonstrate that the authority is meeting its duty to make arrangements to deliver continuous improvement. Future targets for this set of indicators, and any additional relevant indicators will be set in line with this.

4. REASONS:

- 4.1 To ensure that members have an understanding of performance across all publically available indicators in their remit and are able to hold officers and the executive to account.
- 4.2 To maximise the revenue funding achieved as part of the Outcome Agreement 2013-16 with Welsh Government.

5. AUTHOR:

Richard Jones, Policy and Improvement Officer
Tel: 01633 740733
E-mail: RichardJones@monmouthshire.gov.uk

Annex A - MCC Improvement Objective 4: We want to be an efficient, effective and sustainable organisation.			
Council Priority: Being an efficient organisation helps us to maximise the impact on the council's priorities		Single Integrated Plan Outcome: This Objective helps us maximise our impact on delivering the vision of sustainable resilient communities	
What do we want to achieve this year?			
To develop our workforce and build the enterprising capacity to reinvent our future and deliver more effective and efficient services.			
Why have we chosen this?			
The scale and magnitude of the challenges now upon Local Government are unprecedented and these future challenges are mounting. Alongside severe financial constraint as reflected in our Medium Term Financial Plan, we face changes in customer needs and expectations, together with challenges as a result of new technologies and regulatory and policy changes.			
We must continue to develop and implement processes and ways of working that will help us meet these challenges to maximise our chances of success and remain relevant to the citizens we serve.			
This will not be achieved without promoting an enterprising culture in the way the Council works to listen, adapt and deliver in different ways.			
Overall impact score?			
Level 3 - Adequate - Strengths just outweigh weaknesses			
What will we do?	What have we done?	What difference has it made?	Progress
Roll-out a new employee performance framework and ensure we have the right people in the right jobs.	A new employee performance framework , "check in check out", was introduced in April 2014. It provides a value-based performance assessment approach to be completed annually between staff and line managers. The process is central to the revised draft people and organisational development strategy that focuses on developing people within and outside the organisation.	Check in check out enables individuals and teams to outline the values and performance that is relevant in their role and connect them to the purpose of the organisation. It allows employee performance to be measured and assessed with their line manager. The process is still in the early stages to fully assess impact made.	On target
Complete an Asset Management Plan that seeks to maximise the benefits of the property and land owned by the council.	A proposed Asset Management Plan has been developed and provides the framework and policies within which decisions about properties should be made within the finances and needs of the council. This will be presented to Cabinet in November 2014	Plan not yet implemented to fully assess impact.	On target

What will we do?	What have we done?	What difference has it made?	Progress
<p>Improve the way we manage the performance of our services and introduce a new approach to self-assessment.</p>	<p>An annual challenge process for Heads of service to self-evaluate their service areas has been introduced. Four Heads of Service have completed the process.</p> <p>The first whole authority self-evaluation using the Council's adopted framework has been completed, a staff feedback session arranged and actions to respond to the findings are being implemented.</p>	<p>In 2013-14 there were a number of areas where performance fell below expected levels and too many indicators were in the bottom quartile when compared with other local authorities in Wales.</p> <p>By the end of September 74% of the available national performance measures were showing improvement. This is a ten percentage point improvement on the position in 2013-14</p>	<p>On target</p>
<p>Develop our internal intranet site as a central hub for all council information, networking and engagement.</p>	<p>Sites have been developed for Children's service as initial development areas for migrating all services information to the intranet</p> <p>A "Data Hub" for the Council has been developed and contains a substantial range of performance information and analysis available at all times via the Council's intranet site - The Hub which all Members and officers have access too.</p>	<p>The site for children's services has improved communication within the team and reduced time spent searching information.</p> <p>The data hub provides improved accessibility and visibility of performance information to inform officers and members in managing performance of services</p>	<p>On target</p>
<p>Continue with and build on the Monmouthshire Engages events and put in place new approaches to regularly seek ideas from citizens.</p>	<p>Monmouthshire Engages Roadshows in towns and evening engagements were held in September and October 2014. The purpose of this engagement was: to inform the public of the severity of funding reductions; to understand what services are valued by the communities; and, to gather any new ideas on how we can reduce costs to maintain existing levels of service.</p> <p>Monmouthshire Made open, a social network site that allows ideas to be generated and developed to problems and challenges was launched and ideas from engagement events have been captured on the site and continued to be developed with residents.</p>	<p>Some of the ideas that have emerged during the engagement process were already being considered as part of budget proposals.</p> <p>Other ideas will require further investigation to establish if they are feasible for future years. There were in excess of 20 ideas generated by the community that did not feature in the current budget mandates.</p> <p>Through this engagement communities have told us the three areas of council service ranked as the most important were:</p> <ul style="list-style-type: none"> • Keeping Children Safe (65%) • Education and Skills (63%) 	<p>On target</p>

What will we do?	What have we done?	What difference has it made?	Progress
		<ul style="list-style-type: none"> Support for older people and people with disabilities (61%) <p>The 'Monmouthshire Made Open' platform is allowing for the continuation of the dialogue with communities beyond traditional engagement events. This platform will allow members of community to work together (with council staff if appropriate) to overcome local challenges and issues or promote community events and solutions.</p>	
<p>Ensure effective financial management of the organisation.</p>	<p>Following a review, budget monitoring arrangements for 2014/15 have been revised to improve the timeliness and access to budget monitoring information for Cabinet and Select Committees.</p> <p>The Medium Term Financial Plan model has been updated for this year's settlement from Welsh Government, much more work will be undertaken over the coming months to consider the remaining 3 years of the MTFP in the light of the emerging financial position. This will be completed in consideration of the Council's key priorities, outcomes and whole authority risk register.</p>	<p>The 2015/16 budget gap is now £440k, if all the savings proposals contained in Appendix 4 of the report linked are approved. However, this still leaves a gap of £10 million to be found over the following 3 year period. Part of the proposals for 2015/16 includes setting aside a budget to provide some capacity to both consider the further options for meeting the gap that will be reported back through Cabinet and select committees and to ensure delivery can be sustained</p>	<p>On target</p>
<p>Increase installation of renewable energy on Monmouthshire Council sites.</p>	<p>The Council's property maintenance programme has continued, replacing equipment that has come to the end of its life with more energy efficient equipment, for example lighting and boilers. Further installations of renewable technologies up to 100 kw of extra generating capacity are expected to be completed by the end of the year.</p>	<p>There has been a total, absolute, 11% reduction in carbon emissions. The warm summer and milder autumn period has had an influence on this. The overall generating capacity of renewable energy has only been slightly increased, renewable electricity generated so far in 2014/15 accounted for 6.51% of electricity used in Council buildings.</p>	<p>On target</p>

How will we know the difference it has made	2012/13	2013/14	2014/15 Target	2014/15 Actual	Trend
How much did we do?					
Net revenue spend of the local authority (£000's)	139,700	145,463	N/A ⁱ	143,402 Q1	n/a
Number of employees (headcount)	4,025	3,880	N/A	3,983	n/a
Total installed capacity of renewable energy (Kw)	425	796	875	802	Behind target
How well did we do it?					
Revenue outturn expenditure against budget (£000's) and percentage over/underspend	419 0.3% underspend	1,227 0.8% underspend	Within budget ⁱⁱ	1,029 (0.72% overspend – Q1)	Behind target
Percentage of council tax due in the financial year received	97.5%	97.9%	98%	57.5%	On target
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	11.9	11.0	<11.0	9.9	target uncertain
Percentage turnover of local authority employees	6.6%	9.3%	N/A	Not available	n/a
Percentage of national performance indicators that are improving or at maximum ⁱⁱⁱ	63%	70%	>70%	74% ^{iv}	Improved/on target
Percentage reduction in Carbon dioxide emissions ^v					
i) Absolute	i) 1%	i) 5%	3%	i) 11%	Improved/ on target
ii) Adjusting for seasonal conditions like cold winters	ii) 11%	ii) +2%		ii) 7%	
Is anyone better off?					
Percentage of people who agree the local authority provides high quality services. ^{vi}	53%	63%	>63%	Produced annually	n/a
Percentage of people who agree they can influence decisions affecting local area ^{vii}	22%	26%	>26%	Produced annually	n/a
Percentage of people who agree the local authority is good at letting them know how we are performing ^{viii}	41%	47%	>47%	Produced annually	n/a
Partners we are working with?					
We are involved in over 100 collaborative projects and partnerships. Details can be found here					

Outcome Agreement Theme	Annex B -Theme 4: Living within environmental limits and acting on climate change		
Monmouthshire Theme(s)	Our County Thrives		
Wales Programme for government theme & outcome:	Theme: Environment and Sustainability Outcome: Living within environmental limits and acting on climate change		
MCC Projected Score 2014/15:	Fully Successful – 2 points		
What will success look like?			
<ul style="list-style-type: none"> • Council services are better prepared for potential climate change impacts • Improved energy efficiency of Council buildings and increased capacity for renewable energy production • Maintaining recycling rates above Welsh Government targets • Delivering an environmentally sustainable waste management solution, Project Gwyrdd, that in 2016 will provide a facility that will turn waste produced in Monmouthshire into heat and energy and divert waste from landfill. 			
During the term of the agreement we will:	What have we done so far?	What difference has it made so far?	Progress
Risk assess services for the potential impact of climate change and subsequently plan adaptations	<p>Council services have completed service based climate change impact assessment in line with Welsh Government guidance. These risk assessments will allow suitable adaptations to be planned in response to the risks identified. We are still awaiting confirmation of the action plan requirements from Welsh Government before proceeding.</p> <p>The Council have volunteered to be an early adopter of the Wellbeing of Future Generations Bill. This focusses on long term planning of which climate change is an intrinsic part.</p>	<p>Council services are more aware of the range of climate impacts that could affect the service.</p> <p>The Council through WLGA support have increased awareness of the bill and what the Council needs to do to be ready for the introduction of the bill</p>	Behind Target

During the term of the agreement we will:	What have we done so far?	What difference has it made so far?	Progress
Improve energy efficiency and install renewable energy on Council buildings.	The Council's property maintenance programme has continued, replacing equipment that has come to the end of its life with more energy efficient equipment, for example lighting and boilers. Further installations of renewable technologies with 100 kw of generating capacity are expected to be complete by the end of the year.	There has been a total, absolute, 11% reduction in carbon emissions. The warm summer and milder autumn period has had an influence on this and the weather over the winter months will have an influence on this.. The overall generating capacity of renewable energy has only been slightly increased, renewable electricity generated so far in 2014/15 accounted for 6.51% of electricity used in Council buildings.	On Target
Sustain improvements in recycling performance following successful implementation of fortnightly two grey bag general rubbish collection and charging to use green waste service in 2013/14	<p>Monmouthshire residents continue to comply with the changes to the waste service implemented in June 2013.</p> <p>New grey bags for landfill waste were issued in May with a leaflet to remind residents of the service.</p>	Monmouthshire residents continue to recycle and compost their waste helping the Council achieve a recycling rate of 67% - although it is important to remember this rate will decrease in the autumn and winter months but the 63% target is projected to be achievable.	On Target
Implement Project Gwyrdd as an environmentally sustainable waste management solution in 2016	<p>Project Gwyrdd signed a contract with Viridor in December 2013 and the plant is currently being constructed.</p> <p>In September 2014 the council also signed an Interim Authority Agreement with Cardiff Council to make use of Energy from Waste facility prior to the larger Project Gwyrdd contract commencing.</p>	<p>There has been a significant decrease in the landfill rate due to the use of Energy From waste.</p> <p>The Project Gwyrdd contract, when fully implemented in April 2016 will deliver at least a further 5% recycling and the facility can generate 28 MW of power by producing electricity which is the equivalent electricity needs for 50,000 homes</p>	On Target

	2012/13 Actual	2013/14 Actual	2014/15 Target	2014/15 Actual	2015/16 Target	RAG &Trend	Comment
How much did we do?							
Completion of new waste treatment infrastructure project- Project Gwyrdd	Viridor appointed as preferred bidder	Project Gwyrdd contract signed with Viridor in December 2013	Transition period - Site being built	Project Gwyrdd being constructed.	Waste delivered to facility as part of commissioning of contract to be ready for formal contract start Apr 2016	On target	
Prepare services for the potential impact of climate change	Workshops to assess future climate change risks	Service based risk assessments submitted to Welsh Government.	Develop plan(s) to mitigate risks – Informed by WG direction	Guidance is still awaited from Welsh Government	Develop plan(s) to mitigate risks– Informed by WG direction	Behind Target	.
Total installed capacity of renewable energy.	425 kW	796 kW	875 kW	802kw	1,000 kW	Improving/ missing target	A further 100kw of installation expected to be completed by the end of the year.
How well did we do it?							
Percentage of municipal waste recycled / composted	56% Welsh Gov Target – 52%	63%	63%	67%	62% Welsh Gov Target – 58%	Improving/ On target	Performance in 13-14 has improved from initial data published through the data audit process with Natural Resources Wales. The target is to maintain performance level achieved in 13/14. 2014/15 quarter 2 data is provisional

	2012/13 Actual	2013/14 Actual	2014/15 Target	2014/15 Actual	2015/16 Target	RAG &Trend	Comment
The percentage of municipal waste sent to landfill	43%	35%	35%	20%	To be revised on successful conclusion of Project Gwyrdd	Improving/ On target	Performance in 13-14 has improved from initial data published through the data audit process with Natural Resources Wales. The target is to maintain performance level achieved in 13/14. 2014/15 quarter 2 data is provisional
Amount of energy generated from renewable sources ^{ix}	292,174 kWh	509,649 kWh	625,000 kWh	364,401 kWh	750,000 kWh	On target	
Is anyone better off?							
Percentage reduction in Carbon dioxide emissions ^x i) Absolute ii) Weather adjusted	i) 1% ii) 11%	i)5% ii)+2%	3%	i)11% ii)7%	3%	Improving/ On target	
Percentage of electricity consumed that is generated from renewable sources ^{xi}	1.25%	2.41%	2.75%	6.51%	3.25%	Improving/ On target	Revised targets based on 2013/14 performance

ANNEX C

This table contains the wider key performance targets that are under the committee's remit set in the Council's publically available key performance plans.

Acronym key for Targets Table	
Plans it features in	Dept.
IP14 -17 – Improvement Plan 2014 -17	ENT – Enterprise
OA – Outcome Agreement 2013-16	OPS – Operations
CO – Chief Officer Annual report	Other – Chief Executive's function
	All – Impacted on by all departments

Ref	Indicator	2013/14	2014/15	2015/16	National or Local PI	Plans it features in	Dept.	Reason for target change
		Target	Target	Target				
HHA/013	% of all potentially homeless households for whom homelessness was prevented for at least 6 months	25	35		National	IP14-17; CO;	ENT	
PSR/002	The average number of calendar days taken to deliver a Disabled Facilities Grant	230	230		National	IP14-17; CO;	ENT	
WMT / 009	% of municipal waste collected by local authorities and prepared for reuse and/or recycled that are composted or treated biologically in another way	60	61 63		National	IP 14-17;OA	OPS	Performance in 13-14 has improved through the data audit process with Natural Resources Wales. Our target is to maintain performance level achieved in 13/14.
WMT / 004	% of municipal waste collected by local authorities sent to landfill	36.7	<37% <35		National	OA	OPS	Performance in 13-14 has improved through the data audit process with Natural Resources Wales. Our target is to maintain performance level achieved in 13/14.
	Total tonnes of overall residual waste collected ^{xii}	17,500	<17,000		Local	IO 14-17	OPS	

Ref	Indicator	2013/14	2014/15	2015/16	National or Local PI	Plans it features in	Dept.	Reason for target change
		Target	Target	Target				
STS/005b	% of highways and relevant land inspected of a high or acceptable standard of cleanliness	98.5	99		National		OPS	
STS/006	% of reported fly tipping incidents cleared within 5 working days	82.1	96		National	IP14-17;	OPS	
THS/007	% of adults aged 60 or over who hold a concessionary bus pass	Not set	Not set		National		OPS	
THS/012	% of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	3% A roads 8% B&C Roads	11% (A)- 3, (B) -5, (C)-15		National	IP14-17;	OPS	
CHR/002	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	<11.9	<11.0		National	IO 14-17 CO	All	
	Total installed capacity of renewable energy.	750 kW	875 kW	1000 kW				
	Amount of energy generated from renewable sources	500,000 kWh	625,000 kWh	750,000 kWh	Local	OA; CO	ENT	
	Percentage reduction in Carbon dioxide emissions ^{xiii} i) Absolute ii) Adjusting for seasonal conditions like cold winters	3%	3%	3%	Local	IO 14-17; OA; CO	ENT	
	Percentage of electricity consumed that is generated from renewable sources ^{xiv}	1.5%	1.75% 2.75%	2.0% 3.25%	Local	OA	ENT	Revised targets in Outcome Agreement based on 2013/14 performance
	Net revenue spend of the local authority (£000's)		138,532		Local	IO 14-17	All	Target has been set as not applicable, as the revenue budget is revised quarterly it would not be

Ref	Indicator	2013/14	2014/15	2015/16	National or Local PI	Plans it features in	Dept.	Reason for target change
		Target	Target	Target				
			Not applicable					applicable to target this indicator, instead it provides an indicator of the actual spend for the net cost of services
	Revenue outturn expenditure against budget (£000's) and percentage over/underspend	Within budget	N/A Within budget		Local	IO 14-17	All	The target should be stated to deliver the net cost of services within budget as set in 2013/14.
	Percentage of council tax due in the financial year received	97.7%	98%		Local	IO 14-17	other	
	Percentage of new housing benefit claims decided within 14 days		95					
	Percentage of national performance indicators that are improving or at maximum ^{xv}	Not set	>70%		Local	IO 14-17	All	
	Percentage of people who agree the local authority provides high quality services. ^{xvi}	Not set	>63%		Local	IO 14/17	All	
	Percentage of people who agree the local authority is good at letting them know how we are performing ^{xvii}	Not set	>47%		Local	IO 14/17	All	
	Percentage of people with a feeling of belonging to local area ^{xviii}	Not set	>84%		Local	IO 14-17; CO	All	
	Percentage of people who agree they can influence decisions affecting local area ^{xix}	Not set	>26%		Local	IO 14-17; CO	All	

-
- ⁱ Target has been set as not applicable, as the revenue budget is revised quarterly it would not be applicable to target this indicator, instead it provides an indicator of the actual spend for the net cost of services
- ⁱⁱ The target should be stated to deliver the net cost of services within budget.
- ⁱⁱⁱ National performance indicators from the National Strategic Indicators and Public accountability measures set. Only indicators that can be directly compared to the previous year and were published in the year by the Council are included.
- ^{iv} Calculated in September 2014 using available National performance indicators that can be produced.
- ^v Calculated from all stationary sources, for example buildings and street lighting. Absolute and weather adjusted figures have been included to provide a more standardised and comprehensive comparison as emissions are dependent on energy consumption used for heating which will be influenced by periods of cold weather.
- ^{vi} Welsh Government [National Survey for Wales](#)
- ^{vii} Welsh Government [National Survey for Wales](#)
- ^{viii} Welsh Government [National Survey for Wales](#)
- ^{ix} Calculated from total electricity generated from renewable sources expressed as a percentage of total electricity consumption.
- ^x Calculated from all stationary sources, for example buildings and street lighting. Absolute and weather adjusted figures have been included to provide a more standardised and comprehensive comparison as emissions are dependent on energy consumption used for heating which will be influenced by periods of cold weather..
- ^{xi} Calculated from total electricity generated from renewable sources expressed as a percentage of total electricity consumption.
- ^{xii} (This includes all black bag waste, kerbside & CA sites, street sweepings, fly tipping & trade waste)
- ^{xiii} Calculated from all stationary sources, for example buildings and street lighting. Absolute and weather adjusted figures have been included to provide a more standardised and comprehensive comparison as emissions are dependent on energy consumption used for heating which will be influenced by periods of cold weather.
- ^{xiv} Calculated from total electricity generated from renewable sources expressed as a percentage of total electricity consumption.
- ^{xv} National performance indicators from the National Strategic Indicators and Public accountability measures set. Only indicators that can be directly compared to the previous year and were published in the year by the Council are included.
- ^{xvi} Welsh Government [National Survey for Wales](#)
- ^{xvii} Welsh Government [National Survey for Wales](#)
- ^{xviii} Welsh Government [National Survey for Wales](#)
- ^{xix} Welsh Government [National Survey for Wales](#)

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
18 th November 2014 1.30pm	Recycling Review	To discuss the findings of the review and agree future direction and implications.	Rachel Jowitt	Statutory Reporting
	Options for Future Library Provision	To discuss future options for library provision and implications of these options.	Roger Hoggins	Performance Monitoring
	Countryside Access/Rights of Way Policy	Pre-decision scrutiny of the policy.	Matthew Lewis	Pre-decision Scrutiny
20 th November 2014 2pm	Review of Public Protection	Crime and Disorder item: Review of Public Protection - Service Plan Quarter 2 performance update.	Dave Jones	Performance Monitoring
	Monmouthshire Local Development Plan: - Affordable Housing Supplementary Planning Guidance - Affordable Housing Commuted Sums	Pre-decision scrutiny of the SPG for Affordable Housing together with report on commuted sums.	Martin Davies / Shirley Wiggam	Pre-decision Scrutiny
	Improvement Plan 2013 - 2016 and Outcome Agreements	6 Months 2014-2015 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'. Scrutiny of performance of outcomes in line with	Teresa Norris	Statutory Reporting

Monmouthshire's Scrutiny Forward Work Programme 2014-2015

Agenda item 8i

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Welsh Government's Outcome Agreement 2014-17.		
REPORT	Pollinator Policy Update	Report on response to community concerns.	Alison Howard	Performance Monitoring
11th December 2014 10am	Budget Context	<p>Discussion of mandates / savings proposals for Strong Communities:</p> <ul style="list-style-type: none"> ▪ Transport Review and Fleet Rational ▪ Strategic Property Review Phase 2 ▪ Community Hubs and Contact Centre ▪ Cost Neutral Waste Service ▪ Waste Management ▪ Democracy and Regulation ▪ Highways Rationalisation and Income Generation 	Various	Budget Engagement
	Whole Authority Risk Log	Presentation of the Risk Log - Committee to identify areas of risk for scrutiny in New Year.	Richard Jones	Risk Monitoring
29th January 2015	Risk Management	Monitor and challenge performance in relation to mitigating risks to ensure the Council achieves its outcomes and improvement objectives for communities, and delivers statutory plans/operational services - Challenge of Cabinet Members and Officers on key risks within the remit of the Select Committee.	Richard Jones	Risk Management
February 2015 (Special Meeting)	Monmouthshire Housing Association	Discussion with MHA on their performance and outcomes in relation to the agreements outlined in the offer document. Invite Adults Select	Ian Bakewell	Performance Monitoring

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Outline Business Case Heads of Valleys Anaerobic Digestion Project	Detail TBC	Rachel Jowitt	Pre-decision scrutiny
	Modernising Trade Waste Services	Detail TBC	Rachel Jowitt	Pre-decision scrutiny
	Annual Complaints Report	Committee requests a discussion on the annual complaints report in respect of regeneration and culture directorate.	Annette Evans	Statutory Reporting
12th March 2015	Month 9 Finance Report	Review of finance position for directorates, identifying risks/trends in underspends and overspends.	Mark Howcroft	Budget Monitoring

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Local Flood Risk Management Strategy	Strategic Environmental Assessment and Habitats Risk Assessment to return to the committee for scrutiny.	Dave Harris	Performance Monitoring
	Whole Place update and Strategy	A performance update on Whole Place following the WAO Report of June 2014.	Deb Hill-Howells	Performance Monitoring
30th April 2015	TBC	TBC		

Meeting Dates to be confirmed for:

- × - together with Adults Select - new year
- × **GAVO**
- × **Sustainable Energy Initiatives**
- × **Partnership Activity**
- × **Local Area Coordinators**
- × **Burial Provision**

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
22nd OCTOBER 2014 – SPECIAL COUNCIL			
Local Government Reform	Consultation on white paper on local government reform/voluntary merger prospectus	Cabinet Members Leadership Team	Paul Matthews
Appointment to outside bodies	EAS Board and Audit Committee	SLT Cabinet	Tracey Harry
22nd OCTOBER 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Agree SPG Programme	Update existing SPGs on Replacement dwellings and extensions in the Countryside; conversion of agricultural buildings; assessment of re-use for business purposes in relation to countryside building conversions, new SPG on green infrastructure	SLT Cabinet	Martin Davies
The disposal of Church Farm, Newchurch	To recommend the disposal of a farm currently held by the council to the sitting tenant there.	Cabinet SLT	Gareth King
Restructure of commissioning and disability services team – mandate implementation	To seek approval for the implementation of the proposals set out in mandates 10 and 23 to restructure the staffing in both service areas to deliver agreed budget savings.	Cabinet SLT	Ceri York

Subject	Purpose	Consultees	Author
5TH NOVEMBER 2014 – CABINET			
Safeguarding Report	6 month update	Leadership Team Cabinet	Simon Burch
MTFP & Budget Proposals for 2015/16	To provide Cabinet with revenue budget proposals for 2015/16 for consultation purposes	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Capital Budget Proposals	To outline the proposed capital budget for 2015/16 and indicative capital budgets for the 3 years 2016/17 to 2018/19	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Asset Management Strategy	To approve the Council's holistic Strategic Asset management plan covering all of its buildings, assets and property	Cabinet SLT	Deb Hill Howells
Effectiveness of Council Services – Quarter 2 update	To provide Cabinet with a quarter 2 update on how Council is performing against a set of outcome measures that are important when forming an opinion on the current effectiveness of Council services and the likely year end position	Cabinet SLT	Matthew Gatehouse
Enterprise Structure and re-alignment reports	To seek approval for changes to the establishment arising from the Chief Officer Enterprise restructure report in March 2014	Cabinet SLT	Deb Hill-Howells Peter Davies Ian Saunders
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 3 held on the 25 th Sept 2014	Cabinet SLT	Dave Jarrett
12TH NOVEMBER 2014 – INDIVIUDAL CABINET MEMBER DECISION			
Proposed prohibition of driving, Woodstock Way, Caldicot	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 SLT	Paul Keeble
Monmouthshire Fairtrade	To seek approval for the attached report which	SLT	Hazel Clatworthy

Subject	Purpose	Consultees	Author
County Update	will form the basis of our application to the Fairtrade Foundation to renew our status as a Fairtrade County.	Cabinet	
Early Years Updated policy	To inform Members, Early Education Providers, Childcare Settings and professionals working within Early Years of the current situation regarding Early Education & Childcare in Monmouthshire	SLT Cabinet	Deb Mountfield
Adult Safeguarding Restructure	<p>This report seeks to inform members about the review carried out into Adult Safeguarding. This report will:</p> <ul style="list-style-type: none"> • Share the review into Adult Safeguarding Service. • The model required moving forward. • Outline the resource implications for decision. 	SLT Cabinet	Julie Boothroyd
Revised Social Media Policy and Guidelines	To agree the social media policy and associated guidelines	Cabinet SLT	Sian Hayward ICMD
13TH NOVEMBER 2014 – COUNCIL			
Monmouthshire Business Growth and Enterprise Strategy	Following a summer consultation period the draft Business Growth and Enterprise Strategy and appended Action Plan have now been updated and the finalised version is brought forward for approval.		Peter Davies
Feedback from the October Monmouthshire Engages Events and future engagement strategies	The purpose of this report is to provide feedback to the Council from the recent round of MonmouthshireEngages and to identify the strategies that will be used to ensure that future engagement and consultations are effective in meeting their legal requirements as well as Monmouthshire's aspiration of being a listening organisation that will work with Communities to become sustainable and resilient.		Will McLean

Subject	Purpose	Consultees	Author
19TH NOVEMBER 2014 – SPECIAL CABINET			
School Catchment Area Review	To consider the recommendations made by the Member Working Panel and to seek agreement to consult on those proposals.	Cabinet Members Leadership Team Appropriate Officers	Cath Sheen/ Deb Mountfield
Update on ALN and proposed recommendations for service modification		SLT Cabinet	Sharon Randall Smith/Stephanie Hawkins
Community Infrastructure Levy and Affordable housing		Cabinet SLT	Martin Davies
26th NOVEMBER 2014 – INDIVIDUAL CABINET MEMBER DECISION			
Request for Flexible Retirement		SLT Cabinet	Ian Bakewell
M436 School Lane, Caerwent			Paul Keeble
3RD DECEMBER 2014 – CABINET			
Month 6 Revenue & Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of month 6 for the 2014/15 financial year	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Mark Howcroft
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2015/16	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 4 held on the 13 th November 2014		Dave Jarrett
Council Tax Base 2015/16 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2015/16 and to make other necessary related statutory decisions	Cabinet Members Leadership Team Appropriate Officers	Sue Deacy/Ruth Donovan
Review of Public Protection	To review the arrangements for public protection implemented in March 2014 to ensure the	Cabinet Members Leadership Team	Dave Jones/Graham Perry

Subject	Purpose	Consultees	Author
	service is fit for purpose.	Appropriate Officers	
Private Sector Loan Scheme	To agree to participate in and support the administration of the Welsh Government Private Loan Scheme.	Cabinet Members Leadership Team	Steve Griffiths
Self Evaluation Draft		Cabinet SLT	Sarah McGuinness
CMC ² Strategic Review and Year 4 Business Plan	To endorse the review of CMC ² and future business strategy and approve year ahead business plan	Cabinet SLT	Peter Davies Sian Hayward
Major Events Strategy	To set out a Major Events Strategy through which to co-ordinate all local community and organised events in the county	SLT Cabinet	Ian Saunders
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
Monmouthshire Crowdfunding platform	To seek approval for the development of a crowdfunding platform that together with Authority loan finance will support business growth and job creation	Cabinet SLT Member Seminar Pre-scrutiny	Peter Davies
Advertising Opportunities on MCC assets/A Boards			Roger Hoggins
Broadband in Monmouthshire	To provide and overview of the likely implications to the County of the roll-out of Superfast Cymru and to seek endorsement of the proposed options for moving forward	Cabinet SLT	Peter Davies
Performance Measures and Target Setting		Cabinet SLT	Matt Gatehouse
Memorandum of understanding	Working with Heads of the Valleys Las for Organic Waste Treatment	Cabinet SLT	Rachel Jowitt
17TH DECEMBER 2014 – INDIVIDUAL DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) Wales Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2015/16 financial year as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson

Subject	Purpose	Consultees	Author
Home Improvement Loan Scheme Agreement in Principle			Steve Griffiths Strategy & Policy
Re-purposing Tourism Destination Strategy	To update and reinvigorate the Tourism Destination Plan	Cabinet Members Leadership Team	Ian Saunders
One Way Traffic, Govilon			Paul Keeble
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
Restructure of Disability Services	To seek approval for the deletion of the kitchen assistant post at the My Day My Life Hub at Tudor Street.		Ceri York
Regrading of post – monnow vale		SLT Cabinet	Eve Parkinson
18TH DECEMBER 2014 – COUNCIL			
Self Evaluation Draft		Cabinet SLT	Sarah McGuinness
Renewable Energy and Primary Retail Frontages		SLT Cabinet	Martin Davies
Community Infrastructure Levy and Affordable Housing		SLT Cabinet	Martin Davies
Anti-poverty report	To set out the Councils strategic approach to addressing poverty and disadvantage in the county	Cabinet SLT	Kellie Beirne / Will McLean
7TH JANUARY 2015 – CABINET			
Council Tax Reduction Scheme Adoption	The purpose of this report is to present arrangements for the implementation of the Council Tax Reduction Scheme and to approve it	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Wendy Woods/Ruth Donovan

Subject	Purpose	Consultees	Author
	for 2015/16		
Revenue & Capital Budget proposals for public consultation (if required)	To present revenue and capital budget proposals following receipt of final settlement	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Whole Place review and next steps	To provide detailed review update as per WAO report recommendation	SLT Cabinet	Deb Hill-Howells
Community Hub/future of libraries/one stop shops		SLT Cabinet	Deb Hill-Howells
Community Education – options for the future	To set out future development options for community education	SLT Cabinet	Deb Hill-Howells
S106 Chepstow Area			Deb Mountfield
Changes to waste collections	Approval of Waste Collection Changes Mandate for 2015-16 budget		Rachel Jowitt
Future Generations Bill – what it means for Monmouthshire	To set out implications of Bill for the County	Cabinet SLT	Kellie Beirne / Will McLean
14TH JANUARY 2015 – INDIVIDUAL DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) Wales Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2015/16 as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
22ND JANUARY 2015 – COUNCIL			
Engagement framework evaluation report			Will McLean
4TH FEBRUARY 2015 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 5 held on the 18th December 2014		Dave Jarrett
Developing a Business Improvement District in Abergavenny	To seek endorsement of a new BID in Abergavenny town centre	SLT Cabinet	Deb Hill Howells

Subject	Purpose	Consultees	Author
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
18TH FEBRUARY 2015 – SPECIAL CABINET			
Final Budget 2015/16 for recommendation to Council	To update Cabinet with the consultation responses to the budget proposals and provide a final set of proposals for recommendations to Council	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
26TH FEBRUARY 2015 – COUNCIL			
Final composite council tax resolution	To set Budget and Council Tax for 2014/15		Joy Robson
Treasury Management Strategy 2014/15	To accept the Annual Treasury Management Strategy		Joy Robson
4TH MARCH 2015 – CABINET			
Month 9 Revenue & Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of Month 9 for the 2014/15 financial year		Joy Robson/Mark Howcroft
Modernising trade waste services			Rachel Jowitt
15TH APRIL 2015 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 6 held on the 26 th March 2015		Dave Jarrett

