

# Public Document Pack



Neuadd Y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Mawrth, 3 Hydref 2017

Annwyl Cynghorydd

## **PENDERFYNIADIAU AELOD CABINET UNIGOL**

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 11eg Hydref, 2017.**

### **AGENDA**

1. SWYDD BANC DAN GONTRACT SEVERN VIEW

CABINET MEMBER: County Councillor P Jones

**AUTHOR:** Sian Gardner Residential and Day Service Lead

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2. FFORWM GWYDNWCH LLEOL GWENT (FfGLI): SWYDD SWYDDOG CYSWLLT

CABINET MEMBER: County Councillor P Murphy

**AUTHOR:** Ian Hardman, Emergency Planning Manager

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3. Y STRATEGAETH WYBODAETH

CABINET MEMBER: County Councillor P Murphy

**AUTHOR:** Sian Hayward

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4. ADRODDIAD MONITRO BLYNYDDOL CYNLLUN DATBLYGU LLEOL SIR FYNWY

CABINET MEMBER: County Councillor Greenland

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5. TEGWCH YN Y GWEITHLE (ACHWYN)

CABINET MEMBER: County Councillor P Murphy

**AUTHOR:**

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6. GWASANAETHAU SY'N ADDAS I'R DYFODOL - ANSAWDD A LLYWODRAETHIANT YM MAES YNG

**CABINET MEMBER:** County Councillor P Jones

**AUTHOR:** Claire Marchant, Chief Officer, Social Care and Health –

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Yr eiddwch yn gywir,

**Paul Matthews**  
**Prif Weithredwr**

**PORTFFOLIOS CABINET**

<b>Cynghorydd Sir</b>	<b>Maes Cyfrifoldeb</b>	<b>Gwaith Partneriaeth ac Allanol</b>	<b>Ward</b>
P.A. Fox (Arweinydd)	<b>Strategaeth a Chyfeiriad Awdurdod Cyfan</b> CCR Cyd Gabinet a Datblygu Rhanbarthol; Trosolwg Sefydliad; Gweithio Rhanbarthol; Cysylltiadau Llywodraeth; Bwrdd Gwasanaethau Cyhoeddus; WLGA	Cyngor WLGA WLGA Bwrdd Cydlynu Gwasanaethau Cyhoeddus	Porthysgewin
R.J.W. Greenland (Dirprwy Arweinydd)	<b>Menter</b> Cynllunio Defnydd Tir; Datblygu Economaidd; Twristiaeth; Rheoli Datblygu; Rheoli Adeiladu; Tai a Digartrefedd; Hamdden; Ieuencid; Addysg Oedolion; Addysg Awyr Agored; Hybiau Cymunedol; Gwasanaethau Diwylliannol	Cyngor WLGA Twristiaeth Rhanbarth y Brifddinas	Devauden
P. Jordan	<b>Llywodraethiant</b> Cefnogaeth y Cyngor a Phenderfyniadau Gweithrediaeth; Craffu; Safonau Pwyllgor Rheoleiddiol; Llywodraethiant Cymunedol; Cefnogaeth Aelodaeth; Etholiadau; Hyrwyddo Democratiaeth ac Ymgysylltu: Y Gyfraith; Moeseg a Safonau; Perfformiad Awdurdod Cyfan; Cynllunio a Gwerthuso Gwasanaeth Awdurdod Cyfan; Cydlynu Corff Rheoleiddiol		Cantref
R. John	<b>Plant a Phobl Ifanc</b> Safonau Ysgolion; Gwella Ysgolion; Llywodraethiant Ysgolion; Trosolwg EAS; Blynyddoedd Cynnar; Anghenion Dysgu Ychwanegol; Cynhwysiant; Cwricwlwm Estynedig; Derbyniadau; Dalgylchoedd; Cynnig Ôl-16; Cydlynu gyda Choleg Gwent.	Cyd Grŵp Addysg (EAS) CBAC	Llanfihangel Troddi
P. Jones	<b>Gofal Cymdeithasol, Diogelu ac Iechyd</b> Plant; Oedolion; Maethu a Mabwysiadu; Gwasanaeth Troseddu Ieuencid; Cefnogi Pobl; Diogelu Awdurdod Cyfan (Plant ac Oedolion); Anableddau; Iechyd Meddwl; Iechyd Cyhoeddus; Cydlynu Iechyd.		Rhaglan
P. Murphy	<b>Adnoddau</b> Cyllid; Technoleg Gwybodaeth (SRS); Adnoddau Dynol; Hyfforddiant; Iechyd a Diogelwch; Cynllunio Argyfwng; Caffaeliad; Archwilio; Tir ac Adeiladau (yn cynnwys Stadau, Mynwentydd, Rhandiroedd, Ffermydd); Cynnal a Chadw Eiddo; Swyddfa Ddigidol; Swyddfa Fasnachol	Consortiwm Prynu Prosiect Gwyrdd Cymru	Caerwent

S.B. Jones	<b>Gweithrediadau Sir</b> Cynnal a Chadw Priffyrdd, Rheoli Trafnidiaeth, Traffig a Rhwydwaith, Rheolaeth Stad; Gwastraff yn cynnwys Ailgylchu; Cyfleusterau Cyhoeddus; Meysydd Parcio; Parciau a Gofodau Agored; Glanhau; Cefn Gwlad; Tirluniau a Bioamrywiaeth; Risg Llifogydd.	SEWTA Prosiect Gwyrdd	Goetre Fawr
S. Jones	<b>Cyfiawnder Cymdeithasol a Datblygu Cymunedol</b> Ymgysylltu â'r Gymuned; Amddifadedd ar Arwahanrwydd; Diogelwch y Gymuned; Cydlyniaeth Gymdeithasol; Tlodi; Cydraddoldeb; Amrywiaeth; Y Gymraeg; Cysylltiadau Cyhoeddus; Safonau Masnach; Iechyd yr Amgylchedd; Trwyddedu; Cyfathrebu		Llanofar

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### **Neb yn cael ei adael ar ôl**

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### **Pobl yn hyderus, galluog ac yn cymryd rhan**

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### **Ein sir yn ffynnu**

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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<b>SUBJECT:</b>	<b>SEVERN VIEW CONTRACTED BANK</b>
<b>MEETING:</b>	<b>INDIVIDUAL CABINET MEMBER DECISION</b>
<b>DATE:</b>	<b>11<sup>TH</sup> OCT</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>SOCIAL CARE AND HEALTH</b>
<b>CABINET MEMBER:</b>	

## NON-PUBLICATION

*(Insert appropriate non-publication paragraph if necessary and complete attached certificate – paragraphs of exemption are contained within the constitution)*

*Please ensure that if this report is not exempt that the report does not contain information which may be in breach of the data protection act. Do not hesitate to contact Democratic Services for further guidance.*

### 1. PURPOSE

To seek approval from the Cabinet member for Social Care and Health to covert the current 12% cover budget into a 15.33 hours per week contracted bank staff post

### 2. RECOMMENDATIONS

That the Cabinet member for Social Care and Health approves the creation of 56hrs per month contracted bank post at Severn View Day Services

### 3. Key Issues

- a. Severn View Day Services needs a minimum of 3 Care and Support Workers per day; at times this can increase depending on the nature of the activity taking place
- b. Minimum staffing levels need to be maintained at all times to ensure service runs effectively and is safe.
- c. In supporting people with dementia consistency of staffing is key in understanding need and building relationships. Frequent changes of staff can cause adverse effects .Although there is a cover budget there is no allocated staff member to cover these absences often leading to sporadic cover from bank staff who are not familiar with people's needs
- d. Staff members are required to have Category D1 on their licence which enables them to drive a mini bus. Anyone passing their diving test after 1<sup>st</sup> Jan 1997 will not have this on their licence. This reduces the number of bank staff who meet the criteria required to work in Day Services. To put staff through the course and test for category D1 is currently £2,000 so paying for a number of bank staff to do this wouldn't be cost effective.
- e. Numbers of Service Users within day services changes frequently due to the nature of the services e.g. Winter months see decrease of people attending due to hospital admissions, illnesses etc. Employment of contracted bank would provide the service the opportunity to provide a flexible service to meet the ever changing demands upon the services

#### **4. REASONS**

- a. implementing the revised structure we ensure robust arrangements are in place for adequate cover arrangements within Day Services
- b. We ensure consistency for people accessing our services. This allows relationships to build which can only be achieved through focused time and attention. In turn this will build trust and confidence as people are supported to live well and achieve personal outcomes
- c. We will be able to respond quickly to the ever changing needs of the service to provide focused support at times when it's needed
- d. Making the contracted hours a monthly commitment provides us with the flexibility to use contracted hours at the times it is most needed as outlined above numbers using services varies as do staff absence. e.g. if we have no staff absent one week and 3 staff off on another week then we can allocate hours accordingly to meet the commitments of the contract and still remain flexible in meeting the needs of the service
- e. The implementation of a permanent contracted bank staff will prevent the need for excessive use of Zero contracted bank staff

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

Appendix 2 shows the current budget staff makeup including the current 12 % cover and compares this to the proposal. This appendix demonstrates that the proposal is cost neutral and self funding.

#### **6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

We believe that supportive and consistent work force improves person centered services, gives stability to individual staff members as well as the services we provide and will lead to the most effective use of human resources. This will lead to sustainable services.

As detailed, the teams work directly with communities and other people supporting vulnerable adults. This fosters direct relationships between frontline agencies and also members of the wider community and supports older people to lead as independent lives as possible

Ensures that adequate staffing levels and service consistency is maintained during planned absence of team members. Supports retention, well-being and security.

The focus of direct care is supporting people to live well; maximizing their strengths and supporting contribution.

The actual impacts from this report's recommendations will be reviewed every year and criteria for monitoring and review will include:

#### **7. CONSULTEES**

- a. Current Day Services team
- b. Senior Managers



**8. BACKGROUND PAPERS:**

- DMT report Staff Restructure within Severn View Day Services 20.9.16
- 

9. **AUTHOR:** Sian Gardner Residential and Day Service Lead

**10. CONTACT DETAILS:**

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**E-mail: [Siangardner@monmouthshire.gov.uk](mailto:Siangardner@monmouthshire.gov.uk)**

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:**

**TITLE OF REPORT:**

**AUTHOR:**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

**FACTORS IN FAVOUR OF DISCLOSURE:**

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date:

Signed:

Post:

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I accept/do not accept the recommendation made above

Proper Officer: \_\_\_\_\_

Date: \_\_\_\_\_



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation</p> <p>Sian Gardner</p> <p><b>Phone no:</b> 07905005013 <b>E-mail:</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p>
<p><b>Name of Service</b></p> <p>Severn View Day Services</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>15/9/17</p>

Page 5





***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***


- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>		
<p><b>A resilient Wales</b></p>		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood		
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected		
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, pregnancy or maternity</i>	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (guidance says at least 10 years, but preferably 25)</i></p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>		
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved? Do those people reflect the diversity of the area which is served?</i></p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>		

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts. Also think about impacts the proposal may have on other organisations.</i></p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p><i>Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.</i></p>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<i>What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.</i>		
Gender reassignment	<i>Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.</i>		
Marriage or civil partnership	<i>Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance</i>		
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, good and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy &amp; Traveller, migrant communities and recording of racist incidents etc.</i>		
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>		
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>		
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>		



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.and also the requirement to promote the language.</i>		

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

5. What evidence and data has informed the development of your proposal?

*This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Data sources include for example:*

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data including the census figures*
- *Household survey data*
- *Service User Data e.g. from HEAT, FLO, PLANT, Mayrise, ONE etc*
- *Recommendations from Scrutiny or following consultation*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors.*

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

Page

12

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

<b>The impacts of this proposal will be evaluated on:</b>	
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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<b>SUBJECT:</b>	<b>GWENT (LRF) LOCAL RESILIENCE FORUM : COORDINATOR OFFICER POST</b>
<b>MEETING:</b>	<b>SINGLE MEMBER DECISION – CLLR P. MURPHY Emergency Planning Service Portfolio Holder</b>
<b>DATE:</b>	<b>22<sup>nd</sup> SEPTEMBER 2017</b>

## 1. PURPOSE:

- 1.1 To seek agreement from the Emergency Planning 'Portfolio Holder' to be the 'host' organisation for the Gwent Local Resilience Forum: Coordinator Officer Post and add the post to the MCC establishment as per required process.

## 2. RECOMMENDATIONS:

- ✓ Agree to Monmouthshire County Council being the 'Host' organisation of the Gwent Local Resilience Forum Coordinator Post;
- ✓ Add the post to the MCC Establishment as required;
- ✓ Acknowledge the post is an existing and partnership funded position and liability is in line with current pro-rata agreements with accountability shared across the partnership should circumstances in relation to the post change.

## 3. KEY ISSUES:

- 3.1 Ensuring that the Gwent Local Resilience Forum continues to meet its duties and responsibilities under the Civil Contingencies Act 2004.

## 4. REASONS:

- 4.1 The Gwent Local Resilience Forum has employed a 'coordinator' post since the introduction of the Civil Contingencies Act 2004. The role ensures that the agreed multi-agency work programme is progressed and acts as a single point of contact for all members of the LRF – together with external enquiries made to the LRF. A copy of the LRF Constitution & Business Plan is attached to this report to provide further background and understanding of the role of the LRF and how this is supported by the Coordinator.
- 4.2 It has been recognised that due to various reasons the service provided by the LRF Coordinator post has been gradually diminishing and the expectations from LRF members in relation to the LRF Coordinator role are not being met. In addition the substantive current post holder will not be returning to the position due to taking on alternative police duties. The post, since its introduction, has been hosted by Gwent police.
- 4.3 In recognition of the issues, the Chair of the LRF Coordination Group proposed that an open and transparent review of all the 'Options' available to the LRF should be undertaken in relation to the post, to include the review of the existing job description, who and where the post-holder should be employed/hosted by and report to and costings for the preferred option presented. The appropriate recruitment process would then be followed once the decision on an agreed option was made by the LRF. A copy of the report presented to the LRF is attached as part of the background papers.

4.4 At the LRF meeting held on 8<sup>th</sup> September, following lengthy discussion on the paper presented, it was recommended that Monmouthshire County Council should be recognised as the preferred host organisation for the post after exploring the options and working through the Task & Finish group recommendations. As can be seen from the LRF report attached to the background papers, working through the paper and recommendations, MCC were considered best placed to host this post particularly as MCC provide the current Chair of the LRF Coordination Group and have the greatest understanding of the current pressures/issues faced by the LRF. Other expressions of interest were sought from all LRF organisations to host the post and with the exception of Caerphilly CBC no other organisation came forward – all preferring to support MCC in taking the matter forward. Caerphilly CBC also wish to support MCC fulfilling the post and put in an expression of interest simply to ensure that the valuable work the post holder takes forward would not be lost and that progress going forward would not be delayed.

4.5 To prevent further delays in delivering the LRF agenda it is envisaged that as soon as this post transition is agreed the necessary advertisement and arrangements for employing the post will be progressed. If it is not agreed that MCC host this post the matter will be taken back to the Gwent LRF to seek a suitable solution.

## **5. RESOURCE IMPLICATIONS:**

5.1 MCC already pay into the joint Gwent LRF funding model – with an annual contribution of £4,400 as met by the Emergency Planning budget. The multi-agency funding model for this post is already in place and will continue, as outlined in the LRF report attached.

5.2 There are no direct resource implications envisaged for MCC – with any transition costs met from the annual LRF budget of £51,000. The LRF also maintain a ‘reserve’ budget which currently stands at £64,358 – used for training/exercise events. Both budgets will be transferred to MCC and be given to the responsibility of the new post holder to manage on behalf of the LRF. It has been agreed that ‘shared responsibility’ by LRF Members contributing to the budget and hence post would be responsible for any costs in relation to unexpected ‘redundancy’ and share costs as per the current agreed arrangement. All organisations should also be able to provide any appropriate ‘at risk’ employment opportunities should such a situation arise.

## **6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

6.1 No negative impacts have been identified in relation to this proposal. The key positive impacts highlight that supporting the transition of this post from Gwent Police to Monmouthshire CC will ensure that the Gwent LRF work programme will continue to be delivered which in turn directly compliments and takes into consideration the Future Generations Act and underlying principles. A copy of the evaluation is attached/ embeded below.



Future Generations  
Evaluation Form in rel

**7. CONSULTEES:**

Ian Hardman – Emergency Planning Manager

Tracey Harry – Head of People & Information Governance / **Chair of Gwent LRF Coordination Group**

Gwent Local Resilience Forum Partners (as per report agreed on September 8<sup>th</sup> 2017)

**8. BACKGROUND PAPERS:**

- 8.1** A copy of the full back ground to the rationale behind agreement to host this partnership post can be found in the attached LRF report below.



LRF COORDINATOR

OPTION PAPER REPOI



Gwent LRF

Constitution and Busir

**9. AUTHOR:**

Ian Hardman, Emergency Planning Manager

**10. CONTACT DETAILS:**

**Tel:** 01633 644092, **E-mail:** [ianhardman@monmouthshire.gov.uk](mailto:ianhardman@monmouthshire.gov.uk)

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation</p> <p><b>Phone no:</b>01633 644092 <b>E-mail:</b>ianhardman@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>To be the new 'host' organisation for the existing 'Local Resilience Forum' Coordinator Post – currently hosted by Gwent Police – with the aim to ensure key outputs identified by the Gwent LRF are delivered and to resolve 'slippage' due to current 'host' and working arrangement.</p>
<p><b>Name of Service:</b></p> <p>Emergency Planning</p>	<p><b>Date Future Generations Evaluation</b> form completed:</p> <p>19.09.17</p>

Page 19

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



- Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The nature of the post is 'resilience' and designed to ensure that whatever disruption/emergency that affects Monmouthshire and the Gwent Police area – a coordinated approach is in place to ensure 'a prosperous wales' goal continues to be achieved. Hence, e.g. post will assist in coordination 'recovery' plans – providing resilience in employment and a</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	'back to normality' situation as soon as practicably possible.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Similar to above – role will involve responses to 'flood' emergencies, look at good practice in relation to post, during and recovery from flooding – and adapt / mitigate responses as necessary – in consultation with key partners.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	All of the 'planning' areas that the post will be responsible for will touch on 'health' related issues – whether planning for a 'Flu Pandemic' – or looking at psychological 'first aid' for those impacted by an emergency.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	A key goal of the post holder will be ensuring communities are safe!	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The post holder will be responsible for looking at and implementing good practice across a wide range of areas – as a good example of being 'globally responsible' – will pick up on issues such as 'coastal pollution' and 'oil spills' – highlighting lessons identified from national and international events and ensuring good practice is implemented at a local level.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	All arrangements produced by the LRF consider equality issues and the complexities of today's modern communities – with faith, age, gender etc. – all considered in developing and reviewing arrangements.	

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Page 21</p> <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The post will be responsible for 'horizon scanning', risk assessments and ensuring arrangements are reviewed and 'fit for purpose' for the LRF on a continual 'cycle' with a focus very much in mind of longer term timeframes. For example – preventative measures for a flu pandemic will be looking at potential 'virus' strains/mutations in 5, 10, 15 years time – and linking to the development and distribution of 'antivirals' that can combat such mutations. The post holder will have to consider such mitigation measures and capture such principles in going forward.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The whole ethos of the post is 'partnership working' to deliver on agreed and multi-agency objectives. Refer to constitution embed in the report to gain a greater understanding of how the current collaboration is currently working.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="125 437 282 464">Involvement</p> <p data-bbox="331 213 506 400">Involving those with an interest and seeking their views</p>	<p data-bbox="533 213 1328 440">As above – a list of all the main stakeholders are identified in the embedded LRF constitution – with research projects and wider consultation/ involvement with communities also incorporated – depending on the projects being agreed / delivered by the LRF in relation to the work programme cycle.</p>	
 <p data-bbox="125 719 282 746">Prevention</p> <p data-bbox="331 480 506 778">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="533 480 1317 707">A key role of the coordinator will be to highlight ‘mitigation’ measures – to prevent re-occurrence of problems. They will be responsible for ensuring ‘post incident’ debriefs are undertaken within the multi-agency arena and putting recommendations forward to prevent future replication of events.</p>	
 <p data-bbox="125 1054 282 1082">Integration</p> <p data-bbox="331 815 506 1082">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="533 815 1317 927">The post will be ‘key’ in identifying shared multi-agency well being goals and ensuring these are aligned in the context of civil contingencies.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p><i>Each of the protected characteristics are considered as part of the post holders responsibilities – in terms of how these are accounted for in relation to planning and meeting the response/recovery needs of the community. E.g. making information available in 'large print', easy to understand language for children, enhanced arrangements for vulnerable people (or those who become vulnerable) during an emergency. This is integral to the post and are considered specifically in relation to 'humanitarian assistance'.</i></p>		
Disability	As above.		
Gender Reassignment	As above.		
Marriage or civil partnership	As above.		
Pregnancy or maternity	As above.		
Race	As above.		
Religion or Belief	As above.		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	As above.		
Sexual Orientation	As above.		
Welsh Language	As above.		

**Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	As above.		
Corporate Parenting	As above.		

**5. What evidence and data has informed the development of your proposal?**

The Civil Contingencies Act – with various accompany guidance from central and regional government – identify the requirement for geographic areas that primarily fall within Police boundaries to have a Local Resilience Forums to provide join planning, training and exercising. The recommendation to facilitate and ensure the risks within each LRF are appropriately 'mitigated' against and the agreed work programme identified by the LRF is delivered – is via an LRF Coordinator post. Slippage in delivering the LRF work has been identified – with an inappropriate 'host' organisation recognised as the cause and a recommendation from all partners of the LRF being that the post should sit under the 'umbrella' of a local authority.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

No negative impacts have been identified in relation to this proposal. The key positive impacts highlight that supporting the transition of this post from Gwent Police to Monmouthshire CC will ensure that the Gwent LRF work programme will continue to be delivered which in turn directly compliments and takes into consideration the Future Generations Act and underlying principles.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

<b>The impacts of this proposal will be evaluated on:</b>	An initial annual review of the post will be undertaken – with on-going monitoring introduced as part of the agreed performance.
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.management cycle with the LRF and constitution.

**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Single Member Decision Report	22 <sup>nd</sup> September	



<b>SUBJECT:</b>	<b>The Information Strategy</b>
<b>MEETING:</b>	<b>CABINET SINGLE MEMBER DECISION</b>
<b>DATE:</b>	<b>11<sup>TH</sup> October 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>NONE</b>

## **PURPOSE:**

1.1 The purpose of this report to introduce the revised Information Strategy

## **2. RECOMMENDATIONS:**

2.1 That Members review the Information Strategy to ensure that it is fit for purpose to safeguard the integrity and security of our data while taking-steps towards becoming a data-led organisation.

## **3. KEY ISSUES:**

3.1 Information is the lifeblood of any organisation. Our data is a public asset, informing our decisions and service delivery options as well as providing the information that our staff need throughout their working days to get their jobs done and meet the needs of our communities.

3.2 The Information Strategy (IS) covers a three year period with annual review dates to ensure its currency. The most recent strategy concentrates on information governance and legislation compliance, and it no longer reflects the critical importance of information for operational service delivery, business continuity and as a predictive data intelligence tool.

3.3 With changes in digital capabilities and the ever increasing need for data and evidence to support critical business decisions the strategy has been revised to accommodate the 3 inter-related strands of –

- Digital Information,
- Information Governance and Legislation &
- Data use, Open Data and Business Intelligence.

3.4 This split better reflects the importance of information and data in a digital era, and the potential for it to be used as a business tool with data insights enabling effective decision making and service re-design options.

## **4. REASONS:**

4.1 Information is a critical resource of the organisation, and its importance is not reflected in current information strategies, nor is it linked in with other key strategies of the organisation.

4.2 In order to ensure business continuity and to safeguard our vulnerable children and adults we need accurate, relevant and timely information. This revised strategy seeks to address this gap.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications as a result of this report.

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

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

There are no significant equality impacts as a result of this report, save that proper governance and use of information will ensure that we safeguard vulnerable people from indiscreet sharing of personal data.

The actual impacts from this report's recommendations will be reviewed every **3** years and criteria for monitoring and review will include:

The impacts will be reviewed on the same timeline as the strategy is reviewed i.e. in 3 years.

**7. CONSULTEES: SLT, the Information Governance Group, the Senior Information Risk Owner,**

**8. BACKGROUND PAPERS: None**

**9. AUTHOR: Sian Hayward**

**10. CONTACT DETAILS:**

**Tel: 07971893998**

**E-mail: [sianhayward@monmouthshire.gov.uk](mailto:sianhayward@monmouthshire.gov.uk)**

<p><b>Name of the Officer</b> completing the evaluation Sian Hayward</p> <p><b>Phone no:</b> 07971893998 <b>E-mail:</b> sianhayward@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>A review of the Information strategy, ensuring it is fit for purpose in a digital age and capture the value of predictive data analytics to support decision making and service re-design.</p>
<p><b>Name of Service</b></p> <p>Digital programme Office</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>11/08/17</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Information is a resource in itself that's often overlooked in competition with finance and people. In fact it is critical to enable people to work effectively and to predict how we can make services sustainable and deliverable in the future.</p>	<p>As part of the delivery of this strategy we will ensure operational plans exist for each of the 3 strands, to embed the value of information throughout the organisation.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Information analytics is essential to be able to predict the future and how we can adapt to the changing environment. Digital data will help with business continuity as well as reduce reliance on unsustainable and expensive print media.</p>	<p>Ensure our people are skilled and able to use analytical techniques and to process information in a sustainable way. This will be part of the delivery plan.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Data analytics can pinpoint areas of focus in the wellbeing activities of MCC.</p>	
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>In order to be safe and well connected it is critical that information is open, reliable, relevant and timely. Data analytics and predictive tools can also ensure the right decisions are made for community development.</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Information isn't just limited to the council itself. It can be used to inform future policies and service re-design in a responsive way across government agencies and businesses globally. The right information at the right time to the right person can assist with being a globally responsible Wales.</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b></p>	<p>No impact either positive or negative</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No significant impact either in a positive or negative way.	

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><small>Long Term</small></p>	We are conscious that the current strategy is not future proof in that it simply concentrates on governance and legislation compliance. However, increasing digitisation has opened up the ability to analyse complex data for future planning and decision making.	
 <p>Working together with other partners to deliver objectives</p> <p><small>Collaboration</small></p>	Information sharing is an element of working with our partners. Ensuring we have safe information sharing protocols at the same time as ensuring the right person has the right information at the right time will assist with partnership working.	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>In the first instance our stakeholders are our employees as we will need to work on becoming a data and evidence led authority, upskilling people to recognize the value and usefulness of information and data. Consultation has therefore been with colleagues of MCC. However, our information is useful to other government organisations and businesses who could use it to predict future service re-design and develop new business opportunities. Opening up our data in order for people to self-serve is a driver.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>Data analytics will enable us to make effective decisions to prioritise the areas to concentrate on when preventing problems from occurring.</p>	
 <p>Integration Considering impact on all wellbeing goals together and on other bodies</p>		

- 3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This strategy sets out how information can be used as a resource for operational and decision making. It isn't specifically positive or negative to any of the protected characteristics other than to provide information or where data analytics can help to identify numbers and predict future service options.	This strategy will not impact on any protective characteristics in a negative way.	
Disability	As above	As above	
Gender reassignment	As above	As above	
Marriage or civil partnership	As above	As above	
Pregnancy or maternity	As above	As above	
Race	As above	As above	
Religion or Belief	As above	As above	
Sex	As above	As above	
Sexual Orientation	As above	As above	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	As above	As above	

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The security, use and availability of information and data will	There are no negative effects of this strategy upon safeguarding. It is intended to strengthen the security of personal information in relation to vulnerable children and adults, and to share information safely with other organisations to assist with safeguarding.	
Corporate Parenting	No positive or negative impacts specifically on corporate parenting.		

**5. What evidence and data has informed the development of your proposal?**



The increase of cybercrime and the need for data security is very much recognised throughout the world, and this strategy supports the need for digital security. It is also well documented that in a digital era the amount and speed of information is increasing and we can tap into it with analytical tools to support decision making.

**6. SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

**Positive impacts -**

Recognition that information can help to inform decisions and service re-design options across all areas of sustainability and wellbeing.

**Negative impacts –**

There are no negative impacts other than a failure to embed the value of information across all areas of the organisation.

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	<i>Cabinet, SLT, audit Committee</i>		



# Contents

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Version Control .....	3
The Vision.....	4
The Drivers.....	4
Our Objectives .....	4
Governance Arrangements .....	5
The Strands .....	6
Challenges & Opportunities.....	8
Delivery .....	9
Review and Monitoring .....	9

# Version Control

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<b>Title</b>	Information Strategy
<b>Purpose</b>	To promote the effective management & use of information, recognising its value as a corporate resource and enabling a data-led organization.
<b>Owner</b>	SIRO
<b>Approved by</b>	Information Governance Group, Digital Programme Office
<b>Date</b>	March 2017
<b>Version Number</b>	0.5
<b>Status</b>	Draft
<b>Review Frequency</b>	Every 3 years
<b>Next review date</b>	March 2020
<b>Consultation</b>	Information Governance Group Digital Champions Digital Programme Office Senior Leadership Team SRS

# Monmouthshire County Council Information Strategy

Information is the lifeblood of any organisation and our data in MCC is also a public asset, informing our decisions and service delivery options as well as getting the day job done.

The overall purpose of our Information Strategy is to ensure that information is recognized as a critical resource alongside money, people and technology. As such, our strategy will balance the need for data integrity and security at the same time as creating the culture and conditions that enables a true data-led organisation.

## The Vision

**'Right Information, Right Person, Right Purpose, Right Time'**

### 1. The Drivers

There are significant drivers for an effective Information Strategy:

- Compliance with the General Data Protection Regulation
- Fragmented databases with a lack of integration and automation
- Ensuring the Customer Services Strategy is right for the digital age with customer self-service and access to digital information
- The ever-present possibilities of Cyber attacks
- Threats to business continuity from both loss of data and the need for seamless access to information during times of emergency when we are unable to access physical data and buildings – in line with the MCC BCM Policy Statement
- The need to open up and share our information, in accordance with Open Data principles
- The agile and flexible nature of our business means we need to have the right information, right person, right purpose in the right time
- Ensure that we comply with relevant legislation
- Support effective partnership working
- The need for the organization to take evidence and data led decisions

### 2. The Objectives

- To embed the importance of data as an analytical resource, aiding future service design and delivery.
- To have a data-led organisation, using information to inform evidence based decision making and service configurations
- To maintain the flexibility and mobility of our workforce, with access to information whenever and wherever it's needed
- To ensure evidence based evaluation of the effectiveness of services

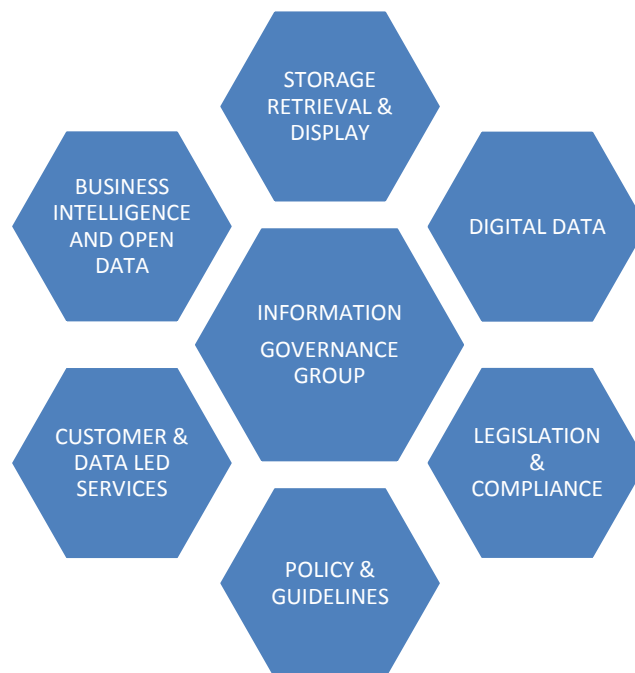
- To ensure public accountability
- To secure our valuable data resource at the same time as making it easy for the right person to access the right information at the right time
- To embed the value of information as a key resource alongside money, people, buildings and technology
- To make it easy for our workforce, members, partners, businesses and the public to access information and data that suits their needs
- To adopt clear standards, policies and classifications that ensure the integrity of our data and in accordance with existing and future business continuity initiatives
- To have linked databases along with simple records management retrieval and archiving facilities providing a 'single version of the truth'
- To provide information that can be easily accessed, interrogated, interpreted and presented
- To provide information that supports the local economy and government decision making
- To improve accountability by opening up data

## The Governance Arrangements

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### a) The Information Framework

This strategy will be supported by an organisational framework ensuring that the strands are interconnected and interoperable. The main vehicle for managing the framework is the Information Governance Group.



### b) The Information Governance Group

The Information Governance Group will be the main overarching governance vehicle

for the Information Strategy. This group is chaired by the Senior Information Risk Owner (SIRO) who is responsible and accountable for the integrity and security of information. The group will consist of the stakeholders responsible for the 3 main interlocking strands of –

1. Digital Data and Information
2. Information Governance and Legislation
3. Data Use and Intelligence

The Terms of Reference for the IGG group are appended to this report.

### **3. The 3 Strands**

#### **4.1 Digital Data and Information**

The Digital Programme Office are responsible for the delivery of the iCounty Strategy, with digital data and information being inextricably linked to its successful implementation.

Effective digital data management is critical for –

- The provision of a mobile and agile workforce, who are able to work within the community across a wide rural area.
- Enabling real time digital information exchange for both service delivery and business continuity.
- Our customers - who expect to interact with the council in the same way they do with the rest of the world via the internet and web based services, and demands for self-service are at an all-time high. We need to ensure the integrity and accuracy of our digital information to enabling customer self-service and Business Intelligence.
- Mitigating the data security risks associated with cybercrime and ensuring business continuity
- The effectiveness and efficiency of the workforce overall, linked with the iCounty and People Strategies to create the right information culture and working practices across the organisation.
- Business continuity, given that information is critical to the operation of the business, and digital information enables the business to keep going in the event of an emergency / disruption to service.

The DPO have an operational plan that includes the effective management of digital data as an integral element. The Digital Programme Office also manage a network of Digital Champions who act as the ‘eyes and ears’ on the ground and help to embed the right conditions and culture within service areas, working with people to make it



easy to store, retrieve, display and use information.

## **4.2 Information Governance and Legislation**

Our information is such a valuable resource that it is critical to ensure that it is secure and that we operate within clearly defined parameters.

Compliance with information legislation is the responsibility of all information holders, as is the use of good practice. Guidance, oversight and training will be provided by the Customer Relations Team, with policies and processes in place for compliance with:

Data Protection Act 1998

Freedom of Information Act 2000

Environmental Information Regulations 2004

We are working towards compliance with the General Data Protection Regulation (GDPR) in time for its launch on 25<sup>th</sup> May 2018.

## **4.3 Data Use, Open Data and Business Intelligence**

Information is a critical resource for our organization. We own and have access to a wealth of datasets. We need to maximize the potential of these to: manage our business; monitor the effectiveness of our services; generate solutions to organizational and societal problems; provide financial and civic value and ensure public accountability.

There are many different ways of classifying the different uses of data

- Descriptive – Basic maths and statistics. This is the day-to-day use of data that most people are familiar with. We can still get a lot better at it, through more timely publication, improved visualisation, more concise and insightful analysis and the identification of actionable insights
- Predictive – Use data analytics to predict events that may happen in future e.g. which children are most at risk of becoming NEET and targeting preventative services at an earlier stage
- Integrated - Combine data sets for a deeper understanding of our population e.g. are there correlations between availability of services and outcomes at a population level such as greater demand for ambulance services away from public transport routes
- Smart – The internet of things means that things like pollution, traffic, litter-bin and water-level sensors can be connected to the internet of things to better understand our place and target services, responses and information

more effectively and improve people's daily experiences.

- Geospatial – This is the analysis of data that can be shown on a map and includes the potential for things like route optimisation and locating staff near likely demand for services
- Open – Opening up datasets to become more transparent and better engaged with communities, including businesses who can develop apps that add civic value. For example, the Spend Network produce an automated analysis that offers real insight for arm-chair auditors of public spending. Open data also has the potential to be used in challenge prizes to get people thinking about solutions to societal problems.

These highlight the potential benefits from improving the organisation's data maturity – how we think about and use data. We are considering how we strengthen our data capacity at a corporate level, which would be intrinsically linked to the Digital Programme Office and the Policy and Performance team to co-ordinate the categorization, classification, analysis and publication of data. This will give us the capacity and capability to maximize the range of opportunities.

#### 4. Opportunities and challenges

##### 4.1 Opportunities

This strategy is something that the organisation as a whole must own and it can't just rest with a single individual. It shouldn't be an operational burden and should deliver organisational benefits and opportunities at every level by:

- 1) Opening up the ability to share and use our information resource to help the wider community, economy and government agencies to make informed choices and decisions.
- 2) Reducing our information risks and the likelihood of cyber threat.
- 3) Rationalise and reducing our storage costs
- 4) Prompting us to create and maintain an overall information systems architecture that supports the design of customer centric information systems and services.
- 5) Aiding decision making and service re-design options.
- 6) Opening up the potential of predictive data use to identify areas where we could be working in a pro-active and preventative way to address issues before they escalate.
- 7) Exploiting the potential of geo-spatial data to identify correlations and clusters.
- 8) Exploiting sensor networks and the internet of things to improve efficiency and

increase the availability of data to inform better and real-time decision-making.

- 9) To increase accessibility, understanding and devolution of data modelling and analytics through an open platform to enable more people to use it.
- 10) Exploiting the potential of automation and artificial intelligence to enable staff time to be re-prioritised where it can add greatest value, increasing our productivity
- 11) To add value with the testing of test hypotheses and solving problems
- 12) Examining the way in which we work to ensure the loss of IT does not cause a major disruption to our services.

#### 4.2 Challenges

There are a number of challenges for the strategy that need to be addressed as part of the operational plan delivery -

- 1) Raising awareness of the value of data as a resource within a data-centric culture, including Business Intelligence & data-led services.
- 2) Persuading our colleagues and services that their data is useful to others and should be appropriately classified, categorised and presented for open sharing and analysis enabling effective decision making.
- 3) Overcoming the challenge of replacing legacy ICT applications and procuring interoperable and integrated ICT systems enabling us to open up and share data sets.
- 4) Allocating accountability and ownership for every data set to individuals, along with the associated responsibility for maintaining data accuracy and quality as well as publishing the dataset.
- 5) Implementing and embracing national information management standards and where appropriate developing our own, in order for us to maximize the benefit to the organization.
- 6) Addressing the skills gap in both data science and digital literacy as well as addressing the lack of understanding of methods and modelling techniques for data use.
- 7) Overcoming the manual effort required to access datasets from external sources.
- 8) Being able to continue to run our services following loss of data.

- 9) Encouraging services to invest to be able to cope with loss of data following an emergency.

## **5. Delivery**

Information is the lifeblood of the organization and as such responsibility of its delivery will be via all service areas. This strategy is inextricably linked to the iCounty strategy and is part of the Business Plan. It is also linked to the People Strategy as part of the cultural drive for a data-led organisation and raising the competencies of the workforce to recognize the value of data and information and protect it as a key resource. It will be delivered through an ongoing programme of work and action plan of specific projects to:

- Provide effective records management and storage/display/retrieval systems
- Dissemination of information and knowledge throughout the organisation and embedding a true data-led organisation.
- Embed Information management principles and practices through training, culture change and effective system design.
- Enabling a data-led organisation, providing opportunities for improving effectiveness and decision making through the use of Business Intelligence and Open Data
- Implement Information Management policies and guidelines based on national standards and classifications.
- Encourage use of existing BCM templates to develop service specific BCM plans

The strategy will be implemented through a targeted action plan that will ensure the delivery of specific and measurable actions to deliver the vision.

## **6. Review and Monitoring**

This is a medium term (3 year) strategy, which is supported by an annual action plan managed by the Information Governance Group. The implementation and success of the strategy will be monitored by the group and reported annually to the Senior Leadership Team with exceptions reports taken more frequently if required.

We will measure the success of the strategy by:

- The level of risks and their mitigation within the information risk register
- The extent to which actions have supported the Councils delivery plans
- Compliance with policies and standards
- Compliance with statutory requirements for information requests. (Percentage of FOI requests and Subject Access request met within statutory timescales)
- Increasing the number of people self-serving requirements for data resulting in a reduction in formal requests under the Freedom of Information Act
- Achievement of statutory accreditation ( Public Sector Network accreditation)

- Development of Business Continuity Plans

## **INFORMATION GOVERNANCE GROUP**

### **Terms of Reference**

1. To drive and monitor the implementation of the Council’s Information Strategy and Action Plan
2. To implement, monitor and review the suite of information policies and guidelines
3. To keep abreast of new legislation requirements and information governance best practice
4. To encourage workforce behaviour and practices that ensure the integrity of our information via mandatory upskilling and refresher courses covering-
  - Cyber security
  - FOI
  - Information security
  - Publication scheme
  - Business Continuity
  - GDPR
  - The information strategy and associated and guidelines
  - The recording and mitigation of information risks
5. To engender a data-led culture to drive decision making and service design via -
  - Upskilling the workforce to recognize the value of data
  - Providing the right digital storage and retrieval systems to make classification, interrogation and presentation easy
  - Ensuring the collection of the most useful information in a digital format
  - To promote the sharing of information throughout MCC and its’ wider communities and businesses
6. To encourage all service areas to develop BCM plans to cover the loss of data following an emergency / disruption

#### **Members of the IGG**

SIRO  
 Performance Monitoring Officer  
 Head of Digital  
 Digital Projects Manager  
 Policy and Performance Manager  
 Emergency Planning Manager  
 Social Care Business Transformation Manager

#### **Frequency of Meetings**

It is suggested that the Group meets monthly until further notice.

#### **Reporting Lines**

The IGG will report to the Senior Information Risk Owner (SIRO)

MCC Officers with Information responsibilities –

Lead responsibility/skill area	Directorate
SIRO	Resources

Data use and Open Data	Enterprise
Digital data and information	Resources
FOI GDPR	Resources
Customer relations, complaints & public information	Resources
Business Continuity	Resources
Communications	Enterprise
Publication Scheme	Chief Executives
Information security and management within that service area	All Directorates

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**SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN  
ANNUAL MONITORING REPORT**  
**MEETING: INDIVIDUAL CABINET MEMBER**  
**DATE: 11 OCTOBER 2017**  
**DIVISION/WARDS AFFECTED: ALL**

**1 PURPOSE:**

- 1.1 To outline the purpose, key findings and conclusions of the Local Development Plan (LDP) third Annual Monitoring Report (AMR), attached at **Appendix 1**.

**2. RECOMMENDATION:**

- 2.1 To endorse the LDP third AMR for submission to the Welsh Government by 31 October 2017.
- 2.2 To continue with an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land.
- 2.3 To note comments raised by Economy and Development Select Committee (7<sup>th</sup> September 2017). The main issues raised included:
- Options for LDP revision, including the appropriateness of a short form revision.
  - Suitability of the current LDP strategy moving forward.
  - Impact of the removal of the Severn Bridge tolls on the County's housing (including affordable housing) and employment markets.
  - Affordable housing – targets and viability.
  - Housing provision and housing land supply.
  - Cross boundary issues (including with English authorities) – health and education capacity and provision.

A full version of the comments raised is captured in the minutes of the meeting.

**3. KEY ISSUES:**

3.1 Background – Adopted Monmouthshire LDP

- 3.1.1 The Monmouthshire LDP 2011-2021 was formally adopted by the Council on 27 February 2014. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report.

3.2 The Annual Monitoring Report

- 3.2.1 The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.

- 3.2.2 This is the third AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2016 – 31 March 2017.

### 3.3 LDP Monitoring Framework

3.3.1 The LDP policy and sustainability appraisal (SA) monitoring frameworks form the basis for the AMR, assessing how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period.

### 3.4 Key Findings

3.4.1 Section 5 of the AMR provides a detailed assessment of Plan's performance. The results of the monitoring process demonstrate that many of the indicator targets and monitoring outcomes are being achieved. Some of the most significant findings in relation to these are:

- Progress continues to be made towards the implementation of the spatial strategy.
- The Council approved proposals for a total of 484 dwelling units of which 93 (19.2%) are for affordable homes.
- Four LDP allocated housing sites gained planning permission during the year:
  - The Former Paper Mill, Sudbrook (SAH7) 212 dwellings including 20 affordable units;
  - Coed Glas, Abergavenny (SAH9) 51 dwellings including 18 affordable units;
  - Main Village site at Penallt (SAH11xii) 10 dwellings comprising 6 affordable and 4 general market dwellings;
  - Main Village site at Shirenewton (SAH11xiv(b)) 5 dwellings comprising 3 affordable and 2 general market dwellings.

Significant progress has been made in relation to three other strategic housing sites.

- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the main towns and main villages.
- The County has a total of 40.76 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate. The take-up of employment land stood at 3.21 hectares which is attributable to development on identified business and employment (SAE1) sites (Quaypoint Magor and Westgate Business Park Llanfoist) and protected employment (SAE2) sites (Union Road Abergavenny and Magor Brewery).
- There has been significant progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on identified business and industrial sites (SAE1), protected employment sites (SAE2) and non-allocated sites (totalling 2.26 hectares). A number of rural diversification and rural enterprise schemes have also been approved (6).
- The Council approved proposals for a total of 24 tourism facilities, all of which related to tourist accommodation ranging from holiday lets to glamping accommodation. The new Sustainable Tourism Accommodation SPG has helped clarify our general support for this important sector of our economy.

- Vacancy rates in the central shopping areas in all of the County's town and local centres remain below the Wales rate. Vacancy rates in all but one (Usk) of the County's central shopping areas remain below the UK rate.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 4 community and recreation facilities have been granted planning permission.
- 51.2% (18.6 hectares) of development permitted<sup>1</sup> was on brownfield land. This is significant in Monmouthshire terms given the limited opportunities for brownfield development in the County.
- No applications were permitted on areas of open space not allocated for development in the LDP.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There has been no loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.
- A total of 5 schemes incorporating on-site renewable energy generation were permitted<sup>2</sup> and 3 such schemes were completed, including two large scale PV solar parks (Shirenewton and Crick).
- There were no developments permitted in C1/C2 floodplain areas which did not meet TAN15 tests.

3.4.2 There are, however, several key policy indicator targets and monitoring outcomes relating to housing provision that are not currently being achieved. The most significant findings in relation to these are:

- A total of 238 new dwelling completions (general market and affordable) were recorded during the current monitoring period. This, coupled with the 439 completions recorded during the last two monitoring periods, equates to a total of 667 dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 488 dwelling completions per annum (shortfall of 797 dwelling completions since the Plan's adoption).
- A total of 47 affordable dwelling completions were recorded during the current monitoring period. This, together with the 80 affordable dwelling completions recorded during the previous two monitoring periods, amounts to a total of 127 affordable dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 96 affordable dwelling completions per annum (shortfall of 161 affordable dwelling completions since the Plan's adoption). This relates directly to the construction progress of housing sites, but also to viability issues.

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<sup>1</sup> Excludes householder, conversions and agricultural buildings. **Page 53**

<sup>2</sup> Excludes householder, change of use and agricultural use.

- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2016-17 period demonstrates that the County had 4.0 years housing land supply (based on the residual methodology prescribed in TAN1). This is the second consecutive year that the land supply has fallen below the 5 year target.
- There has been limited progress with the delivery of allocated strategic housing sites. With the exception of the Former Paper Mill site at Sudbrook which achieved planning permission during the current monitoring period and the Wonastow Road site which is under construction, the remaining strategic sites have yet to obtain planning permission, albeit that some have been approved but are awaiting completion of the legal agreements. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.

3.4.3 This indicates that the LDP's key housing provision policies are not being delivered as anticipated and the subsequent lack of a 5 year housing land supply remains a matter of concern. The fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites, albeit that progress is being made in bringing these sites forward and there is no evidence to suggest that the allocations are not deliverable (as detailed in Section 5 of the AMR). Nevertheless, the slower than anticipated delivery rate does suggest that there is a need for additional site allocations.

3.4.4 This continues the trend identified in last year's AMR and Joint Housing Land Availability Study (JHLAS) which lead to the recommendation to initiate an early review of the Plan as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional viable and deliverable housing land.

### 3.5 Contextual Information

3.5.1 Section Three of the AMR provides an analysis of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends. This concludes that the changes identified to date do not suggest the need for an early review of the Plan.

### 3.6 Supplementary Planning Guidance (SPG)

3.6.1 Progress has been made in the preparation and adoption of SPG to help to facilitate the interpretation and implementation of LDP policy. This is detailed in Section Three of the AMR. SPG preparation and adoption will continue in the next monitoring period.

### 3.7 Sustainability Appraisal (SA) Monitoring

3.7.1 Section Six of the AMR expands on the assessment of LDP performance against the SA Monitoring Objectives, providing a short term position statement on the performance of the Plan against a number of sustainability indicators. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the two monitoring processes are interlinked.

### 3.8 Conclusions and Recommendations

3.8.1 Section Seven sets out the conclusions and recommendations of the third AMR. The 2016-17 AMR maintains the trends identified in last year's AMR, that is while good progress has been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements are to be met.

3.8.2 The position remains, therefore, that an early review of the LDP is considered necessary because of the housing land supply shortfall. As there are no concerns with other Plan policies at this stage the AMR concludes that it is not considered necessary to review other aspects of the Plan at this time. Accordingly, the AMR evidences the need for an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional housing land. This will involve the production of a Review Report which will set out and explain the scope of the Plan revision required. The Plan revision is likely to involve the identification/allocation of additional viable and easily deliverable sites to boost the land supply.

3.8.3 It is further recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. The AMR will be published on the Council's web site and publicised via our Twitter account @MCCPlanning.

### 3.9 Next Steps

3.9.1 The Plan will continue to be monitored on an annual basis through the preparation of successive AMRs, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports.

3.9.2 Given the importance attached to the land supply issue an early review is considered necessary, as set out in the AMR. This would also assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the Plan's strategy. However, it is also recognised that adopting a pragmatic approach to the determination of departure applications for residential development sites will assist in this context (as recognised in TAN1, paragraph 6.2).

3.9.3 The Regulations allow for a 'selective review' of part (or parts) of an LDP. Such a provision would allow for a partial review of the LDP to cover issues associated with the housing land supply and site selection, in accordance with the recommendation of the AMR. The Council, however, is required to commence a full review of the LDP every four years. This would mean that a full review to meet statutory requirements would have to commence in February, 2018. It is considered, therefore, that it would be more appropriate for a review to be commenced to consider all aspects of the LDP at this stage in order to fully assess the nature and scale of revisions that might be required. An early full review will also assist in meeting the 2021 deadline for having an adopted revised LDP in place to avoid the local policy vacuum that the new Regulations threaten to create.

3.9.4 The next stage of Plan review requires the preparation of a Review Report. This should set out clearly what has been considered, which key stakeholders have been engaged and, where changes are required, what needs to change and why, based on evidence; including issues, objectives, strategy, policies and the SA as well as the implications of anticipated revisions on any parts of the Plan that are not proposed to be revised. It must also make a conclusion on the revision procedure to be followed, i.e. full or short form. The LDP Review Report may conclude that the issues involved are of sufficient significance to justify undertaking the full revision procedure. Alternatively, a short form revision procedure is available for circumstances where the issues involved are not of sufficient significance to justify undertaking the full revision procedure.

3.9.5 A LDP Review Report will be produced for future political reporting, setting out a recommendation for the type of Plan revision (full or short). That decision would need to consider timescales, fit and the relationship with the emerging Future

Monmouthshire work, Cardiff Capital Region City Deal work and a South East Wales Strategic Development Plan.

#### **4. REASONS:**

4.1 Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted in February 2014 and provides the land use framework which forms the basis on which decisions about future development in the County are based. The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, section 76 of the Act requires the Council to produce information on these matters in the form of an AMR for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process. The Welsh Government has issued regulations and guidance on the required contents of AMRs. The completion of the 2017 Monmouthshire AMR is in accord with these requirements and guidance.

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

5.1 Officer time and costs associated with the data collection and analysis of the monitoring indicators and preparation of the AMR. These costs will be met from the Planning Policy budget and carried out by existing staff.

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

6.1 The Council must comply with European Directives and Regulations to monitor the state of the environment and this forms an integral part of the AMR. The adopted LDP and completion of the AMR accord with these requirements.

##### Sustainable Development

6.1.1 Under the 2004 Act the LDP is required to be subject to a Sustainability Appraisal (SA). The role of the SA is to assess the extent to which planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. In addition, the European Strategic Environmental Assessment (SEA) Directive requires 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, whose findings were used to inform the development of LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. The SEA Directive also requires that the Council monitor the state of the environment through monitoring the sustainability objectives set out in the SA Report. This forms an integral part of the AMR. A third Future Generations Evaluation (including equalities and sustainability impact assessment) is attached to this report at **Appendix 2**.

##### Equality

6.2.1 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. The AMR provides an analysis of existing LDP policies, which were prepared within this framework. Assessments of Equality Impact will be required throughout the Plan's implementation wherever there is likely to be significant impact. Future review of LDP policies and proposals will require an Equalities and Well-being of Future Generations Impact Assessment to be carried out.

#### **7. OPTIONS CONSIDERED**

7.1 It is a requirement of the Regulations to monitor the LDP and to submit an AMR, so no other options were considered.

#### **8. HOW WILL SUCCESS BE MEASURED**

8.1 Submission of the AMR to the Welsh Government by 31 October 2017 means the legal requirement has been met.

8.2 In the wider sense, the purpose of the AMR is to measure the extent to which the LDP's objectives are being met. The report sets out the way this has been measured and the successes and challenges experienced.

**9. CONSULTEES:**

- Economy and Development Select Committee (7 September 2017): The Select Committee endorsed the recommendations as set out in the report to Individual Cabinet Member.
- Planning Committee
- SLT
- Individual Cabinet Member

**10. BACKGROUND PAPERS:**

European Legislation:

- European Strategic Environment Assessment Directive 2001/42/EC.
- Strategic Environmental Assessment Regulations 2004.
- The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

National Legislation and Guidance:

- Planning (Wales) Act 2015
- Planning and Compulsory Purchase Act 2004.
- Town and Country Planning (Local Development Plan) (Wales) Regulations 2005
- Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015
- Local Development Plan Manual, Welsh Assembly Government, Edition 2, 2015.
- Planning Policy Wales (Edition 9), Welsh Government, November 2016.

Monmouthshire LDP:

- Monmouthshire Adopted LDP, Monmouthshire County Council, February 2014.
- Monmouthshire LDP 'Sustainability Appraisal/Strategic Environmental Assessment Report Addendum', February 2014.
- Monmouthshire Local Development Plan Annual Monitoring Reports, 2014-15, 2015-16.

Monmouthshire County Council publications:

- Monmouthshire LDP 'Retail Background Paper', March 2017.
- Monmouthshire LDP 'Employment Background Paper', June 2017.
- Monmouthshire 'Joint Housing Land Availability Study', July 2017.

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# **Appendix 1**

## **Monmouthshire County Council Adopted Local Development Plan 2011 - 2021**

### **Annual Monitoring Report**

**Monitoring Period 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017**

**Planning Policy Service  
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Monmouthshire County Council  
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## Contents Page

	<b>Page</b>
<b>1. Executive Summary</b>	<b>1</b>
<b>2. Introduction</b>	<b>7</b>
<b>3. Contextual Information</b>	<b>11</b>
<b>4. LDP Monitoring Process</b>	<b>17</b>
<b>5. LDP Monitoring – Policy Analysis</b>	<b>21</b>
<b>6. Sustainability Appraisal Monitoring</b>	<b>92</b>
<b>7. Conclusions and Recommendations</b>	<b>112</b>



## 1 Executive Summary

- 1.1 The Monmouthshire Local Development Plan (LDP) was adopted on 27 February 2014. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR).
- 1.2 The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.
- 1.3 This is the third AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2016 – 31 March 2017.

### **Key Findings of the Third Annual Monitoring Process 2016-2017**

#### **Contextual Information**

- 1.4 A summary of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends is included in Section 3. While some of these identified changes may have implications for the future implementation of the LDP, none of the changes identified to date suggest the need for an early review of the Plan. The implications of some of the contextual changes will take place over the longer term and subsequent AMRs will continue to provide updates on relevant contextual material and give further consideration to any changes which could affect the Plan's future implementation.

#### **Local Development Plan Monitoring – Policy Analysis**

- 1.5 Section 5 of the AMR provides a detailed assessment of how the Plan's strategic policies and associated supporting policies are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of policies during the current monitoring period based on the traffic light rating used in the assessment.

Targets / monitoring outcomes* are being achieved	<b>52</b>
Targets / monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy	<b>22</b>
Targets / monitoring outcomes* are not being achieved with subsequent concerns over the implementation of policy	<b>8</b>
No conclusion can be drawn due to limited data availability	<b>2</b>

\*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly

### Key AMR Findings

1.6 The results of the monitoring process demonstrate that many of the indicator targets and monitoring outcomes are being achieved (green traffic light rating), indicating that the relevant Plan policies are performing as intended. Of particular note over this monitoring period:

- Progress continues to be made towards the implementation of the spatial strategy.
- The Council approved proposals for a total of 484 dwelling units of which 93 (19.2%) are for affordable homes.
- Four LDP allocated housing sites gained planning permission:
  - The Former Paper Mill, Sudbrook (SAH7) 212 dwellings including 20 affordable units;
  - Coed Glas, Abergavenny (SAH9) 51 dwellings including 18 affordable units;
  - Main Village site at Penallt (SAH11xii) 10 dwellings comprising 6 affordable and 4 general market dwellings;
  - Main Village site at Shirenewton (SAH11xiv(b)) 5 dwellings comprising 3 affordable and 2 general market dwellings.

Significant progress has been made in relation to three other strategic housing sites.

- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the main towns and main villages.
- The County has a total of 40.76 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate. The take-up of employment land stood at 3.21 hectares which is attributable to development on identified business and employment (SAE1) sites (Quaypoint Magor and Westgate Business Park Llanfoist) and protected employment (SAE2) sites (Union Road Abergavenny and Magor Brewery).

- There has been significant progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on identified business and industrial sites (SAE1), protected employment sites (SAE2) and non-allocated sites (totalling 2.26 hectares). A number of rural diversification and rural enterprise schemes have also been approved (6).
- The Council approved proposals for a total of 24 tourism facilities, all of which related to tourist accommodation ranging from holiday lets to glamping accommodation. The new Sustainable Tourism Accommodation SPG has helped clarify our general support for this important sector of our economy.
- Vacancy rates in the central shopping areas in all of the County's town and local centres remain below the Wales rate. Vacancy rates in all but one (Usk) of the County's central shopping areas remain below the UK rate.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 4 community and recreation facilities have been granted planning permission.
- 51.2% (18.6 hectares) of development permitted<sup>1</sup> was on brownfield land. This is significant in Monmouthshire terms given the limited opportunities for brownfield development in the County.
- No applications were permitted on areas of open space not allocated for development in the LDP.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There has been no loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.
- A total of 5 schemes incorporating on-site renewable energy generation were permitted<sup>2</sup> and 3 such schemes were completed, including two large scale PV solar parks (Shirenewton and Crick).
- There were no developments permitted in C1/C2 floodplain areas which did not meet TAN15 tests.

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<sup>1</sup> Excludes householder, conversions and agricultural buildings.

<sup>2</sup> Excludes householder, change of use and agricultural use.

- 1.7 The analysis also indicates that there are various policy indicators which are not being achieved but with no corresponding concerns over policy implementation, as detailed in Section 5 (amber traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issue with the implementation of the policy framework or strategy at this time.
- 1.8 There are, however, several key policy indicator targets/monitoring outcomes relating to housing provision that are not progressing as intended (red traffic light rating). Further investigation has determined that there are concerns with the implementation of these aspects of the policy framework. These are as follows:
- A total of 238 new dwelling completions (general market and affordable) were recorded during the current monitoring period. This, coupled with the 439 completions recorded during the last two monitoring periods, equates to a total of 667 dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 488 dwelling completions per annum (shortfall of 797 dwelling completions since the Plan's adoption).
  - A total of 47 affordable dwelling completions were recorded during the current monitoring period. This, together with the 80 affordable dwelling completions recorded during the previous two monitoring periods, amounts to a total of 127 affordable dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 96 affordable dwelling completions per annum (shortfall of 161 affordable dwelling completions since the Plan's adoption). This relates directly to the construction progress of housing sites, but also to viability issues.
  - The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2016-17 period demonstrates that the County had 4.0 years housing land supply (based on the residual methodology prescribed in TAN1). This is the second consecutive year that the land supply has fallen below the 5 year target.
  - There has been limited progress with the delivery of allocated strategic housing sites. With the exception of the Former Paper Mill site at Sudbrook which achieved planning permission during the current monitoring period and the Wonastow Road site which is under construction, the remaining strategic sites have yet to obtain planning permission, albeit that some have been approved but are awaiting completion of the legal agreements. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.
- 1.9 This indicates that the LDP's key housing provision policies are not being delivered as anticipated and the subsequent lack of a 5 year housing land supply remains a matter of concern. A fundamental contributing factor to this shortfall is the slower than expected progression of allocated strategic housing sites, albeit that progress is being



made in bringing these sites forward and there is no evidence to suggest that the allocations are not deliverable (as detailed in Section 5). Nevertheless, the slower than anticipated delivery rate does suggest that there is a need for additional site allocations.

- 1.10 This continues the trend identified in last year's AMR and Joint Housing Land Availability Study (JHLAS) which led to the recommendation to initiate an early review of the Plan as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional viable and deliverable housing land.

### **Supplementary Planning Guidance (SPG)**

- 1.11 Progress has been made with the preparation and adoption of supplementary planning guidance to help to facilitate the interpretation and implementation of LDP policy which is detailed in Section 3. SPG preparation and adoption will continue in the next monitoring period. Where essential, however, resources will be focused on Plan review/revision.

### **Sustainability Appraisal (SA) Monitoring**

- 1.12 Section 6 expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the LDP monitoring and SA monitoring are interlinked.
- 1.13 Some of the most notable findings specific to the SA during the current monitoring period include:
- 87% of major new development<sup>3</sup> is located within a 10 minute walk from a frequent and regular bus service.
  - 2ha of open space created as a result of planning permissions.
  - Approximately 20 trees protected by a woodland Tree Preservation Order were lost to development as a result of the planning permission for residential development at the allocated site at Coed Glas, Abergavenny (SAH9).
  - One location where the annual objective levels of nitrogen dioxide was exceeded (Hardwick Hill, Chepstow).
  - 8 of 20 proposals permitted on LDP allocated sites and sites of over 10 dwellings/1ha incorporated Sustainable Urban Drainage Systems (SUDS)<sup>4</sup> into the scheme.
  - 64.1% of Monmouthshire's total household waste was recycled or composted.

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<sup>3</sup> Major development is defined as development involving one or more of the following: developments of 10 or more dwellings or 0.5ha; development of building or buildings where the floor space to be created is 1000m<sup>2</sup> or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

<sup>4</sup> SUDS are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SUDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SUDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment (British Geological Society).

- 0 instances where rivers across the County experienced summer low flow.
- 0 hectares of agricultural land at Grade 3a and better lost to major development.
- 1.8% increase in tourism expenditure (£190.05 million)

1.14 The SA monitoring provides a short term position statement on the performance of the Plan against a number of sustainability indicators. As such it is compared to the previous two AMRs only, emerging trends will become more apparent in future AMRs.

### **Conclusions and Recommendations**

1.15 The 2016-17 AMR maintains the trends identified in last year's AMR, that is while good progress has been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements are to be met.

1.16 The position remains, therefore, that an early review of the LDP is considered necessary because of the housing land supply shortfall. As there are no concerns with other Plan policies at this stage the AMR also concludes that it is not considered necessary to review other aspects of the Plan at this time.

1.17 Accordingly, the AMR recommends the following:

1. Continue with an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. This will involve the production of a Review Report which will set out and explain the scope of the Plan revision required.
2. Submit the third AMR to the Welsh Government by 31 October 2017 in accordance with statutory requirements. Publish the AMR on the Council's website.
3. Continue to monitor the Plan through the preparation of successive AMRs.

1.18 This third AMR represents the first part of the LDP Review Report. Subject to the conclusion of ongoing discussions regarding regional strategic planning, officers propose to present the Draft Review Report to Members later this calendar year.

## 2 Introduction

- 2.1 The Annual Monitoring Report (AMR) provides the basis for monitoring the effectiveness of the Local Development Plan (LDP) and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.
- 2.2 Monitoring is a continuous part of the plan making process. It provides the connection between evidence gathering, plan strategy and policy formulation, policy implementation, evaluation and plan review.

### **Adoption of the Monmouthshire Local Development Plan**

- 2.3 Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, local planning authorities (LPAs) are required to produce a LDP. The Monmouthshire Local Development Plan was formally adopted by Monmouthshire County Council on 27 February 2014. The LDP provides the land use framework which forms the basis on which decisions about future development in the County, including planning applications, are based.
- 2.4 This is the third AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2016 – 31 March 2017.

### **The Requirement for Monitoring**

#### **Planning and Compulsory Purchase Act 2004**

- 2.5 The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, under section 76 of the Act, the Council has a duty to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process.
- 2.6 In order to monitor LDP performance consistently, plans should be considered against a standard set of monitoring indicators and targets. The Welsh Government has issued regulations and guidance on the required content of AMRs.

## **Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015**

2.7 The Town and Country Planning (Local Development Plan) (Wales) Regulations have been amended to simplify certain aspects of the local development plan procedures, however, these do not affect the LDP monitoring process. Under Regulation 37 the AMR is required to:

- Identify policies that are not being implemented;  
And for each policy:
- Identify the reasons why the policy is not being implemented;
- Identify the steps (if any) that are intended to be taken to enable the policy to be implemented;
- Explore whether a revision to the plan to replace or amend the policy is required.

2.8 In addition, the AMR is required to monitor identified core indicators by specifying:

- The housing land supply from the current Housing Land Availability Study, and;
- The number (if any) of net additional affordable and general market dwellings built in the LPA area.

These are both for the year of the AMR and for the full period since the LDP was first adopted.

## **Local Development Plan Manual (Edition 2, 2015)**

2.9 The 2006 LDP Manual outlined additional LDP indicators which the AMR should report on. These were incorporated into the LDP monitoring framework where relevant. Some of these indicators were adapted to better fit with local circumstances and some were discounted as being inappropriate. The revised LDP Manual has deleted many of the additional LDP indicators included in the first Manual. However, as some of these indicators are included in the adopted LDP monitoring framework the Council will continue to monitor these to ensure consistency. The revised manual incorporates a smaller number of additional core output indicators relating the housing provision, employment and retail matters. However, as these are not included in the adopted monitoring framework it is not considered appropriate to include these retrospectively. Rather any necessary changes to the monitoring framework will be considered as part of the LDP revision process.

## **Monmouthshire LDP Monitoring Framework**

2.10 A Monitoring Framework is provided in Chapter Eight of the LDP comprising a series of 50 indicators, with corresponding targets and triggers for further action, in relation to the Plan's strategic policies. It also indicates the linkages between the Plan themes, objectives, strategic policies and other Plan policies. The indicators were developed in accordance with the above Welsh Government Regulations and guidance on monitoring. The Monitoring Framework forms the basis of the AMR.

### **Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011)**

- 2.11 In addition the LDP and AMR must comply with European Directives and Regulations. The Sustainability Appraisal Report Addendum (2014) identifies a further set of indicators (60) that are used to monitor progress on sustainability issues. Whilst interlinked, these are set out separately from the LDP Policy Monitoring Framework and have been used in the AMR to measure the environmental, economic and social impacts of the LDP.
- 2.12 The completion of the AMR accords with the requirements for monitoring the sustainability performance of the Plan through the Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended).

### **AMR Format and Content**

- 2.13 The AMR has been designed to be a succinct and easily accessible document that can be used as a convenient point of reference for all strategic policy areas.
- 2.14 The structure of the AMR is as follows:

**Section 1 Executive Summary** - Provides a succinct written summary of the key monitoring findings.

**Section 2 Introduction** - Outlines the requirement for, the purpose and structure of the AMR.

**Section 3 Contextual Information** - Provides a brief overview of the relevant contextual information which, although outside the remit of the Plan, could affect the performance of the LDP policy framework. Policy specific contextual information is provided in the relevant policy analysis section.

**Section 4 LDP Monitoring Process** - Explains the monitoring process undertaken.

**Section 5 LDP Monitoring - Policy Analysis** - Provides a detailed analysis of the effectiveness of the LDP policy framework in delivering the identified aims/outcomes and targets, together with recommendations for further action.

**Section 6 Sustainability Appraisal Monitoring** - Provides an assessment of the LDP's performance against the SA monitoring indicators.

**Section 7 Conclusions and Recommendations** – Gives an overview of the AMR findings with reference to the analysis made in the preceding sections and, where relevant, provides recommendations on issues that require further consideration.

**Publication** – The AMR will be published on the Council's website.

## **Future Monitoring**

- 2.15 The broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports. However, given that the monitoring process is dependent upon a wide range of statistical information that is sourced from both the Council and external sources, any changes to these sources could make certain indicators ineffective or out-dated. Accordingly, the monitoring framework may evolve over the Plan period and AMRs will be used as a means of identifying any such inevitable changes to the framework.
- 2.16 The Council is required to commence a full review of the LDP every four years. This means that from the date of the LDP's initial adoption a full review would be required to commence in 2018 in accordance with the statutory LDP process. A review of the LDP in advance of the formal review will only take place if the conclusions of the AMR or other exceptional circumstances (as set out in paragraph 4.4) indicate otherwise.

## 3 Contextual Information

- 3.1 This section provides a brief summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. Any potential overall implications for the LDP as a whole are outlined where appropriate. General economic trends which have occurred since the LDP's adoption are also set out, together with progress on key supplementary planning guidance.
- 3.2 Contextual information which is specific to a particular LDP policy area is provided in the relevant policy analysis section for ease of reference and is therefore not repeated in detail here.

### Legislative Changes

- 3.3 The Welsh Government did not introduce any national legislative changes during the current monitoring period.

### National Planning Policy

#### National Development Framework (NDF)

- 3.4 The Welsh Government has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure/growth. It will concentrate on development and land use issues of national significance which the planning system is able to influence and deliver. Welsh Government undertook a Call for Evidence and Projects during the current monitoring period. Future progress on the NDF and any subsequent implications for the LDP will be reported in future AMRs. It is expected that the NDF will be adopted in 2022.

### National Planning Policy Amendments

#### Planning Policy Wales (Edition 9, November 2016)

- 3.5 A revised version of Planning Policy Wales (PPW) was published in November 2016. The main changes contained in Edition 9 relate to the following matters:
- **Introduction (Chapter 1):**  
This has been updated to reflect the introduction of the 'Planning Performance Framework' and to take account of the introduction of validation appeals policy expectations.
  - **Local Development Plans (Chapter 2):**  
This has been updated to reflect changes in legislation, including provisions within the Planning (Wales) Act 2015.

- ***Development Management (Chapter 3):***  
The procedural content has been streamlined as a result of the publication of the Development Management Manual covering these processes. The revised chapter also includes reference to ‘Developments of National Significance’ following the coming into force of the relevant Regulations related to the Planning (Wales) Act 2015.
- ***Planning for Sustainability (Chapter 4):***  
This has been updated to include the statutory purpose of the planning system as introduced by the Planning (Wales) Act 2015. There have also been minor amendments to take account of the Well-being of Future Generations (Wales) Act 2015 and regarding Design and Access Statements, linked to the Planning (Wales) Act 2015.
- ***Historic Environment (Chapter 6):***  
This chapter has been revised in conjunction with Cadw following Royal Assent of the Historic Environment (Wales) Act 2016.
- ***Retail and Commercial Development (Chapter 10)***  
This chapter has been updated to reflect the Welsh Government’s revised national planning policy for retailing and commercial development.

#### **Technical Advice Notes (TANs)**

- 3.6 TAN 4 Retail and Commercial Development was updated during the current monitoring period. The potential implications of the changes to this TAN for the LDP are provided in the relevant policy analysis section (Section 5, Policy S6).

### **Regional Context**

#### **Strategic Development Plans (SDP)**

- 3.7 The Planning (Wales) Act provides a legal framework for the preparation of Strategic Development Plan. This will allow larger than local issues such as housing demand, search areas for strategic employment sites and supporting transport infrastructure, which cut across a number of local planning authorities, to be considered and planned for in an integrated way. SDPs will address cross-boundary issues at a regional level and must be in general conformity with the NDF. The Regulations make reference to three potential strategic planning areas including South East Wales. It is anticipated that Monmouthshire will be part of this strategic planning area, in alignment with the Cardiff Capital Region City Deal proposals. Regional discussions on the options for progressing a SDP were held during the current monitoring period. Future progress on the SDP and any subsequent implications for the LDP will be reported in future AMRs.



## **Cardiff Capital Region and City Deal**

- 3.8 The Cardiff Capital Region (CCR) is made up of an area of South East Wales, consisting of the ten local authorities, including Monmouthshire. These local authorities have joined forces in order to tackle issues that affect the whole of the region, such as worklessness and poor transportation links, with the aim of working together and collaborating on projects and plans for the area. The Authorities forming the Capital Region are progressing the City Deal to fund projects aimed at boosting the competitiveness of the region over the next 20 years. The CCR City Deal will help boost economic growth by improving transport links, increasing skills, helping people into work and giving businesses the support they need to grow. It will also establish strong governance across the region through the Cardiff Capital Region Joint Cabinet. The Leaders of the ten local authorities in South East Wales formally ratified the Cardiff Capital Region City Deal on March 1<sup>st</sup> 2017. Following this the City Deal will enter a transition phase and the Cardiff Capital Region Transition Plan will be created. This plan will detail the key activities to be undertaken, including the establishment of a Regional Office to drive the delivery of the Regional Cabinet's work programme in anticipation of receiving proposals for investment. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate. This investment represents a significant opportunity for Monmouthshire and for the region.

## **Local Context**

### **Monmouthshire Well-being Assessment and Plan**

- 3.9 Under the provisions of the Well-being of Future Generations Act every Public Service Board in Wales must publish a Well-being Plan by May 2018. Replacing the Single Integrated Plan (SIP), the plan will look at the economic, social, environmental and cultural well-being of the each county and will have clear links with the LDP. Work progressed on the preparation of a draft Local Well-being Assessment during the current monitoring period, with extensive community engagement undertaken across the County and the draft assessment issued for public consultation. It is anticipated that the Local Well-being Assessment will be published during the early part of the next monitoring period. The findings of the assessment will inform the priorities of the Local Well-being Plan. Further progress on the preparation of the Local Well-being Plan will be reported in subsequent AMRs insofar as it relates to the LDP.

### **Future Monmouthshire**

- 3.10 Monmouthshire County Council has embarked on a project to re-evaluate the needs and aspirations of our communities and how a 'Council of the Future' will seek to meet those challenges. The community engagement work will run alongside and integral to work on the Local Well-being Plan. The results of this engagement and other relevant evidence gathered for this exercise will be of relevance to any LDP review and revision.

### **Monmouthshire Community Infrastructure Levy (CIL) Update**

- 3.11 Consultation on the CIL Draft Charging Schedule was completed during the current monitoring period. The findings of the national CIL Review were also published during the current monitoring period which recommended fundamental changes to the CIL process. Consequently, the implementation of CIL in Monmouthshire has been deferred pending the outcome of the Government's response to the CIL Review which is expected during the next monitoring period. The progress of the CIL and any subsequent implications for the LDP will be given further consideration in successive AMRs where appropriate.

### **Monmouthshire 21<sup>st</sup> Century Schools**

- 3.12 Of note work on two 21<sup>st</sup> Century Schools in the County is well advanced, reflecting key corporate priorities of children having the best possible start in life and no-one being left behind.

### **General Economic Trends**

#### **Economic Activity**

- 3.13 Key economic activity data for Monmouthshire and Wales from the LDP base date of 2011 to the current monitoring period is shown in the tables below. The data demonstrates that unemployment and earnings indicators have shown improvement over this period for both areas, although Monmouthshire outperforms Wales overall. Of note, Monmouthshire has experienced improved economic performance in relation to these indicators during the current monitoring period with unemployment at the lowest level since 2011 and earnings at the highest level since 2011. In contrast, the proportion of Monmouthshire residents that were economically active in employment over the current monitoring period fell to 76.5% (down from 78.8% during the previous year). Despite this marginal decline, the proportion of those economically active in employment in the County remains higher than the levels recorded between April 2011 to March 2015, and remains above the Wales figure. Such changes are not considered to be so significant to have any implications for the LDP. These economic indicators will be considered in subsequent AMRs and any potential implications recorded.

#### **Economically Active – In Employment**

	<b>Monmouthshire</b>	<b>Wales</b>
April 2011-March 2012	<b>73.8%</b>	<b>66.7%</b>
April 2012-March 2013	<b>74.2%</b>	<b>67.6%</b>
April 2013-March 2014	<b>73.0%</b>	<b>69.5%</b>
April 2014-March 2015	<b>74.5%</b>	<b>69.3%</b>
April 2015-March 2016	<b>78.8%</b>	<b>71.1%</b>
April 2016-March 2017	<b>76.5%</b>	<b>71.4%</b>

Source: Nomis (Annual Population Survey, July 1017)

### Economically Active – Unemployed

	Monmouthshire	Wales
April 2011-March 2012	5.1%	8.4%
April 2012-March 2013	5.6%	8.3%
April 2013-March 2014	5.1%	7.4%
April 2014-March 2015	4.9%	6.8%
April 2015-March 2016	3.3%	5.4%
April 2016-March 2017	2.9%	4.4%

Source: Nomis (Annual Population Survey, July 2017)

### Gross Weekly Pay Full-Time Workers (Earnings by Residence)

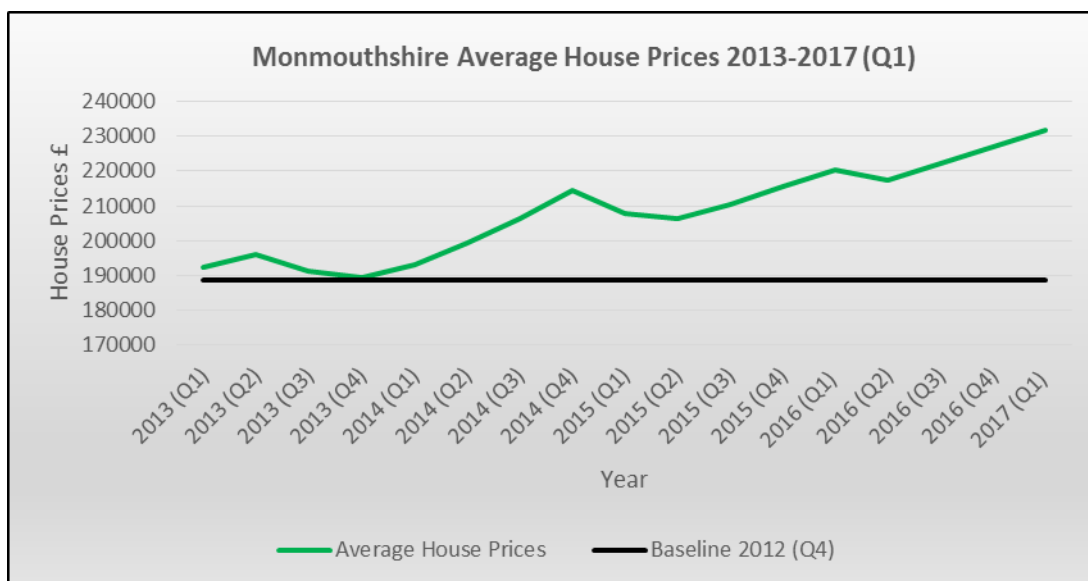
	Monmouthshire	Wales
2011	£560.3	£455.1
2012	£530.7	£454.9
2013	£579.5	£475.3
2014	£577.6	£479.4
2015	£610.1	£484.4
2016	£623.4	£498.3

Source: Nomis (Annual Population Survey, July 2017)

- 3.14 Evidence continues to suggest that the income for economically active women who both live and work within the County is significantly lower than that of men within the same category. It is unlikely that this is something that the land use planning system can directly influence, however, further consideration will be given to this as part of the Future Monmouthshire project and, if relevant, via future Plan review/revision.

### House Prices

- 3.15 As demonstrated in the graph below, Land Registry data indicates that average house prices in Monmouthshire have increased over the current monitoring period. Subsequently, average prices in quarter 1 2017 (January to March) at £231,857 were higher than the 2012 quarter 4 baseline price (£188,720). If the average house price trend data recorded exceeds the identified trigger for further investigation set out in relation to Policy S4, the Council will consider re-assessing the viability evidence which informed the affordable housing policy targets. This is given further consideration in the policy analysis section relating to Policy S4.
- 3.16 A number of recently announced proposals, including the abolishment of the Severn Bridge tolls at the end of 2018 and plans for the South East Wales Metro, could have potential impacts on house prices in Monmouthshire. Any such impacts will be considered in subsequent AMRs.



Source: Land Registry UK House Price Index (June 2017)

### Supplementary Planning Guidance (SPG)

- 3.17 The Primary Shopping Frontages SPG was adopted during the current monitoring period.
- 3.18 Additional draft SPG has been prepared during this monitoring period, namely Sustainable Tourism Accommodation and Rural Conversions to a Residential or Tourism Use (Policies H4 and T2). It is anticipated that these will be consulted on and progressed through to adoption during the next monitoring period. Work on the Landscape SPG is on-going. Progress on these will be reported in the next AMR.

### Summary

- 3.19 As detailed above, revised/new national, regional and local plans, policies and strategies have emerged during the current monitoring period, some of which may have implications for the future implementation of the LDP. However, none of contextual changes identified to date suggest the need for an early review of the Plan. Subsequent AMRs will continue to provide updates on relevant contextual material which could affect the Plan's future implementation.

## 4 LDP Monitoring Process

### How is the LDP Monitored?

- 4.1 Section 5 provides a detailed analysis of the effectiveness of the LDP policy framework in delivering the identified policy aims/outcomes and targets, together with appropriate recommendations for further action. Consideration is also given to any significant policy specific contextual issues that have arisen over the monitoring period which could affect policy implementation. Aligned with the LDP monitoring framework, the analysis is grouped according to the Plan's strategic policies and is structured as follows:

<b>Monitoring Aims / Outcomes</b>	The monitoring aim / outcome identifies what each strategic policy is seeking to achieve. Supporting objectives, development management and site allocation policies are also set out to demonstrate the interlinkages between the policies.
<b>Contextual information</b>	Significant contextual information that has been published over the monitoring period is outlined where relevant to a particular strategic policy. This will enable the AMR to determine whether the performance of a policy has been affected by contextual changes. These can include new or amended legislation, national, regional and local plans, policies or strategies as well as external social and economic trends which could affect the delivery of the LDP such as economic conditions. Any such changes lie outside the remit of the LDP.
<b>Indicators, targets and triggers</b>	<p>Policy performance recorded during the monitoring period in relation to the indicators and relevant targets /triggers for further investigation is set out for each strategic policy.</p> <p>The targets and triggers for certain indicators have been subdivided to enable the effective monitoring of these indicators. This includes indicators relating to the following strategic policies:</p> <ul style="list-style-type: none"> <li>• S1 Spatial Strategy</li> <li>• S3 Strategic Housing Sites</li> <li>• S4 Affordable Housing</li> <li>• S6 Retail</li> <li>• S8/S9 Enterprise and Economy/ Employment Sites Provision</li> </ul> <p>The total number of targets and triggers in the monitoring framework has subsequently increased.</p>

	Where relevant, indicator data recorded in previous AMRs is provided in the tables. Such data is colour coded (i.e. red, amber, green) to enable trends to be readily identified.
<b>Analysis</b>	<p>Having regard to the indicators, relevant targets, triggers and monitoring outcomes, the AMR assesses whether the Plan's strategic policies are being implemented as intended and whether the LDP objectives and strategy are being achieved. This includes the identification and further investigation of any policy that fails to meet its target and/or has reached its trigger point. However, the fact that a policy reaches its trigger level does not automatically imply that the policy is failing. The analysis will consider whether such performance may be due to extraneous circumstances or could be justified in the context of the overall policy framework.</p> <p>The analysis excludes those indicator targets with no applicable planning applications or completions to assess during the monitoring period. These totalled 6 during the current monitoring period.</p>
<b>Recommendations</b>	<p>Taking account of the policy analysis, appropriate recommendations are provided including a statement of any necessary actions required. If policies are found to be failing the AMR will set out clear recommendations on what, if anything, needs to be done to address this.</p> <p>Consideration of the LDP against all of the information gathered over the monitoring period will allow the Council to determine whether a review of the Plan is required.</p>

#### **Policy Performance Traffic Light Rating**

- 4.2 As a visual aid in monitoring the effectiveness of the Plan's strategic policies and to provide a quick reference overview of policy performance a 'traffic light' rating is included for relevant indicators as follows:

	Policy targets/monitoring outcomes* are being achieved
	Policy targets/monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy
	Policy targets/monitoring outcomes* are not currently being achieved with subsequent concerns over the implementation of the policy
	No conclusion can be drawn due to limited data

\*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly.

### Replacement Indicators

- 4.3 In instances where the Council has been unable to monitor an indicator or where an indicator has been superseded, an explanation will be provided in the relevant policy analysis section and, where appropriate, an alternative indicator will be identified. There may also be instances where it is necessary to amend an indicator, for example, to improve the clarity of the indicator or realign it with relevant data sets. In such cases an explanation will be provided in the relevant policy analysis section and the indicator amended as appropriate.

### Triggers for Plan Review

- 4.4 The Council is required to commence a full review of the LDP every four years. It is, however, recognised that the following exceptional circumstances could elicit an early review of the Plan:
- A significant change in external conditions
  - A significant change in national policy or legislation
  - A significant change in local circumstances e.g. closure of a significant employment site that weakens the local economy
  - A significant change in development pressures or needs and investment strategies of major public and private investors
  - Significant concerns from the results of the AMR in terms of policy effectiveness/implementation and site delivery, including a fall in the housing land supply below 5 years.

All of these issues will be taken into consideration in determining whether a full or partial review of the Plan is necessary.

### **Sustainability Appraisal Monitoring Framework**

- 4.5 The Sustainability Appraisal Monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. The SA identifies 17 objectives and 61 indicators to measure the environmental, economic and social impacts of the LDP. This is set out in Section 6 of the AMR.



## 5 LDP Monitoring – Policy Analysis

- 5.1 This section provides a detailed assessment of whether the Plan’s strategic policies, and associated supporting policies, are being implemented as intended and whether the LDP objectives and strategy are being achieved. Appropriate recommendations are subsequently provided, together with necessary actions to address any policy implementation issues identified through the monitoring process. Aligned with the LDP, the analysis is set out in strategic policy order.

## Spatial Strategy

**Monitoring Aim/Outcome:** New housing development to be distributed in accordance with the LDP Spatial Strategy

**Strategic Policy:** S1/S2 Spatial Distribution of New Housing Provision

**LDP Objectives Supported:** 1, 3 & 4

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Of note, additional information on Monmouthshire's current housing land availability, including dwelling completions/permissions and their location, is available in the 2017 Joint Housing Land Availability Study (JHLAS) which can be accessed via the following link:

<http://www.monmouthshire.gov.uk/app/uploads/2017/08/JHLA-Study-2017.pdf>

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
Proportion of new housing development provided in accordance with the spatial strategy Policy S1 / settlement hierarchy set out in Policy S2*	Location of new residential development should correspond to the requirements set out in the Tables to Policy S2:	Housing completions are +/- 10% of the requirements set out in the tables to Policy S2 in any 1 year	<b>Dwelling Completions</b>
	<b>a) Main towns 41%</b> <i>(2014-15: 27%)</i> <i>(2015-16: 40.2%)</i>		<b>38.2%</b>
	<b>b) Severnside Settlements 33%</b> <i>(2014-15: 43%)</i> <i>(2015-16: 8.1%)</i>		<b>19.3%</b>
	<b>c) Rural Secondary Settlements 10%</b> <i>(2014-15: 6%)</i> <i>(2015-16: 37.2%)</i>		<b>21.4%</b>

	<b>d) Rural General 16%</b>  (2014-15: 24%) (2015-16: 14.5%)		<b>21%</b>
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### Analysis – Dwelling Completions

#### a) Main Towns

Of the 238 dwelling completions recorded during the monitoring period, 38.2% (91 units) were in the County’s main towns which is marginally below the identified target of 41%. The vast majority of these completions (85%, 77 units) were in Monmouth, with 38 completions on two large windfall sites\*\* in Monmouth (Dixton Road Clinic, 18 and Former Cottage Hospital, 20), 21 completions at the LDP allocated site at Wonastow Road (SAH4) and 18 completions on small sites\*\*\*. Over the monitoring period completions totalled 6 in Abergavenny and 8 in Chepstow, all of which were on small sites. The completions were predominantly general market dwellings, with 4 affordable dwelling completions in Monmouth (Dixton Road Clinic).

As may be expected, given that the LDP allocated site at Wonastow Road, Monmouth gained reserved matters permission during the last monitoring period, development at the site is progressing with a number of completions recorded (21), accounting for 23% of total main town completions. Conversely, the allocated LDP sites in Abergavenny and Chepstow have not yet obtained permission and subsequently there have been no completions on these sites over the current monitoring period. However, it is anticipated that as these sites obtain permission and are developed dwelling completions in Abergavenny and Chepstow will align more closely with the spatial strategy. Further details on the progress of these sites is set out in the analysis of strategic housing sites (Policy S3). A significant proportion of the completions recorded in the main towns (42%) was due to large windfall sites. Indeed, the relatively high proportion of dwelling completions in the main towns reflects the fact that windfall sites accounted for almost half (49%) of all completions recorded in Monmouthshire over the monitoring period.

Dwelling completions recorded in the main towns during this monitoring period are similar to those recorded last year (40.2%) and compare more favourably to those recorded during the first monitoring period (27%). Again, this is predominantly attributable to a high number of large windfall site completions recorded, rather than the progression/development of strategic site allocations, albeit that development at Wonastow Road has commenced.

In view of the above, there is not considered to be any significant issue with the implementation of Plan’s spatial strategy in relation to dwelling completions in the main towns. While it is recognised that windfall sites accounted for a significant proportion of completions these are in accordance with the spatial strategy. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

### **b) Severnside Settlements**

19.3% (46 units) of dwelling completions recorded during the monitoring period were in Severnside settlements which is lower than the identified target of 33% for this area. This signifies that the trigger for this indicator has been met. Over half (59%, 27 units) of these completions were on windfall sites (both former primary school sites) – one in Caldicot (8 units) and one in Rogiet (19 units) – all of which were affordable dwellings. The remaining completions (19 units) were on small sites – 9 completions in Caldicot, 3 completions in Portskewett, 3 completions in Rogiet, 3 completions in Sudbrook and 1 completion in Undy. Of these small site completions, 14 were general market dwellings and 5 were affordable dwellings.

The lower than anticipated completion rate may be expected as allocated LDP sites in the Severnside area, which are in accordance with the spatial strategy, have not progressed to completion stage. It is anticipated that as these sites obtain permission and are developed the proportion of completions in the Severnside Settlements will align more closely with the target figure of 33%. The allocated site at Sudbrook Paper Mill (SAH7) gained permission during the current monitoring period with development expected to progress during the next monitoring period. Nevertheless, delivery of these sites is slower than anticipated as detailed in the analysis of strategic housing sites (Policy S3).

The completion rate recorded in Severnside during the current monitoring period is well above that recorded in the previous AMR which stood at 8.1%. As evidenced, this is due to a number of windfall sites completions recorded in the Severnside area, rather than development on allocated sites in the area. It is, however, below that recorded in the first AMR (43%) which was attributable to completions on residual UDP sites which are now built out.

This indicator is considered to signal a temporary issue with the delivery of the Plan's spatial strategy, rather than an issue with the suitability or effectiveness of the strategy itself. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

### **c) Rural Secondary Settlements**

21.4% (51 units) of all dwelling completions recorded during the monitoring period were in the County's rural secondary settlements. As this is +10% above the identified target the trigger for further investigation has been reached.

Two large windfall sites in Llanfoist accounted for all of the completions recorded – Westgate, 28 dwellings and Gavenny Gate (Former Coopers Filter Site), 23 dwellings, all of which were general market housing. There were no completions recorded in the other rural secondary settlements of Penperlleni, Raglan and Usk over the current monitoring period.

The completions recorded on windfall sites has resulted in completions exceeding the target figure in the rural secondary settlements. However, this is not reflective of any issue with the implementation of the LDP strategy or allocations as these sites were approved under the Unitary Development Plan policy framework. The high proportion of windfall

completions in the rural secondary settlements also reflects the fact that windfall sites accounted for almost half (49%) of all completions recorded in Monmouthshire over the monitoring period.

Furthermore, allocated LDP sites in the rural secondary settlements were not sufficiently progressed to generate completions during the current monitoring period. It is anticipated that as the aforementioned windfall sites are built out and allocated sites are developed in Raglan, Usk and Penperlleni (the latter gained planning permission during the previous monitoring period) the proportion of completions in these settlements will align more closely with the target figure.

The completion rate in rural secondary settlements, whilst lower than that recorded in last year's AMR (37.2%) was considerably above that recorded during the first AMR (6%). As evidenced, the higher than target completion rate is attributable to completions on large windfall sites approved under the UDP progressing over the last two monitoring periods.

In view of the above, there is not considered to be any issue with the implementation of the Plan's spatial strategy in relation to dwelling completions in the rural secondary settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the LDP period.

#### **d) Rural General**

21% (50 units) of all dwellings completions recorded during the monitoring period were in the County's rural general areas which is marginally above the identified target (16%). Accordingly, the trigger for further investigation has not been reached.

As may be expected in rural settlements small sites accounted for the vast majority of completions (35 dwellings), nearly three quarters of which were for conversions/change of use. Of these, 33 were general market dwellings and 2 were affordable dwellings. The allocated main village site at Trellech (SAH11xv) accounted for the remaining 15 completions recorded in rural general areas over the monitoring period, with 6 general market dwellings and 9 affordable dwellings. As the Plan's other allocated main village sites (SAH11) are developed, together with continued opportunities for small site conversions and infill development, it is anticipated that the proportion of completions in these settlements will align with the target figure of 16% over the plan period.

The completion rate in the County's rural areas is higher than that recorded in last year's AMR (14.5%) and slightly below that recorded in the first AMR (24%). Generally, however, the completion rate in rural general areas has been within + / - 10% of the identified target and the trigger for further investigation has not been met during any monitoring period. In view of this, there is not considered to be any issue with the implementation of the Plan's spatial strategy in relation to dwelling completions in the rural general areas as set out in Policy S1 and therefore no further investigation is required at present. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

<b>Recommendation</b>
a) No action is currently required. Continue to monitor.
b) No action is currently required. Continue to monitor.
c) No action is currently required. Continue to monitor.
d) No action is currently required. Continue to monitor.

\*Dwelling completions and permissions are monitored in order to gain a comprehensive picture of the spatial strategy's implementation

\*\*Large site windfall >10 dwellings

\*\*\*Small site windfall <10 dwellings

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017	
Proportion of new housing development permitted in accordance with the spatial strategy Policy S1 / settlement hierarchy set out in Policy S2*	Location of new residential development should correspond to the requirements set out in the Tables to Policy S2:	Housing permissions are +/- 10% of the requirements set out in the tables to Policy S2 in any 1 year	<b>Dwelling Permissions</b>	
	<b>e) Main towns 41%</b>  <i>(2014-15: 81%)</i> <i>(2015-16: 31%)</i>			<b>30.2%</b>
	<b>f) Severnside Settlements 33%</b>  <i>(2014-15: 11%)</i> <i>(2015-16: 10%)</i>			<b>54.1%</b>
	<b>g) Rural Secondary Settlements 10%</b>  <i>(2014-15: 1%)</i> <i>(2015-16: 37%)</i>			<b>5.2%</b>
	<b>h) Rural General 16%</b>  <i>(2014-15: 7%)</i> <i>(2015-16: 22%)</i>			<b>10.5%</b>

#### Analysis – Dwelling Permissions

Dwelling permissions in Monmouthshire as a whole are significantly higher than recorded during the last monitoring period (up from 212 to 484). This is predominantly attributable to the permissions obtained for the allocated LDP sites at Sudbrook Paper Mill (212 dwellings) and Coed Glas (51 units) which collectively accounted for over half (54.3%) of all permissions recorded in the County over the current monitoring period. Large windfall sites in Abergavenny and Sudbrook also accounted for a significant number of permissions, totalling 116 dwellings (24% of all permissions).

#### e) Main Towns

Of the 484 dwelling units granted planning permission during the monitoring period, 30.2% (146 units) were in the County's main towns. As this is 10.8% less than the identified LDP target (41%), the trigger for further investigation has been reached.

Three sites accounted for the majority of dwellings permitted over the monitoring period, all of which were in Abergavenny (121 units). These comprised of two large windfall sites in Abergavenny, accounting for 70 dwellings (The Hill, 45 units and Mulberry House, 25 units) and the LDP allocation at Coed Glas Abergavenny (SAH9) accounting for a further 51 units. Although small sites accounted for 18 planning permissions in the main towns, they accounted for just 25 of the units permitted – 10 in Abergavenny, 9 in Monmouth and 6 in Chepstow. Of note, 98 (67%) of the dwellings permitted in the main towns during the monitoring period were for general market dwellings and 48 (33%) were for affordable dwellings, with all of the affordable units permitted in Abergavenny (46 associated with the large windfall sites and LDP allocation).

Evidently, Abergavenny accounted for the majority of dwellings permissions recorded (90%), with few permissions recorded in the County's other main towns of Chepstow (4%) and Monmouth (6%). As evidenced, this is attributable to the permissions granted for windfall sites and an allocated LDP site in the town.

In terms of LDP allocations, the Coed Glas allocation (SAH9) gained planning permission during the monitoring period which added significantly to dwelling permissions recorded in Abergavenny. However, other LDP allocations in the main towns (Deri Farm Abergavenny, Fairfield Mabey Chepstow, Tudor Road Monmouth) did not gain planning permission during the monitoring period due to a variety of factors, albeit that headway is being made in progressing the allocated sites in Abergavenny and Chepstow. However, as these sites advance and obtain permission it is anticipated that the proportion of permissions in the main towns will increase in line with identified target thus ensuring improved alignment with the LDP spatial strategy. An update on the progression of allocated sites in the main towns is provided in the strategic sites policy analysis (Policy S3).

The number of dwellings permitted in the main towns during the current monitoring period is comparable with those recorded in last year's AMR which stood at 31%. However, the past two AMRs contrast with the first AMR when the total percentage of such permissions stood at 81%. Although this was considerably above the LDP target, it was attributable to the outline permission at Wonastow Road Monmouth which accounted for 88% of main town permissions.

In view of the above, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the main towns and therefore no further investigation is required at present. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

#### **f) Severnside Settlements**

Over half (54.1%, 262 units) of the 484 dwellings granted planning permission during the monitoring period were in Severnside settlements. This is considerably higher than the identified target for this area (33%), meaning that the trigger for further investigation has been reached.



The high proportion of permissions recorded in Severnside settlements is a result of the full permission for 212 units at the LDP allocated site at Sudbrook Paper Mill (SAH7) which accounted for the majority of permissions (80.9%) in Severnside. This is the second of the LDP allocated strategic sites to gain permission since the Plan's adoption. A large windfall site at the Old Shipyard, Sudbrook accounted for an additional 46 dwellings permitted. Small sites accounted for the remaining permissions in Severnside – 2 dwellings in Caldicot, 1 dwelling in Portskewett and 1 dwelling in Undy. Of the dwellings permitted in Severnside settlements, 237 were for general market dwellings and 25 for affordable dwellings, with 20 of the affordable units associated with the strategic allocation at Sudbrook Paper Mill. The number of dwellings permitted in Severnside settlements during the current monitoring period is significantly higher than those recorded in both the 2014/15 and 2015/16 AMRs which stood at 11% and 10% respectively. This was identified in the 2015/16 AMR as being a matter of concern with the implementation of the policy. In the current monitoring period, however, the Severnside area accounted for the highest proportion of permissions recorded in the County. As evidenced, this is predominantly attributable to the allocated strategic site at Sudbrook Paper Mill achieving consent over the current monitoring period – the first of the four strategic sites to gain permission in Severnside.

There are a further 3 strategic housing allocations in Severnside and as these and allocated sites in the County's other settlements are advanced, it is expected that the proportion of permissions in these settlements will align more closely with the target figures. This, coupled with continued opportunities for windfall/small sites, should ensure improved alignment with spatial strategy as set out in Policy S1. An update on the progression of allocated sites in Severnside is provided in the Strategic Sites policy analysis.

The fact that only one of the area's allocated sites has gained permission is considered to signal a temporary issue, rather than an issue with the suitability or effectiveness of the strategy itself. As indicated in the analysis of Policy S3, there is no evidence to suggest that the site allocations in Severnside are not deliverable or that their allocation needs to be reviewed. The delays in them coming forward, however, have implications for other monitoring targets and triggers and the need for any further action is being considered in connection with those particular indicators.

The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

#### **g) Rural Secondary Settlements**

25 (5.2%) of all dwellings permitted during the monitoring period were in the County's rural secondary settlements. Although this is less than the identified LDP target, the trigger for further investigation has not been reached as this allows for a +/- 10% buffer.

Small sites accounted for the majority of units permitted – 12 in Llanfoist, 2 in Usk and 1 in Raglan, all of which were for general market dwellings. A windfall site in Raglan accounted for the remaining 10 dwellings permitted which will provide 100% affordable housing units.

The lower than anticipated proportion of permissions recorded in the rural secondary settlements is predominantly due to limited progression with two of the allocated LDP sites

in these settlements. While the site at Penperlleni gained consent during the last monitoring period, the allocated sites at Raglan and Usk have not yet acquired permission. It is anticipated that as these sites are progressed and opportunities for infill / windfall development continue, the proportion of permissions in these settlements will align more closely with the target figure of 10%.

While the number of dwellings permitted in rural secondary settlements during the current monitoring period compares more favourably to those recorded during the first AMR (1%), the rate is considerably lower than those recorded in last year's AMR (37%). This variation is attributable to the allocated site at Penperlleni gaining consent during the last AMR period, coupled with the lack of progress on allocated sites (which are in accordance with the spatial strategy) elsewhere in the County.

In view of the above, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the rural secondary settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the plan period.

#### **h) Rural General**

51 (10.5%) of all dwellings permitted during the monitoring period were in the County's rural areas. While this is lower than the identified LDP target (16%), the trigger for further investigation has not been reached as this is within the +/- 10% buffer.

Unsurprisingly, small sites accounted for the majority of dwelling permissions recorded (51%, 26 units) in a range of rural settlements throughout Monmouthshire. Many of these related to barn conversions and all bar one unit were for general market housing. There has also been further progress with the LDP rural allocations in main villages during the current monitoring period, with permission granted for 10 dwellings (6 affordable, 4 general market) at the allocated site in Penallt (SAH11xii) and 5 dwellings (3 affordable, 2 general market) at one of the allocated sites in Shirenewtown (SAH11xiv(b)). A site at Llanvihangel Rogiet accounted for the remaining 10 dwellings permitted as conversions during the current monitoring period, all of which were for general market housing (although the permission was subject to an off-site affordable housing contribution).

Permissions recorded in rural areas during this monitoring period are comparable to those recorded in the first AMR (7%) and lower than those recorded in the second AMR (22%). Despite these variations, the proportion of permissions in the County's rural areas recorded over the past three years has been within +/-10% of the target meaning that the trigger for further investigation has not been met to date which signifies that there are no significant concerns with the permissions achieved in rural areas.

It is anticipated that the progression of all LDP site allocations, including those within the County's main villages, will ensure that the proportion of permissions in rural settlements more closely reflects the identified target and enables improved alignment with the spatial strategy.

Of note, three rural enterprise worker's dwellings were approved during the monitoring period<sup>5</sup>, all of which were considered to be in accordance with TAN6 and relevant LDP policies.

In view of the above, there is not considered to be any issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the County's rural settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the plan period.

**Recommendation**

e) No action is currently required. Continue to monitor.

f) No action is currently required. Continue to monitor.

g) No action is currently required. Continue to monitor.

h) No action is currently required. Continue to monitor.

\*Dwelling completions and permissions are monitored in order to gain a comprehensive picture of the spatial strategy's implementation

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<sup>5</sup> DC/2016/00486 – rural enterprise worker's dwelling, Cwm Newydd, Rockfield; DC/2014/01467 – rural enterprise worker's dwelling, Pen y Lan Farm, Cwmcarnan; DC/2015/00459 – retention of equine worker's dwelling, Tan Gwyn Stables, Ponthir.

## Housing Provision

**Monitoring Aim/Outcome:** To provide 4,500 dwelling units (including 960 affordable dwelling units) in the County over the plan period.

**Strategic Policy:** S2 Housing Provision

**LDP Objectives Supported:** 1, 3 & 4

**Other LDP Policies Supported:** H1-H9, SAH1-SAH11

### Contextual Changes

There have been no significant contextual changes relating to this policy area over during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. The number of additional general market and affordable dwellings built over the plan period*	Up to 488 dwellings to be built per annum 2013-2021  <i>(2014-15: 205)</i> <i>(2015-16: 234)</i>	10% less or greater than the LDP strategy build rate for 2 consecutive years	<b>238</b>
2. Housing land supply*	Maintain a minimum 5 year housing land supply throughout the plan period  <i>(2014-15: 5.0)</i> <i>(2015-16: 4.1)</i>	Less than a 5 year housing land supply in any 1 year	<b>4.0</b>
3. Density of housing permitted on allocated sites♦	Meet the target densities set out in site allocation policies SAH1 to SAH10	Planning permissions granted that do not meet these densities	<b>SAH7: 30 dph SAH9: 26 dph</b>

4. Review of Gypsy/ Traveller Accommodation Needs and Sites Study to be completed within two years of the LDP's adoption	If a need for additional site(s) is identified seek to allocate a suitable site by Spring 2017	Identified need not met by Spring 2017	<b>Gypsy Traveller Accommodation Assessment approved by WG January 2017. Suitable site not identified.</b>
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### Analysis

1. 238 general market and affordable dwellings were built during the monitoring period (191 general market and 47 affordable). 116 (48.7%) of these completions were on windfall sites, including the former primary schools in Rogiet and Caldicot (West End), Westgate (Land off Merthyr Road) and Gavenny Gate in Llanfoist, Dixon Clinic and Former Cottage Hospital in Monmouth. Small sites (including conversions) accounted for a significant number of completions over this period, totalling 86 (36.1%). Two LDP site allocations accounted for the remaining 36 completions, with 21 completions at the strategic mixed use site at Wonastow Road, Monmouth (SAH4) and 15 completions at the main village site at Trellech (SAH11xv).

The 238 completions recorded is considerably below the LDP target of 488 dwelling completions per annum between 2013 and 2021. This figure, coupled with the completion rate of 439 dwellings recorded during the last two monitoring periods (205 completions in 2014/15; 234 completions in 2015/16), means that a total of 677 completions have been recorded since the Plan's adoption and as such the trigger for this indicator has been met for the second consecutive year.

Completions recording during this period are comparable to those recorded in last year's AMR (234) and are marginally higher than completions in the first AMR (205). Comparison with last year's AMR also indicates that general market completions were higher during the current monitoring period (191 in 2016/17 compared with 171 in 2015/16), while affordable housing completions were lower (47 in 2016/17 compared with 63 in 2015/16).

Given that few of the LDP allocated sites have progressed to development stage, with completions recorded on just two allocated sites during this period, the lower than target completion rate may be expected. Moreover, as this is the third year that the LDP has been operational, a significant number of completions on LDP allocations would not necessarily be expected given the time it takes to progress sites through the planning process. However, as allocated sites obtain permission and are developed dwelling completions will undoubtedly increase over the remainder of the Plan period. Given that a further four of Plan's allocated sites gained permission during this monitoring period, it is anticipated that there will be completions on these sites during next year's monitoring period. The delivery of the LDP strategic housing sites in particular will enhance the completion rate in line with the identified target. An update on the progression of allocated strategic sites is provided in the strategic sites policy analysis (Policy S3).

There are numerous wider economic factors that influence housing delivery above and beyond the planning system. While only two strategic site allocations had gained consent by the end of this monitoring period, significant progress is being made on bringing the other strategic sites forward, as indicated in the analysis of Policy S3. There is no evidence to suggest that the remaining strategic site allocations are not deliverable or that their allocation needs to be reviewed. Where possible, the Council will seek to expedite the delivery of the existing allocated sites. Nevertheless, the continued slow delivery rate of these sites does seem to confirm the need for additional site allocations through a LDP revision and/or through a pragmatic approach to the determination of departure applications as identified in last year's AMR. These matters are further considered below in relation to the housing supply indicator.

The Council will continue to monitor dwelling completion rates closely in future AMRs to determine the effectiveness of the policy framework in enabling delivering both general market and affordable dwellings.

2. The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2016-17 period demonstrates that the County had 4.0 years housing land supply (based on the residual method). The overall total land supply is 2,754 units, comprising 2,317 units on large sites and 437 units on small sites.

As indicated in the table below, this is the second consecutive year that the land supply has fallen below 5 years (based on the residual methodology prescribed in TAN1), and as such the trigger for this indicator has been met.

Where the land supply is less than 5 years, TAN1 states that local planning authorities should consider the reasons for the shortfall and whether the LDP should be reviewed either in whole or in part.

The fundamental reason for the shortfall in the land supply is the slower than anticipated delivery rate of the LDP allocated sites, as indicated in the analysis above and in relation to Policy S3. This suggests that there is a need for additional site allocations to increase the supply of housing land. It is considered that the most effective way of achieving this will be through an early review/revision of the adopted LDP. While it is recognised that an early review would be in advance of the statutory 4 year review (due in 2018), given the importance attached to the land supply issue an early review is considered necessary. This would also assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the Plan's strategy.

The adoption of a pragmatic approach to the determination of residential development sites will also assist in this context (as recognised in TAN1, paragraph 6.2). That is, where sites are a departure from the LDP but are otherwise acceptable in planning terms a recommendation for approval may be considered.

The TAN1 requirement for LPAs to base the 5 year housing land calculations on the residual method is also considered to be a contributing factor to the current shortfall in the Authority's land supply. It is worth noting that, under the previous TAN1 guidance, past build rates could also be used to calculate the housing land supply. Based on past build rates over the last ten years, Monmouthshire would have an 11 year housing land supply. This method of calculation was retracted in the revised TAN1: the point is simply made to help illustrate that this issue is not a simple case of the LDP not delivering, it is a complex combination of rules around how land supply is measured and external economic factors affecting house building and the housing market. The Welsh Government has commissioned research into TAN1 and housing land supply and Monmouthshire took part as a case study Authority. The results of this research are with Welsh Government who may recommend changes to the way housing land availability is currently calculated, however, until such time any changes are made the current system applies.

<b>Study Date</b>	<b>Number of Years Supply</b>
1 April 2011-12	4.4
1 April 2012-13	3.6
1 April 2013-14	5.2
1 April 2014-15	5.0
1 April 2015-16	4.1
1 April 2016-17	4.0

3. The following allocated LDP sites\*\* acquired planning consent over the monitoring period with site densities as follows:

- Former Sudbrook Paper Mill (SAH7) 212 units, density of 30 dwellings per hectare.
- Coed Glas, Abergavenny (SAH9) 51 units, density of 26 dwellings per hectare.

The Former Sudbrook Paper Mill site achieved a density of 30 dwellings per hectare which is marginally above the target density for this site of 28.8 dwellings per hectare, as set out in the LDP. In contrast, the allocation at Coed Glas recorded a density of 26 dwellings per hectare which is lower than the site's target density of 31.6 dwellings per hectare. The lower density achieved was, however, considered acceptable given the site's specific characteristics, including the high number of trees with tree preservation orders on the site. Accordingly, the site benefited from a lower density development and this is not a matter of concern.

As there have been relatively limited permissions granted on allocated LDP sites, the conclusions drawn in relation to site density remain preliminary. Design quality, place-making and respecting site context are more important than strict adherence to this density figure. The effectiveness of the LDP target densities will become more evident as allocated sites are progressed. The Council will therefore continue to monitor this issue closely in future AMRs.

4. The Council is committed to monitoring the accommodation needs of Gypsies and Travellers and has prepared a Gypsy Traveller Accommodation Assessment (GTAA) which was submitted to the Welsh Minister during the current monitoring period. The aim of the

assessment is to provide data which will identify Gypsy and Traveller pitch needs separately from wider residential demand and aspiration. A key finding of the assessment is that there is an estimated unmet need for eight pitches to 2021, based on overcrowding, unauthorised occupation and the likelihood of cultural aversion to conventional housing. In accordance with the monitoring framework, as the identified need had not been met by Spring 2017 the trigger for further investigation has been reached, albeit that this matter is being progressed as detailed below.

In view of this and as reported in last year's AMR, the Council's intention is to make provision for an appropriate site(s) to meet identified unmet need by working proactively with the Gypsy and Traveller households to establish their preference for site provision (private or Council). The findings of the GTAA process suggest that there is an aspiration within much of the Gypsy Traveller community for private site provision in Monmouthshire. Where necessary, the Council will work with and support Gypsy Traveller households to identify and develop suitable private sites to address the identified unmet need in accordance with the LDP policy framework. It is considered that the provision of such sites would be best dealt with through the existing LDP policy framework (Policy H8). If a private site(s) cannot be achieved there may be a need to identify a public gypsy/traveller site in accordance with the LDP policy framework.

During the current monitoring period, there has been limited progress in terms of progressing the recommendations of the GTAA, including liaising with the Gypsy/Traveller community in relation to the identification/development of private sites. This is partly due to the WG delay in approving the GTAA in the last quarter of the monitoring period which gave limited scope to progress the recommendations within the current monitoring period. Furthermore, reflecting the findings of the GTAA, the Council's Housing Strategy Service is in the process of establishing a Gypsy and Traveller Pitch Accommodation Policy (a waiting list based on bands (levels) of need to assist in the allocation of pitches). This will need to be in place before consideration is given to identification of suitable sites.

Of note, 2 planning applications for Gypsy/Traveller accommodation were refused over the monitoring period. The applications relate to a private gypsy site comprising of an additional 5 pitches and associated development at land in Llangeview and a 4 pitch private Gypsy site in Llanccayo. Both proposals were considered to be contrary to LDP policies in relation to development in the open countryside and it was considered that the applicants had failed to demonstrate that there were overriding exceptional circumstances that would outweigh the LDP policy framework. It is likely that both decisions will be appealed by the applicants and any progress on this will be reported in the next AMR.

LDP criteria-based policy H8 will be used to consider any applications for Gypsy/Traveller accommodation that arises in Monmouthshire.

<b>Recommendation</b>
1. Commence an early LDP review.



2. Commence an early LDP review.
3. No action required at present. Continue to monitor.
4. No action required at present. Continue to monitor.

\*Core Indicators

\*\*Indicator relates to SAH1 – SAH10 allocated sites only. Therefore excludes allocated Main Village sites (SAH11).

◆ Amended to delete reference to 'average' for clarification. The indicator seeks to monitor the density achieved on allocated sites, rather than average density.

## Strategic Housing Sites

**Monitoring Aim/Outcome:** To deliver the strategic housing sites in accordance with strategic policy S3 and site allocation policies SAH1-SA7.

**Strategic Policy:** S3 Strategic Housing Sites

**LDP Objectives Supported:** 1, 3 & 4

**Other LDP Policies Supported:** SAH1-SA7

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. The number of dwellings permitted on strategic sites as identified in Policy S3 and site allocation policies SAH1 to SA7	Secure /deliver housing need on the key strategic sites identified in Policy S3 and site allocation policies SAH1-SA7 during the plan period:	Planning permission is not granted by the end of 2014 for each of the strategic sites	
	a) Deri Farm, Abergavenny		0
	b) Crick Road, Portskewett		0
	c) Fairfield Mabey, Chepstow		0
	d) Wonastow Road, Monmouth		(340*)
	e) Rockfield Farm, Undy		0
	f) Land at Vinegar Hill, Undy		0
	g) Former Paper Mill, Sudbrook		212

2. The number of dwellings completed on strategic sites as identified in Policy S3 and site allocation policies SAH1 to SAH7	Dwelling completions in accordance with the housing trajectory for each of the strategic sites**	Dwelling completions fall below 10% of housing trajectory target for each of the strategic sites	
	a) Deri Farm, Abergavenny (2015-16 trajectory = 0 completions for 2016-17)		N/A
	b) Crick Road, Portskewett (2015-16 trajectory = 0 completions for 2016-17)		N/A
	c) Fairfield Mabey, Chepstow (2015-16 trajectory = 0 completions for 2016-17)		N/A
	d) Wonastow Road, Monmouth (2015-16 trajectory = 30 completions for 2016-17)		21
	e) Rockfield Farm, Undy (2015-16 trajectory = 0 completions for 2016-17)		N/A
	f) Land at Vinegar Hill, Undy (2015-16 trajectory = 0 completions for 2016-17)		N/A
	g) Former Paper Mill, Sudbrook (2015-16 trajectory = 0 completions for 2016-17)		0

## Analysis

### 1. Dwelling Permissions

In terms of allocated strategic sites, the full application for Sudbrook Paper Mill was granted permission for 212 units during the current monitoring period. This coupled with permission for 340 units at the Wonastow Road site\*, means that two of the Plan's allocated sites have achieved consent since the LDP adoption. However, no additional strategic sites have gained planning permission and as such the trigger for further investigation has been met.

Given the constraints associated with some of the sites, including Deri Farm and Fairfield Mabey, the trigger date of gaining permission for all sites by the end of 2014 was unrealistic. Failure to have obtained planning permission on the five additional strategic sites by the end of the current monitoring period, however, is a matter of concern, albeit that progress is being made on bringing these sites forward as outlined in brief below.

#### **Deri Farm, Abergavenny (SAH1):**

Persimmon Homes submitted a full application for 250 residential units in November 2014. Progress with the application has been slower than anticipated due to significant issues relating to site viability (affordable housing provision) and undergrounding of overhead power lines. However, considerable progress has been made with the application during the current monitoring period, with viability issues subsequently resolved, and it was anticipated that the application would be approved during the next monitoring period.

The agreed 2016-17 JHLAS expects the site to deliver 232 units within the Plan period with first completions in 2018/19.

#### **Crick Road, Portskewett (SAH2):**

Council owned site allocated for 285 residential units and 1 ha of serviced land for business and industrial development. A master planning consultation exercise to consider various options for the site was undertaken during the previous monitoring period. Further advancement, including pre-application meetings, has been made with the proposal over the current monitoring period and it was anticipated that the planning application would be submitted and determined during the next monitoring period.

The agreed 2016-17 JHLAS expects the site to deliver 240 units within the Plan period with first completions in 2018/19.

#### **Fairfield Mabey, Chepstow (SAH3):**

The landowner submitted an outline application (DC/2014/01290) in October 2014 for up to 600 residential units (350 to be delivered within the Plan period), commercial space including offices and workshops (Use Class B1) and small scale retail/food and drink floorspace (Use Classes A1 and A3) and multi-functional green and blue open space. Progress with the application has been slower than anticipated due to various matters, including highways issues (Welsh Government Highways Division had a holding objection on the application for 18 months). However, considerable progress has been made with the application during the current monitoring period, with outstanding issues subsequently

resolved. The planning application has since been approved (i.e. during the early part of the next monitoring period) and is awaiting completion of the legal agreement.

The agreed 2016-17 JHLAS expects the site to deliver 170 within the Plan period with first completions in 2019/20.

**Wonastow Road, Monmouth (SAH4):**

Outline permission was granted for up to 370 dwellings and 6.5 ha of employment land in December 2014. The site developers (Barratt/David Wilson and Taylor Wimpey) submitted a reserved matters application (DC/2015/00392) for 340 units which was granted permission during the last monitoring period, with the first completions recorded on the site during the current monitoring period (21 completions).

The overall LDP site allocation is for a total of 450 units. The additional units relating to this allocation are to be delivered as an extension to the site at Drewen Farm. An application for this element of the site has not yet been submitted. This part of the site is effectively land-locked until 2019 when the Taylor Wimpey development is sufficiently progressed to allow access through. However, discussions are ongoing in relation to the possibility of providing an alternative access for construction traffic to enable the site to be developed more quickly.

The agreed 2016-17 JHLAS expects the site to deliver 450 units within the Plan period.

**Rockfield Farm, Undy (SAH5):**

Council owned site allocated for 270 residential units and 2 ha of serviced land for business and industrial use. Progress with the site has been slower than anticipated due to various issues, including archaeology. However, significant headway has been made during the current monitoring period with an outline application (DC/2016/00883) for 266 units and 5,575 sq m of employment land (B1 use) submitted to the Council and the application substantially advanced. The site is yet to be marketed. The planning application has since been approved (i.e. during the early part of the next monitoring period) and is awaiting completion of the legal agreement.

The agreed 2016-17 JHLAS expects the site to deliver 190 units within the Plan period with first completions in 2018/19.

**Land at Vinegar Hill, Undy (SAH6):**

Site for 225 residential units, linked to the adjacent Rockfield Farm site and was expected to progress in tandem. However, the developer has not yet submitted an application and there has been limited progress over the current monitoring period.

The agreed 2016-17 JHLAS expects the site deliver 120 units within the Plan period with first completions in 2019/20.

**Former Paper Mill, Sudbrook (SAH7):**

Full planning application (DC/2015/01184) was submitted by Harrow Estates (Redrow confirmed as the developer) in October 2015 for 212 residential units (192 market and 20

affordable units). There had been a number of site viability issues associated with this application meaning that progress with the application has been slower than anticipated. However, these issues were subsequently resolved and the application was approved during the current monitoring period (November 2016) and site clearance commenced.

The agreed 2016-17 JHLAS expects the site to deliver 150 units within the Plan period with first completions in 2017/18.

It is recognised that, with the exception of Wonastow Road, allocated strategic sites have not progressed in accordance with the identified target of obtaining planning permission by the end of 2014. The strategic allocation at Sudbrook Paper Mill gained consent for 212 units during the current monitoring period, albeit that this was outside the identified target. Furthermore the agreed 2016-17 JHLAS trajectory figures demonstrate a Plan-period shortfall of 640 dwellings from strategic sites. The limited progress of these sites means that the trigger for further investigation has been met for the third consecutive year. As stated above, significant progress is being made on planning applications relating to many of these sites with many substantially advanced. Accordingly, it is anticipated that a number of strategic sites, including Deri Farm, Fairfield Mabey and Rockfield Farm, will gain planning consent during the next monitoring period which will be reported accordingly. There is no evidence to suggest that these sites are not deliverable or that their allocation needs to be reviewed. The delays in them coming forward, however, have implications for other monitoring targets and triggers and the need for any further action is being considered in connection with those particular indicators.

Given the importance of delivering the strategic sites, particularly in terms of their contribution to the 5 year land supply, the Council will continue to monitor their progress closely.

The delivery of strategic sites has obvious implications for the spatial strategy and housing delivery (general market and affordable). As noted in the policy analysis for Policy S1, S2 and S4, as these sites are progressed it is anticipated that dwelling delivery will align more closely with the Plan's spatial strategy and general market and affordable dwelling targets.

## **2. Dwelling Completions**

The only completions recorded on allocated strategic sites during the monitoring period were at Wonastow Road, Monmouth (21 completions) which is to be expected as this site gained permission during the last monitoring period. The completions recorded are in line with the 2015-16 JHLAS trajectory which predicted 30 completions on this site in 2016/17. While the strategic site at Sudbrook Paper Mill gained consent during the current monitoring period, this is brownfield site requiring site remediation work prior to commencement of development meaning that first completions are not expected until the next monitoring period.

As evidenced above, given that considerable progress is being made on a number of strategic site planning applications it is anticipated that dwelling completions will align with the identified JHLAS housing trajectory targets as these sites progress during the next monitoring period.

Comparison with the 2015-16 JHLAS trajectory indicates that anticipated completions on a number of strategic sites have not been met/pushed back because of delays in sites coming forward, as detailed in the table below.

**JHLAS Strategic Site Schedule Comparison**

	2015-16 JHLAS		2016-17 JHLAS		Change in Number Units Outside 5 Year Land Supply 2016 - 2017
	Within 5 year Land Supply	Outside 5 Year Land Supply	Within 5 year Land Supply	Outside 5 Year Land Supply	
<b>Deri Farm</b>	185	65	182	68	<b>3</b>
<b>Fairfield Mabey</b>	200	150	170	180	<b>30</b>
<b>Rockfield Farm</b>	195	75	190	80	<b>5</b>
<b>Vinegar Hill</b>	120	105	120	105	<b>0</b>
<b>Wonastow Road (Taylor Wimpey)</b>	155	11	166	0	-11
<b>Wonastow Road (Barratt)</b>	160	14	174	0	-14
<b>Wonastow Road (Drewen Farm)</b>	75	35	110	0	-35
<b>Crick Road</b>	200	85	140	145	<b>60</b>
<b>Sudbrook Paper Mill</b>	115	75	150	62	-13

The most significant changes in relation to the number of units removed from the land supply between 2016 and 2017 are:

- Fairfield Mabey (SAH3) an additional 30 units were removed from the land supply, resulting in a total of 180 units being outside the 5 year land supply. This was a disputed site in the 2017 JHLAS process with the Inspector determining the LPA delivery rate to be optimistic given the constraints associated with the site. The Inspector concluded that a total of 180 units should fall outside the 5 land supply.
- Crick Road (SAH2) an additional 60 units were removed from the land supply, resulting in a total of 145 units being outside the 5 year land supply. Melin (who are working with MCC in progressing the site) advised the JHLAS study group meeting that the delivery rates proposed were too optimistic and they would not be able to achieve such build rates. This position was agreed at the meeting and the delivery rates amended accordingly.

A total of 640 units fell outside the 5 year land supply in the 2017 JHLAS, compared with 615 units in the 2016 JHLAS.

This has implications for other monitoring targets and triggers and the need for any further action has been considered in connection with those particular indicators which lead to the recommendation in last year's AMR to commence an early review of the Plan.

The Council will continue to monitor this issue closely in order to determine whether the Plan's strategic residential allocations are being delivered in accordance with the housing trajectory targets.

<b>Recommendation</b>
1. No action required at present. Continue to monitor.
2. No action required at present. Continue to monitor.

\*Wonastow Road reserved matters application (DC/2015/00392) granted 17.11.2015 for up to 340 units comprising 238 market and 102 affordable units. The outline permission for the site was included in the 2014 AMR. Target is 450 units, additional dwellings to be delivered through the Drewen Farm extension.

\*\*2015-16 Trajectory as this forecasts completions for 2016-17 period i.e. current monitoring period.



## Affordable Housing

**Monitoring Aim/Outcome:** To provide 960 affordable dwelling units over the plan period

**Strategic Policy:** S4 Affordable Housing

**LDP Objectives Supported:** 1, 3 & 4

**Other LDP Policies Supported:** H7, SAH1-SAH11

### Contextual Changes

#### House Prices

The recorded fluctuations in the County's average house prices since 2012 are set out in Section 3 - Contextual Information. The potential implications of average house price trends recorded over the monitoring period are assessed in relation to indicator 5 below.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. The number of additional affordable dwellings built over the plan period* <sup>1</sup>	Deliver 96 affordable dwellings per annum 2011-2021 (total of 960 over the plan period)  <i>(2014-15: 17)</i> <i>(2015-16: 63)</i>	10% less or greater than the LDP strategy build rate for 2 consecutive years	<b>47</b>
2. Number of affordable dwellings secured on new housing sites	a) 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  <i>(2014-15: 35%)</i> <i>(2015-16: 34%)</i>	Proportion of affordable housing achieved on development sites in each area falls below the requirement set out in Policy S4	<b>43%**</b>
	b) 25% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Severnside Settlements identified in Policy S1		<b>9.7%</b>

	<p><i>(2014-15: 100%)</i> <i>(2015-16: N/A)</i></p>		
	<p>c) 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</p> <p><i>(2014-15: 0%)</i> <i>(2015-16: 60%)</i></p>		<b>60%/20%***</b>
	<p>d) 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.</p> <p><i>(2014-15: N/A)</i> <i>(2015-16: N/A)</i></p>		<b>N/A (No applicable applications)</b>
3. Number of affordable dwellings permitted/built on Main Village Sites as identified in Policy SAH11	<p>Main Village sites to collectively deliver 20 affordable dwellings per annum 2014-2021</p> <p><i>(2014-15: 0)</i> <i>(2015-16: 9 permitted)</i></p>	10% less or greater than the target build rate for 2 consecutive years	<b>9 permitted /9 built****</b>
4. Number of affordable dwellings built through rural exception schemes	<p>No target</p> <p><i>(2014-15: 0)</i> <i>(2015-16: 0)</i></p>	None	<b>0</b>
5. Affordable housing percentage target in Policy S4	<p>Target to reflect economic circumstances</p>	<p>Average house prices increase by 5% above the base price of 2012 levels sustained over 2 quarters</p>	<b>Refer to analysis below (5)</b>

## Analysis

1. A total of 47 affordable dwellings were completed during the monitoring period, accounting for 20% of the total dwelling completions recorded. Two thirds of these (66%, 31 units) were on large windfall sites – 19 units at the Former Rogiet Primary School, 8 units at the Former West End School in Caldicot (both of which are 100% affordable housing sites) and 4 units at the Dixon Road Clinic in Monmouth. The LDP main village allocation at Trellech (SAH11xv) accounted for 9 affordable dwellings completions, with small 100% affordable housing sites accounting for the remaining 7 completions (Cae Mawr Grove, Caldicot (1), Green Lane, Caldicot (4) and adjacent to Oak Cottages, Mynyddbach (2)).

While this figure is below the 63 affordable dwelling completions recorded in last year's AMR, it is substantially higher than the completions recorded in the first AMR which equated to 17 units. The higher completion rate recorded last year coincided with the development of larger windfall schemes in Llanfoist.

Nevertheless, affordable dwelling completions are significantly lower than the identified LDP target (96 per annum) with a total of 127 affordable dwelling completions recorded over the three years since the Plan's adoption. Based on the LDP target a total of 288 affordable dwellings should have been completed which, in view of completions achieved, results in a shortfall of 161 affordable dwelling completions between 2014-2017.

Slow progress on the implementation of a number of LDP allocated sites, as considered above in relation to Policies S2 and S3, has resulted in limited delivery of both market and affordable housing. As allocated sites, including main village sites, achieve consent affordable housing completions would be expected to increase in line with the target. As previously noted, four allocated sites acquired consent during the current monitoring period (with construction yet to commence) with further permissions on allocated sites anticipated over the next monitoring period which will result in an increase in the level of affordable dwellings completions. There is no specific evidence to date that demonstrates that Policy S4 itself is not operating effectively, albeit that there have been delays in determining some planning applications, particularly Deri Farm, because of negotiations over viability issues arising from the requirements of Policy S4. These viability issues themselves directly impact on levels of affordable housing secured, however, robust assessments are being undertaken to ensure the maximum potential contribution is achieved.

Measures recommended in the analysis of Policy S2 above are intended to increase housing supply, which should benefit the delivery of affordable housing. No specific action is required in relation to Policy S4 but the Council will continue to monitor completion rates closely in future AMRs to determine its effectiveness in delivering affordable dwellings.

## 2. Main Towns and Rural Secondary Settlements

The proportion of affordable dwellings permitted on sites of 5 or more units in the County's main towns and rural secondary settlements during the monitoring period equated to 43% which is above the LDP policy target of 35%.

The findings are based on a total of 4 applications, 3 of which were in Abergavenny and 1 in Raglan. The largest scheme was the allocated LDP site at Coed Glas, Abergavenny which was granted permission for 51 units, 18 (35%) of which were affordable units. Two large windfall sites in Abergavenny accounted for a further 28 affordable dwelling permissions – The Hill, Pen-Y-Pound was granted consent for total of 45 units, 12 (27%) of which were affordable units and Mulberry House, Pen-Y-Pound gained permission for 25 units, 16 (64%) of which were affordable. Two of these sites in Abergavenny, therefore, achieved the 35% affordable housing target, with Mulberry House actually exceeding it by a significant amount. The site at The Hill achieved marginally less than the 35% affordable dwelling target but this was justified given the nature of the site and the development. In this instance a commuted sum to make up for a shortfall in number of affordable units was considered acceptable. A 100% affordable housing scheme in Raglan accounted for an additional 10 affordable dwellings permissions.

In contrast to last year's AMR when two applications did not include affordable housing provision (albeit justified on policy grounds), during the current monitoring period all permissions on sites of 5 or more units in the main towns and rural secondary settlements included affordable housing provision.

The remainder of permissions recorded in the main towns and rural secondary settlements were for sites with a capacity of fewer than 5 units and, therefore, fell below the 35% threshold set out in Policy S4.

Evidently, the affordable housing target of 35% was met on 3 of the 4 sites permitted in main towns and rural secondary settlements and there was clear justification for the deviation away from the target in relation to the site that fell short of the policy requirements. This suggests that Policy S4 is functioning effectively in enabling the delivery of affordable dwellings in the main towns and rural secondary settlements, albeit that this is based on just 4 applications during this period. The Council will continue to monitor this issue closely in order to determine the effectiveness of the affordable housing target identified in Policy S4 in future AMRs.

### **Severnside Settlements**

Two applications were permitted in Severnside for 5 or more dwellings over the monitoring period. This first of these relates to the allocated strategic site at Sudbrook Paper Mill (SAH7) for 212 dwellings, of which 20 were affordable units. The affordable dwellings achieved in relation to this site, at 9.4%, is below the identified policy target of 25% in Severnside. There is, however, justification for this deviation away from Policy S4. The proposal was subject to vigorous viability testing which culminated in an independent assessor verifying that the site would only be financially viable with the provision of no more than 20 affordable dwellings. This stance was accepted by the Council.

The Old Shipyard site at Sudbrook was also granted permission over the monitoring period, accounting for 46 dwellings, 5 of which were affordable units. At 10.8%, the affordable dwellings achieved in relation to this site is also below the identified target of 25% in Severnside. However, the deviation from this target is justified. While the application was originally reported to Planning Committee in 2012, a viability study was subsequently

provided which demonstrated that that site would not be brought forward unless the requirements of the S106 were reduced, including a reduction from 9 affordable units to 5 units. Overall, it was considered essential to bring the site forward in order to contribute to the Council's housing supply and to provide 5 affordable units. This stance was accepted by the Council.

Nevertheless, the failure to both provide the policy compliant level of affordable housing (25%) on these sites, particularly on the strategic site, and to significantly contribute to affordable housing provision in Severnside is regrettable. However, this illustrates the complexities involved with developing such brownfield sites. It is considered that additional easier to develop sites are needed in this area if affordable housing targets are to be achieved. Measures recommended in the analysis of Policy S2 above are intended to increase housing supply, which should benefit the delivery of affordable housing.

The remainder of the permissions recorded in Severnside settlements were for sites with a capacity of less than 5 dwellings and, therefore, fell below the affordable housing threshold set out in Policy S4.

The Council will continue to monitor such sites over the next monitoring period in order to assess the implementation of the affordable housing targets identified in S4.

### **Main Villages**

Three applications were permitted over the monitoring period within the Main Villages for sites of 3 or more dwellings, two of which related to LDP allocations. The LDP allocation at Shirenewton SAH11(xiv)(b) was granted permission for 5 dwellings, 3 of which are affordable units. The scheme at Penallt SAH11(xii) is a larger site and was subsequently granted permission for 10 units, with 6 of the units being affordable. Both of the permissions for the LDP allocated sites achieved the target of 60% affordable units. The additional scheme adjacent to Clearview Court, Shirenewton related to a Reserved Matters application, the Outline permission of which was granted prior to the LDP and was, therefore, at that time considered against former UDP policies. This site of 7 units achieved 20% affordable housing equating to 1 unit which was correct at the time of the UDP.

While one of the applications provided only 20% affordable housing provision, this was the correct requirement under the provisions of the UDP. The two LDP schemes both provided 60% and it is therefore considered that the LDP target has been met over the monitoring period, indicating, that Policy S4 is functioning effectively in enabling the delivery of affordable housing in Main Villages. The Council will continue to monitor this issue closely in order to determine the effectiveness of the affordable housing target identified in Policy S4 in future AMRs.

### **Minor Villages**

No permissions were granted during the monitoring period for small sites in Minor Villages. The Council will continue to monitor Minor Village sites in order to determine the effectiveness of the affordable housing target identified in Policy S4.

3. Two applications were permitted over the monitoring period on the allocated sites identified in Policy SAH11, as referred to above. The first application permitted related to the allocation to the north of the road in Shirenewton (SAH11(xiv)(b)) for 5 dwellings. The permission achieved the target of 60% affordable units (3 dwellings). None of the affordable units were under construction at the end of the monitoring period. Work had, however, commenced on the 2 market units. It is therefore anticipated that the affordable units will be completed in time for the next AMR. Planning permission was also granted at Penallt (SAH11(xii)) for 10 units, this permission also achieved the target of 60% affordable units (6 dwellings). None of the units were under construction at the end of the monitoring period.

The site adjacent Trellech School (SAH11(xv)) referred to in the 2015 – 2016 AMR, was completed during the current monitoring period. Accordingly, a total of 9 affordable dwellings have been delivered in the Main Villages on SAH11 sites over the monitoring period.

In addition to the above sites, one other Main Village Site application at Llanishen has gained outline approval over the monitoring period subject to the signing of a legal agreement (S106). A number of other Main Village Sites are also currently within the planning/pre-application system and it is therefore anticipated that these will progress during the next monitoring period.

As evidenced, while there has been some progress with Main Village allocations, the target for these sites to collectively deliver 20 affordable dwellings per annum has not been achieved. These sites have delivered 9 affordable units since the LDP's adoption which is significantly short of the LDP target. However, advancement (including pre-application meetings) is being made in progressing a number of the Main Village sites which will be reported in the next AMR. The delivery of these sites will be given further consideration as part of the LDP Review/Revision process. The reasons for the lack of progress on Main Village sites will be investigated as part of this process, including for example unrealistic land owner expectations in relation to land values. This will enable the Council to de-allocate those sites that are not progressing as intended.

4. There were no completions relating to rural exception schemes over the monitoring period. The single dwelling build your own affordable home site referred to in the previous two AMRs has progressed further but is not yet completed. No additional permissions were granted for rural exception schemes over the monitoring period. The Council will nevertheless continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to rural exception schemes.

5. The trigger for conducting additional viability testing in relation to the affordable housing targets set out in Policy S4 is an increase in average house prices of 5% or more above the 2012 base price sustained over 2 quarters.

As set out in Section 3, Land Registry data indicates that average house prices in Monmouthshire have increased over the current monitoring period, albeit that average prices fell between the last quarter of the previous monitoring period and the first quarter

of the current monitoring period. Subsequently, average prices in quarter 1 2017 (January to March) at £231,857 were higher than the 2012 quarter 4 baseline price (£188,720). Despite this, the trigger for further investigation has not been met. A 5% increase in the 2012 quarter 4 baseline price figure would equate to an increase of £9,436 and while average house prices have risen over the 2016-17 monitoring period, prices have not risen by this amount continuously over 2 quarters. The largest recorded increase recorded over the monitoring period was £5,053 between quarter 4 2016 and quarter 1 2017. Accordingly, as with the previous AMRs, there has not been a significant change in average house prices to necessitate a reassessment of the viability evidence in relation to Policy S4. The Council will continue to monitor average house price trends in future AMRs in order to determine any potential implications for the effective implementation of Policy S4.

It should also be recognised, however, that house prices are just one factor that could impact on development viability. Build costs, for instance, would also have risen over the monitoring period. Whilst build costs are not specified as a LDP monitoring indicator, general viability issues will be kept under review as information comes forward on a case-by-case basis and in connection with any strategic viability work in relation to the Community Infrastructure Levy. This will enable the Council to consider any further potential implications for the effective implementation of Policy S4.

**Recommendation**

1. No action is required at present. Continue to monitor.
2. No action is required at present. Continue to monitor.
3. Consider progress of Main Village sites as part of the LDP Review/Revision process.
4. No action is required at present. Continue to monitor.
5. No action is required at present. Continue to monitor.

\*Core Indicators

<sup>1</sup> Indicator and Target based on the Monmouthshire planning area and Monmouthshire LDP only.

\*\*includes 100% affordable housing site at Raglan (DC/2016/00200)

\*\*\*60% achieved on LDP sites. The 20% relates to a Reserved Matters application approved following an outline application made prior to LDP adoption.

\*\*\*\*Completion of SAH11(xv) Land adjacent Trellech School 15 units (9 affordable/6 market units) [DC/2015/00097]

## Community and Recreation Facilities

<b>Monitoring Aim/Outcome:</b>	To retain existing community and recreation facilities and seek to develop additional facilities
<b>Strategic Policy:</b>	S5 Community and Recreation Facilities
<b>LDP Objectives Supported:</b>	1 & 5
<b>Other LDP Policies Supported:</b>	CRF1, CRF3

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Number of community and recreation facilities granted planning permission	No target* <i>(2014-15: 9)</i> <i>(2015-16: 5)</i>	None*	4
2. Number of community/recreation facilities lost	Minimise the loss of community and recreation facilities <i>(2014-15: 3)</i> <i>(2015-16: 0)</i>	Loss of any 1 community/recreation facility in any 1 year	6

#### Analysis

1. 4 planning applications were approved for community and recreation uses during the monitoring period. One of the four applications related specifically to a recreation use.

One of the applications related to the expansion of an existing recreation use at Goytre Football Club, this provides two seated sports stands with a total capacity of 250 seats. The two stands are required to comply with Football Association Wales criteria to play at a certain level.

Of the 3 community facilities granted planning permission over the monitoring period only one related to a change of use application. The conversion of a dwelling to a day care nursery was granted permission in Llanfoist. Another application related to the extension



of an existing Church in Little Mill, while this relates to a small scale extension it will provide additional space along with wheelchair access.

The remaining application related to a public house in Castlegate Business Park, Caldicot. While this will support local businesses it is likely to provide increased facilities for the wider community in the Portskewett and Caldicot area.

There was a minor decrease in the number of community / recreation facilities approved over the monitoring period (4 facilities) when compared to the previous AMR (5 facilities). However on the limited evidence available there is no suggestion that the relevant Plan policies are not operating effectively. The Council will continue to monitor this indicator in future AMRs to determine the effectiveness of this policy framework in relation to this issue.

2. There has been a loss of 6 community facilities over the period monitored. Five of the applications related to residential redevelopment. Two applications related to the loss of community facilities to single dwellings, a Craft Shop was lost in Llanellen and a nursery in Portskewett. In regard to the Llanellen application, it was noted that there is a general store opposite that sells basic groceries and that the loss of the craft shop would subsequently be in compliance with CRF1. A public house was also lost in Tintern during the monitoring period to a conversion into 2 dwellings. There were a number of other facilities in the village providing food and drink, however, so there was compliance with policy CRF1, and information submitted with the application demonstrated that the business use was financially unviable. The remaining two applications related to significantly larger residential redevelopment schemes in Abergavenny at The Hill and Coed Glas. The Hill was a former educational centre, the use of which ceased in 2009. Coleg Gwent indicated they no longer needed the site and it was therefore disposed of. The principle of development was supported owing to its location within the development boundary. The former Local Authority offices at Coed Glas closed in 2013, the site is allocated within the LDP for around 60 dwellings. The principle of development was therefore supported.

The final application related to the change of use of part of the King of Prussia Public House, Penpergwm, and its curtilage to an agricultural machinery sales and repair business. It is noted that as the application only relates to the former function room, the original bar and lounge areas could be re-used as a pub/restaurant in future.

While the data collected indicates that a number of community facilities have been lost to alternative uses over the monitoring period and subsequently the trigger for this indicator has been met, their loss is justified within the context and requirements of the LDP policy framework. Consequently the Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue.

#### **Recommendation**

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

\*Not considered appropriate to include a target/trigger for this indicator given that in some instances the Council is looking to reduce the amount of community facilities or to focus investment on existing facilities

## Retail

- Monitoring Aim/Outcome:** Direct new food and non-bulky retail development to the County's town and local centres and seek to enhance their vitality, attractiveness and viability.
- Strategic Policy:** S6 Retail
- LDP Objectives Supported:** 1 & 2
- Other LDP Policies Supported:** RET1-RET4

### Contextual Changes

Welsh Government published revised versions of Chapter 10 of PPW and TAN4 (Retail and Commercial Development) in November 2016. The documents have been updated to reflect the Welsh Government's revised national planning policy for retailing and commercial development. The main areas of change include revised objectives for retail planning policy, stronger emphasis on the need for retail policies to be framed by a retail strategy in LDPs (complemented by masterplans and place plans to assist in the delivery of the strategy), a requirement for LDPs to set out a locally derived hierarchy of centres and revised policies for dealing with new uses/centres undergoing change and a consistent approach to terminology. However, the policy requirement to consider retail and commercial centres first for retail and complementary uses remains, as do the requirements for retail need, sequential tests and impact assessments, where appropriate. The amendments do not result in a requirement to make modifications to current LDP policies, however, the revised guidance will be taken into account in any future LDP Review/Revision.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Amount of new food and non-bulky retail development permitted in town/local centres as a proportion of all retail development permitted	90% of new food and non-bulky retail floorspace to be located in town/local centres  <i>(2014-15: 0%) (2015-16: 53.2%)</i>	More than 10% of new food and non-bulky retail floorspace is developed outside town/local centres in any 1 year	<b>33% retail floorspace permitted in town/local centres*</b>
2. Percentage of vacant units within the CSA of each town and local centre**	No increase in the number of vacant units:	Vacancy rate in a town/local centre increases for 2 consecutive years	
	<b>a) Abergavenny</b> <i>(2014: 5.1%)</i>		<b>8.7%</b>

				(2015: 5.8%)	
				<b>b) Caldicot</b> (2014: 9.2%) (2015: 7.6%)	10.1%
				<b>c) Chepstow</b> (2014: 9.0%) (2015: 10%)	7.1%
				<b>d) Monmouth</b> (2014: 8.3%) (2015: 7.9%)	4.9%
				<b>e) Magor</b> (2014: 9.1%) (2015: 0%)	0%
				<b>f) Raglan</b> (2014: 0%) (2015: 0%)	0%
				<b>g) Usk</b> (2014: 7.8%) (2015: 11.1%)	13.1%
3. Percentage of A1 uses in the primary shopping frontages of Abergavenny, Caldicot, Chepstow and Monmouth***	% of A1 uses no less than the thresholds identified for the towns' primary shopping frontages as defined in the Primary Shopping Frontages SPG**	% figures for a primary shopping frontage fall below the threshold set out in the SPG			
	<b>a) Abergavenny</b>			<ul style="list-style-type: none"> <li>PSF1 Cross St, High St, Frogmore St &amp; 1 Nevill St <b>(Target 75%)</b> (2014: 76%) (2015: 77%)</li> </ul>	<ul style="list-style-type: none"> <li>76%</li> </ul>
	<ul style="list-style-type: none"> <li>PSF2 Cibi Walk <b>(Target 100%)</b> (2014: 100%) (2015: 100%)</li> </ul>				<ul style="list-style-type: none"> <li>100%</li> </ul>
	<ul style="list-style-type: none"> <li>PSF3 Cross St (51-60&amp;Town Hall) <b>(Target 55%)</b> (2014: 36%) (2015: 36%)</li> </ul>				<ul style="list-style-type: none"> <li>36%</li> </ul>

	<b>b) Caldicot</b> <ul style="list-style-type: none"> <li>PSF4 Newport Rd <b>(Target 65%)</b> (2014: 65%) (2015: 65%)</li> </ul>		<ul style="list-style-type: none"> <li>65%</li> </ul>
	<b>c) Chepstow</b> <ul style="list-style-type: none"> <li>PSF5 High St <b>(Target 75%)</b> (2014: 80%) (2015: 80%)</li> </ul>		<ul style="list-style-type: none"> <li>80%</li> </ul>
	<ul style="list-style-type: none"> <li>PSF6 St Mary St <b>(Target 65%)</b> (2014: 65%) (2015: 65%)</li> </ul>		<ul style="list-style-type: none"> <li>65%</li> </ul>
	<b>d) Monmouth</b> <ul style="list-style-type: none"> <li>PSF7 Monnow St <b>(Target 75%)</b> (2014: 77%) (2015: 76%)</li> </ul>		<ul style="list-style-type: none"> <li>72%</li> </ul>
	<ul style="list-style-type: none"> <li>PSF8 Church St, Agincourt Sq &amp; Priory St (1-4) <b>(Target 65%)</b> (2014: 57%) (2015: 57%)</li> </ul>		<ul style="list-style-type: none"> <li>62%</li> </ul>

### Analysis

1. Seven applications were permitted for retail development over the monitoring period, four of which were for A1 retail use in town centre locations (one in Abergavenny [289 sq m], two in Chepstow [total 86 sq m] and one in Caldicot [143 sq m]). The other permissions were in out-of-centre locations, comprising 4 retail units at Rockfield Road, Monmouth [757 sq m] and up to 4 retail units at Castlegate Business Park, Caldicot [200 sq m]. There was also an extension to retail space at Usk Garden Centre [110 sq m].

Accordingly, 33% of all new retail floorspace was permitted in town/local centres and 67% outside town centres, meaning that the trigger for this indicator has been met. The majority of out-of-centre retail floorspace permitted relates to the two applications at Rockfield Road, Monmouth and Castlegate Business Park, Caldicot – both of which are not considered to be in conflict with LDP retail policies. With regard to the permission for 4 retail units at Rockfield Road, Monmouth, the proposal was considered to be acceptable in retail planning policy terms. The proposed development was justified in the context of it being a local facility to serve the needs of the Rockfield Road residents i.e. of an appropriate scale to function as a local facility and would provide for some of the day to day shopping requirements of the local residents. Furthermore, it was considered very unlikely that the convenience goods floorspace would compete with the town centre stores. The development was therefore considered appropriate given the circumstances of the application.

Similarly, the proposal for up to four retail units at Castlegate Business Park, Caldicot was also considered to be acceptable in retail planning policy terms for the following reasons. A demonstrable need exists for the small retail units to serve the occupiers of the employment site and workers on the surrounding business park/industrial estate. With regard to the vitality and viability of Caldicot Town Centre, it was considered that the turnover resulting from the proposed retail units would be very modest and would not detract trade from the town centre function as it is catering for a different market. The proposed site is in a very accessible location and reasonably accessible to public transport facilities. The proposal was therefore considered to comply with criteria a) to e) of Policy RET4 of the LDP. The permission at Usk Garden Centre is for a modest extension to the existing unit and was not considered to conflict with LDP retail policies.

The out-of-town developments are therefore considered appropriate given the circumstances of the applications and justified within the context of the LDP retail planning policy framework.

Furthermore, the fact that there have been four permissions for A1 retail use within 3 of the County's town centres is an improvement on last year's performance when only one such permission was recorded.

In view of the above, there are not considered to be any concerns with the implementation of LDP retail policies and therefore no further investigation is required at present. However, the Council will continue to monitor this issue in future AMRs to determine the effectiveness of the Plan's retail policy framework.

2. Vacancy rates recorded during the monitoring period\*\* in all but one of the County's central shopping areas (CSA) were below the UK vacancy rate (12.2% December 2016, Local Data Company). The vacancy rate in Usk stood at 13.1%, which although above the UK retail vacancy rate, was below the Wales rate of 15.2% (December 2016, Local Data Company). Retail vacancy rates in the County's other town centres ranged from 0% in Magor and Raglan to 10.1% in Caldicot.

Comparison with last year's vacancy rates indicates that 2 centres have seen a fall in vacancy rates – Chepstow (10% to 7.1%) and Monmouth (7.9% to 4.9%) – while Raglan and Magor both maintained a vacancy rate of 0%, which suggests that these centres are performing extremely well. Conversely, 3 centres recorded a rise in vacancy rates since the previous monitoring period – Abergavenny (5.8% to 8.7%), Caldicot (7.6% to 10.1%) and Usk (11.1% to 13.1%).

As the vacancy rate in Abergavenny and Usk town centres has increased for 2 consecutive years the trigger for further investigation has been reached. However, these increases have been relatively marginal and do not raise any immediate concerns with the vitality and viability of the centres. Moreover, given that all of the centres vacancy rates are in the main low, with most below the UK retail rate and all below the Wales rate, indicates that Monmouthshire's town and local centres are functioning effectively. Recent changes to business rates are, however, a cause of concern. The Council will continue to monitor vacancy levels in future AMRs to determine trends.

3. The percentage of A1 retail uses within the towns' primary shopping frontages (PSF) recorded during the monitoring period\*\* generally accord with the thresholds identified in the Primary Shopping Frontages SPG. The identified thresholds in two of the PSFs were set at higher levels than the existing level of non-A1 retail uses because there is an aspiration to improve their retail offer i.e. PSF3 Cross Street (51-60 & Town Hall) Abergavenny and PSF8 Church Street, Agincourt Square & Priory Street (1-4) Monmouth. While there has been no change in the proportion of retail uses within PSF3 Cross Street (51-60 & Town Hall) Abergavenny since last year, there has been an increase in the proportion of A1 retail uses within PSF 8 Church Street, Agincourt Square & Priory Street (1-4) Monmouth, from 57% to 62%, which indicates that progress has been made towards achieving the identified threshold of 65% within this frontage. Nevertheless, it remains important that a strong policy stance on proposals for change of use to non-retail uses in these frontages is maintained in order to improve their retail offer.

Comparison with last year's figures indicate that the proportion of A1 uses within the towns' primary shopping frontages remained unchanged with the exception of the following:

- PSF1 Cross Street, High Street, Frogmore Street and 1 Nevill Street, Abergavenny recorded a marginal change, down 1% to 76%. This was due to a change of use of a vacant A1 unit to A3 use at 43 Frogmore Street which was considered to be policy compliant<sup>6</sup>. Despite this, the proportion of A1 units within this frontage remains above the identified threshold of 75%.
- PSF7 Monnow Street, Monmouth also recorded a decrease in the proportion of A1 units over the monitoring period, down 4% to 72%, which is marginally below the identified threshold of 75%. The decrease in the proportion of A1 units within this frontage was due to the change of use of three A1 units to alternative (non-A1) uses<sup>7</sup>. Despite this, there is not considered to be any concern with the implementation of LDP retail policies relating to primary shopping frontages.
- PSF8 Church Street, Agincourt Square & Priory Street (1-4) Monmouth recorded an increase in the proportion of A1 uses, up 5% to 62% (as set out above).

Overall, it is considered that the towns' primary shopping frontages are vital and viable and functioning well and no further investigation is required at present. The Council will continue to monitor this issue in future AMRs to determine the effectiveness of the Plan's retail policy framework.

**Recommendation**

1. No action is required at present. Continue to monitor.
2. No action is required at present. Continue to monitor.
3. No action is required at present. Continue to monitor.

<sup>6</sup> DC/2014/00224

<sup>7</sup> A1 to A3 use 48 Monnow Street (DC/2014/00032); Vacant A1 unit to C3 use (residential) at 74 Monnow Street; A1 to D1 use (hearing centre) at 109 Monnow Street.

\*7 planning permissions granted for retail development over the monitoring period, 4 in town centres and 3 in out-of-centre location.

\*\*Monmouthshire Retail Background Paper (March 2017). Base date October 2016.

\*\*\*Monmouthshire Primary Shopping Frontages SPG, April 2016

## Economy and Enterprise

**Monitoring Aim/Outcome:** To ensure a sufficient supply of employment land and to protect the County's employment land

**Strategic Policy:** S8 Enterprise and Economy, S9 Employment Sites Provision

**LDP Objectives Supported:** 7

**Other LDP Policies Supported:** E1-E3, RE1, SAE1-SAE2

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the current monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Net employment land supply/development♦	Maintain sufficient employment land to meet identified take-up rate of 1.9 ha per annum  <i>(2014-15: 46.8ha)</i> <i>(2015-16: 41.18ha)</i>	Insufficient employment land available to meet the identified take-up rate of 1.9ha per annum	<b>40.76ha</b>
2. Take-up of employment land♦	Maintain sufficient employment land to meet identified take-up rate of 1.9 ha per annum  <i>(2014-15: 0.38ha)</i> <i>(2015-16: 1.131ha)</i>	Insufficient employment land available to meet the identified take-up rate of 1.9ha per annum	<b>3.21ha</b>
3. Planning permission granted for new development (by type) on allocated employment sites as identified in Policy SAE1♦	No specific target  <i>(2014-15: 0)</i> <i>(2015-16: 3)</i>	Lack of development on strategic employment sites identified in Policy SAE1 by the end of 2017	<b>2 planning permissions granted</b>



4. Planning permissions granted for employment use (B use classes) by settlement♦♦	No specific target	None	
	<b>Main Towns</b> <i>(2014-15: 9.9ha)</i> <i>(2015-16: 0.95ha)</i>		<b>0.52ha</b>
	<b>Sevenside Settlements</b> <i>(2014-15: 0.39ha)</i> <i>(2015-16: 2.83ha)</i>		<b>0.17ha</b>
	<b>Rural Secondary Settlements</b> <i>(2014-15: 0.3ha)</i> <i>(2015-16: 0.48ha)</i>		<b>0.01ha</b>
	<b>Rural General</b> <i>(2014-15: 0.25ha)</i> <i>(2015-16: 0.22ha)</i>		<b>1.14ha</b>
5. Planning permissions granted for employment use (B use classes♦♦) by sector* /**	No specific target	None	
	Manufacturing		<b>0.07ha</b>
	Wholesale & retail trade; repair of motor vehicles and motor cycles		<b>0.42ha</b>
	Transport & storage; information and communication		<b>0.82ha</b>
	Real estate activities; Professional, scientific and technical activities; Administrative and support service activities		<b>0.41ha</b>
	Accommodation & food service activities		<b>0.02ha</b>
6. Amount of employment land lost to non-employment uses (i.e. non-B1, B2, B8 uses)	Minimise the loss of employment land to non-B1, B2, B8 uses  <i>(2014-15: 0.08ha)</i> <i>(2015-16: 0.56ha)</i>	Loss of any B1, B2 or B8 employment land in any 1 year	<b>0.65ha</b>
7. Proportion of resident workforce working within Monmouthshire	Increase the proportion of resident workforce working within Monmouthshire  <i>(2014: 54.5%)</i> <i>(2015: 58.3%)</i>	None	<b>57.9%</b>

8. Number of people in-commuting to Monmouthshire♦♦♦	Reduce the level of in-commuting over the plan period <i>(2014: 19,200)</i> <i>(2015: 17,800)</i>	None	<b>20,400</b>
Number of people out-commuting from Monmouthshire♦♦♦	Reduce the level of out-commuting over the plan period <i>(2014: 19,600)</i> <i>(2015: 18,700)</i>	None	<b>18,700</b>

### Analysis

1. There is currently 40.76ha of employment land available across the County. This figure is lower than the previous AMR (41.18ha) accounting for development that is currently in progress on the SAE1 allocations at Quaypoint, Magor (SAE1b) in association with Magor Brewery and Westgate, Llanfoist (SAE1d).

Sufficient employment land has therefore been maintained over the monitoring period providing the opportunity to meet the identified take-up rate of 1.9ha per annum. Policies S8 and S9 are functioning effectively in this respect.

2. While sufficient land is available across the County, the take-up rate of employment land (i.e. completed developments) was limited to 3.21ha over the monitoring period. The majority of this is attributed to take-up on allocations at Quaypoint, Magor (2.54ha) and Westgate Business Park (0.32ha). The remainder related to development on protected employment sites (SAE2). The largest proportion of which (0.24ha) related to the completion of a small recycling depot/storage facility at Union Road in Abergavenny. Additional development was also undertaken at Magor Brewery (0.11ha) to assist in their expansion plans.

The take-up is substantially higher than the previous two AMRs (0.38ha 2014-2015 and 1.131ha 2015 -2016 respectively). Sufficient employment land is nonetheless available, a large proportion of which is located in Magor, along the M4 corridor providing a prime opportunity to secure investment. A similar take-up is predicted in the next monitoring period due to developments currently underway at Wonastow Road, Monmouth, Beaufort Park, Chepstow and Westgate, Llanfoist.

The trigger for further investigation relates to the total amount of land supply rather than take-up rates, this indicator will nevertheless be closely monitored in future AMRs to determine the effectiveness of the policy framework relating to employment land.

3. Two applications were granted planning permission on allocated sites identified in SAE1 during the monitoring period. A total of 0.42ha was granted at the only available site at Beaufort Park, Chepstow (SAE1i) for the erection of a B1/B8 building with trade retail function. The application originally related to 9 units covering a total area of 2040m<sup>2</sup>, a

variation of condition was nevertheless also granted over the monitoring period to allow for units 1-5 to be utilised by a single occupier for a B1 use.

The other application related to the development at Westgate, Llanfoist for a Care Home. The Care Home will cover a total area of 0.6ha and while strictly speaking is not a traditional employment use the Care Home has potential for 76 full time equivalent jobs.

While there has been limited progress on the delivery of strategic employment sites over the monitoring period the Council will continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to the delivery of strategic employment sites. In this respect, the trigger for this indicator is the lack of development on strategic employment sites identified in Policy SAE1 by the end of 2017. Therefore, particular consideration will be given to this indicator in the next AMR.

4. This indicator seeks to monitor the amount of employment floorspace for B use classes permitted by settlement in Monmouthshire. 17 applications were approved for such employment uses during the monitoring period, totalling 2.26 hectares. Of these, 7 permissions were on protected employment sites (SAE2 sites) totalling 0.23 hectares and 9 permissions were on non-allocated employment land totalling 1.61 hectares. Permission was also granted for a B use on an identified business and industrial site at Beaufort Park, Chepstow (SAE1i), totalling 0.42 hectares.

Rural areas accounted for the majority of B use class employment floorspace granted planning permission over the monitoring period, totalling 1.14 hectares. This is predominantly due to the permission for B8 use (storage hardstanding) adjacent to the protected employment site at Mamhilad Technology Park (SAE2v) which at 0.81 hectares accounted for the vast proportion of employment floorspace permitted in rural areas. A further 0.29 hectares was permitted in St Arvans (B2 change of use to storage/repair of motor vehicles) and 0.01 hectares in Grosmont (B1 office to service existing home-based business). There was also permission for a B8 storage use in the rural secondary settlement of Usk (Chepstow Road 0.01 hectares).

Employment permissions (B use class) totalled 0.94 hectares in the County's main towns:

- 0.77 hectares in Chepstow comprising B1/B8 building with trade retail function at Beaufort Park SAE1i [0.42 ha], B1 office extension at Newhouse Farm Industrial Estate SAE2k [0.052ha] and B1 office accommodation at Wyelands Estate [0.3ha].
- 0.14 hectares permitted in Abergavenny comprising B1 change of use at Swan Hotel [0.04ha] and B1 change of use at Nevill Lodge [0.1ha].
- 0.03 hectares in Monmouth comprising B1 change of use at St Marys Street [0.017ha] and B2 extension to existing workshop at Wonastow Road Industrial Estate SAE2l [0.013ha].

There were also a number of B use class employment permissions in Severnside, totalling 0.17 hectares:

- 0.1 hectares at Severn Bridge Industrial Estate SAE2p, Caldicot comprising B1 workshop extension [0.0025ha], B2 change of use to MOT workshops [0.09ha] and B2 change of use to food preparation area [0.005ha].

- 0.07 hectares at Magor Brewery SAE2o comprising B2 extension to bottling plant [0.02 ha] and B8 extension to warehouse [0.05ha]).

Although there is no specific target relating to this indicator, the Council is keen to monitor employment permissions for B uses in the County. The amount of employment floorspace permitted during this monitoring period is lower than that recorded in the last AMR (4.48 hectares which was predominantly attributable to the planning permissions granted at Magor Brewery SAE1b/ SAE2o totalling 2.83 hectares). Nevertheless, the cumulative amount of employment floorspace permitted since the LDP's adoption has further enhanced the amount of employment land in Monmouthshire. The Council will continue to monitor this issue in future AMRs.

While indicators 4 and 5 of this section relate to B use classes, it is useful to note that a number of permissions were granted for other employment generating uses (i.e. non-B uses) during the monitoring period, totalling 1.52 hectares, indicating that there are a range of other employment generating uses coming forward. These included a care facility at the identified business and industrial site at Westgate, Llanfoist SAE1d (0.6ha), a children's day nursery at the protected employment site (SAE2c) at Union Road, Abergavenny (0.85 hectares), a gymnasium at the protected employment site (SAE2i) at Bulwark Road, Chepstow (0.06 hectares) and a sui generis proposal for a studio workshop at Llanishen (0.01 hectares).

In addition as detailed in the analysis for Policy S11 (Visitor Economy), 24 applications were approved for tourism uses during the monitoring period, all of which were for tourist accommodation facilities ranging from holiday lets to glamping accommodation in various settlements across the County. These will provide a further boost to the visitor economy in Monmouthshire.

5. This indicator seeks to monitor the amount of employment floorspace for B use classes permitted by sector in Monmouthshire. B8 uses accounted for the majority of such floorspace permitted (0.87 ha), followed by B1 uses (0.55 ha) and B2 uses (0.42 ha). Permission was also granted for B1/B8 use with retail trade function at Beaufort Park, Chepstow (0.42 ha). This is comparable to last year's AMR when B8 uses also accounted for the majority of employment floorspace permitted.

Turning more specifically to employment sectors, based on the UK Standard Industrial Classification (SIC) 2007, the employment permissions for B use classes recorded over the monitoring period were in the following sectors\*\*:

- Transport and storage; information and communication (0.82 hectares)
- Wholesale and retail trade; repair of motor vehicles/motorcycles (0.42 hectares)
- Real estate activities; Professional, scientific and technical activities; Administrative and support service activities (0.41 hectares)
- Manufacturing (0.07 hectares)
- Accommodation and food services (0.02 hectares)

The data indicates that while the transport/storage and information/communication sector accounted for just 2 permissions, it accounted for the just under half of employment

floorspace (45%) granted permission during the monitoring period. This may be expected as transport/storage uses typically have significant floorspace requirements, as evidenced in the permission for the storage facility at Mamhilad which accounted for the bulk of floorspace in this sector. Collectively the wholesale/retail trade; repair of motor vehicles/motor cycles and real estate activities; professional, scientific and technical activities; administrative and support service activities sectors accounted for the majority of permissions (4 each) and accounted for 45% of the floorspace permitted (22.8% and 22.2% respectively). There were a further 3 permissions in the manufacturing sector which accounted for just 3.8% of the floorspace permitted and 2 permissions in the accommodation/food services sector (1.1% of employment floorspace permitted).

This contrasts to last year's AMR when the manufacturing sector accounted for the majority of employment permissions.

While there is no specific target relating to this indicator the Council monitors employment sectors coming forward in the County. This will assist in determining whether the Council's ambitions for growing identified key economic sectors, including knowledge intensive/high technology enterprises, are being achieved. Comparison with the two previous AMRs the data indicates that there was an increase in permissions and floorspace in the wholesale/retail trade; repair of motor vehicles/motor cycles and real estate activities; professional, scientific and technical activities; administrative and support service activities sectors, with fewer permissions/floorspace in the manufacturing sector.

As noted above, a number of permissions were granted for other employment generating uses (i.e. non B uses) during the monitoring period. In terms of employment sectors, it is useful to recognise that the majority of these were in the arts, entertainment and recreation, other services sector (3 permissions, 0.92 ha), with a further permission in the human health and social work sector (0.6 ha). This demonstrates that other employment generating sectors are coming forward in Monmouthshire.

6. Two applications involving the loss of B use class employment land were approved during the monitoring period, totalling 0.65 hectares. The first proposal related to a care facility (Use Class C2), 0.6 hectares, at the identified business and industrial site at Westgate Business Park, Llanfoist (SAE1d) (allocated for B1 and B2 uses). In view of findings of the marketing report submitted with the application, which indicated that there had been few enquiries for B1/B2 use accommodation on the site and there would be viability issues with securing B uses on the site, it was considered that the loss of the site from its B use class allocation would have a limited material effect on the supply of quality sites in Llanfoist/Abergavenny. The proposal was therefore considered acceptable having satisfied criteria a) and c) of Policy E1. Furthermore, it was considered that the proposal would generate employment opportunities with the creation of approx. 76 FTE jobs. It was also noted that the care home would positively contribute to the identified shortfall in provision in care home facilities in Abergavenny and that the use of the site as a care home is more compatible with the residential use to the south of the site. The amount of employment land in Abergavenny can be considered through the LDP Revision process.

The other proposal granted permission was for a change of use from a commercial repair garage (Use Class B2) to a gym (Use Class D2), 0.05 hectares, at a protected employment site at Bulwark Road, Chepstow (SAE2i). Overall it was considered that this proposal does not significantly conflict with the objectives of Policy E1. Although there is a lack of vacant premises available in this protected employment site, there are vacant premises available in the Caldicot area which is as well served by the road links as the Bulwark site. Furthermore, the proposal would generate employment opportunities (4 full time staff and 8 personal trainers/studio instructors). On balance, therefore, the proposal was considered to be acceptable in principle.

Given that two proposals relating to the loss of B use class allocated employment land were granted permission over the monitoring period, the trigger for this indicator has been met. However, as evidenced, the loss of employment land to non-B use classes on the sites is justified within the context and requirements of the LDP policy framework. It does not indicate any issue with the implementation of LDP policies and therefore no further investigation is required at present. The Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this matter.

7. The 2016 Welsh Government Commuting Statistics indicate that 57.9% of the County's residents work in the area which is marginally less than last year's figure of 58.3% and lower than the Welsh average of 68.5%. It is, however, higher than the figure recorded in the 2014 AMR of 54.5% which suggests that there has been some progress in meeting the aspiration to increase the proportion of resident workforce working within Monmouthshire over the Plan period. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.

8. According to the 2016 Welsh Government Commuting Statistics, Monmouthshire has a net inflow of 1700 commuters – with 20,400 commuting into the area to work and 18,700 commuting out. There was significant in-commuting from Newport (4,000), Torfaen (3,000), Blaenau Gwent (2,900) and from outside Wales (6,800). The main areas for out-commuting were Bristol (3,800), Newport (3,100), Torfaen (2,400) and Cardiff (2,300), with a further 6,500 commuting to other areas outside Wales. The high proportion of commuting to/from areas outside of Wales clearly reflects Monmouthshire's location as a border authority.

There is an aspiration to reduce levels of both in-commuting and out-commuting recorded in Monmouthshire over the Plan period. While the level of out-commuting has remained constant (18,700) since the last monitoring period, the level of in-commuting has increased (from 17,800 to 20,400), resulting in a net inflow of commuters. This contrasts to the data recorded in the previous two AMRs where a net outflow of commuters was evident (400 in 2014 and 900 in 2015). However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.

While the Council can seek to encourage economic development and approve associated planning applications, travel to work patterns are influenced by wider factors such as family ties and property prices.

<b>Recommendation</b>
1. No action required at present. Continue to monitor.
2. No action required at present. Continue to monitor.
3. No action required at present. Continue to monitor.
4. No action required at present. Continue to monitor.
5. No action required at present. Continue to monitor.
6. No action required at present. Continue to monitor.
7. No action required at present. Continue to monitor.
8. No action required at present. Continue to monitor.

\*UK Standard Industrial Classification (SIC) 2007. Only includes those sectors for which planning permission has been granted over the monitoring period. For a full list of sectors refer to the SIC 2007.

\*\*Sector not specified in relation to DC/2016/01243 Nevill Lodge, Abergavenny (0.1 hectares) and DC/2016/00495 Beaufort Park, Chepstow SAE1i (0.42 hectares).

◆Data Source: Monmouthshire Employment Land Background Paper for the period April 2016-March 2017

◆◆Amended to clarify that these indicators monitor B use classes only.

◆◆◆Data Source: Welsh Government Commuting Statistics 2016 (release date 30 March 2017)

## Rural Enterprise

**Monitoring Aim/Outcome:** Encourage diversification of the rural economy

**Strategic Policy:** S10 Rural Enterprise

**LDP Objectives Supported:** 1, 3, 5, 7 & 14

**Other LDP Policies Supported:** RE1-RE6

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
9. Number of rural diversification and rural enterprise schemes* approved	No target  <i>(2014-15: 7)</i> <i>(2015-16: 10)</i>	None	<b>6</b>

### Analysis

1. A total of 6 applications relating to rural enterprise/diversification were approved during the monitoring period. 4 of the applications were approved as rural enterprise schemes. While one of these 4 schemes related to new build it was justified as it related to the extension of an existing business operating within the rural economy at Caer Llan. Two of the other rural enterprise permissions related to the conversion of existing stable blocks that were not linked to agriculture previously. The first related to the partial conversion of a stable block building for a dog physiotherapy service, a niche service with a specific client base. The second proposal related to the conversion of an existing stable block to office accommodation to support the owner's business and provide space for occasional client meetings. The final scheme related to the expansion of an existing tourism enterprise through the conversion of a former cricket pavilion building to a general tourism use. This proposal has a dual use of tourism accommodation and a rural skills centre.

The remaining 2 permissions related to agricultural diversification, both of which support existing rural businesses. One related to the conversion of a storage outbuilding to a multi-use accommodation and studio space in association with an existing flower farming business. The conversion will provide studio space for courses and workshops and, when



not in this use, will provide a space for hosting floristry clients and visitors to the farm as well as holiday accommodation. The other rural diversification scheme permitted related to new build office accommodation to support an existing property business at a farm.

While there was a decrease in the amount of rural diversification and rural enterprise schemes approved over the monitoring period (6 schemes) when compared to the previous AMR (10 schemes), the number of rural diversification and rural enterprise schemes approved since the LDPs adoption (total 23 schemes) suggests that Strategic Policy S10 and the supporting development management policies are operating effectively. The Council will continue to monitor this indicator in future AMRs to determine the effectiveness of this policy framework in relation to the diversification of the rural economy.

#### **Recommendation**

1. No action is required at present. Continue to monitor.

\*Rural Enterprise Schemes as listed here do not constitute those that require special justification as defined by TAN6

## Visitor Economy

**Monitoring Aim/Outcome:** Encourage high quality sustainable tourism

**Strategic Policy:** S11 Visitor Economy

**LDP Objectives Supported:** 1, 3, 5 & 7

**Other LDP Policies Supported:** T1-T3, RE6, SAT1

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
10. Number of tourism schemes approved <i>(includes extensions/conversions and new build)</i>	No target  <i>(2014-15: 17)</i> <i>(2015-16: 10)</i>	None	<b>24 tourism schemes approved*</b>
11. Number of tourism facilities lost through development, change of use or demolition	Minimise the loss of tourism facilities  <i>(2014-15: 5)</i> <i>(2015-16: 0)</i>	Loss of any 1 tourism facility in any 1 year	<b>1 tourism facility lost</b>

### Analysis

1. 24 applications were approved for tourism uses during the monitoring period, all of which were for tourist accommodation facilities. These included:

- 14 holiday lets (all conversions) in various settlements\*\*
- Glamping accommodation (2 bell tents at Llanishen, 10 pods at Monkswood and 5 shepherds huts – 1 at Shirenewton and 4 at Llangwm)
- Camping/caravan sites (camping and caravan pitches at Glascoed and a camping site at Usk Castle)
- Ancillary visitor accommodation to a public house (Devauden)
- Meeting space with ancillary visitor accommodation (Llanishen)
- Additional rooms at an existing wedding venue (Lydart)

Collectively, these provide approx. 90 new bed spaces and will provide a further boost to the visitor accommodation available in Monmouthshire.

The number of tourist accommodation facilities approved over the monitoring period suggests that the relevant Plan policies are operating effectively allowing such developments to take place in Monmouthshire. In response to an increasing number of enquiries regarding new forms of visitor accommodation including yurts, tepees and wooden pods i.e. glamping, the Planning Policy Team has prepared draft SPG in relation to sustainable tourism accommodation to provide clarification on the interpretation/implementation of the existing policy framework in relation to such proposals. This SPG will be consulted on and adopted during the next monitoring period.

Comparison with previous AMRs demonstrates that the number of tourism schemes approved during the current monitoring period is significantly higher than those approved during both the 2014-15 and 2015-16 monitoring periods (10 approvals recorded during each period). Cumulatively, however, a total of 44 tourism schemes have been approved since the LDP's adoption in February 2014 which further indicates that the LDP tourism policy framework is operating effectively to enable such development in the County.

The Council will continue to monitor tourism applications closely in future AMRs to determine the effectiveness of the policy framework relating to the provision of tourist facilities.

2. One application was permitted relating to the loss of a tourism facility during the monitoring period. This involved the change of use of the Swan Hotel, Abergavenny to retail use on ground floor with B1 use on the upper floors. On balance this scheme was considered acceptable given its economic benefits to the local area, including an associated increase in employment opportunities. Furthermore, the proposed retail use is compliant with relevant LDP policies and as such the change of use was considered to be acceptable in principle.

While the data collected indicates that a visitor accommodation facility has been lost to an alternative use over the monitoring period and subsequently the trigger for this indicator has been met, the loss is justified within the context and requirements of the LDP policy framework. The Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue, given the importance of tourism to the County's economy.

Of note, one tourist facility was refused planning permission during the current monitoring period<sup>8</sup>. The proposal for the conversion of stables to a holiday let related to a modern building which was considered contrary to criterion e) of Policy H4 and criterion b) of T2 as it had not been used for its intended purpose for a significant period of time. The proposal was also considered contrary to Policy LC5 relating to adverse landscape impact. The proposal was subsequently dismissed on appeal (21.08.17) on the basis that it would significantly intensify the use of the site and escalate its current almost neutral effect to being harmful to the rural landscape character, contrary to LDP policies T2, H4 and LC5.

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<sup>8</sup> DC/2016/00593 The Stables, Land off Treherbert Road, Croesyceiliog.

<b>Recommendation</b>
1. No action is required at present. Continue to monitor.
2. No action is required at present. Continue to monitor.

\*All schemes relate to visitor accommodation facilities: self-catering holiday lets [conversions] (14); glamping sites (4); camping/caravan sites (2); ancillary accommodation to public house (1); meeting space with ancillary accommodation (1); additional rooms at existing wedding venue (1) - collectively these provide approx. 90 bed spaces. Also retention of an amenity block.

\*\*Raglan, Llangeview, Tregare, Dingestow, Llandenny, Bryn-y-Gwenin, Upper Redbrook, Llanishen, Goytre, Llantilio Crosenny.

## Efficient Resource Use and Flood Risk

**Monitoring Aim/Outcome:** To ensure development accords with the principles of sustainable development

**Strategic Policy:** S12 Efficient Resource Use and Flood Risk

**LDP Objectives Supported:** 1, 8, 9, 10 & 11

**Other LDP Policies Supported:** SD1-SD4

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
12. Proportion of development on brownfield land as a percentage of all development permitted ( <i>including change of use of land</i> ) ( <i>excludes householder, conversions and agricultural buildings</i> )	Increase proportion of development on brownfield land  <i>(2014-15: 28% /17.3ha)</i> <i>(2015-2016: 16.8%/10.51ha)</i>	No increase in proportion of development on brownfield land for 2 consecutive years	<b>51.2%</b> <b>18.6ha</b>
13. Amount of development (by TAN15 category) permitted in C1 and C2 floodplain areas not meeting all TAN15 tests	All developments to be compliant with TAN15 requirements  <i>(2014-15: 1)</i> <i>(2015-16: 0)</i>	Planning permission is granted contrary to TAN15 requirements	<b>0</b>
14. Number of new developments permitted that incorporate on-site renewable energy generation*	Increase in the number of new developments permitted incorporating	No annual increase	<b>5</b>

	renewable energy generation  <i>(2014-15: 2)</i> <i>(2015-2016: 9**)</i>		
15. Number of new developments completed that incorporate on-site renewable energy generation	Increase in the number of new developments completed incorporating renewable energy generation  <i>(2014-2015: N/A)</i> <i>(2015-2016: 4)</i>	No annual increase	<b>3***</b>
<b>Analysis</b>			
<p>1. A total of 36.3 hectares of development was permitted over the monitoring period, 18.6ha of which was located on brownfield sites. This equated to 51.2% of all development (excluding householder, conversions and agricultural buildings) as being permitted on brownfield land. Residential development accounted for the vast majority of brownfield land permitted (16.4 ha / 88%). This included the LDP allocated housing sites at the former Sudbrook Paper Mill, Sudbrook and Coed Glas, Abergavenny which accounted for 7.1ha and 2.0ha of brownfield land permitted respectively. The former Coleg Gwent site at The Hill, Abergavenny (3.64 ha), the Old Shipyard site, Sudbrook (0.96 ha) and the former Youth Hostel at Mulberry House, Abergavenny (0.7 ha) were also permitted for residential use. A further 1.14 hectares of brownfield land permitted related to housing plots within existing residential curtilage/garden areas. Permission was also granted for a range of other uses on brownfield land including developments on employment land (0.33 ha), retail development (1.39 ha) and a performing arts centre for an independent school (0.2 ha).</p> <p>The amount of development permitted on brownfield sites is considerably higher than in the previous two AMR monitoring periods. The trigger for further investigation relates to no increase in the proportion of development on brownfield land for two consecutive years. As the proportion of development on brownfield land has increased substantially from 16.8% in the previous AMR period it is considered that Policy S12 is functioning effectively in this respect. It will nevertheless be important to monitor this indicator in the next AMR in order to ascertain whether the target of increasing the proportion of development on brownfield land is being met over a two year period.</p>			
<p>2. No applications have been granted planning permission contrary to TAN15 requirements in either Zone C1 or C2 floodplain over the monitoring period. Policy S12 is consequently functioning effectively in this respect. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			

3. Five applications were approved over the monitoring period for on-site renewable energy generation. Three of the schemes related to small scale solar power, two of which are ground mounted and will support existing individual dwellings in Parkhouse and Undy. The other small scale solar permission related to roof mounted PV panels on an affordable housing scheme currently under construction in Raglan. A further two schemes related to biomass, one of which will supply heating and hot water to 6 holiday lets and 4 houses via a district heating system in Llantilio Croessenny. The other scheme in Dingestow will support existing poultry units currently heated by LPG heating, the biomass boiler will provide a sustainable form of heating for the poultry sheds.

An additional PV solar park was granted permission over the previous AMR period. This scheme was not picked up in the previous monitoring period. As this is a large scale renewable energy scheme that has recently been completed it has been included in this monitoring period in order for it to feed into Indicator 4. The solar farm at Oak Grove Farm, Crick relates to a 5.67MW solar PV scheme consisting of 22,660 PV panels on a 15.73 site. It is estimated that the scheme will provide sufficient energy for the equivalent of 4,536 households.

There has been a slight decrease in the number of on-site renewable energy schemes permitted over the current monitoring period compared to the previous year which is believed to be a result of the reduction of Government incentive schemes (Feed in Tariff), particularly for solar energy. Nevertheless, collectively a total of 16 schemes incorporating on-site renewable energy have been permitted since the LDP's adoption in 2014 which suggests that Strategic Policy S12 and its supporting policies are operating effectively in respect of the provision of renewable energy. The Council will nevertheless continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to efficient resource use.

4. A total of three schemes incorporating on-site renewable energy generation were completed over the monitoring period. One of the completions related to a small scale domestic solar scheme approved over the current monitoring period in Undy. The other two completions relate to large scale PV solar parks. One of the completed schemes was allowed on appeal over the previous 2015-2016 monitoring period and related to a 7.9MW Solar Farm on agricultural land near Shirenewton. The PV solar park referred to in the commentary for criteria 3 above, at Oak Grove Farm, Crick is also operational.

Since the Plan's adoption in 2014, a total of 7 schemes incorporating on-site renewable energy have been completed and are operational. This further indicates that Strategic Policy S12 and its supporting policies are operating effectively in respect of the provision and completion of on-site renewable energy schemes.

The Council will nevertheless continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to efficient resource use.

**Recommendation**

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

3. No action is required at present. Continue to monitor.

4. No action is required at present. Continue to monitor.

\*Additional monitoring indicator included in the monitoring framework in order to identify schemes in 4.

\*\* An additional PV solar park (Oak Grove Farm, Crick, DC/2015/00247) was granted permission during the 2015-16 monitoring period. However, this scheme was not picked up in the previous monitoring period.

\*\*\*Based on applications granted permission for on-site renewable energy since LDP adoption.



## Landscape, Green Infrastructure and the Natural Environment

**Monitoring Aim/Outcome:** To protect open space and sites of acknowledged nature conservation and landscape importance

**Strategic Policy:** S13 Landscape, Green Infrastructure and the Natural Environment

**LDP Objectives Supported:** 8

**Other LDP Policies Supported:** LC1-LC6, GI1 & NE1

### Contextual Changes

There have been no significant contextual changes relating to this policy area over the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Amount of Greenfield land lost to development which is not allocated in the development plan <i>(includes new built development – housing, employment but excludes agricultural buildings)</i>	Minimise the loss of non-allocated Greenfield land  <i>(2014-15: 26 ha)</i> <i>(2015-16: 44.6 ha)</i>	Any loss of non-allocated Greenfield land in any 1 year	<b>16.5ha</b>
2. Amount of public open space / playing fields lost to development which is not allocated in the development plan	Minimise the loss of open space / playing fields to development that is not allocated in the development plan  <i>(2014-15: 1.47ha)</i> <i>(2015-16: 0.76ha)</i>	Any loss of open space due to development, not allocated in the development plan in any 1 year	<b>0</b>
3. Developments permitted / completed that are within internationally / nationally important	None adversely affected  <i>(2014-15: N/A)</i> <i>(2015-16: 0)</i>	Recorded damage or fragmentation of designated sites / habitats	<b>0</b>

nature conservation areas*			
4. Developments granted permission that cause harm to the overall nature conservation value of locally designated sites	Minimise developments that would cause harm to the overall nature conservation value of locally designated sites	1 or 2 developments result in overall harm for 2 consecutive years, or 3 or more developments result in harm in any 1 year	<b>1</b>
5. Number of new developments delivering habitat creation and restoration	Increase number of new developments delivering habitat creation / restoration  <i>(2014-15: 1)</i> <i>(2015-16: 1)</i>	None	<b>0</b>

#### Analysis

1. Over the monitoring period 31 permissions were granted on greenfield land which is not allocated for development in the LDP, totalling 16.5 hectares. This compares favourably to the previous two AMRs when the amount of non-allocated greenfield land permitted was significantly higher (44.6 hectares in 2015-16; 26 hectares in 2014-15). The high figure recorded in 2015-16 was predominantly due to the increase in larger scale renewable energy (solar PV arrays) schemes permitted which was justified within the context and requirements of the LDP policy framework and national planning policy.

Tourism accommodation facilities accounted for the majority of non-allocated greenfield land permitted during the current monitoring period, 8.33 hectares (50.5%). These permissions included four glamping accommodation sites, ranging from one shepherd's hut to ten glamping pods (totalling 7.38 hectares), one camping site (0.5 hectares), one caravan/camping site (0.45 hectares) and retention of an amenity block at a camp site (0.003 hectares). Whilst these permissions cover just over 8 hectares of non-allocated greenfield land, they were considered acceptable in principle in accordance with the tourism policy framework. Fundamentally, the glamping and camping accommodation facilities permitted are not permanently sited and relate to a reversible use of agricultural land.

A mineral extraction proposal accounted for a further 4.5 hectares of non-allocated greenfield land permitted which, although a sizeable area, was considered to be acceptable in principle in accordance with the minerals policy framework. Importantly, the permission is for a temporary period (5 years) and has been conditioned to ensure that the land will be restored at the end of this period.

The remaining 3.72 hectares of non-allocated greenfield land permitted over the monitoring period related to a range of uses. Ten permissions related to residential development accounting for 1.75 hectares - these ranged from extensions to residential

curtilages to new dwellings and rural enterprise workers' dwellings, all of which were considered acceptable in policy terms. 'Horsiculture' activities, including riding arenas and stables, accounted for a further 9 permissions (1.10 hectares). These were considered to be an appropriate use of land in rural areas and to comply with the LDP policy framework. Other proposals permitted included employment, renewable energy and community uses (0.82, 0.04 and 0.013 hectares respectively) which were again considered to comply with LDP policies.

While the monitoring data indicates that there has been a loss of non-allocated greenfield land over the monitoring period due to the aforementioned permissions (albeit less than recorded in previous AMRs) and subsequently the trigger for this indicator has been met, the loss is justified within the context and requirements of the LDP policy framework as evidenced above. It does not indicate any issue with the implementation of LDP policies and therefore no further investigation is required at present. The Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue.

2. There were no applications permitted on areas of open space not allocated for development in the LDP over the monitoring period. This suggests that the indicator target and monitoring outcome to protect and minimise the loss of non-allocated open space has been achieved in 2016-17. This compares favourably to the previous two AMRs where a total of 2.23 hectares (1.47 hectares in 2014-15; 0.76 hectares in 2015-16) of non-allocated open space was lost to development, albeit that this was justified within the context and requirements of the LDP policy framework.

The Council will continue to monitor the amount of non-allocated public open space lost to development in future AMRs to determine the effectiveness of the policy framework relating to this issue.

3. As with the previous two AMRs, there were no developments permitted or completed within internationally / nationally important nature conservation areas during the monitoring period, which suggests that the indicator target and monitoring outcome to protect such designated sites has been achieved.

This indicates that the policy framework relating to nature conservation is functioning effectively in protecting nature conservation sites of international /national importance. The Council will continue to monitor permission and completions within these nature conservation sites to determine the effectiveness of the policy framework relating to this matter.

4. One application was granted over the monitoring period that may cause harm to a SINC. This contrasts with the previous AMRs when no such permissions were recorded. The permission relates to the allocated housing site at the Former Paper Mill site, Sudbrook (SAH7). The proposal may impact on the nature conservation value of the SINC as changes to the hydrology of the site may result in the loss of some of the existing habitat, specifically the ephemeral pond. The development of the site will also result in the loss of 0.19ha of scrub habitat. The proposal however incorporates a Green Infrastructure Management

Plan which will secure the long term management of the site for biodiversity and should result in a net gain on the wider site. It must also be recognised that this is an allocated housing site on brownfield land, where development was supported by the LDP.

While one application has been recorded it is notable that the development of this site will provide benefits and result in a net gain of biodiversity. This indicates that the policy framework relating to nature conservation is functioning effectively in protecting the nature value of locally designated sites. The Council will continue to monitor permissions and completions within these nature conservation sites to determine the effectiveness of the policy framework relating to this matter.

5. There were no developments permitted to specifically deliver habitat creation and restoration during the monitoring period. This contrasts to the previous AMRs when two such schemes were permitted, both of which related to the creation of wildlife ponds.

While no applications were granted to deliver habitat creation and restoration, it is likely that other schemes approved over the monitoring period will help restore habitat through improved Green Infrastructure networks. Although there is no trigger for further investigation in relation to this indicator, the Council will continue to monitor the issue in future AMRs to determine the effectiveness of the policy framework in relation to Landscape, Green Infrastructure and the Natural Environment.

**Recommendation**

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

3. No action is required at present. Continue to monitor.

4. No action is required at present. Continue to monitor.

5. No action is required at present. Continue to monitor.

\*Indicator has been amended in line with the SA indicator for ease of data collection

## Waste

**Monitoring Aim/Outcome:** Meet the County's contribution to local waste facilities

**Strategic Policy:** S14 Waste

**LDP Objectives Supported:** 12

**Other LDP Policies Supported:** W1-W6, SAW1

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
Amount of waste management capacity permitted expressed as a percentage of the total capacity required as identified in the Regional Waste Plan	<p>Aim to provide between 2.2 and 5.6 hectares for new in-building waste management facilities located on appropriate B2 employment sites over the plan period</p> <p><i>(2014-15: 1.49ha permitted; 32.5ha potential waste management sites)</i> <i>(2015-16: 0.24ha permitted; 26.86ha potential waste management sites)</i></p>	Amount of B2 employment land falls below 5.6 ha	<p><b>Waste capacity permitted 0 ha</b></p> <p><b>Identified potential waste management sites 26.26ha</b></p>
<b>Analysis</b>			
<p>1. There were no permissions for waste management capacity during the monitoring period. There has nevertheless been a minor reduction in the amount of land available for potential waste management sites (i.e. B2 employment sites and existing waste disposal or management sites) from the 26.86ha identified in the previous LDP AMR to 26.26ha (due to the take up of some B2 employment land at Westgate Business Park, Llanfoist). There remains, therefore, ample land available for potential waste management sites in relation to the maximum requirement of 5.6ha.</p>			
<b>Recommendation</b>			
<p>1. No action is required at present. Continue to monitor.</p>			

## Minerals

**Monitoring Aim/Outcome:** Safeguard areas of aggregates resources

**Strategic Policy:** S15 Minerals

**LDP Objectives Supported:** 12

**Other LDP Policies Supported:** M1-M3

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Extent of primary land-won aggregates resources as a percentage of total capacity identified in the Regional Technical Statement*	A minimum land bank of 10 years to be maintained  <i>(2014-15: 0)</i> <i>(2015-16: 0)</i>	10 years land bank is not maintained	<b>0</b>
2. Number of permitted permanent non-mineral developments on safeguarded sites that do not comply with Policy M2**	Minimise the number of permanent non-mineral developments on safeguarded sites  <i>(2014-15: 0)</i> <i>(2015-16: 0)</i>	If any such developments are permitted	<b>0</b>
<b>Analysis</b>			
<p>1. No land-based minerals extraction took place in the County during the monitoring period. There has, therefore, been no reduction in the land bank, which relies on the reserves available at Ifton Quarry, Rogiet. This quarry has not been worked for some time but has the benefit of an existing planning permission. Given the importance of maintaining a 10 year land bank the Council will continue to monitor this issue closely in future AMRs.</p> <p>While no land-based minerals extraction took place over the monitoring period, an application for the excavation of 1500m<sup>3</sup> of stone for building purposes was granted planning permission at Cledd-Y-Tan Wood, Kilgwrrwg. It is anticipated that approximately</p>			

4500 tonnes of stone will be extracted and utilised for cropping, dry walling, flagstones, lintels and quoins. The planning application was considered to be acceptable in principle in accordance with the minerals policy framework. The permission has been granted for a temporary period of 5 years.

2. There were no permissions for permanent non-mineral developments on safeguarded sites that did not comply with Policy M2 during the monitoring period.

This indicates that Policy M2 is being implemented effectively and no further investigation is required at present. The Council will continue to monitor this issue in future AMRs to determine the effectiveness of the policy framework relating to this issue.

**Recommendation**

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

\*Additional Indicators LDP Manual

\*\*Indicator amended to include reference to Policy M2 for clarification

## Transport

**Monitoring Aim/Outcome:** To increase sustainable forms of transport and ensure that all development meets sustainable transport planning principles

**Strategic Policy:** S16 Transport

**LDP Objectives Supported:** 1-6, 9 & 13

**Other LDP Policies Supported:** MV1-MV10

### Contextual Changes

There have been no significant contextual changes relating to this policy area over the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
1. Number of improvements to transport secured through S106 agreements	No target  <i>(2014-15: 3)</i> <i>(2015-16: 3)</i>	None	<b>2 S106 agreements delivering transport improvements</b>
2. Progression of Local Transport Plan* (LTP) schemes detailed in Policy MV10 in accordance with the LTP delivery timetable	LTP proposals implemented in accordance with the LTP delivery timetable	LTP proposals detailed in Policy MV10 are not being implemented in accordance with the LTP delivery timetable	<b>Progression detailed in analysis below</b>
<b>Analysis</b>			
<p>1. The following transport improvements have been secured through S106 agreements over the monitoring period:</p> <ul style="list-style-type: none"> <li>• Land at Sudbrook Paper Mill, Sudbrook (SAH7) Payment toward the provision of a public transport service serving Sudbrook (£200,000).</li> <li>• The Old Shipyard, Sudbrook Improvements to the local highway network including localised traffic calming</li> </ul>			



improvements together with improvements to pedestrian facilities for safer routes to local amenities, cycle routes and public transport relevant to the local area (£61,500).

As indicated above, a couple of transport improvements have been secured via S106 agreements during the monitoring period, both of which relate to residential development in Sudbrook. One of the S106 agreements relates to the allocated LDP site at the former Sudbrook Paper Mill (SAH7) and the other to a windfall site at The Old Shipyard site. In accordance with the LDP transport policy framework, the improvements seek to encourage sustainable forms of transport and ensure the developments meet sustainable transport planning principles.

While there is no specific target relating to this indicator, the Council is interested in monitoring the amount of transport improvements secured through S106 agreements. As may be expected, given that progress with numerous allocated LDP sites has been slower than anticipated, there have been a relatively small number of transport improvements secured via S106 agreements in relation to these sites during the first three monitoring periods (total of 8). However, as the LDP site allocations progress it is anticipated that an increased number of sustainable transport improvements will be secured through either the S106 or CIL processes. The Council will continue to monitor this issue in future AMRs.

2. The progress of LTP\* schemes detailed in Policy MV10 in accordance with the LTP timetable is as follows:

**B4245/M48 Link Road:** No progress. Current M4 corridor enhancement scheme proposes a new junction between Magor/Undy and Rogiet which would provide a link between B4245 and M48 (and M4) but to the west of Rogiet. Progress on the B4245/M48 Link Road is dependent on the outcome of the decision on the M4 corridor enhancement scheme\*\*.

**Abergavenny Rail Station Interchange:** Scheme included in new LTP as “Abergavenny rail station access & interchange improvements”. The new Cardiff Capital Region Transport Authority (CCRTA) is currently working on an interim Regional Transport Strategy (RTS) and it is expected that the Abergavenny interchange / park & ride will be included in this although priorities will not be developed until later in 2017/18. Bus facilities at Abergavenny station are also likely to be looked at as part of the current proposals for a new TrawsCymru bus route linking Chepstow and Brecon.

Walking & cycling access to the station is also expected to be considered as part of the Active Travel (Wales) Act Abergavenny Integrated Network Map exercise.

**Chepstow Rail Station and Bus Station Interchange:** Scheme included in new LTP as “Chepstow rail station access & interchange improvements”. Chepstow station interchange / park & ride is expected to be included in the upcoming interim Regional Transport Strategy (see above), though priorities will not be developed until later in 2017/18. Bus facilities at Chepstow station are also likely to be looked at as part of the current proposals for a new TrawsCymru bus route linking Chepstow and Brecon. No further information is available from Network Rail concerning the accessible footbridge situation or on bringing the disused

part of the station building back into use as a ticket office / tourist information point and toilet.

Walking & cycling access to the station is also expected to be considered as part of the Active Travel (Wales) Act Chepstow Integrated Network Map exercise.

**Severn Tunnel Junction (STJ) Interchange:** Scheme included in new LTP as “Severn Tunnel Junction rail station access & interchange improvements”. New accessible footbridge, new ticket office and new northern car park extension completed in spring 2016. Options for improved walking & cycling access along Station Road and towards Caldicot as well as further south-side car park extension have been investigated but no funding is currently available to take this further. STJ station is also included in schemes looked at as part of the interim RTS.

Walking & cycling access to the station is also expected to be considered as part of the Active Travel (Wales) Act Caldicot-Magor Integrated Network Map exercise.

**Monmouth Park and Ride:** No progress.

**Chepstow Park and Ride:** No progress.

**Monmouth Links Connect 2:** MCC’s Transport Section has advised that substantial elements of the scheme have been delivered, with some further minor improvements delivered in 2016/17 as part of the Active Travel Quick Wins Programme. Remaining elements are to be reviewed as part of the Active Travel (Wales) Act Monmouth Integrated Network Map exercise.

There has been limited progress towards the delivery of the LTP\* schemes detailed in Policy MV10 over the current monitoring period, with only some further minor improvements delivered in relation to Monmouth Links Connect 2 scheme. As indicated above, a number of projects, including Abergavenny rail station interchange and Chepstow rail station and bus station interchange, are expected to be included in the forthcoming interim Regional Transport Strategy, although priorities for this will not be developed until the next monitoring period (2017/18). Further progress on the LTP schemes will be reported in future AMRs.

Additional improvements are due to be considered as part of the Active Travel (Wales) Act Integrated Network Map exercise, including walking and cycling access to Abergavenny, Chepstow and Severn Tunnel Junction rail stations. While not specifically set out in Policy MV10, any progress on these schemes will be reported in future AMRs.

Although not specifically identified in Policy MV10, the LTP identifies a number of additional transport schemes in Monmouthshire which are programmed for delivery over the 2015-2020 period and will also be monitored through the AMR process. One such scheme is the Magor and Undy new walkway rail station. MCC’s Transport Section has advised that work has commenced on Network Rail’s Governance for Railway Investment Projects (GRIP) process in relation to the proposed station, with GRIP1 (Output definition) and GRIP2

(Feasibility) completed with work ongoing on GRIP3 (Option Selection). Current timescales anticipate that the scheme will be delivered by 2022/23.

The Council will continue to monitor the progress of the aforementioned schemes in future AMRs to determine whether they are being implemented in accordance with the LTP delivery timetable.

**Recommendation**

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

\*the 2015 Monmouthshire Local Transport Plan (LTP) has replaced the 2010 South East Wales Regional Transport Plan (RTP). The transport schemes identified in the RTP have been carried forward to the LTP – accordingly the indicator wording has been amended to reflect this.

\*\*A public local inquiry into the M4 corridor enhancement scheme started on 28 February 2017 and is expected to last around 5 months.

## Place Making and Design

- Monitoring Aim/Outcome:** To protect sites and buildings of acknowledged built and historic interest
- Strategic Policy:** S17 Place Making and Design
- LDP Objectives Supported:** 14 & 15
- Other LDP Policies Supported:** DES1-4, HE1-4

### Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2016 – 31 March 2017
3. Number of listed buildings and historic sites	No applications to result in the loss of listed buildings	There is a loss of more than 1 listed building each year for 3 or more consecutive years*	<b>Refer to analysis (1) below</b>
4. Number of conservation areas with up-to-date character appraisal	100% of identified draft Conservation Area Appraisals by 2016**	Target is not met	<b>19 Complete (100%) Refer to analysis (2) below</b>
5. Sample of planning applications granted for developments with potential for significant design / environmental implications	All development to contribute to the creation of a high quality well designed environment	Monitoring results are negative	<b>Refer to analysis (3) below</b>
6. Sample of planning applications granted for developments with the potential for significant impact on buildings of historic /	No adverse impact on the historic environment	Any development adversely affects the historic environment	<b>Refer to analysis (4) below</b>

archaeological interest, scheduled ancient monuments and conservation areas			
7. Occasions when development permitted would have an adverse impact on a listed building, conservation area, site of archaeological significance, or historic landscape park or their setting	Development proposals do not adversely impact upon buildings and areas of built or historic interest and their setting  <i>(2014-15: none)</i> <i>(2015-16: none)</i>	1 or more planning consents are issued where there are outstanding objections from the Council's Conservation Team, Cadw or GGAT	<b>None recorded</b>

### Analysis

#### 3. Number of listed buildings and historic sites:

	LDP Base Date 2011	2015	2016
<b>Listed Buildings</b>	2146	2153	2153
<b>Scheduled Ancient Monuments</b>	169	164	164
<b>Historic Parks and Gardens</b>	44	45	45
<b>Archaeologically Sensitive Areas</b>	10	10	10
<b>Landscapes of Outstanding Historic Interest</b>	3	3	3

There were no changes in relation to Listed Buildings, Scheduled Ancient Monuments, Historic Parks and Gardens, Archaeologically Sensitive Areas or Landscapes of Outstanding Historic Interest over the monitoring period.

There were consequently no applications that resulted in losses to the number of listed buildings or historic sites over the monitoring period. Policy S17 is functioning effectively in this respect. The Council will continue to monitor the number of listed buildings and historic sites to determine the effectiveness of the policy framework relating to this issue.

#### 4. No Conservation Area Appraisals were adopted as Supplementary Planning Guidance during the monitoring period. A total of 19 Conservation Area Appraisals have however been adopted and the target of 100% of identified draft Conservation Area Appraisals by 2016 was therefore met in the previous monitoring period.

The remaining 12 Conservation Area Appraisals will be progressed in the future subject to available resources.

3. Members of Planning Committee attended two design tours over the monitoring period. The design tours took place in September 2016 and March 2017, a total of 6 applications were considered that were approved under the LDP. A further application related to a listed building and is therefore referred to in relation to indicator 4 below.

Three of the applications related to residential development; two contemporary dwellings at Glenfield, Watery Lane, Monmouth, 15 dwellings (9 affordable and 6 market) at the allocated Main Village housing site adjacent Trellech School (SAH11xv) and 17 affordable dwellings at the former West End School site in Caldicot. Members reacted positively in the main to the residential developments and no major concerns were made. Members were particularly pleased with the intimate layout and design of the affordable homes in Caldicot.

A replacement dwelling was also considered at Glenview Farm, Llanvair Discoed. Members were pleased with the design and considered it a good example of how contemporary design can work in a rural landscape through careful manipulation of scale, mass and external finishes.

The final two applications related to a Solar PV Park at Rhewl Farm, Shirenewton and a Premier Inn hotel on Portal Road, Monmouth. Some Members were concerned about the visual impact in the short term of the solar park but all recognised the impact would be significantly reduced in the longer term as landscaping matures. Members were very satisfied with the overall design of the hotel, noting that despite its large scale it contributed well to the locality and was not dominant or out of character and recognised its tourism /economic boost to the area.

The Council will continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to design.

4. As part of their annual design tour in September 2016, Members of Planning Committee visited one listed building granted planning permission/listed building consent under the LDP policy framework. The application related to the residential conversion/extension of a grade II listed former Meal House at Manor House Farm, Rogiet. Members were impressed with the simple detailing of the lean-to extension which uses modern materials in contrast to the traditional elements of the Meal House building, which is made up of stone and slates.

The Council will continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to developments with potential for significant impact on buildings of historic/archaeological interest, Scheduled Ancient Monuments and Conservation Areas.

5. There were no planning consents issued over the monitoring period with an outstanding objection from the Council's Heritage Management Team, Cadw or GGAT. Policy S17 is functioning effectively in this respect. The Council will continue to monitor the number of listed buildings and historic sites to determine the effectiveness of the policy framework relating to this issue.

<b>Recommendation</b>
1. No action required at present. Continue to monitor.
2. No action required at present. Continue to monitor.
3. No action required at present. Continue to monitor.
4. No action required at present. Continue to monitor.
5. No action required at present. Continue to monitor.

\*Trigger wording amended to clarify that the trigger relates to a loss of more than 1 listed building each year for 3 or more consecutive years.

\*\*Target wording amended for clarification, relates to the 18 draft Conservation Area Appraisals that were in progress during the lead up to the adoption of the LDP.

### Methodology

- 6.1 The Sustainability Appraisal monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) Monitoring Objectives. The data collated includes a mix of qualitative and quantitative data with a commentary in the latter column to describe the progress and provide a recommendation. Not all of the indicators originally listed in the SA monitoring framework are included, information is only provided for those indicators where data is available. In addition to indicators that were amended or deleted in the previous AMR, a number of the indicators used in the last monitoring period have been further amended. The Amended/Deleted SA Indicators Table identifies any indicators that have been updated since the 2015-2016 Annual Monitoring Report and outlines the reasoning.
- 6.2 As noted above indicators may have been amended since the previous monitoring period, the text is italicised to identify indicators where a change has been made since the previous AMR. There is also overlap with some LDP indicators, these indicators are marked in bold and coloured green for clarity. This is intended to provide an indication of how the LDP monitoring and SA monitoring are interlinked. A brief commentary is provided although reference should be made to Section 5 LDP Policy Analysis for additional information.
- There are a number of SA indicators where information is not published annually, for example those based on the Census. The purpose of the monitoring framework is to review changes on an annual basis, as a consequence these are not necessarily going to be useful moving forward in terms of future monitoring. They have been retained in order to provide a baseline, work has been undertaken to try and find alternative sources of information however none appear to be available.
- 6.4 The traffic light rating system used for the LDP Monitoring Indicators has not been taken forward for use with the SA Monitoring. Many of the SA objectives are aspirational. In addition, the LDP alone would not be the only factor that would need to be considered in achieving their aims. The SA Monitoring does not include targets as such, unlike the LDP monitoring, it would therefore prove difficult to interpret the commentary into a traffic light rating. The symbols associated with certain indicators identify the desired direction for change. The symbols refer to; (+) increase or more; (-) decrease, less or none and; (nc) no change. As this relates to the third SA monitoring since the adoption of the LDP it is compared to the previous two AMRs only, emerging trends will become more apparent in future AMRs. Accordingly, the direction of change is referred to as relevant in the commentary section. This is utilised to assess the LDP's progression towards meeting the identified sustainable development indicators.
- 6.5 Information contained in the SA monitoring framework in the main relates to a wide range of data produced internally, by various departments of the Council and externally from other organisations. Where data has been sourced externally, a footnote is provided to ensure the data source is easily identifiable.



## Sustainability Appraisal Monitoring

Headline	Objective	SA Indicators	Data	Commentary
Accessibility	Allow equitable access for all to jobs, services and facilities they need, in a way that reduces reliance on car use	<ol style="list-style-type: none"> <li>1. Average travel to work distance (-)</li> <li>2. Proportion of people travelling to work by public transport, walking or cycling (+)</li> <li>3. <b>Proportion of the workforce who remain in their own area for work, according to travel to work statistics (+)</b></li> <li>4. <b>Proportion of housing development completed within or adjoining the main towns, Severnside Settlements, Rural Secondary Settlements (RSS) and rural general, as identified in Policy S1.</b></li> <li>5. <i>Percentage of major* new development within 10 minute walk from a frequent and regular bus service (+)(includes residential, employment, retail and</i> </li> </ol>	<ol style="list-style-type: none"> <li>1. 21.9km**</li> <li>2. 16.7%**</li> <li>3. 57.9%****</li> <li>4. Main Towns: 38.2%, Severnside: 19.3%, RSS: 21.4%, Rural General: 21%</li> <li>5. 87%</li> </ol>	<p><b>1 – 2.</b> The 2011 Census recorded 16.7% of people travelling to work by public transport, walking or cycling. The average travel to work distance is 21.9km. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. The data will subsequently remain the same in future AMRs.</p> <p><b>3.</b> The Welsh Government travel to work statistics identify 57.9% of the Monmouthshire workforce remaining in their own area for work. This figure has decreased marginally by 0.4% since the previous AMR. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.</p> <p><b>4.</b> The Main Towns provided the largest proportion of dwelling completions over the monitoring period equating to 38.3% of the overall figure. The Rural Secondary Settlements provided 21.4% and the Rural General which incorporates figures from the Main Villages provided 21%. The Severnside Settlements accounted for 19.3% over the monitoring period, although this was an increase from 8.1% in the previous monitoring period. The Policy Analysis in Section 5 relating to the Spatial Strategy provides full analysis of this indicator.</p> <p><b>5.</b> Of the 15 applicable schemes, 11 related to residential uses, 2 related to employment, 1 to leisure (Chepstow Racecourse) and the final scheme related to a care home. The Sudbrook Paper Mill site is the only site that is not located in its entirety to a bus stop/service within a 10 minute walk. The bus service in Sudbrook is no longer operating, part of the Sudbrook Paper Mill site (212 dwellings) is currently located within a 10 minute walk of a bus stop in Portskewett,</p>

Headline	Objective	SA Indicators	Data	Commentary
		<i>leisure permissions only)</i>		<p>however, part of the site would be over a 10 minute walk. The S106 agreement for the Sudbrook Paper Mill site nevertheless includes a £200,000 contribution to be used by the Council towards the provision of a public transport service serving Sudbrook. In addition to this 46 houses permitted at the Old Shipyard, Sudbrook site would be located just over a 10 minute walk of a different bus stop in Portskewett, which can be accessed via Black Rock. The 13 other schemes are nevertheless located within a 10 minute walk of a frequent and regular bus service. While the proportion of major development schemes within a 10 minute walk of a frequent and regular bus service has decreased from 100% to 87% since the last AMR, it should be noted that only 5 schemes were considered at that time. Provision is being made in the form of a s106 to provide a bus service to Sudbrook, the figure would therefore rise to 100% once this is implemented.</p> <p><b>Continue to monitor SA objective.</b></p>
Housing	Provide a range of types and tenures of housing that allows people to meet their housing needs	<ol style="list-style-type: none"> <li>1. People in housing need (-)</li> <li>2. <b>Affordable home completions (+)</b></li> <li>3. <b>General market home completions</b></li> <li>4. <b>Density of housing permitted on allocated sites (SAH1 – SAH10)</b></li> <li>5. <b>The number of dwellings permitted and completed on strategic sites as identified in policy S3.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. 474 per year over 5 Year Period (2015 base date)</li> <li>2. 47</li> <li>3. 191</li> <li>4. 2 granted permission, densities of 26 &amp; 30</li> <li>5. 212 dwellings permitted, 21 completed</li> <li>6. 0 completed</li> </ol>	<ol style="list-style-type: none"> <li>1. The latest data available was recorded in the last AMR and has not yet been updated. The Local Housing Market Assessment (LHMA) 2015-2020 was published in April 2015. The new LHMA uses a different methodology to that used to provide evidence for the LDP. The results, therefore, are not directly comparable. The 474 figure should not be taken as a target for the delivery of affordable housing as new build homes are not the only supply of affordable homes in Monmouthshire. The Council is working with private landlords to increase the supply of private rented homes and to bring empty homes back into use. As noted above the figure has not been updated since the previous AMR, it nevertheless provides an indication of current projected need for affordable housing within the County and sets a benchmark the Council can work towards.</li> </ol>

Headline	Objective	SA Indicators	Data	Commentary															
		<p><b>6. Number of affordable dwellings built through rural exception schemes</b></p> <p><b>7. Number of dwellings provided in accordance with the settlement hierarchy set out in Policy S2</b></p> <p><b>8. Housing land supply</b></p>	<p><b>7.</b> See table in commentary section</p> <p><b>8.</b> 4.0 Years</p>	<p><b>2 – 5.</b> There were 47 affordable home completions and 191 market dwelling completions over the monitoring period. Of the 2 allocated sites granted permission (SAH1 to SAH10) 1 of the sites (Sudbrook Paper Mill SAH7) had a density of 30 dwellings per hectare (dpha) which is higher than the site's target density of 29 dpha as set out in the LDP, the other was below the site's target density of 32 dpha at 26 dpha (Coed Glas SAH9). While there is a decrease in the number of dwellings permitted (212 permissions 2016 - 2017) on strategic sites from the previous AMR (340 permissions 2015 - 2016) there was an increase in completions as none were recorded in the previous two AMRs. The 21 completions relate solely to the Wonastow Road site.</p> <p><b>6.</b> There were no completions relating to rural exception schemes over the monitoring period. The single dwelling build your own affordable home site referred to in previous two AMRs has progressed further but is not yet completed.</p> <p><b>7.</b> The table below provides a breakdown of the 238 dwellings completions, in comparison with the settlement hierarchy set out in Policy S2. The Policy Analysis in Section 5 relating to the Spatial Strategy provides a full analysis of this indicator.</p> <table border="1"> <thead> <tr> <th></th> <th>2016 – 2017</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td><b>Main Towns</b></td> <td>38.2%</td> <td>41%</td> </tr> <tr> <td><b>Sevenside</b></td> <td>19.3%</td> <td>33%</td> </tr> <tr> <td><b>Rural Secondary</b></td> <td>21.4%</td> <td>10%</td> </tr> <tr> <td><b>Rural General</b></td> <td>21%</td> <td>16%</td> </tr> </tbody> </table> <p><b>8.</b> The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2016-2017 period demonstrates that based on the residual method the County had 4.0 year housing land supply. The Policy Analysis in</p>		2016 – 2017	Target	<b>Main Towns</b>	38.2%	41%	<b>Sevenside</b>	19.3%	33%	<b>Rural Secondary</b>	21.4%	10%	<b>Rural General</b>	21%	16%
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<b>Rural General</b>	21%	16%																	

Headline	Objective	SA Indicators	Data	Commentary
				Section 5 relating to Strategic Policy S2 provides a full analysis of this indicator.  <b>Continue to monitor SA objective.</b>
Health, safety & security	To improve health and wellbeing by encouraging more healthy lifestyles, and protecting people from risk that may impact on their health and/or safety	<b>1.</b> Amount of open space created as a result of planning permissions	<b>1.</b> 2ha	<b>1.</b> A total of 2 hectares of open space was approved as a result of planning permissions over the monitoring period. This demonstrates that developments permitted through the planning process are successfully facilitating the provision of new open spaces.  <b>Continue to monitor SA objective.</b>
Community	To support and promote the distinctive character of local communities and community cohesion	<b>1.</b> Number of community and recreation facilities granted planning permission (+) <b>2.</b> Amount of community and recreation facilities lost to other uses. <b>3.</b> Amount of public open space / playing fields lost to development which is not allocated in the development plan	<b>1.</b> 4 <b>2.</b> 6 <b>3.</b> 0ha	<b>1.</b> Over the monitoring period a total of 4 facilities were granted planning permission as either community or recreation facilities. Of which 1 was for a recreation use and 3 for community facilities. There was a minor decrease in the number of community / recreation facilities approved over the monitoring period (4 facilities) when compared to the previous AMR (5 facilities). This conflicts with the desired direction of change and will therefore continue to be monitored in future AMRs. For further detail refer to the Policy Analysis in Section 5 relating to Community and Recreation Facilities.  <b>2.</b> There has been a loss of 6 community facilities over the period monitored. Five of the applications related to residential redevelopment. While the data collected indicates that a number of community facilities have been lost to alternative uses over the monitoring period, their loss is justified within the context and requirements of the LDP policy framework. For further detail refer to

Headline	Objective	SA Indicators	Data	Commentary
				<p>the Policy Analysis in Section 5 relating to Community and Recreation Facilities.</p> <p><b>3.</b> No permissions were granted on playing fields or any other areas of open space for development that is not allocated in the LDP. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment.</p> <p><b>Continue to monitor SA objective.</b></p>
Biodiversity	Protect, value, manage and enhance healthy functioning ecosystems, habitats and natural species diversity, valuing nature conservation interests wherever they are found	<p><b>1. Developments permitted that cause harm to the overall Nature Conservation value of locally designated sites (-)</b></p> <p><b>2. Number of new developments delivering habitat creation and restoration</b></p> <p><b>3. Hectares of ancient woodland lost to development (-)</b></p> <p><b>4. Development permitted within internationally / nationally important nature conservation areas.</b></p>	<p><b>1.</b> 1 application</p> <p><b>2.</b> 0</p> <p><b>3.</b> Approximately 0.025ha ancient woodland potentially lost to development</p> <p><b>4.</b> 0</p>	<p><b>1.</b> One application was granted over the monitoring period that may cause harm to a SINC. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment. This is the first year information has been available to monitor this indicator and there is subsequently no comparable data, this will continue to be monitored in future AMRs.</p> <p><b>2.</b> There were no developments permitted specifically to deliver habitat creation and restoration during the monitoring period.</p> <p><b>3.</b> A very small proportion of ancient woodland could be lost as a result of developments approved over the monitoring period. This related to the felling of approximately 15-20 mature larch trees to allow for minerals extraction on the site<sup>9</sup>. The applicant nevertheless provided a Woodland Assessment and Management Plan in support of the application which identifies that the woodland lends itself to gradual long term restoration to predominately native broadleaves. The application is conditioned accordingly and will be restored fully once the operation ceases in five year's time, it was concluded that the proposal would not cause unacceptable harm to the ancient woodland.</p>

<sup>9</sup> Relates to DC/2015/01541 at Cledd-y-Tan Wood, Kilgwrrwg

Headline	Objective	SA Indicators	Data	Commentary
				<p>4. There were no developments permitted or completed within internationally / nationally important nature conservation areas during the monitoring period. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment.</p> <p><b>Continue to monitor SA objective.</b></p>
Landscape	To maintain and enhance the quality and character of the landscape, including its contribution to the setting and character of settlements	<p>1. Number of trees protected by TPOs lost to development (-)</p>	<p>1. Approximately 20 trees protected by TPOs lost.</p>	<p>1. Approximately 20 Tree Preservation Order trees were lost to development over the monitoring period. These all relate to trees on the Coed Glas site which is designated in Policy SAH9 for residential development. While the figure appears large the loss of the trees is justified in order to bring forward the LDP allocation. The tree losses also consist in the main of low quality, linear groups. The scheme includes mitigation of tree loss through additional tree planting to supplement the trees retained on site.</p> <p><b>Continue to monitor SA objective.</b></p>
Built Environment	To maintain and enhance the built environment for both its visual character and distinctiveness and to create a better living environment.	<p>1. <b>Planning permission granted for renewable and low carbon energy development.</b></p> <p>2. <b>Number of new developments completed that incorporate on-site renewable energy generation. (i.e. permissions following LDP adoption that have been completed over</b></p>	<p>1. 5</p> <p>2. 3</p> <p>3. N/A</p>	<p>1. Five applications were approved over the monitoring period for on-site renewable energy generation. Three of the schemes related to small scale solar development. The other two schemes related to biomass. This compares to a total of eight schemes in the previous AMR. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p> <p>2. A total of 3 renewable energy schemes were completed over the monitoring period and are now in operation. All three completed schemes related to solar, one small scale and two large schemes. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p>

Headline	Objective	SA Indicators	Data	Commentary
		<p><b>the 2016-2017 monitoring period)</b></p> <p><b>3. Sample of planning applications granted for developments with the potential for significant design / environmental implications.</b></p>		<p><b>3.</b> Members of Planning Committee attended two design tours over the monitoring period. The design tours took place in September 2016 and March 2017, a total of 6 applications were considered that were approved under the LDP. A further application related to a listed building and is therefore referred to in relation to indicator 2 against the historic heritage headline. Members reacted positively in the main to the developments and no major concerns were made. Refer to the Policy Analysis in Section 5 on Place Making and Design for further details.</p> <p><b>Continue to monitor SA objective.</b></p>
Historic heritage	Understand, value, protect and restore, where necessary, the historic cultural heritage of the area, including features of the built and semi-natural environment	<p><b>1. Number of listed building and historic sites (-)</b></p> <p><b>2. Sample of planning applications granted for developments with the potential for significant impact on buildings of historic / archaeological interest, scheduled ancient monuments and conservation areas adversely affected by development.</b></p> <p><b>3. Number of conservation areas with an up-to-date character appraisal</b></p>	<p><b>1.</b> Listed Buildings: 2153, Scheduled Ancient Monuments: 164, Historic Parks &amp; Gardens: 45, Archaeological Sensitive Areas: 10 and Landscapes of Historic Importance: 3</p> <p><b>2.</b> N/A</p> <p><b>3.</b> 19 up to date Conservation Area character appraisals.</p>	<p><b>1.</b> No listed buildings were delisted by Cadw over the monitoring period. Further to this there were no changes in relation to Scheduled Ancient Monuments, Historic Parks and Gardens, Archaeologically Sensitive Areas or Landscapes of Outstanding Historic Interest over the monitoring period.</p> <p><b>2.</b> As part of their annual design tour in September 2016, Members of Planning Committee visited one listed building granted planning permission/listed building consent under the LDP. Members were impressed with the simple detailing of the lean-to extension which uses modern materials in contrast to the traditional elements of the Meal House building. Refer to the Policy Analysis in Section 5 on Place Making and Design for further details.</p> <p><b>3.</b> A total of 19 Conservation Area Appraisals have been produced and adopted as SPG. Refer to the Place Making and Design Policy Analysis in Section 5 for further details.</p> <p><b>Continue to monitor SA objective.</b></p>

Headline	Objective	SA Indicators	Data	Commentary
Air	To reduce all forms of air pollution in the interests of local air quality and the integrity of the atmosphere to protect from climate change	<ol style="list-style-type: none"> <li>1. Number of locations where air quality exceeds objective levels per annum (-)</li> <li>2. Percentage of people employed using their car/van as their main way of commuting to and from work either by driving or as a passenger (-)</li> <li>3. Proportion of people employed travelling to work by public transport, walking or cycling (+)</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 location in Chepstow</li> <li>2. 81.4%**</li> <li>3. 16.7%**</li> </ol>	<p>1. The annual objective level of nitrogen dioxide was only exceeded in one location in 2016. This related to Hardwick Hill in Chepstow, the same location as the previous year. For the second year running there was no exceedance in Usk. There were also no exceedances in Llanfoist or Monmouth. Monitoring tubes are positioned in Chepstow, Llanfoist, Monmouth and Usk as these are the areas identified as having air quality issues. The location where air quality exceeds objective levels remains unchanged over the monitoring period, the environmental health team continue to monitor this closely and are investigating a number of ways to reduce this level. While there has been no improvement it is encouraging that there are no additional locations that exceed objective levels of air quality, the indicator will continue to be monitored in future AMRs.</p> <p>2 – 3. The 2011 Census recorded 16.7% of people travelling to work by public transport, walking or cycling. The mode of commuting statistics are also taken from the 2011 Census identifying 81.4% of people employed as using their car/van as their main way of commuting to and from work. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. This data will subsequently remain the same in future AMRs.</p> <p><b>Continue to monitor SA objective.</b></p>
Water quality	To maintain and improve the quality of ground, surface and coastal waters	<ol style="list-style-type: none"> <li>1. % of rivers reaching 'good' water quality status (+)</li> <li>2. Proportion of allocated sites and all other developments of</li> </ol>	<ol style="list-style-type: none"> <li>1. 32%***</li> <li>2. 8 of 20</li> </ol>	<p>1. The Water Framework Directive (WFD) combines ecological and chemical status in its reporting, the surface water body will need to reach good status in both elements in order to reach an overall 'good status'. Of the rivers assessed across Monmouthshire, 32% were considered to have obtained 'good' status in 2015. NRW no longer</p>



Headline	Objective	SA Indicators	Data	Commentary
		over 10 dwellings/1ha that incorporate SUDS (+) <sup>10</sup>		<p>produce an annual classification and the figures subsequently remain the same as the previous monitoring period.</p> <p><b>2.</b> Of the twenty applicable applications permitted, eleven related to residential schemes, two to employment sites and the remaining seven a wide range of uses. Seven of the residential schemes incorporated SUDS ranging from on-site permeable surfacing and soakaways to a containment pond system for surface water drainage. Only one of the employment proposals incorporated SUDS into its development, this related to an attenuation tank. SUDS were not incorporated into the other uses although a condition was put in place for a water management plan for one of the schemes. While SUDS were not fully incorporated into all major developments over the monitoring period, the lack of SUDS appears to be justified in many of the cases and the reasoning behind the lack of SUDS is recognised within the application details and officers' reports. The number of major developments permitted has increased significantly since the previous monitoring period where there were only 5 such schemes permitted. The proportion of schemes that incorporated SUDS has nevertheless decreased since the previous monitoring period, this indicator will subsequently be monitored closely in the next AMR.</p> <p><b>Continue to monitor SA objective.</b></p>
Water supply	To maintain the quantity of water available including potable water supplies, and	<b>1.</b> Proportion of groundwater bodies reaching 'good' quantity status (+)	<b>1.</b> 100%***	<b>1.</b> Monmouthshire sits within three groundwater bodies, the Usk Devonian Old Red Sandstone (ORS), Wye Secondary Devonian ORS and Usk and Wye southern Carboniferous Limestone. All three groundwater bodies had good status for quantity over the 2015 monitoring period.

<sup>10</sup> SUDS are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SUDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SUDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment (British Geological Society)

Headline	Objective	SA Indicators	Data	Commentary
	ground water and river levels			NRW no longer produce an annual classification and the figures subsequently remain the same as the previous monitoring period.  <b>Continue to monitor SA objective.</b>
Flood risk	Ensure that new development is designed and located to avoid the risk of flooding, and ensure the risk of flooding is not increased elsewhere	<p><b>1. Number of permissions for development in Flood Zones C1 and C2 not meeting all TAN 15 tests (-)</b></p> <p><b>2. Proportion of allocated sites and all other developments of over 10 dwellings/1ha that incorporate SUDS (+)</b></p> <p><b>3. Instances where rivers experienced summer low flow (-)</b></p>	<p><b>1. 0</b></p> <p><b>2. 8 of 20</b></p> <p><b>3. 0***</b></p>	<p><b>1.</b> No applications have been granted planning permission contrary to TAN15 requirements in either Zone C1 or C2 floodplain over the monitoring period. This replicates the results of the previous monitoring period.</p> <p><b>2.</b> Of the twenty applicable applications permitted, eleven related to residential schemes, two to employment sites and the remaining seven a wide range of uses. Seven of the residential schemes incorporated SUDS ranging from on-site permeable surfacing and soakaways to a containment pond system for surface water drainage. Only one of the employment proposals incorporated SUDS into its development, this related to an attenuation tank. SUDS were not incorporated into the other uses although a condition was put in place for a water management plan for one of the schemes. While SUDS were not fully incorporated into all major developments over the monitoring period, the lack of SUDS appears to be justified in many of the cases and the reasoning behind the lack of SUDS is recognised within the application details and officers reports. The number of major developments permitted has increased significantly since the previous monitoring period where there were only 5 such schemes permitted. The proportion of schemes that incorporated SUDS has nevertheless decreased since the previous monitoring period, this indicator will subsequently be monitored closely in the next AMR.</p> <p><b>3.</b> There are three key river monitoring stations in Monmouthshire positioned on the River Usk, River Wye and River Monnow. None of the Gauging Stations recorded flows below the 95<sup>th</sup> percentile over the</p>

Headline	Objective	SA Indicators	Data	Commentary
				<p>monitoring period. NRW note flows of each river are below Q95 on average for around 18 days per year, any additional days above this provides a typical indicator of summer low flows. No days of low flow were recorded over this monitoring period on the three rivers in Monmouthshire indicating an improvement on data recorded in the previous AMR. For the past three years the rivers have not recorded summer low flow as they have all been consistently below the 18 days (River Wye 12 days &amp; River Usk 13 days 2014 &amp; River Wye 5 days &amp; River Usk 1 day 2015) and there has subsequently been no summer low flow since LDP adoption.</p> <p><b>Continue to monitor SA objective.</b></p>
Minerals and waste	To ensure that primary materials and minerals are managed in a sustainable way, by safeguarding mineral areas, encouraging re-use and recycling and avoiding final disposal of resources	<p><b>1. Number of permitted permanent non-mineral developments on safeguarded sites that do not comply with Policy M2 (-)</b></p> <p><b>2. Proportion of Monmouthshire's household waste being recycled and composted (+)</b></p> <p><b>3. Amount of waste management capacity permitted expressed as a percentage of the total capacity required as identified in the Regional Waste Plan</b></p>	<p><b>1.</b> 0</p> <p><b>2.</b> 64.1%****</p> <p><b>3.</b> 0ha permitted</p> <p><b>4.</b> 0</p>	<p><b>1.</b> No applications were granted for permanent non-mineral developments on safeguarded sites that did not comply with Policy M2 during the monitoring period. This is in line with the previous monitoring period.</p> <p><b>2.</b> The latest data published is for the 2015 – 2016 period which suggests 64.1% of Monmouthshire's total household waste was recycled or composted. This has decreased marginally since the previous AMR which indicated 66.6% was recycled or composted. This indicator will continue to be monitored in future AMRs.</p> <p><b>3.</b> There were no permissions for waste management capacity during the monitoring period. For further information refer to the Policy Analysis in Section 5 relating to Waste.</p> <p><b>4.</b> No primary land-won aggregates were extracted over the monitoring period. There has therefore, been no reduction in the land bank in Monmouthshire. For further information refer to the Policy Analysis in Section 5 relating to Minerals.</p>

Headline	Objective	SA Indicators	Data	Commentary
		<b>4. Extent of primary land-won aggregates resources as a percentage of total capacity identified in the Regional Technical Statement.</b>		<b>Continue to monitor SA objective.</b>
Land/soil	To use land efficiently by prioritising development on previously developed land where possible, and using existing land efficiently by tackling contamination and protecting higher grade agricultural soil	<b>1. Proportion of development permitted on greenfield land as a percentage of all development excluding householder, conversions and agricultural buildings (nc or -)</b> <b>2. Amount of Greenfield land lost to development which is not allocated in the development plan</b> <b>3. Annual average densities of new housing development (+)</b> <b>4. Hectares of agricultural land at Grade 3a and better lost to major* development (excluding LDP allocations and</b>	<b>1.</b> 48.8% <b>2.</b> 16.5ha <b>3.</b> 23.5dpha <b>4.</b> 0	<b>1.</b> A total of 36.3 hectares of development was permitted over the monitoring period, 17.7ha of which was on greenfield sites. This equated to 48.8% of all development (excluding householder, conversions and agricultural buildings) as being permitted on greenfield land. A number of the applications permitted related to the change of use of land to accommodate sustainable tourism accommodation which are non-permanent forms of development. There has been a substantial reduction in the amount of greenfield land permitted for development since the previous monitoring period in accordance with the desired direction of change.  <b>2.</b> Over the monitoring period 31 permissions were granted on greenfield land not allocated for development in the LDP, totalling 16.5 hectares. This compares favourably to the previous two AMRs when the amount of non-allocated greenfield land permitted was significantly higher (44.6 hectares in 2015; 26 hectares in 2014). For further detail refer to the Landscape, Green Infrastructure and Natural Environment Policy Analysis in Section 5.  <b>3.</b> The annual average density of all new housing development equated to 23.5 dwellings per hectare. This figure is higher than the previous two AMRs which related to a total of 22 (2015-2016) and 21 (2014-2015) dwellings per hectare, indicating a gain from the previous two monitoring periods and therefore positive progress. Furthermore while

Headline	Objective	SA Indicators	Data	Commentary
		agricultural development)		<p>the figure is lower than the LDP target of 30 dwellings per hectare, only 7 applications for sites of over 10 were granted permission over the monitoring period. The majority of permissions related to infill plots in gardens, decreasing the density of developments overall.</p> <p><b>4.</b> No agricultural land at Grade 3a and better was lost to major development over the monitoring period. The Welsh Government are currently developing a new predictive Agricultural Land Classification for Wales. This will provide a more accurate classification of agricultural land and will be used in future AMRs against this indicator.</p> <p><b>Continue to monitor SA objective.</b></p>
Energy	To secure energy efficiency improvements in all new buildings and encourage energy generation from renewable sources.	<b>1. Number of new developments completed that incorporate on-site renewable energy generation. (i.e. permissions following LDP adoption that have been completed over the 2016-2017 monitoring period)</b>	<b>1.</b> 5	<p><b>1.</b> Five applications were approved over the monitoring period for on-site renewable energy generation. Three of the schemes related to small scale solar development. The other two schemes related to biomass. This compares to a total of eight schemes in the previous AMR. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p> <p><b>Continue to monitor SA objective.</b></p>
Employment	Provide a range of jobs within Monmouthshire that help meet the needs of the resident workforce	<p><b>1. Net employment land supply/ development and take-up of employment land (+)</b></p> <p><b>2. Amount of employment land lost</b></p>	<p><b>1.</b> Supply 40.76ha, Take-up 3.21ha</p> <p><b>2.</b> 0.65ha</p> <p><b>3.</b> 57.9%*****</p> <p><b>4.</b> 21.9km**</p>	<p><b>1.</b> The Employment Land Background Paper identified 40.76ha of employment land available across the County, the supply relates to SAE1 Identified Industrial and Business Sites only. Whilst sufficient land is available, the take-up rate of employment land was limited to 3.21ha over the monitoring period. The take-up<sup>11</sup> is substantially higher than the previous two AMRs (0.38ha 2014-2015 and 1.131ha 2015 -2016 respectively) and is consequently a very positive progression. For</p>

<sup>11</sup> Employment land take-up relates to SAE1 Identified Industrial and Business Sites, SAE2 Protected Employment Sites and Mixed Use Sites.

Headline	Objective	SA Indicators	Data	Commentary
		<p><b>to non-employment uses</b></p> <p><b>3. Proportion of resident workforce working in Monmouthshire (+)</b></p> <p><b>4. Average travel to work distance (-)</b></p> <p><b>5. Percentage of vacant units within CSA of each town and local centre</b></p>	<p><b>5.</b> Abergavenny: 8.7%, Caldicot: 10.1%, Chepstow: 7.1%, Monmouth: 4.9%, Magor: 0%, Raglan: 0%, Usk: 13.1%</p>	<p>further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <p><b>2.</b> Two applications involving the loss of B use class employment land were approved during the monitoring period, totalling 0.65 hectares. The first proposal related to a care facility (Use Class C2), 0.6 hectares, at the identified business and industrial site at Westgate Business Park, Llanfoist (SAE1d) (allocated for B1 and B2 uses). The other proposal at Bulwark Road, Chepstow (SAE2i) was granted permission for a change of use from a commercial repair garage (Use Class B2) to a gym (Use Class D2). It is recognised that both of these uses generate employment opportunities. The loss of the employment land for both sites is justified within the context and requirements of the LDP policy framework. For further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <p><b>3.</b> The Welsh Government travel to work statistics identify 57.9% of the Monmouthshire workforce remaining in their own area for work. While this is marginally less than last year's figure and lower than the Welsh average it is higher than the figure recorded in the 2014 AMR. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.</p> <p><b>4.</b> The average travel to work distance is 21.9km. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. This data will subsequently remain the same in future AMRs.</p> <p><b>5.</b> Vacancy rates recorded in the Central Shopping Areas (CSA) for all of the County's town and local centres are below the Welsh vacancy rate (15.2% December 2016, Local Data Company). Only one town (Usk)</p>

Headline	Objective	SA Indicators	Data	Commentary																																																
				recorded a higher rate than the UK vacancy rate (12.2% December 2016, Local Data Company). For full details refer to the Retail Policy Analysis in Section 5.  <b>Continue to monitor SA objective.</b>																																																
Wealth creation	Raise prosperity and quality of life by developing a more self-sustaining local economy encouraging indigenous growth	<ol style="list-style-type: none"> <li>1. Range of SAE1/SAE2/Identified Mixed Use Sites available, distribution and size</li> <li>2. Planning permissions granted for employment use by settlement</li> <li>3. Planning permissions granted for employment use by sector</li> <li>4. Proportion of resident workforce working in Monmouthshire (+)</li> <li>5. Number of people in-commuting to Monmouthshire</li> <li>6. Number of people out-commuting from Monmouthshire</li> <li>7. Tourism expenditure (+)</li> <li>8. Number of rural diversification/</li> </ol>	<ol style="list-style-type: none"> <li>1. See table in commentary section</li> <li>2. Main Towns: 0.52ha, Severnside: 0.17ha, RSS: 0.01ha, Rural General: 1.14ha</li> <li>3. See table in commentary section</li> <li>4. 57.9%*****</li> <li>5. 20,400*****</li> <li>6. 18,700*****</li> <li>7. £190.05 Million *****</li> <li>8. 6</li> <li>9. 24</li> <li>10. 1</li> </ol>	<p>1. The table below identifies the range of employment sites across the County by location along with the size of the sites available. While a large proportion of land is located in Magor there is distribution across the Main Towns and some of the Rural Secondary Settlements. The Beaufort Park site (SAE1i) is no longer included within this table as the 0.42ha site is currently under construction for five B2/B8 units.</p> <table border="1"> <thead> <tr> <th>Site Reference</th> <th>Site Name/Location</th> <th>Site Use Class</th> <th>Remaining land available (ha)</th> </tr> </thead> <tbody> <tr> <td>SAE1a</td> <td>Wales One, Magor (west)</td> <td>B1</td> <td>4.0</td> </tr> <tr> <td>SAE1b</td> <td>Quay Point, Magor</td> <td>B1/B2/B8</td> <td>13.76</td> </tr> <tr> <td>SAE1c</td> <td>Gwent Europark, Magor</td> <td>B8</td> <td>13.3</td> </tr> <tr> <td>SAE1d</td> <td>Westgate, Llanfoist</td> <td>B1/B2</td> <td>1.9</td> </tr> <tr> <td>SAE1e</td> <td>Ross Road, Abergavenny</td> <td>B1/B2</td> <td>1.5</td> </tr> <tr> <td>SAE1f</td> <td>Newhouse Farm, Chepstow</td> <td>B2/B8</td> <td>4.0</td> </tr> <tr> <td>SAE1g</td> <td>South Woodside, Usk</td> <td>B1</td> <td>1.3</td> </tr> <tr> <td>SAE1h</td> <td>Pill Row, Caldicot</td> <td>B1/B8</td> <td>1.0</td> </tr> <tr> <td>SAE2l</td> <td>Wonastow Road, Monmouth</td> <td>B1/B2/B8</td> <td>0.55</td> </tr> <tr> <td>SAE2w</td> <td>Wales One, Magor</td> <td>B1/B2/B8</td> <td>0.57</td> </tr> <tr> <td>SAH2</td> <td>Crick Road, Portskewett</td> <td>B1</td> <td>1.0</td> </tr> </tbody> </table>	Site Reference	Site Name/Location	Site Use Class	Remaining land available (ha)	SAE1a	Wales One, Magor (west)	B1	4.0	SAE1b	Quay Point, Magor	B1/B2/B8	13.76	SAE1c	Gwent Europark, Magor	B8	13.3	SAE1d	Westgate, Llanfoist	B1/B2	1.9	SAE1e	Ross Road, Abergavenny	B1/B2	1.5	SAE1f	Newhouse Farm, Chepstow	B2/B8	4.0	SAE1g	South Woodside, Usk	B1	1.3	SAE1h	Pill Row, Caldicot	B1/B8	1.0	SAE2l	Wonastow Road, Monmouth	B1/B2/B8	0.55	SAE2w	Wales One, Magor	B1/B2/B8	0.57	SAH2	Crick Road, Portskewett	B1	1.0
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		<p>enterprise schemes approved</p> <p>9. Number of tourism schemes approved</p> <p>10. Number of tourism facilities lost through development, change of use or demolition</p>		<table border="1"> <tr> <td>SAH3</td> <td>Fairfield Mabey, Chepstow</td> <td>B1</td> <td>2.8</td> </tr> <tr> <td>SAH4</td> <td>Wonastow Road, Monmouth</td> <td>B1</td> <td>2.78</td> </tr> <tr> <td>SAH5</td> <td>Rockfield Farm, Undy</td> <td>B1</td> <td>2.0</td> </tr> </table> <p>2. The Rural areas accounted for the majority of permissions relating to employment over the monitoring period equating to 1.14ha. 0.81ha of which was however located adjacent the Protected Employment Site at Mamhilad Techology Park. The Main Towns followed with 0.94ha. The Severnside area and Rural Secondary Settlements accounted for a lesser number of permissions accounting for 0.17ha and 0.01ha respectively over the monitoring period. For further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <p>3. The table below only identifies those sectors where planning permission for employment uses occurred over the monitoring period. The largest proportion of employment floorspace for B use classes permitted related to Transport and Storage; information and communication. For the full list of sectors and additional information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <table border="1"> <thead> <tr> <th>Sector</th> <th>Size(ha)</th> </tr> </thead> <tbody> <tr> <td>Manufacturing</td> <td>0.07ha</td> </tr> <tr> <td>Wholesale &amp; retail trade; repair of motor vehicles and motor cycles</td> <td>0.42ha</td> </tr> <tr> <td>Transport &amp; storage; information and communication</td> <td>0.82ha</td> </tr> <tr> <td>Real estate activities; Professional, scientific and technical activities; Administrative and support service activities</td> <td>0.41ha</td> </tr> </tbody> </table>	SAH3	Fairfield Mabey, Chepstow	B1	2.8	SAH4	Wonastow Road, Monmouth	B1	2.78	SAH5	Rockfield Farm, Undy	B1	2.0	Sector	Size(ha)	Manufacturing	0.07ha	Wholesale & retail trade; repair of motor vehicles and motor cycles	0.42ha	Transport & storage; information and communication	0.82ha	Real estate activities; Professional, scientific and technical activities; Administrative and support service activities	0.41ha
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Accommodation & food service activities	0.02ha					

Headline	Objective	SA Indicators	Data	Commentary
				<p><b>7.</b> The Monmouthshire STEAM report (2017) identified the annual tourism expenditure as £190.05 Million over the 2016 period. This compared to £186.65 Million over the 2015 period, equating to a 1.8% increase.</p> <p><b>8.</b> A total of 6 applications relating to rural diversification/enterprise were approved during the monitoring period. 4 of the applications were approved as rural enterprise and 2 as rural diversification. Full details of which can be found in the Rural Enterprise Policy Analysis in Section 5.</p> <p><b>9 – 10.</b> A total of 24 tourism schemes were approved over the monitoring period ranging from individual holiday lets (all conversions) to glamping accommodation including shepherds huts. One planning application was approved which involved the loss of a tourism facility over the monitoring period, this related to the Swan Hotel in Abergavenny. The change of use was however considered acceptable given its economic benefits to the local area, including an associated increase in employment opportunities. The Visitor Economy Policy Analysis in Section 5 provides full detail of the type of tourism facilities gained over the monitoring period.</p> <p><b>Continue to monitor SA objective.</b></p>

\*Major development - development involving one or more of the following: developments of 10 or more dwellings or 0.5ha or more for outline and full applications; development of building or buildings where the floor space to be created is 1000m<sup>2</sup> or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

\*\*Figure derived from Census 2011

\*\*\* Natural Resources Wales

\*\*\*\* Welsh Government Stats Wales

\*\*\*\*\*Welsh Government Commuting Statistics (2016)

\*\*\*\*\*Monmouthshire STEAM Report (2016)

**Amended/Deleted SA Indicators – These indicators have been updated since the 2015-2016 Annual Monitoring Report**

Headline	Original SA Indicator	Reason for amendment
Accessibility	<i>Percentage of major* new development within 10 minute walk from a frequent and regular bus service (+) (excludes minerals, waste and renewable energy permissions)</i>	The parameters of this indicator have been amended to outline the specific types of major development included rather than those that are excluded.
Housing	<b>Density of housing permitted on allocated sites</b>	Additional detail has been added to the indicator to provide clarification. This is in line with the LDP indicator.
Land/soil	<b>Proportion of development permitted on greenfield land as a percentage of all development excluding householder, change of use and agricultural buildings (nc or -)</b>	Amended in line with the LDP indicator, change of use has been amended to conversions to ensure the change of use of land is considered.
Energy	Number of new developments permitted that incorporate on-site renewable energy generation (excludes householder, change of use and agricultural buildings)	Updated in line with the SA indicator included under Built Environment headline.
Wealth Creation	Range of SAE1/SAE2/Identified Mixed Use Sites available, distribution and size (+)	The symbol at the end of this indicator has been deleted. The only time an increase in Employment Land Supply would be created would be through additional allocations as a consequence of review of the LDP/a new LDP.

## 7 Conclusions and Recommendations

- 7.1 This is the third AMR to be prepared since the adoption of the Monmouthshire LDP. Although the LDP has only been operational for 3 years, trends have emerged through the monitoring process as to which policies are performing as intended and which are not. Reflecting last year's monitoring analysis, the AMR indicates that good progress is being made in delivering many of the Plan's policies with identified targets being met and that the LDP strategy remains sound. However, the AMR also indicates that there continues to be certain elements of the Plan which are progressing more slowly than intended and remain a matter of concern.
- 7.2 Section 5 provides a detailed assessment of how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of the Plan's policies during the current monitoring period based on the traffic light rating used in the assessment:

Targets / monitoring outcomes* are being achieved	52
Targets / monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy	22
Targets / monitoring outcomes* are not being achieved with subsequent concerns over the implementation of policy	8
No conclusion can be drawn due to limited data availability	2

\*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly

### Key Findings

- 7.3 Information collected through the monitoring process indicates that the majority of the indicator targets and monitoring outcomes are being achieved (green traffic light rating), indicating that the relevant Plan policies are performing as intended. The most significant achievements include the following:

#### Strategy and Housing

- Progress continues to be made towards the implementation of the spatial strategy.

- The Council approved proposals for a total of 484 dwelling units of which 93 (19.2%) are for affordable homes.
- Four LDP allocated housing sites gained planning permission:
  - The Former Paper Mill, Sudbrook (SAH7) 212 dwellings including 20 affordable units;
  - Coed Glas, Abergavenny (SAH9) 51 dwellings including 18 affordable units;
  - Main Village site at Penallt (SAH11xii) 10 dwellings comprising 6 affordable and 4 general market dwellings;
  - Main Village site at Shirenewton (SAH11xiv(b)) 5 dwellings comprising 3 affordable and 2 general market dwellings.

Significant progress has been made in relation to three other strategic housing sites.

- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the main towns and main villages.

### **Economy and Enterprise**

- The County has a total of 40.76 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate. The take-up of employment land stood at 3.21 hectares which is attributable to development on identified business and employment (SAE1) sites (Quaypoint Magor and Westgate Business Park Llanfoist) and protected employment (SAE2) sites (Union Road Abergavenny and Magor Brewery).
- There has been significant progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on identified business and industrial sites (SAE1), protected employment sites (SAE2) and non-allocated sites (totalling 2.26 hectares). A number of rural diversification and rural enterprise schemes have also been approved (6).
- The Council approved proposals for a total of 24 tourism facilities, all of which related to tourist accommodation ranging from holiday lets to glamping accommodation. The new Sustainable Tourism Accommodation SPG has helped clarify our general support for this important sector of our economy.

### **Retail and Community Facilities**

- Vacancy rates in the central shopping areas in all of the County's town and local centres remain below the Wales rate. Vacancy rates in all but one (Usk) of the County's central shopping areas remain below the UK rate.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.

- A total of 4 community and recreation facilities have been granted planning permission.

### **Environment**

- 51.2% (18.6 hectares) of development permitted<sup>12</sup> was on brownfield land. This is significant in Monmouthshire terms given the limited opportunities for brownfield development in the County.
- No applications were permitted on areas of open space not allocated for development in the LDP.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There has been no loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.
- A total of 5 schemes incorporating on-site renewable energy generation were permitted<sup>13</sup> and 3 such schemes were completed, including two large scale PV solar parks (Shirenewton and Crick).
- There were no developments permitted in C1/C2 floodplain areas which did not meet TAN15 tests.

7.4 This indicates that much of the policy framework is operatively effectively allowing appropriate development to take place and that good progress has been made in implementing the LDP.

7.5 The analysis also indicates that there are various policy indicators which are not being achieved but there are no corresponding concerns over policy implementation (amber traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issue with the implementation of the policy framework or strategy at this time. The most significant findings in relation to these are as follows:

### **Housing**

- Completions in Severnside remain below the identified LDP target, albeit that completions are considerably above those recorded during the previous AMR. In contrast, permissions in Severnside were considerably higher than the identified target which is attributable to the allocated strategic housing site at Sudbrook Paper Mill obtaining permission.

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<sup>12</sup> Excludes householder, conversions and agricultural buildings.

<sup>13</sup> Excludes householder, change of use and agricultural use.

- While there has been some progress with the Main Village allocations (total of 18 affordable dwelling permissions and 9 affordable dwelling completions since the Plan's adoption), the target for these sites to collectively deliver 20 affordable dwellings per annum has not been achieved. However, advancement (including pre-application meetings) is being made in progressing a number of the Main Village sites which will be reported in the next AMR.

#### **Economy and Enterprise**

- 2 applications involving the loss of B use class employment land were approved, totalling 0.65 hectares. However, the loss was justified within the context and requirements of the LDP policy framework.

#### **Retail and Community Facilities**

- 67% of new retail floorspace permitted was outside of the County's town centres. However, the proposals were considered appropriate given the circumstances of the applications and justified within the context of the Plan's retail planning policy framework.
- While vacancy rates within the County's central shopping areas remain below the Wales rate, vacancy rates in Abergavenny and Usk town centres have risen for 2 consecutive years. However, the increases are marginal and do not raise any immediate concerns with the vitality and viability of the centres.
- 6 community facilities were lost to alternative uses. However, the loss is justified within the context and requirements of the LDP policy framework.

#### **Environment**

- 16.5 hectares of non-allocated greenfield land was granted planning permission. This is, however, significantly lower than that permitted during the last monitoring period (44.6 ha). Tourism accommodation facilities accounted for much (50.5%) of the non-allocated greenfield land permitted, all of which were justified on policy grounds and relate to a reversible use of agricultural land.

7.6 Notwithstanding the above, the information collected through the monitoring process has identified several key policy indicator targets/monitoring outcomes that are not progressing as intended (red traffic light rating). Further investigation has determined that there are concerns with the implementation of these aspects of the policy framework. These are as follows:

#### **Strategy and Housing**

- A total of 238 new dwelling completions (general market and affordable) were recorded during the current monitoring period. This, coupled with the 439 completions recorded during the last two monitoring periods, equates to a total of 667 completions since the Plan's adoption. This is significantly below the

identified LDP target of 488 completions per annum (shortfall of 797 dwelling completions since the Plan's adoption).

- A total of 47 affordable dwelling completions were recorded during the current monitoring period. This, together with the 80 affordable dwelling completions recorded during the previous two monitoring periods, amounts to a total of 127 affordable dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 96 affordable dwelling completions per annum (shortfall of 161 affordable dwelling completions since the Plan's adoption). This relates directly to the construction progress of housing sites, but also to viability issues.
- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2016-17 period demonstrates that the County had 4.0 years housing land supply (based on the residual methodology prescribed in TAN1). This is the second consecutive year that the land supply has fallen below the 5 year target.
- There has been limited progress with the delivery of allocated strategic housing sites. With the exception of the Former Paper Mill site at Sudbrook which achieved planning permission during the current monitoring period and the Wonastow Road site which is under construction, the remaining strategic sites have yet to obtain planning permission, albeit that some have been approved but are awaiting completion of the legal agreements. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.

7.7 Reflecting the findings of the previous AMR, it remains evident that the LDP's key housing provision policies are not being delivered as quickly as anticipated and the lack of a 5 year land supply continues to be a matter of concern. A fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites. While there is sufficient housing land allocated in the LDP to meet the identified dwelling requirements over the Plan period, sites are not progressing as quickly as expected for a variety of reasons, many of which are independent of the planning system such as the wider economy and housing market. Site viability is a major factor impacting on site deliverability and viability assessments slow down the determination of planning applications. The delayed site delivery affects the amount of general market and affordable housing being delivered through the planning system. The TAN1 requirement for LPAs to base the 5 year housing land supply calculation on the residual method is also considered to be a contributing factor in the current shortfall of housing land in the County.

7.8 In terms of housing delivery, the 7 LDP strategic housing sites were due to deliver approximately 2,020 units out of the total need of 4,500 units, with the remainder provided via allocated urban sites (SAH8 Tudor Road, Wyesham and SAH9 Coed Glas, Abergavenny), SAH10 rural secondary settlement sites, SAH11 main village sites, and



other windfall sites. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3 which demonstrates a Plan-period shortfall of 640 dwellings from the strategic sites.

- 7.9 It is essential that the lack of a 5 year housing land supply is addressed to enable the Plan's overall housing requirement to be met. The monitoring evidence indicates that the housing land supply position is unlikely to improve in the short term and it is highly unlikely that Monmouthshire will re-gain a 5 year supply under the current Plan. Accordingly there is a need for additional site allocations to increase the supply of housing land. This continues the trend identified in last year's AMR and Joint Housing Land Availability Study (JHLAS) which led to the recommendation to initiate an early review of the Plan as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional viable and deliverable housing land.
- 7.10 The continued slow progression of allocated strategic housing sites (other than Wonastow Road and Sudbrook Paper Mill) has obvious implications for the housing land supply and also remains a matter of concern, albeit that progress is being made in bringing many of these sites forward and there is no evidence to suggest that the allocations are not deliverable (as detailed in Section 5). It is therefore unlikely to be necessary to review the appropriateness of the majority of the existing LDP allocations, however this will be considered in further detail as part of the Plan review/revision. Nevertheless, the slower than anticipated delivery rate continues to suggest that there is a need for additional site allocations which are viable and easily deliverable and genuinely contribute to the 5 year housing land supply.
- 7.11 Given the importance attached to the land supply issue, the recommendation in last year's AMR to commence an early review of the Plan is maintained. Plan review/revision would also assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the Plan's strategy. However, it is also recognised that adopting a pragmatic approach to the determination of departure applications for residential development sites will assist in this context (as recognised in TAN1, paragraph 6.2).
- 7.12 In view of this, the position remains that an early review of the LDP is necessary because of the housing land supply shortfall. It is not considered that any other aspects of the Plan need reviewing at this time.

#### **Supplementary Planning Guidance (SPG)**

- 7.13 Progress has been made with the preparation and adoption of supplementary planning guidance to help to facilitate the interpretation and implementation of LDP policy which is detailed in Section 3. SPG preparation/adoption will continue in the next monitoring period. Where essential, however, resources will be focused on Plan review/revision.

## **Sustainability Appraisal (SA) Monitoring**

- 7.14 Section 6 expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the LDP monitoring and SA monitoring are interlinked.
- 7.15 Some of the most notable findings specific to the SA during the current monitoring period include:
- 87% of major new development<sup>14</sup> is located within a 10 minute walk from a frequent and regular bus service.
  - 2ha of open space created as a result of planning permissions.
  - Approximately 20 trees protected by a woodland Tree Preservation Order were lost to development as a result of the planning permission for residential development at the allocated site at Coed Glas, Abergavenny (SAH9).
  - One location where the annual objective levels of nitrogen dioxide was exceeded (Hardwick Hill, Chepstow).
  - 8 of 20 proposals permitted on LDP allocated sites and sites of over 10 dwellings/1ha incorporated Sustainable Urban Drainage Systems (SUDS)<sup>15</sup> into the scheme.
  - 64.1% of Monmouthshire's total household waste was recycled or composted.
  - 0 instances where rivers across the County experienced summer low flow.
  - 0 hectares of agricultural land at Grade 3a and better lost to major development.
  - 1.8% increase in tourism expenditure (£190.05 million).
- 7.16 The SA monitoring provides a short term position statement on the performance of the Plan against a number of sustainability indicators. As such it is compared to the previous two AMRs only, emerging trends will become more apparent in future AMRs.

## **Recommendations**

- 7.17 The 2016-17 AMR maintains the trends identified in last year's AMR, that is while good progress has been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The

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<sup>14</sup> Major development is defined as development involving one or more of the following: developments of 10 or more dwellings or 0.5ha or more; development of building or buildings where the floor space to be created is 1000m<sup>2</sup> or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

<sup>15</sup> SUDS are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SUDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SUDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment (*British Geological Society*).

continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements are to be met.

7.18 The position remains, therefore, that an early review of the LDP is considered necessary because of the housing land supply shortfall. As there are no concerns with other Plan policies at this stage the AMR also concludes that it is not considered necessary to review other aspects of the Plan at this time.

7.19 Accordingly, the AMR recommends the following:

1. Continue with an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. This will involve the production of a Review Report which will set out and explain the scope of the Plan revision required.
2. Submit the third AMR to the Welsh Government by 31 October 2017 in accordance with statutory requirements. Publish the AMR on the Council's website.
3. Continue to monitor the Plan through the preparation of successive AMRs.

7.20 This third AMR represents the first part of the LDP Review Report. Subject to the conclusion of ongoing discussions regarding regional strategic planning, officers propose to present the Draft Review Report to Members later this calendar year.

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APPENDIX 2



monmouthshire  
sir fynwy

**Future Generations Evaluation**  
(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Submit the adopted Monmouthshire Local Development Plan (LDP) third Annual Monitoring Report (AMR) to the Welsh Government in accord with statutory requirements and publish the Report on the Council's website.</p>
<p><b>Name of Service</b></p> <p>Planning (Planning Policy)</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>20/09/2017</p>

1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p><i>Informative: The LDP was adopted by the Council in February 2014 and sets out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021.</i></p> <p><i>As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR). The AMR monitors the effectiveness of the LDP strategy and policies. It allows the Council</i></p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p><i>to assess the LDP's impact on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.</i></p> <p><i>The AMR records the effectiveness of the LDP strategy and policies against an established monitoring framework, including a range of sustainability objectives. As such the purpose of an AMR is to <b>record</b> impact rather than make a direct impact <b>on</b> characteristics.</i></p> <p><i>In order to monitor LDP performance consistently, Plans need to be considered against a standard set of monitoring indicators and targets. These are contained within the LDP Monitoring Framework prepared in accord with Welsh Government regulations and guidance.</i></p> <p><i>The key conclusion from the third AMR is that there remains a need to review the Plan. The 2016-17 AMR maintains the trends identified in last year's AMR, that is while good progress has been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements are to be met.</i></p> <p><i>The position remains, therefore, that an early review of the LDP is considered necessary because of the housing land supply shortfall. As there are no concerns with other Plan policies at this stage the AMR concludes that is not considered necessary to review other aspects of the Plan at this time. The Plan revision is likely to involve the identification/allocation of additional viable and easily deliverable sites to boost the land supply.</i></p> <p><i>The AMR is required to be prepared each year following plan adoption, providing an annual evaluation of plan performance and year by year comparison. The findings of the third AMR have been analysed and compared to the findings in the previous two AMRs allowing emerging trends to be identified and reported on.</i></p>	
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><i>The LDP strategy seeks to increase employment opportunities within Monmouthshire; the policy</i></p>	<p>Continue to monitor employment land supply and take up throughout the County through the annual Employment Land Survey undertaken by the Planning Policy Service. The data from this survey</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p><i>framework protects existing employment sites and allocates additional land for employment use.</i></p> <p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole, including employment policies.</p> <p><b>Negative:</b> None.</p>	<p>will inform the 2018 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered, those objectives being directly related to creating a prosperous Wales.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p><i>The LDP strategy seeks to maintain and enhance biodiversity within Monmouthshire; the policy framework protects existing sites and promotes green infrastructure.</i></p> <p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole, including biodiversity impacts.</p> <p><b>Negative:</b> None.</p>	<p>Continue to monitor biodiversity throughout the County to inform the 2018 AMR.</p> <p>The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered, those objectives being directly related to creating a resilient Wales.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole. The sustainability appraisal/strategic environmental appraisal measures LDP impact on a range of sustainability indicators including air and water quality.</p> <p><b>Negative:</b> None.</p>	<p>Continue to monitor sustainability indicators throughout the County to inform the 2018 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered. Creating healthy communities forms part of delivering sustainable development.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole, including the spatial strategy.</p> <p><b>Negative:</b> None.</p>	<p>Continue to monitor indicators to inform the 2018 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered. Creating healthy communities forms part of</p>




Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
		delivering sustainable, resilient and cohesive communities.
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole. The sustainability appraisal/strategic environmental appraisal measures LDP impact on a range of sustainability indicators. Preparation of the AMR allows the Council to assess LDP impact on the social, economic and environmental well-being of the County.</p> <p><b>Negative:</b> None.</p>	Continue to monitor SA indicators to inform the 2018 AMR.
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p><b>Positive:</b> The AMR monitors the implementation of the Plan as a whole, including impact on community facilities. The Welsh language impact is a material planning consideration and was fully considered during the adoption of the LDP via the SA/SEA process.</p> <p><b>Negative:</b> None.</p>	Continue to monitor indicators throughout the County to inform the 2018 AMR. The Planning (Wales) Act 2015 provides a statutory basis to the established practice of giving consideration to the impacts of LDPs on the use of the Welsh language and that sustainability appraisals include specific consideration of such impacts.
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> Preparation of the AMR allows the Council to assess LDP impact on the social, economic and environmental well-being of the County.</p> <p><b>Negative:</b> None.</p>	Continue to monitor indicators throughout the County to inform the 2018 AMR. Reflecting the trends identified in the 2015-16 AMR, the results of the third AMR identifies an issue with the delivery of housing sites and housing land supply. This affects the ability of our communities to secure appropriate and affordable accommodation. The recommendation to commence LDP review is



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
		therefore maintained. Creating a more equal Wales forms part of delivering sustainable development.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The third AMR measures short/medium term impacts since Plan adoption which enables future comparative analysis. Sustainable development is central to the adopted LDP.</p>	<p>Successive AMRs will be prepared on an annual basis, providing both an annual evaluation of Plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the next LDP.</p>
 <p>Working together with other partners to deliver objectives</p>	<p>The AMR measures Plan implementation and delivery. The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p>	<p>The Council will continue to monitor and report on in the 2018 AMR and will consider actions required in light of the AMR findings. The AMR indicates that some of the Plan's objectives are not being delivered, specifically in terms of housing sites coming forward, and therefore officers recommend that there is a need to review the Plan. The recommended review/ revision of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="159 347 315 379">Involvement</p> <p data-bbox="338 213 517 395">Involving those with an interest and seeking their views</p>	<p data-bbox="546 213 1323 272"><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p data-bbox="546 309 1323 379">The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p>	<p data-bbox="1352 213 2114 347">There is no requirement to undertake consultation on this AMR. The recommended review/ revision of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>
 <p data-bbox="159 571 315 603">Prevention</p> <p data-bbox="338 437 517 667">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="546 437 1323 624">The AMR demonstrates the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. Emerging trends may be identified and appropriate action considered at an early stage.</p>	<p data-bbox="1352 437 2114 507">The AMR concludes that a review of the LDP is necessary ahead of any formal statutory review requirement.</p>
 <p data-bbox="159 858 315 890">Integration</p> <p data-bbox="338 724 517 954">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 697 1323 831"><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p data-bbox="546 868 1323 938">The AMR measures the impact of the LDP on the social, economic and environmental well-being of the County.</p>	<p data-bbox="1352 697 2114 884">Future AMRs will examine LDP impacts over a longer period and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP.</p> <p data-bbox="1352 920 2114 952">Continue to monitor indicators to inform the 2018 AMR.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	The AMR includes indicators that monitor health and access to community facilities and open space. These matters affect all of our communities but could disproportionately affect children and elderly people who may have limited ability to travel greater distances.	None	The AMR includes indicators that monitor health and access to community facilities and open space.
Disability	The AMR includes indicators that monitor health and access to community facilities and open space. These matters affect all of our communities but could disproportionately affect people with disabilities who may have limited ability to travel greater distances.	None	The AMR includes indicators that monitor health and access to community facilities and open space.
Gender Reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A
Sex	None	None	N/A
Sexual Orientation	None	None	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	None	None	<p>This and successive AMRs will measure the impacts of the LDP on a range of social, economic and environmental indicators. The Planning (Wales) Act 2015 provides a statutory basis to the established practice of giving consideration to the impacts of LDPs on the use of the Welsh language and that sustainability appraisals include specific consideration of such impacts.</p> <p>The AMR will be published in Welsh and English.</p>

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

5. What evidence and data has informed the development of your proposal?

An extensive range of data sets have been used to prepare the AMR, from a wide range of sources both internal and external to the Council. These are clearly referenced in the document, but include:

The Development Management planning application database and Monmouthshire County Council publications including:

- Monmouthshire LDP 'Retail Background Paper', March 2017.  
<http://www.monmouthshire.gov.uk/app/uploads/2017/05/Retail-Background-Paper-March-2016.pdf>
- Monmouthshire LDP 'Employment Background Paper', June 2017.  
<http://www.monmouthshire.gov.uk/app/uploads/2017/05/Employment-Land-Background-Paper-June-2017.pdf>
- Monmouthshire 'Joint Housing Land Availability Study', July 2017.  
<http://www.monmouthshire.gov.uk/app/uploads/2017/08/JHLA-Study-2017.pdf>

Additional data has been provided by colleagues in the Conservation, Countryside, Economic Development, Housing, Waste and Transport Services.

External sources of data include Welsh Government, Cadw, Natural Resources Wales.

2017/05/19

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

**Positive** - The AMR is a positive tool for monitoring the effectiveness of the LDP and ultimately determining whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It allows the Council to assess the impact of the LDP on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.

The AMR is required to be prepared each year following plan adoption, providing an annual evaluation of plan performance and year by year comparison. This is the third AMR to be prepared since the adoption of the LDP and is based on the period 01 April 2016 – 31 March 2017. The findings of the third AMR have been analysed and compared to the findings in previous two AMRs allowing emerging trends to be identified and reported on.

The AMR concludes that it is necessary to continue with an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. This will involve the production of a Review Report which will set out and explain the scope of the Plan revision required.

**Negative** – None. There are no implications, positive or negative, for corporate parenting or safeguarding.

Page 192

**Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
Continue with LDP review.	Prepare Draft Review Report for political reporting late 2017	Head of Planning, Housing and Place-Shaping Planning Policy Team	Report on in fourth AMR 2018. Political reporting in late 2017. Preparation of LDP Review Report and Community Involvement Scheme and Delivery Agreement.

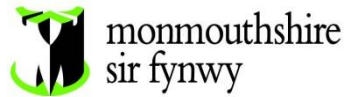
**8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

**The impacts of this proposal will be evaluated on:**

In 2018 the fourth AMR will be prepared and reported to Economy and Development Select Committee/ Planning Committee prior to 31/10/2018. This is the deadline for AMR submission to the Welsh Government in line with statutory requirements.

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<b>SUBJECT:</b>	<b>Fairness at Work (Grievance) Policy</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>October 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

The purpose of this report is to provide a revised Grievance Policy, which is applicable to all employees including those based in schools.

This revised policy will replace the current Grievance policy for corporate staff and the Grievance Policy for those staff employed in schools.

## 2. RECOMMENDATIONS:

That the revised Fairness at Work (Grievance) Policy be accepted and circulated to all staff and commended to governing bodies for adoption as soon as possible.

## 3. KEY ISSUES:

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce.

The purpose of the Grievance Policy is to support Monmouthshire County Council's commitment to promoting and ensuring a working environment where employees are treated with respect and courtesy.

The policy is designed to resolve problems fairly and promptly and all parties are expected to co-operate constructively in seeking to resolve matters.

This policy aims to promote a working environment where employees feel able to raise concerns, issues or problems about their work, working environment or working relationships, and to provide assurance that any issues raised will be addressed in a prompt manner. This policy has been developed to comply with the ACAS Code of Practice.

Employees are encouraged to discuss any work-related concerns, issues or problems informally in the first instance. However, it is recognised that at times it is necessary to address such concerns through a formal procedure.

Issues that may cause concern include:

- Terms and Conditions of Service
- Health and safety
- Work environment
- Discrimination
- Working practices
- Working relationships

**Main changes:**

- Joint policy – not separate policy for schools
- Reduction of number of ‘stages’ in the corporate procedure – to reflect ACAS guidance – and our organisational staffing structures (current policy does not ‘fit’ with our ‘leaner flatter’ structures)
- Introduction of two simple forms, as part of procedure, which ask for employee to think about resolution
- More emphasis on mediation, informal resolution; and support - for all parties
- Introduction of a paragraph on information sharing

<b>SCHOOLS</b>			
<b>Current Policy</b>		<b>New Policy</b>	
<b>Stage</b>	<b>Heard by</b>	<b>Stage</b>	<b>Heard by</b>
Informal stage	HT	Informal Stage	Line Manager/HT
Formal Stage 1	Governors Grievance Committee	Grievance Meeting	HT/Chair of governors or GB Grievance Committee
Formal Stage 2	Independent Grievance Panel - (panel of MCC governors selected by the CEO)	Appeal Stage	GB Appeal Committee
<b>CORPORATE</b>			
<b>Current Policy</b>		<b>New policy</b>	
<b>Stage</b>	<b>Heard by</b>	<b>Stage</b>	<b>Heard by</b>
Informal Stage	Line Manager	Informal Stage	Line Manager
Formal Procedure Stage 1	Next line Manager	Grievance Meeting	Next Line manager
Formal Procedure Stage 2	Next line Manager	Appeal Stage	Head of Service or Chief Officer
Formal Procedure Stage 3	Next line Manager		

**4. REASONS:**

The revised policy is a joint policy for corporate staff and staff employed in schools. The policy replaces existing policies, which now urgently require updating, as some references and terminology are no longer applicable.

The revised policy provides a clearer framework for resolution of issues or problems that may be raised within the work place. The revised policy provides information on support for individuals who raise a grievance or for individuals who may have a grievance brought against them, and it provides information on roles and responsibilities within the context of operating a grievance procedure.

**5. RESOURCE IMPLICATIONS:**

None

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

The Equality Impact Assessment is attached.

**7. CONSULTEES:**

All recognised trade unions  
Head-teachers  
People board  
JAG  
Cabinet

**8. BACKGROUND PAPERS:**

ACAS Code of Practice

**9. AUTHOR:**

Sally Thomas HR Tel: 07900 651564 E-mail: [sallythomas@monmouthshire.gov.uk](mailto:sallythomas@monmouthshire.gov.uk)

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# **FAIRNESS AT WORK (GRIEVANCE) POLICY**

## CONTENTS

	PAGE
POLICY STATEMENT	3
POLICY SCOPE	4
GENERAL PRINCIPLES	4
ROLES & RESPONSIBILITIES	5
MEDIATION	6
SUPPORT	6
INFORMAL STAGE	7
FORMAL STAGE	8
APPEAL STAGE	10
EXPLANATORY NOTES	11
FORMER EMPLOYEES	12
KEEPING RECORDS	12
DEFINITIONS	12
COUNTER CLAIMS	14
COLLECTIVE GRIEVANCE	14
APPENDIX 1: PROCEDURES FOR SCHOOLS COMMITTEES	15
APPENDIX 2: FAIRNESS AT WORK RECORD FORM	18
APPENDIX 3: FAIRNESS AT WORK APPEAL FORM	20
APPENDIX 4: GUIDANCE FOR INVESTIGATING OFFICERS	22

## POLICY STATEMENT

This policy aims to promote a working environment where employees feel able to raise concerns, issues or problems about their work, working environment or working relationships, and to provide assurance that any issues raised will be addressed in a prompt manner. This policy has been developed to comply with the ACAS Code of Practice.

Employees are encouraged to discuss any work-related concerns, issues or problems informally in the first instance. However, it is recognised that at times it is necessary to address such concerns through a formal procedure.

Issues that may cause concern include:

- Terms and Conditions of Service
- Health and safety
- Work environment
- Discrimination
- Working practices
- Working relationships

Some issues are best dealt with under specific policies and procedures. These should be used wherever possible.

<b>Issue</b>	<b>Policy/procedure</b>
Bullying and Harassment	Dignity at Work Policy
Improving Performance	Capability procedure
Pay and grading	Schools Pay Policy/Single Status
Pension	Teachers Pensions and LGPS Regulations
Sickness absence	Managing Attendance Procedure
Issues of malpractice/Whistleblowing	Whistleblowing Policy
Redundancy	Protection of Employment policy
Conduct	Disciplinary Policy

## POLICY SCOPE

This policy covers all Council employees and school-based employees (appointed through a governing body) regardless of status or length of service. The exceptions being where a grievance is against the Chief Executive, an elected member of the Council or a member of a school governing body as separate procedures apply (please see Explanatory Notes section)

In its application, this policy seeks to ensure that there is no discrimination against employees either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation This policy is inclusive of partners of the opposite or same sex.

Where reference is made to line managers, this relates to the person to whom the employee reports. It should be noted that for school based employees that this may be their supervisor, school bursar, head of department, deputy Head-teacher or the Head-teacher. Reference to the line manager's line manager refers to the manager that their manager reports to or the next senior officer. This may include a head of service, chief officer, Head-teacher or chair of governors.

## PRINCIPLES

The following principles will apply:

- Employees must raise grievances in a timely manner.
- All grievances will be dealt with fairly and consistently.
- Concerns that occurred more than three months ago may not be addressed under this procedure unless in the following exceptional circumstances:
  - There is a link with past concerns with the current concern, such as harassment or discrimination
  - The employee was unable to raise the grievance earlier (sickness absence, maternity/parental leave)
- All grievances will be dealt with promptly and within reasonable timescales.
- Employees should seek to resolve grievances informally (where appropriate) in the first instance with:
  - their line manager,
  - the person who is upsetting them if it is a work colleague or their line manager,
  - a third person (for example a trade union representative)
- Employees have a joint responsibility with management for seeking to resolve any issue.



- Employees have a right to be accompanied (by a trade union representative or work colleague) at meetings related to a grievance made either about them or by them at formal stages.
- Once the grievance has been dealt with, no further reference will be made to it, nor will the employee be discriminated against or victimised for raising the grievance in good faith.
- Raising a grievance that is known to be without foundation, is untrue, or is malicious or vexatious, may result in disciplinary action.
- If the line manager is the person against whom the grievance is raised, and it is not appropriate to raise the concern directly with that person, the grievance can be referred to their line manager. If the grievance is against a Head-teacher, the issue should be referred to the Chair of Governors, who is able to seek advice from their school's People Services HR Business Partner.

Where the grievance relates to a proposed change by management to terms and conditions, working practices, or other changes, then the status quo should prevail pending the processing of the grievance. Whilst the grievance is being processed, there should be no departure from normal working.

## ROLES AND RESPONSIBILITIES

All employees are responsible for:

- Ensuring they are aware of the Fairness at Work (Grievance) Procedure.
- Considering mediation (where appropriate)
- Seeking to resolve grievances informally (where appropriate) in the first instance with
  - their line manager,
  - the person who is upsetting them if it is a work colleague or their line manager,
  - a third person (for example a trade union representative)
- Raising a grievance in writing under the formal procedure, if a grievance cannot be resolved informally.

All line managers/Head-teachers/governors are responsible for:

- Ensuring they are aware of the Fairness at Work (Grievance) Procedure.
- Ensuring their employees are aware of the Fairness at Work (Grievance) Procedure.
- Taking prompt action and a considered approach to employees' concerns, and aiming to deal with matters informally where possible.
- Handling all grievances sensitively and confidentially, and ensuring standards of fairness, objectivity and consistency in treatment are upheld in all cases.
- Promoting mediation as a means of resolution where appropriate
- Taking advice from People Services HR at each stage of the formal grievance.

- Ensuring that consideration is given to whether any reasonable adjustments are necessary for employees attending meetings who may have a disability, or who may require an advocate or interpreter.
- Recognising the impact of concerns being raised for all parties and advising on the support available to them e. g counselling

People Service HR is responsible for:

- Supporting and advising line managers/head-teachers/governors when dealing with matters under the Fairness at Work (Grievance) Procedure and attendance at relevant meetings as appropriate.
- Requiring line managers/head-teachers and Fairness at Work (Grievance) Committee members (for schools) to confirm they are unbiased and independent to the case they are considering.
- Ensuring the Fairness at Work (Grievance) Procedure is regularly reviewed, in line with best practice, and compliant with employment legislation.
- Updating all parties regarding the independent support available to them through access to occupational health provision and confidential counselling services or other arrangements.

## MEDIATION

Mediation – this is a flexible approach to conflict resolution and an opportunity to discuss issues with an ‘impartial third party’. This is a voluntary, confidential and independent process, which can be used at any stage of the grievance process and can be arranged by People Services. Workplace mediators are trained individuals with proven competence in applying mediation skills and techniques. There may be a cost associated with accessing external mediation, which will be paid for by the service area/school. It is recommended that mediation is the way forward where there are workplace relationship concerns raised against a work colleague or a line manager. Workplace mediation involves ‘win-win’ outcomes.

## SUPPORT

The Council/School Governing Body have a duty of care to their employees. Support for employees involved in a grievance process is key to fulfilling this duty.

For those employees who raise concerns under this policy, and for those employees who may have concerns raised about them, the Council/ School Governing Body will do all it can to help and provide support throughout the process. Support will include the offer of access to welfare counselling and medical advice and support. Employees either directly or indirectly affected will be advised to contact their Trade Union representative, or a work place colleague for support.

Unless there are legal reasons why this cannot be done, employees who raise a grievance and those employees who may have a grievance raised against them will be kept informed of

the progress and of the outcome of any investigation by the Investigator and/ or appropriate manager.

## INFORMAL STAGE

Employees are encouraged to discuss any work-related concerns, issues or problems informally in the first instance. Many problems can be raised and settled during the course of everyday working relationships.

It is in everyone's interest to resolve grievances quickly and therefore all employees should seek to raise issues when they become a concern to resolve issues promptly and informally (either orally or in writing) with:

- their line manager wherever possible or
- the person who is upsetting them, making them feel aggrieved
- where the grievance is with the line manager, a third party including their trade union representative or the line manager's manager

Line managers must be pro-active within their team environments and look to resolve conflict, informally, as soon as possible. The first course of action should always be a concerted effort to resolve the issues through informal discussion without resorting to the formal stages of the Fairness at Work (Grievance) Procedure. Where it is appropriate, the line manager (or next senior manager) should encourage the employee to discuss the issue with the other party (which may be the line manager). The employee may find it easier to have someone with them for support, and to help facilitate discussions. For example, a manager, a work colleague or a Trade Union representative and a HR Business Partner. If the parties are unable to meet with each other, separate meetings can be facilitated with the manager/head-teacher and People Services HR to try to resolve the issues.

Workplace mediation is an effective process for facilitating discussions to resolve workplace relationship conflict/disputes at an early stage.

In case of a grievance being raised by an employee against a head-teacher, please note that the grievance should be directed to the Chair of the Governing Body. The Chair of Governors can seek advice from People Services HR.

Where the grievance has been resolved informally, it is important that the employee confirms this to be the case, preferably in writing. A Fairness at Work (Grievance) Workflow is available on the People Services Hub, which provides guidance on how to conduct an informal meeting and a template form for recording the agreed outcomes.

Where the employee remains dissatisfied by the outcome of the informal stage, they can formally lodge a complaint under the formal stage of the Fairness at Work (Grievance) procedure.

## FORMAL STAGE

The FORMAL PROCEDURE involves:

- Written Notification of the grievance
- The Fairness at Work (Grievance) Meeting
- An investigation (this might be required)
- Written confirmation of the outcome (decisions) of the Fairness at Work (Grievance) meeting
- APPEAL STAGE

The FORMAL STAGE may require an investigation to take place.

An investigation may be undertaken by the manager considering the grievance although there may be occasions where the manager will request an independent investigation to be undertaken.

An employee will have the right to appeal against the outcome of the Fairness at Work (Grievance) Meeting.

The formal procedure can be temporarily suspended where there is agreement for mediation to be undertaken.

### Written Notification of the Grievance

It is in the employee's interest to put the formal grievance forward as soon as possible after the event (or last of a series of events) that led to the grievance and not to delay if they remain dissatisfied following the informal stage. To submit a formal grievance an employee should complete the Fairness at Work (Grievance) Record Form attached at appendix 2, outlining his/her grievance and detailing how they consider the grievance(s) may be resolved. In cases where an employee submits a letter of grievance, the grievance report form will be sent to the employee for completion.

The line manager will write to the aggrieved employee, acknowledging receipt of the Fairness at Work (Grievance) Record Form and will meet with the employee normally within 10 working days of the form being received and will advise on the handling of the grievance, providing an approximate timeframe.

If the line manager has had significant involvement in attempting to resolve the grievance informally, it may be appropriate for the written statement to be directed to the next senior manager. If the head-teacher has had significant involvement in the informal stage or if the grievance is against the head-teacher, the Fairness at Work (Grievance) Report Form should be submitted to the Chair of Governors. If the Chair of Governors has had significant involvement at the informal stage the matter will need to be referred to the school's grievance committee (refer to Explanatory Notes).

### **Fairness at Work (Grievance) Meeting**

The employee will be invited to a Formal Fairness at Work (Grievance) meeting with the line manager (or next senior manager), in order to explain the grievance and to discuss how they believe the matter may be resolved. The employee will be informed in writing of the date, time and location of the meeting, together with confirmation that they have the right to be accompanied by a trade union representative or work based colleague. People Services HR will be available for advice throughout the formal stages and will be in attendance at all relevant meetings.

There may be insufficient information for the line manager (or next senior manager) to determine an outcome to resolve the grievance. If necessary, the line manager (or next senior manager) may adjourn the meeting and investigate further, interview witnesses if appropriate and examine relevant documentation. The manager (or next senior manager) may decide that an investigation needs to be carried out by an independent investigator not previously involved and commission the investigation.

Where there are allegations against a line manager or another employee it may be necessary to refer to other appropriate policies to deal with the concerns raised, such as the Disciplinary Policy or the Dignity at Work Policy. The employee named within the grievance will then need to be informed in writing of the policy/procedure that will apply to them and they will be requested to attend an investigation meeting in line with the relevant policy.

Following the conclusion of the investigation a follow up meeting will be arranged by the line manager (or next senior manager) with the aggrieved employee to outline the findings. A summary of the recommendations of the report will be sent to the employee with the invite for the follow up meeting.

At the meeting, the line manager (or next senior manager) will outline the investigation and his/her conclusions and what action can be taken to resolve the grievance, considering any further comments from the employee.

### **Confirmation of Outcome of Fairness at Work (Grievance) Meeting**

The aggrieved employee will be informed in writing of the formal outcome of the Fairness at Work (Grievance) meeting as determined by the line manager (or next senior manager), within 10 working days if possible. If it is not possible to respond within 10 working days, the employee will be advised of the reason why and when a response can be expected. The employee will be notified of the right of appeal if they are dissatisfied with the decision.

## APPEAL STAGE

If an employee does not agree that the grievance has been satisfactorily resolved, they may appeal against the decision.

The APPEAL STAGE involves:

- Written notification of the appeal
- The Fairness at Work (Grievance) Appeal Hearing
- Written confirmation of the outcome (decisions) of the Fairness at Work (Grievance) Appeal hearing

### Written notification of the Appeal

The appeal should be submitted in writing, using the Appeal Form attached at appendix 3. The appeal must detail the grounds for the appeal, as follows:

- Providing new information or evidence which could not previously be presented
- Identifying procedural irregularities
- Challenging the findings

The appeal from should be submitted to either:

- the People Services HR Manager (for those cases not in schools)  
Or, for cases in schools:
- the Clerk to the Governing Body for school based employees (see Explanatory Notes)

The employee must appeal within 7 working days of the date of the letter, which confirms the written decision from the line manager (or next senior manager). An extension may be agreed in certain circumstances e.g. if the employee is on leave or ill.

### The Appeal Hearing

Following receipt of the Appeal Form, the employee will be invited (in writing) to attend a Fairness at Work (Grievance) Appeal Hearing. People Services HR can assist to make arrangements for the appeal hearing with the relevant Head of Service or Chief Officer. For schools, the clerk to the governing body will make the arrangements for the governing body appeals committee to hear the Fairness at Work (Grievance) appeal.

The Appeal Hearing will follow the same format as an appeal hearing against a disciplinary outcome. The line manager (or next senior manager)/Head-teacher/Chair of governors/Chair of grievance committee who made the original decision will present their findings and decision(s) to the relevant Head of Service/ Chief Officer or for schools, the appeals committee and the employee will have the opportunity to state their grievance and why they were dissatisfied.

The employee will receive written notice of the meeting and will have the right to be accompanied (by a trade union representative or work colleague) at the appeals hearing.

The relevant Head of Service/Chief Officer or the Appeals Committee (for schools) will meet to hear and consider the appeal. Only the original grievance will be considered. Any new or unrelated complaints will not be considered. The Investigation report and the outcome letter from the Fairness at Work (Grievance) Meeting will be available to the Head of Service/Chief Officer or Appeals Committee (for schools).

### **Confirmation of Outcome of Fairness at Work (Grievance) Appeal Meeting**

The employee will be notified of the outcome of the appeal, in writing, by the Head of Service/Chief Officer or by the Clerk to the Appeals Committee (for schools) as soon as possible and normally within 7 working days of the appeal hearing. This period may be extended if there are extenuating circumstances. The decision of the appeal is final. There is no further internal right of appeal.

### **EXPLANATORY NOTES**

This policy does not apply to grievances against the Chief Executive or Chief Officers, elected members of the Council or members of School Governing Bodies, as separate procedures apply. A complaint against the Chief Executive or Chief Officers shall be dealt with under the Whole Authority Complaints and Compliments Procedure. A complaint against an elected member shall be dealt with under Members Code of Conduct. A complaint against a governor shall be dealt with under the relevant school's Complaints Policy. Details can be obtained from the school clerk and you may wish to share your concerns with the Head-teacher prior to raising a complaint.

For school based staff where the Head-teacher has been significantly involved in resolving the grievance informally but the employee has then invoked the formal procedure, the Fairness at Work (grievance) Report Form should be submitted to the Chair of Governors who will undertake the formal Fairness at Work meeting (with advice from People Services HR). This is likely to require an independent investigation being completed.

Where the grievance is against the Head-teacher and the Chair of governors has been involved in the informal stage, the Fairness at Work (Grievance) Committee will be convened to undertake the Fairness at Work (Grievance) Meeting. The governors' Fairness at Work (Grievance) Committee will consist of three governors who are not staff governors and who are not on the Governing Body Appeals Committee. It is likely that the committee will require an independent investigation to be carried out and the Fairness at Work (Grievance) Meeting would be reconvened following receipt of the independent investigation report.

Whether the Fairness at Work (Grievance) meeting was conducted by the Head-teacher, the Chair of Governors or the Fairness at Work (Grievance) sub-committee, in the event of an appeal, the appeal will be heard by the Governing Body Appeals' Committee.

### FORMER EMPLOYEES

For grievances received prior to an employee leaving his/her employment, the process will be the same as for current employees, although it should be recognised that the timescales may have to be longer if the former employee has found subsequent employment. Where a former employee raises a complaint after their employment has ended, the matters will be considered under the Whole Authority Complaints and Compliments Procedure or the relevant School's Complaints Policy.

### KEEPING RECORDS

Confidential records will be kept by the line manager (next senior manager) during the formal process of the Fairness at Work (Grievance) Procedure. Records will include notes of any formal actions, including support made available to the employee or other affected parties. These records will be kept in accordance with data protection laws.

- The nature of the grievance.
- The line manager/Head-teacher's report and working papers/letters.
- Investigation interviews and signed witness statements.
- Details of any action taken and the reasons why.
- If there was an appeal, details of it and the outcome

Employees will have access to their records in accordance with data protection law.

### DEFINITIONS

#### Alleged Bullying and Harassment

There are many definitions of bullying and harassment. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment as defined in the Equality Act 2010 is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Behaviour that is considered bullying by one person may be considered firm management by another. In cases of alleged bullying and harassment, the Dignity at Work Policy should be used.



Where grievance and discipline matters overlap, discipline cases may be temporarily suspended in order to deal with the grievance, or if both cases are related or inextricably linked, it may be appropriate to deal with the issues together.

### **Frivolous, Vexatious, Malicious**

Grievances will be assumed to have been made in good faith. In the event that a grievance is determined as being malicious or vexatious, appropriate disciplinary action will be considered. The use of this procedure for reasons other than to raise a genuine concern about inappropriate actions, treatment or behaviour in the workplace, e.g. to upset someone or to cause disruption will not be supported.

### **Information sharing**

Information about a grievance will remain confidential. However, it will be necessary for the Investigator to discuss elements of the grievance with other people to clarify the facts.

If an employee's grievance is about a colleague, the Investigator may provide the colleague with a copy of the grievance specifically in reference to him or her, in order that the colleague can respond to the issues that the aggrieved has raised. A copy of the findings may also be shared with the subject/s of the grievance/s if appropriate.

The organisation will keep formal grievance records separate from personal files. They will detail the nature of any grievance and its outcome. The organisation will keep these records confidential and in accordance with the requirements of data protection laws.

Confidentiality is important for the grievance resolution process to be successful. Although all possible steps will be taken to respect confidentiality, this must be balanced with the need for the service area or school to act on certain types of information that may be revealed in order to make a full investigation. Breach of confidentiality by any party to the grievance resolution process could lead to disciplinary action. The Line Manager / employee should seek advice from People Services HR if in any doubt about confidentiality issues.

### **Victimisation**

Employees may feel reluctant to raise a grievance for fear that it will lead to adverse treatment (i.e. being victimised). Employees should be assured that by raising a grievance this will not adversely affect them, provided that any such grievance has been raised in good faith.

Any allegation of victimisation of an individual, and/or colleagues involved with the procedure will be taken seriously and will be formally investigated. If there is any reasonable belief based upon an investigation that victimisation has, or may have taken place, this will be dealt with in accordance with the Disciplinary Policy, as appropriate.

## 'COUNTER CLAIMS'

Occasionally employees feel it is appropriate to submit a grievance in response to formal managerial action, which is being taken against them. This 'counter claim' must be considered. The manager/Head-teacher who receives a 'counter claim' will consider and decide upon the following course of action/options:

- Agree that the 'counter claim' should be considered alongside the formal action already being taken. This is likely when the issues are related and means that both processes can run concurrently;
- Or determine that the nature of the 'counter claim' means that the formal action will be deferred pending an investigation into the employee's lodged grievance.

After the investigation is completed, the manager/Head-teacher may recommence the formal action taking into account the findings from the investigation; or postpone the formal action, to allow the grievance to be considered first, returning to the formal action thereafter, and as appropriate.

The manager/Head-teacher is advised to take advice from People Services HR before deciding which course of action should be taken. If the manager/Head-teacher concerned is implicated in the 'counter claim', then the managers' manager/Head-teacher or Chair of governors may decide to nominate a different manager or a governor to consider the grievance. (Note: a 'counter claim' does not mean that the formal action will be set aside or discontinued).

A 'counter claim' may also be lodged by the alleged perpetrator of the problem. The manager/Head-teacher must respond to the 'counter claim' and should decide which of the above 'options' they wish to follow. The manager/Head-teacher should notify both parties that a 'counter claim' has been received and keep both parties updated.

## COLLECTIVE GRIEVANCE

This procedure is available for use in circumstances where a number of employees have the same grievance at the same time. If there is a grievance, which applies to more than one person this should be resolved in accordance with a collective grievance procedure.

Where a collective grievance is raised a spokesperson should be chosen by the group of employees to attend the Fairness at Work (Grievance) meeting with, if they choose, a Trade Union representative or work colleague.

The process for handling the collective grievance will mirror the route for an individual grievance as outlined in this policy.

In the event where an agreement cannot be reached, the matter can be referred to ACAS, once internal methods have been exhausted.

## APPENDIX ONE: PROCEDURES FOR SCHOOLS COMMITTEES

### GRIEVANCE SUB-COMMITTEE PROCEDURE

1. The Chair to exclude the press and public and welcome those present.
2. The employee (or his/her representative) to put his/her case in the presence of the Head-teacher/relevant officer (or his/her representative) and to call such witnesses as he/she wishes.
3. The Head-teacher/relevant officer (or his/her representative) to have opportunity to ask questions of the employee and his/her witness.
4. The employee (or his/her representative) to have the opportunity of re-examination of a witness (es).
5. The Sub-Committee may ask questions of the employee and his/her witness (es).
6. The Head-teacher/relevant officer (or his/her representative) shall reply to the grievance(s) raised, in the presence of the employee and his/her representative and may call witnesses.
7. The employee (or his/her representative) to have the opportunity to ask questions of the Head-teacher/relevant officer (or his/her representative) on the evidence given by him/her and any witnesses whom he/she may call.
8. The Head-teacher/relevant officer (or his/her representative) to have the opportunity of re-examination of a witness.
9. The Sub-Committee may ask questions of the Head-teacher/relevant officer (or his/her representative) and witnesses.
10. The employee (or his/her representative) and the Head-teacher/relevant officer (or his/her representative) to have an opportunity to sum up their case if they so wish.
11. The employee and his/her representative, the Head-teacher/relevant officer (and his/her representative) and witnesses to withdraw.
12. The Sub-Committee, the Clerk and HR Advisor, to deliberate in private, only recalling the Head-teacher and the employee plus their representatives to clear points of uncertainty on evidence already given. If recall is necessary, all parties are to return.

13. The Chair of the Sub-Committee will then communicate their decision personally or in writing what action they intend to take to resolve the grievance, in writing, to the aggrieved within 7 school days of the Grievance Meeting.
14. The aggrieved employee must be informed, in writing, within 7 school days of the Grievance Sub-Committee Meeting if the decision is likely to take longer than the initial 7 school days. There is a right of appeal to the Grievance Appeals Sub-Committee.

## **GRIEVANCE APPEALS SUB-COMMITTEE PROCEDURE**

1. The Chair to exclude the press and public and welcome those present.
2. The employee or their representative will put their case in the presence of the Head-teacher/relevant officer and may call witnesses and produce documents.
3. The Head-teacher/relevant officer or his/her representative will have the opportunity to ask questions of the employee and their witnesses.
4. The Grievance Appeals Sub-Committee will have the opportunity to ask questions of the employee or his/her representative and their witnesses.
5. The Head-teacher/relevant officer or their representative will put their case to the Grievance Appeals Sub-Committee in the presence of the employee and their representative and may call witnesses and produce documents.
6. The employee or their representative will be given the opportunity to ask questions of the Head-teacher/relevant officer or their representative and their witnesses.
7. The Grievance Appeals Sub-Committee will have the opportunity to ask questions of the Head-teacher/relevant officer or their representative.
8. The Head-teacher/relevant officer or their representative will be given the opportunity to sum up their case if they so wish.
9. The employee or their representative will be given the opportunity to sum up their case if they so wish.
10. The employee and their representative and the Head-teacher/relevant officer or their representative and all witnesses will then withdraw.
11. The Grievance Appeals Sub-Committee, in consultation with the Clerk and the HR Advisor will then deliberate in private, and may recall the parties if they wish to clarify certain

points. All parties must be recalled should the Grievance Appeals Sub-Committee wish to ask a question.

12. The Grievance Appeals Sub-Committee will announce its decision to the parties either personally or in writing within 7 working days. If it is not possible to respond within these timescales, the parties should be given an explanation and told when a response can be expected, but not longer than a further 28 working days.

The decision of the Grievance Appeals Sub-Committee will be the final stage of the grievance procedure.

**APPENDIX 2: FAIRNESS AT WORK (GRIEVANCE) REPORT FORM**

*To be completed by employee*

To:

From (name of employee):

Designation:

Directorate/School:

Have you raised this grievance informally?  Yes  No

If 'Yes', please state with whom and when:

Name:  Date:

Have you raised this with your representative?  Yes  No

If 'Yes', please state with whom:

I wish to make a formal Grievance in line with the Fairness at Work (Grievance) Procedure. Provided below are the details of my grievance, together with how I feel that the matter(s) could be resolved:

*(Please continue on a separate sheet if necessary)*

Signature:  Date:

Please forward the completed form to the appropriate line manager (or senior manager –refer to procedure)

Date received  Received by

**APPENDIX 3: FAIRNESS AT WORK (GRIEVANCE) APPEAL FORM**

*To be completed by employee*

To:

From (name of employee):

Designation:

Directorate/School:

I am not satisfied with the decision reached at Stage 2 of the Formal Grievance Procedure and wish to appeal against the decision. I am appealing on the following grounds:

(Please continue on a separate sheet if necessary)



Signature:

Date:

Please enclose a copy of the original Fairness at Work (Grievance) Form. A copy of the outcome letter will be provided to the Head of Service/Chief Officer (Council employees) Appeals' Committee (School based).

Please forward the completed form to the People Services HR Manager (for Council employees) or for school based employees (employed through a governing body) the Clerk to the Governing Body.

Date received  
by:

Received  
by:

## APPENDIX 4: GUIDANCE FOR INVESTIGATING OFFICERS

### Confidentiality

Due regard must be given at all stages to the need for confidentiality in respect of the investigation. The process may raise many anxieties for employees, and Investigating Officers are likely to become aware of matters of a sensitive and confidential nature.

Information should only be shared with those who have a genuine need to know. Investigating Officers should remind interviewees of this when sensitive information is being discussed.

### Preparation

Be prepared to seek advice when necessary from People Services HR. Ensure that confidentiality issues are recognised and ensure that the person providing the advice has not been involved in the issue you are investigating.

Be aware of the timescale and importance of acting promptly. (Please see relevant policy for timescales).

Obtain, and if necessary secure, any relevant documents and insist on seeing the originals, not copies, and copy the main documents, which you feel, will be needed during the investigation.

Having a plan will help you organise your time and approach the investigation in a disciplined and structured way.

### Interviewing employees

Check whether any support of any kind can be provided and check their preference regarding venue for meeting you.

The main aims of the interview are to: -

- Introduce yourself
- Explain the process and the timescale
- Take account of an employee's views and feelings
- From the employee who has raised the concerns, clarify exactly the nature of the grievance
- Set the boundaries of the investigation

- Gather any relevant evidence
- Ensure that you clarify the nature of the grievance; analyse the elements of the grievance; check back with the information received and recorded. Advise that further interviews or discussion may be necessary.

#### Preparation

- Understand the nature of the grievance and work out who you need to see, know the boundaries of what you are being asked to do.
- Once you have worked out who you need to see, do so as soon as is practical.
- Have your questions prepared in advance and typed up, this saves time. It is likely that you may have additional questions to ask once the Witness has responded to your initial questions. These will need to be recorded during the interview.
- Employees have the right to be accompanied at their investigation interviews by a Trade union representative or work colleague– therefore you need to advise them of this when you invite them to a meeting with you. If the employee is a Trade Union official, the case should be discussed with a senior trade union representative or full-time official. If a witness wishes to be accompanied they may do so but it must be clear that the witness statement they are providing is their own and not a joint statement.
- When arranging interviews consider whether you require a person to assist in recording information. It is imperative that this person understands the confidentiality of the role they will be undertaking. You will need to ensure that an employee being interviewed is aware of the intention to have a person present at the interview, explaining the person's role is as a note-taker and confirming with the employee that they are happy for the named person to be present. If an employee objects to a named person, an alternative note-taker should be sought.

Interviews should be conducted in an informal and a relaxed manner as possible.

- Open the interview with introductions and clarify your role. Start off by explaining your role as investigating officer e.g. you are there to establish facts, to listen & not to make any judgements on what is being said for the statement and outline the context of why you are seeing this person.
- Confirm the purpose of the interview being aware of confidentiality. Only share what is absolutely necessary.
- Refer to confidentiality and your recording of an account of the discussion.

- When taking a witness statement always inform them that there may be a possibility that **if** at the end of the investigation, it is concluded that there are issues which may need to be taken forward under another policy for example, the content of the witness statement might need to be disclosed in a further meeting or hearing and the witness may be called upon to discuss the content of this statement.
- Do not use interrogation techniques, try to find out what happened, and why
- Take areas of inquiry in turn – paraphrasing what you have learned and checking the accuracy of your understanding at the end of each section
- Agree what is not in dispute and what is
- Ask questions conducive to finding an answer
- Persist with questions if necessary; do not be afraid to ask the same question twice
- Use open, not leading questions
- Ask single not multiple questions
- Do not express opinions in words or attitude or make judgements
- Make notes of each answer given
- Try to separate hearsay evidence from fact by asking interviewees how they know about a particular issue
- Deal with conflicts of evidence by seeking corroborative details. If this is not available, consider other ways of clarifying the matter. It will sometimes be necessary to conclude and record that there are different versions or understandings of events
- Evaluate answers against records, policy, practice standards and legislation
- Confirm the evidence

- At the end of each interview, summarise the main points covered by the interviewee and ask if he/she has anything to add. Inform the interviewee that you may need to discuss issues further at a later date if it is necessary to clarify any other matters
- Arrange for statements to be finalised as soon as possible after the interview while the memory is fresh and arrange for them to be agreed and signed by the witness(es). You may wish to send the witness a copy of their typed statement requesting that they check and sign their statement and return it to you without delay.
- After seeing the initial group of witnesses, check to see if the investigation is on track and identify any further witnesses that should be seen.

### Writing the Report

After interviewing all relevant persons and checking documentation, procedures etc, you will need to write a report to record and communicate your findings.

You will note that you are required to provide a chronology of main events that took place in relation to the allegation / complaint – This does not relate to a summary of your time spent on the investigation.

You should carefully consider what is included as appendices to your report. Include anything which is pertinent to your conclusions, but care should be taken not to include anything confidential. You should check with the officer responsible for that information whether it is suitable to be included. You should also consider whether anonymity of evidence is appropriate in exceptional circumstances.

### WITNESS STATEMENT – TEMPLATE

Name of Witness:

Post:

Accompanied by:

Capacity:

*(if applicable)*

*(i.e. TU Rep)*

Location:

Date:

Time:

Investigating Officer/Interviewer:

Details of Investigation: (Brief synopsis)

My name is \_\_\_\_\_ (name of witness), I am employed at \_\_\_\_\_ (name of service /business area/directorate) as a \_\_\_\_\_ (job role of witness).

The Investigating Officer explained his/her role and the nature of the investigation that s/he was investigating.

It was explained to me that if at the end of the investigation, it is concluded that there might be issues which need to be taken forward under another policy, the content of this witness statement might be disclosed in a further meeting or hearing and I may be called upon to as a witness to discuss the content of this statement.

As part of the interview (Investigating Officers Name) asked me a series of questions. The questions and my response are as follows:

**List & Number the questions**

Detail the witness response underneath each question.

**Is there anything else you would like to add?**

Allow the witness opportunity to provide you with information that may be relevant or which they would like recorded as part of their witness statement

I confirm that this statement is a true and accurate record of the interview that took place on the above date.

**Signature of Witness:**

Signed.....

Date.....

**LETTER TO WITNESS - TEMPLATE**

Date: .....

**Strictly Private & Confidential**

Witness Name

Witness Address (Home or Work)

Dear (*Witness Name*),

**Re: Witness Statement**

Please find enclosed your Witness statement that I have prepared following your interview on (*date interview conducted*).

If the statement is an accurate reflection of our conversation, will you please sign and date it and return it to me. If you have any questions, regarding the statement or its content could you please contact me as soon as possible on the telephone number listed below.

As I explained during the interview, if at the end of the investigation, it is concluded that there are issues which might need to be taken forward under another policy, the content of this witness statement might need to be disclosed to all individuals concerned in a further meeting/Hearing and you may be called upon as a witness to discuss the content of this statement.

Once again, I would like to thank you for your time, cooperation and patience. I look forward to hearing from you in due course.

Yours sincerely,

**Investigating Officer**

**(Telephone number: \_\_\_\_)**

**INVESTIGATION OFFICER’S REPORT – TEMPLATE**

INVESTIGATION REPORT INTO GRIEVANCE RAISED BY (NAME OF EMPLOYEE) IN ACCORDANCE WITH THE (PROCEDURE E.G. FAIRNESS AT WORK (GRIEVANCE) POLICY.

INVESTIGATION OFFICER’S NAME: .....

NATURE OF GRIEVANCE: .....

DATE APPOINTED AS INVESTIGATING OFFICER.....

DATE INVESTIGATION COMMENCED: .....

**A DETAILS OF THE GRIEVANCE(S)**

The grievance(s) is as follows:-

List the actual grievance(s). The grievance(s) should be stated in a factual and precise manner.

**B OUTLINE OF THE INVESTIGATION**

The steps of the investigation:-

- E.g. Interviewed People
- Audit Trails Undertaken
- Inspected Records / Evidence Gathered
- Reviewed Policies etc.

The following interviews were carried out:-

(Who was interviewed and dates)

<u>Who</u>	<u>Date Taken</u>	<u>Statement Attached (Ref)</u>
(Insert name)	(Date)	Appendix ....



Telephone discussion took place with:-

(Who / Dates)

Staff or Other Persons who it was not possible to see:

(Who / Why – an e.g. may be where an employee has left the local authority etc)

Records Inspected:

(e.g. Case File / People Services HR)

Other material Inspected (written or other):

(e.g. ACAS Code of Practice on discipline and grievance)

## C BACKGROUND AND CHRONOLOGY OF MAIN EVENTS

- refer to the context and setting of the grievance(s)
- Chronology of events, including references to dates of assessments, reviews etc (where relevant), meetings, changes in allocated worker, change in placements, key decisions and the implementation of them, changes in procedures and practice. These should be relevant to the grievance(s) – it is not a summary of all of the work carried out on the case.

## D INVESTIGATION FINDINGS

List each grievance as at A – under each, detail your findings on what happened and why, providing evidence to support or disprove it, based on what you have been told or what you have seen recorded and/or as a comparison against practice guidance and standards. This should include what happened as well as what didn't happen.

## E CONCLUSION OF INVESTIGATING OFFICER

The conclusion is your assessment or view of the situation and your reason for reaching this view. It should be clear to anyone reading the report as to why you have reached a certain conclusion. You will also need to conclude whether or not in your view there is sufficient information to uphold or otherwise the grievance(s) that have been raised. If you are unable to reach a view on a particular issue, you should say so. (e.g. when there is conflicting information, neither being able to be

substantiated). Please note that it is not the role of the Investigating Officer to put forward or recommend sanctions. It is also important for the Investigating Officer to provide a view on the proposal for resolution the employee (raising the grievance) has provided.

F ANY FURTHER COMMENTS (OPTIONAL)

(E.g. that some staff commented but were reluctant to be formal witnesses or provide evidence).

G APPENDICES

Please ensure that all appendices are cross-referenced within the body of the report. Appendices should include:

- relevant policies used or referred to during the investigation
- witness statements
- Any other material etc.
- ACAS Code of Practice on discipline and grievance

INVESTIGATING OFFICERS NAME (PRINT): .....

INVESTIGATING OFFICERS SIGNATURE: .....

DATED: .....

## Version Control

<b>Title</b>	Fairness at Work (Grievance) Policy (including school based employees)
<b>Owner</b>	People Services HR
<b>Approved by</b>	JAG (19/6/17 and 16/10/17), Cabinet
<b>Date</b>	September 2017
<b>Version Number</b>	Policy produced: 2003 Revision 2: November 2011 Revision 3: September 2017
<b>Review Date</b>	2020
<b>Status</b>	Draft
<b>Consultation</b>	SLT, People Board, Trade Unions, Head Teachers, JAG

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<b>Name of the Officer</b> completing the evaluation Sally Thomas  <b>Phone no:</b> 07900651564 <b>E-mail:</b> sallythomas@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b>  <b>To introduce a new Grievance (Fairness at Work) Policy</b>
<b>Name of Service</b>  People Services HR	<b>Date Future Generations Evaluation form completed</b>  June 2017






**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Page 231

<b>Well Being Goal</b>	<b>How does the proposal contribute to this goal? (positive and negative)</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The revised policy will help to provide a clearer framework for the resolution of problems raised by employees within the working environment.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/a	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The aim of the revised policy is to enable a quick resolution to issues or problems raised by employees during the course of their employment. A policy that enables clear procedures to be applied where necessary in	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	a supportive context and which clearly explain roles and responsibilities and expectations.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	n/a	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	n/a	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	n/a	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>n/a</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>n/a</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>n/a</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>n/a</p>	
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>n/a</p>	





3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability			
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>We will make this policy available in welsh should it be required</i>		

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4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

Page 236

5. What evidence and data has informed the development of your proposal?

6. The reason for development of this policy relates to the SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The main emphasis of the policy and procedure is to offer a clear procedural framework for dealing with grievances raised within the workplace. The policy statement and much of the content is premised on good practice and the ACAS Code.

This work has presented as a priority for People Services in terms of equipping employees with the appropriate advice, guidance and support on how to deal with grievances within the workplace. A revision to policy is part of this work.

Positive impact is that we aim for consistency of application of the policy so all employees can understand how problems or grievances will be dealt with and what support is available to those who raise grievances and also to those who may have a grievance raised against them. We have a duty of

care for the wellbeing of our staff whilst such procedures may be operational. We have listened to the views of staff whilst developing this policy and will continue to evaluate its progress and impact.

**7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

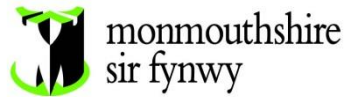
What are you going to do	When are you going to do it?	Who is responsible	Progress
We are going to publicise the policy on the external website, as advised by Audit in their consultation response.	When the policy receives final approval	Sally Thomas Interim HR Manager	

Page 237

**Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

<p><b>The impacts of this proposal will be evaluated on:</b></p> <p>Review of this policy will be in 3-5 years (2020 – 2022) and undertaken in line with our normal review processes – which will be dependent upon evaluative work and analysis of casework, legislative changes, welsh government guidance, and best practice.</p>	
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<b>SUBJECT:</b>	'Services Fit for the Future – Quality and Governance in Health and Care in Wales'
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>11 October 2017</b>

## 1. PURPOSE:

The purpose of this report is to provide a response to the Welsh Government White Paper consultation 'Services Fit for the Future – Quality and Governance in Health and Care in Wales'.

## 2. RECOMMENDATIONS:

It is recommended that the attached paper is submitted to Welsh Government as the Monmouthshire County Council response to the White Paper consultation, 'Services Fit for the Future – Quality and Governance in Health and Care in Wales'.

## 3. KEY ISSUES:

Welsh Government issued a White Paper 'Services Fit for the Future – Quality and Governance in Health and Care in Wales' in June 2017 for a 3 month consultation period. The White Paper sought to consult on the following matters:

- strengthened leadership in NHS organisations;
- new duties of quality and openness on the NHS and social care;
- a strengthened voice for citizens in the way health and social care is planned and provided;
- design of a clearer process for service change plans;
- improving the legal framework for the inspection and regulation of health services;
- establishing a new independent body for patient voice and regulation and inspection

Consultation responses were sought by Welsh Government on a number of key questions set out in the White Paper. The overall policy aim of the proposals is to legislate to improve standards of quality and governance in the NHS and social care.

The draft response has undertaken to actively consider the questions raised in the White Paper. The content of the response has been strongly informed by a joint Adult and Children's Select Committee on 14 September 2017, which was facilitated by colleagues from Welsh Government leading the consultation. The critical issues which the response sets out are:

- concerns as to how far the consultation to improve quality and governance in health and social care really reflects the person centred culture and practice in social care in Wales that has been developing over a number of years;
- the need for service planning and engagement mechanisms to reflect the need for collaborative working with neighbouring counties in England as well as across Welsh organisational boundaries;
- the need for meaningful measures of ‘what matters’ to people to be at the heart of the quality standards set out in legislation;
- the need to properly understand the resource implications of new standards, particularly on the social care sector;
- the need to ensure really effective mechanisms for local engagement in the work of the organisation that ensures the patient voice is heard.

Overall, whilst the response supports the policy aspirations articulated in the White Paper, the detail of how to improve quality and governance in a meaningful way which ensures the voice of citizens, and specifically vulnerable groups, are heard requires further consideration.

#### **4. REASONS:**

This paper provides Monmouthshire County Council’s response to the Welsh Government White Paper Services Fit for the Future – Quality and Governance in Health and Care in Wales’.

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

The need to understand the potential resource implications of the proposed legislation are highlighted in the consultation response.

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

Impact assessments on the proposed legislation will be undertaken by Welsh Government.

#### **7. CONSULTEES:**

Joint Adult and Children and Young People’s Select Committee considered the issues in this consultation on 14 September 2017. The Select Committees supported a response by the Cabinet Member via an Individual Cabinet Member Decision, taking into account the views expressed by Members.

#### **8. BACKGROUND PAPERS:**

Welsh Government Consultation Paper ‘ Services Fit for the Future – Quality and Governance in Health and Care in Wales’

#### **9. AUTHOR:**

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## **Draft Response to White Paper - 'Services Fit for the Future – Quality and Governance in Health and Care'**

Thank you for the invitation to provide a response from Monmouthshire County Council to the White Paper Consultation Document – 'Services Fit for the Future – Quality and Governance in Health and Care in Wales'.

This response has been developed by Monmouthshire County Council following engagement with Members of the Adult and Children's Select Committees. We would like to thank colleagues from Welsh Government who engaged with the Council in a joint Select Committee session to outline the thinking and principles that underpin the White Paper proposals and take questions. This has enabled us to make a fully informed response. The rest of this paper responds specifically to each part of the White Paper.

### **Introduction**

The introduction talks about 'working together' to 'prevent ill health and provide the care people need, when they need it.' It states (health and social care) 'cannot continue to work in isolation and we must now look beyond the boundaries when making decisions about what services and actions will deliver the best outcomes'. These statements do not recognise that in some parts of Wales integrated working between health and social care is very well established and has been delivering improved health and wellbeing for people on a local and regional basis over a number of years. There are really good examples at a local level with Monmouthshire integrated services, delivered fully integrated community services in community hubs in Chepstow, Monmouth and Abergavenny. On a Gwent wide basis, there are many examples of integrated health and social care services working across local authority boundaries such as Gwent Frailty, Integrated Equipment Services and Share Lives. It is also important to note that integrated working to support improved health and wellbeing needs to include partners beyond health and social care: education, housing and third sector organisations are all critical and really good working arrangements with other partners can be as (or more) important to people's well-being as health and social care working well together.

The consultation references 'mature partnership working' needed at every level. This is facilitated in legislative terms through both the Social Services and Wellbeing Act (Wales) Act and the Wellbeing of Future Generations Act implemented within the last 15 months. Mature relationships take time to develop and deliver sustainable change. We question whether an additional legislative layer is really needed in addition to the really progressive legislation we have which has not had time to sufficiently embed and transform practice. The timing of the White Paper is interesting in that it is issued in advance of the recommendations to be made by the Parliamentary Review into Health and Social Care in Wales. Proposals in the resulting Green Paper will need to consider further and align with further proposals to come from the Parliamentary Review and as such may require further consultation.

Co-production is at the heart of these proposals; people making joint decision about their own care. The paper states systems across health and social care now need to

make a real shift towards this way of working and as a result standards and quality will be driven up. The paper does not reflect that co-production is common practice in social services across Wales, now reflected legislatively in the Social Services and Wellbeing (Wales) Act. The change to culture and practice in social services has been a journey over the last 10 years – whilst there is always more to do, by describing ‘health and social care’ as one the paper does not recognise what is already in place in key parts of the system. The benefits of co-production are that we do what matters to the person, align services and approaches to the outcomes they identify with us, in a way that is cost effective and ultimately more sustainable. The emphasis on quality and standards mean these benefits are not appear reflected strongly, and it is not clear if they are understood, in the consultation proposals.

The paper references a subsequent Green Paper which will seek views on how to improve the quality of services provided by the NHS in Wales as well as the governance and accountability of the organisation and the people who manage the NHS. There is no mention of engaging with people with care and support needs who have contact with social services. In summary, there is a sense within the consultation that the proposals have really been developed to support change and improve standards in the NHS and that the need for change within social services is not driving the proposals in any meaningful way.

## **Chapter 1: Effective Governance**

The role and composition of Health Boards need to reflect principles of good governance. There is clearly a balance to be struck between the numbers of people on a Board to ensure a wide range of skills and expertise, and the need for a cohesive structure. It is important that there continues to be a Director of Social Services Associate Member and a Local Authority Independent Member given the critical importance of expertise in partnership working, well-being and integration as part of a range of skills on the Board.

We are also supportive of the proposals around the independence role of Board Secretary which reflects the role of Local Authority Monitoring Officer. The impartiality of this role, set out in statute will really support effective governance of Heath Boards.

## **Chapter 2: Duties to Promote Cultural Change**

We note the intention to update and enhance the duty of quality to better reflect the integrated system and the need to work collaboratively across boundaries. As a boarder county, we would welcome further consideration to be given to working with counties on the English side of the boarder. Working with all neighbouring counties should include planning and delivering significant services in a way which is far beyond the administrative arrangements currently in place. A current example of the need to do this effectively is the consultation into the future of community hospitals in the Forest of Dean. This will impact on Welsh health services yet there is no requirement in the green paper which will mean that English or Welsh health organisations need to plan together when they develop proposals which impact each other.



Improving standards in the quality of care is fully supported. The practical mechanisms on how this achieved require more thought. Traditional quality standards do not necessarily reflect what is important to people and a really open debate with citizens at an individual and population level around what matters to them is necessary so standards are truly person centred. There is strong evidence that target driven approaches do not support quality systems that are meaningful to the people who experience them. Measuring what matters requires a far more thoughtful approach and in the spirit of the White Paper, should be genuinely co-produced. Evaluative methods such as understanding the 'most significant change' should be actively supported through a renewed approach to doing things better and understanding the impact of what health and social care services do.

Our overarching observation is that the duties set out in this chapter would bring NHS standards closer to those which are already in place in social care or in English health service, e.g. the duty of candour. Learning from good practice across sectors and borders is essential if our public services in Wales are to be the best they can be.

We would welcome explicit confirmation that the proposed changes would not impose a health model on social care systems. Many of the proposals are largely in place in social care services, for example, in the area of person centred care. It is really important that any new standards are outcome focussed and reflect what is in the Social Services National Outcomes Framework.

It is also critically important, given the fragility of the social care provider market, that the cost implications of any new standards are fully understood. The evidence base between should be clear, therefore, how any standards will actually improve quality of outcome and experience.

### **Joint Investigations of Health and Social Care Complaints**

It is already good practice for the NHS and social services to work together if a complaint cuts across the duties of both organisations. Embedding this in statute may provide the opportunity to develop a joint health and social care complaints team across organisational boundaries and is supported.

### **Chapter 4: Effective Citizen Voice, co-production and clear inspection**

We are concerned about the proposals to abolish Community Health Councils (CHCs) and replace them with a national body which may not have really effective local connections. We recognise that, as with all public bodies, the current model of CHCs in Wales can be significantly improved. In considering those improvements, there are some really important principles that need to be reflected:

**1. Ensuring a strong local voice in the work of the organisation that ensures the patient voice is heard.** The role of the CHC in supporting complainants and inspecting local health services is as important as the critical role they play in consultation and engagement in service change. Local perspectives are also absolutely critical in engagement prior to consultation on service changes, and during

the consultation processes. A national body may struggle to meaningfully understand the impact of changes to primary care, for example, on small rural communities. Whilst the proposal is for the national body to advise whether adequate involvement of the public has been achieved in drawing up the proposals, adequate involvement of hard to reach groups such as people with disabilities, mental ill health, frailty, dementia and carers may be really difficult to determine if the national body is not integrally connected to understanding local populations and the particular needs of communities.

**2. A truly independent voice for patients is vital** – positioning the new body with HIW and CSSIW may mean it will not be able to take an independent view on the effectiveness of regulation and inspection of health and social care services are in driving up standards of care. The ‘commissioner’ model would give an opportunity for a far more obviously independent and strongly heard voice speaking for citizens in the quality and transformation of care and support services. Legislating for real powers for the champion for the patient voice would seem to provide some balance of power to the understandable importance given to clinical leaders and Royal Colleges in determining the future of health services.

**3. Openness and transparency** – as with all public bodies, it will be important that the organisation representing the patient voice is fully accountable for the views it puts forward and the positions it takes on behalf of citizens. The role of locally democratically elected politicians in scrutinising health services, alongside social care services should be considered carefully in the design of the legislation.

We understand that the Board of CHCs have submitted progressive proposals for reform which include engaging directly with individuals and local communities to ensure the citizen voice is understood. They also propose representing the interests of people by scrutinising health and care services on a local, region and national basis. We would support the very thorough consideration of these proposals in designing the way forward.

## **Inspection and Regulation**

We do not have any particular comments about the underpinning legislative framework for Health Inspectorate Wales. Independence of the regulatory and inspection function is important to its effectiveness and public confidence in it. The governance structures should ensure this independence is unquestionable.

## **Conclusions**

The opportunity to comment on this important consultation is very welcome. The aspirations to improve standards and governance in health and social care are understood and supported. The detail of how to do this in a way which ensures the voice of citizens, and specifically vulnerable groups, are heard requires further consideration. We would welcome the opportunity to be part of any further engagement in this area.



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