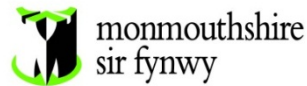


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 1 May 2018

Notice of meeting

County Council

**Thursday, 10th May, 2018 at 2.00 pm,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

AGENDA

Prayers will be said prior to the Council meeting at 1.55pm. All members are welcome to join the Chairman for prayers should they wish to do.

Item No	Item	Pages
1.	Apologies for absence	
2.	Receipt of petitions	
3.	Declarations of interest	
4.	Public open forum	
5.	To confirm the minutes of the meeting of County Council held on 19th April 2018	1 - 6
6.	To receive the County Council Action list	7 - 8
7.	To elect the Leader of the Council and to receive notification of Leader delegations (appointments to Cabinet)	
8.	Representations of Political Groups	9 - 20
9.	Appointments to Committees	21 - 46
10.	Appointments to Outside Bodies	47 - 58
11.	Members' salaries and payments	59 - 142
12.	Report of the Chief Executive:	
12.1.	City Deal Update	143 - 146

13.	Reports of the Deputy Chief Executive:	
13.1.	Local Development Plan Delivery Agreement	147 - 212
13.2.	Review of Communities and Electoral Arrangements	213 - 658
14.	Report of the Chief Office for Social Care, Safeguarding and Health:	
14.1.	Corporate Safeguarding Policy	659 - 726
15.	Report of the Chief Officer for Resources:	
15.1.	Strategic Asset Management Plan	727 - 856
16.	Members Questions:	
16.1.	From County Councillor J. Pratt to County Councillor S.B. Jones	
	The road closures on the A465 which have been many of late are causing unreasonable and unacceptable suffering for the residents of my ward. Can the Cabinet Member please tell us why we have not seen any police monitoring the situation or trying to reduce the speed and aggressive behaviour of motorists especially on road closure nights and weekends? Please can he call upon the Police to have a greater presence at these times when these small lanes, especially in Maesygartha as a lot of the traffic that normally goes along the Heads of the Valley is travelling along what is essentially an old tram road? The residents are very angry that the road is never policed and has become a 'lawless zone'	
16.2.	From County Councillor J. Pratt to County Councillor S.B. Jones	
	The residents concerned are not being effectively dealt with by the Welsh Government and residents are putting up with unacceptable noise e.g. the farm at Cwm Nant Gam had to put up with the machines fired up at 9am on Sunday morning 2 weeks ago and when the Welsh Government have met with the residents of the farm they are not prepared to compensate them for their losses. They are telling residents they are over budget on the scheme and there is no money. The current Liaison Meetings are not working and there needs to be better engagement at a higher level. Will the Cabinet member agree to setting up an Engagement Group that residents can attend. Minutes from the 'Gateway Review' should be made available to residents by MCC and we need to see better mechanisms in place to improve communication and transparency. Residents have told me that the Liaison Manager for Costain is just there in their opinion to take the flak and is protecting the corporate interest. A more effective Engagement Group with local residents that operates at a more senior level is needed. Will the Cabinet Member consider and implement this as the current set up is not working and the residents are being ignored. The whole situation is broken.	

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Batrouni
D. Blakebrough
M. Powell
V. Smith
P. Clarke
D. Dovey
A. Easson
R. Edwards
D. Evans
P.A. Fox
R.J.W. Greenland
L. Guppy
R. Harris
J. Higginson
G. Howard
S. Howarth
D. Jones
P. Jones
S. Jones
S.B. Jones
P. Jordan
P. Murphy
B. Strong
F. Taylor
A. Watts
A. Webb
K. Williams
J.Becker
L.Brown
A.Davies
L.Dymock
M.Feakins
M.Groucutt
R.John
L.Jones
M.Lane
P.Pavia
J.Pratt
R.Roden
T.Thomas
J.Treharne
J.Watkins
S. Woodhouse

Public Information

Access to paper copies of agendas and reports

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Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

Welsh Language

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

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

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Public Document Pack Agenda Item 5

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held
on Thursday, 19th April, 2018 at 5.00 pm

PRESENT: County Councillor M. Powell (Chairman)
County Councillor P. Clarke (Vice Chairman)

County Councillors: D. Batrouni, D. Blakebrough, V. Smith, D. Dovey, A. Easson, R. Edwards, P.A. Fox, L. Guppy, R. Harris, J. Higginson, S. Howarth, D. Jones, P. Jones, S. Jones, S.B. Jones, P. Jordan, P. Murphy, B. Strong, A. Watts, A. Webb, K. Williams, J.Becker, L.Brown, A.Davies, M.Feakins, M.Groucutt, R.John, L.Jones, M.Lane, P.Pavia, J.Pratt, R.Roden, J.Treharne, J.Watkins and S. Woodhouse

OFFICERS IN ATTENDANCE:

Paul Matthews	Chief Executive
Kellie Beirne	Deputy Chief Executive
Will McLean	Chief Officer for Children and Young People
Robert Tranter	Head of Legal Services & Monitoring Officer
Nicola Perry	Senior Democracy Officer
Matthew Gatehouse	Head of Policy and Governance

APOLOGIES:

County Councillors D. Evans, R.J.W. Greenland, G. Howard, F. Taylor, L.Dymock and T.Thomas

2. Declarations of interest

There were no declarations made by Members.

3. Chairman's Announcement and receipt of petitions

Council received the Chairman's announcement.

There were no petitions.

4. Public Open Forum

There were no matters for the public open forum.

5. To confirm the minutes of the meetings of County Council:

5.1. 6th March 2018

The minutes of the meeting of County Council held on 6th March 2018 were approved and signed by the Chairman.

5.2. 19th March 2018

The minutes of the meeting of County Council held on 19th March were approved and signed by the Chairman.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held on Thursday, 19th April, 2018 at 5.00 pm

In doing so, Councillor S. Jones stated that she had presented the petition on behalf of Councillor L. Dymock.

6. To receive the minutes of the Public Service Board 30th January 2018

Council noted the minutes of the Public Service Board meeting held on 30th January 2018.

7. To receive the minutes of Democratic Services Committee 15th January 2018

Council noted the minutes of the Democratic Services Committee meeting held on 15th January 2018.

It was agreed to continue to receive these minutes at Council.

8. To receive the minutes of Audit Committee 11th January 2018

Council noted the minutes of the Audit Committee meeting held on 11th January 2018.

It was agreed to continue to receive these minutes at Council

9. To note the County Council Action List

Council noted the action list.

10. Report of the Chief Officer for Children and Young People:

10.1. Annual Report of the Chief Officer for Children and Young People

The Chief Officer for Children and Young People presented the Annual Report, the purpose being to inform Council of the progress that the education system has made in the past twelve months since the last report. This reporting period includes the examination period that ended in August 2017.

Following the presentation comments were welcomed.

Officers recognised the importance of reviewing the catchment policy.

Indicators are being developed around Flying Start and Families First which are better at identifying progression among those young people. Flying Start colleagues work closely with schools with early identification of children part of the programme, enabling school support to continue to work with those families.

The Chair of the CYP Select Committee welcomed the report and commended the achievements, but recognised the areas for improvement, namely families challenged economically, and disadvantaged or looked after children. He added there is a need for a detailed study at Free School Meals performance, where there is a consistent pattern over time, where Monmouthshire is one of the worst performers in Wales. The Chief Officer agreed that the performance gap at Key Stage 4 is too wide, and there is a need to gain understanding of what happens between KS3 and KS4.

The Leader of the Opposition thanked the Chief Officer for the report and said we should be particularly proud of KS3 statistics, and this would be a test as they move into KS4. He required more reassurance on the levels around FSM. He raised concerns regarding the wellbeing of staff, and how that is measured, stating that circa 77 teaching assistant posts have been lost

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held on Thursday, 19th April, 2018 at 5.00 pm

over the last 3 or 4 years, resulting in pressures with 1 to 1 service with disadvantaged children. He also highlighted caution around the social justice area.

The Chief Officer explained that in terms of the wellbeing of staff, meetings with headteachers were held on an ongoing basis. A wellbeing event held recently highlighted the importance of this area. He added that FSM is a key area of focus especially at KS4.

Officers were urged to recognise the importance of diagnosis of dyslexia and dyspraxia, as it was suggested that state schools were allowing these pupils to fall through the net. Clarification was sought on the policy for identifying and supporting those with dyslexia, and detail of statistics. The Officer agreed to provide a written response.

The Officer recognised challenges highlighted regarding the Gilwern School admissions policy and recognised the importance of attending a local school. The dynamics of the policy would be addressed.

Members highlighted the importance of physical education particularly in light of childhood obesity. We heard of the success and effects of the Sport Leadership Programme. We recognised the benefits of outdoor activities.

Changes in the inspection framework were noted.

Concerns were raised regarding the lack of development of a 21st Century School in Chepstow, and reassurance was sought around retaining the children of Chepstow. The Chief Officer assured that Chepstow School remains on the programme, and the commitment remains that it will be ready at the start of band C to have the investment.

In response to a question it was predicted that 12 schools would be in deficit at the end of the year. It was acknowledged a 3rd of schools across the County were in deficit.

The importance of equipping young people with the skills to move into the work place was agreed. Talks were held with secondary schools to agree better collaboration post 16 to ensure a better, broader offer. Also conversations with Coleg Gwent were held on access to vocational learning.

The Leader highlighted the need to consider future school organisation and planning for future school places in both primary and secondary schools. He expected acute pressure in primary schools across the south of the region. He encouraged the Cabinet Member and Chief Officer to give that considerable thought.

The Cabinet Member for Children and Young People welcomed the constructive debate. He emphasised the importance of protecting the more vulnerable students in our county and the risk of complacency. He agreed it was important to stretch every child to reach their full potential. He expressed the thanks of Council to the teaching staff across Monmouthshire, and added he has seen fantastic examples of education across the schools. He reiterated the commitment to renew all secondary schools, stating Abergavenny would be next, followed by Chepstow.

Upon being put to the vote Council resolved to accept the Chief Officer Annual Report.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held on Thursday, 19th April, 2018 at 5.00 pm

11. Reports of the Deputy Chief Executive, Chief Officer for Enterprise

11.1. Council diary of meetings for 2018/19

Council received a report in order to approve the draft diary of meetings for 2018/19.

We noted the diary should be brought to Council for approval at an earlier date to allow timely printing of paper copies.

Members requested that we avoid changing dates of meetings.

Upon being put to the vote Council resolved to agree the recommendation:

That the diary of meetings for 2018/19, as attached, be approved.

11.2. Bryn y Cwm Area Committee Name Change

Council were presented with a report in order to seek approval to change the name of Bryn y Cwm Area Committee, from September 2018.

Upon being put to the vote, Council resolved to agree the recommendation:

That Council approve a change of name from Bryn y Cwm Area Committee to North Monmouthshire Area Committee.

12. Members Questions:

12.1. From County Councillor P. Pavia to County Councillor R. John

Will the Cabinet Member for Education provide an update on the development of Authority's Welsh in Education Strategic Plan?

County Councillor John responded that the Welsh in Education Strategic Plan had been approved by Cabinet in October 2017. Since then there have been discussions with Welsh Government on a number of minor amendments regarding our commitments to working with communities to examine evidence of demand for Welsh Medium Education particularly in Monmouth area. He welcomed any contributions from Members regarding demand for Welsh Medium Education

As a supplement Councillor Pavia asked that given the recent WG statement that 15 out of 22 authorities had been signed off, what barriers were preventing the authority progressing to sign off. Also given that the original WESP significantly underpinned the strategic outline plan regarding 21st Century Schools funding, what impact does any delay or potential changes have to developing the business case for King Henry VIII School?

Councillor John responded that discussions have been held with WG about how to stimulate demand of Welsh medium provision and how we evidence that demand. He added that there has been no impact on our band B proposals which have been approved by WG. WG have also confirmed they are very supportive of the type of expansion of Welsh medium provision we are proposing for band B. Wide consultations continue, instigating positive and interesting discussions.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held on Thursday, 19th April, 2018 at 5.00 pm

12.2. From County Councillor P. Pavia to County Councillor P. Jones

Will the Cabinet Member for Social Care and Health make a statement regarding Aneurin Bevan Health Board's decision to withdraw Older Adult Mental Health inpatient provision from the County?

County Councillor P. Jones responded that MCC endorsed fully a response to ABUHB consultation into the future of Older Adult Mental Health which set out a series of evidenced objections to the consultation into the inpatient services across Gwent. Councillor Jones responded on behalf of the Council with a formal request that the current interim arrangements remain in place to allow integrated work to take place between local authorities, the Health Board and other partners. Unfortunately the Health Board took a decision on 21st March 2018 to approve the preferred option which has resulted in the closure of St. Pierre Ward in Chepstow Hospital. Monmouthshire residents who need inpatient dementia services are receiving these services in either Blaenau Gwent or Newport. It was a concern that all views had not been presented at the time of decision making.

Councillor Jones stated she remains deeply disappointed at the decision of the Health Board and we are of the view that the decision is not of the best interest of the most vulnerable people in Monmouthshire. It was requested that the Health Board attend this meeting of the Council to further explain their position. They declined to attend Council but will attend Select meetings in the future. Consideration has been given to whether there is a strong case for the Health Board to be challenged legally via a judicial review process, but we are conscious of the long term relationship with a key partner.

In relation to the future of Chepstow Hospital broad work is underway to develop an integrated health and social care hub for the South Monmouthshire population. This work will be reported back to Council in September 2018.

Councillor Pavia believed that the whole process was predetermined from the start and the fact that senior leaders of the Health Board were not prepared to come to Council to justify their decision and update on the closure demonstrates arrogance and how out of touch they are as a public body. As a supplement he asked if Councillor Jones was in a position to share the legal advice received.

Councillor Jones agreed to obtain and share the information requested.

12.3. From County Councillor P. Pavia to County Councillor P. Fox

Will the Leader of the Council make a statement following the launch of the Welsh Government's Green Paper on Local Government reform?

County Councillor Fox responded that the Green Paper named Strengthening Local Government and Delivering for People was published on 20th March 2018 and responses are expected back by 12th June 2018. The Cabinet Secretary want to devolve more powers and freedoms to local councils. The paper talks of wanting to see sustainable councils and believes that local government should be respected by and representative of their communities. The Leader welcomed these sentiments.

However he added that the Green Paper is more a re-hash of plans Leighton Andrews had previously tried to implement. The Leader disagreed with comments in the paper and had shared his thoughts with the Cabinet Secretary directly. Monmouthshire is proof that smaller authorities can deliver and can do well. So when we get to the meat of the paper the focus turns to the same old arguments and quotes that WG believes it is time to seriously examine creating fewer larger local authorities, and the paper suggests the following 3 options:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held on Thursday, 19th April, 2018 at 5.00 pm

1. Voluntary mergers
2. Phased approach with early adopters merging first.
3. Single comprehensive merger programme. It was thought this was the preferred option.

The Leader stated that raising this debate again is unsettling for all in Local Government, and a distraction. He reiterated his continued view that creating large authorities is not the panacea WG believe it is. In the scale of the financial constraints we have they would be minimal against the costs of merging. We are already moving ahead on a regional platform, the City Deal a prime example. To undermine these now would be wrong and set service delivery back not take it forward. Creating new councils would threaten the established City Deal.

The Leader recommended that Council hold a full debate or hold a seminar to shape a response.

Council took the opportunity to congratulate the Deputy Chief Executive on her appointment as City Deal Programme Director.

The meeting ended at 7.30 pm

ACTION LIST
MEETING OF MONMOUTHSHIRE COUNTY COUNCIL

DATE OF MEETING	AGENDA/MINUTE ITEM	ACTION TO BE TAKEN	TO BE ACTIONED BY	PROGRESS
19 th April 2018	Chief Officer Annual Report	Chief Officer to provide written response to Cllr Blakebrough regarding statistics and policy around young people with dyslexia	Will McLean	Information emailed to Councillor Blakebrough as required.

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT: REPRESENTATION OF POLITICAL GROUPS -
REVIEW
MEETING: COUNCIL
DATE: 10th May 2018
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

The Council is required to review at, or as soon as practicable after, the Council's annual meeting, the representation of different political groups on the bodies to which the Council makes appointments.

2. RECOMMENDATIONS:

That the Council decides:

To accept the report (and appendices) as a review under Section 15 of the Local Government and Housing Act 1989 and to appoint the ordinary committees with the numbers and adjustments as indicated below:

Committee	Cons	Lab	Lib Dem	Ind
Select (x 5) (9)	26	10	3	6
Licensing & Regulatory (12)	7	3	1	1
Planning (16)	9	4	1	2
Democratic Services (12)	7	3	1	1
Audit (11 excluding 1 lay)	7	2	1	1
Aggregate Entitlement (85)	56	22	7	11

3. KEY ISSUES:

- 3.1 The Council must determine the allocation to the different political groups of all the seats to be filled by appointment by the Council and exercise its power of appointment to the body concerned so as to give effect to such wishes about who is to be appointed to the seats on that body which are allocated to a particular group as are expressed by that group.
- 3.2 The Council is required "to make only such determinations as give effect, so far as reasonably practicable, to" the following principles:
- (a) that not all the seats on the body are allocated to the same political group;

- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- (c) (subject to (a) and (b)), the number of seats on the ordinary committees which are allocated to each political group bears the same relationship to the total seats on all the committees as the number of members of that group bears to the Council's membership;
- (d) identical to (c) but relates to other bodies where the Council is entitled to fill seats by appointment.

3.3 The following are bodies to which S.15 applies -

- (a) ordinary committees and sub-committees
- (b) advisory committees and sub-committees of an advisory committee
- (c) any such of the following bodies (or classes of bodies) which is a body at least 3 seats on which are from time to time to be filled by appointments made by the Council (so far as relevant to the Council):-
 - (i) a fire authority constituted under a combination scheme
 - (ii) a superannuation committee
 - (iii) a National Parks Committee
 - (iv) a joint committee (with one or more other authorities) whose function is to discharge council (as opposed to executive) functions and is not purely advisory.

This is not a full list but comprises the most likely classes of bodies to which the Council makes appointments. Thus it will be seen that if the Council is asked to make appointments to any other body the political balance rules do not apply even if the Council is asked to appoint three or more members.

3.4 In certain cases the Council/committee does not have to comply with the statutory requirements. The exceptions are as follows:-

- (a) alternative arrangements approved by the Council following notice of the proposed arrangement being included in the agenda for the relevant meeting of Council and without any member of the Council/committee voting against the proposal (S.17 and Reg. 20).
- (b) the committee or sub-committee is established exclusively to discharge functions or to advise in respect of part of the area of the authority and where that area of that part does not exceed one-half of the total area of the authority or the population of that part does not exceed one-half of the total population of the area. In addition, that part must consist of one or more electoral divisions and all the members of the authority who are elected for that electoral division

(or those electoral divisions) (and only those members) are entitled to be members of the area committee or sub-committee.

4. REASONS

To comply with the requirements of the Local Government (Committees and Political Groups) Regulations 1990 as amended.

5. RESOURCE IMPLICATIONS:

Nil

6. CONSULTEES:

Political group leaders

7. BACKGROUND PAPERS:

Nil

8. AUTHOR:

Robert Tranter – Monitoring Officer & Head of Legal Services

CONTACT DETAILS:

Robert Tranter, Monitoring Officer & Head of Legal Services
Tel: 01633 644064
Email: roberttranter@monmouthshire.gov.uk

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APPENDIX A

Methodology to be applied to appointments

1. Members are referred to the guiding principles mentioned in Paragraph 3 of the main report.
2. Appointments by the Council

The application of the principles is most usefully considered separately for ordinary committees, advisory committees and for other bodies to which appointments must be made.

(a) Ordinary Committees

These are committees which can take action on behalf of the Council. The other form of committee, the advisory committee, is one appointed to advise the Council on any matter relating to the discharge of its functions.

According to the draft circular issued in 1990, a convenient sequence for applying the principles will be

- (i) calculate the total seats with votes on all the ordinary committees;
- (ii) calculate the proportion that each political group forms of the total membership of the authority (and that membership does not include a chairman who is no longer a councillor but remains a member of the Council by virtue of section 26 of the 1972 Act); the "total membership of the authority" does, however, include vacant seats;
- (iii) apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement (here as elsewhere) to apply the proportions "so far as reasonably practicable" can be met by rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats;
- (iv) apply the proportions to the number of members on each ordinary committee to give a provisional entitlement to seats on that committee;
- (v) where the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying the principle in 3(a));
- (vi) where one group has a majority of the membership of the Council, but does not have a majority on any committee as a result of the provisional entitlement, increase its share on that

committee so that it does have a majority (thus applying the principle in 3(b));

- (vii) finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, while preserving the results reached at steps (v) and (vi) (thus applying the principle in 3(c)).

This sequence of steps has been adopted in this report.

(b) Advisory Committees

The intention of the provision is to ensure that those seats to be filled by councillors are (in the absence of unanimous agreement to the contrary) shared fairly between the political groups.

It is, therefore, necessary for the Council first to decide how many of the seats on each advisory committee are to be filled by members of the Council; the statutory requirements then only apply to those seats; the allocation of those seats can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

(c) Other Bodies (see para 4(c) of the main report)

The intention is to ensure a fair distribution of the available seats among the political groups; since a majority group would reasonably be entitled to all the seats where the authority makes only one or two appointments, the duty to allocate seats to political groups only applies where the Council appoints to three or more seats.

The allocation can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

3. Appointments by Committees

Where an ordinary committee appoint a sub-committee with executive powers, the relevant principles are as contained in paragraphs 3(a), (b) and (d) of the main report: the allocation can be conveniently carried out by following steps (ii), (iv), (v) and (vi) above.

When an advisory sub-committee is appointed, the committee will first need to determine how many seats are to be filled by members of the Council (not just members of the committee). The duty to allocate to political groups then applies only to those seats. The same steps can be followed.

APPENDIX B

APPOINTMENTS BY COUNCIL

1. The following committees are appointed by the Council with the number of seats shown:

<i>Committee</i>	<i>Seats</i>
Planning	16
Licensing and Regulatory	12
Audit (Excluding 1 lay member)	11
Strong Communities Select	9
Children & Young People Select	9
Economy & Development Select	9
Adult Select	9
Public Service Board Select	9
Democratic Services	12
Total	96

NOTE:

- (i) Member/Officer Working Groups are not Committees or Sub-Committees.
- (ii) The Standards Committee is not subject to the political balance rules.
- (iii) The Joint Advisory Group (Teachers/LGE) is a Cabinet advisory committee.
- (iv) Political balance rules do not apply to Area Committees
- (v) The Public Service Board Select Committee will comprise of the chairs of the 4 other Select Committees along with 5 other members.
2. The rest of this appendix deals with the appointment of committees only. The rules applying to other bodies are the same as for sub-committees and are considered in appendix C.
- (a) Total number of members - 43
- | | |
|------------------|----|
| Conservative | 25 |
| Labour | 10 |
| Independent | 5 |
| Liberal Democrat | 3 |
- (b) Total number of seats on ordinary committees – 85
- (c) Provisional statutory entitlement multiplier (i.e. the relevant number of members divided by 43):
- | | |
|------------------|-------|
| Conservative | 0.581 |
| Labour | 0.232 |
| Independent | 0.116 |
| Liberal Democrat | 0.069 |

- (d) Aggregate entitlement (i.e. 96 multiplied by the relevant figure in paragraph (c) above):

96 Seats

Conservative	49.38
Labour	19.72
Independent	9.86
Liberal Democrat	5.86

Rounding up/down gives:

Conservative	56 seats
Labour	22 seats
Independent	11 seats
Liberal Democrat	7 seats

Total **96 Seats**

Total seats on body	Labour		Conservative		Lib Dem		Independent	
3	0.70	1	1.74	2	0.21		0.35	
4	0.93	1	2.32	3	0.28		0.46	
5	1.16	1	2.91	3	0.35		0.58	1
6	1.39	1	3.49	4	0.41		0.70	1
7	1.62	2	4.07	4	0.48		0.81	1
8	1.87	2	4.65	5	0.55		0.93	1
9	2.09	2	5.23	5	0.62	1	1.04	1
10	2.32	2	5.81	6	0.69	1	1.16	1
11	2.55	3	6.39	6	0.76	1	1.28	1
12	2.78	3	6.97	7	0.83	1	1.39	1
13	3.02	3	7.55	8	0.90	1	1.51	1
14	3.25	3	8.13	8	0.97	1	1.62	2
15	3.48	3	8.72	9	1.04	1	1.74	2
16	3.71	4	9.30	9	1.10	1	1.86	2

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Total seats on body	Labour		Conservative		Lib Dem		Independent	
3	0.70	1	1.74	2	0.21		0.35	
4	0.93	1	2.32	3	0.28		0.46	
5	1.16	1	2.91	3	0.35		0.58	1
6	1.39	1	3.49	4	0.41		0.70	1
7	1.62	2	4.07	4	0.48		0.81	1
8	1.87	2	4.65	5	0.55		0.93	1
9	2.09	2	5.23	5	0.62	1	1.04	1
10	2.32	2	5.81	6	0.69	1	1.16	1
11	2.55	3	6.39	6	0.76	1	1.28	1
12	2.78	3	6.97	7	0.83	1	1.39	1
13	3.02	3	7.55	8	0.90	1	1.51	1
14	3.25	3	8.13	8	0.97	1	1.62	2
15	3.48	3	8.72	9	1.04	1	1.74	2
16	3.71	4	9.30	9	1.10	1	1.86	2

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT:	APPOINTMENT OF COMMITTEES
DIRECTORATE:	Chief Executives
MEETING:	County Council
DATE:	10th May 2018
DIVISION/WARDS AFFECTED:	All

1. **PURPOSE:**

To appoint committees together with their membership and terms of reference in accordance with the Council's Constitution.

2. **RECOMMENDATION:**

That the following committees be appointed together with their membership as set below, and their terms of reference attached as appendices.

2.1 **Area Committees**

That Area Committees be appointed, with the terms of reference attached as appendix A.

Bryn Y Cwm, (North Monmouthshire) Ward Members for:

Castle
Llanelly Hill
Grofield
Priory
Lansdown
Croesonen
Llanover
Goetre Fawr
Llanwenarth Ultra
Mardy
Llanfoist Fawr
Crucorney
Cantref

Central Monmouthshire, Ward Members for:

Mitchel Troy
Llangybi Fawr
Raglan
Llantillio Crossenny
Dixton with Osbaston
Wyesham
Usk
Llanbadoc
Trellech United
Overmonnow
Drybridge

Lower Wye, Ward Members for:

St Christopher's
St Kingsmark
Shirenewton
Devauden
St Mary's
Thornwell
St Arvans
Caerwent
Larkfield

Severnside, Ward Members for:

Dewstow
West End
Portskewett
Rogiet
The Elms
Severn
Mill
Green Lane
Caldicot Castle

2.2 AUDIT COMMITTEE

That the Audit Committee be appointed, with the terms of reference attached as appendix B.

That the membership of the Committee comprises 11 members of the Council, to be appointed in accordance with political balance, plus one lay member.

That it be noted that the Chair of the Audit Committee will be appointed by the Committee.

2.3 DEMOCRATIC SERVICES COMMITTEE

That a Democratic Services Committee be appointed, with the terms of reference attached as appendix C.

That the membership of the Committee comprises 11 members of the Council, politically balanced.

That the Chair of the Democratic Services Committee be appointed by the Council.

2.4 REGULATORY AND OTHER COMMITTEES

That the following Committees, together with their terms of reference, attached as appendix D, be appointed, subject to any changes to be notified by the political groups.

- (a) Planning (16 Members)

- (b) Licensing and Regulatory (12 Members)
- (c) Sub-Committees under the Licensing Act 2003
 - Three sub-committees of three members to be established to meet on Monday, Wednesday and Friday.
 - The Chairman, Vice Chairman and Opposition spokesman of the Licensing and Regulatory Committee to be appointed as Chairman of each sub-committee
 - The nine remaining members be called to attend sub-committee meetings on a rota basis in discussion with the Chairman of the relevant sub-committee.
- (d) Appeals Committee (3 members)

3 members to be nominated on an ad hoc basis.
- (e) Appointment of Local Authority Governors Committee (7 Members)
- (f) Standing Advisory Council on Religious Education (SACRE) (6 Members)

Persons representing such Christian denominations and other religions and denominations in such religions as in the opinion of the County Council will approximately reflect the principal religious traditions in the area.

Persons to represent such associations representing teachers as in the opinion of the County Council ought to be represented, having regard to the circumstances of the area.

- i. Monmouthshire County Council 6 members
- ii. Christian denominations and other religions and denominations as set out below:

12 members

The Church in Wales	1 member
The Roman Catholic Church	1 member
Free Churches	4 members
Baha'I Faith	1 member
Buddhist Faith	1 member
Hindu Faith	1 member
Muslim Faith	1 member
Jewish Faith	1 member
Sikh Faith	1 member
Teachers' Associations	7 members
Co - opted	2 members

- (g) Collaboration Agreement with Community and Town Councils (3 members)

Membership to be confirmed

(h) Appointment Committee (5 members)

Note: under the Council's Constitution, this Committee must include at least one member of the Executive but must not comprise a majority of members of the Executive.

(i) Coordinating Board

Chairman of each Select Committee; the Leader and Deputy Leader; the Chairman of each Area Committee; the Scrutiny Champion; the Chief Executive. The Chairman of the County Council will also be invited to attend.

(j) Remuneration Committee (Chief Executive) (5 members)

(k) Investigation Committee (3 members)

(l) Disciplinary Committee (3 members)

2.5 SELECT COMMITTEES

That the following Select Committees be appointed, together with their terms of reference, attached as appendix E:

- Economy and Development (9 Members)
- Strong Communities (9 Members)
- Children and Young People (9 Members)
- Adults (9 Members)
- Public Service Board (9 Members)

That the following members be co-opted to the Children and Young People Select Committee:

Voting on Education Issues only

Revd. Dr. Daly (Church in Wales)
Mr. M. Fowler (Parent Governor Representative)
Vacancy (Parent Governor Representative)
Vacancy (Catholic Church)

Non-Voting

Vacancy (ASCL)
Vacancy (NAHT)
Vacancy (NASUWT)
Vacancy (NUT)
Vacancy (Free Church Federal Council)
Mr. K. Plow (Association of School Governors)

That each Select Committee shall be entitled to recommend to Council the appointment of a maximum of five people as non-voting co-optees.

2.6 STANDARDS COMMITTEE

That the Standards Committee be appointed with the terms of reference attached as appendix F.

That the membership of the Committee comprise 3 members of the authority other than the Leader, 5 voting co-optees and one community member.

3. REASONS

To ensure the Council is compliant with its constitution.

4. RESOURCE IMPLICATIONS:

None as a direct result of this report

5. CONSULTEES:

Senior Leadership Team, Cabinet, Monitoring Officer

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

None

8. BACKGROUND PAPERS:

Monmouthshire County Council Constitution, as revised December 2017.

9. AUTHOR:

John Pearson, Local Democracy Manager
Email: johnpearson@monmouthshire.gov.uk

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Article 10 – Area Committees and Forums

10.01 Area committees

The Council may appoint area committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

The Council has recognised the need to engage the community in Area Working which in its early stages has involved establishing 4 Area Committees with the following roles and functions:

1. To help the Council shape major proposals affecting the area and to advise the Council about the implications for the area of its objectives, plans and policies.
2. To lead the development of the local community planning process and produce a Community Plan for each area in a way which promotes the council's overall policies as well as safeguarding local interest.
3. To ensure properly co-ordinated services on a local level.
4. To encourage effective collaboration with public, private and voluntary sector partners locally to help the Council meet the aspirations of local people.
5. To provide a forum for views of local communities and to encourage discussions and debate on matters of particular relevance to the area including participating in the process of Best Value Reviews as a formal consultee.
6. To make decisions on matters within the area that have been delegated by the Executive provided those decisions are within the Council's overall policies and budgetary allocations and do not adversely affect other areas of Monmouthshire.

Additional Representation

Each Area Committee may identify and agree 'communities of interest' within its area from which a representative may be invited to participate at meetings of the committee. Such invitees will not be co-opted members of the committee but may speak (not vote) on matters whenever the press and public are able to attend.

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TERMS OF REFERENCE FOR THE AUDIT COMMITTEE

- (a) to review and scrutinise the authority's financial affairs,
- (b) to make reports and recommendations in relation to the authority's financial affairs,
- (c) to review and assess the risk management, internal control and corporate governance arrangements of the authority,
- (d) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (e) to oversee the authority's internal and external audit arrangements, and
- (f) to review the financial statements prepared by the authority.
- (g) to undertake any other functions as the authority considers suitable to be exercised by the Audit Committee

Core functions

In order to meet the terms of reference above the Audit Committee will undertake the following core functions:

- Approve internal audit's strategy, plan and performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Consider the reports of external audit and inspection agencies.
- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Be satisfied that the authority's assurance statements, including the Statement on Internal Control and Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and reports to members, recommend the adoption of the financial statements by full Council and monitor management action in response to the issues raised by external audit.
- Maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Audit Committee.

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TERMS OF REFERENCE FOR THE DEMOCRATIC SERVICES COMMITTEE

- (a) To exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services)
- (b) To review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- (c) To make reports and recommendations to the authority in relation to such provision.
- (d) To fully support the non-executive role of councillors.
- (e) To undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.
- (f) To draw up a job description for elected members and improve clarity, transparency and public engagement.
- (g) To review the ICT policy for members.

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TERMS OF REFERENCE FOR REGULATORY AND OTHER COMMITTEES

(a) PLANNING

With delegated powers:

1. Planning and conservation

Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 as amended ('the Functions Regulations') save in relation to footpaths and bridleways.

2. Powers relating to the preservation of trees, the protection of important hedgerows and the power to make limestone pavement order.

(b) LICENSING AND REGULATORY

With delegated powers:

To determine traffic orders.

To act as the Licensing Committee designated for the purpose of Section 6 of the Licensing Act 2003.

To carry out all other functions and powers specified in Schedule 1 to the Functions Regulations, save in relation to the duty to approve the Authority's Statement of Accounts etc., the power to make Standing Orders, to appoint staff and to consider adverse reports from the Local Commissioner, all of which shall be reserved to Full Council.

To carry out all other Licensing functions in accordance with Part 2 of the Licensing Act 2003.

(c) SUB-COMMITTEES UNDER THE LICENSING ACT 2003

With delegated powers:

The discharge of all functions relating to licensable activities, as described in the Licensing Act 2003.

(d) APPEALS COMMITTEE

With delegated authority to determine appeals in accordance with the County Councils' constitution, e.g. School Transport Appeals, Discretionary Housing Payments Appeals

(e) APPOINTMENT OF LOCAL AUTHORITY GOVERNORS COMMITTEE

With plenary powers to act in accordance with the Code of Practice set out below:

1. LA Governors are appointed representatives of the LA on a school's governing body. They are not delegates, but can be removed at the discretion of the LA. Appointments are made on merit, irrespective of political persuasion and in the best interests of the children and school. Nominations of elected members will be viewed in exactly the same way as any other nominations.

2. They may represent the LA view, but in all cases the interests of the school are paramount and all governors shall abide by the governing body's rules and code of conduct.

3. A governor appointed by the LA must, like all governors be in a position to:

- Offer time, commitment and energy to the role.
- Become well informed about current educational thinking.
- Know about the needs of the school, its staff and pupils.
- Visit the school with purpose, sensitivity and understanding.
- Undertake training as necessary.
- Attend meetings regularly.
- Conform to agreed procedures at meetings, including the need for confidentiality concerning certain matters discussed in Governing Body meetings especially in relation to individual staff, pupils and parents.
- Undertake appropriate preparation and reading.
- Work co-operatively as a member of a team, accepting collective responsibility for decisions made.
- Share responsibilities including service on committees
- Find out as much as possible about the community served by the school.
- Understand that the position does not offer a personal or political platform.
- Offer commitment to raising education standards to enable every child and young person to reach their full potential

4. When an LA governor vacancy occurs, the school may advise the LA of its needs in terms of balance of skills, gender or other considerations for the good of the school. It shall have the right to submit names for consideration.

5. When an LA Governor vacancy occurs, the County Councillor in whose electoral area the school is situated, will be informed. (All other County Councillors will be advised by e mail of the vacancy for information.) (S)He should consult the school's headteacher and chairman of governors as well as fellow Councillors in cases where pupils are drawn from beyond his/her electoral division. (S)He may recommend names for consideration.

6. The LA will appoint the persons most suitable to be governors according to the criteria set out above. The appointment will be made as soon as possible after the vacancy arises, recognising the serious operational difficulties which may occur when governing bodies are incomplete.

7. The LA is able to remove governors which it has appointed by giving written notice to the clerk to the Governing Body and to the governor who is to be removed. The governor will be given the opportunity to make written

representation before removal. The LA will only remove a governor for a good reason.

8. Whilst it is anticipated that such procedures will be used infrequently, it is important for there to be a mechanism in place, if required, for the removal of local authority governors in order to ensure that difficulties, if they arise, can be dealt with in a consistent way. It is expected that these procedures would be used, for example, where there is evidence that the governor concerned has seriously or persistently breached their Governing Body's Code of Conduct, or there are significant other issues such as those detailed below. Removal of a local authority governor from office will only be used as a last resort after seeking to resolve any difficulties or disputes in a constructive way. Before the LA begins a formal process of removal, LA Officers will offer some form of conciliation, if appropriate, to seek to resolve the situation. Where there is no effective remedy, then the governor may be considered for removal from office.

9. All requests to remove a local authority governor from office would in the first instance be referred to the Chief Officer, Education who will consider the grounds for removal. The Chief Officer will then make a recommendation to the Chair of the LA Governor Appointments Committee on whether there are grounds for removal and he/she will take a decision. If the Chair of the Committee decides that there are no grounds for removal, he/she will write to the proposer and if appropriate, the governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. If the Chair of the LA Governor Appointments Committee decides that there may be grounds for removal, he/she will write to the governor concerned setting out the reasons why the matter has been referred for decision by the Committee and invite the governor to make written representation.

10. Reasons for the removal from office include, but may not be limited to, any of the following:

- Conduct that is inconsistent with the ethos or religious character and has or is likely to bring the school, the governing body or their office as a governor, or the LA into disrepute.
- Serious failure to co-operate with the LA, governors or the governing body as a whole.
- Irretrievable breakdown in relationship between the governor and the governing body and/or local authority.

11. The LA Governor Appointments Committee will meet and make a decision on the matter following receipt of the written representations from both parties. If necessary, both parties may be called to a meeting to give an account of their representation.

12. If a decision to remove is made, the Chair of the LA Governor Appointments Committee will write to the governor dismissing him or her from the Governing Body of the School, setting out the reasons for the decision. A copy of the letter will be copied to the clerk to the Governing

Body. If the proposal is not agreed, the Chair of the LA Governor Appointments Committee will write to the proposer and governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. Any governor who is removed from office may not be appointed to a governing body as a LA governor for a period of twelve months from removal. Should the governor concerned hold office on another governing body, that position would not necessarily be affected by his/her removal from the governing body the removal relates to; however, consideration would be given to this at the same time.

(f)STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

1. Function

- (a) To advise the Local Education Authority (LEA) upon matters connected with religious worship in county schools and religious education (RE) to be given in accordance with an agreed syllabus for the Authority.
- (b) It can require the LEA to review the RE agreed syllabus and establish an agreed syllabus at a formal meeting called an Agreed Syllabus Conference.
- (c) To consider any application made by a head teacher for their school to be released from the requirement that collective worship be wholly or mainly of a broadly Christian character for some or all of the pupils in that school (determination).

The main role, therefore, is to support effective provision of collective worship, and religious education in accordance with the Agreed Syllabus.

Each LEA should work with its SACRE to review the existing provision for RE and consider with the SACRE whether any changes need to be made in the Agreed Syllabus or in the support offered to schools.

Similarly it should work with its SACRE to monitor the provision of daily collective worship and to consider with it any action which might be taken to improve provision.

It is for the LEA to decide what matters it wishes to refer to its SACRE, but these should include methods of teaching, the choice of teaching material and the provision of teacher training.

A SACRE is not confined to advising on matters referred to it by its LEA; it may offer advice on any matters related to its functions as it sees fit.

The advice offered by a SACRE carries no statutory force. However, the LEA or school should always give careful consideration to advice offered.

LEAs are encouraged to keep their SACRE fully informed on all matters relating to RE and collective worship in their schools. This should include, where appropriate, information on individual schools following inspection by Estyn.

2. Annual Reports

SACRE must publish an annual report on its work. This should:

1. specify any matters on which it has advised the LEA
2. broadly describe the nature on that advice; and
3. Set out its reasons for offering advice on any matters which were not referred to it in the first place by the LEA.

A copy of the annual report must be sent to DCELLS (by 30th December). LEAs are encouraged to send copies of the annual report to schools and local teacher training institutions.

3. Composition

SACRE shall consist of representation from:

- Christian denominations and other religions and religious denominations, to broadly reflect the proportionate strength of the denomination in the area. It is recognised that there will be occasions when the interests of efficiency override the requirement for directly proportionate representation;
- Such associations representing teachers as, in the opinion of the authority, ought to be represented; and
- The local education authority.

It may also appoint co-opted members if required although these members have no voting rights.

It is for the LEA to appoint the members of the three groups.

Each group has a single vote on any matter to be decided by SACRE.

4. Chair

Legislation does not prescribe how the chair should be appointed. It is open to the authority to appoint the chairperson, or to allow a SACRE to appoint its own chair from its members.

5. Meetings & Business

Monmouthshire SACRE normally meets each term (3 meetings per annum) but meetings can be arranged as required.

A member from each group must be present for SACRE to be quorate.

The LEAs duty to convene a SACRE implies a duty to fund this body satisfactorily. The LEA should provide a clerk and sufficient funds for it to perform its functions.

SACRE is required to provide an annual report of its work which must be submitted to DCELLS (by 30th December).

A review of the Agreed Syllabus must be carried within every five year period.

6. Attendance *

Apologies should be made in advance if a member cannot attend a meeting. Any member who has not attended three consecutive meetings without Apology will lose the right to his/her place. Supply cover will be paid for teachers' attendance at meetings. Religious representatives may claim expenses from their respective Organisations.

7. Membership of WASACRE

Monmouthshire SACRE is a member body of the Welsh Association of SACREs. Four SACRE representatives are nominated for attendance at WASACRE but these may be substituted as required.

The RE Adviser to SACRE shall act for the LEA at WASACRE meetings.* Supply cover and travel expenses will be paid to teacher representatives attending meetings. Religious representatives may claim expenses from their respective organisations.

(g) COLLABORATION AGREEMENT WITH COMMUNITY AND TOWN COUNCILS

To review and update the Collaboration Agreement

(h) APPOINTMENT COMMITTEE

Appointed originally to take all decisions relevant to the recruitment of posts created as part of the management restructure 2010 this committee will appoint non-statutory chief officers and deputy chief officers.

(i) REVIEW OF AREA COMMITTEES

To develop terms of reference, size of areas, numbers of committees including forums and support staff, and to report back to the County Council.

(j) COORDINATING BOARD

- To manage the political business processes and the relationship between the constituent parts of the Council's political machinery.
- To review Council, Cabinet and Committee work programmes with a view to improving co-ordination and avoiding duplication.
- To enable Chairs to keep the Board informed of progress eg on Select Committee and other reviews.
- To share best practice across Committees and identify training and development needs
- To enable the Chief Executive to brief Chairs about forthcoming issues

(k) REMUNERATION COMMITTEE (CHIEF EXECUTIVE)

To make recommendations to the Council on pay and remuneration issues relating to the Chief Executive.

The Committee will meet at least annually

(l) INVESTIGATION COMMITTEE

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

(m) DISCIPLINARY COMMITTEE

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Office

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Monmouthshire County Council – Select Committee Terms of Reference

No. of Committees:	5
Frequency of meetings:	Six-weekly (or as required)

Committees and Terms of Reference:

To undertake overview and scrutiny in line with statutory responsibilities on the following:

- Budget Scrutiny: quarterly budget monitoring and scrutiny of draft budget proposals
- Performance scrutiny: 6 monthly Outcome Based Accountability performance monitoring, scrutiny of complaints, scrutiny of the Improvement Plan, scrutiny of Outcome Agreements together with other non-statutory performance-related scrutiny
- Risk Monitoring: 6 monthly scrutiny of the Whole Authority Risk Log

To review, constructively challenge and hold the Council and other relevant public bodies and partner organisations to account in addressing key priorities through the planning and delivery of services to ensure the following:

Page 4

Children & Young People's Select Committee	Adults Select Committee	Economy and Development Select Committee	Strong Communities Select Committee	Public Service Board Select Committee
<p>Ensure that services are relevant and responsive to the needs of young people and protect and promote their health and well-being, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • Safeguarding Children, including social care and health, services for vulnerable children and families, Child Protection, Children in 	<p>Ensure that services are relevant and responsive to the needs of Adults and protect and promote health and well-being, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • Safeguarding Adults, including Mental Health services and Disability services. • Adult Social Care, including Domiciliary 	<p>Ensure they are responsive to the needs of businesses, residents and visitors and promote economic activity, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • Scrutiny of the Management of Regeneration and Culture Directorate. • Strategic economic development, place 	<p>Ensure they are responsive to the needs of residents and promote their safety and well-being.</p> <p>Key roles for this committee are:</p> <ul style="list-style-type: none"> • To ensure the Council supports the development of new and sustainable communities and supports the resilience of existing communities through Local area co-ordination. 	<p>To review, constructively challenge and hold the Public Service Board to account in:</p> <ul style="list-style-type: none"> • Improving the economic, social, environmental and cultural well-being of its area in accordance with the sustainable development principle: "long

<p>Public Care, Home Finding, Family Centres and Aids & Adaptations for disabled children.</p> <ul style="list-style-type: none"> • Youth Justice and youth offending service. • Youth clubs and leisure facilities for young people. • Special Support Services, Pupil Support Services. • Education, including School Performance Management, EAS, Resource Management, Governor Support, Health & Safety, Financial and ICT Services, School Planning, Transport, Admissions, Student Grants and School Meals. • Management of Individual Schools Budgets, Schools Delegated Budgets, the Authority's Schools 	<p>Care, Residential Care, Nursing Home Care, Community Care, Occupational Therapy, Re-ablement, Assistive Technology, Community Meals Service, Sensory Impairment Services.</p> <ul style="list-style-type: none"> • Support to Families and Carers, including Respite and Short Breaks. • Adult Education, including Learning Disability Services. • Integrated Adults Services with Health Partners. • Joint Strategic Needs Assessment. • Protecting and supporting vulnerable Adults. • "Transition agenda" from young people to Adults. • Protecting vulnerable Adults (POVA) and Supporting People. • Homelessness prevention. • Domestic Violence Service, Drug and 	<p>shaping and enterprise.</p> <ul style="list-style-type: none"> • Promoting and sustaining economic growth. • Job creation and ensuring opportunities for skills and vocational training. • Public Health, Environmental Health and Trading Standards. • Public realm – Culture, libraries, museums and theatre. • The Planning Function – Building Control, Development Control, Local Development Plans, Economic Development and Housing. • Scrutiny of collaborative initiatives such as the Shared Resource Service (SRS) and CMC2 and any others as appropriate. • Estates and Sustainability. 	<ul style="list-style-type: none"> • To review and improve the Council's links with the Voluntary Sector. • To scrutinise the delivery of the Single Integrated Plan, allocating specific scrutiny areas to other select committees where appropriate. • To scrutinise key services provided in partnership to local communities to ensure effective multi-agency action is delivered, including amongst others: <ul style="list-style-type: none"> • Infrastructure and networks. • Highways (including SWTRA), Transport and Traffic Management. • Street Lighting. • Waste Management. • Community Safety. • Procurement. • Facilities and Accommodation Management. • Citizen Engagement. • Community Safety. • Chief Executive Function. • Revenues, Council Tax, Non-Domestic Rates and 	<p>term, integration, collaboration, involvement and prevention"</p> <ul style="list-style-type: none"> • Planning for and delivery of the well-being goals: "a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and thriving Welsh language, a globally responsible Wales" <p>Through the scrutiny of (but not limited to):</p> <ul style="list-style-type: none"> • The PSB's performance in collecting data, analysing evidence, engaging the community and ensuring partnerships deliver the well-being goals;
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<p>Individually Managed Budgets.</p>	<p>Alcohol Services.</p> <ul style="list-style-type: none"> • Public health and wellbeing promotion through Single Integrated Plan. • Leisure services in terms of health outcomes. • Welfare Rights. • Community Legal Service. 		<p>Finance.</p> <ul style="list-style-type: none"> • Corporate Costs / Levies. • Appropriations (including external debt costs from earmarked reserves, costs resulting from fixed asset disposal). • Financing (including core funding from WG, council tax income). 	<ul style="list-style-type: none"> • Decisions and actions taken by the PSB; the strategic and corporate planning framework; the systems, projects and programmes in place to deliver the well-being goals; and the governance, finance, procurement and workforce planning arrangements to support them. • Recommendations made by the Commissioner, Minister, Auditor General for Wales.
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Appendix F

EXTRACT FROM THE COUNCIL'S CONSTITUTION

THE STANDARDS COMMITTEE

Chairing the Committee.

- i. Only an independent member of the standards committee may be the Chairman.
- ii. The Chairman will be elected by the members of the standards committee for a period not exceeding one year. The Chairman is eligible for re-election.
- iii. The election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

9.03 Role and Function

The Standards Committee will have the following roles and functions:

(a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;

(b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;

(c) advising the Council on the adoption or revision of the Members' Code of Conduct;

(d) monitoring and from time to time reviewing the operation of the Members' Code of Conduct and protocols which apply to members of the Council, employees, contractors and other parties or organisations associated with Council activity;

(e) advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;

(f) granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;

(g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Local Commissioner in Wales.

(h) mentoring and supporting the Council's Monitoring Officer in the discharge of his/her role

(i) receiving and investigating (where statute permits) reports and complaints relating to the Members' Code of Conduct and protocols approved by the Council from time to time;

(j) the exercise of (a) to (i) above in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils.

(k) ensuring the Council's whistle blowing procedures operate effectively

(l) ensuring the Council's complaints procedures operate effectively and publishing an annual report on the operation of the system.

As set out in Article 9.3

Other functions as set out in Part 3

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Local Government Act 2000

Other functions delegated to the Committee by the Council in accordance with section 54(3) of the Local Government Act 2000, in accordance with any regulations made under that Act

MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT:	APPOINTMENTS TO OUTSIDE BODIES
DIRECTORATE:	Chief Executive
MEETING:	Council
DATE:	10th May 2018
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To appoint representatives to serve on outside bodies.

2. RECOMMENDATIONS:

- 2.1 That the Council make appointments to the outside bodies set out in the attached schedule, with the exception of joint committees listed in Category B, which are Cabinet appointments.

3. REASONS:

- 3.1 A schedule of appointments to outside bodies is attached. With some exceptions, appointments are normally made for the term of the Council.

4. RESOURCE IMPLICATIONS:

- 4.1 In most cases members will be able to claim travel allowances from the County Council. In some cases these expenses are payable by the appropriate outside body.

5. CONSULTATION:

Cabinet, Senior Leadership Team, Monitoring Officer

6. BACKGROUND PAPERS:

List of Appointments to Outside Bodies
Gwent Police and Crime Panels (Wales) – Guidance Paper

7. AUTHOR:

CONTACT DETAILS:

Telephone: John Pearson, Local Democracy Manager
Email: johnpearson@monmouthshire.gov.uk

MONMOUTHSHIRE COUNTY COUNCIL

REPRESENTATION ON OUTSIDE BODIES (MAY 2018)

Appendix A

Category A - Regional/National

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
1	Brecon Beacons National Park Authority	Term of Council	National Park	2	Cllr. A.E. Webb Cllr. M. Feakins	18 th May 2017 18 th May 2017
2	Appointments Panel for East Wales Valuation Tribunal	Term of Council	Council	3	Cllr. R.J. Higginson Cllr. M. Feakins Cllr. R.P. Jordan	18 th May 2017 18 th May 2017 18 th May 2017
3	Oldbury Power Station Stakeholder Group	Term of Council	Council	1	Cllr. D.L. Dovey	18 th May 2017
4	Gwent Police and Crime Panel	Term of Council	Police & Crime Commissioner	2	Cllr P.R. Clarke Cllr A. Easson	18 th May 2017 18 th May 2017
5	Joint Council For Wales (Previously Provincial Council for Wales)	1 Year	Council	2 plus 1 Sub.	Cllr. P. Murphy Cllr. R.J.Higginson (Substitute: none appointed)	18 th May 2017 18 th May 2017
6	National Resources Wales / Caldicot and Wentlooge advisory group / Lower Wye advisory group.	Term of Council	Drainage Board	9	Cllr. A.E. Easson Cllr. J. Watkins (substitute) Advisory Group: Cllr. M. Feakins Cllr. A.E. Webb Cllr. L. Jones Cllr. R. Edwards Cllr. A. Davies Cllr. J. Watkins	18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017

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No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
7	Cardiff Capital Region Joint Cabinet Committee	1 Year		2	Leader Deputy Leader	18 th May 2017 18 th May 2017
8	Regional Transport Authority	1 year		1	Responsible Cabinet Member: Cllr. S.B. Jones	18 th May 2017
9	Local Government Association	1 Year	L.G.A.	2	Leader Deputy Leader	18 th May 2017 18 th May 2017
10	Local Government Association-Rural Commission	1 Year	L.G.A	2	Cllr. R. Edwards Cllr A.E. Webb	18 th May 2017 18 th May 2017
11	South Wales Fire Authority	Term of Council	Council	2	Cllr. V.E. Smith Cllr. L. Brown	18 th May 2017 18 th May 2017
12	Wye Valley Area of Outstanding Natural Beauty Joint Committee	Term of Council	Council	4	Cllr. D. Dovey Cllr. M. Lane Cllr. A. Webb Cllr. L. Jones	18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017
13	Welsh Local Government Association	Term of Council	W.L.G.A.	2	Leader Deputy Leader	18 th May 2017 18 th May 2017
14	W.L.G.A. Executive Board	Term of Council	Council	1	Leader	18 th May 2017
15	Flood Risk Mangt Committee Wales				See Category G-WLGA Appointments	
16	Welsh Centre for International Affairs	Term of Council	Council	1	Chairman of Council	18 th May 2017
17	Institute of Welsh Affairs	Term of Council	Council	1	Chairman of Council	18 th May 2017
18	Reserve Forces and Cadets Association for Wales	Term of Council	The Association	1	Cllr. S. Jones	18 th May 2017
19	S.E. Wales Strategic Planning Group	Term of Council	Council	2	Cabinet Member for Resources: Cllr P.Murphy Chairman of Planning	18 th May 2017 18 th May 2017
20	Welsh Books Council	Term of Council	Council	1	Cllr. R. Greenland	18 th May 2017

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
21	Scrutiny Champions Wales Network	Term of Council	Council	1	Cllr L. Jones	18 th May 2017
22	Monmouthshire Adoption Panel	Term of Council	Council	1	Cllr. P. Jones	18 th May 2017
23	Monmouthshire Fostering Panel	Term of Council	Council	1	Cllr. R.G. Harris	18 th May 2017

Category 'B' – Joint Committees - Appointments made by the Cabinet

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Appointed at Cabinet
1	Gwent Joint Records Committee	Term of Council	Council	2	Councillor D. Edwards Councillor R.J.Higginson	6 th June 2012 6 th June 2012
2	Gwent Joint Cremation Committee	Term of Council	Council	2	Councillor S.B.Jones Councillor K.G.Williams <i>Note: at least one Cabinet member necessary</i>	6 th June 2012 5 th June 2013
3	Wales Purchasing Consortium	Term of Council	Council	1	Councillor P.Murphy	6 th June 2012
4	Prosiect Gwyrdd Joint Committee	Term of Council	Council	2	Councillor S.B.Jones Councillor P.Murphy	6 th June 2012

Category ‘C’ – Joint Committees and Local Authority Companies – Appointments Made By The Council

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Pension Fund Management Group (Joint Committee with Torfaen)	Term of Council	Council	3	Cllr. P. Jordan Cllr. P. Clarke Cllr. J. Watkins	18 th May 2017 18 th May 2017 18 th May 2017
2	Aneurin Bevan Community Health Council	Term of Council	Council	3	Cllr. A. Davies Cllr. K. Williams Cllr. V.E. Smith	18 th May 2017 18 th May 2017 18 th May 2017
3	Aneurin Bevan Local Health Board-Stakeholder Reference Group	Term of Council	Council	1	Cllr. P. Pavia	18 th May 2017
4	Board of Monmouthshire Housing Association	Term of Council		2	Cllr. D. Batrouni Cllr. A.E. Webb	18 th May 2017 18 th May 2017
5	Education Achievement Service	Term of Council	Council	2	Cllr R. John - Cabinet Member for Schools and Learning-as representative member of JEG. Cllr R. Greenland -to Board of Directors	18 th May 2017 18 th May 2017
6	SRS Business Solutions Ltd	Term of Council	Council	2	County Councillor P. Murphy (Cabinet Member with portfolio responsibility for finance) appointed as the representative member to the company and County Councillor R.J.W. Greenland to the Company’s Board of Directors.	18 th May 2017
7	SRS Public	Term of Council	Council	1	County Councillor P Murphy (Cabinet Member with portfolio for Resources).	18 th May 2017
8	Y Prentis	Term of Council	Council	1 member 1 officer	County Councillor R.J.W. Greenland to the Company’s Board of Directors.	18 th May 2017

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council

Category 'D' - Voluntary Organisations

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Monmouthshire and Brecon Canal Working Party	Term of Council	Council	1	Cllr. R. Roden	18 th May 2017
2	Wales Council for the Blind	Term of Council	Council	2	Cllr. J. Treharne Cllr. R.P. Jordan	18 th May 2017 18 th May 2017
3	Disability Wales (previously known as Wales Council for the Disabled)	Term of Council	Council	2	Cllr. S. Jones Mr. A. James	18 th May 2017 18 th May 2017
4	Severn Estuary Partnership	Term of Council	Council	2	Note: should have the same two members as ASERA(see above)	

Category 'E' Local Interest

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
5	Monmouthshire County Citizens Advice Bureau	Term of Council	Council	2	Cllr P. Murphy Cllr B. Strong Two observers at trustee board meetings	18 th May 2017
6	Chepstow Senior Citizens Centre Welfare Trust	Term of Council	Council	3	Cllr D. Dovey 2 Vacancies	18 th May 2017
7	Llandogo Village Hall Committee	Term of Council	Council	1	Cllr. D. Blakebrough	18 th May 2017
8	Llanellen Village Hall Committee	Term of Council	Council	1	Cllr. G. Howard	18 th May 2017
9	Llanfoist Villagers Association	Term of Council	Council	1	Cllr. G. Howard	18 th May 2017
10	Raglan Community Centre Committee	Term of Council	Council	1	Cllr. P. Jones	18 th May 2017
11	Monmouth School and Haberdashers' Monmouth School for Girls	Term of Council	Council	1	Cllr. R. Roden	18 th May 2017
12	Abergavenny Educational Foundation of King Henry VIII- Governors	Term of Council	Council	5	Mr. C.D. Woodhouse Cllr. S. Woodhouse Cllr. M. Lane Cllr.R.P. Jordan Cllr. M. Powell	18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017
13	Wye Navigation Advisory Committee	Term of Council	Council	1	Cllr. A Webb	18 th May 2017
15	Pratts Charity, Mathern	4 years from appointment	Council	2	Cllr G.L. Down Cllr P. Murphy	21 st June 2012 18 th May 2017
16	Monmouthshire Local Access Forum	Term of Council	Council	1	Cllr. A. Webb	18 th May 2017
17	Clydach Ebenezer Chapel Fund Committee	Term of Council	Council	1	Cllr J. Pratt	18 th May 2017

Category 'F' - Other

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Best Kept Village Competition	Term of Council	Council	6	Cllr. P.R. Clarke Cllr. D. Evans Cllr. B. Strong Cllr. L. Dymock Cllr. L. Jones Cllr. R. John	18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017 18 th May 2017
2	Gwent Association of Voluntary Organisations	Term of Council	Council	1	Cllr. J. Watkins	18 th May 2017
3	Monmouthshire Sportlot Community Chest Committee	2 years	Council	3	Cllr B. Strong Cllr. S. Howarth Cllr. L. Jones	12 th May 2016 12 th May 2016 18 th May 2017
4	Local Government Flood Forum	Term of Council	Council	1	Cllr. P.R. Clarke	18 th May 2017
5	Armed Forces Champion	Term of Council	Council	1	Cllr. L. Jones	18 th May 2017

Category 'G' - Appointments Determined by W.L.G.A

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Nominated at Council
1	Flood Risk Management Committee Wales (in rotation with Powys and Torfaen)	Term of Council	WLGA	1	Councillor S.B.Jones	18 th May 2017

MONMOUTHSHIRE COUNTY COUNCIL REPORT

<p>SUBJECT: MEMBERS' SALARIES AND PAYMENTS MEETING: COUNTY COUNCIL DATE: 10th May 2018 DIVISION/WARDS AFFECTED: COUNTYWIDE</p>

1. PURPOSE:

To set out the determinations of the Independent Remuneration Panel for the civic year 2018/2019 and to give Council the opportunity to determine which roles should receive a senior salary.

2. RECOMMENDATIONS:

2.1 That members note the determinations of the Panel that:

- i. An annual basic salary of £13,600 is paid to all members with effect from 1st May 2018.
- ii. The County Council may pay senior salaries to up to 17 members. In addition, the Chair and Vice Chair may also receive a civic salary each making a total of 19 senior salaries.
- iii. A further change to the report for 2018-19 is that the option for paying varying levels to Cabinet members and committee chairs has been removed with a single salary level now payable to post holders.
 - a. Cabinet members will receive a salary of £26,300
 - b. Committee Chairs will receive a salary of £22,300
- iv. Care allowance for care of dependent children and adults shall be payable for actual and receipted costs up to a maximum of £403 per month.
- v. Daily fees of £256 (pro rata for ½ days) be paid to co-opted Chairs of Standards and Audit Committees
- vi. Daily fees of £198 (pro rata for ½ days) be paid to ordinary co-opted members of Standards, Education Scrutiny, Crime and Disorder Scrutiny and Audit committees
- vii. Travel and subsistence allowances are set out in report at Appendix 2.

2.2 That members determine:

- i. Which roles should attract a senior or civic salary, up to a maximum of 19 including the civic and deputy civic head.
- ii. The level of senior or civic salary to be paid where appropriate.

3. KEY ISSUES:

- 3.1 The Local Government Measure 2011 has repealed the former regulations requiring the Council to maintain a scheme of members' allowances and strengthened the role of the Independent Remuneration Panel for Wales (the Panel) in determining the level and scope of payments for all authorities in Wales.

4. REASONS:

To give effect to the determinations of the Independent Remuneration Panel for Wales.

5. RESOURCE IMPLICATIONS:

Any additional budget pressures due to the increase in member salaries will be met from within the existing member's budget.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

None

8. CONSULTEES:

Cabinet
Senior Leadership Team
Monitoring Officer
Democratic Services Committee

9. BACKGROUND PAPERS:

Independent Remuneration Panel for Wales – Annual Report, February 2017.

10. AUTHOR:

John Pearson, Local Democracy Manager
Email: johnpearson@monmouthshire.gov.uk



Independent Remuneration Panel for Wales

Annual Report

February 2018

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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ANNUAL REPORT 2018

FOREWORD

Elections to Principal Councils and Community & Town Councils took place in 2017 and as with our previous approach when new councils are formed the Panel visited all 22 of the unitary authorities. This provides us with an opportunity to discuss issues with a cross section of members and senior officers. In total we met with 142 executive members, 280 other elected members, 59 co-optees and 90 chief officers. The visits have helped us form the direction for future consideration. On behalf of my colleagues I wish to express our thanks to all councils for their engagement with the visits and the welcome and hospitality we received.

The visits and the resulting discussions assisted in continuing to ensure that we have a comprehensive understanding of the development of the role of a councillor and the workload pressures that appear to be increasing across the board.

The conclusions from our discussions have wherever possible been incorporated in our determinations and in particular our decision to provide a modest increase in the basic salary.

As a Panel we believe the overwhelming majority of the 1,254 elected members of the 22 councils are committed to serving their communities and put in many hours that the basic remuneration could not cover. Affordability is an issue for both the councils and tax payers and this restricts other than modest additional costs to the total payments to members. What we wish to prevent is further erosion of the link with the average Welsh earnings.

In our draft report we proposed several changes in respect of the remuneration of community & town councillors. We received a large number of responses in relation to these changes, most of which suggested that our draft proposals were a step too far. We have taken account of many of the points that were raised and modified the arrangements contained in the draft report. Our decisions can be found in Section 13 of this report. The Panel received several enquiries during the recent consultation on the draft report regarding tax queries for community and town councils. The question was raised as to whether the Panel could contact HMRC to see if they could receive a blanket dispensation for community councils. This issue is outside of the

Panel's remit and it is therefore a matter for each individual councillor or community council to resolve their own taxation issues.

My personal thanks to my fellow Panel members who constantly demonstrate the knowledge and enthusiasm to ensure we produce reports that are based on key information.

Also my appreciation of the work of our secretariat without which we could not function effectively.

John Bader
Chair

Panel Membership

John Bader – Chair
Gregory Owens - Vice Chair
Stephen Mulholland

Julie May
Saz Willey
Roger Symonds

Detailed information about the members can be found on the website:

<http://gov.wales/irpwsb/home/?lang=en>

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Introduction



This is the tenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the seventh published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an amount¹ ...the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments.
4. As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role but at the same time be affordable. The Panel's determinations in its 2009 Report aligned payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.

¹ <http://www.legislation.gov.uk/mwa/2011/4/contents/enacted>.

5. 2017 was an election year for councils in Wales and we visited all 22 principal councils as soon as practicable following the elections to provide an opportunity for members and officers to comment on the Remuneration Framework and to put forward ideas for future consideration. We appreciate the welcome that we received from every council and the useful discussions that arose during our visits.
6. One of the observations that many members expressed was that when the basic salary is compared with a traditional paid employment – ‘a job’ - the salary is too low to attract younger people and to encourage diversity. They also pointed out the significant differences between remuneration and support available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council. However, it is recognised that elected members of principal councils are not employees and are not remunerated as such.
7. The financial constraints on the public sector and particularly local authorities has meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel has decided to increase the basic annual salary to £13,600 (an increase of 1.49%). No increase is proposed for senior salaries but these post holders will receive the increase in the basic salary element.
8. The Annual Report 2016 introduced two levels of salary for members of councils’ executives and committee chairs of principal authorities, Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs). This was to provide flexibility to enable authorities to reflect, in their schedules of remuneration, variations in the level of responsibility of portfolios and chairs. However as far as the payments to members of executives is concerned this flexibility has not been used other than in one case. Similarly it has not been taken on board in respect of chairs of committees. It was clear from the discussions that arose during the Panel’s visits that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations. The Panel accepts this and has therefore removed the two tier arrangement for executive members and for committee chairs.
9. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all that they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged.

10. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.
11. We believe there are still major issues to be addressed with community and town councils which we will be raising with individual councils and their representative organisations. However as a start to this process we are proposing to introduce grouping councils according to the level of income or expenditure. However, we received many responses to the draft report expressing concern about the form of the groups and other proposals. As a result we have made amendments to take account of some of the responses but retained mandatory payments to senior members in those councils in the highest group and the reimbursement of costs of care for all councils. The determinations for community and town councils are in Section 13.
12. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
13. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions. The Panel's decisions are attached at Section 15.

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of remuneration should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the salary. The Framework provides additional recompense for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Officers

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the paid officers of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 11	page 26	page 30	N/A ²
Senior Roles	page 14	page 26	page 30	page 41
Committee Chairs	page 14	page 26	page 30	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Costs of Care	page 35	page 35	page 35	page 44
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 19	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Financial Loss Allowance	N/A	N/A	N/A	page 43
Statement of Payments	page 80	page 80	page 80	Page 80
Schedule of Remuneration	Page 78	Page 78	Page 78	N/A
Salaries of Chief Executives and Chief Officers	Page 47	N/A	Page 47	N/A

² Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

- 3.1 The Panel originally determined in its Annual Report 2009 that payment of the basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount, (close to £15,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.
- 3.2 The Panel remains aware that the core activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These circumstances can vary significantly within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to community that goes beyond defined remunerated hours. Elected members commonly report time spent that is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').
- 3.3 In 2017 Panel members continued the practice of visiting all Welsh principal councils to meet with elected members to inform and update understanding of their activities. The WLGA Exit Survey of members who stood down in 2017 has also been considered. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for

Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

- 3.5 Although public sector funding continues to be constrained, the Panel therefore considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members.

Senior salaries for elected members of principal councils

- 3.6 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2018/19 the maximum number of senior salaries payable within each council will not be altered (other than for the Isle of Anglesey Council. See note ii) and will be as set out in Table 1. The rate payable for senior salaries shall not be altered in 2018/19 except to reflect the increase in the basic salary.

Determination 1: Basic salary in 2018/19 for elected members of principal councils shall be £13,600.

Notes to Determination 1:

- i. The responsibility element of senior salaries is not being increased but senior salary holders will receive the uplift to the basic salary.
- ii. The Cabinet Secretary for Finance and Local Government agreed in respect of the Isle of Anglesey Council to increase the number of posts that could be paid a senior salary beyond the fifty percent maximum contained in the Measure subject to a determination by the Panel. The Panel issued a Supplementary Report to give effect to this increase.

Table 1: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
Group B (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C (populations of up to 100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

Payments to members of the Executive, Chairs of committees and the Leader of the Opposition

3.7 The Panel has not changed the previous decisions in respect of the senior salaries paid to these post holders.

(i) The Executive:

The visits to all principal councils by the Panel in 2009 produced the general conclusion that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. The recent visits and discussions with members and officers did not change this conclusion. In fact many executive members indicated that their workload has increased. There is still a variety of arrangements in both the structure and operation of cabinets dependent on the specific organisational requirements of each authority.

Many councils operate with a cabinet of 10, the statutory maximum, others choose to have smaller cabinets and therefore the range of individual portfolios is much greater. We have previously concluded that this should be able to be reflected in the remuneration framework. However, it is not the role of the Panel to determine the structure of cabinets of local authorities. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs and adjust payments within the Executive to reflect responsibility. As a result of the strong views expressed during the visits that the Panel should be prescriptive in respect of the salaries of executive members this provision has been amended. Consequently there will be one salary level within each population group as set out in Table 2 (overleaf):

(ii) Chairs of Committees

The Panel has recognised the overwhelming support for its determinations to be prescriptive and therefore has removed the two tier arrangement for chairs of committees although we continue to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority.

Where chairs of committees are paid, the remuneration is: £22,300.

The Senior Salary Bands

Determination 2: The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2.

Table 2: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,600			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,300 £37,300	£48,300 £33,800	£43,300 £30,300
Band 2 Executive members	£32,300	£29,300	£26,300
Band 3 Committee chairs (if remunerated):	Level 1	£22,300	
Band 4 Leader of largest opposition group ³		£22,300	
Band 5 Leader of other political groups		£ 17,300	

Table 2 notes:

- a. The Panel considers that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of "largest opposition group" and "other political group".

the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- b. No increase is proposed for senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- c. Committee chairs will be paid at Band 3, although an individual authority may determine not to pay particular chairs.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

See IRPW Regulations, Annex 2, Part 1(2) for a definition of “*largest opposition group*” and “*other political group*”.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.8 The Panel maintains the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility of civic heads and deputies rather than the local population. The Panel is aware but surprised that many councils have set the salaries for their civic heads and deputies to accord with the population groups rather than necessarily reflecting the specific responsibilities attached to the roles. For the removal of doubt, it should be noted that the three established groups of principal councils calculated by population are not required to be applied in relation to payments to civic heads and deputies.
- 3.9 The Panel has set three possible levels of civic salary - higher, mid and lower. Each authority must decide which level (if any) is to be paid for each of these roles according to local factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.
- 3.10 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

Determination 3: The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic heads and deputy civic heads <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

Table 3 notes:

- a. The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).
 - b. The Panel’s requirement that members should not have to pay for the cost of the support (see determination 7) that is needed to carry out their duties applies also in respect of civic heads. The Panel recognises the range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing.
- 3.11 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authority’s ‘first citizen’ and ‘ambassador’ representing the council to a wide variety of institutions and organisations. This requires the post holder to exemplify and promote good citizenship.
- 3.12 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.13 The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority does not necessarily relate to the commitment required, or given by, civic heads.
- 3.14 All principal councils have a number of community councils within their areas and many also include town councils. Where a community council has a particularly active civic head this may have some impact on the workload of the principal council’s civic head.

- 3.15 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.

Determination 5: The Panel has determined that the post of deputy presiding member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.16 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.17 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

- a) An elected member must not be remunerated for more than one senior post within his or her authority (but see section 4 on JOSCs).
- b) An elected member must not be paid a senior salary and a civic salary.
- c) All senior and civic salaries are paid inclusive of basic salary.
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.
- e) Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.

- f) Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.

Supporting the work of local authority elected members

- 3.18 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.
- 3.19 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.
- 3.20 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.21 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.

For co-opted members the support should be appropriate and proportionate.

Determination 6: The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to

appropriate information.

Determination 7: The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

3.22 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.24.

Determination 8: The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.

- 3.23 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
 - b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

⁴ Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

3.24 Job Sharing Arrangements

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so both job sharers will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.

The Panel must be informed of the details of any job share arrangements.

The Panel’s determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

4. Joint Overview and Scrutiny Committees (JOSC)

4.1 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees⁵. The payments align with those of chairs of committees of principal councils set out in Section 3. In future they may be the basis for governance in respect of regional working.

The following determinations apply:

Determination 9: The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.

Determination 10: In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.

Determination 11: The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.

Determination 12: In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.

Determination 13: Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.

Determination 14: Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

Determination 15: A deputy chair of a JOSC or sub committee is not eligible for payment.

Determination 16: Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

⁵ [http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20\(Joint%20Overview%20and%20Scrutiny%20Committees\)%20\(Wales\)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf](http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20(Joint%20Overview%20and%20Scrutiny%20Committees)%20(Wales)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf)

- 4.2 The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of this report.

5. Pension Provision for Elected Members of Principal Councils

- 5.1 The Local Government (Wales) Measure 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 17: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013⁶ and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 18: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 19: When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.

Determination 20: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 21: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 22: When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 23: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁶ http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf

7. Payments to Members of National Park Authorities

Structure of National Park Authorities

- 7.1 The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding National Park Authorities (NPAs). In managing the National Park, the Authority has 3 main purposes:
- to protect the natural beauty of the Park;
 - to help visitors enjoy and understand it; and
 - to foster the wellbeing of local people.
- 7.2 National Park Authorities have a committee of Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments Process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 7.3 The structure of the Members' Committee at each of the 3 national parks is set out in Table 4.

Table 4: Membership of Welsh National Park Authorities

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	24	16: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 2 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Powys County Council – 8 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council - 1	8
Pembrokeshire Coast	18	12: Pembrokeshire County Council - 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

- 7.4 In addition, Standards Committees of NPAs have Independent Co-opted members whose remuneration is included in the framework as set out in Section 9.

- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection panels.
 - There is an expectation that members will participate in training and development.
 - The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.
- 7.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from 1 April 2018 in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.
- 7.8 Therefore, there is a corresponding increase of £50 (rounded) on the basic salary for members of NPAs from 1 April 2018.
- 7.9 The Panel has also previously determined that the remuneration of an NPA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.
- 7.10 The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,375 or £6,075, commensurate with the significant and sustained duties to be discharged in a particular role.
- 7.11 During 2016, the Panel met with members and officers of the 3 NPAs. Feedback was received during the Panel's visits about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

- 7.12 Feedback was also received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.
- 7.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to NPAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.
- 7.14 The Panel has made the following determinations:

Determination 24: The basic salary for NPA ordinary members shall be £3,675.

Determination 25: The senior salary of the chair of an NPA shall be £12,375.

Determination 26: An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.

Determination 27: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 28: Members must not receive more than one NPA senior salary.

Determination 29: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.

Determination 30: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

The Panel's determinations on Travel and Subsistence, Reimbursements of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

8. Payments to Members of Welsh Fire and Rescue Authorities

Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise of elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 5.

Table 5: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the framework as set out in Section 9.

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

8.6 The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations.

8.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

8.8 Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.

8.9 The Panel determined that the remuneration of an FRA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

8.10 The Panel determined that the remuneration of an FRA deputy chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary.

8.11 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

- 8.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to FRAs as reflected in the following principles.
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.14 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 33 or 34 cannot be used exclusively for this role.

8.15 The Panel has made the following determinations:

Determination 31: The basic salary for FRA ordinary members shall be £1,745.

Determination 32: The senior salary of the chair of an FRA shall be £10,445.

Determination 33: An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.

Determination 34: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 35: Members must not receive more than one FRA senior salary.

Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility

Determination 37: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

9. Payments to co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities ⁷

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid.
- 9.3 The determinations are set out below:

Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).

Table 6: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£198 (4 hours and over) £99 (up to 4 hours)

Determination 39: Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

⁷ This section does not apply to co-opted members to community and town councils.

Determination 41: The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination 42: Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

The Panel's determinations on Travel and Subsistence, Reimbursement of costs of care and Family Absence are now set out in separate sections of this Annual Report.

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. The same provision for Community and Town Councils is given in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 43: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying him/her the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

- 12.5 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

- 12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and/or family

- 12.7 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.3 Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake varied significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.
- 13.4 The Panel is of the view that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.5 Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures they could use as the basis for any groupings and it considers that 3 groups based on the level of income *or* expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income *or* expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.
- 13.6 In the draft report the Panel proposed a range of mandatory payments for councils. As part of the consultation on the draft report, the Panel received some helpful feedback from councils with income or expenditure of less than £30,000 which outlined the disproportionate impact this would have on their precept and administrative costs. The Panel has considered this and adjusted its groupings as set out in table 7 below.

In creating these three groups it has reflected that councils with income or expenditure in excess of £200,000 are subject to section 40 of the Wellbeing of Future Generations Act; approximately 50% have income or expenditure

below £30,000; and those councils with income or expenditure of between £30,000 and £200,000 are likely to have a greater range of responsibilities.

The Panel has reflected different payment requirements for councils in each of these three groups as set out in the remainder of this report. The Panel will be considering further differentiations based on the groups in the future.

Table 7: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2017-18 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.7 The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and / or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C as set out in determinations 44 and 45. The Panel is also mandating reimbursement of cost of care for all members of Community and Town Councils as set out in determination 51.
- 13.8 The Panel is also of the view that Councils in Group A are likely to have a greater number of committees reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 46.
- 13.9 Where not mandated, each determination requires a formal decision by each of these community or town councils annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.10 In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.
- 13.11 In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made.
- 13.12 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any Community or Town Council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.

Payments towards costs and expenses

13.13 The Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C. Receipts are not required for these payments.

Determination 44: Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Determination 45: Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Senior roles

13.14 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B and C are authorised to pay up to five responsibility payments for specified roles.

Determination 46: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

Reimbursement of travel costs and subsistence costs

13.15 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially

where the council area is geographically large and/or when engaging in duties outside this area.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.16 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24

⁸ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

hours.

Reimbursement of the costs of care

- 13.17 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 13.18 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head Honoraria

- 13.19 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an honorarium for these roles. In previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.
- 13.20 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.
- 13.21 The Panel is concerned only with the amount paid to the mayors/chairs as an honorarium to be used or retained at their discretion. This is separate from a budget for mayoral/chair activities. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Publicity requirements

13.22 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁹ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to community and town councils at this time. The following applies to all authorities including community and town councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements) as soon as practicable and no later than 30 September following the close of the year to which it relates. It must be submitted to the Panel no later than that date.

⁹ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at <http://gov.wales/docs/dsijg/publications/localgov/160212-irp-guide-salaries-en-v2.pdf> .This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal
- as long as these comply with any guidance issued by the Welsh Government.
- 15.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers

until 2020).

- 15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.
- 15.6 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

- 15.7 Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements. The Panel has considered this in the context of its resources and has decided that these limit the time that could be applied to this open power. So it will examine changes from year to year of the salaries of Chief Executives and Chief Officers to ensure that these comply with the requirements of the legislation.



Reuben Bergman
Head of Human Resources
Vale of Glamorgan Council

rbergman@valeofglamorgan.gov.uk

30 January 2017

Dear Mr Bergman

Reduction in Salary for a Chief Officer Post

Your email dated 25th January has been considered by the Independent Remuneration Panel for Wales. All members of the Panel expressed their views on the proposal, and as you requested to receive the Panel's comments on this proposal prior to 9th February, this was done by email.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal for a reduction to the salary of your Director of Social Services as submitted.

Yours sincerely

John Bader
Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

27 February 2017

Dear Mr Jarman,

Honorarium Payment to the Head of Children and Young People's Services

Your letter dated 15 February 2017, accompanying documentation and explanatory email was considered by the Independent Remuneration Panel for Wales at their meeting on 22 February. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

The Panel considered whether an honorarium paid to a chief officer fell within the Panel's remit. It consulted the *Amended Guidance to the Independent Remuneration Panel for Wales under Section 43A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015*, issued by the Welsh Government. The guidance does not define salary, so the Panel applied the ordinary meaning of the word, namely remuneration in return for services under a contract of employment. The Panel is satisfied that its remit covers all such payments, including those termed honoraria, temporary promotion allowances, bonuses or any other term which distinguishes them from the basic salary. The Panel also considered the Honorarium Policy of Neath Port Talbot council and note that it excludes chief officers. The Panel concluded that making an additional payment to a chief officer in recognition of his or her additional duties is an alteration to the salary that does fall within the Panel's remit.

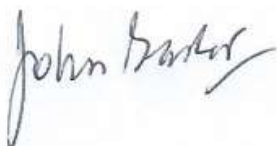
Given that the initial addition to the salary was effective from March 2016 it is clear therefore that Neath Port Talbot council were in breach of their duty under the legislation to consult the Panel.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

Having examined the submission from your authority in respect of the continuation of the additional payment, it is the decision of the Panel to approve the proposal as submitted. The Panel however is concerned that the council's failure to consult the Panel is an indication that the council has not been as transparent as it might have been in deciding to alter the salary of this particular chief officer. Your letter is clear that this honorarium payment will cease on the 31st August 2017, either because of the appointment of a Head of Adult Services or because of the introduction of a new management structure. If a new management structure is introduced and results in changes to the salaries (including additions/honoraria) of chief officers of the council the Panel expects that it will be consulted in a timely manner and full disclosure of the justification for the changes will be provided.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader

Chair



Carys Edwards MA FCIPD
Penaeth Proffesiwn AD – Head of Profession HR
Cyngor Sir Ynys Mon County Council
Council Officer
Llangefni
Ynys Mon
LL77 7TW

26 July 2017

Dear Ms Edwards,

Head of Children’s Service – Increase in Salary Level

Your emails dated 29 June, 5th July and 13 July and the enclosed report from your Chief Executive have been considered by the Independent Remuneration Panel for Wales at its meeting on 19th July. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to increase the current salary level of the vacant Head of Children’s Service of £59,757 – £65,933 to a maximum of £74,000.

Yours sincerely

John Bader

Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

26 July 2017

Dear Mr Jarman

Your letter dated 5 July with its proposal to extend the honorarium payment to the Head of Children and Young People's Services until 31st December 2017 was considered by the Panel at its meeting on the 19 July. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to extend the honorarium payment until 31st December 2017. The Panel expect this to be a final extension and to see any relevant proposals for the restructuring of the Senior Management Team in due course.

Yours sincerely

John Bader

Chair



Will Godfrey
Chief Executive
Newport City Council

20 September 2017

Dear Mr Godfrey

Decrease of Chief Education Officer Salary

The email sent on your behalf by Rachael Davies dated 6 September 2017 with the enclosed report *Review of the Chief Education Officer Salary at Newport City Council September 2017* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 September. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to decrease the current salary level of the Chief Education Officer from Band 1 (£82,261 - £90,923) to Band 2 (£73,841 - £79,514) following your revision of the job description for the Chief Education Officer with the accountability for the regional focus being removed.

Yours sincerely

John Bader
Chair

CLlr Thompson-Hill
Chair of Senior Remuneration Panel
Denbighshire County Council

C/o

sophie.vaughan@denbighshire.gov.uk



24 November 2017

Dear CLlr Thompson-Hill

Your submission sent on the 7 November with its proposed salary package for the replacement chief executive officer to be recruited by 1 April 2018 was considered by the Panel at its meeting on the 15 November. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to remove the Performance Related Pay element of up to 12% of the annual salary and for the top point of the proposed three point incremental grade to be £127,513, the same amount as the current chief executive's salary.

Yours sincerely

John Bader

Chair

Carys Edwards MA FCIPD
Penaeth Proffesiwn AD
Head of Profession HR
Cyngor Sir Ynys Mon – Isle of Anglesey
County Council
Council Offices
Llangefni
Ynys Mon
LL77 7TW



14 December 2017

Dear Ms Edwards

Head of Learning – increased salary range

Your email dated 24 November 2017 with the enclosed *Report to the Independent Remuneration Panel* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 December. Five out of the six members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority, in the light of the particular issues in relation to Education, it is the decision of the Panel to approve the proposal to increase the salary of the Head of Learning from the current spot point salary of £72,114 to a range of £72,810 - £82,293

Yours sincerely

John Bader

Chair

Annex 1: The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for an additional payment of £1,675.

12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
Local Government Pension Scheme	
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
24.	The basic salary for NPA ordinary members shall be £3,675.
25.	The senior salary of the chair of an NPA shall be £12,375.
26.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
31.	The basic salary for FRA ordinary members shall be £1,745.
32.	The senior salary of the chair of an FRA shall be £10,445.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	

38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Reimbursement of Costs of Care	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
44.	Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
47.	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

48.	<p>Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.¹⁰ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
49.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.
50.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £34.00 for each period not exceeding 4 hours. • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.
51.	<p>Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
52.	<p>Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>

¹⁰ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

53.	Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
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Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) for the remuneration of members and co-opted members of relevant authorities**
- b) for functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**
- c) Chief officers of Principal Councils**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1st April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".

- b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.
- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31st July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Allowance” means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Attendance Allowance” in relation to community or town councils has the meaning set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal authority has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.
- “Constituent authority” – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a local authority where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.
- “Co-opted Member fee” has the same meaning as set out in paragraph 19 of these Regulations.
- “Costs of Care” has the same meaning as set out in paragraph 21 of these Regulations.
- “Democratic Services Committee” means the local authority committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Local authority” means a county or county borough council.
- “Member” means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.
- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
 - i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.

- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal council” means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act.
- “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Local Authority/Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.
- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence allowance” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:

“financial year” – the period of twelve months ending 31 March;

“calendar year” – the period of twelve months ending 31 December;

“municipal year” – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member/co-opted member remuneration

Commencement of term of office

3. The term of office of:

- A member of a local authority or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
- A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.
- A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
- A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of member remuneration (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel’s determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
 - The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.
 17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
 18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make

payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

Co-opted member payment

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Allowances

Costs of Care

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.
22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the reimbursement of the cost of care payable to that member/co-opted member in receipt of the responsibilities or duties from

which that member/co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority's Schedule must stipulate the maximum amount of the reimbursement of costs of care payable each month and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence allowances

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.
27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:
 - Describe the description of members for whom a local authority will be required to pay a pension.

- Describe the relevant matters in respect of which a local authority will be required to pay a pension.
- Make different decisions for different principal councils.

Allowances to support the function of a local authority member

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Payment of expenses for official and courtesy visits

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

Arrangements in relation to family absence

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to the payment of salaries and allowances by principal councils in this respect in its Annual or Supplementary Reports.

Sickness Absence

- 32(a) Arrangements in respect of the long term sickness absence of senior salary holders of principal authorities, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Salaries, allowances or fees

Repayment of salaries, allowances or fees

33. An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - ceases to be a member or co-opted member of the authority.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:
- a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties inside or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties inside or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council can if it so decides pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of duplication

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of salaries, allowances and fees

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:
- Specify the name of the recipient and the amount and nature of each payment.
 - Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
 - Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**
47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of member remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
 - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
 - c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.
 - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
 3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.
6. Principal councils must declare in the Schedule whether:
 - A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

Annex 4: Publication of Remuneration – the Panel’s Requirements

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:
 - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
 - b. The payments made by community and town councils to named members as:
 - Payments in respect of telephone usage, information technology, consumables etc.
 - Responsibility payments
 - Allowances made to a mayor/chair and deputy mayor/deputy chair
 - Compensation for Financial Loss
 - Costs incurred in respect of travel and subsistence
 - Reimbursement of the costs of care (see paragraph f below)
 - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
 - d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:
 - a local health board
 - a police and crime panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
 - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

- f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.
- 1) The details of the amounts reimbursed to named members; or
 - 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

2. Nil returns are required to be published and provided to the Panel by 30 September.

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**The Report and other information about the Panel and its work are available on our website at:
www.remunerationpanelwales.org.uk**

SUBJECT:	City Deal
MEETING:	Council
DATE:	10 MAY 2018
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

The purpose of this report is to provide Council with an update on the City Deal programme.

2. RECOMMENDATIONS:

- a) To seek approval for Monmouthshire County Council to ratify the secondment of Kellie Beirne (current post Deputy CEO) to the temporary post of City Deal Programme Director post for a three- year period.

3. KEY ISSUES:

Following a report to Council dated 14 December 2017, the following matters were reported and approved:-

To seek approval for Monmouthshire County Council to host the temporary/ fixed term contract of employment for the City Deal Programme Director post for a three- year period from 1 April 2018. The nature of the contract will be determined by the appointment of the successful candidate and will be via either a secondment basis or a fixed term appointment basis.

To report this role to Council and to ratify Council approval for the employment of a post which is in excess of £100,000 per annum.

Under The Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014, due to the fact that the proposed remuneration of the City Deal Programme Director will be in excess of £100,000 per annum, there is a necessity for the role to be reported to Council.

Due to the secondment / fixed term contract arrangements identified above, the current employer of the successful candidate will not be known until after the recruitment process has been completed, therefore the post needs to be ratified by whichever Council is the employer, and until this takes place only a conditional offer would be able to be made. An update report will be provided to Council following the recruitment & selection appointment process.

This report therefore provides an update for Council.

Following a robust recruitment and selection process Kellie Beirne was the successful candidate. As the Accountable Body, Cardiff CC facilitated a rigorous recruitment and selection process with cross party representation from across the 10 local authorities.

Kellie Beirne's substantive post is Deputy CEO. She will commence her new role as the City Deal Programme Director, on a secondment basis from MCC, over the next few months.

The post of City Deal Programme Director is included in Monmouthshire's Pay Policy published for 2018.

4. OPTIONS APPRAISAL

This is not applicable to this report.

5. EVALUATION CRITERIA

An evaluation assessment is provided at the end of this document.

6. REASONS:

This is an update report for Council. As there has been significant progress with the City Deal process and we are at a time of moving into the formal programme stages, there is a requirement to formalise the role of Programme Director and put more long-term employment arrangements in place. This will provide sustainability for the programme going forward.

7. RESOURCE IMPLICATIONS:

Cardiff City Council oversee the budgetary aspects of City Deal and the City Deal Programme Director post and related employment costs are funded from within the City Deal budget.

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

The Equality Impact Assessment is attached.

9. CONSULTEES:

Cardiff City Region partners
Senior leadership Team (SLT)

10. BACKGROUND PAPERS:

None

11. AUTHOR:

Paul Matthews, Chief Executive

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	City Deal
Date decision was made:	26 April 2018
Report Author:	Paul Matthews

What will happen as a result of this decision being approved by Cabinet or Council?

The outcome will be that:

- 1) MCC ratifies the appointment of Kellie Beirne (Deputy CEO) to the post of temporary Programme Director CITY DEAL.

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Continued engagement within the Cardiff City Region as one of the 10 Local Authorities

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

Cardiff City Council oversee the budgetary aspects of City Deal and the City Deal Programme Director post and related employment costs are funded from within the City Deal budget.

Any other comments

None

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SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN
MEETING: COUNCIL
DATE: 10 MAY 2018
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 The purpose of this report is to seek Council's approval to submit the Monmouthshire Local Development Plan (LDP) 2018-2033 Delivery Agreement (DA) to the Welsh Government for agreement. Approval of the DA by the Welsh Government triggers the commencement of Monmouthshire's new LDP.

2. RECOMMENDATIONS:

- 2.1 That Council endorses the Delivery Agreement for submission to the Welsh Government.

3. KEY ISSUES:

Background

- 3.1 At its meeting on 19th March 2018, Monmouthshire County Council (MCC) approved the commencement of a full revision to its Local Development Plan, which will result in a brand new LDP for Monmouthshire for the period up to 2033. At the same meeting, MCC endorsed the Draft Delivery Agreement (DDA) for targeted consultation with specific consultation bodies.
- 3.2 Before substantive work can commence on the Revision of the LDP, a Delivery Agreement has to be prepared by the Council and agreed by the Welsh Government. The purpose of the Delivery Agreement is to set out the timetable for Plan preparation and a Community Involvement Scheme (CIS) which clarifies how and when stakeholders and the community can contribute to the preparation of the Revised LDP.
- 3.3 The timetable provides a clear indication of when each of the different stages of Plan preparation will take place. Definitive dates are provided up to the deposit stage with indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in Part 2 of the Delivery Agreement.
- 3.4 The Community Involvement Scheme outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as Part 3 of the Delivery Agreement.

Draft Delivery Agreement Consultation

- 3.5 The Draft Delivery Agreement was published for targeted consultation with specific consultation bodies, including Town and Community Councils, for 4 weeks between 21st March and 18th April 2018. A full list of those consulted on the Draft Delivery Agreement is provided at **Appendix A**.

3.6 A total of 9 responses were received in response to the consultation (from 6 respondents) and are summarised, together with the Council's draft response, in the Report of Consultation at **Appendix B**. These responses include statements of support and general comments which on the whole are not considered to require any changes to the Delivery Agreement.

3.7 The response from the Welsh Government does, however, suggest that the Delivery Agreement timetable should be adjusted to reduce the overall Plan revision timetable from 3 years 9 months to 3 years 6 months to conform with the requirements set out in the Cabinet Secretary's letter of 29 March 2018. As background, the Council received a response from the Welsh Government Cabinet Secretary in relation to her request to progress joint LDPs confirming that Monmouthshire may proceed with its own LDP, rather than a joint LDP. With regard to timescales for Plan preparation, the letter (attached as **Appendix C**) states that:

"...I will be expecting receipt of Delivery Agreements (DAs) within 3 months from the date of this letter [29.03.18], to ensure plan coverage is maintained. I will also expect DAs to demonstrate that plan preparation can be achieved within 3.5 years from formal commencement of the process, with a single additional slippage period of 3 months. This will be monitored through the Annual Performance Reporting (APR) process. I should state quite clearly due to the reassurances received I will not be minded to agree any further extensions to the DA beyond the initial agreement itself."

3.8 The 3 year 9 month Plan preparation timetable set out in the Draft Delivery Agreement was considered to be a challenging timescale to deliver a new LDP for Monmouthshire. Reducing the timescale to 3.5 years is considered to be highly challenging and potentially unrealistic, given the significant processes involved in delivering the new LDP. In view of this, further advice has been sought from the Welsh Government Planning Division to clarify the evidence and rationale for the 3.5 year timeframe set out in the Cabinet Secretary's letter. The advice received to date has been to look at the Delivery Agreement timetables submitted by Conwy and Pembrokeshire Councils, both of which are proposing timetables within the parameters set by the Cabinet Secretary. However, this does not provide us with the evidence needed to demonstrate that the revised LDP can actually be delivered within a 3.5 year timeframe. The Welsh Government has been asked to share the rationale behind the stated time period or any model Delivery Agreement they may have based that on, and invited to suggest areas where time could be saved on our original timetable. Unfortunately no proper reply has been received, only a demand that we comply with the Cabinet Secretary's timescale. This is an unsatisfactory position to be in, but it is clear that WG will not support a Delivery Agreement that exceeds 3.5 years. An attempt to submit the original DA will in all likelihood be rejected, which will set us back by time that we do not have. We have therefore sought to focus our attention on the objective of delivering Monmouthshire's LDP in the most expeditious way possible.

3.9 Consequently, it is recommended that the Delivery Agreement timetable be amended to accord with the 3.5 year timescale required by the Cabinet Secretary. This is primarily because failure to accord with this requirement could result in the Welsh Government not agreeing the Delivery Agreement which would result in the LDP timetable being pushed back further. This would significantly increase the risk of a gap in Plan coverage between the expiry of the current LDP at the end of December 2021 and the adoption of the new LDP. This would be contrary to our objective of ensuring full Plan coverage. Despite being a highly challenging timescale, delivery of the new Plan within this timeframe should enable adoption at the end of December 2021 which would coincide with the expiry of the current Plan thereby reducing the risk of a gap in Plan coverage. The condensed timetable has been achieved by:

- Reducing the time scheduled for certain stages of the Plan preparation process, including the identification/assessment of the vision, issues and objectives and adoption (both stages reduced by 1 month). This has subsequently enabled some other stages to be brought forward;
- Overlapping stages of the Plan preparation process so that an additional process commences whilst a previous stages is ongoing, for example, commence preparation of the Preferred Strategy during the consultation on options; commence analysis of the Preferred Strategy consultation responses during consultation on the Preferred Strategy; commence assessment of Candidate Sites during the call for Candidate Sites.

As a result of these adjustments the timetable has been condensed by 3 months to 3.5 years to accord with the requirements set out in the Cabinet Secretary's letter. The revised timetable is included in the final Delivery Agreement which is attached at **Appendix D**.

3.10 A further revision to the Delivery Agreement timetable has been made in relation to the Candidate Sites process. A Candidate Sites methodology is currently being prepared by the South East Wales Planning Group (SEWSPG) with the intention of all local planning authorities in the region using this methodology to ensure a consistent approach. In the Draft Delivery Agreement timetable there is one call for Candidate Sites which is scheduled for July to October 2018, with subsequent assessments programmed later in the process. Based on recent discussions, however, it is considered that a 2-stage Candidate Sites process would be the most effective method of dealing with such sites. In brief, the following process is proposed:

- 1) Stage 1 – initial call for Candidate Sites. This would involve the submission of a map with a red line boundary and indication of possible housing numbers which would give an indication of site availability and subsequently inform the Preferred Strategy. This stage continues to be timetabled for July to October 2018.
- 2) Stage 2 – further call for Candidate Sites and request for submission of detailed site information for those sites submitted during the initial Candidate Site call that are compatible with the Preferred Strategy. This would enable landowners/promoters to submit additional sites once they know what the Preferred Strategy is, and importantly would enable detailed site information to be requested/submitted at this stage once it is clear that a site is compatible with the strategy, thereby reducing risk/costs for landowners/promoters. This additional stage is timetabled for December 2019-March 2020.

This proposed change also addresses a query raised at Council on 19th March 2018 regarding the sequence of events for submission of candidate sites and assessment prior to deciding on the Preferred Strategy.

Next Steps

3.11 It is recommended that the timetable is amended as follows and that the Delivery Agreement is submitted to the Welsh Government for agreement:

- The timetable for Plan preparation is amended to 3.5 years, rather than 3.9 years, for the reasons set out in paragraph 3.9.
- The timetable relating to the call for Candidate Sites is amended to reflect a 2-stage process, with the initial call scheduled for July to October 2018 and the more detailed stage scheduled for December 2019-March 2020 (as detailed in paragraph 3.10).

Once the Delivery Agreement is agreed by the Welsh Government, work can formally commence on the new LDP in accordance with the Delivery Agreement.

- 4.1 In considering the preparation of the final Delivery Agreement, the following options were considered:
- a) Approve the Delivery Agreement for submission to the Welsh Government without any amendments.
 - b) Approve the Delivery Agreement for submission to the Welsh Government with the recommended amendments to the timetable as set out in paragraphs 3.9-3.10 above, in relation to overall timescales and Candidate Sites.
 - c) Approve the Delivery Agreement for submission to the Welsh Government without the suggested amendment from the Welsh Government in relation to the 3.5 year timescale, as set out in paragraph 3.9.

5. EVALUATION CRITERIA

- 5.1 **Option b)** is the preferred option, namely to approve the Delivery Agreement for submission to the Welsh Government with the recommended amendments to the LDP preparation timetable, as set out in paragraphs 3.9-3.10 above. Fundamentally, failure to accord with this requirement could result in the Welsh Government not agreeing the Delivery Agreement which would result in the LDP timetable being substantially delayed. Furthermore, reducing the timescale for Plan preparation to 3.5 years, whilst highly challenging, would enable Plan adoption at the end of December 2021 which would coincide with the expiry of the current Plan, thereby reducing the risk of a gap in Plan coverage. The inclusion of a 2-stage approach to the Candidate Sites process is considered to be the most effective method of dealing with such sites, as detailed in paragraph 3.10.
- 5.2 Option a) is not considered to be an appropriate way forward. The recommended amendments to the Delivery Agreement timetable are considered necessary to ensure that the Plan revision process can commence as soon as possible and to deal with Candidate Sites in an effective manner.
- 5.3 Option c) to retain the 3.9 years timetable for LDP preparation, whilst more realistic, is not considered to be appropriate because failure to accord with the requirement for a 3.5 year timescale set out in the Cabinet Secretary's letter could result in the Welsh Government not agreeing the Delivery Agreement. This would result in the LDP timetable being pushed back which would significantly increase the risk of a gap in Plan coverage between the expiry of the current LDP at the end of December 2021 and the adoption of the new LDP.

6. REASONS:

- 6.1 Under the Planning and Compulsory Purchase Act (2004), Planning (Wales) Act 2015 and associated regulations, Local Planning Authorities are required to monitor the performance of their LDP and take action if needed. A full review of Monmouthshire's LDP has been undertaken and based on the evidence contained in the Review Report, it is concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a new LDP. Monmouthshire County Council (MCC) has approved the commencement of a full revision to its Local Development Plan which will result in a brand new LDP for Monmouthshire for the period up to 2033.
- 3.2 Before substantive work can commence on the Revision of the LDP a Delivery Agreement has to be prepared by the Council and agreed with the Welsh Government. The purpose of the Delivery Agreement is to set out the timetable for plan preparation and a Community Involvement Scheme (CIS) which clarifies how and when stakeholders and the community can contribute to the preparation of the Revised LDP. Following targeted consultation, the Delivery Agreement has been amended, as detailed in paragraphs 3.9-3.10, for submission to Welsh Government.

7. RESOURCE IMPLICATIONS:

- 7.1 Officer time and costs associated with the preparation of a new LDP will be met within existing budgets, including the LDP reserve that has been set aside since 2014. Separate Cabinet Member approval has been sought to create a fixed term additional post in the Policy Team funded from existing budgets.

8. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS:

Sustainable Development

- 8.1 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 new LDP will be subject to a SA, whose findings will be used to inform the development of LDP strategy, policies and site allocations in order to ensure that the LDP would be promoting sustainable development. It will be necessary to update the environmental baseline, plans, policies and programmes as part of any LDP revision process. The new LDP would also include a Well-being Assessment and Health Impact Assessment (potentially as integral part of the SA).
- 8.2 A Future Generations Evaluation (including equalities and sustainability impact assessment) is attached to this report at **Appendix E**.

Equalities

- 8.3 The LDP will be subjected to an Equality Challenge process and due consideration given to the issues raised. As with the sustainable development implications considered above, any revised LDP will itself require an Equalities and Well-being of Future Generations Impact Assessment to be carried out.

Safeguarding and Corporate Parenting

- 8.4 There are no safeguarding or corporate parenting implications arising directly from this report. Community engagement with young people or vulnerable adults would only be carried out via existing appropriate organisations such as schools and Engage 2 Change. Matters pertinent to the new LDP will be considered as those projects progress.

9. CONSULTEES

- SLT
- Specific consultation bodies were consulted on the Draft Delivery Agreement.
- The Democratic Services Committee was invited to comment of the draft Community Involvement Scheme.

10. BACKGROUND PAPERS:

- Monmouthshire Adopted LDP (February 2014)
- Monmouthshire LDP Review Report (March 2018)

11. AUTHORS & CONTACT DETAILS:

Mark Hand (Head of Planning, Housing and Place-Shaping)

Tel: 01633 644803.

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Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Monmouthshire Local Development Plan – Approval of Delivery Agreement for Submission to the Welsh Government
Date decision was made:	10th May 2018
Report Author:	Mark Hand / Rachel Lewis

What will happen as a result of this decision being approved by Cabinet or Council?

What is the desired outcome of the decision?

What effect will the decision have on the public/officers?

To commence preparation of a replacement Local Development Plan (LDP) for Monmouthshire, the first stage of which is to prepare a Delivery Agreement for submission to the Welsh Government. The purpose of the Delivery Agreement is to set out the timetable for plan preparation and a Community Involvement Scheme (CIS) which clarifies how and when stakeholders and the community can contribute to the preparation of the Revised LDP.

The desired outcome is to ensure that the Delivery Agreement is agreed by the Welsh Government in a timely manner. This will enable the Council to formally commence the preparation of the revised LDP and to seek to meet the requirements set out in the Delivery Agreement.

Delivery of the new LDP will be measured against the timetable set out in the Delivery Agreement.

Once adopted, the LDP would be monitored annually to identify if the desired outcomes are being achieved.

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Think about what you will use to assess whether the decision has had a positive or negative effect:

Has there been an increase/decrease in the number of users

Has the level of service to the customer changed and how will you know

If decision is to restructure departments, has there been any effect on the team (e.g increase in sick leave)

This will be measured by:

- Delivery of the LDP in accordance with the timetable set out in the Delivery Agreement
- Engagement/involvement of stakeholders and the community throughout the LDP revision process in accordance with the Community Involvement Scheme.

Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

It is intended that costs associated with the preparation of the new LDP will be met via the existing budget and LDP reserve. The current LDP cost approximately £770,000 excluding staff time, but it is expected that updating existing evidence and working collaboratively with Torfaen/neighbours will reduce costs.

Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.

Appendix A – Draft Delivery Agreement Targeted Consultees

Abergavenny Town Council	Llanhennock Community Council
Aneurin Bevan Health Board	Llanover Community Council
Blaenau Gwent County Borough Council	Llantilio Crossenny Community Council
Brecon Beacons National Park Authority	Llantilio Pertholey Community Council
Bristol City Council	Llantrisant Community Council
Caldicot Town Council	Magor with Undy Community Council
Caerwent Community Council	Mathern Community Council
Chepstow Town Council	Mitchel Troy United Community Council
Crucorney Community Council	Monmouth Town Council
Defence Estates	National Grid Property
Defence Infrastructure Organisation	Natural Resources Wales
Department for Business, Energy & Industrial Strategy	Network Rail
Department for Transport	Newport City Council
Devauden Community Council	Office of the Secretary of State for Wales
Dwr Cymru/Welsh Water	Openreach
EE	Portskewett Community Council
Forest of Dean District Council	Powys County Council
Gloucestershire County Council	Raglan Community Council
Goetre Fawr Community Council	Rogiet Community Council
Grosmont Community Council	Shirenewton Community Council
Gwehelog Fawr Community Council	South Gloucestershire Council
Herefordshire Council	St Arvans Community Council
Home Office	Tintern Community Council
Llanarth Fawr Community Council	Torfaen County Borough Council
Llanbadoc Community Council	Trellech United Community Council
Llanelly Community Council	Usk Town Council
Llanfoist Fawr Community Council	Virgin Media
Llangattock Vibon Avel Community Council	Vodafone and O2
Llangwm & Llansoy Community Council	Wales and West Utilities
Llangybi Fawr Community Council	Welsh Government

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Appendix B: Draft Delivery Agreement - Report of Consultation

Rep. No.	Representor	Paragraph	Comment	LPA Response	Recommendation
1.1	Aneurin Bevan	N/A	No comment.		
2.1	Forest of Dean	N/A	Look forward to being involved in the process which may well inform Forest of Dean Plan which is likely to be fully reviewed and replaced as soon as the present Allocations Plan draft is adopted. It is likely that the new plan for the Forest of Dean will be both a strategic and more detailed document and in the light of the need to have a shelf life of 15 years on adoption it is probably going to have an end date of 2041. Aware of various cross border discussions between our authorities and others on both sides and would be happy to meet to continue these when it would be helpful to do so.	Support welcomed.	No change required, will continue to work with adjacent local planning authorities throughout the Revised LDP process as noted in the Draft Delivery Agreement.
3.1	Welsh Government	N/A	Refer to the DDA consultation and Cabinet Secretary's letter (dated 29 March 2018) regarding progressing LDP reviews on an individual basis. Suggest may need to give consideration to the timescales for plan preparation set out in the Cabinet Secretary's letter and potential implications for the DDA. Note having looked at the DDA, if there are adjustments to timings needed these would appear to be minor.	Comment noted.	The timetable prepared for the DDA was in broad conformity with the Cabinet Secretary's letter, although it is recognised it originally proposed an overall period of 3 years and 9 months. The timetable has subsequently been amended to relate to a period of 3 years and 6 months. Minor changes have also been made since the consultation on the DDA to the timetable in relation to the Candidate Site's process however this has not impacted on the overall timetable.
3.2 (late representation)	Welsh Government	N/A	Following the close of the consultation Welsh Government provided an additional response in relation to the timetable. Noted upon looking at the timings the overall preparation period is 3 years 9 months which includes a slippage period. The Cabinet Secretary's letter specified 3 years 6 months plus, if needed, an additional 3 months slippage, if necessary. The timetable needs to be set at 3 years 6 months with slippage commented on separately. This will mean adoption of the revised LDP in December 2021, assuming sign off of the DA in June 2018. Suggested it would be helpful to make this amendment prior to formal submission.	Comment noted.	The timetable has been amended in response to the late representation received. Adoption of the revised LDP is indicatively scheduled for December 2021.
4.1	Natural Resources Wales	N/A	Welcome the opportunity to engage both formally and informally with the LPA throughout the plan preparation process.	Support welcomed.	No change required, will continue to work closely with NRW throughout the plan preparation process.
4.2	Natural Resources Wales	N/A	Would be grateful to receive ARC GIS Shape files for Candidate Site consultations.	Comment noted.	ARC GIS Shape files can be provided as necessary. It is not considered necessary to specify this within the final Delivery Agreement.
4.3	Natural Resources Wales	1.14	Regarding evidence base assessments recommend that Dwr Cymru/Welsh Water (DCWW) are consulted to ensure the provision of foul drainage to mains public sewer on allocated sites is feasible within their AMP programme.	Comment noted.	No change required. Dwr Cymru/Welsh Water (DCWW) are listed in Appendix 1 of the DDA as a Specific Consultee and as a consequence will be consulted at every stage of plan preparation. We will also work closely with DCWW on an informal basis throughout the process.
4.4	Natural Resources Wales	1.14	Recommend the LPA consider whether a Strategic Flood Consequences Assessment is required in accordance with Section 10 of TAN15. This can assess risks and consequences of flooding across allocated sites. There is new flood data available for this LDP area which has been published since the adoption of the current LDP.	Comment noted.	No change required. As noted within para 1.14 this is not a definitive list and additional evidence base update requirements may emerge as the plan revision progresses. A Strategic Flood Consequences Assessment is currently being considered collaboratively with neighbouring authorities.
5.1	South Gloucestershire	N/A	Thank the LPA for consulting with South Gloucestershire Council at this stage, look forward to receiving further details as the Plan progresses through its preparation. Support the importance of sharing details of Plan production and working together on important cross boundary matters, as an example – the Severn bridge tolls.	Support welcomed.	No change required, will continue to work with adjacent local planning authorities throughout the Revised LDP process as noted in the Draft Delivery Agreement.
6.1	Torfaen County Borough Council	N/A	Torfaen County Borough Council would like to support Monmouthshire's decision to commence the preparation of a revised LDP following the full revision procedure. Looking to work with Monmouthshire in the preparation of the LDP and Torfaen's LDP and will continue to communicate regularly to pursue opportunities for collaboration and joint working where these present themselves.	Support welcomed.	No change required, will continue to work with adjacent local planning authorities throughout the Revised LDP process as noted in the Draft Delivery Agreement.

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Lesley Griffiths AC/AM
Ysgrifennydd y Cabinet dros Ynni, Cynllunio a Materion Gwledig
Cabinet Secretary for Energy, Planning and Rural Affairs



Llywodraeth Cymru
Welsh Government

Ein cyf/Our ref: qa1317543

Cllr Peter Fox
Leader of Monmouth County Council
P O Box 106
Caldicot
NP26 9AN

29 March 2018

Dear Cllr Fox,

Re: Local Development Plan (LDP) Review

In December 2017, I wrote to you inviting proposals for Joint LDPs to come forward, highlighting opportunities to maximise efficiencies around plan preparation, as well the effectiveness of policy based outcomes for local communities and business.

The invitation was made in response to numerous comments expressed in the Annual Performance Report (APR) where Local Authorities (LAs) have cited reductions in budgets, skills, capacities and experience to planning departments. Collectively, reductions in LAs future planning resources, both financially and capacity, are having an adverse effect on reviewing adopted LDPs. Consequently, taking the extra step beyond current joint working to the preparation of a Joint LDP would provide a greater ability to optimise the plan preparation process, as well as delivering better outcomes across broader geographical and functionally linked areas.

Following the deadline of 28 February, it is extremely disappointing my invitation has not received a positive response. However, it is reassuring all responses received have indicated LAs consider they have sufficient resources and capacity to review their respective LDP individually.

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1NA

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400
Gohebiaeth.Lesley.Griffiths@llyw.cymru
Correspondence.Lesley.Griffiths@gov.wales

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

The reassurances received from LAs sufficient resources are available to commit to plan review and adhere to timetables throughout the whole process, instils sufficient confidence for me to enable LAs to progress this round of LDP reviews on an individual LA basis. However, having been reassured this is the case, I will be expecting receipt of Delivery Agreements (DAs) within 3 months from the date of this letter, to ensure plan coverage is maintained. I will also expect DAs to demonstrate that plan preparation can be achieved within 3.5 years from formal commencement of the process, with a single additional slippage period of 3 months. This will be monitored through the Annual Performance Reporting (APR) process. I should state quite clearly due to the reassurances received I will not be minded to agree any further extensions to the DA beyond the initial agreement itself.

I remain convinced better planning outcomes can be achieved by working together, however, LAs assert this can be achieved by improved collaborative working stopping short of formal joint LDPs. I have asked the Planning Inspectorate to give special consideration to collaborative working and planning outcomes when LDPs are examined.

Finally, Local Government reform could have an impact on the preparation of your LDP. Should the National Assembly agree to reform Local Government in the future and your LDP has not reached the Deposit Stage (Regulation 17, Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 as amended) your LA may have to re-commence the process.

A handwritten signature in black ink that reads "Lesley Griffiths". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Lesley Griffiths AC/AM

Ysgrifennydd y Cabinet dros Ynni, Cynllunio a Materion Gwledig
Cabinet Secretary for Energy, Planning and Rural Affairs

Appendix D



Monmouthshire County Council Local Development Plan

LDP Revision Delivery Agreement

April 2018

Planning Policy Service

Monmouthshire County Council

County Hall, Rhadyr, Usk, Monmouthshire NP15 1GA

Tel: 01633 644429

Email: planningpolicy@monmouthshire.gov.uk

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1.0 Part 1 - Introduction

- 1.1 A full review of the Monmouthshire Local Development Plan 2011 – 2021 (adopted 27th February 2014) has been undertaken, the findings of which are set out in the LDP Review Report. The Review Report provides an overview of the issues that have been considered as part of the full review process and subsequently identifies any changes that are likely to be needed to the LDP, based on evidence. It concludes by recommending that the Council commence the preparation of a revised LDP following the full revision procedure. The final Review Report was published alongside the Draft Delivery Agreement.
- 1.2 The adopted Monmouthshire Local Development Plan (February 2014) remains extant and will continue to provide the policy framework for the determination of planning applications while the Revised LDP is being prepared. This will remain in force until 31 December 2021 or on adoption of a revised LDP, if sooner¹.

Purpose of a Delivery Agreement

- 1.3 The Revised LDP will cover the 2018-2033 period. Preparation of a Delivery Agreement² is a key requirement in preparing a revised plan. This document provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP. The revised LDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.
- 1.4 The Delivery Agreement is split into two key parts:
- The **Timetable** for producing the revised LDP. This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in *Part 2* of this Delivery Agreement.
 - The **Community Involvement Scheme** outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as *Part 3* of this Delivery Agreement.

¹ Section 62 (9) Planning and Compulsory Purchase Act 2004 (as amended Planning (Wales) Act 2015)

² Section 63 (1) Planning and Compulsory Purchase Act 2004 & Regulations 5 – 10 LDP (Wales) Regulations (as amended 2015)

- 1.5 A glossary of terms can be found in Appendix 4.

Delivery Agreement Preparation

- 1.6 A number of steps in preparation of the Delivery Agreement have been undertaken to date. The latest of which relates to the Delivery Agreement being subject to targeted consultation and amended as appropriate.
- Political Reporting on the draft DA
 - Targeted consultation on the draft DA and revision of the DA as appropriate.
 - Reporting of the updated DA to Council for approval.
 - Submit DA to Welsh Government for agreement.
 - Publish DA on Council website and place in Planning Reception and Community Hubs/Libraries across the County.
 - Review DA on a regular basis (quarterly).

Preparation of the Revised LDP

- 1.7 In preparing the revised LDP the Council will aim to achieve the following key objectives³:
- Facilitate Sustainable Development by fully integrating a Sustainability Appraisal (incorporating Strategic Environmental Assessment) into the plan making process. A Well-being Assessment and Health Impact Assessment will also be produced.
 - Ensure early and effective community involvement in order to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for the revised LDP.
 - Enable policy integration by producing a revised LDP that is internally consistent with other corporate priorities and other policies and strategies at the national, regional and local level, appreciating the need to avoid unnecessary repetition.
 - Deliver a fast and responsive approach to plan-making.
 - Produce a revised LDP that is strategic, concise and distinctive in setting out how Monmouthshire will develop and change, with particular regard to the well-being of future generations whilst also addressing key issues collaboratively with adjacent local planning authorities.
 - Deliver sustainable development, with full consideration of infrastructure requirements, availability of resources, viability and market factors.
- 1.8 The revised LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The emerging Local Well-Being Plan (LWBP) will be of particular importance at the local level. The LWBP relates to the economic, social, environmental and cultural well-being of Monmouthshire and will have clear links with the LDP where it relates to land use planning.

³ Welsh Government LDP Manual (Edition 2, 2015)

Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

- 1.9 A Sustainability Appraisal⁴, (SA) incorporating Strategic Environmental Assessment⁵ (SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and economic implications of the plans strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.
- 1.10 The Council will continue to adopt an integrated approach to the SA/SEA of the revised LDP, ensuring that the revised plan is internally consistent, with economic and social issues considered alongside other matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.
- 1.11 The SA, incorporating the SEA will be undertaken as follows:
- A Sustainability Appraisal Scoping Report. This will identify the existing sustainability issues in the Monmouthshire area and provide baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives will be revised and updated as necessary. A revised Sustainability Framework will be produced.
 - An Initial Sustainability Appraisal Report (ISAR). This will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the revised Deposit LDP is prepared.
 - A Final Sustainability Appraisal Report (SAR). This will bring together all elements of the SA and take into account the binding recommendations of the Planning Inspector. The Final SAR will be published following receipt of the Inspectors Report.
 - A Sustainability Appraisal Adoption Statement will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

⁴ Section 62 (6) Planning and Compulsory Purchase Act 2004

⁵ European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

Habitats Regulations Assessment (HRA)

- 1.12 The Habitats Directive⁶ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. Monmouthshire includes a range of international nature conservation designated sites such as Special Areas of Conservation and a RAMSAR site. Habitats Regulations Assessment will be undertaken alongside SA/SEA to ensure an integrated approach to assessment. It is intended that the process will again run concurrently with the plan making process and form an iterative part of plan preparation.
- 1.13 There are two stages of Habitats Regulation Assessment:
- Screening
 - Habitats Regulations Assessment

Evidence Base Assessments

- 1.14 As outlined in each of the published Annual Monitoring Reports, and the Review Report, there is a need to update and undertake various evidence base assessments throughout the preparation of the revised LDP. At this stage it is envisaged that this will include:
- Needs assessments in relation to population, housing, employment and retail
 - Additional land allocations to meet the chosen growth strategy for the new Plan period
 - Affordable Housing Viability Assessment
 - Local Housing Market Assessment
 - Sustainable settlement hierarchy
 - Urban capacity study
 - Employment Land Review
 - Amenity Open Space survey
 - Settlement boundary review
 - Renewable Energy Assessment
 - Infrastructure Plan

This is not a definitive list and additional evidence base update requirements may emerge as the plan revision progresses.

Well-being of Future Generations Act

- 1.15 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to; a prosperous Wales, a resilient Wales, a healthier Wales, a more equal

⁶ 92/43/EC

Wales, a Wales of cohesive communities, a Wales of vibrant culture and Welsh language, and, a globally responsible Wales. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between both the LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced, which is currently in the process of being finalised. This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP, which will follow the five ways of working.

Tests of Soundness

- 1.16 ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the revised LDP is found not to be sound then the Welsh Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.
- 1.17 The Council must submit the revised LDP to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the Plan is fundamentally sound. The Inspector will assess whether the preparation of the plan has been undertaken in accordance with legal and regulatory procedural requirements, and, complies with the Community Involvement Scheme. The Inspector must also determine whether the Plan meets the three soundness tests⁷:
- **Test 1 – Does the plan fit?** (i.e. is it clear that the LDP is consistent with other plans?);
 - **Test 2 – Is the plan appropriate?** (i.e. is the plan appropriate for the area in the light of the evidence?);
 - **Test 3 – Will the plan deliver?** (i.e. is it likely to be effective?).
- 1.18 The conclusions reached by the Inspector will be binding and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the revised LDP.

⁷ Welsh Government LDP Manual (Edition 2, August 2015)

2.0 Part 2 - Timetable

- 2.1 The Council has established a timetable summarising the key stages in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the replacement LDP having regard to the resources available. In preparing the timetable, regard has been given to the WG's expectation that a revised plan can be prepared in considerably less than 4 years, taking into account the resources available and the extent of changes required (Planning Policy Wales Edition 9, November 2016). Moreover, it has regard to the fact that the current LDP expires in December 2021 and there is a pressing need to maintain Plan coverage.
- 2.2 Table 1 is split into definitive and indicative stages:
- **Definitive Stages** – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates, while challenging, are considered realistic and every effort will be made to adhere to these dates.
 - **Indicative Stages** – This part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, number of examination hearing sessions, time taken to receive Inspector's Report) over which the Council has far less control. Those dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1 - Key stages in Replacement Plan Preparation

Key Stages	Timescale	
	From	To
Delivery Agreement	January 2018	May 2018
	Full Council – May 2018 Submission to Welsh Government – May 2018 (Response to LPA to be received within 4 weeks)	
Pre-Deposit Participation	July 2018	October 2019
	Report to Council on draft Preferred Strategy – October 2019	
Preferred Strategy (Pre-Deposit) Consultation.	November 2019	September 2020
	Preferred Strategy - 6 week consultation Report to Council on draft Deposit Plan – September 2020	
Statutory Deposit Plan Consultation	September 2020	February 2021
	Deposit Plan - 6 week consultation Report to Council on focused changes and submission of Deposit Plan to Welsh Government – February 2021	

Stages	Timescale
Indicative	
Submission of LDP to Welsh Government	Spring 2021
Independent Examination	Summer 2021
Inspector's Report	Autumn 2021
Adoption	Late 2021 (must be adopted within 8 weeks of receiving the Inspector's binding report)

- 2.3 A detailed project plan outlining the timescale for each of the stages of plan preparation is included in Appendix 2.

Resources

- 2.4 The Head of Planning, Housing and Place-Shaping will be responsible for the overall delivery of the revised LDP, with the Planning Policy Manager responsible for the day-to-day project management. The Planning Policy Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below, approximately 80% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working. Additional time will be dedicated by the Head of Planning, Housing and Place-Shaping to the efficient delivery of the replacement LDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from; Development Management, Heritage, Housing, Highways, Business and Enterprise, Green Infrastructure, Education, Democratic Services and Legal Services.

Table 2 – Planning Policy Staff Resources

Officer Job Title	Number of posts
Planning Policy Manager	1.5. (0.5FTE Manager due to retire in May 18, this 0.5 post will subsequently be deleted).
Principal Planning Policy Officer	1
Senior Planning Policy Officer	2 (this includes an additional fixed term post)
Planning Policy Research Officer	1

- 2.5 The Council recognises that additional professional specialist services will also be required to progress and establish a robust evidence base to inform the revised LDP. While it is anticipated that a considerable amount of evidence base work will be undertaken by MCC officers, predominately Planning Policy, the use of external consultants is likely to be necessary, particularly in relation to highly

technical/specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.

- 2.6 The Delivery Agreement has been prepared on the basis of a revised Monmouthshire Local Development Plan only. Work is however on-going on a regional basis, collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Monmouthshire and Torfaen Councils have identified a number of topic areas where an evidence base could be prepared jointly.
- 2.7 A sufficient budget is available to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Risk Management and Analysis

- 2.8 While the timetable for preparation of the revised LDP is realistic, it is acknowledged that it will also be challenging. It is recognised that there are a number of factors that could result in plan preparation deviating from the proposed timetable. The timetable consequently allows for flexibility through a degree of tolerance of up to 3 month delay, before a formal revision to the Delivery Agreement is required. Appendix 3 sets out a risk assessment including a number of potential issues that could cause difficulties in keeping to the proposed timetable, together with the Council's proposed approach to managing them.

Supplementary Planning Guidance (SPG)

- 2.9 The revised LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which LDP policies will be applied. While SPG does not form part of a development plan it should be derived from and be consistent with the relevant LDP. The SPG should also be clearly cross referenced to the policies and proposals it supplements.
- 2.10 Since the adoption of the current LDP a total of 8 Supplementary Planning Guidance documents have been prepared and adopted to support existing LDP policies. The SPG cover the following topic areas:
- Green Infrastructure, April 2015
 - Conversion of Agricultural Buildings Design Guide SPG April, 2015
 - LDP Policies H5 & H6 Replacement Dwellings in the Open Countryside and Extension of Rural Dwellings SPG, April 2015
 - Affordable Housing SPG, March 2016

- Renewable Energy and Energy Efficiency SPG, March 2016
- Primary Shopping Frontages Supplementary Planning Guidance, April 2016
- Sustainable Tourism Accommodation SPG, November 2017
- Rural Conversions to Residential or Tourism Use, November 2017

2.11 It is anticipated that the SPG topics listed above will continue to be necessary and relevant, and so will be carried forward with any amendments necessary to support the revised LDP, and/or the updated evidence base.

2.12 For example it is recognised that updated viability testing is essential to inform the revised LDP which could result in changes to existing policy, particularly affordable housing. Accordingly it is likely that the Affordable Housing SPG will need to be revised to reflect such changes. It is anticipated that this will be revised alongside the preparation of the revised LDP. It should nevertheless be noted that SPG to the LDP cannot be formally adopted until after the Inspector's Report has been received and it is clear that there are no changes to the policy approach set out in the revised plan. It is not anticipated that any new/additional SPG will be prepared or consulted on in parallel with the revised LDP, primarily due to the challenging timescales.

Monitoring and Review

2.13 The Council will monitor and regularly review progress of the replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. As noted in paragraph 2.8 the timetable allows for a marginal degree of flexibility, however, any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP.
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

2.14 An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

3.0 Part 3 – Community Involvement Scheme

- 3.1 The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP. While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, one of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan's strategy and policies. The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long-term, integration, involvement, collaboration and prevention. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Section 2, Table 1 and Appendix 2), which should be read in connection with the CIS.
- 3.2 Monmouthshire County Council's key purpose is to help build sustainable and resilient communities that support the well-being of current and future generations. This is intrinsically linked to land use planning and is therefore key to the delivery of the LDP. Accordingly, the CIS is based on Monmouthshire County Council's four values; openness, fairness, flexibility and teamwork.

Openness. *We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.*

Fairness. *We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.*

Flexibility. *We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.*

Teamwork. *We will work with you and our partners to support and inspire everyone 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.*

- 3.3 Monmouthshire County Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the LDP will take place in accordance with the guidelines set out in the CIS. The Council

recognise that engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation process can be identified as:

- To involve people at the earliest opportunity, in time to shape plan preparation work
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner
- To provide an accessible consultation process and adapt this as necessary to account for individual needs
- To encourage and enable everyone with the opportunity to be involved, if they so choose
- Adopt alternative approaches to ensure hard to reach groups are involved from the outset
- Draw on local knowledge to improve decision making and help the realistic implementation of decisions
- That the planning system should help implement the community's vision for the area
- To seek consensus and strengthen community involvement
- To engage as full a spectrum of the community as possible in strategic issues
- To provide two way dialogue by responding to comments received and publishing responses in a report of consultation

Welsh Language and Bilingual engagement

3.4 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh.
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual.
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual.
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service.
- Draft LDP documents can be made available in Welsh if requested. The Adopted Revised LDP will be available in both Welsh and English format.

How will we involve you?

3.5 We will seek to publicise the LDP revision process at every stage and reach as much of the community as possible, as well as other stakeholders to advise people about the revised LDP and how they can get involved. This will be done by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation)

- Through use of **Twitter**, by utilising both the corporate @MonmouthshireCC account and the @MCCPlanning account.
- Via **Facebook** on the Monmouthshire County Council page.
- Engagement with Members through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings.
- Making use of existing networks such as the quarterly Community Cluster Meetings and Bryn-Y-Cwm Area Committee, utilising the five-area cluster model which provides a forum for respective Town and Community Council's to come together and liaise with the County Council.
- All LDP information and documents will be made available on the Council's website, which will be updated regularly.
- Deposit of documents at the Council's headquarters, libraries and Community Hubs.
- Press releases for the local media, where appropriate.
- Producing a regular newsletter that describes progress on the revised LDP.
- Public information exhibitions, drop in sessions and meetings in accessible and neutral locations.
- Advertising each stage of participation/consultation on **Monmouthshire Made Open**, a social network created specifically for those who believe we can build a more sustainable and resilient Monmouthshire, by working together.
- Site notices will be displayed regarding proposed land allocations at relevant stages and letters will be sent to adjacent properties (excluding Candidate Site's submitted as these relate to submissions for consideration rather than proposals)

Who will we involve?

Individuals who have registered an interest through the Revised LDP Database

- 3.6 A database has been maintained to include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the LDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the LDP revision process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of LDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is coming into force in May 2018. By commenting on the LDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the LDP revision process and for a period of 6 years following adoption.
- 3.7 If you wish for your details to be added to the revised LDP database, please contact the Planning Policy Team by email, phone or in writing using the contact details as set out in paragraph 3.24.

County Councillors

- 3.8 It is recognised that the involvement of Members of Monmouthshire County Council throughout the revised LDP preparation will be of key importance. Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County as a whole. Accordingly, Members will play an essential role in the revised LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the Monmouthshire area as a whole.
- 3.9 The Cabinet Member for Enterprise has responsibility for the planning policy, including the revised LDP. Liaison with the Cabinet Member and all other Members is essential throughout the process. All Member seminars will consequently be undertaken as and when deemed necessary, particularly at key stages of the revised LDP including but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

Town and Community Councils

- 3.10 Town and Community Councils also play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Monmouthshire. Town and Community Councils will be consulted at every stage of the LDP revision process and through their individual communication methods will help raise awareness of the revised LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community. As noted in Section 3.5 the quarterly community cluster meetings and Bryn-Y-Cwm Area Committee will be engaged in the preparation of the revised LDP, as appropriate.

Partnership Groups

- 3.11 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the revised LDP, particularly in the early stages of public participation when structured discussion is desirable.
- 3.12 Liaison with the Monmouthshire Public Service Board and partners will be of particular importance to ensure the revised LDP aligns with the Local Well-being Plan. We will also work closely with the Council's Community and Development Partnership Team who operate as a bridging mechanism between partners, Town & Community Councils and the community. The Community and Development Partnership Team is also central to the delivery of the Monmouthshire Wellbeing Plan.

Members of the Public, Businesses, Land Owners, Developers and Agents

- 3.13 As outlined previously extensive engagement will be undertaken at each key stage of the LDP revision process. Efforts will be made to engage with the business community at an early

stage which could be achieved through liaison with the individual chambers' of commerce across the County. We will also engage with planning agents who are regular customers of Monmouthshire's planning service. As noted in section 3.6 anyone can request for their details to be included on the LDP revision database. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.

- 3.14 The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology is being established across the South East Wales region for local planning authorities to utilise for their respective revised LDPs. A Call for Candidate Sites will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out in section 3.5.

Additional Consultation Bodies

- 3.15 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees⁸ comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Aneurin Bevan Health Board who cover the Monmouthshire area and Dŵr Cymru Welsh Water, the local water undertaker. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

- 3.16 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the revised LDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.

⁸ As defined in LDP Regulation 2. Full list provided in Appendix 1.

3.17 The following groups are identified as not having been sufficiently engaged in plan preparation previously and will subsequently be actively encouraged to participate in the revised LDP process:

- Young People – the established group Engage 2 Change, Monmouthshire Youth Council⁹ will be invited to participate as appropriate in the LDP revision process. This will ensure the voices of young people are heard and enable young people to share their views on a wide range of issues that they consider important to them and their local area.
- Disabled People – engagement with the existing Access for All Forum will be of importance in order to gain the views of those living with disabilities in Monmouthshire. The forum offers an opportunity for people with disabilities to influence the policies and decisions that affect them.
- Gypsy and Travellers – the Gypsy and Traveller Accommodation Assessment Stakeholder Group will be utilised at relevant stages to ensure the gypsy and travelling community are appropriately engaged.

3.18 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County, small house-builders and small and medium-sized enterprises. Accordingly, we will endeavour to reach out to these groups by utilising existing mutual points of contact wherever possible.

What we expect from you

3.19 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we will seek your involvement. This will ensure that individual views are considered and taken into account throughout the LDP revision preparation process.

3.20 It is also of importance that you notify the Planning Policy team should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to Candidate Sites it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Planning Policy team in order to ensure progress is not delayed.

Building Consensus

3.21 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the preparation of the revised LDP, which will be of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit

⁹ Youth Workers and pupils from King Henry VIII School, Caldicot School, Chepstow School and Monmouth School

trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and, to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, decisions made will not be revisited via subsequent consultation opportunities, so participants are requested to focus their input on the matter being considered at that stage.

Late representations

3.22 As noted in paragraph 3.17 responses are required by the specified deadline of the specific consultation period in order for them to be considered. Any late comments/representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. The timescale to produce the revised LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

3.23 The revised LDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Planning Policy pages of the Council's website <http://www.monmouthshire.gov.uk/planning-policy> . Electronic representation forms will also be made available during periods of consultation. In addition to online availability the documents will also be available in paper copies in the following locations:

- Planning Reception, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA
- Abergavenny Library, Baker Street, Abergavenny, NP7 5BD¹⁰
- Abergavenny Community Hub, Market Hall, Cross Street, Abergavenny, NP7 5HD¹¹
- Caldicot Community Hub, Woodstock Way, Caldicot, NP26 5DB
- Chepstow Community Hub, Manor Way, Chepstow, NP16 5HZ
- Monmouth Community Hub, Rolls Hall, Whitecross Street, Monmouth, NP15 3BY
- Usk Community Hub, 35 Maryport Street, Usk, NP15 1AE
- Gilwern Library, Common Road, Gilwern, NP7 0DS

3.24 Paper copies of documents will not be sent out during the LDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be offered, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual.

¹⁰ Abergavenny Library and Community Hub are currently in separate locations, this may change during the process of the revised LDP. These details will be updated as necessary.

¹¹ See above footnote.

Timetable and proposed Methods of Engagement

3.25 The following table sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the LDP preparation process. The list is not exhaustive and may need to be adapted to ensure the community and stakeholders are suitably involved at each stage. The proposed methods of engagement will vary dependent on the stage of plan preparation, subject matter, preference of those involved and the resources available at the time, recognising that the proposed timetable and methods should not hinder plan preparation.

Table 3 - Community involvement timetable and proposed methods of engagement.

Definitive Stage: Delivery Agreement						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Prepare timetable for the revised LDP process • Preparation of Community Involvement Scheme • Consultation on Draft DA • Submission of Final DA to Welsh Government following Council approval 	<ul style="list-style-type: none"> • Provide details of integration of the SA/SEA process in the timetable 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific consultation bodies 	<ul style="list-style-type: none"> • Consultation with Members via Council Meeting • Consultation with Democratic Services Committee • Targeted consultation with specific consultation bodies via direct correspondence • Information by letter or email 	<ul style="list-style-type: none"> • A realistic timeframe for preparation of the revised LDP • Details of risk management • Community involvement proposals specified • Collaborative working • Formal commencement of LDP revision 	Draft Delivery Agreement to Democratic Services Committee & Full Council - March 2018 Full Council - May 2018	The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2 (5) (2015)
Definitive Stage: Pre-Deposit Participation						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Review and update existing LDP evidence base 	<ul style="list-style-type: none"> • Sustainability Appraisal Scoping Report 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate 	<ul style="list-style-type: none"> • Awareness raising of revised LDP 	Full Council to report on draft Preferred	The Town and Country Planning (Local

<ul style="list-style-type: none"> • Initial Call for Candidate Sites (including call for brownfield sites) – for a 16 week period • Engage with consultees to develop consensus on vision, issues and objectives. • Engage with consultees to develop consensus on options, including, growth levels and spatial distribution • Obtain Member approval on Preferred Strategy 	<p>Update baseline information, indicators and objectives.</p> <ul style="list-style-type: none"> • Produce revised sustainability framework. • HRA Screening of pre-deposit proposals for likely significant effects (stage 1). • Prepare Health Impact Assessment. 	<ul style="list-style-type: none"> • Specific & General consultation bodies (Including Aneurin Bevan Health Board) • Other consultees (including Public Service Board) • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings • Publication of each participation/consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group and Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Involvement of those who do not normally participate • Seek consensus on vision, issues and objectives • Collaborative working • Seek consensus on options, including, growth levels and distribution • Receipt of Candidate Sites • Draft SA/SEA Scoping Report • Draft Preferred Strategy 	<p>Strategy – October 2019</p> <p>Log details of involvement for inclusion within Report of Consultation.</p>	<p>Development Plan) (Wales) Regulation 14 (2004) and Regulation 2 (10) (2015)</p>
<p>Definitive Stage: Pre-Deposit Consultation - Preferred Strategy and Initial Sustainability Appraisal Report (ISAR)</p>						
<p>Summary of key steps</p>	<p>SA/SEA & HRA</p>	<p>Who will be involved</p>	<p>Methods of engagement</p>	<p>Outcome</p>	<p>Type of reporting required</p>	<p>LDP Regulations</p>
<ul style="list-style-type: none"> • Formal consultation on Preferred Strategy 	<ul style="list-style-type: none"> • Formal consultation on ISAR 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Engage with Members through workshops and 	<ul style="list-style-type: none"> • Preferred Strategy • Initial Sustainability Appraisal Report 	<p>Full Council to report on draft Deposit Plan – September 2020</p>	<p>The Town and Country Planning (Local</p>

<ul style="list-style-type: none"> • Formal consultation on ISAR • Further Call for Candidate Sites/Request for submission of detailed site information for those sites submitted during the initial candidate site call that are compatible with the Preferred Strategy • Publication of Candidate Sites Register • Preparation of Initial Report of Consultation providing feedback and comments on representations received. • Preparation of Deposit LDP • Obtain Member approval on Deposit LDP 	<ul style="list-style-type: none"> • HRA of Deposit Plan. Revisit HRA Screening to determine whether the policies and proposals have potential to lead to likely significant effects, beyond those considered in Stage 1 screening. 	<ul style="list-style-type: none"> • Specific & General consultation bodies • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<p>report to Council meetings</p> <ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group & Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Candidate Site Register • Draft Deposit Plan 	<p>Details of responses received to be incorporated into Report of Consultation.</p>	<p>Development Plan) (Wales) Regulations 15 & 16 (2004) and Regulation 16a (2015)</p>
Definitive Stage: Deposit Consultation - Deposit Plan, Sustainability Appraisal Report (SAR) and Habitats Regulations Assessment (HRA)						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Deposit of LDP for public inspection • Formal consultation on Deposit LDP, SAR, HRA 	<ul style="list-style-type: none"> • Formal consultation on SAR (incorporating 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific & General 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings 	<ul style="list-style-type: none"> • Deposit Plan • Final Sustainability Appraisal Report • Habitats Regulations Assessment 	<p>Details of responses received to be incorporated into</p>	<p>The Town and Country Planning (Local Development</p>

<p>and any relevant supporting documents</p> <ul style="list-style-type: none"> • Preparation of Report of Consultation providing feedback and comments on representations received 	<p>Health Impact Assessment)</p> <ul style="list-style-type: none"> • Formal consultation on HRA 	<p>consultation bodies</p> <ul style="list-style-type: none"> • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Update Engage 2 Change Group & Access for All group • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Representations and comments on Deposit Plan, SA/SEA, HRA to be included in Report of Consultation 	<p>Report of Consultation.</p>	<p>Plan) (Wales) Regulations 17, 18 & 19 (2004)</p>
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Indicative Stage: Submission of LDP to Welsh Government						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Consider any representations made on deposit proposals and update Deposit Plan & Report of Consultation accordingly 	<ul style="list-style-type: none"> • Consider any implications of representations on SAR & HRA • Submit SAR 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account 	<ul style="list-style-type: none"> • Submission of Deposit LDP and supporting documents to Welsh Government for formal examination 	<p>Full Council to report on responses received on Deposit Plan, any Focused Changes and to seek</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulation 22</p>

<ul style="list-style-type: none"> • Potential Focused Changes consultation • Submit Deposit LDP, Report of Consultation, Sustainability Appraisal Report (SAR), Community Involvement Scheme and any relevant supporting documents (including the evidence base) to the Welsh Government and Planning Inspectorate 	<ul style="list-style-type: none"> • Submit iterative HRA 	<ul style="list-style-type: none"> • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copies of documents in the following locations: County Hall, Libraries and Community Hubs 		endorsement for submission – March 2021	(2004) and Regulation 2 (17) (2015)
Indicative Stage: Independent Examination						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish details of Hearing Sessions and notify all interested parties specifying dates and location • Seek common ground with objectors to focus hearing sessions • Update Matters Arising Changes (MACs) as appropriate • Consult on Matters Arising Changes 	<ul style="list-style-type: none"> • Appraise any MACs utilising the SA/SEA as appropriate • Appraise any MACs utilising the HRA as appropriate 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Ensure examination is open to all who wish to observe 	Statements of common ground, as necessary	The Town and Country Planning (Local Development Plan) (Wales) Regulation 23 (2004)

		<p>Meeting Invitees</p> <ul style="list-style-type: none"> • All others on LDP database 				
Indicative Stage: Inspector's Report						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish Inspector's Report following receipt (within prescribed 8 week period) • Inform interested parties of receipt and publication of Inspector's Report 		<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copy of Inspectors Report in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Binding Inspector's Report 	None	The Town and Country Planning (Local Development Plan) (Wales) Regulation 24 (2004)

Indicative Stage: Adoption						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Obtain Member approval to formally adopt • Inform all on LDP database of adoption of the revised LDP • Produce adoption statement • Produce the adopted LDP bilingually 	<ul style="list-style-type: none"> • Publish SA Report • Publish HRA Report 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Engage with Members via an all Member Workshop and Council Meeting • Once adopted publication on Council's website • Once adopted, notification via Twitter utilising planning policy and corporate account • Once adopted, notification via Facebook utilising corporate account • Once adopted, Press Release will be published • Once adopted, notification via letter or email • Once adopted, provide copy of Adopted LDP in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Formal adoption of the revised LDP 	Full Council prior to formal Adoption – Late 2021	The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

Contact details

3.26 You can contact the planning policy team using any of the following methods:

Email: planningpolicy@monmouthshire.gov.uk

Telephone: 01633 644429

Post:

Planning Policy

Monmouthshire County Council

County Hall

The Rhadyr

Usk

NP15 1GA

Appendix 1 – List of Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP.

Specific Consultation Bodies¹² (including UK Government Departments):

- Welsh Government (Planning division will co-ordinate consultations)
- Natural Resources Wales
- Network Rail
- Office of Secretary of State for Wales
- Telecommunication Operators - EE, Vodaphone and O2, Openreach, Virgin Media
- Aneurin Bevan Health Board
- Gas and Electricity Licencees - National Grid, Wales & West Utilities
- Sewerage and Water undertakers – Dwr Cymru Welsh Water
- Department for Transport (including Secretary of State for functions previously exercised by the Strategic Rail Authority)
- UK Government Departments- Department of Business, Energy and Industrial Strategy
- Home Office
- Ministry of Defence

Neighbouring local authorities:

- Blaenau Gwent County Borough Council
- Brecon Beacons National Park Authority
- Bristol City Council
- Cardiff Capital Region Strategic Planning Panel¹³
- Forest of Dean District Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- South Gloucestershire Council
- Torfaen County Borough Council
- West of England Joint Spatial Plan

Town and Community Councils in the Monmouthshire area:

- Abergavenny Town Council
- Caerwent Community Council
- Caldicot Town Council
- Chepstow Town Council
- Crucorney Community Council
- Devauden Community Council
- Goetre Fawr Community Council
- Grosmont Community Council
- Gwehelog Fawr Community Council

¹² As defined in LDP Regulation 2.

¹³ Once established.

- Llanarth Fawr Community Council
- Llanbadoc Community Council
- Llanelly Community Council
- Llanfoist Fawr Community Council
- Llangattock Vibon Avel Community Council
- Llangwm & Llansoy Community Council
- Llangybi Fawr Community Council
- Llanhennock Community Council
- Llanover Community Council
- Llantilio Crossenny Community Council
- Llantilio Pertholey Community Council
- Llantrisant Community Council
- Magor with Undy Community Council
- Mathern Community Council
- Mitchel Troy United Community Council
- Monmouth Town Council
- Portskewett Community Council
- Raglan Community Council
- Rogiet Community Council
- Shirenewton Community Council
- St Arvans Community Council
- Tintern Community Council
- Trellech United Community Council
- Usk Town Council

General Consultation Bodies

The Council will consult the following general consultation bodies, where appropriate, in accordance with this Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

(i) Voluntary bodies whose activities benefit any part of the authority's area:

- Age Concern Gwent
- CAIR (The Monmouthshire Disablement Association)
- Gwent Association for the Blind
- Gwent Association of Voluntary Organisations Monmouthshire (GAVO)
- Gwent Wildlife Trust
- Royal Voluntary Service (RVS)
- Rural Community Action Monmouthshire

(ii) Bodies representing the interests of different racial, ethnic or national groups in the authority's area:

- All Wales Ethnic Minority Association
- Citizen's Advice Cymru
- Ethnic Minority Foundation
- Friends, Families and Travellers

- South East Wales Racial Equality Council (SEWREC)

(iii) Bodies which represent the interests of different religious groups in the authority's area.

- The Representative Body of the Church in Wales

(iv) Bodies which represent the interests of disabled persons in the authority's area.

- Downs Syndrome Association
- Gwent Association for the Blind
- Mencap Cymru
- Mind Cymru
- Royal National Institute for Deaf People
- Wales Council for Deaf People
- Wales Council for the Blind
- Wales Council for the Disabled

(v) Bodies which represent the interests of persons carrying on business in the authority's area.

- Abergavenny Community Enterprise
- British Wind Energy Association
- Confederation of British Industry (Wales)
- Homemakers Community Recycling
- Newport and Gwent Enterprise Agency
- South East Wales Energy Agency
- Viridor Waste Management

(vi) Bodies which represent the interests of Welsh culture in the authority's area.

- Cadw
- Glamorgan Gwent Archaeological Trust Ltd
- Royal Commission on Ancient and Historic Monuments

Other Consultees

The Council will consult the following other consultees, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

- Abergavenny Local Historic Society
- Arriva Trains Wales
- British Aggregates Association
- British Geological Survey
- British Waterways
- Bryn Y Cwm Community Forum
- Business Wales (South Wales Regional Centre)
- Campaign for Real Ale (Camra)
- Campaign for the Protection of Rural Wales (CPRW)
- Capital Region Tourism (Monmouth)

- Centre for Ecology & Hydrology
- Chambers of Trade & Commerce – Abergavenny, Caldicot, Chepstow, Monmouth and Usk
- Charter Housing Association
- Chartered Institute of Housing (Cymru)
- Chartered Institution of Waste Management Wales
- Chepstow Business Club
- Civic Societies – Abergavenny & District, Monmouth and Usk
- Community Land Advisory Service Cymru (CLAS)
- Country Landowners and Business Association Cymru (CLA)
- Crown Estate
- Department for the Economy and Transport
- Design Commission for Wales
- Disability Rights Commission Wales
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Energy Savings Trust Wales
- Farmers Union of Wales (FUW)
- Federation of Master Builders
- Federation of Small Businesses in Wales
- Fields in Trust
- Forestry Commission Wales
- Freight Transport Association
- Friends of the Earth – Abergavenny & Crickhowell and Chepstow
- Gwent Badger Group
- Gwent Joint Passenger Transport Unit
- Gwent Police
- Gwent Young Farmers Clubs
- Health and Safety Executive (Wales)
- Home Builders Federation
- Institute of Directors Wales
- Institution of Civil Engineers Wales
- Joint Council for Wales
- Llanarth Estate
- Llanellen Parish Association
- Llangybi Estate
- Llanover and Coldbrook Estate
- Local Assembly Member
- Magor with Undy Sports and Leisure Association
- Mineral Products Association
- Monmouth Archaeological Society
- Monmouth, Brecon and Abergavenny Canals Trust
- Monmouthshire Bat Group
- Monmouthshire Green Web

- Monmouthshire Local Policing Unit
- National Air Traffic Services
- National Farmers Union Cymru (NFU)
- National Trust
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Pontypool Park Estate Office
- Public Health Wales
- Rail Freight Group
- Ramblers Cymru
- Redwick Community Council
- RSPB Cymru
- Rural Housing Enabler
- Shelter Cymru
- Shirenewton and Mynyddbach Fields Association Ltd
- Society for the Protection of Ancient Buildings
- South Wales Fire and Rescue Service
- Sports Council for Wales
- Sustrans Cymru
- The Canal and River Trust
- The Chepstow Society
- The Coal Authority
- The Gypsy Council
- The National Library of Wales
- The Open Spaces Society
- The Planning Inspectorate
- The Theatres Trust
- Transition Chepstow
- Traveller Law Reform Project
- Wales Council for Voluntary Action (WCVA)
- WEA Cymru (Adult Learning Wales)
- Wales Environment Link
- Welsh Environmental Services Association
- Welsh Health Estates
- Welsh Historic Gardens Trust
- Welsh Language Commissioner
- Woodland Trust Wales (Coed Cadw)
- Wye Valley AONB
- Wye Valley Society

Appendix 2 - Timetable for Revision of the LDP

	2018												2019												2020												2021												2022														
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Delivery Agreement (DA)																																																															
Preparation of Draft DA																																																															
Political Reporting - draft DA																																																															
Targeted Consultation on draft DA																																																															
Political Reporting following consultation on DA (agreement to submit to WG)																																																															
Submission to Welsh Government																																																															
DA agreed by Welsh Government																																																															
Update Evidence Base																																																															
Review Evidence Base																																																															
SA: Review/Update SA baseline and SA framework																																																															
Pre-Deposit Participation																																																															
Initial Call for Candidate Sites (including call for brownfield sites)																																																															

	2018												2019												2020												2021												2022														
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Candidate Sites - Stage 1 Initial Assessment/Sift ('non starters')																																																															
Consultation on Draft SA Scoping Report																																																															
Identification & assessment of vision, issues and objectives																																																															
Identification and assessment of options (growth levels and spatial distribution)																																																															
Consultation on Options (non-statutory)																																																															
Preparation of Preferred Strategy, SA Report & HRA																																																															
Preferred Strategy Political Reporting																																																															
Pre-Deposit Consultation																																																															
Consultation on Preferred Strategy																																																															
Consultation on Initial SA Report																																																															
Analyse consultation responses and prepare Initial Consultation Report																																																															

	2018					2019					2020					2021					2022																																											
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				
Further Call for Candidate Sites/Request for submission of detailed site information for sites submitted during the Initial Call compatible with PS.																																																																
Candidate Sites - Stage 2a/2b Assessment																																																																
Candidate Sites - Stage 3 Assessment																																																																
Prepare Deposit Plan, update SA /HRA																																																																
Deposit Plan Political Reporting																																																																
Statutory Deposit																																																																
Consultation on Deposit Plan, SA Report & HRA																																																																
Analyse consultation responses & prepare Consultation Report																																																																
Key Stage - Indicative	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				
Submission of LDP to Welsh Government																																																																
Examination																																																																
Inspector's Report - Preparation																																																																
Inspector's Report - Publication																																																																
Adoption																																																																

Appendix 3 – Risk Assessment

Issue	Potential Risk(s)	Mitigation	Probability and Impact
No Plan coverage after expiry of current LDP in December 2021.	Due to flexibility within the timetable and 3 month degree of tolerance there may be a gap in Plan coverage from 1 st January 2022 until Plan adoption in March 2022.	<p>The LDP must be adopted within 8 weeks of receiving the Inspector’s binding report. Should the 3 month flexibility be taken up the adoption of the LDP cannot be delayed any further and it will instead be adopted early 2022.</p> <p>Any risk exposure during the 8-12 week period at the beginning of 2022 is considered to be manageable. Any planning appeals not determined before 31st December 2021 would unlikely be determined before the new LDP is adopted, due to prematurity.</p>	High Likelihood
			Low Impact
Change in staff resources available to undertake revised LDP preparation.	Programme slippage.	Consider additional resources (including support from other sections within the Council) and ensure robust structure.	Medium Likelihood
			Medium Impact
Staff turnover in small team.	Programme slippage.	Ensure revised LDP process maintains highest level corporate priority.	Low Likelihood
			Medium Impact
Reduction and lack of financial resources.	Programme slippage. Delay in securing information required to progress plan.	Ensure plan preparation process is adequately costed with in-built capacity for unforeseen costs.	Medium Likelihood
			Medium Impact
Council decision making structure/ political reporting cycle.	Programme slippage.	Streamline decision-making procedures and ensure timetable is realistic.	Medium Likelihood
			Medium Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
Political Change/ Elections.	Programme slippage.	Early Member training.	Low Likelihood
			Medium Impact
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Programme slippage.	Ensure organisation wide support of plan process and timetable from outset.	Low Likelihood
			Medium Impact
Challenging timetable to prepare revised LDP within 3 years due to greater than anticipated workload (e.g. greater number of representations received or SA/SEA/HRA requirements).	Programme slippage.	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management with adequate contingencies/flexibility. If appropriate reconsider timetable and resources.	Medium Likelihood
			High Impact
National Issues			
Additional requirements arising from the issue of new legislation and/or national guidance. e.g. alignment with	Programme slippage.	Monitor emerging legislation/guidance; report and respond early to changes as necessary.	High Likelihood
			High Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
revised Planning Policy Wales and LDP Manual.			
Involvement in preparation of Strategic Development Plan (SDP)	Programme slippage. Resource implications, extent of input to the SDP currently unknown.	Ensure sufficient resources are available and corporate support of SDP process and timetable from outset.	Medium Likelihood
			Medium Impact
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Work on individual LDP to date would be abortive.	Cannot be mitigated, full justification of the Council's approach to produce an individual Monmouthshire LDP has been provided.	Medium Likelihood
			High Impact
Ability of statutory consultees and/or Planning Inspectorate to respond within set timescales.	Programme slippage. Key milestones are not met. Examination and/or Receipt of Inspectors Report delayed.	Maintain close liaison with statutory consultees and the Planning Inspectorate to ensure early identification of potential problems.	Low Likelihood
			Medium Impact
Local Issues			
Insufficient information to undertake SA/SEA.	Programme slippage.	Identify expectations of consultation bodies. Consider additional resources.	Medium Likelihood
			Medium Impact
Large volume and /or highly significant levels of objection to	Programme slippage. Plan cannot be submitted for examination without	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.	Medium Likelihood
			Medium Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
proposals e.g. site allocations.	significant work.		
Review of revised Plan resulting from a requirement to align with a Strategic Development Plan.	Programme slippage.	Ensure involvement in progress of regional work. Early response to potential local implications.	Low Likelihood
			Low Impact
Plan fails the test of 'soundness'.	Programme slippage. Part of the Plan is excluded or changed. Additional work needs to be carried out before the Plan can be adopted. The plan could be withdrawn.	Ensure LDP has a robust evidence base, properly subjected to SA/SEA/HRA, with well audited community and stakeholder engagement. Maintain liaison with Welsh Government on preparation procedures.	Low Likelihood
			High Impact
Legal Challenge.	Programme slippage. Adopted Plan quashed in whole or part. Additional work/time/financial requirements.	Good knowledge of statutory requirements to ensure compliance.	Low Likelihood
			Medium Impact

Appendix 4 – Glossary of terms

Adopted Plan	The final version of the Local Development Plan.
Adoption	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the LDP strategy and objectives are being achieved and whether the LDP policies are functioning effectively.
Baseline	A description of the present state of an area.
Candidate Site	A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate Sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
Council	Monmouthshire County Council (excluding for planning purposes the Brecon Beacons National Park administrative area that falls within Monmouthshire).
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit	A formal six week stage in which individuals and organisations can make representations on the Local Development Plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement	A proactive process that seeks to encourage the involvement and participation of the community and other groups in the decision making process.
Evidence Base	Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination	The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Habitat Regulations	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of

Assessment (HRA)	European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report	The Report prepared by an independent Inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
Involvement	Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
Local Planning Authority (LPA)	In the case of Monmouthshire, this is Monmouthshire County Council (excluding the Brecon Beacons National Park administrative area where the local planning authority is the National Park).
Monmouthshire County Council (MCC)	This is the name of the Local Planning Authority preparing the LDP.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and stakeholders to input into decision making.
Partners	Other local authority departments and statutory bodies where the LDP will help to deliver some of the objectives of their strategies. Partners may be expected to contribute in the formulation of relevant parts of the plan.
Planning Inspectorate	The Wales branch of the Planning Inspectorate are an independent body who will be responsible for the formal examination of the LDP.
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
Pre-Deposit	Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.

Representations	Comments received in relation to the LDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests	In order to adopt a LDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	People whose interests are directly affected by a LDP (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross-boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPA's must have regard to the SDP when developing their LDPs.
Submission	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal (SA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Timetable	Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.

Well-being of Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'.

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer completing the evaluation
Mark Hand

Phone no: 01633 644803

E-mail: markhand@monmouthshire.gov.uk

Please give a brief description of the aims of the proposal

A full review of the Monmouthshire Local Development Plan (LDP) commenced in 2017 which culminated with the publication of the LDP Review Report. Based on the evidence contained in the Review Report, it is concluded that the LDP should be revised and that this should take the form of a full revision procedure. At its meeting on 19th March 2018, Monmouthshire County Council (MCC) approved the commencement of a full revision to its Local Development Plan, which will result in a brand new LDP for Monmouthshire for the period up to 2033. At the same meeting, MCC endorsed the Draft Delivery Agreement (DDA) for targeted consultation with specific consultation bodies. Before substantive work can commence on the Revision of the LDP a Delivery Agreement has to be prepared by the Council and agreed with the Welsh Government.

Preparation of a Delivery Agreement (DA) is a key requirement in preparing a revised plan. The DA provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP. The DA is split into two key parts: the Timetable for producing the revised LDP and the Community Involvement Scheme. The Draft Delivery Agreement was

	subject to targeted consultation and following the close of the consultation minor changes have been made to the timetable.
Name of Service Planning (Planning Policy)	Date Future Generations Evaluation form completed 20/04/2018

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 style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 204</p>	<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>To ensure that LDPs are kept up-to-date, local planning authorities are required to commence a full review of their plans at least once every four years following plan adoption, or sooner if the findings of the Annual Monitoring Reports (AMR) indicate significant concerns with a plan's implementation. The latest Monmouthshire AMRs evidence the need for an early review of the LDP as a result of the need to address the shortfall in the housing land supply and to facilitate the identification and allocation of additional housing land.</i></p> <p><i>The LDP 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 AMRs. 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. Consequently, a full review of the LDP commenced in 2017 and has culminated with the publication of a draft Review Report. The draft Review Report was subject to public consultation and has been updated to incorporate any relevant consultation responses. The final Review Report provides an overview of the issues that have been considered as part of the full review process and subsequently identifies the changes that are likely to be needed to the</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>LDP, and why, based on evidence. The Review Report concludes by recommending that the LDP should be revised following the full revision procedure.</i></p> <p><i>Preparation of a Delivery Agreement (DA) is a key requirement in preparing a revised plan. The DA provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation (the timetable). It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP (the Community Involvement Scheme).</i></p>	
<p>A prosperous Wales 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 framework protects existing employment sites and allocates additional land for employment use.</i></p> <p>Positive:</p> <p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan.</p> <p>Negative: None.</p>	<p>The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.</p>
<p>A resilient Wales 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>Positive:</p> <p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how</p>	<p>The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.</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?
	stakeholder /community's involvement will help to shape the revised plan Negative: None.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive: The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan Negative: None.	The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive: The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan Negative: None.	The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan Negative: None.	The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.
A Wales of vibrant culture and thriving Welsh language	Positive:	The Community Involvement Scheme provides detail on the Welsh language and Bilingual

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?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	<p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan.</p> <p>Negative: None.</p>	involvement and how bilingual engagement will be undertaken throughout the Revised LDP process.
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive:</p> <p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan.</p> <p>Negative: None.</p>	The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.

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 Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan.</p>	The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to shape the revised plan.

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Community Involvement Scheme sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP.</p>	<p>The Revised LDP will be taken forward through extensive stakeholder engagement as prescribed within the Delivery Agreement, expanding on the methods used previously.</p>
 <p>Involvement</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?</i></p> <p>The Community Involvement Scheme sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP.</p>	<p>The Delivery Agreement builds on engagement methods used previously in the LDP process and provides information relating to the proposed methods to be utilised in the revision of the Plan. It includes extensive detail on who the Council will involve, when they will be involved and how they will be involved.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified and how stakeholder /community's involvement will help to shape the revised plan.</p>	<p>The Delivery Agreement ensures that the plan will be delivered to the timetable identified and ensure full stakeholder /community's involvement to help shape the revised plan.</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</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</i></p> <p>The Delivery Agreement sets out how the plan will be delivered to the timetable identified, including the SA/SEA process, and how stakeholder /community's involvement will help to shape the revised plan.</p>	<p>The Delivery Agreement ensures that the plan will be delivered to the timetable identified, including the SA/SEA process, and ensure full stakeholder /community involvement to help shape the revised plan.</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	The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP. It also provides a commitment to actively encourage engagement with young people through the Engage 2 Change, Monmouthshire Youth Council.	None	The Community Involvement Scheme sets out the way in which the Council proposes to involve the local community and other stakeholders, including different age groups, in the preparation of the revised LDP.
Disability	The Community Involvement Scheme provides commitment to actively encourage engagement with disabled people by utilising the Access for All forum.	None	The Community Involvement Scheme sets out aims to include those with disabilities who were not engaged in plan preparation previously, in order to enable them to influence the policies and decisions that affect them.
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	The Community Involvement Scheme provides detail on the Welsh language and Bilingual involvement and how bilingual engagement will be undertaken throughout the LDP Revision process.	None	The Community Involvement Scheme sets out how the Welsh language and bilingual involvement will be undertaken throughout the Revised LDP process.

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?

The Delivery Agreement has been prepared having regard to of the various stages involved in the Plan-making process and realistic timescales for preparing each time, as well as to the resources (staff and financial) available. The Community Involvement Scheme has been prepared recognising the need for extensive stakeholder/community engagement throughout the plan preparation process, expanding on the methods used previously. Responses from the targeted consultation on the Draft Delivery Agreement have informed the final Delivery Agreement as appropriate.

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 Delivery Agreement, including the Community Involvement Scheme, sets out the timetable for producing the revised LDP and the way in which the Council proposes to involve the local community and other stakeholders throughout the plan preparation process.

Negative – None. There are no implications, positive or negative, for corporate parenting or safeguarding.

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
Seek Council endorsement of the final Delivery Agreement, including Community Involvement Scheme, for the revised LDP with a view to submitting the DA to the Welsh Government for agreement.	Report these matters to Council 10 th May 2018, following this submit to Welsh Government for agreement.	Head of Planning, Housing and Place-Shaping Planning Policy Team	Submission of the Delivery Agreement to the Welsh Government for agreement. Once agreed by Welsh Government, formal commencement of the LDP revision process.

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.

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The impacts of this proposal will be evaluated on:	Once the DA has been agreed by the Welsh Government, the Council will be able to proceed with the LDP revision to cover the 2018 – 2033 period. Following this the Delivery Agreement will be regularly reviewed to ensure the timetable is adhered to. At the Deposit stage an updated timetable will be produced in order to turn the indicative timings into definitive timings for the remaining stages.
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SUBJECT: REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

MEETING: County Council

DATE: 10th May 2018

DIVISIONS/WARDS AFFECTED: All Wards

1. PURPOSE:

- 1.1 To seek Council approval to publish and forward to the Local Democracy and Boundary Commission for Wales for final consultation and approval, the draft proposals for the community and electoral arrangements in Monmouthshire.

2. RECOMMENDATIONS:

- 2.1 That Council receive the final proposals formulated by the working group for the Review of Communities and Electoral Arrangements.
- 2.2 That Council approve publication of the final proposals for final consultation to be undertaken by the Local Democracy and Boundary Commission for Wales as an independent body.

3. KEY ISSUES

- 3.1 On the 26th July 2012, Council approved the commencement of a review of the community and electoral arrangements in Monmouthshire in accordance with Section 55(2) of the Local Government Act 1972 (The Act).
- 3.2 The review requires the Council to consider proposals relating to the constitution of new communities, the abolition of existing communities and the alteration of existing communities. Section 54(1) and 55(3) of The Act require that any changes proposed appear to the principal authority and the Local Government Boundary Commission for Wales (LGBCW) 'desirable in the interests of effective and convenient local government'.
- 3.3 Following approval to commence a review, Council appointed a politically balanced working group of nine county councillors tasked with the responsibility of formulating the proposals.
- 3.4 The group formulated, and consulted on, a Terms of Reference to be used in the decision making process for the review which was presented to, and approved by Council, on the 22nd November 2012. The approved Terms of Reference was published on the 1st December 2012 along with public notice of the intention to review the communities and electoral arrangements.
- 3.5 An initial consultation period commenced from the 1st December 2012 to 22nd February 2013 inviting stakeholders to submit any recommendations or representations that they consider would assist the group in the decision making process. During this period the group attended public meetings to discuss the content of the review with stakeholders.

- 3.6 In November 2013 Council approved the draft proposals for the community review for publication and to begin the consultation period on the draft proposals. All community councils were invited to open sessions with members of the working group to discuss the proposals for their community and understand further the rationale for the final proposals.
- 3.7 During the consultation period, the Williams Commission published its report into the future of local government and also consulted on proposals to overhaul community/town councils across Wales. Due to that uncertainty, it was agreed to postpone the community review until the future of local government became clear following the Assembly elections in 2017. Given the close proximity of the Assembly elections to the Council elections in 2017, no further work could be undertaken on the review as it would cause confusion as to the ward boundaries that were to be used for that election.
- 3.8 Political group leaders agreed to reconvene the review, at the request of the Local Government Boundary Commission for Wales, towards the end of 2017. A single member from each political group was appointed to the working group tasked with reviewing the draft proposals and representations received, as well formulating the final proposals for the authority. All community Councils were notified of the historical timeline of the review as well as provided with copies of the draft proposals at that time.
- 3.9 Given the timeframe between the consultation into the draft proposals and now, coupled with the fact that elections were held to all community & town councils in 2017, it was the intention of the group to rerun the consultation into the draft proposals to allow new members to input into the process. However, as the process for the review is prescribed in legislation in the Local Government Act 1972, any deviance from the statutory process may null and void the review requiring it to start afresh. If this were to happen, it is unlikely the review would be completed in time for the 2021 elections given the timescales required for consultation at the various stages. Additionally, as a result of changes to the community review, a review of the County Council boundaries is also required to be conducted by the Local Government Boundary Commission for Wales otherwise there could be elections held on different boundaries at Community and County level.
- 3.10 Upon approval, the final proposals will be forwarded to the Local Government Boundary Commission for Wales for them to review and draft their own timetable for consultation into the final proposals before passing them to Welsh Government, with or without amendments, for them to pass an order for the changes to take effect. The changes will be implemented at the next election following the Welsh Government making the order.

4. OPTIONS APPRAISAL

- 4.1 **Approve Proposals** – If the proposals are approved then the Council will have met its statutory obligation in keeping the community boundaries and electoral arrangements under review. Additionally, in approving the proposals, a number of anomalies with the current arrangements will be addressed, including the alteration of boundaries that intersect housing estates and providing parity in representation in communities with similar demographics.

- 4.2 **Reject Proposals** – If the proposals are rejected then a number of anomalies will still exist and cause confusion for residents as well as councillors. Additionally, given the timeframe between now and the next elections in 2021, if the proposals are not approved there will not be sufficient time for the Local Government Boundary Commission for Wales to carry out its consultation into the final proposals for the community and complete its required work on reviewing the electoral arrangements at County level before the next election. Therefore, in rejecting the proposals the Local Government Boundary Commission for Wales will have to conduct its review of County Council arrangements based on the existing community arrangements which may result in proposals from them similar to arrangements that councillors opposed in 2011.

5. REASONS:

- 5.1 The Council has a duty under the Local Government Act 1972 to keep the community boundaries and electoral arrangements in its area under review.

6. RESOURCE IMPLICATIONS

- 6.1 No significant resource implications are anticipated and will be absorbed within existing budget.

7. CONSULTEES

All Town and Community Councils
All Town and Community Councillors
All County Councillors
Residents of Monmouthshire
Local Government Boundary Commission for Wales

Responses received from consultees have been included in the proposals report attached.

8. BACKGROUND PAPERS

Monmouthshire County Council – Review of Communities and Electoral Arrangements – Terms of Reference – November 2012

Monmouthshire County Council – Review of Communities and Electoral Arrangements – Draft Proposals – November 2013

9. AUTHOR:

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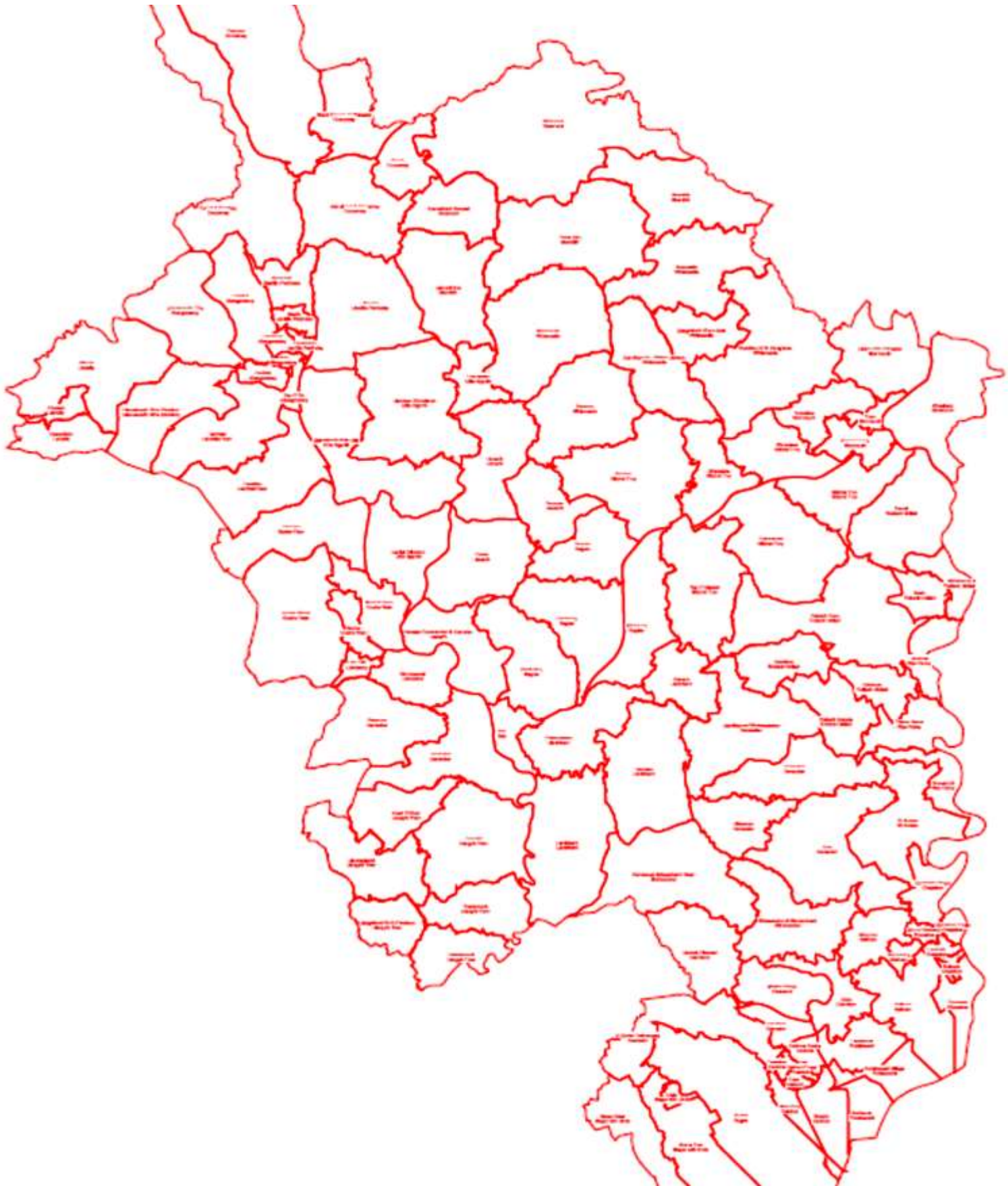


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DRAFT

Introduction

1. Monmouthshire County Council has a duty under Section 55(2) of the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire. To ensure compliance with the legislation, Monmouthshire County Council agreed at its Council meeting on 22nd July 2012 to commence a review of communities and electoral arrangements in Monmouthshire and appointed nine councillors to a politically balanced working group tasked with responsibility for formulating the draft and final proposals for the communities.
 - 1.1. A Terms of Reference was formulated by the working group and the relevant consultation period conducted to formulate the proposals contained within it. The Terms of Reference was approved by Full Council on 22nd November 2012. Public notice of the intention to commence a review of communities was given on the 1st December 2012 alongside publication of the Terms of Reference for the review.
 - 1.2. A 12 week consultation commenced inviting initial representations from stakeholders to submit their views to the working group which will be considered during the formulation of the draft proposals. In addition to this, the working group invited stakeholders to attend five public seminars throughout Monmouthshire to ensure a clear understanding of the procedures to be followed and any queries regarding the review could be answered.
 - 1.3. Following the close of the initial consultation, the working group have reviewed the communities of Monmouthshire and, in line with the Terms of Reference for this review, formulated the draft proposals published in this document.
 - 1.4. Following the publication of the draft proposals, the working group commenced a 12 week consultation period inviting representations relating to the draft proposals. Additionally, the working group held a number of seminars inviting each community/town council to an open session where members of that council could openly present their comments to the working group as well as allow the working group to gain a detailed understanding of that community.
 - 1.5. Shortly following the publication of the draft proposals, the Williams Commission report was published by the Welsh Government into the future of Local Government and proposed local authority mergers and consultation into reforming communities throughout Wales. If the Williams Commission proposals were to be taken forward by Welsh Government then there would be a significant period of instability with new community proposals taking effect in 2017 plus further changes at the next set of elections in 2021. Additionally, much of the Williams Commission proposals would depend on the result of the Welsh Assembly elections in May 2016 and whether a majority Government was in place to take the proposals forward. If the Council was to take forward the proposals for the community review following the result of the Assembly elections it would not leave enough time for legislation to be passed before the elections in May 2017 for the proposals to take effect, nor would it allow sufficient time for the Local Government Boundary Commission for Wales to make the required amendments to the County Council boundaries as a result of those amendments.

- 1.6. The working group therefore took the decision in May 2015 to postpone the community review until after the local elections in May 2017 to save any confusion around which boundaries were to be used at that election, allow candidates and political parties to plan for those elections effectively and prevent any potential confusion for the electorate.
- 1.7. Following the election, the Local Government Boundary Commission for Wales has requested that final proposals for the community review in Monmouthshire are submitted to them no later than June 2018 in order for them to consult on the final proposals and pass the relevant legislation in time for them to conduct their review of the electoral arrangements at County Council level.
- 1.8. Upon commencement of the review, it was the intention of the Council to re-run the consultation on the draft proposals and allow councillors that were elected in May 2017 opportunity to input in to the process at that stage. However, as the process for conducting community reviews is set in legislation, any deviance from the prescribed process may null and void the previous work already conducted and may not allow time for the consequential processes to be completed in time for the next local elections. Therefore the working group will utilise the feedback it received during its consultation period into the draft proposals as the basis for formulating the final proposals for the review. The Local Government Boundary Commission for Wales will conduct their own consultation into the final proposals and communities, councillors and stakeholders can respond directly to the Commission with their comments on the final proposals. The Commission will consider those representations when deciding on the final proposals to put forward to the Welsh Government for approval.
- 1.9. In formulating the final proposals, a working group of County Councillors was reconvened with the political balance of the Council disregarded in agreement with party leaders and a representative from each political group, including the independent group, appointed with responsibility for drafting the final proposals.
- 1.10. The working group reviewed the draft proposals taking into consideration representations received at the draft consultation stage, as well as minutes of the working group that formulated the draft proposals and minutes of the open seminars with communities in drafting the final proposals.
- 1.11. The final proposals for the community review must be agreed by Full Council prior to its submission to the Local Government Boundary Commission for Wales and were presented to Council in May 2018 following an all members seminar to enable Councillors to understand the proposals fully before its approval.
- 1.12. Upon completion of its consultation into the final proposals, the Commission will then forward the final proposals, with any amendments they wish to make, to the Welsh Government who will review the proposals and if satisfied will make an Order for the changes to take effect. The changes will take effect at the next ordinary local elections.

Summary of Proposals

2. Under the existing arrangements there are currently 33 Community Councils with 119 Community Wards represented by 356 community councillors. The proposed arrangements contained within these draft proposals would see a change to 30 Community Councils, 120 community wards and 296 community councillors representing those communities.

Representations Received Prior to Final Proposals

3. Representations were submitted by County Councillors, Community Councillors, Community Councils and residents of Monmouthshire in response to the initial proposals consultation and draft proposals.
 - 3.1. The working group would like to thank all those who took the opportunity to submit representations to us and help inform the decision making process.
 - 3.2. During the consultation period, a number of responses and concerns were raised by communities in relation to single member wards. In considering the number of councillors for each community and community ward, the Terms of Reference for the review sets out the intended position and rationale behind the councillor:elector ratio. All community and town councils and County Councillors were consulted on the pre-requisites included in the Terms of Reference and were agreed by Full Council prior to any areas being reviewed by the working group. The working group have considered all the representations received for each community and put forward electoral arrangement proposals that it believes ensures a better parity in representation across the authority area than is provided for by the current arrangements. Additionally, the proposals are in line with the agreed Terms of Reference for the review and allows a mechanism for future reviews to be conducted based on developments within the communities and how future representation could be considered.

Responding to the Final Proposals

4. The County Council will not conduct any consultation into its final proposals. Whilst we have undertaken consultation at every other stage of the process, once Full Council have approved the final proposals, they will be passed to the Local Government Boundary Commission for Wales who will conduct their own consultation process on the final proposals.
 - 4.1 Details of the timescales on the Commissions consultation are not yet available as they will need to review the proposals in detail before undertaking the consultation process. Further information will be sent to all communities once it is available.

Community of Abergavenny

Current Community Format

1. The current community arrangements in Abergavenny consist of five wards, Cantref, Grofield, Castle, Lansdown and Priory. The community has a total electorate of 7990 and is represented by 15 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Cantref	1695	3
Grofield	1413	3
Castle	1607	3
Lansdown	1721	3
Priory	1554	3

Natural Boundaries / Key Features

2. The most prominent natural boundary surrounding the community of Abergavenny is the River Usk at the south of the community. The River Usk provides a boundary between Abergavenny and Llanfoist with access only available via The Heads of the Valleys road and the Usk Bridge adjoining Llanfoist and Abergavenny.
 - 2.1. To the West of Abergavenny, the A465 main road provides a natural boundary between the urban area of Abergavenny and the rural areas of Llanover and Llantilio Pertholey.

Electorate Forecast

3. Within the current boundary of the community of Abergavenny there are no development plans which will increase the electorate within the area.

Representations Received

4. A number of representations were submitted by various stakeholders which effect the current arrangements within Abergavenny. Abergavenny Town Council made representations that the current arrangements within Monmouthshire are not fit for purpose and are open to radical redesign. Abergavenny Town Council proposed that the area of Abergavenny should expand to include the areas of Llanwenarth Citra, Croesonen, Mardy and Llanfoist. The reasons for merging a number of communities in to a larger one is summarised as follows:
 - Communities will need to ensure that they have the will and the administrative resources to supply services that without the community council would not be otherwise carried out locally
 - Whilst some communities may keep its activities and costs low to behave appropriately, if the council is not doing anything for its community then it can be argued that its not fit for purpose.
 - Financial resources will also ensure that communities are fit for purpose and communities that do not have a significant number of properties will be unable to raise the necessary precept to deliver services and have access to economies of scale that large communities have.

- That it should be considered to reflect the public's perception of the community that they are represented by. The council provide examples that electors assume that they are represented by the larger town council when they are represented by a different community.
- They also state that they believe that their proposals will assist the community in preparing for the powers contained in the Local Government Wales Measure and any potential future devolution of services by the County Council.

- 4.1. Llanfoist Community Council submitted a response to the proposals put forward by Abergavenny Town Council objecting to the proposal of including wards within its area in that of Abergavenny. In particular Llanfoist objected to the inclusion of Llanwenarth Citra due to the historical links that the area has with another Llanfoist Community Council ward, Llanwenarth Ultra, and that the Llanwenarth Citra ward is predominantly rural compared to the other wards of Abergavenny. Llanfoist also stated that it had developed a relationship with the Brecon Beacons National Park through its planning applications which it believes Abergavenny Town Council doesn't. In terms of the Llanfoist ward, Llanfoist council make representation that the ward prides itself on being an active, attractive village which is not part of Abergavenny Town Council.
- 4.2. Llantilio Pertholey Community Council also submitted representations in relation to the wards of Abergavenny which adjoin their council area. These include the removal of Heol Hamelin and adjoining streets to the Priory ward of Abergavenny Town Council. Other representations included a redesign of the arrangements within Llantilio Pertholey Community Council. The Council also submitted further representations in response to Abergavenny Town Councils recommendations of including a number of its wards in Abergavenny Town Council area and strongly objected to that proposal along with a number of negative effects that those changes may have.

Recommendations

External Boundary

5. The working group considered and discussed all the representations it received for the areas of Llanfoist, Abergavenny and Llantilio Pertholey. The proposal submitted by Abergavenny Town Council proposed radical changes to the existing community arrangements and whilst the group understood the points put forward by Abergavenny Town Council it believed that the proposals submitted were contrary to the requirements of the Local Government Act 1972, particularly in relation to the proposal for the Llanfoist ward, to ensure that boundaries are easily identifiable.

With the River Usk and the A465 surrounding Abergavenny to the south and east of the community, the working group believe that these provide natural, easily identifiable boundaries between Abergavenny and its surrounding communities. Therefore, the working group did not agree with the representation submitted by Abergavenny Town Council to merge the community of Abergavenny with that of Llanfoist.

However, the community of Llanwenarth Citra of Llanfoist Community Council is situated on the opposite side of the river Usk to the other wards of Llanfoist Community Council. Whilst there is

bridge access to Llanwenarth Citra crossing the river, this is situated in the Gilwern ward of Llanely and requires residents to cross the local authority boundary into Powys before returning to Monmouthshire. All other access to the Llanwenarth Citra ward requires electors to pass through the community of Abergavenny before returning to the community of Llanfoist. This means there is no physical or geographical link between Llanwenarth Citra and the rest of the community of Llanfoist. For these reasons and that of the river being the natural boundary, the working group propose that the Llanwenarth Citra ward of Llanfoist be moved into the community of Abergavenny.

The working group however note from the submission of Llanfoist Community Council that the Llanwenarth Citra ward is unique and is of a rural nature compared to the other wards of the community of Abergavenny. Whilst the number of electors within the Llanwenarth Citra ward is slightly less than 150 electors per councillor ratio and significantly less than the proposal for the rest of the Abergavenny wards, given the unique nature of the ward the working group propose to retain Llanwenarth Citra as its own ward, with its own representation of one councillor, within the community of Abergavenny.

- 5.1. The working group also considered representations received by Abergavenny Town Council and Llantilio Pertholey Community Council in relation to the proposal by Abergavenny to merge some of the Llantilio Pertholey wards into its area. The working group conclude that whilst there is very little geographic separation between the communities of Abergavenny and Llantilio Pertholey, in particular the wards of Croesonen East and West, there are differences between the two communities that require the need to maintain a separation between the two areas, particularly in relation to Sgyrriid East and West and Pantygelli where there is little link with these wards with the community of Abergavenny. In their representation, Llantilio Pertholey Community Council provided the working group with a comprehensive submission of the work that the council in its current format provides to its residents. The working group do not believe that a large community consisting of Llantilio Pertholey and Abergavenny would be able to continue to provide the services unique to the individual areas as they currently do in isolation. It is therefore proposed that the current boundary between the communities of Abergavenny and Llantilio Pertholey remain with small alterations to the existing boundary to ensure there is a clear definition between the two communities and that the proposals are in line with the Terms of Reference for the review.

The group accepted a number of points in the Abergavenny submission, particularly in relation to the economies of scale and advantages that a large community can deliver to its community. However, the representation submitted by Llantilio Pertholey Community Council highlighted a number of key services that the community council deliver unique to the area of Llantilio Pertholey, that may not necessarily be delivered by a community covering a large geographic area.

Internal Boundaries

- 5.2. The working group considered the current arrangements within the community of Abergavenny and identified anomalies that could be amended to ensure clear lines of responsibility and accountability whilst ensuring boundaries are easily identifiable. These include a number of instances where boundaries follow a main road, predominately Brecon Road, Park Crescent and

Llwynu Lane. The area of housing including Heol Hamelin and Clos Bury Capel being divided by a boundary through the housing and the town centre area being covered by three separate wards.

Cantref

- 5.3. The current Cantref ward remains largely unchanged. However, a small number of amendments have been made to its boundaries to ensure they are easily identifiable. The current boundary between Cantref and Grofield follows the A40 Brecon Road to Brecon Road Car Sales garage where it leaves the A40 at the fork in the road.

The working group believe that the natural boundary should follow the A40 up to the boundary of Llanwenarth Citra, with all properties south of the A40 included in the Llanwenarth Citra ward following the changes as stated above. Additionally, as mentioned above, the boundary between Cantref and Grofield will follow the rear of the properties of Brecon Road to ensure that the whole street is contained within a single ward.

Grofield

- 5.4. In considering the existing arrangements for the Grofield ward, the working group consider that the town centre area should be wholly contained within a single ward to ensure clear administrative processes and local responsibility. Currently the town centre area is divided in to three community wards, Grofield, Castle and Priory which ensure that the current ward boundaries are not easily identifiable and do not lead to clear lines of accountability for the area.

It is therefore proposed that the whole town centre area is contained within the Grofield ward with the new boundary running along Park Road at the southern edge of Bailey Park where it will join the proposed Pen-Y-Fal boundary at Lower Monk Street.

The working group also identified the boundary between Cantref and Grofield that follows Brecon Road which splits the properties along this street between the two wards which is contrary to the criteria of the Terms of Reference for this review. The working group therefore propose that all properties of Brecon Road are included in the Grofield ward.

The working group also consider that Nevill Hall Hospital is a key feature of the ward that acts as a natural boundary between the wards of Grofield and Llanwenarth Citra. The group propose, taking into consideration the alteration to the boundary already made in respect of Brecon Road, that the western boundary of the Grofield ward should follow the edge of Nevill Hall Hospital and adjoin the external community boundary in the River Usk.

Castle

- 5.5. It was brought to the group's attention in the representations received of the anomaly with the boundary between the community of Abergavenny and Llantilio Pertholey in the Heol Hamelin area that intersects the estate. The group believe that this group of properties would be better suited to the Priory ward as it is accessed via Grosvenor Road and Hereford Road. It is therefore

proposed that the northern boundary of the Castle ward will be amended to follow the rear of the properties at Maple Avenue.

The eastern boundary of Pen-Y-Fal will follow the external boundary of the community of Abergavenny along the A465 road. This will result in the property Green Acres Farm no longer situated within the community of Abergavenny and moving to the community of Llanover.

The group considered the arrangements for the Castle ward and consider the River Gavenny which runs north/south at the western edge of the ward should be the natural boundary between this ward and the adjoining Priory & Grofield wards. The group believe that this easily identifiable natural feature, will improve the current arrangements that follow the rear of properties on Ostringen and Holywell Close. The exception to this is to retain the properties on Lower Monk Street east of the river, that are currently in the Priory ward, within the Priory ward rather than include these in the Castle ward. This is in line with the Terms of Reference for the review that where possible, whole streets will be contained within a single ward.

Under this proposal the boundary of the ward will follow the River Gavenny south to the River Usk thereby no longer including the Castle within the Castle ward. It is therefore proposed that the Castle ward be renamed to Pen-Y-Fal ward as it contains the original site within its ward. The working group however welcome suitable alternative names for this ward.

Lansdown

- 5.6. The working group propose a number of small amendments to the boundary of the Lansdown ward to ensure that boundaries are clear and easily identifiable.

The first being an amendment to the southern boundary of the ward which currently follows Park Crescent, splitting the properties of this street between the Lansdown and Priory wards. The group propose that the whole of Park Crescent is included in the Priory ward with the new boundary following the rear of properties of this road.

Similarly, Llwynu Lane is divided between the Lansdown Ward of the Abergavenny community and Croesonen West of the Llantilio Pertholey community. All properties of Llwynu Lane and streets accessible off it including Vale View are to be included in the Lansdown ward.

Priory

- 5.7. As stated above, the town centre shopping area of the Abergavenny community is currently divided between three wards, Grofield, Castle and Priory. To ensure boundaries are easily identifiable and clear areas of responsibility exist, the Council consider that the town centre should be contained within a single ward. The group believe that Park Road adjacent to Bailey Park is perceived as a natural boundary which ensures all of the town centre is contained in a single ward. Therefore any area of the town centre south of Park Road currently situated in the Priory ward will be included in the Grofield ward.

As stated in 5.7 above, the group also propose an amendment to the boundary between Lansdown and Priory moving the boundary from Park Crescent to the rear of the properties along that road.

Also, as stated in 5.6 above, it is proposed that the whole of the Heol Hamelin and Clos Bury Capel housing area is included in a single ward rather than split between Castle and Croesonen East. With access to the area via Grosvenor Road and Hereford Road of Priory ward the group consider that this area would be best represented by the Priory ward.

The existing name of 'Priory' ward emanates from the remnants of the Priory of St Benedict being situated within the ward. Under the new proposal, the Priory is no longer situated within the ward and therefore a new name is required. The Council propose the name of 'Park' for the new ward with Bailey Park being a focal point of the ward. The Council welcome views and alternative name suggestions for the new ward.

Llanwenarth Citra

5.8. The Llanwenarth Citra ward will remain largely unchanged other than amendments to its boundary between Cantref and Grofield as stated in 5.1 and 5.2 above.

The Llanwenarth Citra ward will have an electorate of 139 and be represented by one councillor. Whilst the Council acknowledge that the electorate is significantly below the average of the rest of the community of Abergavenny, the Council believe that the unique nature and positioning of the ward as well as the different characteristics of the area compared to the rest of Abergavenny community require the ward to have its own representation with the community.

Proposed Community and Community Ward Names

6. The working group propose no name change to the existing community of Abergavenny. As stated above a number of changes are proposed to ward names due to alterations in the boundaries. The six new wards will be Cantref, Grofield, Pen-Y-Fal, Lansdown, Park and Llanwenarth Citra. The group welcome proposals for suitable alternative names for these wards.

Proposed Electoral Arrangements

7. The working group consider the Abergavenny community to fall within the Urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Cantref	1578	3
Grofield	1861	4
Pen Y Fal	1532	3
Lansdown	1747	3
Park	1528	3
Llanwenarth Citra	139	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Abergavenny.

Final Proposals

Representations Recieved

9. Abergavenny Town Council made no further representations in relation to the draft proposals and were happy with the proposals put forward by the working group.

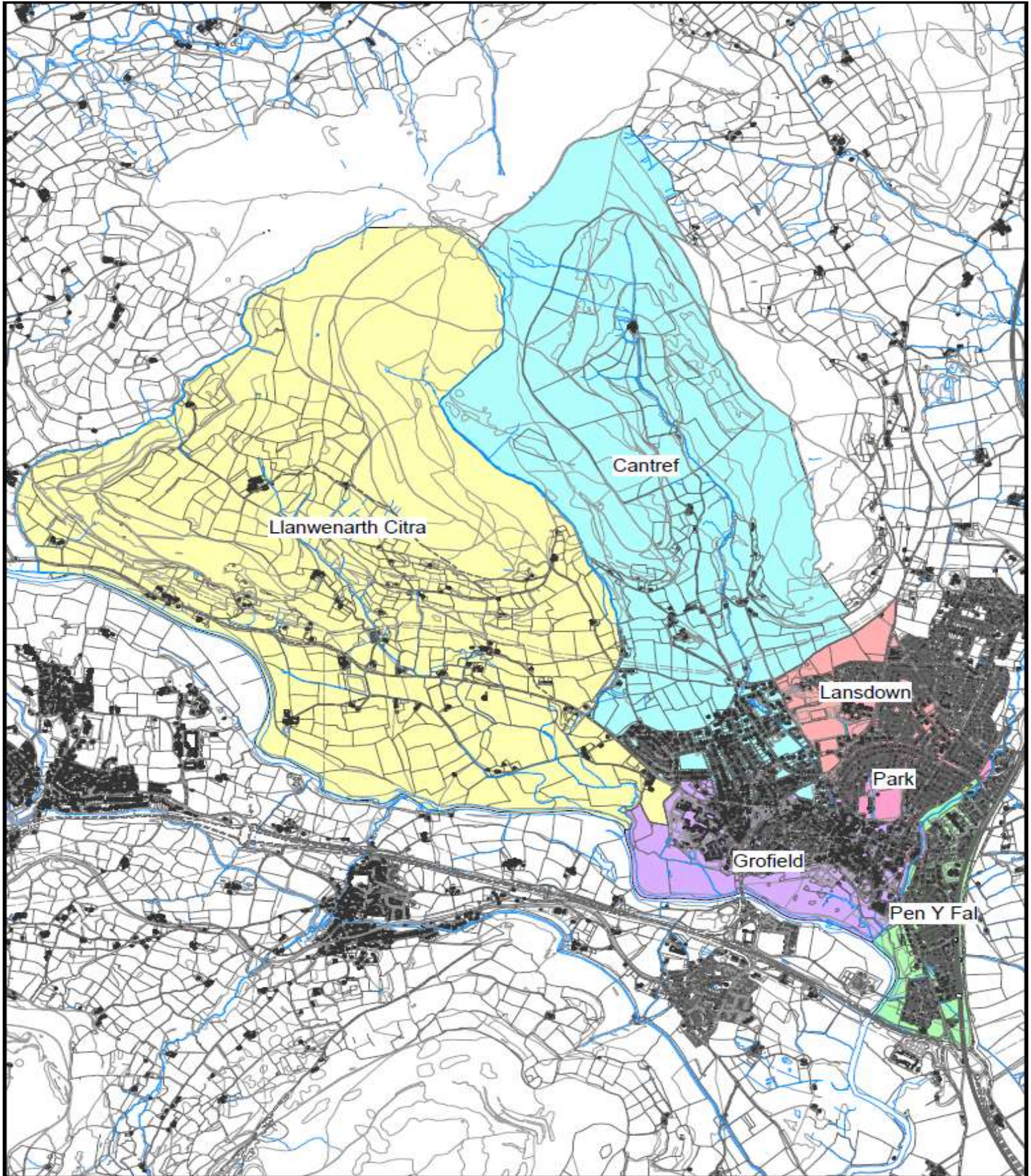
9.1. The County Councillor for Grofield at the time welcomed the addition of Llanwenarth Citra ward into Abergavenny and felt that the increase in councillors from 15 to 17 would be manageable.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

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Proposed Boundary Map of Abergavenny



Details Draft community ward proposal			Rev No.	© Hawlfraint y Goron a hawliau cronfa ddata 2013 Arolwg Ordnans 100023415 © Crown copyright and database rights 2013 Ordnance Survey 100023415
Drawn by Healy.RM	Scale 1:34766	Date 26/11/2013		Monmouthshire County Council County Hall Rhadyr Usk, NP15 1GA www.monmouthshire.gov.uk/maps
File Pathname / Project / Drawing No.			Page 230	

Community of Caerwent

Current Community Format

1. The current community arrangements in Caerwent consist of five wards, Caerwent, Dinham, St Brides Netherwent, Crick and Llanvair Discoed. The community has a total electorate of 1510 and is represented by 10 community councillors. A breakdown of the electorate and number of councillors per ward is as follows:

Community Ward	Electorate	Number of Councillors
Caerwent	599	4
Dinham	262	1
Crick	166	1
Llanvair Discoed	252	2
St Brides Netherwent	231	2

Natural Boundaries / Key Features

2. As Caerwent borders the local authority boundary the western boundary of the community cannot be altered as part of this review. The group considered the M48, A48 and the army camp to provide natural boundaries for the Caerwent community.

Electorate Forecast

3. The electorate in the Dinham ward is proposed to increase from 262 electors to 526 electors based on the property:elector ratio of 1:2.

Representations Received

4. Representation was received from Caerwent Community Council requesting an additional councillor for the Dinham ward due to the additional development within the ward.

Recommendations

External Boundaries

5. Due to the proposed change of the northern boundary of Magor with Undy to follow the M4 motorway, all the properties contained in the Salisbury ward north of the motorway will be incorporated into the St Brides Netherwent ward of Caerwent. This will include all properties on St Brides Road and Bowdens Lane.
 - 5.1. The working group also considered the arrangements to the East of the community up to the Parkwall roundabout. Whilst the group understood that the current boundary between Caerwent, Mathern and Portskewett utilised the easily identifiable boundary of the M48, they

felt that splitting the properties east of Caerwent along the A48 between Mathern and Portskewett did not lead to effective and convenient local government as it appeared that those properties were more closely associated with the Crick area of Caerwent than the communities that they are currently situated. The working group therefore propose to extend the eastern boundary of Caerwent up to, and including the properties on Parkwall Roundabout incorporating all properties adjacent to the A48 into the Caerwent area. The boundary will then follow the A48 up to the flyover of the M48 and return west along the M48. From there the boundary will follow the drain northwards just south of Lavender Well Farm, where it will join and follow the edge of St Pierre Wood. All properties within this area including Runston Farm, Broadwell and Green Meadow Farm will be included in the Crick ward of Caerwent.

Internal Boundaries

Caerwent

- 5.2. The working group considered the boundary of the Caerwent ward and propose a change to the boundary in the Caerwent Road area. The current boundary follows Caerwent Road to the boundary of Caldicot and divides properties along this road between the Caerwent ward and St Brides Netherwent ward which does not lead to effective and convenient local government. It is proposed that the new boundary continues down Dewstow Road and follows the edge of the quarry to join with the external boundary.

Dinham

- 5.3. The working group considered the boundary of the Dinham ward and felt that the army camp would be better associated with the Dinham ward rather than the Crick ward which it currently lies within. The working group believe that given the large residential developments within the Dinham ward and the close proximity of the two areas, that any proposals for the army camp would have a greater effect on those properties than it would the properties in the Crick ward and that the those electors should have adequate representation for those proposals. It is therefore proposed that the north eastern boundary of Dinham ward will follow the perimeter of the army camp where it will join the external Caerwent community boundary in the north of the area. The boundary for the Caerwent ward which follows the A48 will be removed and the eastern boundary that follows the railway line will be extended to join the proposed ward boundary. This will result in the property New House Farm being moved from the Crick ward to the Caerwent ward.

The working group also propose a change in name for the Dinham ward to Merton Green as this covers the majority of the populated area of the ward as it is commonly known.

Crick

- 5.4. As noted above see paragraphs 5.1 and 5.3 for proposed changes to Crick ward.

Llanvair Discoed

5.5. The group considered the current boundary for the Llanvair Discoed ward and consider that the properties 'Trewen' and Five Lanes Cottages are more closely associated with the other wards of Caerwent due to their close proximity to the A48 than they are to their current ward of Llanvair Discoed. Whilst the group understood that the A48 acted as a natural boundary between Llanvair Discoed and other wards, the group considered that the main channels of communication for these properties are across the A48 and to the other wards of Caerwent. The working group therefore propose that the southern boundary for the Llanvair Discoed ward is amended to follow the road behind Five Lanes Cottages up to the junction south of Blackpool Hall. The boundary will then head South and follow a field boundary East to join the brook which will continue south to join the existing ward boundary on the A40. This would result in the properties at Trewen and Five Lanes Cottages being included in the St Brides Netherwent ward.

St Brides Netherwent

5.6. As noted see Paragraph 5, 5.2 and 5.5 for proposed changes to St Brides Netherwent ward.

Proposed community and community ward names

6. The working group propose a change in name for the Dinham ward to Merton Green as stated in 5.3 above. The group welcome representations as to suitable alternative names for the community and community wards.

Proposed Electoral Arrangements

7. The working group consider the Caerwent community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Caerwent	617	3
Merton Green	534	2
Crick	192	1
Llanvair Discoed	211	1
St Brides Netherwent	279	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Caerwent.

Final Proposals

Representations Recieved

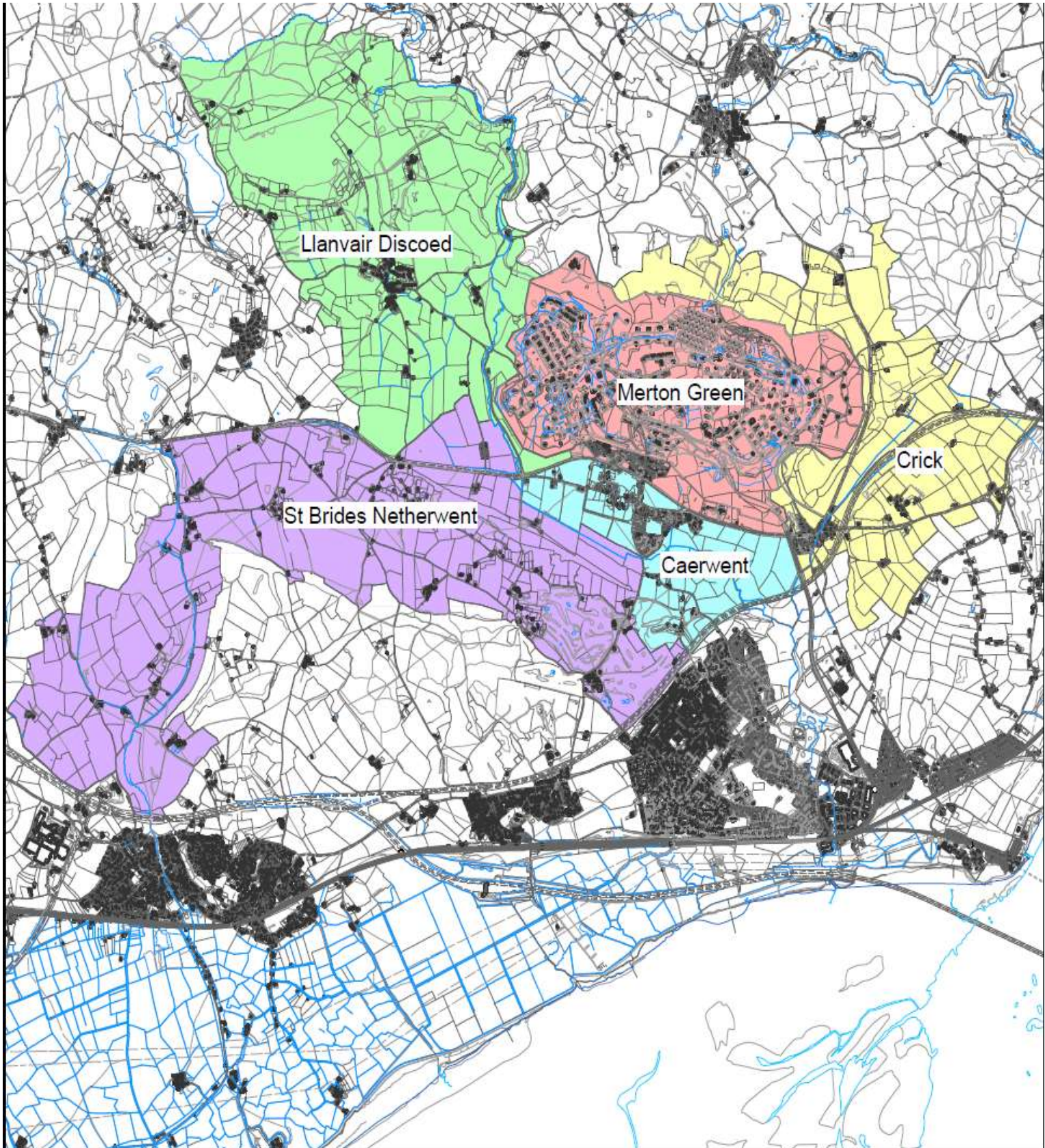
9. No representatives from the Caerwent Community attended the open seminar to give feedback on the proposals to the working group. Subsequent representation was received from Caerwent Community Council requesting that the ward name for Merton Green be retained as Dinham as that was the original hamlet that was situated within the ward.

Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals. The working group however are content that the proposals to rename the proposed Merton Green ward as Dinham is in line with the Terms of Reference for the review and propose that change as the final proposal.

Community Ward	Electorate	Number of Councillors
Caerwent	617	3
Dinham	534	2
Crick	192	1
Llanvair Discoed	211	1
St Brides Netherwent	279	1

Proposed Boundary of Caerwent



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Drawn by Healy.RM	Scale 1:34766	Date 26/11/2013		Monmouthshire County Council County Hall Rhadyr Usk. NP15 1GA www.monmouthshire.gov.uk/maps
File Pathname / Project / Drawing No.				

Community of Caldicot

Current Community Format

1. The current community arrangements in Caldicot consist of five wards, Caldicot Castle, Dewstow, Green Lane, Severn and West End. The community has a total electorate of 7704 and is represented by 17 town councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Caldicot Castle	1676	3
Dewstow	1517	4
Green Lane	1539	4
Severn	1385	3
West End	1587	3

Natural Boundaries / Key Features

2. To the west of Caldicot, a railway line and connecting bridge between the communities of Caldicot and Portskewett appear to be a natural boundary between the two areas.
 - 2.1. To the north of Caldicot the M48 acts as a natural boundary between the community of Caldicot and communities to the north of the road.
 - 2.2. The neutral space between the communities of Rogiet and Caldicot appear to provide a natural boundary between the two communities.
 - 2.3. Within the community of Caldicot there are two main roads that insect the community, Sandy Lane and Newport Road.

Electorate Forecast

3. The electorate within the Caldicot Castle ward is set to increase by 330 electors from 1676 to 2006 due to development at Church Road.

Representations Received

4. Caldicot Town Council submitted representation that the area of Castle Lea be moved from the Green Lane ward to the Severn ward.
 - 4.1. Pauline Watts, County Councillor for the Caldicot Castle ward, submitted representation wishing to retain the title of Caldicot Castle for her ward and identified an anomaly with the boundary between Caldicot Castle and Green Lane wards in relation to the properties in Castle Lea.

Recommendations

External Boundary

5. When considering the current boundaries of the community of Caldicot, the group consider there to be a few anomalies with the current boundary. Firstly, the group consider that splitting the Severnside industrial estate between the communities of Caldicot and Portskewett does not lead to effective and convenient Local Government and does not provide easily identifiable boundaries within the area. The group therefore propose that the boundary between Caldicot and Portskewett follows the railway line which provides a natural, easily identifiable boundary between the two communities.

The group acknowledge that as a result of this amendment the community boundary will differ from that of the UK Parliamentary and Welsh Assembly Constituency boundaries and may lead to confusion amongst electors as to the area that they are situated. The Council does not have authority to alter the boundaries for Welsh Assembly and UK Parliamentary Constituencies as this responsibility lies with the Parliamentary Boundary Commission for Wales. However, there is currently no legislation in place that allows for either of the Assembly or Parliamentary Constituency boundaries to be amended. The Council will meet with the Boundary Commission prior to the publication of the final proposals for this review to discuss the options available to ensure boundaries at all levels of Government are clear and easily identifiable for the electorate.

- 5.1. Similarly, the boundary between the communities of Caldicot and Rogiet are unclear. Under the current arrangements, a number of rear gardens to properties on Kirlach Close are in the community of Rogiet whilst the property itself is in the community of Caldicot. Also, the divide between the communities of Caldicot and Rogiet follow the boundary of some, but not all properties on Longcroft Road. The Council therefore propose to amend the existing boundary between the communities of Caldicot and Rogiet to follow the rear gardens of the properties on Kirlach Close and Longfellow Road.
- 5.2. The Council consider the M48 to the north of Caldicot to be a natural boundary between the community of Caldicot and the communities to the north of that road.

Internal Boundaries

Caldicot Castle

- 5.3. The additional development within the Caldicot Castle ward will increase the electorate within the ward to 2006 electors. The lowest electorate in the community of Caldicot is the Severn ward which is 1385. This would mean a difference of 621 electors between the most and least populated wards within the community. If there were to remain five wards within the community of Caldicot then the average electorate per ward would be 1607 electors. The Council therefore consider that the current arrangements for the Caldicot Castle ward require amendment to ensure the electorate is evenly distributed between the wards within the community.

When considering the current boundary of Caldicot Castle, all properties within the ward are accessed either off Church Road or Sandy Lane. The Council considered the relationship between the properties accessed from Sandy Lane and the properties accessed from Church Road and whilst there are footpaths that link the properties via a playground, there is no road access between the properties. It was also considered that the properties accessed from Sandy Lane have a closer relationship with the other properties accessed from Sandy Lane, which are in different community wards, than it does with rest of the Caldicot Castle ward. Examples include Willow Close, Ash Close and Cas Troggy.

The working group therefore propose that the boundary for the Caldicot Castle ward be amended to follow the footpath and edge of the play area between the properties accessible from Sandy Lane (Castle Gardens, Budden Crescent etc) and those accessible from Church Road (Elan Way). The Caldicot Castle ward will retain Castle Park School within its boundary. The boundary will cross Church Road and follow the boundaries of Castle Inn and the rear of all properties associated with Castle Lea (Jolyons Court, Castle Lea & Castle Lodge Crescent). The boundary will then follow the Caldicot By-pass and join the existing ward boundary with Red House and Red House Lodge being removed from the Caldicot Castle ward and included in the new Severn ward.

Dewstow & Green Lane

5.4. The working group considered the arrangements for the Dewstow and Green Lane ward and considered that the current boundaries for both wards are not easily identifiable. Examples of this include the boundary between Green Lane and Dewstow around the former Green Lane School which splits streets and causes confusion for electors as to which ward they reside in and the inclusion of Castle Lea in the Green Lane ward when it appears to have a close affiliation with the properties of Castle Lodge Crescent, Propsect Close and the remaining properties on Chepstow Road.

The working group considered the area of these two wards, taking account of the amendments made to the boundary of the Caldicot Castle ward, and concluded that footpath between Newport Road and Cae Mawr Grove/Longcroft Road would act as a more suitable natural boundary.

To that end it is proposed that the boundary for the Dewstow ward is extended to follow the footpath between Newport Road and Longcroft Road, to follow behind the playing fields and Caldicot AFC. All properties north of the footpath, including amongst others, properties on Green Lane, Cae Mawr Road and Longcroft Road will be included in the Dewstow ward.

The above amendments to the Dewstow ward would significantly increase the electorate of the ward well above the average electorate for the community of Caldicot. In accordance with the criteria included in the Terms of Reference, the group considered that Sandy Lane and Chepstow Road, and where possible properties adjoining those roads, should each be wholly contained within a single ward where practicable to ensure that properties with common links and similar channels of communication are represented within the same ward.

Given the amendments to the Dewstow and Caldicot Castle wards as stated above, and the criteria included in the Terms of Reference for the review, the group propose a new ward, Caldicot Cross, which incorporates all properties of Sandy Lane and Chepstow Road, and all properties directly accessible from these roads. The area will run from the northern boundary of the community of Caldicot to the southern boundary of Chepstow Road that adjoins the B4245.

The working group consider Sandy Lane and Chepstow Road to be the main channels of communication between the north and southern area of the community of Caldicot, which therefore provides a common link to all properties accessible from these two roads. The group also consider that these proposals improve upon the current arrangements, particularly in the Green Lane ward, by ensuring properties with a common link are contained within a single ward. An example of this includes the Castle Lea area of the Green Lane ward which doesn't appear to the working group to have any link with the remainder of the ward.

The group propose that the new ward is named Caldicot Cross but welcome suggestions for suitable alternative names for the ward.

Severn

- 5.5. The group considered the current arrangements for the Severn ward, in addition to the proposed amendments to the external boundaries for the community of Caldicot incorporating all of the Severnside Industrial Estate.

Given the above amendments to the Green Lane community ward, the working group propose that the area south of the new Dewstow ward and to the east of Newport Road/B4245 be incorporated into the Severn ward. This ensures that the area between the natural boundaries of Sandy Lane and Chepstow Road and Newport Road and the B4245 are contained within a single ward.

However, the Severn ward currently covers an area both sides of the B4245 Caldicot By-Pass which the working group have identified as being a natural boundary within the area. Additionally, with the proposed amendments to the external boundary, under the current arrangements the community ward would be responsible for the town centre area as well as the whole of the Severnside Industrial Estate. This proposal would result in a relatively high electorate in comparison to other wards within the community as well as the additional workload that comes with having an industrial area contained within a ward.

The group therefore propose to create a new community ward known as Caldicot Town. It is proposed that the new ward incorporates the area south of the new Dewstow ward between Sandy Lane and Newport road, with the B4245 acting as the southern boundary between this area and the remainder of the Severn ward. Whilst the group acknowledge that this proposal results in a relatively low electorate for the ward, the new boundaries propose an area within natural, easily identifiable boundaries that will have an additional workload on top of the electorate due to the town centre area. In addition the group considered a similar arrangement

in the community of Monmouth where a “town” ward, with a relatively low electorate, has existed successfully since the previous review of communities.

An amendment to the existing ward boundary will see Alianore Road and Stafford Road, and any properties included on Cobb Crescent, that are currently included in the West End ward will be moved into the Caldicot Town ward.

The remainder of the Severn ward, including the whole of the Severnside Industrial Estate will incorporate everything to the south and east of the B4245, other than for Red House and Red House Lodge. Additional amendments to the existing boundary will incorporate Kestrel Close into the Severn ward from the West End ward.

West End

5.6. The West End ward will remain in its current format with a number of small amendments to its existing boundary as follows:

- Amendments to western boundary with Kestrel Close included in new Severn ward and Alianore Road, Stafford Road and all properties of Cobb Crescent included in new Town ward.
- Amendments to eastern boundary to follow rear of properties on Longfellow Road and Kirllach Close as stated in 5.1
- Amendment to boundary following Newport Road to incorporate all properties of that road within the West End ward.
- Amendment to northern boundary of the West End ward to include within the ward all properties accessible off Dewstow Road including Kirllach Close, Fairfield Close, Dewstow Close & Dewstow Gardens as all properties accessible from Newport Road and meet western boundary of community of Caldicot.

Proposed community and community ward names

6. The group propose no change to the community name of Caldicot. As stated above, it is proposed to divide the community into six wards, Caldicot Castle, Caldicot Cross, Dewstow, Caldicot Town, Severn and West End.

The working group welcome representations being made for suitable alternative names of the community or community wards.

Proposed Electoral Arrangements

7. The working group consider the Caldicot community to fall within the urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Caldicot Castle	1566	3
Dewstow	1545	3
Caldicot Cross	1639	3
Caldicot Town	1082	2
Severn	742	1
West End	1460	3

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Caldicot.

Final Proposals

Representations Recieved

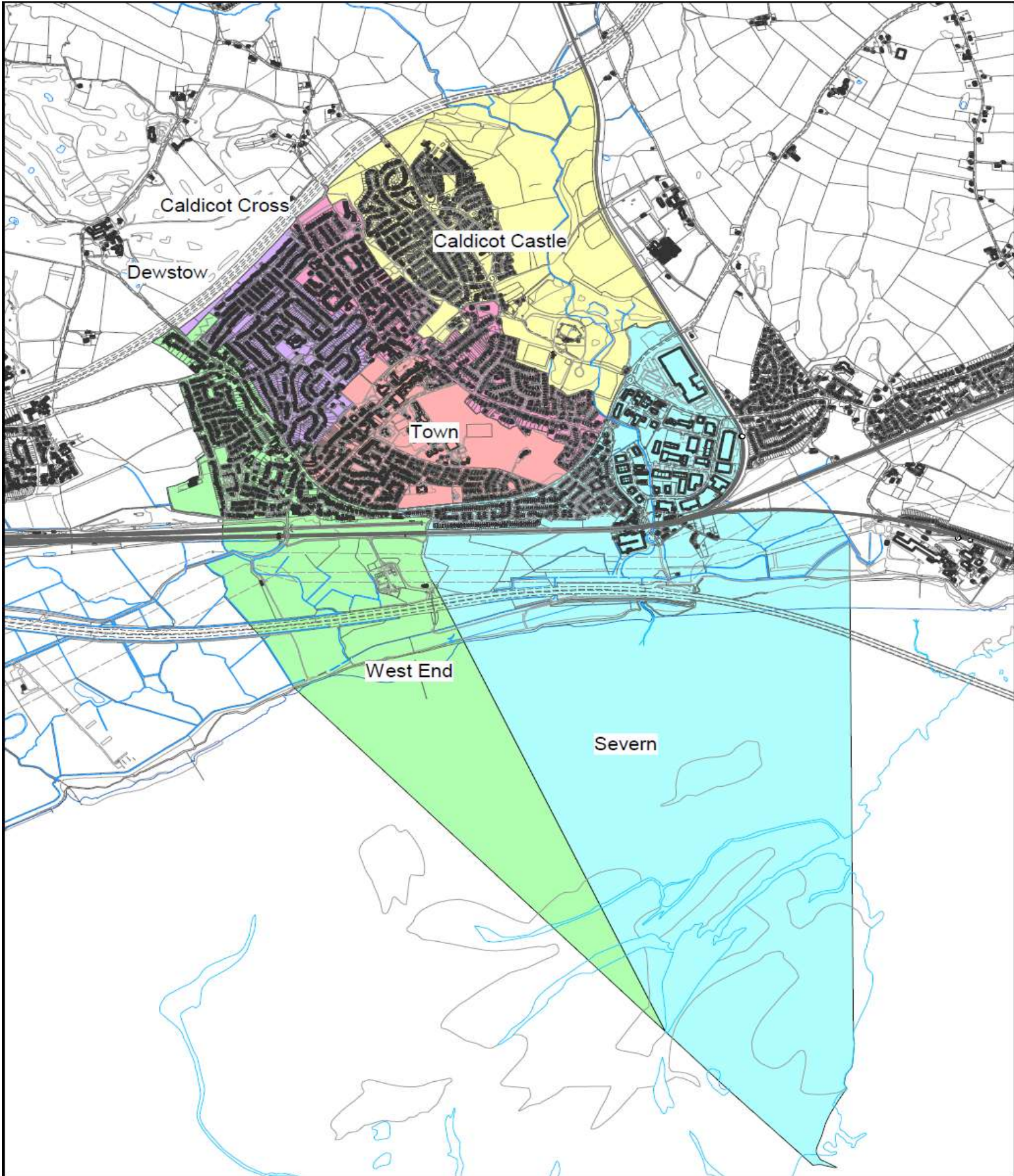
9. Representations were received from Caldicot Town Council at the open seminar which supported the proposals overall for the community of Caldicot. Their only request was that the ward Caldicot Town be changed to The Village.


Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals. The working group are also content that the proposal to rename the Caldicot Town ward as the village is in line with the Terms of Reference for the review and put forward that name as the final proposals for the ward. The final proposals for the wards within the Caldicot community will be as below:

Community Ward	Electorate	Number of Councillors
Caldicot Castle	1566	3
Dewstow	1545	3
Caldicot Cross	1639	3
The Village	1082	2
Severn	742	1
West End	1460	3

Proposed Boundary Map of Caldicot



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Community of Chepstow

Current Community Format

1. The current community arrangements in Chepstow consist of five wards, Thornwell, Larkfield, St Christophers, St Mary's and St Kingsmark. The community has a total electorate of 9430 and is represented by 15 town councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Larkfield	1581	3
St Christophers	1892	3
St Kingsmark	2336	3
St Mary's	1522	3
Thornwell	2099	3

Natural Boundaries / Key Features

2. The working group consider a number of roads within Chepstow that act as natural boundaries between wards. These include; Thornwell Road, Bulwark Road, Wye Valley Link Road and Newport Road.

To the east of the community of Chepstow is the River Wye which is the local authority boundary that cannot be amended as part of this review.

The working group also discussed the representations it had received in relation to New Farm Industrial Estate and Chepstow Racecourse.

Electorate Forecast

3. The electorate of the current St Mary's ward will increase from 1522 to 1860 due to new developments at the Fairfield Mabey site.

Representations Received

4. Chepstow Town Council submitted representation requesting the following amendments:
 - All of New Farm Industrial Estate to be included in the Chepstow Council area due to clarity and ease of administration. Additionally, the factory outside their area will be occupied by Fairfield Mabey who has strong historic and economic links with the Chepstow area.
 - Chepstow Racecourse be included in the council area. It is assumed that the racecourse falls within the boundary of the community of Chepstow and it is the Chepstow area that is greatly impacted upon by racecourse activities.

- Incorporate all the business and residential properties on High Beech Lane into the Larkfield ward.

4.1. A number of representations were received from vice-chair of Mathern Council and councillor for Mounton ward Carolyn Ovenden regarding the arrangements for the community of Mathern. In relation to the community of Chepstow it is recommended that properties at the upper end of Mounton Lane should be incorporated into the Mounton ward and that properties of High Beech Lane be incorporated into the Pwllmeyric ward.

Mathern council submitted additional representation in response to Chepstow Town Councils submission requesting that all of New Farm Industrial estate be incorporated into Chepstow. Mathern state that noise and light pollution from the estate greatly affect the properties in Mathern and the council ensured that a bund was erected to protect its residents from the estate. Mathern council request that the current boundary remains in its current format.

Recommendations

External Boundary

5. The working group consider the boundary to the west of Chepstow that currently follows the Wye Valley Link Road to be a suitable boundary to divide the community of Chepstow to that of its neighbours. The group however considered the positioning of the properties of High Beech lane adjacent to the Wye Valley Link Road. The current boundary between the communities of Chepstow and Mathern follows High Beech Lane splitting the properties north of the road to the community of Chepstow and the south to Mathern. The working group believe that given the properties of High Beech Lanes' close links with Chepstow and direct access to the Wye Valley Link Road that these would be best suited to the community of Chepstow. The group therefore propose the new boundary should incorporate all of the properties of High Beech Lane in to the community of Chepstow.
 - 5.1. The group considered the amendment to the south western boundary put forward by Chepstow Town Council to incorporate all of the New Farm Industrial Estate into the community of Chepstow. The group believe that incorporating all of the industrial estate into one community would provide clear, easily identifiable boundaries which in turn would improve administration processes for the area. The group however accept Mathern Community Councils comments regarding the site and propose that the new boundary follows the bund erected by the council which would prohibit further expansion of the industrial estate without consultation with Mathern Community Council.
 - 5.2. The working group considered the representation received from Chepstow Town Council in relation to Chepstow Racecourse. Chepstow town council believe that Chepstow Racecourse should be incorporated into the community of Chepstow as it is commonly assumed that the racecourse falls within the community of Chepstow and the town council receive a number of enquiries regarding the racecourse. Additionally, the town council believe that the activities of the racecourse impact the greatest on the residents of Chepstow with visitor access by car, coach

and train all necessitating travel through the community of Chepstow. The working group agree with the representation of Chepstow Town Council and propose that the racecourse, and as a consequence the Piercefield Park area, are incorporated into the community of Chepstow. It is proposed that the boundary of Chepstow is extended to follow the edge of Bishops Barnet Wood, Cockshoot Wood and Fryth Wood and incorporate all properties within this area including Woodalde, Frythwood and Goldenhill. The boundary will then follow the edge of the overflow car park for the racecourse and north along the A466 and follow the edge of Piercefield Park where it will join the external community boundary of the River Wye.

Internal Boundaries

Larkfield, Maple Avenue, St Christophers and Thornwell

- 5.3. The group reviewed the current community arrangements for these three wards and queried why the wards run east to west across the community when all road access and natural lines of communication run north to south. The group also identified a number of roads where the boundary splits a street which is contrary to the Terms of Reference for this review.

The group considered the community of Chepstow and the area covering these three wards and highlighted that the area south of Newport Road, Hardwick Hill and Mount Pleasant as being a natural divide between the area north and south of the community given its direct links with the town centre and the Wye Valley Link Road.

The group considered the existing arrangements of the Thornwell Ward and identified an anomaly in the boundary in the Warren Slade area. The current boundary of the community intersects the new area of housing splitting properties with common links, and in the same street, between two wards. Similarly, with the boundary currently following Burnt Barn Road, a number of properties with common links and channels of communication are split between wards, particularly in the Holly Close & Western Avenue area. To that end, and taking account of the terms of reference criteria of not splitting streets between wards, the group propose a new boundary for the Thornwell ward which follows the Wye Valley Link Road incorporating the area east and south of this road within the Thornwell ward. The boundary will also follow Conwy Drive and Beaufort Park Way utilising the main southern entrance into Chepstow as the boundary before following Thornwell Road northwards to the rear of properties on Middle Way. The boundary will then follow the rear of properties on Middle Way eastwards to the external community boundary. The working group consider this boundary more suitable than the existing arrangements as it ensures that properties with similar links, channels of communication and shared interests are incorporated into a single ward as well as resolving the issue of properties being split between separate wards. The area of Middle Way and Raglan Way have been incorporated into the Thornwell due to the access to these roads off Warren Slade which has direct footpaths to Heather Close directly linking the areas with each other.

The group considered the remainder of the area and created a new Bulwark ward which incorporates the housing to the west of Thornwell Road up to the rear of properties on Chartist Way and Channel View not including Bulwark Community Centre. The boundary will follow the

rear of Channel View up to Mathern way where it will follow the rear of properties on Queens Road and the edge of Pembroke Junior School as well as the properties on Alpha Road utilising the industrial estate as the boundary for the ward. The group consider this new ward resolves the issue of streets being split between wards whilst ensuring boundaries are clear and follow easily identifiable boundaries. The new ward also has regard to the various stages of housing development within the Burnt Barn Road area which incorporates much of the original housing development.

The working group propose a new ward of Maple Avenue that will incorporate the area of housing to the west of the original burnt barn development up to Mathern Road. The layout of the houses within this area mean all channels of communication are centred around Maple Avenue with access to other areas of the community only available via Mathern Road and Rowan Drive providing little link between this area and the rest of the community to enable it to be combined to another ward. Whilst the working group acknowledge that the electorate of this ward will be relatively low compared to the other wards in the community, the number of electors is sufficient to require its own representation within the community and ensures that natural boundaries are utilised in setting the community wards.

The final ward, Larkfield, incorporates the area north of, and including, Pembroke Junior School and Bulwark Business Park up to the rear of properties of Hardwick Hill and Newport Road. The ward also includes properties accessible off Mathern Road including Beech Grove, High Beech Lane and Fair View. The northern boundary of the Larkfield ward will follow the rear of properties on Newport Road and Chepstow Town AFC playing fields before following the rear of the properties on Gwentlands close. The western boundary will be similar to the existing ward boundary in following the area that divides Garden City and Bulwark Road.

St Mary's

- 5.4. The group considered the existing arrangements for the St Mary's ward and concluded that much of the ward is suitable and fit for purpose other than bringing the boundaries of the ward in line with the terms of reference and in particular the issue of splitting streets between wards. To that end the boundary has been amended near Mount Pleasant and Welsh Street to ensure the boundaries are in line with the terms of reference and to better divide the town centre area between the housing of Welsh Street. The working group proposed a new name for this ward of Chepstow Castle given its prominence within the ward.

St Kingsmark

- 5.5. The working group considered the St Kingsmark ward and felt that due to the high electorate within the ward, and amendments to the external northern boundary of the community, that the existing St Kingsmark ward could be divided.

One of the wards, to be known as Mount Pleasant, will incorporate the area north of the proposed Larkfield ward including Newport Road, Hardwick Hill and Mount Pleasant as well as St

Lawrence Road and Mounon Road with the northern boundary following the rear of properties on Hale Wood and Castle Wood.

The second ward to be named Crossway Green incorporates the area of housing north of the town centre area along Welsh Street and north of St Lawrence Road from the proposed boundary of the Mount Pleasant ward. The Crossway Green ward will also incorporate the proposed changes to the external community boundary near the racecourse roundabout and Chepstow Racecourse.

Proposed community and community ward names

6. The working group propose no change of name to the community of Chepstow but propose a number of changes to the ward names due to amendments in the boundaries. The six wards of Chepstow will be Thornwell, Bulwark, Larkfield, Mount Pleasant, Chepstow Castle and Crossway Green. The working group welcome representations as to more suitable alternative names for the wards of the community.

Proposed Electoral Arrangements

7. The working group consider the Chepstow community to fall within the urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Larkfield	1095	2
Bulwark	1902	4
Mount Pleasant	1571	3
Chepstow Castle	1644	3
Crossway Green	1541	3
Thornwell	1436	3
Maple Avenue	609	1

Working Group Individual Member Comments (draft proposals)

8. All members of the working group approved the proposals for the community of Chepstow.

Final Proposals

Representations Recieved

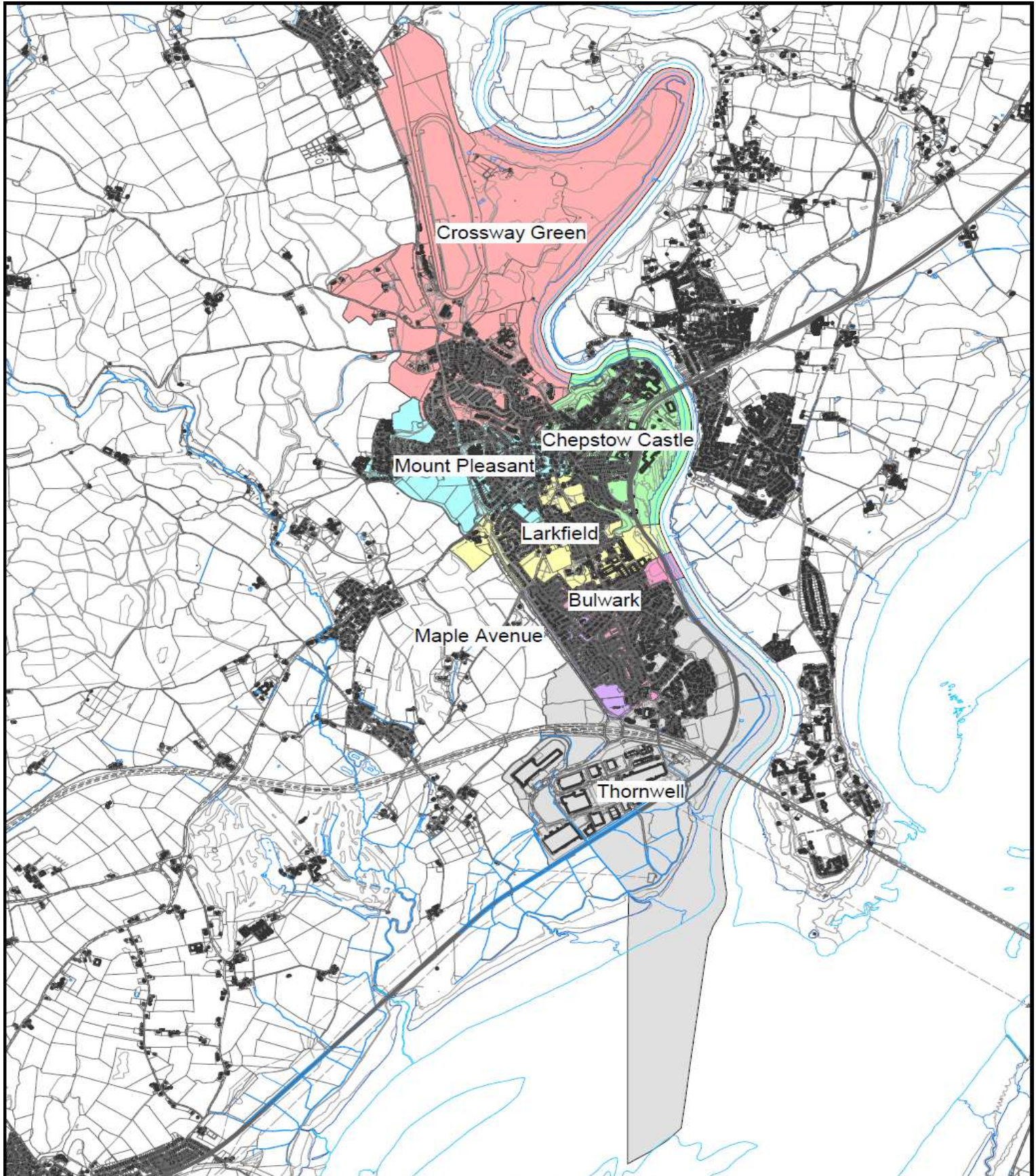
9. No represetantives attended the open seminar from Chepstow Town Council to give representation to the working group. Written representation was received which broadly supported the proposals however the Council requested that St Kingsmark be retained for the proposed ward of Crossway Green.

Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals with the exception of changing the ward name from Crossway Green to St Kingsmark as per the request from Chepstow Town Council.
- 10.1 Additionally, the working group identified that Bulwark Community Centre is not situated within the proposed Bulwark ward and believe it should be, as well as including all the properties on Cromwell Road in a single ward. Therefore the boundary between Bulwark and Maple Avenue wards will be amended slightly to include these properties within the Bulwark ward.

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Proposed Boundary Map of Chepstow



Details

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Community of Crucorney

Current Community Format

1. The current community arrangements in Crucorney consist of five wards, Bwlch Trewyn & Old Castle, Forest & Ffwddog, Llanvihangel Crucorney, Lower Cwmyoy and Upper Cwmyoy. The community has a total electorate of 1048 and is represented by 11 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Bwlch Trewyn & Old Castle	51	1
Forest & Ffwddog	119	2
Llanvihangel Crucorney	731	6
Lower Cwmyoy	86	1
Upper Cwmyoy	61	1

Natural Boundaries / Key Features

2. Many of the boundaries surrounding the community of Crucorney are external local authority boundaries that are not being considered as part of this review. The boundary to the south of the community is led by the Sugar Loaf mountain which provides a natural boundary between the communities of Crucorney and Abergavenny/Llantilio Pertholey.

Electorate Forecast

3. There are currently no developments proposed within the community of Crucorney that would significantly alter the current electorate.

Representations Received

4. No representations were received regarding the community of Crucorney.

Recommendations

External Boundaries

5. As mentioned above, many of the external boundaries of the Crucorney community are the local authority boundary which cannot be amended as part of this review.
 - 5.1. The boundary to the East of the community of Crucorney is the divide between the communities of Crucorney and Grosmont and follows Great Park Road. The current boundary however splits properties on the same road between the two communities which is contrary to the Terms of Reference for this review. The working group therefore propose that the boundary is moved to the West of the properties along this road to incorporate all of Great Park Road into the community of Grosmont.

Internal Boundaries

Bwlch Trewyn & Old Castle / Forest & Ffwddog

5.2. The working group considered the current arrangements for these ward and propose no change.

Upper & Lower Cwmyoy

5.3. The working group considered the arrangements for these two community wards and whilst they do not propose a change to the external boundaries of the wards, they were unclear as to the need for separate representation between Lower and Upper Cwmyoy. Whilst it would appear to be a large geographic area should the wards be merged, the working group believe that as all areas are accessible from the road that connects Brynarw to Llanthony which joins the two wards, then it should be manageable to be represented as a single ward of the community. The working group therefore propose to merge Upper and Lower Cwmyoy wards to create a Cwmyoy ward.

Llanvihangel Crucorney

5.4. As mentioned in paragraph 5.1, the working group propose to alter the eastern boundary of the Llanvihangel Crucorney ward to move away from following Great Park Road, to ensure that all those properties are contained within a single community.

Within the Llanvihangel Crucorney ward, the working group consider that a new ward could be created covering the Pandy and Werngifford area. The new ward would follow the boundary from the railway at the north of the ward and follow the River Monnow south where it joins the brook that follows the edge of the Werngifford estate which it can follow eastwards to join the new external community boundary.

The working group consider that the Werngifford area is an easily identifiable boundary that you reach when travelling along the A465 and acts as a natural boundary between Llanvihangel Crucorney to the south of the area and that of Wengifford and Pandy to the north.

It is therefore proposed that two wards are created in place of the existing Llanvihangel Crucorney ward, one known as Llanvihangel Crucorney and the other known as Pandy.

Proposed community and community ward names

6. The working group propose no changes to the community name Crucorney. As detailed above, it is proposed that the Upper and Lower Cwmyoy wards are merged to form the Cwmyoy ward. Additionally a new ward of Pandy is created covering the area detailed in 5.4 above.

The working group welcome representations being made for suitable alternative names of the community or community wards.

Proposed Electoral Arrangements

7. The working group consider the Crucorney community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Bwlch Trewyn & Old Castle	51	1
Forest & Ffwddog	119	1
Llanvihangel Crucorney	363	2
Pandy	362	2
Cwmyoy	147	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Crucorney.

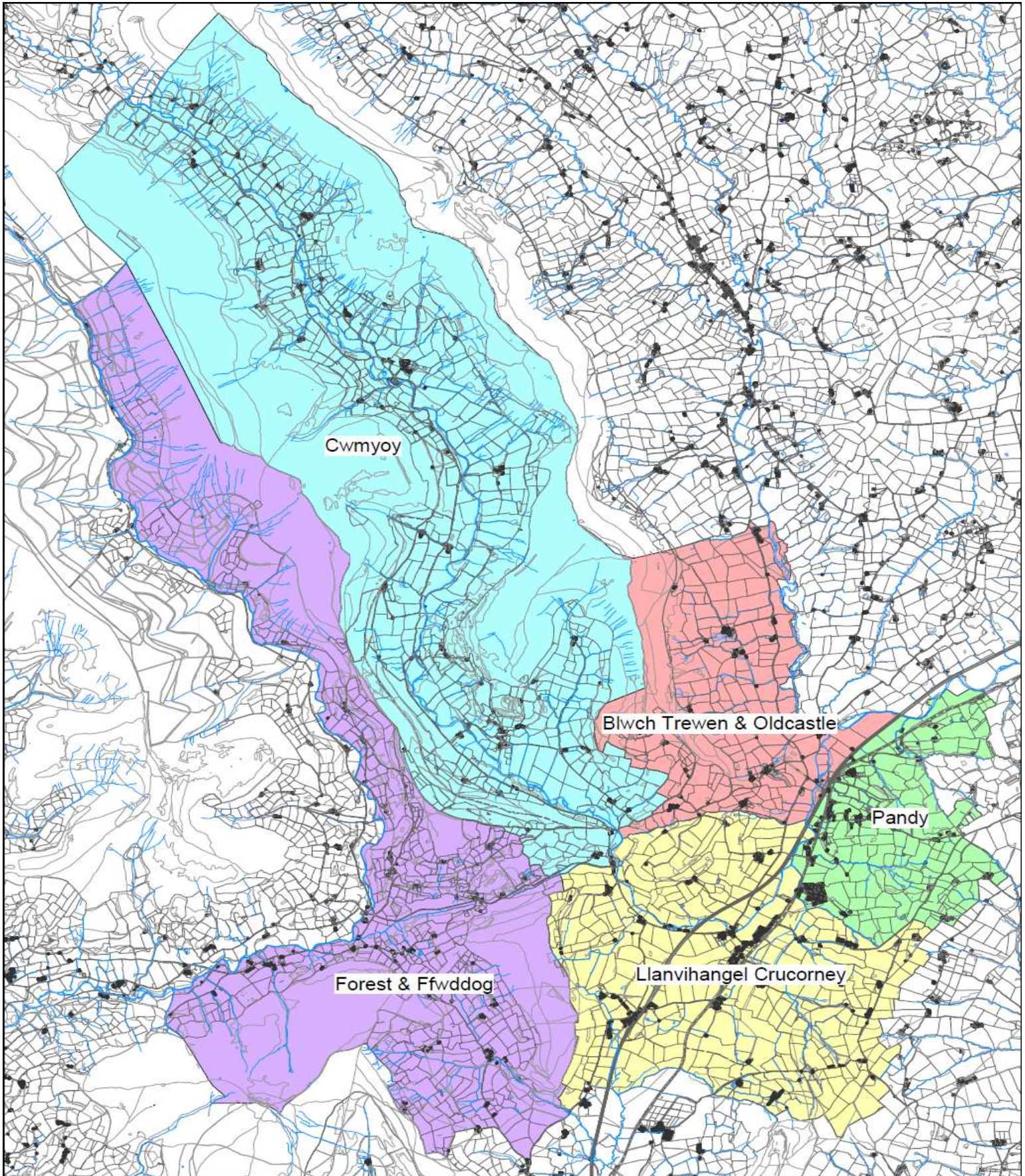
Final Proposals

Representations Recieved

9. Representatives of Crucorney Community Council attended the open seminar and provided the following comments in response to the draft proposals
- Question the reduction in councillors from 11 to 7
 - Opposed the merging of lower and upper cwmyoy wards due to size of ward
 - Concerns raised regarding devolution of services
 - Potential increase in building within Pandy and BBNP
- 9.1 Representation was received from the County Councillor for Crucorney wishing that the status quo remained as there had been little change to the area since the last review and that links in rural communities can be difficult to understand. Additionally, the councillor did not want to see a reduction in the number of councillors for the community.
- 9.2 Representation was also received from a standing crucial community councillor who questioned the reduction in the number of councillors for the community.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment.
- 10.1 Whilst the working group understand the concerns of the Community Council and those who submitted representations regarding geographic size of wards and the reduction in councillor numbers, the group are content that the proposals are line with the terms of reference for the review and the proposals would ensure equal representation in similar wards throughout the local authority area.



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Community of Devauden

Current Community Format

1. The current community arrangements in Devauden consist of four wards, Devauden, Itton, Kilgrwng and Llanvihangel Wolvesnewton. The community has a total electorate of 852 and is represented by 8 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Devauden	409	3
Itton	196	2
Kilgrwng	104	2
Llanvihangel Wolvesnewton	143	1

Natural Boundaries / Key Features

2. The working group consider a key feature of the Devauden community to be the B4293 which runs north to south through the community connecting a number of villages.

Electorate Forecast

3. There are no developments planned within the community of Devauden that would significantly alter the existing electorate.

Representations Received

4. No representations were received regarding the community arrangements for Devauden.

Recommendations

External Boundary

5. The working group considered the existing arrangements for Devauden and propose little change to the external community boundary. There are two instances however where the community boundary has been amended.
 - 5.1. The first amendment is to the south eastern boundary of the community near Coppice Mawr. The current boundary of the community runs to the west of Coppice Mawr with a small number of properties along the B4293 situated in the St Arvans community which appear to have a closer link with the community of Devauden along this road. It is proposed that the boundary of Devauden is extended to the western edge of Fryth Wood before returning westwards to the existing community boundary north of Howick, incorporating all properties along the B4293 up to Fryth Wood in the community of Devauden. The boundary of the Shirenewton community has been amended to incorporate all of Coppice Mawr into the community of Shirenewton therefore the Devauden boundary will run to the east of Coppice Mawr rather than to the west of it.

5.2. The second amendment is to the north eastern boundary between the community of Devauden and the Penterry ward of the Tintern community. It is proposed that the Penterry ward of Tintern is merged with the St Arvans community and in making this amendment, the working group considered that the properties of The Cot would be better situated within the Devauden community rather than St Arvans. It is proposed that the new boundary will follow the western edge of Fair oak Pond and follow the Anghidi Fechan and Anghidi Fawr to the existing boundary incorporating much of the Ravensnest Wood and 'The Cot' into the community of Devauden.

Internal Boundary

Itton & Kilgrwng

5.3. Other than amendments proposed to the external community boundary above for the Itton ward, the working group propose no change in the boundaries for these wards.

Llanvihangel Wolvesnewton & Devauden

5.4. The current Llanvihangel Wolvesnewton ward covers the village of Wolvesnewton as well as the area of Star Hill. Access between these two areas require electors to travel through the Devauden ward before reaching the other part of the Llanvihangel Wolvesnewton ward. The working group do not believe that there is a significant link between the two areas to retain the existing ward boundary. It is therefore proposed that the Wolvesnewton village forms part of the Devauden ward with the northern boundary of the Devauden ward amended to follow Pill Brook to the west of Tredeon and south of Lanpill to the existing ward boundary. The remaining area of Llanvihangel Wolvesnewton will be renamed Llanvihangel Tor-Y-Mynydd and be a new ward of the Devauden community.

Proposed Community and Community Ward Names

6. The working group propose no change to much of the community and community ward names of Devauden with a new ward of Llanvihangel Tor-Y-Mynydd being created due to the changes at 5.4 above. The working group welcome receipt of representations as to more suitable community and community ward names.

Proposed Electoral Arrangements

7. The working group consider the Devauden community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Devauden	445	3
Itton	221	2
Kilgrwng	104	1

Llanvihangel Tor-Y-Mynydd	107	1
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Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Devauden.

Final Proposals

Representations Received

9. Representation was received from a community councillor for Devauden and resident of Dyers House, Itton. Before the previous community review, the community boundary between Devauden and Shirenewton followed Mouton Brook with a number of properties north of the brook situated in the Devauden community. Residents in the area are more closely associated with Itton and the properties address contains Itton rather than Shirenewton so wishes to move back into Devauden with the boundary following the brook as it was previously.

- 9.1 Representation was received in relation to the property The Tout which currently is situated in the Itton ward in Devauden but its access is through Piccadilly Lane and the rest of the Penterry ward and recommended that this property should be moved into the Penterry Ward.

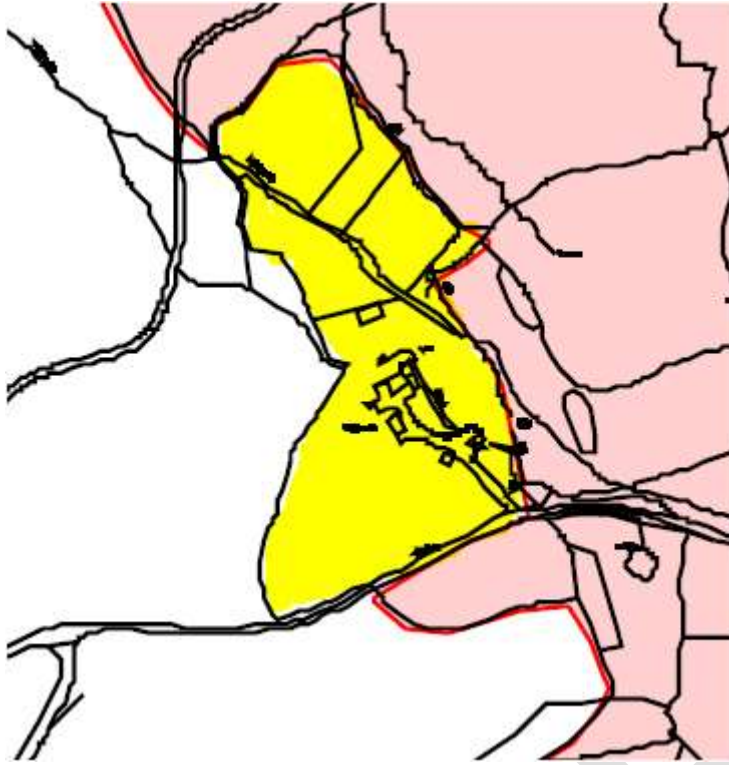
Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals with the amendment included in the representation it received in relation to the boundary between Shirenewton and Devauden at Mouton Brook.

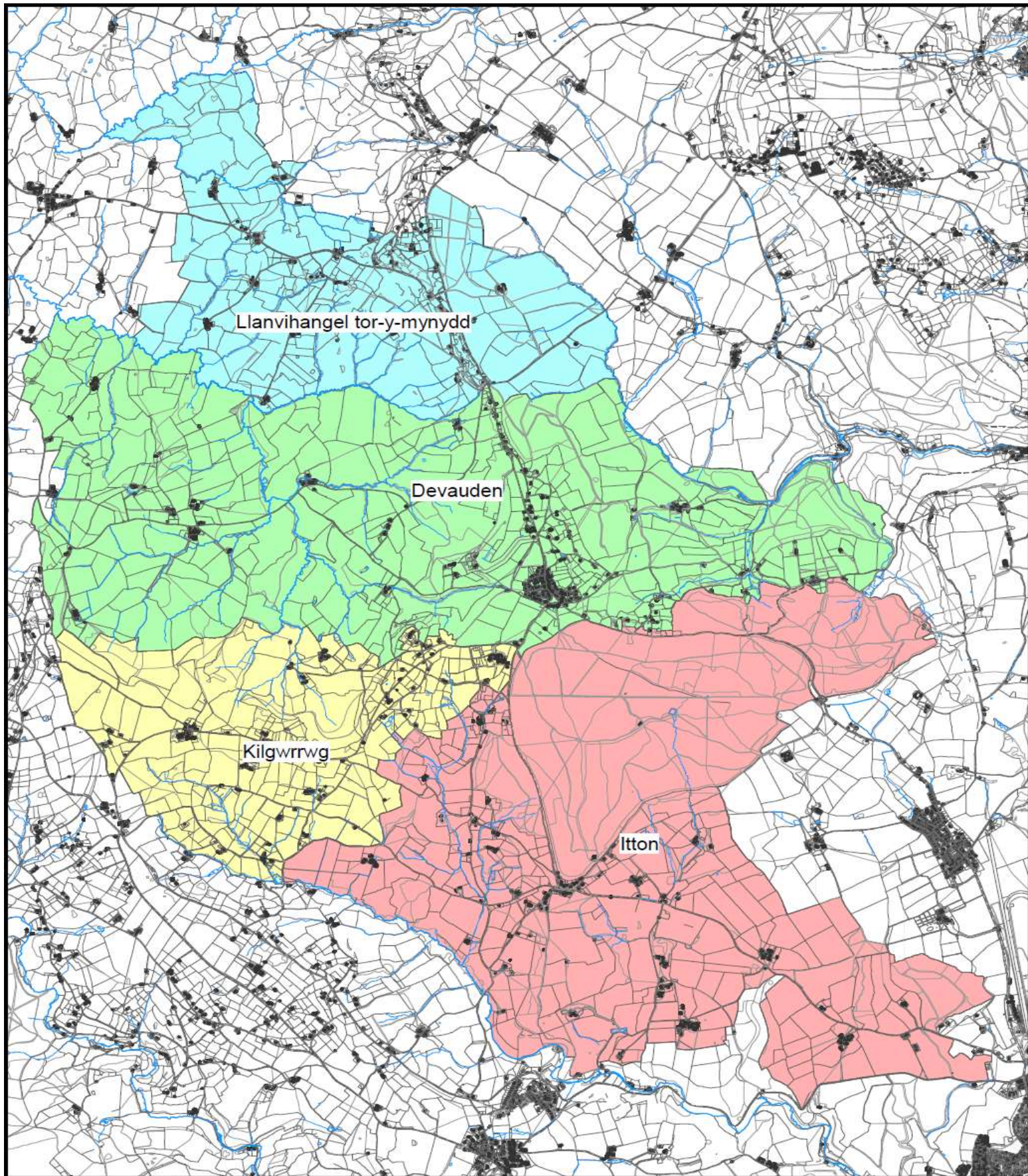
- 10.1 The new boundary will follow Mouton Brook just north of Whitemill and rejoin the existing ward boundary to the east of Pandy Mill House incorporating the properties Whitemill, Dyers House, The Old Saw Mill, Brook Cottage, Laundry Cottage, Millbrook Stable, Mill House and Pandy Mill House in to the Itton ward of Devauden Community. The amendment is an increase in 19 electors for the Itton ward with the electoral arrangements as below:

Community Ward	Electorate	Number of Councillors
Devauden	445	3
Itton	240	2
Kilgrwwg	104	1
Llanvihangel Tor-Y-Mynydd	107	1

- 10.2 The working group received and accept the representation received regarding The Tout and propose to amend the boundary for the St Arvans community to include that property within its boundary. The boundary will be amended as per the below map with the yellow area to be included in the community of St Arvans.



DRAFT



Llanvihangel tor-y-mynydd

Devauden

Kilgwrwg

Itton



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Community of Goetre Fawr

Current Community Format

1. The current community arrangements in Goetre Fawr consist of two wards, Goetre and Mamhilad. The community has a total electorate of 1889 and is represented by 12 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Goetre	1309	9
Mamhilad	580	3

Natural Boundaries / Key Features

2. The southern and eastern boundaries are local authority boundaries that cannot be considered as part of this review.
 - 2.1. The A4042 and railway are two prominent features that run north to south the community of Goetre Fawr.

Electorate Forecast

3. There are currently no developments proposed within the community of Goetre Fawr that would significantly alter the current electorate.

Representations Received

4. No representations were received regarding the community of Goetre.

Recommendations

External Boundary

5. The working group considered the existing boundary of the community of Goetre and questioned the location of Little Mill within the community of Goetre. The Little Mill village is currently situated in the Mamhilad ward of Goetre Fawr Community however it has very little links with the remainder of the ward due to the intersection of the A4042. The group believe that given the link Little Mill has with the wards of Llanbadoc along the A472, that the village should be incorporated into the community of Llanbadoc as its own ward with the eastern boundary being the railway adjacent to the A4042.
 - 5.1. As part of the review into the community of Llanover the working group considered that the Llanover ward should not form part of the existing community of Llanover due to its strong links with the village of Goetre along the A4042. To that end the working group propose that the ward

of Llanover is incorporated into the community of Goetre with the existing boundary forming the ward boundary.

- 5.2. The group also propose to amend the boundary that currently divides Goetre and Llanfair Kilegeddin near Nant-Y-Derry. The current boundary follows a stream adjacent to Chain Bridge Road however this places a number of properties, Lower Pen-Twyn Farm & Lower House Farm which have clear links to Nant-Y-Derry, into the Llanfair Kilegeddin ward. It is therefore proposed that the boundary in this area is amended to follow field boundaries around these properties incorporating these properties in to the Nant-Y-Derry ward of Goetre Fawr.
- 5.3. Within the representation submitted by Llanbadoc Community Council, they reference Penpedairheol Farm as being better suited to the Llanbadoc community rather than its current community of Goetre as every other property situated on its road falls within the Llanbadoc community. The working group see no reason to object to this proposal and provided no objection is received will include the amendment in the final proposals.

Internal Boundary

Mamhilad

- 5.4. As mentioned in paragraph 5 above it is proposed that the Mamhilad ward is amended so that the village of Little Mill is no longer included in the ward. The working group noted that the current boundary between Goetre and Mamhilad runs east to west along the community when all communication links along the A4042, the railway line and Goetre Wharf area run north to south. To that end the group propose a new ward of Goetre Wharf to replace the Mamhilad ward which incorporates properties to the west of the A4042 into a single ward that runs north to south through the community to the boundary for the Llanover ward.

Nant-Y-Derry

- 5.5. The working group also propose a new Nant-Y-Derry ward which incorporates the area to east of the A4042 that is northern and easterly of the village of Goetre and the railway. The group are conscious that the majority of the population of the community of Goetre is centralised within the village however there are a number of small hamlets within the community that require separate representation to that of the Goetre village itself.

Goetre

- 5.6. The group also propose to retain a ward for the village of Goetre that is focused around the village itself rather than including the areas mentioned in paragraphs 5.2 and 5.3 above.

Proposed community and Community ward names

6. The working group propose to amend the existing community name of Goetre Fawr to Goetre Wharf. As stated above the group propose four wards within the community named Goetre,

Goetre Wharf, Nant-Y-Derry and Llanover. The working group welcome representations being made for suitable alternative names of the community or community wards.

Proposed Electoral Arrangements

7. The working group consider the Goetre community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Goetre	994	4
Goetre Wharf	331	2
Nant-Y-Derry	147	1
Llanover	241	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Goetre Wharf.

Final Proposals

Representations Recieved

9. Representation was received from Goetre Community Council regarding the following points
- The community council believe that Goetre and Little Mill interact in many ways through schools, sports clubs, nursery care and pensioner clubs.
 - Concerns at reduction in number of councillors
 - Unaware of connections to Llanbadoc or Llanover other than roads connecting the villages.
 - Recommended name changes due to having a ward of the same name as the Council
 - Further increase of 65 dwellings at Folly View Close development
 - Concerns regarding relationship with Church of Wales

- 9.1. The County Councillor for Goetre attended the public seminar and supported the representations put forward by the Community Council.

Final Proposal

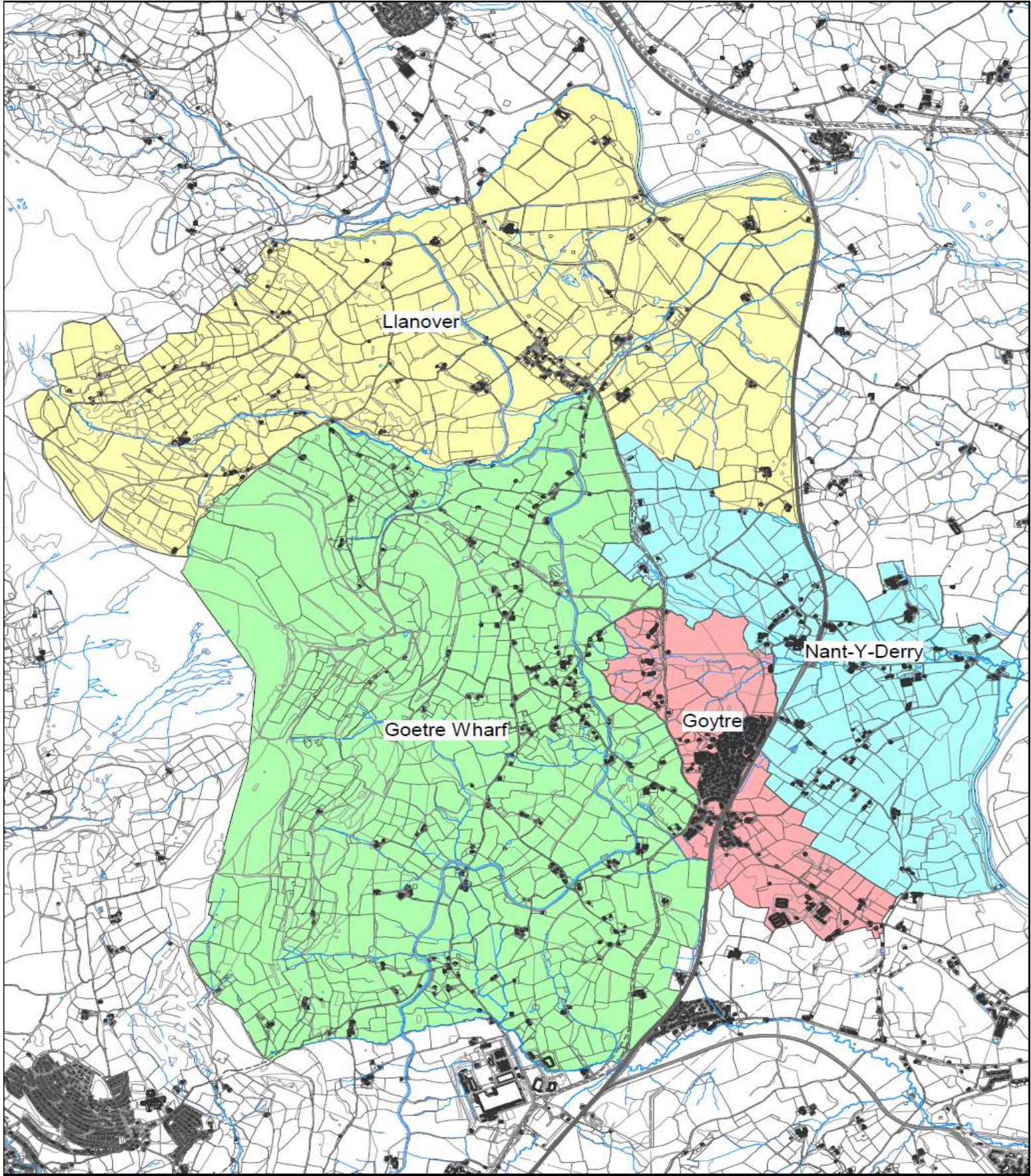
10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals subject to some small amendments.

- 10.1 The working group concur with the Community Council in that the duplicate naming of communities and community wards could be confusing. It is therefore proposed to retain the name of the community as 'Goetre Fawr' rather than 'Goetre Wharf'. Additionally, the internal

ward shall be named 'Goytre' rather than 'Goetre' as included in the representation received from the Community Council.

Community Ward	Electorate	Number of Councillors
Goytre	994	4
Goetre Wharf	331	2
Nant-Y-Derry	147	1
Llanover	241	1

10.2 A further small amendment is proposed to the boundary of the Goytre ward between Goetre and Llanbadoc communities at Penpedairheol Farm. Currently, access to the farm is from Rumble Street which is situated in the Llanbadoc Community but the farm itself is within the Goetre Community. It is therefore proposed that the current boundary is amended to continue running north to the east of Rumble Street along the boundary of the farm and along the rear boundary of Royal Oak Cottage before following the road back to the current boundary position.



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Community of Grosmont

Current Community Format

11. The current community arrangements in Grosmont consist of four wards, Grosmont, Llangattock Lingoed, Llangua and Llanvetherine. The community has a total electorate of 673 and is represented by nine community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Grosmont	420	5
Llangattock Lingoed	89	1
Llangua	43	1
Llanvetherine	121	2

Natural Boundaries / Key Features

12. Boundaries to the north and east of the community of Grosmont are local authority boundaries that will not be considered as part of this review. The working group consider natural and easily identifiable boundaries with the Grosmont Community area as the A465 as well as Grosmont Castle.

Electorate Forecast

13. There are no proposed developments within the Grosmont area that would affect the current electorate within the area.

Representations Received

14. No representations were received regarding the community of Grosmont.

Recommendations

External Boundary

15. As already noted in the proposals for Crucorney, the working group propose to alter the existing boundary between Crucorney and Grosmont as the current boundary follows Great Park Road and splits properties along it between two communities. The boundary will be moved further to the west to incorporate all the properties on Great Park Road in the community of Grosmont.

- 1.1. The working group also considered the positioning of the Llanvetherine ward in relation to the rest of the community of Grosmont and its surrounding communities. The working group considered that the Llanvetherine ward had more common links and channels of communication with the Llantilio Crossenny community than with the community of Grosmont. The working

group considered the ward in relation to both communities and when considered with the proposals for the community of Llantilio Crossenny, the working group believe that the Llanvetherine ward is best situated in the community of Llantilio Crossenny (proposed new community of Skenfrith) given its close ties with the B4521 and channels of communication east to west along the road rather than north to south.

Internal Boundaries

Grosmont and Llangua

- 1.2. The working group considered the arrangements for the Grosmont and Llangua wards and concluded that the Llangua ward has sufficient road and communication links with the rest of the Grosmont ward to enable the small area of Llangua to be incorporated in the Grosmont ward.

The current Llangua ward has an electorate of 43 which significantly below the target ratio of 150 electors per community councillor as set in the Terms of Reference for the review. Given this lower ratio and the common links the Llangua ward has with the remainder of the Grosmont ward the working group propose to merge the ward Llangua with the Grosmont ward.

The working group propose the name of Grosmont for the ward but welcome suggestions as to suitable alternatives.

Llangattock Lingoed

- 1.3. The working group considered the current warding arrangements for the Llangattock Lingoed ward. The group believe that the Llangattock Lingoed area is a unique and isolated village which requires its own representation within a community, however, the group were unclear as to which community the Llangattock Lingoed ward should be situated.

The group considered the access arrangements to Llangattock Lingoed from the Grosmont ward in which it is currently situated and concluded that the only access arrangements to the village are through the adjoining communities of Crucorney or Llantilio Crossenny. However, the working group are unaware of any issues that the current arrangements cause and given the historical links between Llangattock Lingoed and Grosmont the group propose to retain the Llangattock Lingoed ward within the community of Grosmont.

The western boundary of Llangattock Lingoed will be altered as the boundary currently follows Great Park Road and divides properties on that road between two communities. The working group propose moving the boundary to the west incorporating all properties along this road into the Grosmont community.

Proposed Community and Community Ward Names

16. The working group propose no amendment to the community and community ward names of Grosmont but welcome representations as to more suitable names.

Proposed Electoral Arrangements

17. The working group consider the Grosmont community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the working group understand that the community of Grosmont is less than the ideal 1,000 electors for a community as per the Terms of Reference for this review, the group consider the sparsely populated natural geography and channels of communication within the area lend itself to requiring its own community. Additionally, any further amalgamation of the community with its neighbours would result in the community be geographically large and difficult to represent effectively.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Grosmont community will be represented by seven councillors rather than four as per the above ratio.

Community Ward	Electorate	Number of Councillors
Grosmont	463	5
Llangattock Lingoed	89	2

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Grosmont.

Final Proposals

Representations Recieved

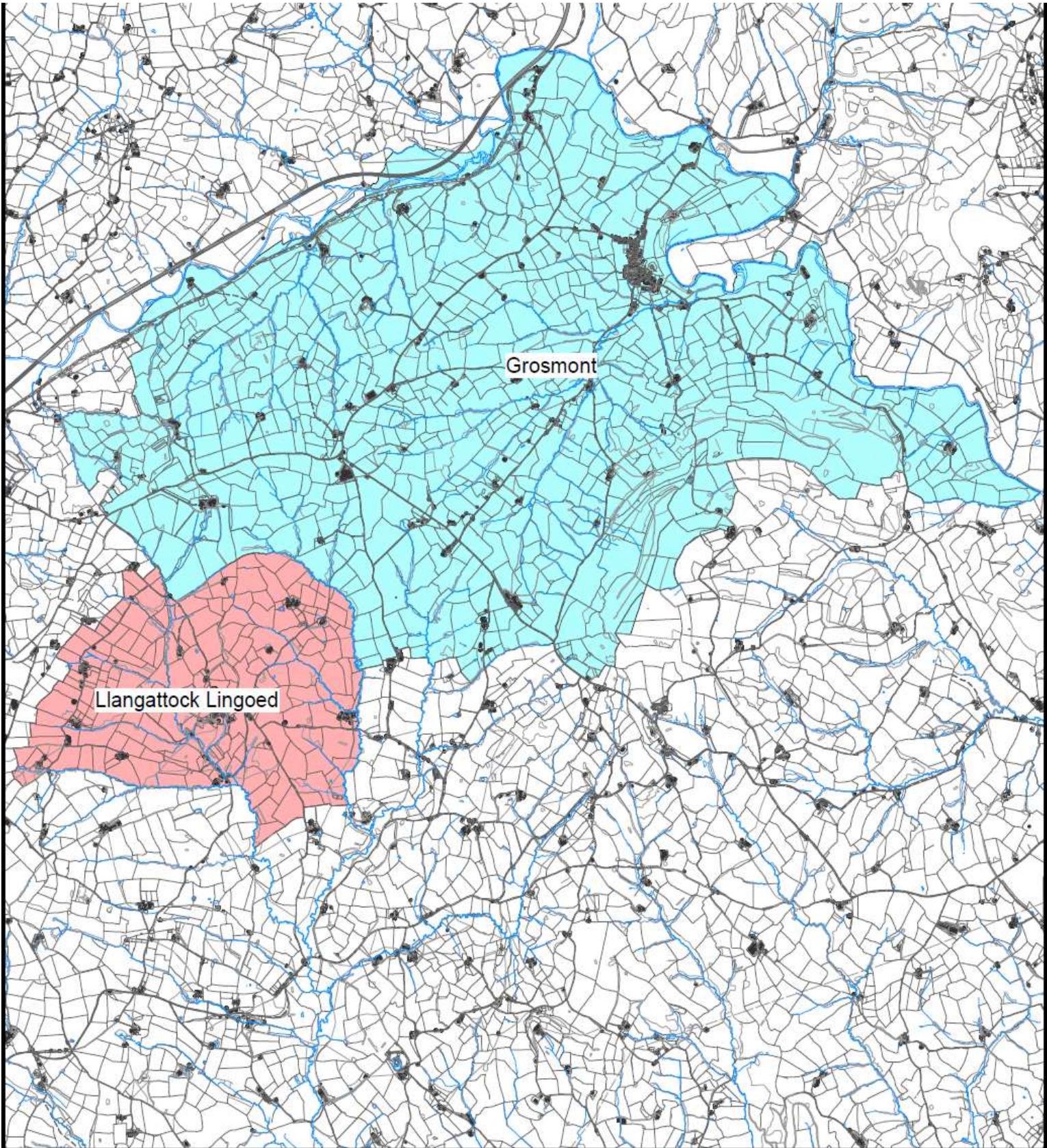
9. Representations were received from the County Councillor for Crucorney who represents the community of Grosmont and summarised;
- The community is cohesive achieved through its long traditions with Llanvetherine and Llangattock Lingoed Churches.
 - Little development within the area to justify change
 - Llangattock Lingoed and Llanvetherine farms and properties are neighbouring with Llangattock Lingoed residents passing through Llanvetherine to go to Abergavenny. Llanvetherine residents go to Hunters Moon pub in Llangattock Lingoed.
 - Proved difficult to get a councillor for Llangattock Lingoed let alone two.
 - Llangua deserves representation from within, not tagged on to Grosmont.
 - Little interaction between Llanvetherine and Skenfrith.


9.1 Representations were also received from Grosmont Community Council similar to the representation from the County Councillor for the area.

Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals above.

10.1 The working group reviewed the representations received in line with the proposals and for the reasons contained in the proposals for the communities of Llangattock Vibon Avel and Llantilio Crossenny believe that the draft proposals provide the best outcome for the community arrangements. The working group understand the historical links between Llangattock Lingoed and Llanvetherine from the representations it has received, however there is no representations providing any link between Llanvetherine and the Grosmont community and given the B4521 runs directly through Llanvetherine linking it with Abergavenny and Skenfrith, it is for this reason the group are satisfied with the proposal.



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Community of Gwehelog Fawr

Current Community Format

1. The current community arrangements in Gwehelog consist of three wards, Gwehelog, Trostre and Kemeys Commander. The community has a total electorate of 384 and is represented by seven community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Gwehelog & Llancayo	265	4
Kemeys Commander	34	1
Trostre	85	2

Natural Boundaries / Key Features

2. The working group consider key features within the community of Gwehelog Fawr to be the River Usk, the B4598 and Usk Road.

Electorate Forecast

3. There are no developments within the Gwehelog Fawr community that would significantly alter the current electorate.

Representations Received

4. Gwehelog Fawr Community Council submitted a representation that can be summarised as follows:
 - The council doesn't understand the purpose of the review as any reduction in councillors does not result in any cost saving benefit and will result in less representation for the electorate in the community
 - The council gave an illustration of Llanbadoc community being merged with Gwehelog to meet the requirement of 1,000 electors per community but state that this instance would be in direct opposition to the Government philosophy to enable localism and public participation.
 - The council wish to oppose any reduction in the current level of representation.

Recommendations

5. Upon reviewing the community of Gwehelog Fawr the working group queried the link between the east and west side of the community given that the main channel of communication through the community is via the B4598 and Usk Road which require electors from within this community to travel through the adjoining Usk community before reaching either side. Whilst there is a narrow single track lane that adjoins Gwehelog and Llancayo, the group doesn't consider this a

strong link between each side of the community. Additionally, due to the River Usk and the A449 surrounding the community of Gwehelog there is little scope to alter the community in anyway.

- 5.1. Having regard to the above, the working group propose that the community of Gwehelog is disbanded with the area split into two wards following the Usk Road and B4598 which incorporate the west and east side of the existing community.
- 5.2. The eastern ward, which will be named the Gwehelog ward, will incorporate much of the area of the existing ward up to the edge of Llancayo wood and will form part of the Raglan community. The group consider that the Gwehelog area has stronger links and channels of communication with the community of Raglan via Usk Road than it does with the remainder of the existing community of Gwehelog.
- 5.3. The western ward, which will be named Kemeys Commander and Llancayo, will run north to south through the existing Gwehelog Fawr community incorporating the area of, and including, Llancayo and Trostre wood. This ward will be included in the Llanarth community given the links between Trostre and Kemeys Commander with Bettws Newydd.

Proposed Electoral Arrangements

6. For the proposed electoral arrangements for these wards please see the respective communities the wards are now situated within.

Final Proposals

Representations Recieved

7. Representations were received from Gwehelog Community Council providing the below notes:
 - The council believe the main channel of communication within the community is the R61 Llancayo Road running east to west through the community
 - Kemeys Commander has stronger links with Trostre and Gwehelog than with Bettws Newydd of Llanarth
 - Proposals to the boundary between Raglan and Gwehelog as well as proposing to incorporate Clytha ward of Llanarth into Gwehelog Community
 - A number of social and cultural links within the area
 - Difference between the community of Raglan and Gwehelog
8. Representation was also received from the Member of Parliament raising concerns of Gwehelog community being disbanded.
9. Representation from Llanarth Community Council supported the movement of Kemeys Commander and Llancayo into its community and provide a number of links as to how the areas are connected.

Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

10.1 Whilst the working group understand the concerns of the community in that the Gwehelog ward has different characteristics to Raglan, the group believe that those characteristics are only different to the Raglan ward of the Raglan community, which has rural areas within its current boundary that are similar to the Gwehelog ward.

10.2 Additionally, to give the rural wards a stronger voice on the council, it is proposed that the Llandenny and Gwehelog wards of the council have two councillors rather than the proposed single member representation.

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Community of Llangybi Fawr & Llanhennock

Current Community Format

1. The current community arrangements in Llangybi Fawr consist of three wards, Llangybi, Coed-Y-Paen and Llandegfedd. The community has a total electorate of 740 and is represented by nine community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Coed-Y-Paen	116	2
Llandegfedd	153	2
Llangybi	471	5

The current community arrangements in Llanhennock consist of three wards, Llangattock Nigh Caerleon, Llanhennock and Tredunnoch. The community has a total electorate of 413 and is represented by eight community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llangattock Nigh Caerleon	96	2
Llanhennock	162	3
Tredunnoch	155	3

Natural Boundaries / Key Features

2. The western boundary of both communities and southern boundary of Llanhennock is the external boundary of the local authority which is not being considered as part of this review. The eastern boundary of both communities follows the River Usk.

Electorate Forecast

3. There are no developments planned within the communities of Llangybi Fawr and Llanhennock that would significantly alter the existing electorate.

Representations Received

4. Llangybi Fawr submitted a representation stating that the current arrangements are accepted, manageable and well understood by the three communities. The council wish for consideration to be given to the geographical spread of the wards within its communities and the distance needed to travel for meetings and site visits. The Council wish to retain the existing arrangements in boundaries and elected members and feel that any reduction in representation would impact on the council's effectiveness to carry out its duties.
 - 4.1. No representation was received from Llanhennock community council.

Recommendations

External Boundaries

5. The working group reviewed the current arrangements for the Llangybi Fawr community and felt that both Llanhennock and Llangybi Fawr communities should be merged to create a larger Llangybi Fawr community and therefore both communities have been reviewed together.

When considering the communities, the working group identified that the main road access between many of the wards of both communities centre on an area near the Cwrt Bleddyn Hotel with easy access north to Llangybi, east to Tredunnoch, south to Llanhennock and west to Llandegveth creating a central point which covers both communities lending itself to the decision to merge the two communities.

Whilst the working group accept the representation from Llangybi Fawr Community Council in that geographically the community area is already quite large for members to conduct their business, the proposed community would not be the largest community in Monmouthshire. Having a central focal point as mentioned above with good road access to other areas of the community would enable councillors to carry out their role as councillor relatively easily compared to other communities with similar geography.

Internal Boundaries

6. The working group propose no change to the internal wards of both communities. As mentioned above, the working group accept that the villages of the communities are geographically separate from each other but well linked via the roads crossing through the community. Therefore the working group are keen to ensure that whilst the community itself may be increase geographically, that there is still local representation for the individual villages of the community.

Proposed Community and Community Ward Names

7. The working group propose that the merged community is to be called Llangybi Fawr. The working group propose no change to the ward names of the community and therefore there will be six wards within the new Llangybi Fawr community of Coed-Y-Paen, Llandegfedd, Llangybi, Llangattock Nigh Caerleon, Llanhennock and Tredunnoch.

Proposed Electoral Arrangements

8. The working group consider the Llangybi Fawr community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Coed-Y-Paen	116	1
Llandegfedd	153	1
Llangybi	471	3
Llangattock Nigh Caerleon	96	1
Llanhennock	162	1
Tredunnoch	155	1

Working Group Individual Member Comments (Draft Proposals)

9. All members of the working group approved the proposals for the community of Llangybi Fawr.

Final Proposals

Representations Received

10. Representation was received from Llantrisant Community Council opposing the amalgamation with Llangybi Community Council on the following basis:

- Acknowledges a lower level of representation than in other areas within its community but believes the current arrangements and experience of members represent the community effectively
- Consider an amalgamation would have a detrimental effect on the representation that its residents experience under the current arrangements

10.1 Andrew Wilkinson also submitted representation stating that the wider remit and future of Community Councils should be clear and understood as well as concerns around the reduction in councillor numbers.

10.2 Patrick Harkness submitted representation questioning the rationale and logic for the merging of communities as well as query the future proposals and responsibilities for community councils.

11. Llangybi Community Council also submitted representations objecting to the proposal for amalgamation on the following points:

- Questioned timing of the review given uncertain future of community responsibility and devolved services
- Feel that the level of representation within the community is unfair and does not suit the area
- Note a proposal for ten additional dwellings in the Llangybi ward
- Provide example of 7 meetings outside the council that members attend to represent the community and programmes of work undertaken by the community.

11.1 Representation was also received from the Coed Y Paen Residents Association requesting that two members are retained for the ward and that a male/female gender balance of

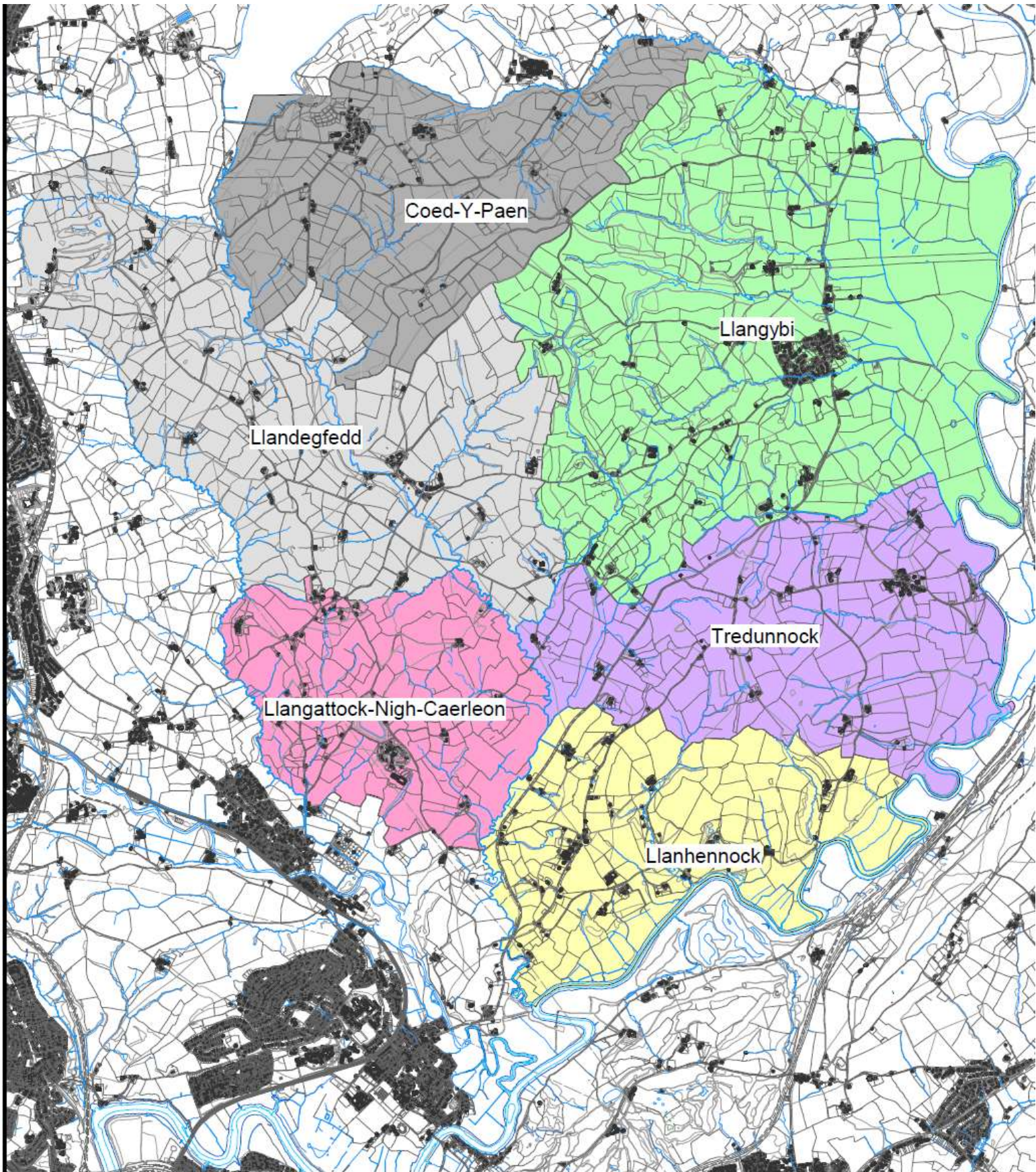
representation it offers residents options when raising issues. Also raises concerns about lack of representation due to holidays and merging with Llanhennock.

Final Proposal

12. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals. The proposals for the community in terms of representation are in line with the Terms of Reference which all communities were consulted upon, and would ensure parity amongst all communities as well as provide a basis for reviewing future representation should further developments be proposed in the community.

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Proposed Boundary Map of Llangybi Fawr



Details

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Community of Llanarth

Current Community Format

1. The current community arrangements in Llanarth consist of four wards, Bryngwyn, Clytha, Llanarth and Llanvapley. The community has a total electorate of 684 and is represented by 10 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Bryngwyn	209	3
Clytha	220	3
Llanarth	145	2
Llanvapley	110	2

Natural Boundaries / Key Features

2. The working group consider prominent features within the Llanarth Community include the A40 and B4233 roads.

Electorate Forecast

3. There is no additional development within the community of Llanarth that would alter the current arrangements.

Representations Received

4. Llanarth community council submitted a representation in respect of their area requesting no changes are made to the existing arrangements and made the following points:
 - Llanarth fawr is a very large and rural area with a number of small villages dotted amongst its farming landscape
 - The special topography and geography of the area requires commitment from its council and councillors which is capably fulfilled by both parties and have been key stakeholders in a number of the issues in the area including the cattle market, a solar panel farm in Llanvapley and a number of affordable housing within the area.
 - If the area the council had to cover was to increase then the representation would not be as effective as it currently is due to the nature of the area.
 - Councillors pride themselves on being active members of the community and work tirelessly to represent the area. Examples include investing in community projects and holding community consultations.
 - Vacancies that occur on the community council are quickly filled by enthusiastic local residents.
 - All of the above points ensure that whilst Llanarth is an isolated area, it ensures its resident have a voice at local government level.

Recommendations

External Boundaries

5. The working group considered the existing arrangements for the Llanarth area and concluded that little change is necessary for the community. They did however query the positioning of the Llanvapley ward within the community of Llanarth.

As with the proposals for the Llantilio Crossenny and Llangattock Vibon Avel communities, the main channels of communication through those communities are the B4521 and B4233, of which the village of Llanvapley is situated. The group identified there is road access from the village of Llanvapley to the village of Llandewi Rhydderch however this is situated in the current Llanover community and not the community of Llanarth. Therefore, in order for residents of Llanvapley to access the remaining wards of Llanarth they need to travel via an adjoining community before arriving within the community of Llanarth and question why this ward forms part of the community of Llanarth.

The group therefore propose that the ward of Llanvapley is included in the community of Llanover (proposed as the Little Sgyrrid community). The B4233 runs through the Llandewi Rhydderch ward linking the Llanover community with Llanvapley as well as being linked directly via a road from Llanvapley. As stated above, residents currently need to travel via the Llanover community or Llantilio Crossenny community to access the Llanarth community and as such the group consider there to be a stronger link to the community of Llanover than to the current Llanarth community and ensures consistency with the proposals for this community and that of Llantilio Crossenny.

- 5.1. The group also recommend amending the eastern boundary of the Llanarth community where it adjoins Llandewi Rhydderch and Llangattock Nigh Usk. The current boundary roughly follows a road around Coed Morgan farm however a number of properties that appear to have similar links are separated to different communities by the current boundary. It is therefore proposed that the boundary is amended to bring all these properties together in to the Llandewi Rhydderch ward which they appear most closely associated with. To that end it is proposed that the boundary between these wards is amended to follow the path eastwards of The Cochyn where it will follow the edge of Little Coed Y Gelli wood and Coed Y Geilli Dingle. At the bottom of the wood the boundary will return west along the field boundaries to join up with the existing community boundary south of Lower Coed Morgan. These proposals ensure that Coed Morgan Cottage, Coed Morgan Farm and Lower Coed Morgan, as well as properties surrounding these, are all contained within a single community.

It is also proposed that the boundary between Llanarth and Llangattock Nigh Usk is amended to include Pwll-Yr-Hywad within the Llanarth ward rather than the Llangattock Nigh Usk ward.

- 5.2. Another area requiring amendment is the external boundary between the Bryngwyn ward and Penrhos ward of the current Llantiio Crossenny community. The current boundary divides the two communities by following a stream however, the stream divides a couple of similar

properties within the area namely, Millbrook, Millbrook Farm and Millbrook Cottage. A new boundary incorporating all these properties within a single ward is proposed with the boundary leaving the eastern boundary south of Clawdd Wood and following a track to the north of Pen-ylan wood. The boundary will then cross the road and join the stream west of Millbrook Cottage.

- 5.3. It is also proposed to amend the external boundary in the Rhiw-Las area between Raglan, Bryngwyn and Clytha wards. Currently the boundary follows a stream and road splitting properties in the same area into three separate wards. Additionally, the property Rhiw-Las Mill is in the Bryngwyn ward of Llanarth whilst all other properties associated with Rhiw-Las are in the Raglan ward. The group propose amending the boundary in this area to follow field boundaries to join up with the existing external boundary following the stream so that the properties Rhiw-Las Mill and all outbuildings associated with Merry Stream Barn are contained within a single ward of the community of Raglan.
- 5.4. Due to the Gwehelog Fawr community being disbanded, the proposed ward of Kemeys Commander and Llancayo, which will run north to south through the existing Gwehelog Fawr community incorporating the area of, and including, Llancayo and Trostre wood, will be incorporated into the Llanarth Fawr Community.

Internal Boundaries

- 5.5. The working group considered the arrangements between the Llanarth and Clytha wards and propose an amendment to the boundary between the two areas. The current boundary follows the Clawdd Brook from the edge of the community boundary near the A40 and intersects the ward east to west. The working group consider that a new boundary that follows the road south of the A40 between Bryngwyn and Llanvihangel Gobion may be a more suitable boundary for the community that ensures properties with close connections and common links either side of the A40 are contained within a single ward. Additionally, the road between Bryngwyn and Llanvihangel Gobion provides a natural intersection in the community between the north and south areas, as well as being the main channel of communication to join the remainder of the community with the Bryngwyn village.
- 5.6. The group propose no other changes to the internal boundaries of the wards other than those changes to the external boundary stated in 5.1 and 5.3 above.

Proposed Community and Community Ward Boundaries

6. The group propose to continue with the same community and community ward names as currently exist however we welcome recommendations for any suitable alternatives.

Proposed Electoral Arrangements

7. The working group consider the Llanarth community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above

changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the working group understand that the community of Llanarth is less than the ideal 1,000 electors for a community as per the Terms of Reference for this review, the group consider the sparsely populated natural geography and channels of communication within the area lend itself to requiring its own community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Llanarth community will be represented by seven councillors rather than four as per the above ratio.

Community Ward	Electorate	Number of Councillors
Bryngwyn	206	2
Clytha	123	1
Llanarth	232	3
Kemeys Commander & Llanccayo	161	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llanarth.

Final Proposals

Representations Recieved

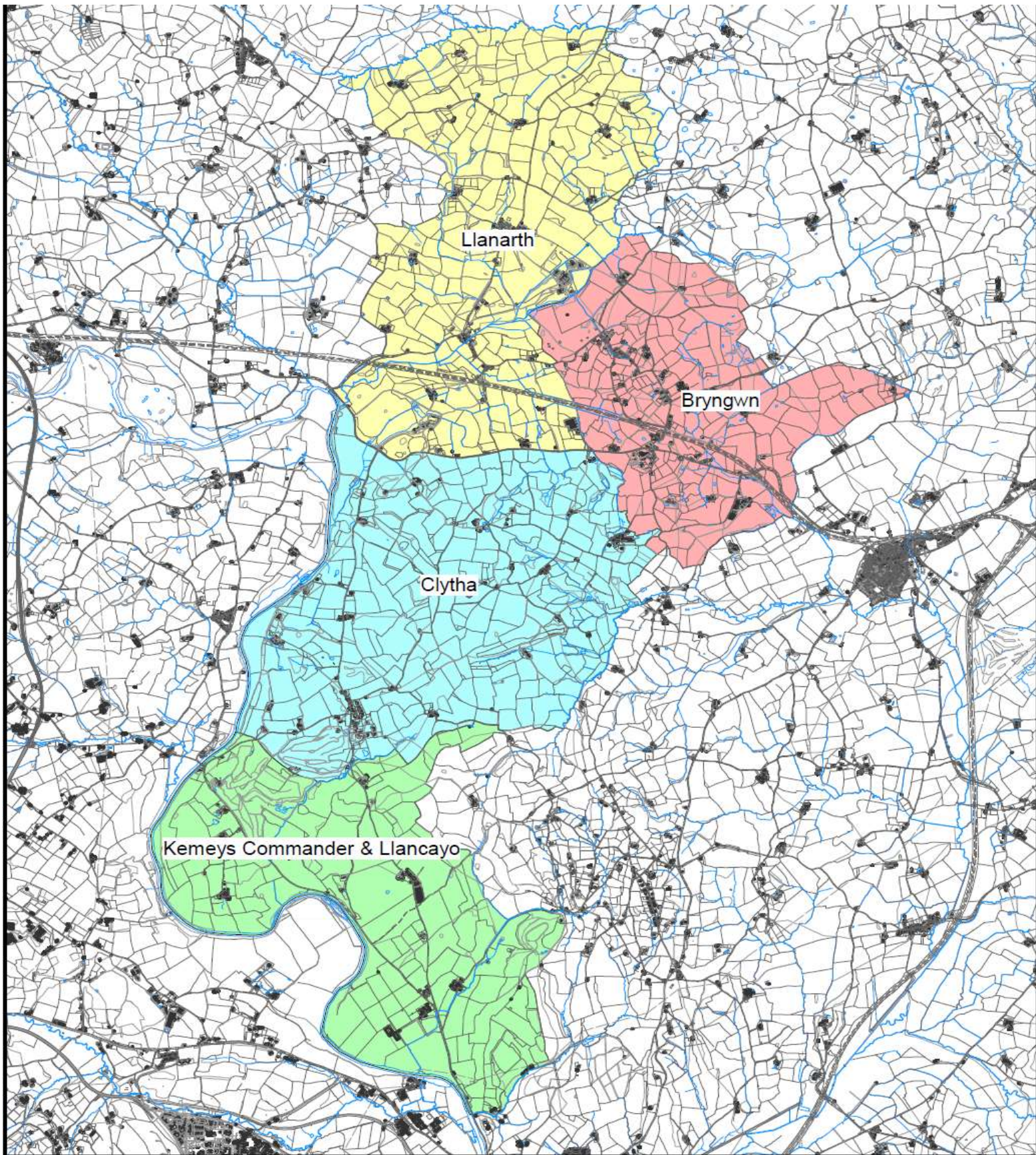
9. Representations were received from Llanarth Community Council and noted the following points:
 - Objected to the proposal to lose Llanvapley ward from within its community and consider Llanvapley to be more associated to Llantilio Crossenny or Llanarth than with the remaining Llanover community
 - Support moving Kemeys Commander and Llanccayo into the Llanarth community
 - Object to the movement of Rhiw-Las outside its remit due to many planning and highways issues associated with the area
 - Proposed own scheme for representation.
 - Attendees at the public seminars for the draft proposals noted that currently Clytha Arms and Clytha House are not situated in the Clytha ward.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.
 - 10.1 The working group however noted the comments received at the public constultation session in relation to the boundary for Clytha with Clytha House and Clytha House not being situated in

the ward. To that end, the working group propose that the boundary for Clytha is moved from its existing boundary of following Clytha Road to following the A40 intersecting the ward. The proposals would result in a minimal electoral increase in the Clytha ward but does not warrant amending the representation proposed in the draft proposals.

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Details

Draft community ward proposal

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Community of Llanbadoc

Current Community Format

1. The current community arrangements in Llanbadoc consist of three wards, Glascoed, Llanbadoc and Monkswood. The community has a total electorate of 671 and is represented by 10 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Glascoed	221	3
Llanbadoc	205	4
Monkswood	245	3

Natural Boundaries / Key Features

2. The western boundary of the community of Llanbadoc is the local authority boundary and is not being considered as part of this review. The community is surrounded to the north and east by the River Usk and the A472 provides a key channel of communication running east to west through the community.

Electorate Forecast

3. There is no additional development within the community of Llanbadoc that would alter the current arrangements.

Representations Received

4. Llanbadoc Community Council submitted a detailed representation regarding the arrangements within the community. In summary they state:
 - All three wards of the community are densely populated with no central focus point which makes consultation and keeping in touch difficult.
 - The community council gave examples of unique features within the community
 - The council gave examples of two areas where the boundaries can be amended for improvement
 - The council provided an argument for retaining the existing arrangements namely that the lack of focal point in each community make effective representation more challenging and time consuming. The special features of the community lead to a complex and more demanding workload and the current ten councillors is required to meet those demands. The current council works effectively and proactively and are streamlining processes which require the current number of councillors to make those changes work. There are minimal cost implications regarding the number of councillors who give their time freely and rarely claim expenses.

Recommendations

External Boundary

5. The working group considered the community arrangements for the Llanbadoc community and given the natural feature of the River Usk surrounding much of the community to the east and north as well as the local authority boundary to much of the west of the community, the working group propose little change to the external community boundary. However, when reviewing the community of Goetre Fawr, the working group considered that the village of Little Mill should be included in the community of Llanbadoc and not Goetre Fawr. The Little Mill village is currently situated in the Mamhilad ward of Goetre Fawr Community however it has very little links with the remainder of the ward due to the intersection of the A4042. The group believe that given the link Little Mill has with the wards of Llanbadoc along the A472, that the village should be incorporated into the community of Llanbadoc as its own ward with the western boundary being the railway adjacent to the A4042 except for Ty Draw Farm which will be incorporated into the Little Mill ward due to the access via Ty Draw Lane.
- 5.1. Within the representation submitted by Llanbadoc Community Council, they reference Penpedairheol Farm as being better suited to the Llanbadoc community rather than its current community of Goetre as every other property situated on its road falls within the Llanbadoc community. The working group see no reason to object to this proposal and provided no objection to it is received will include the amendment in the final proposals.

Internal Boundaries

Glascoed, Monkswood and Llanbadoc

- 5.2. The working group propose no change to the current boundaries of these three wards other than the potential change to be included in the final proposals at 5.1 above.
- 5.3. In their representation, Llanbadoc Community Council wish to amend the boundary of Glascoed so that Honeywell Cottage and Oak Ridge are included in the Llanbadoc ward and not Glascoed. These properties are currently situated within the Llanbadoc ward boundary but incorrectly allocated on the electoral register. The electoral roll will be amended to reflect this change upon its publication on the 10th March 2014.

Little Mill

- 5.4. The Little Mill ward will be the area to the west of the railway line adjacent to the A4042, except for Ty Draw farm, to the existing external community boundary of Goetre Fawr.

Proposed Community and Community Ward Names

6. The working group propose no change to the community and community ward names of Llanbadoc other than the creation of the new Little Mill ward within the community. The working group welcome receipt of representation as to more suitable alternative names for the community.

Proposed Electoral Arrangements

7. The working group consider the Llanbadoc community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Glascoed	221	1
Llanbadoc	205	1
Monkswood	245	2
Little Mill	414	3

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llanbadoc.

Final Proposals

Representations Recieved

9. Representations were received from Llanbadoc Community Council and noted the following points
- Pleased to note inclusion of Penpedairheol Farm moving into Llanbadoc from Goetre.
 - Suggest Honeywell Cottage and Oak Ridge be moved from Glascoed ward into Llanbadoc ward
 - Open minded to inclusion of Little Mill into Llanbadoc and can see the logic for the proposal
 - Concerns regarding the reduction in number of councillors and a detailed rationale of the need for additional councillors due to the workload of the council.
10. Representation was received from Goetre Fawr Community Council which noted the following points:
- The community council believe that Goetre and Little Mill interact in many ways through schools, sports clubs, nursery care and pensioner clubs.
 - Unaware of connections to Llanbadoc or Llanover other than roads connecting the villages.

Final Proposal

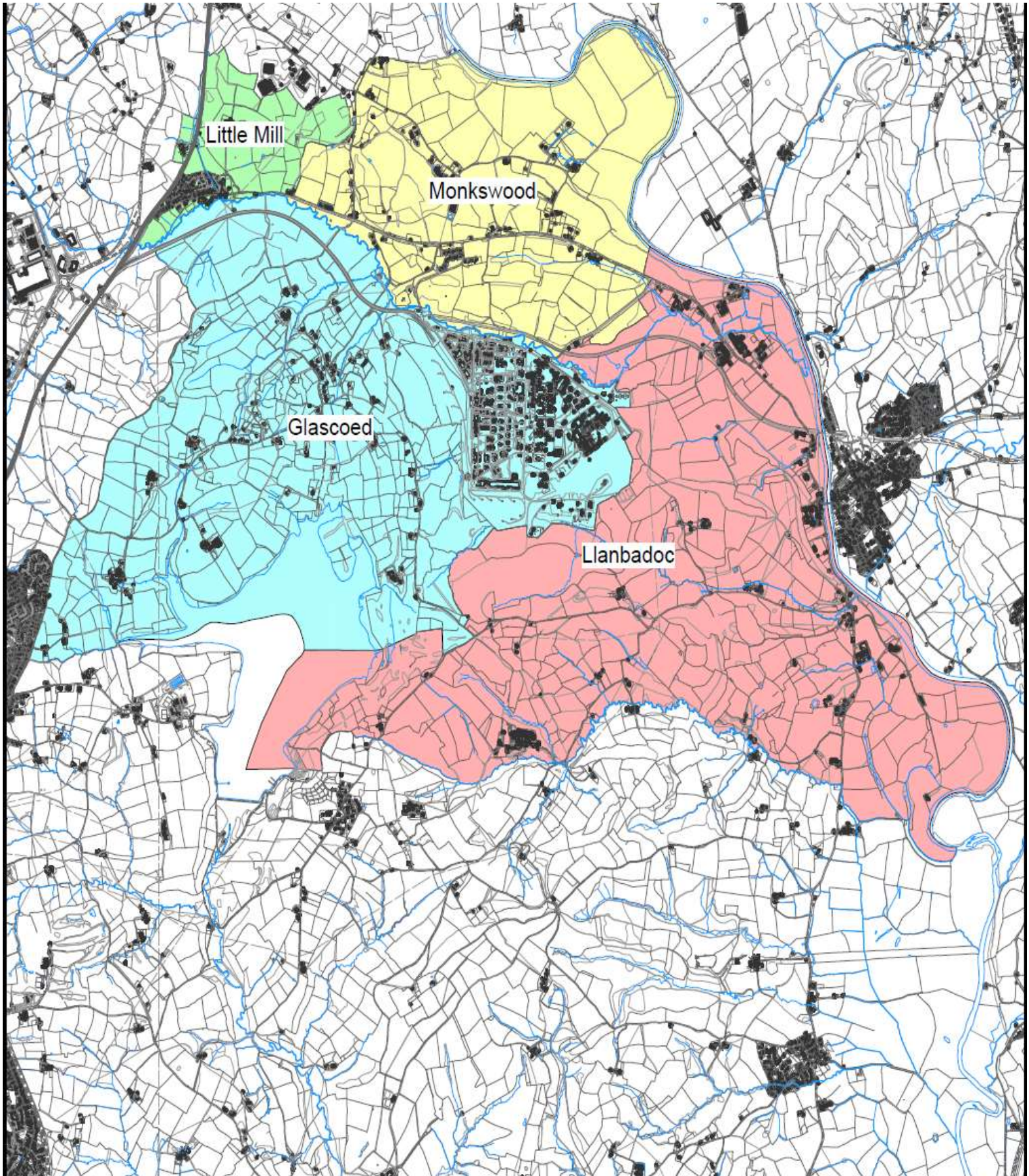
11. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

11.1 The working group confirm that the proposal for Penpedairheol Farm to move into the Llanbadoc Community from the Goetre Fawr Community, included in the initial response from Llanbadoc Community Council received no objections and therefore the property will be included in the Monkswood ward of the community of Llanbadoc. The new boundary will continue to run north along the boundary of the property where it currently turns west to join back up with Rumble Street and follow the rear boundary of Royal Oak Cottage up to the road before joining up with the existing boundary.

11.2 Additionally, the working group considered the detailed response from Llanbadoc Community Council regarding the Council's workload and therefore propose an increase of one councillor in each of the single member wards. The new arrangements will therefore be as below:

Community Ward	Electorate	Number of Councillors
Glascoed	221	2
Llanbadoc	205	2
Monkswood	245	2
Little Mill	414	3

Proposed Boundary Map of Llanbadoc



Details

Draft community ward proposal

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Community of Llanelly

Current Community Format

1. The current community arrangements in Llanelly consist of three wards, Clydach, Darrenfelin and Gilwern. The community has a total electorate of 3261 and is represented by 14 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Clydach	549	2
Darrenfelin	502	2
Gilwern	2210	10

Natural Boundaries / Key Features

2. Much of the external boundary of the community of Llanelly is the external local authority boundary which cannot be considered as part of this review. Natural boundaries within the community of Llanelly are the A465, River Clydach and River Usk.

Electorate Forecast

3. There is no additional development within the community of Llanelly that would significantly alter the current electorate.

Representations Received

4. No representations were received in relation to the current arrangements for the community of Llanelly.

Recommendations

External Boundary

5. The group propose little change to the external boundary of the community of Llanelly. The working group considered the current arrangements suitable and fit for purpose with the area uniquely separated from the rest of Monmouthshire due to the River Usk and Gilwern Hill.
 - 5.1. The working group however identified an anomaly along the boundary between the community of Llanelly and Llanfoist around Ty Pwll Farm, Twyn Allwys Road, Govilon. Whilst the property has a Govilon address, the access to Ty Pwll Farm adjoins properties along Ty Gwyn Road and it appears this property shares a common link with these properties in Gilwern than it does with the rest of the community of Llanfoist. It is therefore proposed that the boundary in this area is re-aligned to include Ty Pwll Farm in the community of Llanfoist.

Internal Boundary

Darrenfelin

5.2. The working group propose no change to the boundary of Darrenfelin.

Clydach and Gilwern

5.3. The group propose a change to the eastern boundary that separates the communities of Gilwern and Clydach. The current boundary follows the road in two areas at Church Road and Lower Station Road and in doing so splits the properties along these roads into two separate wards which is contrary to the Terms of Reference for this review.

In order to follow natural boundaries and ensure effective and convenient local government is established from the proposals the working group propose to amend the boundary to follow the Nant Dyer stream rather than follow Lower Station Road. It will follow the stream northwards to the River Clydach and will continue to follow this northward until it reaches the A465. It will then double back on itself and follow a stream on the opposite side of the A465 and intersect Church Road east to west, rather than north to south, just above the property Ger-Y-Nant. The boundary will then follow the stream and the contour of the land between Main Road and Cwmro Road until it joins up with the external boundary of the community.

Proposed Community and Community Ward Names

6. The working group propose no change to the name of the community of Llanelly and the wards contained within it.

6.1. It was requested however that a recommendation is made to the Local Government Boundary Commission for Wales when reviewing the electoral arrangements to ensure that the Llanelly Hill Electoral Division which encompasses the community of Llanelly is renamed to just Llanelly in line with the community.

Proposed Community Electoral Arrangements

7. The working group consider the Llanelly community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Clydach	452	2
Darrenfelin	502	2
Gilwern	2307	9

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llanelly.

Final Proposals

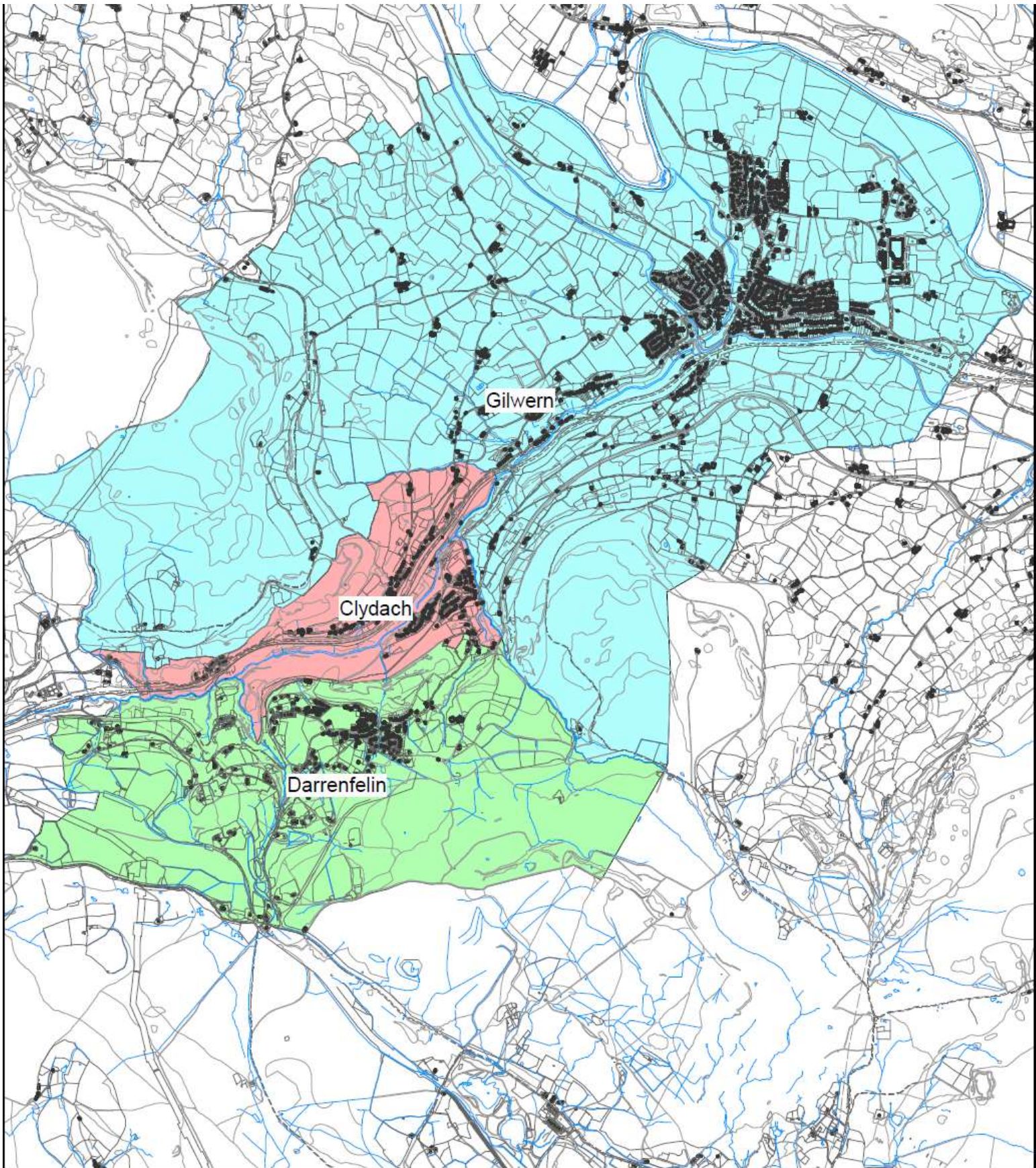
Representations Recieved

9. No representation was received in relation to the Llanelly Community.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

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Community of Llanfoist Fawr

Current Community Format

1. The current community arrangements in Llanfoist Fawr consist of four wards, Llanfoist, Llanellen, Llanwenarth Citra and Llanwenarth Ultra. The community has a total electorate of 2716 and is represented by 12 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llanellen	411	2
Llanfoist	1026	3
Llanwenarth Citra	139	1
Llanwenarth Ultra	1140	6

Natural Boundaries / Key Features

2. The working group consider there to be a number of natural boundaries within the community of Llanfoist including the A465, A4042, A40 and the railway adjacent to the A40 as well as the Blorenge mountain.

Electorate Forecast

3. It is forecast that the electorate within the Llanfoist ward will increase by 542 to 1568 due to developments at various sites within the ward.

Representations Received

4. Representation was received from Llanfoist Community Council in relation to its community arrangements. On the whole, the community council wish for the current arrangements to remain in place with an increase to the number of councillors representing the Llanfoist ward from 3 to 6.
 - 4.1. Abergavenny Town Council submitted representation proposing that the Llanfoist ward and Llanwenarth Citra ward be merged in to the community of Abergavenny due to the need for communities to be fit for purpose and be large enough to take advantage of economies of scale.
 - 4.2. Llanfoist Community Council submitted a secondary representation in response to the proposal put forward by Abergavenny Town Council and, in summary, highlighted the following reasons as to why the areas should not be merged:
 - That Llanfoist is geographically separate from Abergavenny with the River Usk forming an obvious boundary

- That the proposed increase in population will ensure that the Llanfoist community remains a viable and extremely effective community with members who have developed a good relationship with the electorate
- It would be detrimental to the identity of Llanfoist to merge with Abergavenny as the needs of the Llanfoist as a rural community are very different to those of the town

4.3. The working group also attended a meeting of Llanfoist Community Council to better understand the concerns and nature of the community to assist them in the review process.

Recommendations

External Boundaries

5. The working group considered the current arrangements for the community of Llanfoist and considered the representations that had been received in relation to this review. As stated in the proposals for Abergavenny, the working group do not concur with the proposals from Abergavenny Town Council that the Llanfoist ward should be merged with its community. The group consider that the River Usk and A465 act as two distinct natural boundaries that separate the community areas of Llanfoist and Abergavenny.

5.1. Taking in to consideration the use of the River Usk as a natural boundary between the two communities, the Llanwenarth Citra ward currently of the Llanfoist community is situated north of the river adjacent to the community of Abergavenny. Whilst there is a small bridge crossing the river, the bridge is situated in the Gilwern ward and requires electors to leave Monmouthshire, enter Powys and return to Monmouthshire to access the Llanwenarth Citra ward. The main channel of communication for residents in the Llanwenarth Citra ward is along the A40. In order for residents to reach the community of Llanfoist they need to travel through the community of Abergavenny.

For the above reasons the working group propose that the Llanwenarth Citra ward forms part of the community of Abergavenny. Whilst the representation from Llanfoist refer to an historic link between Llanwenarth Citra and the remainder of the community of Llanfoist, the working group consider that the current channels of communication via the A40 provide a strong link between this ward and the community of Abergavenny.

The working group accept the representation from Llanfoist community council that the Llanwenarth Citra ward is a rural ward and not an urban town area and therefore propose to retain the Llanwenarth Citra ward as a separate ward of the community with its own representation. The working group noted however, that whilst Llanwenarth Citra is a rural ward, it does share characteristics and links with the Cantref ward of the community of Abergavenny in relation to the Sugar Loaf and strengthens the link between Llanwenarth Citra and the community of Abergavenny.

5.2. The working group also considered the eastern boundary of the community of Llanfoist that follows the River Usk south from the A465. The group consider that the area along the A4042

south of the Hardwick roundabout to Llanellen should be included in the community of Llanfoist and not the community of Llanover, given its strong links and channel of communication along the A4042. As stated in the proposal for the community of Abergavenny, it is proposed that the external boundary of the community of Abergavenny is amended to follow the railway line. The group therefore propose that the eastern boundary of the community of Llanfoist is amended to continue following the railway south from the Hardwick roundabout and re-join the River Usk near the Glan Usk estate.

- 5.3. The group also considered the arrangements for the Llanwenarth Ultra ward of the Llanfoist community. With the Llanwenarth Ultra ward being the most populated ward within the community of Llanfoist and separated from the community of Llanfoist along the B4246, the group considered the potential for the Llanwenarth Ultra ward to have its own community. The Terms of Reference for this review identified a minimum of 1,000 electors within a community and the current Llanwenarth Ultra ward currently has an electorate of 1,140. Whilst the group acknowledge the link between the wards of Llanfoist and Llanwenarth Ultra along the B4246, both villages are situated either side of the Blorengge mountain with enough of a 'no mans land' situated between the communities to justify a separation. Additionally, access to the village of Govilon has been eased by the development of the A465 with a secondary access to the village available from this road as well as through Llanfoist via the B4246.

Taking the above in to consideration the working group propose that the Llanwenarth Ultra ward be removed from the community of Llanfoist to create its own community. The community should be classed as a 'mixed' community given the urban area around the village of Govilon but rural areas around the Blorengge. However under a mixed ratio banding there would not be the sufficient seven councillors required to create the community when implementing the ratio to the electors within the community. The group therefore propose that the minimum seven councillors will represent the new community giving a ratio of 1:163. Whilst this is close to the rural banding, the group believe that the unique geographic location of the ward, as well as the significant number of electors residing in the community, justify the deviation from the Terms of Reference in creating its own community. The group propose a new name for the community of Govilon but welcome recommendations for suitable alternative names for the community.

Internal Boundaries

Llanellen

- 5.4. The working group considered the current boundaries for the Llanellen ward and believe that the existing arrangements are fit for purpose apart from the amendments to the eastern boundary as stated in 5.2 above.

Llanfoist

- 5.5. The working group considered the current arrangements for the Llanfoist ward in conjunction with the representations received for the ward and concur that the ward should not be merged with the community of Abergavenny as stated in 5. above. The western boundary between

Llanfoist and Llanwenarth Ultra has been amended to follow the Monmouthshire and Brecon Canal and provide a clear boundary, following natural features, between the two areas.

Llanwenarth Citra

- 5.6. The group propose that the Llanwenarth Citra ward forms part of the community of Abergavenny. See section 5 of the Abergavenny Community for further information.

Llanwenarth Ultra

- 5.7. The working group considered the existing arrangements for the Llanwenarth Ultra ward and consider that the ward should be separate from the community of Llanfoist to form its own community (see paragraph 5.3 above for further information).

Proposed Community and Community Ward Names

6. The group propose no amendment to the community name of Llanfoist and the wards Llanfoist, Llanellen and Llanwenarth Citra.

It is proposed to amend the name of the new community for the Llanwenarth Ultra ward to Govilon however the working group welcome recommendations to more suitable alternatives.

Proposed community electoral arrangements

7. The working group consider both Llanfoist and Govilon communities to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Govilon community will be represented by seven councillors rather than five as per the above ratio.

Community Ward	Electorate	Number of Councillors
Llanellen	418	2
Llanfoist	1568	6
Community Ward	Electorate	Number of Councillors
Govilon	1140	7

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llanfoist and Govilon

Final Proposals

Representations Recieved

9. Representation was received from Llanfoist Community Council detailed the following:
- Provided an overview of the current arrangements and responsibilities the community undertake for each ward, included ownership and maintenance of assests in Govilon that are currently the responsibility of Llanfoist Fawr Community Council
 - Object to the proposals to separate Govilon and Llanfoist into separate communities due to the costs associated with running separate councils and potential increase in precept to residents.
 - Proposed a new scheme of electoral arrangements for the community
 - Object to the proposal for Llanwenarth Citra to be included in the Abergavenny community

Final Proposal

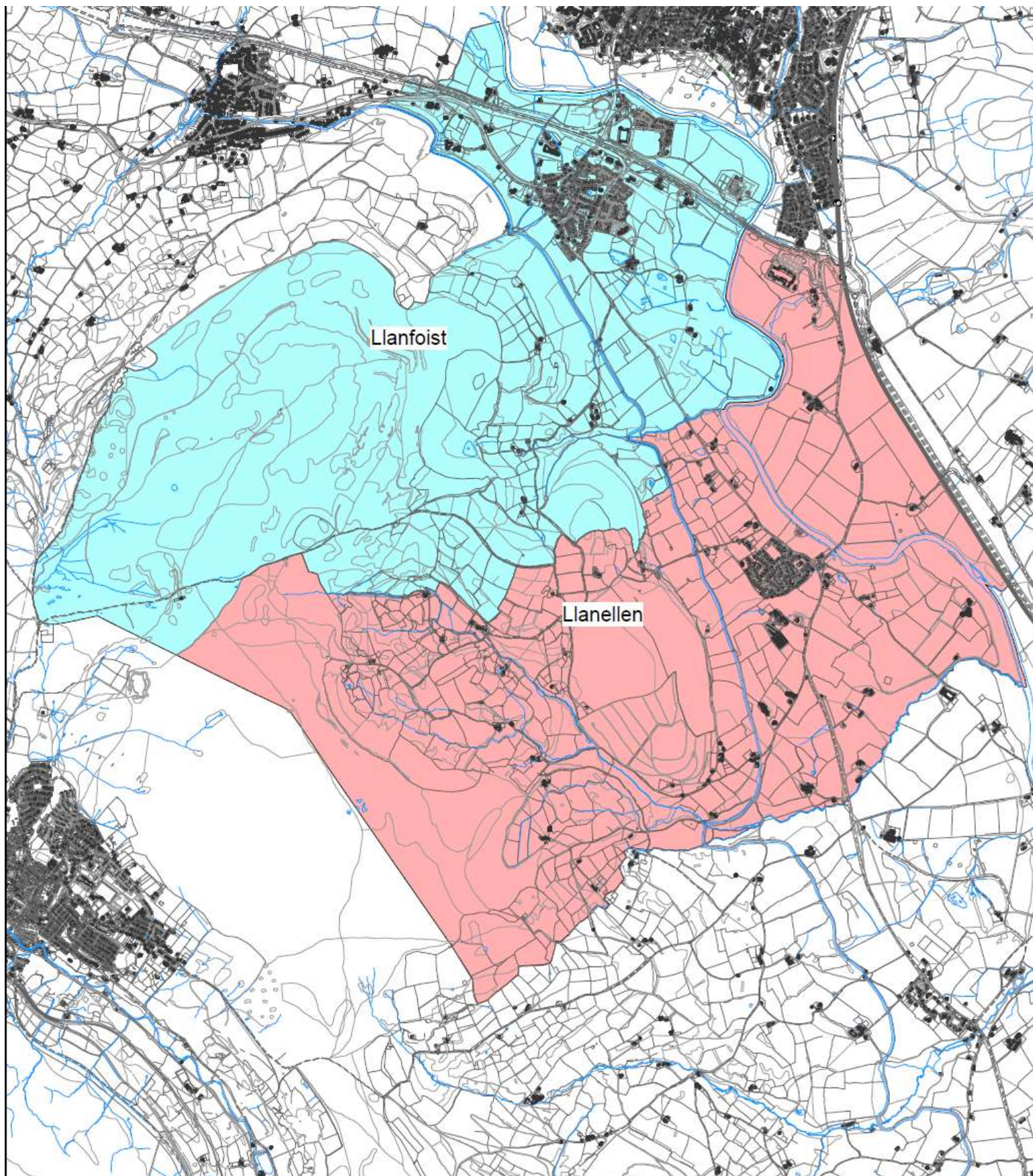
10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously agree to repeal the decision to separate Govilon and Llanfoist and propose to maintain the current arrangements of the wards forming part of the Llanfoist Fawr Community Council. The working group believed that the separation met the requirements of the Terms of Reference in establishing a new community and understood the logic behind the proposal but are content with the representation received in opposing the proposal from the community council to retain the current arrangements.


10.1 All other details in the draft proposals including the proposal to remove Llanwenarth Citra and any amendements to boundaries are approved as the final proposals for the Llanfoist community.

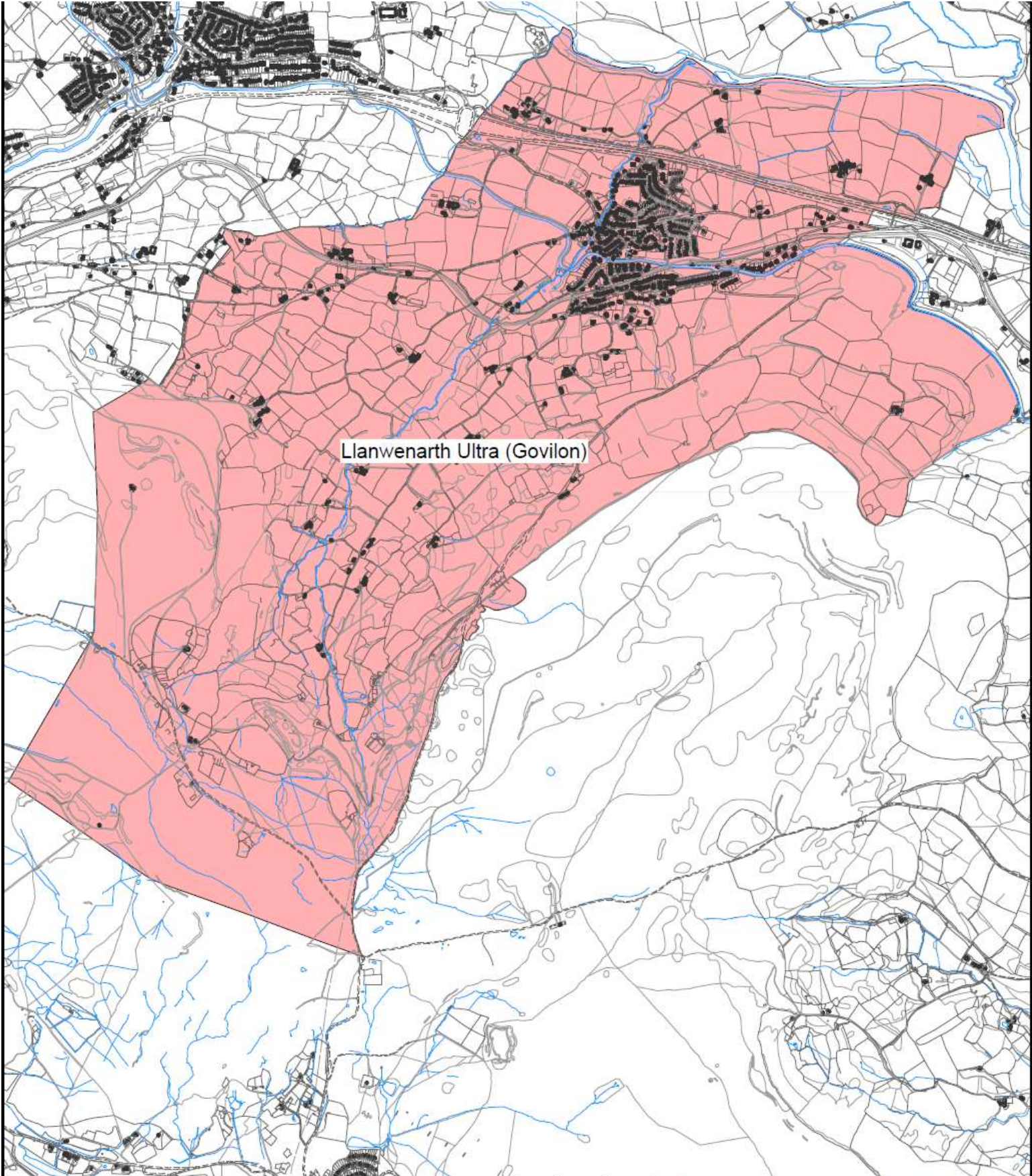
10.2 Given that Govilon will be retained in the community of Llanfoist, the new electoral arrangements are proposed as below in line with the Terms of Reference for the review:

Community Ward	Electorate	Number of Councillors
Llanellen	418	2
Llanfoist	1568	6
Govilon	1140	5

Proposed Boundary Map of Llanfoist



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Llanwenarth Ultra (Govilon)



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Community of Llangwm – See Llantrisant Fawr

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Community of Llanhennock - See Llangybi Fawr

DRAFT

Community of Llanover

Current Community Format

1. The current community arrangements in Llanover consist of four wards, Llanddewi Rhydderch, Llanfair Cilgydyn, Llangattock-Nigh-Usk and Llanover. The community has a total electorate of 1128 and is represented by twelve community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llanddewi Rhydderch	321	3
Llanfair Cilgydyn	179	2
Llangattock-Nigh-Usk	387	4
Llanover	241	3

Natural Boundaries / Key Features

2. The working group consider prominent boundaries within the Llanover community as being the A40, A4042 and B4233 roads as well as the River Usk and Railway adjacent to the A40.

Electorate Forecast

3. There are no significant developments proposed within the community of Llanover that would significantly alter the current level of electorate.

Representations Received

4. Representation was received from Llanover community stating their objection to the review as a 'waste of time and money' and that 'any changes made would be for change's sake'. They stated the 'present situation works well' and advised the working group to 'leave well alone'.

Recommendations

External Boundary

5. The working group considered the existing arrangements for the community of Llanover and queried the link between some of the wards of the community. The group couldn't establish a link between the Llanover ward and, in particular, the wards of Llangattock-Nigh-Usk and Llanddewi Rhydderch given that they are divided by the A40. Additionally, the A4042 is a prominent channel of communication that links the Llanover ward to the community of Llanfoist to the north and Goetre to the South.

The working group therefore propose that the community ward of Llanover should be incorporated into the community of Goetre Fawr (Proposed as Goetre Wharf). The group

consider the A4042 provides a stronger channel of communication between Llanover and Goetre than Llanover currently has with the remaining wards of the Llanover Community.

- 5.1. The group also propose to amend the boundary that currently divides Goetre and Llanfair Kilgeddin near Nant-Y-Derry. The current boundary follows a stream adjacent to Chain Bridge Road however this places a number of properties, Lower Pen-Twyn Farm & Lower House Farm which have clear links to Nant-Y-Derry, into the Llanfair Kilgeddin ward. It is therefore proposed that the boundary in this area is amended to follow field boundaries around these properties incorporating them in to the Nant-Y-Derry ward of Goetre Fawr.
- 5.2. The group considered the eastern boundary of the community of Llanfoist that follows the River Usk south from the A465. The group consider that the area along the A4042 south of the Hardwick roundabout to Llanellen should be included in the community of Llanfoist and not the community of Llanover, given its strong links and channel of communication along the A4042. As stated in the representation for the community of Abergavenny, it is proposed that the external boundary of the community of Abergavenny is amended to follow the railway line. The group therefore propose that the western boundary of the community of Llanover is amended to continue following the railway south from the Hardwick roundabout and re-join the River Usk near the Glan Usk estate.
- 5.3. The group also recommend amending the eastern boundary of the Llanover community where it adjoins Llanarth. The current boundary roughly follows a road around Coed Morgan farm however a number of properties that appear to have similar links are separated to different communities by the current boundary. It is therefore proposed that the boundary is amended to bring all these properties together in to the Llandewi Rhydderch ward which they appear most closely associated with. To that end it is proposed that the boundary between these wards is amended to follow the path eastwards of The Cochyn where it will follow the edge of Little Coed Y Gelli wood and Coed Y Geilli Dingle. At the bottom of the wood the boundary will return west along the field boundaries to join up with the existing community boundary south of Lower Coed Morgan. These proposals ensure that Coed Morgan Cottage, Coed Morgan Farm and Lower Coed Morgan, as well as properties surrounding these, are all contained within a single community.
- 5.4. Similarly in the same area it is proposed that the boundary between the community of Llanover and Llanarth is amended to include Pwll-Yr-Hywad within the community of Llanarth rather than the Llangattock Nigh Usk ward.
- 5.5. The group also considered the arrangements for the Llanvapley ward of the community of Llanarth. As with the proposals for the Llantilio Crossenny and Llangattock Vibon Avel communities, the main channels of communication through those communities are the B4521 and B4233, of which the village of Llanvapley is situated. The group identified there is road access from the village of Llanvapley to the village of Llandewi Rhydderch however this is situated in the current Llanover community and not the community of Llanarth. Therefore, in order for residents of Llanvapley to access the remaining wards of Llanarth they need to travel via an adjoining community before arriving within the community of Llanarth and question why this ward forms part of the community of Llanarth.

The group therefore propose that the ward of Llanvapley is included in the community of Llanover (proposed as the Little Sgyrrid community). The B4233 runs through the Llandewi Rhydderch ward linking the Llanover community with Llanvapley as well as being linked directly via a road from Llanvapley. As stated above, residents currently need to travel via the Llanover community or Llantilio Crossenny community to access the Llanarth community and as such the group consider this to be a stronger link to the community of Llanover than to the current Llanarth community and ensures consistency with the proposals for this community and that of Llantilio Crossenny.

Internal Boundaries

5.6. No changes are proposed to the internal ward boundaries other than amendments as stated above.

Proposed Community and Community Ward Names

- Due to the Llanover ward no longer being included within the Llanover Community an alternative name is required. The group propose a community name of Little Sgyrrid however welcome suggestions as to suitable alternatives for the new community. No changes are proposed to the community ward names.

Proposed Electoral Arrangements

- The working group consider the Little Sgyrrid community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the working group understand that the community of Little Sgyrrid is slightly less than the ideal 1,000 electors for a community as per the Terms of Reference for this review, the group consider the sparsely populated natural geography and channels of communication within the area lend itself to requiring its own community.

Community Ward	Electorate	Number of Councillors
Llanddewi Rhydderch	331	2
Llanfair Cilgydyn	176	1
Llangattock-Nigh-Usk	380	3
Llanvapley	110	1

Working Group Individual Member Comments (Draft Proposals)

- All members of the working group approved the proposals for the Little Sgyrrid Community except for one member who rejected the proposal based on the following points.

“I cannot see any logical reason to remove Llanover out of the current Llanover Community Council ward. It has plenty of road connections to Llanfair Kilgeddin, Llandewi Rhydderch and the Bryn - the four other villages in this community council area. There is also the issue of removing Llanover estate out of the community council and county council boundary. The estate covers land across the ward and is connected to Coldbrook and Llanarth estate. You would then split the estate across at least two county council wards and three community council wards - at present the three estates all reside in Llanover CC ward.”

Final Proposals

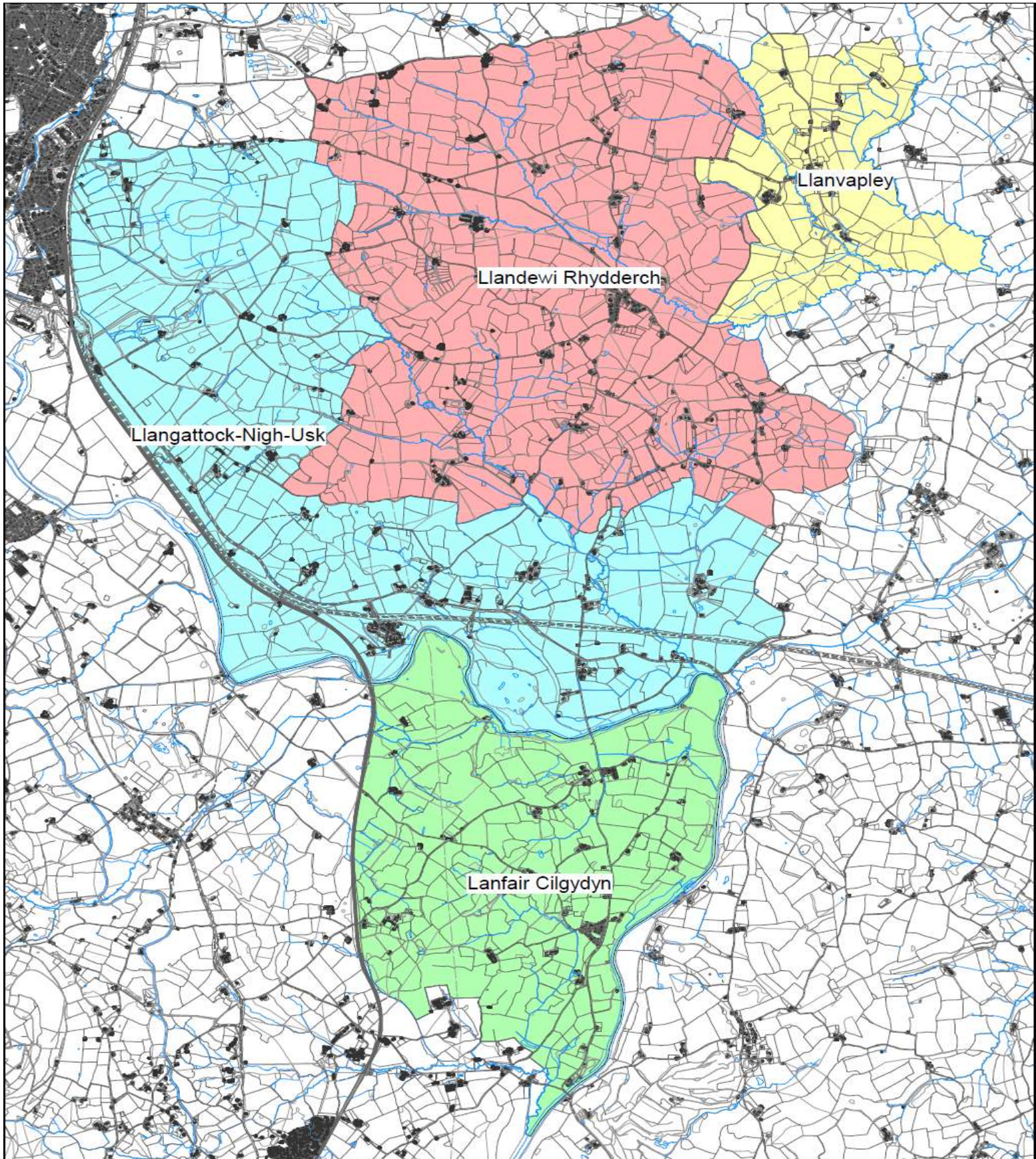
Representations Recieved

9. Representations were received from Llanover Community Council supporting the proposals for its community. In line with point 6 above, the community council propose a name of Goion Fawr for the new community.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals. The working group are happy with the name proposed by Llanover Community Council of Gobion Fawr and propose this as the name for the community.

Proposed Boundary Map of Gobion Fawr



Details

Draft community ward proposal

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Community of Llantilio Crossenny & Llangattock Vibon Avel

Current Community Format

1. The current community arrangements in Llantilio Crossenny consist of three wards, Llantilio Crossenny, Llanvihangel-Ystern-Llewern and Penrhos. The community has a total electorate of 580 and is represented by 9 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llantilio Crossenny	362	6
Llanvihangel-Ystern-Llewern	71	1
Penrhos	147	2

- 1.1. The current community arrangements in Llangattock Vibon Avel consist of three wards, Llangattock Vibon Avel, Skenfrith and St Maughans. The community has a total electorate of 850 and is represented by ten community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llangattock Vibon Avel	296	3
Skenfrith	314	4
St Maughans	240	3

Natural Boundaries / Key Features

2. Natural boundaries within both these communities include the B4233, B4521 and B4347 as well as castles at Skenfrith and Whitecastle.

Electorate Forecast

3. There are no proposed developments within the Llantilio Crossenny or Llangattock Vibon Avel communities that will significantly alter the current electorate.

Representations Received

4. Llantilio Crossenny submitted representation requesting the status quo is maintained as there are no issues or problems to report from within the community. The council consider the traditional boundaries and historic situation in the area work well and that any changes would be unlikely to bring any real benefit to the community.
- 4.1. Llangattock-Vibon-Avel community council submitted a detailed representation for the community area that it covers. To summarise, the main points are as follows:

- Llangattock-Vibon-Avel community is the second most deprived area in Wales with a resident of Cross Ash requiring a round trip of 18 miles for a loaf of bread
- All community councillor information is available in the six local notice boards within the community
- Community Council has to be extremely careful with funds raised through precept as only 400 residences within community
- The Biggest expense for the community is maintaining properties and tourist attractions within the community
- Justification as to the requirement of ten councillors within the community

Recommendations

External Boundary

5. The group considered the community of Llantilio Crossenny and identified two key natural boundaries in the B4521 and the B4233 that run east to west through the community. As such the working group considered that whilst these are channels of communication, as well as natural boundaries, that the community of Llantilio Crossenny should be reviewed alongside the community of Llangattock Vibon Avel.
 - 5.1. The group considered the reasoning as to why these communities run north to south when the main channels of communication via the B4521 and B4233 roads run east to west with a neutral area between these two roads providing a natural divide between the two areas.

Additionally, with the communities running east to west, it gives the opportunity to re-name the communities based on the 'three castles' within the area that formed a strategic defence in the 12th Century, namely Skenfrith, Grosmont and Whitecastle, and gives opportunity to highlight these key historic features within the communities.
 - 5.2. To that end the working group propose to amend the boundaries of both the communities of Llantilio Crossenny and Llangattock Vibon Avel. The two communities will be called Skenfrith and Whitecastle.
 - 5.3. It is proposed that a new boundary between the two communities will run east to west from the north of Whitecastle to the eastern boundary of Skenfrith above the village of Newcastle. The community of Skenfrith would incorporate the area to the north of the boundary along the B4521 using the existing northern ward boundary of Skenfrith and Llantilio Crossenny. It is also proposed that the ward of Llanvetherine of the community of Grosmont is included in the community of Whitecastle due to its close association with the B4521.
 - 5.4. The community of Whitecastle will incorporate the remaining areas to the south of the proposed boundary including the villages of Rockfield, Newcastle, Llangattock Vibon Avel, Penrhos and Llantilio Crossenny.

- 5.5. It is also proposed to amend the boundary dividing the Penrhos ward and Bryngwyn ward of the community of Llanarth. The current boundary divides the two communities by following a stream however, the stream divides a couple of similar properties within the area namely, Millbrook, Millbrook Farm and Millbrook Cottage. A new boundary incorporating all these properties within a single ward is proposed with the boundary leaving the eastern boundary south of Clawdd Wood and following a track to the north of Pen-y-lan wood. The boundary will then cross the road and join the stream west of Millbrook Cottage.
- 5.6. A small amendment to the external boundary has also been made at the boundary between Llanvihangel Ystern Llewern ward and the Mitchel Troy community. The working group consider that the property Cefn Garw Farm is more closely associated with the Llanvihangel-Ystern-Llewern than the Tregare ward of Mitchel Troy given that all access to the property is north of the farm with no access south to Tregare. Therefore the group propose to amend the boundary so it continues along the Nant Wachan stream south of Cefn Garw Farm and join with the existing boundary north of Tregare Mill.

Internal Boundaries – Skenfrith Community

6. The community of Skenfrith will comprise of three wards, Skenfrith, Cross Ash and Llanvetherine. The Llanvetherine ward will remain unchanged but form part of the Skenfrith community rather than Grosmont.

The new Cross Ash ward will incorporate the area north of Whitecastle that was previously the Llantilio Crossenny ward and run east to the new boundary of the Skenfrith ward which runs north to south through the community to the east of Cherry Tree Farm and Nant-Yr-Ych Farm.

The Skenfrith ward incorporates the rest of the community to the east of the above boundary.

Internal Boundaries – Whitecastle Community

- 6.1. The community of Whitecastle will compose of six wards, Whitecastle, Newcastle, Llangattock Vibon Avel, Llanvihangel Ystern Llewern, Penrhos and Rockfield and St Maughans.

The new Whitecastle ward will comprise of the majority of the previous Llantilio Crossenny ward that is south of Whitecastle.

The Newcastle ward is a newly created ward covering the village of Newcastle and area around Hilston Park south of the B4521 but north of the village of Llangattock Vibon Avel.

The Llangattock Vibon Avel ward remains as a ward within the Whitecastle community which covers the Llangattock Vibon Avel village and area of housing that sits between the B4521 and the B4233. The southern area of the ward near the B4233 will be incorporated into the Rockfield and St Maughans ward given the channels of communication along this road between this area and the rest of the Rockfield ward.

The Llanvihangel Ystern Llewern ward is unchanged other than amendments made to the external boundary between Whitecastle and Mitchel Troy as stated in 5.6 above.

The Penrhos ward will exist in its current format forming part of the Whitecastle community.

The Rockfield and St Maughans ward will remain largely unchanged other than incorporating the area of The Hendre along the B4233 within the Rockfield and St Maughans ward rather than the Llangattock Vibon Avel ward.

Proposed Community and Community Ward Names

- As stated above a number of changes have been made to the community and community ward names. The working group welcome recommendations as to more suitable names for the community and community wards.

Proposed Electoral Arrangements

- The working group consider the Skenfrith and Whitecastle communities to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the communities will result in the following electoral arrangements for the communities.

Whilst the working group understand that the community of Skenfrith is less than the ideal 1,000 electors for a community as per the Terms of Reference for this review, the group consider the sparsely populated natural geography and channels of communication within the area lend itself to requiring its own community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Skenfrith community will be represented by seven councillors rather than four as per the above ratio.

Community Ward	Electorate	Number of Councillors
Skenfrith	132	1
Cross Ash	267	5
Llanvetherine	121	1

Community Ward	Electorate	Number of Councillors
Whitecastle	256	2
Newcastle	151	1
Llangattock Vibon Avel	79	1
Llanvihangel Ystern Llewern	77	1
Penrhos	145	2
Rockfield and St Maughans	343	2

Working Group Individual Member Comments (Draft Proposals)

9. All members of the working group approved the proposals for the communities of Whitecastle and Skenfrith.

Final Proposals

Representations Recieved

10. Representation was received from Llantilio Crossenny Community Council and noted the following points

- A desire for the current arrangements to remain in place
- The proposed Skenfrith community has a smaller electorate than the current arrangements
- Wish to retain links to churches rather than castle ruins
- Accept minor alterations to external boundary

- 10.1 Representation was also submitted from Llangattock Vibon Avel Community Council and its Councillors noting the following points:

- A desire for the current arrangements to remain in place
- Concerns at single member wards
- Questioning the purpose and need for the review
- Provides scenarios and actions taken by the community council as well as justification for retaining Councillor numbers

- 10.3 A counter proposals for some of the wards was also submitted by Councillor Desmond Pugh in relation to the Skenfrith, Rockfield, St Maughans and Llangattock Vibon Avel wards.

Final Proposal

11. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment to the boundaries for the reasons contained in the draft proposals.

- 11.1 The working group would like to thank the Community Council and its councillors for submitting representations regarding the proposals however, with little alternative proposals submitted other than those by Councillor Pugh and little justification as to how the proposed new communities could not carry on the work of the existing communities, the working group consider the draft proposals fit for purpose and in line with the Terms of Reference for the review.

- 11.2 The working group reviewed the proposals submitted by Councillor Pugh for the wards stated in the representation received but consider the proposals of using roads as boundaries with properties eitherside split between communities and/or community wards contrary to the Terms of Reference. The representation also states the final proposals split four farms in half (Wernlwydd, The Farm , The Lade, Barn Farm) and the working group invite the community

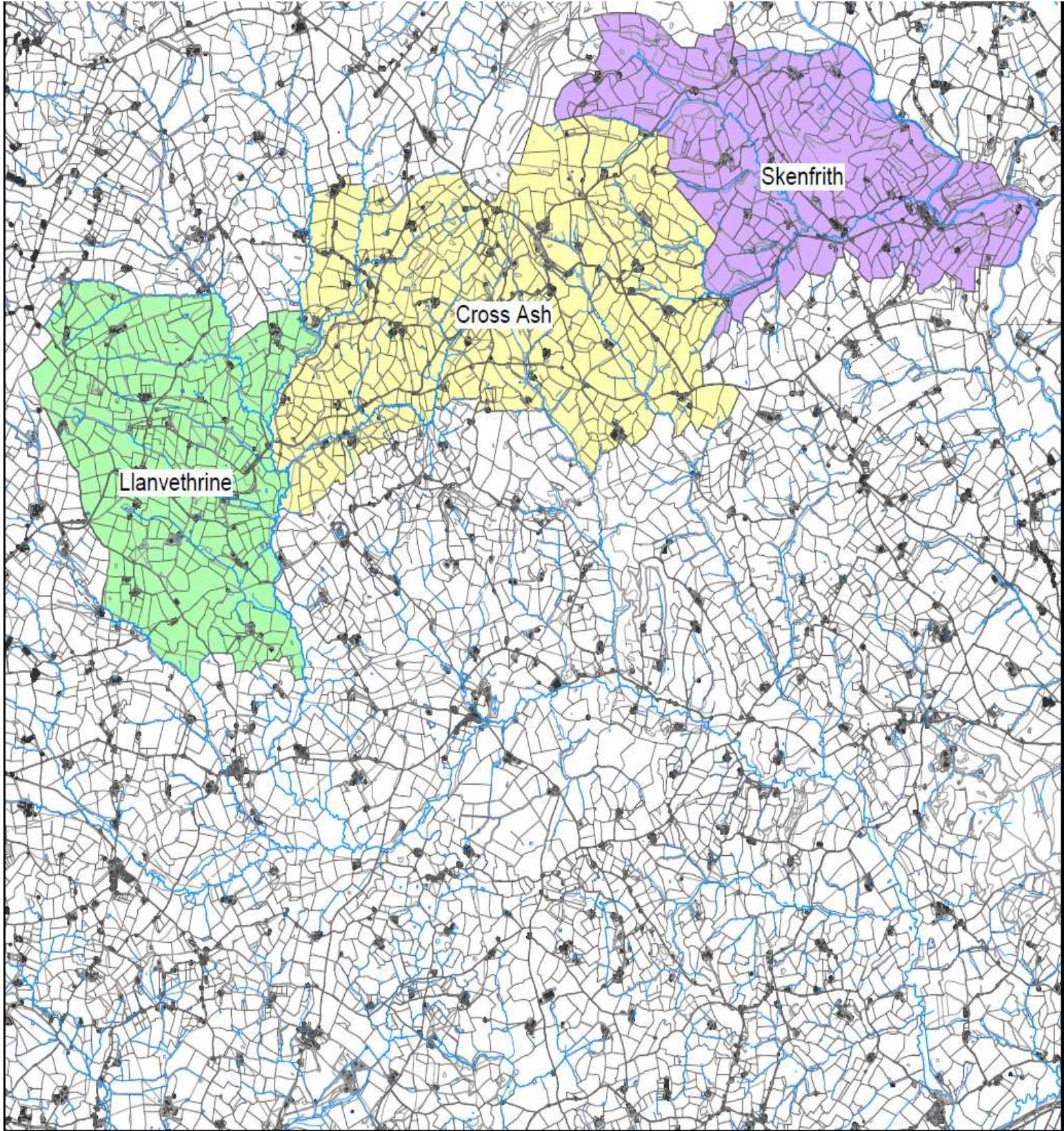
council to submit proposals to the Local Government Boundary Commission for Wales that may include land associated with these properties so that they are contained in single wards.


- 11.3 In considering the concerns raised regarding councillor numbers and the balance of representation, the working group propose to amend the number of councillors on each community council as follows:

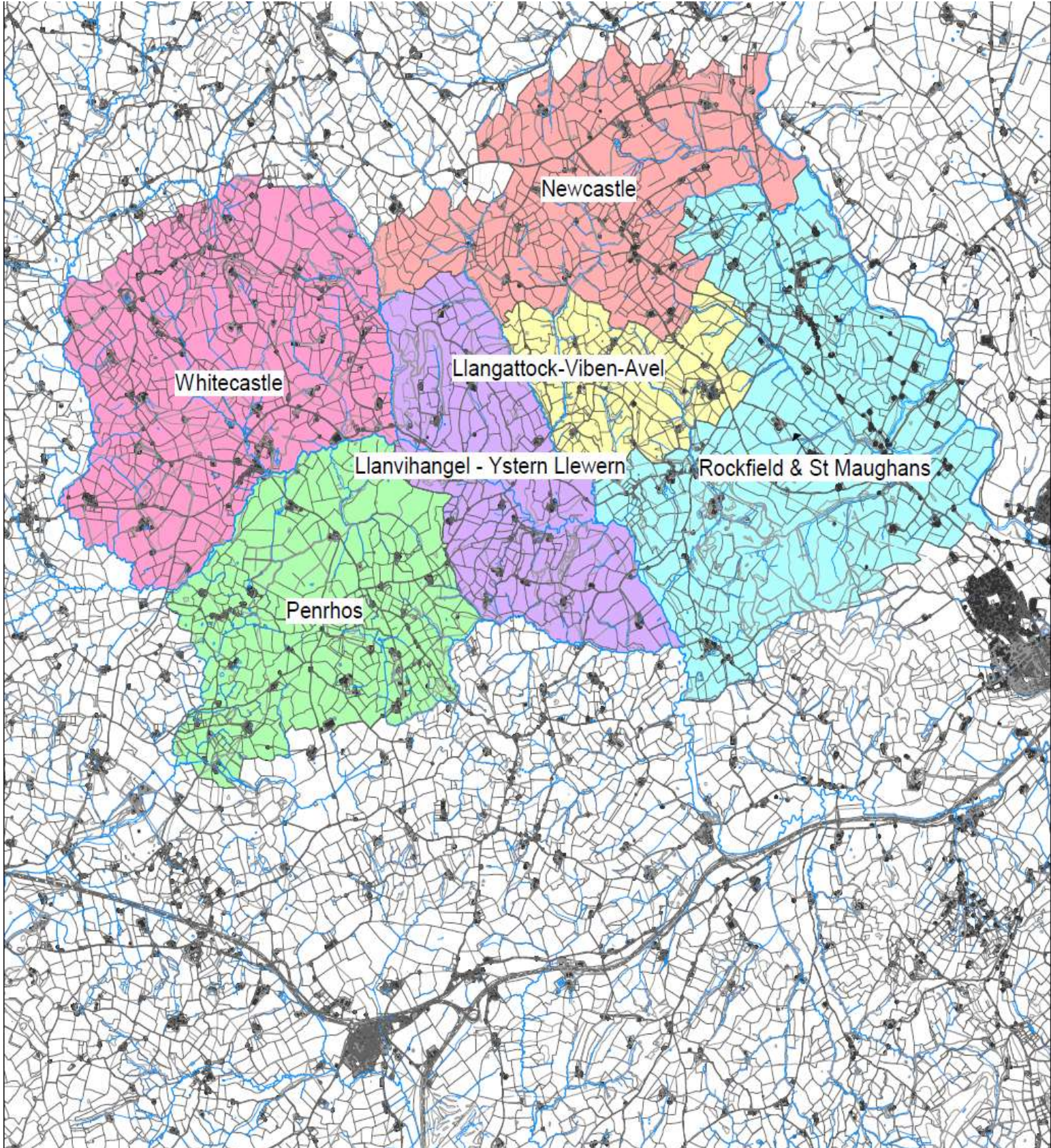
Community Ward	Electorate	Number of Councillors
Skenfrith	132	2
Cross Ash	267	3
Llanvetherine	121	2


Community Ward	Electorate	Number of Councillors
Whitecastle	256	2
Newcastle	151	2
Llangattock Vibon Avel	79	1
Llanvihangel Ystern Llewern	77	1
Penrhos	145	2
Rockfield and St Maughans	343	2

The working group consider that the new proposals for representation give a better balance throughout the community, particularly in the Skenfrith community and address some of the concerns regarding single member wards that was submitted in the representation.



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Community of Llantilio Pertholey

Current Community Format

1. The current community arrangements in Llantilio Pertholey consist of six wards, Croesonen East, Croesonen West, Mardy, Pantygelli, Sgyrrid East and Sgyrrid West. The community has a total electorate of 3098 and is represented by thirteen community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Croesonen East	556	2
Croesonen West	1131	5
Mardy	874	3
Pantygelli	85	1
Sgyrrid East	180	1
Sgyrrid West	272	1

Natural Boundaries / Key Features

2. The working group consider key features in the community of Llantilio Pertholey to be Hereford Road, the A465 as well as the River Gavenny.

Electorate Forecast

3. There is additional development proposed within the Croesonen East ward that will increase the electorate of the ward to 600.
- 3.1. There is also a proposal contained within the LDP for 300 additional properties within the Mardy ward. This could increase the electorate of the Mardy ward to 1474.

Representations Received

4. Detailed representation was received from Abergavenny Town Council in relation to the arrangements for their own community as well as that of Llantilio Pertholey. In summary, their representation proposed amalgamating Mardy and Croesonen East & West into a community with Abergavenny and part of Llanfoist. The full representation is available in the appendices.
- 4.1. Llantilio Pertholey submitted an initial representation recommending amendments to anomalies to the boundaries within their area as well as including the proposal to amalgamate Croesonen East and West and Sgyrrid East and West into their own wards of Croesonen and Sgyrrid.

Llantilio Pertholey submitted a detailed secondary representation objecting to the proposal put forward by Abergavenny Town Council. In summary they object for the following reasons:

- Object to Abergavenny Town Council suggestion that the current community arrangements are not fit for purpose to deal with future changes
- Provided examples of where communities are currently working together and capable of dealing with any future changes
- The current arrangements allow for local knowledge, relationships and community cohesion that benefit residents
- Detailed negative effects and potential loss of services based on the proposals put forward by Abergavenny Town Council.

Recommendations

External Boundary

5. The working group considered representations received by Abergavenny Town Council and Llantilio Pertholey Community Council in relation to the proposal by Abergavenny to merge some of the Llantilio Pertholey wards into its area. The working group conclude that whilst there is very little geographic separation between the communities of Abergavenny and Llantilio Pertholey, in particular the wards of Croesonen East and West, there are differences between the two communities that require the need to maintain a separation between the two areas, particularly in relation to Sgyrrid East and West and Pantygelli where there is little link with these wards with the community of Abergavenny. In their representation, Llantilio Pertholey Community Council provided the working group with a comprehensive submission of the work that the council in its current format provides to its residents. The working group do not believe that a large community consisting of Llantilio Pertholey and Abergavenny would be able to continue to provide the services unique to the individual areas as they currently do in isolation. It is therefore proposed that the current boundary between the communities of Abergavenny and Llantilio Pertholey remain with small alterations to the existing boundary to ensure there is a clear definition between the two communities.
 - 5.1. One of the alterations is to amend the boundary between Abergavenny and Llantilio Pertholey in the Heol Hamelin area. The current boundary intersects the housing estate dividing housing between two community councils. It is proposed that the houses contained in the area, Heol Hamelin and Clos Bury Capel, are included in the Priory ward of Abergavenny as access to the properties is via Grosvenor Road which is in the Priory ward.
 - 5.2. Another amendment is to the boundary between Llantilio Pertholey and Abergavenny that follows Llwynu Lane. Currently a large number of properties along this road are split between the two communities which causes confusion for electors and administration purposes. It is proposed that all properties of Llwynu Lane, including Vale View and Lavendar Gardens are included in the Lansdown ward of Abergavenny.

Internal Boundaries

Croesonen East and West

- 5.3. As stated in the Llantilio Pertholey representation, the working group propose that the Croesonen East and Croesonen West wards are merged to form a single community ward with the external boundary made up of the changes in 5.1 and 5.2 above.

The eastern boundary of the Croesonen ward is slightly amended to follow the centre of the A465 which is a continuation of the amendment to the boundary in the community of Abergavenny.

The northern boundary of the ward also has a few alterations due to anomalies with the current boundary. The current boundary intersects 'The Newlands' estate splitting houses in this area between Croesonen and Mardy. It is therefore proposed that this boundary follows the road above 'The Newlands' estate but below Mardy Park Lodge. It also proposed that all properties associated with St Davids Road, including St Davids Close, Ysgol Gymraeg Y Fenni and the recreational hall and grounds are included in the Croesonen ward. Therefore the boundary will follow Hereford Road north until Gwent Road where it follows Gwent Road and follows the properties behind Gwent Place and join the existing boundary at Dan-Y-Deri.

Mardy

- 5.4. The boundary for Mardy remains largely unchanged with the only amendment coming on the eastern boundary of the ward. It is proposed that the boundary is moved from following Hereford Road to follow the Gavenny River which will ensure that all properties along Hereford Road are contained within a single ward.

Sgyrrid East and West

- 5.5. The working group agreed with the representation from Llantilio Pertholey Community Council that these two wards should be merged. Therefore a new ward named Sgyrrid will be created using the existing boundary for the two wards but taking account of the amendments made in 5.4 above.

Pantygelli

- 5.6. The working group propose no change to the Pantygelli ward.

Proposed Community and Community Ward Names

6. The working group propose no change to the community and community ward names other than those wards that are merged above.

Proposed Electoral Arrangements

7. The working group consider the Llantilio Pertholey community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above

changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Croesonen	1614	6
Mardy	1379	6
Pantygelli	85	1
Sgyrrid	328	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llantilio Pertholey.

Final Proposals

Representations Recieved

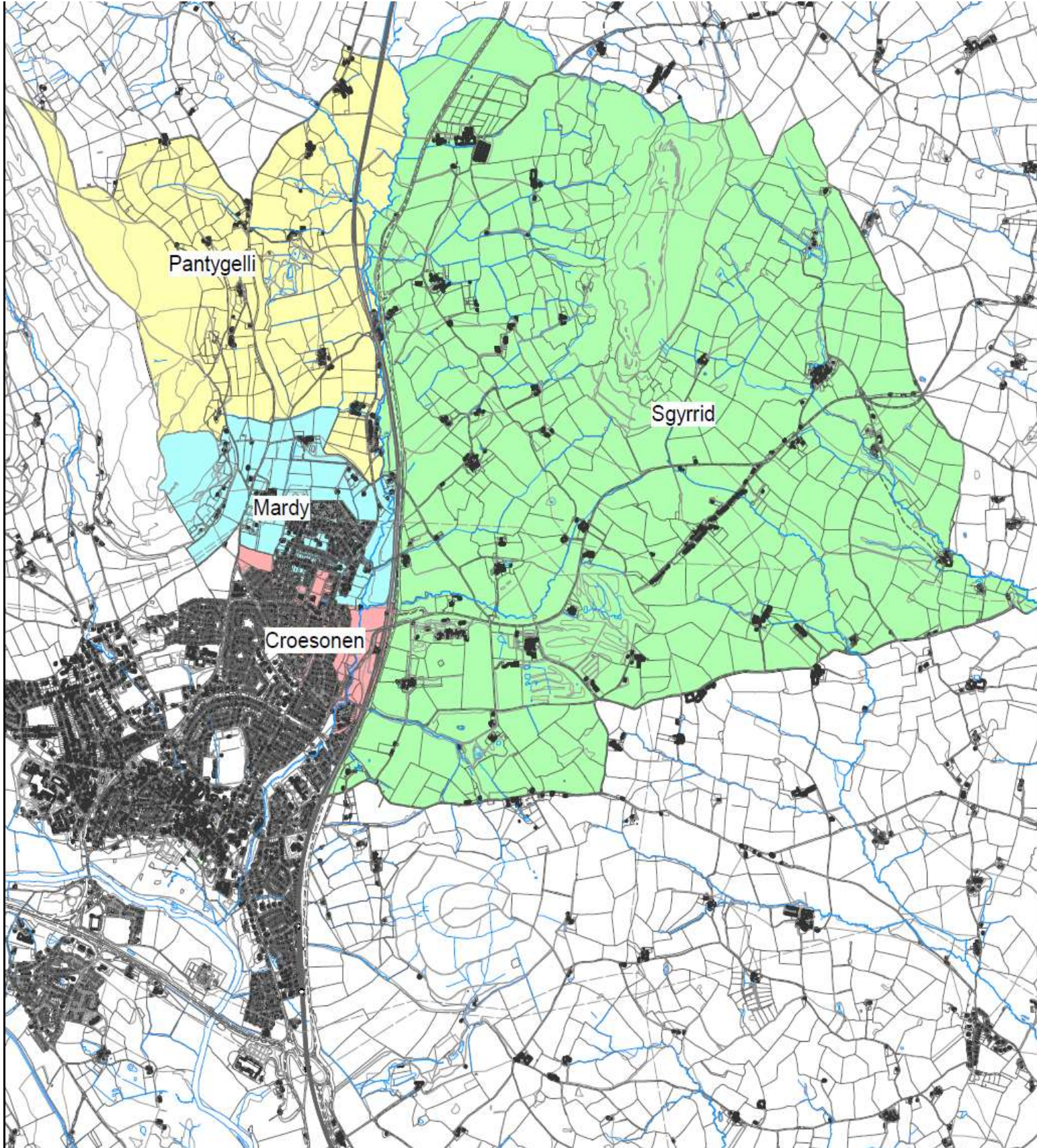
9. No written representations were received in relation to the Llantilio Pertholey community however members of the council were present at the public consultation seminar and noted the following points:
 - Welcome the opportunity to review the existing arrangements and pleased that points included in the initial representation have been considered.
 - Concerned at the proposals of the new boundary between Abergavenny and Croesonen communities at the boundary near Llwynu Lane. Consider boundary difficult to identify given it follows property boundaries and think all properties within Llwynu Lane should be situated within the Croesonen ward.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.
 - 10.1 Whilst the working group understand the concerns raised by Llantilio Pertholey Community Council in relation to the boundary between Croesonen and Abergavenny, having considered all options in the area and given the close proximity between the two communities and the difficulty to find a natural divide, the working group consider the arrangements contained in the draft proposals as the most suitable proposals for the area.
 - 10.2 It was also noted that an anomaly was included in the draft proposals, for the electoral arrangements for the Sgyrrid ward. The draft proposals put forward one councillor for the ward whereas it should be represented by two councillors as per the Terms of Reference for the review and the working group propose this amendment. Therefore the electoral arrangements will be as follows:

Community Ward	Electorate	Number of Councillors
Croesonen	1614	6
Mardy	1379	6
Pantygelli	85	1
Sgyrrid	328	2

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Community of Llantrisant and Llangwm

Current Community Format

1. The current community arrangements in Llantrisant consist of two wards, Llantrisant and Gwernesney. The community has a total electorate of 329 and is represented by seven community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llantrisant	213	4
Gwernesney	116	3

The current community arrangements in Llangwm consist of two wards, Llangwm and Llansoy. The community has a total electorate of 355 and is represented by seven community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llangwm	224	5
Llansoy	131	2

Natural Boundaries / Key Features

2. Prominent features within the Llantrisant community include the A449 and the River Usk and the B4235 that runs north to south through the Llangwm community ward.

Electorate Forecast

3. There are no developments planned within both the Llangwm and Llantrisant community that would significantly alter the existing electorate within the community.

Representations Received

4. Llantrisant Fawr Community Council submitted representation regarding their community stating:
 - Whilst the council accept that there is a wide variation between levels of representation in Monmouthshire, strict levels of representation are less important than the recognition of geographical factors and natural boundaries of communities based on settlement.
 - Any enlargement of the existing community would result in a loss of community focus
 - Trying to create a community with a minimum of 1,000 electors would create a community of a large number of scattered villages with different priorities and interests.
 - The prime function of a community is to represent the views, interests and act on behalf of a well-defined community based on patterns of human settlement and not predefined councillor to elector ratio.

- The council believe that the current arrangements have proved effective in that it represents a small cluster of settlements with a shared sense of location and local identity. To that end they propose no change to the existing arrangements.

4.1. No representations were received regarding the community arrangements in Llangwm.

Recommendations

External Boundaries

5. The working group reviewed the community arrangements for Llantrisant and Llangwm communities alongside the representation received from Llantrisant Community Council and concluded, after reviewing a number of options for the communities, that the most suitable proposal would be to merge the two communities together and be renamed Llantrisant Fawr.
- 5.1. Upon reviewing the community arrangements for Llantrisant, the working group believed there to be a stronger link between the Gwernesney ward of Llantrisant and the Llangwm ward of Llangwm than there is between the Llantrisant and Gwernesney wards of the Llantrisant community under the current arrangements. The working group believe the B4235 provides a natural channel of communication between Gwernesney and Llangwm, that doesn't appear to the working group to exist between Gwernesney and Llantrisant. However, the working group gave due consideration to the representation submitted by Llantrisant Community Council to retain the current arrangements and consider merging the two communities together a more suitable option than separating the existing Llantrisant community.
- 5.2. To further support this proposal, the working group identified a number of small single track roads that link the Llantrisant ward and the Llangwm ward. Whilst these roads do not provide main channels of communication between the two areas, the group consider these links prominent enough to merge the two communities together alongside the link between Gwernesney and Llangwm as stated above.

Internal Boundaries

- 5.3. The working group propose no change to the ward boundaries of any of the wards within the proposed community of Llantrisant Fawr.

Proposed Community and Community Ward Names

6. The working group propose a new community of Llantrisant Fawr to cover the four wards. No changes are proposed to the individual ward names. The working group welcome representations as to more suitable community and community ward names for this area.

Proposed Electoral Arrangements

7. The working group consider the Llantrisant Fawr community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the working group understand that the community of Llantrisant is less than the ideal 1,000 electors for a community as per the terms of reference for this review, the group consider the sparsely populated natural geography and channels of communication within the area lend itself to requiring its own community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Llantrisant community will be represented by eight councillors rather than five as per the above ratio. An additional councillor has been to the community to ensure that the Llangwm and Llantrisant wards with similar electorates and geography have a similar level of representation within the community.

Community Ward	Electorate	Number of Councillors
Llantrisant	213	3
Gwernesney	116	1
Llangwm	224	3
Llansoy	131	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Llantrisant Fawr.

Final Proposals

Representations Recieved

9. Representation was received from Llantrisant Fawr Community Council noting the following points:
 - Concerns regarding reduced representation across the communities.
 - A larger council will result in a loss of focus and will not save any money
 - Concerned at Gwernesney being a single member ward
 - Recommendation to wait until the Williams Report proposals become clear

10. Llangwm Community Council submitted representation objecting to the proposals and noted the following points:
 - Support the representation made by Llantrisant Fawr Community Council
 - Believe the current arrangements are effective and that there is little in common between the Llangwm and Llantrisant communities.
 - Oppose single member wards
 - Concerns at reduced representation that is currently in place

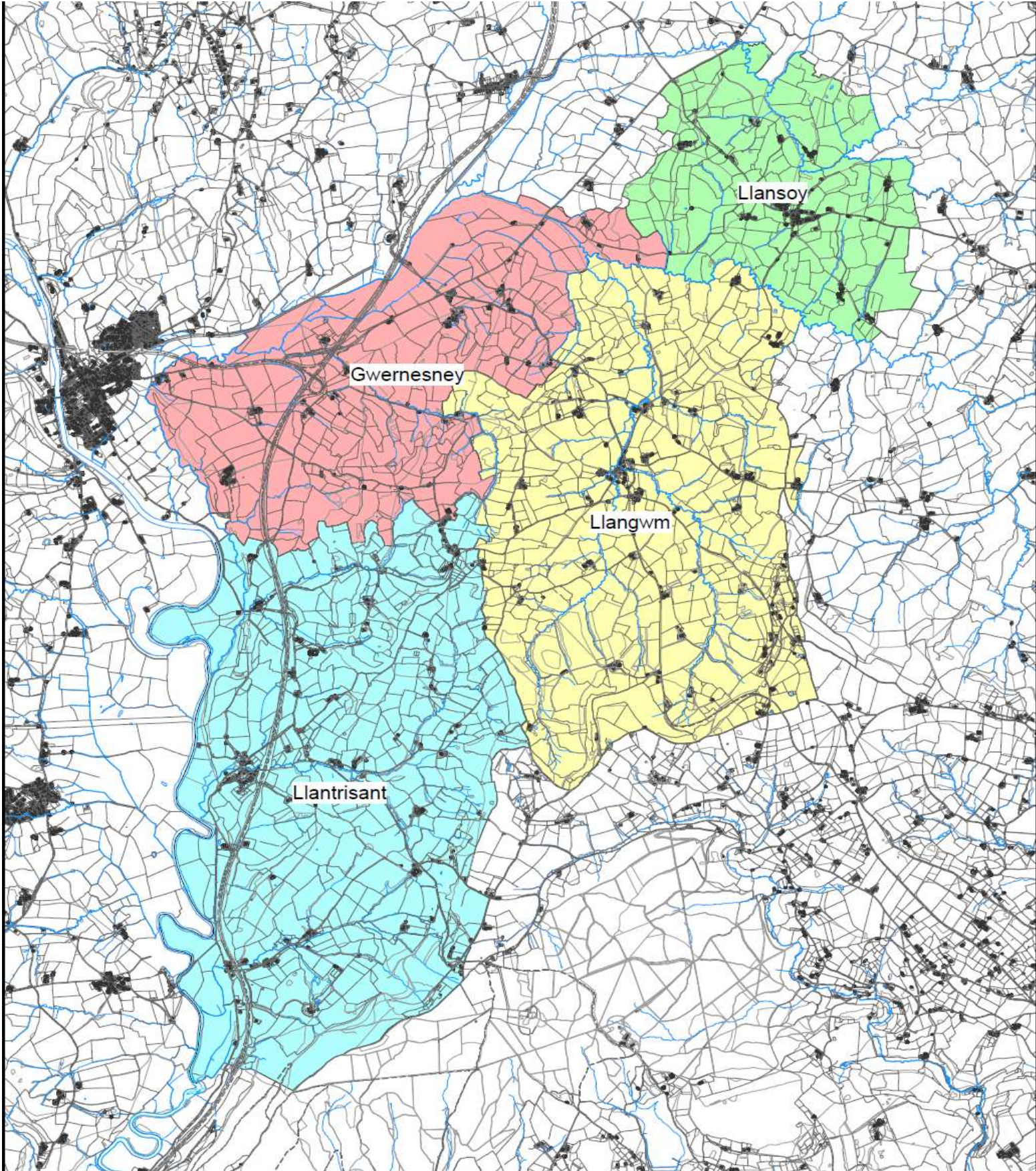
10.1 Representation was also submitted from Julian Mitchell objecting to the proposals stating Llansoy has no affinity with Llantrisant and belief that there should be no single member wards on a council.

10.2 Representation was submitted from Sylvia Fowles supporting the proposed changes stating that no elections have been held to the Llansoy and Llanwm council for many years with most members co-opted and feels that her interests have not been represented but does feel that the community councillors intend to serve the community.

Final Proposal

11. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons included in the draft proposals.

11.1 It remains the view of the working group that Gwernesney has closer links to the Llangwm community, given its access to the villages of Llangwm and Llansoy, than it has with the Llantrisant ward. However, the group are unaware of any reason to split Gwernesney from Llantrisant, and given the links between the two communities as stated in the draft proposals, believe that these two communities should be joined.



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Community of Magor with Undy

Current Community Format

1. The current community arrangements in Magor with Undy consist of four wards, Denny, Mill, Salisbury and The Elms. The community has a total electorate of 4676 and is represented by thirteen community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Denny	143	1
Mill	1331	4
Salisbury	734	2
The Elms	2468	6

Natural Boundaries / Key Features

2. The western and southern boundaries of the community of Magor with Undy are the local authority boundary which cannot be considered as part of this review.
 - 2.1. The group identified a number of natural boundaries within the Magor with Undy community including the M4 motorway and Vinegar Hill.

Electorate Forecast

3. A number of developments are set to be built in the Salisbury ward on the land at Magor West. An additional 90 properties are to be built increasing the electorate within the Salisbury ward to 914. An additional 10 properties are to be built at the Tythe House, Church Road area in The Elms ward increasing the electorate to 2488.
 - 3.1. The Local Development Plan also includes proposals for an additional 200 properties to be built on Rockfield Farm, Undy in The Elms ward. This could potentially increase the electorate for The Elms ward to 2868.
 - 3.2. The total electorate for the community of Magor with Undy could increase from 4676 to 5276.

Representations Received

4. No representations were received regarding the community of Magor with Undy.

Recommendations

External Boundary

5. The group considered the external community boundaries for Magor with Undy and considered that the M4 motorway is a natural boundary within the area that should not be ignored in setting the boundaries for the area. Whilst the group accept that there are a number of areas north of the M4 that need to be included in the community of Magor with Undy, including Magor Services & the area around Knollbury, the group considered that as a whole the M4 should be the northern boundary of the community of Magor with Undy. Areas north of the M4, other than those highlighted above, should be included in the communities of Caerwent and Rogiet.

Internal Boundaries

- 5.1. The group considered the existing warding arrangements and discussed the four areas that are currently wards within the community of Magor with Undy. The group were unable to identify any connection or affinity with the ward names and boundaries of the existing wards to the area of Magor with Undy. For example the group couldn't understand the naming of 'The Elms' ward which covers the Undy area of the community.

The group also considered the electorate levels in each ward of the community were disproportionate given the fairly urban nature of the community of Magor with Undy and how they compared to similar areas in Monmouthshire.

To that end, the group considered the community of Magor with Undy as a blank canvass and identified boundaries within the community that could more naturally divide the community into the following wards.

Magor West

- 5.2. The group identified a brook from the M4 motorway which intersects the Magor village, bypasses Mill Reen and the Church of Wales Primary School, and continues to the southern boundary of the Magor with Undy Community. The group consider this to be a natural, easily identifiable boundary within the community that naturally divides an area of the community for separate representation.

Magor East

- 5.3. The proposed boundary for Magor east will run from the eastern boundary of the Magor West ward to the rear of all properties contained on Vinegar Hill. The boundary will run north to south through the community until it reaches the railway line which it will follow eastwards to the external community boundary. This ensures that all properties south of the railway which share a common link are contained within a single ward.

Undy

- 5.4. The proposed Undy ward will incorporate the area north of the railway and east of Vinegar Hill to the external community boundary.

Proposed Community and Community Ward Names

- The group propose no change to the community name of Magor with Undy. However, due to the growth of the community since the previous review and its electorate reaching a similar level to other town councils within Monmouthshire, it is proposed that Magor with Undy becomes a town council rather than a community council.

The group considered the names for the wards within the Magor with Undy community and were unsure as to the origin of the existing ward names and how they link to the areas of the existing community. Therefore the group proposed clear ward names of Magor West, Magor East and Undy as identified above as the proposed ward names. The group welcome suitable alternative names for the community and community ward names for consideration.

Proposed Electoral Arrangements

- The working group consider the Magor with Undy community to fall within the urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Magor West	1706	3
Magor East	1802	4
Undy	1670	3

Working Group Individual Member Comments (Draft Proposals)

- All members of the working group approved the proposals for the community of Magor with Undy.

Final Proposals

Representations Recieved

- Representations were received from Magor and Undy Community Council and noted the following points:
 - An increase in electorate at Rockfield Farm and Vinegar Hill development sites
 - Challenge the use of M4 as the northern boundary of the community and question the exceptions of Magor services and Knollbury being included in the community on this basis.
 - Provide historical reasons as to the names of the existing community wards and request the ward names remain
 - Reluctantly accept change to Town Council status and the urban elector/councillor ratio but question the effect of devolved services and extra workloads on reduced councillor numbers
 - Request the external boundary remains the same with the exception of Nanny Goat Cottage included in Magor with Undy rather than Caerwent.
 - Proposed counter electoral arrangements and warding arrangements.

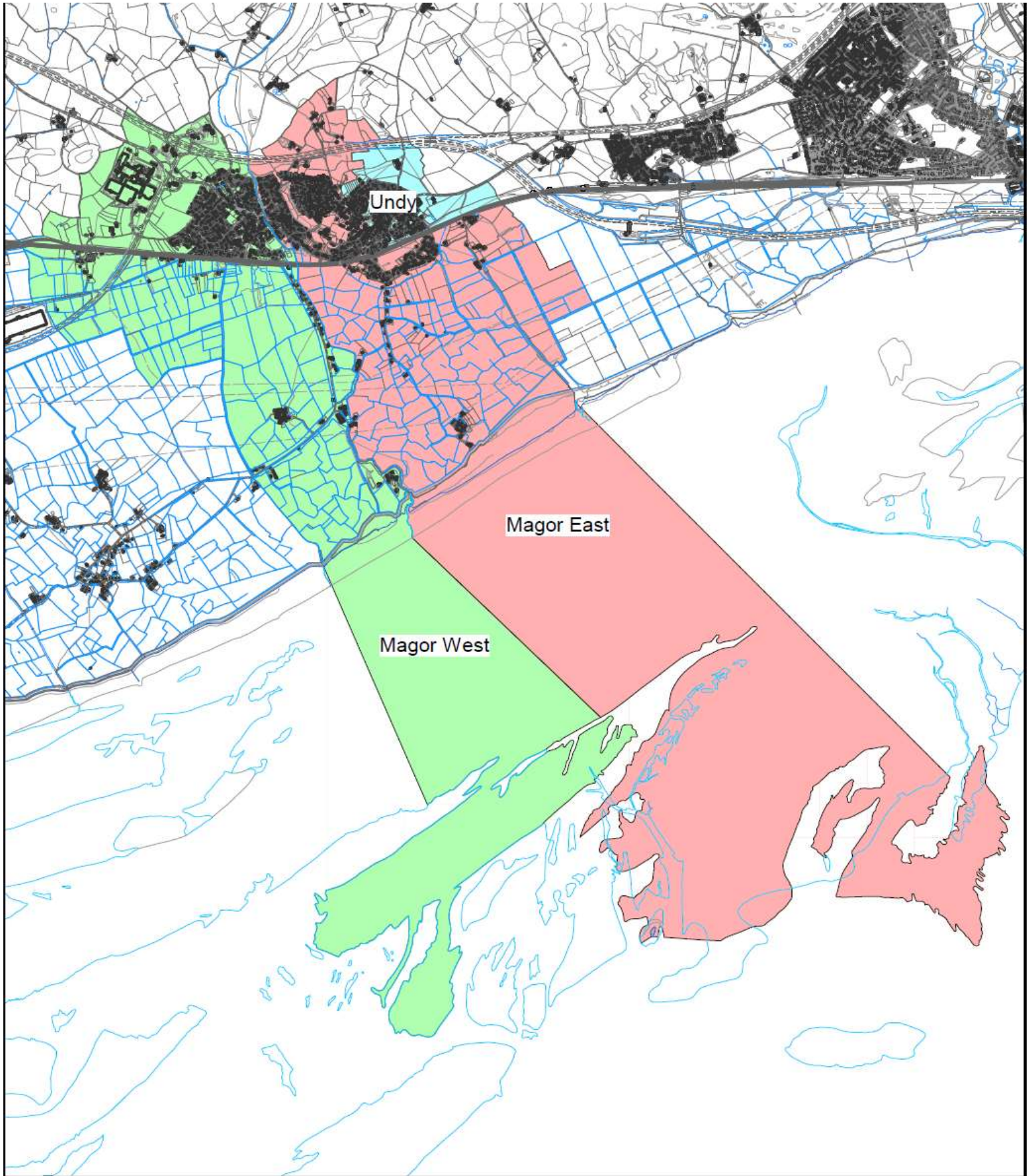
Final Proposal


10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

10.1 The working group considered the representation it received from Magor with Undy Community Council requesting to retain arrangements similar to those that are currently in place. However, given the developments within the area, as well as its future expansion, have significantly reduced the separation between Magor and Undy as separate villages. Whilst the working group have tried to retain the historic link to the Mill by using the Mill stream as the boundary between the two wards, proposing arrangements based on historical links would lead to illogical and unbalanced electoral arrangements for the community.

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Proposed Boundary Map of Magor with Undy



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Community of Mathern

Current Community Format

1. The current community arrangements in Mathern consist of three wards, Mathern, Mounton and Pwllmeyric. The community has a total electorate of 874 and is represented by nine community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Mathern	471	5
Mounton	77	1
Pwllmeyric	326	3

Natural Boundaries / Key Features

2. The community of Mathern is intersected east to west by the M48 and A48. The community also includes St Pierre wood and Great Barnets Wood to the north with the River Severn south of the community.

Electorate Forecast

3. There are currently no developments planned within the community of Mathern that would significantly alter the current electorate.

Representations Received

4. Community Councillor for the Mounton Ward Carolyn Ovenden submitted representations regarding the Mounton ward stating that the Mounton area has its own unique history but is closely linked to the other wards of the community. She also stated that the properties at the end of Mounton Road should be included in the Mounton Ward with Wellhead Lodge removed into St Arvans ward.
 - 4.1. Councillor Ovenden also submitted a response on behalf of the council in her capacity as vice chair. Councillor Ovenden stated that:
 - The three wards within Mathern are each distinctive but historically linked and there is a thriving community life involving all three villages
 - All three villages are either rural or semi-rural and are geographically separate from similar areas nearby.
 - The community is part of the Wye Valley AONB and conservation area reflecting the individual character of the area
 - The community is well balanced with all wards working together frequently towards a common goal providing the publication of local walks materials and safer conditions on the A48 as examples.

- The community and its residents are to devise a community led plan in collaboration with Adventa
 - Recommendations for amendments to the internal boundaries included Hayesgate and Broadwell Farm from Mathern to Mounton, Mounton House from Mounton to Pwllmeyric, High Beech Lane into Pwllmeyric.
- 4.2. Councillor Ovenden submitted a secondary response following the publication of the initial representations to object to the proposal put forward by Chepstow Town Council to incorporate the remainder of New House Farm Industrial estate into the community of Chepstow.
- 4.3. County Councillor Graham Down submitted a representation regarding the community arrangements for Mathern broadly agreeing with the representation submitted by Mathern Community Council.

Recommendations

External Boundaries

5. The working group considered the current boundary of New Farm Industrial Estate alongside the representations submitted for the area and concluded that incorporating all of the industrial estate into one community would provide clear, easily identifiable boundaries which in turn would improve administration processes for the area. The group however accept Mathern Community Councils comments regarding the industrial estate and propose that the new boundary follows the bund erected by the council which would prohibit further expansion of the industrial estate without consultation with Mathern Community Council.
- 5.1. The working group also considered the current boundary between the communities of Chepstow and Mathern near High Beech Lane which splits the properties north of the road to the community of Chepstow and the south to Mathern. The working group believe that given the properties of High Beech Lanes' close links with Chepstow and direct access to the Wye Valley Link Road that these would be best suited to the community of Chepstow. The group therefore propose the new boundary should incorporate all of the properties of High Beech Lane in to the community of Chepstow.
- 5.2. The working group also considered the arrangements to the west of the community up to the Parkwall roundabout. Whilst the group understood the that the current boundary between Caerwent, Mathern and Portskewett utilised the easily identifiable boundary of the M48, they felt that splitting the properties east of Caerwent along the A48 between Mathern and Portskewett did not lead to effective and convenient local government and it appeared that those properties were more closely associated with the Crick area of Caerwent than the communities that they are currently situated. The working group therefore propose to extend the eastern boundary of Caerwent up to, and including the properties on Parkwall Roundabout incorporating all properties adjacent to the A48 into the Caerwent area. The boundary will then follow the A48 up to the flyover of the M48 and return west along the M48. From there the boundary will follow the drain northwards just south of Lavender Well Farm, where it will join and follow the edge of

St Pierre Wood. All properties within this area including Runston Farm, Broadwell and Green Meadow Farm will be included in the Crick ward of Caerwent.

Internal Boundaries

Mathern

5.3. Amendments to the Mathern ward include the changes as stated in 5. 5.1 and 5.2 above.

Pwllmeyric & Mounton

5.4. The working group considered the proposal from Mathern Community Council to incorporate Mounton House into the Pwllmeyric ward rather than the Mounton ward. The group agree with the proposal being forward and therefore propose that the boundary between the two wards is amended to follow the northern edge of Bigs Wood from St Lawrence Lane and follow the boundary of Mounton House. The boundary will return south following the stream to the rear of 'The Dene'.

Proposed Community and Community Ward Names

6. The working group propose no change to the community and community ward names for Mathern but welcome representations as to more suitable names for the area.

Proposed Electoral Arrangements

7. The working group consider the Mathern community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the amendments to the internal boundaries result in a very low electorate for the Mounton ward, given the representations received from the local community councillor, the working group believe that the ward should retain its own representation in the community.

Whilst the working group understand that the community of Mathern is slightly less than the ideal 1,000 electors for a community as per the terms of reference for this review, the group consider the natural geography and channels of communication within the area lend itself to requiring its own community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Usk community will be represented by seven councillors rather than four as per the above ratio.

Community Ward	Electorate	Number of Councillors
Mathern	456	3
Mounton	27	1
Pwllmeyric	376	3

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Mathern.

Final Proposals

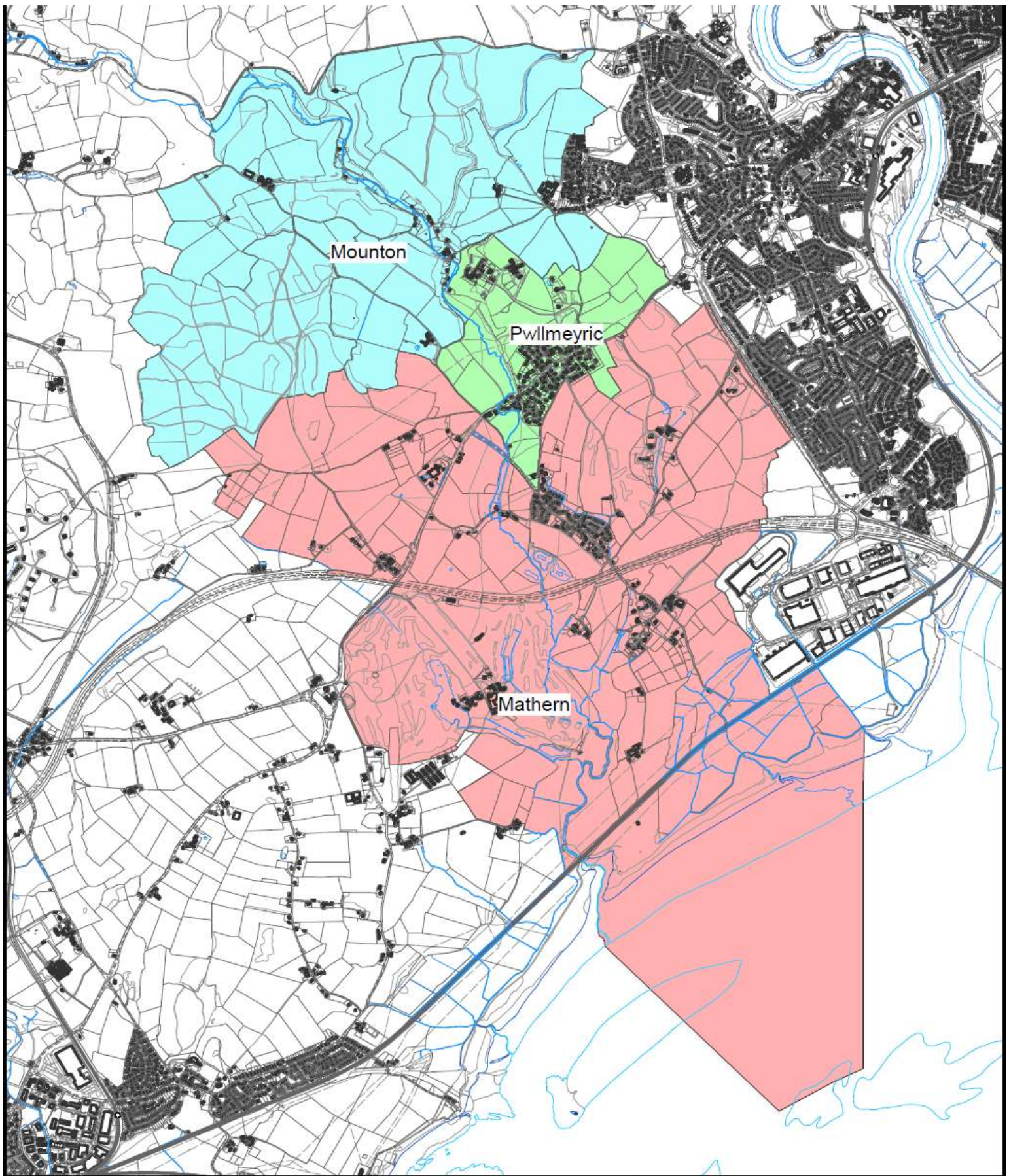
Representations Recieved

9. Representations were received from Mathern Community Council and noted the following points:
- A belief that the entire New House Farm Industrial Estate should lie within Mathern Community Council due to the direct impact on the village in terms of noise and light pollution
 - Prefer not to lose properties near High Beech Lane to Chepstow with the boundary following the link road and A48 preferable.
 - Provided examples of properties that could also be included in Mathern or changed between wards
 - Concerns at reduction in number of councillors
10. Representation was also received from the then County Councillor for Mathern detailing the following points:
- Suggests the boundary between Chepstow and Mathern should follow the A466 with properties of High Beech Lane falling into Mathern and the M48 acting as the boundary at the south.
 - Proposal for eastern boundary to follow Mounton Road
 - Noted a property on the Usk Road that falls within Mathern but has no affiliation to Mathern.

Final Proposal

11. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

11.1 Whilst the working group understand the concerns of the community council regarding the industrial estate, they believe it should fall within the community of Chepstow given that is where the access currently sits and has direct impact on the town as well as the residents of Mathern. To that end, the proposed boundary between the two communities runs along the bund on the edge of the industrial estate meaning any further growth of the industrial estate would be into the Mathern and community fall within the remit of Mathern Council.



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Community of Mitchel Troy

Current Community Format

1. The current community arrangements in Mitchel Troy consist of five wards, Cwmcarvan, Dingestow, Mitchel Troy, Tregare and Wonastow. The community has a total electorate of 993 and is represented by 10 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Cwmcarvan	162	2
Dingestow	234	2
Mitchel Troy	341	3
Tregare	179	2
Wonastow	77	1

Natural Boundaries / Key Features

2. The working group considered natural boundaries within the community of Mitchel Troy to be the A40, the River Trothy and the B4293.

Electorate Forecast

3. There are no developments planned within the community of Mitchel Troy that would significantly alter the current electorate.

Representations Received

4. Mitchel Troy community council submitted a representation stating that the council had no desire to increase, decrease or alter the boundaries within the community. They also state that whilst the councillor/elector ratio is relatively low, it was felt that the concept of over representation was irrelevant since community councillors are volunteers and therefore costless. Additionally the councillors represent a large area that is sparsely populated.

Recommendations

External Boundary

5. The working group considered the existing arrangements for the community of Mitchel Troy alongside the representations submitted for the community and on the whole propose that the current arrangements are suitable and fit for purpose. However, in reviewing the community of Raglan the working group identified that the Pen-Y-Clawdd ward of the Raglan community would be better suited to the community of Mitchel Troy than its current community. All channels of communication through the Pen-Y-Clawdd ward run north to south with no clear link between

the Pen-Y-Clawdd ward and the rest of the Raglan wards. Additionally, access to the north of the Pen-Y-Clawdd ward runs into the Cwmcarvan ward of Mitchel Troy and provides easily accessible channels of communication between this area and the rest of the Mitchel Troy community. To that end it is proposed that the Pen-Y-Clawdd and Llangovan ward of Raglan is included in the Mitchel Troy community.

- 5.1. In addition to the above, there are a number of small amendments that the working group proposed to improve the community arrangements. Firstly, the working group felt that the boundary between Raglan and Tregare could be simplified by using the junction for the A449 and Mitchel Troy as the edge of the boundary between the two communities. This would result in the properties of Cuckoo's Row and The Warrage being included in the Tregare ward of Mitchel Troy rather than the community of Raglan. The boundary will therefore continue south along the A449 from the edge of the boundary for the Cwmcarvan ward to the junction for Raglan where it will head northwards to join the existing community boundary.
- 5.2. It is also proposed to amend the northern boundary between the Monmouth and Mitchel Troy communities near Troy House. Whilst the group accept that the current boundary between the two communities which follows the River Trothy is a natural, easily identifiable boundary, it does not provide convenient local government for Troy House given its close association with the Monmouth Community by falling within the Mitchel Troy Community. It is therefore proposed that the boundary is amended to leave the River Trothy near the edge of Troy Park Wood and re-join the river near the garden centre to include Troy House in the community of Monmouth.
- 5.3. The final amendment to the community boundary is at the north of the Tregare ward at Cefn Garw Farm. The working group consider that this property is more closely associated with the Llanvihangel-Ystern-Llewern than the Tregare ward of Mitchel Troy given that all access to the property is north of the farm with no access south to Tregare. Therefore the group propose to amend the boundary so it continues along the Nant Wachan stream south of Cefn Garw Farm and join with the existing boundary north of Tregare Mill.

Internal Boundaries

- 5.4. The working group propose no change to the internal boundaries of the community of Mitchel Troy other than those affected by amendments to the external boundaries as stated above.

Proposed Community and Community Ward Names

6. The working group propose no change to the community and community ward names in the Mitchel Troy community but welcome representations as to more suitable names for the community.

Proposed Electoral Arrangements

7. The working group consider the Mitchel Troy community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Cwmcarvan	162	1
Dingestow	234	1
Mitchel Troy	336	2
Tregare	223	2
Wonastow	77	1
Pen-Y-Clawdd & Llangovan	99	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Mitchel Troy.

Final Proposals

Representations Recieved

9. Representation was received from the then County Councillor for Mitchel Troy noting an anomaly that Dingestow with 234 electors have one councillor but Tregare with 223 have two councillors.

- 9.1 Representation was also received from Raglan Community Council detailing representations they had received objecting to the proposal to remove Cuckoos Row and The Warrage from within the Raglan Community.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

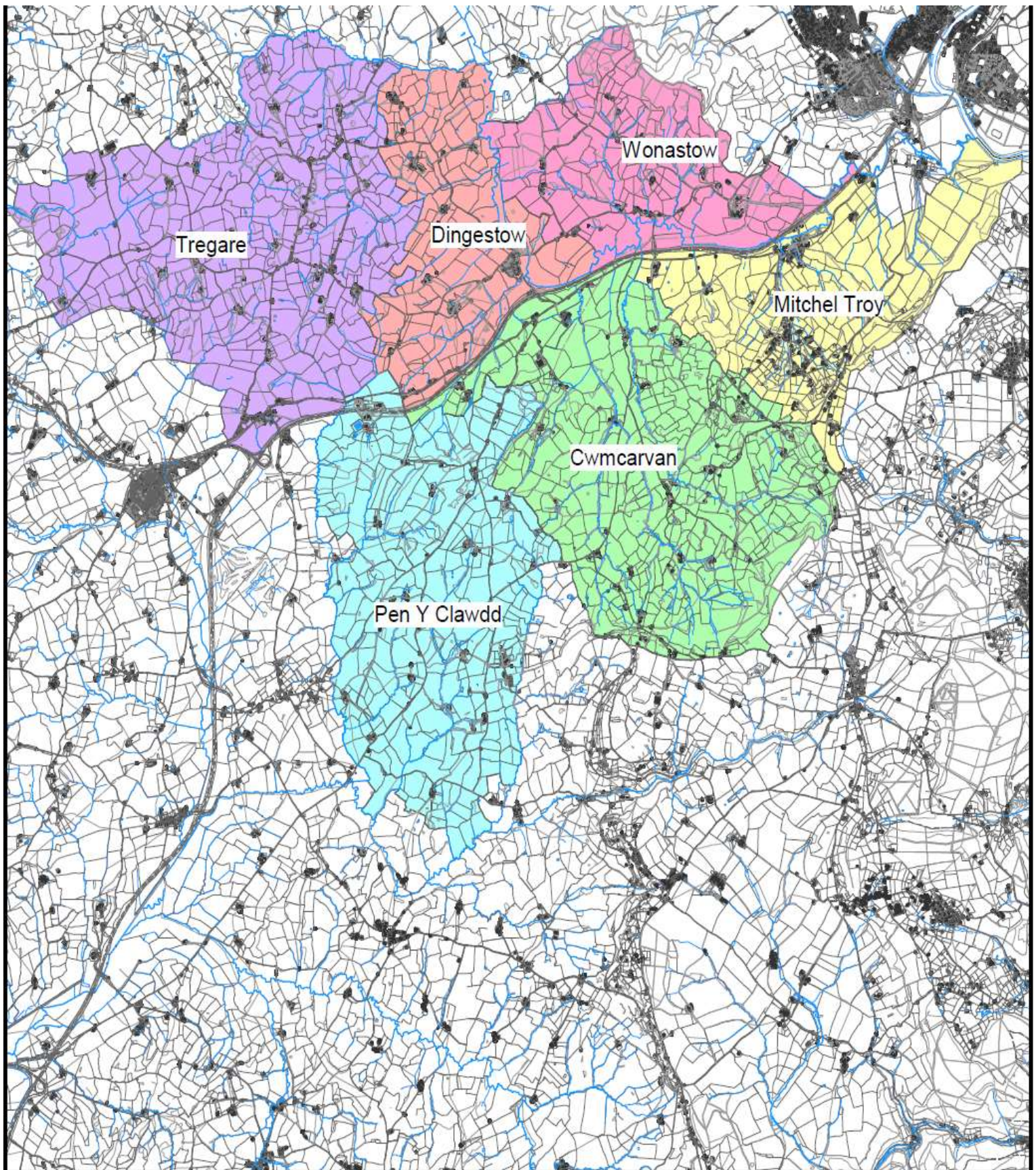
- 10.1 Whilst the working group understood the concerns from Raglan Community Council regarding Cuckoo's Row and The Warrage, it was felt that the natural and easily identifiable boundary of the junction of the A40 was a suitable split between the Raglan and Mitchel Troy communities particularly as there are links with the rest of the Tregare ward, Penyclawdd and Llangovan ward and the rest of Mitchel Troy.

- 10.2 The working group note the anomaly contained in the representation from the then County Councillor for Mitchel Troy and therefore propose the following electoral arrangements for Mitchel Troy:

Community Ward	Electorate	Number of Councillors
Cwmcarvan	162	1
Dingestow	234	2

Mitchel Troy	336	2
Tregare	223	2
Wonastow	77	1
Pen-Y-Clawdd & Llangovan	99	1

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Community of Monmouth

Current Community Format

1. The current community arrangements in Monmouth consist of five wards, Dixton with Osbaston, Town, Drybridge, Overmonnow and Wyesham. The community has a total electorate of 7994 and is represented by 16 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Dixton with Osbaston	1902	4
Town	588	1
Drybridge	2051	3
Overmonnow	1774	4
Wyesham	1679	4

Natural Boundaries / Key Features

2. The working group considered natural boundaries within the community of Monmouth to be the River Wye and River Monnow, the A40 and the A466.

Electorate Forecast

3. There are a number of proposals within the community of Monmouth that will increase in the electorate of the existing community. An additional 39 properties are to be built in the Dixton with Osbaston ward, 12 properties within the Town ward, 52 properties in the Wyesham ward and 84 properties in the Drybridge ward.
- 3.1. The community of Monmouth also contains proposals within the Councils LDP that would significantly alter the electorate within the community. An additional 35 properties are proposed within the Wyesham ward and 370 properties are proposed within the Drybridge ward.

Representations Received

4. Monmouth Town Council submitted a representation proposing that the boundary of Dixton with Osbaston is amended to follow the River Monnow rather than Osbaston Road as well as recommending another community councillor for the Drybridge ward. They also recommended reviewing the County Council ward of Drybridge and Town as Overmonnow and Town may be a more suitable combination.

Recommendations

External Boundaries

5. The working group identified two areas for amendment in relation to the external boundary of the community of Monmouth. The first amendment is in the Rockfield Studios area at the north of the community adjoining the Rockfield and St Maughans ward of the Llangattock Vibon Avel Community. The group queried why the boundary extended so north of the urban area of Drybridge and identified Ancre Hill Lane as being an easily identifiable feature that separates Monmouth from Llangattock Vibon Avel. The amendment would also ensure that Rockfield Studios is located within the Rockfield and St Maughans ward which its name is closer associated with. It is proposed that the new boundary will run north of Croft Y Bwla and Ancre Hill Lane and join up with the River Monnow and follow the existing boundary for Dixton with Osbaston.
- 5.1. The second amendment is to the southern boundary between the Monmouth and Mitchel Troy communities near Troy House. Whilst the group accept that the current boundary between the two communities which follows the River Trothy is a natural, easily identifiable boundary, it does not provide convenient local government for Troy House given its close association with the Monmouth Community by falling within the Mitchel Troy Community. It is therefore proposed that the boundary is amended to leave the River Trothy near the edge of Troy Park Wood and rejoin the river near the garden centre to include Troy House in the community of Monmouth.

Internal Boundaries

- 5.2. A number of changes have been made to the internal boundaries of the community of Monmouth. When reviewing the community, it was clear that the current distribution of electors between the wards is unbalanced and will only worsen due to the proposed housing developments within the community. When reviewing the community, it was identified that the following proposals could be put forward which are in line with the Terms of Reference for this review whilst addressing the variance in electorate.

Dixton with Osbaston

- 5.3. Two areas were identified for amendment within the Dixton with Osbaston ward, the area of Forge Lane and the area of the southern boundary that divides Dixton with Osbaston and Town ward near the A40.

In the Forge Lane area, the current boundary between Dixton with Osbaston follows the roads Monk Street, The Parade and Osbaston Road. The current boundary intersects properties on either side of these roads between two different wards, and currently County Council wards, and includes all properties associated with Forge Road, as well as Osbaston school, in the Town ward of the community even though these are separated from the rest of the Town ward by the River Monnow. In addition, one of the criteria set out in the Terms of Reference for this review is to amend any instances of boundaries intersecting roads as it causes confusion for the electorate and does not provide for easy and convenient local government. It is therefore proposed that the boundary in this area is amended to follow the River Monnow with the boundary leaving Osbaston Road at the bridge adjoining Osbaston Road and the Pavilion where it will then follow

the River Monnow northwards. This will ensure that the area north of the Monnow River, i.e on the Osbaston side of the river, is included in the Dixton with Osbaston ward.

- 5.4. A similar scenario occurs at the southern end of Dixton with Osbaston where the boundary separating this ward with Town intersects a number of streets including Bridge Street, St James Street and Whitecross Street. The group propose that a more suitable boundary for this area which will be in line with the Terms of Reference for this review, would be to extend the Town ward up to the Dixton Roundabout with the new boundary following the rear of the properties on Dixton Road and The Parade with the new boundary adjoining the existing Dixton with Osbaston boundary at the intersection of The Parade and Osbaston Road.

Town

- 5.5. As mentioned in 5.2 above, there is a large imbalance in electorate between the wards of the community of Monmouth with the Town ward significantly lower than the other wards, mostly in part due to a smaller number of residential properties in the ward within the Town Centre area. Whilst the working group understand that less electors doesn't result in less workload within a town centre area, they do feel that there is scope to increase the electorate within the Town ward whilst complying with the Terms of Reference and ensuring that the boundaries lead to effective and convenient local government.

As mentioned in 5.4 above, it already proposed to extend the town ward within the Dixton area to incorporate the area around St James Square and Dixton Road in to the Town ward.

The current Town ward extends above the Monnow River incorporating the area around the Territorial Army Site and Pavillion as well as previously mentioned, Forge Lane. The group believe that the River acts as a natural boundary between this area and the town centre and as such should not be included in the same ward. It is therefore proposed that the new boundary of the Town ward follows the Monnow River with the area north of the river incorporated into the Drybridge ward.

It is also proposed to extend the southern boundary of the Town ward to incorporate the area south of the Monnow River to the rear of the properties at Clawdd Du. Whilst this proposal crosses the River which has been used as a boundary in other areas of the community, this area includes the old and new Monnow Bridge which provide strong links between the two areas. The Town ward will also include the area around Bridges Community Centre and Drybridge Park as well as the houses north of Wonastow Road up to the industrial estate.

Drybridge

- 5.6. The northern boundary of the Drybridge ward, which is also the external community boundary has been amended as stated in 5. above. Also see 5.5 above regarding amendments to the Town ward which effect the Drybridge ward.

The current Drybridge ward has an electorate of 2051 and has proposed developments within the ward that will increase the electorate to 2219. In addition to this, proposed in the LDP between the Drybridge and the Overmonnow ward at Wonsatow Road is additional development of 350 properties which could increase the electorate in the ward to approximately 2919. In comparison to the electorate of other wards in the community the potential difference in electorate is too great and needs to be addressed. Additionally, in the Terms of Reference for the review, it states that where possible the group will prepare proposals that will include whole development sites within a single ward to ensure that the proposed boundaries are future proof and do not lead to confusion amongst the electorate should these developments go ahead. Currently the boundary for the proposed site is split between Overmonnow and Drybridge wards so requires amendment. To that end the southern boundary of the Drybridge ward near the Singleton Court Business Park has been amended to incorporate the proposed site of the Wonastow Road development contained in the LDP in to the Overmonnow ward.

Overmonnow

5.7. See sections 5.1, 5.5 and 5.6 above regarding amendments to the Overmonnow ward.

Wyesham

5.8. The working group reviewed the existing arrangements for the Wyesham ward and recommend that the boundaries remain unchanged.

Proposed Community and Community Ward Names

8. The working group propose no changes to the community and community ward names in Monmouth but welcome recommendations as to suitable alternatives.

Proposed Electoral Arrangements

9. The working group consider the Monmouth community to fall within the urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Dixton with Osbaston	1762	4
Town	1676	3
Drybridge	1889	4
Overmonnow	1802	4
Wyesham	1853	4

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Monmouth.

Final Proposals

Representations Recieved

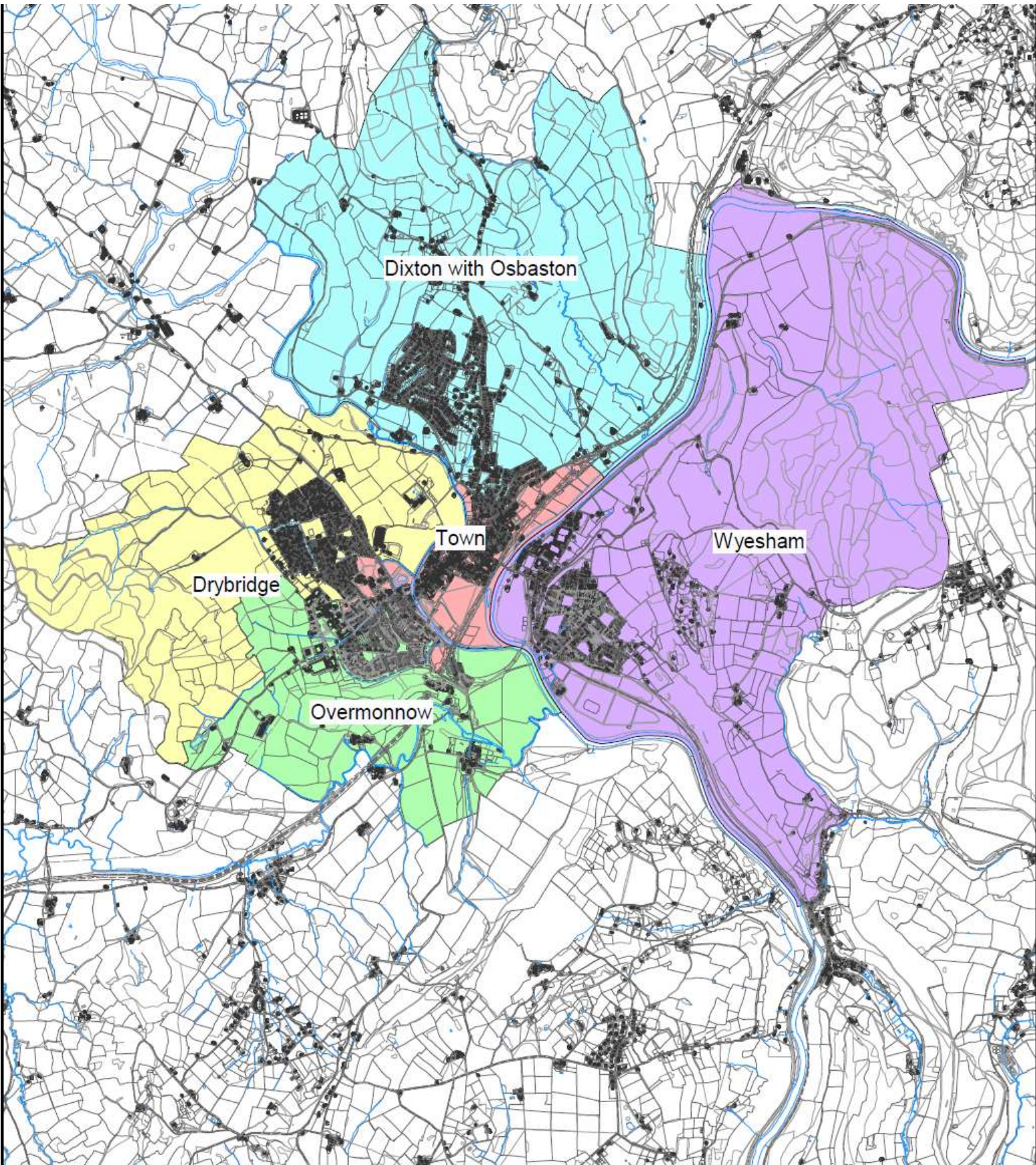
9. Representations were received from Cllr G Bright for the Overmonnow ward objecting to any changes to the boundaries of the Overmonnow ward other than any new developments to be included in the Overmonnow ward or the new developments becoming a ward of their own.
 - 9.1 Representation was received from then County Councillor Susan White objecting to the proposals stating that Overmonnow was an acient settlement and town in its own right and will lose the heart of the community through the church, chuch hall and local businesses. The Councillor proposed that the Wonastow Road development is included in Drybridge ward with an additional councillor for that ward.
 - 9.2 Councillor Jeana Hall submitted representation in relation to the Dixton with Osbaston ward suggesting the proposed boundary would better sit to the left side of Dixton Road, The Parade and Monk Street.
 - 9.3 A resident of Overmonnow submitted representation to the group objecting to the changes for Overmonnow due to historic and ancient links within the ward.
 - 9.4 Another resident submitted representation objecting to the proposals for Overmonnow due to historic and ancient links within the ward.
 - 9.5 Councillor S Chivers also submitted representation objecting to the proposals for the Overmonnow ward due to historic links of the the Overmonnow ward.
 - 9.6 Representation was submitted by Gary Witcombe on behalf of the Welsh Independent Party suggesting a cut in County Councillors for the area and throughout Monmouthshire.
 - 9.7 Representation was received from Councillor Graham Pritchard relating to the councillor:elector ratio who felt that a ratio of 1:600 would be more practical for the community and that representation should be based on population rather than electorate.
 - 9.8 Monmouth Town Council submitted a copy of the minutes in relation to the discussion on the issue at a Town Council meeting. From the minutes it appears to broadly support the proposals for Monmouth with the main issue being the number of councillors on the Council that shouldn't be increased to 19 but could not agree a more suitable scheme.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

10.1 The only amendment the working group propose to the draft proposals is that Dixton with Obsaston ward should be renamed to just Osbaston given that much of the Dixton area is no longer in the ward and split between the two wards.

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Details

Draft community ward proposal

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Community of Portskewett

Current Community Format

1. The current community arrangements in Portskewett consist of three wards, Leechpool, Portskewett Village & Sudbrook. The community has a total electorate of 1765 and is represented by ten community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Leechpool	168	1
Portskewett Village	1308	7
Sudbrook	289	2

Natural Boundaries / Key Features

2. The working group considered key features within the Portskewett Community to be the Railway, Severnside industrial estate as well as the B4245 and the A48.

Electorate Forecast

3. There is currently a proposed development within the Portskewett Village ward that will increase the electorate within the Portskewett Village ward from 1308 to 1392. Additionally, within the Local Development Plan there is a proposal for an additional 250 properties on Crick Road within the Portskewett Village ward. This could potentially increase the electorate within the community of Portskewett to 2349.

Representations Received

4. No representations were received in relation to the community arrangements for the community of Portskewett.

Recommendations

External Boundaries

5. The northern boundary of the Portskewett area, which adjoins Caerwent and Mathern, has been amended to incorporate properties accessible off the A48 and the Parkwall Roundabout into the Caerwent area. The new boundary will follow the western edge of Ballan Wood and follow field boundaries between the A48 and B4245 up to the Parkwall Roundabout.
- 5.1. It is also proposed that the western boundary between Portskewett and Caldicot is amended to continue following the railway rather than intersecting the Severnside industrial estate in Caldicot. The group consider the railway line to act as a natural and easily identifiable boundary between the two communities and as such will create clear areas of responsibility between the

two communities, particularly in relation to the administrative responsibility of the Severnside Industrial Estate.

The group are aware that in altering this community boundary, it would also be ideal to amend the Parliamentary and Welsh Assembly Constituency boundary so that all boundaries are aligned. There is however, no mechanism in legislation that enables an amendment to the Parliamentary and Welsh Assembly boundaries and this responsibility lies with the Parliamentary Boundary Commission for Wales and not the local authority. If the working group consider this proposal should be included in the final proposals for the area, then the group will arrange to meet with representatives of the Parliamentary Boundary Commission for Wales to discuss the mechanisms for ensuring all boundaries remain clear and easily identifiable.

Internal Boundaries

Leechpool & Portskewett Village

5.2. The group considered the arrangements in the Treetops estate area which is currently intersected by the boundary of Portskewett Village and Leechpool. The group consider that all the properties for Treetops should be included in a single ward and included Portskewett Village ward. In addition to the Treetops estate, the Local Development Plan contains proposals for a number of properties to be built in the field adjoining the north of Treetops, accessible from Crick Road. With both these issues in mind, the working group propose to amend the boundary between Portskewett Village and Leechpool wards to follow the B4245 at the edge of Caldicot up to the junction of Crick Road where it follow Crick Road south until it joins the existing boundary adjacent to the Arch Bishop Rowan Williams Church in Wales Voluntary Aided Primary School.

It has been identified that the Treetops housing is currently solely within the Portskewett Village ward accordinging to the electoral register. The register will need to be amended upon its publication in March 2014 in accordance with the boundary therefore splitting the Treetops area between the two wards.

Sudbrook

5.3. The working group proposed no change to the current arrangements for the Sudbrook ward.

Proposed Community and Community Ward Names

6. The group propose no changes to the community and community ward names of Portskewett.

Proposed Electoral Arrangements

7. The working group consider the Portskewett community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes

to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Leechpool	163	1
Portskewett Village	1892	7
Sudbrook	289	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Portskewett.

Final Proposals

Representations Recieved

9. Representations were received from Portskewett Community Council noting the following points:

- Support the Severn Bridge Industrial Estate moving into the community of Caldicot
- Concerned that Leechpool boundary is a staggered boundary rather than a neat block
- Sudbrook requires two councillors due to additional development in the ward.

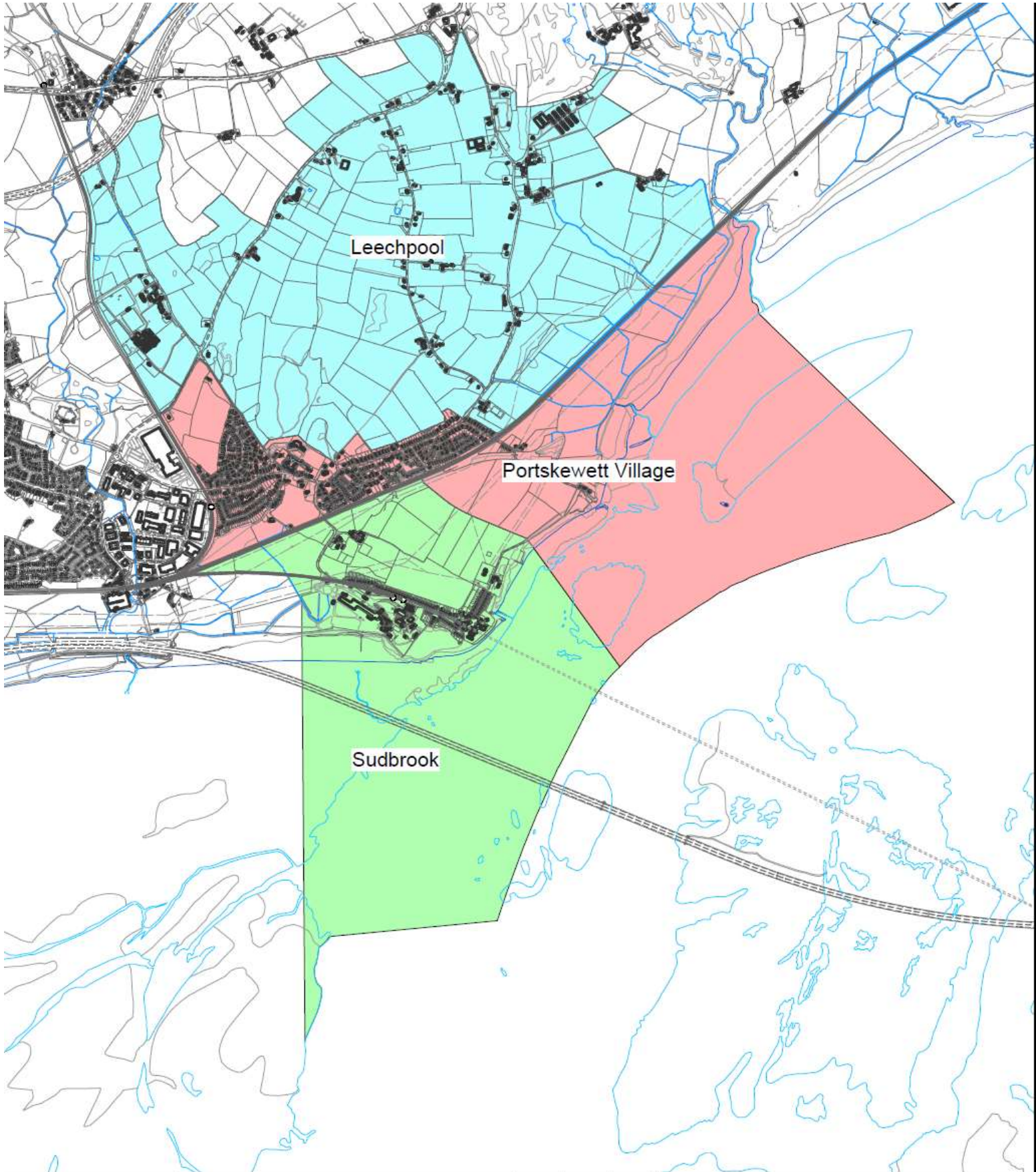
9.1 Representation was also received from the County Councillor for Portskewett supporting the points made by the community council.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

10.1 As per the representations received, it is proposed that the only amendment to the draft proposals is an additional councillor included for the Sudbrook ward with representation on the Council as per the below :

Community Ward	Electorate	Number of Councillors
Leechpool	163	1
Portskewett Village	1892	7
Sudbrook	289	2



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Community of Raglan

Current Community Format

1. The current community arrangements in Raglan consist of three wards, Llandenny, Penyclawdd & Llangovan and Raglan. The community has a total electorate of 1585 and is represented by eleven community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Llandenny	366	2
Penyclawdd & Llangovan	99	1
Raglan	1120	8

Natural Boundaries / Key Features

2. The working group consider prominent features within the community of Raglan are the A449 dual carriageway as well as Raglan Castle.

Electorate Forecast

3. There are no developments proposed within the community of Raglan that would significantly alter the current electorate.

Representations Received

4. No representations were received for the community of Raglan.

Recommendations

External Boundary

5. The group reviewed the current arrangements for the community of Raglan and queried the reason for the Pen-Y-Clawdd ward to be included in the Raglan community. All channels of communication through the Pen-Y-Clawdd ward run north to south with no clear link between the Pen-Y-Clawdd ward and the rest of the Raglan wards. To that end it is proposed that the Pen-Y-Clawdd ward is removed from the community of Raglan and incorporated into the community of Mitchel Troy which it is linked with via the Cwmcavan ward to the north.
 - 5.1. Additionally the working group felt that the boundary between Raglan and Tregare could be simplified by using the junction for the A449 and Mitchel Troy as the edge of the boundary between the two communities. This would result in the properties of Cuckoo's Row and the Warrage being include in the Tregare ward of Mitchel Troy rather than the community of Raglan.

- 5.2. A small amendment has been made to the boundary between Raglan and Llanarth near Rhiw-Las. Currently the boundary follows a stream and road splitting properties in the same area into three separate wards. Additionally, the property Rhiw-Las Mill is in the Bryngwyn ward of Llanarth whilst all other properties associated with Rhiw-Las are in the Raglan ward. The group propose amending the boundary in this area to follow field boundaries to join up with the existing external boundary following the stream so that the properties Rhiw-Las Mill and all outbuildings associated with Merry Stream Barn are contained within a single ward of the community of Raglan.
- 5.3. When reviewing the community of Gwehelog, the working group proposed that this community be disbanded with electors in the Gwehelog ward be included in the community of Raglan with its own Gwehelog ward.

Internal Boundaries

- 5.4. When reviewing the internal boundaries of the community of Raglan the working group considered that four wards could remain within the community, namely Raglan, Llandenny, Gwehelog and Kingcoed.

Raglan

- 5.5. The existing Raglan ward will remain largely unchanged except for amendments to the external boundary as stated in 5.1 and 5.2 above.

Llandenny and Kingcoed

- 5.6. The boundary for the Llandenny ward will remain largely unchanged with the eastern boundary changed to follow the A449. The area to the east of the A449 that was contained within the Llandenny ward will now form a new ward of Kingcoed within the community.

Gwehelog

- 5.7. The Gwehelog ward will remain largely unchanged but will remove the Llancayo area from the ward with Trostre and Llancayo Wood acting as the western boundary of the ward.

Proposed Community and Community Ward Names

6. No change is proposed to the existing community name of Raglan and the community wards of Raglan and Llandenny. Gwehelog, which was previously known as Gwehelog and Llancayo is proposed to be called Gwehelog as the Llancayo area is no longer included in the ward. Kingcoed has been proposed as the new name for the community east of the A449. The working group welcome recommendations as to more suitable names for the area.

Proposed Electoral Arrangements

7. The working group consider the Raglan community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Llandenny	220	1
Kingcoed	146	1
Raglan	1070	4
Gwehelog	223	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Raglan.

Final Proposals

Representations Recieved

9. Representations were received from Raglan Community Council and noted the following points:
- Provided a detailed analysis of the work the council and its councillors cover
 - Concerns at reducing the number of councillors
 - Concern at the loss of Cuckoos Row and the Warrage to Mitchel Troy
 - Consider Gwehelog residents would receive an increase in precept to cover issues in Raglan when they may be more associated with Usk

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

10.1 Whilst the working group understood the concerns from Raglan Community Council regarding Cuckoo's Row and The Warrage, it was felt that the natural and easily identifiable boundary of the junction of the A40 was a suitable split between the Raglan and Mitchel Troy Communities (particularly as there are links with the rest of the Tregare ward, Penyclawdd and Llangovan ward and the rest of Mitchel Troy).

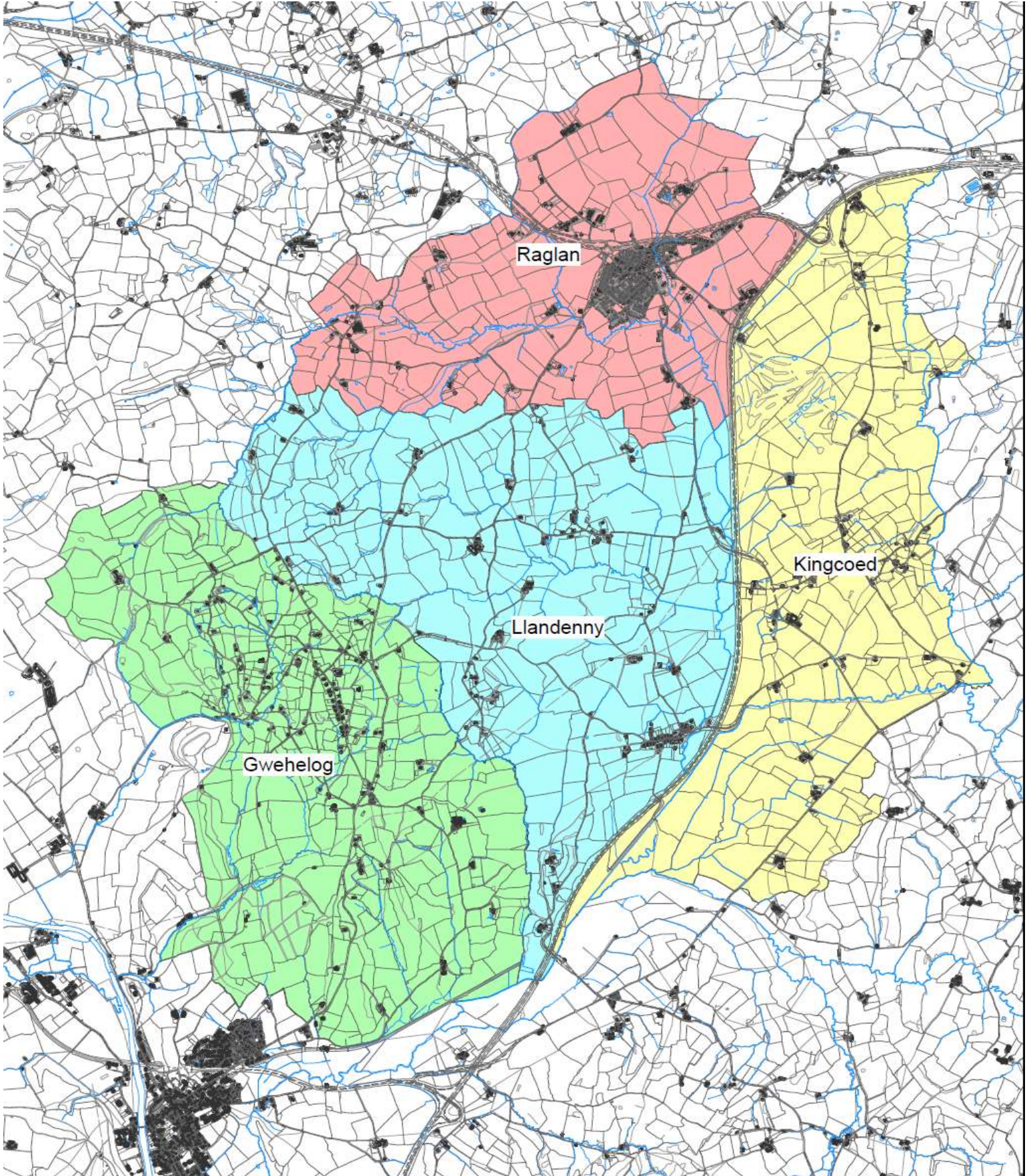
10.3 Whilst the working group understand the concerns of the community in that the Gwehelog ward has different characteristics to Raglan, the group believe that those characteristics are only different to the Raglan ward of the Raglan community, which has rural areas within its current boundary that are similar to that of Gwehelog ward.

10.4 Additionally, to give the rural wards a stronger voice on the council, it is proposed that the Llandenny and Gwehelog wards of the council have two councillors rather than the proposed

single member representation and address the concerns of the Community Council in reducing its membership.

Community Ward	Electorate	Number of Councillors
Llandenny	220	2
Kingcoed	146	1
Raglan	1070	4
Gwehelog	223	2

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Community of Rogiet

Current Community Format

1. The community of Rogiet is currently unwarded. The community has a total electorate of 1349 and is represented by 11 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Rogiet	1349	11

Natural Boundaries / Key Features

2. The working group consider key features within the community of Rogiet to be the M4 and M48, the railway and severn tunnel junction station and the woodland to the north of the community.

Electorate Forecast

3. There are no developments proposed for the community of Rogiet that would significantly alter the current electorate.

Representations Received

4. No representations were received in relation to the community of Rogiet.

Recommendations

5. The group considered the community arrangements for the community of Rogiet and concluded that there are a small number of amendments to improve the community arrangements within the area.
 - 5.1. The eastern boundary of the community that adjoins the community of Caldicot can be amended to follow the rear gardens of the properties along Longcroft Road and Kirlach Close. Currently the boundary is not easily identifiable as a number of properties on Kirlach Close have the boundary running through the rear gardens. Additionally, the boundary follows the rear of some, but not all properties on Longcroft Road and the proposed boundary will improve administration and ensure that the boundary is easily identifiable.
 - 5.2. The northern boundary of the community of Rogiet currently follows a path through Slade Wood and Thicket Wood. The group propose that the boundary should follow the northern edge of the wood to incorporate all of the woodland area within a single community.

5.3. Given the above proposal at 5.2 to incorporate all of the woodland area into the community of Rogiet, as well as the changes proposed for the community of Magor with Undy in using the M4 as the northern boundary of the community, the community of Rogiet will include the area north of Knollbudry and to the east of Upper Grange which are accessible and linked to Rogiet via Bencroft Lane.

Proposed Community and Community Ward Names

6. The group proposed no change to the existing community name of Rogiet but welcome any suggestions as to a suitable alternative.

Proposed electoral arrangements

7. The working group consider the Rogiet community to fall within the mixed category for elector/councillor ratio resulting in an ideal ratio of 250 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Rogiet community will be represented by seven councillors rather than six as per the above ratio.

Community Ward	Electorate	Number of Councillors
Rogiet	1370	7

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Rogiet.

Final Proposals

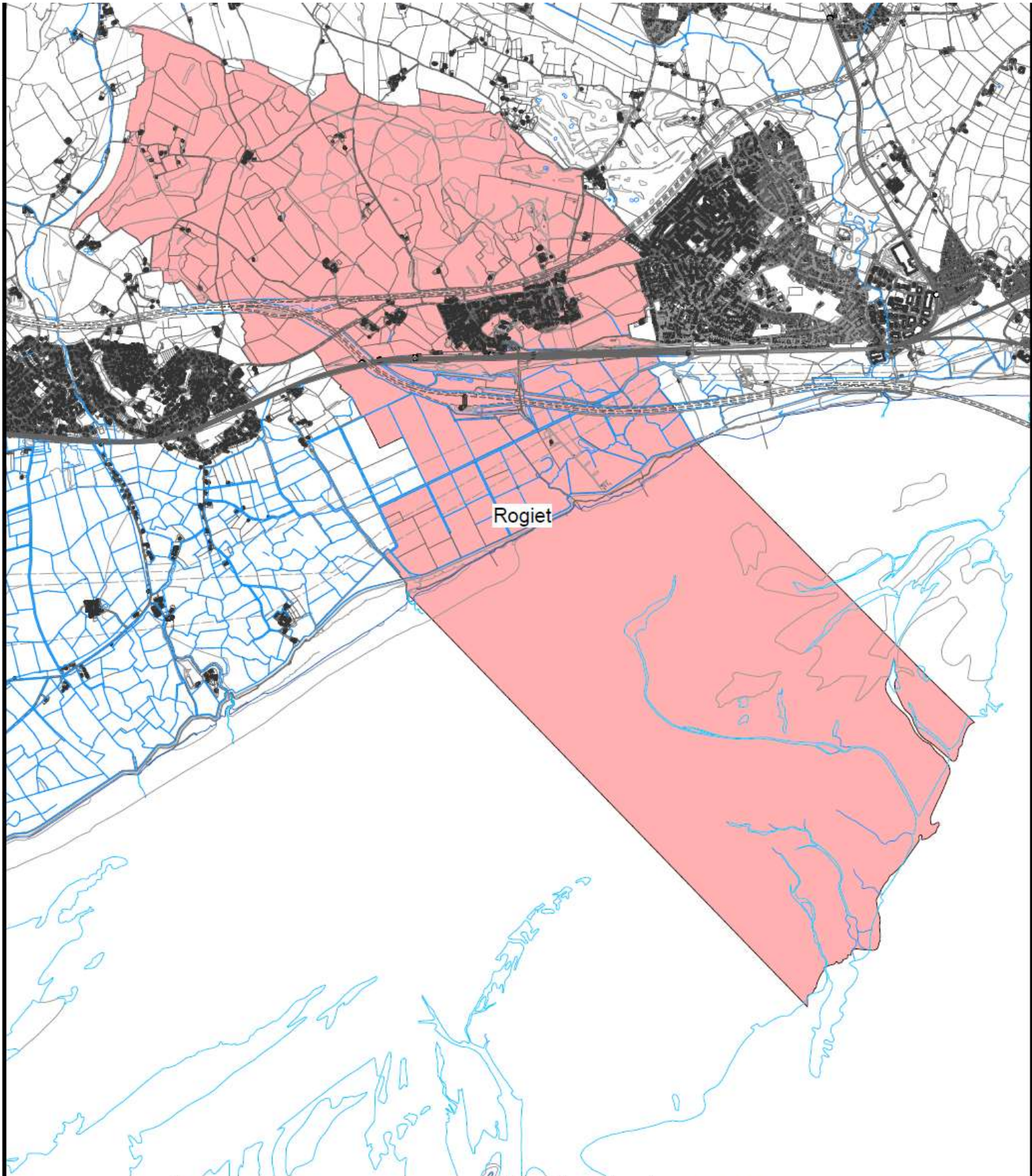
Representations Recieved

9. No representations were received in relation to the community of Rogiet.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

Proposed Boundary Map of Rogiet



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Community of Shirenewton

Current Community Format

1. The current community arrangements in Shirenewton consist of four wards, Earlswood, Mynyddbach, Shirenewton and Newchurch. The community has a total electorate of 915 and is represented by 10 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Earlswood	143	2
Mynyddbach	217	2
Newchurch	91	1
Shirenewton	464	5

Natural Boundaries

2. The working group consider the B4235 to be a key channel of communication through the Shirenewton community.

Electorate Forecast

3. There are no developments planned within the community of Shirenewton that would significantly alter the current electorate within the community.

Representations Received

4. Shirenewton Community Council submitted a representation stating that the community is a distinct area with an identifiable community. They state there are several positive links between the community wards including the community having responsibility for the poor land field and area of forestry in Earlswood, responsibility for Earlswood Village Hall and recreation land in Shirenewton as well as offering financial support to churches, chapels and organisations within the community.

Shirenewton Community Council recommend reducing the number of wards within the community to two those being Earlswood and Newchurch West ward and Shirenewton and Mynyddbach ward. The community suggest a divide between the two wards at Cock-A-Roosting and are keen to ensure that all village names are kept within the new ward titles. They also suggest a member ratio of 5 for Shirenewton & Mynyddbach ward and 3 for Earlswood & Newchurch West ward based on the criteria contained in the terms of reference.

- 4.1. County Councillor Graham Down submitted a representation regarding the community arrangements for Shirenewton supporting the representation put forward by Shirenewton

Community Council. County Councillor Down also referenced a number of dwellings to the west of Crick Road that are better suited to Shirenewton than their current community of Caerwent.

Recommendations

External Boundaries

5. The working group considered the external boundary for the community of Shirenewton and on the whole felt that the current community boundary is suitable and fit for purpose. The only amendment to the external boundary that the working group propose is to the boundary between Shirenewton and St Arvans communities near Coppice Mawr. Under the current arrangements, Wellhead Lodge situated within Coppice Mawr falls within the community of St Arvans even though geographically it is situated closer to the Devauden, Shirenewton and Chepstow communities. Given the direct link between this area and the Mynyddbach area via the B4235, the working group propose to extend the community of Shirenewton to incorporate the area of Coppice Mawr with the new boundary following the edge of the woodland.

Internal Boundaries

- 5.1. The working group reviewed the internal boundaries of the community of Shirenewton and accepted the proposals put forward by the community and County Councillor for the internal ward arrangements. Therefore it is proposed that the community is merged into two wards, Shirenewton & Mynyddbach and Wentwood with the boundary intersecting the community east to west, south of Lower Argoed Farm via Cock-A-Roost and northwards adjacent to the B4235.

Proposed Community and Community Ward Names

6. The working group propose no change to the community name of Shirenewton. As stated above the working group consider the names proposed by Shirenewton community council are suitable and therefore propose the names of Shirenewton & Mynyddbach and Wentwood.

Proposed Electoral Arrangements

7. The working group consider the Shirenewton community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Whilst the working group understand that the community of Shirenewton is slightly less than the ideal 1,000 electors for a community as per the terms of reference for this review, the group consider the natural geography and channels of communication within the area lend itself to requiring its own community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Shirenewton community will be represented by seven councillors rather than six as per the above ratio with an additional councillor representing the more populated ward of Shirenewton & Mynyddbach.

Community Ward	Electorate	Number of Councillors
Shirenewton & Mynyddbach	629	5
Wentwood	289	2

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Shirenewton.

Final Proposals

Representations Recieved

9. Representations was received from Shirenewton Community Council and noted the following points:

- That the ward names retain the current ward names of Shirenewton & Mynyddbach and Earlswood & Newchurch rather than Wentwood
- That Earlswood & Newchurch is increased to three councillors from two
- Noted a number of properties to be situated in the Shirenewton ward.

9.1 Representation was also received from the County Councillor for Shirenewton supporting the representation from the Community Council but also noted:

- A few properties on the western side of Crick Road should be situated in Shirenewton rather than Caerwent.
- That the boundary between Earlswood and Shirenewton drawn between Cock A Roostin with everything north of the line in Earlswood.

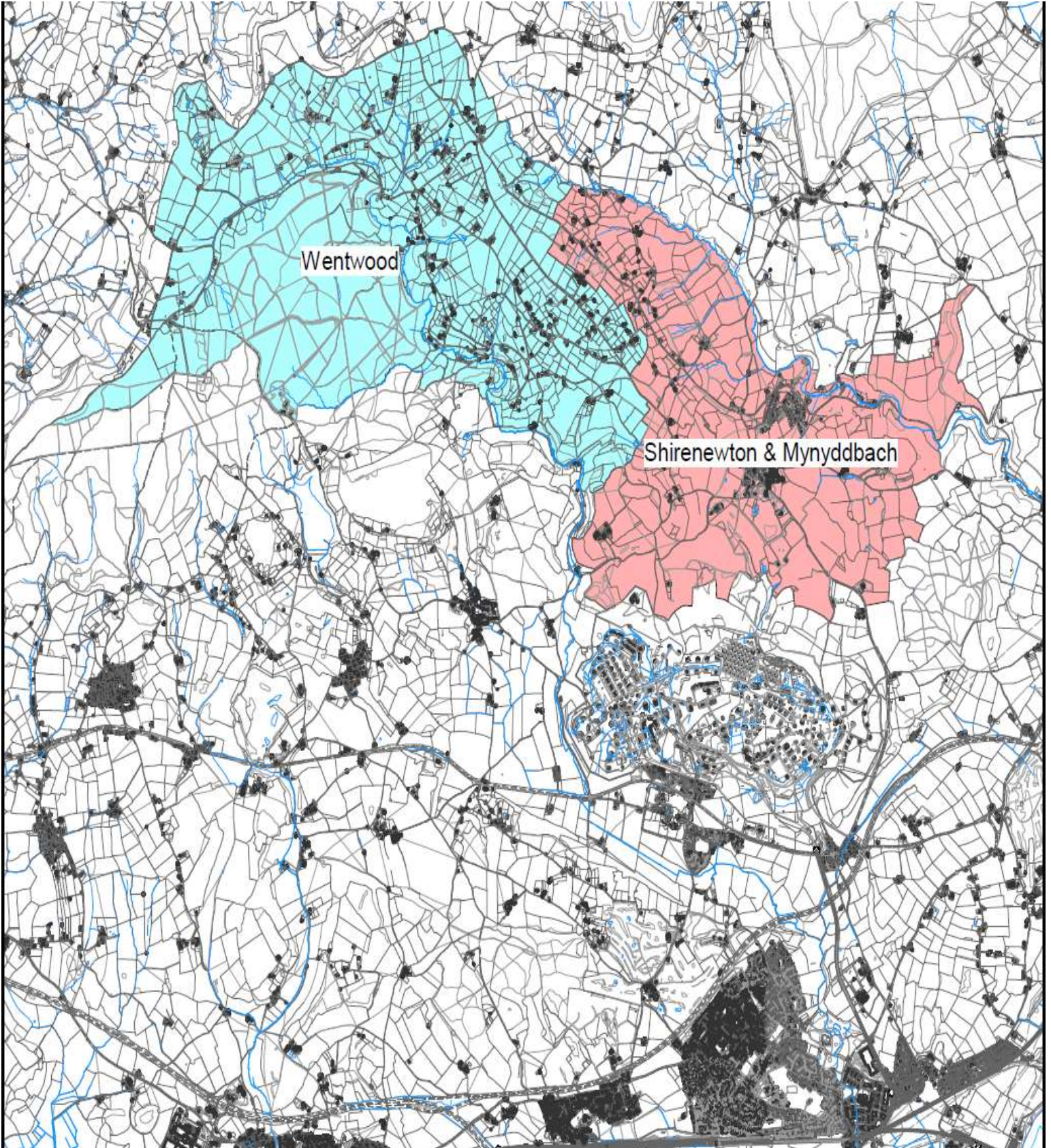
Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals with amendment to the boundary between Devauden and Shirenewton near Mounton Brook, as well as keeping the name of Earlswood and Newchurch for the Wentwood ward.

10.1 The working group received representation from a resident in the area proposing that the boundary should follow Mounton Brook with a number of properties that used to be situated in the Devauden community moved back into it. The new boundary will follow Mouton Brook just north of Whitemill and rejoin the existing ward boundary to the east of Pandy Mill House incorporating the properties Whitemill, Dyers House, The Old Saw Mill, Brook Cottage, Laundry Cottage, Millbrook Stable, Mill House and Pandy Mill House in to the Itton ward of Devauden Community. The proposed amendments to the electoral arrangements are detailed below:


Community Ward	Electorate	Number of Councillors
Shirenewton & Mynyddbach	610	5
Earlswood & Newchurch	289	2

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Wentwood

Shirenewton & Mynyddbach

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Community of St Arvans

Current Community Format

1. The current community of St Arvans is unwarded. The community has a total electorate of 626 and is represented by eight community councillors. The community can be summarised as follows:

Community Ward	Electorate	Number of Councillors
St Arvans	626	8

Natural Boundaries / Key Features

2. The working group consider the key features within the St Arvans community to be the River Wye and local authority boundary to the east of the community as well as the A466 which runs north to south through the community.

Electorate Forecast

3. There are no developments planned for the St Arvans community that would significantly alter the current electorate.

Representations Received

4. Representation was received from Chepstow Town Council in relation to Chepstow Racecourse. The council believe that the racecourse should fall within their remit and not that of St Arvans reasoning that it is naturally assumed that the racecourse falls within their area and receive a number of enquiries regarding the racecourse as well as highlighting that many of the visitors to the racecourse have to travel through the Chepstow community to attend the racecourse.

Recommendations

5. The working group considered the representations received for the St Arvans community and reviewed the current community arrangements for the area. The group agree with the proposal put forward by Chepstow Town Council to incorporate Chepstow Racecourse in to the community of Chepstow. The group consider that the racecourse naturally should be situated within the community of Chepstow as it is commonly perceived to be linked to the community of Chepstow and accept the reasoning put forward by Chepstow Town Council that the racecourse should be included in their area. The group propose that the new boundary of Chepstow will extend to cover the whole of the racecourse and include the Piercefield park area within the community of Chepstow. The boundary will follow the A466 south and follow the edge of the overflow car park for the racecourse, it will then follow Fryth Wood and Cockshoot Wood incorporating all properties east of the woods into the Chepstow community.

5.1. The group also considered the Penterry area of the adjoining community of Tintern. The group considered that many of the properties in the Penterry ward should be included in either the St Arvans or Devauden community. It is therefore proposed that the Penterry ward no longer exists and the properties to the east of Fedw Wood and Ravensnest Wood including Penterry Farm and Banton are included in the community of St Arvans. The group consider that the main channels of communication for these properties is south into the village of St Arvans and is more closely associated with the St Arvans community than that of Tintern which it is currently situated.

Proposed Community and Community Ward Names

6. The working group propose no change to the community name of St Arvans.

Proposed electoral arrangements

7. The working group consider the St Arvans community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor.

The group accept that the community of St Arvans is less than the minimum of 1,000 electors as required in the Terms of Reference to establish a community however the group believe that the St Arvans area should be retained as its own community given the isolated geographic location of the community. As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the St Arvans community will be represented by seven councillors rather than four as per the above ratio.

The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
St Arvans	596	7

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of St Arvans.

Final Proposals

Representations Recieved

9. Representations were received from St Arvans Community Council and noted the following points:
- Piercefield House historically linked with St Arvans and the church and the racecourse allow residents of St Arvans use part of its land for recreational purposes
 - Relationship built up with the racecourse and community council to deal with issues arising at events on the racecourse and maintenance of boundary impinging on highways

- Do not wish to lose the area of land at the south of the community and believe that the Tintern community should decide if Penterry were to move into St Arvans
- Wish to retain 8 councillors as per the current arrangements

9.1 A significant number of representations was received from residents and councillors of St Arvans Community Council supporting the representations from St Arvans Community Council.

9.2 A member of the working group also conducted a site visit with the Community Council to ensure the concerns of the community council were understood fully.

9.3 Representation was also received from residents supporting the proposals but also recommended further changes of incorporating St Arvans as a ward of Chepstow Town Council and dissolving the community council altogether. A number of views were also provided countering the representation submitted by St Arvans Community Council.

9.4 Representation was received in relation to the property The Tout which currently is situated in the Itton ward in Devauden but its access is through Piccadilly Lane and the rest of the Penterry ward and recommended that this property should be moved into the Penterry Ward.

Final Proposal

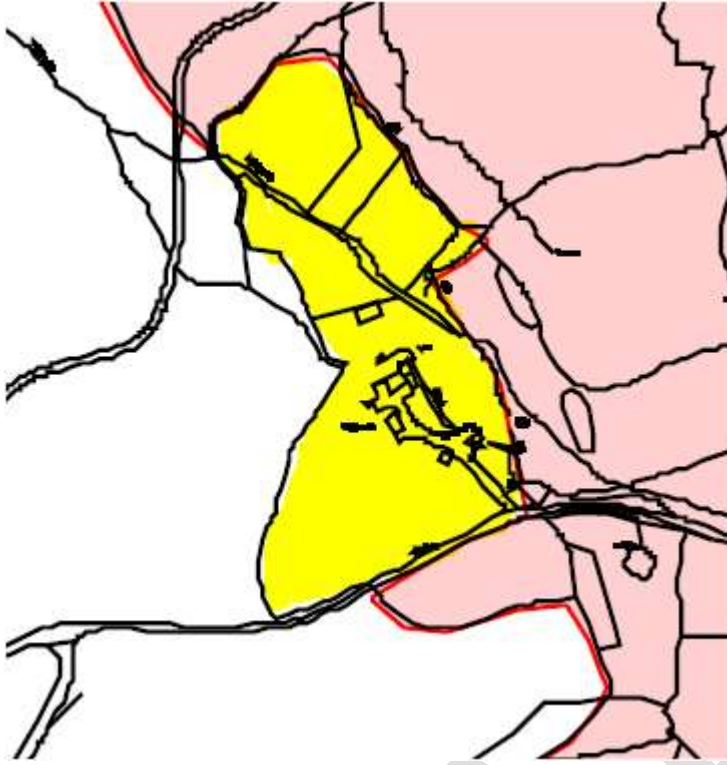
10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals for the reasons contained in the draft proposals.

10.1 Whilst the working group understand the history of the area from the representations received, it remains the view that the racecourse should fall within the community of Chepstow. With the Severn Bridge tolls being removed and the potential for more events and visitors from further afield to visit the area, the group consider that any stakeholders to the area would assume that the racecourse falls within the community of Chepstow rather than St Arvans and that they will be best placed to administer responsibility going forward.

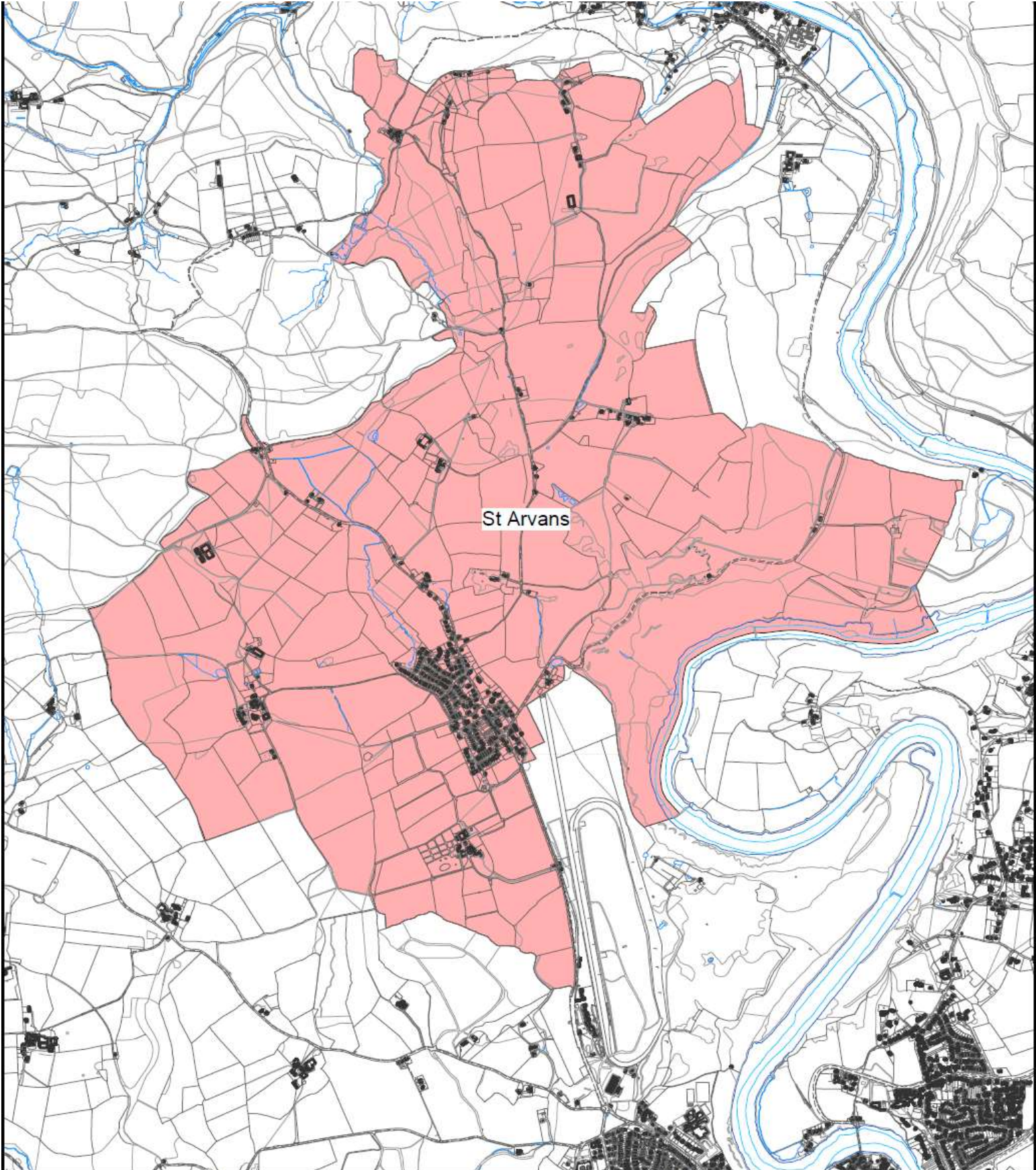
10.5 Additionally, with the proposed boundary following the A466 alongside the racecourse, there will still remain a shared responsibility for the racecourse with both communities of Chepstow and St Arvans to allow already established relationships to continue and concerns regarding events and maintenance to be addressed by both communities.

10.6 The working group do not consider that St Arvans should form part of the community of Chepstow as it believes the characteristics of the two communities are significantly different given the urban nature of Chepstow compared to the rural nature of the St Arvans village.

10.7 The working group do accept the representation regarding The Tout and propose to amend the boundary for the St Arvans community to include that property within its boundary. The boundary will be amended as per the below map with the yellow area to be included in the community of St Arvans.



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St Arvans



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Community of Tintern

Current Community Format

1. The current community arrangements in Tintern consist of four wards, Chapel Hill, Penterry, Tintern Parva & Trellech Grange. The community has a total electorate of 687 and is represented by 8 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Chapel Hill	200	3
Penterry	55	1
Tintern Parva	360	3
Trellech Grange	72	1

Natural Boundaries

2. The boundaries to the east of the community of Tintern are the local authority boundaries which cannot be considered as part of this review.
 - 2.1. A main feature of the community of Tintern is the A466 road linking Chepstow and Monmouth which runs north to south through the area.

Electorate Forecast

3. There is no proposed development for the area which would significantly alter the current electorate.

Representations Received

4. Representation was received from County Councillor Ann Webb who strongly opposed moving the Trellech Grange ward of the community of Tintern in to the community of Trellech United.
 - 4.1. Representations were received from Trellech United Community Council and a Trellech United Community Councillor in relation to the Trellech Grange ward.

Recommendations

External boundaries

5. The working group considered the arrangements for the community of Tintern and concluded that the Llandogo ward of Trellech United would be better suited in the Tintern community. The group consider the main access along the A466 which links Tintern and Llandogo to be the main channel of communication for its residents rather than the single track lanes that link Llandogo

with the rest of Trellech United. The group therefore propose that the existing Llandogo ward be moved into the community of Tintern.

- 5.1. The group received various representations regarding the Trellech Grange ward in the community of Tintern. The group received a number of evidence based reasons as to why the Trellech Grange ward should be included in Trellech United community and with little evidence to suggest otherwise propose this change. However, the group do not believe that the Trellech Grange ward should be merged with the Llanishen ward of the Trellech United community. The two areas are split by the B4293 and, as stated in the representation received, as the residents of Catbrook regularly use the Fountain Inn, it may be better to merge those two wards rather than Trellech Grange and Llanishen. The working group however consider that all three areas, Catbrook, Llanishen and Trellech Grange, should retain their own wards and propose that the three wards form part of the community of Trellech United.
- 5.2. The group propose changes to the external boundary of Tintern in the Penterry ward as detailed in 5.3 below.
- 5.3. The working group also consider that that the Llandogo ward of the Trellech United community would be better placed within the Tintern community rather than its current Trellech United Community. The group considered the Llandogo ward of the Trellech United Community had more common links and channels of communication with the community of Tintern via the A466 than it did with the rest of the Trellech United Community. The group consider that this is the main link which joins up with the community of Tintern, rather than the single track lanes that link Llandogo with the rest of the community of Trellech United. The group therefore propose that the Llandogo ward of Trellech United is moved into the community of Tintern.

Internal boundaries

Penterry

- 5.4. The group also considered the arrangements of the rest of the wards in the community of Tintern in conjunction with the adjoining community of St Arvans, in particular the Penterry ward. The group consider that a number of properties within the Penterry ward should be in different wards to which they are currently situated. Examples of this include Penterry Farm and Banton whose main channels of communication are to the south and towards the village of St Arvans. Additionally, the properties known as 'The Cot' and 'Fairoak' are on the border with the community of Devauden and those properties would be more closely associated with that village than with the community of Tintern. The group therefore propose that the Penterry ward no longer exists with the new boundary following the eastern edge of Ravensnest Wood where it follows the brook south until it reaches the existing boundary of the Devauden community. The area to the west of the proposed boundary will be included in the community of Devauden and the area to the east will be incorporated into the existing community of St Arvans.

Chapel Hill & Tintern Parva

- 5.5. The group considered the current arrangements for these two wards and propose that the wards are merged to form a single ward known as Tintern. The current boundary between the two wards follows Forge Road and intersects a number of properties on this road between Chapel Hill and Tintern Parva wards which is contrary to the terms of reference for this review.

The working group considered the potential for retaining separate wards but given that the main channels of communication for both Chapel Hill and Tintern Parva return to the A466 and with no clear separation between the two areas, the group consider the best option to merge the two wards together.

Llandogo

- 5.6. The working group propose no change to the boundary of the Llandogo ward other than merging the ward with the Tintern community rather than Trellech United as stated in 5.3 above.

Proposed Community and Community ward names

6. The working group considered the area that the current Tintern community covers and believe that the name 'Wye Valley' may be better suited to defining the area that the community covers. The working group wish to receive representation on its proposal to change the name from Tintern to Wye Valley.

- 6.1. No changes are proposed to the existing ward names.

Proposed Electoral Arrangements

7. The working group consider the Wye Valley community to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Tintern	560	4
Llandogo	441	3

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Wye Valley.

Final Proposals

Representations Recieved

9. Representation was received from Tintern Community Council noting that the current arrangements work well but were happy with the transfer of Penterry to St Arvans and Llandogo

to be included in its area. It also noted that it did not want to lose Trellech Grange to the community of Trellech given its historic links to Tintern Abbey.

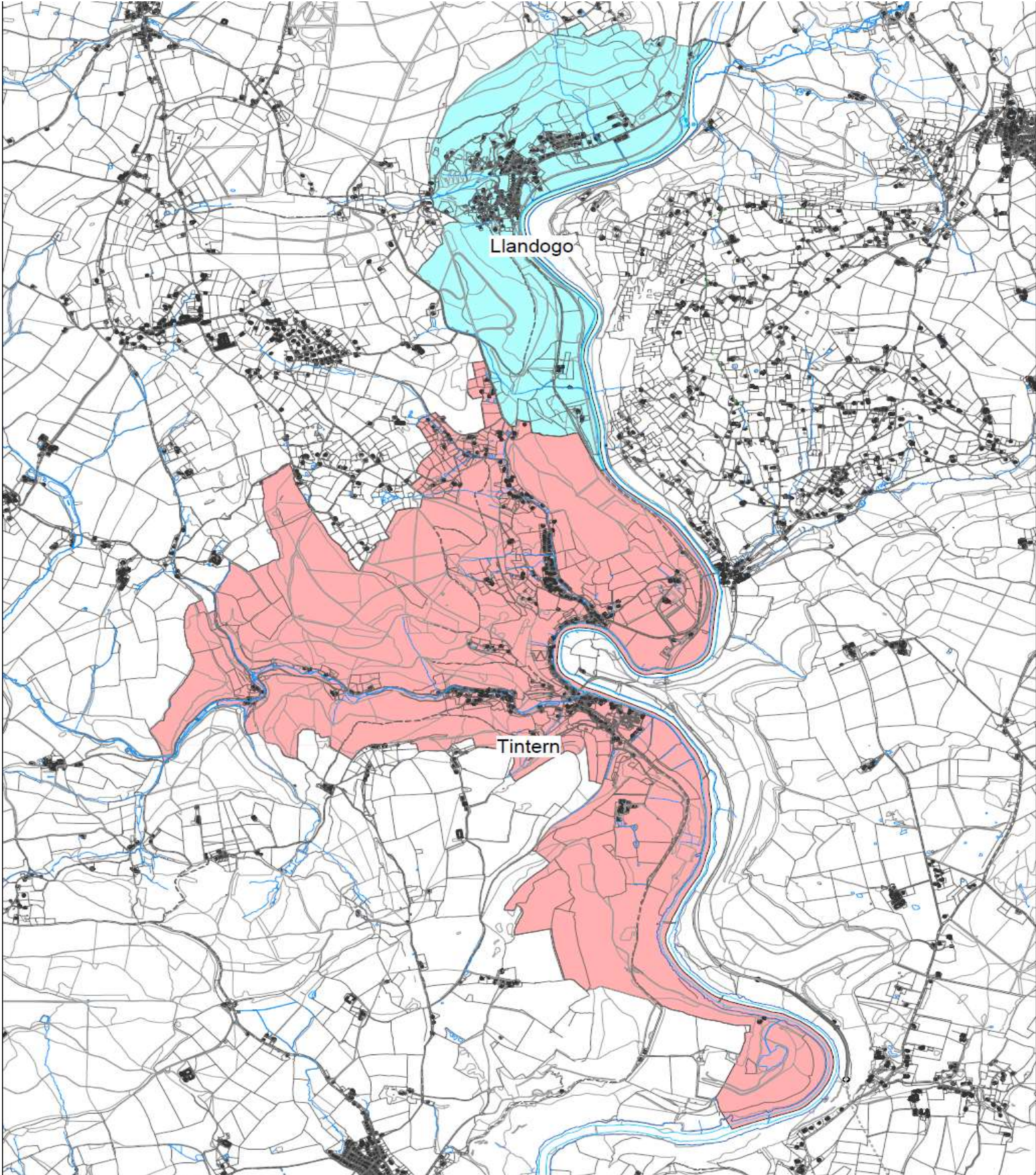
9.1 Representation was also received from residents objecting to the proposal to move Trellech Grange ward to the Community of Trellech based on its historic links to Tintern Abbey.

Final Proposal

10. Upon review of the draft proposals and relevant representations received, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

10.1 Whilst the working group understand the historic link between Trellech Grange and Tintern Abbey from the representations it has received, the group consider the arrangements contained in the draft proposals to be fit for purpose. Given the creation of a Wye Valley Community Council to cover the lower level area along the A466 near the River Wye and support from the Community Council to incorporate the Llandogo area into the community for this reason, Trellech Grange sits at a higher level and would be best situated within the community of Trellech.

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Llandogo

Tintern



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Community of Trellech United

Current Community Format

1. The current community arrangements in Trellech United consist of seven wards, Catbrook, Llandogo, Llanishen, The Narth, Penallt, Trellech Town and Whitebrook. The community has a total electorate of 2199 and is represented by 13 community councillors. The electorate per ward and number of councillors is as follows:

Community Ward	Electorate	Number of Councillors
Catbrook	319	2
Llandogo	441	2
Llanishen	274	2
The Narth	342	2
Penallt	414	2
Trellech Town	327	2
Whitebrook	82	1

Natural Boundaries / Key Features

2. The boundaries to the east of the community of Trellech United are the local authority boundary which cannot be considered as part of this review.

Electorate Forecast

3. There are no developments proposed within the Trellech United community that would significantly alter the electorate.

Representations Received

4. A number of representations were received regarding the community arrangements in Trellech United
 - 4.1. A number of representations were received, including representations submitted by residents within the area, to propose that the Far Hill area is moved to form part of Trellech Town ward rather than the Llanishen ward. Many of the residents use the facilities within Trellech Town rather than Llanishen and use Trellech Town for their main channels of communication rather than Llanishen.
 - 4.2. Trellech Community Council submitted representations proposing the above amendment for the Far Hill area. In addition, the council proposed that the Trellech Grange ward of Tintern Community Council be moved under responsibility for Trellech United and merged with the Llanishen ward. The Council state that there are established links between Llanishen and Trellech Grange, the school catchment area for Trellech Grange is Trellech Primary School within Trellech

United and that the Fountain Inn is the 'local' for residents within the Catbrook ward of Trellech United.

- 4.3. George Weston, Community Councillor for the Llanishen ward of Trellech United Community Council submitted a detailed proposal for new community arrangements within the Trellech United community. In summary his proposals were:
- Proposing to merge the Trellech Grange ward of Tintern Community Council with the Llanishen ward of Trellech United Community Council and provides a number of evidence based reasons as to links between the two areas.
 - A detailed proposal supporting the views of local residents in moving the Far Hill area in to the Trellech Town ward from Llanishen.
 - A secondary representation was submitted in response to the representations submitted by a County Councillor.
- 4.4. County Councillor Ann Webb submitted representations strongly opposing the representations received regarding moving Trellech Grange ward of the Tintern Community in to the community of Trellech United.

Recommendations

External Boundaries

5. The group considered all representations received during the initial consultation period and are minded to accept the proposal to include the Trellech Grange ward of the community of Tintern in to the community of Trellech United. The group received a number of evidence based reasons as to why the Trellech Grange ward should be included in Trellech United community and with little evidence to suggest otherwise propose this change. However, the group do not believe that the Trellech Grange ward should be merged with the Llanishen ward. The two areas are split by the B4293 and, as stated in the representation received, as the residents of Catbrook regularly use the Fountain Inn then it may be better to merge those two wards rather than Trellech Grange and Llanishen. The working group however consider that all three areas, Catbrook, Llanishen and Trellech Grange, should retain their own wards and propose that the three wards form part of the community of Trellech United.
- 5.1. Having considered representations regarding the arrangements for the Trellech Grange ward, the group also considered the arrangements for the other wards of Tintern Community in relation to the rest of the Trellech United community. In particular the group considered the Llandogo ward of the Trellech United Community had more common links and channels of communication with the community of Tintern via the A466 than it did with the rest of the Trellech United Community. The group consider that this is the main link which joins up with the community of Tintern, rather than the single track lanes that link Llandogo with the rest of the community of Trellech United. The group therefore propose that the Llandogo ward of Trellech United is moved into the community of Tintern.

Internal Boundaries

- 5.2. The working group considered the internal community arrangements for Trellech United and highlighted a number of properties that potentially fall within the wrong ward given its close proximity to the internal ward boundary. The properties are:

Address	Current Ward	Potential Ward
Traligael Cottage, Whitebrook, Monmouth	Penallt	Whitebrook
Grist Mill, The Narth, Monmouth	The Narth	Whitebrook
Spring Cottage, Maypole Road	The Narth	Whitebrook
Petersbroke, Moor Lane	Whitebrook	The Narth
Falls Cottage, Llandogo Road	Llandogo	Trellech Town
Fir Barn, Cleddon, Trellech	Trellech Town	Catbrook
Nine wells Cottage, Cleddon, Trellech	Trellech Town	Catbrook

The working group request feedback from local representatives as to the most suitable ward for the above properties with the changes taking effect at the final proposals.

Catbrook, The Narth, Penallt & Whitebrook

- 5.3. The working group considered the current arrangements for these wards and considered the arrangements fit for purpose and meet the criteria set in the Terms of Reference for the review.

Trellech Town & Llanishen

- 5.4. The group considered the representations received regarding the Far Hill area in Llanishen and agree with the proposals received that the area has common links with the Trellech Town ward rather than the Llanishen ward. The group propose to split the Llanishen ward along Penarth Brook with the area to the north of the brook merging with the Trellech Town ward. Everything to the south of the brook within the existing ward boundary will remain as the Llanishen ward.

Proposed Community and Community Ward Names

6. The working group propose no change to the community and community ward names of Trellech United but welcome representations as to more suitable names for the area.

Proposed Electoral Arrangements

7. The working group consider the community of Trellech United to fall within the rural category for elector/councillor ratio resulting in an ideal ratio of 150 electors per councillor. The above changes to the community boundaries will result in the following electoral arrangements for the community.

Community Ward	Electorate	Number of Councillors
Catbrook	319	2
Llanishen	212	1
The Narth	342	2

Penallt	414	3
Trellech Town	389	3
Whitebrook	82	1
Trellech Grange	72	1

Working Group Individual Member Comments (Draft Proposals)

8. All members of the working group approved the proposals for the community of Trellech United.

Final Proposals

Representations Recieved

9. Representation was received from Trellech United Community Council in relation to the proposals for the community of Trellech and note the following points:

- Objecting to the proposal to remove Llandogo from Trellech to Tintern and provided reasons for its links to the rest of Trellech/Monmouth
- Accepted there are some links between Llandogo and Tintern

9.1 Representation was also submitted from the community councillors for the Llandogo ward opposing the move of Llandogo from Trellech to Tintern for similar reasons submitted by the Community Council.

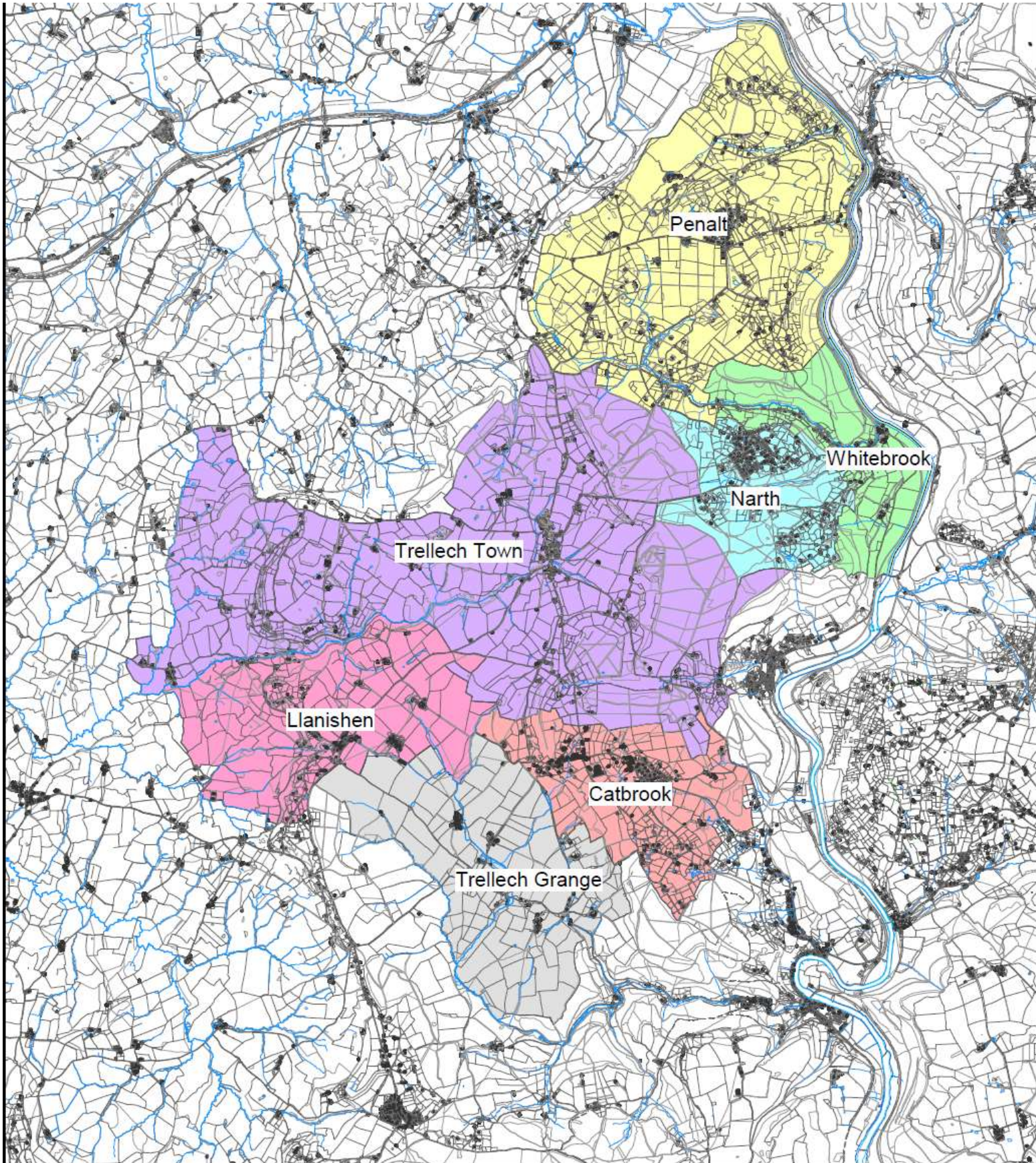
9.2 Submissions were also made from residents objecting to the proposal regarding Llandogo.

Final Proposal

10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals.

10.1 Whilst the members understand the points raised in the representations it has received, the group feel that given Llandogo's central link between Monmouth and Chepstow and the creation of a Wye Valley Community including Llandogo with Tintern will give the lower level villages close to the River Wye a stronger voice for issues relevant to them. Additionally, as in the proposals for Tintern in moving Trellech Grange out of Tintern into Trellech, as per the representation from a Trellech Councillor, the separation will create communities with more common links on the lower and higher levels.

Proposed Boundary Map of Trellech United



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Community of Usk

Current Community Format

1. The community of Usk is currently unwarded. The community has a total electorate of 1957 and is represented by 12 community councillors. The community can be summarised as follows:

Community Ward	Electorate	Number of Councillors
Usk	1957	12

Natural Boundaries / Key Features

2. The working group consider key features within the community of Usk to be the River Usk to the west of the community as well as Bridge Street, The Parade, Monmouth Road, the A472 and the Olway Brook.

Electorate Forecast

3. Within the community of Usk there is an additional 115 properties proposed to be built which could increase the electorate by 230 electors.

Representations Received

4. No representations were received regarding the community arrangements in Usk.

Recommendations

5. The working group considered the current arrangements for the community of Usk and propose no change to the existing boundary of the community. The community has a natural boundary in the River Usk to the west of the community with the existing community following the Olway Brook to the east.

Proposed Community and Community Ward Names

6. The working group propose no change in name to the community of Usk.

Proposed Electoral Arrangements

7. The working group consider the community of Usk to fall within the urban category for elector/councillor ratio resulting in an ideal ratio of 500 electors per councillor. The above changes

to the community boundaries will result in the following electoral arrangements for the community.

As per the Terms of Reference, it was agreed that a community must be represented by a minimum of seven councillors in order to conduct their business effectively. To that end, the Usk community will be represented by seven councillors rather than four as per the above ratio.

Community Ward	Electorate	Number of Councillors
Usk	2187	7

Working Group Individual Member Comments (Draft Proposals)

- 8. All members of the working group approved the proposals for the community of Usk.

Final Proposals

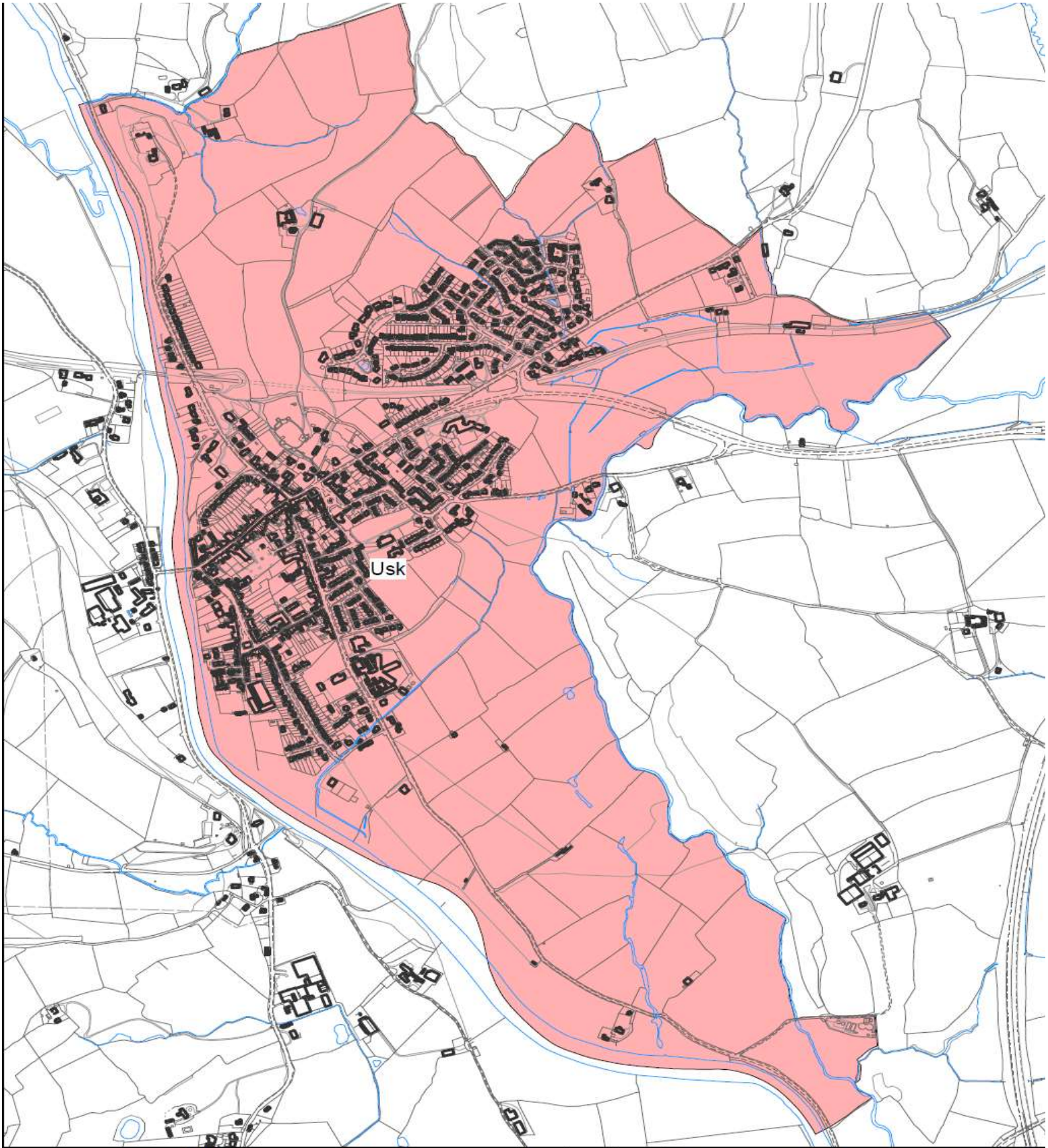
Representations Recieved


- 9. Representations were received from Usk Town Council in relation to the draft proposals for Usk and raised concerns at the reduction in councillors from 12 to 7 and wish to retain 12 councillors.
- 9.1 Usk Civic Society submitted representations supporting the representation received from Usk Town Council

Final Proposal

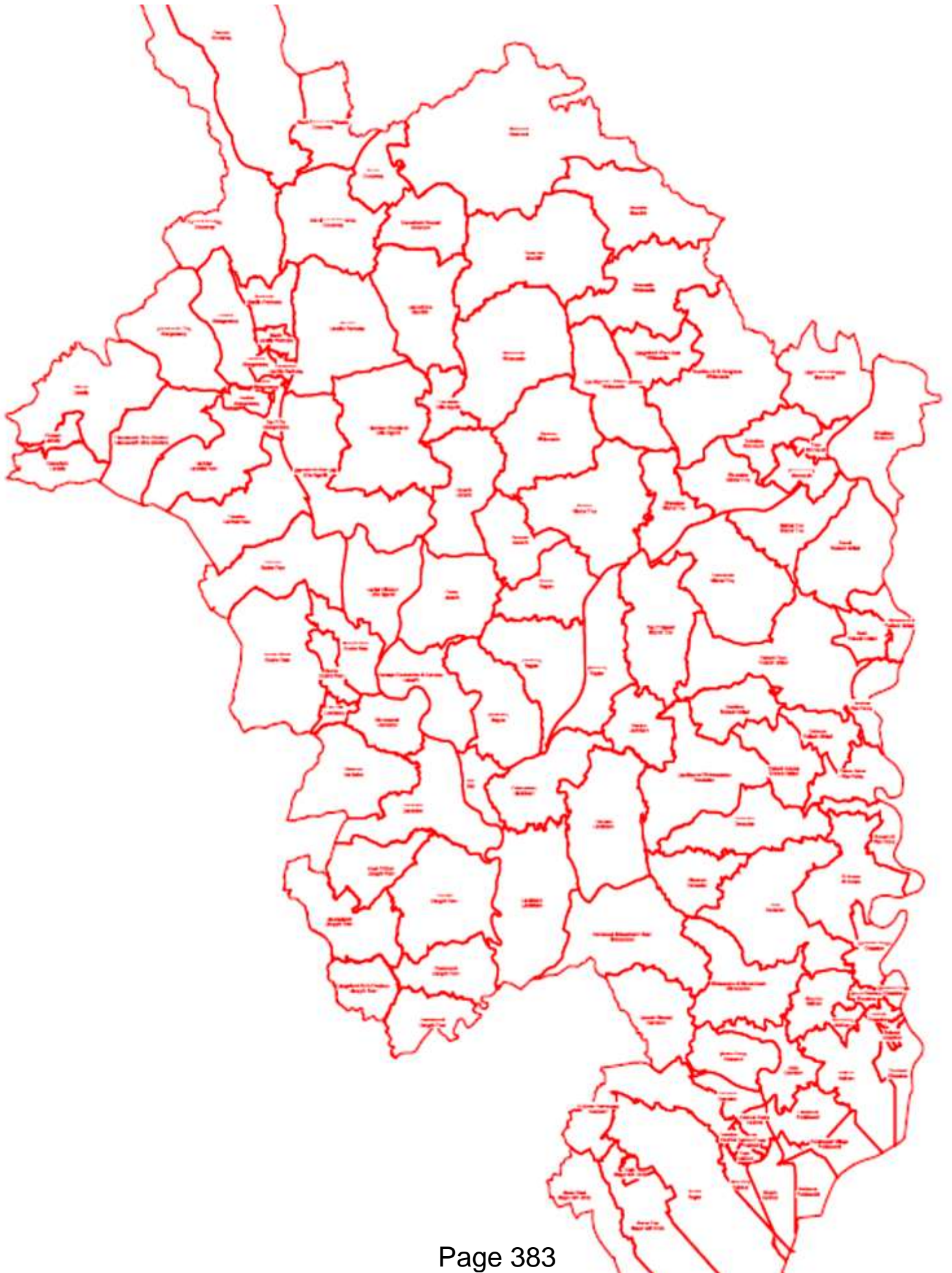
- 10. Upon review of the draft proposals and relevant representations recieved, the working group unanimously approve the draft proposals without amendment for the reasons contained in the draft proposals. The working group are satisfied that the Terms of Reference provides a suitable elector:councillor ratio and have already made exception to those rules in allocating seven members to Usk Town Council when the electorate warrants 4 Councillors.

Proposed Boundary Map of Usk

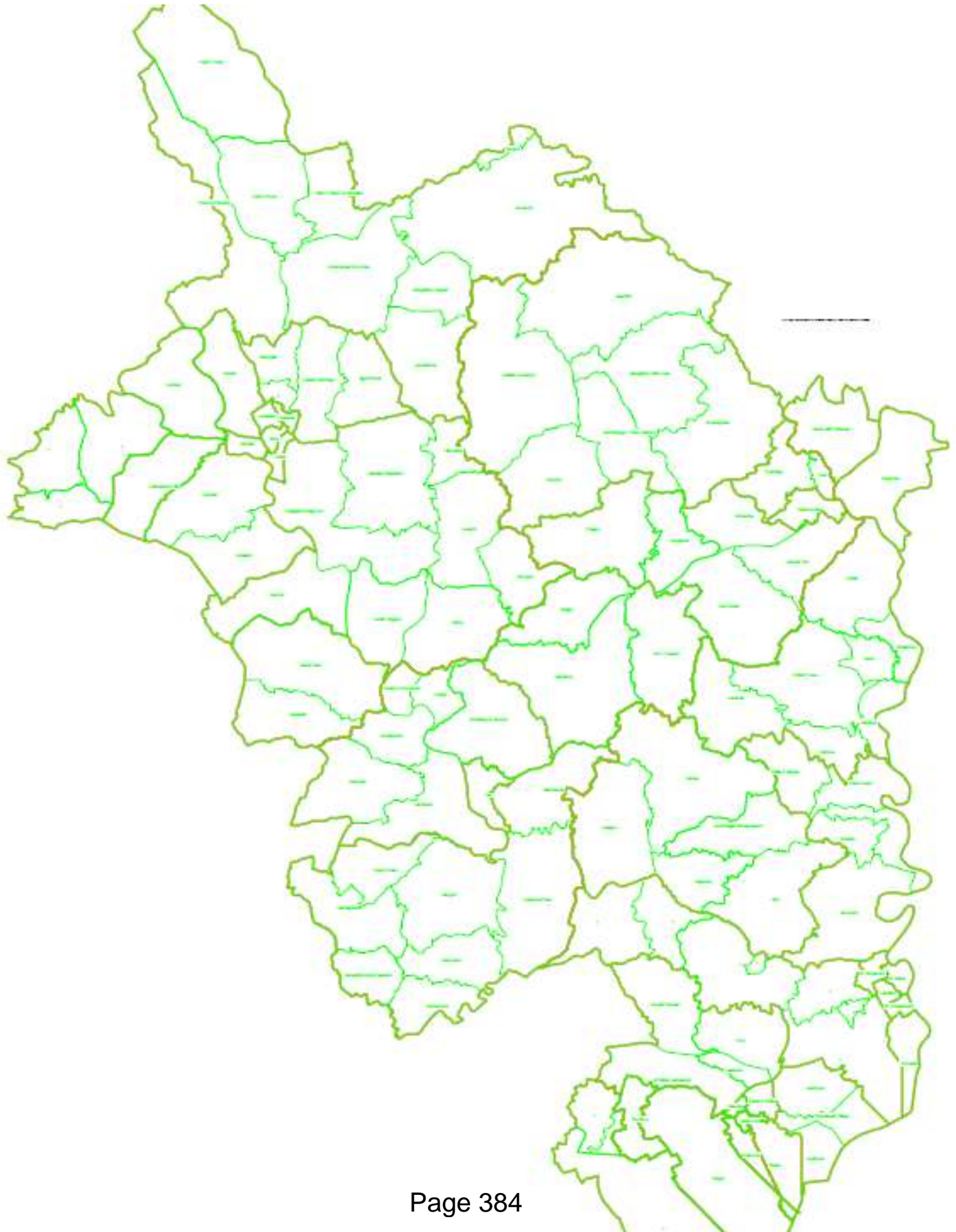


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Appendix A - Proposed community arrangements



Appendix B - Current community arrangements



Appendix C – Table of Existing Community Arrangements

Community Council	Council electorate	number of councillors	Ward	Electors	Number of Councillors
Abergavenny Town Council	7990	15	Cantref	1695	3
Abergavenny Town Council			Grofield	1413	3
Abergavenny Town Council			Castle	1607	3
Abergavenny Town Council			Lansdown	1721	3
Abergavenny Town Council			Priory	1554	3
Caerwent Community Council	1510	10	Caerwent	599	4
Caerwent Community Council			Dinham	262	1
Caerwent Community Council			Crick	166	1
Caerwent Community Council			Llanvair Discoed	252	2
Caerwent Community Council			St Brides Netherwent	231	2
Caldicot Town Council	7704	17	Caldicot Castle	1676	3
Caldicot Town Council			Dewstow	1517	4
Caldicot Town Council			Green Lane	1539	4
Caldicot Town Council			Severn	1385	3
Caldicot Town Council			West End	1587	3
Chepstow Town Council	9430	15	Larkfield	1581	3
Chepstow Town Council			St Christophers	1892	3
Chepstow Town Council			St Kingsmark	2336	3
Chepstow Town Council			St Mary's	1522	3
Chepstow Town Council			Thornwell	2099	3
Crucorney Community Council	1048	11	Bwlch Trewyn & Old Castle	51	1
Crucorney Community Council			Forest & Fwddog	119	2
Crucorney Community Council			Llanvihangel Crucorney	731	6
Crucorney Community Council			Lower Cwmyoy	86	1
Crucorney Community Council			Upper Cwmyoy	61	1
Devauden Community Council	852	8	Devauden	409	3
Devauden Community Council			Itton	196	2
Devauden Community Council			Kilgrwng	104	2
Devauden Community Council			Llanvihangel Wolvesnewton	143	1
Goetre Community Council	1889	12	Goetre	1309	9
Goetre Community Council			Mamhilad	580	3
Grosmont Community Council	673	9	Grosmont	420	5
Grosmont Community Council			Llangattock Lingoed	89	1
Grosmont Community Council			Llangua	43	1
Grosmont Community Council			Llanvetherine	121	2
Gwehelog Fawr Community Council	384	7	Gwehelog / Llancayo	265	4
Gwehelog Fawr Community Council			Kemeys Commander	34	1
Gwehelog Fawr Community Council			Trostre	85	2
Llanarth Community Council	684	10	Bryngwyn	209	3

Llanarth Community Council			Clytha	220	3
Llanarth Community Council			Llanarth	145	2
Llanarth Community Council			Llanvapley	110	2
Llanbadoc Community Council	671	10	Glascoed	221	3
Llanbadoc Community Council			Llanbadoc	205	4
Llanbadoc Community Council			Monkswood	245	3
Llanelly Hill Community Council	3261	14	Clydach	549	2
Llanelly Hill Community Council			Darrenfelin	502	2
Llanelly Hill Community Council			Gilwern	2210	10
Llanfoist Community Council	2716	12	Llanellen	411	2
Llanfoist Community Council			Llanfoist	1026	3
Llanfoist Community Council			Llanwenarth Citra	139	1
Llanfoist Community Council			Llanwenarth Ultra	1140	6
Llangattock Vibon Avel Community Council	850	10	Llangattock-Vibon-Avel	296	3
Llangattock Vibon Avel Community Council			Skenfrith	314	4
Llangattock Vibon Avel Community Council			St Maughans	240	3
Llangwm Community Council	355	7	Llangwm	224	5
Llangwm Community Council			Llansoy	131	2
Llangybi Fawr Community Council	740	9	Coed-Y-Paen	116	2
Llangybi Fawr Community Council			Llandegfedd	153	2
Llangybi Fawr Community Council			Llangybi	471	5
Llanhennock Community Council	413	8	Llangattock-Nigh-Caerleon	96	2
Llanhennock Community Council			Llanhennock	162	3
Llanhennock Community Council			Tredunnock	155	3
Llanover Community Council	1128	12	Llanddewi Rhydderch	321	3
Llanover Community Council			Llanfair Cilgydyn	179	2
Llanover Community Council			Llangattock-Nigh-Usk	387	4
Llanover Community Council			Llanover	241	3
Llantilio Crossenny Community Council	580	9	Llantilio Crossenny	362	6
Llantilio Crossenny Community Council			Llanvihangel-Ystern-Llewern	71	1
Llantilio Crossenny Community Council			Penrhos	147	2
Llantilio Pertholey Community Council	3098	13	Croesonen East	556	2
Llantilio Pertholey Community Council			Croesonen West	1131	5
Llantilio Pertholey Community Council			Mardy	874	3
Llantilio Pertholey Community Council			Pantygelli	85	1
Llantilio Pertholey Community Council			Sgyrrid East	180	1
Llantilio Pertholey Community Council			Sgyrrid West	272	1
Llantrisant Community Council	329	7	Gwernesney	116	3
Llantrisant Community Council			Llantrisant	213	4

Magor with Undy Community Council	4676	13	Denny	143	1
Magor with Undy Community Council			Mill	1331	4
Magor with Undy Community Council			Salisbury	734	2
Magor with Undy Community Council			The Elms	2468	6
Mathern Community Council	874	9	Mathern	471	5
Mathern Community Council			Mounton	77	1
Mathern Community Council			Pwllmeyric	326	3
Mitchel Troy Community Council	993	10	Cwmcarvan	162	2
Mitchel Troy Community Council			Dingestow	234	2
Mitchel Troy Community Council			Mtichel Troy	341	3
Mitchel Troy Community Council			Tregare	179	2
Mitchel Troy Community Council			Wonastow	77	1
Monmouth Town Council	7994	16	Osbaston	1902	4
Monmouth Town Council			Town	588	1
Monmouth Town Council			Drybridge	2051	3
Monmouth Town Council			Overmonnow	1774	4
Monmouth Town Council			Wyesham	1679	4
Portskewett Community Council	1765	10	Leechpool	168	1
Portskewett Community Council			Portskewett Village	1308	7
Portskewett Community Council			Sudbrook	289	2
Raglan Community Council	1585	11	Llandenny	366	2
Raglan Community Council			Pen-Y-Clawdd	99	1
Raglan Community Council			Raglan	1120	8
Roget Community Council	1349	11	Rogiet	1349	11
Shirenewton Community Council	915	10	Earlswood	143	2
Shirenewton Community Council			Mynyddbach	217	2
Shirenewton Community Council			Newchurch	91	1
Shirenewton Community Council			Shirenewton	464	5
St Arvans Community Council	626	8	St Arvans	626	8
Tintern Community Council	687	8	Chapel Hill	200	3
Tintern Community Council			Penterry	55	1
Tintern Community Council			Tintern Parva	360	3
Tintern Community Council			Trellech Grange	72	1
Trellech United Community Council	2199	13	Catbrook	319	2
Trellech United Community Council			Llandogo	441	2
Trellech United Community Council			Llanishen	274	2
Trellech United Community Council			Narth	342	2
Trellech United Community Council			Penallt	414	2
Trellech United Community Council			Trellech Town	327	2
Trellech United Community Council			Whitebrook	82	1
Usk Town Council	1957	12	Usk	1957	12

Appendix D – Table of proposed community arrangements

Community	Community Electorate	Ward Name	Current Electorate	Forecast Additional Electorate	Total Forecast Electorate	Councillor / Elector Ratio	Number of Councillors	Community Councillors
Abergavenny	8385	Cantref	1578		1578	500	3	17
Abergavenny		Grofield	1861		1861	500	4	
Abergavenny		Lansdown	1747		1747	500	3	
Abergavenny		Llanwenarth Citra	139		139	500	1	
Abergavenny		Park	1528		1528	500	3	
Abergavenny		Pen Y Fal	1532		1532	500	3	
Caerwent		1833	Caerwent	617		617	250	
Caerwent	Crick		192		192	250	1	
Caerwent	Llanvair Discoed		211		211	250	1	
Caerwent	Dinham		270	264	534	250	2	
Caerwent	St Brides Netherwent		279		279	250	1	
Caldicot	8034	Caldicot Castle	1236	330	1566	500	3	15
Caldicot		Caldicot Cross	1639		1639	500	3	
Caldicot		The Village	1082		1082	500	2	
Caldicot		Dewstow	1545		1545	500	3	
Caldicot		Severn	742		742	500	1	
Caldicot		West End	1460		1460	500	3	
Chepstow		9798	Bulwark	1902		1902	500	
Chepstow	Chepstow Castle		1306	338	1644	500	3	
Chepstow	St Kingsmark		1541		1541	500	3	
Chepstow	Larkfield		1095		1095	500	2	
Chepstow	Mount Pleasant		1571		1571	500	3	
Chepstow	Maple Avenue		609		609	500	1	
Chepstow	Thornwell		1436		1436	500	3	
Crucorney	1042	Blwch Trewen & Oldcastle	51		51	150	1	7
Crucorney		Cwmyoy	147		147	150	1	

Crucorney		Forest & Fwddog	119		119	150	1	
Crucorney		Llanvihangel Crucorney	363		363	150	2	
Crucorney		Pandy	362		362	150	2	
Devauden	877	Devauden	445		445	150	3	7
Devauden		Itton	240		240	150	2	
Devauden		Kilgwrrwg	104		104	150	1	
Devauden		Llanvihangel Tor-Y-Mynydd	107		107	150	1	
Goetre Fawr	1713	Goetre Wharf	331		331	250	2	8
Goetre Fawr		Goytre	994		994	250	4	
Goetre Fawr		Llanover	241		241	250	1	
Goetre Fawr		Nant-Y-Derry	147		147	250	1	
Grosmont	552	Grosmont	463		463	150	5	7
Grosmont		Llangattock Lingoed	89		89	150	2	
Gobion Fawr	997	Llandewi Rhydderch	331		331	150	2	7
Gobion Fawr		Llangattock-Nigh-Usk	380		380	150	3	
Gobion Fawr		Llanvapley	110		110	150	1	
Gobion Fawr		Lanfair Cilgydyn	176		176	150	1	
Llanarth	722	Bryngwn	206		206	150	2	7
Llanarth		Clytha	123		123	150	1	
Llanarth		Kemeys Commander & Llancayo	161		161	150	1	
Llanarth		Llanarth	232		232	150	3	
Llanbadoc	1085	Glascoed	221		221	150	2	7
Llanbadoc		Little Mill	414		414	150	3	
Llanbadoc		Llanbadoc	205		205	150	2	
Llanbadoc		Monkswood	245		245	150	2	
Llanelly	3261	Clydach	452		452	250	2	13
Llanelly		Darrenfelin	502		502	250	2	
Llanelly		Gilwern	2307		2307	250	9	
Llanfoist	3126	Llanellen	418		418	250	2	13
Llanfoist		Llanfoist	1026	542	1568	250	6	
Llanfoist		Llanwenarth Ultra (Govilon)	1140		1140	250	5	
Llangybi	1153	Coed-Y-Paen	116		116	150	1	8

Llangybi		Llandegfedd	153		153	150	1	
Llangybi		Llangattock-Nigh-Caerleon	96		96	150	1	
Llangybi		Llangybi	471		471	150	3	
Llangybi		Llanhennock	162		162	150	1	
Llangybi		Tredunnoch	155		155	150	1	
Llantilio Pertholey	3406	Croesonen	1614		1614	250	6	15
Llantilio Pertholey		Mardy	779	600	1379	250	6	
Llantilio Pertholey		Pantygelli	85		85	250	1	
Llantilio Pertholey		Sgyrrid	328		328	250	2	
Llantrisant	684	Gwernesney	116		116	150	1	8
Llantrisant		Llangwm	224		224	150	3	
Llantrisant		Llansoy	131		131	150	1	
Llantrisant		Llantrisant	213		213	150	3	
Magor	5178	Magor East	1802		1802	500	4	10
Magor		Magor West	1526	180	1706	500	3	
Magor		Undy	1270	400	1670	500	3	
Mathern	859	Mathern	456		456	150	3	7
Mathern		Mounton	27		27	150	1	
Mathern		Pwllmeyric	376		376	150	3	
Mitchel Troy	1131	Cwmcarvan	162		162	150	1	9
Mitchel Troy		Dingestow	234		234	150	2	
Mitchel Troy		Mitchel Troy	336		336	150	2	
Mitchel Troy		Tregare	223		223	150	2	
Mitchel Troy		Wonastow	77		77	150	1	
Mitchel Troy		Pen Y Clawdd	99		99	150	1	
Monmouth	9168	Osbaston	1684	78	1762	500	4	19
Monmouth		Drybridge	1721	168	1889	500	4	
Monmouth		Overmonnow	1062	740	1802	500	4	
Monmouth		Town	1676		1676	500	3	
Monmouth		Wyesham	1679	174	1853	500	4	
Portskewett	2344	Leechpool	163		163	250	1	10
Portskewett		Portskewett Village	1308	584	1892	250	7	

Portskewett		Sudbrook	289		289	250	2	
Raglan	1659	Gwehelog	223		223	250	2	9
Raglan		Kingcoed	146		146	250	1	
Raglan		Llandenny	220		220	250	2	
Raglan		Raglan	1070		1070	250	4	
Rogiet	1370	Rogiet	1370		1370	250	7	7
Shirenewton	918	Earlswood & Newchurch West	289		289	150	2	7
Shirenewton		Shirenewton & Mynyddbach	610		610	150	5	
Skenfrith	520	Llanvethrine	121		121	150	2	7
Skenfrith		Cross Ash	267		267	150	3	
Skenfrith		Skenfrith	132		132	150	2	
St Arvans	596	St Arvans	596		596	150	7	7
Trellech	1830	Catbrook	319		319	150	2	13
Trellech		Llanishen	212		212	150	1	
Trellech		Narth	342		342	150	2	
Trellech		Penalt	414		414	150	3	
Trellech		Trellech Grange	72		72	150	1	
Trellech		Trellech Town	389		389	150	3	
Trellech		Whitebrook	82		82	150	1	
Usk	2187	Usk	1957	230	2187	500	7	7
Whitecastle	1051	Llangattock-Viben-Avel	79		79	150	1	10
Whitecastle		Llanvihangel - Ystern Llewern	77		77	150	1	
Whitecastle		Newcastle	151		151	150	2	
Whitecastle		Penrhos	145		145	150	2	
Whitecastle		Rockfield & St Maughans	343		343	150	2	
Whitecastle		Whitecastle	256		256	150	2	
Wye Valley	1001	Llandogo	441		441	150	3	7
Wye Valley		Tintern	560		560	150	4	

Appendix E – Initial representations received



monmouthshire
sir fynwy

Review of Communities and Electoral Arrangements

Representations received during initial proposals consultation

March 2013

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Community of Abergavenny

Abergavenny Town Council

Peter Johns – Abergavenny Town Council Clerk

1. Abergavenny Town Council has considered the terms of reference of the review and feels that there is a case for a fairly radical look at the way in which communities are organised in Monmouthshire. Currently there are 33(?) Communities which vary widely in population and size, and although this is to be expected to some extent in an area with extensive rural hinterland surrounding the towns, the current tendency is to look at moving services down the structural chain and the big question is whether the local councils are fit for that purpose.
2. Fitness for purpose can infer that the council has the will and the administrative resources to take on services which may not otherwise be carried out in the locality, thereby disadvantaging the local population. There is a point of view that by keeping its activity low and its costs down a Community Council is behaving appropriately, but if it is not doing anything useful for its community, it is questionable if that argument holds water.
3. Financial resources will also play a part in this. If the council does not have a significant number of properties it will not be able to precept sufficient finance to benefit from the economics of scale that larger councils can have. The logical conclusion to this is that either several small councils will need to collaborate very closely to achieve the desired outcome, or there should be some movement to merge some of the smallest councils with their neighbours. History suggests that collaboration between smaller councils is not a natural thing, so that unforced collaboration is not very likely.
4. Community of interest also plays a part in any deliberations. In some areas the local people can be confused with the different levels of local government and will assume that the larger councils representing the towns also cover their areas. In those cases it is not unreasonable to consider changes that reflect the public's expectations.
5. Taking the above points into account and applying them to Abergavenny, we believe that there are opportunities to alter community ward boundaries as follows:
 - a) Include LF3 Llanwenarth Citra into the AB2 Grofield ward of Abergavenny. The river presently separates it from its parent community. This will bring the electorate in the Grofield Ward nearer the required average.
 - b) Consider adding Llanfoist LF2 to Abergavenny as an additional ward. The development on that side of the river looks to Abergavenny as its local centre, and it is suited to inclusion as development of urban character. The projected electorate in that ward would be close to the average required of an urban ward when current developments are occupied.
 - c) For similar reasons, the LP1 Croesonen East and LP2 West Wards of Llantilio Pertholey CC area could also be considered to be part of Abergavenny, and a 3 member ward could be added to the Town to accommodate it. It would be

logical to include the LP3 Mardy ward as well, but it might be necessary to relocate elements of it into the adjoining wards of AB3 Castle, AB5 Priory and AB4 Lansdown rather than as a separate unit, leaving some of the more rural parts to be relocated into adjoining communities.

- d) If these suggestions were to be agreed, it would add 2 wards with 6 members in total to the current 5 wards and 15 members of the Town Council.
 - e) The effects that these changes have on the two communities of Llantilio Pertholey and Llanfoist Fawr could be mitigated by looking outwards to other adjoining communities such as Crucorney and Llanover respectively.
6. Given the probability that the tendency for the County Council to divest itself of services will continue, and the additional powers, including the power of Well-being being promoted in the Local Government Wales Measure will add to the work commitments of local councils, these alterations would help the Town Council to deliver in its locality in a uniform way for local people.
7. The Review Group are respectfully asked to consider these logical representations as part of their review.

Representations received which also refer to this community:

- [Llanfoist Fawr Community Council](#)
- [Llantilio Pertholey Community Council](#)

Community of Caerwent

Caerwent Community Council

Just to confirm that we have on a few occasions requested that two Community Councillors (rather than one) be responsible for our **Dinham** ward due to the fact that 132 additional houses are currently being built in that ward.

DRAFT

Community of Caldicot

Caldicot Town Council

Gail McIntyre – Caldicot Town Council Clerk

Town Council at its meeting on 27th February 2013 requested that Castle Lea be included in the Severn Ward in view of the redevelopment off Church Road and the distance voters have to travel in order to vote at elections.

Caldicot Castle Ward

County Councillor Pauline Watts

The title “Caldicot Castle” is now historic and should remain. Polling booth – Castle Park Primary School is very suitable, as residents who decline the offer of a postal vote, do not have to cross the busy Sandy Lane. The four Castle Lea entries should be included in Green Lane.

Community of Chepstow

Chepstow Town Council

Sandra Bushell – Chepstow Town Council Clerk

Chepstow Town Council wishes to submit the following representations in respect of the Review of Communities and Electoral Arrangements:-

1. Thornwell Ward

Recommendation:

Extend the boundary of Thornwell Ward to include all of the Newhouse Farm Industrial Estate.

Reason(s):

1.1. For clarity and ease of administration, currently the majority of the estate lies within Chepstow Town Council's Thornwell Ward and a small area lies within the Mathern Ward. There are no residential dwellings in this area and thus electoral numbers would be unaffected, however, by placing all of the Newhouse Farm Estate in the Thornwell Ward, reporting lines and service enquiries to elected members would be clearer.

1.2. Fairfield Mabey (now Mabey Bridge) has strong historic and economic links with Chepstow, as one of the town's oldest and largest employers. The Mabey Bridge factory will shortly relocate from Lower Chepstow to its new factory at Newhouse Farm in the minority of the estate which currently falls within Mathern.

2. Larkfield Ward

Recommendation:

Extend the boundary of the Larkfield Ward to include the commercial and residential properties at the top of the A48 and to the west of the Wye Valley Link Road, removing them from St Kingsmark Ward.

Reason(s):

2.1. For clarity and ease of administration. These properties currently border the Larkfield Ward and lie close to residential dwellings in that ward but some considerable distance from dwellings in their current St Kingsmark Ward location. The small number of residential dwellings would have minimal impact on electoral ward numbers.

3. St Kingsmark Ward

Recommendation:

Extend the boundary of St Kingsmark Ward to include Chepstow Racecourse, removing it from St Arvans.

Reason(s):

3.1. For clarity, users of Chepstow Racecourse naturally assume that it lies within Chepstow and thus Chepstow Town Council is very frequently the first point of contact for queries, complaints and service enquires with regard to the Racecourse.

3.2. The activities of the Racecourse have greatest impact on businesses in Chepstow and on the lives of residents in Chepstow, as visitors access the Racecourse by train, coach or car necessitating travel either through the town centre and/or residential streets of Chepstow.

Save as above and in the light of our earlier representations we do not believe that any further amendments to either number of Councillors or amendments to Ward boundaries is appropriate.

Representations received which also refer to this community:

- [Mathern Community Council](#)

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Community of Crucorney

No representations received for Community

Representations received which also refer to this community:

- [Abergavenny Town Council](#)

DRAFT

Community of Devauden

No representations received for Community

DRAFT

Community of Goetre Fawr

No representations received for Community

DRAFT

Community of Grosmont

No representations received for Community

DRAFT

Community of Gwehelog Fawr

Llanbadoc Community Council

Alun Window – Llanbadoc Community Council Clerk

Please find below the observations from Gwehelog Fawr Community Council as agreed earlier.

This is a review of Town and Community Council councilors, not County Councilors, and therefore we don't really understand its purpose because reducing the number of community councilors will not have any cost saving benefit, but will potentially reduce the representation of the community through its elected representatives. The committee feel that having more than one representative from each ward assists the Community Council business when members are ill or not able to attend.

Looking at Gwehelog Fawr CC and Llanbadoc CC the number of electors in each ward currently is:

Gwehelog Fawr CC

- Trostrey.....85 electors
- Kemeys Commander.....34 electors
- Gwehelog.....265 electors

Total Electors Gwehelog Fawr CC 384

Llanbadoc CC

- Monkswood.....245 electors
- Glascoed.....221 electors
- Llanbadoc.....205 electors

Total Electors Llanbadoc CC 671

The proposed ratio of electors per councilor in rural areas is 150, but also no community will be represented by less than 7 councilors, so on the face of it both Gwehelog and Llanbadoc can have a maximum of 7 councilors.

The ominous note however is where it states that "*The bandings will be applied to a community (council area) once the boundaries of that community have been created*". With this in mind, since Gwehelog and Llanbadoc are both in the same County Councilor constituency, it could be that they will be merged to form one community council of $384 + 671 = 1055$ electors. Under those circumstances the new community council would only be represented by $1055 / 150 = 7$ councilors.

If this illustration is correct, then the exercise seems to be in direct opposition to the current government philosophy which is to enable localism and to encourage public participation. We would wish to oppose any moves to reduce the current levels of representation in both Gwehelog and Llanbadoc Community Councils.

Thank you for providing us with the opportunity to participate in this.

Community of Llangybi



Chairman Cllr. John R. Love: 01 633 450347
County Councillor Peter Clarke: 01 633 644644
Clerk Jem Quemper 07853 223963 email: jemquemper@aol.co.uk

7 Juno Villas
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NP18 3BT

John Pearson,
MCC Electoral Services Department,
County Hall,
The Rhadyr,
Usk,
Mon, NP15 1GA

18th April 2013

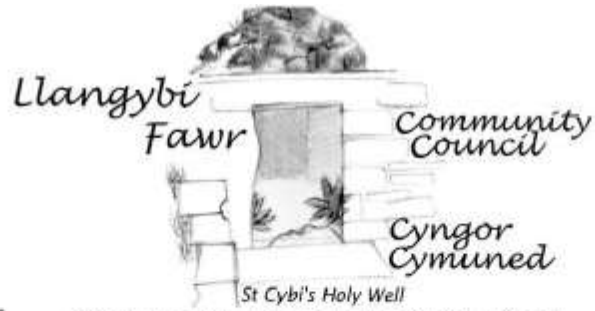
Dear Mr Pearson,

Review of Communities and Electoral Arrangements in Monmouthshire

First, on behalf of Llangybi Fawr Community Council I wish to apologise for the very late response to the consultation on the above proposals, but trust that it is not too late for my Council's comments to be noted. Two of our councillors did attend the presentation held in Llangybi at the very end of January, but our Chairman was then away throughout February and the first half of March so that it was not until this month's Council meeting that we were able to agree our response.

As a Community Council with three Wards and with one County Councillor's representation we feel that the current arrangements are manageable, and well accepted and understood by our three communities. We note the use of the criteria for three categories viz. Rural, Urban, and Mixed, and the suggested electoral numbers and county councillors. The direct application of these criteria might affect our current position, but councillors would wish for consideration also to be given to the geographical spread of our Wards and the distances required for travel for such needs as meetings and site visits. At present the situation works well for all concerned and my Council would wish such arrangements to continue – and we note that any changes proposed in the Local Development Plan in respect of housing are likely only to affect one of our three Wards and only to a very small degree at most. We would also hope that the present distribution of councillor members, viz. Llangybi 5, Llandegfedd 2, and CoedyPaen 2, would be retained – any reduction in that total

Llangybi



Chairman Cllr. John R. Love: 01633 450347
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representation would in my Council's view impact on the effectiveness of Llangybi Fawr C C in carrying out its range of duties and obligations.

Thank you for allowing us to comment and again our apologies for the delay.

Yours sincerely

Jem Quemper, Clerk

DRAFT

Community of Llanarth

Llanarth Community Council

Melanie Mercer – Llanarth Community Council Clerk

Please note the following representations from the Llanarth Fawr Community Council:-

The Llanarth Fawr Community Council area is undoubtedly a very rural area with very small hamlets / villages dotted amongst the rural farming landscape.

The very special geography and topography of this area requires committed and very local representation and this job is very capably filled by both the Community Councillors /the Llanarth Fawr Community Council. The size of the area is very large but is just capable of being closely represented by the current Community Council. The Llanarth Fawr Community Council has recently covered large issues - i.e. the new cattle market site and currently the proposed solar park at Llanvapley as well as being very proud of it's achievement of helping to provide 6 new affordable homes for local residents.

These kind of issues as well as planning, highways, crime and community issues would not be effectively represented by a Council / Councillors who had to cover a wider area.

The Llanarth Fawr Community Council / Councillors pride themselves as being very active voluntary members of the local community and work tirelessly to ensure that the area has the maximum effective representation at a very minimal cost. Any surplus from the very small precept is diligently ploughed back into local community projects and is greatly appreciated by the whole community. All local village halls / groups are supported and many consultations take place at a very local level that ensures that the communities do not feel isolated. When a vacancy becomes available on the council it is quickly filled by enthusiastic local people who genuinely care about their communities and landscape.

This kind of very special, local, support / representation not only maintains the tradition and heritage of the area but gives electors the feeling that although isolated they do have a voice that matters in local government.

Llanarth Fawr Community Council requests that there is no change to the Councillor / Elector ratio and that Llanarth Fawr Community Council is maintained and not "diluted" or "merged" in any way.

Community of Llanbadoc

Llanbadoc Community Council

Response to the Review of Communities and Electoral Arrangements

Description of Community Area

We represent a large rural area which comprises the three ward communities of Llanbadoc, Glascoed and Monkswood. There are no densely populated areas and none of the three wards has the central focus of shops, pubs or village halls which adds to the challenge of effective consultation and keeping in touch. The area contains many farms.

Special features

- There are four large employers within our boundaries: BAE Systems at Glascoed; Coleg Gwent, Monmouthshire CC's new headquarters and Prescoed Open Prison in Llanbadoc. There is also the industrial estate at Woodside with several local companies. This means there is a regular and significant influx of visitors to the area with resulting implications for our road systems. We also have regular liaison with Prescoed Prison to keep the community informed of prisoner absconds and policy matters.
- We own several areas of common land in Glascoed - much of which is woodland. This presents issues of maintenance, access and the rights of commoners. In the last few years there has also been the problem of motor cycle scrambling in the woodland which is on-going. We are currently engaged in resolving a legal issue concerning the erection/removal of gates to protect the woodland and curtail the nuisance for local residents.
- We have developed a rolling programme of footpath maintenance following a sharp deterioration in their condition over a number of years.
- A large section of the Llandegfedd reservoir comes within our area. We have successfully worked with Welsh Water and MCC to develop plans for a trail around the reservoir. Once this is completed (together with a new visitors centre and watersports facility) this will increase the number of visitors to the area.
- In the last few years we have developed our website to improve communications with residents (www.llanbadoc.org) and we have a working group which meets periodically to ensure that this is kept relevant and current. We also hand deliver a newsletter annually.

Why have we not had contested elections?

Any vacancies have been easily filled by co-option and at election time applicants have come forward to fill vacancies or we have used co-option shortly after the date of the election. We ensure that vacancies are given publicity to avoid limiting the pool to 'who we know'.

Are there any anomalies which need to be looked at?

- We request that the properties of Honeywell Cottage and Oak Ridge be moved into Llanbadoc ward from Glascoed ward so that they are in the same ward as other properties in the lane (R102). The reason for their current designation is historical – they were built on land from an old farm, the farm house of which was situated in Glascoed.
- Penpedairheol Farm at the crossroads of Rumble Street and Cefn Mawr Lane is the only property in Rumble Street not included in the Monkswood ward, being attached to Goetre Fawr. We ask that it be moved into the Monkswood ward.

Our submissions on preferred criteria

Our current electorate numbers 671 and our councillor/elector ratio is 1/67. We therefore fall below the preferred criteria of 1000 electors and our ratio is at the low end of the scale for the county and at variance with the suggested ratio of 1/150 for rural areas. However in our view the current community area with the representation of ten councillors should remain in place for the following reasons:

- The size and rural nature of our community area – three sparsely populated wards with housing dispersed throughout the area. The lack of a ‘nucleus’ for each community makes effective representation more challenging and time consuming. If the community area were to be extended to raise the number of electors this would make effective representation very difficult indeed because the bordering communities (with the exception of Usk) are also sparsely populated.
- The special features set out above contribute to a more complex and demanding workload for the council and the current number of councillors is needed to meet these demands.
- The council works efficiently and proactively. We are in the process of streamlining our procedures for meetings and extending our use of working groups to increase our effectiveness – in particular there is a need for a group to manage projects affecting the common land and other environmental issues. To make this group system work properly we need to maintain the present representation
- There are minimal cost implications regarding the number of councillors. We give our time freely and rarely claim for any expenses.

Community of Llanelly

No representations received for Community

DRAFT

Community of Llanfoist Fawr

Llanfoist Fawr Community Council

Melanie Mercer – Llanfoist Fawr Community Council Clerk

Please note the following comments / representations from the Llanfoist Fawr Community Council:-

Llanfoist Fawr Community Council welcome a review of the number of Councillors per ward - due to exceptionally large amounts of housing being built in the Llanfoist Ward the ratio of Community Councillors per elector is currently not fully balanced between the wards.

The Council would ask that Llanellen retains 2 community councillors and feel this is the right number as the community is both very "rural" and "mixed" population - the ratio would be approx. 1 cllr for 200 electors.

Llanwenarth Ultra ward - again this is a large area with a "rural" and "mixed" population and therefore the council would request that the number of Councillors is maintained - the ratio would be approx. 1 cllr for 190 Electors.

Llanwenarth Citra Ward - this ward has had historical links with Llanwenarth Ultra / Llanfoist Fawr for many centuries and is a totally rural area. The Llanfoist Fawr Community Council have noted the submission by Abergavenny Town Council that this ward should be added to the Grofield Ward and feel that this is totally unacceptable. The Ward has no links with Abergavenny Town - it's residents would certainly feel affronted at the thought that they were going to be represented by a Town when they have so obviously chosen to live in a very beautiful rural location. The town is the town - not the countryside around the town - it is a totally rural community with not even a "mixed" area - i.e. no hamlets /village - it does not fit in any way into the classification of the Grofield Ward in Abergavenny. The planning applications for this ward are all through the Brecon Beacon National Park (as are a significant number of others for the Llanfoist Fawr Community Council Area) and it is believed that currently Abergavenny Town Council deal only with Monmouthshire County Council planning applications. (The two planning authorities do have very different views on planning matters and totally separate Local Development Plans, planning meetings, etc.). All the links forged with the Brecon Beacon National Park Authority for this community would be lost - and this goes beyond just planning to include tourism, forestry, environment and other matters. The ward has 1 very longstanding and valued Community Councillor (currently Vice-Chairman) and this represents a ratio of 1 cllr for 139 electors - very close to the ideal of 150 that is suggested for a rural ward. Please leave this ward in the Llanfoist Fawr Community Council with the current arrangement of 1 Councillor as this is how best to represent locally the small rural community.

Llanfoist Ward - this is the ward with all the development - some already completed, some "in progress" and some with planning approval. It currently has only 3 Community Councillors and this is short of the number required for what is a "mixed" community. The forecast for 2017 is 1,568 Electors that should be represented by 6 Community Councillors - this increase would give an excellent chance for new Community Councillors to be sought in the new housing areas. The Electors of Llanfoist Ward pride themselves on being in an active attractive village (not a part of Abergavenny Town as has been suggested by Abergavenny Town Council).

To sum up - the Llanfoist Fawr Community Council wish to remain as 4 wards but with a review of the number of Councillors in the Llanfoist Ward.

If members of the panel looking into this review require any further information Llanfoist Fawr Community Council would be only too happy to assist / liaise.

Additional Representation from Llanfoist Community Council

Dear Sir / Madam,

Please find below the further comments of the Llanfoist Fawr Community Council regarding the review of Communities and Electoral Arrangements. I would be grateful if you can ensure that these comments are noted prior to any recommendations on this matter.

Llanfoist Fawr Community Council object strongly to the proposal put forward by Abergavenny Town Council to integrate the Llanfoist Ward into a larger Abergavenny Town ward. It must be noted that no consultation regarding this proposal has been even mentioned to members of Llanfoist Fawr Community Council - despite appropriate forums in existence for such matters - let alone discussed within the spirit of mutual co-operation.

Our objections are grounded in the following reasons:

Llanfoist is geographically separate to Abergavenny with the river forming an obvious boundary. It also feels itself to be a rural community despite Monmouthshire County Council's attempts to double the population with new housing developments at Gypsy Lane and the old Coopers filters site. It has a very distinctive and separate identity to Abergavenny which those who live in the ward have fought hard to maintain and develop over many years. The argument put forward by Abergavenny Town Council that those who live in the new development near the bridge consider themselves to have more affinity with Abergavenny than Llanfoist is not founded in reality.

The increase in population once all proposed housing is occupied ensures that the existing Llanfoist Fawr Community Council area remains a viable and extremely effective community council with members who have developed good working relationships over many years with the electorate, with each other and with the planning authorities at Monmouthshire

County Council and Brecon Beacon National Park. The ward has its own County Council representation which we would be loath to lose.

Llanfoist is the gateway to the Blaenavon World Heritage Site and there has been considerable work within the village in collaboration with the Forgotten Landscapes Project and the World Heritage Site to promote the distinctiveness of Llanfoist and the important role the village played in the industrial development of the area and its continuing development as a tourist attraction. Whilst there is much to ally us with Abergavenny in this respect we feel it would be detrimental to the identity of Llanfoist to be incorporated into Abergavenny Town Council; our needs as a rural community are very different to those of the town.

Llanfoist Fawr Community Council recognises the need to work collaboratively and imaginatively with other community /town councils to achieve the best possible outcomes for the electorate and does not feel that the proposals for a larger Abergavenny ward are an appropriate way forward.

It is further noted that Llanfoist residents would have to suffer an increase in council tax due to the considerably higher precept of the Abergavenny Town Council V Llanfoist Fawr Community Council - indeed for 2013/14 Llanfoist Fawr Community Council have reduced the burden on householders by maintaining the same precept despite an increase in the number of dwellings.

Abergavenny Town Council use the argument that as Llanwenarth Citra Ward is on the town side of the river it should be included in the town council area - a matter previously disputed by Llanfoist Fawr Community Council. They then put forward a recommendation to have the whole of Llanfoist Ward - which is wholly the "wrong" side of the river - is this not a case of not knowing their own identity and just trying to make up ward numbers from any direction ?

Llanfoist Fawr Community Council would not be "Llanfoist" Fawr Community Council without the Llanfoist Ward - it would leave a ridiculous situation whereby the other wards are totally disjointed with a large geographical gap in the middle that could not be joined up by annexing other Community Council's Wards as suggested by Abergavenny Town Council and Llanfoist Fawr Community Council are sure that Llanover Community Council would not appreciate this suggestion being even considered without full and proper public consultation.

Llanfoist Fawr Community Council formally request that this matter is struck from consideration as it is not an appropriate suggestion and for all the above reasons.

Once again the Llanfoist Fawr Community Council would like to re-iterate their offer to discuss matters further with the review panel or if helpful to provide and further information required.

Yours Sincerely

Melanie Mercer

Clerk of the Council
Llanfoist Fawr Community Council

Representations received which also refer to this community:

- [Abergavenny Town Council](#)

DRAFT

Community of Llangattock Vibon Avel


Llangattock Vibon Avel Community Council *Cyngor Cymuned Llangatwg Feibion Afel*

Roy G Nicholas

Clerk to the Council
Proper Officer of the Council

16 Rushey Meadow
MONMOUTH NP25 5BT



 (01600) 714181

Clerc y Cyngor
Swyddog Priodol y Cyngor

16 Dôl Frwynog
TREFYNWY NP25 5BT

22 January 2013

Mr John Pearson
Local Democracy Manager
The Rhadyr
Usk
NP15 1GA

Dear Mr Pearson

Review of Communities and Electoral Arrangements for Monmouthshire

Just to recap on a few of the various statements which we have propounded in the past, it is apposite for me to bring them to the fore when the question of "how many community councillors" is under consideration.

A Our community is within the second most geographically deprived area in the whole of Wales for access to facilities and services. We do not have a single shop, garage, doctor's surgery or other facilities. The isolation is such that a person living at Cross Ash has a round trip of 18 miles for a loaf of bread.

B We have fewer than 400 residences. These are scattered within an area of about 14sq kilometres and include Skenfrith, Cross Ash, Rockfield, Llangattock, Newcastle and the Hendre.

The names, contacts including telephone numbers of our members are shown ward by ward on the six village notice-boards which are situated in the open in the most prominent place in the village and are always maintained in an *as-new* condition. In other words, our community councillors are *easy* (and happy!) to be contacted.

C Because our *Precept* has to be absorbed by fewer than 400 residences, we have to be exceptionally careful with our funds and have to *absorb* small jobs as 'in-house' tasks.

D Our really big expense is the care and maintenance of our properties which consist of the War Memorial at Skenfrith and the War Memorial at Llangattock. There is also the Churchyard at Llangattock which produces no income whatsoever. Our obligation at the Churchyard is much compounded by having to care for its stone wall perimeter and the fact so many of the monuments on its steep slope are laid horizontal and require to be exposed lest someone should slip. It is also the burial place of Charles Rolls (of Rolls Royce) which attracts huge numbers of visitors. This places a special H & S responsibility on us to comply with the 2009 regulations. Each time the grass is strimmed costs £150!

So, why do we require 10 Community Councillors?

LT1 = 3. The area stretches from the border with Wanastow as far as Newcastle and includes Llangattock and the Hendre in between. When the weather is reasonable, dealing with visitors (only a few weeks ago we had a coachload of 46 persons) to see the Charles Rolls memorial. Sponsored walks also include this location as a stopping place. These events can well absorb the attention of one Councillor.

With the recent introduction of discharging patients from hospital for care at their own homes, we are obliged to ensure that their carers can actually get to their patient. Only last week when we checked on a route in this ward, it became obvious that salt-bins would be required on the long and steep slope if they were to reach a 95-year old patient, twice daily, discharged from hospital with a broken leg. This was achieved.

LT 2. This covers Cross Ash, Norton, Skenfrith and the area between them and Newcastle. We require one who resides at Cross Ash and who is involved with the Village Hall and the Playing Field. It is only fairly recently that we found how essential it was to have 'Our Man' at Cross Ash when we spent months on fighting our case to retain the playing field from building. It took months of hard work which resulted in the Assembly's Inspector at the Public Hearing finding in our favour.

The next hamlet Norton requires a councillor for that area which includes residences stretching to the Grosmont border.

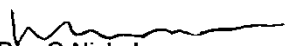
Skenfrith is a very busy place where CADW no longer employs anyone to enlighten visitors about the Castle. The War Memorial attracts attention because, in addition to listing the men who lost their lives, it also lists the men who went to the wars but were fortunate to return home!

Councillor 4 is responsible for the hilly area between Newcastle and the other areas listed above.

LT3 covers St Maughans, the Maypole, Rockfield and the area between Rockfield and the Hendre. Three councillors are kept busy to avoid residents having to contact MCC departments!!

So please, when reviewing or 10 community councillors, allow us to continue providing the service which our electorate has come to expect of us. This will be particularly important as MCC's much publicised **Bringing Health and Social Care Closer Together** gathers momentum. This is happening now and we wish to play our part.

Yours sincerely


Roy G Nicholas
Clerk to the Council
Proper Officer of the Council
Appointed Officer to the Burial Authority
Churchyard Safety Officer

Community of Llangwm

No representations received for Community

DRAFT

Community of Llanhennock

No representations received for Community

DRAFT

Community of Llanover

Llanover Community Council

Hugh Candler – Llanover Community Council Clerk

I acknowledge receipt of the amended Notice regarding the above Review.

I have noted that there is due to be a series of Regional Seminars which I and one or two other members of this Council are likely to attend.

However, I am instructed to inform you that this Council considers the Review a complete waste of time and money. The present situation is working perfectly well and people know in which community they are located. To change the arrangement will merely be change for change's sake. Any possible benefit, such as equalising the number of electors in each ward, will be far outweighed by the inconvenience and uncertainty which will be caused. My Council's advice is to leave well alone.

Representations received which also refer to this community:

- [Abergavenny Town Council](#)

Community of Llantilio Crossenny

Llantilio Crossenny Community Council

Katherine Jordan – Llantilio Crossenny Community Council Clerk

Thank you for the helpful presentation at Abergavenny Town Hall last night requesting feedback from community councils before the review panel considers matters in detail. Having discussed the review with our Chairman of Llantilio Crossenny Community Council I have been requested to reply to you on behalf of the council.

It is considered that the traditional boundaries and historic situation in our area works very well and that any changes would be unlikely to bring any real benefits. Our community council has responsibility for a large rural area, and we have no issues to report. If our area was smaller it would not be workable. So far as the boundaries are concerned there is a small "bubble" near The Hendre in the Parc Grace Dieu area, but other than that the boundaries are considered to be straightforward with no anomalies.

Our demands have not changed, as there has been very little development in our area, and little has changed in recent years.

It is the view of Llantilio Community Council that the status quo should be maintained for our area as there are no issues or problems to report. I hope this response is of assistance, and would be very grateful if you would acknowledge receipt for my records.

Community of Llantilio Pertholey

LLANTILIO PERTHOLEY COMMUNITY COUNCIL

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS 2012

RECOMMENDATIONS -

The ratio of residents to one Community Councillor is appropriate throughout our community and will continue to be so even following these recommendations.

1 Remove Heol Hamelin, Clos Durand and Clos Bury Capel from Croesonen East and place within Abergavenny Town Council community probably Priory Ward.

2 Subsequently there is no need for a divisive split between Croesonen East and West. Add Croesonen Gardens, Croesonen Parc, Croesonen Road, Glan Gavenny, New Junction Cottages and Springwells Road to Croesonen West. In amalgamating both these Wards, create a new Croesonen Ward (no East and West).

This Ward of approximately 1695 residents will then be served by seven Community Councillors and a ratio of 242 to one.

3 Remove Llwynu Lane, St David's Road and St David's Close from Mardy Ward and add to Croesonen Ward so that both roads and all properties lie within one Ward ie Croesonen and not divided as at present.

4 Add Hereford Road, Mardy Park, Mardy, Nantgavenny Cottages, The Newlands and The Pines to Mardy Ward creating a clear boundary to include all roads and properties that quite obviously lie within Mardy village.

This Ward and the 931 residents will be served by four Community Councillors having been joined by the present Skirrid West Community Councillor and a ratio of 233 to one.

5 Amalgamate the unnecessary split of Skirrid East and West by combining Maindiff, Maindiff Court Hospital, Trebencyn, Tredillion, Triley, Brynygwenin, Llandewi Court, Llandewi Sgyrriid, Llandewi Skirrid, Llantilio Pertholey and Ross Road to create one Skirrid Ward.

This Ward and the 248 residents will be served by one Community Councillor. Skirrid should then become a mixed Ward and this gives the ratio of 248 to one.

6 Panygelli Ward to remain as at present.

Secondary representation submitted by Llantilio Pertholey Community Council

Following submission of views to the Monmouthshire County Council's consultation exercise on the Review of Communities and Electoral Arrangements, Llantilio Pertholey Community Council has felt compelled to respond to the observations submitted during the exercise by Abergavenny Town Council.

Members of Council object to the Abergavenny Town Council's inference that the existing Community arrangements in Monmouthshire are not fit for purpose to deal with 'the

current tendency to look at moving services down the structural chain'. Members must assume that the Town Council includes itself in that statement, as it is currently part of those arrangements. Indeed, the Town Council seems to demonstrate a degree of naivety if it believes that in devolving certain service downwards that there would not be an expectation amongst Community Councils that appropriate financial resources would be included in any such arrangements.

While Members accept that all Council's would need to introduce new methods for dealing with any major delegation of services, this could prove an opportunity for Council's to work more closely together to provide the necessary services in the best and most economical ways for the benefit of their residents. In a small way this is already happening in North Monmouthshire via the North Monmouthshire Liaison Committee, which comprises Crucorney, Llanfoist Fawr, Llanover, Llantilio Pertholey Community Councils and Abergavenny Town Council. For your general information, this was established following the initiative of Llantilio Pertholey Community Council

The current Community arrangements allow for local knowledge, relationships and community cohesion that benefit the residents. Big is not always better.

From the submissions of other Councils to the consultation exercise, it appears that the Town Council is somewhat out on a limb with its suggestion that 'there is a case for a fairly radical look at the way in which communities are organised in Monmouthshire.' All other responses submitted, including that of Llantilio Pertholey Community Council, have looked at Ward boundaries within their community, to ensure that they meet the terms of reference of the exercise, and provide the best representation for the electorate within those Councils.

In fact Llantilio Pertholey Community Council did, in its submission, suggest realigning the boundary between itself and Abergavenny Town Council for residents in Heol Hamelin, Clos Durand and Clos Bury Capel to become part of the Town Council's area as, due to their location to the town, they would feel more affinity with the town than with the Community of Llantilio Pertholey.

In response to Abergavenny Town Council's specific suggestions for their annexing of the Croesonen East, Croesonen West and Mardy Wards of Llantilio Pertholey Community Council, Members would like to make the following observations:

- Residents within those wards associate with the village of Mardy and not the town of Abergavenny.
- The Town Council has no experience of managing buildings or Playing Fields. Llantilio Pertholey Community Council owns and manages the Community Hall, Playing Field and Children's Play Area.
- The wellbeing of residents is well catered for in Llantilio Pertholey Community Council's area with the Community Hall and Playing Field used regularly for educational, sporting, fitness and rehabilitation activities.
- Llantilio Pertholey Community Council actively engages with its residents. Press releases are issued after Council meetings, the Croesonen County Councillor's

newsletter and parish magazine are used to advertise Council activities, and the long established website is used to promote Council business. The website is also a means for residents to contact Council with questions and views, and for 2013/2014 Council have set a goal to establish Surgeries for residents to meet with Councillors to raise and discuss issues.

- The Council has installed notice boards in each ward that convey information such as the contact details for Councillors, notice of Council meetings, Neighbourhood Watch and other community activities.
- Llantilio Pertholey Community Council was the first Council in the greater Abergavenny area to install Dog Waste Bins. The Council manages the emptying of those bins as well as litter bins which it has purchased and installed in its area.
- Council also run a Garden of the Year competition, provide Christmas lighting and is a major financial supporter of the local branch of the Citizens Advice Bureau, as the Bureau has shown that many of their visitors are resident in Llantilio Pertholey Community Council's area.
- Following the introduction by Monmouthshire County Council of the current refuse collection regime, Council hold stocks of the various coloured bags for local residents use, at the Community Hall, the Assembly Hall Llandewi Skirrid as well as the local store, this is managed by a Llantilio Pertholey Community Council.

If the 3 Wards were moved to Abergavenny Town Council it would leave Llantilio Pertholey Community Council with 3 single Member Rural Wards, Sgyrrid East, Sgyrrid West and Pantygelli. This would mean a Council of 3 Members and would not be viable as a separate Community. Those Wards would then need to be allocated to neighbouring Communities, (Crucorney/Grosmont) to which they would have no local connection.

The 2013/2014 Monmouthshire County Council Council Tax figures show the Community Council precept band D equivalent for Llantilio Pertholey Community Council as £21.14 compared to Abergavenny Town Council's £44.54. Would residents of the 3 wards that Abergavenny Town Council wish to take from Llantilio Pertholey receive the same commitment from the Town Council as they currently receive from the Community Council, especially if their Council Tax was likely to rise.

The Community Council is non-political, Members working for the benefit of its residents and not a political party, unlike the Town Council which is party political. The Council believes that this approach provides a more inclusive partnership between themselves and their residents.

The Community Council uses its precept to provide services for its residents, unlike the Town which uses a percentage of its precept for Mayoral and Ceremonial events, twinning arrangements and annually approved allowances, which does not directly benefit the Town residents.

Council hope that from these examples you can see that the residents of Llantilio Pertholey are well served by the current Community Council arrangements and request you dismiss the suggestions of Abergavenny Town Council presented in their submission. Indeed, any

major changes to the current boundary structure are likely to affect the community cohesion and pride that the Council has helped to build over many years.

Representations received which also refer to this community:

- [Abergavenny Town Council](#)

DRAFT

Community of Llantrisant

Llantrisant Fawr Community Council

John Turner – Llantrisant Fawr Community Council Clerk

Members of Llantrisant Fawr Community Council have requested I write in response to your letter of 3/12/12 and to the recently published Terms of Reference for the above review.

The Terms of reference state that the main driver for the review is the wide variation in levels of representation from one community to another. Whilst this is clearly true from the data you have provided and notwithstanding your accepted variations between the 3 categories of communities mentioned, due consideration to geography must be given when considering levels of representation. We believe that strict adherence to set levels of representation are less important than recognition of geographical factors and the natural boundaries of communities based on settlement.

The 2 wards of Llantrisant Fawr Community Council are reported to have the most generous level of representation in the County and therefore perceived ripe for reorganisation/merger with one or more surrounding communities. Llantrisant Fawr Community Council covers a large area of about 25km² covering the adjacent communities of Llantrisant, Llanllowell, Llangeview and Gwernesney. Any enlargement of the community area to include other areas would result in a loss of local community focus. A new larger Council with at least 1000 electors would have to represent a much larger number of scattered communities which may not have all that much in common with each other and have different priorities and interests. The prime function of a local council is to represent the views, interests and act on behalf of well defined community based on patterns of human settlement and not a predetermined councillor to elector ratio.

For this reason we believe that the current arrangements as they pertain to Llantrisant Fawr Council have proved effective in that it represents a cluster of small settlements with shared sense of location and community identity. We have 329 residents which is clearly above the minimum number of electors required for a community council. We also have 7 councillors which also conforms with the published terms of reference. We are of the opinion that the generous level of about 1 councillor to about 50 electors is acceptable given the rural and scattered character of our area. We therefore propose no change to our community area boundaries or wards.

Community of Magor with Undy

No representations received for Community

DRAFT

Community of Mathern

Mounton Ward – Mathern Community Council

Councillor & Vice Chair Carolyn Ovenden – Mounton Ward

Following our discussions at last night's meeting at Bulwark Community Centre re. review of Communities and Electoral Arrangements, may I summarise and suggest the following re. the above Ward, which I represent:

- Though a small Ward, Mounton Village is a distinct, stand-alone, rural community with a unique local history which is nevertheless allied to that of its near (but more densely-populated) neighbours of Mathern and Pwllmeyric.
- The houses at the upper end of Mounton Lane should be incorporated into Mounton Ward on a line which roughly follows a continuation of St. Lawrence Lane. This would simplify matters relating to Highways and the maintenance of Mounton Road. Also give a more distinct boundary to Mathern CC area as a whole.
- The property known as Wellhead Lodge, on the Usk Road, be removed from Mounton Ward (possibly being placed in St Arvans - see map).

Mathern Community Council

Councillor & Vice Chair Carolyn Ovenden

Outline of existing Community Council

Mathern Community Council comprises 3 Wards with a current electoral total of 874 voters. These are represented by 9 Community Councillors in 3 Wards as follows:
Mathern – 118 voters per Councillor (5), Mounton – 77 voters per Councillor (1) and Pwllmeyric – 109 voters per Councillor (3).

JUSTIFICATION OF CURRENT FORMAT OF MATHERN COMMUNITY COUNCIL

1. The three Wards are each distinctive but historically linked e.g. paper manufactured in Mounton village was shipped from Mathern before the railway was built, whilst the owners of Mounton House had a close relationship with Pwllmeyric residents in the last Century.
2. There is currently a thriving community life involving residents from all three villages within the Community Council area, e.g Mathern Village Hall events and combined efforts by residents of all three Wards in various floral display competitions.
3. The Wards are diverse and thriving with a wide range of housing-types. All age groups are well-represented throughout and the community is a well-balanced one.
4. The three villages are either rural or semi-rural and geographically separate from similar areas nearby.

5. The area encompassed by the Community Council includes part of the Wye Valley AONB (Mounton) and a Conservation Area (Mathern), reflecting the individual character of the area.
6. The Community Council itself is well-balanced and the three constituent Wards work well together, frequently towards common goals. These may be both pro-active (recent publication of Local Walks leaflets) and reactive (currently working towards safer road conditions on the A48). Such matters are local to the area and affect/involve the entire community.
7. Proposed new building under the Local Development Plan will increase voting population of Mathern Ward.
8. Mathern Community Council and (enthusiastic) local residents of all 3 Wards are to devise a Community Led Plan under the auspices of adventa. This project was due to start in January but was delayed till next week by poor weather conditions.

POSSIBLE CHANGES TO WARD BOUNDARIES WITHIN AN UNCHANGED MATHERN COMMUNITY COUNCIL AREA

1. In view of potential new housing in Mathern village (LDP) and hence a larger electorate, all properties to the west of the A48 i.e. Hayesgate, Broadwell Farm areas to be moved from Mathern Ward to Mounton Ward.
2. Mounton House to be removed from Mounton Ward and placed in Pwllmeyric Ward, where it's main entrance is situated. Also the two houses above Mounton House (Brynderwin & Bigwood).
3. Mounton Ward: see previous communication re. Wellhead Lodge and "old" Bayfield.
4. The new buildings, including the Veterinary Practice, at High Beech roundabout should be wholly incorporated into Pwllmeyric Ward, rather than only the driveway leading to them.

These changes would retain the status quo whilst making voting numbers more in line with targets.

MATHERN COMMUNITY COUNCIL

John Pearson
Local Democracy Manager
Monmouthshire County Council
Innovation House
Wales 1
Magor. NP26 3DG

18th March 2013

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS Terms of Reference

Dear John,

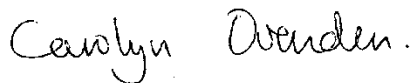
Following a lengthy discussion of the above at their March meeting, Mathern Community Councillors have asked me to write to express their grave concern about the proposal by Chepstow Town Council that the part of Newhouse Industrial Estate currently within to Mathern Community Council boundary should be transferred to Thornwell Ward.

Community Councillors wish to point out that the area concerned is very close to Mathern village. Noise and light pollution (as well as a certain amount of increased traffic) at the site have, in the past, infringed greatly on nearby houses in Mathern. Its Community Council has always worked hard to alleviate these problems, not least by ensuring that the bund partly surrounding the site was built in the first place. Such problems in no way infringe on Thornwell.

For these reasons, we feel most strongly that our Community boundary here should remain as it is at present. This will ensure that Mathern Community Council will be involved in any future Planning applications on the relevant part of the Newhouse site. It will thus have some influence as regards detrimental environmental effects that any new building, or change of use to existing buildings, may have on the rural ambience of a particularly historic part of Mathern.

The Community Council trusts, therefore, that the outcome of the review of electoral boundaries within Monmouthshire will contain no such change.

Yours sincerely,



Carolyn Ovenden (Vice-Chairman, Mathern Community Council)

cc: County Councillor Graham Down
Mrs. Sandra Bushell, Clerk to Chepstow Town Council.



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sir fynwy

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J Pearson Esq
Local Democracy Manager
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Monmouthshire County Council
The Rhadyr
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NP15 1GA

15 May 2013

Address for correspondence:
7 Wyelands View
Mathern
Chepstow
Monmouthshire
NP16 6HN

Tel: 01291 621846

e-mail: grahamdown@monmouthshire.gov.uk

Dear John

Re: Review of Communities and Electoral Arrangements

With reference to the above Review, I have had the opportunity to look at the submissions made by Mathern Community Council and Shirenewton Community Council, amongst others.

Mathern

I broadly agree with the submissions which have been made by Mathern Community Council. It seems to me to make obvious sense to use the A466 between High Beech roundabout and Newhouse roundabout as the eastern boundary of the Community, and as a clear dividing line with Chepstow. This brings a small amount of agricultural land to the north west of Newhouse roundabout into the Community, as well as two properties, one of which is a commercial property, to the west of High Beech roundabout (which would fall in the Pwllmeyric Ward).

At the southern end, it would seem sensible to use the M48 eastwards towards the Wye Bridge as the boundary, which would bring the whole of the Newhouse Industrial Estate within the Mathern Community.

There is a case for extending the eastern edge of the Community northwards from High Beech roundabout towards Mounton Road (westwards), and thereafter using Mounton Road as the northern boundary, with the few properties to the south of the road coming into the Mathern Community. If this is agreed the affected properties could conveniently be associated with the Mounton Ward.

Mathern Community Council have also suggested bringing "old" Bayfield within the Mounton Ward. Again, I see the sense of this in representing the division between urban Chepstow and the more rural area.

There is a single property on the Usk Road which, perversely, falls within the Mathern Community. The dwelling is completely isolated from the remainder of the Community, and I would argue that it really ought to be part of Chepstow's St Kingsmark Ward.

Working with the citizens of Monmouthshire

This letter is from an individual Member and is not written on behalf of the Council
Dan'r llythyr yma oddi wrth Aelod unigol ac ni ystyrir yn rwyd ar ran y Cynwor.



Likewise, the register includes a single property on High Beech Lane, which can only be an error.

Shirenewton

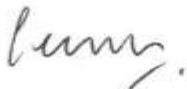
Once more, I broadly concur with the submission made by Shirenewton Community Council. No changes are necessary to the boundaries of the Community as a whole, albeit that there are a few dwellings along the western side of the Crick Road north of Crick, which would appear to have greater affinity with Shirenewton than with Caerwent.

The principal change which is required to the Shirenewton community involves the division between Earlswood and Shirenewton Wards. Under the present arrangements a large part of Earlswood falls within the Shirenewton Ward which is plainly preposterous. The boundary ought to be drawn so that anything to the north of Cock A Roostin falls within the Earlswood Ward.

I hope you find these comments helpful.

Regards

Yours sincerely



Graham Down
County Councillor for Shirenewton & Mathern

Representations received which also refer to this community:

- [Chepstow Town Council](#)

Community of Mitchel Troy

Mitchel Troy Community Council

Ann Davison – Mitchel Troy Community Council Clerk

Mitchel Troy Community Council discussed this review at its meeting last night. The minute reads as follows:

"Councillors expressed a strong sense of identity, and had no wish to increase, decrease, or alter the boundaries of the wards within the council. While the "electors per councillor" figures are relatively low in the area, it was felt that the concept of "over representation" is irrelevant, since community councillors are voluntary and therefore costless. They also represent a large area that is sparsely populated."

DRAFT

Community of Monmouth

Monmouth Town Council

Sue James – Monmouth Town Council Clerk

Please see below responses from Monmouth Town Council

Cllr Hayward explained details to members again at a meeting last Monday, and he has been delegated authority by the Council to submit any further changes/suggestions made to him by MTC Councillors (and received in the Clerk's office by 1st March) to yourself/John Pearson by 15th March.

- Dixon with Osbaston ward boundary should be re-established to follow the River Monnow rather than Osbaston Road, from the old Slaughter Houses (Priory Street), and hence then include the Forge and Osbaston CIW School
- An additional Councillor should represent the Drybridge Town Council ward
- The County Council ward of combined Town and Drybridge Town Council wards should be re-examined, with a more natural combination being Town and Overmonnow Town Council wards

Community of Portskewett

No representations received for Community

DRAFT

Community of Raglan

No representations received for Community

DRAFT

Community of Rogiet

No representations received for Community

DRAFT

Community of Shirenewton

Shirenewton Community Council

Hilary Counsell – Shirenewton Community Council Clerk

Hi John, during discussion of the above, members gave consideration to the following:

- overall boundary of the Council,
- individual ward boundaries,
- links between wards,
- the warding structure.

In response to the consultation, members wish to make the following points -

- that the current four wards of Shirenewton, Mynyddbach, Earlswood and Newchurch West are a distinct area with an identifiable community.
- there are several positive links between the wards, such as the CC having responsibility for the poor land field and an area of forestry in Earlswood, Also for Earlswood Village Hall and the Recreation Hall and playing field in Shirenewton, as well as the green at Mynyddbach. The CC also offers financial support to all the churches and chapels and several organisations in the community.

Members feel that it might be beneficial to reduce the community to two wards - Shirenewton and Mynyddbach, and Earlswood and Newchurch West. Earlswood and Newchurch West historically regard themselves as a community. Councillors suggest the boundary of the two wards be at Cock a Roosting (bridleway BR86, on to the road at lower Argoed, to Cock a Roosting, then BR54, BR53, Footpath 51, 45, 46 to the CC boundary. The electors could then be realigned for voting purposes, with the Earlswood/Newchurch West ward voting at Earlswood Hall and the Shirenewton/Mynyddbach ward voting at Shirenewton Recreation Hall. This would rationalise the current arrangements where several of the Earlswood electorate pass Earlswood Hall to vote in Shirenewton. Members did feel it important that all the village names are kept in the ward titles to retain their identities.

According to the Terms of Reference, as this Council has 915 electors, the number of Councillors representing the wards will be reduced, possibly to eight rather than the current ten. If this is the case, members would suggest five for the Shirenewton/Mynyddbach ward and three for the Earlswood/Newchurch West ward.

Perhaps you would kindly calculate how this would work out as a ratio of electorate to Councillors in each ward and advise us accordingly.



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I hope you find these comments helpful.

Regards

Yours sincerely



Graham Down
County Councillor for Shirenewton & Mathern

Community of St Arvans

St Arvans Community Council

Alan Bolton – Chair of St Arvans Community Council

May I thank you for the opportunity to make a representation to the forthcoming review of Communities and Electoral Arrangements 2012.

It is noted from the Terms of Reference that St Arvans falls into the "Mixed " category of Community Councils where the ideal Councillor/Elector ratio is c 250. Clearly with 625 Electors and 8 Councillors, the village is over -subscribed with Councillors and would mathematically be better suited to forming a Ward of a larger Community to meet the above criterion and the second criterion of a minimum of 7 Councillors per Community.

However, St Arvans is a very self-contained and succinct Community and does not naturally link geographically with any other local Community to be considered a Ward. Its Councillors are all St Arvan's residents who know the village and its residents and their needs well, and work conscientiously for the betterment of services and environmental issues within the Community.

The Community Council therefore recommends that the existing arrangements are maintained because;

- There are no costs involved.
- The numbers afford a good distribution of Councillors across the several sub-groups that manage the various responsibilities of the Council.
- All Councillors are in daily contact with other St Arvans residents and literally form part of the "Community".

Representations received which also refer to this community:

- [Chepstow Town Council](#)
- [Mathern Community Council](#)

Community of Tintern

St Arvans County Councillor Ann Webb

Just a note to say that I as the local member for Trellech Grange would strongly oppose this being included into the Trellech United Ward. There are historical reasons for this being within St Arvans Division. If you would like we could discuss this in more detail, but firstly I wanted to make sure you knew my feelings!!

Representations received which also refer to this community:

- [Trellech United Community Council](#)
- [Community Councillor George Weston, Llanishen Ward, Trellech United Community Council](#)

DRAFT

Community of Trellech United

Trellech United Community Council

Ann Davison – Trellech United Community Council Clerk

At its meeting on 18th February the Community Council discussed its current ward boundaries and representation.

1. The council felt that the level of representation is about right, and did not want to either increase or decrease the number of councillors.

2. They had two suggestions for changes to ward boundaries, although felt that this really depended on the views of electors living within the two areas.

(a) Trellech Grange (as its name suggests) "belongs" with Trellech rather than with Tintern, and the suggestion is to move the boundary of the Llanishen ward to run from Whitelye Common and below The Fountain Inn . The parishes of Llanishen and Trellech Grange have always been linked, the primary school catchment is to Trellech school, and The Fountain is the "local" for Catbrook within TUCC.

(b) Far Hill, which is currently within the Llanishen ward, lies more naturally within Trellech Town. There is no direct road link between Far Hill and Llanishen. When residents of Far Hill wish to vote at an election they need to drive straight past the polling station in Trellech, in order to reach Llanishen. For the same reason other community links and activities tend naturally towards Trellech rather than Llanishen.

Trellech United Community Council

George Weston – Community Councillor Llanishen Ward

Introduction:

The following considerations are personal to me and do not necessarily represent those held by TUCC, of which I am an elected member. However, they were presented as such to TUCC at their meeting on 18th February and received no objection from the members present.

I approached the exercise on the basis of "community of interest" or, if you will, "sense of place", rather than as an exercise in load-balancing. However, it can be seen that my recommendations, if adopted, would result in the Llanishen Ward of TUCC having the exact county average of 150 electors per community councillor.

1. Trellech Grange:

Trellech Grange is clearly historically linked to the Trellech area by its name but is currently – inexplicably – part of Tintern community. Trellech Grange is also one of the three linked historic parishes of Llanishen, Trellech Grange and Llanfihangel-tor-y-Mynydd; the local priest-in-charge is responsible for all three churches. Trellech

Grange's strong links with Llanishen are also reflected in the Trust Deed of the charity which owns and operates Llanishen village hall; the deed states that the "area of benefit" of the charity consists of those three historic parishes.

(It should be noted at this stage that whilst Llanfihangel-tor-y-Mynydd is also linked in this way, its ties with Llanishen are perhaps not so strong, as that settlement tends to identify more closely with its proximity to Llansoy and Devauden Community. Moreover, as far as the Post Office is concerned, Llanfihangel-tor-y-Mynydd is part of Llansoy. I have therefore not considered any changes which would involve Llanfihangel-tor-y-Mynydd or Devauden Community.)

Returning to Trellech Grange, I also note that many addresses in that historic parish have NP16 6Q* postcodes and Llanishen postal addresses. Many residents of Trellech Grange therefore have a strong natural "community of interest" with Llanishen and consider themselves to be part of the Llanishen community. The boundary of Trellech Grange with Llanishen is also very close to the village centre of Llanishen. However, Trellech Grange is currently a Ward of Tintern Community, notwithstanding the fact that Tintern is anything up to 4 miles away and is directly accessible only via a narrow road through the Angidy valley (this road is currently closed owing to a landslip). Trellech Grange's "community of interest" with Tintern is therefore as not as strong as it is with Llanishen. There are 36 properties in Tintern Community's Trellech Grange Ward and 72 electors.

For the above reasons I therefore propose that consideration be given to transferring the Trellech Grange Ward of Tintern Community to TUCC and incorporating it into TUCC's Llanishen Ward.

2. Far Hill:

Far Hill is currently part of the Llanishen Ward of TUCC. However, it is relatively isolated from "Llanishen proper". The preferred access to and from Far Hill is via Trellech, where a good, direct minor road leading off the B4293 (R76/C45-7) links the two settlements. Access to Far Hill from Llanishen is possible but via a long, convoluted route of narrow lanes leading off the road that leads out into the countryside towards Llangovan. The residents of Far Hill therefore naturally have a much greater "community of interest" with Trellech than they do with Llanishen. There are 25 properties listed in the electoral register as being in in Far Hill with 55 electors. However, I note that 3 of those properties, Glyn Farm, Glyn Farm Barn and Lower Glyn Farm are incorrectly listed as being in Far Hill; they are actually in Llanishen. The natural boundary between Llanishen and Far Hill is the Penarth Brook, which I have shown as a red line on the accompanying map (Far Hill to the north, Llanishen to the south).

I therefore propose that consideration be given to transferring the properties to the north of the Penarth Brook which lie currently within the Llanishen Ward of TUCC to

the Trellech Town Ward of that Council. The properties transferred would be those served by the following highways: R76/C45-7, C46-1, C46-2, C46-3 and C46-4. The 3 properties to the south of the line which are mentioned above as being erroneously shown on the electoral register as being in Far Hill should remain in Llanishen Ward of TUCC.

Statistics:

(a) Current arrangements:

TUCC, Llanishen Ward: 141 properties, 274 electors

TUCC, Trellech Town Ward: 168 properties, 327 electors

TUCC, Far Hill settlement (part of Llanishen Ward): 25 properties, 55 electors

Tintern CC, Trellech Grange Ward: 36 properties, 72 electors

(b) After proposed changes:

TUCC Llanishen Ward: 155 properties, 300 electors

(net gain = 14 properties, 26 electors)

TUCC Trellech Town Ward: 193 properties, 382 electors

(net gain = 22 properties, 46 electors)

(c) Resultant community losses and gains

Tintern Community would lose 36 properties and 72 Electors

Trellech United Community would gain those 36 properties and 72 electors

Llanishen Ward, Trellech United Community Council

A resident of Far Hill

I would like to add my support to the proposal that Farhill be part of Trellech Town ward instead of Llanishen ward. This fits far better with the local geography, and most Farhill residents see Trellech as their local community focus rather than Llanishen

By road Trellech is much closer, and indeed it is usual to go through Trellech to get to Llanishen form Farhill

Llanishen Ward, Trellech United Community Council

A resident of Far Hill

I would like to add my support to the proposal that Far Hill be part of Trellech Town ward instead of Llanishen ward. I would suggest that Penarth Brook forms an appropriate boundary.

Most Far Hill residents see Trellech as their local community focus rather than Llanishen. By

road Trellech is much closer, and indeed it is usual to go through Trellech to get to Llanishen from Far Hill.

Llanishen Ward, Trellech United Community Council

A resident of Far Hill

With regard to the above we are writing to confirm that we support the proposal that Far Hill be included in the Trellech Town Parish and be removed from Llanishen Parish. We have lived at Ty Newydd, Farhill for the past 10 years.

Llanishen Ward, Trellech United Community Council

A resident of Far Hill

This is to state that as a resident of Far Hill I very much support moving the boundaries of Trellech Town to include Far Hill.

It makes far more sense for us to be represented by Trellech than Llanishen. We all drive to Trellech to get off the hill and on our way to Monmouth or Chepstow, we go to the doctor there, the pub and the church. We all feel part of Trellech, not Llanishen and would very much appreciate being represented by the Trellech councillors.

Llanishen Ward, Trellech United Community Council

A resident of Far Hill

We understand that it's being considered whether Far Hill remains in Llanishen Parish or becomes part of Trellech Town Parish. If so, we would prefer to be linked with Trellech since it's logical - this village is much closer to us and is our social hub.

Additional Representation Submitted by Community Councillor George Weston, Llanishen Ward

I have received and read the initial representations document with interest.

Of particular concern to me is the comment from County Councillor Ann Webb (MCC St. Arvans Division) with regard to my submissions regarding proposals affecting the Llanishen Ward of Trellech United Community Council (TUCC), which have been endorsed by TUCC.

County Councillor Webb's comment reads as follows:

"Just a note to say that I as the local member for Trellech Grange would strongly oppose this being included into the Trellech United Ward. There are historical reasons for this being within St Arvans Division. If you would like we could discuss this in more detail, but firstly I wanted to make sure you knew my feelings!!"

I would make two points in response to this statement:

1. County Councillor Webb is not "the local member for Trellech Grange". That post on Tintern Community Council is held by Mr Stephen Pocock. County Councillor Webb's County Ward of St. Arvans does include the Trellech Grange Ward of Tintern Community Council –

indeed, she resides in Trellech Grange. However, she is not a member of Tintern Community Council and has not indicated that her comments have been endorsed by that Community Council. I note further that Tintern Community Council have not submitted any representations themselves.

2. County Councillor Webb mentions that she would *“strongly oppose this being included into the Trellech United Ward. There are historical reasons for this being within the St. Arvans Division...”* However, she does not give these reasons in her submission or provide any statistics or cogent arguments to support her views. Additionally, her comments would seem to suggest that the reasons for her opposition could be discussed between her and you, presumably in private. I would submit that any such discussions might be outside the terms of reference of your consultation and might perhaps be anti-democratic. Moreover, the consultation does not concern itself with County Council Divisions/Wards but Community Councils and their own Wards. I note that no other County Councillor has submitted any comments and I therefore consider County Councillor Webb’s comments to be *ultra vires*.

I trust that you will take my comments on board prior to engaging in any discussions with County Councillor Webb.

DRAFT

Community of Usk

No representations received for Community

DRAFT

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS
PUBLIC CONSULTATION SESSION NOTES

Date: Tuesday 7th January 2014

Communities Reviewed: Abergavenny, Raglan and Shirenewton

Present:

Working Group Members: County Councillors: P.A.D. Hobson, R. G. Harris and G. Howard.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: G.L. Down, D.L. Edwards, M. Hickman, P. Jones and M. Powell.

Abergavenny Town Council: M. Harris.

Gwehelog Community Council: S. Carbury, S. Hoselitz and P. Frampton.

Raglan Community Council: D. Brown, R. Moorby, T.D. Phillips and H. Williams.

Shirenewton Community Council: I. Moore and K. Morton.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

A question was raised relating to why the review was taking place and the reasoning behind the reduction in the number of Town and Community Councillors. The Chairman of the Working Group explained that a Terms of Reference was formulated by the Working Group, which was circulated to Town and Community Councils for consultation and was subsequently approved by Full Council on 22nd November 2012. The Terms of Reference set out categories for communities being Urban, Rural or Mixed and a councillor:elector ratio was applied to each category.

The Chairman of the Working Group stated that if any Town or Community Councils felt that the number of Councillors proposed for their ward would be detrimental to its working, then they should provide detailed evidence of their case, which would assist the Working Group in making their final recommendations.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Abergavenny

Representatives from Abergavenny Town Council made no further representations regarding the proposals for Abergavenny and were happy with the draft proposals.

The County Councillor for Grofield welcomed the addition of the Llanwenarth Citra ward and felt that the number of Councillors, which had increased from 15 to 17, would be manageable.

Community of Raglan

Questions were raised as to whether the Local Development Plan (LDP) had been taken into consideration when the proposals were drafted. We noted that figures were included as they were at the start of the review and any significant developments had been included. If there had been any changes that the Working Group was unaware of that need to be apportioned then this can be looked at.

Further questions were raised with regard to the reduction in Councillors, which for Raglan were reduced from 11 to 7. Community Council representatives were concerned that the reduction could render meetings inquorate or leave an area without representation. In response to this point, the Local Democracy Manager explained that the Local Government Act in order for a Community Council to be quorate it must have no less than a third of members present but in no case can the quorum be lower than three. The Working Group having regard to research from the Aston Business School and their own experiences felt that a suitable minimum number of Councillors representing a community would be seven, which was two higher than the minimum number of Councillors required.

Representatives from Raglan expressed grave concerns that the Community Council would not be able to operate with only 7 Councillors due to the large and diverse area that was covered by Raglan Community Council. The question was asked as to how many Councillors would be acceptable for the Council to operate, if the current proposals for the community were to be approved. Representatives felt that 9 or 10 councillors would be more viable, due to the large area covered and the more work that would need to be undertaken, which was done so on a voluntary basis.

The Chairman of the Working Group welcomed information from the Community Council and stated that consideration for increasing the number of Councillors could be given if detailed evidence could be provided to support. The representation received from Llantilio Pertholey was given as a good example, as they provided a detailed representation at the start of the review, which guided the Working Group with local knowledge when drafting the proposals.

Representatives from Raglan agreed with the views expressed by Gwehelog Community Council, that the Gwehelog ward had more of an affinity with Usk and not Raglan.

Concerns were expressed that people would not want sit on Community Councils if there was an increase in workload, due to the reduction in councillors. The Chairman of the Working Group stated that the high levels of uncontested and co-opted elections were taken into consideration but a happy medium needed to be established. It was expressed that individuals wanted to contribute to their communities and not want to stand for election. In response to this point, the ward Member for Shirenewton felt that when Community Councillors were co-opted and did not stand for election, it was sometimes difficult for County Councillors to have complete confidence in knowing whether the views of the community were being represented. Representatives from Gwehelog refuted this point and felt they were closer to the public than Councillors at a County level.

Representatives questioned why Cockoo's Row had been taken out of Raglan and put into Mitchel Troy. The Local Democracy Manager explained that having regard to legislation, the Working Group used easily identifiable boundaries, which in this case the junction on the A40. Representatives were advised that local knowledge was key and their responses were vital to rectifying any mistakes that may have been made.

Community of Gwehelog

Representatives from Gwehelog Community Council attended the meeting in relation to the recommendation that the Community of Gwehelog be disbanded with electors in the Gwehelog ward being included in the community of Raglan, with its own Gwehelog ward.

The following concerns were raised by representatives from Gwehelog Community Council:

- Representatives stated that Gwehelog was a thriving Community Council that would cease to exist if the proposals were finalised.
- Gwehelog would lose its voice being incorporated into the Community of Raglan.
- There would be a loss of local expertise and knowledge.
- It was felt that there was little synergy between Gwehelog and Raglan.
- There was a greater connection between Gwehelog, Usk and Llanbadoc.
- Representatives felt that geographically, the proposals did not make sense and had written a comprehensive response to be submitted which was welcomed by the Chairman of the Working Group.
- Fears were voiced that the changes would result in little else other than higher precepts.

- It was suggested that Bettws Newydd had a greater connections to Gwehelog as they were similar rural areas and all the churches in the area had the same vicar.
- It was expressed that there were no connections to Llanarth.
- The question was asked as to how many Councillors would be acceptable for the Council to operate, if the current proposals for the community of Raglan were to be approved. Representatives felt that they could not currently answer and would put their answer into their written representation, but agreed that one would not be suitable.
- It was expressed that households were not the only criteria that could have been used to base the proposals, hectors and land could have been used.

Representatives from Gwehelog Community Council were invited to attend the public consultation session on the 23rd January when the community of Gwehelog was scheduled to be discussed, to put forward their presentation and supporting evidence.

Community of Shirenewton

The County Councillor for Shirenewton expressed that he was broadly happy with the draft proposals for the community of Shirenewton.

The following points were raised by the representatives from Shirenewton Community Council:

- The proposals currently state that the community would be represented by 7 councillors; however it was felt that 8 would be the preferred option.
- There were several properties on Crick Road that should be included in Shirenewton and not Caerwent; those mentioned were Dinwood Cottage, the Coalpits and properties north of the military base. In addition, a few properties at the Northern boundary of the ward of Wentwood including Goytre Farm should be included in the community of Shirenewton. The Chairman and Vice Chairman of Shirenewton Community Council were happy to compile a list of any anomalies where properties on the boundary may have been missed.
- Shirenewton Community Council had recommended reducing the number of wards within the community to two, which had been undertaken by the Working Group. However it was asked that the original names be retained and that the two wards be named Shirenewton & Mynyddbach and Newchurch West & Earlswood.

Meeting concluded at: 7:05pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Thursday 9th January 2014

Communities Reviewed: Caerwent, Tintern and Rogiet

Present:

Working Group Members: County Councillors: G.C. Burrows, R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: A.E. Webb and L. Guppy

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed all to the meeting and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Caerwent

No representatives were present at the meeting.

Community of Rogiet

The County Councillor for Rogiet acknowledged the reduction in councillors for the community of Rogiet from 11 to 7 and felt content with the reduction, as the community council had rarely had a full quota of community councillors and often had vacancies and co options. We were informed that the Community Council had been forewarned that the proposals included the reduction in councillors.

The County Councillor for Rogiet welcomed the neatening of the boundaries which were felt to be clearer.

Community of Tintern

The following representation was provided to support the view that Trellech Grange should remain within the community of Tintern:

County Councillor A. Webb:

'Tintern Abbey established around 900 years ago, became a large community of Cistercian Monks who established themselves in the surrounding area. One such area is Trellech Grange (one of 14 such Granges). The Monks had a very ordered system of farming also having living accommodation in Great House, Trellech Grange and used what is not Trellech Grange Church as a House of Prayer; this is still used today for services every other Sunday. I appreciate the number of dwellings suggested to be transferred are not great but on taking soundings from some of the residents they would be disappointed at this change as you can see Trellech Grange, should be retained as part of Tintern Community Council. Looking at this from a geographical point of view it might appear to be a small scattered group but I feel it would be a shame to alter this Ward for the sake of a few dwellings and bearing in mind the very important historical attachment. What is the gain?'

The Chairman welcomed the representation and noted residents' feelings of the historical link between Trellech Grange and Tintern Abbey for consideration by the Working Group.

We noted that the Community Council would be submitting a written representation.

Meeting concluded at: 6:25pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Tuesday 14th January 2014

Communities Reviewed: Chepstow, Llantilio Pertholey and Usk.

Present:

Working Group Members: County Councillors: R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance:

Llantilio Pertholey Community Council: A. Brown, M. Harris, P. Jones and N. Watkins.

Usk Town Council: R. Galletley and A. Leathwood.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Llantilio Pertholey

The following representation was provided from Community Councillor P. Jones on behalf of Llantilio Pertholey Community Council:

'On behalf of Llantilio Pertholey Community Council can I say what a useful exercise this has been in prompting a review of some historical situations and we believe will result in an improvement of Monmouthshire County Council (MCC), Llantilio Pertholey Community Council (LPCC) and our electorate.

We are extremely pleased to note agreement thus far by the Working Group with regard to our proposed boundary changes and proposed amalgamation of Wards.

However, we feel most strongly that there remains one area of extreme concern. This is the proposed southern boundary of Croesonen West Ward. Point 5 in this most recent document states, "to ensure there is a clear definition between the two communities" i.e. Abergavenny's Lansdown Ward and Llantilio Pertholey's Croesonen West Ward.

Currently, this boundary runs from St Teilo's Road at the south east of Croesonen West Ward along Llwynu Road splitting properties situated either side of this road. As stated in this report this may "cause confusion for electors and administration purpose".

We totally agree with the aim to reposition boundaries within the County so that this anomalie is removed. However, the proposal that all properties of Llwynu Lane, including Vale View and Lavender Gardens are included in the Lansdown Ward of Abergavenny will cause a greater level of confusion to this electorate and the Councillors representing them who will require a qualification in map reading.

This proposed boundary change would mean that the Senior Citizens bungalows presently in Llwynu Road and St Teilo's Road would be split between Lansdown and Croesonen Wards while the boundary would then, as seen on the map of this area, follow an extremely 'ragged' line which loops behind Lavender Gardens, again looping right into part of Llwynu Lane, on the main part of Llwynu Lane until shooting off right to traverse a lane behind Vale View and re-join at the top of Llwynu Road opposite Seri View school. This is a direct contrast to the existing straight line boundary along Llwynu Road.

LPCC feel that this course of action is completely unnecessary since simply moving the existing boundary to the left so that ALL properties in Llwynu Lane would fall within Croesonen Ward would offer immediate clarification and remove any confusion. Croesonen Lane to the north of Lansdown Road would remain the northern town boundary abutting to the southern boundary of Croesonen West Ward.

Should the Working Group's recommendation go ahead, having spoken with some of the electorate within Llwynu Road, Vale View and Lavender Gardens, great concern has been expressed at the probable increase in Council Tax incurred by a totally unnecessary move from their rural community situation into Abergavenny's Lansdown Ward.

LPCC Members are concerned that as a result of the recommended to move to take all of Park Crescent into the same Ward, for understandable reasons, the proposed 'clawing' of properties from Croesonen West Ward is simply a numbers exercise.

LPCC therefore asks the Working Group to re-examine the southern boundary of Croesonen West Ward.'

A Member of the Working Group noted the issues with LLwynu Lane and stated that the this could be reassessed, keeping in mind the Terms of Reference and the potential 'knock on' effect any changes could make. The Chairman of the Working Group stated that the Terms of Reference state that where possible whole streets would be kept in one ward.

It was suggested by representatives from LPCC that the proposed boundary for Llwynu Lane be moved to the left and continue down the road as one straight line.

A further concern raised by a member of the Community Council was with regard to potential increases in Council Tax for those residents who may be moved out of the current ward.

The Chairman of the Working Group offered to make a site visit with representatives of the Community Council to assess the present situation and gain a visual understanding.

In closing, a representative noted that in point 5.3 of the report for the Community of Llantilio Pertholey the following was stated:

'The eastern boundary of the Croesonen ward is slightly amended to follow the centre of the A465...'

However, we were informed that the road in question is actually unclassified and not the A465. This point was noted by members of the Working Group.

Community of Usk

Representatives from Usk Town Council stated that to reduce the number of Councillors from 12 to 7 was foolish and would likely make the Town Council inquorate at meetings.

It was stated that the Town Council were looking to expand services to the community and the Town Council would not be able to do this with the reduction in Councillors. It was also expressed that Town and Community Councillors received no allowances and were not a cost to the Authority.

In addition the following points were raised by representatives from Usk Town Council:

- Sessions House is managed by the Town Council and requires a lot of money and organisation to run.
- Potential for other services from MCC being placed with the Town Council that they would not be able to do.
- It was expressed that it would have been useful for the work load of Usk town Council to have been taken into consideration during the review. However, it was noted that no representations were made by Usk Town Council at the initial stage of the review.
- We noted that Usk Town Council currently had 15-20 working committees reporting back from 60 voluntary organisations. A large number of which expected representation from the Town Council at their meetings.
- If the draft proposals were to be approved as they currently stand, non-elected members would be selected to act on the Town Council without the ability to vote.
- There would be a loss of expertise and intimate local knowledge if Councillors were reduced to 7.
- Tourism is the main industry outside of agriculture in Usk, the example was given of the Open Gardens weekend where 15,000 visitors come to Usk. This takes a lot of organisation and time which is all completed on a voluntary basis.
- It was suggested that the Community of Lanbadoc considered itself a part of Usk.
- Representatives expressed no concerns with regard to several properties to the right of the boundary in Gwernesney being incorporated into Usk.
- We noted that Usk Town Council needed to raise an additional £5000 to break even with their budget, which was only found by Councillors undertaking fund raising activities.

Community of Chepstow

No representatives were present at the meeting.

Meeting concluded at: 6:35pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Thursday 16th January 2014

Communities Reviewed: Crucorney, Mitchel Troy, Llantilio Crossenny & Llangattock Vibon Avel.

Present:

Working Group Members: County Councillors: R. G. Harris, P.A.D. Hobson and A.M. Wintle.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: R. Edwards, S.G.M. Howarth and D.W.H. Jones.

Crucorney Community Council: S. Cooper, R. Evans, K. Jordan and R. Morgan.

Llantilio Crossenny Community Council: C. Lewis, E. Phillips and A. Watkins,

Llangattock Vibon Avel Community Council: R. Bowen, G. Edmunds, R. Nicholas and D. Pugh.

Members of the public from the Community of Raglan were also in attendance.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

The Chairman also expressed that the Working Group were open to making site visits to gain a greater understanding of specific areas of concern.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Crucorney

Representatives from Crucorney Community Council made the following representations:

- Questioned were raised as to why the number of Councillors was being reduced from 10 to 7 when Councillors worked on a volunteer basis. Crucorney was also the biggest area in Monmouthshire with the lowest population.
- The merging of Upper and Lower Cwmyoy was not welcomed as there was a 14 mile stretch between the top and bottom of the two areas.
- Concerns were raised with regard to the devolution of services, increased workloads and diminishing volunteer workforces.
- There was potential for building in the area of Pandy and further developments from the Brecon Beacons National Park (BBNP).
- It was felt that special consideration should be given to rural communities.

The Chairman reiterated the fact that the ratio which was applied to the Community of Crucorney of 150 electors per councillor was done so, in line with the Terms of Reference. No representations were received from the community to guide the Working Group in their drafting of the proposals. However, it was expressed that there was still time for counter proposals to be submitted with the relevant evidence and local knowledge that the ratio applied would not suffice.

Representatives from Crucorney were asked to submit a written submission with evidence of why the draft proposals were unsuitable for the area and an explanation of what would be suitable, for consideration by the Working Group.

Community of Mitchel Troy

No representatives from the Community of Mitchel Troy were present at the meeting.

A resident of the community of Raglan questioned why The Warrage and Cuckoo's Row which had been included in Raglan had now been moved to be included in the Tregare ward of Mitchel Troy. It was noted that there had been 5 developments at The Warrage. It was felt that both The Warrage and Cuckoo's Row should remain in the community of Raglan.

The Chairman noted the points raised which had also been raised by representatives from Raglan at a previous public consultation session.

Communities of Llantilio Crossenny & Llangattock Vibon Avel

Representatives from both Llantilio Crossenny and Llangattock Vibon Avel were strongly opposed to the draft proposals for both communities, which saw complete changes to the internal and external boundaries of each community.

The Chairman began the discussion explaining that the Working Group began their investigations with blank maps and asked to draw where they believed current boundaries to be and where they thought they should be. Therefore, members of the Working Group had no preconceived views on the boundaries. Local knowledge of the areas was vital to assist the Working Group in their decision making, without it, members had to look to the Terms of Reference for guidance, using perceived direct lines of communication and natural boundaries as deciding factors.

During discussions, the following points were raised by representatives of both Communities:

- Representatives from both communities stated that their communities ran north to south and not east to west as suggested in the draft proposals.
- It was felt that there were no links between Llangattock Vibon Avel and Rockfield and St Maughans.
- A representative from Llantilio Crossenny Community Council stated that in 40 years of being a Councillor there had been no elections held for the Community Council.
- Concerns were raised with regard to the devolution of services. The Chairman explained that the question of devolution did not exist at the start of the review.
- Representatives from both communities strongly disagreed with the ratio of number of Councillors per ward and felt that no ward should have only one Councillor; two or three councillors were needed.
- It was stated that Councillors work on a voluntary basis and therefore there was no monetary savings to be made from the changes.
- Both communities rejected the draft proposals and stated that their initial representations were to make no changes.
- It was expressed that as rural communities there had been little or no change in the number of people in the areas in over 40 years.
- It was expressed that the extent of changes to the existing wards would mean there would be a loss of experience and knowledge from Councillors who may not stand for election in different wards.
- It was noted that Llantilio Crossenny was mostly an agricultural area.

- The clerk to Llangattock Vibon Avel Community Council stated that unclassified roads were very important and should be taken into consideration. Rockfield was only 1 mile from Monmouth and children go to Cross Ash School and secondary school in Monmouth, it was important to keep them together.
- The first Llangattock Vibon Avel Community Council meeting was 130 years ago.
- There were currently 6 notice boards in the community of Llangattock Vibon Avel and the Council work very effectively and harmoniously.

The Chairman of the Working Group recognised the strength of feeling in opposition to the draft proposals for both communities and given the wealth of local knowledge, representatives were urged to put in a counterproposal, detailing what the boundaries for wards should be, anticipated workloads and number of Councillors for each ward etc.

Meeting concluded at: 7:20pm

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Monday 20th January 2014

Communities Reviewed: Goetre Fawr, Portskewett and Mathern

Present:

Working Group Members: County Councillors: R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: G.L. Down and B. Jones.

Goetre Fawr Community Council: I. Blacker, C. Deakins and S. Welford.

Portskewett Community Council: A. Griffiths, I. Standing and P. Watkins.

Mathern Community Council: J. Kelley and C. Overden.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Goetre Fawr

Representatives from Goetre Fawr Community Council raised the following points during discussion:

- Under the draft proposals, the village of Little Mill is to be incorporated into the community of Llanbadoc as its own ward; it was felt that Little Mill had more of an affinity to Goetre Fawr. Many of the children go to school in Goetre or secondary schools in Caerleon or King Henry in Abergavenny. Little Mill identified more with Pontypool and Cwmbran and to a limited extent Abergavenny. However, we noted that nearest doctors surgery was in Usk.
- We were informed that a planning notice had been placed on the affordable houses site by Melin Homes for 45 properties.
- A possible 15 affordable homes could be placed in Little Mill, pending the inspectorates report.
- Upon being asked, how many Councillors would be needed for the Community Council to run effectively, representatives were unsure, but would include this in their written response.
- Apart from the loss of Little Mill, representatives of Goetre Fawr Community Council were content with the draft proposals for the community of Goetre Fawr.

The comments made by representatives from Goetre Fawr Community Council were supported by County Councillor B. Jones.

Community of Portskewett

Representatives from Portskewett Community Council raised the following points:

- No issues were raised with regard to the ward of Portskewett Village.
- Questions were raised with regard to the land at the top of Leechpool and why it partly taken up to the A48. The Chairman stated that the Working Group followed farm land at the top of Leechpool.
- We were informed that planning approval had been granted for a 40 unit caravan site in Leechpool, however it was unclear whether these were permanent or semi-permanent residence.
- With regard to Sudbrook, we noted that approval had been given for 45 properties on the old Shipyard site and 190 dwellings on the old Paper Mill site. With regard to the old Paper Mill site it was explained that pending appeal to Welsh Government the number of properties could increase to 350.
- Due to the increase in properties in Sudbrook it was felt that the reduction in Councillors for 2 to 1 would not be suitable and at least 2 Councillors would be needed.

- We noted the possibility of additional properties at Treetops, Portskewett.

Community of Mathern

The following representations and observations were provided by County Councillor G. Down and present representatives of Mathern Community Council:

- Generally happy with the number of councillors for the Community of Mathern.
- Pleased that the property on Usk Road, 'Woodside' was no longer incorporated into Mathern as there were no links between the two.
- It was felt with regard to the eastern boundary that the A466 made a sensible division between Chepstow and Mathern and using the M48 towards the estuary to include Newhouse Farm Industrial Estate into Mathern.
- In relation to High Beech roundabout, the properties off the roundabout should be included in Mathern, those being High Beech Barns. We noted that the entrance to High Beech is off the A48.
- It was expressed that it was very important to retain the Bund within Mathern as the Community Council had fought for it and it was now the largest of its type in Europe.
- The current boundary between Mounton and St Kingsmark runs through a property and therefore it was agreed this needed to be altered. It was felt that Bayfield should be moved into Mathern following above Mounton Road and using the A466 as the boundary.
- In relation to the west of Mathern it was felt that Parkwall Farm and all properties off the A48 should be included in Mathern. Residents do not feel a part of Crick or Caerwent.
- The draft proposals have taken Runston Chapel remains out of Mathern, which should also be incorporated into Mathern. We noted that Mathern church, on occasion, have held services at the ruins.
- At the southern boundary of Pwllmeryic and Mathern, where the boundary makes a deep V shape, there is one property in the area of Newton Green that should be included in Mathern and not Pwllmeryic and the boundary should be drawn behind it.
- We were informed that there were also preferred sites in the LDP for Mathern; 1 site of 15 properties in the ward of Mathern and 1 site of 15 properties in Pwllmeryic.
- It was felt that the ward of Mathern would not be able to cope with a loss of 2 Councillors. The draft proposals state a reduction from 5 Councillors to 3, which would result in a loss of specialist expertise.

Meeting concluded at: 6:45pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Monday 20th January 2014

Communities Reviewed: Llantrisant Fawr & Llangwm, Grosmont and Caldicot.

Present:

Working Group Members: County Councillors: D.J. Evans, R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: P. R. Clarke, D.W.H. Jones and P.A. Watts.

Llantrisant Community Council: J. Turner.

Llangwm Community Council: C. Evans, P. Gough and B. Pugh.

Grosmont Community Council: T. Beavan.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Llantrisant

The Clerk to Llantrisant Community Council explained that the Community Council had submitted their response to the draft proposals to the Local Democracy Manager but wished to raise the following additional points:

- We noted that Llantrisant Community Council were opposed to the proposals to combine with Llangwm Community Council to form a new Council area.
- It was expressed that although the proposals had been undertaken in a logical fashion, the reduction in the number of Councillors for both communities would greatly reduce the level of representation for the rural communities. It was felt that the reduction would have an adverse effect on local democracy and would reduce the involvement of local residents who would like to get involved in community affairs through the Community Council.
- It was expressed that although Llantrisant had a relatively low electorate of around 300 residents, the community areas of Llantrisant and Llangwm was large. Therefore, a merge in the communities would result in a loss of local focus as interests of each community would be different.
- The reduction in Councillors provide no financial savings for the Council neither are they a cost to the Council.
- The draft proposals do not demonstrate or give any evidence as to how the work of local Councils and local democracy will be enhanced or improved by make the recommended changes.
- Criticism of single member wards was expressed. Under the draft proposals Gwernesney would reduce from 3 to 1 Councillors.
- In the past 24hours the Williams report has been published and although it gives no specific proposals it does explain that a review of Communities will be looked at. Therefore, it was felt that bigger changes could be afoot and perhaps the Council should suspend the current reorganisation to see what comes from the Williams report. In response to this point, the Chairman stated that the Williams report does point out that there should be fewer larger Councils to be initiated by the Boundary Commission. However, the Council have a statutory duty to conduct a review and now have a time line to conduct the review. The Council are in constant contact with the Boundary Commission and have not been told to stop and therefore must continue.

Community of Llangwm

Representatives from Llangwm Community Council raised the following points:

- Llangwm Community Council missed the first round of consultation but wished to support the views raised by Llantrisant Community Council.

- Llangwm was a small but much dispersed area and it was felt that the correct representation was currently in place.
- Representatives agreed with Llantrisant Community Council and felt that there would be a loss of local focus if merged with another Community area.
- There were concerns that people may not want to get involved with the Community Council or local issues when they would have to act on a larger scale.
- It was felt that the Llangwm Community Council was correctly sized to deliver services to the community.
- Under the draft proposals Llansoy would be represented by one Councillor. Concerns were raised whether one person could effectively represent a ward. Questions were raised as to what would happen if that person was ill or away, that ward would have no representation under the draft proposals.
- Concerns were also raised with regard to the fact that the community of Llantrisant and the community of Llangwm were in different County divisions which could cause further upheaval.

Members of the Working Group noted the difficulties of one Councillor wards, especially when the wards have been merged and the area which the Councillor must cover is much greater. Representatives were asked to include in their submissions the reasons why one Councillor wards would not suffice and how many they feel they would need to operate effectively.

Community of Grosmont

The following representations and observations were provided by County Councillor G. Down and present representatives of Mathern Community Council:

- It was noted that it was often difficult in rural communities for those outside of the community, to understand the complex issues within that rural area.
- There were many traditions and links within the wards and community itself.
- It was felt that although it was good to undertake a review, there was little need for change as there had been very little development.
- The current 4 wards of Grosmont worked cohesively with each other and were all part of the same church group.
- There was little in common between Llanvetherine and Skenfrith, which were approximately 10 miles apart.
- The B4521 has been used as the link for the Llanvetherine ward being situated in the community of Llantilio Crossenny, however it was expressed that people only travel the B4521 as a through road.
- Concerns were again raised with regard to single member wards.
- The preferred option would be no change to the existing arrangement.
- Consideration was given to including properties at The Bont into the community division.

The Chairman agreed with the difficult nature of rural wards and asked representatives from Grosmont what the connection between Llanvetherine and Grosmont was which was unclear to the Working Group when assessing the area. It was explained that it was difficult to see on the map, the links have been established through previous generations. We noted that it was about 5/6 miles stretch from Grosmont to Llanvetherine.

Community of Caldicot

We were informed by representatives present that the Town Council were happy with the overall proposals, which improved the community of Caldicot. The only opposition raised was to the naming of the ward 'Caldicot Town'. It was suggested that as the area was often referred to as the village, 'The Village' could be a possible option. The Chairman stated that any suggestions of name were welcome for consideration as local knowledge of the area may be able to assist.

Meeting concluded at: 7pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Thursday 23rd January 2014

Communities Reviewed: Gwehelog, Llanover and Llanbadoc

Present:

Working Group Members: County Councillors: R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: S. Jones and V. Smith.

Gwehelog Community Council: S. Carbury, P. Frampton and S. Hoselitz.

Llanover Community Council: H. Candler, R. Jones and A. Nevill.

Llanbadoc Community Council: O. Beaumont, M. Harkness, T. Storey, S. Waring and J. Wright.

Raglan Community Council: T. Phillips.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

The Chairman acknowledged the recent publication of the Williams Report, which makes reference to the reorganisation of Town and Councils and that there should be fewer, larger Town and Community Councils to enable better representation of community interests.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Gwehelog

We noted that representatives from the Community of Gwehelog had attended a previous meeting on 7th January 2014 when discussions were held regarding the Community of Raglan. Following the meeting, a written response to the draft proposals has been received from Gwehelog Community Council.

Representatives from the community of Gwehelog made the following points:

- The draft proposals propose that the community of Gwehelog is disbanded and would be split between the communities of Raglan and Llanarth, which was strongly opposed by representatives from Gwehelog.
- It was felt that there was no natural affiliation between the communities of Gwehelog and Raglan.
- It was felt that the community of Llanarth was already a large rural ward and 7 councillors, as proposed, would not suffice.
- Concerned were voiced that the reduction of councillors from 4 to 1 for the ward of Gwehelog would result in the loss of its voice within the community of Raglan.
- There would also be an increase in precept for the residents of Gwehelog.
- It was expressed that the main channel of communication through the community was via the R61 Llancayo Road and not as suggested in the draft proposals via the B4598 and Usk Road.
- The issue of reduction in the number of councillors was raised. It was stated that the councillors were of no cost to the Council and there would be a loss of local knowledge and expertise if their numbers were to be reduced. It was expressed that the exercise of using the number of electors per ward to apply a ratio for the number of councillors did not work in rural areas. Many rural areas were low on electors but large in area and therefore the area could not be represented by fewer councillors.
- With regard to the reduction in councillors a question was asked of how devolution of services played into the draft proposals, as Town and Community Councils were likely to be asked to take on more work with a potential smaller workforce. The Chairman stated that when the review began

almost 18 months ago, devolution of services was not on the agenda for discussion; however this must now be taken into consideration.

- The County Councillor for Llanbadoc noted that reviews of this kind were good; she wished to congratulate Gwehelog Community Council on addressing the issues that were not known to the Working Group previously. The community although on a map looks scattered it was very tightly knit together and residents were very active with the Community Council.

The Chairman thanked representatives from Gwehelog for their comprehensive written response, which would be put forward to the Working Group as a whole for consideration. The Chairman noted that single member ward representation had been raised throughout the consultation period by various communities and would be re-evaluated by the Working Group.

It was explained that once all of the consultation sessions have been concluded, the representations from all communities will be taken back to the Working Group for discussion and where needed, re-evaluation of the draft proposals will be undertaken given the local knowledge and evidence provided during the consultation stage. Following this, the final proposals will be taken to Full Council for approval, once approved the proposals will be sent to the Boundary Commission, who will then report to the Welsh Assembly. Any representations to the final proposals should be made to the Boundary Commission and not the Council, following its acceptance of the final proposals at Full Council. Final proposals will be sent to all Town and Community Councils.

Community of Llanover

We noted that the draft proposals for the newly structured Little Sgyrrid Community were rejected by the County Councillor for Llanover, who sat on the Working Group.

Representatives from Llanover Community Council raised the following points:

- Representatives approved the addition of the Llanvapley ward in the community of Llanover (proposed as the Little Sgyrrid community).
- It was expressed that Llanover Community Council had little objection to the overall draft proposals as they stood.
- It was felt logical for the ward of Llanover to be moved into the community of Goetre Fawr. It was explained that Upper Llanover was already split into the community of Goetre Fawr and the proposed change would make Upper Llanover one piece again.
- Concerns were expressed regarding single member wards; this was felt to be unsatisfactory. We noted that currently the ward of Llanover was represented by 3 councillors, one of which represented Upper Llanover who advised on

issues of the National Park. It was therefore proposed that at least 2 representatives for the ward of Llanover was necessary, one being from Upper Llanover.

- We noted that the estates in the area were presently split between 2 community areas and the draft proposal outline a split between 3. There had been no representations received from the estates on this matter. The community council felt this was not a factor for them to take into consideration but for the estates to make any representations, if needed.
- It was felt that the proposed name of the community 'Little Sgyrrid', which was situated on the extreme edge of the community, was not really relevant. The Community Council asked that they be given the opportunity to propose a name for the community, which the Chairman of the Working Group welcomed.
- Concerns were expressed with regard to the 'mixed' category for elector/councillor ratio for the community of Goetre Fawr as it was felt that Llanover was rural in nature. We noted that within the report, consideration had been given to maintaining two separate community areas of Llanfoist and Abergavenny due to their distinctive nature and boundaries.
- Connections to Brecon Beacons National Park and the canal were important to maintain.
- We noted Llanover has a high number of tenants on the estate, which means the electorate of 241 can fluctuate.
- We noted that the 'wall of Llanover' was split by a stream.

The Chairman noted concerns of the representatives present, that if following the approval of the final proposals, the Boundary Commission undertakes remote consultation. It was hoped that the Boundary Commission would attend local consultation with the communities in question.

Given the discussion regarding Upper Llanover and Llanover, representatives were asked whether there was scope/potential to create two wards of Upper Llanover and Llanover. The Community Councillor from Upper Llanover felt that the current arrangement worked well and that there were links between all 4 of the villages and would not personally wish to restrict their interests in Upper Llanover. However, it was reiterated that there should be representation from Upper Llanover within the ward of Llanover.

The County Councillor for Llanover wished to support the views raised by representatives from Llanover Community Council and welcomed the decision that the Community Council could propose a name for the community. The County Councillor wished to echo the concerns regarding lack of representation and single member wards.

Community of Llanbadoc

Representatives from Llanbadoc Community Council raised the following points:

- The addition of the Little Mill ward was welcomed.
- It was felt that the response to the initial consultation from Llanbadoc Community Council had not been taken into consideration, as the response stated there were no densely populated areas but the draft proposals stated the opposite.
- It was felt that the volume of work undertaken by the Community Council had not been taken into consideration, which took a significant amount of time for councillors to undertake on a voluntary basis. We noted that :
 - There were 4 sub-groups, with 4 members that meeting in between the Community Council meetings.
 - There were 4 large employers being, BAE Systems, Coleg Gwent, Monmouthshire County Council Headquarters and Prescoed Open Prison. Each of these required representation from the Community Council at their individual liaison group meetings.
 - There were 4 areas of common land owned where there were issues of maintenance that was dealt with by a community councillor.
 - Issues with anti-social behaviour, noise and nuisances with bikes in the area which required councillor time.
 - A rolling programme of footpath maintenance (over 100miles) which required significant councillor time and a working group was set up.
 - Questionnaires were produced which had taken 2/3 councillors to undertake the work over a period of time.
 - The Community Council developed plans for a trail around the reservoir which took 2 councillors 18 months to undertake.
 - A working group met periodically to develop and improve a community website and newsletter. Newsletters are also hand delivered annually.
 - Each Councillor on average attended meetings 1 or 2 times a month between the Community Council meeting.
 - Representatives felt that they would not be able to cope with the current workload with a reduction of more than 1 councillor, subject to the ward of Little Mill maintaining its current 3 councillors.
- The County Councillor for Llanbadoc stated that following an exercise she had undertaken by visiting each Community and Town Council meeting that she was struck by their individual characters. Each Town and Community Council was aware of its local need and should be utilised. Furthermore, it was felt that the addition of the Little Mill ward was sensible as County Councillor for Llanbadoc she often received submissions relating to Little Mill.
- The Community Council requested that the name of the Community is not changed and remains as Llanbadoc.

The Chairman welcomed the additional information brought from Llanbadoc Community Council. The Chairman asked that this information be included in their written submission, detailing Councillor workload, number of sub groups that required Councillor representation and time spent on each issue. All evidence on workloads would enhance the counterproposal from the Community Council.

Meeting concluded at: 7:15pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Monday 27th January 2014

Communities Reviewed: Llanelly, Llanarth and Trellech United.

Present:

Working Group Members: County Councillors: R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillors: D. Blakebrough and S. Jones.

Llanelly Community Council: A. Edwards and B. Kemp.

Llanarth Community Council: B. Spencer, D.H. Jones, C. Oatly.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

The Chairman noted that a previously a general theme that ran through the meetings was the elector/councillor ratio. The Chairman accepted that this was a blunt instrument that did not take into consideration the workloads for Councillors or local need. The elector/councillor ratio would need to be reassessed by the Working Group given the local knowledge and expertise expressed by community representatives.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Llanelly

Representatives from the community of Llanelly made the following points:

- We noted that the Brecon Beacons National Park (BBNP) development plan describes an increase of dwellings in Gilwern. 33 properties had been built and occupied in Ty Mawr Lane. 92 new properties in the south of Gilwern have been included in the BBNP UDP. An approximate increase of 120 properties in Gilwern, which would maximise the electorate and expand outside of the boundaries.
- On the basis of the continued expansion of Gilwern a greater representation was needed rather than less.
- The Community Council had taken over operation of the village toilets and was in discussions on taking over the village library. The workload of councillors was expected to increase year on year. Therefore, there would be a detrimental effect of service delivery.

Community of Llanarth

Representatives from Llanarth Community Council raised the following points:

- Concerns were raised at the loss of the ward of Llanvapley. The Chairman stated that members of the Working Group struggled to see the connection between Clytha and Llanvapley. Representatives stated that there was a direct link between the two wards.
- It was expressed that Llanarth was a very large rural community and the 10 Councillors that currently served the community were all necessary. It was further expressed that at least 2 Councillors per ward were needed for effective and efficient operation.
- The loss of expertise and local knowledge was raised with regard to the reduction of Councillors.

- It was expressed that the alteration made to the boundary at the south of Llanarth would result in the Clytha Arms pub, Sir Richard Hanbury Tenison's estate and other properties in the vicinity would not remain in the Clytha ward.
- Concerns were expressed that the biggest ward in the Community of Llanarth was the Clytha ward which was to be reduced to 1 Councillor according to the proposals.
- It was explained that the 4 Churches in the Community would be split into different wards.
- We noted that current boundaries followed old streams and footpaths.

Community of Trellech United

The County Councillor for Trellech United raised the following points on behalf of Trellech United Community Council:

- Disappointment was expressed that critical comments from the initial representation made by Trellech United Community Council had not been included. The Local Democracy Manager pointed out there was no mention of Llandogo in the original response from Trellech United Community Council.
- The Community Council expressed discontentment that the Llandogo ward of Trellech United was moved into the community of Tintern. It was stated that there was a social and emotional connection between the ward of Llandogo and the community of Trellech United.
- It was expressed that there was an indication that the Community Council were happy with the inclusion of the ward of Trellech Grange into the community of Trellech United. Residents of Trellech Grange tended to go to Llanishen and Catbrook to use the village halls and therefore there were social links. We noted that there was opposition from Tintern Community Council to the loss of Trellech United due to its historical links to Tintern Abbey.
- We noted that there were cross-border links where joint liaison meetings are held with Herefordshire and Gloucestershire.
- The County Councillor stated that the main concern for the Community Council was the loss of Llandogo and that they were happy with the other amendments and was happy with 1 Councillor of smaller wards.
- We noted that there had been no response to date from One Voice Wales and that the Boundary Review was to be placed on the agenda for their meeting on the 6th February 2014.

Meeting concluded at: 7pm.

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Tuesday 28th January 2014

Communities Reviewed: Llanfoist Fawr, St Arvans and Magor with Undy.

Present:

Working Group Members: County Councillors: D.J. Evans, R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillor: A.E. Webb

Llanfoist Fawr Community Council: D.D. Carpenter, M. Mercer and H. Stockham.

St Arvans Community Council: A. Bolton, J. Bolton, M.L. Davies, B.E. Howell, J.B. Howells and A.L. Vickers.

Public Attendance: C. Hatcher and M. Hatcher.

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

The Chairman noted that a previously a general theme that ran through the meetings was the elector/councillor ratio. The Chairman accepted that this was a blunt instrument that did not take into consideration the workloads for Councillors or local need. The elector/councillor ratio would need to be reassessed by the Working Group given the local knowledge and expertise expressed by community representatives.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Llanfoist Fawr

Representatives from Llanfoist Fawr Community Council made the following points:

- The Clerk to Llanfoist Fawr Community Council raised concerns with regard to the proposals for Llanwenarth Ultra. The King George V playing field, the village hall and sports pavilion all belonged to Llanwenarth Ultra.
- Llanfoist had taken on a large recreation area and the old school playing fields. We noted that the community of Llanfoist owned buildings in Govilon and therefore there would be legal expense if the split was to go ahead.
- Concerns were expressed that the creation of the community of Govilon and its split from the community of Llanfoist would increase the precept for residents in Govilon.
- In addition there would be higher administration costs across the two communities. A current grounds maintenance contract with MCC of £15,000 would have to be split between the areas. Insurances on buildings and public liability had been amalgamated will increase if the split went ahead.
- It was expressed that the draft proposals would diminish the community of Llanfoist's ability to take on more functions, as suggested with devolution of services.
- We noted the existing imbalance of Councillors for Llanfoist (3 Councillors for 1026 electors) and Govilon (1 Councillor for Llanwenarth Citra, 139 electors and 6 Councillors for Llanwenarth Ultra, 1140 electors) which needed to be addressed, as indicated in the draft proposals.
- We noted that there were housing developments in Llanfoist – 80 in planning and 50 properties on West Gate.
- In relation to Llanwenarth Citra, which was a small rural ward, was not overwhelmed within the current arrangements but would be if governed by Abergavenny Town Council. The ward was currently well represented by a Councillor who had lived in the area for 27 years. It was felt that the ward was too rural to be moved into an urban area.

Community of St Arvans

Representatives from St Arvans Community Council raised the following points:

- The Community Council wished to retain 8 Councillors for the Community, due to their workload and areas of responsibility. It was explained that there was no problem in maintaining this level and 2 recent resignations have been filled speedily by co-option.
- Shock was expressed at the extent of the changes proposed for the community.
- It was felt that that the residents of St Arvans are more affected by the Racecourse events than the residents of Chepstow. St Arvans Community Council has developed close working arrangements with Racecourse management. It was felt there was limited impact on Chepstow from the Racecourse, as they got the visiting trade. The road impact on the community of St Arvans was felt to be in excess of Chepstow.
- The Community Council work closely with the Racecourse management with regard to issues of the boundary wall, which borders the cycle track and brambles are dealt with.
- The working relationship between St Arvans Community Council and the Racecourse was good. The land at the side of the Village Hall was owned by the Racecourse; however there was a long standing agreement that that playing field be managed in agreement with St Arvans Community Council.
- We noted the historical links between the Piercefield Estate and St Arvans.
- We noted that Chepstow Town Council, in their representation had proposed that the Racecourse be incorporated within the community of Chepstow.
- It was expressed that Chepstow Football Club used the playing fields at St Arvans, however it was strongly argued that the use of the playing fields were open to other residents and not exclusively used or restricted to Chepstow.
- The Community Council agrees with the transfer of properties on the Itton Road beyond Fryth Wood to Itton.
- It was felt that The Cot should not be placed in Itton and has a clear connection to St Arvans.
- The Tout should be included in SACC.
- The northern boundary should be fixed to just include Fair oak Farm.
- A number of premises on Penterry Lane must use the roads and links of St Arvans.

Mr and Mrs Hatcher of Mistletoe Cottage explained that their property which was the old workers cottages of Piercefield House and that they own the wall along their boundary with Piercefield Park and one of the temple gates. It was expressed that if Piercefield House and all its land was to become part of Chepstow Town Council it made sense that their property did as well, as one half of the Temple Gates would be under Chepstow Town Council and the other (being theirs) in St Arvans. It was

proposed that the A466 becomes the boundary to include their property and the property next door, which is also outside of the village boundary.

Community of Magor with Undy

No representatives were present at the meeting.

Meeting concluded at: 7:20pm

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

PUBLIC CONSULTATION SESSION NOTES

Date: Thursday 30th January 2014

Communities Reviewed: Devauden, Llangybi & Llanhennock and Monmouth

Present:

Working Group Members: County Councillors: D.J. Evans, R. G. Harris and P.A.D. Hobson.

Officers: J. Pearson – Local Democracy Manager and A. Gullick – Local Democracy Officer.

Also in Attendance: County Councillor P. Clarke and S. White.

Devauden Community Council: I. Cavill.

Llangybi Fawr Community Council: J. Love and G. Rogers.

Llanhennock Community Council: I. Williams.

Monmouth Town Council: S. Chivers (Representing Overmonnow ward).

The Chairman of the Working Group for the Review of Communities and Electoral Arrangements opened the meeting welcomed members of the public, Town and Community Council representatives, Officers and Working Group Members to the session and provided introductions.

The session provided an opportunity for members of the public and Town and Community Council representatives to respond to the draft proposals that had been approved by Full Council on 21st November 2013.

The Chairman opened the session by explaining that the Council has a duty under the Local Government Act 1972 to keep under review the boundaries and electoral arrangements of the communities within Monmouthshire.

A Terms of Reference was formulated and sent to all Town and Community Councils for consultation before being approved by Full Council on 22nd November 2012. Following this a 12 week consultation period commenced inviting initial representations from stakeholders to submit their views to the Working Group for consideration.

The Chairman noted that a previously a general theme that ran through the meetings was the elector/councillor ratio. The Chairman accepted that this was a blunt instrument that did not take into consideration the workloads for Councillors or local need. The elector/councillor ratio would need to be reassessed by the Working Group given the local knowledge and expertise expressed by community representatives.

Working Group members welcomed representations on the draft proposals for the following communities:

Community of Devauden

We noted that the Community Council were happy with the overall proposals for the community of Devauden. However, it was asked if a 30 year wrong could be put right. The properties, Dyers House on Itton Court Road, The Old Saw Mill and White Mill had previously been moved into the community of Shirenewton, however their social and community networks are in Itton and therefore the properties should be placed back into the community of Devauden. The traditional boundary was Mounton Brook.

Communities of Llanybi and Llanhennock

Representatives from Llanybi Fawr Community Council raised the following points:

- The Chairman of Llanybi Fawr Community Council felt reassured that the Councillor ratios will be looked at again. Concerns were raised with regard to single member wards and that the draft proposals recommend 5 out of the 6 wards as having single member representation.
- We noted that the LDP proposed 10 new houses for Llanybi, planning application had been approved for 2 new barn conversions. It was suggested that the population of Llanybi would significantly increase over the coming years.
- It was expressed that there was little synergy between Llanybi and Llanhennock.
- Concerns were expressed over the size of the area covered by the 6 community wards, which would be too vast an area for one Community Council.
- Llanybi Community Council were responsible for playing fields and were currently extending grounds, sign posting, litter picking and the village hall. Contributions are made to grounds maintenance for the churches in the area. The Community Council had installed 3 defibrillators in the ward.
- It was felt important to note that Councillors represented a range of people, who may have sensitive issues, who need to be appropriately represented.

- It was requested that Llangybi be retained as a Community Council area.

The County Councillor for Llangybi stated that Llangybi Community Council was a committed Council, with responsibility for playing fields, allotments etc. With regard to Llanhennock, 5 farmers make up the largest area and have full awareness of what goes on in their area and therefore Llanhennock should stand alone. Llanhennock and Llangybi are fundamentally different areas that look in different directions.

The Chairman of Llanhennock Community Council provided members of the Working Group the response from Llanhennock Community Council to the draft proposals.

The Chairman of Llanhennock Community Council raised the following points:

- It was agreed that Llanhennock and Llangybi did not sit well together.
- The wards of the community of Llanhennock were very rural by nature.
- It was explained that Llanhennock had one of the lowest precepts, whereas the precept for Llangybi was higher.
- We noted that the expenditures for Llanhennock Community Council minimum due to its rural nature.
- Concerns were expressed due to the reduction in Councillors from 8 to 3. IT was explained that there was sometimes vast distances between houses in the area and 1 Councillor would not be able to cover the entire area and some more elderly residents, who rely on Community Councillors for information, may become disenfranchised.
- The Community Council had no problem filling vacancies when they arose. Currently, the Councillors covered a diverse spectrum of knowledge and experience that will be lost, which would have a detrimental effect on local matters.

The representation from both Llangybi Fawr Community Council and Llanhennock Community Council was to retain both communities and that the Councillor numbers for each ward was reassessed.

Community of Monmouth

The County Councillor for Overmonnow strongly objected to the draft proposals for the ward of Overmonnow. It was felt that the heart of Overmonnow was being taken away from the ward, losing its Church and Church Hall. It was explained that the Overmonnow ward was steeped in history and its roots go back to the ancient settlement of Overmonnow, being the village on the other side of the Monnow.

The ward of Overmonnow was described as a very diverse area with small businesses which would be lost if the draft proposals were to be agreed as they currently stand.

The County Councillor for Overmonnow expressed deep sadness that the members of the Working Group from Monmouth had not recognised the importance of the Overmonnow ward as the jewel in the crown of the community of Monmouth.

With regard to questions relating to the LDP figures, it was explained that the proposals for Wonastow Road must be taken into consideration.

The Community Councillor from Wyesham explained that he was happy with the proposals for Wyesham and the move of Rockfield Studios.

At this point, the Chairman of the Working Group wished to briefly adjourn the meeting, to discuss with members of the Working Group the way forward, as there were concerns that Community Councillors within Monmouth Town Council that were unaware of the review and the draft proposals. The Local Democracy Manager stated that the draft proposals had been made public and sent to the clerks of all Town and Community Councils to distribute to their Councillors.

The meeting was adjourned at 7pm and recommenced at 7:10pm.

Upon recommencement, the Chairman of the Working Group stated that the Working Group would re-examine the Community of Monmouth. In addition, the clerk to Monmouth Town Council would be contacted asking that each Town Councillor be informed of the review and asking for their individual and/or Town Council representations to the draft proposals as they currently stand.

The Chairman also stated that members of the Working Group were happy to make site visits, to better understand the area in greater detail.

It was noted by the Community Councillor from Wyesham that it had been proposed by another Councillor that a ratio of 850 electors per Councillor would suffice as displayed in England. Therefore, the community of Monmouth would be represented by 15 Councillors, 3 Councillors per ward. This would be a reduced of 1 Councillor to the current arrangements for the community of Monmouth.

It was felt that the community of Monmouth had enough Councillors to undertake their work efficiently and effectively and having more Councillors would make things more difficult.

Meeting concluded at: 7:15pm

Appendix G – Representations received in response to the Draft Proposals

Review of Communities and Electoral Arrangements

The meeting of Chepstow Town Council on 26th February 2014 resolved to submit the following response to the consultation on the Review of Communities and Electoral Arrangements

EXTERNAL BOUNDARY

Chepstow Town Council welcomes Monmouthshire County Council's recommendations in respect of the external boundaries of the Chepstow Town Council area and appreciates the consideration given to the Town Council's earlier representations in this respect.

INTERNAL BOUNDARIES

Larkfield, Maple Avenue, St Christopher's and Thornwell

Chepstow Town Council welcomes the proposed boundary changes in respect of Larkfield Ward and notes the recommendations in respect of Maple Avenue, St Christopher's and Thornwell Wards.

The Town Council also notes that the recently published "Williams Report" may impact on ward boundaries at a unitary authority level and asks that consideration be given to ensuring that both town council and unitary authority boundaries are consistent, wherever possible, in order to minimise confusion and simplify voting arrangements.

St Mary's

Chepstow Town Council welcomes the proposed name change for the current St Mary's Ward to Chepstow Castle Ward.

St Kingsmark

Chepstow Town Council requests that the name "St Kingsmark" be retained for the new ward for which the proposed name is Crossway Green and that the name "Mount Pleasant" is applied to the balance of the former St Kingsmark Ward.

Sandra Bushell

Community of Crucorney

Representations received in response to draft proposals

Crucorney Community Council

Review of Communities and Electoral Arrangements

Draft proposals

Representation from Crucorney Community Council

This matter was considered by Crucorney Community Council at its monthly meeting on the 21 January 2014.

Crucorney Community Councillors wish to say:

1. In view of the recent report of the Williams Commission, is not the Review premature?
2. In area, Crucorney is the largest community in Monmouthshire. As well as the villages of Llanvihangel Crucorney and Pandy and the surrounding rural area, it includes two long valleys with scattered farms and settlements. From one end to the other, the Fforest and Ffwddog ward and the Cwmyoy wards measure approximately 10 miles each. (Please refer to enclosed map.)
3. In thinly populated areas such as these, distance and area should be the criteria for determining the number of councillors, not population. Population may be an appropriate criterion in densely populated areas where it is relatively easy for councillors to 'cover the ground' in their wards, and for voters to contact their councillors, but different factors apply in thinly-populated rural areas.
4. Many houses in this community are holiday homes, whose users live elsewhere, so their names do not appear on our Electoral Register. That does not lessen the need, however, for local services to those properties or their liability to Council Tax. To reduce the number of community councillors would contravene the principle of 'no taxation without representation.'
5. For planning purposes, this Community falls under two authorities, Brecon Beacons National Park Authority and Monmouthshire County Council. This increases the workload of community councillors.
6. Similarly, those two authorities deal with public footpaths in this Community, Monmouthshire County Council having delegated its functions in this respect to the National Park Authority over footpaths in that part of the Community which lies in the national Park. This, again, increases councillors' workload.
7. Community Councillors are not paid for the many hours' work they do each month and do not recover any of the personal expenditure they incur in carrying out their business. Reducing the number of councillors, therefore, has no effect on reducing expenses.
8. If the number of councillors were reduced, those remaining would have to put in more time and effort in order to cover the same amount of work and that workload is likely to increase. (See 10 below.)
9. With regard to Electorate Forecasts (Section 3 of MCC's Community of Crucorney handouts) which states that there are 'no developments proposed within the community', Crucorney Community Council would

Community of Crucorney

Representations received in response to draft proposals

like to point out that there are 31 houses with planning permission granted by BBNP and under construction. Furthermore, the National Park LDP suggests 22 units in Llanvihangel Crucorney and the Monmouthshire LDP are proposing 15 houses in Pandy. These latter proposals will inevitably increase the electoral roll by at least 100 people if not more. Councillors are also aware of a large number of teenagers in the area who will be eligible to be on the next electoral roll.

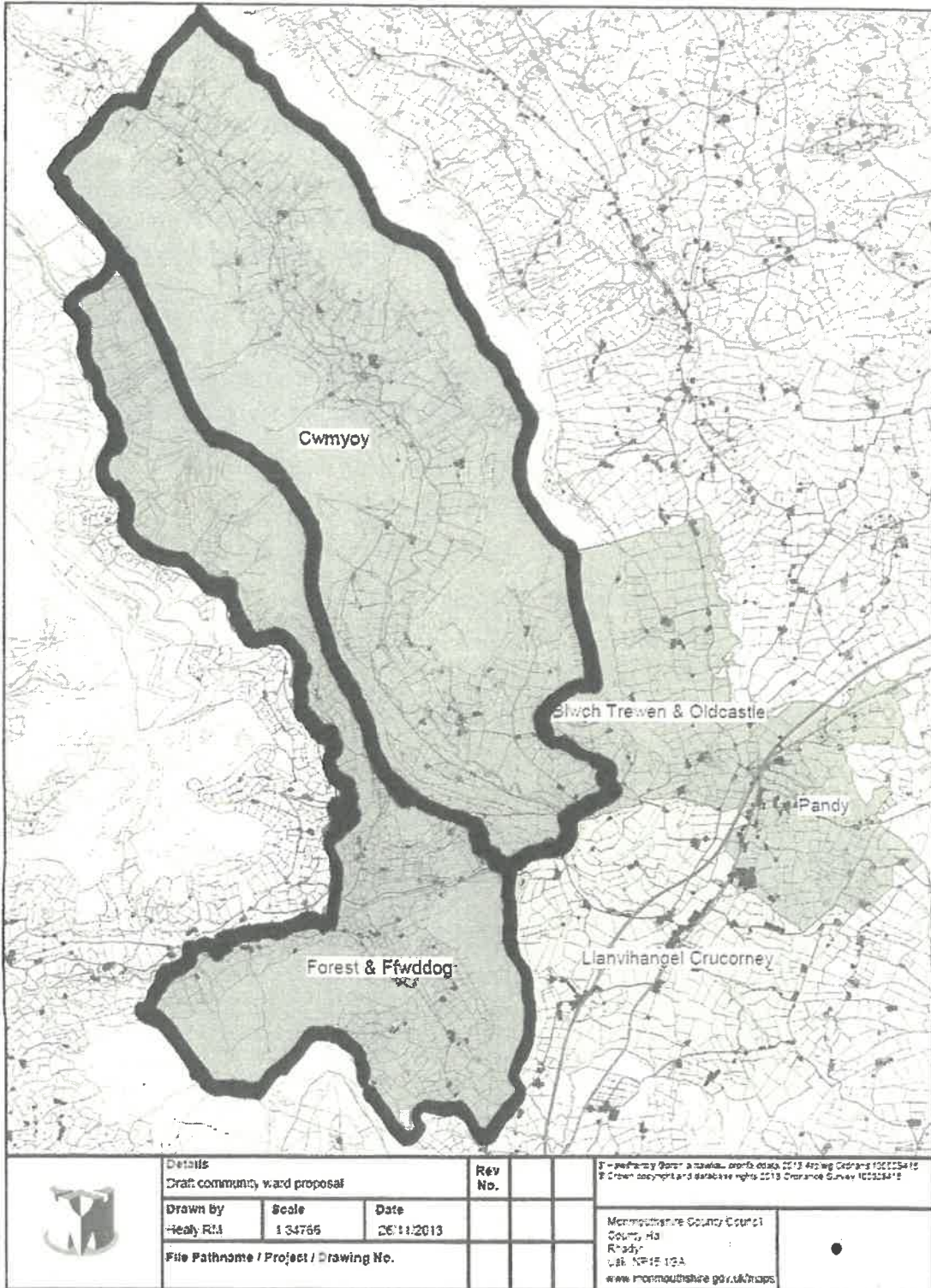
10. As we understand it, anticipated changes to the structure of local government will lead to an increase in the amount of work delegated to community councils. It is unreasonable to expect an increased workload to be undertaken by a reduced number of community councillors
11. To suggest a reduction from 11 to 7 councillors (the minimum) is unreasonable. The work put in by community councillors reflects the volunteer spirit and local democracy at grassroots level. Unlike some communities, there are no vacancies on Crucorney Community Council which shows a healthy community spirit. To reduce the number of councillors would be alien to those principles and damaging to the morale of existing and potential voluntary councillors.
12. The minimal boundary change proposed at Great Park Road effectively means that there is no real boundary change (see proposed changes to community boundaries, Para 7). Why, therefore, is a reduction proposed in the number of community councillors?
13. How is the 'ideal ratio' of 150 electors per councillor arrived at?
14. In a radio programme recently, Mr Jeff Jones, former leader of Bridgend County Borough Council and now a consultant in local authority practice, comments: 'We don't have local government in Wales. We have local administration'. Any reduction in the number of democratically-elected councillors at the grassroots level of community councils would be a further step in the process of centralisation and government by professional bureaucrats rather than representation of the people.

Crucorney Community Councillors: January 2014

Community of Crucorney

Representations received in response to draft proposals

Proposed Boundary Map of Crucorney



Community of Crucorney Representations received in response to draft proposals

Messrs. P. Hobson and J. Pearson

As a member of Crucorney Community Council I wish to comment on these proposals in so far as they affect our Council. I am concerned not with the tinkering with boundaries but with its result when elector/councillor ratios are applied.

Currently we have 11 councillors; were the proposals to be implemented these would be reduced to 7. Thus Monmouthshire, which presently has at Crucorney 11 people willing to work free of charge for their community, would deem it sensible to make 4 of them redundant. This would appear to be a clear vote of no confidence in the usefulness of Community Councils, and has certainly prompted anger and incredulity here.

I understand that some councils find it difficult to recruit members; we have not had that difficulty here, but far from finding that our work is valued we now encounter plans to dismiss some of our number. This is the net result of the proposed re-structuring, which appears wrong-headed, destructive and totally unnecessary given that cost is not a consideration.

I should welcome your observations on this matter.

Yours,

Anthony L. Morgan

Re. Review of Communities and Electoral Arrangements

The Crucorney County Council Area

The area that I represent is a rural area where, like other areas, villages and parishes are complex interactions that need much understanding. This is not readily or immediately realised as a newly appointed vicar to a country parish once conceded. The area is set in its tradition and its ways. Any change needs to be accommodated and generally this takes time and deserves to be taken slowly.

It is good to carry out a periodic review. It should be remembered that the area is set against the county/country border so there is little scope for change in that direction. It is generally felt that there is little or no need for change in other directions as there has been very little change since the last review so no change is needed in Community Council ward boundaries.

Community Councillors are not readily available when being sought at election time. As they are "in post" why do away with them. They do not cost the county or community anything, they give their services freely and they have a wealth of knowledge and experience. Many are irreplaceable!

The Grosmont Ward

The ward works with a spirit of cohesion and the communities work together, the councillors work together based on a tradition that has built up over many years (the churches of Llanvetherine and Llangattock Lingoed were once in the same group). The traditions are established and community links that are so important exist and work well.

There is little development to justify change. The existing grouping is a more compact cohesive unit than that which is proposed. Llanvetherine and Llangattock Lingoed farms and properties are neighbouring so residents know each other and are used to working together. Llangattock Lingoed residents pass through Llanvetherine on their way to town (Abergavenny) and stop to post letters, call at the garage, go to the church, etc whilst Llanvetherine residents go to the Hunter's Moon Pub at Llangattock Lingoed.

All this poses the question -Why change?

It has proved difficult to get a councillor for Llangattock Lingoed let alone two!

Llangua deserves representation from within, not merely tagged onto Grosmont.

In terms of the proposal of moving Llanvetherine to a ward that includes Cross Ash and Skenfrith it must be stated that there is, understandably, little interaction or things in

common between Llanvetherine and Skenfrith. They are 8-10 miles apart, they are different areas and move in different directions. Llanvetherine residents tend to go to Abergavenny to shop etc as it is closer. Cross Ash and Skenfrith residents tend to go to Monmouth. The B4521 is the only link. Little notice is taken as it is a major road, a route purely to get to a destination.

The Crucorney Ward

The comments that I would make relating to the Crucorney Ward are that the proposal to unite Lower and Upper Cwmyoy should not take place as the area represented is vast and currently the respective councillors do an amazing job in representing their areas.

The proposal to adjust the Park Road boundary makes sense but a physical boundary still makes sense in the general usage.

I would finally make the point that Community Councillors do represent people so elector numbers are important. However they also represent an area with its features- roads, drains, churches, chapels, pubs, clubs and, in fact, any feature or organisation that exists in the ward. So a larger area deserves the representation of a larger number of councillors.

Community of Devauden

I write in response to the MCC Review of Communities and Electoral Arrangements Draft Proposals.

Re: Dyer's House, Itton Grid Ref ST 488 945

The southern boundary of Itton parish has always been Mounton Brook(Tithe Map 1844).

In 1986 Gwent County Council drew a new boundary line without any local consultation .This cut Dyer's House out of Itton and put it in Shirenewton. A portion of Dyer's House garden remained in Itton .

In 2004 Maureen Hendon, an MCC officer , said that nothing could be done to restore the status quo ante until the next review .

In 2006 Owen Allford, Local Democracy Manager, MCC assured me that we would be returned to the Itton ward of Devauden Community in the next review. This assurance was repeated in 2007 and 2008 .

In 2008 Murray Andrews, Ass. CEO,MCC apologized for the lack of progress and said that the matter would be sorted out as soon as possible.

We have lived in Dyer's House since 1981 and all our community links have always been with Itton . My wife is an Itton churchwarden and a member of the Itton Village Hall committee . I have lately become a community councillor for Itton ward within Devauden Community Council.

Dyer's House had always been an integral part of the Curre Estate,Itton. The dyer after whom the house was named is buried in Itton churchyard.

Our postal address is Itton and the other houses in our postcode (NP16 6BP) are in Itton.

The present review and the goodwill evident at the consultation sessions prompts me to ask again that Dyer's House be restored to its pre-1986 position in Itton. I suggest that the Devauden CC boundary should revert to Mounton Brook .

Ivor Cavill
Dyer's House
Itton
Chepstow

GOETRE FAWR COMMUNITY COUNCIL

Response to Monmouthshire County Council's Notice of Review of Communities and Electoral Arrangements Draft Proposals.

Meeting at County Hall, Usk on Monday 20th January 2014 attended by Community Council Councillors Colín Deakins, Syd Welford and Clerk Ian Blacker on behalf of the Community Council

Little Mill and Goytre Communities

We believe the proposals would divide the communities of Little Mill and Goytre. These communities interact in many ways due the Schooling, sports clubs, Nursery care, and Pensioners clubs. It makes sense for the community council to represent the whole area rather than half.

Councillor Reduction in Numbers

In respect of para 7, the number of councillors is tied to the figure of 250 electors per councillor for a "mixed" community as defined in the Terms of Reference (ToR) on page 10. Our view is that the difficulty is there is no recognition that whilst there is a formula for calculating the minimum number for a council (which I'm sure we agree with) the ToR don't cover when a higher number may be appropriate.

The review seems to have therefore interpreted that the formula is prescriptive i.e. Councils can only have the number of councillors that the formula gives rather than considering what a more realistic figure might be.

Llanbadoc Links

Whilst we have no strong objection to links with Llanbadoc we are unaware of any strong connections between Little Mill and Llanbadoc other than the road that connects the communities.

Llanover Links

We have no strong objection to links to Llanover but we are unaware of any strong connection between Goytre and Llanover other than the road that they share giving access to Abergavenny, or Pontypool/Cwmbran in the other opposite direction.

Community Council Funds

How will the monies already received by our community council be split if we join Llanover and Little Mill Joins Llanbadoc? We have an amount of monies that should be spent on Little Mill & Goetre, should that be spent before any split happens?

Goytre/Goetre Spelling

The proposed new name of the Council appears to be Goetre Wharf. This is listed as one of the ward names as well which could be confusing?

The ward name Goetre should be replaced with Goytre, as represented by the village to avoid confusion with Goetre Wharf

Goytre School Connections

Little Mill provides pupils to Goytre School and has a connection going back some considerable time. Has consideration also been made by the School Project Team within Mon CC on the potential impact of transportation costs of pupils attending Goytre School should the changes go ahead.

LDP Housing Predictions for Goytre

At present MCC are looking to amend the LDP by increasing the Melin Housing site at Folly View Close to 65 dwellings. This would give a fairly large increase in the population and therefore electorate

Local Cemetery Issues

The inhabitants of Little Mill have the right on their demise, whatever their religion or none, to be interred in Mamhilad Churchyard. The nearest Mon CC Cemetery is at Llanfoist. We are concerned that Mon CC have not consulted the Church in Wales on the proposed boundary changes and have further concerns that there is the possibility, if the split takes place, Little Mill inhabitants may lose the right to be buried in their Parish Churchyard which, with all Cemeteries rapidly becoming full, may have big implications for bereaved families.

The Clerk

The clerk's role will become larger and who decides which clerks remain in employment.

Goetre Fawr Community Council is unanimous in their objection to the change and would like the current format to remain to be best serve the community.

Re. Review of Communities and Electoral Arrangements

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It is good to carry out a periodic review. It should be remembered that the area is set against the county/country border so there is little scope for change in that direction. It is generally felt that there is little or no need for change in other directions as there has been very little change since the last review so no change is needed in Community Council ward boundaries.

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There is little development to justify change. The existing grouping is a more compact cohesive unit than that which is proposed. Llanvetherine and Llangattock Lingoed farms and properties are neighbouring so residents know each other and are used to working together. Llangattock Lingoed residents pass through Llanvetherine on their way to town (Abergavenny) and stop to post letters, call at the garage, go to the church, etc whilst Llanvetherine residents go to the Hunter's Moon Pub at Llangattock Lingoed.

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GROSMONT COMMUNITY COUNCIL
TOWN BARN, GROSMONT, MONMOUTHSHIRE NO7 8EP
Telephone 01981 241198
Email thatwoman@hotmail.co.uk

21 February 2014

Clerk to the Council - Mrs Jane Fleming

FAO John Pearson

**Review of Communities and Electoral Arrangements
Grosmont Ward**

The current boundaries work well and promote a spirit of cohesion with each settlement and their representatives working together based on tradition and experience that has built up over many years. Any change is unlikely to improve communication and service so what is the benefit or justification for change?

The existing grouping is a more compact cohesive unit than that which is proposed. Llanvetherine and Llangattock Lingoed farms and properties are neighbouring so residents know each other and are used to working together. Llangattock Lingoed residents pass through Llanvetherine on their way to Abergavenny, stop to post letters, call at the garage, go to the church etc whilst Llanvetherine residents socialise in the Hunter's Moon Pub at Llangattock Lingoed.

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Moving Llanvetherine to a ward that includes Cross Ash and Skenfrith makes little sense as there is little interaction and/or things in common between Llanvetherine and Skenfrith. They are more than 8 miles apart and their respective geography causes their residents to move in different directions - Llanvetherine residents tend to go to Abergavenny to shop etc as it is closer. Cross Ash and Skenfrith residents tend to go to Monmouth. The B4521 is the only link, a route to get to a destination.

Finally any changes will be costly to implement, will not lead to improved services and communication and will not save money so what is the justification for change? If it works why fix it?

Grosmont Fawr Community Council


Cllr Andrew Farr


Cllr Peter McVann


Cllr Ken Palmer


Cllr Margie Barker


Cllr Trevor Beavan


Cllr Vernon Jones


Cllr Tony Hounsome


Cllr Martin Davies


Jane Fleming Clerk

1. GROSMONT COMMUNITY COUNCIL
TOWN BARN, GROSMONT, MONMOUTHSHIRE NP7 8EP
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21 February 2014 Clerk to the Council – Mrs Jane Fleming

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Review of Communities and Electoral Arrangements
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Grosmont Fawr Community Council

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Cllr Martin Davies

Jane Fleming Clerk

Community of Gwehelog Fawr

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS

COMMUNITY OF GWEHELOG FAWR

Response to the Draft Proposals

1. Communication Channels

- The working group should be aware that the main channel of communication through the community is via the R61 Llancayo Road. It is not the case that *'the main channel of communication through the community is via the B4598 and Usk Road'*.
- R61 Llancayo Road is the principal east / west link through the community and is the route which connects the Gwehelog and Trostre wards to the Llancayo and Kemeys Commander wards. This is the route which locals use and it is *incorrect* to state that *"electors from within the community are required to travel through the adjoining Usk community in order to reach either side"*.
- R61 Llancayo Road is a Class 3 road which has recently been resurfaced by the Council's Highways division in acknowledgment of its status as a strategic route. It is *not* a *"narrow single track lane"* as referred to in the Recommendations.
- We ask you to reconsider this statement and to acknowledge that Llancayo Road does provide a main channel of communication linking the wards within Gwehelog Fawr community

2. Community Links

- The current western boundary of Gwehelog Fawr is the River Usk. This natural boundary incorporates Kemeys Commander and Llancayo within the community. The proposal to move the boundary to the edge of Llancayo and Trostre Wood and to annex the Llancayo and Kemeys Commander wards from Gwehelog Fawr and include them in the Llanarth community does not appear to be a logical decision because:
 - i) The new boundary is ill defined and does not follow a natural boundary, e.g. a watercourse or road.
 - ii) The communication link between the wards of Gwehelog, Trostre, Llancayo and Kemeys Commander is well served via a Class 3 road whereas the road link between Kemeys Commander and Bettws Newydd in the Llanarth community is

Community of Gwehelog Fawr

via the Unclassified C31.2 Thornbury Road.

iii) Kemeys Commander and Llancayo and are both closer to Gwehelog and Trostre than they are to Llanarth and as a result have strong community and church links with each other which they do not have with Llanarth village.

- In consideration of the above we ask you to reconsider the recommendation to disband Gwehelog Fawr and to retain the Gwehelog, Kemeys Commander, Trostre and Llancayo wards within a Gwehelog Fawr community.

3. Gwehelog Fawr Boundaries

- Bettws Newydd, currently within Llanarth C.C. is severed from Llanarth village by route R64, the old Raglan – Abergavenny road whereas it is well connected and has direct road links from both west and east directions with Gwehelog Fawr community from Thornbury Road and Berthlwydd Road respectively. Gwehelog councillors consider that Bettws Newydd is closer to and has more affinity with Gwehelog Fawr C.C. than with Llanarth C.C. and would welcome the attachment of Bettws Newydd to Gwehelog Fawr C.C.
- The current boundary between Gwehelog Fawr C.C. and Raglan C.C runs along the centre of route C33.2 which has the effect of severing households within Gwehelog village from the community. Gwehelog councillors consider that the Gwehelog Fawr boundary should be adjusted in order to include these properties.
- In consideration of the above we ask you to consider extending the northern boundary of Gwehelog Fawr to include the Clytha Ward of Llanarth C.C. which incorporates Bettws Newydd. Also that the western boundary of Gwehelog Fawr is extended to include properties fronting routes C33.2 and C215.15.

4. Cultural Links

- The churches at Trostre and Kemeys Commander are both served by the rector of Bettws Newydd Church which provides a cultural link to the parish.
- Gwehelog Fawr C.C. makes annual donations to Bettws, Trostre and Kemeys Commander churches.
- Gwehelog Fawr C.C. has strong links with the Gwehelog Village Hall committee and shares a joint website which has recently been awarded a grant of £500 to further

Community of Gwehelog Fawr

develop the site. The development of the website is a clear example of the way in which the community council is developing a local identity with other bodies in the rural area, an identity which would be entirely lost were GFCC to be subsumed into 'greater Raglan'.

- Gwehelog Fawr C.C. has recently revised its Standing Orders to allow the public to actively participate in Community Council meetings in an effort to encourage the village to engage and feel part of the community. The review proposals will extinguish that concept.
- Gwehelog Fawr C.C. has also recently undertaken a project to widen community involvement, which could well serve as a model to be emulated by other community councils in Monmouthshire and Wales. A community council working party is currently due to report back to the main council on a number of unique initiatives.
- Gwehelog Fawr C.C. is a strong and active council which works tirelessly to support its community.
- In consideration of the above we ask you to reconsider the recommendation to disband Gwehelog Fawr and to retain the Gwehelog, Kemeys Commander, Trostre and Llancayo wards within a Gwehelog Fawr community.

5. Raglan

- The proposal to attach Gwehelog to Raglan is not a natural link because Gwehelog is a rural community whereas Raglan is predominantly a suburban community. Raglan C.C. undertakes responsibility for the provision of dog waste bins, allotments, park seating and war memorial maintenance and also makes hefty donations to the Raglan Music Festival and Raglan Twinning Association. As a result its current precept is £17,425 whereas Gwehelog Fawr C.C., which has no infrastructure to maintain, has a precept of £3,800.
- The consequence of Gwehelog being attached to Raglan would be that its precept would increase from £13.81/household to £16.27/household, i.e. an increase of 18%.
$$[\text{£}16.66 \times (1070 + 220 + 146) + (\text{£}13.81 \times 223)] / 1659 = \text{£}16.27$$

Gwehelog Fawr C.C. has no plans to increase its current precept and therefore it is unlikely that Gwehelog residents will benefit from the increase in its precept as a

Community of Gwehelog Fawr

result of a merger with Raglan.

- Furthermore, because under the proposed arrangement Raglan will have four councillors whereas Llandenny, Kingcoed and Gwehelog wards will only have one councillor each; in the event of a vote to allocate resources etc. the Raglan councillors will always be able to outvote the other three wards and therefore there is a concern that Raglan affairs will take precedence over the issues of the rural wards.
- In consideration of the above we ask you to reconsider the recommendation to disband Gwehelog Fawr and to retain the Gwehelog, Kemeys Commander, Trostre and Llancayo wards within a Gwehelog Fawr community.

Conclusion

1. Gwehelog Fawr councillors consider that whereas some minor adjustments to Community Council boundaries may be beneficial in order for example to ensure that villages are not severed by community boundaries, it does not think that the review provides any fundamental improvement on the existing arrangement.
2. The proposals will cause major disruption to many Councils and it is difficult to understand what benefits the review will provide. The fact that under the proposals the number of Community Councils will only reduce from 33 to 31 and the number of wards from 119 to 118 seems to demonstrate this. The only notable reduction as a result of the review is that the number of elected Community Councillors will reduce from 356 to 287.
3. Although MCC has a responsibility to review electoral arrangements, the draft proposals appear to be making changes for the sake of making changes. Nowhere does the draft document explain where any advantage would be gained by the change to current representational arrangements.
4. Gwehelog Fawr is a distinctive, ancient community of great historical importance and members of the community value that heritage. Members of the community are currently researching the area's local history – but could well feel disinclined to do so if the community becomes greater Raglan... and subsequent generations will have no "Gwehelog Fawr" as a starting point.
5. There is no apparent financial saving as a result of this review, because councillors offer their

Community of Gwehelog Fawr

services free, and the reduction in the number of councillors per ward seems to be a very retrograde step which:

(i) is in direct opposition to the Government philosophy to promote localism and public participation in local affairs.

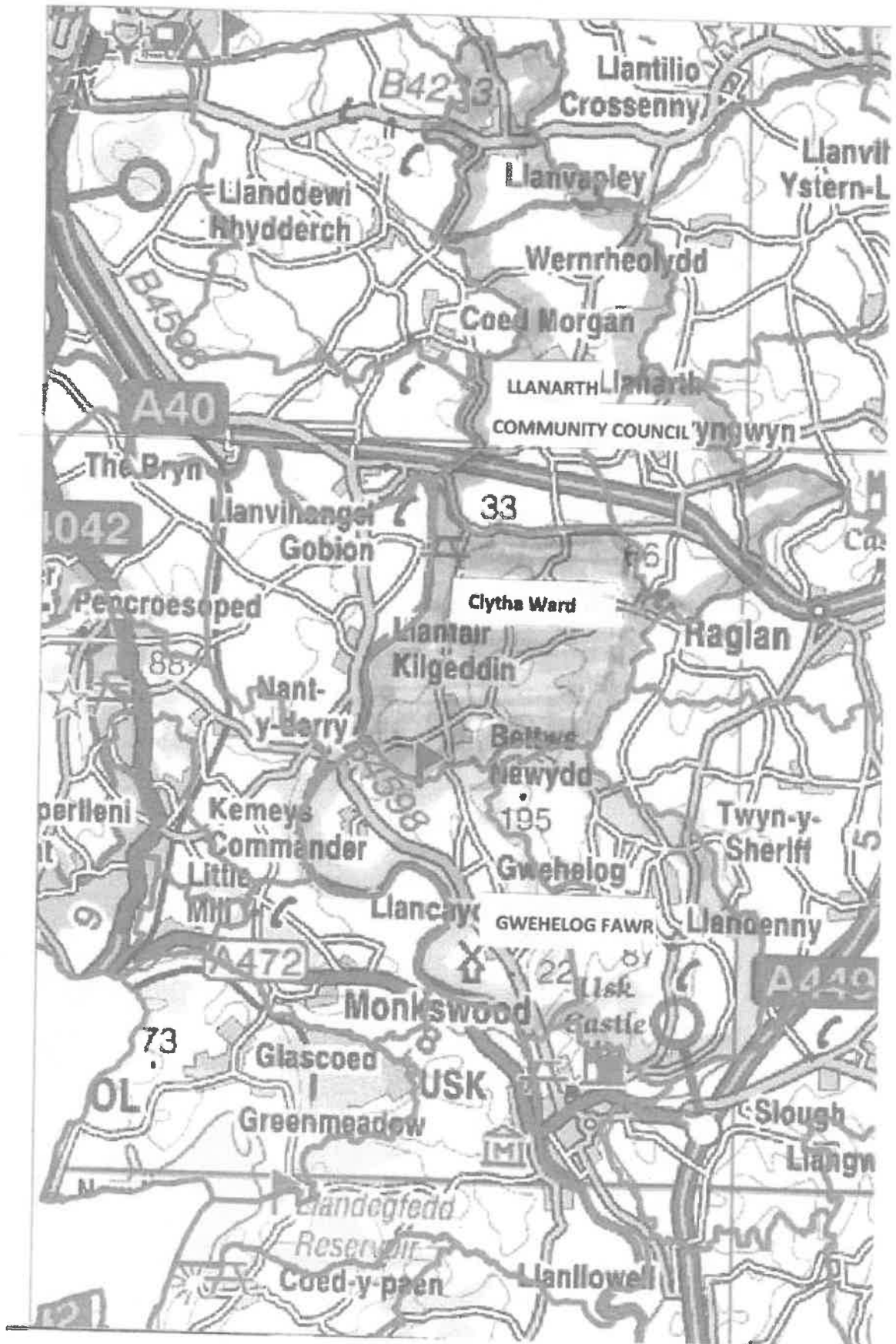
(ii) reduces the local geographical and historical knowledge possessed by councillors which is available to the community.

(iii) reduces the expertise possessed by councillors which is available to the community.

For example. Gwehelog Fawr community councillors embrace knowledge of local farming, building and architecture, highway maintenance, prison liaison, community care and communication skills, all which are employed from time to time when dealing with community issues. The reduction from 4 councillors to 1 councillor in the case of Gwehelog ward will severely impact the level of experience and expertise which will be afforded to community issues if the recommendations are adhered to.

6. In consideration of the above we ask you to reconsider the recommendation to disband Gwehelog Fawr and to retain the wards of Gwehelog, Kemeys Commander and Llancayo within a Gwehelog Fawr community council together with the addition of Clytha ward in order to incorporate Bettws Newydd (as shown on attached map).

Community of Gwehelog Fawr



Community of Gwehelog Fawr

Community of Gwehelog Fawr



DAVID T C DAVIES MP
Member for Monmouth

Please Reply To:
16 Maryport Street
Usk
Monmouthshire
NP15 1AB

Date: 6th February 2014
Our Ref: M(1)/lp
Your Ref:

Mr J Pearson
Local Democracy Manager
Electoral Registration
Monmouthshire County Council
The Rhadyr
Usk
NP15 1GA

Dear John

Re: Review of Communities and Electoral Arrangements

I have been contacted by Gwehelog Fawr Community Council following publication of draft proposals for the above review being conducted by Monmouthshire County Council.

I'm concerned to hear the future of this small but effective community council has been cast in doubt by a recommendation to disband Gwehelog Fawr.

I have read the community council's response to the review, a copy of which is attached for ease of reference, and I think some power arguments have been put forward.

In particular, I would fully accept that Gwehelog Fawr is very rural whilst Raglan is quite clearly a village.

I understand members of Gwehelog Fawr Community Council recently attended a public consultation meeting where they were well received. I do hope the council's representations will be given full consideration when formulating the final proposals and I would be grateful if you could notify me of the outcome.

Yours sincerely

David T C Davies MP

Cc: Gwehelog Fawr Community Council

Constituency Office: Tel: 01291 672817
Email: david.davies.mp@parliament.uk Website: www.david-daviesmp.co.uk
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S:/Usk/MCC/2014

LLANARTH FAWR COMMUNITY COUNCIL

THE OLD POST OFFICE
LLANARTH,
NR. RAGLAN
USK
NP15 2AU
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melanie_mercer@hotmail.com

22nd February 2014

Monmouthshire County Council
County Hall
The Rhadyr
Usk
NP15 1G

Dear County Councillors,

Review of Communities and Electoral Arrangements, Draft Proposals Electoral Register 2014

Further to your Draft Proposals and the meeting held on the 28th January 2014 the Llanarth Fawr Community Council would like to submit the following for your consideration:-

It was noted, at the meeting held in January 2014 that the new review relied heavily on using roads as boundaries whereas historically parish boundaries were fields and streams that in a rural area sometimes makes more sense.

The proposal to remove Llanvapley Ward from Llanarth Fawr Community Council solely on the grounds that it cannot be reached, by road, from other parts of the Community Council area could very easily have been remedied by including the small area of land between the B4233 and the Llanarth turning. This then joins the wards and would have meant that only approx. 3 properties, (Little Cil-llwch and those at Great Cil-llwch). The main route for Llanvapley residents is confirmed by Members as being the B4233. If any larger scale change was require then Llanarth Fawr Community Council would propose that Llantillo Crosssenny should be included in Llanarth Fawr Community Council as the village strongly associates with Llanvapley and also topographically, geographically and socially they both relate to the communities with the Llanarth Fawr Community Council area. The Llanvapley Community does not relate closely to most of the Llanover Wards but with its neighbours in Llanarth and Llantillo Crosssenny.

The proposal to include the ward of Kemys Commander and Llancayo within the Llanarth Fawr Community Council area was seen as a very good proposal. The Bettws

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Newydd / Clytha communities have very strong links with this ward and residents from Kemys Commander and Llancayo strongly socialise with members of the Bettws Newydd and Clytha Communities – they currently share use of the Bettws Newydd Village Hall and Black Bear Pub. It has sometimes been a source of frustration that matters so close to the village boundary of Bettws Newydd are not within the Llanarth Fawr Community Council area and that there does not seem any logic for the current division. The Llanarth Fawr Community Council would warmly welcome any current Community Councillors from this area and would be keen to continue, and if possible, enhance the already good work being carried out in Kemys Commander and Llancayo.

With regard to the proposal to include Rhiw-Las area / properties into Raglan the Llanarth Fawr Community Council feels very strongly that this would not be an appropriate course of action. This small area has had many planning & highways issues in the not too distant past and local councillors are fully aware of all potential issues – this knowledge would not be carried onto the Raglan Ward and would prove detrimental to the area. People in this area do not identify with Raglan but with Llanarth Fawr.

Llanarth Fawr would like to propose that the number of Cllrs. per ward is as follows:-

Llanvapley: -	2 Cllrs.
Llanarth: -	2 Cllrs.
Bryngwyn: -	3 Cllrs.
Clytha: -	3 Cllrs.
Kemeys Commander & Llancayo: -	2 Cllrs.

All Cllrs give their time voluntarily and do not see that a reduction in the number of Cllrs. in a ward is any improvement to the service provided by the Community Council. It will not cost the electorate anything to keep having the level of representation that is proved to work in a very rural area and allows for busy Cllrs. to know that their area is fully represented even when they may not always be available.

Llanarth Fawr Community Council is a strong organisation that will look forward to the many challenges of a larger area and the possibility of further responsibilities as may be needed in a time of challenging budget cuts. The proposals to include extra wards within the council area will be of very little financial significance to the electorate and would cement already strong bonds.

If you require any further information please do not hesitate to contact me.

Yours Sincerely

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Melanie Mercer

Clerk of the Council
Llanarth Fawr Community Council

LLANBADOC COMMUNITY COUNCIL

Response to Monmouthshire County Council's Notice of Review of Communities and Electoral Arrangements Draft Proposals following meeting at County Hall, Usk. Jan 23 2014.

We were rather disappointed to realize that many elements of our response to the council's original proposals had not been noted. In particular our response advised that "There are no densely populated areas" whereas the Council's draft proposals claim that "All the three wards of the community are densely populated with no central focus point" and perhaps the Working Party could re read our responses accordingly?

There would appear to be two main issues upon which we would like to comment further :-

1. BOUNDARIES

a) We are pleased to note that the working party agreed with our suggestion that Penpedairheol Farm be moved into the Llanbadoc community.

b) We have suggested that Honeywell Cottage and Oak Ridge be moved from Glascoed ward into Llanbadoc ward and would ask that the Working Party consider this proposal.

c) We are open minded with regard to the proposal to add the Little Mill ward from Goetre into Llanbadoc Community Council and indeed can see the logic for this; and welcome Goetre's advice with regard to the proposal.

2. COUNCILLOR NUMBERS

a) There are currently 10 councillors in Llanbadoc CC with the new proposals reducing these to 4 (if the Little Mill proposals are excluded). These proposals seem to be based on a one size fits all ratio of councillor numbers to elector numbers and take absolutely no account of the volume of work that our councillors undertake in what is a large rural area with a number of quite specific elements perhaps not found in other community areas.

Our council meets once per month with the meeting taking place strictly between 7.00pm and 9.00pm and in order to properly consider the council workload we have set up 4 sub committees (with generally 4 councillors on

each) which meet regularly between the formal full council meetings and which review, discuss, determine and recommend the council's response to the various matters. It should be noted that we have a first class and very efficient clerk who prepares a formal clerk's report for the council meeting which lists all the incoming and outgoing information. This report is usually at least 4 pages long and whilst some of it will be the equivalent of junk mail nevertheless the report has to be properly examined and this can only be done outside the formal monthly meeting by the sub committees and/or individual councillors.

b) There are 4 major employers within our boundaries and a number of our councillors are part of liaison groups with Prescoed Prison, Mons County Council and BAE Systems.

c) The A472 runs all the way through our council's wards and there are grave concerns from the community with regard to vehicle speeds and road safety. Our councillors have taken these concerns to the Highway authority and the Police, prepared reports and arranged meetings which are all ongoing.

d) There are concerns with regard to the heavy goods vehicles passing through Usk and over the bridge (the continually damaged section of which lies within our ward) and our councillors are part of the action group over this matter.

e) Our council owns 4 areas of woodland and 2 areas of grassed common land all of which require management. Councillors are currently undergoing training to enable our council to monitor and ensure the safety of the community whilst enjoying the woodland. Our council has to deal with such issues as encroachment onto the commons and the protection of the rights of commoners etc.

f) There are great concerns from the community with regard to the illegal use of our woodlands by off road bikers and the damage to the environment, noise and anti social behavior that ensues. Our councillors are currently preparing a Section 38 application to the Welsh Government planning inspectorate to erect gates to help alleviate this problem and the documentation and liaison with the local residents will be ongoing for some time.

g) There are over 100 miles of public footpaths within our wards and we have set up a councillor path care group to which Mons CC have devolved the surveying and general clearance of all the routes. This has already started and will be a rolling programme. Our councillors also have prepared a number of

detailed walks leaflets for locals and visitors to follow and new ones are currently being determined.

h) Our council has instigated a proposed trail around Llandegfedd reservoir which is currently under construction and our partners, Welsh Water would like us to join them in setting up a community lead volunteer Ranger force which should start later this year.

i) Our councillors have set up and maintain a web site, a Facebook presence and publish (and distribute by hand) an annual newsletter.

The above details are listed as examples of the extent of our councillor work load but there are and we suspect always will be many other issues requiring our attention if we are to carry out our duties correctly.

We cannot stress strongly enough that the work involved in representing our community, dealing with their concerns and carrying out our own initiatives (such as our newly improved play area at Llanbadoc Island) could not possibly be dealt with by a council of 4 members as proposed (and indeed most, if not all of the previous examples would not be taken further) and feel that a minimum of 9 councillors (3 per ward) are required. This could be easily achieved by reducing the Llanbadoc representation to 3 members. We note that currently there are 3 councillors representing Little Mill and have no knowledge as to how efficient that number is, but if acceptable would mean an enlarged council of 12 members.

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20th February 2014

Monmouthshire County Council
County Hall
The Rhadyr
Usk
NP15 1G

Dear County Councillors,

Review of Communities and Electoral Arrangements, Draft Proposals Electoral Register 2014

Further to your Draft Proposals and the meeting held on the 28th January 2014 the Llanfoist Fawr Community Council would like to submit the following for your consideration:-

Llanfoist Fawr Community Council is a very strong body already undertaking many responsibilities / services within the wards.

Llanwenarth Ultra (Govilon):-

- The Llanfoist Fawr Community Council owns and runs the Salisbury Community Hall, Govilon (formerly Govilon Village Hall). This building has been turned, by the efforts of members, from a building totally unfit for purpose in modern society, into a warm, safe, inviting building for use, at a very reasonable cost, by all sections of the community. This was a large project that would not have been possible without the support of full council. All costs on this building are met by the Llanfoist Fawr Community Council and receipt of hire monies.
- The Llanfoist Fawr Community Council is also the Trustees of the King George V Playing Field, Govilon. This field is wholly managed and run by the Llanfoist Fawr Community Council and comprises of a children's play area, dog walk, war memorial, football pitch (suitable for Gwent Central League standards) and a Sports Pavilion. A project is underway (with £20k funding already secured) to improve facilities in the Sports Pavilion and also to try and get funding to build a MUGA. All costs on these facilities are met by the Llanfoist Fawr Community Council.
- Dog waste bins are provided around the village and more rural areas.

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Llanfoist:-

- Llanfoist Fawr Community Council own and manage the Llanfoist Recreation Ground. This ground has been substantially upgraded within the last couple of years and now comprises of a level football pitch, suitable for Junior or Senior use, a large well equipped children's play area, Petanque pitches, a dog walk area and a MUGA. All costs are met by the Llanfoist Fawr Community Council
- Llanfoist Fawr Community Council leases land within the boundary of the recreation ground to the Llanfoist Villagers Assn. for the Llanfoist Village Hall. Llanfoist Fawr Community Council pays the Landlords Insurance Liability on the Llanfoist Village Hall.
- Llanfoist Fawr Community Council has purchased the Old School Playing Field, behind the former Llanfoist Primary School and is intending to use the land for recreational purposes.
- Dog waste bins are provided within the village.

Llanellen:-

- Llanfoist Fawr Community Council is the Trustees of the Owain Glyndwr Playing Field, Llanellen. The field is wholly managed by the Llanfoist Fawr Community Council and comprises of a junior football pitch and a children's play area.
- Llanfoist Fawr Community Council owns the Llanellen Village Hall. This hall is the focal point of village life and is managed by a very competent village hall committee. Should this committee not be able to continue at any point in the future the Llanfoist Fawr Community Council has agreed to manage the hall. The Llanfoist Fawr Community Council pays the Landlords Insurance and all other insurance on this building as well as helping, when requested, with building maintenance / upgrade costs.
- Dog waste bins are provided within the village.

Llanwenarth Citra:-

- Due solely to the extreme rural nature of this ward, without any halls or recreation ground, the Llanfoist Fawr Community Council does not need to have large responsibilities. However, the council are fully supportive of all community initiatives that come from rural living (2 recent projects have helped cap a water supply and also make the sole church more accessible to the community and visitors) and are invaluable to M.C.C. in reporting issues arising within this community especially highways, street lighting and planning. Funding has been agreed to replace 3 benches within the area.

All of the above responsibilities are done both by the Clerk and Members - at no cost to Monmouthshire County Council.

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By having all of these responsibilities with one council the cost to the Council Tax payers is reduced by virtue of all buildings, recreation grounds, public liabilities, employer liabilities etc. being on one insurance policy. Whilst no doubt this could be split, (this was the case many years ago before the prudence of one large policy was realised), a reduction of several thousand pounds was achieved by putting all buildings under one policy – should you choose to split Govilon and Llanfoist / Llanellen as in the current proposals this cost would again substantially increase. It would also be anticipated that any splitting of grounds maintenance works, currently contracted to Monmouthshire County Council, could be financially effected by the smaller budgets each of the proposed smaller Community Councils would have. Works are currently budgeted from the whole precept with each ward receiving what is needed / wanted regardless of the amount collected from the precept in each ward. No doubt some wards benefit financially from monies collected from the larger wards but all the electorate benefit from all facilities / services and so this has never been an issue / consideration. Larger projects within wards are funded on an “as needed” / rotational basis (i.e. the current Xmas lights project) this would not be possible with the smaller precept gained from 2 separate councils without a substantial increase in the cost per dwelling.

As requested, by the panel at the January meeting, I have attempted to quantify the time / work / benefit to the communities of councillors in each of the wards. This is an almost impossible task – all community councillors take part in so many activities within the Community Council boundaries (running community managed village halls, running gardening clubs, running yearly Open Gardens schemes, School Governors, etc.) responsibilities within churches, clubs and organisations that it is impossible to put into one figure the huge amount of time and energy that members give to their communities. This also makes them highly accessible to members of the public and gives them the opportunity to listen to issues right at the bottom level. Many of these issues are very large within the county (especially planning and highways) and the options of the Council / Councillors / Electorate are then used to make significant decisions that affect the whole county.

Members are also very active on Community Council business within the wards, many extra meetings are held to fully consider important issues within the communities (i.e. highways and planning) but also a large number of working parties exist as required throughout the year and these working parties drive forward projects both large and small within the communities. (Currently there is a working party looking at the current and future location of the Govilon War Memorial. A working party looking into the possible adoption / assistance to the Govilon Twinning Association, another is looking at the upgrading of the Govilon Sports Pavilion and yet another is looking at finishing the project at the Llanfoist Recreation Ground.)

All of the above is done, voluntarily, by Members on top of the duties / meetings required as Community Councillor.

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Members fully support a review of the number of Councillors within each ward and feel that the following numbers would best represent the electorate both now and in the foreseeable future:-

Llanwenarth Citra: -	1 Councillor
Llanwenarth Ultra: -	6 Councillors
Llanfoist: -	6 Councillors
Llanellen: -	2 Councillors

Members of Llanfoist Fawr Community Council feel that their continued strength and success within the community lies in retaining all wards currently within their boundaries. Any split would be extremely detrimental to the very busy working of the council. A council of 15 members would enable 3 further councillors to share the very heavy workload of the Llanfoist Councillors and it is hoped that some of the new vacancies created would be filled by new members of the community from within the 2 new large housing developments currently built / being developed and future residents from the Westgate Yard development. The Merthyr Road is a strong link between Llanellen, Llanfoist and Govilon and it is not felt that the Blaenavon Road creates any kind of boundary between the 2 wards.

Llanwenarth Citra is a very valued part of the Llanfoist Fawr Community and knowledge and experience of this rural community is undertaken at a local level by a longstanding Councillor with the help of all of the Llanfoist Fawr Community. The local councillor has confirmed that he believes that the wishes of the local electorate would be being ignored if the proposal to include Llanwenarth Citra within Abergavenny Town Council were to be pushed forward. If members of the public had wished to be considered part of Abergavenny Town they would have sought to have had a dwelling within its boundaries. The current arrangement permits them to feel part of a larger community without the risk of losing their very special identity as part of the Brecon Beacon National Park. The working parties comment that the "A40 creates a strong link to Abergavenny and that this road is a channel of communication" is felt to be totally irrelevant as is the other comments on how the ward is reached. No one communicates via a road! What is relevant is where the community feels it belongs, historic ties, good working relationships and friendships, where you socialise, join groups, go the church etc. and nearly all of this lies within the Llanfoist Fawr Community Council area and not within Abergavenny Town. The precept within Llanwenarth Citra would increase as the residents would be required to subsidise the activities of Abergavenny Town. The band D precept for Llanfoist in 2013/14 is £31.76 and for Abergavenny Town it is £44.54 – it is understood that this has been substantially increased for 2014/15 making an even wider gap in cost per dwelling. It is a time when household budgets are already stretched it would be very hard for Monmouthshire County Council to justify to these households why they have

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received a needless increase in Council Tax when the Government already recognises the financial burden of living in a rural area where costs are increased due to transport needs etc.

Due to the large responsibilities of the council and the large number of meetings held, whether formal or informal, 2 smaller community councils would sometimes struggle to get meetings quorate and members commented that they feel that an already large burden of responsibility would be increased by losing the benefit of collective experience / numbers. Members whilst naturally concentrating on matters within their own ward also give invaluable time / advice to all wards.

It is envisaged that by splitting the council into 2 separate councils the administrative costs / burden to the electorate, will increase substantially.

Currently the council employs 1 Clerk for 27 hours per week. The council has 1 councillor insurance policy, 1 employer's liabilities, 1 public liability insurance, 1 membership of One Voice Wales, 1 contract for electrical testing and 1 contract for Fire Maintenance within buildings. A small amount of research quickly showed that by splitting items the cost increased – in many cases the amount of cover required by law means that the cost of 2 smaller policies / agreements is far greater than the 1 larger policy. The Clerk would be required to carry out many duties in duplicate thereby necessitating an increase in hours / costs. Administration time would substantially increase and most statutory responsibilities would be doubled. I.e. all financial requirements, audit requirement, admin., VAT, HMRC, meetings, working parties and Committees, etc.

A further complication of splitting the council would be the legal designation of assets / Trusteeships to any newly formed council. Current reserve funds would need to be split and a lot of work and cost may be involved in this process.

To summarise – Llanfoist Fawr Community Council would like the panel to leave all 4 wards intact as 1 council, with 15 Members. The change proposed for the boundary of the Llanellen Ward is found to be fully acceptable.

If you require any further information please do not hesitate to contact me.

Yours Sincerely

Melanie Mercer

Clerk of the Council
Llanfoist Fawr Community Council

REC'd March 2018 – Shouldn't have regard to late correspondence but agreed with Kevin Williams to share as concerns were around Costs of new Community

Dear Mr Pearson

Proposed Community Council Boundary Changes

Further to your letter of 29th January 2018, this Community Council would like to express a number of concerns regarding the proposed changes as regards this Council's Wards.

As you know, the existing arrangement provides for the Llanfoist Fawr Community Council to consist of 12 Councillors to serve the four Wards of Llanwenarth Ultra, Llanwenarth Citra, Llanfoist and Llanellen.

It is understood from your letter that the amended proposal is to:

1. Merge Llanwenarth Citra into Abergavenny Town Council
2. Form a Llanfoist Community Council to serve the Wards of Llanfoist and Llanellen with 8 Councillors, and
3. Create a new standalone Community Council (Govilon) to serve Llanwenarth Ultra Ward with 7 Councillors.

It is very disappointing to note that there seems to be no provision to receive further consultation on these proposals before the matter is taken before the Full Council in April/May 2018.

This Community Council has previously registered consultation feedback to strongly oppose the merging of Llanwenarth Citra into Abergavenny Town Council. As follows:

Llanwenarth Citra Ward - this ward has had historical links with Llanwenarth Ultra / Llanfoist Fawr for many centuries and is a totally rural area. The Llanfoist Fawr Community Council have noted the submission by Abergavenny Town Council that this ward should be added to the Grofield Ward and feel that this is totally unacceptable. The Ward has no links with Abergavenny Town - it's residents would certainly feel affronted at the thought that they were going to be represented by a Town when they have so obviously chosen to live in a very beautiful rural location. The town is the town - not the countryside around the town - it is a totally rural community with not even a mixed" area - i.e. no hamlets /village - it does not fit in any way into the classification of the Grofield Ward in Abergavenny. The planning applications for this ward are all through the Brecon Beacon National Park (as are a significant number of others for the Llanfoist Fawr Community Council Area) and it is believed that currently Abergavenny Town Council deal only with Monmouthshire County Council planning applications. (The two planning authorities do have very different views on planning matters and totally separate Local Development Plans, planning meetings, etc.). All the links forged with the Brecon Beacon National Park Authority for this community would be lost - and this goes beyond just planning to include tourism, forestry, environment and other matters. The ward has 1 very longstanding and valued Community Councillor (currently Vice-Chairman) and this represents a ratio of 1 cllr for 139 electors - very close to the ideal of 150 that is suggested for a rural ward. Please leave this ward in the Llanfoist Fawr Community Council with the current arrangement of 1 Councillor as this is how best to represent locally the small rural community.

To the above it should also be noted that there are no obvious benefits to residents of Llanwenarth Citra to be part of Abergavenny Town. Furthermore, the Member for Llanwenarth Citra (Cllr Holland) – a resident of Llanwenarth Citra, has represented the Ward for the past 34 years and very much wishes to remain a part of Llanfoist Fawr Community Council where his contribution has been invaluable.

There are no objections to the proposal to increase the number of Councillors for the Llanfoist Ward as this is simply a consequence of increased numbers of electors. However, this Community Council does not understand why, in a period of austerity and a continued culture of cost reduction, the creation of an additional and separate Community for Govilon (formerly Llanwenarth Ultra) is being pursued. There is a real prospect of an increased cost to the electorate to fund two Community Councils.

The table below provides a summary of best estimates regarding the potential cost implications of:-

- (i) a loss of economies of scale where existing contracts held with Llanfoist Fawr Community Council would require to be split or negotiated separately between Llanfoist & Govilon Community Councils
- (ii) additional costs associated for a single Clerk or two Clerks to support two Community Councils instead of one.
- (iii) additional costs associated with the redrafting of lease agreements, Land Registry entries, audit fees, One Voice Wales membership fees and various ad hoc costs to sustain two Community Councils as opposed to one.

Nature of Cost	Existing Cost	Assumption	Potential Cost	Cost of Boundary Change
Clerk Salary & Pension	£11,690	50% incr'	£17,535	£5,845
Grounds Maintce	£16,025	20% incr'	£19,200	£3,175
Re-draft Leases etc	Nil		£1,000	£1,000
Insurances	£3,065	20% incr'	£3,700	£635
Land Registry Fees	Nil		£500	£500
Internal Audit Fee	£325	100% incr'	£650	£325
One Voice Wales Fee	£475	50% incr'	£712	£237
External Audit Fee	£166	100% incr'	£332	£166
				£11,883

Notwithstanding the above financial implications, there are concerns on a practical level, whereby the proposals would enforce the frequency of monthly Council & Planning meetings to double.

There is also a genuine concern that a smaller standalone Govilon Community Council with 7 Members would struggle to attract candidates for election.

The position of this Community Council remains consistent with previous consultation that the most cost effective and efficient option would be for the existing Community Council boundaries to be maintained.

Yours sincerely
 Llanfoist Fawr Community Council
 March 6th 2018

Llangybi & Llanhennock Community Council

Sir

At Monday's meeting of Llanhennock Community Council we received the draft proposals for The Review of Communities and Electoral Arrangements.

It was noted that pages 48 and 181 of the draft states that the Community of Llanhennock submitted no representations. We are at a loss to understand how this statement can be made because we sent the email appended below in response to the initial consultation. As you can see, the email was sent on 3rd October 2012.

Please could you explain why our representation has not been acknowledged or printed in the draft proposal?

We shall be making a further representation in respect of the draft proposal, but in the meantime I would like to point out that my brief perusal of comments received and representations made by rural community councils throughout the area show an overriding desire to maintain the status quo. In other words - 'if it ain't broke don't fix it'

Please could you respond to this email to show that you have received it.

Yours faithfully

Ieuan Williams
(Chairman Llanhennock Community Council)

-----Original Message-----

From:

To: elections <elections@monmouthshire.gov.uk>

Sent: Wed, 3 Oct 2012 14:13

Subject: Review of Communities and Electoral Arrangements

Sir

In my capacity as Chairman of Llanhennock Community Council I am responding to the Monmouthshire County Council consultation document 'Review of Communities and Electoral Arrangements.'

Whilst it is noted that Llanhennock Community Council has councillor:elector ratios at the lower end of the county scale we, as a Council, consider that this is fully justified due to the rural nature of our three wards. The geography and topography of the area combined with the dispersed nature of housing requires representatives who have an intimate knowledge of the community and its infrastructure. This knowledge cannot be imparted effectively by representatives covering a much wider area when important local issues are being considered such as planning, road repairs and improvements and crime matters.

Since each of our councillors are part of a close community who know each other so well, we are able to respond rapidly and effectively to any matter of local concern.

Our costs are minimal because we consider our roles as a privilege and pride ourselves in our community and so much of our work is done at no expense whatsoever, something which is not done for much larger urban areas.

Monmouthshire is a largely rural county and our job is to retain the appeal and sustainability of the rural community. This would not be achievable if we covered a much wider area or had a much larger councillor:elector ratio.

Hence, we would request that the status quo is retained.

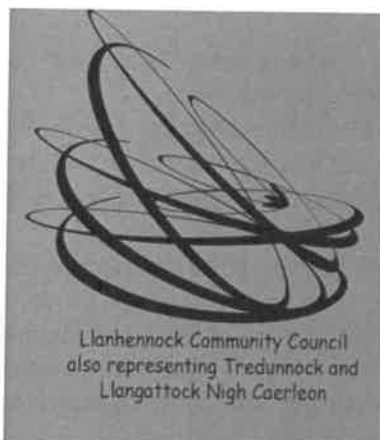
Yours faithfully

Ieuan Williams
(Chairman Llanhennock Community Council)

Llangybi & Llanhennock Community Council

Llanhennock:

Cllr. Nick Park: 01633 450250
Cllr. Alan Davies: 01633 422331
Cllr Jim Young: 01633 422555



Tredunnoch:

Cllr. Lindsay Heath: 01633 450146
Vice Chairman Cllr Yvonne Morgan:
01633 450226
Cllr Dorothy McLeod: 01633 450623

Llangattock Nigh Coerleon:

Chairman Cllr Ieuan Williams 01633 422309
Cllr Richard Waters 01633 430132

County Councillor Peter Clarke: 01633 644644

Clerk: Holly Heath: 07886 130010 email: hollynorg@aol.com

Review of Communities and Electoral Arrangements

Llanhennock Community Council first responded to the Review of Communities and Electoral Arrangements consultation document in October 2013. It was felt that additional submission was unnecessary as we would be reiterating our initial stance against any proposed rearrangement in councillor numbers or amalgamation of community councils.

It was therefore of some concern that the latest tome, Review of Communities and Electoral Arrangements Draft Proposals extending to over 200 pages, states that our Council did not submit any representation to the March 2013 initial proposals consultation, thus implying a certain amount of apathy on our behalf.

This is far from the case.

Our Community Council is opposed to any such rearrangement and it is noted in Appendix E of the Draft Proposals that the vast majority of rural community councils are of the same opinion. The Council's Working Group proposal is the amalgamation of Llangybi Community Council with Llanhennock Community Council. It is for this reason that I, acting as Chairman of our Council attended a joint meeting with Llangybi CC to discuss the proposals. It was agreed by all Councillors that the proposals were inappropriate and would not achieve any worthwhile or positive outcome for the two Community Councils or the County Council.

Llanhennock CC comprises three wards with eight Councillors with an average 52 electors per Councillor which is approximately one-third of the 'ideal ratio' of 150 per Councillor. Whilst this may be appropriate in more densely populated areas, judging by responses in the Draft Proposals it is clearly not the case in rural areas.

Our area comprises two small villages, Llanhennock and Tredunnoch, with the remainder being dispersed houses and farms. As Councillors we represent the whole community

Llangybi & Llanhennock Community Council

and take responsibility for the wider rural area. This we undertake at no cost to the taxpayer, so it is difficult to understand how there can be any cost savings from the proposed rationalisation.

Our members are a diverse group of men and women from a wide range of backgrounds with assorted skills covering most issues we encounter in our roles on the Community Council. These combine to produce a good working relationship and knowledge base to the benefit of our community. Members' vocations include:

- Farmers with a wide and intimate knowledge of rural matters throughout the three wards;
- Retired police officer;
- Council highways engineer;
- Probation officer;
- Retired housewife with many years of Council involvement; and
- Planning consultant.

It is inconceivable that such a broad range of experiences could be brought to administration of Community Council matters if operating on a significant reduction in Councillor numbers and over a much wider area.

Since the members are spread throughout the three wards there is close contact with all the electorate and as a consequence any local issues are noticed and actioned at an early stage. This cannot be the case when Councillor numbers are significantly reduced, particularly in such a wide rural area.

It is considered that any amalgamation would result in a shift of focus to the detriment of our community. There is currently a good relationship with the electorate within our community due to the close contact and ability to action issues promptly. The proposed changes are likely to result in the electorate becoming disenfranchised, which is the complete opposite of the national politicians' desire for localism and community involvement in their own affairs.

It is of particular note that the County Council wishes to devolve some of their responsibilities to Community Councils with associated budgetary accountability. It seems quite evident that amalgamation of Community Councils will result in a focus on certain areas within the proposed larger community to the detriment of more remote and less populated areas within the boundaries. An example would be Gatlas Lane which suffered years of neglect and heavy traffic accessing the Water Treatment Works (WTW) as a short cut. Without close local attention and knowledge this would have been neglected even further to the point of being unpassable to cars. Lobbying by our Community Council has resulted in a resurfaced lane and discontinued use by HGVs and large vehicles accessing the WTW.

As a council we give our time for free and see our roles as a privilege. We are enthusiastic and attendance at meetings averages 90%, allowing a good representation of opinions from across the area. Any vacancies are filled immediately without recourse to election expenses. Reduction in councillor numbers will inevitably result in elections

Llangybi & Llanhennock Community Council

due to the desire of the Councillors to be involved in our community. This will have attendant electoral costs which we have not experienced for many years.

In conclusion, there is no perceptible advantage to the proposed amalgamation of Community Councils and reduction in numbers of Community Councillors. It is quite likely that costs will increase due to electoral issues. The changes will be to the detriment of the community as a whole. It has to be asked – what is the purpose of a Community Council if it cannot effectively service its electorate and community area?

Llangybi & Llanhennock Community Council

Andrew Wilkinson

I welcome the opportunity to make a contribution to the Consultation process and have the following observations :-

O Entirely appropriate for the Community Council structure to be reviewed from time to time and; in principle some rationalisation is sensible.

O I would be interested to have a better understanding of the underpinning rationale and no doubt the public meeting will address this for wider benefit. The formula based on number of residents is understandable but needs to be considered alongside local and sometimes potentially conflicting interests.

O In determining the number of Councillors involved within a Council particularly important to have a full understanding of the extent to which responsibilities may be further devolved from the County Council.

O There is some risk in that asking fewer people to do more will prove counter productive in terms of the flow of volunteers particularly in circumstances where achieving some balance in the age and experience profile of Councillors is currently a challenge. I accept that filling spaces is sometimes a challenge.

O The proposed changes place additional reliance on a reduced number to attend regularly and, if these proposals are implemented then guidance around expected attendance (if not already in existence) should be provided. Whilst removing a Councillor should be a last resort equally efficient and democratic functioning of individual Councils is of real importance.

O A better understanding across the wider public of the role of Community Councils ie what they can do and what they cannot do would be useful. This is especially important if further powers are to be devolved from County Council.

O The ability of Councils and particularly individual Councillors to access confidential and impartial advice (apart from the Clerk to the Council) could usefully be reviewed alongside re-organisation. There is a wider training issue but in realistic terms there is a limit to the extent to which volunteers can be asked to do more albeit the corollary is of course the inevitability of the County Council doing less going forward.

Hope the observations are of some use.

Andrew Wilkinson

Llangybi & Llanhennock Community Council

Peter Harkness

Good morning

I have reviewed the proposed arrangements for the above, and have three concerns:

- The underlying rationale for the proposals to merge and reduce the number of elected representatives
- The logic for merging the CCs concerned (apart from applying a formula to arrive at the desired number of Councillors)
- The increased workload that is likely to be involved in dealing with issues across a bigger and less well known area allied to likely additional responsibilities which will be devolved to Community Councils

On the face of it my view is that any re-organisation should take place once the implications of the last of these is known.

I'm unable to make the consultation meeting and would be grateful if you would ensure that these concerns are raised.

Many thanks

Patrick Harkness

Llangybi & Llanhennock Community Council

Llangybi Fawr Community Council submissions on the Review

Llangybi Fawr Community Council has the following general observations on the Review of Communities and Electoral Arrangements:

1. We question whether this is a good time to be proposing substantial reductions in the number of community and town councillors when the policy seems to be to devolve responsibilities down on to communities and towns. There is also the further uncertainty brought about by the anticipated reorganisation of primary councils as proposed in the Williams-review. It begs the question as to why and for what purpose these proposals are being made now. It seems to be bringing about a great deal of upheaval and confusion without any serious gain. There certainly appears to be no financial benefit accruing.
2. An aim of the review was to remove existing inconsistencies in the level of representation within the county, but in the event, the review has introduced or maintained a number of inconsistencies. We will refer to this further below.
3. The reductions proposed in the review fall predominantly on rural areas. In practice, in these communities, there is more ground to cover, and extra councillors are needed, not fewer.

We turn now to comments relating specifically to the proposals for Llangybi Fawr and Llanhennock:

1. The review proposes a huge cut in representation for the residents of our two communities, down from 17 councillors to 8. No other community is subjected to such a large cut. This loss of nine councillors will lead to a huge loss of experience, expertise and local knowledge. Moreover, there is no synergy between Llangybi Fawr and Llanhennock. The two communities seem to be pushed together merely because they are adjacent. The reference in the review to the road links between the two communities centring on Cwrt Bleddyn is at best dubious and at worst not true.
2. Llangybi Fawr has approximately 750 electors. The review includes proposals for the survival of five community councils with smaller electorates - significantly smaller in several examples. Because of this, we in Llangybi Fawr cannot understand why it is considered necessary to combine us with another community. We note that in those communities smaller than Llangybi, the review panel seem comfortable to propose some extremely low electorate/councillor ratios, for example, 27/1 (Matherń), 89/2 (Grosmont), 267/5 (Skenfrith). All these ratios are far lower than those existing currently in the wards of Llangybi Fawr.
3. The proposed new council for Llangybi/Llanhennock has 5 single member wards (out of 6). No other proposed council has as many or as high a proportion of single member wards. It changes the balance of the council. It also means that there is a significant risk of areas not being represented at council meetings because of illness, holidays, &c. It puts a greater load on individual councillors, as well as more pressure because of the sole representation. The larger area covered could well give rise to more issues coming up at meetings, resulting in longer and difficult meetings. Overall, the job of a community councillor, which is purely voluntary and unpaid, will become more onerous and less attractive, with the consequence that local people will be less attracted to the task and not put themselves forward as future councillors. This will result in less democracy and accountability rather than the more hoped for.

Llangybi & Llanhennock Community Council

4. The review states that there are no developments in the community. This is not correct because there is a proposal in the draft LDP for 10 new dwellings in Llangybi. In addition there are current planning applications for an additional two dwellings as well as a restoration and extension of a currently unoccupied property in the village. These developments will push the population of Llangybi ward over 500, which, based on proposals elsewhere in rural areas, merits at least 4 councillors, and we would argue justifies retaining the current 5 seats.
5. In conclusion, we would point out that the current arrangements are working very well as far as Llangybi Fawr is concerned so it begs the question why it is considered necessary to change them. We fail to see how the new proposals would make the system in any way better than we have at present. In fact, we believe the new proposals will bring many disadvantages, be less accountable, less efficient, and therefore less accountable.

Graham Rogers
Chairman Llangybi Fawr Community Council

Llangybi & Llanhennock Community Council

Further Evidence for Working Group on Reorganisation from Llangybi CC

Llangybi Fawr Community Council has three wards – Llangybi with 5 councillors, Llandegfedd with 2, and Coed-y-Paen with 2. We strongly oppose the proposal to reduce our representation from 5:2:2 to 3:1:1 and amalgamate us with Llanhennock Community Council. We are a very active – and proactive – council, involving ourselves with numerous issues concerning our local area.

In addition to all our work within our wards, we work with several other groups within the locality. One or more of our members represent us at the following groups, attending meetings and reporting back to council:

Monmouthshire Rural Forum 6-weekly meetings
One Voice Wales Regular local meetings and Annual Conference
Prison Council Liaison Group Quarterly meetings, also cascade abscond reports
Coed-y-Paen Residents Assoc Bi-monthly meetings, also regular liaison
Area Health Issues Ad hoc meetings
Llangybi Village Hall Regular meetings
Parochial Church Council Regular meetings

Recently, we negotiated the purchase of a plot of land, arranging a loan from the Public Works Loan Board. Having canvassed local opinion, we have organised allotments, setting up an Allotment Association, drafting a memorandum of agreement to set out responsibilities between the Council and Association. We have also negotiated the purchase of two redundant telephone kiosks from BT, one of which is now successfully functioning as a village library in Coed-y-Paen, the other of which we have refurbished with a view to creating another village library in Llandegfedd.

We are in the process of developing two Community Led Plans, one for Llangybi and Llandegfedd, the other for Coed-y-Paen. Each has involved organising open meetings, forming steering groups, manning public consultation sessions, developing questionnaires, and distributing and collecting the latter. We are currently awaiting the analysis of the results by adventa before drafting the two Community Led Plans.

We are also currently in the process of purchasing a defibrillator for Llangybi, with the intention of purchasing a further two for the other villages. We will arrange training sessions for local residents as and when the defibrillators are installed. We believe we will be the first community council in Monmouthshire to install a defibrillator.

We are responsible for the maintenance of several facilities in our area. Primarily we have a grassed play area in Llangybi (for which we have purchased play equipment) and which we arrange to be mown at regular intervals. We are also responsible for the upkeep of two further grassed areas in the centre of Llangybi and an ancient Cadw Scheduled sacred well (St Cybi's well) which Council restored with the aid of grants. We have purchased a number of notice-boards, benches and litter bins distributed around our three villages. We also have several dog-waste bins and purchase appropriate bags for free use by dog owners. We provide financial support to the four churches in our area as well as the Residents Association in Coed-y-Paen.

Llangybi and Coed-y-Paen have their own websites, and as well as having information on councillors, we provide regular updates on our activities. We also provide articles on our activities for a 'Steps' a quarterly church Newsletter. One of our members has

Llangybi & Llanhennock Community Council

prepared an information leaflet primarily for newcomers in Llangybi, but of use for all residents, with information on local facilities, transport, &c.

We have a large number of public footpaths in our area and one of our councillors is a trained footpath assessor. We also organise teams of volunteer litter-pickers to keep our roads tidy.

We take our responsibilities regarding planning matters very seriously, carefully considering all applications in our area. We respond to all applications, attending and addressing Planning Committee Meetings on numerous occasions where appropriate. On several occasions we have attended planning appeals, putting forward our views. We were instrumental in obtaining an Article 4 Order on a local area of woodland to protect it from unsuitable development. We have actively participated in the Local Development Plan process, presenting our case at Monmouthshire Council sessions and also several sessions before the Welsh Government Inspector. We, together with Llanbadoc Community Council and Coed-y-Paen Residents' Association, have maintained close contact with Welsh Water over their development of facilities at Llandegfedd Reservoir.

All this is in addition to the regular contact we maintain with our residents to be aware of any issues that concern them. Llangybi Fawr is a large rural area, and requires the current level of representation to provide an adequate level of cover to keep in touch with residents. It would be impossible for us to maintain our current level of activity and keep abreast of local issues with the proposed reduction of councillors from 9 to 5. We would also lose a great deal of knowledge and expertise. Our current councillors include a consultant paediatrician, a farmer, a manager of a higher education establishment, a former JP, as well as a retired educationalist and retired civil servant. This gives residents greater scope for addressing their concerns to the most appropriate and best qualified person. We also have an acceptable gender mix of 6 male and 3 female councillors – a gender mix which wards reduced to a single representative could lose completely.

We also strongly oppose the proposed amalgamation of Llangybi Fawr with Llanhennock. We have no affinity with Llanhennock and there is no synergy between the two. We in Llangybi tend to look towards Usk and the rest of Monmouthshire, whereas Llanhennock looks more towards its neighbours Caerleon, Ponthir and Newport. The proposal to reduce the representation from 17 councillors to 8 is a massive cut and will hit the local community hard. To create a new council with 5 single member wards would seriously put at risk the representation that the wards now enjoy. Any absences of councillors for holiday or illness would leave large wards unrepresented at meetings.

Graham Rogers, Chairman Llangybi Fawr Community

Llangybi & Llanhennock Community Council

COED-Y-PAEN RESIDENTS ASSOCIATION

Sirs

I am writing on behalf of the Coed-y- Paen Residents Association which represents the views of residents in our village. We discussed the proposals in the above Review at our recent AGM. Everyone was concerned about the impact they would have in our ward of Coed-y- Paen.

Our ward covers a large area and we consider it justifiable for the ward to be represented by two councillors. At present we have one male and one female councillor, and consider that the gender balance offers residents options when raising issues. Also, our two councillors have different perspectives and offer us different skills, knowledge and experience.

With two councillors, we are virtually guaranteed representation at community council meetings, whereas, should we have only a single member, there will inevitably be occasions, because of holidays, illness etc. when our representative will not be available, and our voice would not be heard.

We are also very concerned about the proposal that Llangybi and Llanhennock Community Councils should be merged. We do not know what issues concern Llanhennock, but are sure that they will differ from those that concern us.

We in Coed-y-Paen very much look towards Usk, for local shopping and leisure interests as do the residents of the other two wards in our area. In fact everyone in Coed-y-Paen is extremely irritated that our postal address is Pontypool and not Usk. We suspect that residents in Llanhennock look much towards Caerleon and Newport. Consequently because of this difference in focus we are not convinced that the two community councils would work well together.

It seems to us that this review offers very little financial benefit to the County Council and does nothing to improve communication and efficiency within the community.

So in conclusion, we would urge the review team to reconsider their decision to reduce our representation to a single councillor. We would also urge the team not to amalgamate Llangybi Fawr and Llanhennock community councils.

Llantrisant & Llangwm Communities

Response of Llantrisant Fawr Community Council to the Review of Communities and Electoral Arrangements

Dear Sir,

Members of Llantrisant Fawr Community Council discussed the draft Review of Community Boundaries and Electoral Arrangement at its meeting on the 9th January and have requested that I convey their opposition to the proposals as they apply to Llantrisant Fawr Community Council, namely that it be combined with Llangwm Community Council to form a new Council area.

Members are opposed to the draft proposals for the following reasons:

1. Whilst the proposal is more in line with the County Council's criteria published earlier last year, the creation of a new community council of Llantrisant & Llangwm council will half the number of elected members and therefore greatly reduce both the level of representation for rural communities and the involvement of local residents who would wish to get involved in local community affairs through work on local councils. Local democracy will suffer as a result.
2. A single Council for such a greatly increased land area will result in a loss of local focus as the interests and issues of separately local communities will naturally be different.
3. The draft proposals will not save the County Council any money or resources and it is likely that it will not result much in the way of savings for most community councils. At a time when there could be changes to local government in Wales it is unwise to make changes in the structure of this most basic tier of local government when the future of the Unitary Authorities is in question.
4. The draft proposals fail to demonstrate or give any evidence as to how the work of local councils and local democracy would be enhanced or improved by such measures. If there are no advantages then why make changes?

Members of Llantrisant Fawr Community Council urge the County Council reconsider their proposals for our community area and maintain the status quo.

Additional Comments

5. *We are concerned that the proposals allocate only one member for the Gwernesney Ward whilst at present it has three. Members do not consider this an adequate level of representation. One member wards suffer the disadvantage that if the elected member is away or absent through illness there is no other councillor available to represent the ward.*
6. *In view of the publication of the Williams Report which recommends a major reorganisation of community councils in Wales it would seem sensible to now await these new proposals rather than put Monmouthshire Community Councils through 2 successive reorganisations.*

Yours faithfully,

John Turner
Clerk,
Llantrisant Fawr Community Council

LLANGWM COMMUNITY COUNCIL

**Clerk: Mrs Carleen Martin
4 St Vincents Drive
Monmouth, NP25 4DS**

clerk@llangwm.org.uk

Monmouthshire County Council
PO Box 106
Caldicot
NP26 9AN

7 February 2014

Dear Sirs,

Review of Communities and Electoral Arrangements

My Council has directed me to write to object most strongly to the proposals relating to this Council from the Review of Communities and Electoral Arrangements.

It is the view of this Council that the proposals, if implemented, would lead to an electoral arrangement that is not fit for purpose.

This Council endorses the very sensible comments in the document from Llantrissant Fawr Community Council, repeated here:

- Whilst the council accept that there is a wide variation between levels of representation in Monmouthshire, strict levels of representation are less important than the recognition of geographical factors and natural boundaries of communities based on settlement.
- Any enlargement of the existing community would result in a loss of community focus.
- Trying to create a community with a minimum of 1,000 electors would create a community of a large number of scattered villages with different priorities and interests.
- The prime function of a community is to represent the views, interests and act on behalf of a well-defined community based on patterns of human settlement and not predefined councillor to elector ratio.
- The council believe that the current arrangements have proved effective in that it represents a small cluster of settlements with a shared sense of location and local identity. To that end they propose no change to the existing arrangements.

In addition, this Council makes the following observations regarding the proposals:

1. The Terms of Reference state (page 3) that "The review ...will aim to ensure that any proposals put forward by the Council achieve effective and convenient local government for the electors". However:
 - a. It cannot be effective and convenient for electors to have to travel across such a wide area to attend council meetings. In an area where there is very little public transport this cannot help the sustainability agenda and will also increase costs.
 - b. It cannot be effective for councillors to be asked to represent the views of community areas within which they do not reside and have limited local knowledge
 - c. We strongly believe that there should be no change to current arrangements for the following additional reasons:-
 - We believe that there is currently little in common between our council and adjacent councils, with which a merger is proposed. This is because of localised factors which are of importance only to our respective communities.
 - We believe that current arrangements are working effectively, and the proposed changes will add nothing, whilst placing at risk the effective working arrangements we currently have.
 - d. Each of the four local communities would suffer less effective local representation, as a broader range and number of matters would necessarily have to be considered by a larger council. This would result in less focus on those very local issues that are so important to dispersed communities and which motivate local people to serve on their community councils.
 - e. It would be ineffective to have a situation in which any ward is represented by a single councillor. This is the current proposal for Llansoy ward, and we are strongly opposed to this. Llansoy village's electors would be unrepresented at any meeting that its single councillor could not attend. Furthermore local representation works best when it is possible for local discussion and debate between councillors for each ward. The proposals are clearly not effective.
2. The Terms of Reference state (page 8) that "The Council will seek to ensure that a community is created which is based on an area which reflects the identity and interests of that community.". The existing area already matches this description, but would not do so if enlarged. The identity of the area is confirmed by the local interests within it. As well as the local churches/chapel, these include the Women's Institute and Local History Groups which draw their support from Llangwm and Llansoy, but certainly not from Llantrissant.

3. The report makes the case that there are "a number of small single track roads that link the Llantrisant ward and the Llangwm ward". There are actually two, numbered the 63.1 and the 63.3 when they get to Llangwm. As stated these roads are single track, however they are also steep with few passing-places. Due to the lack of maintenance by the local authority they are passable mainly by farm and 4*4 traffic only. These links are certainly not prominent as asserted and could not be used to support the merger of the two communities.
4. Although the Terms of Reference do not include a cost benefit it is worth noting that little cost saving would be achieved. No Llangwm Community Councillor draws any allowances and reimbursement of out-of-pocket expenses is very limited. Travel expenses for council business beyond the council's area are also very small. We do not understand how investment of resources into these proposals at this time can be justified.

We trust that these objections will alert the Review to the problems with the proposed changes and that they will not be implemented.

Yours faithfully,

Carleen Martin

Carleen Martin
Clerk

Llantrisant & Llangwm Communities

Dear Councillor Greenland,

There is great dismay in Llansoy at the news that under a new arrangement our community council is to be merged with Llantrisant and Gwernesney, and that we are to be reduced from two councillors to one.

Can you explain why the new arrangement has been decided on, and what the point of it is? I understand it will result in no financial saving. But it will reduce democracy in our area. Each community should always have at least two representatives on any council, so there is someone else to go to if there is a disagreement with one of them. In fact we are completely satisfied with our existing councillors

It seems to have been arbitrarily decided that each community council should serve a population of a thousand. This may be useful in urban areas, but it is completely unsuitable for the widely scattered rural villages of Eastern Monmouthshire, and seems no more than a pointless bureaucratic exercise. Llansoy has no connection with Llantrisant, does not border on it, cannot even see it. I can, as it happens, see your house from my own : we therefore have interests in common. But with Llantrisant we have none.

I hope it is not too late to prevent the new arrangement coming into force.

Yours sincerely

Julian Mitchell

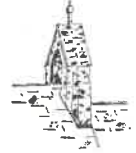
Llantrisant & Llangwm Communities

I do not object to the proposed changes. There have been no elections to the Llangwm and Llansoy Community council for many years now, most of the members have been co-opted, and I have not felt that my interests have been represented. I do however feel that many of the Community Councillors intend to serve the community. I have found that the Monmouthshire One Stop Shops have been very helpful with local issues which concern me. For instance last year I visited the one in Chepstow to discuss the state of the lane past my house. The lane was inspected and repairs carried out in a timely manner to a good standard. Therefore I feel that county resources would be well directed to supporting these excellent facilities, which are of benefit to the residents of Monmouthshire.

Regards, Sylvia Fowles.



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Our Ref/Ein Cyf:

Your Ref/Eich Cyf:

Date/Dyddiad

12th February 2014

Election Office,
Monmouthshire County Council
The Rhadyr
USK
NP15 1GA

Dear Sirs

**REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS –
Draft Proposals**

We refer to the draft proposals published on 2nd December 2013. These, in respect of the Community of Magor with Undy have been reviewed by members of the Community Council, and we make the following observations and comments.

Natural Boundaries /Key Features

2. Following the publication of the Williams Report, it may be that the western boundary, which is the local authority boundary, may change if Monmouthshire joins Newport to make one Unitary Authority.

Electorate Forecast

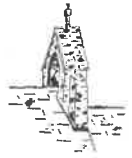
- 3.1 Following the Planning Inspectorate review of Monmouthshire's LDP a further 70 dwellings are planned for the Rockfield Farm site, and an additional site has been identified at Vinegar Hill, which will be an additional 225 dwellings. The draft review does not take into consideration this increase, and the impact it will have on the electorate- a possible extra 590 electors.



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- 3.2 The additional dwellings at Rockfield and Vinegar Hill could actually increase the total electorate from 4676 to 5866

External Boundary

5. The Community Council would challenge the use of the M4 as a natural boundary.

The recommendation to maintain the M4 services and the hamlet of the Knollbury (both of which are north of the M4 – proposed northern boundary) as an exception does not make sense, when the report wants to exclude one or two outlying farms, agricultural properties, and the hamlet of Common y coed.

The draft document does not justify why the existing boundary of the Community of Magor and Undy should be changed other than using the M4 as a northern boundary. But why then should there be exceptions – the M4 services and the Knollbury – the report does not justify this.

Internal Boundaries

- 5.1 The Community Council office would have been able to advise the group had they asked, as to the connection and affinity the ward names and boundaries of the existing wards have to Magor and Undy. These names are all connected historically to the various areas.

Mill Ward: The ward sits adjacent to the Mill stream, a natural waterway classed as a major river. There was historically a Mill (on the site of Magor Motors) crucial to the village economy for centuries.

Salisbury Ward: The dwellings of this ward are built on the 'Salisbury Manor'. This Manor is documented as far back as 1314.

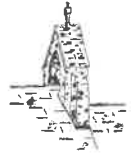
Denny Ward: This ward covers part of the Gwent Levels, a patchwork of fields drained during the Roman times, when the Undy Causeway ran out to Denny Island (in the middle of the Severn Estuary) which was and still is part of the Community



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(Parish) of Undy. Local farmers and smallholders grazed their sheep and cattle on the island at low tide.

Elms Ward: This ward is built on land that once belonged to the Elms Farm (now demolished), which was adjacent to the Elms Road – which leads onto the Storefields Road. The 'Elms Cottage' still remains on the B4245. The agricultural cottages on the approach to Church Road adjacent to the 'Elms Ramp' are still called 'The Elms'.

Magor West

- 5.2 This new proposed area/ward currently includes the majority of the existing Mill, Salisbury wards and part of the Denny ward. It actually encompasses the majority of the village of Magor. The brook identified by the group is in fact the Mills Stream – the reason for the name of the current Mill Ward. Any property west/south of the Mill Stream is classed as a Magor postal address.

Magor East

- 5.3 This new proposed area/ward currently includes a huge chunk of the existing Elms Ward, and part of the Denny Ward. It actually encompasses the majority of the village of Undy, and several outlying hamlets. The new proposed area/ward again uses the Mill Stream as the boundary. Currently any property east or north of the Mill Stream is classed as an Undy postal address.

Undy

- 5.4 This new proposed area/ward currently includes a small area of the existing Elms ward. It is assumed that the new developments as proposed in the LDP, at Rockfield Farm and Vinegar Hill will be encompassed in this proposed ward.

Proposed Community and Community Ward Names

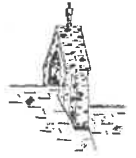
6. The Community Council acknowledge the fact that the villages have grown in size, and whilst they would welcome the opportunity to maintain the 'Community Council' status, they realise that it may



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have no alternative but to accept the recommendation that the status be changed to that of 'Town Council'.

The Community Council would challenge the ward names as proposed by the group, and have several suggestions regarding ward names and boundaries. *(Detailed at the end of this document)*

Proposed Electoral Arrangements

7. The Community Council accept that the Community of Magor and Undy is classified as an 'Urban' area in line with the Terms of Reference document: "A community where the electorate is densely populated within the boundaries that have been defined for that community"

As an 'Urban' area, the Community Council accept, reluctantly, the ratio of 500 electors per councillor.

The Community Council would question whether the group has considered the additional work and time that the devolution of services from the Unitary Authority may put on Town and Community Councils and Councillors, and whether they acknowledge that the role of Community Councillor is a voluntary unpaid position often taken on by persons already in full time employment. A reduction in Community Councillors would only put additional pressure on the remaining Councillors, and the Community Council's ability to function efficiently.

Recommendations, and/or Suggestions To The Working Group From The Community Council

The Community Council cannot accept the working group's current draft Proposal document in respect of the Community of Magor and Undy in its current form, and would ask them to consider the following recommendations or suggestions.

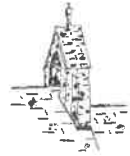
External Boundary



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The Community Council recommend that the external boundary remains as it is currently (with one exception detailed below), and that no other changes are made, and no parts of the current community are lost to neighbouring Community Council wards.

The Community Council recommend that there is an exception to the current external boundary, so that it encompasses one dwelling (Nannygoat Cottage) situated in the hamlet of Common y coed, but which is the only property in the hamlet that is currently included in the neighbouring ward of Caerwent. It should be included with the others properties under the Community of Magor with Undy.

Internal Boundary

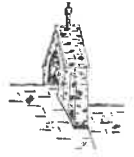
- a. The Community Council recommend that the group reconsider the ward names, and that the existing ward names (Mill, Denny, Salisbury, Elms) remain in existence in some form or other in order to maintain a reference to the history of the area.
- b. The Community Council recommend that the group revisits the proposed ward boundaries.
- c. The Salisbury and Denny ward could be amalgamated, and called the 'Salisbury & Denny Ward' bringing the electorate to a total of 1057 (this includes a possible 180 from the new development of 90 dwellings at Kensington Park). 1057 would equate to 2 councillors.
- d. The Mill Ward boundary could remain the same/similar with 1331 electors, equating to say 3 councillors.
- e. The Elms ward boundary will in the future include a potential extra 1000 electors from the proposed LDP development. The ward would increase from 2468 electors to say 3500. This equates to 7 councillors.
- f. If considered too large a ward, The Elms could be split, and the one half take on the name 'Rockfield Farm Ward' – the new developments proposed in the LDP are being built on Rockfield Farm.



MAGOR WITH UNDY COMMUNITY COUNCIL
CYNGOR CYMUNED MAGWYR A GWYNDY

admin@magorundy.co.uk

www.magorundy.org.uk



Our Ref/Ein Cyf:

Your Ref/Eich Cyf:

Date/Dyddiad

- g. Overall, on the above recommendations, the split of the wards should equate to a total of 12 councillors, instead of the proposed 10.

The Community Council trust that the working group will seriously consider the comments and recommendations made in this representation and arrive at a resolution that is favourable to both the Community Council and the Unitary Authority.

Should the working group wish to discuss the contents of this representation, the Community Council will be only too pleased to discuss them.

Yours sincerely,

Miss Beverly Reed
Clerk to the Council

MATHERN COMMUNITY COUNCIL

DRAFT PROPOSALS - ELECTORAL BOUNDARY REVIEW

Response from Mathern Community Council - Feb 2014

Mathern Community Councillors discussed relevant sections of the above at length. They agreed unanimously that, where feasible, Mathern Community Council area should be outlined by the major trunk roads.

1. The entire Newhouse Industrial Estate should lie within Mathern area and its boundary here run along the M48/A466 Link Road.
Councillors noted that Newhouse has a direct impact on Mathern village in terms of light/noise pollution and that the Community Council was instrumental in the erection of the bund to "protect" the village (and its Conservation Area) when the land was first developed for industrial purposes.
2. The High Beech development is bounded by the Link Road, the A48 and land covered by Mathern Community Council. (Access to it is from the A48, not the Link Road.) The proposed transfer of the houses here to Kingsmark Ward cuts off a square corner of Pwllmeyric Ward. A straight boundary, formed by the Link Road and the A48, is preferable, especially as Kingsmark Ward covers no other land/dwellings south of the A466.
3. Mathern Community Council disagreed strongly with proposed changes to its western boundary. It felt that this should continue to follow the A48 as far as the M48 bridge. The properties which the preliminary proposals state "appear to be more associated with the Crick area of Caerwent..." do, in fact, have strong links with Mathern in terms of association and integration. Runston, too, has links with Mathern in that occasional church services are held in the ruins of Runston Church. Summarising, it was thus felt that boundaries here should remain unchanged.
4. Mounton Ward, considerably reduced by the proposals, should be extended on its north-eastern edge to include the hamlet of (old) Bayfield and all of Barnetts Farm, which is split at present. The Community Council suggested that all dwellings exiting on to Mounton Lane on its north-east side, in a line more or less with its junction with St. Lawrence Lane, to include "The Chestnuts" and "Evington", should be incorporated into Mounton Ward.
5. In the village of Mounton, it has been suggested that Mounton Cottage be placed in Pwllmeyric Ward. The Community Council wish to point out that, whilst the house is to the north of Mounton Brook, the brook actually runs through its garden. The cottage is an integral part of the village and, as such, should remain in Mounton Ward.
6. The Community Council noted from previous electoral maps of Mathern Wards that Newton Grange has historically been part of Pwllmeyric. This dwelling is at the point of a "tail" of Pwllmeyric Ward which meets Mathern Ward at the

village War Memorial. It shares a boundary with this. The house is therefore on the outskirts of Mathern village and should be placed in Mathern Ward.

7. Finally, the recently published Local Development Plan includes a new development in Mathern village. Bearing this in mind, as well as the above suggestions, members of Mathern Community Council request that the number of future Councillors for Mathern Ward is not reduced. The existing Community Council of nine members has a well-balanced skill/experience-mix in terms of Finance, Planning, Education, Countryside etc. It does not have sub-committees and Councillors take responsibility for various issues according to their own particular skill area. A number smaller than nine also makes the likelihood of raising a quorum less likely on the rare occasions such a need arises.

Carolyn Ovenden
Vice-Chairman, Mathern Community Council

Feb. 2014



monmouthshire
sir fynwy

Monmouthshire County Council
PO Box 106, Caldicot
NP26 9AN
Cyngor Sir Fynwy
Blwch SP 106, Cil-y-coed
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Tel/Ffôn: 01633 644644
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J Pearson Esq
Local Democracy Manager
Election Office
Monmouthshire County Council
The Rhadyr
Usk
NP15 1GA

15 May 2013

Address for correspondence:
7 Wyelands View
Mathern
Chepstow
Monmouthshire
NP16 6HN

Tel: 01291 621846

e-mail: grahamdown@monmouthshire.gov.uk

Scanned 21/05/13

Dear John

Re: Review of Communities and Electoral Arrangements

With reference to the above Review, I have had the opportunity to look at the submissions made by Mathern Community Council and Shirenewton Community Council, amongst others.

Mathern

I broadly agree with the submissions which have been made by Mathern Community Council. It seems to me to make obvious sense to use the A466 between High Beech roundabout and Newhouse roundabout as the eastern boundary of the Community, and as a clear dividing line with Chepstow. This brings a small amount of agricultural land to the north west of Newhouse roundabout into the Community, as well as two properties, one of which is a commercial property, to the west of High Beech roundabout (which would fall in the Pwllmeyric Ward).

At the southern end, it would seem sensible to use the M48 eastwards towards the Wye Bridge as the boundary, which would bring the whole of the Newhouse Industrial Estate within the Mathern Community.

There is a case for extending the eastern edge of the Community northwards from High Beech roundabout towards Mounton Road (westwards), and thereafter using Mounton Road as the northern boundary, with the few properties to the south of the road coming into the Mathern Community. If this is agreed the affected properties could conveniently be associated with the Mounton Ward.

Mathern Community Council have also suggested bringing "old" Bayfield within the Mounton Ward. Again, I see the sense of this in representing the division between urban Chepstow and the more rural area.

There is a single property on the Usk Road which, perversely, falls within the Mathern Community. The dwelling is completely isolated from the remainder of the Community, and I would argue that it really ought to be part of Chepstow's St Kingsmark Ward.

Working with the citizens of Monmouthshire

This letter is from an individual Member and is not written on behalf of the Council
Dan'r llythyr yma oddi wrth Aelod unigol ac ni ysgrifennwyd ar ran y Cyngor.



Likewise, the register includes a single property on High Beech Lane, which can only be an error.

Shirenewton

Once more, I broadly concur with the submission made by Shirenewton Community Council. No changes are necessary to the boundaries of the Community as a whole, albeit that there are a few dwellings along the western side of the Crick Road north of Crick, which would appear to have greater affinity with Shirenewton than with Caerwent.

The principal change which is required to the Shirenewton community involves the division between Earlswood and Shirenewton Wards. Under the present arrangements a large part of Earlswood falls within the Shirenewton Ward which is plainly preposterous. The boundary ought to be drawn so that anything to the north of Cock A Roostin falls within the Earlswood Ward.

I hope you find these comments helpful.

Regards

Yours sincerely



Graham Down
County Councillor for Shirenewton & Mathern

Community of Mitchel Troy

I only have one comment that came back from my Community Council regarding Mitchel Troy on Tuesday of this week. They are broadly in favour of the thinking behind the proposals, but they just wanted to query the numbers in paragraph 7 on page two in that why does DINGESTOW with 234 electors get on Community councillor when TREGARE with fewer electors, namely 223 get two Councillors.

The only other comment was that Dingestow is expecting to get the go ahead for an exception site as featured in the LDP, is this sufficiently significant with respect to this?

Kind regards
Geoff Burrows

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt Square
Monmouth
NP25 3DY



Tel: 01600 715662
Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk

20 February 2014

Mr J Pearson
Monmouthshire County Council

Dear Sir

I am opposed to any changes to the boundaries of the Overmonnow Ward in Monmouth the only exception to this would be to include within this ward any new estates which are proposed for the near future. A second suggestion would be any new estate becomes a new ward of Monmouth with its own Councillors.

Yours sincerely

Cllr G A Bright
Overmonnow Ward

Councillor Susan White,
Overmonnow Ward
Monmouth

Portfield Farm
Wonastow Road
Monmouth
NP25 4DQ

16/2/14

Re Electoral Registration.

Dear Mr Pearson,

I wish to strongly object to the merging of the ancient part of Overmonnow with Monmouth Town. We will lose the heart of our Community, our Church and Church Hall (the only Community Hall in Overmonnow Ward) and small businesses of which we are so proud.

Overmonnow was an ancient settlement, which became a town with its own town mayor, it is mentioned in history books of Monmouth. We have St Thomas Square with its four saints facing the 4 churches that are named after them.

The many parishioners of St Thomas cannot comprehend the thinking behind this ill thought out plan, I have not heard from any resident of Overmonnow who would wish this plan to happen.

Would you allow me to suggest to the Board that they take the LDP land on Wonastow road, put it with Drybridge Ward with the fields around , which are already part of Drybridge Ward ? Give Drybridge another town councillor (as there only three at this time) This seems the fair and simplest way of saving our vibrant community of Overmonnow.

Yours sincerely

Susan White



Community of Monmouth

Dear Mr Pearson

I have decided to only deal with my own Osbaston with Dixton constituency here in Monmouth as obviously I have more knowledge of my electors than of other wards. I agree with most of the suggestions bar one. The demarcation line would be better to include the left side of Dixton Road up to the traffic lights and also the area of The Parade and Monk Street to the traffic lights.

Thank you for all your hard work concerning this.

Regards Cllr Jeana Hall

Community of Monmouth

Sir

According to a letter in the Monmouthshire Beacon newspaper from Councillor Sue Chivers and County Councillor Sue White, Monmouthshire County Council are proposing to change the ward boundaries of Overmonnow.

As a resident of Overmonnow, I strongly object to this blatant attempt to "rewrite history" purely to satisfy quotas and obey dictums from those who are no respecters of ancient traditions and byelaws.

The Council is wrong to 'lump' St Thomas's church, Drybridge Street, Cinderhill Street, Goldwire Lane or Kings Fee into the town ward, simply to balance some quota. Those streets and that church belong with the Overmonnow ward which has always been separate from the town. St Thomas's was built in the 12th century. In 1830 the church was given its own parish – Overmonnow – and made separate from the town and the church of St Mary's.

Should these areas be moved into the town, it is assumed that at election times, the residents will have to vote 'in the town' i.e., at the Library. Few enough turn out at present but if faced with a not inconsiderable walk to the top end of town, the turnout would be considerably reduced. Is this what the Council wants?

We are given to understand the changes are being considered in readiness for the proposed new development off the Wonastow Road. This smacks of prescience, particularly when one considers the current high profile of flooding in areas that have been over-developed.

I urge Monmouthshire County Council to leave Overmonnow Ward intact, as it has been for centuries.

Mrs J Allin
Holywell Close
Overmonnow

Community of Monmouth

FAO of Mr. John Pearson,

Dear Mr Pearson,

I would like to comment on the proposed boundary changes for the Overmonnow Ward. To take a part of Overmonnow into the Town Ward would make a nonsense of the historical layout of the town where the suburb of Overmonnow has always been seen and recorded as being separate to the main town. Overmonnow has always had its own Church, defences and industries – as distinct from those of the other side of the natural river boundary – some of these going back to Roman times. Consequently I wish to record an objection to the proposed changes.

Yours sincerely,

Stephen Clarke, MBE, FSA, MIFA
Clawdd-y-Celyn
9 Gibraltar Drive
Monmouth

Concern re Dixton with Osbaston Ward

Having taken part in the preliminary workshops which seemed to focus on each community's sense of identity and 'place', I am concerned about some of the proposals in the scheme.

In particular, I am worried that Dixton with Osbaston Ward could lose its identity where it meets Town ward: that the line drawn behind Dixton Road and behind The Parade will be confusing to the electorate. They do not seem to define any community. Residents in these streets are unlikely to see the reasoning for their being separated from the rest of the houses in the 'block'. In this case, I believe, the main roads are perceived as the borders between cohesive wards, in the same way as rivers might be.

Numbers of residents in Dixton with Osbaston Ward would revert to
approx 1930 (483:1councillor),
as opposed to the proposed 1760(440:1councillor)

Likewise, Town Ward would have
approx.1536 (512:1 councillor)
as opposed to the proposed 1676 (559:1councillor)

Concern re Overmonnow Ward

As its name suggests, the river Monnow is the understood boundary of this ward, both historically and visually. To use any other logic, would seem too confusing. For instance ,to select a particular zone out of the Overmonnow Ward such as Bridges Community Centre and 'virtually' move it and its polling station to the town side of the river, would be inexplicable.

15 KINGS FEE,
WIMBORNE RD.,
MONMOUTH
MON
NP15 5BW

Dear Sir,

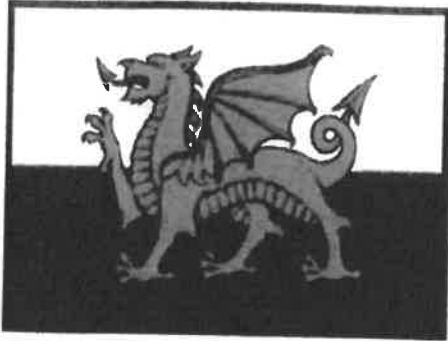
With regard to M.C. Services of Communities
and electrical arrangements in the town of
Monmouth, and in particular the Government ward.
I as a resident and a serving member of Monmouth
Town Council and Councillor for the Government
ward for the last ten years, object strongly
to your proposal to combine part of Government
into the Town Council.

I have your reasons but I am going to think and
come up with another solution, which the development
area is a quarter, would be completed is it possible
to create another place on the Town Council to
accommodate the new residents? or share them
out to existing Councillors by increasing the number
of seats per councillor.

It might seem to you a bit about nothing, but
I assure you it is not. Government is what is boys,
the village the other side of the river. Historically
and geographically it is not a part of the town
and its residents can go back generations and
have lived in Government and worked there
and it would be criminal to break it up.
I hope you will give this due consideration.
I remain, yours faithfully,

at Council

(Mrs. Susan Jones)



THE W.I.P
THE WELSH
INDEPENDENT
PARTY



Party Leader: Gary Witcombe
1 The Bungalows
Watery Lane
Monmouth
NP25 5AT
01600 714963

HEADQUARTERS
Monmouth

6th February 2014

Monmouthshire County Council
County Hall
Election Office
The Rhadyr
USK
NP15 1GA

Dear Sir

Referring to altering the boundaries in Monmouth with Overmonnow, Drybridge and Town Wards becoming one and having one County Councillor, not three, our party agrees with this change, but you should also consider changing the Wards throughout Monmouthshire and Wales. Two Councillors for any town in Monmouthshire is plenty, and, the Monmouthshire County Council would save millions. And again, they would not have to cut the services at all. Cutting the libraries and all other services would be saved by cutting down on County Councillors. Our party works for the rights of the people, and the people have spoken. Do away with all County Councillors and go back to the old system of Chief Executives.

Yours sincerely

Gary Witcombe
Party Leader

Dear John,

Further to our telephone discussion a couple of weeks ago I am forwarding to my views, as a Monmouth Town Councillor, on the Consultation Document.

There was a full discussion on the document this Monday (17/02/2014) and I have no doubt you will receive the collective comments from the Clerk soon. I personally agree with our Town Council comments on some changes to the Ward boundaries.

However, as I mentioned on the telephone I have concerns about the ratio used in the calculation of the number of Councillors per ward in an Urban area. In my opinion it is too low if the number of electors as the basis of the calculation. This is not a true reflection of the population. As you know in the case of Monmouth, including new future developments this would result in 19 Town Councillors. I believe this is completely unnecessary for the size of the town - it is bureaucratic nonsense. Many Councillors agree.

Since there is no legal or advisory basis for this ratio from Central Government (Welsh Assembly/Westminster) nor the Local Government Associations the ratio is discretionary to each Local Authority. If the number of electors is used as the basis for the calculation I think the Members should consider increasing it to 600:1 for Urban Areas. This would mean that if the elector population of Monmouth is 9000 after the new Developments take place the number of Councillors would be 15/16 - the same as now. This is a more realistic figure.

However, there is an alternative method of calculation which I think is more representative of the total population. The ratio should be based on population numbers because many of the Town Council's activities are for the under 18's. These include the Christmas Procession, Summer Carnival, administering the Drybridge Play Area, providing grant aid to groups such as the Sea Cadets, Scouts, Guides etc etc.

I have undertaken some research using population as the basis of calculating the number of Councillors per Ward. Taking 6 Town Councils which are fairly similar in size to Monmouth and fairly near to us - the results are very interesting. Please refer to the enclosed summary document. The average ratio is 811 to 1. Monmouth is currently 631. Using the average Monmouth would qualify for 12 Councillors now and once all the developments take place in the future this would increase to 15/16. This same result as increasing the current ratio calculation to 600 to 1 !! The Aston University figures confirm my research findings. Please be free to use this information if you want to report back to the Members Working Party.

In other words, there needs to be a fundamental review of the ratio calculations.

I hope you find this information useful and you will consider passing it on to the

Working Group.If you want to discuss further then please give me a ring.

Best Wishes,

Graham Pritchard,
Monmouth Town Councillor for the Drybridge Ward.
18,Willow Drive,Monmouth,NP25 5DW (tel:01600 713766)

COMPARATIVE COUNCILLOR/POPULATION RATIOS

	Pop(2011 Census)	No of Councillors	Ratio
STROUD	13,200	18	735
COLEFORD	9,200	12	810
LEDBURY	9,600	14	685
ROSS ON WYE	10,600	12	883
HAVERFORDWEST	14,500	17	853
ABERGAVENNY	13,500	15	900
		AVERAGE RATIO	811
MONMOUTH	10,100	16	631

**USING THE AVERAGE RATIO FOR MONMOUTH POPULATION THE
NUMBER OF TOWN COUNCILLORS WOULD BE 12**

ASTON UNIVERSITY RESEARCH

FOR A TOWN OF 10,000

**16 COUNCILLORS FOR THE TOP OF THEIR BAND 1(towns with a
population between 2,500 and 10,000) OR**

**13 COUNCILLORS FOR THE BOTTOM OF THEIR BAND 2(towns
with a population of 10,000 to 20,000)**

**AVERAGE WOULD BE 14/15 COUNCILLORS FOR A TOWN THE
SIZE OF MONMOUTH**

10. To confirm Finance and Policy Committee consideration of response to proposed review of Communities and Electoral Arrangements proposals

At the Finance and Policy Committee meeting of 21st January, some anomalies in the proposed boundaries had been identified, and that the draft proposals be discussed for final consideration of response at this Full Council meeting.
Maps and details had previously been distributed to all members again, and maps were displayed via a screen at the meeting.

Cllr Hayward explained the arrangements were not imposed by MCC but they were administering the change on behalf of the Welsh Government, and that suggestions for alternatives can be made up until 28 February 2014.
He explained the changes were to make sure Community/Town Council ward boundaries were not split between County Council ward boundaries and to correct discrepancies between ratios of number of electors to councillors throughout the county. It was proposed that Monmouth Town Council ward boundaries be based on approximately 1 councillor to 500 electors. The boundary changes under consultation are only about Town and Community wards but since County Council wards could not divide Community Council wards this had to be taken into consideration. Draft proposals and consultation had been ongoing for several months with maps and details available (online earlier in consultation) and councillors had been invited to report and make alternative suggestions if not agreeable.

It was proposed to accept the draft proposals as made by Monmouthshire County Council as previously distributed.

Proposed: Cllr Hayward Seconded: Cllr Were

**Cllr Wilson proposed to amend the proposal to:
To modify the draft proposals as made by Monmouthshire County Council by taking five separate votes on the five external ward boundaries with a sixth vote on the number of future Councillors.**

Proposed: S Cllr Wilson Seconded: Cllr Pritchard

Cllr Wilson requested named voting be taken.

In favour (of the amendment):
RB, SC, TC, SD, AD, JF, JG, JH, RH, AO, GP, BR, SW, SJW. (14)
Against: AW (1)

The proposed amendment was agreed.

Maps of all ward boundaries and individual wards were available to councillors and also projected on a screen for the following discussions.

- i. **External proposed Monmouth Town Council ward boundaries.**
It was established that Rockfield Studios would be left out, and Troy House gained within the new boundary proposals.

It was proposed to accept the MCC draft proposed external ward boundaries (as shown on attachment 1)

Proposed: Cllr Wilson

Seconded: Cllr Hayward

In favour: TC, SD, AD, JF, JG, JH, RH, AO, GP, BR, AW, SJW. (12)
Against: RB (1)
Abstention: SC, SW, (2)

Proposal agreed

- ii. **Wyesham ward proposed boundaries**
It was established that the MCC draft proposed Wyesham ward boundaries were the same as existing ward boundaries.

It was proposed to accept the MCC draft proposed ward boundaries of the Wyesham ward.

Proposed: Cllr Wilson
Unanimous

Seconded: Cllr Hayward

Proposal agreed.

- iii. **Dixton with Osbaston proposed ward boundaries**
It was proposed to accept the MCC draft proposed Dixton with Osbaston ward boundaries.

Proposed: Cllr Wilson

(not seconded)

Cllr Hayward explained that the new boundary was proposed by MCC to limit the size of the Dixton with Osbaston ward which would become much larger than recommended otherwise, and it seemed more appropriate for Osbaston School and the Forge area to be now included within the draft proposed ward boundary. It was reported that if this proposed draft boundary was changed to follow the roads of Dixton Road and at the traffic lights, Monk Street, the opposite side of the (Dixton) road and Comprehensive School would fall within the Town ward

Cllr Dewhurst proposed to amend the proposal to:

To accept the MCC draft proposed Dixton with Osbaston ward boundaries with alterations to the boundary with the Town Ward (as shown on attachment 2, marked in red)

Proposed: Cllr Dewhurst

Seconded: Cllr Ramsey

In favour: RB, TC, SD, AD, JF, JG, JH, RH, AO, GP, BR, AW. (12)
Against: SJW, RH, AW. (3)

Amended proposal agreed.

Cllr Were questioned the voting on the amended motion of the original proposal and that a further vote should now be taken on the amendment. Cllr Hayward confirmed that once a proposal has been amended and seconded it becomes the substantive motion.

iv. Town, Drybridge and Overmonnow proposed ward boundaries.

Cllr Wilson explained the changes from existing boundaries where the three wards converge, and suggested that the original boundaries at these points should remain. Cllr Hayward responded that if this were the case, the Drybridge ward electorate would increase to approximately 2400, Overmonnow ward increase to 2200, both above the Welsh Government new guidelines, and Town ward decrease to 1300- below the guidelines given. He suggested a compromise of calling the Town ward "Old Monmouth" to indicate the historic nature of the area.

Cllr Christopher suggested resolving this by reducing the proposed number of members for the proposed Town Ward. Cllr Hayward confirmed that he believed this would also be unacceptable according to the Welsh Government guidelines as Town/Community wards were to be the basis of County wards, and cannot be split. County wards could not have such a high number of electors as these suggested changes would involve.

It was suggested that the area of new housing potentially to be sited from the LDP, be placed within the Drybridge rather than Overmonnow ward, but it was reported that this option would also imply the Drybridge would remain too large.

Cllr Wilson proposed to amend the proposal to:

To accept the MCC draft proposed Town/Drybridge/Overmonnow ward boundaries with alterations to the boundaries (as shown on attachment 3, marked in red, being the existing boundary)

Proposed: Cllr Wilson

Seconded: Cllr Chivers

In favour: RB, TC, SC, SD, AD, JF, JG, JH, AO, GP, BR, SW, SJW. (13)

Against: RH, AW. (2)

Amended proposal agreed.

v. Local Development Plan (LDP) housing site ward.

The LDP site was to include 370 houses but has now risen to 450 houses, and assumes 900 electors (estimated 2 per household). Assumptions are being made that the development will take place for boundary considerations.

Cllr Wilson gave estimated figures of electors for the Overmonnow Ward of 1174 and Drybridge ward 2219 without including these additional 900 electors. He suggested the LDP site should remain within the draft proposed Overmonnow ward boundary as the site access was from this ward and would be more appropriate regarding elector numbers. He also suggested further possible developments would lie within the Drybridge ward.

It was proposed to accept the MCC draft proposed ward boundaries with the LDP site being within the Overmonnow ward boundary (as shown on attachment 3 hatched in blue lines).

Proposed: Cllr Wilson
In favour: TC, SD, AD, JF, JG, JH, AO, GP, BR, AW, SJW. (11)
Against: SW, SC, RH, RB. (4)
Seconded: Cllr Davis

Proposal agreed.

vi. Number of councillors

Initial amended proposal :

It was proposed to accept the MCC draft proposals regarding number of future councillors.

Cllr Wilson had distributed details of suggested numbers of electors per ward and amended according to previous votes.

Cllr Pritchard reported speaking to John Pearson MCC regarding assumptions made about number of councillors for each authority and believed that nothing was laid down by the Welsh Government about how many electors per councillor. With suggested figures of 1 councillor for every 500 electors, it implies Monmouth Town Council would have 19 members. He suggested that alternative measures could be based on population per ward rather than electors, and comparing Monmouth with similar sized towns, suggested Monmouth could have 13 councillors. This appears to also follow studies from Birmingham University based upon 1 councillor per 1000 population. Cllr Pritchard suggested that perhaps ratios could be 1 councillor for 650 population, wherever the boundaries are agreed, which would mean a lower number of MTC councillors.

Cllr Hayward stressed that the guidelines of 1 councillor for 500 electors were the basis for the proposed boundary changes.

Cllr Were responded that councillors do not directly cost the taxpayer anything and that a reduction in number would not necessarily improve efficiency. Others suggested there is a high burden of workload and expertise should be shared with higher numbers of councillors, and also that it is more an issue of democracy and amount of representation. More councillors may be appropriate with increased future council responsibilities and expertise. Views were also expressed that more councillors may imply more difficulty in making decisions.

Cllr Were pointed out in future the Town Council would have more responsibilities therefore more Councillors would be required for a higher workload with more expertise required.

It was proposed to increase the number of Councillors from 16 to 19. (As initial amended proposal, 19 being the number of councillors within MCC's draft proposals)

Proposed: Cllr Were
In favour: RB, SD, AD, JG, AO, AW. (6)
Against: SC, TC, JH, JF, RH, GP, BR, SW, SJW. (9)
Seconded: Cllr Bradley

Proposal failed.

Cllr Wilson proposed to amend the proposal to:

It was proposed to decrease the number of councillors to 15 with the MCC draft proposed boundaries changes previously agreed.

Comprising of: Wyesham ward:3, Overmonnow Ward:4, Dixton with Osbaston: 3, Drybridge:4 and Town Ward:1

Proposed: Cllr S Wilson	Seconded: Cllr S Chivers	
In favour: SC, TC, GP, SW, SJW.		(5)
Against: RB, SD, AD, JG, JH, JF, RH, BR, AO, AW		(10)

Proposal failed.

Cllr Hayward then proposed an amendment that;

It was proposed to leave the boundary Commissioners to determine the number of councillors dependent upon final boundaries.

Proposed: Cllr Hayward	Seconded: Cllr Were	
In favour: RH, AW.		(2)
Against: RB, SC, SD, JG, JH, JF, GP, BR, SW, SJW.		(10)
Abstention: AD, TC, AO,		(3)

Proposal failed.

It was suggested that all Councillors make their own representation as individuals, as the Council as a whole could not come to a conclusion.

Councillors were all reminded that they were encouraged to also make individual representations regarding the draft proposals.

11. To agree the publication and costs of the Monmouth Town Council newsletter

A sample newsletter and report for consideration had been previously distributed to members. Cllr Pritchard, Cllr Ramsey and Cllr Dewhurst explained that it is quite common for a Council to have a newsletter for public communication and awareness, with some councils gaining national "Quality" accreditation due to their effectiveness as a result.

It is planned for two a year to be published being late May and November. 5,500 copies could be produced at a cost of £350 per issue, each being two sides of A4 and printed on recycled paper. The content would largely give awareness of the responsibilities of the Town Council and to define the differences of Town Council and County Council work. It would also include diary dates with future issues having a greater elaboration of Town Council responsibilities and Committee work.

Distribution would be as wide as possible by email and hard copy, including house to house delivery by ward councillors and obtainable at public places.

It was suggested to be funded from the Community Affairs Committee Publicity and Communication budget heading, and Councillors responsible for the project will be Cllr Dewhurst, Cllr Ramsey and Cllr Pritchard. All members would see the final version before it is distributed.

PORTSKEWETT COMMUNITY COUNCIL

Cyngor Cymuned Porthiscoed

www.portskewettcc.org

*Clerk to the Council
Mrs B Young*

Telephone 01291 430818

**Email:
clerkatportskewettcc@outlook.com**



54 Main Road
Portskewett
Caldicot
Monmouthshire
NP26 5SA

10 January 2014

Dear Mr Pearson

RE: Review of Communities and Electoral Arrangements, Draft Proposals Electoral Register 2014

I am writing on behalf of Portskewett and Sudbrook Community Council with regard to the above.

The Council has met and discussed the proposals at length, please find our comments below.

Firstly there are no objections to the Severn Bridge Industrial Estate being moved into the Caldicot area.

With regard to the Leechpool area, the proposed changes, which remove 4 properties from the ward to become part of Caerwent, result in quite a lot of farm land moving out of the Leechpool ward. This would leave a very staggered boundry whereas currently the land sits naturally as a block contained within just one ward with the A48 as the boundry. The proposals would require two Community Councils to oversee this block of land.

There are currently residential dwellings at St Pierre caravan site, with a potential for up to 55 in total, and these are not shown on the map. If, as we are led to believe, they are classed as permanent residents they will pay rates and be eligible to vote, so they should be included.

Lastly, with regard to the proposed reduction in members in the Sudbrook ward to one the Council does not agree. There have already been an additional 9 new dwellings built within the Sudbrook ward since the last election. There are a further 49 dwellings planned at the Old Shipyard with a further 190 dwellings possible under the LDP on the Mill Site with a potential for this to increase to 340. As Sudbrook exists currently it is too big for one member, these increases in the numbers of residents would mean that there is a need to retain two Councillors in Sudbrook.

Yours Sincerely

**Beverley Young (Mrs)
Clerk to the Council**

Posted by cllrpafox January 05, 2014 at 18:44

As County Councillor for the Portskewett Electoral Division I would offer the following observations in response to the Community Boundary Review currently under consultation.

I have no real problem with the proposed boundary changes for Leechpool which do remove 4 properties from the ward that then become part of Caerwent. However the proposed changes move quite a lot of farm land out of the Leechpool ward whilst retaining farm land stretching down Crick road to the Crick flyover. So whilst the changes may make some sense from a dwelling perspective they do however mess up a block of land that currently sit naturally as a block contained within just one ward. The proposals would require two Community Councils to oversee this block of land.

The proposed changes to move the boundary of Portskewett in line with the railway line I welcome as they do move the responsibility of a large industrial estate to the Caldicot Town Council which one could argue is more appropriate than the current arrangements, but mainly would help to provide clarity over the village boundary for the future.

I don't quite understand the section 5.2 regarding Treetops and the boundary between Leechpool and Portkewett village ward, as I see it it changes little however I do need to understand it better.

I note there is a proposal to reduce the number of Cllrs for Sudbrook from two to one. With the Portskewett ED proposals recognition has only been given to the probable Crick Rd developments and those at the Ship Yard in Sudbrook, no recognition is given to the 'at least' 190 that could eventually go on the Mill and possibly 300 plus if the site owners win their appeal. The possibility of 190 was agreed by the council in its response to the initial feed back from the LDP planning inspector.

So as County Councillor I think there will be a need to retain two Community Cllrs for Sudbrook unless any future development of the Mill would be assigned to the Portskewett village ward which would not make much sense.

Cllr PA Fox

RAGLAN COMMUNITY COUNCIL



Ty Nant,
Old Trap Rd,
Gilwern,
Abergavenny,
Monmouthshire
NP7 0HW

Re: Raglan Community Council boundary changes

Raglan has a busy proactive Community Council. We currently cover the wards of Raglan, Penyclawdd and Llangovan and Llandenny although we have unofficially regarded Llandenny and Kingcoed as 2 separate wards for some time which is in line with the changes suggested. Apart from the last election where 5 out of 11 members chose not to stand for re-election for a variety of reasons our seats are normally contested at election. Members of the public often attend our meetings and pre-meeting discussions with public are not uncommon.

The bigger picture

Being a member of the Community Council in Raglan doesn't just mean turning up for our monthly meeting. Councillors represent the community at County and National level through the association with One Voice Wales.

1. Councillors have an active role on other bodies and other organisations in the community members Act as representatives of Raglan Community Council on:
 - Raglan School Governors.
 - Several representatives on Village Hall Committee.
 - Representation on Community Centre Management Committee.
 - Representation on the Community Plan group
 - Several representatives of the Monmouthshire Rural Committee.

With the development of a new school and community facilities in the village then these representatives are key to the provision of facilities. Members attend frequent meetings with 21st Century-Schools team, developers and members of community.

2. Two representatives on the One Voice Wales area committee and also on the One Voice Wales National Executive representing the Monmouthshire and Newport area.

Two representatives from Raglan Community Council played an active part in the Charter Liaison group, attending meeting regularly with County Councillors and officers to improve relations between Monmouthshire County Council and Community and Town Councils. Members from the Community Council still attend the working liaison group meetings between the Community Councils and the County Council.

RAGLAN COMMUNITY COUNCIL

This shows the commitment Raglan Community Council and the greater framework of Local Government. This is not just a parochial view of community life. This also shows the commitment to improving working relations and communicating with Monmouthshire County Council.

3. One representative on Monmouth CAB, actively involved
4. Representation on the Twinning Association.
5. One member also our County Councillor, keeping us well informed and keeping a 2-way dialogue going. She is also a School Governor in addition to our Community Council representative
6. Representation on the steering group for our Village Led Plan which is now in the draft stage.
7. Consultation currently underway with county officers followed by further public consultation so that we can take a proactive approach to devolution of services. If this process continues as planned we will be managing a larger budget and spending more time/accepting greater responsibilities

The Community Council:

We are fortunate that our Council consist of a range of ages with 4 women, 7 men. Our members have a wide range of skills and experience between them, increasingly important as we prepare to take on greater responsibilities in the next few years. We have a range of people working full-time, part time, self-employed and retired. The danger of reducing numbers and forcing the remaining councillors to take on extra work/responsibilities is that we will inevitably lose some of the younger working members of the council as they are unable to put in the time commitment or attend daytime meeting. We also find that as a rural community many factors can influence ability to attend such as flooding/snow, lambing/harvest time and school holidays, again making a smaller number of councillors unviable.

There is a genuine risk of us not being quorate at certain times of year with a lower total number of councillors.

What we do now:

We have allotments owned by the Community Council. This is managed through our allotments sub-committee

We have a Dog Walk, maintained by Community Council.

We provide and fund dog waste bins in the village.

We provide Christmas lights.

We are involved in local projects in conjunction with Raglan History group, Raglan Music Festival, Raglan in Bloom and Raglan Twinning Association

Chairman: Cllr T Phillips

Clerk: Adrian Edwards . Contact: 01873 832017
e-mail: raglanclerk@aol.com

RAGLAN COMMUNITY COUNCIL

This is on top of normal routine issues such as highways, planning etc

We would struggle to maintain this level of active involvement with only 7 representatives. In the current economic climate we are going to increase our time-commitments and responsibilities.

Boundaries:

The inclusion of Gwehelog within our community has a far greater impact on them than it does Raglan CC as a whole. We are used to operating as a Community Council covering the surrounding parishes but the precept for them would increase to cover things like allotments, dog walk and dog waste bins in Raglan which would not be used by residents as they would tend to gravitate towards Usk for facilities, shops, schools. It would also mean a split in County Councillor boundaries as would move Penyclawdd and Llangovan to Mitchell Troy Council. Bryngwyn would be a more logical addition as it shares the same vicar as the Raglan and Llandenny churches. Cuckoo's Row and Warrage Road should remain within Raglan as it is seen very much as part of the village. Residents walk into the village to use facilities, shops, school.

Total LDP numbers have not been taken into with at least a potential 45 dwellings to be added to the village and also much infill has taken place in the last few years.

Representations:

Please find below a number of representation made to the council regarding the proposals

Councillor Helen Williams has received a number of verbal representations relating to Warrage Road and Cuckoo's Row objecting to the proposed move to Mitchell Troy.

Mr Edwards,

You asked for comment. I have no strong views as to what is best but I have some questions about as to what is proposed.

** Why has this work been done and why is change needed? That is, what triggered the work group and what problem(s) were they trying to address. The document gives no clue of, overall, what you are trying to achieve so it is difficult to assess its worth.*

** I am afraid that I don't understand the comment that "All channels of communication through the Pen-Y-Clawdd ward run north to south with no clear link between the Pen-Y-Clawdd ward and the rest of the Raglan wards". From my perspective in Pen-y-clawdd, we are a lot closer to Raglan than we are to Mitchel Troy. We have little contact with Michel Troy but lots with Raglan. What does the sentence mean?*

** I also have some concern that current issues, for example, the proposed turbine, about which there has been much debate and work done and about which our current local Raglan representative is fully informed will be handed over to another group with less understanding of the local feeling and further away. Raglan will see it, Michel Troy will not. Those opposing the plan will have to start the education process all over again. Or is that one of the aims of the changes?*

RAGLAN COMMUNITY COUNCIL

** Lastly, have you found out how Michel Troy feel about the proposed change. How would Pen-y-clawdd fit with their structure. Maybe you should find out and let us know what are the implications for Pen--y-clawdd before Raglan hands us over.*

Best wishes.

Adrian

Thank you for your email, and apologies for the late response.

My personal view reflects on the proposal to move Penyclawdd from Raglan to Mitchel Troy, and are based on my and my families relationships locally.

With three children who have all been through or are still at Raglan primary school, and with all three children involved with Scouts in Raglan, with our doctor in Raglan, and with the good range of shops in Raglan, we are regular visitors to the village and feel very much part of the community of Raglan.

By contrast, I don't think that I have ever stopped in Mitchell Troy, and don't know anyone in Mitchell Troy.

I would therefore wish Penyclawdd to remain part of Raglan CC, where our Councillor can have an influence (however limited that may be) on shaping the community that we are part of. If we become part of Mitchell Troy we will have no influence at all.

I hope that this is helpful.

Regards

Dear Adrian Edwards,

Thank you for taking the time to discuss the current revue that is taking place regarding the proposed changes to the boundaries of Penyclawdd.

I am very happy with the current status quo and see no reason for there to be any changes. Also, when reading your attachment, I could see no positive evidence for change. It would be interesting to know when the revue was first initiated and why it is deemed so necessary?

Raglan is some 5 minuets down the road and a hub that features in our daily lives and there is a strong attachment. We also have the historic benefit of dealing with and knowing our local official contacts. Like many changes in life it is difficult to see any disadvantages until it is too late, which is sometimes a good reason to leave well alone.

As you are all aware there has been an overwhelming objection from our local community to the application to erect a Wind Turbine and although the final judgements are made by the planning committee the Raglan council has been fair and in many ways sympathetic to our cause. It would therefore be unforgivable if the change in the boundaries were to have any significant affect on that issue.

Thank you once again and it was good to talk to you.

Chairman: Cllr T Phillips

Clerk: Adrian Edwards Contact: 01873 832017
e-mail: raglanclerk@aol.com

RAGLAN COMMUNITY COUNCIL

Kind regards,

Community of Shirenewton

Hi John, please accept the following as this Council's further response to the review.

Following attendance at the consultation meeting held in Usk on 7 January 2014 and further discussion, Shirenewton Community Council wishes to make the following additional responses to the review:

1. That the names of the two proposed wards be 'Shirenewton and Mynyddbach' and 'Earlswood and Newchurch West' as originally suggested and not altered to 'Wentwood'.
2. That in view of the widespread rural location of the Earlswood and Mynyddbach ward the number of Councillors be increased to three, rather than the proposed two, being a total of 8 for the community.
3. That the following properties near the boundaries would be better placed within the Shirenewton wards:

Address	Grid Ref (Sheet ST49)
Dinwood, Shirenewton NP16 6LS	E4874 N9248
Coalpit Farm, Shirenewton	E4910 N9240
Golden Valley Cottage	E4791 N9269
Cribbau Mill	E4540 N9405
Mynyddbach (Boxtree)	E4480 N9720
Little Goytre Farm	E4390 N9760
Little Goytre	E4390 N9710

Regards

Hilary Counsell
Clerk to Shirenewton Community Council



monmouthshire
sir fynwy

Monmouthshire County Council
PO Box 106, Caldicot
NP26 9AN
Cyngor Sir Fynwy
Blwch SP 106, Cil-y-coed
NP26 9AN

Tel/Ffôn: 01633 644644
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Web/Gwefan: www.monmouthshire.gov.uk

J Pearson Esq
Local Democracy Manager
Election Office
Monmouthshire County Council
The Rhadyr
Usk
NP15 1GA

15 May 2013

Address for correspondence:
7 Wyelands View
Mathern
Chepstow
Monmouthshire
NP16 6HN

Tel: 01291 621846

e-mail: grahamdown@monmouthshire.gov.uk

Scanned 12/05/13

Dear John

Re: Review of Communities and Electoral Arrangements

With reference to the above Review, I have had the opportunity to look at the submissions made by Mathern Community Council and Shirenewton Community Council, amongst others.

Mathern

I broadly agree with the submissions which have been made by Mathern Community Council. It seems to me to make obvious sense to use the A466 between High Beech roundabout and Newhouse roundabout as the eastern boundary of the Community, and as a clear dividing line with Chepstow. This brings a small amount of agricultural land to the north west of Newhouse roundabout into the Community, as well as two properties, one of which is a commercial property, to the west of High Beech roundabout (which would fall in the Pwllmeyric Ward).

At the southern end, it would seem sensible to use the M48 eastwards towards the Wye Bridge as the boundary, which would bring the whole of the Newhouse Industrial Estate within the Mathern Community.

There is a case for extending the eastern edge of the Community northwards from High Beech roundabout towards Mounton Road (westwards), and thereafter using Mounton Road as the northern boundary, with the few properties to the south of the road coming into the Mathern Community. If this is agreed the affected properties could conveniently be associated with the Mounton Ward.

Mathern Community Council have also suggested bringing "old" Bayfield within the Mounton Ward. Again, I see the sense of this in representing the division between urban Chepstow and the more rural area.

There is a single property on the Usk Road which, perversely, falls within the Mathern Community. The dwelling is completely isolated from the remainder of the Community, and I would argue that it really ought to be part of Chepstow's St Kingsmark Ward.

Working with the citizens of Monmouthshire

This letter is from an individual Member and is not written on behalf of the Council
Daw'r llythyr yma addi wrth Aelod Cynghor ac ni ysgrifennwyd ar ran y Cyngor.



Likewise, the register includes a single property on High Beech Lane, which can only be an error.

Shirenewton

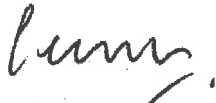
Once more, I broadly concur with the submission made by Shirenewton Community Council. No changes are necessary to the boundaries of the Community as a whole, albeit that there are a few dwellings along the western side of the Crick Road north of Crick, which would appear to have greater affinity with Shirenewton than with Caerwent.

The principal change which is required to the Shirenewton community involves the division between Earlswood and Shirenewton Wards. Under the present arrangements a large part of Earlswood falls within the Shirenewton Ward which is plainly preposterous. The boundary ought to be drawn so that anything to the north of Cock A Roostin falls within the Earlswood Ward.

I hope you find these comments helpful.

Regards

Yours sincerely



Graham Down
County Councillor for Shirenewton & Mathern

St Arvans Community Council

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St Arvans Community Council

St Arvans Community Council

St Arvans Community Council

Clerk: Judith Bolton

Telephone: 01291 626318
Email: judith.bolton360@gmail.com

14 Grange Park
St Arvans
Chepstow
NP16 6EA
16 June 2014

To: Electoral Registration
MCC
The Rhadyr.
Usk
NP15 1GA
Cc: John Pearson
Dear Sirs,

Reference Draft Report on Review Of Communities & Electoral Arrangements: Proposals Affecting St Arvans

St Arvans Community Council wishes to express its surprise and dismay at the proposed changes to its boundaries. It is also disappointed that Chepstow Town Council failed to communicate with SACC before formally making the proposal.

The reason given by CTC for the proposed change is to align the name of the Racecourse with that of the town. This is counter to the historical links between St Arvans and the Racecourse estate which date back over 200 years, and forms no obvious geographical benefits to CTC.

In the opinion of SACC, the nominal link between the town and the Racecourse appears to be of no value or interest to visitors to the Racecourse and of little interest to residents of Chepstow. Day to day issues with the Racecourse e.g. traffic management, management of the football field, maintenance of the boundary wall/footpath, litter, noise etc. are primarily of interest to residents of St Arvans. To that end, such issues are currently dealt with very satisfactorily by SACC which has an excellent working relationship with the Management team at the Racecourse.

All boundary changes have a substantial cost attached. At this point when MCC are struggling to meet major cost-savings, it seems perverse that such costs might be added for an unnecessary change.

SACC therefore urges very strongly that MCC reconsiders the proposed change to transfer responsibility for the Racecourse to CTC.

After due consideration to the other proposed changes, SACC considers that Tintern should be consulted on whether it wishes to retain the existing boundaries to the north of St Arvans. SACC will accept either way. However, it is understood that several residents, currently in the Tintern Ward, feel that their area would fit more naturally with St Arvans because of road links. To the south, there appears to be little reasoning behind the proposed changes additional to those associated with the Racecourse.

St Arvans Community Council

SACC's position on the number of Councillors remains as outlined in a previous submission i.e. that it wishes the numbers to remain at 8 and not reduced to 7.

SACC looks forward to meeting the working Group on 28th January to discuss the draft proposals. Meanwhile it would be grateful if members of the Group could read the attached document which explains the Community Council's concerns more fully and will aid discussion on the night.

Yours faithfully

Judith Bolton clerk SACC

St. Arvans Community Council Comments on the Draft Review of County Electoral Arrangements for the County of Monmouthshire

1) Proposed Transfer of Chepstow Racecourse to Chepstow Town Council

a) Historically, the land which now comprises Chepstow Racecourse and the surrounding land were originally owned by residents of St. Arvans.

Piercefield House and its land were purchased by Nathaniel Wells in 1802. He was a Church Warden of St. Arvans Church for 40 years and several of his family are buried there.

The Clay family bought Piercefield House and its land in 1861. They were involved with the management of the Racecourse, following its formation after the 1st World War until it was sold to the present owners. The family have been actively involved in the Village and have owned a number of other local properties including what is now Oak Grove Stud Farm.

b) This "Old Family" link was responsible for making an arrangement, many years ago, to allow residents of St. Arvans to use a piece of the Racecourse land for recreational purposes e.g. football and cricket. This arrangement is still honoured by the present owners, so that the field alongside the St. Arvans Village Hall is owned by the Racecourse but is managed on a daily basis by the Community Council on behalf of the residents of the Village. The arrangement is always a topic for review on the agenda of the regular meetings between Community Councillors and Racecourse Management. In the last year, for example, there have been four meetings which covered this topic along with a number of environmental and road traffic issues.

St Arvans Community Council

The Community Council would not wish to try to manage its relationship with Racecourse Management through a third party nor would it want to have to go to Chepstow Town Council to seek permission to carry its managerial responsibilities for activities on the field.

c) Whenever there is an event of any kind at the Racecourse, there is a risk of a wholly negative impact on the residents of the St. Arvans Ward caused by road traffic and pedestrian congestion around the Course at the beginning and end of proceedings. Complaints from residents occur frequently and are dealt with quickly and efficiently as a result of the close working relationship developed by the regular liaison meetings between Councillors and Racecourse Management. SACC would not wish to lose this relationship whatever the outcome of this review.

Chepstow Town Council could have a similar relationship with Racecourse Management without incurring the cost of boundary change.

d) As well as liaison over operational issues, SACC also keep a careful eye on the cycle/footpath, which runs along the outer wall of the Racecourse, to ensure that the Clerk of the Course keeps the route clear of obstruction from plant growth e.g. brambles. This is an area requiring regular attention and, if neglected, can result in numerous vociferous complaints.

e) The proposal to give the Racecourse land to Chepstow Town Council brings them into the heart of St. Arvans.

f) SACC consider that there has been no beneficial case made to change the boundary in this way and that it is simply change for change sake. Chepstow Town Council has no obvious claim on the Racecourse other than its name. A good relationship could be had and Chepstow could achieve all its aims without the need for boundary change and the significant cost implications which go with it. In a time of stringent cost cutting in local government, how can the County Council justify spending on these unnecessary changes?

2) Other Boundary Change Proposals

a) The map presented for the new boundary makes no effort to show the before and after situation to highlight the changes. The attached map (attachment 2) attempts to do this.

The current situation shows the St. Arvans Ward as a sensibly shaped piece of the overall jigsaw. The new proposal takes away not only the Racecourse but a further tranche of land to the south of the current ward and replaces it

St Arvans Community Council

with a strangely defined chunk of forest and narrow country lanes; presumably the old parish of Penterry.

SACC can see no necessity to change the boundary at the southern end of the current ward and wonder what lies behind that proposal?

At the northern end, SACC believe that Tintern should decide whether it wishes to retain the existing boundaries or not and that it will accept the outcome of that consideration whichever way it goes.

3) Councillor Numbers

a) SACC operates with a monthly Council Meeting supported by 5 Advisory Groups. The Advisory Groups are made up of a few of the councillors and meet normally once a month before the Council Meeting. Each councillor is typically a member of 2 or 3 Advisory Groups. The role of the Advisory Group is to research topics in their area of interest and present proposals for ratification at each full Council Meeting. The Advisory Groups cover, Finance, Environment and Recreation, Highways, Planning and Communications and Community Engagement. This latter Group has only recently been formed and has driven the implementation of the Council's first web site, www.starvanscouncil.co.uk. The web site has a full description of how the Council operates and the implementation project itself shows how much work is put in by individual councillors to fulfil their duties as part of the Advisory Groups.

b) SACC currently has an establishment of 8 councillors and they are fully utilised, given their voluntary and part time involvement, to cover the activities described above. The Council would like to see this number retained because activity levels are expected to increase rather than to decline.

c) As all councillors are volunteers and tend not to claim expenses for their activities, there is little cost involved to the residents by having a number in excess of the norm. Having 8 rather than 7 councillors may cost a little in additional training and may incur more cost in the event of an election being required but this is not a large penalty when compared with the working benefits described above.

d) The Council has recently experienced the resignation of two councillors. Advisory Group work has continued but has required the remaining councillors to shoulder a much greater burden. Thankfully, due process has been followed, and two new councillors will be joining the Council in February.

St Arvans Community Council

Attachment 2

Old and New Boundary Proposal



St Arvans Community Council

Secondary St Arvans Community Council Representation

St. Arvans Community Council

Latest Comments on the Draft Review of County Electoral Arrangements for the County of Monmouthshire

Following the very useful meeting at Usk on January 28th and the most helpful visit of County Councillor Roger Harris to St. Arvans on February 7th, SACC would like to re-iterate the Council's position on the draft boundary change proposals.

1) The council is totally opposed to the proposal to transfer the historic Piercefield Estate, which includes the Racecourse, to Chepstow Town Council. The main reasons have been fully stated in previous correspondence. However, it is worth repeating that history fully supports this land being part of St. Arvans. For example, in the Census of 1871 it appears that not only was the Piercefield Estate part of the parish of St. Arvans but so was St. Kingsmark and Crossway Green.

2) SACC consider that there is neither demographic nor obvious economic benefit to the proposal and it seems totally at variance with the remit of the Working Party. It believes that the draft proposal would not have been made without the prompting from Chepstow and it wonders if the urban sprawl now encompassing St. Kingsmark and Crossway Green is CTC's envisaged future for the whole of the Piercefield Estate?

3) The Council's research has failed to find any evidence that Chepstow Town Council fully debated the Racecourse issue. It seems that the responsibility to draft such a vital report was delegated to three people. Since the publication of the proposal and the extensive public consultation, SACC can find no further representations from any residents of Chepstow. This clearly demonstrates that there is little interest in Chepstow Town Council's proposal by the residents of the town.

4) The council sees no case to transfer the area to the south and south west of the Racecourse to Chepstow but can see benefit in looking at properties at the south western perimeter which may be better placed in Shirenewton and/or Itton.

5) To the north of the existing boundary it would make sense to include the whole of Penterry Ward of Tintern in St Arvans. This seems to accord with the views of Tintern CC expressed in its letter of Feb 12th 2014. This would mean that residents in Penterry Lane, The Tout, Penterry Farm, Banton Cottages, Fair oak Farm and the Cot would come into St Arvans. Residents in all these areas see their allegiance to St. Arvans and many of them are active members of St. Arvans organisations.

These points were fully discussed with County Councillor Harris on his visit.

Judith Bolton (clerk of SACC) February 27th 2014

St Arvans Community Council

Alan Bolton

Dear Sirs,

I am writing to express my concern at the proposed boundary changes in St Arvans, with specific reference to the transfer of the Racecourse to Chepstow Town Council.

The Working Group appears to have accepted Chepstows' argument for the change without considering the merits or otherwise of the proposal.

Chepstow's proposal makes no geographical or demographic sense. Indeed, the "new" boundary projects very uncomfortably into the heart of St Arvans, and there are very few residents affected. The main reason appear to be to align the name of the Racecourse with that of the town

With a very long history binding St Arvans and the Racecourse estate, the change can only be viewed as a "land-grab" and which will have costs attached that should be avoided at a time when MCC is struggling to stay within budget.

Activities at the Racecourse have little or no effect on the residents of Chepstow, whereas they do affect the residents of St Arvans e.g. traffic management, the management of the football field, management of the footpath/cycleway alongside the Racecourse wall. The Community Council deals with all these issues in an efficient manner and it is difficult to see how this good relationship would remain if jurisdiction passed to CTC which has but a peripheral interest with the business of the Racecourse on a day to day basis.

I therefore implore the Group to re-visit the proposal which I know has upset many St Arvans residents, particularly the older residents who have lived in the village for many years.

As far as the other changes are concerned, residents of some of the dispersed cottages to the north will want to take the opportunity to be moved into St Arvans. The village is their natural centre of gravity and most of their journeys involve travelling through the village.

Yours faithfully,

Alan Bolton

St Arvans

St Arvans Community Council

Alison Wharton

Dear Sir,

I write in connection with the above change of Boundary application. I have examined the proposal and I know the site well. I wish to object strongly to the change of Boundary in this location.

I see no valid reason for this to take place. I am deeply concerned that Chepstow Town Council already have proved to be lagging when it comes to the clean up process after events being held at the racecourse. (This being in the area that is under Chepstow control) I have detailed below a few of my recent observations.

A trail of litter - On various occasions - Beer cups(full and empty) leading from the entrance all the way into Chepstow town centre.
Certain Pubs overcrowded.

I would also like to point out that the traffic control seems and should be under control around the Racecourse, I say should because we all know of the massive changes that took place to rectify this. So on that reason alone I would state that there should be no case for Chepstow Town council to interfere with this.

My big concern is the History of Piercefield/St Arvans. I myself have various books that hold reference to the link. There is also the many paintings that link St Arvans to this beautiful estate.

Furthermore I cannot see any major benefits that can justify this change happening.

I would also like to calculate the cost of the Proposals of this change and also the cost of this taking place. I would like to get your permission in making these costings public as I am deeply concerned that I myself and other locals are regonising that times are hard and money must be saved not wasted.

kind regards,

Allison

St Arvans Community Council

Andrew Ker

Dear Sir

REPRESENTATIONS RE PROPOSED BOUNDARY CHANGES - ST ARVANS

I accept that the County Council has a duty to review minor council arrangements from time to time, primarily to ensure that any significant changes in electorate numbers through housing development etc. since the last review are taken into account. However, the proposals for St Arvans appear to be tinkering for the sake of it.

Dealing with the Racecourse first, the Piercefield Estate on which it is situated has been linked with St Arvans for over 200 years. The Community Council has forged strong links with the Racecourse management and work closely with them regarding a range of issues associated with their business, including minimising potential disturbance caused by noise and a range of traffic issues, as well as management of their boundary walls and the village football field. These matters affect St Arvans residents, not those of Chepstow. Just because it is known as Chepstow Racecourse is no sound reason to pass this rural land to the Town Council.

Secondly, while the transfer of Penterry Ward makes sense in that the authors have rightly identified that those residents tend to look towards St Arvans rather than Tintern, the decision to exclude The Cot does not appear to make sense. Furthermore, the reasons stated for the proposed loss of the area in the south-west along the B4293 leading to a small reduction in the electorate appear to have little substance.

Finally, these proposed changes will have substantial costs associated with them - at a time of financial constraint for the County Council the proposals are poorly conceived, unwelcome and unnecessary.

Andrew Ker

St Arvans

St Arvans Community Council

J Howells

Dear sir

I wish to object to the proposal to remove Chepstow Racecourse and nearby properties from St. Arvans and transfer it to Chepstow Town Council.

1. Chepstow Racecourse and nearby properties including Piercefield House have strong historical links with St. Arvans and it's Church going back hundreds of years. Ancestors of the families involved are buried in St. Arvans.
2. The Terms of Reference for the Review suggested that the purpose was to identify minor anomalies to boundaries and adjustments to the numbers of councillors. Transfer of rural land to an urban community by the annexation of a large part of the St. Arvans ward was not foreseen.
3. The existence of a hidden agenda is strongly suspected since at present there seems little to be gained from the Chepstow point of view in transferring this area. Is it possible under the Freedom of Information Act to see details of when and where the proposal was discussed by Chepstow Town Council as there seems next to nothing recorded in Council Meeting Minutes?
4. All Councils are being asked to make massive cuts to their budgets and residents will have to suffer increased taxes and cutbacks to services. The proposed boundary changes will inevitably incur substantial costs for little or no gain.

Regards

J. B. Howells

St Arvans Community Council

Judith Bolton

St Arvans
Chepstow
NP16 6EA

To. Electoral Registration, MCC
The Rhadyr, Usk, NP15 1GA

Cc; Councillors Phil Hobson, Roger Harris and

Dear Sirs,

As clerk to St Arvans Community Council I have been central in the receipt and sending of documents pertaining to the Review of Communities and Electoral Arrangements that is taking place in Monmouthshire and, in my professional capacity, I attended the meeting at Usk on the 28th

First may I say thank you for the manner in which the three members of the working party listened to the contributions made and conducted the meeting generally. I felt immediately that visitors would be truly 'heard' and this was confirmed as the meeting progressed. It was a delight not to have to be on one's guard all the time as can sometimes be the case. I felt I could relax.

However, when I came away I realised that I should have a voice, not just as the clerk, but also as a resident, an ordinary member of the community. This is not easy because I have background information making it very difficult to be 'just' Judith Bolton and not a little of the clerk as well. But here goes.....

As an ordinary resident I am sure that I would feel that the two most important points from the proposals put forward;

a) The Racecourse

I have an interest in the village and am a walking guide for MCC, I have learnt a considerable amount about local history. The village has been linked with the Piercefield Estate since the 16th century. Documentary evidence shows that a mansion was part of the parish then. This link has continued with incumbents at Piercefield House having major influences on the village. Records show support by means of employment, housing, road building, charitable donations etc. Nathaniel Wells, who bought the house in 1802, was High Sheriff of Monmouthshire, a Justice of the Peace and churchwarden at St Arvans church. He held the last post for 40 years. Members of his family are buried there. He funded the building of the tower.

Later on the Clay family maintained links between estate and village

This is not a heritage to be destroyed lightly.

St Arvans Community Council

Chepstow would like the racecourse and park in its boundary because it has the name Chepstow and enquiries for the racecourse may be made through the Council. This is not a relevant argument. The racecourse has an excellent web site. Anyone wanting to know anything about the racecourse is unlikely to ring the Council and the name of course implies that it is near the town but it doesn't mean it has to be part of the town.

Most of the traffic arriving for events comes from the motorway. In the past, on Welsh Grand National days, the town centre was a disaster before and after the event because of diverted traffic. However, after a meeting with the racecourse, St Arvans Community Council informed residents before the 2013 event of a change to the plan. Traffic flow on the A466 was to be controlled manually at the hospital lights with no diversions. Buses from the station went around the town centre by way of Larkfield roundabout.

I have heard no moans about traffic problems that day other than a few minor ones that any large event may give e.g. jaywalking by pedestrians.

As a resident of St Arvans and driver I can list the problems that can result from this & events at the racecourse:

- Dumping of cars on the A4666 by latecomers who don't want to miss a race.
- Litter after events. This can be in the evening or first thing in the morning after special 'nights'. Plastic drinks containers can be abandoned in large numbers!
- Coaches dropping off visitors at the entrance instead of in the car park, reducing the A466 to single traffic.
- Marshalls with insufficient training causing hold ups for cars on the A466 at the pedestrian crossing by the entrance.

These are St Arvans problems not those for the town.

As a cyclist and walker I can point to the need for the cycle/footpath along the racecourse boundary wall to be kept clear of overhanging branches. It is a shared path, developed with money to encourage children from St Arvans to walk/cycle to school. A number in the village do and it is a delight to see. It is frequently used by village joggers because it avoids cars. Some runners use it on winter nights with head-torches

Every summer and autumn brambles falling over the wall need clearing by racecourse staff. Almost very year the Community Council notes in the parish magazine that it is talking to the racecourse about the overgrowth. The job gets done because there is good communication but prompting is needed.

These are problems for St Arvans, not Chepstow Town

No housing estates have been built, the demography has not changed. Why change the boundary?

St Arvans Community Council

On the strength of the above comments, I cannot believe that there is sufficient evidence to warrant a move of the racecourse boundary as proposed.

b) Number of Councillors

As a reader of the Parish magazine I can assure you that our Community Council appears to be extremely busy. There is a great effort to ensure good communication and community involvement. This is the work of volunteers. An easy way to reduce work is to reduce community involvement. Don't get the questions/comments and you don't have to provide the answers/replies. In January the Council launched a web site. It is not just a council web site but a village one too. Here again, the Council could have cut corners.

It is worrying that fewer volunteers may mean cutting those corners. SACC works well with 8 councillors

Final Points

I am sure this Review is a very difficult exercise for all taking part and I respect the time that those involved are committing. Some of the decisions that have to be made will, no doubt, be difficult. However, I hope change is not going to be recommended if there is no need. Along with many people in St Arvans, I can see no reason why Chepstow should be brought right into the heart of the village. The proposed boundary would be right next to the village hall and village shop and a few steps away from the Victorian fountain, considered by most to be the true centre of the village.

May I ask the working party to please consider leaving the boundary where it is and a Community Council comprising 8 members to continue its work for the community.

Thank you for your time

Yours sincerely,

Judith Bolton

St Arvans Community Council

John and Sheena Banfield

Dear Sir

As residents and rate payers living in St. Arvans, we would like to register our strong objections to the recent proposal by Monmouth Town Council to alter the boundaries of St. Arvans CC and transfer responsibility for a large area, including the Race Course and parts of the Piercefield Estate, to Chepstow Town Council. We understand that this proposal would include reducing the number of councillors at St Arvans.

In our view all the members of St Arvans Community Council work hard and do an excellent job consulting with, and representing the interests of, residents in our area. They are also an important link between residents and the County Council and, when allowed to do so, play a vital role in trying to ensure accountable and responsible local democracy.

We are concerned that this proposal appears to have been included in your draft plan without any significant consultation with the residents of St. Arvans, who are the ones who will be most directly affected by it.

The area in question is historically and geographically closely connected to the village and includes a number of important amenities such as the memorial hall, football field and public footpaths which are important to village life. There are also important safety implications, such as the amount of traffic using the road on race days, the maintenance of the boundary wall, and speed limits in the area, which most directly affect residents of the village. In our view St. Arvans CC is best able to manage these issues, given its good record of liaising closely with local people.

We are also concerned that this proposal, if implemented, would have a cost, which would not be justifiable at a time of financial restraint for local government. In summary it is our view, and the view of many other residents, that there appear to be many good reasons why this proposal should not go through, and not one good reason why it should.

If you are aware of one we would be interested to hear it. We would be grateful if this consultation could be brought to the attention of the working party dealing with the matter.

Yours faithfully

John and Sheena Banfield.

St Arvans Community Council

Terry and Alison Wood

Dear Judith,

Congratulations on the new website

We are happy for you to add our email address as above to your communication list.

ST ARVANS BOUNDARY

We have noticed the discussions being held re the Racecourse location etc, seems an unnecessary change and fail to see how to do so would improve the "Chepstownness" of the Racecourse!!

A separate issue is that when proceeding from Devauden to St.Arvals the ST.ARVANS roadside sign is positioned down the hill towards St.Arvals thus leaving at least 8 properties with St.Arvals addresses outside of this area.

The sign should ideally be replaced to accommodate these properties probably between the turn off to The Cot and Penyparc.

Kind regards

Terry and Alison Wood

St Arvans Community Council

Rachel Kellar

Dear Judith

Please note my and my husband's objection to the proposed boundary change of Chepstow Racecourse.

We believe that it is nonsense to change the boundary for the purpose that this would align the racecourse with Chepstow - this is already the case. What evidence is there that people believe otherwise?

If something is not broken, why go to the unnecessary cost of fixing it? Our Council Tax is one of the highest in Wales and I understand there are to be cuts in all areas of Local Government, so fail to see how boundary amendments are high on the Council's list of priorities.

I would suggest the Review of Communities and Electoral Arrangements Committee leave the current St Arvans/Chepstow boundaries as they are.

Please note that I am happy for our email address to be added to the email distribution list.

Best regards

Rachel Kellar

St Arvans Community Council

Mr & Mrs Pattison

Dear Sirs

With regards to the proposal that is incorporated in the review of Communities and Electoral Arrangements that has been published, we would like to state our objections specifically to the point where the Racecourse and Piercefield Park is proposed to be removed to St Arvans and joined with Chepstow.

We believe that the historical links with St Arvans and the Racecourse date back many hundreds of years and we see no reason for change?

On top of this, we understand that there is a cost implication to change the boundaries. In view of the Governments well publicised cuts on spending – we believe that this would be a waste of tax payer money at this time for an unnecessary renaming.

It leads us to wonder what alternate plan is in hand.

As much of the traffic management, football field management and maintenance are of primary interest to St Arvans, we feel that again a transfer to Chepstow is questionable and unnecessary.

We would be very upset to think that Chepstow would be in control of the field after such a long history of the village using it for local events and would feel uneasy as to what the benefits of name change would be.

We trust that you will consider our objections and the feelings of the local people.

Yours faithfully

Mr & Mrs Stephen Pattison

St Arvans

St Arvans Community Council

Michael Matthews

Dear sir/madam,

I am writing to register my representation regarding the St arvans boundary proposal specifically concerning the racecourse and piercefield estate. As a St arvans resident I am immediately impacted by the management of events at the racecourse so would be understandably concerned if the village voice is removed from these. Any access to the village is directly impacted by the racecourse events and noise and traffic can be heard clearly in the village. The piercefield estate and racecourse has formed an integral part of St arvans since conception and form part of daily life for the villagers. These form an integral part of the village character and should therefore be maintained within the village jurisdiction.

For these reasons I disagree with the proposal to relocate the electoral boundaries of St arvans with respect to the racecourse and piercefield estate.

Yours sincerely,

Michael Matthews
St arvans

St Arvans Community Council

Mr Moss

Dear Sirs

I have become aware that MCC is presently considering a Chepstow Town Council proposal that a large area of land comprising mainly Chepstow Racecourse and Piercefield Park is transferred from St Arvans and joined with Chepstow. I understand that the primary reason given by Chepstow TC in support of their proposed boundary change is that the racecourse is widely known using the word Chepstow in its name. I strongly object to this Chepstow TC proposal, like many of my friends and neighbours in and around St Arvans. In particular the following reasons spring to mind for why the proposal is flawed and should be rejected:

1. Chepstow being in the name of the racecourse is absolutely no logical reason for changing anything since it leads to a theoretical case for also transferring:
 - a. Chepstow Wood between Devauden and St Arvans and this area of wooded land is even further away from Chepstow.
 - b. The area around The Piercefield (pub) in St Arvans to join with much larger Piercefield Park (in Chepstow - *nonsensical*).
 - c. We have a Devauden Road in St Arvans so perhaps St Arvans should come under Devauden – *it is nonsensical*.
 - d. All communities around Chepstow with a (Royal Mail) postal address of Chepstow.
 - e. Why stop there because if the area has a Newport postal code starting NP we can make a case for all the small communities to be part of Newport.
2. Incurring unnecessary public expenditure in these cash strapped times is clearly wrong, indeed I note in a recent edition of the FreePress newspaper that MCC is still looking for £1m of further budget cuts.
3. The football field immediately adjacent to St Arvans Memorial Hall belongs to the racecourse and it is essential that that land remains within St Arvans in order to have a coherent approach to a wide range of planning and environmental issues.
4. Based on my personal experience elsewhere it is most desirable to keep a buffer zone between Chepstow and the surrounding village communities and that the buffer zone must *not* be under the jurisdiction of Chepstow TC.
5. There are widespread reports that the Welsh Government is currently considering major reforms to local government boundaries in order to streamline public sector costs and improve efficiencies and hence it makes no sense to incur any unnecessary boundary change costs.

I plan to share my above views with St Arvans Community Council so that they can co-ordinate all such views. I trust that the Chepstow TC proposed boundary changes will be speedily rejected.

Yours faithfully

Mr G F Moss

St Arvans Community Council

A Newman

REVIEW OF ELECTORAL ARRANGEMENTS

I understand this review is essentially to do with the electors, trying to balance numbers as and between polling wards etc. That being so the proposal to transfer the racecourse to Chepstow Town makes no sense, since there are no electors involved.

This change, which in its self is expensive, will create a new boundary more than a mile long from Chepstow to St Arvans to nobodys' advantage. In fact since all events at the racecourse impact, in every way, far more on the village than the town. They are often subject to discussions between the Community Council and Racecourse Management, as is the day to day management of the playing field behind the village hall. These factors alone show that the proposal is change for change sake and could well be detrimental to the interests of the village.

Leave well alone.

A NEWMAN

St Arvans Community Council

Peter Ralph

Dear Sir,

With reference to the above report which I understand is still in draft stage. I would like to point out what I believe to be a breach in protocol and procedure.

The proposal to change the boundary of St Arvans Ward and include the Racecourse land in Chepstow Town rather than St Arvans, **WITHOUT INFORMING AND CONSULTING ALL INTERESTED PARTIES** is against the protocol and procedural requirements of Local Government.

My understanding is that no notification was given to St Arvans Community Council that this change was under consideration and therefore cannot be included in the draft report. I believe that the Representation of the People legislation requires notification to all concerned parties of any proposed change to the Representation of Communities in order to give the representatives of the Community the chance to consider their views and the effect both in the short and long term of any change on their community.

Yours, trusting in transparent democracy,

Peter Ralph

St Arvans.

St Arvans Community Council

Michael Williams

Dear Sir,

I have seen details of the proposal to alter the extent of St.Arvens, effectively making Piercefield park and the Racecourse part of Chepstow, and I have also discussed them with a number of my neighbours in the old village of St.Arvens. We are all of the same opinion: namely that the proposed change is very much against our interests, that is the interests of the present residents of St.Arvens, for the Park is very much our hinterland, something we daily use and enjoy. As such believe we need to retain such control over it as we presently have.

We believe that under this proposal, our amenity is seriously under threat, this not least because we are already hedged about and harried by notices when walking out in the direction of the Itton Road, this because of the new uses of the land in that direction. On that side of St.Arvens it is now not uncommon when out walking quite lawfully, to be accosted and accused of disturbing young horses. We don't want a further degradation.

Further to the foregoing, we believe removing the Piercefield lands would be quite wrong because to do so would deny a significant history. The land is the original home of the great house to which St.Arvens was effectively an estate village. Many of us in the old part of the parish live in what were estate cottages or estate-owned inns. For very many years, under the Clay family, it was very much a benevolent estate, valuing, employing, supporting, the village. We strongly believe that that historical connection should be fully respected.

Finally, we do have grave misgivings about the future exploitation of land adjacent to us, should this proposal go through. In this connection, we reluctantly have to point out that recent experience of developments connected with the staging and management of events at the Racecourse has been much less than happy. A major urbanisation of the A466 along past the racecourse has been put in place. Trees have been felled; are areas created. Instead of improvements in crowd control, control has been worsened. There now an absence of policing, punters smarm across the mainroad regardless of any crossing offered. As far as we are concerned, any beneficial effects are hard indeed to discern. In view of the increased threat, and present pressures from several sides, it adds insult to indicate that we would also have to manage with less councillors, this undoubtedly making us less able to respond to the very evident pressures.

Yours sincerely, Professor Emeritus Michael Williams

St Arvans Community Council

Michael Williams

Dear Mr Pearson,

Thank you for acknowledging receipt of my e-letter re St. Arvans. I would now like to add certain further comments.

Firstly, the administrative. Any problems generated by the running of events at the Racecourse should be attended to at the expense, and through the efforts of the Racecourse itself. They have already degraded the environment to significant degree, and it would be utterly wrong for the residents of St. Arvans to have to pay in any way to clear up after what are, after all, their profit-making events. In saying this, I include both direct (financial) cost to St. Arvans, and indirect 'cost' through losing the lands to another agency, such as Chesptow Town. The loss of the lands would be a grievous thing indeed, and should be strongly resisted. Local feeling on the matter is very considerable.

The strength of feeling is especially so because, as I mentioned before, historically the Park is part of the ancient parish of St. Arvans, and I stress the word 'ancient'. If you wish to follow up my assertion, see for instance the beginning pages of the popular, locally produced book authored by the late Joyce Edmonds. (This is one of several small books that exist about the locality). Mrs Edmonds refers to documents at least as far back as 1567, referring to the mansion as part of the parish and manor. But the connection is undoubtedly far, far older, very probably back to Welsh-speaking times (see below). Furthermore, the connection was not merely that of adjacency. The benevolent symbiotic relation between estate and parish of the last 150 years at the least, the time of the Clay family, is very evident both in oral accounts in Edmond's book, and in the accounts of some older present residents. It was a generous, supportive relation, including of the local school. Three generations of the Clays are buried in St. Arvans churchyard. And besides Piercefield, there are at least three further Clay houses within the parish, including Wyndcliffe Court, the fine residence on the top of the hill.

To complete an understanding of the historical case, it should be realised that even the present-seeming separation between Park and village, namely the stone estate wall, arose only through a wish to obtain a turnpike road, about 1825. The wall kept the increasing road traffic from the Park. Until the Turnpike was built, the Park and the village ran seamlessly into each other. The wall however was no barrier to social interaction between the big house and the village. In the

St Arvans Community Council

1830s the cottage I live in was one of a short row built by the estate for gardeners, this under the regime of the then owner of Piercefield, Nathaniel Wells. These houses continued in the estates ownership until post World War 2. The 1830s houses were however only an expression in stone of a longer-held landed connection. Squirrel cottages, Devauden Road, built circa 1765, are called thus in reference to the squirrel on the arms of Walters, early owners of Piercefield. John Walters of Piercefield was buried in St. Arvans church, 1590. For a full account of the history of the parish and its 'seat' of Piercefield, see Sir Joseph Bradney, A History of Monmouthshire, Volume 4, Part 1, page 36 onwards, which gives the full pedigree of Walters, back to before 1300.

Sincerely, Professor Michael Williams

St Arvans Community Council

Drew Wilson

Dear sir/madam

As a resident of St Arvans I write to voice my concerns regarding the proposed boundary changes.

I find it hard to understand why bringing the race course into Chepstow boundaries will in any way align the course with the town of Chepstow? As far as I am aware, and no doubt the whole of Wales, if not the UK, Chepstow race course has always been associated with the town of Chepstow. Irrespective as to whether it falls inside or outside the town boundary.

St Arvans has historical links with the course that dates back 200 years. As the closest village to the course it is in the best interest of the village to maintain control over the day to day issues with the course. It has worked well up to now. Why change it?

I feel this would be a complete waste of Monmouthshire council/ tax payers money.

I fear there is an ulterior motive to the changes with the land being prime for real estate. If a council can change borders to accomodate housing I am sure they can change AONB's as well. Any future developements not only seriously damage what is one of the oldest and most famous AONB's in the country but also amount to a serious loss of local amenity for the residents of St Arvans, and also tourists who have been frequenting the area for centuries.

I urge you to reconsider this proposal.

Yours sincerely

Drew Wilson

St Arvans Community Council

Howard Nash

With reference to the findings of the draft report on the Review of Communities & Electoral Arrangements I wish to register my strong opposition to the recommendation that the area of land between St Arvans and Chepstow, basically Piercefield Park and the Racecourse, be transferred to Chepstow.

I understand the suggestion has been put forward by Chepstow Town Council primarily, it is said, to align the name of the Racecourse with that of the town. Surely it is already fully aligned? If that is indeed the primary reasoning behind the recommendation then it is a totally inadequate basis for any such change.

I restate my opposition.

Sincerely

Howard Nash

St Arvans

St Arvans Community Council

Ian McCrone

Dear Sirs,

I would like to advise **my opposition** to the proposed boundary change by Chepstow Town Council for St Arvans Ward, Monmouthshire.

- * There are long historical links between St Arvans and the Racecourse / Piercefield estate which date back over 200 years
 - * The day to day issues with the racecourse eg. Traffic problems, management of the football field, maintenance of the boundary wall & footpath, disturbance due to events etc. are primarily of interest to St Arvans residents, not Chepstow.
 - * The primary reason given by Chepstow Town Council when suggesting the boundary change is to align the name of the racecourse with that of the town. This is not sufficient reason for such a change and would appear to be linked to a way of securing additional income.
 - * Unnecessary boundary changes have a substantial cost attached. Especially when MCC is struggling to make major cost savings, it seems irresponsible to make a change for change sake.

I do trust my view in this matter will be taken into account when the final decision is made.

Best regards.

Ian McCrone, St Arvans,

St Arvans Community Council

Mr and Mrs Dobney

Dear Sir /Madam,

We the undersigned fully endorse the views and comments of St Arvan's Community Council with reference to boundary changes and the number of councillors. We believe the status quo provides the most benefit for the village of St Arvans .

Yours faithfully,

Mr and Mrs S Dobney
St Arvans

St Arvans Community Council

Mr and Mrs Baron

We would like to register our total opposition to the idea of Chepstow Racecourse and other land and boundary changes from being in St Arvans Community Council to Chepstow Council as proposed, for various reasons listed below.

The proposal is fraught with a lack of information or transparency, and with a huge element of suspicion and hidden agenda behind the whole idea.

The post code of the Racecourse is St Arvans, the land has been in St Arvans for hundreds of years, see The History of Monmouthshire by Sir Joseph Bradney, since 1308 at least, everyone is mentioned as being in the parish of St Arvans, not Chepstow.

Any event held has an element of effect upon our village and that includes sound from loud speakers, fireworks displays, music concerts and as far as we are aware no complaints have been made or requests for special handling of these events from our village.

Why now is it deemed that a change is necessary without consultation to our village, it only seems to point out ulterior motives, possibly planning issues, that people in Chepstow would not notice but we would, as any traffic issues affect us greatly.

We feel that the reasons behind this change have to be in the open, frank and honest, the arrival of the roundabout was the start of our suspicion, there is also no need for the 30mph speed limit except on event days, that has been questioned by many people, including a senior policeman from another area.

The more we think about this issue the more suspicion of ulterior motives come to the front; we live in a so called democracy, with openness and the right to have a say.

Please reconsider this idea and at least be honest and truthful.

Michael and Pauline Baron

St Arvans Community Council

Mike Taylor

Dear Sir

I am writing to express my opposition to the proposed boundary changes between St Arvans and Chepstow. I am unaware of any realistic justification for these changes and cannot see any benefits accruing to residents. I can only see additional cost to the council with no real financial return. I am at a loss to see why Chepstow Town Council want the changes to take place and would therefore request that you do not progress this action and accordingly register my objection to the proposal.

Yours Sincerely

Mike Taylor, St Arvans

St Arvans Community Council

Mr Wigg

Dear sir/ madam

I write to express my concern / opposition to the proposed move of the Racecourse from St Arvans to Chepstow Council.

The main travel route to the village / my home is directly passed the racecourse & I am very concerned that the views of the St Arvans residents will not be taken seriously by Chepstow Council with regard to a growing number of events that take place at the Racecourse site. Whilst these events are welcomed , they should not be at the inconvenience or detriment of the local residents whose views can ONLY be fully considered if it were to remain within St Arvans. Chepstow Council may claim otherwise but in practice this will not be the place as they do not have the same access issues & overall impact of events as the village.

I presume there is a cost to the proposed change ? – this money would be better spent on local road maintenance / essential services.

In summary, I AM OPPOSED TO THE PROPOSED BOUNDARY CHANGE.

Mike Wigg

Np16 6Ex

St Arvans Resident for 21 yrs

St Arvans Community Council

Mr Gore

Dear Sir.

Comment on "Review of Communities and Electoral Arrangements" and Draft Proposals.

I am writing to register my opposition to the proposal to remove The Racecourse and The Piercefield Estate from St Arvans Community Council area to join it with Chepstow.

As a previous Community Councillor and Chairman of St Arvans CC, I feel acutely aware of a number of the issues this would raise.

-There are historical links between St Arvans, The Racecourse and The Piercefield Estate that go back over 200 hundred years.

-The proposed change would mean the boundary coming to the very heart of the St Arvans community area, effecting many aspects of the day to day functioning of the community.

-St Arvans CC is responsible to the Racecourse Company for managing a piece of its land, which is currently used as a football, cricket and general recreational facility, at a central part of the community.

-Almost certainly there will be a loss of focus on issues of traffic management, care and maintenance of footpaths, boundaries etc., which are very important in presenting the area as a "Gateway" to the The Wye Valley as an "Area of Outstanding Natural Beauty". The St Arvans Community residents, generally, are unlikely to receive their current level of representation.

-I am sceptical about the reasons for proposing this major boundary change, particularly at a time when the County Council is under considerable pressure to contain costs. It is not a time to make such a change, with possible unforeseen consequences and knock on costs, for quite superficial reasons.

I trust that these comments will be taken into consideration when making the final recommendations.

As a recent Councillor, I am well aware of quite a number of my fellow residents and neighbours who have similar views, but may not have the time to make their views known to you.

Yours sincerely

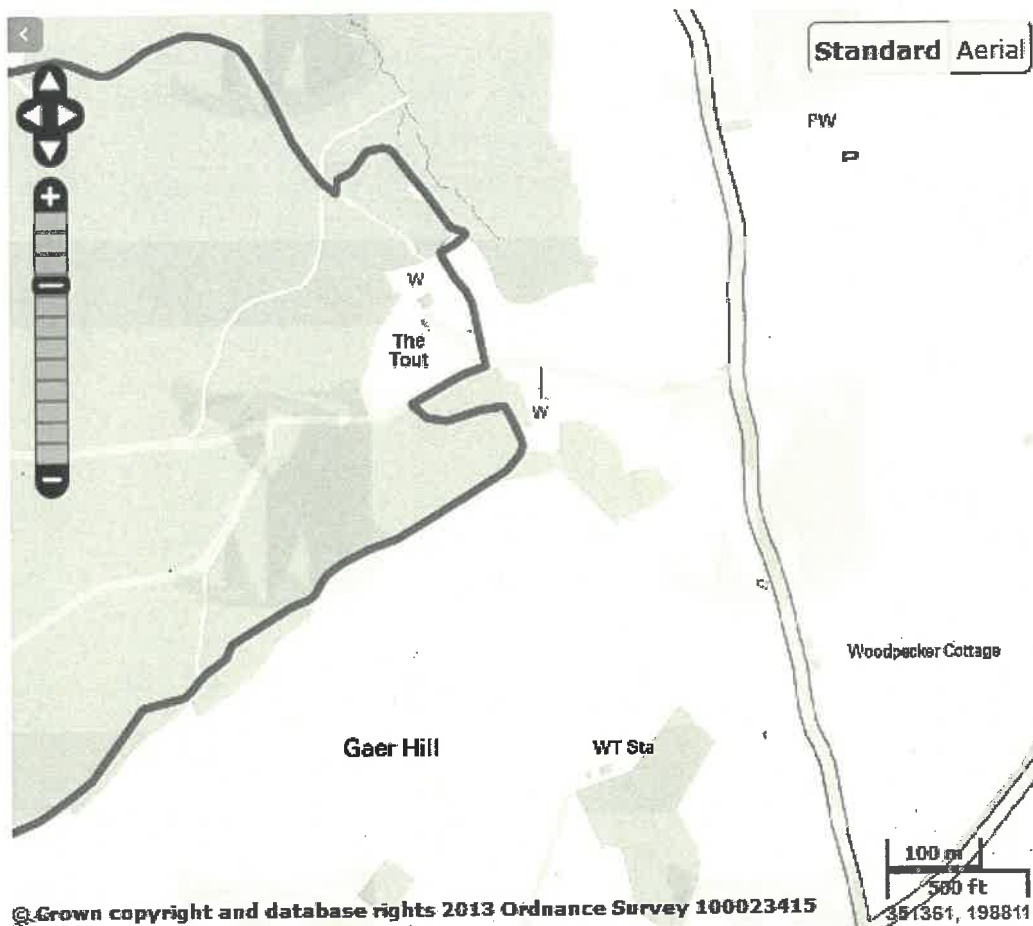
Dr C. R. Gore

St Arvans Community Council

Bob Osborne

Dear Sir or Madam

The new, proposed community boundaries have been brought to my attention and I wish to register my thoughts on the boundary between St. Arvans Ward and Itton. As shown on your interactive map



the boundary is drawn so that The Tout is included within the Itton Ward rather than St. Arvans and I have to point out that this makes neither geographical nor sociological sense. The Tout is served solely by the road ("Piccadilly Lane") running from St. Arvans to Fair Oak Farm and those living there are very much part of the Penterry community based around the ridge along which the road runs. I would suggest that their interests are much more likely to be aligned with those of St. Arvans rather than Itton and that electoral divisions should reflect this. Please ensure that the boundary is re-drawn to take account of the situation as it exists on the ground.

Bob Osborne

St Arvans Community Council

CStott – Online

Posted by CStott January 17, 2014 at 13:10

Dear Sir, This proposal seems to be a waste of time, what is the practical point
St Arvans has historic links with the racecourse (we wait to see what the affect will be of the
ownership of the woodland will be)
Day to day issues of this area of prime interest to St Arvans rather than Chepstow
It reduces the number of the electorate in the St Arvans community, which affects its individual voice
This proposal will cost money, and I presume already has. If the councils have enough to waste on
such proposals, perhaps they could reduce our rates instead
This change will weaken the voice of St Arvans in its relations with the racecourse, highways etc, is
unnecessary and costly

St Arvans Community Council

Aker – Online

Posted by AKer January 27, 2014 at 12:20

I accept that the County Council has a duty to review minor council arrangements from time to time, primarily to ensure that any significant changes in electorate numbers through housing development etc. since the last review are taken into account. However, the proposals for St Arvans appear to be tinkering for the sake of it.

Dealing with the Racecourse first, the Piercefield Estate on which it is situated has been linked with St Arvans for over 200 years. The Community Council has forged strong links with the Racecourse management and work closely with them regarding a range of issues associated with their business, including minimising potential disturbance caused by noise and a range of traffic issues, as well as management of their boundary walls and the village football field. These matters affect St Arvans residents, not those of Chepstow. Just because it is known as Chepstow Racecourse is no sound reason to pass this rural land to the Town Council.

Secondly, while the transfer of Penterry Ward makes sense in that the authors have rightly identified that those residents tend to look towards St Arvans rather than Tintern, the decision to exclude The Cot does not appear to make sense. Furthermore, the reasons stated for the proposed loss of the area in the south-west along the B4293 leading to a small reduction in the electorate appear to have little substance.

Finally, these proposed changes will have substantial costs associated with them - at a time of financial constraint for the County Council the proposals are poorly conceived, unwelcome and unnecessary.

St Arvans Community Council

JCanderton – Online

Posted by [jcanderton](#) January 30, 2014 at 22:18

I believe the proposed change of the boundary between St Arvans and Chepstow is unjustified.

St Arvans has a historical connection with Piercefield Park going back several hundred years and with the racecourse since its opening in 1926. The village football field is owned by the racecourse and the Community Council have worked with the racecourse management over many years. There has been no recent population shift or additional development in the area of the racecourse that would lead to a different community identity for that area. Therefore, under the terms of reference, there is no justification for making the change.

Most of the visitors to the races come from the M48 along the A466, skirting Chepstow. Few Chepstow residents are affected by the traffic and crowds entering and leaving the racecourse as few travel north along the A466. St Arvans residents and visitors are affected by this traffic to a much greater extent as all travel to the local market town (Chepstow) and larger business and shopping centres (Bristol and Cardiff) necessarily passes the racecourse.

St Arvans residents are also more affected by noise from concerts etc. held at the racecourse as there is a noise-absorbing belt of trees between the racecourse and Chepstow.

No justification is provided for the proposed changes to the west of the A466.

The suggested boundaries at the north end of the racecourse and to the west of the A466 follow no natural boundary such as a road and would not be easily identifiable as recommended in the terms of reference.

Such a change would result in Chepstow Town Council making decisions on issues which affect St Arvans residents more than Chepstow residents and is a wholly unnecessary expense.

St Arvans Community Council

Mr and Mrs Hatcher

Dear Sir,

I have the following comments to make on behalf of my wife and I.

I would like to propose that our property is included in the area which is proposed to come under the control of Chepstow Town Council.

We live in Mistletoe Cottage NP16 6HE, which were the old workers cottages of Piercefield House, and we own the wall along our boundary with Piercefield Park and one of the temple gates.

If Piercefield House and all it's land is to become part of Chepstow Town Council it makes sense that we do too, as one half of Temple Gates would be under Chepstow Town Council and the other under ours in St Arvans. I'd like to propose that the actual A466 becomes the boundary to include our property and the property next door, which is also outside of the village boundary.

St Arvans Community Council have in their actions, failed to protect this Area of Outstanding Natural Beauty.

Times have changed, there are no facilities any longer in St Arvans, we only use the facilities of Chepstow. St Arvans is just a satellite commuter village for Chepstow, I don't see the need for a separate Community Council here.

Chris & Michelle Hatcher

...

Dear Sir / Madam

I fully support the proposed boundary changes, reasons why have been mailed to you by my husband.

I fully support the reduction in number of SACC councillors from 8 to 7.

I would like to propose, in the current climate of saving taxpayers money, that we reduce the number further. Chepstow has its varying wards, so St Arvans should just become a ward under Chepstow Town Council as we don't have any schools, facilities etc that require a separate community council with its associated costs.

Yours faithfully

Mrs M Hatcher

St Arvans Community Council

Mr and Mrs Hatched – Secondary Representation

18th February 2014

Re; St Arvans/Chepstow boundary change.

Dear Sir/Madam

We are writing today to confirm our e-mail and the points we raised at the public meeting on the 28th January 2014.

If you agree to move the boundary of Chepstow Racecourse and the grounds of Piercefield Park, from St Arvans to Chepstow, could the boundary of this include our property at NP16 6HE and be moved up to the A466. We overlook the Racecourse and Grounds, our property was part of the Estate and we own one of the Temple gates and the wall around our property is part of the boundary of the Parkland. It would not make sense to split these up.

It would also make sense to include the St. Arvans playing field which is owned by the Racecourse.

At the meeting we pointed out St Arvans Community Council (SACC) no longer manage this, much to the chastisement of the Councillors there. We did not want to argue.

However the facts are these:

The race course allowed St Arvans Villagers use of the grounds, however the villagers can no longer enjoy this amenity when the football club is training or having matches there.

The playing fields are managed by the Chepstow Garden City Football Club, see (<http://www.gardencityjfc.com>) who maintain the grounds (I believe MCC cut the grass on contract), organise the games and training, and developed the cricket pavilion into its Club House.

They were the ones who applied for permission for the shipping container recently.(DC/2013/00854)

SACC did not declare any interest in the fields when they dealt with the planning application.

No objection was raised by the SACC despite the intensification of use, the extra cars and lack of parking and increased noise: the shipping container in an AONB against the backdrop of the SACC Conservation area and the Grade 1 listed Parkland of Piercefield House.

Claims by the SACC they manage the field are exaggerated , they didn't even know who owned the goals, and these were not up to modern safety standards so Chepstow Garden City football Club (CGCFC) replaced them.

Despite claims that they have a special working relationship with the Race course, the racecourse General Manager did not know about this application or the football club. They are considering charging a nominal rent to CGCFC bypassing SACC altogether.

The vast majority of the players come from outside of the village mostly from Chepstow. There are according to the SACC 8 players from the village, (they said there was only 1 when they applied for permission in July 2013) who have joined CGCFC, but not all will play at St Arvans, as it's age based where they do play. See <http://www.gardencityjfc.com/>

We noted SACC members used the historic links of the village as a means for the Piercefield Park and Chepstow race Course to stay within the control of SACC.

St Arvans Community Council

The SACC by its actions has demonstrated it has no interest in protecting the Historic Parkland of Piercefield House, the Racecourse, or the open countryside nor the Wye Valley AONB that the grounds are situated in. We can provide proof of this if required, having won 2 Judicial Reviews.

In reality why does St Arvans need a Community Council?

All of the councillors live on modern housing estates, which could be any part of Chepstow. All the facilities used by the villagers: the shopping, schools, library, police, doctors and Leisure are in Chepstow.

Why not make the whole of St Arvans a ward of Chepstow?

What is left for them to do?, A children's play area (very little used), a village hall (it has a separate management) which just leaves dog bins and grass cutting?

They do not reflect local opinion, we proved this when we went around getting a statement signed for the first Judicial Review. Almost no one knew what was going on and almost all disagreed with the SACC stance.

We even asked the youngsters in the village what they wanted, they all wanted a skate ramp.

But SACC didn't want to know.

Mr Vickers raised that ageism as a block to joining SACC, in fact it's the members blocking others from joining, only "the right sort of person" meaning from their own housing estates, appear to be co-opted the majority are from Laurel and Grange Park: and then only those prepared to join "the collective viewpoint"

We for instance, despite being very politically active, have never been asked to join.

We have tried to canvass individual councillors, but none will speak to us except as a collective. Quotes from Mr Vickers the current chairman.

"You will no doubt have had the chance to read the latest instalment and note that the latest ploy is to try to divide us."

And: *"You will note that all Councillors were circulated bar Alan. Divide and conquer at its best!! I did not reply and I am not aware of any other responses."* Please note this was a complaint about Mr Alan Bolton, hence his exclusion.

This Community Council is too small, it is infected with the worse sort of small minded pettiness and prejudice, it's simply not needed.

Please note no one turned up at the meeting except councillors or ex councillors to support the Council, the villagers do not support this community Council. We turned up to oppose it.

Due to all of the above we would urge the council that the boundary is altered and that the St Arvans Community Council be dissolved.

Chris & Michelle Hatcher

St Arvans Community Council

Phillip and Rachel Woof

To whom it may concern

As a long term residents of Trelleck Grange (born) and married here we strongly object to the proposal to be removed from Tintern Community Council and with much disgust being placed with Trelleck Community Council.

Councillor George Weston, Trelleck Community Council Representations, wants to get his facts right Trelleck Grange has never had any connections with Trelleck only part of a name in common, as with one in West Wales, but has had connections with Tintern for hundreds of years arising from it being a grange of Tintern Abbey, Trelleck Grange Church was originally a Chapel of ease for the monks of Tintern Abbey.

As for school catchment areas most parents send there children to schools of choice Llandogo, Mynddbach, The Dell and private schools. As for the assumption that there is much in common with Llanishen because of the Village hall and the Churches, Trelleck Grange Church separated from Llanishen some time ago and the other churches are in Devauden Ward and LLansoy Raglan ward, the connection with Tintern and the Abbey is much more longstanding and documented and not as tenuous as those portrayed with Llanishen and Trelleck Tintern has had a long standing affinity with Trelleck Grange and has served the community well, it has geographical boundaries in common which Trelleck does not. Trelleck Grange and Tintern share the same postal town Chepstow whereas Trelleck is Monmouth.

I would guess that Trelleck Community Councils eagerness to have Trelleck Grange is purely financial and not for the good of any of the parish wards.

Leave Trelleck Grange with Tintern *"It isn't broke, don't fix it"*

Yours sincerely
Philip & Rachel Wooff

St Arvans Community Council

Mr and Mrs Charles

Dear Sir/Madam

Re: Communities , electoral arrangements and boundaries proposals TRELLECK GRANGE

With regards to the above proposals we would like to make the following comments;
Trelleck Grange natural and geographic situation conjoins with Tintern and has no such connection with Trelleck or Llanishen.

Socially and historically Trelleck Grange is connected with Tintern and has been so for indeed hundreds of years, still successfully and should remain so , being a Grange created by the Cistercian order at Tintern Abbey it is obvious that it should retain its deep rooted connections with Tintern that have remained so strong for many centuries and the very active church in Trelleck Grange is living proof. There is no logical or rational reason for changing the present situation to those suggested in the proposals for communities, electoral arrangements and boundaries review.

WE DO NOT support the new proposal to join Trelleck Grange to Trelleck Community Council and **wish Trelleck Grange to remain with Tintern Community council**

Yours sincerely

GL Charles

W J Charles

Community of Tintern

The Poplars
Whitelye
Catbrook
Chepstow
NP16 6NP

12th February 2014

Electoral Registration
Monmouthshire County Council
The Rhadyr
Usk
Gwent
NP15 1GA

Dear Sir,

Review of Communities & Electoral Arrangements

At a recent meeting of Tintern Community Council the draft review of communities and electoral arrangements was discussed. Their response was that the present boundaries worked well and they could see no reason to change them. However, if changes were to be made, Councillors were quite happy with the proposal that Penterry Ward be transferred to St. Arvans Council and also that Llandogo be linked to Tintern Council.

They were however concerned at the proposal that Trellech Grange be linked to Trellech United Council. We feel that historically The Grange was always linked to Tintern Abbey and that it should continue to do so.

Yours faithfully,



Elizabeth Greatorex-Davies (Clerk)
for Tintern Community Council

Community of Tintern

Dear Mr Pearson

I write to object to the proposal of moving Trelleck Grange Ward to Trellech United from Tintern.

For many hundreds of years Trelleck Grange has been linked to Tintern as one of the Granges to the abbey, Our postal address is Chepstow, as is Tintern's, and we come within the catchment area of Chepstow for secondary education. Does this mean that if moved we will have a new Monmouth postal code and come within the Monmouth area for all services?

Trelleck Grange will always be on the boundary no matter which community it belongs too, but we have Chepstow in common at present and geographically it is more compact than if included with wards such as Penallt and Whitebrook.

Yours sincerely
John Prewett
Trelleck Grange
Chepstow

Sent from my iPad

Community of Tintern

Dear Sir/Madam,

The proposal to change Trelleck Grange from Tintern CC to Trellech United CC.

With reference to the above mentioned proposal to the change of boundaries, as residents we would like to object on the grounds that Trelleck Grange historically have been linked to Tintern Abbey and we see no reason that this should be changed.

We also do not feel that there is a viable reason for this to be changed and we therefore strongly object to your proposal,

Yours faithfully,

George Prichard and family.

Community of Trellech United

TRELLECH UNITED COMMUNITY COUNCIL

01594 530295 clerk@trellechunited.org.uk

Dear Sirs,

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS FOR MONMOUTHSHIRE

The above draft document was considered by Trellech United Community (TUCC) at the January 2014 meeting. At this point it was noted that there had been no prior consultation on the proposals relating to the Llandogo Ward. It was, therefore, decided to defer further consideration until the Llandogo councilors could obtain the views of their community. The meeting on 17 February 2014 received a report summarising the written representations from concerned locals, none of whom were happy with the proposal to artificially link Llandogo with Tintern. **The Council strongly objects to the proposal to move the Llandogo Ward to the community of Tintern** for the following reasons:

The people of Llandogo have links with the other villages and hamlets within the TUCC area; family and social ties, health care, primary schools, employment. Furthermore, Tintern is closer to, and so linked to, Chepstow while all the villages and hamlets within the TUCC area are closer to Monmouth and so linked to Monmouth.

It is considered that Llandogo is a 'Monmouth' village for the following reasons: -

- i) It has a Monmouth postal address and is served by the Monmouth Royal Mail Sorting Office
- ii) It is served by the Emergency Services from Monmouth
- iii) It is closer to Monmouth
- iv) Llandogo is within Monmouth Comprehensive School's catchment area
- v) Llandogo's local newspaper is the 'Monmouth Beacon'
- vi) Llandogo, and TUCC, residents use Monmouth for:
 - a) Shopping
 - b) Services
 - c) Sport and Leisure
 - d) Cultural activities
 - e) Social activities

Admittedly there are some connections between Llandogo and Tintern; one being Llandogo Primary School which serves both villages, and another being the church parish of Llandogo and Tintern albeit with very small congregations in the separate churches. But, the TUCC area is a natural community and so the Council considers that Llandogo should not be hived off and arbitrarily added to another area just to 'make up the numbers'.

The Council also questions the wisdom of this proposal in the current climate of financial restraint and at a time when other changes are likely at County Councillor, Member of Parliament, Assembly Member and, even European Parliament levels. It would perhaps be more sensible to consider all such potential changes in a coherent and harmonised manner such that each elector had a single representative at each the above mentioned levels with no overlapping boundaries.

Yours sincerely,
Lynne Parker, Locum
for
Ann Davison
Clerk

Community of Trellech United

Dear Sirs,

re: Review of Communities and Electoral Arrangements for Monmouthshire regarding the Llandogo Ward of Trellech United Community Council (TUCC)

In reviewing the electoral arrangements for Community Councils in the County, Monmouthshire County Council (MCC) has proposed removing Llandogo from Trellech United Community Council.

As the Community Councillors jointly representing Llandogo on TUCC, we are astonished at this proposal, made without preliminary reference to us as Llandogo's elected representatives and therefore without pertinent input or appreciation of how this might be received here in Llandogo.

Our local Council, Trellech United Community Council (TUCC) comprises 7 villages (Trellech, Penallt, Llandogo, Whitebrook, The Narth, Catbrook and Llanishen).

These seven villages have been together within living memory and much longer as a group of villages forming the Parish Council that preceded the Community Council. We see no advantages whatsoever in breaking up the present arrangements and MCC has not offered any. No account has been taken of the substantial historic and current cultural and social connections which we share. It seems an assumption has been made that Llandogo, on the floor of the Wye Valley, is socially and culturally isolated from the village populations on the plateau above it. Nothing could be further from the truth and the key to our cohesion is Monmouth.

1 Llandogo is in the orbit of Monmouth along with the villages on the plateau above. At their closest points Llandogo is just 4 miles from Monmouth. Our 3 secondary schools, state and private, are in Monmouth. Llandogo is in the catchment area for Monmouth Comprehensive School and always has been.

The bus service to Monmouth is far busier in terms of passengers than to Chepstow. In the mornings, extra buses from Chepstow to Monmouth have had to be run to cater for the surge at Llandogo. That is unheard of in the opposite direction.

2 Llandogo residents go to Monmouth to stop in Monmouth and to shop, to chat, to participate in sports and cultural activities, with people from Monmouth and its village cluster, people they already know, from school, work and shared interests, including council and local issues. As this has gone on for generations it is not surprising that family links are stronger too across the villages and their town. Older people prefer to downsize to Monmouth rather than Chepstow for the very same reason.

This is nothing new. Monmouth has always been the town of preference – particularly as it has also always offered a wide variety of shops and services. It remained longer as a traditional market town and still has the feel of it. And it is flat - older people have always intensely disliked shopping in Chepstow because of that. There are no bus shelters here for travellers to Chepstow! When we do travel to Chepstow we are usually on the way to somewhere else.

3 Llandogo has more direct physical links with the plateau above than are obvious:

- roads to Whitebrook, to Catbrook, and Trellech and one direct to Cleddon and Cleddon Falls, hidden in the woodlands. For many living up the hillside the Trellech route to Monmouth is as convenient as the A466.
- a green lane from Llandogo to Pen-y-fan and the Narth.

Community of Trellech United

- multiple footpaths linking the river with Cleddon, its Falls and with the many viewpoints on Wye Valley Walk that runs all the way along the hilltop above Llandogo. It will soon be possible to cycle from Llandogo to Monmouth by going to Whitebrook then along the old railway line to the Boat Inn at Redbrook then along the railway line again from Redbrook to Wyesham. There is no similar possibility from Llandogo to Tintern and Chepstow. Nor is there a footpath. Indeed you will almost never see pedestrians and few local cyclists between Llandogo and Tintern. It is too risky. There is no pavement, no footpath, no verge for most of the route. There is no room between the very steep and landslip-prone hillside and the river.

4 Llandogo has a Monmouth postal address and is served by the Monmouth Royal Mail sorting office. It is served by the Emergency Services from Monmouth. Our local newspaper is the Monmouth Beacon. All news of Llandogo is in its archives. Announcements for events for Llandogo and the other villages are published in it. This is particularly important at election time and the letters pages play an important part in this and in other contexts.

- Our village shop is well patronised by people from the other villages, particularly for newspapers and for convenience when passing through to and from the M4.

5 Our One Stop Shop is Monmouth's.

We are in Monmouth Central Area. So we know many of the County and Community Councillors of the Central Area and we encounter each other in Monmouth exactly as described above. Our main hospital is Nevill Hall. Our local hospital is Monmouth. And yet, MCC wishes to transfer Llandogo to the Chepstow/Caldicot orbit. This would fracture the long established, reliable and treasured bonds we have with and as one of the villages of Monmouth. It would no longer be in the Monmouth Central Area but in the more urban Chepstow/Caldicot Area with all the disruptive disadvantages that would bring in terms of community cohesion and communication as highlighted above.

6 MCC would have to ensure that Llandogo residents could still deal with Monmouth One Stop Shop, to view planning applications there for example. The Llandogo Councillors would have to break with all the links, experience, working relationships built up over the years and start all over again in a different area with the time consuming and frustrating task of re-establishing an understanding of Llandogo and its needs which Trellech United Community Council as a whole has been sensitive to for years. Is the intention to change the school catchment area too?

We believe that there are no advantages for either MCC, TUCC or the people of Llandogo. MCC has not taken into account the much stronger profound and generational links with Monmouth. We have support from numerous people in Llandogo, and as yet no one in Llandogo has supported the proposed change.

As Community Councillors we also would not wish to be burdened with all the unnecessary disruption, the undermining of all the effort involved in building up relationships within our family of communities. The prospect of the persistent distortion of being administratively detached from the close and long established community of the town, villages and hamlets to which the people of Llandogo belong is not welcome.

We urge you to withdraw this proposal.

Ashley Thomas & Bob Dagger, Community Councillors for the Llandogo Ward of Trellech United Community Council

Community of Trellech United

I have considered the proposals with regard to the realignment of boundaries. I am a resident of Llandogo and have been for the past 27 years.

The status quo is not broke why try to fix it? In a time of austerity such meddling is not required. The argument would appear to be a tidying up exercise with no other merit to it. If one followed this population numbers argument then clearly the UK has a difficulty. With a total UK population of 60 million then England has far too many people. It could be suggested that the 4 countries each have a population of 15 million sharing out England between the other three countries! This is, of course a fatuous suggestion - need I say more with regard to the proposed changes.

The other issue of concern is that the current council tax precept for Trellech United is the lowest in Monmouthshire. On the Band D scale the difference is £20 p.a. between Trellech and Tintern. Tintern has the highest precept of any completely rural community. Under the current year [2013-2014] this would mean that Llandogo residents would have a council tax increase of 1.67% over and above any other increase in the county and police precepts. I do not see any reference to this effect in the proposals and I cannot see that under current law that there can be any mitigation [a transitional arrangement to alleviate the increase].

To summarise the proposals appear both irrational and unfair to Llandogo residents. Doing nothing is an option which has not been considered [and probably should have been considered before any council tax payers money was expended in carrying out the exercise] I would add that as a consultation exercise it is sadly lacking. The only way I have become aware is by 'word of mouth'. A proper exercise should involve fully informing all affected people about any proposals with all whys and wherefores stated.

Dr Colin Bell

Llandogo – MONMOUTH [note not Chepstow] NP25 4TG

Community of Trellech United

As a resident of Llandogo I have been made aware of proposed changes to Community Council boundaries.

The proposed changes to TUCC - to bring us under the Chepstow umbrella - does, as far as Llandogo is concerned, make no sense at all – and probably sits in the same bonkers category as suggesting that Llandogo merge with Coleford.

Llandogo has been traditionally linked with the other 6 villages because of traditional links with Monmouth. We have always been a 'Monmouth' village. Monmouth is closer to us (4 miles away at the nearest points) than Chepstow and it is an easier drive up the valley than down to the closer town for all of our shopping needs. Indeed we tend to go to Monmouth to shop in Monmouth and we tend to go past Chepstow to other places.

And yet, MCC wishes to transfer Llandogo to the Chepstow/Caldicot orbit for mathematical tidiness and to mess up the long established and reliable and treasured bonds that exist as one of the villages of Monmouth. It will no longer be in the rural Monmouth Central Area but in the more urban Chepstow/Caldicot Area with all the disruptive disadvantages that would bring in terms of community cohesion and communication as highlighted above.

Perhaps MCC merging with Coleford was not as bonkers idea, given the above, after all - indeed I can hear the cogs turning in MCC now!

Regards

Mike Dodds
Llandogo

Community of Trellech United

Dear Sir/Madam,

The proposal to change Trelleck Grange from Tintern CC to Trellech United CC.

With reference to the above mentioned proposal to the change of boundaries, as residents we would like to object on the grounds that Trelleck Grange historically have been linked to Tintern Abbey and we see no reason that this should be changed.

We also do not feel that there is a viable reason for this to be changed and we therefore strongly object to your proposal,

Yours faithfully,

George Prichard and family.

Community of Trellech United

Dear Mr Pearson

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Trelleck Grange will always be on the boundary no matter which community it belongs too, but we have Chepstow in common at present and geographically it is more compact than if included with wards such as Penallt and Whitebrook.

Yours sincerely
John Prewett
Trelleck Grange
Chepstow

Ashley Thomas
Rose Cottage
Llandogo
Monmouth
NP25 4TF

Bob Dagger
Fox Cottage
Llandogo
Monmouth
NP25 4TA

28 February 2014

The Electoral Registration Officer
Elections Office
The Rhadyr
Usk
NP15 1GA

Dear Sirs,

re: Review of Communities and Electoral Arrangements for Monmouthshire,
regarding the Llandogo Ward of Trellech United Community Council (TUCC)

In reviewing the electoral arrangements for Community Councils in the County, Monmouthshire County Council (MCC) has proposed removing Llandogo from Trellech United Community Council.

As the Community Councillors jointly representing Llandogo on TUCC, we are astonished at this proposal, made without preliminary reference to us as Llandogo's elected representatives and therefore without pertinent input or appreciation of how this might be received here in Llandogo.

Our local Council, Trellech United Community Council (TUCC) comprises 7 villages (Trellech, Penallt, Llandogo, Whitebrook, The Narth, Catbrook and Llanishen).

These seven villages have been together within living memory and much longer as a group of villages forming the Parish Council that preceded the Community Council.

We see no advantages whatsoever in breaking up the present arrangements and MCC has not offered any. No account has been taken of the substantial historic and current cultural and social connections which we share. It seems an assumption has been made that Llandogo, on the floor of the Wye Valley, is socially and culturally isolated from the village populations on the plateau above it. Nothing could be further from the truth and the key to our cohesion is Monmouth.

1 Llandogo is in the orbit of Monmouth along with the villages on the plateau above. At their closest points Llandogo is just 4 miles from Monmouth. Our 3 secondary schools, state and private, are in Monmouth.

Llandogo is in the catchment area for Monmouth Comprehensive School and always has been.

The bus service to Monmouth is far busier in terms of passengers than to Chepstow. In the mornings, extra buses from Chepstow to Monmouth have had to be run to cater for the surge at Llandogo. That is unheard of in the opposite direction.

2 Llandogo residents go to Monmouth to stop in Monmouth and to shop, to chat, to participate in sports and cultural activities, with people from Monmouth and its village cluster, people they already know, from school, work and shared interests, including council and local issues. As this has gone on for generations it is not surprising that family links are stronger too across the villages and their town. Older people prefer to downsize to Monmouth rather than Chepstow for the very same reason.

This is nothing new. Monmouth has always been the town of preference – particularly as it has also always offered a wide variety of shops and services. It remained longer as a traditional market town and still has the feel of it. And it is flat – older people have always intensely disliked shopping in Chepstow because of that. There are no bus shelters here for travellers to Chepstow! When we do travel to Chepstow we are usually on the way to somewhere else.

3 Llandogo has more direct physical links with the plateau above than are obvious:

- roads to Whitebrook, to Catbrook, and Trellech and one direct to Cleddon and Cleddon Falls, hidden in the woodlands. For many living up the hillside the Trellech route to Monmouth is as convenient as the A466.
- a green lane from Llandogo to Pen-y-fan and the Narth.
- multiple footpaths linking the river with Cleddon, its Falls and with the many viewpoints on Wye Valley Walk that runs all the way along the hilltop above Llandogo.

It will soon be possible to cycle from Llandogo to Monmouth by going to Whitebrook then along the old railway line to the Boat Inn at Redbrook then along the railway line again from Redbrook to Wyesham. There is no similar possibility from Llandogo to Tintern and Chepstow. Nor is there a footpath. Indeed you will almost never see pedestrians and few local cyclists between Llandogo and Tintern. It is too risky. There is no pavement, no footpath, no verge for most of the route. There is no room between the very steep and landslip-prone hillside and the river.

4 Llandogo has a Monmouth postal address and is served by the Monmouth Royal Mail sorting office.

It is served by the Emergency Services from Monmouth.

Our local newspaper is the Monmouth Beacon. All news of Llandogo is in its archives. Announcements for events for Llandogo and the other villages are published in it. This is particularly important at election time and the letters pages play an important part in this and in other contexts.

- Our village shop is well patronised by people from the other villages, particularly for newspapers and for convenience when passing through to and from the M4.

5 Our One Stop Shop is Monmouth's.
We are in Monmouth Central Area.

So we know many of the County and Community Councillors of the Central Area and we encounter each other in Monmouth exactly as described above. Our main hospital is Nevill Hall. Our local hospital is Monmouth.

And yet, MCC wishes to transfer Llandogo to the Chepstow/Caldicot orbit. This would fracture the long established, reliable and treasured bonds we have with and as one of the villages of Monmouth. It would no longer be in the Monmouth Central Area but in the more urban Chepstow/Caldicot Area with all the disruptive disadvantages that would bring in terms of community cohesion and communication as highlighted above.

6 MCC would have to ensure that Llandogo residents could still deal with Monmouth One Stop Shop, to view planning applications there for example. The Llandogo Councillors would have to break with all the links, experience, working relationships built up over the years and start all over again in a different area with the time consuming and frustrating task of re-establishing an understanding of Llandogo and its needs which Trellech United Community Council as a whole has been sensitive to for years.

Is the intention to change the school catchment area too?

We believe that there are no advantages for either MCC, TUCC or the people of Llandogo. MCC has not taken into account the much stronger profound and generational links with Monmouth. We have support from numerous people in Llandogo, and as yet no one in Llandogo has supported the proposed change.

As Community Councillors we also would not wish to be burdened with all the unnecessary disruption, the undermining of all the effort involved in building up relationships within our family of communities. The prospect of the persistent distortion of being administratively detached from the close and long established community of the town, villages and hamlets to which the people of Llandogo belong is not welcome.

We urge you to withdraw this proposal.

Ashley Thomas & Bob Dagger,
Community Councillors for the Llandogo Ward of Trellech United Community Council

Trelleck Grange House,
Trelleck Granges,
Chepstow,
Monmouthshire
NP16 6QN
24-2-2014

Dear Mr Pearson,

we understand that it has been proposed to put Trelleck Grange Ward with Trellech United Community Council we strongly oppose this change as historically Trelleck Grange was the Grange to Tuntern Abbey, and the church is still very much part of the community, and should remain with Tuntern Community Council.

There was also some mention of merging wards together, which we feel would be a mistake as each ward is quite different. The boundaries and electoral arrangement work well, so why change them.

Yours sincerely

Mrs Heath
C. Heath

TRELLECH UNITED COMMUNITY COUNCIL

Holmbrook
Llandogo
Monmouth
NP25 4TW
01594 530295
clerk@trellechunited.org.uk



27 February 2014

Elections Office
Monmouthshire County Council
The Rhadyr
Usk
NP15 1GA

Dear Sirs,

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS FOR MONMOUTHSHIRE

The above draft document was considered by Trellech United Community (TUCC) at the January 2014 meeting. At this point it was noted that there had been no prior consultation on the proposals relating to the Llandogo Ward. It was, therefore, decided to defer further consideration until the Llandogo councillors could obtain the views of their community.

The meeting on 17 February 2014 received a report summarising the written representations from concerned locals, none of whom were happy with the proposal to artificially link Llandogo with Tintern. **The Council strongly objects to the proposal to move the Llandogo Ward to the community of Tintern** for the following reasons:

The people of Llandogo have links with the other villages and hamlets within the TUCC area; family and social ties, health care, primary schools, employment. Furthermore, Tintern is closer to, and so linked to, Chepstow while all the villages and hamlets within the TUCC area are closer to Monmouth and so linked to Monmouth.

It is considered that Llandogo is a 'Monmouth' village for the following reasons: -

- i) It has a Monmouth postal address and is served by the Monmouth Royal Mail Sorting Office
- ii) It is served by the Emergency Services from Monmouth
- iii) It is closer to Monmouth
- iv) Llandogo is within Monmouth Comprehensive School's catchment area
- v) Llandogo's local newspaper is the 'Monmouth Beacon'
- vi) Llandogo, and TUCC, residents use Monmouth for: -
 - a) Shopping
 - b) Services
 - c) Sport and Leisure
 - d) Cultural activities
 - e) Social activities

Admittedly there are some connections between Llandogo and Tintern; one being Llandogo Primary School which serves both villages, and another being the church parish of Llandogo and Tintern albeit with very small congregations in the separate churches. But, the TUCC area is a natural community and

TRELLECH UNITED COMMUNITY COUNCIL



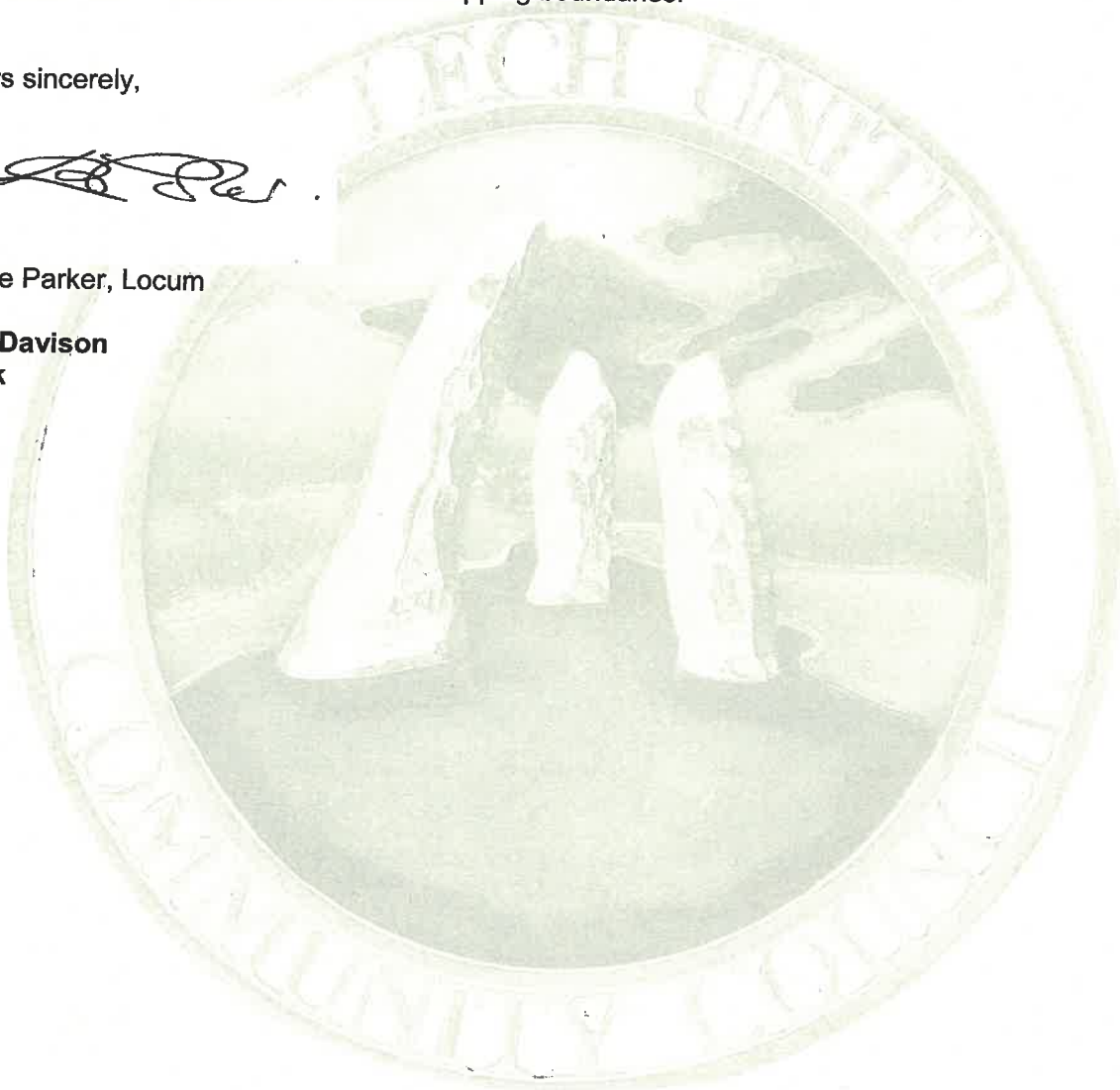
so the Council considers that Llandogo should not be hived off and arbitrarily added to another area just to 'make up the numbers'.

The Council also questions the wisdom of this proposal in the current climate of financial restraint and at a time when other changes are likely at County Councillor, Member of Parliament, Assembly Member and, even European Parliament levels. It would perhaps be more sensible to consider all such potential changes in a coherent and harmonised manner such that each elector had a single representative at each the above mentioned levels with no overlapping boundaries.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lynne Parker".

Lynne Parker, Locum
for
Ann Davison
Clerk



Usk Community

Usk Town Council

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD



Mr. J Pearson
Electoral Registration
Monmouthshire County Council,
The Rhadyr,
Usk,
NP15 1GA

30th January 2014

Dear Mr. Pearson

Review of Communities and Electoral Arrangements **Draft Proposals**

Usk Town Council

Response to the Draft proposals contained in the Review of Communities and Electoral Arrangements.

I should begin by thanking you for inviting us to the consultation meeting on 14th January in County Hall. My colleague and I found the meeting extremely helpful. We have since had the opportunity to discuss the draft proposals with full council and wish to raise the following points.

Whilst we are pleased to note that there are no major proposals to change the Usk boundaries in respect of the town Council ward, we would not object to the inclusion of some of the isolated properties bordering the current boundary being included in the Usk ward as discussed at our meeting on the 14th.

Our one single concern about the proposals relates to the proposed reduction in the number of councillors from 12 to 7.



Mrs. Tracey Huxley Town Clerk
Ms Jenny Mee - Sessions House Manager/Responsible Finance Officer
Tel: 01291 673011 E-mail:-clerk.usk@btconnect.com

Usk Community

Usk is the smallest of the five towns in Monmouthshire, and therefore the demands placed on us are far greater than those of the majority of Community Councils. In addition to the normal range of responsibilities, Usk has purchased the Sessions House from the County Council. It is the most significant Victorian building in the town and because of its design; the cost of running maintenance is extremely high. We work hard to manage the building on a self financing basis so as not to burden council tax payers wherever possible. We achieve this by leasing some of the office accommodation on a commercial basis, hiring rooms and facilities and even organizing weddings in order to raise income. All of this takes a great deal of organizing. We employ a total of three part time staff and in addition rely on all councillors giving up their time to help.

The town hosts a number of significant events throughout the year all of which help the local economy. We have a Gardens Open weekend which attracts thousands of visitors from around the country and this year welcomed a coach load of Canadian visitors. Usk in Bloom competitions which see us representing Wales, in the Britain in Bloom competition. We have summer and winter festivals which also attract hundreds of people and this year's winter festival with Santa and the reindeers was the most successful ever with police estimates of around 3,500 people just wanting to see the reindeers. We also provide Christmas lights throughout the town.

Whilst these events are organized by local volunteers they do rely on Council support. The reindeer parade is of course run solely by the Council.

The council currently has 22 sub committees which all meet on a regular basis and the town has a total of 59 local voluntary organizations the majority of which the council has dealings with. Indeed, there is a standing agenda item at all our meetings to receive reports from members serving on other organizations. We currently operate with 12 elected members, 25% of whom are still in employment. Even now it can be difficult ensuring that meetings are quorate. If we were to be reduced to just 7 elected members the services and support that we currently offer would be drastically reduced.

Given the current financial constraints on the County Council, we are offering to take responsibility for providing some of the services currently provided by MCC, but which are likely to be cut or phased out without town/community council support. Yet it appears that you want to reduce the number of councillors whilst expecting us to provide these additional services.

Usk Community

In conclusion, whilst we recognize the importance of councillor/elector ratios, the concept of over representation is irrelevant in respect of Town and Community Councils because we are all volunteers and therefore attendance at meetings have no cost implications.

Given the above, I trust you will revisit these matters and allow us to retain a council of 12 members.

Yours sincerely,



Clr Alec Leathwood
Mayor of Usk

Usk Community

Usk Civic Society

REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS: DRAFT PROPOSALS

Response of Usk Civic Society

Usk Civic Society has examined the draft proposals relating to community councils within our area of operation (mostly Usk town council but also neighbouring Community Councils including Llanbadoc, Llantrissant Fawr, Llangybi and Llangwm). Our principal concern is with the proposed substantial reduction proposed in the number of Town Councillors for Usk.

We consider that the mechanistic application of the "urban" ratio of 1 councillor to 500 electors, as opposed to 1 to 150 for "rural" communities produces a result for this small town (by some way the smallest of the five towns in Monmouthshire) which pays little regard to the responsibilities carried by the Town Council, which are substantially greater than those of the surrounding rural communities. Usk is the natural local centre for those communities and provides many of the services and facilities on which they depend, such as library services, doctor, dentist, and local shopping. This means that they too have an interest in the work undertaken by the Town Council on such issues as car parking and the amenity and viability of Usk's shops, especially in Bridge Street with its problems with air pollution and HGVs. The Town Council's line on these matters may not always be welcome to the County Council, but it has been very much in line with the views and interests of the local population, and has required input from Councillors which would have been very difficult with a Council so severely reduced in size.

It has already been pointed out by Usk Town Council that they carry the burden (largely borne by the elected councillors) of operating and maintaining the Sessions House. The building provides a meeting-place not only for the Town Council itself but for many other local organisations with a reach beyond the boundaries of the town; the Society is one such. At least one of the rural Community Councils also uses it for meetings. Its availability for weddings and other functions adds to the burden but helps to cover the cost of maintenance. It also helps to raise the profile of the town and to bring in trade. The Town Council needs to maintain liaison with the local prison authorities both in general and with reference to delicate issues around sex offenders; no other local town council in the county has to do this. It has to deal with river and flooding issues and leads the emergency group of flood wardens. At least one Councillor has to serve *ex officio* as a school governor. The Town Council also maintains active contact and cooperation with most of the many local voluntary organisations and charities which serve the town and surroundings. The Society's own experience is that this involvement is very much to the benefit of all parties. It enables the Town Council to work in partnership with the voluntary sector to make Usk the vibrant community it is. These additional duties would be very hard to discharge with a Town Council smaller than that proposed for Llantrissant Fawr, which carries none of these burdens.

Partly because of the town's small size and lack of MCC-provided facilities Councillors need to liaise with the non-local authority bodies which provide what we have, such as the athletic club and the Memorial Hall. The review also takes no account of moves in the current difficult financial situation to pass responsibility for certain services previously provided by the County Council to the Town Council. With a very small paid staff it is not reasonable to expect so severely reduced a body of Councillors to take on these duties.

The review also takes no account of the proposals of the Williams Commission to reduce by merger the number of County Councils in Wales. It recognises that in order to counterbalance

Usk Community

new larger and more distant upper tier authorities there is scope for “strengthening representation at a very local level”. The First Minister has indicated that legislation on the lines proposed by Williams is on the way after the next Assembly elections and that voluntary cooperation prior to merger will be encouraged in the interim. Against this background drastic reduction in representation at town and community council level makes no sense at this stage. Any adjustment should await the outcome of the expected legislative change.

Finally, it is not clear what would be gained from reducing the size of the Town Council, beyond administrative tidiness for the sake of it with no consideration of the burdens actually borne by the Councillors. They are unpaid and therefore their existence costs the public purse nothing. Indeed costs might even rise if a shortage of elected Councillors necessitated the employment of more staff to cover the gap.

SUBJECT: Corporate Safeguarding Policy

MEETING: Council

DATE: 10th May 2018

DIVISION/WARDS AFFECTED: County wide

1. PURPOSE:

To inform Members of some proposed changes to the Corporate Safeguarding Policy adopted in July 2017

2. RECOMMENDATIONS:

It is recommended that Members agree and adopt the amended Corporate Safeguarding Policy

3. KEY ISSUES:

- Safeguarding children and adults at risk has the very highest priority in the Council.
- The following changes to the policy adopted in July 2017 are suggested
 - Firstly to simplify and reflect training requirements as outlined in the Safeguarding Learning and Development Strategy and;
 - Secondly to provide clarity within the role description for the Directorate Safeguarding Lead and confirm that representation on the Whole Authority Safeguarding Group is Head of Service or Chief Officer
- The Social Services and Wellbeing Act (Wales) 2014, sets out responsibility for safeguarding children and adults at risk. Considerable progress has been made over the last 5 years to systematically embed safeguarding culture, knowledge and practice.
- All staff, paid and unpaid, and Councillors have a responsibility both corporately and individually to ensure that children and adults at risk are treated with respect and protected from harm.
- A clear policy position is essential to effective safeguarding. The policy will provide clarity of governance, roles and responsibilities, training and for ensuring that safeguarding is firmly placed as core to the business of the council.

4. REASONS:

The Social Services and Wellbeing Act (Wales) 2014 strengthens existing safeguarding practice to ensure that people are able to live their lives to the full. It places safeguarding adults at risk on the same statutory basis as safeguarding children.

There is an overarching duty to promote the well-being of people who need care and support and every service within the Council has a role to play and has to take full ownership of their safeguarding responsibilities.

5. RESOURCE IMPLICATIONS:

Any resources required to implement this policy will be found from within existing service budgets

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

The policy is to assure Members around the level of safeguarding practice which is essential to the well-being of future generations.

7. CONSULTEES:

SLT
Cabinet
Whole Authority Safeguarding Working Group

All comments received have been incorporated into the policy

8. BACKGROUND PAPERS:

WASG Self evaluation
Social Services and Wellbeing Act (Wales) 2014

9. AUTHOR:

Claire Marchant Chief Officer, Social Care and Health

10. CONTACT DETAILS:

Tel: 07507710595

E-mail: clairemarchant@monmouthshire.gov.uk

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monmouthshire
sir fynwy

CORPORATE SAFEGUARDING POLICY

JULY 2017 - APPROVED
MAY 2018 - AMENDED

MARCHANT, CLAIRE L.

MONMOUTHSHIRE COUNTY COUNCIL
CORPORATE SAFEGUARDING POLICY

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MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

1. INTRODUCTION

Safeguarding children and adults at risk from abuse is everybody's responsibility.

Monmouthshire County Council (the Council) is committed to ensuring that people living in the County are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are discharged.

For the purposes of this policy, children and young people are defined as anyone who has not yet reached their 18th birthday. This does not exclude a young person who is 16 years of age in Further Education, or a member of the Armed Forces, in hospital, in a young offender's institution, or in prison.

An adult at risk is defined as an adult who is experiencing, or who is at risk of, abuse or neglect, has needs for care and support (whether or not the Council is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Council's workforce shares a responsibility, both collectively and individually, to ensure that children and adults at risk are protected from harm. Council employees, Councillors, volunteers and contractors who come into contact with children or adults at risk in the course of their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people.

2. SCOPE

For the purposes of this policy 'workforce' is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

The policy covers the whole workforce and Councillors, and whilst all have varied levels of contact with children, young people and adults at risk everybody should be aware of potential indicators of neglect and abuse and be clear about what to do if they have concerns.

This policy makes explicit the expectation that all settings providing services for children and adults in Monmouthshire will have their own safeguarding policies and procedures which are in keeping with this document and other local, regional and national procedures and guidance.

3. OBJECTIVES

The policy provides a framework which ensures that policies and practices within the Council are consistent and in line with stated values, which must underpin all work with children, young people and adults at risk.

The intention of this policy is to support quality service delivery, promote good practice and ensure services are delivered in a way that children, young people and adults at risk are safe from harm and are allowed to fulfil their potential and live the lives they want to live.

This policy is intended to be enabling; to ensure that all parts of the Council understand how to put effective safeguards in place. This is a policy for a positive, preventative and proactive approach to safeguarding. The policy must be owned and implemented across the Council and promoted in wider communities. The policy is intended as an enabler of

MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

a positive culture of proactively identifying, managing and removing risks to safety, whilst ensuring decisive and timely action to address serious concerns.

4. PRINCIPLES OF THE POLICY

This policy is underpinned by the Council's vision to build sustainable and resilient communities and the 4 wellbeing objectives:

- To develop opportunities for communities and businesses to ensure a well-connected and thriving county
- Maximise the benefits of the natural and built environment for the well-being of current and future generations
- Maximise the potential in our communities to improve wellbeing for people throughout the course of their life
- Provide children and young people with the best possible start in life to help them achieve better outcomes.

There is an expectation that all of the workforce, Councillors and partners share an objective to help keep children, young people and adults at risk safe by contributing to:

- Creating and maintaining a safe environment
- Identifying where there are concerns and taking action to address them in partnership with other agencies
- Prevent unsuitable people from working with children, young people and adults at risk
- Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities
- Promote safe practice and challenge poor and unsafe practice.

The policy sets out a preventive approach which ensures safeguards are proactively put in place to prevent abuse and neglect occurring

The Council requires a competent workforce of individuals who are able to identify instances in which there are grounds for concern about the welfare of a child or adult and initiate or take appropriate action to keep them safe.

The policy requires effective partnership working between all those involved with providing services for children, young people and adults at risk.

5. LEGISLATIVE CONTEXT

The Council remains committed to the 1945 Declaration of Human Rights, the UN Convention on the Rights of a Child, as well as the United Nation's Principals for Older People.

The Care Quality Commission 2014 defined Safeguarding as "protecting individual's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect."

The Social Services and Well-being (Wales) Act (2014) (SSWBA) aims to strengthen and build on existing safeguarding practice in Wales to ensure that people are able to live their lives to the full. There is a new overarching duty to promote the well-being of people

MONMOUTHSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING POLICY

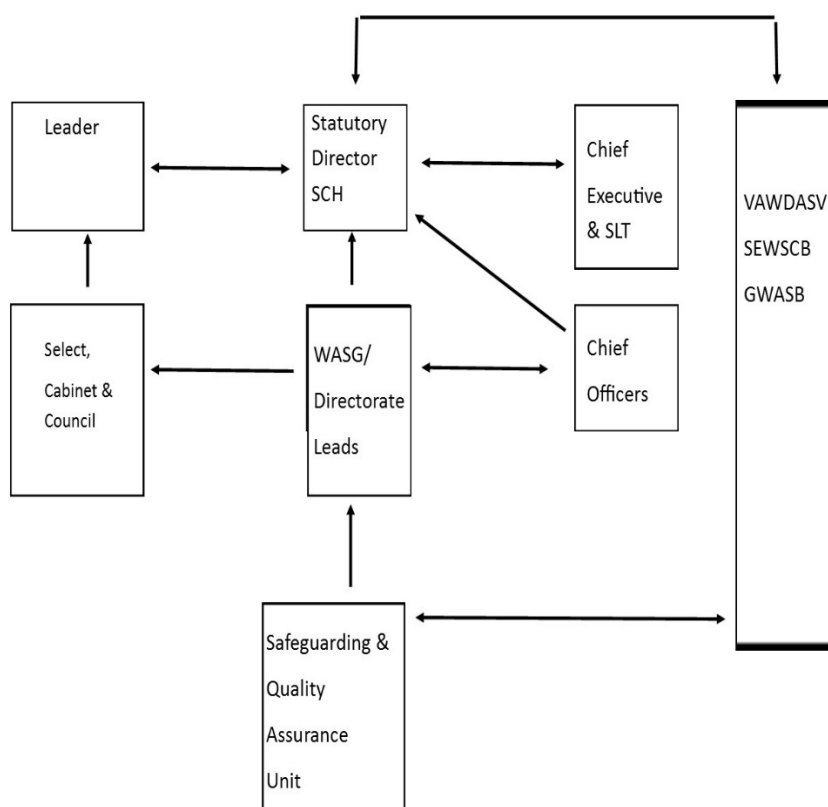
who need care and support together with an emphasis on shared responsibility and partnership working.

“Whilst the Council is the organisation in making enquiries to identify whether an individual is at risk of harm, or abuse, and co-ordinating a response it should be clear that Safeguarding is everyone’s business and to this end this responsibility cannot be achieved in isolation and without clear and accountable leadership.” Social Services and Wellbeing Act (Wales) 2014 (SSWA)

In the Social Services and Wellbeing Act, well-being is defined through eight aspects, one of which is protection from abuse and neglect. In relation to a child, well-being also includes their physical, intellectual, emotional, social and behavioural development; and their welfare (ensuring they are kept safe from harm).

Appendix 1 gives further related legislation, policy and guidance and key contacts within the Council.

6. Governance Arrangements



MONMOUTHSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING POLICY

(a) Role of the Regional Boards

The **Gwent Wide Adult Safeguarding Board (GWASB)** has the statutory responsibility to provide the strategic lead in the region in relation to safeguarding citizens and the promotion of their well-being, as enshrined in the Social Services and Well-being Act 2014 and accompanying guidance, 'Working Together to Safeguard People Volume 1'. The GwASB's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding adult practice in the region. Monmouthshire Council is accountable to the GwASB as a key statutory partner and as such must contribute fully to the work streams of the Board, and ensure good alignment with the Council's work programmes.

The **South East Wales Safeguarding Children Board (SEWSCB)** has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding of children and promotion of their welfare, as enshrined in the Children Act 2004 and The Social Services and Well-being Act 2014 and accompanying guidance, 'Working Together to Safeguard People Volume 1'. The SEWSCB's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding children practice in the region. Monmouthshire Council is accountable to the SEWSCB as a key statutory partner and as such must contribute fully to the work streams of the Board, and ensure good alignment with the Council's work programmes.

The **Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Regional Board** was established as a statutory requirement within the VAWDASV Act 2015 in order to strategically lead the implementation of the Act in the region. Monmouthshire Council is a key statutory partner on the Board and contributes fully to its work streams and ensures good alignment between the Board and the Council's work programmes.

(a) Chief Officer Social Care and Health (SCH)

The Chief Officer SCH fulfils the role of Statutory Director of Social Services and has legal accountability for ensuring the Council has appropriate safeguarding measures in place to protect children, young people and adults at risk. The Chief Officer is responsible for reporting the effectiveness of these arrangements on a corporate level to the Chief Executive, Senior Leadership Team and Cabinet and Council.

The Chief Officer SCH is the point of contact for all other Chief Officers to report serious safeguarding concerns which may occur in their service area. The Chief Officer is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.

(b) The Chief Executive

The Chief Executive has overall responsibility for ensuring arrangements for safeguarding of children and adults at risk are effective across the Council. The Chief Executive is responsible for developing effective governance arrangements and ensuring there is a safeguarding policy in place.

Through one to one meetings with the Chief Officer for Social Care and Health (SCH), the Chief Executive is kept informed of relevant safeguarding issues.

MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

(c) The Leader

The Leader of the Council is responsible overall for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding.

(d) Lead Cabinet Member for Safeguarding

The Lead Cabinet Member for Safeguarding will have regular one to one meetings, monthly as a minimum, with the Chief Officer SCH and be kept informed and updated on relevant safeguarding matters.

The Lead Member will be briefed on any sensitive cases that may be considered for Child or Adult Practice Reviews or may otherwise become a matter of public interest.

(e) Executive Members

All Cabinet members have a responsibility to support and challenge their Chief Officers on the effectiveness of safeguarding within their area.

(f) Chief Officers

Chief Officers are responsible for reporting any serious safeguarding concerns that may arise in their service area to the Chief Officer SCH. Chief Officers will brief their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements.

Chief Officers are responsible for ensuring the workforce within their Directorates are appropriately trained to identify and respond to safeguarding concerns.

Chief Officers are responsible for ensuring that they have safeguarding operational procedures in place and Safeguarding Audit Framework for Evaluation (SAFE) audits are undertaken for the relevant service areas within their Directorate.

Chief Officers will ensure that Directorate Safeguarding Leads (DSLs) are nominated for any service areas where there is direct contact with the public and the DSL has a direct link to them to ensure that a robust reporting mechanism is in place for reporting any safeguarding concerns.

(g) Head of Children's Services and Head of Adult Services

The Heads of Service ensure the Chief Officer SCH is informed of any safeguarding issues in their one to one meetings and ensure that any serious concerns are raised without delay.

The Heads of Service represent the Council on the South East Wales Safeguarding Children's Board (SEWSCB) and the Gwent Wide Adult Safeguarding Board (GwASB) and are responsible for ensuring appropriate representation on any respective Sub Groups. The Heads of Service will brief the Chief Officer SCH, the Senior Leadership Team, Select Committees, Cabinet and Council on any issues arising from Child or Adult Practice Reviews and the resultant action plans.

The Head of Children's Service has operational and strategic management responsibility for the Safeguarding and Quality Assurance Unit which works across the Council to provide assurance and support to safeguarding and operationally leads Child Protection and Protection of Vulnerable Adult processes.

MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

7 ROLES AND RESPONSIBILITIES

(a) Councillors

All Councillors must familiarise themselves with this Policy and seek advice from the Chief Officer SCH if they are unclear about their responsibility for safeguarding. The Corporate Safeguarding Policy will be communicated as part of the mandatory induction programme for all new Councillors.

All Councillors will be expected to undertake safeguarding training combined Level 1 as a minimum.

(b) Select Committee

The role of the Select Committee is to review and scrutinise decisions and make reports or recommendations in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council. The role is to provide constructive challenge to the Council about its safeguarding activity in an impartial and independent manner.

(c) All Staff

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Managers must proactively analyse where risks to safeguarding are most likely to arise in their particular service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well. They are accountable for understanding the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, is considered to have a duty of care towards them both legally and contractually and as a responsible moral citizen. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others.

All parts of the workforce have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

All members of the workforce should:

- Be alert to the possibility of harm, abuse and neglect
- Participate in relevant safeguarding training and multi-agency working to safeguard children and adults at risk
- Be familiar with local procedures and protocols for safeguarding and follow the Councils Code of Conduct and other professional codes
- Report any concerns about the safety or welfare of a child or adult at risk.

Everybody working for or on behalf of the Council has a duty to report any concerns they may have for the welfare and/or protection of children and adults at risk. The duty to report is a legal requirement and failure to report appropriately will be considered a

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serious matter under the Council's personnel policies. (See Appendix 2 and 8 for how to make a referral and Appendix 1 for contact information).

Each Directorate where there is direct contact with the public, will have a Directorate Safeguarding Lead (DSL) responsible for safeguarding. See Appendix 4 for roles and responsibilities. The DSL will work and liaise with the Safeguarding and Quality Assurance Unit to deal with any safeguarding concerns about a child or adult at risk including allegations against members of staff.

(d) Safeguarding and Quality Assurance Unit

The Council's Safeguarding and Quality Assurance Unit provides safeguarding support to all service areas and settings in the County covered by this policy. This is alongside of the unit's operational / statutory role in respect of adult and child protection.

The Unit will support, challenge and hold to account all directorates, schools, service areas and partner agencies in respect of their safeguarding practices in the following ways:

- Facilitate directorates, service areas, schools and partner agencies to undertake a bi-annual audit of safeguarding arrangements using the SAFE framework
- Undertake regular review meetings / visits to Council departments and other settings to discuss safeguarding procedures and practices
- Provide support and challenge to directorates regarding their safeguarding arrangements
- Provide professional advice and consultation regarding safeguarding or child / adult protection issues
- Support the Whole Authority Safeguarding Group in delivering its activity programme
- Support the Whole Authority Safeguarding Group in implementing a quality assurance framework for safeguarding
- Work with People Services in relation to safe recruitment and HR Practices and the development of a training plan
- Provide safeguarding training across the Council to support services in meeting their training requirements
- Follow up any allegations against professionals in partnership with others.

(e) Directorate Heads of Service

All Heads of Service are responsible, through their Departmental Management Teams (DMTs) for ensuring that the workforce is aware of the Corporate Safeguarding Policy and service operational procedures and that people receive training at a level appropriate to their role and responsibility

All Heads of Service must ensure that safe recruitment practices are adopted particularly in relation to reference checks and where relevant, checks through the Disclosure and Barring Service (DBS).

All Heads of Service must report any safeguarding concerns to their responsible Chief Officer or DSL.

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(f) Line Managers and Supervisors

Every line manager / supervisor is responsible for ensuring that the workforce for whom they are responsible (including agency, consultants and volunteers) receive the training they need, proportionate to their role and responsibilities.

(g) Contractors, Sub Contractors or organisations funded by the Council

All contractors, sub-contractors or other organisations funded by the Council are responsible for arranging checks through the safe recruitment process and for ensuring that staff comply with regulatory and contractual arrangements relating to their safeguarding responsibilities. All contractors, sub-contractors and other organisations are responsible for informing relevant Managers within the Council of any safeguarding concerns they may have.

(h) Agency Workers

The Council requires all Employment Agencies to undertake the relevant safe recruitment checks and references on any staff members offered employment / placements within the Council. However, it is the responsibility of the Directorate/ Service Manager to draw the Agency Workers attention to the Corporate Safeguarding Policy.

(8) Quality Assurance

(a) Reporting and Monitoring

The Council has comprehensive mechanisms in place for Officers and Councillors which provide a robust governance framework supported by a performance reporting system that is transparent, on line and capable of providing information for challenging scrutiny by Officers, Councillors and Regulators.

At a corporate level, the responsibility for monitoring the effectiveness of safeguarding arrangements across the Council is delegated to the Whole Authority Safeguarding Group. Terms of Reference for the Whole Authority Safeguarding Group can be found at Appendix 6

The Whole Authority Safeguarding Group will produce a report at least annually for Senior Leadership Team (SLT), Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance. This will provide an opportunity for councillors to scrutinise and challenge the Council's safeguarding activity

A clear line of sight on reporting of safeguarding performance is also available through Service Improvement Plans (SIPs) which are subject to scrutiny by the Leader of the Council, Cabinet Member, Chief Executive, SLT and Policy and Performance Unit. Safeguarding information pertinent to the service area must be included in all SIPs.

Observations of Cabinet, Scrutiny, Internal Audit and external regulators will steer and influence the priorities of the Whole Authority Safeguarding Group.

All reports prepared for Members will include a section and explanation to any safeguarding implications in the same way as Finance and Legal.

The Head of Adults and Head of Children's Services will ensure the activities of the regional boards will be reported to Council on a formal, regular basis

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The SLT will have safeguarding as part of its work programme and regular agenda item at its meetings.

The Senior Management Team (SMT) Meetings will have safeguarding as a regular agenda item and will be a forum to raise awareness about safeguarding and to cascade information.

Departmental Management Team meetings (DMT) will have safeguarding as a regular item on their agenda and will escalate risks, issues and training needs to the relevant DSLs.

Every Service in the Council will report on their safeguarding performance to the Whole Authority Safeguarding Group through their DSL.

(b) Safeguarding Audit Framework for Evaluation - SAFE

The SAFE audit tool (See Appendix 6) will be used to monitor and gather information and monitor compliance of the Safeguarding Policy by all DMTs, schools and other settings working with children, young people and adults at risk. The audit will be undertaken on a bi-annual basis and information gathered will be used to improve safeguarding for children, young people and adults at risk.

The audit tool is based on legislation and is set out in sections which require service areas to critically consider their own practice, procedures, systems and culture. The SAFE includes a safeguarding action plan which enables the service area to establish a programme of activity to address any improvements indicated through the SAFE. The Safeguarding and Quality Assurance Unit will provide support to services in completing and delivering their SAFEs.

The SAFE is an important mechanism in the safeguarding of children, young people and adults at risk in the care of the Council, at school or in other services provided or commissioned by the Council.

(c) Internal Audit / External Regulators

Internal Audit will review safeguarding on a cyclical basis in accordance with their normal planning and risk assessment process along with all other services of the Council which could be subject to an audit review. This will be done on an annual basis.

Where there are matters of concern in service provision, allegation of fraud, theft or corruption or significant non-compliance with Council policy, discussions will take place with Internal Audit to assess whether they are the appropriate mechanism to investigate the matter further. If both parties confirm that this is appropriate Internal Audit will undertake a special investigation and report back any outcomes to the respective Head of Service / Chief Officer.

The Council will address any issues identified by respective external regulators and it is incumbent on all Chief Officers and Senior Managers to ensure that coherent and comprehensive self-evaluation and consequential action is taken where required to oversee improvements.

All internal and external audit reports are scrutinised by the relevant Select Committee and any recommendations, if accepted, from every inspection / audit report are

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transferred into the work programme of the Whole Authority Safeguarding Group and relevant Service Plans for action and subjected to the Council's performance measures.

(9) SAFE WORKFORCE

(a) Recruitment, selection and management of the workforce

The Council will implement safe recruitment and employment standards in accordance with the South East Wales Safeguarding Children Board and Gwent Wide Adult Safeguarding Board regional guidance and as set out in the Monmouthshire Recruitment and Selection Policy and Guidance Handbook.

To promote safe recruitment and HR practices the Council will:

- Review its recruitment and selection procedures regularly and will carry out regular auditing on safe recruitment practices for staff
- Ensure that managers responsible for recruitment receive safe recruitment training which is updated on a regular basis
- Ensure that safe recruitment procedures are made accessible to and used by all managers
- Ensure that safe recruitment standards are applied and monitored within the contractual arrangements in services that are commissioned by the Council or supported through grants
- Monitor staff compliance with its policies for safeguarding and promoting the welfare of children, young people and adults at risk through training and auditing of HR processes.

The Council's Disciplinary Procedures set out what action will be taken against any member of the workforce who does not comply with the Council's policies and procedures, including those in place to safeguard and promote the well-being of children and adults at risk.

[Corporate Disciplinary Policy](#)

[School Disciplinary Policy](#)

(b) Whistleblowing

Whistleblowing is defined as:

'The disclosure by a member of staff or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employer or his/her fellow employees' (Public Concern at Work Guidelines 1997).

The Council has an agreed [Whistleblowing Policy](#) which refers to the reporting, by any member of the workforce, of suspected misconduct, illegal acts or failure to act within the Council. The whistleblowing policy can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour against any children, young people or adults at risk, or any conduct that breaches criminal law or statute; compromise health and safety,

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breaches accepted professional code of conduct, or otherwise falls below established standards of practice in relation to children, young people or adults at risk.

The Council expects the highest standards of conduct from the workforce, and encourages the workforce and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns in a safe environment. The Whistleblowing policy enables members of the workforce to raise concerns at an early stage and in the correct way.

The policy is accessible to all staff within the People Services area on the Hub. The Policy explains:

- The types of issues/disclosures that can be raised
- How the person raising a concern will be protected from victimisation and harassment
- How to raise a concern
- What the Council will do.

(c) Allegations against Adults who work with Children, Young People or Adults at Risk

Allegations or concerns in regard to adults working with children and/ or adults at risk must be referred and investigated in a fair, timely and consistent manner in order to effectively protect those at risk.

Policy and guidance which clarifies Council staff member's duty to report concerns relating to other staff members, professionals and volunteers, and offers support to this process includes:

- All Wales Child Protection Procedures
- Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse
- The Council's Whistle Blowing Policy (See Section 8).

The sharing of information must be sensitively handled and be restricted to those agencies who have a need to know in order to:

- Protect adults and children
- Facilitate enquiries
- Manage HR/ disciplinary processes.

All Professional Strategy Meetings for children and adults at risk will be convened and chaired by the Safeguarding and Quality Assurance Unit in accordance with regional guidance.

On the completion of the investigation, should an individual be dismissed or removed from working with children or adults at risk (in a Regulated Activity) the Council has a duty to refer the individual to the DBS (Safeguarding Vulnerable Group's Act 2006). Equally the Council has an obligation to refer certain information about an employee's conduct and matters relating to safeguarding to professional regulatory bodies.

Any member of the Monmouthshire County Council workforce/ employee of a contractor or sub-contractor who believes that allegations or suspicions are not being investigated

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properly has a responsibility to escalate their concern to a higher level within the Council or via the Council Whistleblowing Policy – see above.

Referral forms can be found at

Adults - www.gwasb.org.uk

Children - <http://www.sewsc.org.uk/index.php?id=40>

(d) Training

All members of the workforce, whether permanent or temporary, Councillors and volunteers who work with children and adults at risk in Monmouthshire will be given access to this policy and the name and contact details of the DSL as part of their induction when they commence work.

All of the workforce will be expected to undertake training relevant to the position that they hold and to renew their qualifications to the highest level.

Training organisers are responsible for keeping a record of attendance. It is the responsibility of all managers to keep an accurate record of the safeguarding training for all their workforce (See Appendix 7). Each member of the workforce is responsible for keeping an accurate record of their own training. People Services provide regular reports on safeguarding training, identifying any gaps to inform future training commissions. It is the responsibility of managers to disseminate and actively promote this information throughout MCC, support staff and volunteers.

The Council's Safeguarding and Quality Assurance Unit will be responsible for informing Directorates of the Training Programme. Attendance at training courses will be monitored through SAFE audits and reported back by each Directorate to the WASG.

TRAINING REQUIREMENTS

Training	Target Group	Delivery Method	Responsible department	Renewal
Basic Awareness Training Programme	Basic Awareness is required by everyone.	Film and Leaflet during the induction period	MCC Training Department	Every 3 years or more frequently if required.
Level 1 children / Level 1 Adults or combined adult and children's safeguarding (optimally people will access the level 1 combined, or both level 1 adult and children's if they come into contact with both adults at risk and children)	This Level is required by everyone who comes into contact as part of their role with children, young people and adults at risk.	Delivery of set training programme by trained level 1 trainers at directorate level	MCC Training Department Designated Safeguarding Leads Safeguarding & Quality Assurance Unit SEWSCB/ GWASB	Every 2 years
Level 2 Children's Safeguarding	This course is required for practitioners working with children, young people and their families who are: <ul style="list-style-type: none"> - involved in making or responding to referrals to Children's or Adults Services, - Designated Safeguarding Leads in their settings/organisations - working regularly with child or adult protection situations 	Delivery of set training programme through the Safeguarding & Quality Assurance Unit Or Via SEWSCB / GWASB	MCC Training Department Safeguarding & Quality Assurance Unit SEWSCB/ GWASB	Every 3 years

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Level 2 Adults Safeguarding	This course is required for practitioners working with adults at risk who are: <ul style="list-style-type: none"> - involved in making or responding to referrals to Adults Services, - Designated Safeguarding Leads in their settings/organisations - working regularly with adult protection situations 	As Above	As Above	As Above
Level 3 Children's/ Adults Safeguarding	Appropriate specialist training for those working directly with children or adults at risk to be accessed and updated when required	Arranged as required on a course by course basis	Social Care Workforce Development Team Safeguarding & Quality Assurance Unit SEWSCB/GWASB	As identified in Continual Professional Development plans
Level 4 Strategic Leadership of Safeguarding	Safeguarding for strategic leads – senior managers and elected members	Delivery of set training programme through the Safeguarding & Quality Assurance Unit	Safeguarding and Quality Assurance Unit	Every 3 years or more frequently if identified within Continual Professional Development plans

The principle is that the workforce trains up to the highest level of safeguarding required and renews only at that level (unless otherwise identified through Continued Professional Development).

(e) Volunteering

This Policy applies to all volunteers who engage with adults at risk, children and young people in their volunteering role.

Volunteers working for the Council, including within schools, will be subject to the same recruitment processes as the paid workforce and according to the nature of the activity being undertaken.

Safeguarding will be covered within the initial induction. Volunteers must subsequently attend the level of safeguarding training relevant to the nature of the voluntary activity being undertaken

10. PREVENTATIVE APPROACH

One of the Council's corporate priorities is to support Monmouthshire residents to be safe, stay well and to live independently within their community. With regard to this the Council is committed to the development and commissioning of services and the implementation of community and individual well-being approaches to help meet this aim.

Services operating within the Council will be expected to respond to the needs of children and adults at risk, understand how to establish a positive culture of safeguarding and adhere to the principles of partnership working in promoting prevention and early intervention.

(a) Counter Terrorism and the Risk of Radicalisation

The PREVENT Public Sector Duty came into place in July 2015. The Counter Terrorism and Securities Act 2015 places an expectation on the Council when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism. PREVENT covers all forms of extremism including Islamist extremism, Extreme Far-Right, militant, animal rights etc. The aim of PREVENT is to safeguard those who may be vulnerable to extremist influence and provide support to those who are at risk. If anybody has PREVENT concerns, they should raise with the PREVENT Lead for the Council (See Appendix 1).

Initial referrals are made via the Multi Agency Referral Process (MARF) before a PREVENT referral is submitted. Once it is ascertained that the referral is not subject to any other police investigations, a multi-agency panel known as the Channel Panel is held and a support plan is developed for the individual.

(b) Child Sexual Exploitation

Child sexual exploitation is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

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The Council strives to create a hostile environment to child sexual exploitation and actively works with partners to identify children at risk and prevent this form of abuse.

(c) Self-Harm / Suicide

Self-harm is the name given to any deliberate act of self-injury or behaviour intended to cause harm to someone's own body.

The Suicide and Self Harm Prevention Strategy and associated action plan builds on '*Talk to Me*' the 2009 national action plan to reduce suicide and self-harm in Wales. It sets out the strategic aims and objectives to prevent and reduce suicide and self-harm in Wales over the period 2015-2020. It identifies priority care providers to deliver action in certain priority places to the benefit of key priority people, and confirms the national and local action required.

Buddy is a support and advice website for young people living with Self Harm which has been developed by young people and professionals from the Council. Buddy provides confidential support, advice and tools and techniques to help deal with negative thoughts and feelings associated with self-harm. There is specific information for helping people within this site, as well as advice for parents and professionals

www.buddyapp.monmouthshire.gov.uk.

(d) Modern Slavery / Trafficking

Modern Day Slavery encompasses slavery, sexual exploitation, human trafficking, forced labour, and domestic servitude. Traffickers and slave masters use whatever means they have to coerce or force the individual into a life of abuse, servitude and inhumane treatment. The Modern Slavery Act came into law in 2015 and allows the courts to pass down severe sentences on the perpetrators, and to place restrictions on people from harm. The Council has a Duty under S 52 of the Act to advise the Secretary of State of any individual who may be identified as a victim of Slavery, or Trafficking.

The Council acts in accordance with the relevant Modern Slavery and Trafficking legislation and guidance, and promotes practices to identify and safeguard victims of these crimes, and ensure transparency of supply chains.

Training and Victim Support regarding Modern Slavery can be found at BAWSO www.bawso.org.uk.

Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)

Domestic Abuse is recognised to impact both adults and children and can have life changing effects. The VAWDASV Act (Wales) 2015 aim's to improve arrangements for the prevention of gender based violence, abuse, and sexual violence. The Act requires the Council to train all staff in a principle based approach to targeted enquiry for these issues across the Public Service known as "Ask and Act" in order to signpost victims and potential victims to support services. The regional VAWDSV board has also prioritised a "whole

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school approach” to training and support in order to continue a preventative agenda to domestic abuse.

11. ROBUST PROTECTION

(a) Child Protection

Child Protection is an essential part of safeguarding, it refers to the activity which is undertaken to protect children who are suffering, or at risk of suffering significant harm, as a result of abuse or neglect.

The categories of abuse recognised within Child Protection are

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The definitions of categories of abuse are outlined in Appendix 7

The primary legislation and guidance which shape’s Child Protection Practice and Procedures is:

- Children Act 1989
- Children Act 2004
- All Wales Child Protection Procedures 2008
- Social Services and Wellbeing Act (Wales) 2014

Whilst Statutory Children’s Services are the Lead Agency in Child Protection matters, there is a wider duty on all agencies to work together to protect and safeguard children.

(b) Adult Protection

Adult Safeguarding is on a statutory basis from April 2014 when SSWBA which came into force. The drafting and ratification of SSWBA compliant all-Wales policy, procedure and guidance is not yet complete. Adult Safeguarding is shaped, and informed by the “All Wales Interim Policy and Procedures for the Protection of Vulnerable Adult’s”.

The SSWBA refers to an ‘adult at risk from abuse or neglect’ which is defined as an adult who:

- Is experiencing or is at risk of abuse or neglect,
- Has needs for care and support (whether or not the authority is meeting any of those needs), and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This applies to all adults within the County boundary whether or not they are ordinarily resident. Adult safeguarding also needs to take into account the capacity of adults to make decisions in accordance with the Mental Capacity Act. If an adult is deemed to have capacity, then consent must be sought for the safeguarding process. The only exception to this is when an alleged abuser is a potential risk to other vulnerable people.

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The Act also places a 'duty to report' on all staff to report actual or suspected abuse or neglect of both adults and children deemed to be at risk and provides for the use of Adult Protection Safeguarding Orders (APSO) via a Magistrate to allow Designated Officers to enter a premises where it is suspected an adult is at risk and speak to them alone to establish if they are safe

Appendix 3 sets out a flowchart outlining Adults referral process

(c) Allegations or Concerns against adults who work with children and adults at risk Professional Strategy Meetings

See Section 9c

12. SAFE SERVICES

(a) Commissioning Arrangements

Any new service provider commissioned to support children or adults at risk will be required to undergo an accreditation process. The accreditation process is designed to ensure that the service is fit for purpose and has the necessary arrangements in place to safeguard those it is supporting and deliver a quality service. As part of the accreditation process checks will be made with local hosting authorities, regulating bodies as well as financial enquires. Providers will be required to provide information confirming their safeguarding policy and procedures.

Contractor monitoring activity either planned or unplanned, will include satisfying the Council that the provider is managing their responsibilities in regard to safeguarding and are operating in line with legislation, policy and procedures. Where required confirmation will be sought of the service's performance regarding safe recruitment practices, DBS checking and safeguarding referrals.

(b) Lettings and Hiring

With almost all casual lettings the Council will not be contracting the services of hirers. It is nonetheless allowing its premises to be used for activities that may involve children, young people or adults at risk.

Therefore Managers have a duty to ensure, as far as is reasonable, that these activities also comply with safeguarding requirements. Members of the public may reasonably assume that because an activity is taking place within a Council setting, the Council has had due regard to safeguarding in entering into the arrangement.

In allowing use of council premises, the onus must remain upon the hirer to ensure that safeguarding standards are maintained. This is something that organisations are made aware of under safeguarding legislation and through their own organisational governing body, if applicable.

Managers should request to see and retain copies of relevant safeguarding documentation as proof that hirers and their staff comply with such measures on receipt of applications.

Managers must also consider reporting any concerns about an individual's suitability to work with children, young people and adults at risk to Children's/ Adults Services.

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In the case of 'one off' children's events, for example, a private birthday party, safeguarding legislation exempts such uses from the processes mentioned above but nonetheless this policy requires managers to be able to properly demonstrate due regard to safeguarding risks in agreeing any hiring arrangements.

(c) Monmouthshire Homesearch - Housing Register

The Council's Housing Register, known as Monmouthshire Homesearch, is a partnership between the Council and local housing associations. Monmouthshire Homesearch is a common housing register and a joint allocations policy. The Housing Register, a legal responsibility of the Council, determines the priority and procedure for the allocation of housing accommodation in Monmouthshire. The Housing Register policy supports and contributes to the Council's Safeguarding Policy through the following:

Special Management Lettings - There may be exceptional circumstances where the only way an exceptionally urgent housing need can be resolved is through the use of management discretion. There is the ability in very urgent cases for MHR Operational Sub Group to exercise discretion. In the interests of fairness to all applicants these circumstances are kept to an absolute minimum. Such cases may include the following circumstances: an applicant has an exceptional need that is not covered by the allocation scheme, for example, where Child or Public Protection issues require urgent rehousing.

Serious Offenders – Monmouthshire Homesearch will seek to minimise the risk to the community and the applicant where individuals are considered to pose a risk to themselves and/or others (even where an individual has not been convicted of an offence). Monmouthshire Homesearch (through the Council's Housing Options Team) will work with the Police and Probation Services to assess and manage risk and will apply special arrangements where cases are referred through the Multi-Agency Public Protection panel (MAPPA) or any protocol with Probation Services Officers. This may result in restrictions being placed upon the applicant in their choice of property or area, or a direct offer of suitable accommodation being made.

Information Sharing - Information may be shared about individuals and their history irrespective of whether their consent has been obtained in exceptional circumstances. This will be in accordance with the provisions of the Crime and Disorder Act 1998 (Section 115). This includes where there is a need to safeguard children and address issues regarding child protection or adults at risk.

(d) Licensing

With effect from 1st April 2016 all new and existing Licensed Hackney Carriage, Private Hire Drivers, Proprietors and Operators must undergo Safeguarding of children young people and adults at risk training before obtaining a licence from the Council.

All staff within the Licensing Section should undertake safeguarding training to enable them to work with the taxi trade to gather information to safeguard children young people and adults at risk and be able to share relevant information with Police and Social Services.

Whilst the Council is unable to insist on safeguarding training as part of the condition of a licence with the alcohol and entertainment industry Licensing will continue to work with the Police to provide free training to those working in the industry and continue to improve information sharing.

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The Council will continue to work with traders who require licenses e.g. takeaway outlets to provide assistance on how to recognise possible safeguarding issues.

13. Safeguarding in Education

Roles and Responsibilities in Schools

(a) The role of the Governing Body in Maintained Schools in Monmouthshire

Governing bodies of maintained schools, governing bodies (Corporations) of FE institutions, and proprietors of independent schools in Monmouthshire should ensure that their respective organisations

- Have effective child protection policies and procedures in place that are:
 - In accordance with local authority guidance and locally agreed interagency procedures
 - Inclusive of services that extend beyond the school day (e.g. boarding accommodation, community activities on school premises, etc.)
 - Reviewed at least annually
 - Made available to parents or carers on request
 - Provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs
- Operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and volunteers who will work with children, including relevant DBS checks
- Ensure that the head teacher/principal and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively, which is kept up-to date by refresher training
- Give clear guidance to temporary staff and volunteers providing cover during short-term absences and who will be working with children and young people on the organisation's arrangements for child protection and their responsibilities
- Ensure that the governing body/proprietor remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention
- Ensure that the designated senior person (DSP) for child protection, the designated governor and the chair of governors undertakes training in inter-agency working that is provided by, or to standards agreed by, the Safeguarding Children Board and refresher training to keep their knowledge and skills up to date, in addition to basic child protection training.

(See 'Keeping Learners Safe - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002')

(b) Additional responsibilities of community Focussed Schools, Pre and Post School Learning and Out of Hours Learning Providers in Monmouthshire.

The governing body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than the governing body to control the use of the premises, or a transfer of control agreement has been made. Governing bodies can enter into transfer of control agreements in order

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to share control of the school premises with another body, or transfer control to it. The other body, known as the “controlling body”, will control the occupation and use of the premises during the times specified in the agreement.

Transferring control of the premises to local community groups, sports associations and service providers can enable school facilities to be used without needing ongoing management or administrative time from school staff.

Where the governing body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child protection will apply. Where services or activities are provided separately by another body, the governing body must confirm that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

(c) Responsibilities of Head teachers

Head teachers and principals of all schools should ensure that all staff (including supply teachers and volunteers):

- Are aware of child protection policies and procedures adopted by the governing body or proprietor are fully implemented and followed by all staff
- Can access sufficient resources and time to enable them to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Understand the procedures for safeguarding children, and feel able to, raise concerns about poor or unsafe practice and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed Welsh Government Procedures for Whistleblowing in Schools and Model Policy
- As part of their induction, are given a written statement about the school’s policy and procedures, and the name and contact details of the DSP for child protection when they start work in a new establishment

(d) Role of the Designated Person in Schools

The designated senior person for safeguarding in a school fulfils an essential role in developing and implementing policies that help to safeguard adults and children from all forms of abuse and create a safe environment. Refer to Keeping Learners Safe

Each setting should identify a Designated Senior Person (DSP) with lead responsibility for managing adult and child protection and safeguarding issues and cases.

The DSP should know how to recognise and identify the signs of abuse and neglect and know when it is appropriate to make a referral to the relevant investigating agencies.

The role involves providing advice and support to other staff, making referrals to and liaising and working with other agencies as necessary. The DSP role is not to investigate allegations, but they must keep the head teacher informed of all adult/child protection issues in the establishment.

The DSP must be a senior officer at the setting or part of the senior leadership team with the status and authority within the organisation to carry out the duties of the post, including committing resources to child protection matters, and where appropriate

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directing other staff. Dealing with individual cases may be a responsibility of other staff members, but it is important that a senior member of staff takes responsibility for this area of work.

In many schools and settings a single designated person will be sufficient, but a deputy should be available to act in their absence. In establishments which are organised on different sites or with separate management structures, there should be a designated person for each part or site. In large organisations, or those with a large number of adult/child protection concerns, it may be necessary to have a number of deputies to deal with the responsibilities.

The establishment must also make arrangements to cover the role of the DSP when that person is unavailable. In many cases, there will be a deputy DSP in place and larger schools may have a team of staff working together.

The DSP does not have to be an expert in the area of adult/child protection but will take responsibility for the establishment's adult/child protection practice, policy, procedures and professional development working with other agencies as necessary. The head teacher should ensure that the DSP:

- is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description
- has access to required levels of training and support to undertake the role, has time to attend and provide reports and advice to case conferences and other interagency meetings as required.

(e) Referrals

The DSP should act as a point of contact and a source of support, advice and expertise within the setting establishment when deciding whether to make a referral by liaising with relevant agencies.

The DSP is responsible for making referrals about allegations of suspected abuse to the relevant investigating agencies. Where these relate to cases of suspected abuse or allegations of abuse against staff or volunteers, the process for referral and enquiries is set out in the relevant procedures

DSPs have a responsibility to ensure that:

- The Duty Officer (children's social care) contact details for the originating authorities of all service users are sourced and displayed in an area which is accessible to all staff;
- In the event of a safeguarding concern a referral is made both to the duty officer in the person's home authority and to the Monmouthshire duty officer.
- In the event of an allegation against a professional the Safeguarding and Quality assurance Unit is informed at the same time as the above referral/s.

(f) Role of Independent Settings and Residential Establishments

Proprietors of residential and/or independent settings should ensure that:

- They comply with the requirements of their regulatory body
- They fulfil all responsibilities for safeguarding adults and children (including those at risk).

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(g) The Role of the Manager of Early Years Settings/ Nurseries/ Playgroups/ Before & After School Care Settings

Managers of Early Years Settings and all partner agencies in Monmouthshire providing early years services for children should:

- Act as or appoint a DSP to take the lead role in safeguarding and protecting the children in their care
- Ensure that they have an up to date Safeguarding/child protection policy and procedures which have been adopted by the proprietor/managing body and are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children; and
- All staff and volunteers understand the procedures for and are supported in raising concerns with regard to children in their care.

(h.) The Role of Volunteers in Educational Establishments

Volunteers are also seen by children as safe and trustworthy adults, and therefore will be subject to the same recruitment processes as the paid workforce and according to the nature of the activity being undertaken.

However, in other circumstances, e.g. where a volunteer's role will be one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.

For the purpose of this policy governors who also volunteer in schools should be treated on the same basis as other volunteers.

The DSP should keep a register of volunteers and record how often they volunteer and the roles that they are undertaking. This will then determine whether they are in regulated activity and the recruitment processes to be followed.

Regulated activity is defined as unsupervised activity in a limited range of establishments with the opportunity for contact with children. The scope of regulated activity includes unsupervised activities such as:

- Teaching
- Training
- Instructing
- Caring for or supervising children
- Providing advice or guidance on wellbeing
- Driving a vehicle only for children

In addition, to be regarded as regulated activity, this unsupervised activity enacted within a specified place must be done regularly. Regularly means carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period (or in some cases, overnight).

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For those people who do not work in regulated activity but nevertheless work, paid or unpaid, with children, their employers may, but will not be required to, obtain relevant checks – but it will be unlawful to check if they are on a barred list.

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Record of Appendices

Appendix 1	Relevant Legislation and Council Contacts
Appendix 2	Referral Process – Children
Appendix 3	Flow chart adult referrals
Appendix 4	Roles and Responsibilities Directorate Safeguarding Leads
Appendix 5	Terms of Reference Whole Authority Safeguarding Group
Appendix 6	SAFE Auditing Tool
Appendix 7	Training Record Template
Appendix 8	Categories of abuse - Definition
Appendix 9	Model Template Safeguarding Policy for Operational Settings and Schools

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Appendix 1

Relevant Legislation and Contact Details

- Social Services and Wellbeing Act (Wales) 2014
- Children Act 1989, 2004
- Carers Act 2004
- Human Rights Act 1998
- Equalities Act 2010
- Framework for Assessing Children and their Need (2001)
- Stronger Partnership's for Better Outcomes (2006)
- Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse (2010)
- Mental Capacity Act 2005
- All Wales Child Protection Procedures (2008)
- NSF for Children, Young People and Maternity Services
- Direct Payment's Guidance
- Violence against Women, Domestic Abuse and Sexual Violence Act 2015
- Data Protection Act
- United Nations Convention on the Rights of the Child 1989
- VAWDASV Regional Service -
www.gwasb.org.uk/fileadmin/documents/Handout_7_-_Gwent_VAWDASV_services_directory_3_amended_16.12.16_HG.pdf.
- PREVENT
www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf.
- Keeping Learners Safe www.childreninwales.org.uk%2Fpolicy-document%2Fkeeping-learners-safe-role-local-authorities-governing-bodies-proprietors-independent-schools-education-act-2002-

Relevant Contacts

Social Services Duty – Children Services	01291 635669 during office hours 0800 328 4432 out of office hours
Social Services Duty – Adult Services	Monmouth/Usk/Raglan – 01600 773041 Abergavenny – 01873 735885 Chepstow/Caldicot – 01291 635666
PREVENT	Shereen.Williams@newport.gov.uk
South East Wales Safeguarding Board	www.sewsc.org.uk
Gwent Wide Adult Safeguarding Board	www.gwasb.org.uk
Buddy Support and Advice	www.buddyapp.monmouthshire.gov.uk .
Modern Slavery /Trafficking – Training and Victim Support	BAWSO www.bawso.org.uk .

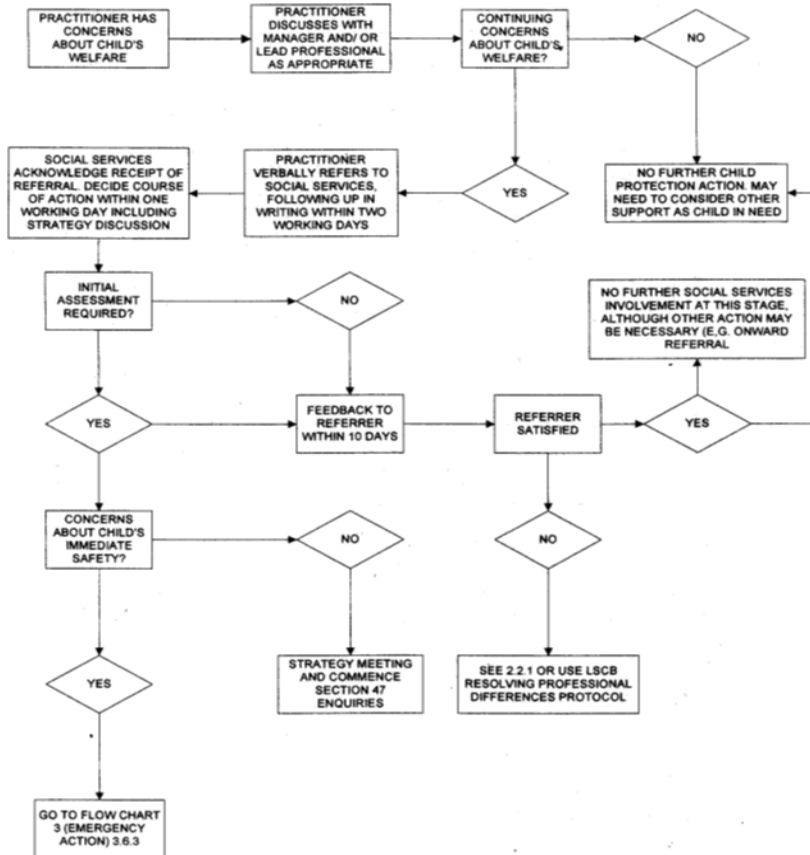
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Appendix 2

Referral Process - Children

All Wales Child Protection Procedures 2008

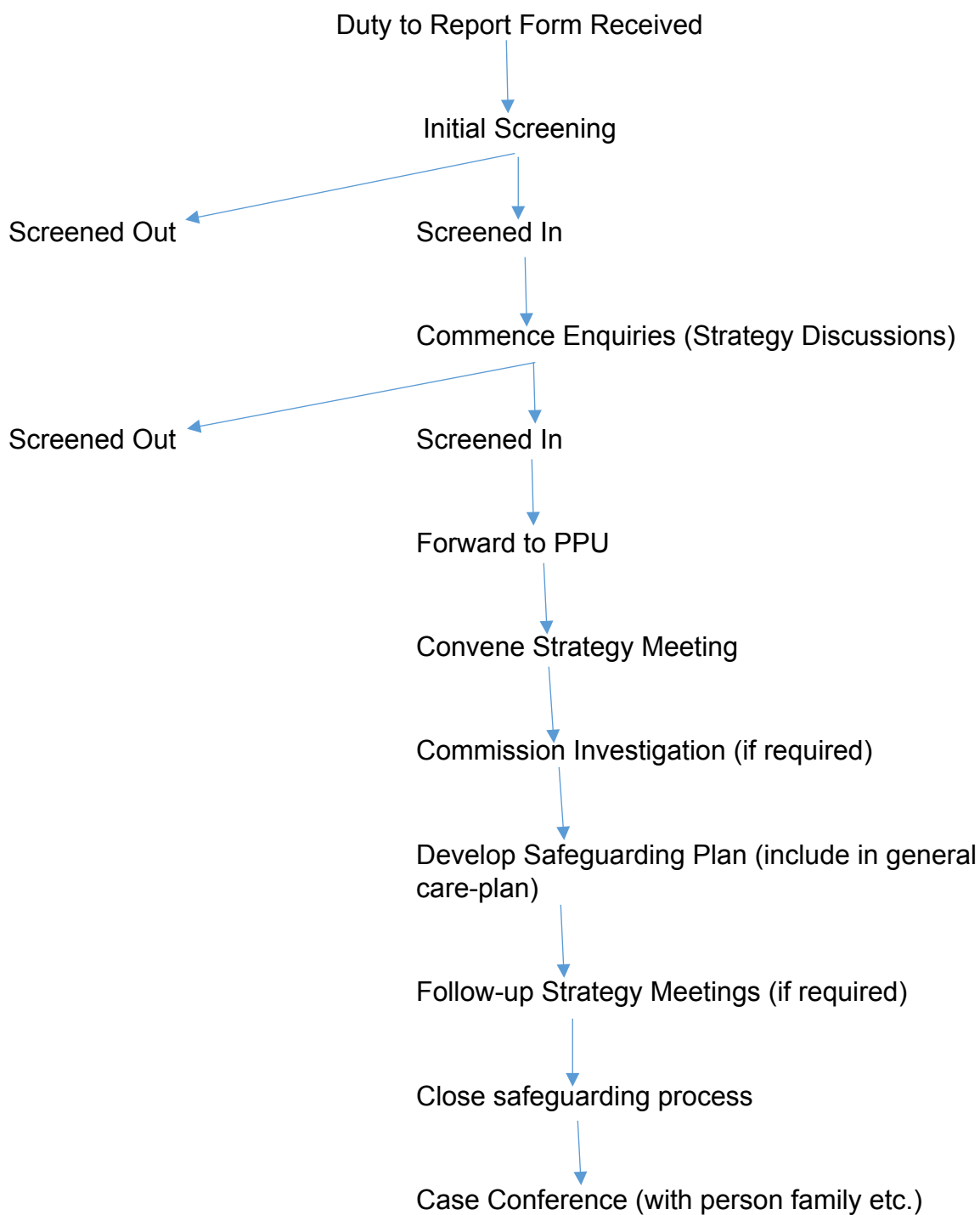
3.2.5 Flowchart 1: referral



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Appendix 3

Adult Safeguarding Process



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Appendix 4

Role Description for Directorate Safeguarding Lead

Every Directorate within the Council is required to nominate a Directorate Safeguarding Lead (DSL) for dealing with safeguarding children and adult's issues. The DSL is responsible for:

- Acting as an overarching and key source of advice and support for other staff in their Service on all safeguarding issues
- Ensuring robust arrangements are in place for staff to access day to day practice advice and support for safeguarding from their line managers
- Support staff or take the lead in referring safeguarding concerns to Social Care and Health as appropriate
- Being familiar with the Council's Corporate Safeguarding Policy and the All Wales Procedures as they relate to Children's and Adult safeguarding
- Ensuring the Operational Procedures for safeguarding within the directorate are compliant with legislation and statutory guidance and are issued to all staff
- Regular liaison with their Head of Service on the Whole Authority Safeguarding Group
- Ensuring compliance with policies and guidance within their directorate service areas and reporting this to the Whole Authority Safeguarding Group
- Attending relevant training
- Ensuring members of the workforce within their Services attend training at levels appropriate to their roles and functions and maintain management information in relation to attendance on training
- Ensuring safeguarding responsibilities are highlighted through staff induction processes, team meetings, supervision and staff briefings

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Appendix 5

Terms of Reference for Whole Authority Safeguarding Group

The main responsibilities of the Group are to ensure that robust arrangements for safeguarding children and adults are in place within and across the Council

The Whole Authority Safeguarding Group will act on a strategic level to:

- Assure the Council that procedures for managing safeguarding concerns are robust;
- Ensure that all directorates within the council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse;
- Support the functions and duties of the Chief Officer Social Care and Health;
- Ensure inter departmental working and corporate communication is effective;
- Resolve any potential barriers that could prevent having effective procedures in place;
- Receive and consider recommendations and learning from Child / Adult Practice / Domestic Homicide Reviews;
- Ensure appropriate training is available for the workforce and Elected Members;
- Receive and consider agreed performance information;
- Produce an Annual Report on safeguarding performance within the council for SLT, Cabinet and relevant Scrutiny Committee;
- Review the Corporate Safeguarding Policy as and when required or after 3 years as a minimum.

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Appendix 6

MONMOUTHSHIRE SAFEGUARDING AUDIT FRAMEWORK for EVALUATION

In accordance with Monmouthshire's Safeguarding Policy, all organisations that provide services for or work with adults at risk, children, young people and families are expected to carry out an audit of their safeguarding practices, based on a process of self-evaluation.

The following audit framework is set out in sections related to different standards and requires you to think about your own practices and procedures within your service area/ establishment. It is designed to give you an understanding of safeguarding in your own service area/ establishment and how these might be developed. In addition the audits provide Monmouthshire County Council with an overview of safeguarding practices across the county.

The audit tool is based on Social Services and Wellbeing Act 2014.

Please undertake the following audit and return it to the named officer below for your Directorate:

Bernard Boniface, Adult Safeguarding Manager (Adult Services) bernardboniface@monmouthshire.gov.uk.

Diane Corrister, Safeguarding and Quality Assurance Unit Manager (Operations) dianecorrister@monmouthshire.gov.uk.

Heather Heaney, Designated Lead Officer for Safeguarding in Education (CYP, Schools, Early Years Settings, Flying Start) heatherheaney@monmouthshire.gov.uk

Cath Sheen, Corporate Safeguarding Programme Lead (Resources & Enterprise) cathsheen@monmouthshire.gov.uk

Please think carefully about your own practices and procedures in your setting; complete the audit to the best of your knowledge and think about how you will evidence your responses. Please complete the RAG System (Red, Amber or Green – see below) and produce an action plan with any actions that are required to improve safeguarding in your area.

We review the information you give us and will provide follow up advice and support where appropriate. Our review of the information helps to inform MCC in developing safeguarding practices at a wider level.

We aim to undertake a follow up audit every 2 years. Please try to be as realistic and honest as you can be and use this document to help you to identify your current position regarding safeguarding and set targets/actions to improve.

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ORGANISATION / SERVICE AREA / SCHOOL / ESTABLISHMENT NAME.....

PERSON COMPLETING THIS AUDIT..... ROLE/POSITION.....

DATE COMPLETED..... DATE RETURNED TO LA.....

Please list below ALL the individual services / organisations / establishments that you are responsible for and reporting on in this audit. Where relevant be specific in your audit regarding which service is being commented upon. (for e.g. Leisure Centre, Day Service, Care Home, Social Work Team Primary School, Comprehensive School, Nursery, Breakfast Club, After School Club, Sports Activities, etc.)

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STANDARD	EVIDENCE	RAG RATING	FURTHER ACTIONS REQ'D
STANDARD 1. Designated Safeguarding Leads Designated Safeguarding Leads fulfil an essential role in developing and implementing policies that help to protect children and adults at risk from all forms of abuse and create a safe environment. Designated Safeguarding Leads take responsibility in their setting for managing issues and concerns about adults and children at risk.			
1.1 There is a Designated Safeguarding Lead (DSL) for Safeguarding and all staff know who that person is.			

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1.2 There is a Deputy Designated Safeguarding Lead (to act when the DSL is off site) and all staff know who that person is.			
1.3 The role of the Designated Safeguarding Lead is clearly defined in a job description which sets out their responsibilities in safeguarding.			
1.4 The DSL and deputy DSL are adequately trained and supported to fulfil their roles.	Provide details of safeguarding courses attended with dates:		
STANDARD 2. Policies and Procedures			
2.1 Your setting has adopted the Monmouthshire Safeguarding Policy (formally via governing body/trustee / management body if appropriate).	Give Date when adopted:		

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<p>2.2 The LA policy has been communicated to all staff members and is implemented in your setting/organisation.</p>			
<p>2.3 Your setting has its own written safeguarding policies and procedures which are reviewed regularly (at least every 3 years)</p>	<p>List any relevant policies with dates including date of reviews and of next review:</p>		
<p>2.4 All staff and volunteers are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			
<p>2.5 Everyone using your service are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			

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2.6 We are confident that every service we commission delivers a safeguarding standard consistent with our service.			
STANDARD 3. Accountability			
3.1 All staff understand to whom they are directly accountable with regards to the well-being of adults at risk and children, and the level of accountability they have.	Is this discussed at team meetings and staff appraisals? How is this recorded?		
3.2 All Job descriptions are explicit and recognise responsibilities regarding safeguarding and promoting the well-being of children and adults at risk.			
STANDARD 4: LISTENING AND RESPONDING			
4.1 Children and adults at risk are			

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<p>encouraged to express their wishes and feelings including any concerns they might have over harm and abuse</p>			
<p>4.2 Appropriate decisions are made in order to protect children, young people and adults at risk from harm</p>			
<p>4.3 Children, young people and adults at risk feel safe in your setting and that their well-being is promoted.</p>			
<p>4.4 We reflect on what has gone well and areas for improvement, and ensure that new learning is embedded.</p>	<p>How is this achieved?</p>		

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STANDARD 5: Effective inter-agency working to safeguard and promote the welfare of children and adults at risk

<p>5.1 Staff participate in multi-agency meetings and fora to consider the needs of and provide support for individual children and their families and adults at risk.</p>	<p>List the relevant meetings your setting is involved:</p>		
<p>5.2 Staff are able to recognise when children and adults at risk need additional support and are able to make the appropriate referral e.g. referrals to other single agencies, referral to TAF, referral to Adult Services or Children's Services</p>	<p>Provide numbers of referrals made to e.g. adult/children's services</p>		
<p>5.3 Any decisions made or actions taken in relation to the protection or safeguarding of</p>			

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individuals are recorded appropriately and maintained confidentially.			
5.4 Arrangements are in place to ensure that personal and confidential information is appropriately shared across settings / services.	Is information securely available across varying levels of need? How do you know this is being complied with?		
STANDARD 6: Staff and Volunteer Training			
6.1. All staff and volunteers receive appropriate training (at the relevant levels) to enable them to discharge their safeguarding duties.	Describe your record keeping arrangements and how this is monitored by your setting. What arrangements are in place for updates and renewals		
6.2 All staff and Volunteers are assessed in relation to	How is this achieved?		

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safeguarding training needs.			
6.3 There is a record kept of all adult/child protection and safeguarding training and this is updated as appropriate.	Provide a copy of your training record		
6.4 Arrangements are in place to evaluate the impact and effectiveness of training and the identification of adult/child protection and safeguarding training.			
STANDARD 7: Safe Recruitment			
7.1. All staff and volunteers have DBS checks prior to employment if they are engaged in regulated activity.	Describe how you monitor DBS arrangements:		
7.2. All staff who have contact with children, young people and	Provide information about any DBS		

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<p>adults at risk are selected in accordance with the Safe Recruitment Policy and have appropriate checks in line with current legislation and guidance:</p> <ul style="list-style-type: none"> - References are always taken up prior to appointment. - Identity and qualifications are verified. - Professional registration is in place - Face to face interviews are carried out. - Previous employment history is checked. - Any anomalies or discrepancies are followed up. 	<p>risk assessments that you have undertaken since the last audit: how can you be confident that sound decisions are made?</p>		
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<p>- Necessary checks are carried out before the employee takes up the post (e.g. DBS if they are engaged in regulated activity).</p>			
<p>7.3 There is a Safe Recruitment policy in place.</p>			
<p>7.4 Those people involved in recruitment within your setting have undertaken Safe Recruitment Training</p>	<p>Provide details of any training undertaken:</p>		
<p>STANDARD 8: Handling Allegations Against Workers and Volunteers</p>			
<p>8.1 There is a named senior officer with responsibility in respect of allegations against staff and volunteers. All staff</p>			

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know who this person is.			
8.2 There is a written procedure for handling allegations against staff and volunteers in place.			
8.3 Incidents and allegations of professional abuse are recorded appropriately and maintained confidentially.	Provide numbers of professional concerns and any issues referred:		
STANDARD 9: Safeguarding in the Building			
9.1 Do you know and monitor public access points in the building(s) so that you know if people are entering or leaving the building?			
9.2 Are Parents / Carers / Visitors monitored whilst they are in the building			

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including signing in and out procedures if appropriate? Are badges issued to visitors?			
9.3 Do you have policies and procedures in place to maintain safeguarding when other people/vehicles not involved with your organisation use/visit the premises at the same time as your organisation?			
9.4 Are safeguarding issues reported to the relevant lead officer and the building's management, as appropriate?			
9.5 Do you risk assess for safeguarding and general safety when using premises other than your own and have a reporting system in place for issues identified?			

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STANDARD 10: E-Safety			
10.1 Children, young people or adult at risk who have access to the internet via any means in your setting can do so safely.	Provide details of any e-safety awareness activity that is undertaken within your setting:		
10.2 Do you have and implement a policy for the safe use of internet access by service users, staff and volunteers?	Tell us where this policy is available:		

Designated Safeguarding Lead Summary Report

<p>Describe any key challenges and successes that you have experienced over the last year. Relate this both to your individual role and to the wider setting.</p>
<p>Please identify what support might be helpful to you in your role as Designated Safeguarding Lead or to assist with the development of safeguarding within your setting.</p>

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RAG RATING



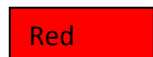
Green

Means everything is in place, up to date, and meets the required minimum standard



Amber

Means that something requires review or improvement



Red

Means something needs to be developed as a matter of urgency

Part 2: Action Plan

INSERT YOUR COMPLETED / UPDATED ACTION PLAN FROM YOUR PREVIOUS AUDIT

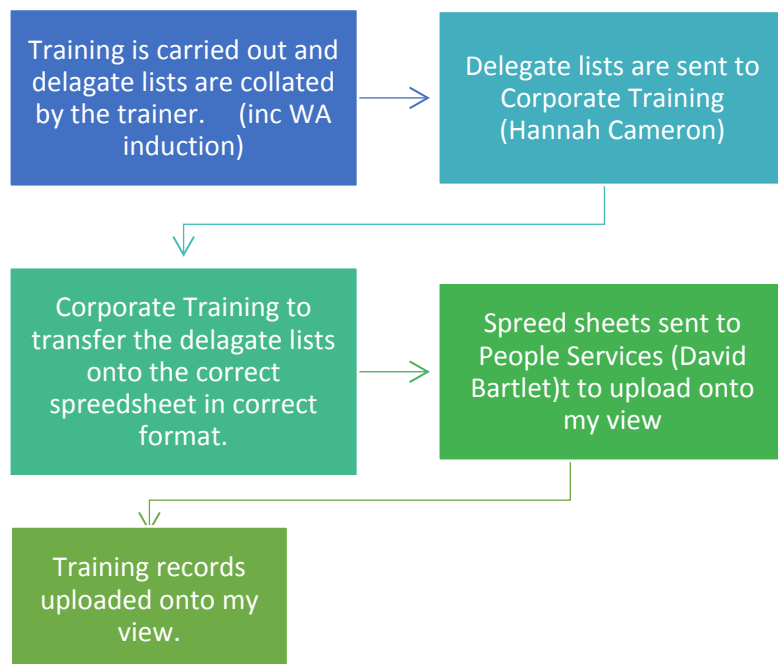
Ensure that any actions from your previous action plan that have not been completed are incorporated into your current plan as below.

No	Standard Identified	RAG Rating	Action Needed / Evidence of Completion	Timescale / Date of completion	Lead Officer and Contact Details

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Appendix 7

Plan for uploading 'my view' with training records



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The above is the temp interim solution for recording training onto personal files on 'my view'.

Trainers to ensure delegate lists are sent to Corporate Training Unit (Hannah Cameron) within a day following the training.

When staff attend external training the Line Manager will need to send the information to Corporate Training Unit, as above, with regards to training attended.

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Format for uploading data to my view:-

Corporate Training Unit will send the training records to be uploaded in the following format.

Directorate	Service	Division	Section	Employee Number	Name	Course	Date	Result	Reason if not attended

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Appendix 8

Definitions of Abuse

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

Financial Abuse

Financial or material abuse is any theft or misuse of a person's money, property or resources by a person in a position of, or expectation of, trust to a vulnerable person. Common forms of financial abuse are misuse by others of a vulnerable adult's state benefits or undue pressure to change wills. Financial/material abuse may also be perpetrated by one vulnerable adult upon another.

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Appendix 9

Safeguarding Policy for (Name of setting/service if not already noted above)

Introduction

1.1 **Name of Service/Setting** fully recognises the contribution it makes to safeguarding adults and children at risk.

There are three main elements to our policy:-

- a. Prevention;
- b. Procedures for identifying and reporting cases, or suspected cases of adults and children at risk.
- c. Support to those who may have experienced abuse or harm.

1.2 This policy applies to all staff and volunteers working in **name of service/setting**. It is recognised that staff who come into contact with adults and children can often be the first point of disclosure of abuse or harm. This first point of contact is an important part of the protection process and it is essential that all staff are aware of and implement the procedures as noted in this policy.

Prevention

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard adults and children at **name of service/setting**.

We will therefore:-

- a. Establish and maintain an ethos where children and adults feel secure, are encouraged to talk and share their concerns and will be listened to;
- b. Ensure that those attending this setting/using this service know that all staff and volunteers in this setting can be approached if they are worried or concerned about matters that concern them or their family members or friends.
- c. Include in the ethos of the setting that people have the right to be safe from abuse and to know that they can turn to staff for help;

Procedures

3.1 At **name of service/setting** we will follow the All Wales Child Protection Procedures 2008, and relevant adult protection procedures and other guidance and protocols that have been endorsed and agreed by the South East Wales Safeguarding Children Board (SEWSCB) and the Gwent Wide Adult Safeguarding Board (GWASB).

3.2 The setting/service will:-

- a. Ensure it has a named designated senior member of staff (DSL) who has undertaken the appropriate training in line with agreed national and local requirements. This setting/service will also nominate a named deputy who will be the central contact at times when the designated person is absent. In the

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unlikely that both are absent or unavailable the most senior person will act as a contact point for other staff.

- b. Recognise the role of designated person and arrange support and training. The setting/service will look to the SEWSCB, GWASB and to the local authority for guidance and support in all child protection matters and concerns for adults at risk.
- c. Ensure that all members of staff, including permanent, part time and adult volunteers, (and school governors/management boards) knows:-
 - The name and contact details of both the designated and deputy person responsible for child protection and concerns for adults at risk;
 - That it is the named designated person and/or their deputy who have the responsibility for making referrals for children/adults at risk within timescales, by completing the agreed multi-agency form.
 - That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty Team if necessary when a referral is being considered; if in doubt a referral must be sent.
- d. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to an adult or child who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the setting/service.
- e. Ensure that adults, children and carers have a clear understanding of the responsibility placed on the setting/service and its staff for safeguarding adults and children by setting out their obligations in relevant service/setting information.
- f. Provide training for all staff so that they:-
 - i) Understand their personal responsibility;
 - ii) Are cognisant of agreed local procedures
 - iii) Understand the need to be vigilant in identifying suspected cases of abuse;
 - iv) Know how to support an adult or child who discloses abuse, particularly the do's and don'ts.
- g. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding children and adults at risk including attendance at child protection/case conferences and subsequent meetings and support these with the submission of written reports.
- h. Keep written records of concerns about adults and children at risk (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- i. Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.
- j. Ensure that all recruitment and selection procedures follow all national and local guidance. The setting/service will seek advice and guidance from the appropriate Human Resources on recruitment and selection.

MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

- k. Seek to designate a governor for child protection who will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters as and when required but will be required to write an annual report to the governing body on the school's child protection activities.

Supporting children and adults at risk of abuse

4.1 At **name of service/setting** we recognise that those who are at risk, suffer abuse or witness violence are often affected in adverse ways, some may be deeply troubled by these events.

4.2 At **name of service/setting** we will endeavour to be patient and supportive to those at risk of harm or abuse.

Prevent Duties

In March 2015, the Counter Terrorism and Security Act received Royal Assent. The Act includes how we need to work together to prevent people from being drawn into terrorism.

Where we become aware of information involving identification of potential instances of extremism and radicalisation we will refer to Adult/Children's Services in the same way as for all safeguarding concerns.

Information for all staff/volunteers

5.1 What to do if a child or adult tells you they have been abused or harmed

A person may confide in any member of staff/volunteer. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the person when they are freely recalling events. Limit any questions to clarifying your understanding of what the person is saying. Any questions should be framed in an open manner so not to lead the person;
- You must report orally to the **Designated Person Safeguarding (DSL) or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelihood of both being absent seek out the most senior person in the setting/service;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the Designated Safeguarding Lead. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the person's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the person it is an important one in the child protection process.

Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;

MONMOUTHSHIRE COUNTY COUNCIL **CORPORATE SAFEGUARDING POLICY**

- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age/understanding related ways to the person as soon as appropriately possible during the disclosure. This may result in the person 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have a shared a concern with you to the designated person. Often what is initially shared can be the tip of an iceberg;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting the person, contributing to an assessment or supporting safeguarding plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

If an allegation of abuse is made against a member of staff/volunteer this must be reported to the Designated Person for Safeguarding (DSL).

Where the allegation is against a member of staff you should refer to Children's/Adult Services in the same way as for all allegations of abuse.

Confidentiality

6.1 A person may only feel confident to confide in a member of staff/volunteer if they feel that the information will not be divulged to anyone else. However we all have a responsibility to share relevant information about the protection of children and adults with the designated statutory agencies when a person is experiencing harm or abuse.

It is important that each member of staff/volunteer deals with this sensitively and explains to the person that they must inform the appropriate people who can help them, but they will only tell those who need to know in order to be able to help. Staff should reassure the person and tell them that their situation will not be common knowledge within the setting/service (i.e. not discussed with other staff) Staff/volunteers need to be aware that it may well have taken significant courage on the part of the person to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Training

The setting/service will be cognisant of national and local training requirements and guidance, which will include SEWSCB and GWASB guidance, advice and training opportunities.

7.1 The service/setting will ensure that the Designated Safeguarding Lead (DSL) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local

requirements will be central to the DSL's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be given.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Claire Marchant</p> <p>Phone no:07595647637</p> <p>E-mail: clairemarchant@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To make minor amendments to the Corporate Safeguarding Policy</p>
<p>Name of Service</p> <p>Social Care and Health- Safeguarding</p>	<p>Date Future Generations Evaluation form completed</p> <p>23rd April 2018</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




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4 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>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	x	x
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	x	x

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?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The policy will support people in being and feeling safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	x	x
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The policy does not discriminate but will support everyone across all ages, religions, race and cultures	A policy will be in place and embedded within the Authority so that those working for / with / on behalf of the Authority are aware of their responsibilities in relation to safeguarding.

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>Long Term</p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding, and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</p>
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</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>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Policy will be delivered through existing resources but the intention is to prevent problems in safeguarding occurring.</p>	<p>N/A</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Authority / volunteer /external provider working should be strengthened. This should impact on individuals and communities.</p>	<p>N/A</p>

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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

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?

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	The adult at risk population will become an integral part of the new safeguarding policy and so all ages will be appropriately focussed	None	N/A
Disability	Nothing additional	Nothing additional	N/A
Gender reassignment	Nothing additional	Nothing additional	N/A
Marriage or civil partnership	Nothing additional	Nothing additional	N/A
Pregnancy or maternity	Nothing additional	Nothing additional	N/A
Race	Nothing additional	Nothing additional	N/A
Religion or Belief	Nothing additional	Nothing additional	N/A
Sex	Nothing additional	Nothing additional	N/A
Sexual Orientation	Nothing additional	Nothing additional	N/A
Welsh Language	Nothing additional	Nothing additional	N/A

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	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	None – the policy is to improve safeguarding	N/A
Corporate Parenting	Looked After Children in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	None – the policy is to improve safeguarding	N/A

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

Social Services and Wellbeing (Wales) Act 2014
 Internal Audit Service report on safeguarding 2015
 The Wales Audit Office on Safeguarding 2015
 The Ellis Williams Report on safeguarding 2015
 Current Safeguarding Policy

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?

None

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
None			

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:	May 2020
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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	Cabinet June 2017	June 2017	None
2	County Council	July 2017	None
3	County Council	May 2018	

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SUBJECT:	Asset Management Strategy and supporting policies
MEETING:	County Council
DATE:	10th May 2018
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To seek approval of the updated Asset Management Strategy, County Farms Strategy and the Asset Investment Policy.

2. RECOMMENDATIONS:

- 2.1 To approve the Asset Management Strategy, County Farms Strategy and supporting policies.
- 2.2 To agree to the adoption of the Asset Investment Policy and the approval of up to £50,000,000 of prudential borrowing to fund acquisitions over a three year period.
- 2.3 The delegation of authority to an Investment Committee to approval Business Cases and agree to the acquisition of land and property assets and in line with agreed evaluation criteria and subject to annual performance reviews.

3. KEY ISSUES:

- 3.1 The Council last considered its Asset Management Strategy in November 2014. Since that date an inspection was undertaken by Welsh Audit Office in March 2017, a new administration has been elected and a Corporate Plan has been adopted. A recommendation of the WAO review was to revise the Asset Management Strategy, which has now been undertaken to align with Council priorities and to take advantage of developing commercial opportunities.
- 3.2 The strategy has been updated in to provide strategic direction aligned to and reflecting priorities outlined in the Corporate Plan approved by Council in March, which includes the need for a more commercial approach to the management, sale and development of assets. Furthermore the updated strategy reflects most recent legislation and best practice.
- 3.3 The Strategy outlines the Councils vision for managing its property portfolio to support the delivery of front line services, optimize community benefits and maximize financial return through 5 key targeted themes being:

- Service transformation – supporting the transformation of how we deliver services and thought new service delivery models
 - Having an effective and efficient operational estate – managing our operating holding effectively through ongoing rationalization of office accommodation, ensuring consistent application of our agile working approach methodologies, improving energy efficiency of our buildings and ensuring assets are fit for purpose
 - Commercializing our approach – through the adoption of an Asset Investment Policy, delivery of the County Farms strategy, optimizing returns from our existing investment properties, maximizing capital receipts and exploring other commercial opportunities
 - Supporting our communities – through the Community Asset Transfer programme, exploiting opportunities to deliver affordable housing on council owned land, creating self-build opportunities, working with Y Prentis to provide apprenticeships and working with partners to ensure developments are community focused and incorporate SD principles.
 - Greening our estate (sustainable development) – through increased renewable energy generation and the value generated, reducing energy consumption, piloting and exploiting other emerging technologies around hydrogen, electric and hydro.
- 3.4 The Strategy contains a new policy for the acquisition of investment assets. This policy positions the Council in a commercial context providing the framework for the acquisition of income generating assets, which will be measured against a prescribed annual return.
- 3.5 The purpose of the policy is to help sustain Council Services and enhance the asset base by enabling a framework that allows investment in commercial property assets in order to increase the net rental income stream for the Council and to secure potential further capital growth opportunities.
- 3.6 The Council's Corporate Plan 2017 - 2022 identifies five priorities, of which one concerns the Council being "future focused". One of the key measures for this is income generation from commercial investments. This policy will provide the framework for the evaluation of potential commercial property investments.
- 3.7 The intention is to actively seek out investment opportunities within the County of Monmouthshire, City Deal geographical boundary and neighbouring areas of economic influence which will support our economic and regeneration priorities. In order to manage and spread the risk we will also identify investment options beyond our county boundaries which meet our criteria. The intention therefore is to work towards an investment portfolio that allows for a diversification of risk.
- 3.8 Investments will be judged by SLY principles that look at security, liquidity and yield and a wider set of investment and financial criteria. Risks and appropriate mitigations will be appropriately assessed against potential return and wider benefits identified.
- 3.9 It is intended that the acquisitions will be funded through prudential borrowing with a £50,000,000 fund proposed. The cost of the debt will be funded from the rental streams

derived from the property, with a requirement that it will provide a net surplus over and above borrowing costs.

- 3.10 Decision making will be delegated to an Investment Committee which will be made up of senior Members and Officers comprising the Chief Executive, Leader, Deputy Leader, Cabinet Member for Resources, Chief Officer for Resources, S151 officer and Head of Commercial and Integrated Landlord Services. Annual reports on performance will be submitted to Audit committee. It is expected that expert advice will be procured with initial acquisitions to supplement expertise and capacity.
- 3.11 In terms of wider aspects of the strategy Knight Frank were commissioned to undertake a review of the County Farms portfolio and identify opportunities to generate additional income through diversification and re-development. Consultation was undertaken with farm tenants and stakeholders so that all viewpoints could be considered. The proposals will be developed into projects by the Estates team and progress will be monitored through the Landlord Services Business Plan.
- 3.12 New governance arrangements are proposed which will amalgamate the Capital Working Group and Asset Management Group into a single body which will streamline and align financial and property decision making.

4 OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Do nothing	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> The WAO has already identified the need to update the Strategy and failure to do so will put us in breach of their recommendation. The strategy and plan need to futureproof the management of Council assets and align with corporate priorities. Lack of strategic direction 	Given the WAO recommendation a new administration and Corporate Plan do nothing is not a feasible option.
Implement an updated strategy	<ul style="list-style-type: none"> Provides an updated strategic direction Reflects the Corporate Plan priorities Identifies the need for a more commercial approach to the management, sale and development of commercial assets Reflects updated legislation and best practice 	<ul style="list-style-type: none"> Places additional pressure on limited resources. Acquiring additional investment properties will create risks if market conditions change or voids occur. 	Preferred approach given WAO recommendation and evolving corporate priorities

5. EVALUATION CRITERIA

- 5.1 KPI's will be embedded into the Landlord Services Business Plan which will be monitored on a quarterly basis. Annual performance reporting of investment properties will be submitted to Audit committee.

See Appendix 1 for further information.

6. REASONS:

- 6.1 The prevailing financial climate necessitates an ongoing review of the Councils property estate to wherever possible minimise operating costs, maximise financial and social value and ensure that the policies and portfolio maintain alignment with the Councils priorities and the Medium Term Financial Plan.
- 6.2 The review by Welsh Audit Office recommended that the Asset Management Strategy and governance arrangements be updated. Beyond this there is the need to future proof the service by adopting clear processes, policies and work streams.
- 6.3 The creation of the new Landlord Services team will implement the Strategy and Plan and progress against actions and performance indicators will be monitored quarterly Business Plan.

7. RESOURCE IMPLICATIONS:

- 7.1 The Asset Management Plan sets the framework and policies within which decisions about properties should be made. It is presumed that the Council will continue to release its assets at market value, unless a disposal would meet the criteria required by the General Disposals Consent Order (Wales) 2003 and is in accord with the Community Asset Transfer Policy.
- 7.2 Should the Asset Investment Policy be adopted this would provide borrowing consent for up to £50,000,000 over a three year period. The cost of the debt would be cost neutral as it would be funded through the rental income received in accordance with the policy.

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

There are no identified negative impacts arising and the proposal does not have any safeguarding or corporate parenting implications.

9. CONSULTEES:

SLT
Cabinet
Head of Legal Services
Head of Finance

10. BACKGROUND PAPERS:

Title of Report:	Asset Management Strategy and Supporting Policies
Date decision was made:	10th May 2018
Report Author:	Peter Davies / Debra Hill-Howells

What will happen as a result of this decision being approved by Cabinet or Council?
Adoption of revised Asset Management Strategy and supporting policies including a County Farms Strategy and Asset Investment Policy
12 month appraisal
Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?
KPI's have been proposed which will be monitored through the Landlord Services Business Plan. The Asset Investment Policy has a separate performance framework which will be reported annually into Audit Committee
12 month appraisal
<i>Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.</i>

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?
Income targets (capital and revenue) are contained within the Strategy and Landlord Services Business Plan
12 month appraisal
<i>Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.</i>

Any other comments



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation</p> <p>Debra Hill-Howells Phone no: 01633 644281 E-mail: debrahill-howells@monmouthshire.go.uk</p>	<p>Proposal Name:</p> <p>Asset Management Strategy and supporting policies</p>
	<p>Please give a brief description of the aims of the proposal</p> <p>The adoption of a strategy that covers the management of property assets for the term of the current administration. It also includes the adoption of an Asset Investment Policy and updated County Farms strategy</p>
<p>Name of Service</p> <p>Commercial and Integrated landlord Services</p>	<p>Date Future Generations Evaluation form completed</p> <p>25.04.18</p>

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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?
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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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Assets will be used to support revenue and capital generation, creation of employment and residential developments	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The strategy actively promotes the implementation of low zero carbon technologies, whole life costing and upgrading mechanical and electrical infrastructure during refurbishment projects. The operations within commercial assets or energy infrastructure may impact on the local landscape, e.g. solar farm.	Community fund created from solar farm proceeds
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Provision of affordable housing within allocated development sites	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Regeneration opportunities, community asset transfer process and development of community hubs	Some communities may be opposed to commercial development or regeneration schemes. Whilst we will be seeking to acquire existing assets we may need to consider other ways of enhancing the value through intensification, change of use or re-development. If these options were exercised they would be subject to planning and local consultation.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Where possible we will consider ways to develop local supply chains, utilizing local materials and reduce our carbon emissions through the implementation of energy efficient and renewable technologies.	

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?
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Welsh language reception facilities and signage within operational buildings.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Providing affordable housing, employment land	

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

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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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The strategy supports the development of whole life costing principles, implementation of renewable technologies and low zero carbon technologies to reduce energy consumption. Rationalisation of the operational portfolio will continue and emerging policies support a commercial approach utilizing assets for income generation that can also support economic and regenerative activities</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The development of the community hubs supports a collaborative approach for integrated and co-located services. We work with Gwent Police on a collaborative approach to facilities, design and maintenance services and share accommodation with Aneurin Bevan Health Board.</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="136 483 297 512">Involvement</p> <p data-bbox="349 260 517 448">Involving those with an interest and seeking their views</p>	<p data-bbox="544 260 1328 491">The Community Asset transfer policy will be subject to review working with stakeholders to develop a model based on best practice, GAVO and user feedback. We work with local members, community groups and other stakeholders when disposing of assets and will ensure feedback is provided in any Cabinet / Council reports</p>	
 <p data-bbox="136 770 297 799">Prevention</p> <p data-bbox="349 536 517 831">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="544 536 1328 810">We have implemented a whole life costing approach to refurbishments, actively seeking opportunities to upgrade mechanical and electrical infrastructure to reduce energy consumption, operating costs and CO2. Where assets are surplus to MCC requirements, we will work with local groups to undertake community asset transfers to provide additional community resource.</p>	
 <p data-bbox="136 1106 297 1134">Integration</p> <p data-bbox="349 876 517 1134">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 876 1328 986">All decisions and policies will have regard to the well-being principles and the need to avoid short term decisions that have long term implications.</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

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	All operational assets are accessible	Neutral	
Disability	All operational assets are accessible and take into account various types of disability.	Neutral	Where CATs are proposed we will work with community groups to safeguard accessibility. Access audits are undertaken to establish physical alterations.
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	
Pregnancy or maternity	Where possible, baby changing facilities will be provided.	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Ensure that signage is compliant with the Welsh Language measure 2011	Neutral	

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	Neutral	<i>Neutral</i>	
Corporate Parenting	Neutral	Neutral	

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

- Welsh Audit Office review
- Review of practice within other Authorities
- Feedback from Economy & Development Select Committee
- Professional advice from investment and legal advisors
- Feedback from stakeholders (County Farms and Community Asset Transfer)

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?

Benefits

- Create an additional revenue source for the Council without impacting on services or being an additional cost to tax payers.
- Potential to support the local economy and jobs by acquiring assets within Monmouthshire and the Capital City region
- Potential for assets to stimulate regeneration opportunities
- Minimise operating costs

Negative Impacts

- Competing with the private sector
- Risks associated with property market

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

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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
	County Council	10th May	



Asset Management Strategy

2018-2022

Including Asset Management Plan 2018-19



monmouthshire
sir fynwy

Version Control

Title	Asset Management Strategy 2018 - 2022
Purpose	To provide a strategic framework for the management of the Councils land and property portfolio
Owner	Debra Hill-Howells
Approved by	
Date	30.04.18
Version Number	2.2
Status	Draft, amended following consultation
Review Frequency	Asset Management Strategy – 2022 in line with local elections and possible change of administration and priorities. Asset Management Plan - annually
Next review date	Asset Management Strategy – 2022 Asset Management Plan – April 2019
Consultation	

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Foreword

This document sets out the Councils vision, priorities and key actions to ensure that the management of the Councils assets is undertaken in a considered and sustainable way, whilst ensuring that we always strive to maximise financial and social value for our communities benefit.

Land and property can play a significant role in delivering the Councils vision of sustainable and resilient communities. They can support community regeneration, create safe spaces for social inclusion and enable the provision of local services. The prevailing financial conditions however, require us to ensure that we have robust policies and programmes in place and that our operational estate is lean, efficient, meets the needs of service users and is fit for purpose.

We also recognise the importance of maximising income from our property assets and we will actively seek opportunities to increase revenue generation and capital appreciation that align with our Commercial Strategy.

This strategy reflects our Asset Management Vision and policy framework for the duration of this administration. The Asset Management Action Plan will be reviewed annually to ensure that it continues to align with regional and corporate priorities, reflects emerging service or community aspirations and continues to provide a viable financial model.



Councillor Phil Murphy

Cabinet Member for Resources

Part A – Asset Management Strategy



Our Foundation: Purpose and Values

Monmouthshire County Council has a clear purpose. We shape this in line with the goals and ambitions of our partners in other public services that are part of the Monmouthshire Public Service Board (PSB). Monmouthshire County Council's Corporate Business Plan provides direction and sets out the things we will be working on for the next four years, taking us up to the end of the political term in 2022.

Purpose

Our Purpose is:

We want to help build sustainable and resilient communities that support the well-being of current and future generations.

This purpose is at the heart of everything we do to improve the economic, social, environmental and cultural well-being of Monmouthshire and we share this with our public service partners as part of the Public Service Board. We will consider sustainable development in how we plan and deliver the action set in this plan

Our Corporate Plan

Monmouthshire County Council's Corporate Business Plan sets out the things we will be working on in the medium term. The plan sets out our five Organisational Goals (also our well-being objectives) supported by the 22 commitments to action we will make and the ways in which they will be measured in the run-up to 2022. This plan has been developed aligned to the direction set in the Corporate Plan. The Plan is underpinned by a clear policy framework that sets out in more detail our work to enable the delivery of the plan (see appendix). The aspiration and objectives set for Monmouthshire by the PSB and Council are:

Purpose: Building Sustainable and Resilient Communities	
<i>Public Service Board Well-being Objectives</i>	<i>Monmouthshire County Council Goals & Well-being Objectives</i>
Provide children and young people with the best possible start in life	The best possible start in life
Respond to the challenges associated with demographic change	Lifelong well-being
Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change	Maximise the potential of the natural and built environment
Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.	Thriving and well-connected county
	Future - focussed Council

Values

We can only achieve great things for our place through the people who live and work here, those on our payroll and those in Monmouthshire’s communities including the countless volunteers and groups that give this place a richness and vibrancy. Our values reflect who we are, how we do things and how we are shaping the future. We try our best to apply these in everything we do.

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we’ll say so; if it will take a while to get the answer we’ll explain why; if we can’t answer immediately we’ll try to connect you to the people who can help – building trust and engagement is a key foundation.



Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.




Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don’t see ourselves as the ‘fixers’ or problem-solvers, but we will leverage all of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Applying the Well-being of Future Generations Act

The Well-being of Future Generations Act is the fundamental legislation that requires us to carry out sustainable development, more information on the Act is in the appendix. We have applied the 5 ways of working set out in the act when developing our plan, the extent we have incorporated these is set out below:

Sustainable Development Principle	How have these principles driven the development of the policy
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The strategy supports the development of whole life costing principles, implementation of renewable technologies and low zero carbon technologies to reduce energy consumption. Rationalisation of the operational portfolio will continue and emerging polices support a commercial approach utilizing assets for income generation that can also support economic and regenerative activities</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The development of the community hubs supports a collaborative approach for integrated and co-located services. We work with Gwent Police on a collaborative approach to facilities, design and maintenance services and share accommodation with Aneurin Bevan Health Board.</p>

Sustainable Development Principle	How have these principles driven the development of the policy
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The Community Asset transfer policy will be subject to review working with stakeholders to develop a model based on best practice, GAVO and user feedback. We work with local members, community groups and other stakeholders when disposing of assets and will ensure feedback is provided in any Cabinet / Council reports</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>We have implemented a whole life costing approach to refurbishments, actively seeking opportunities to upgrade mechanical and electrical infrastructure to reduce energy consumption, operating costs and CO2. Where assets are surplus to MCC requirements, we will work with local groups to undertake community asset transfers to provide additional community resource.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>All decisions and policies will have regard to the well-being principles and the need to avoid short term decisions that have long term implications.</p>

We have also tried to maximise our contribution to achieving each of the seven national wellbeing goals. The contribution our local objectives make towards the seven national objectives has been assessed and is shown in the table below:

	Contribution to Well-being Goals						
	Prosperous Wales	Resilient Wales	Healthier Wales	More equal Wales	Wales of cohesive communities	vibrant culture and thriving Welsh Language	Globally responsible Wales
Putting sustainability and whole life costing principles at the heart of decision making	√	√					√
Providing affordable housing within development sites	√	√	√	√	√		

Ensuring buildings are safe, efficient and meet the needs of the services and users		✓	✓		✓		
Using assets to provide economic, financial and regenerative opportunities	✓	✓	✓	✓	✓		✓

1. Purpose of the Asset Management Strategy

1.1 Why the Council has an Asset Management Strategy

This strategy determines the high level strategic framework for the effective management of our land and property portfolio for the duration of the current political administration. It does not consider highways infrastructure, vehicles or any other portable or fixed assets held by the Council. It will guide decisions regarding the use of land and property assets ensuring that they support the maximisation of both financial and social value to meet the corporate objective of developing sustainable and resilient communities.

“Strategic asset management for land and buildings ensures that property assets are optimally structured in the best corporate interest, aligning the asset base with corporate goals and objectives and taking all requirements into account to deliver the optimal solution in terms of operational and financial goals”

Royal Institution of Chartered Surveyors 2008 Public Sector Asset Management Guidelines: A Guide to Best Practice.

In simplistic terms asset management is the name given to the effective management of the property assets that the Council owns or occupies. Properties should only be owned or leased if they are used:

- to deliver a service, e.g. schools (operational assets)
- generate an income e.g. shops (investment assets)
- add value to local communities e.g. parks. (community assets)

In all cases, assets should be aligned to delivering the Councils corporate priorities and must be maximised to ensure effective service, community or financial benefit. Since the adoption of the last plan in 2014, financial conditions continue to be challenging, whilst customer expectations and demand is increasing. The policy direction has been influenced by our well-being goals, entry into the Cardiff Capital City Region and the adoption of the Corporate Plan. In property terms, reducing accommodation costs, optimising their benefit for local communities and maximising revenue and capital generation remain the core principles for this strategy.

1.2 Our Vision

To effectively manage the Council's land and property assets to support the delivery of front line services, optimise community benefits and maximise financial return through 5 key themes:



The key elements of each theme are summarised below:

1.2.1 Service Transformation – Transforming how we deliver our services

- Implementing a corporate landlord model to provide a streamlined and integrated approach to the management of the council's assets.
- Using data from service users, building surveys and service managers to inform building refurbishment and maintenance programmes
- 21st century schools agenda – completion of Band A schools and implementation of the Council's aspirations for Band B.
- Supporting the delivery of the Council's ambition to develop a new model for the delivery of Leisure, Tourism and Cultural Services
- Providing the technical support to assist Social Services in their plans to develop a dementia care facility
- The delivery of the Council's Community Hub Model through the provision of a hub in Abergavenny

1.2.2 Effective and Efficient Operational Estate - Managing our operational holdings effectively

- Consolidating staff from Innovation House to the County Hall site to generate operating savings and reduce unnecessary travel and costs.
- Ensuring our current 2:1 workspace ratio is being applied consistently and appropriate supporting technology and policies are in place.
- Rationalising our operational estate by continuing to review condition, health and safety and suitability. Surplus space will be disposed of either through lettings or sales. Where feasible properties will be transferred to the investment portfolio to generate income streams e.g. Innovation House
- Ensuring assets are fit for purpose – to meet service operating models, user needs, technological advances and whole life costings
- Reducing energy utilisation by utilising loan schemes such as the re-fit programme, applying infrastructure upgrades when undertaking refurbishments or building improvements and the capital maintenance programme.
- Working with PSB partners to share accommodation and operating costs.

1.2.3 Commercialising our approach

- Adoption of an asset Investment strategy (please see appendix 1) aligned to the Commercial Strategy which will actively seek opportunities to acquire assets to generate a net revenue income.
- County Farms Strategy, (please see appendix 4) which allocates the holdings into core and non-core and identified opportunities for maximising revenue generation through diversification and estate management practices.
- Reviewing our Investment properties to minimise voids, rental arrears and operating costs and maximise returns by implementing rent reviews, lease renewals and refurbishment / re-development opportunities.
- Reviewing the markets service to make it relevant and attractive to consumers and traders and providing an attractive environment to improve dwell time and trading conditions.
- Supporting regeneration through the use of our assets
- Maximising capital receipts through the sale and development of surplus Council assets.
- Investigating opportunities to commercialise and trade the expertise of the Corporate Landlord Service.
- Maximising the potential of the Police SFM collaboration agreement
- Exploring the potential of undertaking our own developments/ construction on Council assets.
- Assessing the business need for the creation of a Council owned arm's length trading company to undertake commercial development and trade services.
- Promoting Council owned assets within the LDP review.

1.2.4 Supporting our communities

- Community Asset Transfer Programme – ensuring that our policy is fit for purpose, provides appropriate guidance and support and aligns with best practice.
- Affordable housing – creating opportunities on Council owned land and ensuring our development sites meet LDP criteria for units provided.
- Creating Self build opportunities
- Working with Y Prentis to provide apprentice opportunities and where legally and financially viable utilising and developing local supply networks for Council developments
- Working with partners to ensure residential developments are community focussed and incorporate sustainable development principles.
- Working with partners to provide a single front door approach to local service provision to improve service delivery for users.

1.2.5 Sustainable development

- Increasing our renewable energy generation where financially viable to do so
- Maximising the value of renewable energy generated through the provision of battery storage or the trading of energy to third parties
- Reducing energy consumption by replacing older inefficient technologies
- Implementing the hydrogen pilot and evaluating its success
- Reviewing the potential for other emerging technologies such as harnessing heat from rivers or hydroelectricity.
- Installing electric car charging points at Council owned sites.
- Reducing our carbon footprint

1.3 Aim and Objectives

The asset management aims and objectives are:

- Utilise property assets to support enterprise, local communities and income generation.
- Greening the estate through the ongoing implementation of renewable technologies and application of energy reducing technologies.
- Compliance with legislative and statutory duties to ensure that our portfolio is safe, accessible and fit for purpose.
- Adopt whole life costing principles
- Rationalisation of the operational estate to minimise operating costs

2. The Policy Framework

2.1 The Local Context

Monmouthshire covers an area of approximately 880 square kilometres with an estimated population of approximately 93,000. It is a predominantly rural county with only 53% of the total population living in wards defined as being in urban areas (i.e. with a population of more than 10,000). The key settlements in the County are Abergavenny, Chepstow, Monmouth, Caldicot and Usk.

The rich landscape and quality of life the county affords has seen an escalation in house prices, with South Monmouthshire prices rising on average by 10% in the last 5 years, compared to the Welsh average of 2%. The removal of the Severn Bridge tolls at the end of 2018 is predicted to accelerate this gap as residents from the south west of England migrate into South Monmouthshire. This is likely to place increased pressure on the need to provide affordable housing for the indigenous population as the gap between earnings of those that live and work in Monmouthshire compared to those that out commute grows. The median gross weekly pay for women working full-time in Monmouthshire in 2016 was £399.90 (Wales average £448.50) with Monmouthshire ranked 21st of out of 22 authorities on this measure with only Blaenau Gwent registered lower, at £360.00.

The current population projections predict that by 2035 there will be 184% more people over 85 years old living within Monmouthshire whilst conversely the population levels of young people are set to diminish by 14%. Demographic demands combined with a budget reduction of circa £14m over the next four years will drive new Council approaches to growth and service transformation. The removal of the tolls will present new opportunities to generate employment and residential growth and this strategy will enable the Council to consider service delivery and commercial opportunities as they arise.

2.2 Cardiff Capital City Region

Monmouthshire along with nine other local authorities has signed up to the creation of a joint Cabinet to oversee the delivery of the City Regions economic and growth agenda. This presents a significant opportunity for Monmouthshire to capitalise on its strategic location as a border town and a key member of the region team. The City Deal has the potential to generate £4bn of private sector investment alongside the £1.2 billion public sector investment pledged by the member local authorities and UK government. The funding will be used to deliver investment in infrastructure,

housing, skills and training, innovation, business growth and “Metro plus” transport proposals which should culminate in the creation of 25,000 new jobs by 2036.

A partnership approach is to be adopted to strategic planning with needs quantified at a regional level. This economic regeneration programme will also result in investment in education, skills and employability, increase mobility through the Metro scheme and provide support for emerging and developing business models that are future facing with long term employment potential.

Whilst the Capital City Region prevents many opportunities for growth, to maximise these Monmouthshire will need to play an active role in the development of housing and economic development strategies to avoid being typecast as a rural county with no ambitions for development and content to remain as a dormant, commuter belt and retirement destination.

2.4 The Councils Strategic Framework

2.4.1 The Corporate Plan

The Corporate Plan was adopted by Full Council on 15th February 2018. As outlined above this sets out the vision and priorities for the duration of the recently elected Conservative administration. The key vision of the Council remains ***sustainable and resilient communities***. The themes and vision are inter dependent and underpin all of the supporting strategic documents. The Asset Management Strategy is a supporting document that seeks to create a policy framework for the management of our land and property assets to ensure that they are used effectively as a mechanism to deliver the strategic aims. The actions we intend to undertake are outlined in our Asset Management Plan which forms Part B & C of this document.

2.4.2 Medium Term Financial Plan

Since 2008 the Medium Term Financial Plan (MTFP) has been focussed on managing the reduction in both revenue and capital resources, whilst still maximising opportunities to deliver the Councils priorities. Land and property assets provide the Council with the opportunity to adopt revenue generation approaches to offset the impact of the austerity measures and allow the Council to have more control over its future ambitions. The adoption of an investment and growth approach with adequate controls and risk accountability will enable us to increase revenue streams, target strategic growth in the residential and employment sectors and capitalise on our unique geographical location as a border county situated within the Capital City Region. The Commercial Strategy will provide the framework within which the asset investment policy will operate.

The Capital programme is largely ring fenced to the provision of 21st century schools, with additional funding earmarked to the maintenance of the highways and built infrastructure. Additional projects such as the refurbishment of J block at County Hall, need to be funded through borrowing with the requirement that revenue savings have to be realised to service the debt. This approach was adopted for the development of the Council’s solar farm where the business case was tested on its ability to generate a net income stream over and above the borrowing the costs.

The Asset Investment policy proposes a similar approach, where prudential borrowing will be incurred to acquire assets. The cost of borrowing will be paid back through the rental stream generated from the acquired asset. In addition investment assets will be expected to generate an

annual net return of 7%, which will be determined by combining the net rental income and capital value appreciation.

2.4.3 Local Development Plan

The Capital City Region provides a strategic oversight to spatial planning within the geographical region. This will be taken forward as a Regional Spatial Plan and work has commenced on its development. In the interim the Council has its own adopted Local Development Plan (LDP) which sets the context for local development opportunities, which is now being reviewed. Given the rich ecological and environmental landscapes that support our farming and tourism sectors, development has largely been confined to the existing urban settlements. The impact of this is that sites are generally expensive to deliver due to large abnormal and environmental constraints which has resulted in the Council being unable to meet its 5 year housing land supply targets for the last 2 years. Welsh government undertook a review of the agricultural land grading in 2017, which has increased the land in Monmouthshire classified as grade 1, 2 and 3, which will potentially further restrict the land availability for development and the impact on our urban settlements.

The government's announcement that the Severn Bridge Tolls will be removed at the end of 2018 has already created an acceleration in demand in residential properties in the South East of the County with a resulting uplift in house prices (14.8% in Severnside and 8.19% in Chepstow¹). A review of the LDP has been commenced as a result of the shortage in availability of housing land which will also have regard to the short and medium term impacts of the changing economic landscape which does present significant growth opportunities.

As a major landowner in the south east of the County, this strategy seeks to capitalise on these



opportunities through a commercial approach to development and property ownership, but at the same time acknowledge its social responsibility by working with RSL partners to deliver affordable housing. We will also strive to ensure that

residential developments have regard to its local surroundings and communities, avoiding the creation of stand alone, self-contained developments that do not integrate or benefit their local areas. The Council owns 3 strategic sites within the current LDP. We have adopted different disposal methods in an endeavour to maximise our social aspirations without impacting on the capital

¹ House price variations between December 2016 and December 2017 compiled by the Councils Housing Service using Hometrack data.

receipt. Crick Road is in the process of being disposed of to an RSL partner and a partnership approach has been undertaken in the adoption of the overriding development principals and legacy relationship. Whilst Rockfield Farm disposal has been undertaken following a traditional tender process, the S106 will be used to fund the development of a village hall in Magor, which has been a long held aspiration of the local community. The Landlord Services teams will oversee the development and at the point of completion transfer the asset to the local community.

2.4.4 Digital Strategy

The digital strategy is refocusing on strengthening the use of technology by service areas to improve customer services and refine operating models. This will inevitably have an impact on the Councils operational estate as it will need to adapt to the evolving needs of the service, meet increasing energy demands in a sustainable way and be capable of adaption and rationalisation. Where possible, refurbishment and new build projects will consider the IT and utilities infrastructure required to future proof buildings and minimise costs.

When considering residential developments, minimising energy demand will be a core element whilst ensuring that they have the IT capacity to be SMART, networked homes. Given the rurality of the County, broadband accessibility remains an issue in parts of the County and we will work with partners to assist in the provision of infrastructure utilising council owned land.

Safeguarding electronic data is a key component of the digital strategy and we will work with the Digital Team to provide appropriate physical and digital adaptations to support this theme.

2.4.5 People Strategy

This focuses on equipping staff with the resources and skills to enable officers to perform their duties as effectively as possible. Agile working is a key theme within this, which has enabled us to rationalise the operational estate and realise revenue savings. It is essential however, that there is parity in the quality of the working space being provided and that there is sufficient regard to the welfare of staff. In addition all operational sites need to be flexible and capable of adaptation to respond to individuals needs as dictated by the Equalities Act. Our assets will be used to support the core principles of the People Strategy, ensuring that we are responding to changing needs, properties are safe, suitable, fit for purpose and providing users with flexible, digitally enabled working environments.

The Accommodation Working Group made up of Officers representing digital, landlord services and finance oversee the management of the operational estate, having recently managed the refurbishment of E block at County Hall and the re-location of Social Services. They are now working on the refurbishment of J block and the associated projects required to enable its delivery.

2.4.6 Social Justice Strategy

This is an emerging strategy which seeks to place social justice at the heart of the organisation, working in a collaborative manner with PSB partners to maximise the benefits available to community members. It doesn't seek to provide the solutions, but instead build a framework within which the community can develop its own capacity, networks and resilience. The asset management strategy can support this through policy and development interventions such as the provision of

affordable housing and community asset transfers. In addition it can ensure that suitable premises exist to enable the development of place based community development, through our hub provisions and working with partners to facilitate a multi-use building where services can be integrated or co-located. We will also adopt dementia friendly development principles on the development sites that we deliver with partners or through our Landlord Services team.

2.4.7 Mon 2050

In order for the County to thrive, research has been commissioned to identify the economic and social infrastructures that will need to be put in place to create the right conditions for sustainable growth. As a landowner, this Council has a role to play in ensuring suitable sites are made available for the development of employment and ensuring housing sites meet affordable allocation requirements and support the creation of networked communities. In addition, the County Farms estate continues to provide valuable agricultural grade land, rural employment opportunities and diversification opportunities through tourism and renewable energies.

2.4.8 Commercial Strategy

Given the need to drive income generation to offset austerity measures, the use of the property portfolio will increasingly need to be seen through a commercial lens. Appendix 1 provides a new policy regarding the acquisition of Investment properties using our well-being powers. It is intended that potential acquisitions will be judged on their revenue generation, potential capital appreciation and if within Monmouthshire economic development opportunities.



The policy also aligns with the Commercial strategy which seeks to maximise the financial benefits that can be derived from the council's resources, people and property.

2.5 External drivers for Asset Management

2.5.1 Government policies and Statutory Responsibilities

Central government has placed increasing emphasis on the way assets are managed in the public sector, with initiatives such as the State of the Estate publications and the creation of a central Property Unit to drive rationalisation and collaborative working approaches. A similar method is also being adopted by the Welsh Government with the implementation of the National Assets Working Group which is a collaborative approach to the management of the public estate. All approaches are targeted at driving efficiencies, sharing resources and using the estate to support the delivery of government policy priorities. The Welsh Government released a White Paper in 2017, considered the future direction of local government and local democracy. This paper proposed the introduction of the General Power of Competence, which was introduced in England via the 2011 Localism Act. If adopted the powers would reinforce our powers to act in a commercial manner.

Statutory compliance remains a key determinant in the allocation of funding on the property estate. Legislation is continually evolving as it responds to actual events, case law and changes in research

and market conditions. The costs of compliance are increasing which places even greater focus on rationalising our estate to ensure that expenditure is targeted and effective.

2.5.2 Asset Management Guidelines

The Royal Institution of Chartered Surveyors (RICS) published revised guidelines on Strategic Asset Management in the public sector in 2008. These recognise the value of the estate to the public sector and the effective governance and management arrangements that need to be put in place.

Effective management is essential given the relative illiquidity and long lead in times required for property assets to react to service transformation changes, regeneration or investment needs. Effective management will be improved at Monmouthshire through the creation of a Corporate Landlord Model that will integrate the Estates and Property Services teams to create a new seamless service focussed on a whole life approach to the management of our assets and meeting service and user needs.

The Estates team has already been split into estate management and development teams in recognition of the dual requirement to provide good stewardship and management of the operational estate, whilst simultaneously seeking out and maximising income generation opportunities. There is an ambition to undertake development of our own sites, which would include residential properties, however if we wished to retain these properties and let them on short term tenancies to supplement the private rented sector we would need to undertake this work through an arm's length company. The creation of the development team is enabling us to build additional expertise working alongside external advisors and create the foundations for a commercial trading company.

2.6 Asset Management Policies

The Council has developed a number of key policies to support the management and disposal of property assets. The key policies are listed below and included for reference within the Appendices.

- Disposals Policy
- Concessionary Rental Grants
- Community Asset Transfer

In addition to develop the commercialisation agenda and maximise revenue income, an asset investment policy has been included that considers the creation of a commercial investment portfolio, funded by borrowing. Performance and risks will need to be managed and specialist advice procured to supplement capacity and knowledge and ensure that risk exposure and income opportunities are quantified and within agreed parameters.

3. Current Context

3.1 Financial

3.1.1 Current financial position of the asset base

As at the 31st March 2017 the Council has fixed assets of £260,584,000 as outlined in the table below.

Balance Sheet as at 31st March 2017			
31st March 2016 £000s		Note	31st March 2017 £000s
171,547	Other land and buildings	12.1	173,547
3,944	Community assets	12.1	4,021
10,079	Assets under construction	12.1	40,724
-	Surplus assets not held for sale	12.1	360
41,099	Investment Property	12.7	41,932

At the same time the accounts were evidencing expenditure of £39,507,000 against the property portfolio which was made up as follows:

- Schools Modernisation programme £26,494,000
- Asset Management Schemes £2,467,000
- Solar Farm development costs £4,299,000
- Regeneration Schemes £720,000

Capital receipts in the financial year 2016/17 amounted to £16,491,520 which were ring-fenced in line with current Council policy to the 21st Century schools build programme.

3.1.2 Financial outlook

The Councils Medium Term Financial Plan anticipates an on-going reduction in revenue support grant funding from the Welsh Government. Current predictions indicate a further reduction of £14,000,000 over the next 4 years amounting to 10% of the Councils revenue budget, this does not account for additional pressures from increasing service demand or falling grant funding.

The Council has an ambitious schools modernisation programme that has seen circa £80m of public sector funding being committed to the construction of new secondary schools at Caldicot and Monmouth. These have adopted a plaza approach to learning with associated changes to pedagogy and learning technologies. The schools have been provisioned on a 50:50 basis with Welsh Government through Band A 21st Century Schools funding. The Conservative administration are keen to ensure the continuation of this programme and the provision of two further secondary schools in Abergavenny and Chepstow within Band B and C of Welsh Governments programme. The construction of the new schools will pay additional pressure on the Councils revenue budgets as borrowing will inevitably be required to meet our match funding commitments. Opportunities to generate capital receipts will also be sought to mitigate the borrowing requirement. New approaches to building design and construction are being considered to drive down construction costs without compromising on quality and service requirements.

3.1.3 Financial context for asset decision making

The strategic and operational management of the council's property assets is set to embark on a process of transition with the implementation of the Corporate Landlord Model. Currently property revenue budgets are devolved to service areas and maintenance of the operational estate is managed corporately by Property Services and the investment estate by Estates. The integrated

approach will enable a whole life approach to be taken on the management and associated expenditure of the estate.

Capital expenditure requires the approval of the officer led Capital Working Group and Council approval for inclusion into the Capital Programme. Given the Councils commitment to 21st Century schools there is limited funding available for other projects and this has been largely prioritised to maintenance of property and highways infrastructure assets and specific projects such as the provision of a new pool in Monmouth. For new projects to be added to the Capital Programme they need to either displace an existing project or be self-financing. The construction of the Oak Grove Solar Farm has been undertaken on the basis of the latter principle with gross income being used to finance the borrowing costs. The refurbishment of J block will be undertaken on the same principle with the corporate landlord service being responsible for delivering the savings to fund the majority of the borrowing costs, however the costs of the wider scheme which includes additional car parking, refurbishment of M block and the re-location of the bus parking provision will be funded through the capital programme.

3.2 Service Pressures

Service transformation is a key determinant in the retention and utilisation of the Councils operational asset base. Revenue pressures and changing customer expectations are driving service changes as they evolve to stay relevant and sustainable. Over the life of the last asset management plan the Estates team worked with services to create the hubs delivery model, integrate Community Learning into the hubs, consolidated Children's Services in Usk and created children's contact centres in strategic locations. There remains a number of key drivers that will need to be addressed over the duration of this Strategic Plan which are as follows:

3.2.1 Creation of a community hub in Abergavenny

Council approval was granted to progress to the creation of finalised costed designs for a community hub provision within the Town Hall in Abergavenny. Given the listed nature of the building and the multi functioning and multi occupied provision of the building, this will inevitably be a complex project. GWP architects have been appointed to lead on the design work led by an internal multi-disciplinary team. A funding envelope of £2,000,000 has been agreed in principle, but this is subject to a further decision by Full Council following the completion of a final business case.



Gwent Police have indicated a desire to co-locate within our hubs in Abergavenny and Monmouth and plans are being considered to facilitate their needs.

3.2.2 Alternative Delivery Model

The Council has granted in principle consent for the creation of an Alternative Delivery Model to manage the Council's leisure and cultural assets through a wholly owned arm's length company, this is however subject to a further full Council decision. The principle around the ownership and maintenance of the property assets has to be determined to understand the financial consequences on both the proposed new trading company and the Council. It is understood at this stage that the Council will retain ownership of the assets and the repairing liabilities and the ADM will occupy on the basis of a lease agreement. Given the need of the ADM to generate income the condition of the assets will figure large in their risk considerations, particularly given the circa £20,000,000 backlog. Given that the Council will potentially continue to hold the liabilities for this portfolio with the additional implications of a lease contract and a reducing corporate maintenance allocation, this does create an increasing financial risk for the Council and the corporate landlord.

3.2.3 Severn View Replacement

Adult Social Services run Severn View care home which is in need of replacement to reflect the changing service and customer needs, dementia friendly design principles and the need to generate operational efficiencies. A project is underway which is modelling the re-provision with a funding package predicated on revenue savings and the potential of grant funding. It is proposed that the replacement is located within the allocated LDP site at Crick Road. Current indications are that this will occupy 2.2 acres, which the Council will need to acquire in order for this development to be undertaken. Cabinet approval has been granted to move to a final business model.

3.2.4 21st schools programme & ALN review

The Council has recently opened a new comprehensive school in Caldicot and Monmouth comprehensive is scheduled for completion in September 2018. The cost of the rebuilding of these schools is circa £80,000,000 which has been the priority for the Council's capital programme for the last 5 years.



The Council has committed to the re-provision of all of its secondary schools and as a result has submitted a Business case to WAG for funding to rebuild Abergavenny within its band B programme with Chepstow following on in band C. There is also a review underway that is considering the additional learning needs delivery models,

pupil referral units and provision of secondary Welsh medium education. As these projects crystallise the property and financial impacts will be assessed.

3.2.5 Future Monmouthshire Service Optimisation Models

As part of the budget setting work, the Council's Future Monmouthshire team are leading on a number of service reviews that may have property implications, these include a review of the Passenger Transport Unit and vehicle maintenance functions. As these projects develop the property opportunities will crystallise and detailed work can be commenced.

3.3 Building condition and suitability

The management of the buildings fabric is undertaken by the Councils Maintenance team, who manage the capital programme planned maintenance works and a revenue budget for reactive repairs. The planned maintenance programme is informed by survey data the key components of which are:

Condition: A rolling programme of condition surveys are commissioned by the Maintenance team which are used to inform the development of the planned maintenance programme, identify the maintenance backlog and inform strategic management.

Health and Safety Compliance – Health and safety surveys are commissioned to ensure compliance with changing legislation and inform the planned maintenance programme. If urgent issues are identified these are rectified immediately and monitoring regimes are implemented where appropriate e.g. undisturbed asbestos. Surveys are made available for site managers so that they can fulfil their statutory duties and ensure that users of the building do so in a safe manner. Key surveys include:

- Asbestos
- Fire Risk Assessments
- Legionella
- Glazing
- LPG Gas Tank Safety

Cyclical Maintenance - Periodic testing is undertaken on an annual basis and defects or recommendations are prioritised and allocated within the maintenance programme, or if urgent reactive repairs are undertaken. Key surveys include:

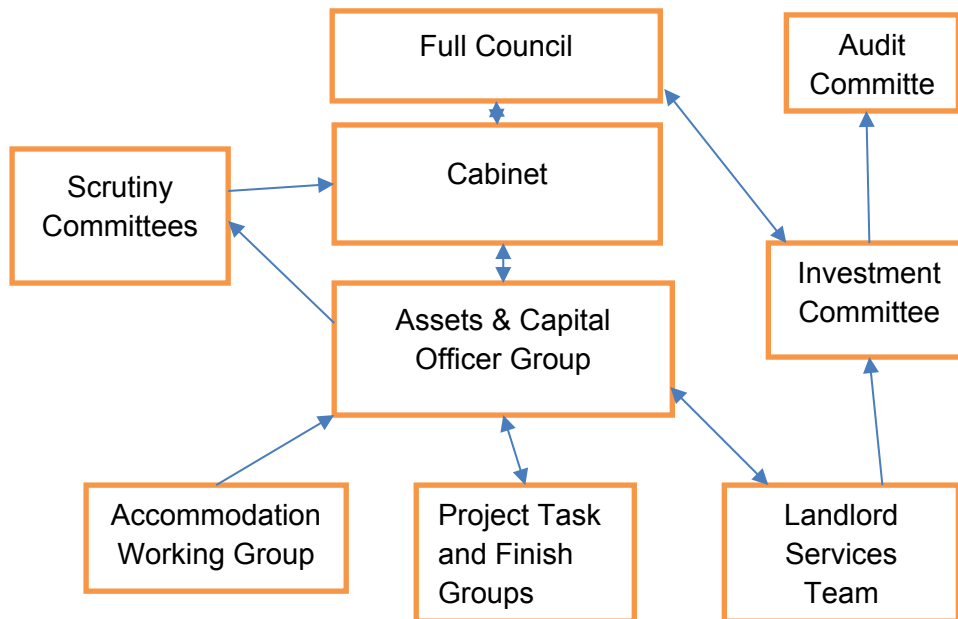
- Electrical Safety
- Gas Safety
- Air Conditioning Inspections
- Fire Alarm and Detection
- Emergency Lighting

Equalities Act – A small budget is allocated to undertake works to ensure compliance with legislation and equality of access for all service users. Planned works are undertaken on the basis of survey recommendations, nature and use of the buildings, with the school and leisure stock taking priority over recent years. Reactive works are also undertaken which predominantly involve responding to specific clients' needs e.g. adaptations required to school sites to accommodate specific needs for disabled students.

3.4 Governance arrangements

It is intended that the Capital Working Group and the Asset Management Steering Group are combined to create a more streamlined decision process, minimise meetings and facilitate better knowledge and information sharing amongst key officers. These plans are being developed, but will be implemented within the financial year 2018/19.

In the interim the officer Accommodation Working Group will continue to manage operational accommodation, reporting into SLT and to the Cabinet Member for Resources and Cabinet.



3.5 Our Current Estate and Performance

3.5.1 Operational Estate

As with all local government bodies, our property portfolio is varied and diverse, however is relatively small in numbers. The assets are largely legacy which resulted in the adoption of the Council's property rationalisation programme to relinquish properties that no longer met the corporate need or where unviable to refurbish or adapt.

The key operational assets are quantified in the following table:

Castle	1	Outdoor Education	2
Cemeteries	5	Primary Schools	23
Community Hubs	4	Secondary Schools	4
Contact Centre	1	Social Services (Non-residential)	4
Highways Depots	4	Social Services (residential)	6
Leisure Centres	4	Special Schools	1
Libraries	2	Theatre	1
Multiple Use Buildings	4	Tourism	2
Museums	3	Youth Service	2
Operational Offices (stand alone)	2		

This portfolio is continually reviewed to reflect service demands and drive operational efficiencies.

3.6 Investment Portfolio

With the exception of the recently constructed solar farm and livestock market, the assets are legacy as there has been no growth or development strategy. Assets declared surplus have previously been released to generate capital receipts to support the Councils 21st century schools programme. The austerity programme has resulted in a review of this approach and the requirement to generate revenue now has equal prominence with receipts generation. As a result development opportunities are being explored where the Council can retain the asset and generate revenue as well as capital appreciation. This inevitably involves a level of risk which needs to be quantified and managed, capacity and skill sets need to be developed and effective management and review practices developed. An asset investment policy has been developed to articulate this ambition which will meet the Councils commercialisation agenda whilst demonstrating a robust management framework.

The current portfolio is managed by the Estates team based on its use classification as each portfolio is governed by differing legislation.

3.6.1 Agricultural portfolio

The Council has a total of 26 holdings and 40 bare land units amounting to 1,122 hectares (2,773 acres). A review has been implemented of the County Farms Holding to develop a long term strategy that seeks to maximise revenue generation to the authority, whilst retaining strategic holdings with development potential. This needs to reflect changing agricultural practices e.g. precision agriculture, diversification opportunities, e.g. glamping and predict the impact of Brexit. The draft strategy and action plan will crystallise in the next 6 months. Rental income is predicted to fall in the next financial year due to the disposal of a county farm holding and non-core bare land.

The County Farms estate generated a net income of £246,991 in 17/18, against a target of £260,000.

3.6.2 Industrial Units

The portfolio is made up of 40 industrial units located within Caldicot and Raglan. The units range in size from 365ft² to 2,850ft². The units are let predominantly to small businesses initially on a tenancy at will progressing to a formal tenancy. Void rates in the third quarter of the 2017/18 financial year stood at 2% and rental arrears at 4.7% and a net income of £191,699 was realised against an annual income target of £178,952.

3.6.3 Commercial units

This portfolio is made up of 23 secondary retail units located within the Councils former housing stock in “Neighbourhood” shopping areas. The units are held on long leasehold interests from Monmouthshire Housing RSL where residential properties are located above them. The portfolio is spread across the county in locations such as Monmouth, Caldicot, Chepstow, Abergavenny and Goytre. In addition the Council also holds a recently constructed livestock market at Bryngwyn which forms part of this portfolio. In 17/18 the portfolio generated £290,731 against a target of £296,000.

The adoption of an Investment Acquisition policy will enable the Council to acquire strategic sites with strong economic, regeneration or income potential which will allow the creation of a blended portfolio to mitigate risk.

3.6.4 Markets



The Council runs 3 local markets in Abergavenny, Caldicot and Monmouth. The Abergavenny Market is a fixed indoor market which spills out into Brewery yard on a Tuesday and Saturday. Monmouth and Caldicot are marginal markets which operate two days a week within the town centres. All the markets are in a period of transition due to changing consumer demands and competition from retailers such as “Poundland” which have displaced the traditional demand profile. The service operation is being modernised and a review of Abergavenny Market will be commencing to ensure that the opportunities that the

Abergavenny Hub creates can be maximised.

The service generated a net income of £339,059 in 17/18 against a budget target of £342,524.

3.6.5 Sustainability

The Council had previously undertaken a programme of retrofit PV installations on larger building footprints, but this programme had ceased as a result of changes to the FIT regime which had marginalised returns on any additional installations. The Estates team turned their attention to large scale installations and alternative subsidy schemes which lead to the development of a 5MG watt solar farm being created on 25 acres of Oak Grove Farm which a council farm is holding. The scheme has been funded by borrowing in part from Welsh Government and the remainder from the PWLB. Income is derived from the former Renewal Obligation Certificates (ROCS) scheme and the sale of energy via a power purchasing agreement. The income is used to fund the borrowing costs and generate a net return to the Council over a 20 year period.



Investment Portfolio performance

Portfolio	Income 16/17	17/18	Target for 18/19
County Farms	£270,804	£246,991	£245,620
Industrial Estates	£190,557	£191,699	£188,275
Commercial	£427,497	£290,731	£245,000
Markets	£343,227	£339,059	£351,088
Sustainability	£100,540	£97,742	£95,113

Part B - Asset Management Plan



4. Achieving the Vision

As outlined in the Strategy delivery will focus on 5 key themes:



We will annually review and refresh the action plans assigned to deliver these themes and associated programmes and performance monitoring will be embodied within the Service Business Plans. The key projects forming the programme are detailed below.

4.1 Service Transformation – Transforming how we deliver our services

- Implementing the landlord services model
- Completion of demolition at Caldicot Comprehensive and completion of Monmouth comprehensive.
- Band B programme – new 3 – 18 provision at Abergavenny with Welsh Medium alongside.
- Alternative Delivery Model – creation new trading company and landlord / tenant relationship for the management of retained Council assets.
- Severn View Replacement – provision of a new dementia care home on the Crick Road site
- Abergavenny Hub – refurbishment of Abergavenny Town Hall to provide a multi-use space, whilst accommodating the needs of the Borough Theatre, Town Council and Gwent Police.

4.2 Effective and Efficient Operational Estate - Managing our operational holdings effectively

- County Hall consolidation - refurbishment of J block for office accommodation , M block to provide training provision, additional circa 125 car parking spaces, re-location of bus parking to Magor.
- Agile working – ensuring 2: 1 workspace allocation is consistently applied in office moves and meeting space is being effectively managed.
- Rationalising our estate – Innovation House will be released as an investment assets following completion of the County Hall works. Abergavenny Hub will release space in Pen y Pound which will be utilised to accommodate other MCC services.
- Reducing energy utilisation – We have signed up to the re-fit programme to lever in loan funding to realise energy savings through new mechanical and electrical infrastructures.
- Work with PSB partners to identify opportunities to share operational accommodation and operating costs.

4.3 Commercialising our approach

- Adoption of an Asset Investment policy aligned to the Commercial Strategy
- Adoption of new County Farms Strategy that will seek to maximise diversification opportunities to increase revenue generation. In addition seek opportunities to generate an

income stream from surplus holdings through tourism opportunities e.g. holiday lets, glamping etc.

- Reviewing Industrial and commercial portfolios to minimise voids and rental arrears.
- Undertake a review of Abergavenny Market Hall to identify opportunities to improve the offer and the revenue generated through changed management practices and improvements to the stalls and layout.
- Supporting the regeneration of Caldicot Shopping Centre utilising Council assets and working with private landowners.
- Maximising capital receipts to support the 21st century schools programme (sale of LDP strategic sites, County Farm holdings & land, surplus land)
- Investigating opportunities to trade the expertise within the Landlord Services Model to other public sector bodies
- Optimise the value of the Police SFM collaboration agreement
- Exploring the potential of undertaking our own developments/ construction on Council assets.
- Set up a sub committee to identify, work up and promote Council owned sites through the LDP review process.

4.4 Supporting our communities

- Community Asset Transfer Programme – updating the current policy, working with existing applicants (Melville theatre) and finalising those that have already been approved (Undy Football Club)
- Affordable housing –ensuring our development sites at Crick, Rockfield Farm and Raglan meet LDP criteria for units provided. Identify additional sites where affordable housing can be provided.
- Creating Self build opportunities, possible stand alone opportunities or within larger development sites.
- If undertaking our own developments work Y Prentis and use of local supply networks
- Crick Road – working with Melin Homes to promote the construction of a dementia friendly community with Melin retaining a long term interest in the site through their community development work.
- Working with Gwent Police to share accommodation with the Abergavenny One Stop Shop and Monmouth Hub

4.5 Sustainable development

- Identify opportunities to create additional renewable energy generation where financially feasible to do so.
- Undertake a feasibility study to establish the financial and operational benefits of installing battery storage within the Oak Grove Solar Farm
- Reducing energy consumption by replacing older inefficient technologies using the refit programme, implementing new infrastructure within Abergavenny Town Hall and J block as part of the proposed refurbishment programmes
- Implementing the hydrogen pilot and evaluating its success
- Reviewing the potential for other emerging technologies such as harnessing heat from rivers or hydroelectricity.
- Installing electric car charging points at County Hall.

Action Plan

Action	Expected Impact of the Action	MCC Objective & Strategic plan contributed to	Performance Indicator/milestone	Officer Responsible & Timescale
Develop, consult and implement a Landlord Services structure	Streamlined, integrated approach to the management of assets, which will build capacity and maximise staff resources.	Future-focussed Council	<ul style="list-style-type: none"> Development of a cost neutral structure Consultation with staff Cabinet member approval and implementation 	Debra Hill-Howells Completed by September 2018
Completion of Band A 21 st Century Schools Projects within agreed timescales.	Modern, future proofed learning environments that provide safe, efficient and digitally enabled spaces.	Lifelong well-being Future Focussed Council Corporate Plan, MTFP	<ul style="list-style-type: none"> Completion of demolition works at Caldicot Comprehensive by August 2018 Opening of Monmouth Comp (excluding external works) 17th September 2018 Completion of Monmouth external works November 2018 	Phil Kenney On-going
Creation of Abergavenny Hub within the Town Hall	Creation of a single integrated space for the provision of MCC and partner services. Improved access to services and service provision	Lifelong well-being Future Focussed Council Corporate Plan MTFP Social Justice Strategy	<ul style="list-style-type: none"> Completion of design works and costings June 2018 Full Council approval of Business Case July 2018 Tender exercise and appointment of preferred contractor December 2018 Commencement of works January 2019 Completion of works May 2020 	Debra Hill-Howells / Ben Winstanley On-going

County Hall consolidation – refurbishment of J block, provision of additional car parking spaces, refurbishment of block M and re-location of bus parking to Magor	Consolidation of all non-location staff within single site to reduce operating costs, un-productive travelling times, expenses and support the development of a networked workforce	Future Focussed Council MTFP	<ul style="list-style-type: none"> • Finalisation of specification and costs. • Full Council approval for borrowing • Tender and appointment of preferred contractor • Completion of works April 2019 	Debra Hill-Howells / Mike Long
Implementation of re-fit programme to undertake improvement works to mechanical and electrical infrastructure within operational assets	Reduced energy costs and carbon footprint and improved working environments, enhanced asset life	Future Focussed Council MTFP	<ul style="list-style-type: none"> • Identifying scope of works • Tender invite • Implementation of projects and drawdown of loan funding 	Ian Hoccom
Acquisition of Investment Assets	Net revenue benefit, capital appreciation and economic and regeneration opportunities	<i>Maximise the potential of the natural and built environment</i> <i>Future Focussed Council</i> MTFP Commercial Strategy Corporate Plan	<ul style="list-style-type: none"> • £30,000 net income target 2018/19 	Peter Davies / Debra Hill-Howells
Development of Council sites by Landlord Services	Maximising capital receipts and potential revenue generation opportunities.	<i>Maximise the potential of the natural and built environment</i> <i>Future Focussed Council</i> MTFP Commercial Strategy Corporate Plan	<ul style="list-style-type: none"> • Business case for individual sites – requirement to fund development to secure revenue or capital receipts • Develop programme timescales, resource requirements, financial and social value • Confirm operating model 	Ben Winstanley

<p>Delivery of LDP strategic sites</p>	<p>Provision of affordable housing, support the delivery of the LDP's 5 year housing target and the generation of capital receipts to support the 21st century schools agenda</p>	<p><i>Thriving and well-connected county</i> <i>Maximise the potential of the natural and built environment</i> <i>Future focussed council</i></p> <p>Local Development Plan Corporate Plan MTFP Social Justice Strategy</p>	<ul style="list-style-type: none"> • Agreement of heads of terms on Crick Road and Rockfield Farm sites • Securing outline planning consent for Raglan Site • Development of an options appraisal for Raglan to determine preferred development strategy • Delivery of LDP affordable housing targets – 25% of consented units 	<p>Debra Hill-Howells/ Ben Winstanley</p>
<p>Reviewing the community asset transfer policy</p>	<p>To ensure it aligns with best practice, is delivering the aims of the strategy and is supported by GAVO</p>	<p><i>Thriving and well connected county</i> <i>Lifelong well-being</i> <i>Future Focussed Council</i></p> <p>Corporate Plan Social Justice Strategy</p>	<ul style="list-style-type: none"> • Working with stakeholder group to review policy and identify best practice • Amendment of policy and application process • Creation of independent support process for prospective applicants • Adoption of amended policy by Members 	<p>Debra Hill-Howells</p>

How we will evaluate progress

This section sets out how we will evaluate our progress to ensure transparency and accountability as part of our governance arrangements.

Specific actions and performance targets will be embedded within the Landlord Services Business Plan which will be reviewed on a quarterly basis. This will be largely quantitative data which will measure performance of property portfolios against income targets, void rate and arrears. In addition it will consider the impact of the renewable energy generated in terms of income generated and offsetting of our carbon footprint.

Additional targets will be monitored against project milestones which will monitor actual budget and timescales to ensure effective project management e.g. the delivery of Abergavenny Hub and Monmouth Comprehensive.

Performance Indicators

Indicator	Actual 2016/17	Actual 2017/18	Target 18/19	Comment
Capital receipts Forecast	16,491,520	1,529,900 Q3	10,415,000	
Commercial Property Income	427,497	209,731	245,000	
Industrial Units	190,557	191,669	188,275	
Market Service	343,227	339,059	351,088	
Sustainability	100,540	97,742	95,113	
GIA of MCC occupied operational floor space		tbc	tbc	New indicator to assess success of property rationalisation
Workspace ratio within MCC occupied operational properties		tbc	2:1	New target to monitor workspace ratios and efficient use of operational estate.
Consented affordable housing units on MCC development sites		tbc	tbc	New indicator to assess compliance with LDP affordable housing policies
Void rates Industrial Units	12%	2%	5%	
Void commercial units	4%	12%	10%	
Industrial arrears (%of total yearly income target)	10.5%	4%	5%	
Commercial arrears (% of total yearly income target)	0%	1.8%	3%	
County Farm arrears (% of total yearly income)	10.5%	4.7%	8%	
Capacity of renewable energy in the county driven by the council		1106 ²	tbc	
Percentage reduction of council carbon dioxide emissions			3% on 17/18	17/18 baseline to be calculated.

Risks

There are risks attached to the delivery of this plan and good governance will ensure these risks are understood, managed and communicated. The Council has an established risk management policy that sets out the Council's policy and approach to strategic risk management. The risks related to the delivery of this plan have been identified, assessed and mitigating actions established.

Risk	Reason why identified	Risk Level (Pre – mitigation)				Planned Mitigation & timescales	Residual Risk Level (Post – mitigation)			
		Year	Likelihood	Impact	Risk Level		Year	Likelihood	Impact	Risk Level
Lack of capacity within Landlord Services delays the delivery of projects, resulting in lost revenue, additional project costs and reputational damage.	There is no space capacity within the existing structure, coupled with the requirement to deliver additional revenue income and develop additional skill sets	18/19 19/20 20/21	Possible Possible	Major Major	Medium	Landlord Service model will build in additional capacity, where this is cost neutral and an evidenced need exists. If unable to recruit or the need is short term, external expertise will be procured	18/19 19/20 20/21	unlikely	Major	Low
Unable to deliver the anticipated revenue income forecast due to market variations, planning and environmental constraints, unable to compete in the marketplace due to elongated decision making process	Income targets increase year on year without additional assets being acquired or staff resources being supplemented. To gain credibility within the private marketplace we need to have a streamlined delegated decision process in place.	18/19 19/20 20/21	Probable	Major	High	Investment Acquisition policy proposes a streamlined decision process that will enable us to be responsive to market opportunities. The county farms and markets services are being reviewed for additional income generation potential	18/19 19/20 20/21	Possible	Major	Medium

<p>External market conditions can significantly impact on capital values and result in delays in disposals</p>	<p>Following the market crash, development finance has become more expensive and difficult to obtain which has reduced land values and elongated sales, as developers try to de-risk sites before acquisition</p>	<p>18/19 19/20 20/21</p>	<p>Probable</p>	<p>Major</p>	<p>Medium</p>	<p>De-risk sites by undertaking our own surveys and securing planning consents, amend forecasts based on market conditions.</p>	<p>18/19 19/20 20/21</p>	<p>Possible</p>	<p>Major</p>	<p>Low</p>
<p>The authority is unable to deliver its political priorities due to insufficient capital funding availability which may also lead to risks of maintaining key infrastructure and other identified pressures.</p>	<p>Further refinement of priority assessments in the property and infrastructure budgets to ensure all pressures have been considered and ranked.</p>	<p>18/19 19/20 20/21</p>	<p>Likely</p>	<p>Major</p>	<p>High</p>	<p>A revised programme of property surveys and health and safety surveys will be used to prioritise the maintenance programme and associated backlog.</p>	<p>18/19 19/20 20/21</p>	<p>Possible</p>	<p>Major</p>	<p>Medium</p>
<p>The Asset Investment Policy creates additional financial burden due to changes in market value, poor tenant performance, voids and falling rent rolls</p>	<p>Acquiring assets for income streams is a new venture for the authority and will inevitably increase risks due to the illiquidity of property, cyclical and changing property market and exposure to the commercial marketplace</p>	<p>18/19 19/20 20/21</p>	<p>Possible</p>	<p>Major</p>	<p>High</p>	<p>External expertise has been commissioned to assist in the preparation of the policy, operating framework and the identification of suitable assets. We would seek to acquire a blended portfolio based on use and location to mitigate risks, however they can never be fully eliminated.</p>	<p>18/19 19/20 20/21</p>	<p>Possible</p>	<p>Major</p>	<p>Medium</p>

Appendix 1

Asset Investment Policy

Appendix 1 – Asset Investment Policy

1. Introduction

Local government is being challenged to identify new ways to generate both revenue and capital funding streams to help bridge the gap between available funds and increasing service demands.

In common with all public bodies the Council has a property portfolio which is used to facilitate service delivery and deliver corporate objectives. The Council has been driving down holding costs through the rationalisation of its operational estate and the implementation of agile working. Whilst this process will continue to seek efficiencies, it is a process for managing costs rather than generating additional income. For that reason, it is now proposed that a more pro-active approach is developed in the form of a property acquisitions policy. The purpose of this paper is to:

- Provide a formal policy for the acquisition of investment opportunities that will derive a net return to the Council.
- Provide the governance and delegated authority arrangements
- Establish the criteria to support a proposed acquisition.

2. Objectives of the policy

- 2.1 To help sustain Council Services and enhance the asset base by investing in commercial property assets in order to increase the net rental income stream for the Council.
- 2.2 The Council's Corporate Plan 2017 – 2022 identifies five priorities, the last of which is a "future focussed Council". One of the key measures for this is *income generation from commercial investments*. This policy will provide the framework for the evaluation of potential commercial property investments.
- 2.2 We will actively seek out investment opportunities within the County of Monmouthshire, City Deal geographical boundary and neighbouring areas of economic influence which will support our economic and regeneration priorities. In order to manage and spread the risk we will also identify investment options beyond our county boundaries which meet our criteria.

3. Purpose of the Policy

- 3.1 The purpose of this policy is to formalise the commentary within the Councils Asset Management Strategy (AMS) and provide a robust governance framework. The AMS outlines the following:

The Estates team will actively seek opportunities for property investment where a Business Plan evidences:

- *Financial Criteria are met –In accordance with financial parameter's detailed below*

- *Investment Criteria are met – in accordance with the investment criteria detailed below.*

3.2 The principal purpose for acquiring land and property assets will be to improve the financial position of the Council and its communities. This could be in the form of a revenue stream to the Council or to facilitate economic development or regeneration schemes.

4. Powers to acquire land and property assets.

Power to acquire and hold assets

4.1 The 1972 Local Government act provides the authority for local government to both acquire and dispose of property assets. S120 deals with the acquisition of assets as follows:

S120 Acquisition of land by agreement by principal councils.

(1) For the purposes of—

(a) Any of their functions under this or any other enactment, or

(b) The benefit, improvement or development of their area,

(c) A principal council may acquire by agreement any land, whether situated inside or outside their area.

4.2 Well-being powers

Section 2 of the Local Government Act 2000, gives local authorities the power to do:

1) Anything which they consider is likely to achieve any one of the following objects:

(a) The promotion or improvement of the economic well-being of their area,

(b) The promotion or improvement of the social well-being of their area, and

(c) The promotion or improvement of the environmental well-being of their area

Section 2 (4), of the act provides local authorities with the ability to incur expenditure, give financial assistance, enter into arrangements or agreements and provide goods services and accommodation.

We have obtained specific advice on the application of these powers to acquire investment assets, which has confirmed that a direct benefit to the citizens of Monmouthshire needs to be accrued from the acquisition of the assets which can be tangible i.e. the provision of new facilities, or intangible i.e. funding service delivery.

General Power of Competence

Welsh Governments White Paper, *Reforming Local Government: Resilient and Renewed*, makes provision for the introduction of the general power of competence for Welsh local authorities to bring us in line with the powers already held by our English counterparts. The WLGA have advised that the White Paper proposals will provide powers which will allow councils to be more innovative and lend or invest money; or setup a company or co-operative society to trade and engage in commercial activity. Use of the power is not restricted to the geographical area of the authority or for the benefit of its residents.

Power to borrow

- 4.3 The power to borrow is provided via S1 of the 2003 Local Government Act. This determines that borrowing may be undertaken;
(b) For the purposes of prudent management of its financial affairs provided it does not exceed its affordable borrowing limit under s.3 Local Government Act 2003 (s.2 (1) and 2(4))

A number of English Authorities have sought advice on the extent of this power and whether it confers the right to borrow money for purely financial purposes. This is yet to be tested in the Courts, however Welsh Government proposals seem to infer a greater degree of freedom than that afforded by the Localism Act which confers the general power of competence to English authorities.

5. Financial Criteria

Individual acquisitions should meet the criteria set out below, acquisitions outside these criteria will require approval by Cabinet with a supporting business case and reasons for deviating from the agreed protocols.

- 5.1 Target Fund Value - £50 Million Pounds over a three year timeframe to be reviewed annually.
- 5.2 Maximum Lot size No greater than 20% of the Target fund value
- 5.3 Minimum Return - total cost of borrowing (interest and repayment) Target Income Return – 2% above the annual cost of borrowing (interest and repayment). Where the acquisition will result in net economic growth to Monmouthshire (through the provision of jobs, additional employment floor space, local regeneration etc) the Investment Committee can adopt a lower return, but the return cannot be lower than 0%.
- 5.4 Target Total Return - 7% per annum, to be reviewed annually to reflect prevailing market conditions.
- 5.5 Minimum Repayment Provision (MRP) will be assessed on a case by case basis by reference to the economic life of the land and buildings but in all cases will not exceed 50 years.

6. Acquisition & Governance Framework

- 6.1 All proposed land and property acquisitions are to be undertaken by the Council's Estates team or its appointed agents in accordance with prevailing legislation and the rules laid down by the relevant professional bodies. All valuations must be undertaken by a qualified² member of the Royal Institution of Chartered Surveyors with knowledge of the relevant local and specialist markets.
- 6.2 All potential investment acquisitions will be assessed against the following Investment Criteria at both a portfolio and asset level
- Location
 - Quality
 - Tenure
 - Portfolio blend
 - Strength and security of Income

² MRICS or FRICS

- Income and Capital growth potential
- Potential Landlord Liabilities
- Identifiable Risks
- Development and added value opportunities
- Economic, Regeneration and other Key Council priorities

6.3 All proposed acquisitions will need to be the subject of a Business Case which will be created in conjunction with the Council's Finance team. The report will consider both the Financial and Investment Criteria

6.4 The Business Case will be presented to the Investment Committee which will be made up of the Council Leader, Deputy Leader, Cabinet Member for Resources and the Leaders of the two largest opposition parties (political balance 3:1:1). The Committee will be advised by the Resources Chief Officer and Officers from Finance, Estates and Legal Services.

6.5 The Investment Committee will have delegated authority to make prudent decisions on the acquisition of investments utilising the £50,000,000 allocated borrowing. There will need to be 3 members in attendance for the meeting to be deemed quorate.

6.6 All acquisitions will be subject to

- An independent valuation report supporting the purchase price
- Satisfactory building survey and assessment of economic life
- Satisfactory report on title

7. Review Principles

7.1 An annual performance review of the Investment Committee and any acquisitions will be undertaken and reported to Audit Committee to ascertain performance against the following criteria:

- Governance arrangements and adherence to policy
- Relevant Market indexes
- Property performance locally
- Capital, Income and Total returns.

The Investment Strategy will be reviewed annually and adjusted to reflect prevailing market circumstances.

7.2 In the event that a property holding is deemed to be underperforming or fails to meet any debt repayment costs, a review will be undertaken to determine:

- The potential to increase the revenue generated or reduce holding costs
- The anticipated sale value of the asset

7.3 If it is determined that the net sale value will realise a receipt in excess of the purchase price and that there is little potential to increase the revenue then the asset will be sold. If however the net sale value will not realise a value equal to or in excess of that originally paid the asset will be retained until such time the capital value has increased. All income and expenditure will be funded and managed by the Estates Team.

7.4 Where the asset is located away from the County or has specific management skill requirements, external agents may be instructed to manage it on our behalf, all costs incurred will be deducted from the gross annual return.

8 Risks

8.1 As with all investment opportunities the property market will be subject to fluctuations which will result in either increases or decreases to the rental value and the resultant capital value.

8.2 Illiquidity - In the event that a property needs to be sold to generate capital funds the disposal process will generally take in the region of 6 – 12 months to complete, dependent on the prevailing market conditions.

8.3 Commercial property will require management to safeguard the physical condition of the asset and the landlord tenant relationship. Regardless of contractual arrangements there will always be the risk of tenant default.

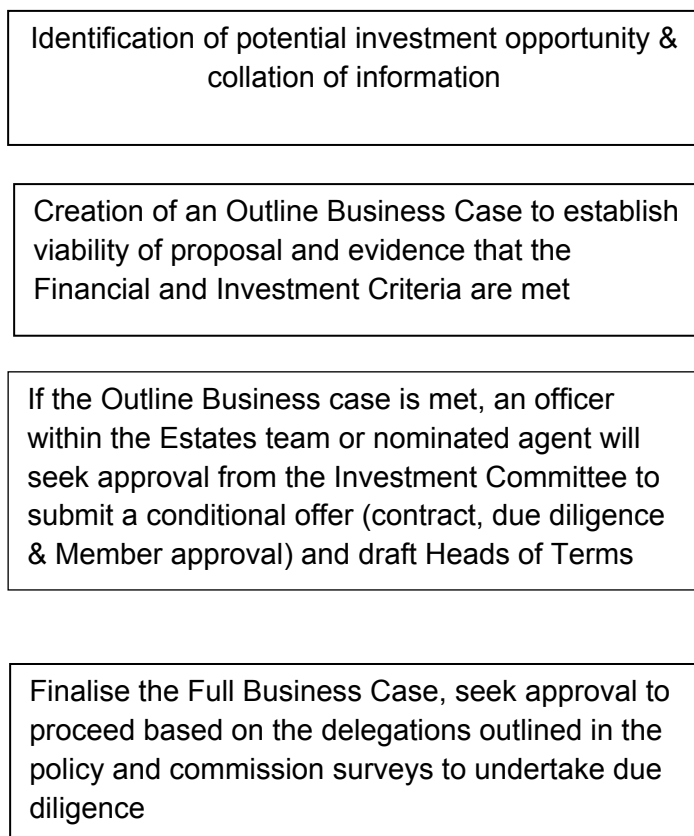
9. Purchasing and Finance.

9.1 - The Council benefits from the ability to access funding from the PWLB at relatively low interest rates and fixed repayment terms enabling the acquisition of land & property assets

9.2 - Alongside the purchase price the Council will incur fees at the point of purchase such as Legal and specialist fees, Land Transaction Tax and VAT. In the event no revenue funding is available these will be treated as Capital costs and aggregated into the total borrowing required.

9.3 A fund will be created to top slice net rental income to manage repairs, maintenance, staff resources and improvements, to prevent the portfolio becoming a net cost to the authority.

10.1 - Governance & Purchase Flow Chart



Commence legal process for purchase of the investment. Until exchange of contracts, all negotiations and investigations will be on a 'subject to contract' basis.

Exchange contracts. Council now financially committed to purchase.

Pre completion searches and arrange draw down of funds to complete transaction.

Post completion - payment of Land Transaction Tax and other fees, make arrangements for rental payments and ongoing property / portfolio management.

Complete Transaction, assume liability for the property. Update relevant colleagues internally and update terrier and other databases.

Undertake annual assessment to review financial return and compliance with policies outlined in this policy.

Appendix 2

Concessionary Lettings Policy

Concessionary Lettings Policy

Rental of Properties

1. If a department wishes to lease a property or rooms then they must contact Estates to arrange this. Estates will take it through the normal procedures to obtain consent for the lease, i.e. local members, cabinet members and the Chief Officer Resources.
2. The rental for the property will be calculated based on the open market value of the proposed use. At this stage no discount will be reflected in the rental calculation. The tenant must agree to this value before the rental grant process can proceed.
3. In negotiating the new lease it will be common practice to build a break clause exercisable by the tenant in the event that a rental grant is not forthcoming. This enables the tenant to leave the property without any financial penalties or onerous obligations if either the grant is not allowed or is later withdrawn.
4. The tenant will be required to complete a rental grant application as attached. The purpose of this form is to establish if the tenant has any other source of funding and their ability to meet the rental commitment.
5. The completed form must be returned to Estates who will then forward it on to Finance.
6. The maximum grant available is 95% (except in exceptional circumstances). Finance will also be testing whether the tenant is able to demonstrate that they have the ability to meet any repairing liabilities that they have committed to as part of the lease.
7. Finance will confirm the circumstances of the tenant to Estates. If a rental grant appears justified then a report will be presented to the Chief Officer Resources, who has delegated authority to make a decision.
8. If the grant has been awarded the tenant will be invoiced for their contribution only as the grant element will be deducted at source.
9. The grant will be awarded for a three year period only. At the end of this period the market rental will be re-determined and the same process will be completed.

Room Hire

1. If the building manager is to adopt two rates of charging then they must be explicit in how they determined the differences in the two rates. They should also have a list identifying the categories of users that would be eligible for the concessionary rental.
2. Records of the usage should be kept and made available at the end of each financial year to determine the costs to the Council and the beneficiaries of the reduced rates.

Electricity / Utility Costs

1. If occupying accommodation by virtue of a lease, then the utility costs should be the responsibility of the tenant. These can be determined by establishing the overall floor area of the building, the area that the tenancy covers and apportioning the costs accordingly. If there is a variance in the hours of occupation between various occupiers this can also be built into the calculation. Asset Management can assist in determining this as part of the lease negotiations.
2. If the rooms are let on an hourly rate then the utility costs should be built into the calculations to determine the hire costs. The concessionary rental charge must include these costs.
3. If the charity/ organisation has occasional use of desk space, this should be reviewed. For example if one of these occasional users is hurt on Council owned property, then MCC could be liable. If it is proven that this is the only option available then utility costs should be calculated on the same basis as 1 and reported back on an annual basis to determine the level of subsidy provided.

Office Supplies

1. If third parties are to be afforded access to photocopiers they must be given a separate code so that their usage can be quantified. This should be reported back on an annual basis.
2. Third parties should be liable for any office supplies or equipment purchased. Any donations of this kind by MCC to third parties must be recorded and reported back on the basis of unit cost per item, the details of the beneficiary and the rationale behind the decision to make the donation.

Appendix 3

Community Asset Transfer Policy

Community Asset Transfer Policy

Community Asset Transfer Policy

1. What is Community Asset Transfer?

Guidance from central guidance identifies the aim of community asset transfer as “community empowerment by ensuring that land and buildings are retained and operated for public benefit through community management and ownership”.

In essence it involves the transfer of the management / ownership of an asset from a public sector body to a community based organisation e.g. a charity, community interest company or a Town / Community Council.

The transfer of the asset can be achieved through either a freehold or long leasehold interest. Normally any transfer will be undertaken on the basis of full market value, however a sale or long leasehold interest can be undertaken at less than best consideration in accordance with the General Disposal Consent Order (Wales) 2003, subject to being satisfied that the sale / lease will result in long term sustainable local social, economic or environmental benefits.

2. Why has Monmouthshire County Council introduced a Community Asset Transfer Policy?

The Council has a large land and property holding which is used for a variety of different purposes including service delivery, economic development and community activities. For some of these assets, community ownership or management could bring benefits to the local community, the Council and other service providers.

The Governments Quirk Review “Making Assets Work” (2007), considered that transferring assets to the community would develop a greater sense of ownership, provide opportunities for finance and widen the benefits of the facility to the local community.

The Councils Your County Your Way and Whole Place agendas for the delivery of services in the future accords with the principal of the Quirke Review and this Community Asset Transfer policy (CAT) enables the transfer of land and property to be undertaken where the benefits of the proposal are proven through a business plan approach.

Broadly applications through the CAT process will need to demonstrate:

- Community development and empowerment
- Long term resilience and sustainability
- Economic development and economic well-being
- Social enterprise and social well-being
- Improvements to local service delivery
- Benefits to Monmouthshire communities
- Equality of access
- Environmental improvements and well-being
- Value for money

If the applicant is unable to provide clear evidence of direct community benefit, if surplus the asset will be sold on the open market so that it can ensure value for money.

3. Who is eligible to make a request for a community asset transfer?

Expressions of interest will be welcomed from community and voluntary sector groups as well as town and community councils. Applicants should meet the following criteria:

- The applicant must be community led i.e. its governance arrangements must ensure that it has strong links with the local community, constituted for social benefit and that members of the community are able to influence its operation and decision making process.
- It must be appropriately constituted e.g. a registered charity, a community interest company or a charitable incorporated organisation, a not for profit company or a co-operative.
- Must be a Town or Community Council within the county boundary of Monmouthshire County Council or predecessor.
- The primary purpose of the organisation must be non-profit making and they must be able to demonstrate that they have a clear understanding of the services they wish to deliver and a viable and sustainable business plan.
- Demonstrate that it has the skills and capacity to effectively deliver services and manage the asset to be transferred
- Have the potential to develop the necessary skills and capacity within their organisation and demonstrate how they intend to do this, if necessary by working with the Council or other partners.
- Embrace diversity and work to improve community cohesion.
- Engaged in economic, environmental or social regeneration in Monmouthshire or is providing a service of community benefit in line with the Council's core priorities.
- Must be able to demonstrate the long term sustainability of the of the applicant organisation. Proposals made by organisations with a small number of active members are unlikely to be successful.

4. What assets can be transferred?

Not all assets are available for transfer. The Council will consider transfer applications if:

- The asset is already identified as surplus and available for disposal.
- The asset is already occupied by a community or voluntary sector group as determined by Section 3 above and the asset does not form part of a larger commercial asset e.g., car park or hold long term development value.
- The asset is not excluded as per the Council's Disposal Policy as below:
 - Residential properties, including gardens, outbuildings and associated land
 - Caravan Sites
 - Operational land of statutory undertakers
 - Assets whose recent or current use does not meet the definition of community value, even if the intended use by a community purchaser would be of community value.
 - Agricultural land and buildings.

5. How will we assess applications?

5.1 In order to properly assess your application we will require you to provide detailed information on the following:

- What you intend to use the asset for and how this will help MCC in the delivery of the Your County Your Way and Whole Place agenda, meet its corporate needs and how it will improve access to services and facilities for Monmouthshire communities.
- How you intend to fund the running and maintenance costs of the asset.
- That there is a proven demand and need for the activities being proposed and consideration has been given as to whether or not this demand is being satisfactorily addressed through another provider.
- Clear management structure demonstrating how the premises will be managed on a day to day basis and consideration of how health and safety and legislative issues will be managed.
- A robust business plan which should address the following issues:
 - How the need for the proposed transfer and use of the asset has been identified – in particular what community needs will the transfer meet.
 - Planned outcomes and benefits of the transfer.
 - How will you measure the success of the transfer – i.e. what will be different and how will it be measured.
 - Finance modelling, including 5 year revenue and capital funding plans.
 - Type of transfer sought and why i.e. freehold or long leasehold
 - Where a transfer is being requested at less than market value, either freehold or leasehold, that the applicant has justified and quantified the benefits accruing to the community in order to justify the subsidy.
 - Any sources of finance including grants that the asset transfer will enable.
 - Capacity building and how this will be delivered.
 - Scope for collaboration, i.e. are there other community groups that could share the accommodation.
 - Details of how the proposed use will be monitored and proposed arrangements in the event that the transfer is not sustainable.
 - Risk log
- Any liabilities and how these will be addressed.
- Evidence of support from a Council Service provider or current owning department.

5.2 The Council will generally pursue long leasehold arrangements when considering asset transfer as this will enable us to influence the future use of the building and prevent changes which would be inappropriate or don't meet the original criteria.

It is however recognised that in some circumstances a freehold transfer may be appropriate. Any freehold proposal would need to evidence why the freehold as opposed to a long leasehold is necessary for the success of the project and provide assurances that the community benefit will be maintained in the long term.

5.3 Given the obligations on the Council to achieve maximum financial value, all transfers will be undertaken on the basis of best price. Any requests for a discount to the market value will be considered on a case by case basis and will be based on an assessment of the business plan and the extent of the community benefit to be derived from the proposal. Any proposed transfer at less than best price will be subject to an independent valuation.

Should a freehold transfer be agreed the legal title will contain a series of clauses designed to safeguard the long term future of the building which will include a restrictive covenant, claw back clause and right of pre-emption.

6. Benefits / Dis-benefits of managing property

6.1 It is important to remember that managing property requires both time and money and before commencing a CAT application the applicant should consider all the implications. Some points to consider are listed below:

6.2 What other organisations are already operating in your area? You will need to evidence demand and lack of supply as part of your application. It is important that you understand if there are other organisations offering a similar service or activities in the area and the impact on your proposals. It may well be the case that the area needs are such that both services are required however, there could be opportunities for collaboration which would reduce your operating costs e.g. through joint marketing or shared occupancy of a building. The Council is keen to promote collaboration and multiple use of buildings to maximise their benefits to the local communities.

6.3 What is the purpose of the CAT application? Are the objectives of your organisation clear and how does your CAT application support these objectives.

6.4 Have you fully considered all the costs and liabilities of operating a building? These include but are not limited to:

- Rent (if applicable)
- Rates
- Electricity, Gas, Water, Oil etc.
- Telephone & Broadband costs
- Insurance – Buildings, contents and public liability
- Repairs
- Staff costs and volunteer expenses
- Proposed refurbishments or building improvements
- Web site development and management
- General administrative costs
- Ensuring equality of access for all (Equalities Act 2010)
- Health & Safety Legislation
- Statutory requirements e.g. planning or building regulations.

6.5 Who will be responsible for day to day management of the building and how will this impact on the core purpose of your organisation.

7. How will your application be assessed?

7.1 The following process will be adopted:

Stage	Who is responsible
Asset identified for community transfer	Local partners and community
Estates team assess the property proposed for transfer against eligibility criteria.	Estates team
If property agreed as suitable for community asset transfer if occupied by a community group they will be invited to apply for a community asset transfer by submitting an application and business plan. If not occupied by a community group the property will be advertised for applications.	Community groups
Applications are assessed against criteria by the Estates Team. If the application meets the criteria a report will be presented to members for decision. If determined that the application does not meet the criteria the applicant will be presented with feedback and if the asset is surplus the asset will be placed on the open market.	Estates Team
Decision on proposed transfer	Cabinet / Individual Cabinet Member
If yes, negotiate terms and instruct legal documentation	Councils Estates and Legal Team Community group
Agree legal documentation, monitoring arrangements and agreed outcomes	Councils Estates and Legal Team Community group

Appendix 4 – County Farms Strategy

Please see separate attachment

Appendix 5

Disposals Policy

Disposal of Land & Property Assets Policy – May 2013

1. Legal Background

- 1.1 When disposing of property assets the Council is obliged via S123(2) of the Local Government Act 1972 not to dispose of land for a consideration less than the best that may reasonably be obtained other than by way of a short tenancy³.
- 1.2 When determining value any restrictions that the Council is choosing to impose as landowner must be disregarded. Instead the only restrictions that can be taken into account are those that were contained within the property's title prior to acquisition and those imposed by the Local Planning Authority through the LDP, SPGs or Site Master Plans.
- 1.3 The General Disposal Consent Order 2003 (Wales) gives LAs the ability to sell an asset for less than best consideration without referral to the Secretary of State where the reduction in value is £2,000,000 or less and the authority considers that the disposal is in the interests of the economic, social or environmental wellbeing of the whole or any part of its area or any or all persons resident or present in the area.
- 1.4 More recently the current government has introduced the Localism Act 2011 which includes specific provisions for community assets. These provisions specify that the Local Authority has an obligation to produce a list of assets with community value; these do not necessarily have to be owned by the Local Authority. Nominations can be made by the community groups to have buildings included on the list which the Local Authority must determine.
- 1.5 If a property is included on the list should the owner decide to sell the asset they must inform the local authority and an initial moratorium process is triggered? Within this period a Community Interest Group (this must be a legal entity derived on the basis of not for profit) must submit a non-binding initial expression of interest. If the group is eligible to submit this expression of interest a further 4.5 month moratorium commences, to give a total moratorium of 6 months. This process does not give the community group first right of refusal and it does not guarantee that they will be the successful purchaser. The owner of the property is free to market the site during the moratorium period but he will be unable to exchange contracts other than with a community interest group.
- 1.6 At the end of the six month moratorium the owner of the asset is free to sell the asset to whom they choose and no further moratorium period can be triggered for a period of 18 months.
- 1.7 This element of the Act has yet to be implemented in Wales and we are awaiting guidance on the criteria for assessing nominated buildings, values etc., however this legislation will influence the future sale of our assets.

³ Best consideration is defined as the amount that would be received for a disposal of a property where the principal aim of is to maximise the value of the receipt.

1.8 As WAG has yet to determine when this part of the Act will be enacted, this policy therefore provides a framework for disposals until such time the Act is applicable in Wales.

2. Disposal Protocol

Internal Consideration

2.1 Prior to declaring an asset surplus to requirements the Chief Officer of the occupying service, will need to have undertaken consultation with the local members, responsible Cabinet Member(s), estates, finance and other relevant officers

2.2 The Chief Officer will need to obtain Cabinet approval to formally declare the asset surplus and if no internal use is identified to dispose of the asset, whereupon the management of the asset will return to the Estates team. Associated running costs of the asset e.g. rates, utility costs etc. will transfer with the property to Estates.

2.3 Estates will liaise with Chief Officers to establish if they are aware of any internal accommodation needs. If a potential use is identified the prospective user will need to develop a business plan within 4 weeks of being notified of the availability of the property. The plan must identify:

- how they will fund the resulting revenue costs
- opportunities to make savings, e.g. through the release of other accommodation
- benefits to service provision and their users

2.2 The business plan will be evaluated by the Finance and Estates teams to determine financial viability and wider community benefits. The Accommodation Steering Group (or successor) will determine whether the application is successful based on the recommendations from Estates & Finance. If the plan is accepted the property will be appropriated to the service user, together with any budgets transferred from the previous occupier. If there is no internal requirement for the property or no business case is accepted, the following protocol will be applied.

2.3 *Disposal of the Asset following the Implementation of Part 5 of the Localism Act in Wales.*

2.3.1 The list of nominated community assets will be checked to establish if the property has been identified as an asset with community value. The definition for community value is as follows:

- The main current use of the asset meets the definition of community value⁴ and it is realistic to think that it can continue to do so.
- Where an asset is not currently in use in a way that meets this definition, it must have been so in the last 2 years and it is realistic to think that it could be within the next 2 years.

The following are specifically excluded from being considered as community assets:

- Residential properties, including gardens, outbuildings and associated land
- Caravan Sites
- Operational land of statutory undertakers

⁴ Community Value is defined in the Localism Act as the use of an asset to 'further the social wellbeing or social interests of the local community'. The term social interests includes in particular, though not exclusively, cultural interests, recreational interests and sporting interests.

- Assets whose recent or current use does not meet the definition of community value, even if the intended use by a community purchaser would be of community value.
- 2.3.2 If the property is included on the list, the protocols established by the legislation and subsequent guidance will be adhered to.
- 2.3.3 If the property is not on the aforementioned list the land/property will be disposed of at best consideration and added to the capital receipts forecast held by Finance.
- 2.4 *Disposal of an Asset Prior to the Implementation of Part 5 of the Localism Act 2011 in Wales.*
- 2.4.1 Prior to the implementation of the nominated community assets list the following process will apply.
- 2.4.2 If the asset is specifically excluded from being considered as a community asset as defined in 2.3.1 above (as determined by the Estates Team), it will be added to the capital receipts forecast maintained by Finance and disposed of at best consideration
- 2.4.3 If the asset does not fall with the specific exclusions as defined in 2.3.1 above, before marketing the asset the local ward member(s) will be contacted and advised of the intention to sell the land / property. They will be given 21 days from the date of the notification to communicate with local community groups to identify if there are any eligible⁵ local groups that wish to make a bid for the property. The County Councillor may wish to liaise with any community councils or community groups in their ward to determine this need.
- 2.4.4 If a group identifies a potential community use their proposal will be assessed in the first instance to determine if the group making the proposal is eligible to do so as defined by the Localism Act 2011(see footnote 3). If the group does not meet the criteria (to be determined by the Estates Team) the applicant and local member(s) will be advised and the property disposed of at best consideration.
- 2.4.5 If the group does meet the eligibility criteria, they will be contacted and given a period of 6 weeks to prepare a business plan to support their proposed use, which must include:
- The funding necessary to meet the acquisition and any refurbishment costs. The group will need to demonstrate how the funding will be raised and on-going revenue management, (at this stage they will only need to demonstrate how they intend to raise the funding and how they would fund on-going revenue costs)

 - The group will be required to demonstrate how their proposed use would further the social wellbeing or social interests of the local area, (the geographical area to be defined

⁵ The group must meet the criteria set out in the Localism Act, i.e. a legally constituted organisation such as a charity, a company limited by guarantee that does not distribute profits amongst its members, an Industrial and Provident Society, a Community Interest Company or a Community Council

by the applicant) and how this will assist in developing sustainable and resilient communities.⁶

- How the group will work in collaboration with other users
- 2.4.6 The business plan and supporting information will be assessed by Finance & Estates (with support from other Officers as required) to determine:
- The long term viability of the proposal (running costs of their proposal set against realistic income expectations).
 - The ability of the group to raise funding to acquire the asset and undertake any refurbishment / adaptation works.
 - How the proposal will serve the wider social wellbeing or social interests of the local area.
 - The potential for the organisation to assist in the delivery of MCC services or strategic goals.
 - How the acquisition of the asset will facilitate collaborative working with other community users in the local area.
- 2.4.7 A report will be presented to Cabinet with the outcome of the analysis and a recommendation as to whether the proposal should be accepted or rejected.
- 2.4.8 If the proposal is rejected by Cabinet the property will be advertised on the open market and the sale will proceed on the basis of best consideration.
- 2.4.9 If the proposal is viable the organisation will be given a further 4 month period to secure funding for the acquisition of the property. The value of the property will be determined based on the full market value of the proposed community use (based on its planning use designation), should the parties fail to reach an agreement an independent valuer will be appointed (by a referral to the Royal Institution of Chartered Surveyors) and both parties will equally share the cost of this process. Their determination will be binding on both parties.
- 2.4.10 if after 4 months the community group has been unable to secure funding the property will be advertised on the open market and the property will be sold on the basis of best consideration.
- 2.4.11 No extension to the 4 month timeframe will be considered unless the community group is able to demonstrate a reasonable prospect of securing the funding within 8 weeks of the 4 month period expiring. If following the 8 week extension the community group has been unable to secure the funding the property will be sold on the basis of best consideration.
- 2.4.12 If the community group is able to secure funding within the 4 month period the Council may choose to use its powers to sell at less than best consideration, subject to the valuation undertaken in 2.4.9. The sale conveyance will contain a 100% claw back in favour of MCC in the event that the community organisation subsequently sells all /part of the property. The claw back will be calculated on the basis of the subsequent disposal price less the original acquisition cost and disposal costs. MCC will obtain 100% of the net uplift in value.

⁶ Sustainable and resilient communities could include the following activities, reducing energy consumption, providing services that would normally be undertaken by a third party, tackling local social issues, environmental enhancements, reducing fuel poverty, supporting and developing the local economic base, supporting and developing lifelong learning

2.4.13 the legal document will also contain a right of pre-emption in favour of the Council to be exercised if the acquiring Community group (or successor) subsequently fail and the asset ceases to be used for the community benefit /purpose for which it was acquired. The acquisition price to the Council will be the original sale price cost plus a percentage uplift/decrease to reflect the property market trends from the date the property was sold to the Community group until the date that the Council exercises its right of pre-emption.

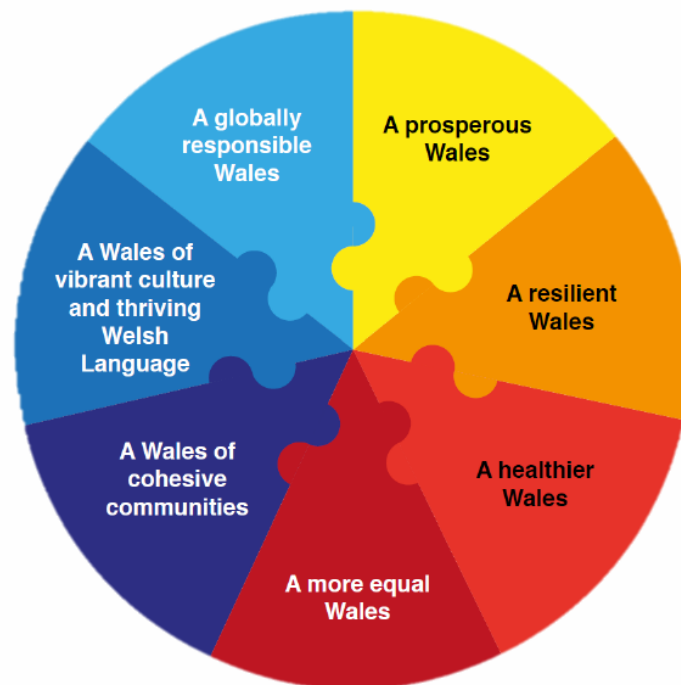
3. Purpose of the Policy

- 3.1 The Council's medium-term capital programme and forward commitments, combined with the need to reduce premises running costs amidst on-going budgetary pressures, require it to consolidate its estate and to maximise capital receipt generation. The need to seek best consideration however has to be measured against wider social needs and the requirement to develop more sustainable and resilient communities.
- 3.2 Community groups applying to acquire surplus buildings will be required to demonstrate how their proposal will help develop this resilience and enable collaborative approaches with similar organisations. We will not be supporting applications where groups continue to operate in isolation and ignore the opportunities for organisations to work together.
- 3.3 We will expect community organisations to demonstrate that they have the ability to generate sufficient income to operate and maintain the buildings in a reasonable condition without being reliant on grant funding.
- 3.4 Local Community interest groups wishing to acquire surplus land or buildings must be one of the following:
- a registered charity (with a demonstrable local interest in the area)
 - not for profit organisation
 - community interest company
 - Community benefit society
- 3.5 The protocol is intended to provide clarity for both the Council and those community groups wishing to acquire surplus assets, prior to the implementation in Wales of Chapter 3 of the Localism Act 2011. Following the introduction of this Act this policy will be amended to reflect the legislative requirements and supporting guidance.
- 3.6 The capital receipts projections provided by Estates will be on the basis of full market value unless Cabinet approval has been obtained to sell the asset to a community group at less than best price.

Appendix 6 - National Policy Context

The Well-Being of Future Generations Act

The Well-being of Future Generations Act is the fundamental legislation that requires us to carry out sustainable development, this should ensure that present needs are met without compromising future generations in meeting their own needs. When carrying out sustainable development, we have to publish well-being objectives which are designed to maximise our contribution to achieving each of the seven national wellbeing goals and take all reasonable steps to meet the objectives. The seven wellbeing goals are shown in the diagram below while our own well-being goals are incorporated within this plan. The contribution our plan makes towards the seven national objectives has been assessed and is shown in this plan.



In planning our services and taking action to meet our well-being objectives we must consider, but also demonstrate that we have applied, the following sustainable governance principles in our decision-making:

- Balancing short term needs with long term needs.
- Using an integrated approach, balancing social, economic and environmental needs.
- Involving others and considering their views.
- Working in collaboration with others.
- Putting resources into preventing problems

The Act also puts a well-being duty on specified public bodies to act jointly via Public Service Boards (PSB) to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the well-being goals

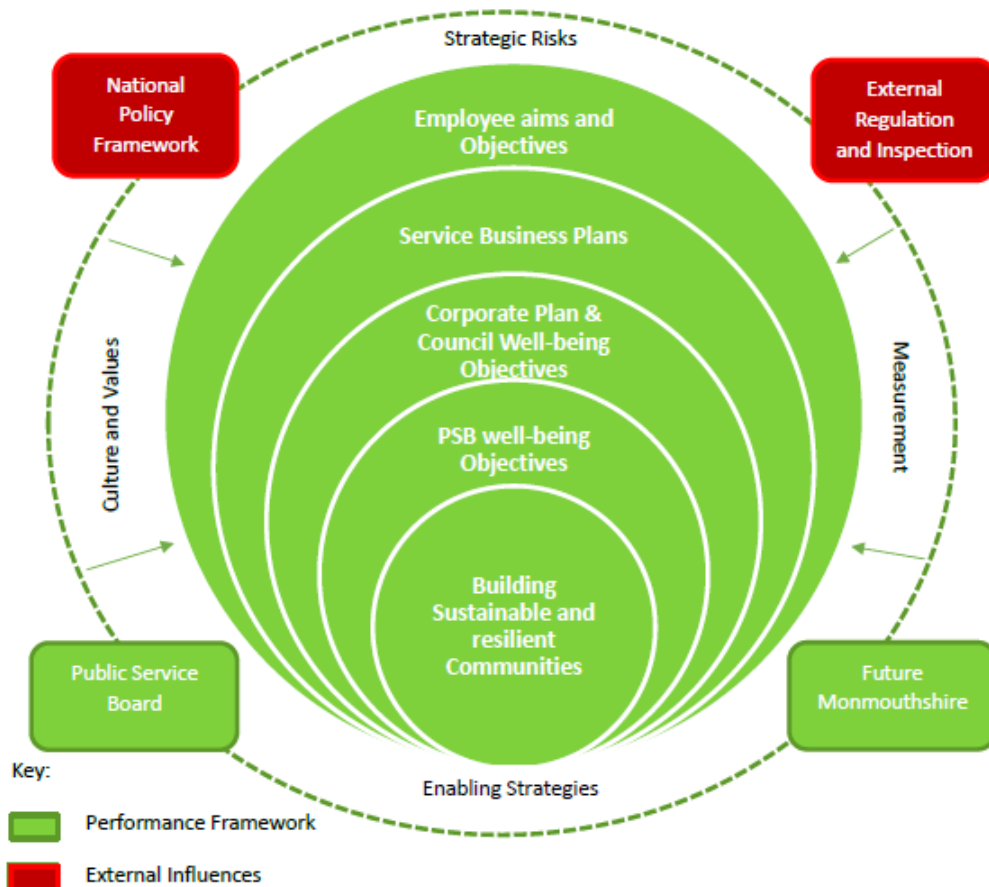
Appendix 7 – Local Policy context

Our Improvement Framework is supported by a range of plans as part of our Policy Framework that guide our actions to improve services.

Performance Management Framework

Our performance management framework; illustrates the interdependencies and how the policies, plans and programmes it contains, should be mutually reinforcing. In simple terms, our performance management framework is integral to the adoption and application of our plan because it makes sure that everyone is pulling in the same direction to deliver real and tangible outcomes.

Building sustainable and resilient communities is the unifying purpose of the diverse range of services for which we are responsible. We are a partner in the Public Service Board, which is responsible for setting well-being objectives for the county. The council's own well-being objectives are set by the Council based on the same well-being assessment as the PSB objectives and, form the backbone of our Five Organisational Goals in the corporate plan. Each of our teams has a business plan that aligns to these objectives. We have a range of performance measures that we use to keep track of our progress. Our risk management policy enables us to manage strategic risks to our delivery. Our employee aims and objectives show how the contributions that individual colleagues make to these objectives and delivering our vision in accordance with our values.



Our 'enabling strategies' support the delivery of our objectives. Our work is also informed and guided by national policy and external regulation and inspection.

Level	Policy Framework	
Vision	<p>The Public Service Board Well-Being Plan</p> <p>Monmouthshire's Public Service Board has produced a well-being plan which sets four objectives they will work on to improve well-being in the County now and in the future</p>	
Plan	<p>Corporate Plan including Council well-being objectives</p> <p>Monmouthshire County Council's Corporate Business Plan sets out the direction for the Council in the next 5 years. The plan sets five Organisational Goals (also the Council's well-being objectives) supported by the 22 commitments to action and the ways in which they will be measured in the run-up to 2022.</p>	
Strategy	<p>Asset Management Strategy & Plan</p> <p>Describes how we manage our land and property portfolio</p>	<p>Financial Plan</p> <p>Sets out the financial challenges we face & how we will meet these challenges</p>
	<p>People Strategy</p> <p>The strategy connects people to purpose to improve performance and deliver better outcomes</p>	<p>Digital and Customer Strategy</p> <p>The steps we will take to develop our digital offer in our services and communities</p>
	<p>Local Development Plan</p> <p>Our proposals and policies for future development and use of land</p>	
Programmes	<p>Economy and Enterprise Strategy</p> <p>Our proposals for increasing competitiveness, innovation and productivity.</p>	<p>Social Justice Strategy</p> <p>To set out the Council's commitment to address inequalities in the county in order to make our society function better.</p>
	<p>Commercial Strategy</p> <p>Provides a new policy regarding the acquisition of Investment properties.</p>	
Delivery	<p>Service business plans</p> <p>Each service has a plan that evaluates performance, plans actions for the year ahead, includes metrics to monitor performance and manages risks.</p>	<p>Employee Aims and Objectives</p> <p>Employee appraisals enable individuals and teams to outline the values and performance that is relevant in their role and connects them to the purpose of the organisation.</p>

Evaluation & Risks	Evaluation Evaluates performance, plans & metrics to monitor performance.	Strategic Risk Assessment Identifies, manages and monitors the Council's Strategic risks.
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Future Monmouthshire

The *Future Monmouthshire* programme is about ensuring the council remains relevant and viable for the next generation, while continuing to meet the day-to-day needs of residents, visitors and businesses. Future Monmouthshire and its interventions are built around our design principles. Future Monmouthshire has also focussed in on a number of significant future trends, such as the future of work, the utility of automated systems and machine learning, forward-looking land-use and house building and alternative models of service delivery. We have nine design principles that link to longer-term goals which help guide our work.



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Auditor General for Wales

Review of Asset Management – **Monmouthshire County Council**

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info.officer@audit.wales.

The team who delivered the work comprised Steve Frank, Allison Rees, Dave Wilson, programme managed by Non Jenkins under the direction of Huw Rees.

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Summary report

The Council has a good understanding of its assets, however, it lacks a strategic approach and effective information technology to support the management of assets

- 1 Asset management seeks to align the asset portfolio with the needs of the organisation. Corporate objectives express the needs and wishes of the organisation at a high level; the asset requirements to deliver these objectives should be expressed in a medium/long-term plan (five to ten years), variously known in different organisations as an asset strategy, an asset management strategy or a corporate property strategy¹.
- 2 Good asset management is an essential component of a Council's governance and management arrangements, and is an integral part of its wider service and financial planning processes.
- 3 In March 2015, we undertook a corporate assessment at Monmouthshire County Council (the Council). As part of our corporate assessment, we reviewed the Council's asset management arrangements in supporting robust and effective decision-making and improvement. Our review of asset management at that time concluded that 'the Council had a clear strategic policy around the management of assets, but in practice, assets could be managed more effectively to support delivery of strategic priorities'.
- 4 In April 2017, we sought to assess the progress the Council had made on its arrangements to manage its assets since our corporate assessment in 2015.
- 5 We conclude that the Council has a good understanding of its assets, however, it lacks a strategic approach and effective information technology to support the management of assets. We came to this conclusion because:
 - the Council has an Asset Management Plan but this is not time bound and focuses on the short term;
 - the Council can show improved use of some assets but asset management arrangements are not well co-ordinated or supported by effective IT systems; and
 - the Council reviews its ongoing use of assets but the Asset Management Plan remains unchanged since 2014.

¹ Chartered Institute of Public Finance and Accountancy (CIPFA)

Proposals for improvement

Exhibit 1: proposals for improvement

Proposals for improvement

The Council's asset management arrangements could be strengthened by:

- P1** Developing and delivering a long-term sustainable strategy for its assets based on a thorough assessment of needs, costs and benefits supported by:
- short, medium and long-term performance indicators;
 - embedded governance arrangements to support the strategic management of assets;
 - IT asset management systems which integrate more effectively with other systems to facilitate better information capture and use; and
 - utilising information arising from stakeholder consultation and engagement including what the Council has learnt about its experience of its community asset transfers to better inform its decision-making.

Detailed report

The Council has an Asset Management Plan but this is not time bound and focuses on the short term

- 6 At the time of our review in April 2017, the Council set out its policies for managing its land and buildings in a range of documents that formed a framework in which it operates. These included the Asset Management Plan (AMP), the Community Asset Transfer Policy, Property Acquisitions Strategy, the Council's Disposal of Land & Property Assets Policy, and Concessionary Rental Policy. Estates Services and Property Services also had annual service plans that supported asset management.
- 7 In November 2014, the Cabinet approved its current Asset Management Plan (AMP). The AMP was not time-bound, therefore it is not clear what period of time the AMP covers. The AMP included an asset management action plan for one year (2015-16).
- 8 The AMP stated the Council's aims and objectives for asset management as:
 - property transformation to support enterprise, local communities and generate income;
 - greening the estate through the ongoing implementation of renewable technologies and application of energy reducing technologies; and
 - compliance with legislative and statutory duties to ensure that its portfolio is safe, accessible and fit for purpose.
- 9 We found that the Council understood its property asset base. All property assets were located, valued and listed. The Council had maintenance schedules for each of its key assets. It maintained a list of assets it had disposed of and a list of assets it had acquired together with their values and further planned disposals in the coming year. The AMP contains an explanation of external and internal service pressures at the time the AMP was produced in 2014. The AMP, however, did not describe the longer-term service pressures that would affect the performance and suitability of its assets.
- 10 The Council made efforts to more strategically manage its assets by establishing an Asset Management Working Group in December 2014, which met four times. This Group has not met since February 2016. The Council's review of its AMP stated that the Asset Management Working Group failed to make meaningful progress and as a result it failed. The Place Board which was attended and chaired by Members similarly failed as this had no delegated authority requiring all decisions to be fed into Cabinet or Council. The County Farms working group established in 2014 was still operating during our review. The Senior Leadership Team established a Property Rationalisation Working Group to help manage property rationalisation in 2016.
- 11 The Council's financial targets for its assets were set out and cross-referenced in its property rationalisation programme, the Council's Investment Strategy dated February 2016, and the short-term investment assumptions in the medium term

financial plan (MTFP). The Council's property rationalisation programme considered the options of sale and disposal, re-use, development, or community asset transfer.

- 12 During our review, managers and Members articulated relevant linkages between the Council's Estates Service and Property Services annual service plans, and between capital and revenue assumptions in its MTFP. They were able to clearly articulate the balance needed between disposing of assets and retaining assets to generate rental income. This suggests the Council had a good understanding of immediate budgetary pressures in relation to asset management.
- 13 In December 2016, Cabinet approved the capital budget for 2017-18 and the indicative capital budgets for the three years to 2020-21. It agreed that the Council's 21st Century Schools programme was the top priority for its asset management investment. The Cabinet, at its meeting in December 2016, also considered capital MTFP pressures, the annual review of property maintenance backlog pressures, and the proposed review of the County Farms Strategy.
- 14 Council managers completed budget savings proposal mandates to provide Members with information to help them make decisions. Not all budget savings proposals have implications for the use of assets, but where they did in 2016-17, we found the savings proposals clearly linked to the MTFP. For example, the savings proposal for 2016-17 to reduce costs by using sustainable energy set out the implications for the Council's asset management by identifying locations in the county considered suitable for solar farms.
- 15 At the time of our review, while the Council was integrating the Well-being of Future Generations Act five ways of working² into its service planning, it did not clearly assess user needs for Council buildings, or assets in general, nor had it assessed future demand for its buildings.
- 16 A variety of property related engagement and consultation events had taken place with citizens, service users and stakeholders. Examples included discussions and consultation days about planning applications such as the solar farm at Oak Grove Farm in November 2014, and engagement with the community in Abergavenny, in July and November 2014 that assisted with improving the infrastructure to the Mardy Park resource centre. Other examples included wider consultation on the Local Development Plan and community hubs such as Usk, which involved representatives from Save Usk Library, the Town Council and service users.
- 17 Whilst the Council has engaged widely with its partners and with community groups, it has not always been clear how the Council uses the results of this engagement during the decision making process.

Neither the Council's AMP nor its 'Asset Management Plan Review of actions from 2015-17' referred to results of public, occupant, tenant, or stakeholder consultation. The AMP mentions the Community Hub Model, but not the intended benefits for the public and what they might need in the future. The Council's committee reports

² Well-being Future Generations (Wales) Act 2015: Five ways of working – Involvement, Integration, Prevention, Collaboration and Long-term

and policy guidance for its Community Asset Transfers did not show what it had learnt from the relevant engagement exercises and previous experiences. As a result, the Council could not be certain whether it is engaging its communities effectively in agreeing the best way forward.

The Council can show improved use of some assets but asset management arrangements are not well co-ordinated or supported by effective IT systems

- 18 At the time of our review, the Council was utilising some of its assets more effectively than we had seen during our Corporate Assessment. For example, the highways depots had been rationalised and hosted other services such as waste collection and meals on wheels services. The Council was continuing with its property rationalisation to release unwanted assets for disposal to support its 21st Century Schools projects. Its property rationalisation and centralisation of services included the redesign of its County Hall in Usk to release space in its Magor offices and Abergavenny Town Hall. At the time of our review, work was ongoing to reconfigure two buildings on the County Hall site to accommodate staff relocating from its Magor office and Abergavenny Town Hall.
- 19 The AMP referred to the Council's People Strategy. The People Strategy identifies six key themes, the first of which is 'Our Work Environment'. This articulates the necessity for accessible, open shared space, which is technology enabled and supports agile working. The Council planned to develop office accommodation in blocks E and J at County Hall in Usk to accommodate staff relocating from its office in Magor. The Council advised that a programme plan and budget profile for this development were in place and that its digital projects team was part of the Property Rationalisation Working Group planning for this move and taking account of technology interdependencies.
- 20 We found that the Council's action plans to support the development of these two venues were underdeveloped; its Refurbishment Action List for Blocks E and J was only a task list with sequential dates and responsibilities. Furthermore, notes of the Council's Property Rationalisation Working Group meeting of 15 February 2017 showed that discussions focussed on where staff would be located, what staff needed, and how furniture and paperwork could be moved. Interdependencies such as technology and floor space requirements were not made clear in the information we examined.
- 21 The minutes of the Property Rationalisation Working Group did not demonstrate a project management approach or planned order of action identifying key steps, budget positions, milestones, and dependencies such as IT cabling, and longer-term staff accommodation needs. As a result, actions can be short term rather than integrated and strategic, and the Property Rationalisation Working Group may not be maximising its strategic potential.

- 22 An aim of the AMP is to support enterprise, local communities and generate income through its properties. At the time of our review, the Council held 40 industrial units ranging in size. It rented the majority of these units to start up or local small businesses and the nature of its tenancies is designed to provide flexibility of occupation in the first year and support business growth.
- 23 Supporting the AMP was the Council's Community Asset Transfer (CAT) policy. In 2016-17, CAT had taken place or was in progress at Caerwent, Undy Athletic, Raglan Village Hall, Mellville and the Drill Hall Chepstow. Officers stated that the Council was planning to produce better guidance to help communities maximise the opportunities and manage the risks associated with CATs. This could help support community groups in the early stages of considering managing a council building, help them develop new and better services, and ensure they avoid unnecessary costs or problems.
- 24 We found in our review that the Council's staff capacity was potentially inhibiting future improvement of asset management. The Estates Service Plan for 2017-18 identifies the lack of human resources as a risk to achieving income targets. The Council had engaged external consultants to support its officers and provide specialist legal and property advice from legal advisors and valuation surveyors. The Council had also commissioned consultants to review County Farms, and for detailed planning, housing and other LDP work.
- 25 At the time of our review, a further risk to improving the management of the Council's assets was the potential for silo working. Estates Services dealt with commercial and policy issues, and Property Services dealt with valuations, surveys, tendering and maintenance services. Additionally, the 21st Century Future Schools programme had its own Property Team. There were risks of broken lines of communication and accountability and duplication of effort such as with budget planning.
- 26 At the time of our review, managers and Members were considering a Corporate Landlord model as an opportunity to address potential duplication of efforts and capacity pressures caused by separate Property and Estates Services. The Council anticipate that the creation of a Corporate Landlord could facilitate the further integration of plans and activities and reduce any potential for silo working.
- 27 We found that Information Technology (IT) systems used to manage assets was poorly integrated and not fit for purpose. The current Tribals K2 system integrated poorly with other council systems and was not user friendly. Other neighbouring councils and partners did not use the same system, mobile application was weak and interoperability poor. Members of the Council's Senior Management Team (SMT) were investigating the suitability of new IT and operating models of neighbouring councils. SMT had identified good information management systems as being necessary if the Council is to improve its reporting of performance, collection of 'live' data, and benchmarking. The ability to use a wider range of more accurate information and timely financial data would further support the Council's Investment Strategy.

The Council reviews its on-going use of assets but the Asset Management Plan remains unchanged since 2014

- 28 The AMP specified that it should be reviewed annually. There was no formal review at the end of 2015-16. At the time of our review, there had been just one review of the AMP, however, it was unclear when this review was undertaken and where the outcome of this review was reported. The AMP had not changed following this review.
- 29 The review of the AMP focussed on progress in delivering the 11 actions contained within the 2015-16 action plan within the AMP, and progress in meeting the AMP performance indicators set for 2015-16. Three actions were judged as complete. These were, creation of Usk community hub, implementing community hub models and options appraisals to identify the location of Abergavenny hub. Actions pertaining to property rationalisation, development of individual asset management plans, solar farm development, developing investment strategy, receiving the concessionary rental policy, reviewing the County Farms Strategy and developing Local Development Plan (LDP) sites were judged to be 'on-going'.
- 30 Due to the absence of an up-to-date Asset Management Plan containing current internal and external pressures, the Council's approach to managing its assets and reviewing the AMP was unclear and reactive.
- 31 The Estates Service annual service plan and Property Services annual service plan contained asset related actions, performance indicators and risks. Monitoring of these annual service plans is through the corporate service planning management and monitoring arrangements. Although the Council monitors and reports its asset management performance against actions and indicators, this is based on an annual planning cycle with quarterly reporting and is therefore short-term.
- 32 We found that Members received asset management information such as, asset valuations, maintenance backlogs, tenders, energy use, and data on asset usage and utility. However, performance monitoring continued to focus on short-term financial savings targets rather than benefits such as higher productivity, economic and social outcomes.
- 33 We also found that all Council properties were risk assessed for suitability of purpose, value, financial sustainability, access, condition, and development potential. Strategic issues and common themes were consolidated into annual Estates Service Plans and Property Services Plans. The Estates and Property Service Plans highlighted risks, however, mitigating action was weak. For example, the 2016-17 Estates Service Plan's action to manage the loss of income from disposing of an asset is: 'Continue to review market and amend disposals programme accordingly to minimise loss in value.' Activity to maximise income from other assets, and other options was not included.

- 34 In considering the effectiveness of the Council's management of asset, we compared actual performance against its targets as stated in the Estates Service Plan 2016-17 and found the performance of some aspects of the Council's estate was variable. In 2016-17, there was a shortfall in capital receipts of £2,609,480 and shortfall (deficit) in income of £252,145. Vacancy rates for industrial and retail units is 5%, partly due to the complexity of legal processes and the volatility of flexible tenancies. Void rates – relating to empty property let but not occupied – were high and were 11% on average across the Council's portfolio. County Farms rent arrears was 13% against the Council's target of 0%. This indicated that the Council was not managing the assets it rents out as efficiently as possible and not realising the full income planned.
- 35 The Council's ongoing review of the County Farms Strategy was resulting in clearer priorities for investment or disposal, based on farms' suitability and development potential. The Council aimed to complete this review in July 2017. Between November 2014 and our review, the Council had sold two farms and a barn realising capital receipts of £1,752,000. This income has helped fund the construction of new schools.

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Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

Asset Management Plan

County Farms

Prepared on behalf of Monmouthshire County Council

July 2017

Asset Management Plan

County Farms

Prepared on behalf of Monmouthshire County Council

July 2017

DRAFT

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- 2 Methodology
- 3 Current Status
- 4 Review of the Portfolio
- 5 Future Management Recommendations

1 Introduction

Monmouthshire County Council's agricultural portfolio extends to approximately 3,000 acres of land and associated buildings. It is mainly located in the south of the county, alongside settlements such as Portskewett, Llanfair Discoed and Caerwent, but also extends northwards towards Raglan and Abergavenny.

The portfolio currently consists of:

- 26 Farming Units (amounting to 938 Hectares / 2,318 acres);
- 6 Cottage Properties;
- 40 Bare land holdings (240 hectares / 594 acres); and
- 18 Woodland (35 Hectares/86 Acres).

Faced with growing financial pressures and the need to consider the interests of all their taxpayers, many local authorities have sought to scrutinise the value of their county farms.

On this basis, Knight Frank Bristol Rural Consultancy has been instructed by Monmouthshire County Council to carry out a review of its County farms portfolio in order to meet its objective of having an updated Asset Management Plan. This will provide strategic direction for the next three years by identifying income generating opportunities, creating sustainable holdings and identifying opportunities.

The new Asset Management Plan will have the following outputs:

- Opportunities and threats for the portfolio;
- Recommendations on how to create a more viable agricultural estate;
- Development opportunities; and
- Review and refine the current core/ non-core status.

Whilst the intention is to review the direction for the next three years, the plan must take a long term view in determining the future strategy for each holding in order that short term management decisions can be made against this.

2 Methodology

In preparation of this report, the following inspections have been undertaken:

- 26 equipped farms – a visit to each farm;
- 29 bare land and grazing license lettings – inspection of key sites and drive-by; and
- In-hand woodland – inspection of key sites and drive-by.

The inspections were to understand the current position on the following, focusing particularly on the equipped holdings:

- Landlord's obligations and expenditure requirements;
- Tenant's obligations;
- Breaches of tenancy;
- Condition of the holding generally (excluding any formal building survey);
- Current farming practice;
- Current business run by the Tenant and any plans for the future; and
- Opportunities and investment requirements.

The meetings with the tenants of the equipped farms were to establish the following:

- Background of the tenant and their intentions;
- The current use of the holding and any business being run;
- Farming capacity and capability;
- Plans for the future;
- Retirement provision (if relevant); and
- Ideas and opportunities that they had (if relevant).

In compiling the report we have taken into account the 'whole portfolio' approach to ensure that opportunities and liabilities are balanced in order to create a sustainable and deliverable asset management plan.

The recommendations in this report have been based on understanding external factors that impact on the delivery of any asset management, which includes:

- Economic, political and social factors;
- Government and town and country planning policy;
- Property market trends;
- Markets for agricultural products and diversification opportunities; and
- New technologies.

3 Current Status

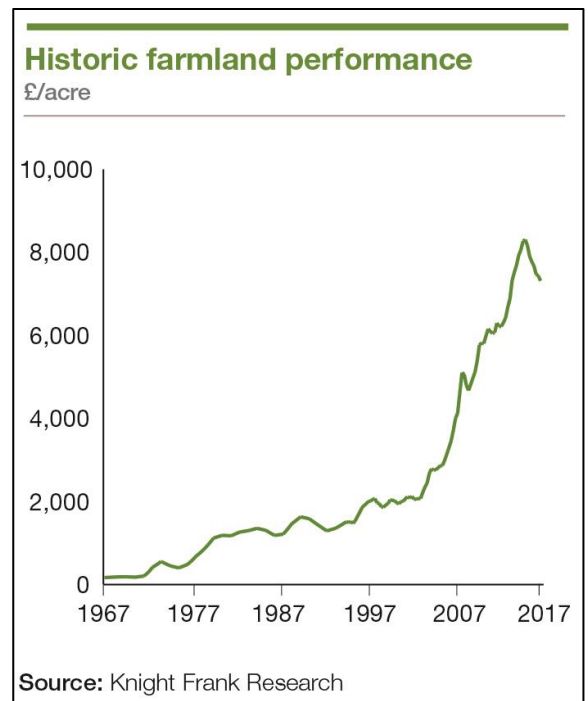
UK Farmland Values

The latest figures from Knight Frank’s Farmland Index show that the average value of bare agricultural land in England and Wales fell by 1.7% to £7,313/acre in the second quarter of 2017.

The value of good quality arable land has started to rebound, with the prices approaching £10,000/acre in some cases. This is still some way off the value at the height of the market (mid-2015) but suggests that demand remains strong for the right product.

The key contributing factors are:

- Increased commodity prices (assisted by the on-going weakness of sterling);
- Government assurances of continued farm support;
- Low supply of publically available land ; and
- High levels of demand.



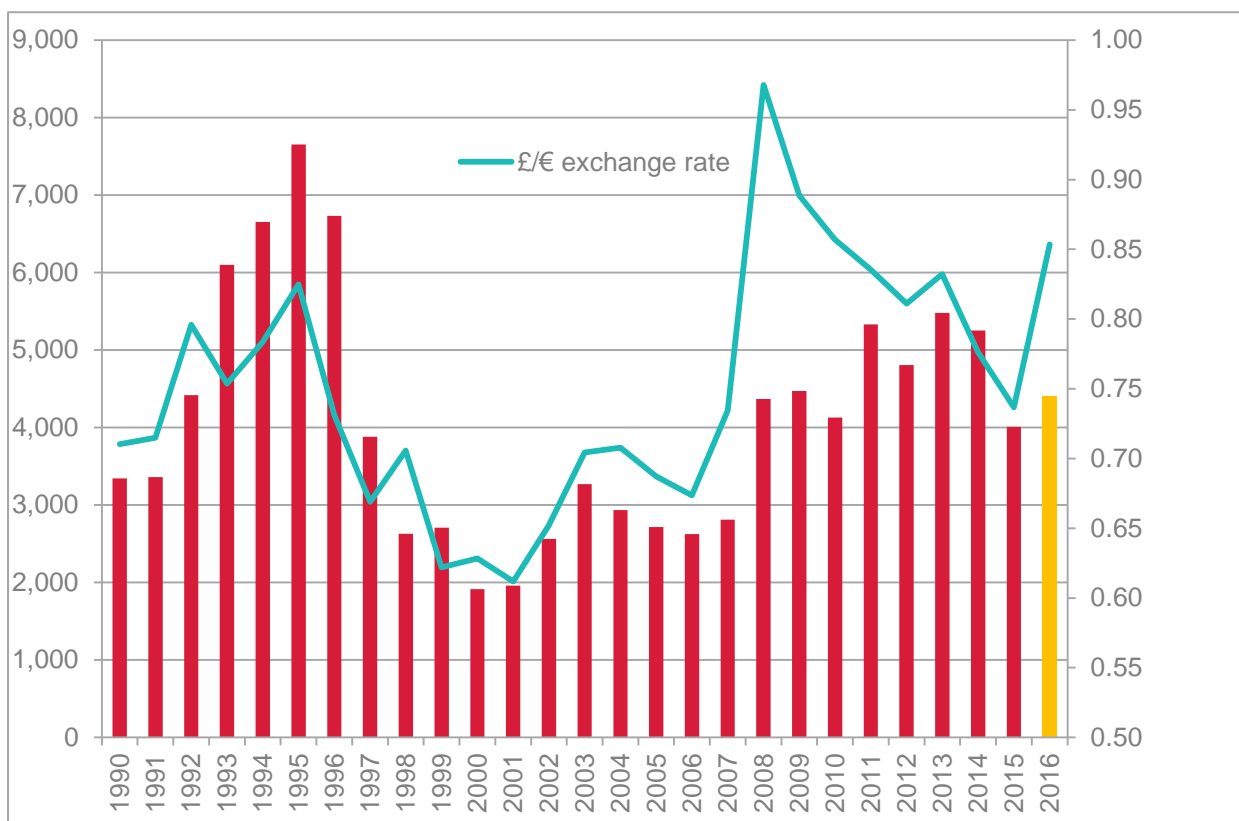
Farmland performance	
3-month change	1.7%
12-month change	-6%
5-year change	16%
10-year change	97%
50-year change	4,254%

However, the demand for upland or more marginal farmland is more muted at the moment because of the heavier reliance on EU farm subsidies. Until there is clarity regarding how the UK government will replace the Common Agricultural Policy (CAP), this trend looks set to continue.

That said, demand and values could quickly recover if the new policy recognises and rewards the wide-ranging environmental, social and landscape amenity provided by the uplands.

UK Farm Support Vs. Total Income from Farming (TIFF)

In 2016, the Total Income from Farming (TIFF) was £4bn. This shows a rise of 1.5% from the previous year. In the same year, subsidy payments from the European Union totalled £3.1bn. This shows that farm support makes up 75% of the Total Income from Farming.



Source: DEFRA, Andersons

The relationship between the Pound and the Euro is fundamental for the fortunes of UK farming, for two main reasons:

1. Subsidies are calculated in Euros then converted into Sterling in September each year. The exchange rate at that point therefore affects the Sterling value of UK Basic Payment Scheme payments; and
2. The majority of UK exports are made to the Eurozone. If the Pound is strong, UK exports cost more in foreign currencies and imports into the UK become cheaper in Sterling terms. If Sterling weakens, the opposite happens, supporting UK domestic prices.

The decision to leave the EU has resulted in a fall in the value of Sterling, which is beneficial for UK farming in that it produces positive results for export sales, milk prices and subsidy payments. However, this is likely to be negative in terms of costs such as feed, fertiliser and fuel.

UK Farm Support Vs. TIFF by Region

Region	TIFF (£m)	Support (£m)	Support as % of TIFF
Wales	212	249	117
Scotland	688	510	74
North	463	270	58
South East	383	215	56
South West	666	366	55
Midlands	1,026	457	45
Yorks / Humber	654	220	34
East	1,006	287	29

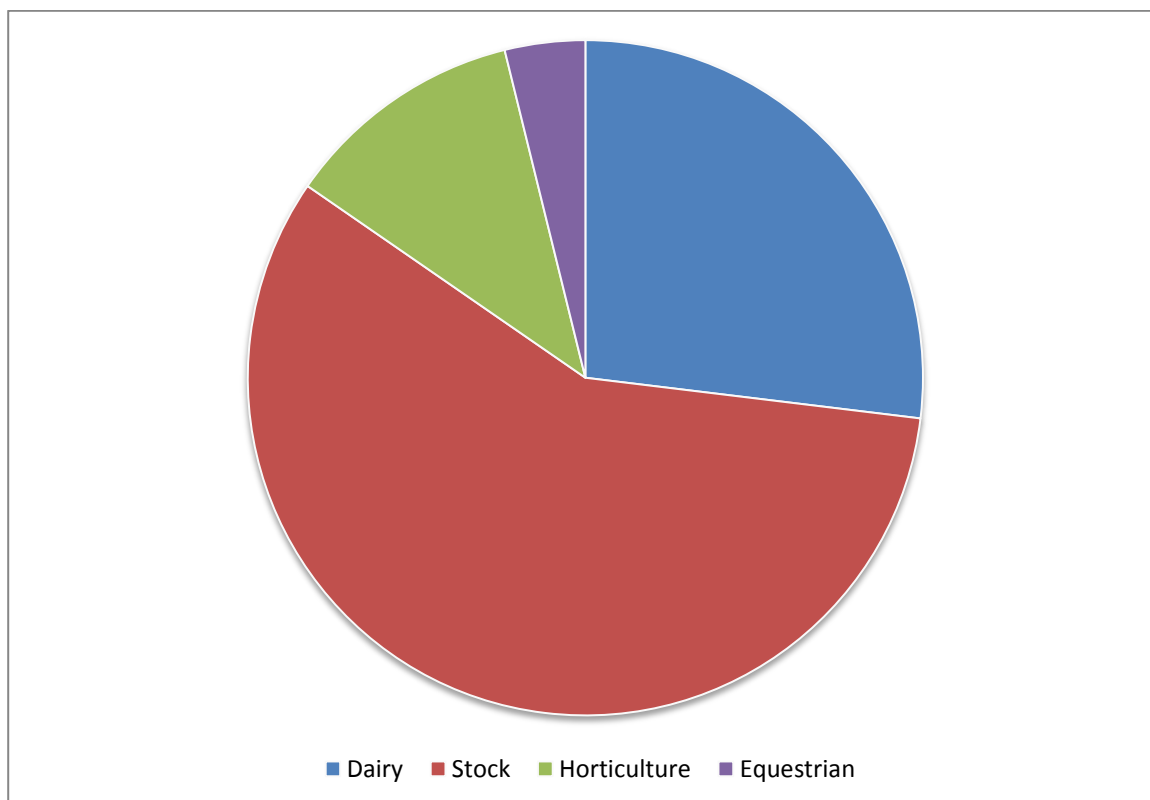
Source: Andersons

The above table demonstrates the regional reliance on subsidies. It shows that farmers in Wales are the most dependent on subsidy payments of any region in the UK, with a £37m difference between the Total Income from Farming and the support payments received from the European Union. This equates to a percentage of TIFF of 117%.

The figures show that the predominately upland livestock farming areas (Wales, Scotland & the South West of England) all have a heavy reliance on farm support.

Monmouthshire County Council

County Holdings, by Sector



Monmouthshire County Council's farm portfolio is currently split across the following sectors:

- Livestock – 58%;
- Dairy – 27%;
- Horticulture – 11%; and
- Equestrian – 4%.

A number of Monmouthshire County Council tenants have moved from the dairy sector to the livestock sector. This has been on the basis that the livestock sector involves less risk and requires less capital, whereas the dairy sector is capital intensive, something that is demonstrated by the level of capital expenditure at 3 Brooks Farm, 5 Llandewi Court Farm and Hayesgate Farm in the past three years.

However, the livestock farming tends to be, on average, far less profitable than dairy. Furthermore, the livestock sector could be seriously challenged by loss of key European markets, and in particular, the beef sector needs to see a step-change in performance if it is to thrive in a world of lower support payments, and possible greater global competition. This is likely to include larger more efficient finishing units, which is not something the Council Farms are equipped for.

Factors affecting the Portfolio

Farm Support

The current rent roll from the equipped farms is £166,319. We have estimated that the total amount of Basic Payment Scheme claims, made by tenants, for the portfolio is in the region of £212,000. This means that the EU funded Basic Payment Scheme accounts for 127.41% of the rent roll, and only two farm holdings receive a Basis Payment Scheme claim that is less than annual rent collected from the portfolio.

N.B. Crown Hill, Gemini and Windrush Nurseries are excluded from this calculation as they are likely to be ineligible or below the size threshold.

Rental Values

Based on comparable lettings we consider that the rents for the holdings are, in some cases, below the current market. The current climate is not beneficial for Landlord's reviewing rents, but as part of any future strategy these should be reviewed.

Capital Expenditure

The Council have spent in the region of £900,000 on equipped farms in the last three years. This has been mainly been focussed on meeting compliance obligations.

Tenant's Age Profile

Monmouthshire County Council's tenants range from 46 to 87 years old. This provides an average age of 64 years old. The average age of farmers across the UK is 59.

(N.B. The average age of UK farmers is distorted by owner occupiers, who seek to protect the advantages of inheritance tax relief by ensuring the control rests with the eldest active farmer.)

Successors

Other than one or two exceptions, there is a lack of successors on the county farms portfolio.

Standard of Farming

The standard of farming that is practiced across the portfolio is in line with holdings of a similar size and profile.

Condition of Holdings

Overall, the condition of the county farm holdings is average. There are areas of non-compliance from both landlord and tenants. These have been separately identified and factored into the recommendations provided.

Diversification

Some of the tenants have sought to diversify (for example farm shops and liveryes). However, there does not appear to be any formal ways of working between the landlord and tenants, and historically there has been a certain amount of complacency towards the control and monitoring of diversification on holdings. This has meant that there has been no formal structure to facilitate new opportunities between landlord and tenant, which could involve investment and modernising of tenancy terms to reflect any new opportunities.



Result



The factors outlined above contribute towards an unsustainable agricultural portfolio with the following areas of concern:

1. A strong reliance on farm support;
2. A low return from the holdings against the level of revenue and capital expenditure required;
3. Significant capital investment into holdings that are not long term core;
4. A limited amount of new letting opportunities for new entrants;
5. A lack of investment from tenants that are looking to take revenue from the business to support retirement plans;
6. A lack of entrepreneurial spirit among the tenants as tenants look towards retirement and minimising risk; and
7. A past reluctance to allow tenants to develop new business ideas.

4 Review of the Portfolio

SWOT Analysis

Strengths	Weaknesses
<p>Rural County with high amenity and landscape value</p> <p>Land requirement for employment and housing</p> <p>Landlord with ability to act in a commercial manner</p> <p>Valuable asset</p> <p>Rural Authority</p> <p>Availability of capital for reinvestment</p> <p>County is known as the 'Food Capital of Wales'</p>	<p>Aging tenant profile</p> <p>Lack of positive engagement between Landlord & Tenants</p> <p>On-going capital maintenance requirement</p> <p>Constraints of past agriculture tenancy legislation</p> <p>Political uncertainty</p>
	

Opportunities	Threats
<p>Economic growth</p> <p>Social cohesion</p> <p>Environmental benefit / support</p> <p>Support wider rural electorate</p> <p>New trade opportunities (as a result of Brexit)</p> <p>Local markets</p> <p>Development of redundant agricultural buildings</p>	<p>Farm Support</p> <p>Trade uncertainty (as a result of Brexit)</p> <p>Regulation & compliance</p> <p>Increasing costs of maintenance</p> <p>Restrictions on migrant labour</p> <p>Liability</p> <ul style="list-style-type: none"> - Environmental - Health & Safety - Public
	

Opportunities in more detail

Economic	Social	Environmental
Farming	Recreation	Statutory Sites
Development <ul style="list-style-type: none"> - Strategic Land - Farm Scale Development 	Public Access	Biodiversity Offsetting
Tourism <ul style="list-style-type: none"> - Caravan Pitches - Caravan Storage - Holiday Lets 	Health & Wellbeing	Habitat Creation & Protection
Equestrian	Education & Training	Natural Capital
Retail	Care Farming	Flood Alleviation
Energy <ul style="list-style-type: none"> - Generation - Storage 		
Commercial <ul style="list-style-type: none"> - Industrial - Offices - Storage 		

5 Future Management Recommendations

Included at Annex 1 are plans of the Farms marked up to highlight areas of opportunity and to add clarity to the core and non-core classification.

Included at Annex 2 is a Schedule detailing the core and non-core classification, with reference to the plans and the opportunities that have been highlighted for the portfolio.

Opportunities within the Portfolio

1. Strategic Land

The portfolio includes a significant area of land in an area of the County that would benefit from housing and employment to support the future requirements of the electorate.

2. Surplus farmhouses and buildings

The farmhouses and buildings that are no longer required for modern farming provide opportunities to release capital, subject to gaining planning consent for development for alternative uses.

3. Tourism

The holdings towards the north of the County can benefit from the high amenity value and landscape that the County can offer. Unlocking this value will need to be done by working with the best operators, either as part of a diversified farming or rural business or as a standalone tourism enterprise.

4. Energy

The portfolio provides opportunities for the development of renewable / low carbon energy schemes in order to provide an environmentally beneficial solution for the increasing demand for energy.

Mitigation of Liabilities

1. Surplus houses and buildings

Identifying surplus house and buildings and disposing of them will not only raise important capital returns, but reduce on-going maintenance liabilities.

2. Identification of long term core farms to invest into fixed equipment

Investment in core farms and tenants should be on the basis that the tenants have robust plans for the future and factor in the future uncertainty and changes in farming support.

Delivery

1. Retirement policy

In terms of the assessment of core and non-core holdings we have included an assumed retirement age of 70, to give an understanding of when the holdings are likely to become vacant.

This can only be an estimate, as some tenants have the ability to remain on the holding for their lifetime. The aim would be to help tenants plan for their retirement and make provision, whilst maintaining the property and their business.

2. Management of diversification

Existing diversification should be properly regulated and a clear policy should be adopted to ensure a proper consenting process and that the value is accounted for in the rents paid.

3. Farming

Any capital expenditure should be properly considered, alternative solutions considered and where there is an improvement in the capacity or capability in the farm this should be properly assessed and rentalised.

The amalgamation of holdings will help provide the ability to support further investment and ensure holdings are of a viable size. This should be done alongside modernising tenancies to reflect modern terms including investment and any non-agricultural uses.

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Monmouthshire County Council

Asset Management Plan – Tenant Consultation

Introduction

Following the production of the draft 2017 Asset Management Plan for Monmouthshire County Council's farm portfolio, it was agreed that a consultation process would be launched to gather and assess the attitudes of the tenants to the major themes identified by the Asset Management Plan.

This is in line with guidance from the Association of Chief Estates Surveyors and Property Managers in the Public Sector (ACES) in order to highlight the overriding options and risks / impacts (both negative and positive) arising out of the draft Asset Management Plan and to achieve the tenant's 'buy in'.

Process

The farm tenants were each provided with a summary of the current factors affecting the portfolio, which issues needed addressing and what this meant for the portfolio and their holdings. This included a 'marked up' plan of their holding to aid with the core / non-core classification, as well as being directed to the full copy of the Asset Management Plan on the Council's website.

The farm tenants were also supplied with a feedback form which posed a series of questions designed to highlight where sentiments lay in respect of the key themes and outcomes of the draft Asset Management Plan. A copy of this form is included at Appendix A.

Data Collation and Review

The consultation process experienced a low turnout – a total of 25 farm tenants were included in the consultation process and of this number, only four responses were received, equating to 16% of the portfolio.

The low turnout cannot be put down to timing – the process commenced towards the end of November and ended just before Christmas, which is not traditionally a busy time in the farming calendar. It could be attributable to a lack of engagement with the process and the Asset Management Plan in general, or a lack of understanding as to why feedback was requested.

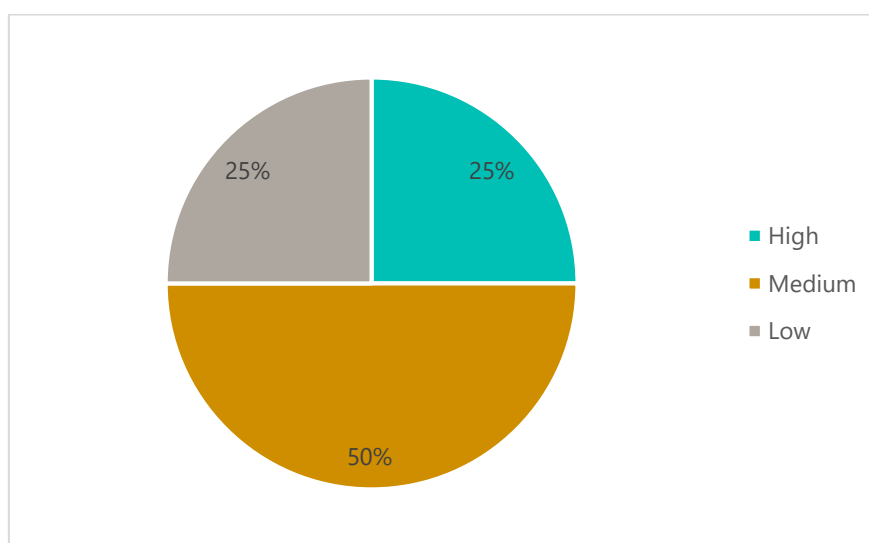
Alternatively, it could be down to the fact that the farm tenants felt that all the salient points and pertinent issues had been suitably identified and commented on within the Asset Management Plan.

Data Analysis

This section looks at how each question was answered and how this relates to the findings within the draft Asset Management Plan. It also explores the reasoning behind the responses given.

1. What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

Only 25% of the respondents thought that the decision to leave the European Union posed a high risk to their business. 50% believed it posed a medium risk, and the final 25% stated it was a low risk.

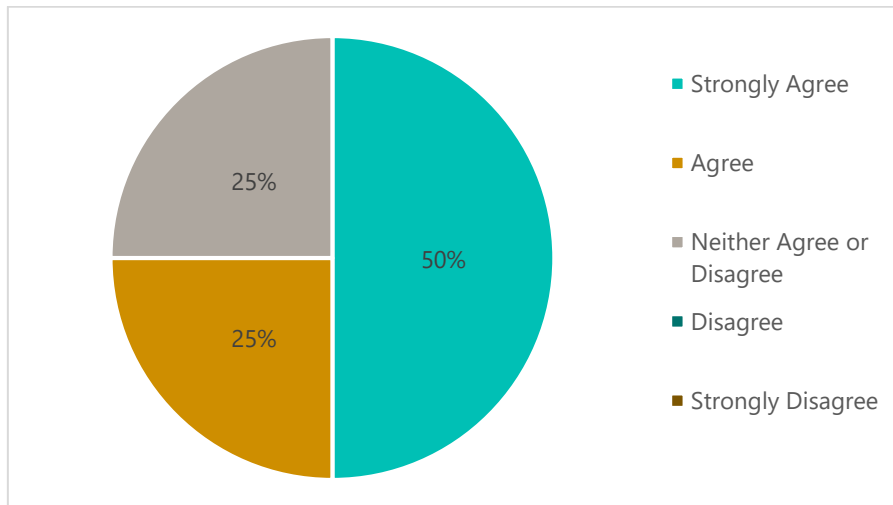


It should be noted that the 'low risk' response related to a holding that does not receive any farm support and therefore any changes to the farming support system is not deemed to be a threat to their business.

It is promising to note that only 25% of the responses indicated that Brexit posed a high risk to their business. This shows that the farm tenants are mindful of the future proposals and feel their businesses are resilient enough to cope with the changes.

2. Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

75% of the respondents either strongly agreed or agreed that there is a lack of opportunities within the portfolio for new entrants into farming, with the remaining 25% saying they neither agreed nor disagreed.

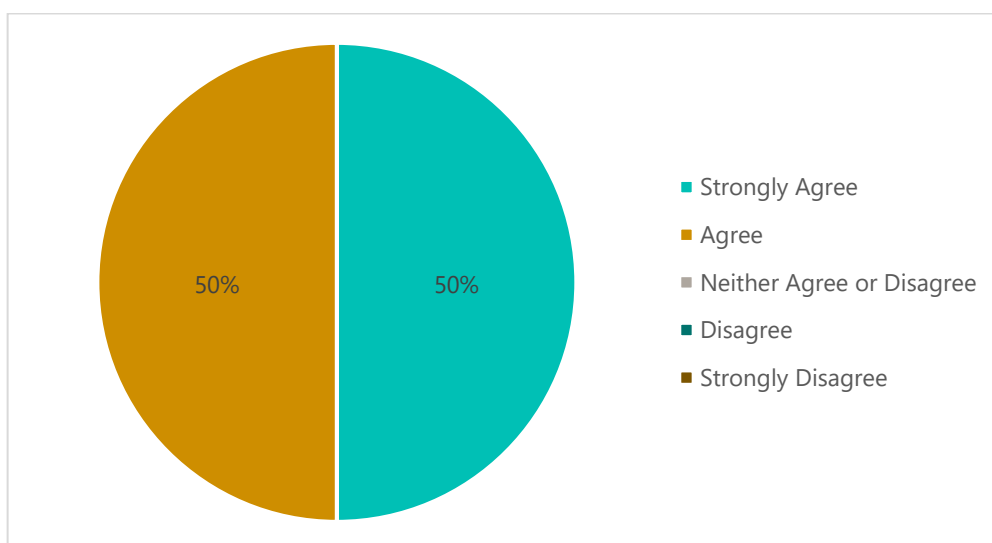


The response to this question is in line with the findings within the Asset Management Plan, which identifies that a limited amount of new letting opportunities for new entrants contributes towards an unsustainable agricultural portfolio.

It is interesting to note that, with one exception, all the tenants who responded to this question are in excess of the national average age of farmers, including the oldest tenant within the portfolio who exceeds the average age by 28 years.

3. Do you agree that there has been no formal structure to facilitate new opportunities within the portfolio?

All of the respondents either strongly agreed or agreed that there has historically been no formal structure to facilitate new opportunities between landlord and tenant.

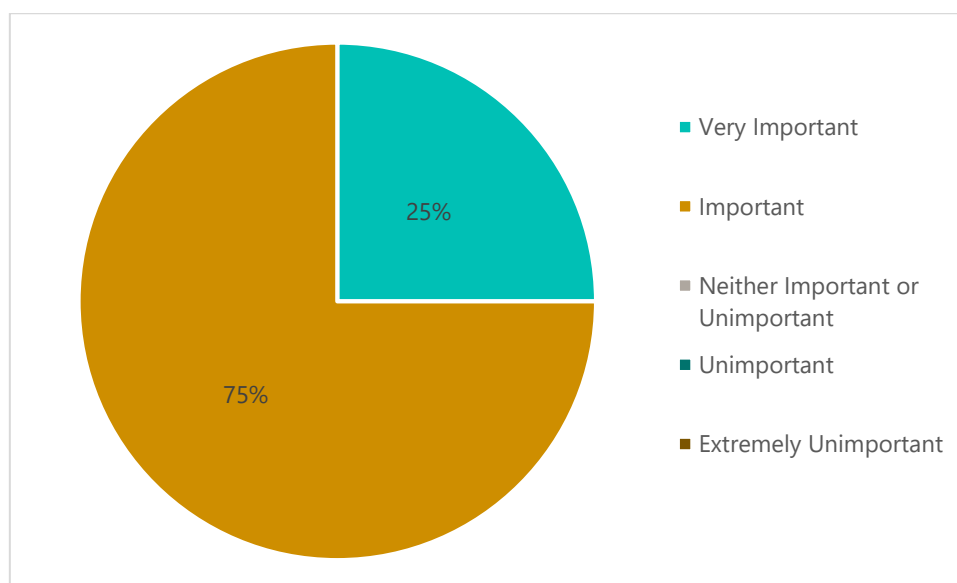


The response to this question supports the findings within the Asset Management Plan, which identifies that diversification within the portfolio has not been recorded or treated correctly, and as such, the value of diversification on the holdings has not been accounted for.

N.B. none of the tenants who responded to this question are currently looking at ways to diversify their income streams. This may be due, in part, to a lack of entrepreneurial spirit amongst the tenants, but may also be attributable to a past reluctant on behalf of the Council to encourage diversification opportunities within the holding.

4. How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

All of the respondents considered the Council's need to invest into core, profitable holdings was either extremely important or important.

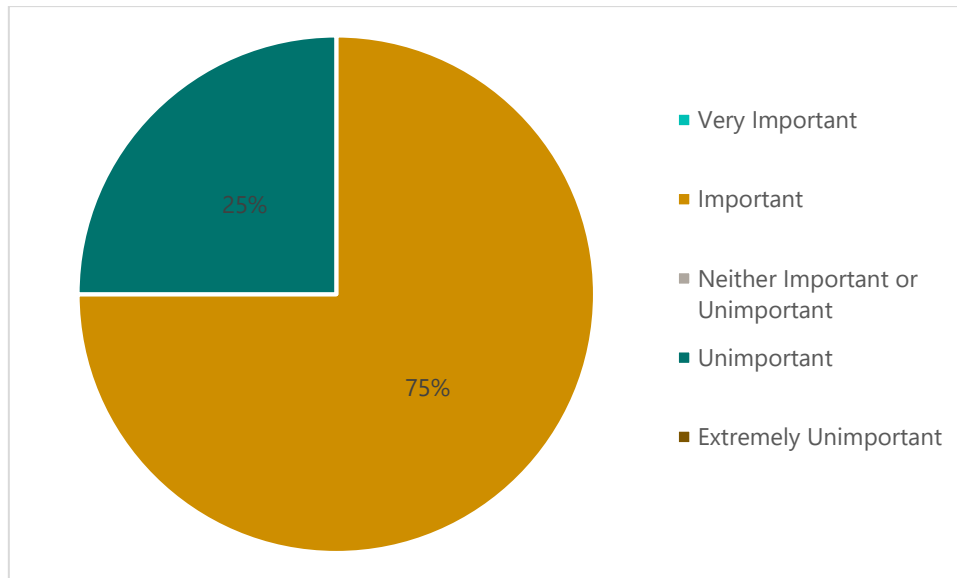


The responses to this question uphold the findings within the Asset Management Plan, which identifies that significant capital investment into holdings that are not considered to be long term core holdings contributes to an unsustainable agricultural portfolio.

It is interesting to note that the tenants who responded to this question are occupiers of holdings that have received little to no landlord investment in the last three years.

5. How important do you consider the need for the portfolio to facilitate an environmentally beneficial solution for the increasing demand for energy?

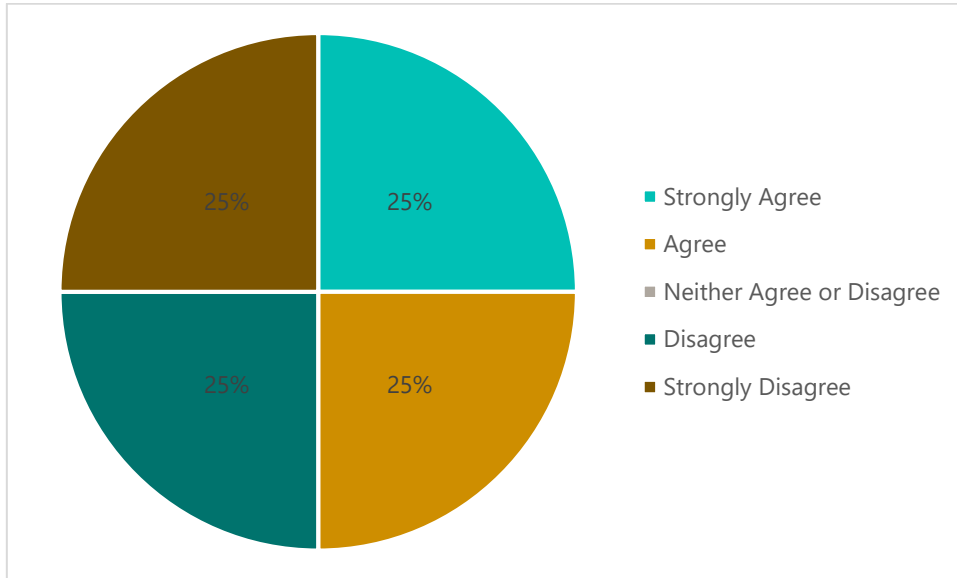
Of the tenants who responded to this question, 75% believed that it was important for the portfolio to facilitate an environmentally beneficial solution to the increasing demand for energy. The remaining 25% thought this was unimportant.



The responses to this question show that energy security is an ever increasingly important issue and indorses the findings within the Asset Management Plan, which states that the portfolio provides opportunities for the development of renewable / low carbon energy schemes.

6. Do you agree that farmhouses and buildings that are no longer required for modern farming provide opportunity to release capital?

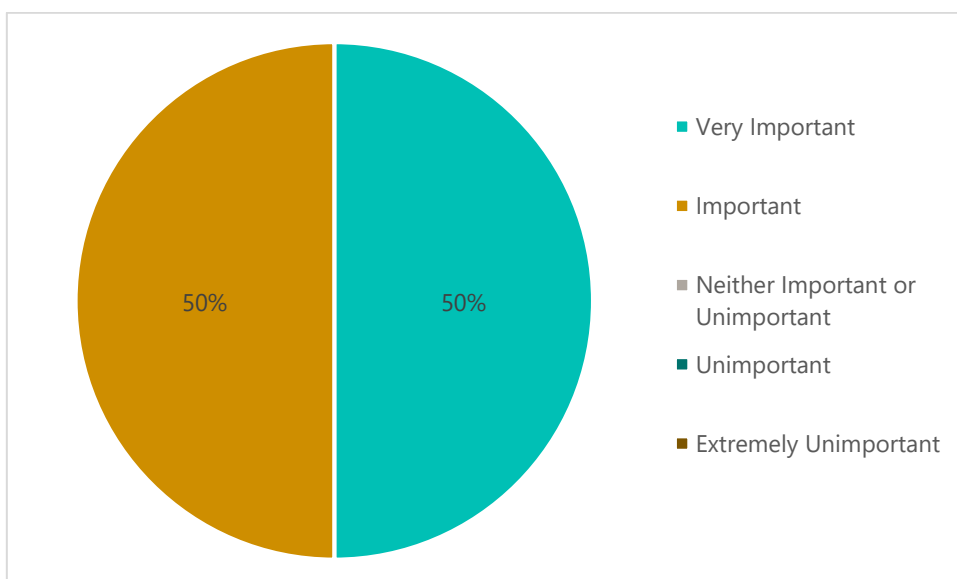
50% of the respondents either strongly agreed or agreed that those farmhouses and buildings that are surplus for modern farming techniques provide an opportunity for the Council to release capital. The remaining 50% either disagreeing or strongly disagreeing.



It is possible that this question was not fully understood by the consultees, as we would have expected a more positive response. However, it should be noted that those tenants who disagreed with the concept are those who have a vested interest as their holdings have buildings that are no longer suited to modern agricultural practices and which would afford the opportunity to release capital.

7. How important do you consider the need for constructive dialogue with the Council when exploring retirement options?

All of the respondents thought that constructive dialogue with the Council was extremely important or important when exploring retirement options.

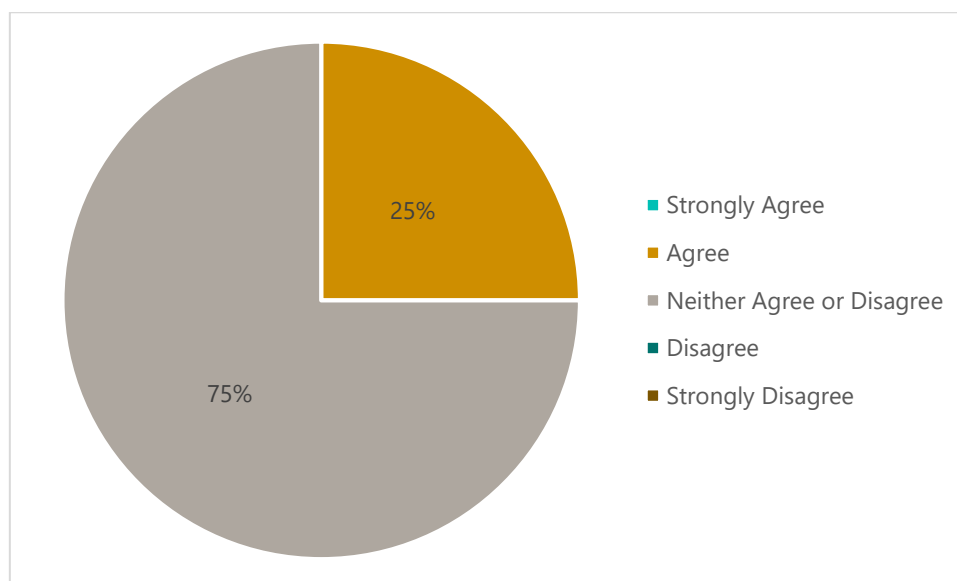


The overwhelming response in favour of this open, constructive dialogue firstly indicates that this is not something that the tenants feel is available to them, and secondly that retirement is an important consideration that the tenants take into account. This is not particularly surprising given the age profile within the portfolio.

The response to this question supports the findings of the Asset Management Plan, and this sentiment will aid the Council to encourage and assist its tenants in taking a responsible attitude towards planning their retirement, while continuing to maintain the properties and businesses on the holdings.

8. Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Only 25% of the respondents agreed that the portfolio could support and provide opportunities benefits to the wider electorate. The remaining 75% neither agreed nor disagreed with this.



It is possible that the responses to this question have arisen due to the focus within the Asset Management Plan of the portfolio supporting the wider electorate through the provision of strategic land for housing, and disregarding the other benefits the portfolio can offer, such as recreation, public access and health and wellbeing.

Additional Comments

The feedback form included a section for the consultees to submit further comments, having read the summary and full Asset Management Plan. Only two of the respondents chose to submit further

comments, and these were either to support the answers given to the questions or to comment that the Council should assist young farmers and new entrants.

Copies of the individual feedback forms are attached at Appendix B.

External Stakeholder Consultation

In addition to the feedback forms sent to the tenants, the following external stakeholders were also directed to the draft Asset Management Plan and asked for their comments and feedback:

- Tenant Farmers Association (TFA);
- National Farmers' Union Wales (NFU Cymru); and
- Farmers' Union of Wales (FUW).

Verbal feedback was received via telephone from George Dunn, Chief Executive of the TFA. Mr Dunn stated that the draft Asset Management Plan appeared to be a "strategy to have a strategy". This was clearly on the basis that Mr Dunn had not had the benefit of the information that was supplied to individual tenants regarding their holdings, and could not therefore pass comment on the strategies put forward. However, Mr Dunn did comment that the Asset Management Plan was in line with best practice.

A formal written response was received from Stella Owen, County Adviser (Brecon and Radnor & Monmouthshire) for NFU Cymru, a copy of which is attached at Appendix C. This was solely focussed on expressing the important role that County farms serve in providing opportunities for new entrants to farming and detailing NFU Cymru's key objectives in terms of local authority agricultural estates in general. NFU Cymru would welcome the opportunity to discuss any proposals in greater detail.

Conclusion

In the main, the feedback that has been received from the farm tenants as part of this consultation process supports and underpins the key findings within the Asset Management Plan, demonstrating that the following key themes are of particular importance:

- Business resilience in light of proposed agricultural policy change;
- New entrants to farming;
- Open, constructive dialogue between landlord and tenant – both for new opportunities and retirement planning;
- Investment into core, profitable holdings;
- Energy security; and

- Rationalisation of holdings to release capital.

On the basis that the consultation process has not highlighted any major incongruities with the key themes of the draft Asset Management Plan, and that this has also received internal 'buy in', we recommend that this document is adopted by Monmouthshire County Council and a communications plan prepared in order to share the Asset Management Plan with the media, partners, internal and external stakeholders.

Edward Holloway MSc MRICS

Land Agent

edward.holloway@knightfrank.com

T 0117 945 2638

M 07436 100 135

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Feedback Form

Name:

Holding:

What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

High	Medium	Low
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Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
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Do you agree that there has been no formal structure to facilitate new opportunities in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

Extremely Important	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
---------------------	-----------	----------------------------------	-------------	-----------------------

How important do you consider the need for the portfolio to facilitate an environmentally beneficial solution for the increasing demand for energy?

Extremely Important	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
---------------------	-----------	----------------------------------	-------------	-----------------------

Do you agree that farmhouses and buildings that are no longer required for modern farming provide opportunities to release capital?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

How important do you consider the need for constructive dialogue with the Council when exploring retirement options?

Extremely Important	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
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Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

Having read the summary and full Asset Management Plan, do you have any other comments?

Please return your completed forms by 22nd December 2017 to:

Edward Holloway MSc MRICS, Knight Frank Rural Asset Management, 1st Floor Regent House, 27a Regent Street, Clifton, Bristol BS8 4HR

Feedback Form

Name: J. COUBON
 Holding: H WESTMPOOL

What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

High	Medium	Low <input checked="" type="checkbox"/>
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Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

Strongly Agree	Agree <input checked="" type="checkbox"/>	Neither Agree or Disagree	Disagree	Strongly Disagree
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Do you agree that there has been no formal structure to facilitate new opportunities in the portfolio?

Strongly Agree	Agree <input checked="" type="checkbox"/>	Neither Agree or Disagree	Disagree	Strongly Disagree
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How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

Extremely Important	Important <input checked="" type="checkbox"/>	Neither Important or Unimportant	Unimportant	Extremely Unimportant
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Strongly Agree	Agree <input checked="" type="checkbox"/>	Neither Agree or Disagree	Disagree	Strongly Disagree
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Extremely Important	Important <input checked="" type="checkbox"/>	Neither Important or Unimportant	Unimportant	Extremely Unimportant
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Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Strongly Agree	Agree <input checked="" type="checkbox"/>	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	---	---------------------------	----------	-------------------

Having read the summary and full Asset Management Plan, do you have any other comments?

① We have never been involved in Farm Support of any kind.

②

③ No livestock

④ This has been transferred to us anyway.

⑤ Agree

⑥ We do not have the figures: for comparison of

⑦ Does not apply. (farm support)

⑧ No problems.

⑨ Agree

⑩ Agree.

Please return your completed forms by 22nd December 2017 to:

Edward Holloway MSc MRICS, Knight Frank Rural Asset Management, 1st Floor Regent House, 27a Regent Street, Clifton, Bristol BS8 4HR

Feedback Form

Name: MR R WILLIAMS

Holding: LLANVAIR FARM

What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

High	Medium	Low
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Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

Do you agree that there has been no formal structure to facilitate new opportunities in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

Extremely Important	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
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How important do you consider the need for the portfolio to facilitate an environmentally beneficial solution for the increasing demand for energy?

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Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
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Extremely Important	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
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Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

Having read the summary and full Asset Management Plan, do you have any other comments?

They should not be selling the small holdings how are young people coming into farming going to get on the ladder that's what these places are for ~~they~~ it seems they do not want the farmer rather export food in.

If they build on these properties they should make it affordable housing for ^{people} ~~children~~ that have always lived in the village, and also think of the older generation to build OAP bungalows.

Please return your completed forms by 22nd December 2017 to:

Edward Holloway MSc MRICS, Knight Frank Rural Asset Management, 1st Floor Regent House, 27a Regent Street, Clifton, Bristol BS8 4HR

Feedback Form

Name: ROBERT JONES

Holding: RECTORY FARM.

What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

High	Medium ✓	Low
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Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree ✓	Disagree	Strongly Disagree
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Do you agree that there has been no formal structure to facilitate new opportunities in the portfolio?

Strongly Agree	Agree ✓	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	---------	---------------------------	----------	-------------------

How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

Extremely Important	Important ✓	Neither Important or Unimportant	Unimportant	Extremely Unimportant
---------------------	-------------	----------------------------------	-------------	-----------------------

How important do you consider the need for the portfolio to facilitate an environmentally beneficial solution for the increasing demand for energy?

Extremely Important	Important	Neither Important or Unimportant	Unimportant ✓	Extremely Unimportant
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Do you agree that farmhouses and buildings that are no longer required for modern farming provide opportunities to release capital?

Strongly Agree ✓	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
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How important do you consider the need for constructive dialogue with the Council when exploring retirement options?

Extremely Important ✓	Important	Neither Important or Unimportant	Unimportant	Extremely Unimportant
-----------------------	-----------	----------------------------------	-------------	-----------------------

Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Strongly Agree	Agree	Neither Agree or Disagree ✓	Disagree	Strongly Disagree
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Having read the summary and full Asset Management Plan, do you have any other comments?

Please return your completed forms by 22nd December 2017 to:

Edward Holloway MSc MRICS, Knight Frank Rural Asset Management, 1st Floor Regent House, 27a Regent Street, Clifton, Bristol BS8 4HR

Feedback Form

Name: K.J & J. ROBEY-DAVIES
 Holding: 60/049/0052

What level of risk does the decision to leave the European Union pose to your business, in terms of farm support and trade negotiations?

High	Medium	Low
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Do you agree that there is a lack of opportunities for new entrants to farming in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
----------------	-------	---------------------------	----------	-------------------

Do you agree that there has been no formal structure to facilitate new opportunities in the portfolio?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
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How important do you consider the need for the Council to focus investment into core, profitable holdings that can deliver a commercial return?

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Do you agree that there are opportunities for the portfolio to support and provide benefits to the wider electorate?

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
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NFU CYMRU

Tŷ Amaeth – Agriculture House, Royal Welsh
Showground
Llanelwedd, Builth Wells, Powys, LD2 3TU
Telephone: 01982 554200 Fax: 01982 554201
Website: www.nfu-cymru.org.uk

Director: John Morgan

Edward Holloway
Knight Frank

Ein cyf/Our ref:

Eich cyf/Your ref:

E-
mail:stella.owen@nfu.org.uk

Dyddiad/Date: 21 Dec 2017

Dear Edward,

Re: Asset Management Plan – County Farms

Many thanks for getting in touch with NFU Cymru with regard to the Asset Management Plan for County Farms in Monmouthshire.

As many of the farms have been visited, we assume that individual farmers have been made aware of this Report and have raised views with you directly on an individual basis.

As a Union, we feel strong that County farms serve an important role in allowing that first foot on the ladder for new entrants. Some very entrepreneurial farmers started their careers on a County farm and without that first tenancy, they would not be farming today.

The industry needs new entrants, and these people will be crucial in tackling the nations long term food security needs. We therefore hope that this is recognised in the Report and that Monmouthshire County Council acknowledges the important role County farms carry in a productive county such as Monmouthshire.

We would very much welcome the opportunity of meeting with you to discuss any proposals in greater detail and I do hope you will see an opportunity for such a meeting and an exchange of views in the not too distant future.

I will though take this opportunity to outline very quickly our key objectives in terms of local authority agricultural estates:

NFU Cymru's starting point in this respect is that farms owned and managed by Local Authorities are hugely important and irreplaceable strategic national assets that need to be retained.

These estates have their origins in central government policy of the early 20th century when there was a major concern about the decline in agriculture employment and consequently they are just as relevant today to prevent the exodus of farmers, particularly young farmers out of our rural areas.

We understand and appreciate that local authorities have very competing demands on scarce resources and this comes hand in hand with a weakening in society's link with agriculture and budget restraints. However, the number of applicants trying for vacant tenancies is evidence that there are still many potential farmers, looking to get into farming but who lack the capital to purchase land or to take up larger tenancies offered in the

private sector. There is strong evidence that entrepreneurs will succeed provided entry opportunities exist and clearly local authority estates provide such a route.

We do think that more effort should be made to support existing and future tenants on these estates to sustain their businesses either on the smallholding estates or in actually encouraging moves in the future into the private sector.

In addition, we firmly believe that there could be greater collaboration between individual County farm estates to help with more effective and efficient management.

In 2009 the Association of Chief Estate Surveyors (ACES) updated the rationale for the Farms Estate summarising the benefits already outlined in the report and in line with the adoption of 5 Good Estate Management Principles. NFU Cymru would support the findings of this report outlined below.

Working for Agriculture

- A means of entry into farming for those who may not otherwise have the opportunity to farm on their own account;
- The potential for tenants to establish and develop viable business enterprises, enabling internal progression to larger Council Farms and advancement from the Estate to bigger holdings on privately or institutionally owned let estates;
- A means of supporting the tenanted sector, boosted by the flexibility of opportunities offered by agricultural tenure legislation;
- A tangible means of meeting the aspirations of the young farming community and agricultural industry;

Working for the rural economy

- A valuable source of rural employment opportunities on small family farms, often in remote locations;
- An opportunity to contribute to the wider economic well being and development of the countryside, including local food products for local markets;

Working for the wider community

- A direct stake in the countryside for Councils enabling links to be made between the local farming industry, the rural economy and the wider community through school visits, open days and guided walks;

Working for the environment

- An opportunity to implement best practice in rural estate and sustainable countryside management and stewardship: e.g. Glastir;
- A wealth of traditional landscape features such as stonewalls, ditches, hedgerows and farm buildings which are more likely to be retained on small family farms;
- The opportunity for the implementation of positive strategies that address the challenges of climate change, such as wind farms, anaerobic digestion plants and other renewable energy sources.

To conclude, a wide range of benefits can be provided on the estate with the right incentives and opportunities for tenants. These could include renewable energy, waste utilisation, local food, reconnecting with the urban population, planning policies, green belt management and managing flood risk. In the requirements for Councils to be carbon neutral or reduce their carbon footprint, a well managed farm estate would be a significant help in achieving this. Our key concern is such that once land is sold - this opportunity is lost forever. County Councils are in a good position to get a more strategic approach between departments to realise potential benefits which will help all residents in the county.

As alluded to earlier, we would be more than happy to meet with you or representatives from Monmouthshire Council at any time.

Once again, many thanks for providing us with an opportunity to respond.

With best wishes,

Stella Owen
NFU CYMRU
County Adviser – Brecon and Radnor & Monmouthshire

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