

Public Document Pack



Please note the time of the meeting

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 2 April 2019

Notice of meeting

Economy and Development Select Committee

Wednesday, 10th April, 2019 at 2.00 pm

The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

AGENDA

THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES PRIOR TO THE START OF THE MEETING

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Public Open Forum.	
4.	Draft Digital Deprivation Action Plan.	1 - 26
5.	Abergavenny Tourist information Centre.	27 - 38
6.	Monmouthshire Adopted Local Development Plan Draft Infill Development Supplementary Planning Guidance.	39 - 76
7.	To confirm the minutes of the previous meeting.	77 - 86
8.	Economy and Development Select Committee Forward Work Programme.	87 - 90
9.	Council and Cabinet Forward Work Programme.	91 - 94

10.	Next Meeting.	
------------	----------------------	--

	Thursday 9 th May 2019 at 10.00am.	
--	---	--

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

J. Becker
A. Davies
D. Dovey
M. Feakins
P. Pavia
R. Roden
B. Strong
A. Watts
Vacancy (Independent Group)

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

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.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
 2. What is the Committee's role and what outcome do Members want to achieve?
 3. Is there sufficient information to achieve this? If not, who could provide this?
- Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

SUBJECT:	DRAFT DIGITAL DEPRIVATION ACTION PLAN
MEETING:	ECONOMY & DEVELOPMENT SELECT COMMITTEE
DATE:	10TH APRIL 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To consider the Draft Digital Deprivation Action Plan in light of the recent question to Council on the 7th March 2019, regarding what the Council itself is doing to address the issue of digital deprivation.

2. RECOMMENDATIONS:

- 2.1 That the Economy and Development Select Committee provides feedback on the Draft Digital Deprivation Action Plan to inform a final document, prior to consideration at Cabinet.

3. KEY ISSUES:

- 3.1 Monmouthshire County Council and Monmouthshire's residents feel that the delivery of the Superfast Cymru programme in Monmouthshire has not been seen as a priority area for Welsh Government due to the sparsity of the population, the rurality of the landscape and the difficulty of the topography.
- 3.2 The current situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the OMR/SAPC undertaken prior to the Superfast Cymru Phase 2 (SFC2) Procurement, paints a stark picture in terms of the current lack of coverage in Monmouthshire, in comparison to our other nine Local Authority partners as detailed in Table One that follows. Currently digital deprivation rates stand at 12.5% in Monmouthshire in comparison to 3-4% in other CCR counties.
- 3.3 One of the core strategic objectives of the Council is 'Supporting enterprise, entrepreneurship and job creation' and the Council wishes to capitalise on the provision of a high speed, first class digital infrastructure, alongside our ambition for a tailored skills package in order to deliver economic growth, wealth creation and increased productivity and GVA for the county and the country. However without the digital infrastructure in place the county's ambitions are thwarted.
- 3.4 When comparing the ambition of the Council with the current NGA coverage along with anecdotal evidence received by Officers and Members alike, the following concerns can be drawn:
 - Clear pockets of digital deprivation evidenced through independent CCR analysis and regular correspondence received from disgruntled residents who are receiving a service below 2MG;
 - Evidence of digital businesses struggling to deliver a high quality service due to poor connectivity;
 - Evidence of home owners struggling to sell their homes due to poor connectivity;

- Evidence of students being unable to undertake their studies effectively due to poor connectivity;
- Delays in digitisation of council services due to capability of current connectivity and limited access available leading to increasing service costs at a time of austerity.

Table One: NGA coverage in the Cardiff Capital Region

Local Authority	NGA Coverage	% NGA White	NGA White Premises
BLAENAU GWENT	96.7%	3.26%	1,175
BRIDGEND	95.6%	4.41%	3,002
CAERPHILLY	95.2%	4.76%	4,002
CARDIFF	98.9%	1.14%	1,935
MERTHYR TYDFIL	96.8%	3.17%	925
MONMOUTHSHIRE	87.4%	12.56%	5,898
NEWPORT	98.0%	2.00%	1,480
RHONDDA CYNON TAFF	96.4%	3.58%	4,252
TORFAEN	96.4%	3.61%	1,615
VALE OF GLAMORGAN	96.1%	3.95%	2,453
TOTAL	96.4%	3.64%	26,737

3.5 In addition to local concerns the lack of NGA coverage also highlights additional wider strategic concerns:

- Monmouthshire is **strategically located** within the CCR as a key gateway into Wales from the economic power engines of the South West and the West Midlands accessed via the Severn Bridge, the M4 and the A40/A449;
- **The SFC2 programme has been delayed** resulting in the NGA infrastructure delivery having ceased in Monmouthshire in December 2017. The tender process for the 'Monmouthshire lot' has now been awarded to BT however observations from the Minister to Monmouthshire residents in September 2018 were not to wait for SFC2 but to consider '**Local Community Solution**' funding whereby communities come together and apply for funding via a WG facilitator – details are still unavailable at the time of writing. Recent Officer and Member meetings with Welsh Government indicate that of the 48,457 premises in Monmouthshire, only 1582 of the remaining 8,066 premises (WG figures) will benefit from intervention under SFC2 leaving many deeper rural areas in the same situation as is faced today;
- **Rural Community Development Funding** (RCDF) previously used by the RDP team to draw in funds for Broadband pilots such as TV Whitespace has now been **withdrawn** from WG and the money diverted for environmental projects. Therefore the team currently have no access to broadband infrastructure funds;

- The current **CCR digital objectives are ambitious** and **Monmouthshire's digital deprivation could thwart their ambitions** which are:
 - To ensure that the CCRCD citizens and businesses have access to world class digital infrastructure to facilitate Social inclusion, Economic development and inward investment by:
 - The creation of extensive Full Fibre Infrastructure across region;
 - Global connectivity - access to international fibre links to drive inward investment from key sectors such as media and finance;
 - Welsh Connectivity - Exploitation of the Cardiff Internet Exchange (IX) and wider connectivity;
 - Community Broadband – Settlement and Individual Property Connectivity;
 - Regional and Community Wi-Fi;
 - Mobile 5G access - Pilot specific locations for 5G, establish PoC and Scale-Up;
 - Sensing the CCRD - Providing a constellation of sensors to provide Smart City information resources;
 - Open Data - Develop a fully Open Data environment

4. Options Appraisal

4.1 Table Two in the attached Appendix A: Draft Digital Deprivation Action Plan details an analysis of current strategic opportunities, impacts, resource requirements and risks to the Council.

4.2 In summary these can be assessed as follows:

- The Local Full Fibre Network funding which has already been approved will benefit 46 anchor sites across the county and upgrade 32 sites to 1gig capability and therefore provide the potential to run spurs to approximately 20% of the 12.56% unconnected premises utilising the Gigabit Voucher Scheme;
- The Trunk Road concession option has an ability to connect communities off the A465; A449/A40 and M4 – addressing approximately a further 20% of the 12.56% unconnected premises;
- An application to the Rural Gigabit Connectivity Programme to provide full fibre connectivity to Cross Ash and Mardy schools will address a further 5% of the 12.56% unconnected premises.

4.3 However, the SFC2 programme is currently stalled with no medium prospect of delivery in the county. WG's removal of the Rural Community Development funding for the bespoke local broadband solutions and the current limited information available on WG's 'Local Community Solutions' fund indicates that additional options are limited.

4.4 It is clear that there is an opportunity to address approximately 45% of the 12.56% of unconnected premises via the current options detailed above but these schemes will not progress nor will maximum benefits be achieved without a dedicated staff resource to move them forward.

- 4.5 The evidence would therefore suggest the need to progress the current options along with a dedicated staff resource(s) as a matter of urgency to avoid opportunity loss and reputational risk.
- 4.6 Another consideration may be an approach to WG or Cardiff Capital Region City Deal for additional funds to address the remaining 55% of the 12.56% unconnected premises supplementing activity with the Gigabit Voucher Scheme to support the costs. It is also likely that some support will be available for the most hard to reach properties via the Universal Service Obligation however at the time of writing, full details are not yet available.

5. EVALUATION CRITERIA

- 5.1 Not relevant for this report.

6. REASONS

- 6.1 The current digital deprivation rate of 12.5% in Monmouthshire is unacceptable, it puts our communities and businesses and indeed Wales at a severe disadvantage, particularly given Monmouthshire's proximity to the economic powerhouses of the South West, Gloucestershire and Herefordshire. Therefore there is a strategic imperative to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

7. RESOURCE IMPLICATIONS

- 7.1 The full capital resource implications are as yet unknown as the digital infrastructure interventions required will be different for each community or in fact some individual premises. In order to scale the size of the county's digital deprivation issue a network map of the County detailing potential technological solutions will need to be commissioned. From this commission a dynamic model will be produced indicating current proposed interventions, timescales and premises targeted, leaving those requiring further interventions. Following receipt of the model, potential solutions can be costed and brought forward to the Council's Investment Committee for consideration.
- 7.2 However what is known at this stage is that a dedicated staff resource will be required to take forward and manage the current strategic opportunities as identified in this report. Any job specification will be subject to job evaluation however it is anticipated that this role will warrant a salary of £30 - £35k and will need to be revenue funded for a fixed term period.

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

- 8.1 The Assessment demonstrates that the detail contained in the draft Digital Deprivation Action Plan demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

9. CONSULTEES

Monmouthshire communities

Senior Leadership Team

10. BACKGROUND PAPERS

Appendix A: Draft Digital Deprivation Action Plan

Appendix B: Future Generations Evaluation

11. AUTHOR:

Cath Fallon, Head of Enterprise and Community Development

12. CONTACT DETAILS:

E-mail: cathfallon@monmouthshire.gov.uk Mob: 07557 190969

Appendix B



Future Generations Evaluation (includes Equalities and Sustainability Impact)

Page 6

Name of the Officer Cath Fallon Phone no: 07557 190969 E-mail: cathfallon@monmouthshire.gov.uk	Draft Digital Deprivation Action Plan
Name of Service: Enterprise	Date: Future Generations Evaluation 15 th March 2019

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?

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	Improved broadband infrastructure improves opportunities for education and training via access to on line resources, universities and training courses.	There is a strategic imperative to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

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 resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Improved broadband infrastructure can raise awareness of biodiversity and climate change issues and encourage positive participation.	Improved broadband infrastructure can also enable citizens to work from home thus reducing carbon emissions.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Given the move towards tele health care improvements to digital infrastructure presents opportunities for digital healthcare delivery and helps raises awareness of the benefits of physical activity.	Improved digital infrastructure can provide the opportunity to raise awareness of the benefits of physical activity, classes for which can be delivered direct to citizen's homes via the Internet.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Improved broadband access is proven to reduce social isolation and promote independence.	Improved broadband infrastructure is also proven to encourage wider participation in community and voluntary work.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Improved broadband access can raise awareness of these issues and promote positive activity.	
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	Improved broadband access can raise awareness of culture, heritage and the Welsh language and encourage positive participation.	

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 more equal Wales People can fulfil their potential no matter what their background or circumstances	Improved broadband access can enable access to on line learning resources to enable them to fulfill their potential, whatever their background.	

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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The technologies deployed in some circumstances will provide a short term fix e.g. wireless until a longer term solution e.g. Fibre to the Premise can be deployed.</p>	<p>Improved broadband access will ensure that Monmouthshire citizens are able to embrace future technologies and opportunities.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A partnership approach will be undertaken to ensure the best solution for communities can be found. This is likely to be with Welsh Government and a range of private sector network providers.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Citizens are invited to get involved by participating in local meetings with potential broadband providers or by contacting Monmouthshire Enterprise directly.</p>	<p>Further information can be found here: http://monmouthshire.biz/digital-monmouthshire/for-residents/</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>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>A situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the OMR/SAPC undertaken prior to the Superfast Cymru Phase 2 (SFC2) Procurement has been undertaken. This paints a stark picture in terms of the current lack of coverage in Monmouthshire, in comparison to our other nine Local Authority partner.</p>	<p>Additional resources will be deployed to produce a dynamic model indicating current proposed interventions, timescales and premises targeted, leaving those requiring further interventions. Following receipt of the model, potential solutions can be costed and brought forward to the Council's Investment Committee for consideration.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>Access to broadband can reduce carbon emissions, rural isolation and rural poverty. It can also provide access to learning which can increase skills and subsequently wealth and overall well-being.</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	Improved broadband access reduces the barriers to access for people with protected characteristics.	Any negative impacts can be reduced if suitable safeguarding strategies are put in place.	Affordable and accessible broadband solutions will be identified to maximize opportunities for all.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	As per Age Line Above	As per Age Line above	As per Age Line Above. In addition, the proposals will take the needs of the disabled population into consideration during the development phase.
Gender reassignment	As per Age Line Above	As per Age Line above	As per Age Line Above
Marriage or civil partnership	As per Age Line Above	As per Age Line above	As per Age Line Above
Pregnancy or maternity	As per Age Line Above	As per Age Line above	As per Age Line Above
Race	As per Age Line Above	As per Age Line above	As per Age Line Above
Religion or Belief	As per Age Line Above	As per Age Line above	As per Age Line Above
Sex	As per Age Line Above	As per Age Line above	As per Age Line Above
Sexual Orientation	As per Age Line Above	As per Age Line above	As per Age Line Above
Welsh Language	As per Age Line Above	As per Age Line above	In addition, all signage will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance

<http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>During the delivery of the programme of activities, safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	As above	As above
Corporate Parenting	<i>During the delivery of this programme of activities the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

Page 11

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

The Caldicot Vision document (February 2018) and various stakeholder engagement activities. In addition the CCR Regeneration Plan has been founded upon the following:

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- Growth & Competitiveness Commission Report Review and Recommendations Page 22;
- Cardiff Capital Region “Powering the Welsh Economy”;
- Equality Act 2010; and
- Welsh Language (Wales) Measure 2011

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?

The Assessment demonstrates that the detail contained in the draft Digital Deprivation Action Plan demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

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

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

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

The impacts of this proposal will be evaluated on:	Ongoing
--	---------

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

MONMOUTHSHIRE: DRAFT DIGITAL DEPRIVATION ACTION PLAN

1. Current Situational Analysis: What is the problem we are trying to solve?

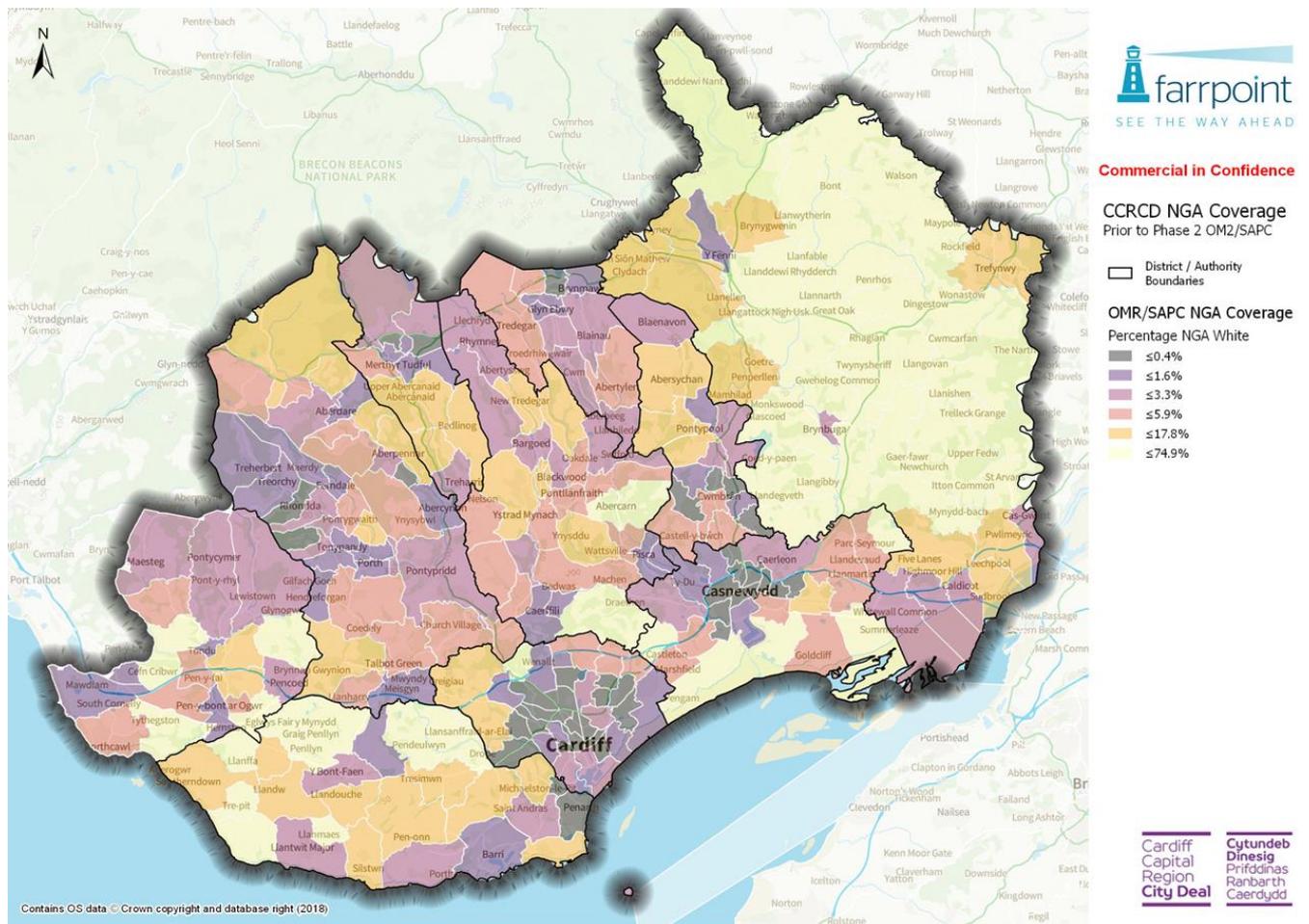
1.1 Monmouthshire County Council and Monmouthshire's residents feel that the delivery of the Superfast Cymru programme in Monmouthshire has not been seen as a priority area for Welsh Government given the sparsity of the population, the rurality of the landscape and the difficulty of the topography. As a Council, we recognise that our innovation businesses have tremendous growth potential given that many are strategically located along the M4 corridor and are set to benefit from the recent abolition of the Severn Bridge tolls and subsequent influx of new business opportunities and inward population migration.

1.1.2 As one of the core strategic objectives of the Council is '*Supporting enterprise, entrepreneurship and job creation*' the Council wishes to capitalise on the provision of a high speed, first class digital infrastructure, alongside our ambition for a tailored skills package in order to deliver economic growth, wealth creation and increased productivity and GVA for the county and the country. However the current situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the OMR/SAPC undertaken prior to the Superfast Cymru Phase 2 (SFC2) Procurement, paints a stark picture in terms of the current lack of coverage in Monmouthshire in comparison to our other nine Local Authority partners as detailed in Table One and the Map one below:

Table One: Comparison of NGA coverage among the ten CCR Local Authorities

Local Authority	NGA Coverage	% NGA White	NGA White Premises
BLAENAU GWENT	96.7%	3.26%	1,175
BRIDGEND	95.6%	4.41%	3,002
CAERPHILLY	95.2%	4.76%	4,002
CARDIFF	98.9%	1.14%	1,935
MERTHYR TYDFIL	96.8%	3.17%	925
MONMOUTHSHIRE	87.4%	12.56%	5,898
NEWPORT	98.0%	2.00%	1,480
RHONDDA CYNON TAFF	96.4%	3.58%	4,252
TORFAEN	96.4%	3.61%	1,615
VALE OF GLAMORGAN	96.1%	3.95%	2,453
TOTAL	96.4%	3.64%	26,737

Map One: Comparison of NGA coverage among the ten CCR Local Authorities



1.2 Overarching Concerns drawn from Situational Analysis

When comparing the ambition of the Council with the current NGA coverage along with anecdotal evidence received by Officers and Members alike (Appendix A), the following concerns can be drawn:

- Clear pockets of digital deprivation evidenced through independent CCR analysis and regular correspondence received from disgruntled residents who are receiving a service below 2MG;
- Evidence of digital businesses struggling to deliver a high quality service due to poor connectivity;
- Evidence of students being unable to undertake their studies effectively due to poor connectivity;
- Evidence of home owners struggling to sell their homes due to poor connectivity; and
- Delays in digitisation of council services due to capability of current connectivity and limited access available leading to increasing service costs at a time of austerity.

1.3 Wider Strategic Concerns

In addition to local concerns the lack of NGA coverage also highlights additional wider strategic concerns:

- Monmouthshire is **strategically located** within the CCR as a key gateway into Wales from the economic power engines of the South West and the West Midlands accessed via the Severn Bridge, the M4 and the A40/A449;
- **The SFC2 programme has been delayed** resulting in the NGA infrastructure delivery having ceased in Monmouthshire in December 2017. The tender process for the 'Monmouthshire lot' has now been awarded however observations from the Minister to Monmouthshire residents in September 2018 were not to wait for SFC2 but to **consider 'Local Community Solution' funding** whereby communities come together and apply for funding via a WG facilitator – **details are still unavailable** at the time of writing. Therefore it is safe to assume that any improvement on the NGA coverage via SFC2 within the next 12-18 months is minimal. Any likely improvements in the county will be within our major conurbations, leaving deeper rural areas in the same situation as is faced today;
- **Rural Community Development Funding (RCDF)** previously used by the RDP team to draw in funds for Broadband pilots such as TV Whitespace **has now been withdrawn** from WG and the money diverted for environmental projects. Therefore the team currently have no access to broadband infrastructure funds;
- The current **CCR digital objectives are ambitious** and **Monmouthshire's digital deprivation could thwart their ambitions** which are:
 - To ensure that the CCRCD citizens and businesses have access to world class digital infrastructure to facilitate Social inclusion, Economic development and inward investment by:
 - The creation of extensive Full Fibre Infrastructure across region;
 - Global connectivity - access to international fibre links to drive inward investment from key sectors such as media and finance;
 - Welsh Connectivity - Exploitation of the Cardiff Internet Exchange (IX) and wider connectivity;
 - Community Broadband – Settlement and Individual Property Connectivity;
 - Regional and Community Wi-Fi;
 - Mobile 5G access - Pilot specific locations for 5G, establish PoC and Scale-Up;
 - Sensing the CCRD - Providing a constellation of sensors to provide Smart City information resources;
 - Open Data - Develop a fully Open Data environment
- The **Welsh economy is less productive than the rest of UK**, accounting for only 3.4% of the UK's GVA however **Monmouthshire**:
 - **Is the second most competitive authority in Wales** - UK Competitiveness Index (Cardiff = 1st);
 - Has the **third highest productivity in Wales** (Gross Value Added) = £20,684 per job (with Newport) (Cardiff & Vale =1st, Flintshire & Wrexham = 2nd);
 - Has the **highest rate of active businesses in Wales** - 750 per 10,000 popln;
 - Has the **highest rate of business births** (starts) in Wales - 83 per 10,000 popln;
- However, by 2035 there will be 184% more people over 85 years old with population levels of young people also set to diminish. We therefore need to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

1.4 Wider Strategic Context: Superfast Broadband Exploitation and Digital Skills

1.4.1 Superfast Broadband Exploitation Advisory Panel

Since its inception in 2016, the Council has been one of three Local Authorities representing the views of the public sector on the Superfast Broadband Exploitation Advisory Panel. The Panel oversees the delivery of the Superfast Business Wales programme which to assists companies across the whole of Wales and to date has:

- received over **7000 enquiries** from businesses that would like digital support;
- put on **625 workshops and events**, and delivered over 30,000 hours of help for businesses; and
- have worked with over **3,500 businesses** to give them digital fitness

Details of how the companies have embedded digital technologies into their working practices can be found here - [case studies](#). The Advisory Panel helps the Welsh Government shape the programme of support it delivers to help businesses make the most of superfast broadband. Acting as a critical friend, the panel draws on huge industry experience to guide Superfast Business Wales and hold Welsh Government accountable for delivering real value, helping businesses to adopt online technology so together they can drive profits for Welsh firms, jobs for Welsh people and increase the productivity in Wales. The Panel also provides the Council with a useful opportunity to network with ICT companies and influence the type of support that is delivered to businesses and to promote the opportunities to Monmouthshire businesses. However, currently the Superfast Broadband programme has only reached 2% of Wales' businesses, demonstrating there is much more work to do.

1.4.2 Digital Skills

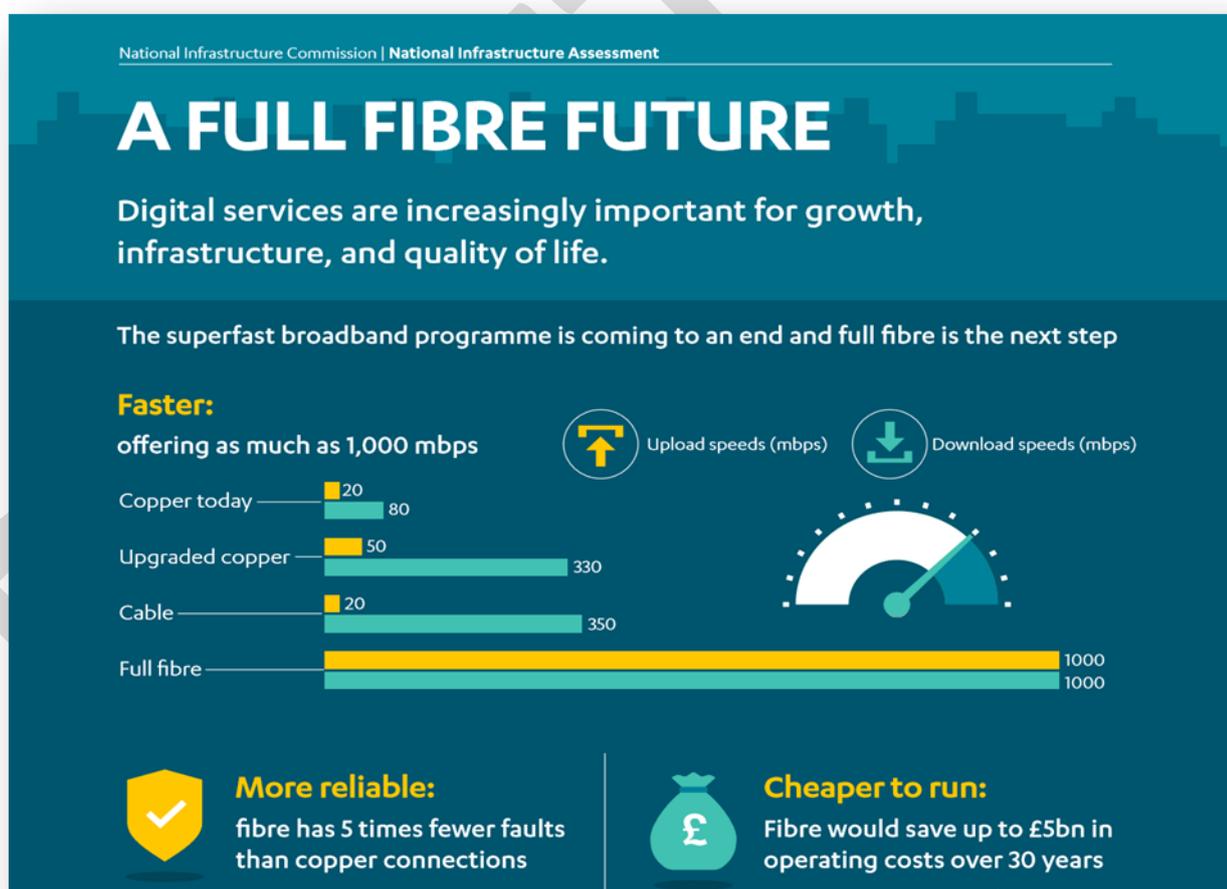
Although access to digital infrastructure is vital building digital skills amongst residents is equally vital. To address this the Council's Community Education Team offer a range of courses to help people improve their ICT skills in the Hubs in Caldicot, Abergavenny, Usk, Chepstow and Monmouth. These courses range from weekly classes, to one day workshop ranging from beginners classes to Website design. The courses are generally accredited essential skills ICT classes that run for the academic year (36 weeks) whereby people can join anytime, apart from the one day workshops such as the iPad and Tablet workshops. Additional opportunities include Job Clubs where people can drop in for support whether it's for help to send emails, search for jobs online or write CVs etc. as well as literacy skills, confidence building and interview skills. Job Clubs also act as a stepping stone to enable low level or unconfident learners to gain the confidence to enable them to join further essential skills class. The Hubs also run more informal 'Tea and Tech' sessions to help residents who want to make the most of their smartphone/tablet/laptop by bringing their device along for a free 'problem solving' drop in sessions.

1.5 Wider Strategic Context – The Future of Broadband Delivery

- 1.5.1 In July 2018 the UK Government published the [Futures Telecoms Review](#) which identified that the UK was lagging far behind its international competitors in deploying full-fibre gigabit capable networks. The Review promotes a full-fibre and 5G future for the UK and recognises the need for both public sector and commercial investment to deliver the new full-fibre networks that the UK requires to grow and compete in the global digital economy.

1.5.2 The Review also cites the July 2018 National Infrastructure report which has a key chapter on [Digital Society](#). Figure one below, extracted from this chapter, reveals the significant difference in upload and download speeds that are achievable from full-fibre connections (as opposed to the current predominately copper-based solutions as utilised by BT and Openreach). The Review proposes a switch off date for the existing copper networks of 2025 making the existing Superfast Broadband Services potentially redundant within 7 years, however, a more likely switch off date is 2033. The switch off date has implications for rural communities like Monmouthshire who receive a Whitespace or Wireless broadband connection as their connection speed options are likely to fall far below the future basic standard of full-fibre connectivity. In addition, the full potential of 5G connectivity is fully reliant on connecting to full-fibre networks. The connectivity technology and the current lack of full fibre infrastructure for it to connect into will therefore be a consideration for the Council when assessing opportunities moving forward.

Figure One: A Full Fibre Future



2. Current Opportunities

2.1 Details of the current strategic opportunities, impacts, resource requirements and risks are detailed in Table Two which follows:

Table Two: Current Opportunities			
Opportunity	Resources	Impact	Risk
<p>Local Full Fibre Network: £6M secured from DCMS & £4M contribution from LA's. To avoid any state aid issues, the funds from DCMS will be used to supply a minimum of 1Gb/s fibre to a number of local authority owned assets.</p>	<ul style="list-style-type: none"> MCC match funding contribution to be funded from the release of a portion of Public Sector Broadband Amalgamation (PSBA) revenue payments to BT, which can be capitalised over a 20 year period. Staff resource required to manage the whole process of installation, supplier discussions, highways work, scheduled building works etc. plus Gigabit Broadband Voucher Scheme promotion and application facilitation – further details can be found here 	<ul style="list-style-type: none"> 46 anchor tenancy sites with a minimum of 1 GB/s speed to service both business and citizens within their vicinity via Gigabit Broadband Voucher scheme. Gigabit vouchers can be used by small businesses and the local communities surrounding them to contribute to the installation cost of a gigabit-capable broadband connection. Through the scheme businesses can currently claim up to £2,500 against the cost of a gigabit capable connection either individually or as part of a group project. Residents can claim a voucher worth £500 as part of a group project with a business. For group projects, the Welsh Government will pay up to an additional £3,000 per small to medium-sized business (SME) and an additional £300 per residential property. This means that for group projects up to £5,500 is available per business and up to 	<ul style="list-style-type: none"> Funding now secured so risk is with delivery; No current resource in place to manage programme installation or voucher scheme promotion which could lead to failure to meet the needs of the bid; 20% target of the 12.56% deprivation issue not addressed so wider impact lost; Reputational risk of non-delivery.

		<p>£800 is available per residential property.</p> <ul style="list-style-type: none"> • Part of the application process was to supply details of all SMEs within a radius of either 50M or 200M of the anchor tenancy sites. There are approximately 300 SMEs that fall within these sites in the county, mainly around the larger conurbations. • Potential to address 20% of 12.56% deprivation issue via Voucher Scheme; • 32 additional MCC sites to be upgraded; • Opportunities for communities to benefit e.g. free Wi-Fi to village halls; • Addresses CCR Regional fibre connectivity ambitions; • Enables/Complements WG Trunk Road project. 	
<p>Trunk Road concession option: Opportunity to connect communities off the A465; A449/A40 and M4.</p>	<ul style="list-style-type: none"> • Staff resource required to keep track of project delivery 	<ul style="list-style-type: none"> • Potential to address 20% of 12.56% deprivation issue by taking spurs to local communities from the Trunk Road infrastructure; • Addresses CCR Regional fibre connectivity ambitions; • Enables/Complements WG Trunk Road project. 	<ul style="list-style-type: none"> • No current resource in place to keep track of delivery so may fail to meet all objectives; • 20% target of the 12.56% deprivation issue not addressed so wider impact lost; • Reputational risk of non-delivery and opportunity lost.

<p>Rural Gigabit Connectivity Programme - £200M funding pot from DCMS to adopt a new "outside-in" approach trialling models for local hubs in rural areas, starting with primary schools, alongside a voucher scheme for funding full fibre connectivity to nearby premises, providing full fibre connectivity to homes and businesses. Monmouthshire schools in the worst affected areas are Cross Ash and Pandy</p>	<ul style="list-style-type: none"> • DCMS funding bid to be submitted; • Staff resource required to manage the whole process of installation, supplier discussions, highways work, scheduled building works etc. plus Gigabit Broadband Voucher scheme promotion and application facilitation. 	<ul style="list-style-type: none"> • Potential to address 5% of 12.56% deprivation issue by taking spurs to local communities from the schools; • Addresses CCR Regional fibre connectivity ambitions; 	<ul style="list-style-type: none"> • No current resource in place to submit funding application or manage project once approved; • 5% target of the 12.56% deprivation issue not addressed so wider impact lost; • Reputational risk of opportunity lost.
--	--	--	--

DRAFT

2.2 Current additional opportunities

- 2.2.1. A consortium of SMEs (currently rolling out TV White Space (TVWS) and 5Ghz line of sight under a RCDF grant) have been awarded £1.2M for a **5G rural test-beds and trials project in Monmouthshire**. The trial will continue to serve to raise the profile of the county's digital deprivation issues. The cutting edge opportunities arising from the 5G trial is the setting up of a pilot rural gigabit village in Monmouthshire, Llandewi Rhydderch, without the need for fibre infrastructure.
- 2.2.2 The current **RDP programme** has a digital strand namely the '**Exploitation of digital technology**' which is underutilised at present due to resource issues. There is therefore an opportunity to develop wider revenue and skills projects which will support the current and future capital infrastructure initiatives.

2.3 Future Opportunities

- a) Transport for Wales willingness to use Monmouthshire as a pilot area for its responsive transport strand, Mobility as a Service (MaaS);
- b) An RDP LEADER programme application to trial an IoT, Sigfox or LoRaWAN project considering Independent Living for three classes of person living alone. Socially isolated, mild dementia and hospital recovery scenarios.
- c) A Big Lottery Wales application for a different subset of Independent Living options to item (a) above.
- d) A Monmouthshire consortium of interested parties is being considered to deploy similar broadband solutions as Wales's fastest community at speeds of 1,000Mb/s in Michaelston-y-Fedw. An enabling DIY toolkit is available from DCMS link [here](#).

2.4 Future Legislation

2.4.1 Universal Service Obligation

The UK Government intends to introduce a Universal Service Obligation (USO) for broadband. The USO is a UK-wide measure to deliver broadband connections to the hardest to reach premises in the UK and is intended to fill the gap left by the UK Government's existing broadband roll-out programmes which is likely to assist some of the most hard to reach premises in Monmouthshire.

The USO will provide a legal right for citizens to request a broadband connection of at least 10 megabits per second (Mbps) download speed. Eligible consumers and businesses will be able to request a connection under the USO and a Universal Service Provider(s) will be required to fulfil all requests up to a cost threshold of £3,400. The USO is underpinned by secondary legislation made under the Digital Economy Act 2017, and Ofcom has the responsibility to implement the USO which will be funded by industry through a cost-sharing fund. A mix of technologies that meet the minimum specifications will be used to deliver the service.

UK Government anticipates that the USO will be in place by 2020 at the latest. Ofcom reported that as of January 2018, 925,000 premises in the UK (3%) would qualify for the USO based on the proposed technical specifications. USO will only be available to those consumers that do not have access to broadband connections that fulfil the minimum standards, not those who have such a connection available but choose not to subscribe to it. The number of premises covered by the USO will ultimately depend on the number of consumers that register.

3. Conclusions and Recommendations

- 3.1 The current NGA Broadband situation in Monmouthshire of 12.56% of properties not having next generation access to broadband, compared to 3 or 4% in other counties in the CCR region is unacceptable. It puts our communities and businesses and indeed Wales at a severe disadvantage, particularly given our proximity to the economic powerhouses of the South West, Gloucestershire and Herefordshire.
- 3.2 The current opportunities available to address the issue as detailed in Table Two include:
- The LFFN funding which has already been approved which will benefit 46 of our anchor sites across the county and upgrade 32 sites to 1gig capability and therefore provide the potential to run spurs to approximately 20% of the 12.56% unconnected premises utilising the Gigabit Broadband Voucher Scheme. It will also help achieve the CCR Regional Fibre Connectivity mission;
 - The Trunk Road concession option which has an ability to connect communities off the A465; A449/A40 and M4 – addressing approximately a further 20% of the 12.56% unconnected premises. It will also help the CCR Regional Fibre Connectivity mission given the county's access to the M4 and close proximity to the South West, Gloucestershire and Herefordshire.
 - An application to the Rural Gigabit Connectivity Programme to provide full fibre connectivity to Cross Ash and Mardy schools addressing a further 5% of the 12.56% unconnected premises.
- 3.3 Analysis of the current funding situation as explained in section 1.3 whereby the SFC2 programme is currently stalled with no short term prospect of delivery in the county, the removal of the RCDF funding for the bespoke local broadband solutions and limited information on WG's 'Local Community Solutions' fund indicates that additional options are limited.
- 3.5 It is clear that there is an opportunity to address approximately 45% of the 12.56% of unconnected premises via the current options but these schemes will not progress nor will maximum benefits be achieved without a dedicated staff resource to move them forward.
- 3.6 The evidence would therefore suggest the need to progress the current options along with a dedicated staff resource(s) as a matter of urgency to avoid opportunity loss and reputational risk (Suggested role profile for a Digital Animateur(s) can be located in Appendix B).
- 3.7 Another consideration may be an approach to CCR for additional funds to address the remaining 55% of the 12.56% unconnected premises supplementing activity with the Super Connected vouchers to support the costs given that all of the options considered will be helping to address CCR's Regional Fibre Connectivity ambitions particularly as the current uptake of the Super connected vouchers in Wales is very low. It is also likely that some support will be available for the most hard to reach properties via the USO however at the time of writing, full details are not yet available.

Appendix A – Anecdotal Evidence

Small Business Owners:

“I have been trying to get a decent broadband service for several years now and in the last few weeks the service has been grinding to a halt which causes serious problems when trying to run a small business that works a lot internationally. It took me some 40 minutes the other day to make a simple hotel booking such was the slow and intermittent nature of the connection. The frustration, wasted time and sheer inefficiency this causes is so draining.

I was recently involved in a business Skype conference call with some 15 people around the world - USA, Denmark, and Asia - only for the signal to be corrupted for the first half of the call. I'll leave you to gauge how embarrassing, frustrating and annoying that is in 2017.

Is it not possible to connect me as the line is literally a few hundred yards away from a number of properties that are now able to access the service? Given it's a simple question of laying or trailing a fibre cable and wiring a box I am at a loss to understand why I have to be connected to a box some 2 miles away which I have been advised will impact on any signal strength. Again I stress, I and my next door neighbour are very willing and able to dig any trench and actually lay the cable if that were to aid and speed up the process”.

“Trying to run a small business globally using Skype. Email, conference calls, etc. and have to work on a 19th century copper wire. Utter disgrace in this day and age”.

Technology Business

“I access sites to do cloud accounting for clients. I can wait a long time for response. Multi-tasking between cloud applications is impossible”.

Frustrated Residents:

“I have largely given up hope of achieving an Open reach solution for our small community, consequently the questions I have address the more strategic perspectives of any continued rollout; openness and transparency, honesty and communication.

A meeting a few weeks ago highlighted the passion and anger with BT, and the government's, hollow promises and propaganda embedded communication painting a somewhat skewed perspective on the reality 'on the ground' of the broadband roll-out.

Equally the isolation and loneliness of communities within communities, desperate for decent services, each dealing with the issue independently had a real feel resignation and powerlessness. The need for leadership, a coordinated plan and honest communication was very clear.

Increasingly I believe that I'm wasting my time pursuing this issue, but passionately believe that substantial communities are being left behind in an accelerating digital world. If we were a quaint backwater before, we are slipping further beneath the surface at an increasing pace. The really sad thing is that these communities have come to manage with what they have, however disadvantaged they are in a digital world”.

“Speed is too slow to be able to use iPlayer or streaming services. Speed is typically 1 Mbps. Unfortunately this was considered too fast for us to take advantage of a recent local initiative to increase speeds in the Penallt area. The speed is also affected by rain! Following the repair of a fault I

was told by a BT engineer that the copper cables that bring the signal from the BT box to our house are extremely old and the cable covers had deteriorated and were letting in moisture. When I asked if there were any plans to upgrade the old cables I was told it was unlikely. I'm unsure whether fibre to the box will help as we will still be stuck with these ancient and unsuitable copper cables."

"Whole situation is a pathetic joke for Wales and its hopes of economic growth - yet so many people making living at BT WG and Superfast Cymru etc. are all saying they are working on it but its 2017 for God's sake - I'm going to give it another year and then probably move".

I imagine ALL of the below are key pillars or the Welsh Government and MCC's development plans-develop rural enterprise; reduce CO2 and raise education standards. All of these are being compromised by the absence of broadband in our area."

Family Concerns:

"We are a modern family with all of the same technical requirements as those who live in cities. I believe that people in rural areas now rely on broadband more than those in cities as we do not have easy access to many facilities. Businesses in rural areas with decent broadband can offer many of the same services as those in cities whilst those in areas with slow broadband are being left behind".

"My wife is trying to run a business from home and has to drive to her parents in Chepstow to use her parent's internet. I can't lease our barn out as a Holiday Let (people expect internet) and my daughter struggles to do her homework as Shirenewton school like most now set a lot of her homework is online e.g. MyMaths".

"Our lack of Broadband is restricting our ability to run a rural enterprise (employment). Increasing CO2 emissions (we have to drive to get a decent internet link) and impacting our children's education (they are disadvantaged compared to their classmates because they struggle to complete their homework)".

Appendix B – Suggested Role Profile for Digital Animator

Proposal

To appoint a Digital Animator on a fixed term, full time basis for one year at a salary of £30-35K to work as part of the Monmouthshire Business and Enterprise team to deliver the following:

- Manage the relationship with our LFFN partners and Newport City Council (who will be administering the programme in Newport, Monmouthshire, Torfaen and Blaenau Gwent);
- Undertake promotion of the Gigabit Broadband Voucher scheme and other digital initiatives bringing together businesses and social enterprises that are located in Monmouthshire's towns and high streets to maximise effect and liaison with existing initiatives e.g. wireless town systems in Monmouth, Abergavenny and Caldicot. This will include one to one promotions and promotions through business networking events;
- Undertake focused consultation with Internet Service Providers to convert shared expressions of interest from Monmouthshire SMEs into full voucher take up and enabled new superfast broadband connections;
- Use the existing Digital Maturity Database (2015) as a baseline to identify potential companies for the Gigabit Broadband Voucher Scheme with a view to updating the database to ensure an on-going contribution to the knowledge and expertise of iCounty (External) activities, to support business growth through ICT exploitation and analysis of the digital maturity of Monmouthshire SMEs, with a view to achieving MCC's vision of Monmouthshire ***becoming one of the UK's most inspiring spaces for digital advancement.***
- Coordinate future funding applications working with funding providers and local communities from end to end;
- Make recommendations and contribute knowledge and expertise for the planned extensive programme of ICT exploitation activities which encourage the take up of superfast broadband services and e-commerce, utilising Superfast Business Wales and other identified online support resources for SMEs;
- Act as a point person for MCC Officers and County Councillors to liaise with existing broadband infrastructure providers regarding service delivery and collate intelligence to inform the future deployment of broadband infrastructure;
- Contribute knowledge and expertise to the funding applications for the RDP programme to maximise use of the 'Exploitation of Digital Technology' funding strand;
- Contribute to the team's digital marketing and communications plan to promote the Monmouthshire and Business Enterprise support package (and all available support programmes) to inward investors, pre start and existing businesses in Monmouthshire to include updating the Monbiz website link [here](#);
- Inform and represent the Council in the development of Strategies by other organisations and add value through the provision of resource, intelligence and vision;
- Identify new and existing funding streams and lead Monmouthshire's communities and MCC colleagues in developing compelling proposals to access and maximise funding opportunities for digital activities;
- Provide intelligence, monitoring and analysis of local and national statistics in the county context in regular reports to the Head of Enterprise and Community Development

As the Digital Animator will be working as part of the Monmouthshire Business and Enterprise, the following skills, attitude and experience will be required;

- Significant experience operating in a digital business environment and engaging with business and community stakeholders to support ICT exploitation, digital inclusion and business digital maturity impacts;

- Significant Experience in leading collaborative partnership working with Internet Service Providers and Local Authorities;
- A professional business administration qualification (or working towards the latter stages of achievement);
- Significant and current knowledge of digital strategy / digital enterprise / digital inclusion / digital skills / broadband and smart communities developments;
- Significant technical experience of managing multiple digital projects in a complex working environment;
- Previous experience on leading on high profile digital projects with contributions creating demonstrable successful outcomes;
- Excellent research, evaluation, presentation and networking skills;
- Experience in using social media tools for promotions and campaigns;
- A drive to be innovative, to work under their own initiative whilst meeting tight deadlines; a creative approach to delivery and a self-starting team player;
- Expert knowledge and an ability to understand what businesses need to succeed whilst being able to specialise? specify financial, development or marketing knowledge
- A strong feel for what Monmouthshire and Monmouthshire County Council is all about;
- A strong sense of purpose and ability to mobilise all those who share our purpose to deliver great things;
- Excellent communication skills with a wide range of experience in delivering presentations, producing and presenting reports and an ability to use IT in their daily work;
- An understanding of how local government works and how other agencies and organisations contribute to the delivery of economic growth and community regeneration.

DRAFT

SUBJECT:	ABERGAVENNY TOURIST INFORMATION CENTRE
MEETING:	ECONOMY & DEVELOPMENT SELECT COMMITTEE
DATE:	10th APRIL 2019
DIVISION/WARDS AFFECTED:	ABERGAVENNY

1. PURPOSE:

- 1.1 To consider the feasibility of moving Abergavenny Tourist Information Centre (TIC) from the Tithe Barn to Abergavenny Town Hall as part of the upcoming refurbishment programme.

2. RECOMMENDATIONS:

- 2.1 That the Economy and Development Select Committee provides feedback to inform a report, prior to consideration at Cabinet.

3. KEY ISSUES:

- 3.1 In 2013/14 Brecon Beacons National Park Authority (BBNPA) advised the Council that it intended to withdraw financial support. In response, a full options appraisal was undertaken which resulted in moving Abergavenny TIC from its dedicated building in the Coach Car Park in Abergavenny, to the Tithe Barn with a corresponding service charge of £3,000 per annum .
- 3.2 At the time of moving the TIC, the Tithe Barn presented a great location for the TIC as it was offering a tangible arrival offer to visitors which included heritage tours from the courtyard, a welsh produce café, access to toilets and a heritage exhibition. However, in 2018 the café ceased trading and in the same year it was announced that the Tithe Barn would host a Welsh Language Centre of Excellence.
- 3.3 Sadly, the closure of the café and reduced accessibility to the exhibition has significantly reduced the viability of the TIC service in its current location. Visitor numbers to the TIC have reduced by 19.2% and the income generated through its retail offer has reduced by 24.4% due to the diminished offer to coach visitors.
- 3.4 The Council is soon to embark on a major refurbishment of Abergavenny Town Hall. As a result the Borough Theatre box office will be moved from its current location to a larger office within the building that could lend also lend itself to the provision of a TIC service.
- 3.5 In times of increasing pressure on the funds of public sector organisations, the funders of the TIC service namely BBNPA, the Council and Abergavenny Town Council, need to ensure that funding invested in services, delivers maximum value for money. For a TIC service, that means engaging with as many visitors as possible whilst also maximising the income generation potential of the service, as this is a crucial element of funding the service. The location of the Town Hall in the centre of the town presents an opportunity to increase footfall whilst also sharing operational costs of service delivery with the Theatre's Box Office. The Borough Theatre was returned to the Council from the Borough

Theatre Trust in April 2018 and since then the Council has been working to place it on a firm financial footing.

4. Options Appraisal

4.1 Table One below contains an analysis of the options considered:

Option	Benefits	Risks	Comments
<ul style="list-style-type: none"> Do nothing – remain at the Tithe Barn 	<ul style="list-style-type: none"> Visitor service presence is retained at Tithe Barn as part of their offer. 	<ul style="list-style-type: none"> Potential loss of the service due to increased reduction in visitor numbers and income leading to increasing budget pressures for funding partners; Closure of Tithe Barn due to loss of service charge. 	<ul style="list-style-type: none"> Although the loss of income to the Tithe Barn is not a direct risk to the Council and the other service funders, the loss of income and service could have a detrimental effect on the overall facility.
<ul style="list-style-type: none"> Move the TIC to the Town Hall 	<ul style="list-style-type: none"> Increased footfall and income due to town centre location and shared office facility with the Theatre; A stronger, more cohesive visitor offer; Increased partnership working; Potential for future reduction in operational costs which could protect the service longer term. 	<ul style="list-style-type: none"> Shared facility may prove difficult to deliver; Reduced budget from funders in future years may jeopardise the long term sustainability of both current service offers. 	<ul style="list-style-type: none"> As a Council we have demonstrated our commitment to the continuation of the service; In line with the Well Being of Future Generations Act we have demonstrated our commitment to supporting enterprise; As a Council we have demonstrated our commitment to working in partnership.

4.2 Stakeholder Engagement

Following the meeting of the Abergavenny Tourist Information Centre stakeholders on the 16th of January 2019, and subsequent communications since, the BBNPA, the Council, Abergavenny Town Council and the Abergavenny District Tourist Association

have taken the decision to explore the feasibility of moving the TIC to the Abergavenny Town Hall as part of the upcoming refurbishment programme.

Although discussions are only exploratory at this time, the Tithe Barn were included in the meeting and initially were accepting of the proposal. However since then, the Tithe Barn Management Committee have pointed out that they believe that the best location for the TIC remains at the Tithe Barn although they do not intend to reopen the café at this juncture.

5. EVALUATION CRITERIA

5.1 Not relevant for this report.

6. REASONS

6.1 When the TIC was moved to the Tithe Barn in 2013/14 the site provided visitors with a pleasant arrival point. Although slightly off pitch and not in the town centre, the provision of a café, heritage centre and heritage tours made it a viable service proposition. Since then however, the closure of the café has led to reduced visitor numbers and subsequently a loss in income generation, resulting in budgetary pressures for the BBNPA who provide the paid staff for the TIC.

6.2 The proposed move to Abergavenny Town Hall will provide a shared town centre location, resulting in increased visitor numbers as well as cross income generation opportunities through the Theatre Box Office.

7. RESOURCE IMPLICATIONS

7.1 There will be no additional resource implications for the Council as a result of this report. Currently the TIC service is funded as follows:

- £10,000 BBNPA
- £10,000 Monmouthshire County Council
- £10,000 Abergavenny Town Council

It is proposed that the service charge of £3,000 currently paid to the Tithe Barn will be transferred to the Borough Theatre to cover operational costs. This will remain for the first full financial year after relocation, after which there will be a review.

The relocation costs to the Town Hall are yet to be determined as this will depend on whether existing TIC furniture can be relocated / reused. External and highways signage for the TIC will also need to be costed.

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

8.1 The Assessment demonstrates that the proposal demonstrates compliance with the well-being five ways of working, supports the well-being goals and identifies that the TIC service will continue to have a positive impact on all groups and people with protected characteristics.

9. CONSULTEES

Abergavenny Town Council, BBNPA, Aberg Anny and District Tourist Association, Tithe Barn

Senior Leadership Team

Economy and Development Select Committee

10. BACKGROUND PAPERS

Appendix A: Future Generations Evaluation

11. AUTHORS:

Cath Fallon, Head of Enterprise and Community Development

Nicola Edwards, Strategic Food and Tourism Manager

12. CONTACT DETAILS:

E-mail: cathfallon@monmouthshire.gov.uk Mob: 07557 190969

nicolaedwards@monmouthshire.gov.uk Tel: 01633 644847

Appendix A



Future Generations Evaluation (includes Equalities and Sustainability Impact)

Name of the Officer Cath Fallon Phone no: 07557 190969 E-mail: cathfallon@monmouthshire.gov.uk	ABERGAVENNY TOURIST INFORMATION CENTRE
Name of Service: Enterprise	Date: Future Generations Evaluation 15 th March 2019

Page 31

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?

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	To ensure much valued local services are maintained and by their nature provide employment, growth and an increasingly skilled workforce. Developing economic opportunities for ourselves and our users.	The TIC undertakes positive engagement and coordination with community focused organisations and local businesses.

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 resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Close working with the Council's countryside team and the BBNPA ensures we assist in promoting our green spaces and cultural heritage.	Sharing of accommodation amongst services reduces our carbon footprint.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided by promoting events and opportunities to encourage a fit and healthy lifestyle through cultural access.	Working with key partners will ensure that physical and mental health wellbeing through activity is widely promoted and that the service works with its communities to support this.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The TIC Service is a valuable asset to the community, promoting local events.	Abergavenny and District Tourist Association is a key stakeholder in the service.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The service will work to ensure high standards are met and maintained that do not conflict with the global drivers.	Any decisions taken will take into account global and well-being issues as part of its day to day processes.
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	The TIC contributes greatly to the promotion of the local culture, heritage and art including the promotion and protection of the Welsh language which will remain part of the core values going forward.	The TIC Service has experience working bilingually and has hosted events through the Welsh language. The service will continue to maintain this bilingual approach in the future.
A more equal Wales	The service will remain accessible to all audiences.	

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?
People can fulfil their potential no matter what their background or circumstances		

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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	The current location of the TIC is having a detrimental effect on visitor numbers and income generation.	A potential move to a shared town centre location could ensure the long term sustainability of the service.
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	A wide variety of organisations, local businesses, stakeholders are involved in the TIC service.	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	A wide variety of organisations, local businesses, stakeholders have been consulted on the potential move of the TIC service.	Further consultation will take place via Economy and Development Select, the Bryn y Cwm Area Committee and with other partners.

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 TIC Service budget has been reduced in recent years.</p> <p>This potential relocation could provide opportunities for us to increase footfall and income generation.</p>	<p>The number of service users and income generation targets are constantly being monitored and this will continue.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The opportunity to develop a new way of delivering the service and sustaining its long term future will give the opportunity to better connect wellbeing outcomes to other partners and bodies.</p>	

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

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 Service is constantly assessing ways in which service provision can be improved for those citizens with protected characteristics.	No negative impacts are anticipated.	The layout of the new service provision will take into account the needs of all service users.
Disability	As per Age Line Above	As per Age Line above	As per Age Line Above.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	As per Age Line Above	As per Age Line above	As per Age Line Above
Marriage or civil partnership	As per Age Line Above	As per Age Line above	As per Age Line Above
Pregnancy or maternity	As per Age Line Above	As per Age Line above	As per Age Line Above
Race	As per Age Line Above	As per Age Line above	As per Age Line Above
Religion or Belief	As per Age Line Above	As per Age Line above	As per Age Line Above
Sex	As per Age Line Above	As per Age Line above	As per Age Line Above
Sexual Orientation	As per Age Line Above	As per Age Line above	As per Age Line Above
Welsh Language	As per Age Line Above	As per Age Line above	In addition, all signage will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>During the delivery of the service safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	As above	As above
Corporate Parenting	<i>During the delivery of this service the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

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

The report has been founded upon the following:

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- Equality Act 2010;
- Destination Management Plan; and
- Welsh Language (Wales) Measure 2011

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?

The Assessment demonstrates that the proposal demonstrates compliance with the well-being five ways of working, supports the well-being goals and identifies that the TIC service will continue to have a positive impact on all groups and people with protected characteristics.

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
Economy and Development Select Committee	April 2019	Cath Fallon/Nicola Edwards	

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:	Ongoing
--	---------

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

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

This page is intentionally left blank

**SUBJECT: MONMOUTHSHIRE ADOPTED LOCAL DEVELOPMENT PLAN
DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING
GUIDANCE**

MEETING: ECONOMY AND DEVELOPMENT SELECT COMMITTEE

DATE: 10 APRIL 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 The purpose of this report is to inform Economy and Development Select Committee of the preparation of the Draft Infill Development Supplementary Planning Guidance (SPG) which is currently subject to public consultation, and to seek any comments from the Committee.

2. RECOMMENDATIONS:

- 2.1 To seek the Committee's comments on the Draft Infill Development Supplementary Planning Guidance (SPG) to inform the content prior to its adoption.

3. KEY ISSUES:

Background

- 3.1 The Monmouthshire Local Development Plan (2011-2021) was adopted in February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relating to new housing development in the County's settlements which are set out in Appendix A of the Draft SPG (attached as Appendix 1). The Draft SPG provides guidance on proposals for small scale infill development (i.e. fewer than 10 dwellings) within the County's designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP, namely Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages.
- 3.2 The requirement for this Draft SPG has arisen from the suggestion by Planning Committee that it would be useful to have additional guidance in place to help shape proposals for small scale infill development in the County's settlements.
- 3.3 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance in the way in which the policies of an LDP will be applied in particular circumstances or areas. The Draft Development Plans Manual Edition 3 (Welsh Government, November 2018) notes that:

'SPG does not form part of the development plan and is not subject to independent examination, but it must be consistent with the plan and with national planning policy. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan 'hook' whilst the reasoned justification provides clarification of the related national policy'.

- 3.4 The Manual further states that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

'Only the policies in the development plan have special status under section 38(6) of the PCPA 2004 in deciding planning applications, but SPG can be taken into account as a material consideration. SPG that is derived from and is consistent with the development plan and has been the subject of consultation will carry more weight'.

Draft Infill Development SPG

- 3.5 The Draft Infill Development SPG is attached to this report as **Appendix 1**. The SPG is intended to provide certainty and clarity for applicants, officers, Members and communities in the interpretation and implementation of the LDP policy framework in relation to small scale infill development proposals within the settlements identified in Policies S1, H1, H2 and H3 of the Monmouthshire LDP.
- 3.6 The Draft SPG sets out the detailed matters that need to be taken into account when considering proposals for small scale infill development in the County's settlements. Such matters include site context, design, privacy/amenity, access/parking, planting/trees and drainage. Once adopted, the SPG will have a key role in shaping proposals for small scale infill development.

Next steps

- 3.5 As referred to in paragraph 3.4 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. Following a resolution to consult, targeted notifications will be sent to those considered to have an interest in the SPG topic such as local agents. All town and community councils have been consulted. The consultation has been publicised via our Twitter account @MCCPlanning and the corporate Monmouthshire Twitter account. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

4. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 4.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to address the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environmental Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

Equality

- 4.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.

- 4.3 In addition, a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 2**)

5. OPTIONS APPRAISAL

- 5.1 The options in relation to the Draft SPG are to:

1. Economy & Development Select Committee consider and comment, as appropriate, on the Draft Infill Development SPG;
2. Economy & Development Select Committee do not comment on the Draft Infill Development SPG.

- 5.2 Option 1: Economy & Development Select Committee consider and comment, as appropriate, on the Draft Infill Development SPG. The Draft SPG will be issued for public consultation for just over 6 weeks on 28th March 2019. This report provides Economy & Development Select Committee with the opportunity to view the Draft SPG and comment accordingly. Feedback received will be taken into account and will inform the final SPG as appropriate. This is the preferred option.

- 5.3 Option 2: Economy & Development Select Committee do not comment on the Draft Infill Development SPG would miss an opportunity to help shape this policy guidance document.

- 5.4 Based on the above, Option 1 (to consider and comment, as appropriate, on the Draft SPG) is the preferred option.

6. EVALUATION CRITERIA

- 6.1 The success of the adopted SPG will be monitored via the LDP Annual Monitoring Report. This will include a review of the SPG use in decision-making and the extent to which it informs, and is upheld via, appeal decisions.

7. REASONS

- 7.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are being taken in accordance with policies and proposals in the LDP. This Draft SPG provides guidance on proposals for small scale infill development within the designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP i.e. Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages. It is intended to provide clarity to applicants, communities and decision-makers.

8. RESOURCE IMPLICATIONS

- 8.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises. Any costs will be met from the Planning Policy budget and carried out by existing staff.

9. CONSULTEES

- Development Management Officer Working Group
- Planning Committee 5th March 2019. Members' raised a number of issues in relation to the Draft SPG including

- Potential to include more specific reference to the relevant considerations for backland development.
- Potential to provide further clarity on how 'neighbours' are defined in relation to infill and backland development (i.e. immediate or wider context);
- Potential to include more specific reference to affordable housing/ SuDS in relation to infill development.

The comments raised at Planning Committee will be considered and taken into account when finalising the SPG post consultation.

- SLT
- Cabinet Member endorsement for consultation

10. BACKGROUND PAPERS

- Monmouthshire Adopted LDP (February 2014)

11. AUTHORS:

Mark Hand
Head of Planning, Housing and Place-shaping

Rachel Lewis
Planning Policy Manager

12. CONTACT DETAILS:

Tel: 01633 644803
markhand@monmouthshire.gov.uk

Tel: 01633 644827
rachellewis@monmouthshire.gov.uk



**Monmouthshire County Council
Local Development Plan**

Draft Supplementary Planning Guidance

Infill Development

(Policies H1, H2 and H3)

March 2019

**Planning Policy Service
Monmouthshire County Council**
County Hall
The Rhadyr
Usk
NP15 1GA

Tel. 01633 644429

Email: planningpolicy@monmouthshire.gov.uk

CONTENTS

	Page
1. Introduction: Purpose of the Supplementary Planning Guidance	1
2. The Starting Point	2
3. The Initial Stage – Site Appraisal	4
4. Infill Development Proposals – Detailed Considerations	5
A – Site Context	6
B – Design	7
C – Privacy/Amenity	9
D – Sustainable Transport/Access/Parking	12
E – Planting/Trees	14
F – Drainage	15
G – Planning Contributions	16
5. Pre-Application Advice and Further Information	17
Appendix A: LDP Policy Framework – Policies S1, H1, H2 and H3	18

1 Introduction: Purpose of this Supplementary Planning Guidance

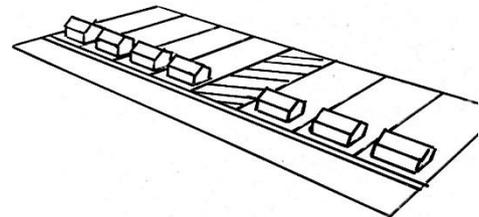
Introduction

- 1.1 This is one of a series of Supplementary Planning Guidance (SPG) documents that have been prepared to provide supporting information and advice on policies contained in the adopted Monmouthshire Local Development Plan (LDP). The SPGs are intended to offer further guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on infill development will be implemented in practice.
- 1.2 This SPG provides guidance on small scale (fewer than 10 dwellings) infill development within the designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP i.e. the Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages (refer to Appendix 1 for details of the relevant policy framework).
- 1.3 The overarching objectives for infill development as set out in this SPG are to:
- Make efficient use of brownfield land.
 - Protect residential amenity, both of new and existing occupiers.
 - Make a positive contribution to the creation of distinctive communities, places and spaces.
 - Respond to the context and character of the area.
 - Be of a good design, which is sustainable.

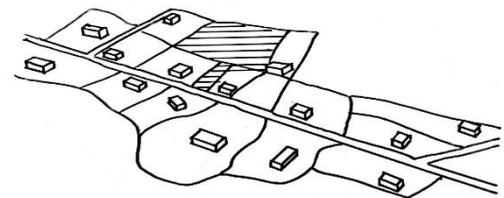
Box 1: Definition of Small Scale Infill Development

There are generally two main types of infill development:

- **Infill sites** - are normally regarded as small gaps between existing residential properties, usually with a street frontage



- **Backland sites** - can be a landlocked site, which may have a considerable number of 'inactive' frontages surrounding the site boundary (i.e. fences or walls). They may also be located behind existing buildings such as rear gardens and private open space, usually within predominantly residential areas.



2 The Starting Point

The first step is to check if your proposal is acceptable in principle

- 2.1 In determining whether your infill site proposal is acceptable in principle, the first point to consider is whether your site is within a settlement boundary as defined in Strategic Policy S1 of the LDP. Development boundaries have been drawn around the Main Towns, Severnside Settlements, Rural Secondary Settlements and Main Villages. Minor Villages do not have development boundaries. You are able to check our interactive LDP maps to see if your land is within one of the settlements as designated in Policies S1, H1, H2 and H3 of the LDP: <https://www.monmouthshire.gov.uk/planning>
- 2.2 The Monmouthshire LDP aims to achieve an appropriate level of housing growth and choice to assist in building sustainable communities in Monmouthshire's most sustainable settlements while strictly controlling new development in the open countryside. These settlements are identified in Table 1. In accordance with

Policy H3, please note that in Minor Villages planning permission will only be granted for minor infill development of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings. Only in exceptional circumstances may an infill development of up to 4 dwellings be considered acceptable in Minor Villages.

- 2.2 For Minor Villages, we would normally define the settlement by looking at the existing physical features such as field boundaries, roads, trees, rivers, and railway lines; generally the edge closest to village.
- 2.3 Some Minor Villages comprise of two or more separate populated clusters. Infill development will not normally be appropriate in such areas. If in doubt, discuss your proposal with one of the planning officers via our Pre-application Enquiry Services (see section 5 of this SPG).

Box 2: C2 Floodplain

Please note, if your land is within Zone C2 Floodplain Welsh Government advice is that no highly vulnerable development should be considered. Housing falls into this category. For more information on this please refer to Technical Advice Note 15 (TAN15) which provides Welsh Government's guidance on development and flood risk: <https://gov.wales/topics/planning/policy/answers/tan15/?lang=en>

Table 1: Settlements Defined in Strategic Policy S1

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

3 The Initial Stage – Site Appraisal

3.1 There are other matters that must be considered in determining whether a proposal for infill development would be acceptable. A Site Appraisal will allow you to understand how the proposal relates to its immediate context and wider area, as well as helping you to develop a scheme which uses your site's positive features and to identify features worthy of retention. Welsh Government Technical Advice Note (TAN) 12: Design (2016) provides detailed design advice and should be referred to accordingly.

3.2 A Site Appraisal should be undertaken before the details of a scheme is drawn up. The level of detail that will be necessary for a Site Appraisal will vary depending on the scale of the proposal and the characteristics of the site. Table 2 sets out some of the key considerations that you will need to consider in undertaking a Site Appraisal.

3.3 It is strongly recommended that specialist professional planning advice is sought where proposals depend on accurate information relating to issues such as flooding, site levels, ground conditions, ecology, transportation etc. **Getting the right advice at an early stages of your scheme is very important and will help steer you in the right direction from the start of the process.** This is where the Council's Pre-Application Advice service can help. We welcome and encourage discussions with homeowners or developers before they submit a planning application. This service gives you the opportunity to explore your scheme with us and find out what information you need to support your planning application. Please

refer to Section 10 of this Guidance for more information about this service.

3.4 The use of additional annotated diagrams and scaled plans (e.g. 1:100, 1:200) as part of the Site Appraisal can often help to demonstrate how the proposal will impact on the appearance and character of the area.

Table 2: Key Matters to be Considered When Undertaking a Site Appraisal.

-
- Flood risk assessment
 - Habitat and or protected species surveys
 - Tree surveys
 - Drainage
 - Archaeological surveys
 - Adjoining land uses
 - Settlement form and street patterns
 - Existing landscape features
 - Views into, from and across the site
 - Spaciousness and extent of open space
 - Topography, gradient and orientation
 - Plot and building sizes
 - Landmarks, historic buildings, historic parks and gardens, local vernacular architecture and/or landscape
 - Identify any public right of ways, parks and green spaces
 - Accessibility
 - Traffic surveys
 - Potential accesses and linkages
 - Noise assessment/proximity to nuisance causing operations
-

3.5 Please note that consideration of the matters in Table 2 will depend on the scale of the proposal. For example, flood risk assessments, species surveys and traffic surveys are unlikely to be necessary for all proposals. If in doubt, it is important to seek further advice from the Planning Team via the Pre-Application Advice Service.

4 Infill Development Proposals – Detailed Considerations

4.1 This section sets out the key considerations that the Council will consider when assessing proposals for small scale infill development.

Is your land large enough to accommodate additional development?

4.2 Once you have carried out a Site Appraisal, you then need to work out if your land is large enough to accommodate an additional house(s) whilst also providing sufficient on-site parking/turning provision and garden space that is similar to existing houses in the area.

Detailed Considerations

4.3 You then need to consider whether or not your scheme would meet the Detailed Considerations A – G as set out in this section of the SPG. Please note that every site is different. Therefore, it is not possible to cover every scenario in this SPG. However, as a starting point, this section of the SPG sets out the detailed considerations that you need to take into account when considering proposals for small scale infill development..

Table 3: Detailed Considerations for Small Scale Infill Development

	Detailed Considerations
A	Site Context
B	Design
C	Privacy/Amenity
D	Access/Parking
E	Planting/Trees
F	Drainage
G	Planning Contributions

Detailed Consideration A – Site Context

Plot Size

- 5.1 Plot size ratios should reflect those prevailing in adjacent properties i.e. where there is a regular plot size and width, you should reflect these into your proposal, so that the proposal fits well with the street scene and provides similar visual separation where appropriate.

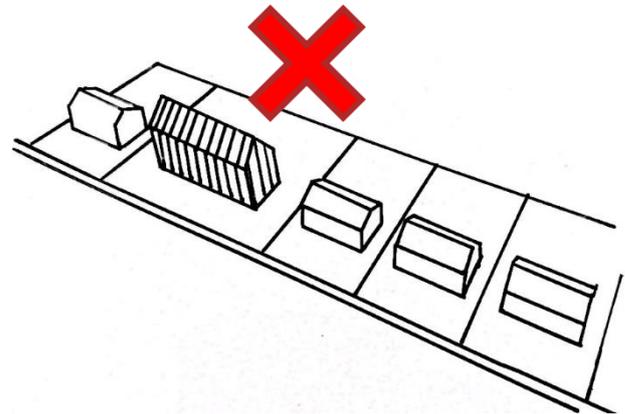
Garden

- 5.2 The garden has as much of an impact on the character of an area as the form and design of the buildings. For example, a house with a large garden could appear incongruous within a high density residential area, and vice versa. All new dwellings should benefit from private garden space, for drying clothes, accommodating pets, children's play, quiet enjoyment and so on. Therefore, all residential development should ensure that the garden space reflects the size and function of the proposed dwelling(s) and the prevailing character of the area; these standards also apply to the host dwelling. It should be noted that front gardens do not normally constitute private garden space but often make an important contribution to the character of the area.

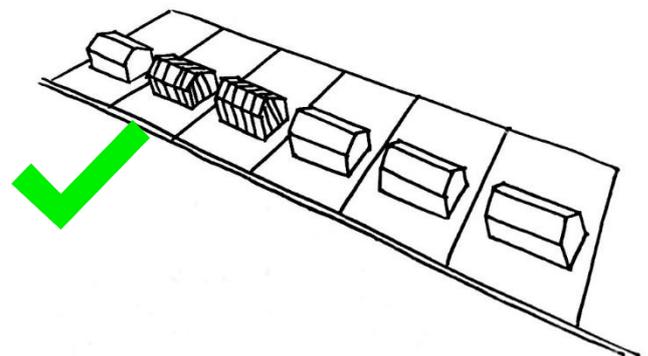
Orientation

- 5.3 All proposed houses and gardens should be laid out so as to maximize the penetration of sunlight i.e. by having the orientation of the garden and the windows of the main rooms facing the south.

Sketch 1 below shows an example where the plot size of the infill proposal does not reflect the prevailing character of the adjacent properties in terms of scale, mass and rhythm of the street scene. Such a proposal would not be acceptable.



Sketch 2 below shows a good example of how the land should be divided reflecting the prevailing character of the adjacent properties.



Detailed Consideration B – Design

Scale and Massing

- 6.1 The proposal must respect the scale, form and massing of existing development in the area. In most cases, there is an expectation that the massing of the proposal should be in proportion to the main property and the existing neighbouring buildings, as appropriate. However, in designated areas i.e. in the Wye Valley Area of Outstanding Natural Beauty, a Conservation Area or within the curtilage of a Listed Building, all proposals must be subservient and respect the setting of the site area.

Building Height

- 6.2 Development for infill sites should take account of and respond to existing building heights in the area (number of storeys and floor to ceiling heights), maintaining the visual character of the street scene. For backland sites, a less conspicuous building of a lower scale in building height is often more appropriate to avoid the development having an overbearing impact on neighbours and to reduce impact on residential amenity.

Topography of the Site

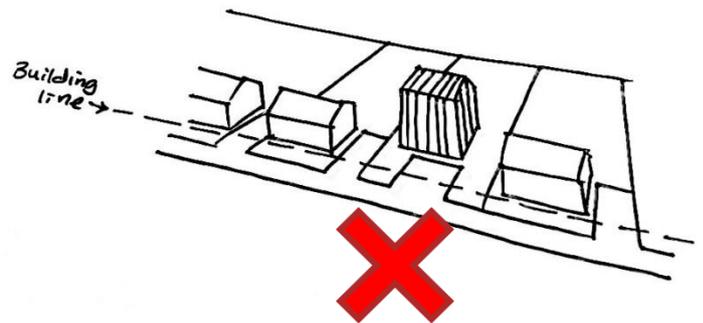
- 6.3 Account should also be taken of the topography of the site to maintain the building height hierarchy along the street scene.

Building Line

- 6.4 For infill sites, the development should seek to respond to the prevailing building line that is created by the main frontages of

neighbouring houses i.e. any development proposals need to take into account how the buildings are set back from the street and any rhythms or patterns of existing development, or projections. For Backland sites and sites where there is no prevailing building line, all proposals must demonstrate that there will be no adverse privacy and amenity impact upon the existing properties.

Sketch 3 below shows an unacceptable form of infill development (Building height, Scale and Massing and Building line).



Box 3: Heritage Assets

The Council will consider proposals for small scale infill development with special care, particularly those in or adjoining Conservation Areas and near Listed Buildings, Scheduled Ancient Monuments, in or adjoining the Wye Valley Area of Outstanding Natural Beauty and adjoining the Brecon Beacons National Park. All development proposals are required to either preserve or enhance the special character of these areas. Within these protected areas, you are normally required to submit a Full Planning Application to enable us to fully assess the implications of your proposals.

Architectural Detailing

- 6.5 All proposed new window and door openings should complement the size, proportions, design and rhythm of the detailing of the host dwelling and the neighbouring properties appropriately. The roofline should include appropriate design and pitch of roofs, ridge height and eaves level, and notice should be taken of any other relevant details in the street scene.

Building Materials

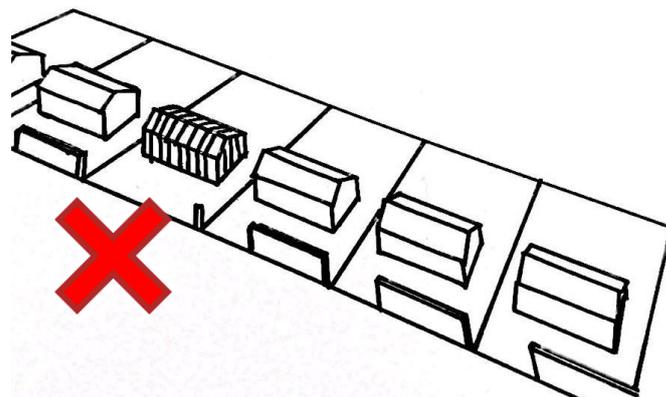
- 6.6 The predominant facing materials of the proposal should reflect the materials of the host dwelling and, where appropriate, the neighbouring dwellings. Additional materials for finer detailing should be carefully chosen. Materials used for roofing and walls should match or positively respond to the host dwelling and to the adjacent dwellings, as should materials and colours for doors and window frames. When the materials are chosen well, they will complement the building and the street scene.

Boundary Treatment

- 6.7 Where existing plot boundaries form a distinctive part of the street scene, these boundaries must be retained and replicated through appropriate building design and landscape treatment. In most cases it will be necessary to consider screening the boundaries of a new development for privacy reasons and to reduce noise and disturbance. Brick walls have better noise attenuation qualities than fences or hedges and will be most appropriate where possible sources of noise would be close to

an existing house, or the garden area immediately outside it.

Sketch 4 below shows an unacceptable boundary treatment for an infill development.



Corner Sites

- 6.8 Sometimes, it may be appropriate to design slightly taller buildings where they make a positive contribution to the street scene, on primary routes, and in higher density areas with variations in height and massing. Where a taller building is proposed, the end treatment should relate sensitively to the heights of the adjacent buildings so that the rhythm of the street is not interrupted; this will often result in an appropriate reduction of height, maintaining a visual hierarchy on the street scene.

Privacy/Amenity

7.1 The key considerations relating to privacy and amenity for small scale infill residential development are:

- a. whether the plot would have adequate privacy to habitable rooms and private garden space
- b. whether a new house(s) on the plot would affect the privacy of neighbours
- c. whether a new house(s) on the plot would affect the host dwelling

7.2 Hedges and fences usually protect privacy at ground floor level, so the issues tend to arise from upstairs windows either looking into neighbours' windows or into their neighbours' private garden space. Windows must be carefully positioned to avoid overlooking. Often this means putting obscured glazing in landing or bathroom windows on the side elevation of the house, with the main bedroom windows on the front and rear elevation. However, the positioning of the windows will also depend on the positioning of the neighbouring properties.

Site Topography

7.3 As well as maintaining the hierarchy of building heights along the streetscene, all proposals need to provide sufficient gaps to minimise any overbearing and overshadowing impact on the residential amenity of neighbouring properties.

Distances between Dwellings

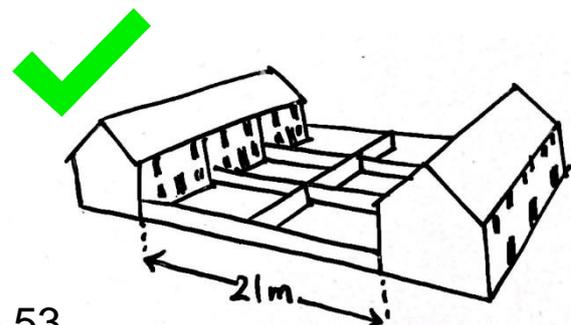
7.4 As far as the effect of the new dwelling is concerned, the Council's normal privacy standard for new development is that there

should be minimum of 21m between directly facing elevations containing main habitable windows (i.e. bedrooms and living rooms). This distance may be relaxed where windows are facing a public highway.

7.5 Back to back distances should have regard to the character of an area. In some cases, the requirement for minimum back to back distances may be relaxed where the impact on privacy can be reduced. This may be achieved, for example, through the use of obscure glazing and restricted openings, the siting of habitable rooms within an internal floor layout, directional windows, the positioning of ancillary outbuildings. However, it is not acceptable for a habitable room to only have windows which are obscure glazed. Provided that it could be demonstrated that there would be no material harm to amenity, then shorter distances than those stated above could be considered in those inner urban areas typified by higher densities.

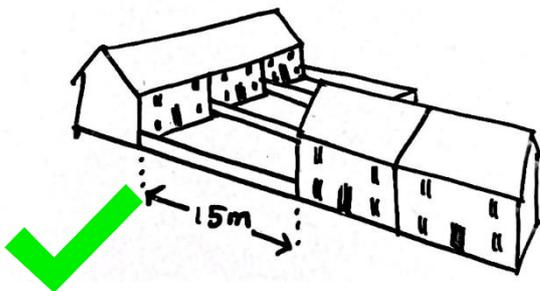
7.6 Similarly, greater distances may be required in some suburban and rural areas where the predominant character of the area exhibits greater separation distances. Distances may vary where this is necessary to protect the historic interest and setting of designated heritage assets such as listed buildings and conservation areas.

Sketch 5 below illustrates that the back to back separation distance should be at least 21m.



7.7 New buildings near to plot boundaries can be intrusive when viewed from existing gardens or from within dwellings. To avoid over-dominant development and overshadowing of neighbouring properties, there must be at least 15m between principal elevations with main habitable windows and side gable walls without windows (unless these are minor windows such as the landing, WC or utility room windows, or the gable wall in question is single storey). This is applicable to the new dwelling as well as the existing dwelling. This will ensure adequate amenity is provided for future occupiers as well as the existing residents. A reduced distance may be acceptable where the landform between the dwellings and boundary treatments provide acceptable screening.

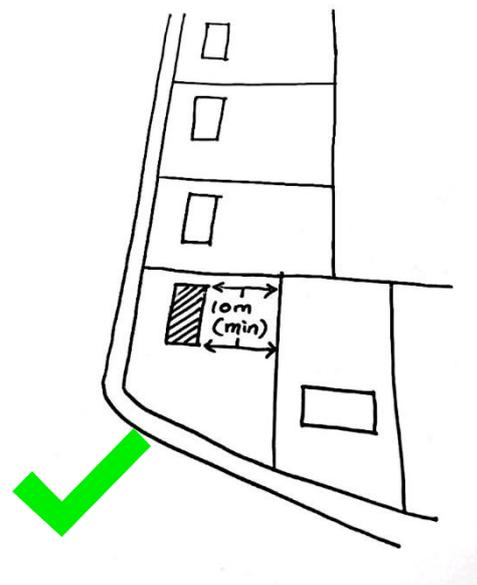
Sketch 6 below illustrates that the back to side separation distance should be at least 15m.



Distance from the rear and side boundary of the neighbours

7.8 Consideration should also be given to the impact a proposal will have on a neighbour's private garden. Unacceptable direct overlooking into these spaces can be avoided by ensuring a separation distance of at least 10m exists between a proposed first floor habitable room window and the opposite garden boundary of neighbouring properties.

Sketch 7 below illustrates the 10m (minimum) distance from the first floor rear windows of the proposal to the side boundary of the neighbour.



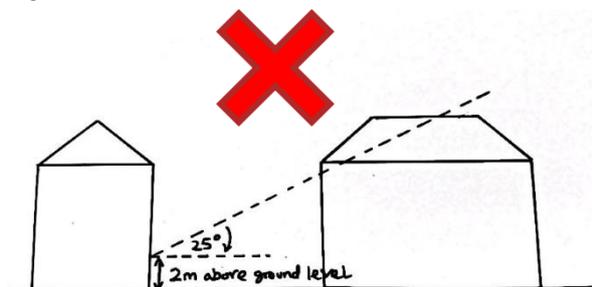
Carriageway Screening

7.9 Care will need to be taken to ensure that screening would prevent light intrusion from the movement vehicles as a result of the infill development.

Natural Light and Outlook

- 7.10 Direct sunlight makes a home more pleasant to live in. Dwellings should have access to sufficient daylight to allow the comfortable use of habitable rooms (living rooms, dining rooms and bedrooms), as well as kitchens and outside space such as patio areas in gardens.
- 7.11 Quantitative standards cannot be applied to every case to assess the amount of daylight and sunlight of individual properties and the impact on outlook. Nevertheless, there are several 'rules of thumb' which will inform the judgement to be made. One is the '25° rule' for windows facing other structures. A reference line is taken at 2m above ground level on the existing building. This is the assumed position of the top of ground floor windows in the existing building. A 25° line is then drawn towards the proposed building. If the proposed development falls beneath the line drawn at 25°, there is unlikely to be a detrimental effect to daylight on the existing property.

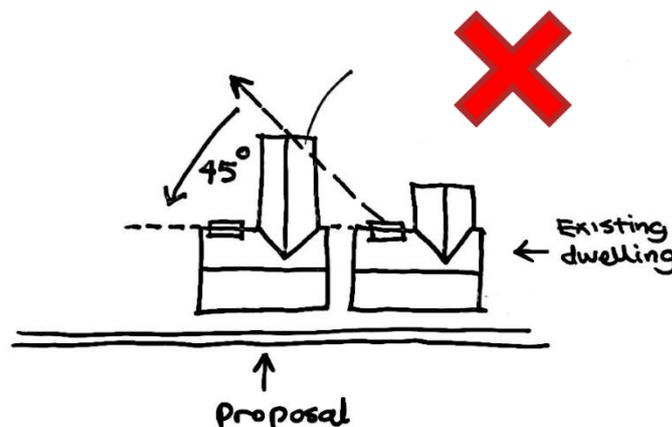
Sketch 8 below shows the proposed dwelling crosses the 25° rule for natural light and would not be acceptable.



- 7.12 Another assessment to protect daylight and outlook from main living area windows is by operating a 45° splayline (assessed in a plan) from the centre of the relevant window of the existingsg dwelling of the

adjacent infill development (as shown in Sketch 9). This assessment relates to any proposed two storey development from an existing building line, and windows affected by this proposed two storey development. Any part of the new two storey development which extends beyond the splayline may be considered to adversely affect the amenity of the neighbouring occupiers. The Council will not support any new development that would result in the significant loss of sunlight for existing properties, where it leads to overshadowing for the majority of the day.

Sketch 9 below shows that a proposed infill development along with its two storey extension crosses the 45° splayline rule and would not be acceptable.



- 7.13 Developments which do not meet these standards (the 25° rule and 45° splayline) will be resisted unless other reasonable measures being proposed to provide adequate light. It is also recognised that the changes to permitted development rights have allowed certain types of development which might exceed these standards. Where proposed development requires planning permission, we will apply this SPG's standards in a reasonable manner.

Sustainable Transport

- 8.1 One of the overarching objectives for infill development is to use land more efficiently and to enable development in areas that have easy access to existing amenities by sustainable transport options (i.e. walking, cycling and public transport), thus reducing the need to use private cars.
- 8.2 Reflecting sustainable transport considerations, the Council is keen to see secured cycle parking provision provided within infill plots to encourage/facilitate travel by non-car modes.

Access widths

- 8.3 An access drive serving one dwelling should be a minimum of 2.75m wide. If the access drive is longer than 45m, it should be a minimum of 3.7m wide over its whole length to allow for access for service vehicles such as fire engines. For sites of 2 to 5 dwellings minimum width of 4.25m is required, for at least the first 5m – then reducing to 3.7m. A minimum width of 4.8m is required for drives serving more than 5 dwellings.

Table 4: Minimum Access Widths

Proposal	Access width in Metres(Minimum)
1 house	2.75m
1 house if the access is greater than 45metres in length	3.7m
2—5 houses	4.25m
Greater than 5 houses	4.8m

- 8.4 In some circumstances, such as to allow trees or other important features to be retained, it may be acceptable to allow a narrowing of a 4.25m access to 3.7m, although such accesses need to be at their full width for the first 10m from the highway to allow vehicles to pull off the road and to pass. All drives should normally allow vehicles to turn and leave the site in a forward direction and drives in excess of 25m will need to make provision for the turning of service vehicles, in terms of both layout and construction. In most cases, and certainly where an access is bounded by solid walls fences, hedges or a line of trees, a 0.5m overhang strip either side of the drive surface should be provided to ease the flow of vehicles.

Footway

- 8.5 All accesses across a footway need to accommodate 2m x 2m pedestrian visibility splays for the safety of pedestrians. Vehicular visibility splays will depend on the speed of traffic on the highway. Please refer to Manual for Streets 2 for further information (Table 6 refers).

Parking Spaces and Turning Provision

- 8.6 On-site parking is normally required to be provided in the plot, in a similar manner to the host property or the adjacent houses. On-site parking should be positioned close to the dwelling and must not be located so as to interfere with any joint access road. Any proposed garage or parking provision must not be overly dominating in the street and matching materials should be used to respect the existing character of the area. Please note that the Council seeks the use of permeable materials for all hardstanding for parking and turning purposes. Please contact the Council's Highways Department for their parking requirements for your proposal.

Visibility Splays

- 8.7 Visibility Splays are an essential feature of an access or junction as they enable traffic a minor road to view cyclists, vehicles and pedestrians on the main road. Any visibility splay below the required standard would need to be justified via appropriate traffic survey. Development proposals should demonstrate the best achievable visibility splay. The splay should be entirely within the applicant's ownership and control and remain so in perpetuity.

Hard Surfaces

- 8.8 It will normally be necessary to provide a hard surface for the first 5m of a new access to prevent loose material being deposited on the highway, although other amenity considerations might require more of the access to be surfaced in a hard material to reduce noise, or in a softer material to respect the character of the site. New accesses will need to be constructed so as to prevent drainage onto the public highway. Where a new carriageway passes close to an existing dwelling it should be hard surfaced to reduce the noise of vehicles.

Distances between Access Drives

- 8.9 In most instances it is important to ensure that any new property or group of properties share a single access point to avoid multiple points of conflict for vehicular movements.

Distance to the Carriageway

- 8.10 The carriageway of a new access serving a Backland Site should be a minimum of 2m from any elevation of an existing property (including a garage to that property). Where any elevation of an existing dwelling with a window would face onto a new carriageway, a new screening should generally take the form of walls for the whole length of the elevation being protected and should include an additional length at the rear to protect any garden immediately outside any main living room, subject to the prevailing character of the site.

Planting/Trees

- 9.1 Planting is integral to achieving quality residential environments, and should be considered at the outset of the design process. Applicants will be encouraged to plant new native trees in their proposals, even where there is to be no loss of existing trees. The Council will resist any application for development which will result in the loss of trees protected by a Tree Preservation Order, mature trees, hedges and boundary walls which make a positive contribution to a site or the surrounding area. Trees in conservation areas are protected in a similar way to those covered by a Tree Preservation Order and special permission is needed to lop, prune or fell them and to carry out building or ground works within an area covered by the spread of the branches.
- 9.2 New development will not normally be allowed where a building would be situated within the spread of a tree that is worthy of retention. If in doubt, a qualified **arboriculturalist** will be able to carry out a tree survey to determine which trees are worthy of retention, and which trees could be removed due to poor health. Impermeable surfaces should be avoided below the canopy/crown spread of any tree.

Ecology

- 9.3 Certain species such as bats are legally protected by Law. Many species of bat make use of existing buildings, trees, hedgerows and overgrown sites. This is why it is advised that a **Preliminary Ecological Assessment (PEA)** is undertaken prior to the submission of a planning application so that any mitigation can be integrated into your scheme. The LPA is unable to register a planning application in the absence of adequate protected species information, where relevant. In addition, the LPA will refuse consent in situations where either it cannot be shown that an appropriate licence would be forthcoming from Natural Resources Wales, or where the adverse impacts to a protected species cannot be acceptably mitigated.

Detailed Consideration F – Drainage

Foul Drainage

- 10.1 All development should make satisfactory arrangements for foul drainage. A sequential approach should be taken to the consideration of foul drainage options. This should be based on the demonstrable feasibility or otherwise of alternative arrangements, taking into account their cost and/or practicability:
- as a first priority connection should be made to public sewerage infrastructure;
 - where this is not feasible, as a second priority the use of a package sewage treatment plant offering full treatment to recognised standards may be proposed. Proposals should include full details of means of operation and maintenance;
 - only where the above options are not feasible should the use of septic tank systems be proposed.
- 10.2 Any such proposals should include a full assessment of the scheme having regard to the effects on public health, amenity and the environment, and addressing any evidence in respect of Table 5. Where significant adverse environmental, amenity or public health effects are likely to arise through either permanent or temporary use of septic tank drainage, the development concerned will not be permitted. The latest Welsh Government advice is available here: <https://gov.wales/topics/planning/policy/circulars/welshgovcirculars/wgc-008-2018/?lang=en>
- 10.3 Development dependent upon cesspool drainage arrangements will rarely be

permitted and the use of a sustainable foul drainage system will be considered as an alternative to the provisions of this SPG, only where the particular treatment proposal has the approval of the Natural Resources Wales.

Sustainable Drainage Systems (SuDS)

- 10.4 Schedule 3 of the Flood and Water Management Act 2010 makes SuDS a mandatory requirement for all new developments. The legislation will ensure resilient drainage systems for new developments in both urban and rural areas. From the 7th January 2019, all new developments of more than 1 dwelling will require sustainable drainage systems (SuDS) for managing surface water. All drainage systems for all new developments must be designed and built in accordance with statutory SuDS standards. Please note that SuDS schemes must be approved by Monmouthshire County Council acting in its SuDS Approving Body (SAB) role before construction work begins. As such, this element should be an integral part of your scheme right from the start. For more information, please email sab@monmouthshire.gov.uk.

Table 5: Factors Forming a Full Assessment of the Use of a Septic Tank.

-
- contravention of recognised practices
 - adverse effect on water sources or resources
 - health hazard or nuisance likely to arise
 - damage to controlled waters
 - damage to the environment and amenity
 - overloading of the existing capacity of the area
 - absence of suitable outlets
 - unsuitable soakage characteristics
 - high water table
 - rising ground water levels
 - flooding
-

Planning Contributions

- 11.1 Depending of the size and nature of the proposal, planning permission is sometimes granted subject to the signing of a planning contributions agreement under Section 106 of the Planning Act. Where applicable, the Section 106 agreement must be signed before the planning permission will be issued.
- 11.2 The Section 106 is a legal charge on the land, so it will transfer automatically with any subsequent change in ownership. Some of the most frequently requested planning obligations include:
- Affordable housing contributions
 - Recreation contributions
 - Transport/highways contributions
 - Education contributions
- 11.3 You can find out via our Pre-Application Advice service if planning obligations are likely to be required in relation to your proposal. Seeking such advice will help you to determine whether your scheme is financially viable.

Affordable Housing

- 11.4 Policy S4 (Affordable Housing) of the adopted Monmouthshire Local Development Plan and the Council's Affordable Housing Supplementary Planning Guidance sets out the criteria for the provision of affordable housing as part of new residential development schemes. More information can be found using the following link:
<https://www.monmouthshire.gov.uk/app/uploads/2016/10/Adopted-Affordable-Housing-SPG-March-2016.pdf>.
- 11.5 The plot purchase/sale price should reflect this policy requirement. Viability debates will only be considered in exceptional circumstances, and the applicant will need to robustly demonstrate their case via independent consideration by the District Valuation Service at their own expense.

Can I get advice from a Planning Officer before drawing up the plans or applying for a planning permission for small scale infill development?

- 12.1 We welcome discussions with prospective applicants prior to planning applications being made. Obtaining the right advice in the early stages of your scheme is very important and will help steer your scheme in the right direction from the start. This service gives you the opportunity to explore your scheme with us and find out what kind of information you need to accompany your planning application. In addition, we can discuss possible planning issues that may affect you gaining planning permission. For further information, please refer to our pre-application advice guidance documents: <http://www.monmouthshire.gov.uk/planning/pre-application-advice-service>

Contact:

Development Management Service

Tel: 01633 644880

Email: planning@monmouthshire.gov.uk

Post: Development Management Service, County Hall, The Rhadyr, Usk, NP15 1GA

Table 6: Useful References

- **Monmouthshire Local Development Plan (LDP):**
<https://www.monmouthshire.gov.uk/app/uploads/2017/05/Adopted-Local-Development-Plan-with-PDF-tags.pdf>
- **Affordable Housing SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2016/10/Adopted-Affordable-Housing-SPG-March-2016.pdf>
- **Green Infrastructure SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/GI-April-2015.pdf>
- **Monmouthshire Parking Standards SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/Mon-CC-Parking-Standards-SPG-Jan-2013.pdf>
- **Domestic Garage SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/Domestic-Garage-SPG-Jan-2013.pdf>
- **Conservation Areas Appraisals:**
<https://www.monmouthshire.gov.uk/planning-policy/conservation-area-appraisals>
- **Planning Policy Wales 10 (PPW10):**
<https://beta.gov.wales/planning-policy-wales>
- **Technical Advice Notes (TAN):**
<https://gov.wales/topics/planning/policy/tans/?lang=en>
- **Manual for Streets 2:**
<https://www.gov.uk/government/publications/manual-for-streets-2>
- **Planning (Listed Buildings and Conservation Areas) Act 1990:**
<https://www.legislation.gov.uk/ukpga/1990/9/contents>
- **Welsh Government Circular 008/2018 (Private Sewerage):**
<https://gov.wales/topics/planning/policy/circulars/welshgovcirculares/wgc-008-2018/?lang=en>
- **Sustainable drainage systems (SuDs):**
<https://www.monmouthshire.gov.uk/sustainable-drainage-approving-body-sab>

Appendix A

Monmouthshire LDP Policy Framework Policies S1, H1, H2 and H3

Policy S1 – The Spatial Distribution of New Housing Provision

The main focus for new housing development is within or adjoining the Main Towns of:

- Abergavenny, Chepstow and Monmouth.

The Severnside sub-region consists of the settlements of Caerwent, Caldicot, Magor, Portskewett, Rogiet, Sudbrook and Undy. A smaller amount of new housing development is provided in the Severnside sub-region, particularly at Magor/Undy, Caldicot/Portskewett and Sudbrook.

The Rural Secondary Settlements are Usk, Raglan, Penperlleni and Llanfoist. A small amount of new housing development is directed to the Rural Secondary Settlements of Usk, Raglan and Penperlleni

Some sites are allocated for small scale residential development (up to a maximum of 15 dwellings) in identified Main Villages with the primary aim of providing affordable housing to meet local needs. The identified Main Villages are:

Cross Ash	Llanishen
Devauden	Llanvair Kilgeddin
Dingestow	Mathern
Grosmont	Penallt
Little Mill	Pwllmeyric
Llanddewi Rhydderch	Shirenewton /Mynyddbach
Llandogo	St Arvans
Llanellen	Trellech
Llangybi	Werngifford /Pandy

Development Boundaries are drawn around the Main Towns, Severnside settlements, Rural Secondary Settlements and Main Villages listed above. Outside these development boundaries planning permission for new residential development will not be allowed in any other settlements except in or adjoining identified Minor Villages where small scale residential development will be allowed in the circumstances set out in Policy H3. The identified Minor Villages are:

Bettws Newydd	Llanover
Broadstone/Catbrook	Llansoy
Brynygwenin	Llantilio Crossenny
Coed-y-Paen	Llantrisant
Crick	Llanvair Discoed
Cuckoo's Row	Llanvapley

(S1 continued...)

Great Oak	Mitchel Troy
Gwehelog	Penpergwm
Llanarth	The Narth
Llandegveth	The Bryn
Llandenny	Tintern
Llangwm	Tredunnock

Outside the settlements listed above open countryside policies will apply where planning permission will only be allowed for the following types of new residential development:

- Acceptable conversions of rural buildings, in the circumstances set out in Policy H4.
- Sub-divisions of existing dwellings, subject to detailed planning criteria.
- Dwellings necessary for agricultural, forestry or other appropriate rural enterprises, in accordance with TAN6.

Policy H1 – Residential Development in Main Towns, Severnside Settlements and Rural Secondary Settlements.

Development boundaries have been drawn for the Main Towns, Severnside Settlements and Rural Secondary Settlements identified in Policy S1, within which new build residential development / redevelopment or conversion to residential, or subdivision of large dwellings or reuse of accommodation such as upper vacant floors in town centres will be permitted subject to detailed planning considerations and other policies of the LDP that seek to protect existing retail, employment and community uses.

Policy H2 – Residential Development in Main Villages

Development boundaries have been drawn for the Main Villages identified in Policy S1. These development boundaries include sites identified for new rural housing that are listed in Allocations Policy SAH11.

Elsewhere within the Village Development Boundaries planning permission will be granted for new residential development/redevelopment, or conversion to residential, or sub-division of large dwellings, subject to detailed planning considerations, including no unacceptable adverse impact on village form and character and surrounding landscape, and other policies of the LDP that seek to protect existing retail, employment and community uses.

Policy H3 – Residential Development in Minor Villages

In Minor Villages planning permission will be granted for minor infill of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings, or residential redevelopment, or conversion to residential or sub-division of large dwellings, subject to detailed planning considerations, including no unacceptable adverse impact on village form and character and surrounding landscape, and other policies of the LDP that seek to protect existing retail, employment and community uses.

Exceptionally planning permission may be granted for up to 4 dwellings on an infill site that demonstrably fits in with village form (including not resulting in the loss of an open space that forms an important gap or open area) and is not prominent in the landscape.

This page is intentionally left blank

Appendix 2



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Page 67

<p>Name of the Officer completing the evaluation Mark Hand</p> <p>Phone no: 01633 644803 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, 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. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Draft Infill Development SPG is intended to provide certainty and clarity for applicants, officers, Members and communities in the interpretation and implementation of the LDP policy framework in relation to small scale infill development proposals (i.e. fewer than 10 dwellings) within the settlements identified in Policies S1, H1, H2 and H3 of the Monmouthshire LDP. The Draft SPG sets out the detailed considerations that need to be taken into account when considering proposals for small scale infill development in the County's settlements. Such considerations include site context, design, privacy/amenity, access/parking, planting/trees and drainage. Once adopted, the SPG will have a key role in shaping proposals for small scale infill development.</p>
<p>Name of Service</p> <p>Planning (Planning Policy)</p>	<p>Date Future Generations Evaluation form completed</p> <p>28/02/2019</p>

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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: The Draft SPG seeks to support proposals for appropriate small scale infill development for new housing where they accord with the LDP policy framework, specifically policies H1, H2 and H3. This will enable housing provision in settlements in Monmouthshire where it is often otherwise restricted such as main and minor villages, small scale infill developments will increase the local housing stock for communities and residents.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that guidance, as set out in the SPG, is accurately interpreted and implemented.</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>Positive: Potential for proposals to conserve and enhance existing ecological networks within Monmouthshire. Potential for proposals to protect /enhance landscape etc. in accordance with LDP policy framework.</p> <p>Negative: Infill development may be located in main and minor villages where there is limited public transport and likely reliance on the use of the private car. The car usage likely to result from small scale infill development is considered to be justified because it is likely to be minimal and the addition of new housing makes a contribution to meeting housing needs.</p>	<p>Mitigate Negative Impacts: Ensure that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: The provision of appropriate small scale infill development can assist in promoting good health, independence and well-being by opening</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</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>up opportunities for housing where there are often limited sites for new residential development.</p> <p>Negative: None.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: The provision of appropriate small scale infill development contributes to the sustainability and cohesiveness of settlements in Monmouthshire by opening up opportunities for housing in areas where it is otherwise restricted, particularly in main and minor villages, providing opportunities to support the local economy and build sustainable resilient communities.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive: The Draft SPG supports the implementation of housing related policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented which will include consideration of social, economic and environmental wellbeing.</p>
<p>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</p>	<p>Positive: The Draft SPG has a positive general impact on culture, heritage and language, there is potential for proposals for small scale infill development to conserve the character and quality of Monmouthshire's countryside and natural heritage value.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</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>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: The Draft SPG should bring positive benefits to Monmouthshire’s residents by opening up opportunities for appropriate small scale infill developments where they comply with the LDP policy framework, enabling housing provision in settlements in Monmouthshire where it is often otherwise restricted such as main and minor villages. Housing policies, as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives, including equality measures.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>

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 LDP covers the period 2011-21. The Draft SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP housing policy framework seeks to balance the short term need for housing development and viability issues with the longer term need to create balanced and sustainable communities. The provision of appropriate small scale infill development, in areas where new residential development is generally strictly controlled such as main and minor villages, increases opportunities within the local housing stock for local communities and residents.</p>	<p>Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p> <p>The LDP and its policies have been subject to SA/SEA. The replacement LDP will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance including housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will help inform the evidence base for the replacement LDP.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="344 352 517 512">Working together with other partners to deliver objectives</p>	<p data-bbox="544 196 1328 531">The Draft SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for small scale infill development. It will be subject to further internal consultation and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils. The consultation will also be publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p data-bbox="1350 196 2114 427">The Draft SPG supports LDP housing and other detailed policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p data-bbox="1350 467 2114 730">LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p data-bbox="344 963 517 1123">Involving those with an interest and seeking their views</p>	<p data-bbox="544 743 1328 802"><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p data-bbox="544 834 1328 1169">The Draft SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for small scale infill development. It will be subject to further internal consultation and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils. The consultation will also be publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p> <p data-bbox="544 1217 555 1225">.</p> <p data-bbox="544 1281 555 1289">.</p>	<p data-bbox="1350 743 2114 975">The Draft SPG supports LDP housing and other detailed policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p data-bbox="1350 1015 2114 1278">LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for this Draft SPG has arisen from some Members of Planning Committee who requested guidance on small scale infill development to help shape such proposals. The Council seeks to support and adopt a positive approach to appropriate small scale infill development where it accords with the LDP policy framework, specifically H1, H2 and H3, and is accordance with the guidance set out in in the Draft SPG.</p> <p>The Draft SPG therefore provides certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework, specifically Policies H1, H2 and H3, in relation to infill development.</p>	<p>The future adoption and implementation of this Draft SPG will support appropriate small scale infill development where it accords with the LDP policy framework, specifically Policies H1, H2 and H3. New residential development is usually strictly controlled in main and minor villages, infill development assists in increasing the local housing stock for communities and residents in these settlements.</p>
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The Draft SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing policy indicators and targets, to inform future AMRs.</p> <p>The replacement LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</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	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?
Disability	None	None	N/A
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
Welsh Language	None	None	N/A

Page 74

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?

- Monmouthshire Local Development Plan (2011-2021).

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 Draft SPG seeks to support small scale infill development in Main Towns, Severnside Settlements, Rural Secondary Settlements, Main and Minor Villages, subject to compliance with the LDP policy framework, specifically policies H1, H2 and H3, providing this is not at the expense of the County's natural and built environment. This will assist in supporting the local housing stock in Monmouthshire providing positive impacts on the local economy. The positive impacts on the local economy is essential to the well-being of local communities and residents throughout Monmouthshire.

Future: Ensure that LDP housing and other relevant policies are accurately interpreted and implemented fully through use of this Draft SPG, measuring the effectiveness of the relevant policies on an annual basis in the LDP AMR.

Negative: Potential for some negative sustainability impacts where infill development is located in main and minor villages where there is limited public transport and subsequent reliance on the private car, resulting in increased car use in these areas, albeit that this is likely to be minimal given the nature of small scale infill development. Therefore, the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

Future: LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP.

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
Public consultation on the draft SPG. Amendments will be made to the SPG, as appropriate, in response to the consultation, prior to reporting back to ICM to seek endorsement to adopt.	For approximately 6 weeks following approval of the draft SPG (March/April 2019).	Head of Planning, Housing & Place-shaping	

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.

<p>The impacts of this proposal will be evaluated on:</p>	<p>Impacts will be evaluated where relevant on a regular basis in the required LDP Annual Monitoring Report. This AMR will be reported for political decision prior to submitting to the Welsh Government by 31 October 2019 and will be available on the MCC website.</p>
--	--

Public Document Pack Agenda Item 7

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

PRESENT: County Councillor A. Davies (Vice Chairman)

County Councillors: J. Becker, D. Dovey, R. Roden, B. Strong and A. Watts

Also in attendance County Councillors: P.A. Fox, R.J.W. Greenland, L. Brown and R. Harris

OFFICERS IN ATTENDANCE:

Frances Williams	Chief Officer, Enterprise
Cath Fallon	Head of Economy and Enterprise
Mark Hand	Head of Planning, Housing and Place-Shaping
Rachel Lewis	Planning Policy Manager
James Woodcock	Business Insights Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillors M. Feakins and P. Pavia

1. Declarations of Interest

There were no declarations of interests made by Members.

2. Public Open Forum

There were no members of the public present.

3. Economies of the Future Analysis

Context:

Following the decision for the Cabinet Member for Enterprise to commission the 'Economies of the Future' analysis' in December 2017, the Cabinet Member has invited the Select Committee to discuss the findings with a view to determining the next steps with regard to consideration of an ambition and growth plan for the County. This in turn will inform the development of the revised Economic Growth and Inward Investment Strategy for the Council. The 'Economies of the Future' analysis is a fundamental piece of work that will also provide evidence to support the developing Monmouthshire Replacement Local Development Plan (LDP).

Key Issues:

- The Cardiff Capital Region City Deal presents a generational opportunity for Monmouthshire to prosper and play a central role in regional economic growth.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

- In order to fully take advantage of the opportunities of the City Deal, Monmouthshire would need to have a growing, vibrant, high-skilled population.
- The retail market is an extremely competitive market, with town centre high streets across the UK struggling to respond to the growth of online retailing. Stronger growth in the population could add to the surrounding catchments of Monmouthshire's town centres, increasing the potential customer base.
- The demographic and economic characteristics, including trends in coming years, suggest risks to the Monmouthshire economy without significant intervention.
- Continuing with on-trend growth would mean that Monmouthshire would continue to lose ground compared to other economies.
- The ageing population of Monmouthshire suggests that the County is vulnerable to losing further ground as the working age population shrinks.
- As the City Deal is enacted, it is an appropriate time for Monmouthshire to consider the City Deal's opportunities for the County and how it can be leveraged to address the structural issues that are holding back Monmouthshire's economy.

Member Scrutiny:

- The report recognises all of the correct issues. However, concern was expressed whether the Authority has enough ambition with regard to establishing solutions for the issues identified.
- Only 3% of the County is built on. However, 80% of that 3% is located within the south of the County. Therefore, for the people living in Monmouthshire, the idea of further building in areas where the majority of the housing already exists is a concern.
- The key to further development is the housing mix. More community land trusts need to be investigated. A different priority needs to be given to how the Authority sells its assets so that priority is given to the wellbeing of future generations over capital receipts.
- Town centre sites could be investigated as possible areas to provide affordable housing.
- Concern was expressed regarding the City Deal in respect of IQE and the liability of the Authority should the share price fall.
- The future of Monmouthshire's increasing elderly population needs to be addressed. It was considered that the existing provision is not sufficient, going forward.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

- In response to the questions raised, the Leader of the Council stated that he had attended the Cardiff Capital Region Select Committee last week in which IQE and the Compound Semi-Conductor were discussed. Also, the share pricing was discussed. It was noted that this was a long term investment. The Compound Semi Industry is going to be fundamental. Many businesses around the region are already growing and expanding as a result of the operation of the foundry in Newport.
- The Chancellor of the Exchequer has announced £50M to site a Compound Semi-Conductor catapult in the area and is being located in the foundry in Newport. This will be one of 13 catapults built across the United Kingdom. Research, development and expertise will be drawn to the area with this area becoming the world leading region for this growing industry. Surrounding industries will be driven forward by having this foundational market of Compound Semi-Conductors in the locality.
- £39M has been invested into the creation of the foundry. The capital Region has no shares in IQE. It owns the foundry. The £39M will be repaid over a period of several years but it is leveraging in revenue at a ratio of £9.00 for every £1.00 invested equating to £375M of inward investment from IQE.
- The growth expected is anticipated to be significant in all of the other areas. Jobs have also been safeguarded by this inward investment.
- It was acknowledged that there is a need for more affordable housing provision in Monmouthshire. The issues regarding this matter are known and it will be necessary to tackle these issues going forward into the new LDP.
- Concerns were raised with regard to the infrastructure aspects in towns that might have more development, particularly in the south of the County.
- One of the drivers arising from the City Region is to help to create opportunities not just along the M4 corridor but into the surrounding region, including Monmouthshire, both in the north and south of the County.
- A lot of industrial land has been lost to housing development within the County. There is a need to balance future commercial development alongside the need for housing provision, in particular, affordable housing.
- Concern was expressed with regard to the potential for urban sprawl spreading from towns and impinging on villages. Infrastructure and the existing service capacity is struggling to cope. It was considered that the aim should be towards achieving internal employment opportunities along housing provision.
- In terms of the age and demographics of Monmouthshire's population, the County has an average age of 48, with Cardiff's average age being 34. Out commuting rates are 40%.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

- Officers clarified that in terms of the report, it is actually an additional 10,000 – 15,000 houses and a 20,000 increase in terms of population rather than 20,000 houses and it is a median age of 48 in Monmouthshire.
- The removal of the tolls on the Severn bridges is an opportunity for Monmouthshire and counties over the border.
- Infrastructure within the towns needs to be addressed which will be relevant not just for now but for many years into the future.
- With regard to house building, the Authority cannot rely totally on the commercial enterprises to deliver on the vision. However, as an Authority, we are ambitious but much work is required to develop a strategy to attract industries into the County.
- With the removal of the Severn Bridge tolls, there is joint dialogue between UK Government, Wales Government, Gloucestershire County Council, Forest of Dean District Council and Monmouthshire County Council to unlock the potential for South East Wales by investing in the region and to facilitate the infrastructure growth to create the expansion in all directions including housing and industry.
- Representation from the Select Committee needs to be included in developing the plan for the Economies of the Future, going forward.
- In response to a question raised regarding IQE kills gap, it was noted that there is a significant piece of work which is happening within the region regarding this matter. IQE is keen to talk to young people and to schools. Schools have visited the facilities to identify the opportunities that are potentially there for young people. IQE is keen to take young people directly from school and provide them with in house training for them to become technicians and engineers and provide opportunities for young people to obtain a degree. The young people would receive a high salary for a school leaver.
- IQE has a range of job opportunities for young people within our community. Some of these are highly technical but there are also more vocational roles available.
- Shared work spaces already exist within the region in Caerphilly and Cardiff. There is initial thinking being undertaken regarding the provision of shared work spaces in Monmouthshire and funding has been approved for a co-working / enterprise space within the Community Hub in Caldicot.
- The Economic Growth Partnership met recently which investigates how the investment stream can be delivered from and innovation, infrastructure and via a challenge perspective. The framework for this is being developed and will be presented to Cabinet shortly.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

- In response to a question raised regarding creating a specialised school within Monmouthshire with emphasis on technology development, it was noted that within Wales, the development of specialised schools is not an option for consideration.
- In response to a question raised regarding social care, it was noted that one of the key areas from an innovation perspective is public service test beds and how innovation could be used to unlock opportunities in this field, with the public service sector having huge opportunities as well as the private sector.

Committee's Conclusion:

- There is huge potential within Monmouthshire with many opportunities available.
- The Economy and Development Select Committee is keen to be involved and to provide support.

4. Monmouthshire Replacement Local Development Plan Draft Issues, Vision and Objectives

Context:

To inform the Economy and Development Select Committee of consultation feedback received to date, to seek any further feedback from this Committee, and to seek the Committee's endorsement of the Draft Issues, Vision and Objectives Paper which has been prepared in connection with the Monmouthshire Replacement Local Development Plan (LDP).

Key Issues:

- A full review of the current Monmouthshire Local Development Plan (LDP) commenced in 2017, with the final Review Report published in March 2018. Based on the evidence contained in the Review Report, it was concluded that the LDP should be revised and that this should take the form of a full revision procedure. Council resolved in May 2018 to commence work on a replacement LDP for the County (excluding the area within the Brecon Beacons National Park).
- The Replacement LDP will cover the period 2018-2033 and will be the statutory land use plan to support delivery of the Council's vision for the future of the County and its communities. The LDP will set out land use development proposals for the County and will identify where and how much new development will take place over the replacement Plan period. It will also identify

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

areas to be protected from development and provide policies against which future planning applications will be assessed.

- The Replacement LDP is being prepared in accordance with the Delivery Agreement (DA) which was agreed by Welsh Government in May 2018. The DA sets out the approach, timescales and consultation arrangements for the Replacement LDP. The agreed timetable will see the Replacement LDP being adopted at the end of 2021 / early 2022. Work has commenced on the Replacement LDP with the initial call for Candidate Sites and a targeted consultation on the draft Sustainability Appraisal (SA) Scoping Report having recently closed.
- The Draft Paper will be updated, as appropriate, to reflect comments received from the targeted engagement. The Replacement LDP vision and objectives will continue to be refined prior to inclusion in the Preferred Strategy (Autumn 2019) to reflect the outcomes of further stakeholder engagement / consultation in relation to the growth options and a revised evidence base. The spatial element of the vision will also need to be determined following consultation on the LDP growth options and will be set out in the Preferred Strategy. The growth options and Preferred Strategy will be the subject of further engagement and political reporting, including an Economy & Development Select Committee workshop.

Member Scrutiny:

- Infrastructure prior to development taking place is not within the proposed Local Development Plan (LDP) vision.
- It was noted that the rurality and equality of life attracts people to live in Monmouthshire. This is in the previous LDP vision but not in the proposed vision. It was considered that this was a unique selling point with regard to Monmouthshire, as a County.
- A balanced approach is required with regard to future developments within the County.
- Concern was expressed within the replacement LDP vision regarding the best of the County's built heritage countryside landscape, as it was considered to imply that only the top three are taken from the list with the remainder being ignored. A Member considered that 'best of' should be deleted from the replacement vision.
- Consideration should be given to some of the ground rules being put into the replacement LDP in relation to unallocated sites. Monmouthshire comprises of small towns and villages which should not be impinged upon by urban sprawl. The distinct rural character of villages needs to be protected, as well as Monmouthshire's historic villages.
- In response, to the points raised, it was noted that there is a need to achieve the right balance, going forward. There is a need to balance aspirations for

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

brownfield development, growth and demography and affordable housing against economic benefits of tourism, the beauty of the County which attracts people to live there and not doing things that might have a negative effect on the things that make the County special.

- With regard to the wording on the vision protecting the best of Monmouthshire's heritage and landscape, this is deliberately put into the vision as the vast majority of the County is countryside. The Authority cannot have some growth and protect all of the countryside. Therefore, there is a need to state that the best of the countryside is being protected.
- With regard to people choosing to live in villages and reference made to infrastructure and character, this is part of the LDP and the planning process. Therefore, there is a need to balance the scale of growth with maintaining the infrastructure and character.
- In terms of the unallocated site ground rules, they would be incorporated via the LDP policies but would not form part of the vision. Green wedges are designations made via the LDP process. Current green wedges would be reviewed and re-instated, amended or deleted as part of that process.
- With regard to a more specific mention of villages in the vision, specific wording would not be incorporated at this stage as it might pre-empt what the strategy is and where growth might go. This consultation process has not yet been undertaken.
- In terms of having infrastructure in place before development, it was noted that infrastructure is largely funded by developments, so obtaining the infrastructure before development takes place is a challenging process. Infrastructure needs have to be assessed as part of the LDP process. A local transport plan is being undertaken which will sit alongside the LDP.
- It was acknowledged that there is a need for affordable housing provision within Monmouthshire, particularly for younger people. Therefore, it might be necessary to build on some greenfield sites as there are only a limited number of brownfield sites available.
- There are two statutory consultation points in respect of the LDP. However, various non-statutory engagement and consultation points have been introduced. The next two key consultation points being, consulting for four weeks in the coming months around growth and spatial options to be followed by statutory consultation, which will be a six week engagement process around the preferred strategy. Both consultation processes will take place this calendar year.
- The Economy and Development Select Committee will host a series of workshops in which all members will be invited to attend, with a view to obtaining healthy challenge and consensus during this process.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

- In response to a question raised regarding the LDP being used to change the housing mix, going forward, it was noted that with regard to affordable housing, the Authority has a considerable degree of say in this matter. The Authority can state what mix is required. The size and standards are governed by Welsh Government's design quality and energy efficiency requirements. With regard to market housing, builders tend to build what they will be able to sell. This is an area that needs further investigation.
- Discussions are being held with the main developers regarding broadband infrastructure. A workshop in respect of this matter could be held in due course.
- There is a requirement in new Planning Policy Wales edition 10 to have a provision for SME builders within the LDP.
- In response to a Member's question regarding adopted roads, it was noted that the Authority can require, via the planning process, that roads should be built to adoptable standards but not require them to be adopted.
- Both the Economies of the Future Analysis and the draft replacement LDP will be presented to Cabinet in March 2019. A paper will then be presented to Full Council to obtain agreement on a strategy in the autumn of 2019.
- The manual of streets with regard to garages had found that more than half of households use their garages for storage.
- A question was raised as to whether the electricity infrastructure on new estates has the capacity to accommodate an anticipated rise in the number of electric vehicles likely to be on the road, going forward. Also, it was considered that there is a need to identify areas on new estates for hydrogen storage for these type of vehicles. Cycle racks, paths and cycle tracks could also be considered.
- In response to a question raised regarding a potential amendment to the LDP vision regarding protection of the environment, it was noted that there is a need to bring forward new housing and some of that will be located on greenfield sites. However, it will not be at such a level where that would result in the development becoming an urban area.
- Before a strategy is decided in respect of the new LDP, the strategy for Monmouthshire's future economies has to be established first.
- The LDP timetable will be issued to all Members in due course.
- Currently, affordable housing targets are: 25% in the south of the County, 35% in Chepstow and the north of the County and small rural exception sites are 65%. These targets will be subject to review under the new LDP.
- Affordable housing provision is required to be neutral tenure.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th February, 2019 at 10.00 am

Committee's Conclusion:

- It was recognised that there are many challenges ahead but doing nothing was not an option, going forward.
- In order to gain a consensus across the Council, Members need to be consulted and be actively involved in the new LDP process.
- The new LDP will affect future generations within Monmouthshire, so there is a need to obtain a consensus of understanding in order to address the hard decisions that are likely to come.

5. Confirmation of the following minutes:

5.1. Special Meeting - Economy and Development Select Committee dated 18th December 2018

The minutes of the Special Meeting of the Economy and Development Select Committee dated 18th December 2018 were confirmed and signed by the Vice-Chair.

5.2. Ordinary Meeting - Economy and Development Select Committee dated 10th January 2019

The minutes of the Economy and Development Select Committee dated 10th January 2019 were confirmed and signed by the Vice-Chair.

6. List of actions arising from the previous meetings

We noted the actions arising from the previous meetings.

7. Economy and Development Select Committee Forward Work Programme

We received the Economy and Development Select Committee Forward Work Programme.

In doing so, it was agreed that a further Planning Workshop be arranged regarding design issues.

8. Council and Cabinet Forward Work Programme

We received the Council and Cabinet Business Forward Plan.

9. Next Meeting

Thursday 28th March 2019 at 10.00am.

The meeting ended at 12.18 pm.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Economy and Development Select Committee held
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 14th
February, 2019 at 10.00 am**

Monmouthshire's Scrutiny Forward Work Programme 2019

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
28 th March 2019	Broadband	Welsh Government to attend to update on the Superfast Cymru 2 broadband programme. Members to consider a situational analysis and options appraisal with a view to addressing digital deprivation within the county.	Cath Fallon Sara Jones	Performance Monitoring
	Abergavenny Tourist Information Centre	To consider the feasibility of moving Abergavenny Tourist Information Centre from the Tithe Barn to the Town Hall as part of its upcoming refurbishment programme.	Cath Fallon	Pre-decision Scrutiny
	Draft Infill Development Supplementary Planning Guidance	Pre-decision scrutiny of the draft SPG prior to adoption.	Mark Hand	Pre-decision Scrutiny
Mid to late May 2019 Date TBC	Local Development Plan WORKSHOP 2	<p>Discussion on 2 interrelated areas:</p> <ol style="list-style-type: none"> 1) Growth scenarios ~ Consultants work on projections 2) Planning Policy Wales version 10 ~ discussion on the implications for new settlements (context on the Welsh Government approach). <p>Outcome: To discuss some of the complexities in applying legislation to local place shaping.</p>	Mark Hand Rachel Lewis Bob Greenland	Policy Development

Monmouthshire's Scrutiny Forward Work Programme 2019

TBC	Future Economies WORKSHOP 2	Discussion with the Forest of Dean Council on issues of mutual interest: <ul style="list-style-type: none"> ✓ Impact of the removal of the Severn Tolls ✓ Tourism and enterprise ✓ Affordable housing, transport 	Mark Hand Cath Fallon James Woodhouse	Action Learning
9 th May 2019	Alternative Delivery Model *TBC* Possible earlier Special meeting.	Scrutiny of all final documents appertaining to the enactment of MonLife and MonLife Plus.	Tracey Thomas Ian Saunders Marie Bartlett	Performance monitoring/policy development
27 th June 2019	Corporate Plan and Annual Report TBC	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances Taylor Richard Jones	Performance Monitoring
	Asset Management Strategy Update	To review the investment strategy in line with business planning.	Deb Hill Howells Peter Davies	Performance monitoring/policy development
5 th September 2019				
10 th October 2019				
14 th November 2019				
19 th December 2019				

Monmouthshire's Scrutiny Forward Work Programme 2019

Future Meeting Items: Agreed Scrutiny Focus for 2018-19

- **Affordable housing, transport and the LDP**
- **Impact of the removal of the Severn Tolls**
- **Tourism and enterprise**
- **ICT in Schools** ~ scrutinise jointly with CYP Select ~ Post Evaluation Review to return. Joint scrutiny of the outcomes for young people: Implementing the technology → delivering the teaching and learning → digital attainment levels.
- **Marketing Monmouthshire for Business** ~ potential workshop
- **Business and Enterprise Strategy**
- **Asset Investment Strategy and progress of projects**
- **Committee Engagement with businesses on their needs.**

This page is intentionally left blank

Cabinet, Council and Individual Cabinet Member Decisions (ICMD) Forward Plan

Monmouthshire County Council is required to publish a forward plan of all key decisions to be taken. Council and Cabinet items will only be considered for decision if they have been included on the planner no later than the month preceding the meeting, unless the item is considered urgent.

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
ICMD	22/05/19	Collections Review		Rachael Rogers	27/03/19	
ICMD	24/04/19	ROWIP DRAFT PLAN		Ruth Rourke	02/0/19	
ICMD	24/04/19	Review of Collections Development Policy		Rachael Rogers	27/03/19	
ICMD	10/04/19	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/19	
ICMD	10/04/19	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/19	
ICMD	10/04/19	Consolidated Traffic Order		Roger Hoggins	29/01/19	
ICMD	27/03/19	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/19	
ICMD	27/03/19	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/19	

ICMD	27/03/19	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELYE, TRELLECH		Ruth Rourke	05/03/19	
ICMD	27/03/19	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/19	
ICMD	27/03/19	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/19	
ICMD	27/03/19	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/19	
ICMD	13/03/19	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/19	
ICMD	13/03/19	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/19	
ICMD	13/03/19	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/19	
ICMD	13/03/19	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/19	
ICMD	13/03/19	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/19	
ICMD	13/03/19	Formula Change for Mounton House		Nikki Wellington		

ICMD	27/02/19	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/19	
ICMD	13/02/19	Lido facility in Bailey Park		Deb Hill Howells	21/01/19	
ICMD	13/02/19	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/19	
ICMD	30/01/19	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/19	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
ICMD	16/01/19	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/18	
ICMD	16/01/19	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/18	

ICMD	16/01/19	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/18	
ICMD	16/01/19	LOCAL GOVERNMENT (WALES) ACT 1994	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/18	