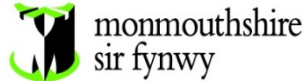


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 15 May 2018

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 23 May 2018.

1. **PROPOSED 30MPH SPEED LIMIT, LLANDEVENNY ROAD, LLANDEVENNY, MILL** 1 - 20

**Division/Wards Affected:** Mill

**CABINET MEMBER:** County Councillor S B Jones

*AUTHOR: Michael Collins – Senior Traffic Engineer*

**CONTACT DETAILS:**

**Tel:** 01633 644562

**Email:** [michaelcollins2@monmouthshire.gov.uk](mailto:michaelcollins2@monmouthshire.gov.uk)

2. **LETTING OF PENARTH FARM, LLANISHEN** 21 - 36

**Division/Wards Affected:** Trellech United

**CABINET MEMBER:** County Councillor P Murphy

**AUTHOR: AUTHOR:**  
Gareth King MRICS - Principal Estates Surveyor

**CONTACT DETAILS:**

**Tel:** 01633 748 331

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

3. **CREATION OF AN ASSETS OFFICER, ESTATES** 37 - 42

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor P Murphy

**AUTHOR:** Debra Hill-Howells Head of Commercial and  
Integrated Landlord Services

**CONTACT DETAILS:**

Tel: 01633 644281

E-mail: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)

4. **NON DOMESTIC RATES HIGH STREET RATES RELIEF SCHEME FOR 2018/19** 43 - 68

**Division/Wards Affected:**

**CABINET MEMBER:** County Councillor P Murphy

**AUTHOR:** Ruth Donovan – Assistant Head of Finance:  
Resources, Systems and Exchequer

**CONTACT DETAILS:** 01633 644592  
[ruthdonovan@monmouthshire.gov.uk](mailto:ruthdonovan@monmouthshire.gov.uk)

5. **STATION ROAD, ROGIET PROPOSED 30MPH SPEED LIMIT ORDER** 69 - 86

**Division/Wards Affected:** Rogiet

**CABINET MEMBER:** County Councillor S B Jones

**AUTHOR:** Mark Sellick, Traffic & Road Safety

**CONTACT DETAILS:**

e-mail: [MarkSellick@monmouthshire.gov.uk](mailto:MarkSellick@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
Chief Executive

### CABINET PORTFOLIOS

| County Councillor                   | Area of Responsibility  | Partnership and External Working                                   | Ward            |
|-------------------------------------|---|--|-----------------|
| P.A. Fox<br>(Leader)                | <b>Whole Authority Strategy &amp; Direction</b><br>CCR Joint Cabinet & Regional Development;<br>Organisation review; Regional working;<br>Government relations; Public Service Board;<br>WLGA.  | WLGA Council<br>WLGA<br>Coordinating Board<br>Public Service Board | Portskewett     |
| R.J.W. Greenland<br>(Deputy Leader) | <b>Enterprise</b><br>Land use planning; Economic development;<br>Tourism; Development control; Building control;<br>Housing & homeless; Leisure; Youth; Adult<br>education; Outdoor education; Community<br>Hubs; Cultural services.  | WLGA Council<br>Capital Region<br>Tourism                          | Devauden        |
| R.P. Jordan                         | <b>Governance</b><br>Council & Executive decision support; Scrutiny;<br>Regulatory Committee standards; Member<br>support; Community governance; Elections;<br>Democracy promotion & engagement; Law;<br>Ethics & standards; Whole authority<br>performance; Whole authority service planning<br>& evaluation |  | Cantref         |
| R. John                             | <b>Children &amp; Young People</b><br>School standards; School improvement; School<br>governance; EAS overview; Early Years;<br>Additional Learning Needs; Inclusion; Extended<br>curriculum; Admissions; Catchment areas; Post<br>16 offer; Coleg Gwent liaison  | Joint Education<br>Group (EAS)<br>WJEC                             | Mitchel<br>Troy |
| P. Jones                            | <b>Social Care, Safeguarding &amp; Health</b><br>Children; Adult; Fostering & Adoption; Youth<br>offending service; Supporting people; Whole<br>authority safeguarding; Disabilities; Mental<br>health; Health liaison  |  | Raglan          |
| P. Murphy                           | <b>Resources</b><br>Finance; Information technology (SRS); Human<br>Resources; Training; Health & Safety;<br>Emergency planning; Procurement; Audit; Land<br>& buildings (inc. Estate, Cemeteries,<br>Allotments, Farms); Property maintenance;<br>Digital office; Commercial office.                         | Prosiect Gwrydd<br>Wales Purchasing<br>Consortium                  | Caerwent        |
| S.B. Jones                          | <b>County Operations</b><br>Highways maintenance, Transport, Traffic &<br>Network Management; Fleet management;<br>Waste including recycling; Public<br>conveniences; Car parks; Parks & open<br>spaces; Cleansing; Countryside; Landscapes &   | SEWTA<br>Prosiect Gwrydd   | Goytre<br>Fawr  |

|             |   |  |          |
|-------------|---|--|----------|
|             | biodiversity; Flood Risk.   |  |          |
| S. L. Jones | <b>Social Justice &amp; Community Development</b><br>Community engagement; Deprivation & Isolation; Community safety; Social cohesion; Poverty; Equalities; Diversity; Welsh language; Public relations; Trading standards; Environmental Health; Licensing; Communications |  | Llanover |

# 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.





## REPORT

|                                 |   |
|---------------------------------|---|
| <b>SUBJECT:</b>                 | <b>PROPOSED 30MPH SPEED LIMIT, LLANDEVENNY ROAD, LLANDEVENNY, MILL.</b> |
| <b>MEETING:</b>                 | <b>Individual Cabinet Member</b>  |
| <b>DATE:</b>                    | <b>23<sup>rd</sup> May 2018</b>   |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>MILL</b>   |

### 1. PURPOSE:

To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.

### 2. RECOMMENDATIONS:

Not to hold a public inquiry and to proceed to approve and implement the proposed order. Those persons that have forwarded objections are informed of the Councils decision.

### 3. KEY ISSUES:

Monmouthshire County Council proposes to introduce a 30mph speed limit on a section of Llandevenny Road, Llandevenny. This restriction is proposed in order to reduce vehicular speeds within the residential section of Llandevenny Road, following the recent reconstruction of the rail bridge within this area, which was undertaken by Network Rail. This measure will improve highway safety for all road users.

### 4. REASONS:

The proposed order is considered to be required in the interests of road safety and to reduce vehicle speeds passed the residential properties within the village.

Regulation 9 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 enables the Council to hold a public inquiry into the proposal if there are unresolved objections. In this instance there has been no objections received

**5. RESOURCE IMPLICATIONS:**

The cost of making the Traffic Regulation Order will be funded from the Council's Road Safety and Traffic Management budget.

**6. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

There are no sustainability issues to report.

**7. CONSULTEES:**

Corporate Management Team  
County Councillor S. B. Jones, Cabinet Member for Transportation & Infrastructure  
County Councillor F Taylor, Local Member for Mill Ward

**8. BACKGROUND PAPERS:**

Schedule of Measurements, Statement of Reasons, Drawing No.1754

**9. AUTHOR: Michael Collins – Senior Traffic Engineer**

**10. CONTACT DETAILS:**

Tel: 01633 644562  
Email: [michaelcollins2@monmouthshire.gov.uk](mailto:michaelcollins2@monmouthshire.gov.uk)



**MONMOUTHSHIRE COUNTY COUNCIL**  
**LLANDEVENNY ROAD, LLANDEVENNY, MILL**  
**30MPH SPEED LIMIT ORDER 2018**

**Schedule of Measurements**

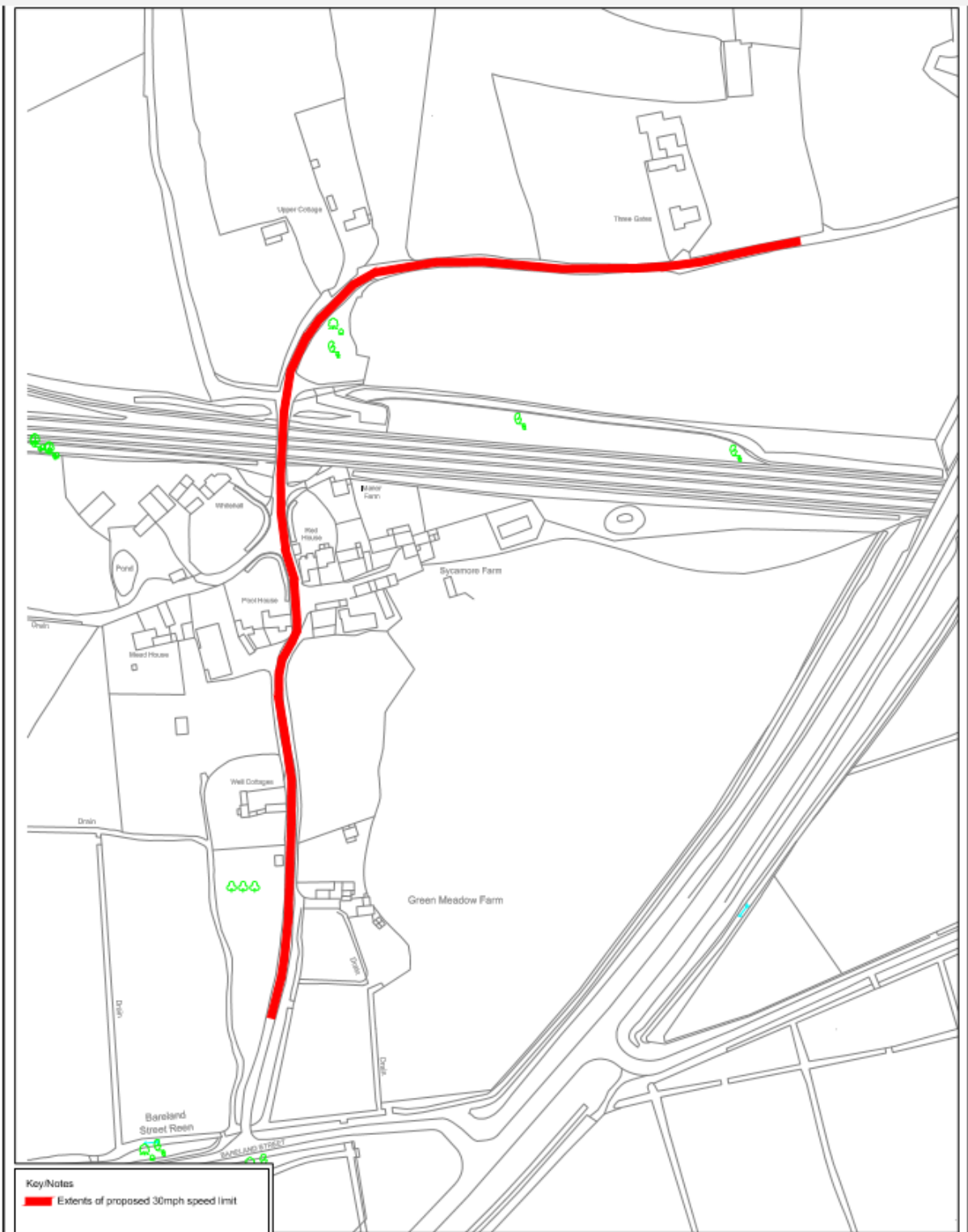
**30mph Speed Limit**

- 1. LLANDEVENNY ROAD, LLANDEVENNY, MILL**
  - (i) From a point 70m north east of its junction with Bareland Street for a distance of 672 metres in a north easterly direction.**





**MONMOUTHSHIRE COUNTY COUNCIL**  
**LLANDEVENNY ROAD, LLANDEVENNY, MILL**  
**30MPH SPEED LIMIT ORDER 2018**

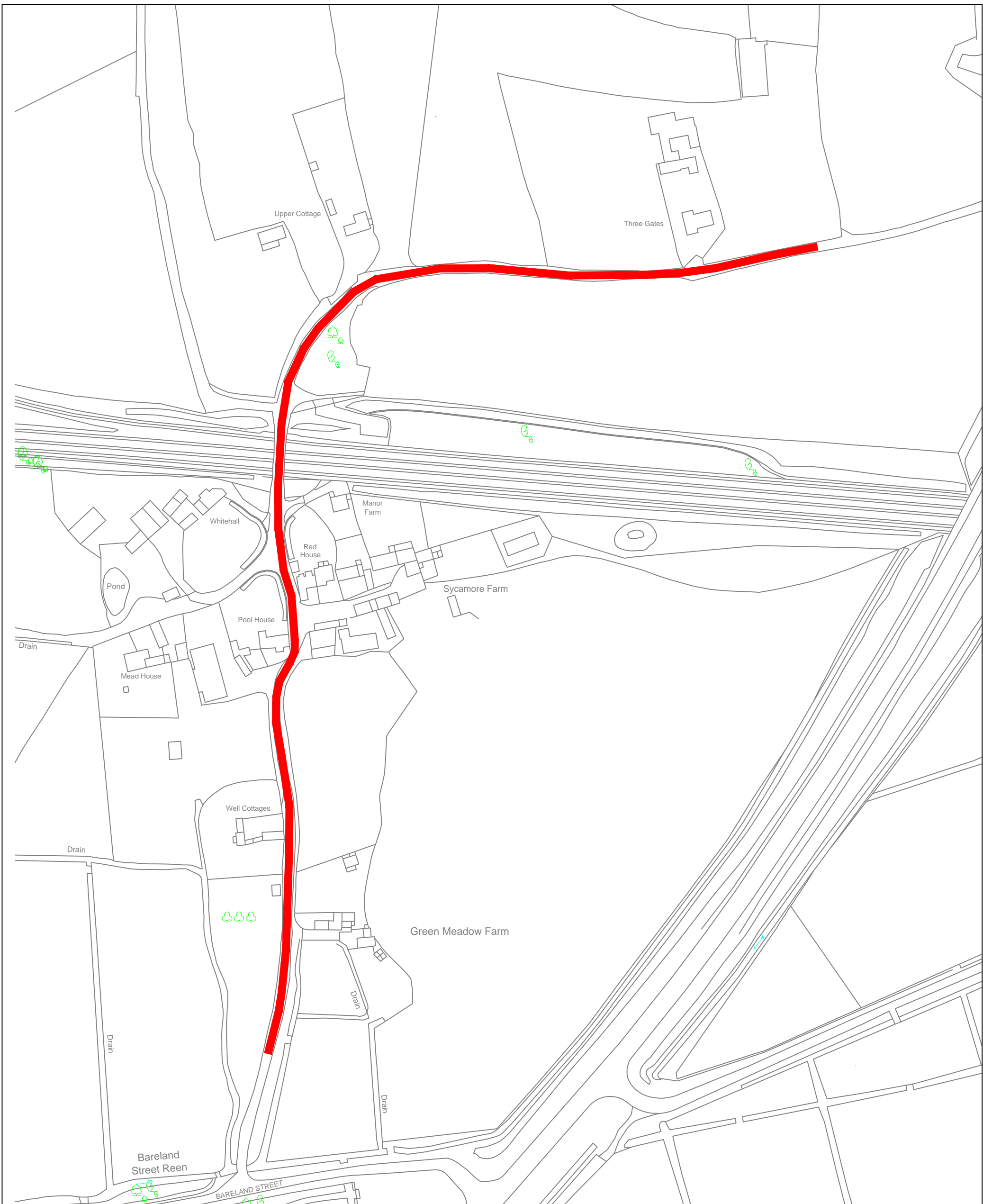
**Statement of Reasons**


Monmouthshire County Council proposes to introduce a 30mph speed limit on a section of Llandevenny Road, Llandevenny. This restriction is proposed in order to reduce vehicular speeds within the residential section of Llandevenny Road, following the recent reconstruction of the rail bridge within this area, which was undertaken by Network Rail. This measure will improve highway safety for all road users.




**Key/Notes**  
█ Extents of proposed 30mph speed limit


| <br><b>ROGER HIGGINS</b><br>HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY | Job Title<br><b>Llandevenny 30mph Speed Limit</b> | <table border="1"> <tr> <th>Rev No.</th> <th>Desc</th> <th>Description</th> <th>Drawn</th> <th>Checkd</th> </tr> <tr> <td>01</td> <td>GK</td> <td></td> <td>PK</td> <td></td> </tr> <tr> <td colspan="2">Scale</td> <td colspan="2">Date</td> <td rowspan="2" style="text-align: center;">  </td> </tr> <tr> <td colspan="2">NTS</td> <td colspan="2">05/04/17</td> </tr> </table> | Rev No.     | Desc  | Description | Drawn | Checkd | 01 | GK |  | PK |  | Scale |  | Date |  |  | NTS |  | 05/04/17 |  |
|--|---|---|-------------|---|-------------|-------|--------|----|----|--|----|--|-------|--|------|--|---|-----|--|----------|--|
|  | Rev No.   | Desc  | Description | Drawn   | Checkd      |       |        |    |    |  |    |  |       |  |      |  |   |     |  |          |  |
|  | 01  | GK  |             | PK  |             |       |        |    |    |  |    |  |       |  |      |  |   |     |  |          |  |
| Scale  |   | Date  |             |  |             |       |        |    |    |  |    |  |       |  |      |  |   |     |  |          |  |
| NTS  |   | 05/04/17  |             |   |             |       |        |    |    |  |    |  |       |  |      |  |   |     |  |          |  |
| Drawing Title<br><b>Location Plan</b>  | Drawing No.<br><b>1754</b>                        | Date<br>  |             |   |             |       |        |    |    |  |    |  |       |  |      |  |   |     |  |          |  |



**Key/Notes**  
 Extents of proposed 30mph speed limit

  
 monmouthshire  
 COUNTY COUNCIL  
 SIR JERRY  
 ROGER HOGGINS  
 HEAD OF INFRASTRUCTURE, NETWORKS AND  
 SUSTAINABILITY

Job Title  
 Llandeenny 30mph Speed Limit  
 Drawing Title  
 Location Plan  
 Page 5

| Rev No.     | Date | Description | Drawn    | Chkd  |
|-------------|------|-------------|----------|---|
| Drawn By    | GK   | Checked     | PK       | <br>N<br>W<br>E<br>S |
| Scale       | NTS  | Date        | 05/04/17 |   |
| Drawing No. | 1754 | Rev         |          |   |

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# **Equality Impact Assessment Screening Form**

**and**

# **Sustainable Development Checklist**

## Document Control

|                                     |  |
|-------------------------------------|--|
| <b>Version No.</b>                  | 6 (7 <sup>th</sup> December 2012)  |
| <b>Amendments</b>                   | Update to contact details and guidance.  |
| <b>Author &amp; Contact Details</b> | Policy officer Equalities & Welsh Language<br>Tel: 01633 644010<br>Email: alanburkitt@monmouthshire.gov.uk |

## Previous consideration

| <b>Version</b> | <b>Description</b>  |
|----------------|---|
| 1              | First draft - Document Development  |
| 2              | Version 2 and pilot initiative use  |
| 3              | Clarification on full impact assessment requirements for medium risk initiatives; Integrated assessment implication(s) reporting requirements |
| 4/5            | Update to Sustainable Development Checklist, reflecting new Council priorities.   |

## Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

If you would prefer to receive this document in another language or format (Braille, large print, tape or a range of electronic formats), please contact:

Name: Alan Burkitt - Improvement Team. Tel: 01633 644010  
Contact Email: Equality@monmouthshire.gov.uk  
Post: Improvement Team, Monmouthshire County Council, Coed Glas, Abergavenny, NP7 5LE

# Equality Impact Assessment Screening Form

## What is an Equality Impact Assessment Screening Form?

It is a tool to help ensure that the policies, services and decisions Monmouthshire County Council take do not discriminate against any group or groups of people and that they promote equality of opportunity for everyone.

## When should it be used?

A policy, service or decision should be screened for relevance to equality at the development stage of a project, so that equality and diversity considerations can be considered from the very beginning.

However, it can also be used once a project is underway or for an existing policy or service.



These are some examples of when the screening form should be used:

- When developing or reviewing policies strategies and services
- When assessing the impact of a new project or proposal
- When procuring products or services
- When preparing service delivery plans
- When scoring or assessing grant applications

## Why should it be used?

We are legally required to ensure we do not discriminate against people from the protected characteristics. These are:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- The Welsh language

## Who should use it?

Ideally the screening form would be completed by a group to help give different perspectives on the proposal. However, in reality it is likely to be the manager of the service or policy writer who completes the form, which will still generate ideas as to how to ensure equality is integrated into the service.

Members will be able to easily see and consider the equality and diversity implications of proposals on Cabinet or Council reports. To this end, comment on the implications from the screening should be included in Paragraph 6 of your Cabinet Report, called “**Sustainable Development and Equality Implications**”, and the integrated assessment attached as an appendix to the report.

## How to use the Screening form

Before screening the policy or service you should familiarise yourself with the full Equality Impact Assessment (EqIA) Toolkit, available on the Equalities Documents section of The Point, which contains comprehensive guidance on what you should consider when undertaking the screening process.

You should also be able to provide evidence for any positive, negative or neutral effects on staff or service users. Suggested sources for this evidence can be found in the EqIA Toolkit.

When assessing the potential risk you should consider:

- Does the policy/service affect a large amount of people?
- Does the policy/service affect a small group of people in a significant way?
- Are there major scale/cost implications to the Council?

If a policy or service is scored as a high risk you will need to complete a full EqIA, please seek advice from Equality Officer on completing a full EqIA. Please also seek further advice from the Equality Officer on medium risk assessments.

If a policy or service is scored as low risk, a copy of the screening form should accompany the policy or report through the approval process. In addition, a copy should be sent to the Equality Officer.

Equality Officer contact email:  
Equality@monmouthshire.gov.uk

# Sustainable Development Checklist

|   |   |   |
|---|---|---|
| <p><b>WHAT IS THE SUSTAINABLE DEVELOPMENT CHECKLIST?</b></p> <p>It is a tool to help ensure that the decisions Monmouthshire County Council take consider sustainable development issues. In simple terms, sustainable development means giving equal consideration to social, economic and environmental issues when making decisions, and thinking globally and long term.</p> <p><b>WHEN SHOULD IT BE USED?</b></p> <p>The best time to use the Sustainable Development Checklist is at the development stage of a project, so that sustainability can be built in and considered from the very beginning. However, it can also be used once a project is underway.</p> <p>In this case the Checklist is to be used when <b>writing reports that require decisions to be made by Monmouthshire County Council</b>, but it can also be used in other ways:</p> <ul style="list-style-type: none"> <li>• When developing or reviewing policies and programmes</li> <li>• When assessing the impact of a new project or proposal</li> <li>• When procuring products or services</li> <li>• When preparing service delivery plans</li> <li>• When scoring or assessing grant applications</li> </ul> | <p><b>WHY SHOULD IT BE USED?</b></p> <p>The Checklist helps to:</p> <ul style="list-style-type: none"> <li>• Identify positive and negative impacts on sustainable development</li> <li>• Identify possible areas of conflict</li> <li>• Consider simple steps which could make a project more sustainable</li> <li>• Demonstrate good practice</li> </ul> <p>The Checklist also helps to:</p> <ul style="list-style-type: none"> <li>• Stimulate discussion</li> <li>• Generate new ideas</li> <li>• Encourage ‘joined-up’ thinking</li> <li>• Raise awareness of different issues</li> </ul> <p><b>WHO SHOULD USE IT?</b></p> <p>Ideally, the Checklist would be completed by a group, to help give different perspectives on the proposal. However, in reality it is likely to be the report writer completing the checklist, which will still generate ideas as to how to make a project more sustainable.</p> <p>Members will be able to easily see and consider the Sustainable Development implications of proposals on reports.</p> | <p><b>HOW TO USE THE SUSTAINABLE DEVELOPMENT CHECKLIST?</b></p> <p>The process shouldn’t take long to complete. When completing the Checklist you should consider:</p> <ul style="list-style-type: none"> <li>• The impact the project has on the various aspects of sustainable development listed.</li> <li>• Can any negative impacts be improved?</li> <li>• Completing the checklist is bound to be a bit subjective. Is there anyone else (your manager or DMT?) who could go through the checklist too?</li> <li>• Some aspects of the checklist may not be relevant. Don’t worry about this.</li> </ul> <p>The main impacts and any measures to be taken to reduce the negative impacts should be briefly summarised in Paragraph 6 of your Report, called “<b>Sustainable Development and Equality Implications</b>”. The integrated assessment should be attached to reports as an appendix.</p> <p>Headings are based on outcomes from the Corporate Improvement Plan 2011/14 which are that people in Monmouthshire:</p> <ul style="list-style-type: none"> <li>• Live safely and are protected from harm</li> <li>• Live healthy and fulfilled lives</li> <li>• Benefit from education, training and skills development</li> <li>• Benefit from an economy which is prosperous and supports enterprise and sustainable growth</li> <li>• Benefit from an environment that is diverse, vibrant and sustainable</li> </ul> |
|---|---|---|



## EQUALITY IMPACT ASSESSMENT SCREENING FORM

|                                     |                            |                       |
|-------------------------------------|----------------------------|-----------------------|
| <b>Assessor(s):</b>                 | <b>Directorate:</b>        | <b>Department:</b>    |
| Michael Collins                     | Highway & Flood Management | Traffic & Road Safety |
| <b>Policy author / service lead</b> | <b>Date of assessment:</b> |                       |
| Michael Collins / Paul Keeble       | 23.03.18                   |                       |

**1 Purpose of Policy/Service:**

To introduce a new 30mph speed limit order along a section of Llandeenny Road to encompass the residential properties and newly constructed railway bridge within this area.

**2** Are there any people or groups of people with protected characteristics that this policy/service is likely to affect in a **negative** way? Please tick appropriate boxes below and move on to question/s **4** and/or **5** below

Or does the policy/service have a **neutral or positive (good)** effect? Please tick appropriate boxes below and move on to question **3** below.

|                               | <b>Negative</b> | Neutral | Positive |                    | <b>Negative</b> | Neutral | Positive |
|-------------------------------|-----------------|---------|----------|--------------------|-----------------|---------|----------|
| Age                           |                 | ✓       |          | Race               |                 | ✓       |          |
| Disability                    |                 | ✓       |          | Religion or Belief |                 | ✓       |          |
| Gender reassignment           |                 | ✓       |          | Sex                |                 | ✓       |          |
| Marriage or civil partnership |                 | ✓       |          | Sexual Orientation |                 | ✓       |          |
| Pregnancy and maternity       |                 | ✓       |          | Welsh Language     |                 | ✓       |          |

3 If you have assessed that the impact is either **neutral or positive** could you please give some detail below to justify/evidence this. Once you have done this there is **no requirement to carry on completing this part of the form**. Please move on to complete the **Sustainable Development checklist** on page 9

The proposed Order is intended to improve road safety within Llandeenny and not discriminate or disadvantage anyone using the highway.

4 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact on any **external group(s)** or individuals with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

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

5 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact **on individuals or groups of staff (internal)** with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

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

6 Please list the data that has been used for this assessment? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

7 Please give details of any consultation(s) or engagement carried out in the development of this policy/service?

8 What actions have been taken to mitigate **negative** impact(s)?

9

|   | Negative Impact |        |     |
|---|-----------------|--------|-----|
|   | High            | Medium | Low |
| Are a large number of people affected?          | 3               | 2      | 1   |
| Is the potential impact significant?            | 3               | 2      | 1   |
| Is the scale/cost to the Authority significant? | 3               | 2      | 1   |
| <b>Score</b>                                    |                 |        |     |

**Scoring**

|                                |        |                       |   |
|--------------------------------|--------|-----------------------|---|
| <input type="checkbox"/> 3     | Low    | No significant impact | No further action required                                  |
| <input type="checkbox"/> 4 - 6 | Medium | Some impact           | Additional consultation to further mitigate negative impact |
| <input type="checkbox"/> 7 - 9 | High   | Significant impact    | A Full impact assessment is required                        |

**10** Is a full equality impact assessment required?  
Using the matrix and scoring information above:

- A **low** rating means that there is no further action required
- A **medium** rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required
- A **high** rating in question 6 will mean that a Full impact assessment is required.

**Yes / No**

# SUSTAINABLE DEVELOPMENT CHECKLIST

| PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE |              |   |   |  |                       |
|--|--------------|---|---|--|-----------------------|
| Elements   | Contribution |   |   | Evidence   | Ideas for Improvement |
| What contribution does this make to:   | -            | 0 | + |  |                       |
| Reduce, reuse and recycle waste and water  |              | 0 |   |  |                       |
| Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy   |              | 0 |   |  |                       |
| Prevent or reduce pollution of the air, land and water                                       |              |   | + | A reduced speed limit will prevent and/or discourage vehicles from accelerating through the village and in turn reduce carbon emissions  |                       |
| Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)                    |              | 0 |   |  |                       |
| Protect or enhance visual appearance of environment  |              | 0 |   |  |                       |
| Reduce car and road freight mileage, and encourage public transport, walking and cycling     |              |   | + | A reduced speed limit and a safer road environment within the village will encourage the use of more sustainable modes of transport, such a walking and cycling                |                       |
| Have a positive impact on people and places in other countries                               |              | 0 |   |  |                       |
| PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES                                     |              |   |   |  |                       |
| Elements   | Contribution |   |   | Evidence   | Ideas for Improvement |
| What contribution does this make to:   | -            | 0 | + |  |                       |
| Ensure that more people have access to healthy food  |              | 0 |   |  |                       |
| Improve housing quality and provision  |              |   | + | Local residents will be encouraged by lower vehicle speeds within the village, which will help to improve their quality of life  |                       |
| Reduce ill health  |              |   | + | A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle |                       |
| Improve facilities and choice of health care provision                                       |              | 0 |   |  |                       |

|                             |  |  |   |  |  |
|-----------------------------|--|--|---|--|--|
| Encourage physical activity |  |  | + | A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle |  |
| Promote independence        |  |  | + | A reduced speed limit and a safer road environment will support greater independence especially for those without access to the private car or transport                       |  |

**PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM**

| <b>Elements</b>  | <b>Contribution</b> |          |          | <b>Evidence</b>  | <b>Ideas for Improvement</b> |
|--|---------------------|----------|----------|--|------------------------------|
| <b>What contribution does this make to:</b>  | <b>-</b>            | <b>0</b> | <b>+</b> |  |                              |
| Encourage community participation/action   |                     |          | +        | A reduced speed limit and a safer road environment will encourage community participation through improved access and greater independence                               |                              |
| Targets socially excluded  |                     |          | +        | A reduced speed limit and a safer road environment will improve access for those within the community who do not have access to a private car or other form of transport |                              |
| Help reduce crime and fear of crime  |                     |          | +        | A reduced speed limit will improve road safety within the village and will help to prevent instances of dangerous/inappropriate driving                                  |                              |
| Improve access to local facilities for all local people, regardless of age, gender, ability etc. |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease                                      |                              |

**PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT**

| <b>Elements</b>  | <b>Contribution</b> |          |          | <b>Evidence</b>   | <b>Ideas for Improvement</b> |
|--|---------------------|----------|----------|---|------------------------------|
| <b>What contribution does this make to:</b>                      | <b>-</b>            | <b>0</b> | <b>+</b> |   |                              |
| Improve access to education and training                         |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Value and support voluntary work                                 |                     | 0        |          |   |                              |
| Increase and improve access to leisure and recreation facilities |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |



|   |                     |          |          |   |                              |
|---|---------------------|----------|----------|---|------------------------------|
| Increase and improve access to cultural facilities  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| <b>PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH</b> |                     |          |          |   |                              |
| <b>Elements</b>   | <b>Contribution</b> |          |          |   | <b>Ideas for Improvement</b> |
| <b>What contribution does this make to:</b>   | <b>-</b>            | <b>0</b> | <b>+</b> |   |                              |
| Protect local shops and services  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Link local production with local consumption  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Improve environmental awareness of local businesses   |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Increase employment for local people  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Preserve and enhance local identity and culture   |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |
| Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc                                  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease |                              |

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|                                 |  |
|---------------------------------|--|
| <b>SUBJECT:</b>                 | <b>LETTING OF PENARTH FARM, LLANISHEN</b>  |
| <b>MEETING:</b>                 | <b>Delegated Authority - Head of Commercial and Integrated Landlord Services</b> |
| <b>DATE:</b>                    | <b>4<sup>th</sup> May 2018</b>   |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>Trellech United</b>   |

## NON-PUBLICATION

*This report is not exempt from publication however Appendix 1 of the report is exempt by virtue of Part 4 of Schedule 12A of the Local Government Act 1972. It is excluded on the basis that it (a) contains information relating to an individual, (b) contains information that will reveal the identity of an individual and (c) contains information relating to the financial or business affairs of any particular person (including but not limited to the authority holding that information).*

### 1. PURPOSE:

This reports seek to gain authority for the letting of Penarth Farm for a period 5 years to a tenant following a successful tender process.

### 2. RECOMMENDATIONS:

- a) That the letting as outlined below progress in order for the farm to be occupied for the next 5 years.

### 3. KEY ISSUES:

- a) Following the previous tenant vacating the farm in Feb 2018, we advertised the holding via our appointed agent for letting for a period of five years
- b) Tenders were received and appraised by both the Council's agent and officers of the Estates Department and three applicants were shortlisted and interviewed. The interviews sort to challenge and further investigate the applicants suitability to be a tenant of the Council at the holding.
- c) Following the interviews, a candidate was selected as the preferred candidate and further due diligence was carried out prior to them being offer the tenancy agreement.
- d) The tenancy will be for a period of 5 years from the 1<sup>st</sup> June 2018 and the tenant will pay a market rent for the property (achieved via the public tender process). The tenancy will be contain a rent review at the commencement of the third year and prescribed repairing obligations on both parties to ensure.
- e) The agreement will also include a clause that will allow for the landlord to undertake any necessary surveys as part of due diligence for development, provided they don't unreasonably impact on the tenants operation of the holding and also a clause allow resumption in part of section of the land by the landlord.
- f) The selected tenant (a mainly stock farmer) was able to demonstrate suitable experience of operating a farm business and is not intending to make any significant investments in

the farm. The latter of these two options is considered advantageous for all involved given the relatively short term nature of occupation at the holding.

- g) The letting will enable a family business the opportunity to consolidate operation onto one site, this brings with it the option to draw out efficiencies in the business which will assist with generating additional income.

#### **4. OPTIONS APPRAISAL**

- a) Progress the letting as discussed above.
- b) Dispose of the asset now with vacant possession, this is not recommended as it will prevent the Council from benefitting from any future enhanced capital receipt
- c) Dispose of the buildings of the holding and retain the land - this was considered however due to the topography of the site, access restrictions and highway infrastructure locally the area in and around the buildings is considered to be a suitable future access to any future development of the site.

#### **5. EVALUATION CRITERIA**

An evaluation assessment has been included at Appendix A for future evaluation of whether the decision has been successfully implemented. The officers of the Estates Department will review the letting in 12 months to evaluate if the tenant is performing as expected in their responsibility to the landlord.

#### **6. REASONS:**

- a) The letting will generate an income for the Council as well as relieve the Council of the liabilities associated with a vacant property.
- b) The tenant will be able to consolidate his farming activity all onto one holding thereby allowing him to operate a better more commercial business.

#### **7. RESOURCE IMPLICATIONS:**

The letting of this property will generate the Council an annual income as detailed in the exempt appendix as well as offering the option to benefit from any uplift in rent at the point of the rent review in the third year.

The Council will also be relieved of its void property costs, currently these stand at £1500 per annum in Council Tax. This however can be considerably more when officer's time is taken into account of inspecting vacant properties and reacting to matters such as security breaches and the additional maintenance required to empty properties.

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

Attached

**9. CONSULTEES:**

Local Ward Member - Cllr D Blakeborough  
Cabinet Member - Cllr Phil Murphy  
Monitoring Officer - Robert Tranter  
Legal Services - Joanne Chase  
Estates Manager - Ben Winstanley

**10. BACKGROUND PAPERS:**

Appendix 1 - Location Plan (attached)  
Appendix 2 - Exempt from publication - Details of the letting agreed with the prospective tenant.

**11. AUTHOR:**

**Gareth King MRICS - Principal Estates Surveyor**

**12. CONTACT DETAILS:**

**Tel: 01633 748 331**

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

## Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

|                                |  |
|--------------------------------|--|
| <b>Title of Report:</b>        |  |
| <b>Date decision was made:</b> |  |
| <b>Report Author:</b>          |  |

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

What is the desired outcome of the decision? - The letting of the farm to a tenant

What effect will the decision have on the public/officers? - Little to no impact on the public, officers will be relieved of the duties associated with managing a void property with these passed to the tenant in occupation.

12 month appraisal

Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

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

Is the tenant still in occupation?

Is he successfully operating a farming business from the site?

Is he complying with the terms of the tenancy agreement? Both the spirit of the agreement and actual obligations set down.

12 month appraisal

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

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

The saving that are made by the letting of this farm are mainly around the reduction of void costs that will be incurred by the Council should the property remain vacant.

12 month appraisal

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

Any other comments



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

|   |   |
|---|---|
| <p><b>Name of the Officer</b> completing the evaluation</p> <p>Gareth King</p> <p><b>Phone no:</b> 01633 748331<br/><b>E-mail:</b> <a href="mailto:garethking@monmouthshire.gov.uk">garethking@monmouthshire.gov.uk</a></p> | <p><b>Please give a brief description of the aims of the proposal</b></p> <p>To seek approval for the letting of farm following a successful tender process</p> |
| <p><b>Name of Service</b></p> <p>Estates Department</p>   | <p><b>Date Future Generations Evaluation</b> form completed</p> <p>30.4.2018</p>  |

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





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


| Well Being Goal  | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.                              | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|---|
| <b>A prosperous Wales</b><br>Efficient use of resources, skilled, educated people, generates wealth, provides jobs | The letting will enable a small farming business to expand and become more sustainable as a result of letting the land |   |
| <b>A resilient Wales</b>   |  |   |

| <b>Well Being Goal</b>  | <b>Does the proposal contribute to this goal?<br/>Describe the positive and negative impacts.</b>                   | <b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b> |
|---|---|--|
| Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)  |   |  |
| <b>A healthier Wales</b><br>People's physical and mental wellbeing is maximized and health impacts are understood   |   |  |
| <b>A Wales of cohesive communities</b><br>Communities are attractive, viable, safe and well connected   | The granting of the tenancy agreement will enable occupation of a Council asset located at the centre of a village. |  |
| <b>A globally responsible Wales</b><br>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing                                |   |  |
| <b>A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation |   |  |
| <b>A more equal Wales</b><br>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?**

| <b>Sustainable Development Principle</b> | <b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b> | <b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b> |
|--|--|--|
|  |  |  |

| Sustainable Development Principle  | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.  | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|---|
|  <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>     | <p>The letting is five years long, this enables the Council to benefit from the income in the short term. It also allows the Council the option to seek out and evaluate the options in terms of an enlarged development opportunity on the site. It is envisaged that the enlarged site will have an element of the affordable housing which had the land been sold without exploring the development opportunities may not come to the market in future.</p> |   |
|  <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>           |  |   |
|  <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>               |  |   |
|  <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p> |  |   |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why. | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|---|---|
|  <p data-bbox="338 217 510 475">Considering impact on all wellbeing goals together and on other bodies</p> |   |   |

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

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| Protected Characteristics     | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|-------------------------------|---|---|---|
| Age                           |   |   |   |
| Disability                    |   |   |   |
| Gender reassignment           |   |   |   |
| Marriage or civil partnership |   |   |   |
| Pregnancy or maternity        |   |   |   |

| Protected Characteristics | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|---------------------------|---|---|---|
| Race                      |   |   |   |
| Religion or Belief        |   |   |   |
| Sex                       |   |   |   |
| Sexual Orientation        |   |   |   |
| Welsh Language            |   |   |   |

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

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

**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 letting of this farm will generate an income for the Council and relieve it of its maintenance responsibilities  
 The letting will also enable a small farming business to grow and become more sustainable in the longer term

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

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

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**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:

**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.**

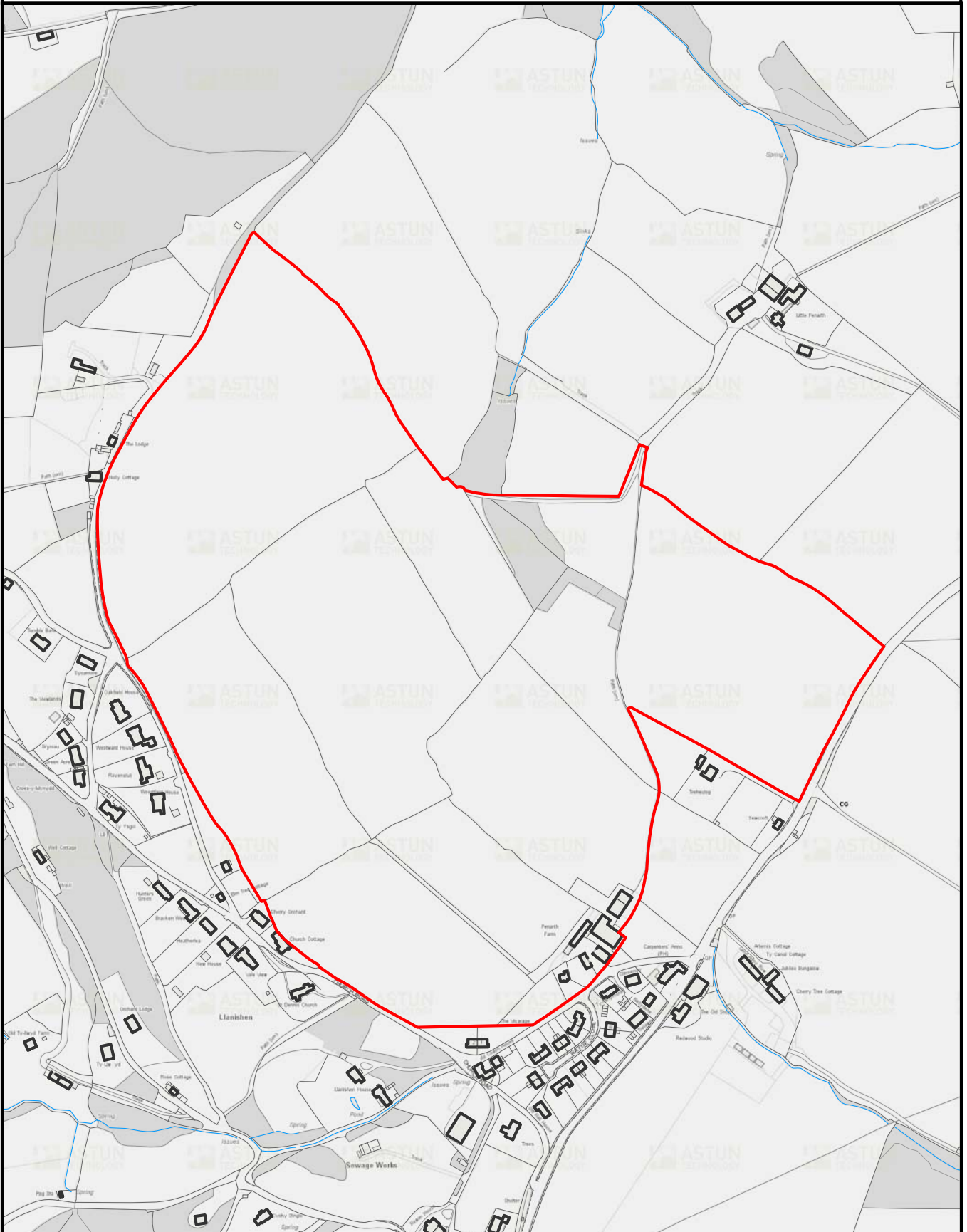
| Version No. | Decision making stage  | Date considered | Brief description of any amendments made following consideration |
|-------------|--|-----------------|--|
| 1           | Delegated Authority Decision - Head of Commercial and Integrated Landlord Services |                 |  |



|  |  |  |  |
|--|--|--|--|
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|  |  |  |  |

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# Location Plan for Penarth Farm, Llanishen



|   |                     |              |                |  |   |
|---|---------------------|--------------|----------------|--|---|
|  | <b>Details</b>      |              | <b>Rev No.</b> |  | © Hawffraint y Goron a hawliau cronfa ddata 2011 Arolwg Ordnans 100023415<br>© Crown copyright and database rights 2011 Ordnance Survey 100023415 |
|   | Details of the plan |              |                |  |   |
|   | <b>Drawn by</b>     | <b>Scale</b> | <b>Date</b>    |  |   |
| king.g  | 1:5000              | 12/20/2017   |                |  |   |
| <b>File Pathname / Project / Drawing No.</b>  |                     |              |                |  |    |

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**SUBJECT:** Creation of an Assets Officer, Estates

**MEETING:** Individual Cabinet Member

**DATE:** 23<sup>rd</sup> May 2018

**DIVISION/WARDS AFFECTED:** All

## 1. PURPOSE:

To seek approval to the deletion of the Assets Graduate Surveyor Role and the creation of a new Assets Officer.

## 2. RECOMMENDATIONS:

- 2.1 To agree to the deletion of the Assets Graduate Officer
- 2.2 To agree to the creation of a new Assets Officer role within the Estates Team.
- 2.3 Development Graduate Surveyor role to be established as a full time post.

## 3. KEY ISSUES:

- 3.1 A restructure of the Estates team was implemented in April 2017 to accommodate budget mandate savings and as a result the team was split into Assets and Development. The Assets team retaining responsibility for the day to day management of the Council's operational and investment portfolio. The team consists of the Principal Valuer, Assets Officer and Graduate Assets Officer.
- 3.2 The Graduate role has not been filled and workload levels continue to escalate as annual income targets increase. As a result it has been concluded that the team needs additional expertise from a qualified chartered surveyor and not that of a trainee.
- 3.3 The Development Graduate Surveyor is currently a part time role and vacant. It is proposed that this be varied to a full time role to assist in the delivery of the council's development sites and aspirations.
- 3.4 The proposals will result in an increase of £10,592, which will be funded through additional income generation and will not require an uplift to the core revenue budget.

## 4 OPTIONS APPRAISAL

| Option     | Benefits   | Risks   | Comments  |
|------------|--|---|---|
| Do nothing | <ul style="list-style-type: none"> <li>• None</li> </ul> | <ul style="list-style-type: none"> <li>• Workloads will have to be prioritised, with non urgent or revenue generating work being</li> </ul> | This is not a feasible option given the increased requirement to generate revenue |

| Option   | Benefits   | Risks   | Comments   |
|--|--|---|--|
|  |  | <p>push backed or stopped.</p> <ul style="list-style-type: none"> <li>• Unacceptable workload resulting in stress or sickness absences.</li> <li>• Complaints from Services and Public, resulting in reputational damage.</li> </ul>  | and capital to support the Council's priorities  |
| Commission external consultants to assist with workload  | <ul style="list-style-type: none"> <li>• Projects would be completed allowing us to maximise revenue and capital generation.</li> <li>• Can provide additional skill sets and capacity not present within existing team.</li> </ul>  | <ul style="list-style-type: none"> <li>• Increased costs as cost of consultants likely to be higher than that of in-house provision.</li> <li>• No legacy involvement and will not be aware of political and community constraints / concerns.</li> <li>• Will create a workload for Estates team commissioning and managing consultants</li> </ul> | Where consultants can provide additional skill sets, this would be an appropriate solution, e.g. the expert advice being provided around the possible acquisition of investment properties. This however is not a suitable long term solution for managing workload issues and not the preferred option. |
| Create additional capacity within the Estates team through creation of an Additional Asset Officer and re-designation of Graduate role from 0.60 to 100% | <ul style="list-style-type: none"> <li>• Will create additional capacity enabling the team to manage growing workloads and manage services that have transferred to Estates with no resources, e.g. management of the allotments.</li> <li>• Provides flexibility within the team to manage peak demands, sickness, holiday absences etc.</li> <li>• Mitigates existing pressures</li> </ul> | <ul style="list-style-type: none"> <li>• Will result in an additional income target of £10,592 to be generated from the existing portfolio.</li> </ul>  | The preferred option as it builds internal capacity and resilience.  |

## 5. EVALUATION CRITERIA

See Appendix 1

## 6. REASONS:

6.1 The Estates Service undertakes the strategic management of the Councils land and property, markets and cemeteries. In 18/19 the Service has a net revenue income target of £1,300,257 and a capital receipts target of £10,415,000.

6.2 The table below highlights the present and proposed costs.

| <b>Present</b>                | <b>scp</b> | <b>Salary</b> | <b>On costs</b> | <b>Total</b>   |
|-------------------------------|------------|---------------|-----------------|----------------|
| Assets Officer x 1            | 37 - 41    | 37,107        | 12,184          | 49,291         |
| Graduate Assets Officer       | 29 - 33    | 29,909        | 9,589           | 39,498         |
| Development Graduate Surveyor | 29 - 33    | 17,945        | 5,753           | 23,698         |
| Agency Staff                  |            |               |                 | 15,000         |
|                               |            |               |                 | <b>127,487</b> |
| <b>Proposed</b>               |            |               |                 |                |
| Assets Officer *2             | 37 - 41    | 74,214        | 24,367          | 98,581         |
| Development Graduate Surveyor | 29 - 33    | 29,909        | 9,589           | 39,498         |
|                               |            |               |                 | <b>138,079</b> |
|                               |            |               | Difference      | -10,592        |

## 7. RESOURCE IMPLICATIONS:

7.1 The proposal will result in a net cost of £10,592. This will be met through increased income and will be cost neutral to the authority.

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

This report seeks approval for a re-structure and will not impact negatively on the services provided and as such a Future Generations Evaluation is not considered necessary for this report. The proposal does not have any safeguarding or corporate parenting implications.

## 9. CONSULTEES:

SLT  
Cabinet  
Head of Legal Services  
S151 Monitoring Officer

## 10. BACKGROUND PAPERS:

**Appendix 1 Evaluation Criteria**

## 11. AUTHOR:

Debra Hill-Howells                      Head of Commercial and Integrated Landlord Services

## 12. CONTACT DETAILS:

Tel: 01633 644281  
E-mail: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)



|                                |  |
|--------------------------------|--|
| <b>Title of Report:</b>        | Creation of an Assets Officer Post, Estate |
| <b>Date decision was made:</b> | 23rd May 2018                              |
| <b>Report Author:</b>          | Debra Hill-Howells                         |

|  |
|--|
| <b>What will happen as a result of this decision being approved by Cabinet or Council?</b> |
| Amendments to the Estates structure  |
| 12 month appraisal   |
| Improved service delivery  |

|  |
|--|
| <b>What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?</b>   |
| Successful appointment of Assets Officer and Graduate Development Surveyor   |
| 12 month appraisal   |
| <i>Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.</i> |

|   |
|---|
| <b>What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?</b>   |
| The additional salary costs £10,592   |
| 12 month appraisal  |
| <i>Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.</i> |

|                    |
|--------------------|
| Any other comments |
|--------------------|

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## REPORT

**Subject: NON DOMESTIC RATES HIGH STREET RATES RELIEF SCHEME FOR 2018/19**

**Directorate: Resources**

**Meeting: Individual Cabinet Member Decision**

**Date: 23<sup>rd</sup> May 2018**

**Divisions/Wards Affected: N/A**

### 1. PURPOSE:

That Cabinet approves the adoption of a High Street Rate Relief Scheme for 2018/19, in accordance with Welsh Government guidance.

### 2. RECOMMENDATIONS:

That Cabinet agree to -

- implement a High Street Rate Relief Scheme for 2018/19, in accordance with the guidelines stipulated by the Welsh Government in Appendix One
- accept the funding award from Welsh Government and the conditions relating to the funding
- apply this relief directly to eligible ratepayer accounts
- delegate decisions for any appeals to the Head of Finance and the Cabinet Member for Resources

### 3. KEY ISSUES:

- 3.1 The Welsh Government has now introduced a permanent Small Business Rate Relief Scheme (SBRR) for Wales. This provides properties with a rateable value up to £6,000 with 100% relief and properties with a rateable value between £6,001 and £12,000 with tapered relief. This relief will be applied to up to two properties in each local authority.
- 3.2 The Transitional Relief Scheme that was put in place following the 2017 revaluation continues into 2018/19 and provides tapered relief over a three year period to eligible businesses (relief of 75% in 2017/18, 50% in 2018/19 and 25% in 2019/20).

- 3.3 Both Small Business Rate Relief and Transitional Relief is automatically applied to qualifying business rate relief accounts.
- 3.4 On announcing the new permanent Small Business Rate Relief Scheme, the Welsh Government also announced an additional £5million funding for a temporary 2018/19 High Street Rate Relief Scheme (HSRR). The scheme is an extension of the 2017/18 scheme, with the same eligibility criteria and exceptions. The only difference is the level of support available, with Tier 1 relief reducing from £500 to £250 and Tier 2 relief reducing from £1,500 to £750.

### **Details of the 2018/19 High Street Rate Relief Scheme (HSRR)**

Full details of the scheme can be found in Appendix One. Summarised below are the key details.

- 3.5 The scheme provides two tiers of relief:

**Tier 1 – lower level support up to £250** - for high street retailers with a rateable value between £6,001 and £12,000\* in 2018/19 who are either in receipt of SBRR or Transitional Relief on 1<sup>st</sup> April 2018.

\*There will be a small number of ratepayers with a rateable value greater than £12,000 who qualify for transitional relief who will also qualify for tier 1 relief.

It is also recognised that there may be a small number of ratepayers whose property have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

**Tier 2 – higher level support up to £750** - for high street retailers with a rateable value between £12,001 and £50,000 in 2018/19 and who are either not in receipt of SBRR or Transitional Relief and who have an increase in rate liability on 1<sup>st</sup> April 2017 as a result of the 2017 revaluation.

- 3.6 The HSRR will be applied to the net bill after all other reliefs and discounts are applied. Where the net bill for 2018/19 is less than the £250 or £750, the relief awarded will be equal to the amount of the net bill. All awards are subject to State Aid limits.
- 3.7 This relief will be granted to businesses as a one off payment and is based on occupation as at 31<sup>st</sup> March 2018 (providing the same occupier continues to be in occupation on 1<sup>st</sup> April 2018). Where the Authority is retrospectively notified of a change in occupier, who is in occupation on 1<sup>st</sup> April 2018, the local authority can use its discretion in awarding this relief.
- 3.8 Properties that will benefit from the HSRR will be occupied high street properties such as shops, restaurants, cafes and drinking establishments. To qualify for the relief the hereditament should be wholly or mainly used as a shop, restaurant, and cafe or drinking establishment. Any hereditaments that are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief. Examples of eligible businesses can be found on page 4 of Appendix One.
- 3.9 Properties that are not consider to be eligible and are therefore excluded from the scheme are properties:
- that are not occupied on 1<sup>st</sup> April 2018

- that are being used wholly or mainly for the provision of services to visiting members of the public, as listed on page 5 of Appendix One
- with a rateable value of more than £50,000
- that are not reasonably accessible to visiting members of the public
- that are in out of town retail parks or industrial estates
- that are in receipt of mandatory charitable rate relief

3.10 It is for each local authority to determine how they wish to administer the scheme. The recommendation is for the Council to deem properties listed in the Welsh Government Guidance as being eligible or ineligible. As with last year, the Welsh Government believes that this relief can be directly applied to eligible ratepayers' bills.

3.11 Details of the 2018/19 Scheme were released in April 2018, after the annual rate bills were run. We have a note on our website advising customers that revised bills will be sent out to eligible businesses as soon as possible. We aim to send out revised bills by the summer.

#### **4. OPTIONS APPRAISAL**

The details of the scheme are largely prescribed by Welsh Government. Should the Authority decide not to award this additional relief, this would have a detrimental effect on the County's small businesses.

#### **5. EVALUATION CRITERIA**

Not applicable, see above.

#### **6. REASONS:**

The Welsh Government has announced additional grant funding for Local Authorities to deliver the HSRR scheme, under section 47 of the Local Government Finance Act 1988. It is for individual Authorities to adopt the scheme and decide when to grant relief.

#### **7. RESOURCE IMPLICATIONS:**

The exact amount awarded will be determined once the Authority has accepted the arrangements. On acceptance, the Welsh Government will confirm funding and reimburse local authorities for any relief that is provided in line with the guidance attached in Appendix One.

As in 2017/18, there is a small risk that the cost of any relief awarded which is deemed not appropriate will fall to the Council.

Under the 2017/18 scheme relief totaling £306,199 was awarded to 473 accounts (Tier 1 – 358 and Tier 2 - 115).

The Authority will also receive £5,094.49 one off funding for the additional administrative costs that will be incurred in implementing this scheme.

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

There are no implications for sustainability, safeguarding and corporate parenting.

**9. CONSULTEES:**

Cabinet Members  
Leadership Team  
Head of Finance  
Head of Legal Services

**10. BACKGROUND PAPERS:**

Appendix One: High Street Rates Relief (HSRR) Guidance 2018/19  
Appendix Two: Future Generation Assessment

**11. AUTHOR:**

Ruth Donovan – Assistant Head of Finance: Revenues, Systems & Exchequer

**12. CONTACT DETAILS:**

**Tel:** 01633 644592

**Email:** [ruthdonovan@monmouthshire.gov.uk](mailto:ruthdonovan@monmouthshire.gov.uk)



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Llywodraeth Cymru  
Welsh Government

Non-domestic Rates

High Street Rates Relief in Wales - 2018-19

Guidance

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# Non-domestic Rates – High Street Rates Relief

## Guidance

### About this guidance

1. This guidance is intended to support local authorities in administering the High Street Rates Relief scheme (“the relief”) announced by the Cabinet Secretary for Finance on 15 March 2018. This guidance applies to Wales only.
2. This guidance sets out the criteria which the Welsh Government will use to determine the funding for local authorities for relief provided to high street retail properties. The guidance does not replace any existing non-domestic rates legislation or any other relief.
3. Enquiries on the scheme should be sent to:  
[localtaxationpolicy@gov.wales](mailto:localtaxationpolicy@gov.wales)
4. The relief is being offered from 1 April 2018 and will be available until 31 March 2019.

### Introduction

5. This relief is aimed at high street retailers in Wales, for example shops, pubs, restaurants and cafes.
6. The Welsh Government will provide two tiers of non-domestic rates relief, of up to £250 (Tier 1) or up to £750 (Tier 2), to eligible high street retailers occupying premises with a rateable value of £50,000 or less in the financial year 2018-19, subject to State Aid limits.
7. This document provides guidance on the operation and delivery of the scheme.

# **Section 1**

## **High Street Rates Relief**

### **How will the relief be provided?**

8. As this is a temporary measure, we are providing the relief by reimbursing local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual local authorities to adopt a scheme and decide in each individual case when to grant relief under section 47. The Welsh Government will then reimburse local authorities for the relief that is provided in line with this guidance via a grant under section 31 of the Local Government Act 2003.

### **How will the scheme be administered?**

9. It will be for local authorities to determine how they wish to administer the scheme to maximise take-up and minimise the administrative burden for ratepayers and for local authority staff. Subject to State Aid considerations set out in paragraphs 29 to 33.
10. Local authorities are responsible for providing ratepayers with clear and accessible information on the details and administration of the scheme. If, for any reason, an authority is unable to provide this relief to eligible ratepayers from 1 April 2018, consideration should be given to notifying eligible ratepayers that they qualify for the relief and that their bills will be recalculated.
11. Local authorities will be asked to identify the total amount of relief provided under the scheme in their Non-Domestic Rates Return (NDR3) for data collection purposes only.

### **Which properties will benefit from relief?**

12. Properties that will benefit from this relief will be occupied high street properties such as shops, restaurants, cafes and drinking establishments, with a rateable value of £50,000 or less on 1 April 2018. More detailed eligibility criteria and exceptions to the relief are set out in paragraphs 15 to 19.
13. Two tiers of relief will be provided depending on the rateable value of the property, whether liability is increasing from 1 April 2017 as a result of the revaluation and whether the business is already entitled to other Welsh Government support.
14. Relief should be granted to businesses as a one-off payment based on occupation as at 31 March 2018 (provided the same occupier



continues to be in occupation on 1 April 2018). It is recognised that there may be some instances where a local authority is retrospectively notified of a change of occupier. In such cases, if it is clear that the occupier was in occupation on 1 April 2018, the local authority may use its discretion in awarding relief.

**Tier 1 – lower level of support: £250 (or the total remaining liability if this is less than £250)**

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000\* for the financial year 2018-19 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2018; and / or
- In receipt of Transitional Relief on 1 April 2018.

\*There will be a small number of ratepayers whose properties have a rateable value of £12,000 or above who are in receipt of Transitional Relief. These ratepayers will qualify for Tier 1 relief.

It is recognised that there may also be a small number of ratepayers whose properties have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the very upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

**Tier 2 – higher level of support: up to £750**

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2018-19 and who meet the following criteria:

- Not in receipt of SBRR or Transitional Relief on 1 April 2018; and
- Have an increase in their liability on 1 April 2017 as a result of the 2017 Revaluation.

15. It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).

**i. Hereditaments that are being used for the sale of goods to visiting members of the public**

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

**ii. Hereditaments that are being used for the provision of the following services to visiting members of the public**

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners
- Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

**iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public**

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Wine Bars

16. To qualify for the relief a hereditament listed in (i) to (iii) should be wholly or mainly used as a shop, restaurant, café or drinking establishment. This is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
17. The above list is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be high street and retail. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
18. As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the local authority's wider objectives for the local area.

### **Types of hereditaments that are not considered to be eligible for High Street Rates Relief**

19. The list below sets out the types of uses that the Welsh Government does not consider to be high street retail use for the purpose of this relief and would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed below and if they would not be eligible for relief under the scheme.
- i. *Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public***
- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
  - Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
  - Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
  - Post office sorting office
  - Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
  - Sports clubs
  - Children's play centres
  - Day nurseries
  - Outdoor activity centres
  - Gyms

- Kennels and catteries
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the High Street Relief Scheme.

**ii. *Hereditaments with a rateable value of more than £50,000***

It is recognised there are some high street retail businesses with rateable value above the £50,000 relief who will not be eligible for this relief. However, local authorities have the option to use their discretionary powers to offer discounts outside this scheme to such businesses if it is in the interests of the local community to do so.

**iii. *Hereditaments that are not reasonably accessible to visiting members of the public***

If a hereditament is not reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii).

**iv. *Hereditaments that are in out-of-town retail parks or industrial estates***

What constitutes a high street retailer will vary significantly across local authority areas and it is left to the discretion of authorities to determine this based on their local areas. However, hereditaments in out-of-town retail parks and industrial estates are not considered to constitute the high street for the purposes of this relief even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii). As the grant of the relief is discretionary, it is for authorities to determine for themselves whether particular properties constitute a high-street retailer.

**v. *Hereditaments that are not occupied***

Properties that are not occupied on 1 April 2018 should be excluded from this relief. However, under the Empty Property Relief scheme, empty properties will receive a 100% reduction in rates for the first three months (and in certain cases six) of being empty.

**vi. *Hereditaments that are in receipt of mandatory charitable rates relief***

These properties already receive mandatory charitable relief which gives an 80% reduction in liability and authorities may also choose to provide discretionary charitable relief which can reduce the remaining liability to nil. As such, these properties will not be eligible for High Street Rate Relief.

## **How much relief will be available?**

20. The total amount of government funded relief available for each property for 12 months under this scheme is up to £250 for Tier 1 properties and up to £750 for Tier 2 properties.
21. This relief can be provided in addition to SBRR and Transitional Relief. High Street Rates Relief should be applied against the net bill after these two reliefs have been applied. Any hardship or discretionary relief awarded by the local authority should be considered by the local authority once all other rates reliefs have been awarded.
22. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a particular hereditament in the financial year:  
  
Amount of relief to be granted =  $A \times (B / C)$   
  
Where:  
A is the funding amount for Tier 1 or Tier 2  
B is the number of days in the financial year that the hereditament is eligible for relief; and  
C is the number of days in the financial year
23. When calculating the relief, if the net liability before High Street Rates Relief is £250 or less for Tier 1 or £750 or less for Tier 2, the maximum amount of this relief will be no more than the value of the net rate liability. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
24. Ratepayers that occupy more than one property will be entitled to High Street Rates Relief for each of their eligible properties, subject to State Aid de minimis limits.

## **Changes to existing hereditaments, including change in occupier**

25. Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2018. Changes to properties which occur after this date will have no impact on eligibility for this relief.
26. Empty properties becoming occupied after 1 April 2018 will not qualify for this relief.
27. If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will not qualify for the relief.

28. This treatment is intended to simplify the administration of the scheme but also reflects that the relief is to help support those affected by the revaluation. It is assumed that the rateable values for properties being occupied after 1 April 2018 will have been known in advance of occupation and would have been taken into account prior to occupation.

## State Aid

29. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. High Street Rates Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulation (1407/2013).
30. The De Minimis Regulation allows an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid, the relevant definition of undertaking and the requirement to convert the aid into Euros.
31. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).
32. Section 3 of this guidance contains a sample De Minimis declaration which local authorities may wish to use. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.
33. Desk instructions covering the administration of De Minimis schemes are available at:

<http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

[http://ec.europa.eu/competition/state\\_aid/legislation/de\\_minimis\\_regulation\\_en.pdf](http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf)

## Section 2 – State Aid

### Sample paragraphs that could be included in letters to ratepayers about High Street Rates Relief for 2018-19

The Cabinet Secretary for Finance announced on 13 December 2017 that an additional £5 million of funding would be available to extend the High Street Rates Relief scheme for 2018-19.

Relief of up to £750 will be provided to eligible occupied retail properties with a rateable value of £50,000 or less in 2018-19. Your current rates bill includes this High Street Rates Relief.

Awards such as High Street Rates Relief are required to comply with the EU law on State Aid<sup>1</sup>. In this case, this involves returning the attached declaration to this authority if you have received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of High Street Rates Relief does not exceed the €200,000 an undertaking<sup>2</sup> can receive under the De Minimis Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the High Street Rates Relief granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of High Street Rates Relief received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

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1. Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

2 An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Thus a charity or not for profit company can be undertakings if they are involved in



economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the de minimis Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

**'De Minimis' declaration**

Dear [ ]

NON-DOMESTIC RATES ACCOUNT NUMBER: \_\_\_\_\_

The value of the non-domestic rates High Street Rates Relief to be provided to [name of undertaking] by [name of local authority] is £ [ ] (Euros [ ]).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years). The De Minimis Regulations 1407/2013(as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

| Amount of De Minimis aid | Date of aid                  | Organisation providing aid   | Nature of aid            |
|--------------------------|------------------------------|--|--------------------------|
| €                        | 1 April 2018 – 31 March 2019 | Local authorities (for the High Street Rates Relief total, you do not need to specify the names of individual authorities) | High Street Rates Relief |
|                          |                              |  |                          |
|                          |                              |  |                          |

I confirm that:

1) I am authorised to sign on behalf of \_\_\_\_\_[name of undertaking]; and

2) \_\_\_\_\_[name of undertaking] shall not exceed its De Minimis threshold by accepting this High Street Rates Relief.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

**Refusal of High Street Rates Relief form**

| Name and address of premises | Non-domestic rates account number | Amount of High Street Rates Relief |
|------------------------------|-----------------------------------|------------------------------------|
|                              |                                   |                                    |

I confirm that I wish to refuse High Street Rates Relief in relation to the above premises.

I confirm that I am authorised to sign on behalf of \_\_\_\_\_ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:



|   |  |
|---|--|
| <p><b>Name of the Officer</b> Ruth Donovan</p> <p>Phone no: 01633 644592<br/>E-mail: <a href="mailto:ruthdonovan@monmouthshire.gov.uk">ruthdonovan@monmouthshire.gov.uk</a></p> | <p><b>Non Domestic Rate High Street Rate Relief Scheme for 2018/19</b></p> |
| <p><b>Name of Service Revenues, Systems and Exchequer</b></p>   | <p><b>Date Future Generations Evaluation form completed</b> 01.05.18</p>   |





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


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

| Well Being Goal  | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts? |
|--|---|---|
| <p><b>A prosperous Wales</b><br/>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p> | <p>Yes, minimizing the impact of Business Rate Revaluation on High Street Retailers, thereby keeping them trading in their communities.</p> | <p>N/A</p>  |
| <p><b>A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and</p>           | <p>N/A</p>  |   |

| Well Being Goal   | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts. | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|---|---|
| can adapt to change (e.g. climate change)   |   |   |
| <b>A healthier Wales</b><br>People's physical and mental wellbeing is maximized and health impacts are understood   | N/A   |   |
| <b>A Wales of cohesive communities</b><br>Communities are attractive, viable, safe and well connected   | N/A   |   |
| <b>A globally responsible Wales</b><br>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing                                | N/A   |   |
| <b>A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation | N/A   |   |
| <b>A more equal Wales</b><br>People can fulfil their potential no matter what their background or circumstances   | N/A   |   |

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 scheme provides help to High Street Retailers who are most affected by revaluation. It is hoped that this additional support will enable these businesses to continue to trade into the future.</p> |   |
|  <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>           | <p>We would be working with Welsh Government to administer this scheme.</p>  |   |
|  <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>              | <p>n/a</p>   |   |
|  <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p> | <p>The scheme provides help to High Street Retailers who are most affected by revaluation. It is hoped that this additional support will enable these businesses to continue to trade into the future.</p> |   |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why. | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|---|---|
|  <p>Considering impact on all wellbeing goals together and on other bodies</p> | n/a   |   |

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

| Protected Characteristics     | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|-------------------------------|---|---|---|
| Age                           | N/A   |   |   |
| Disability                    | N/A   |   |   |
| Gender reassignment           | N/A   |   |   |
| Marriage or civil partnership | 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? |
|---------------------------|---|---|---|
| Pregnancy or maternity    | N/A   |   |   |
| Race                      | N/A   |   |   |
| Religion or Belief        | N/A   |   |   |
| Sex                       | N/A   |   |   |
| Sexual Orientation        | N/A   |   |   |
| Welsh Language            | N/A   |   |   |

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

|                     | <b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b> | <b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b> | <b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b> |
|---------------------|--|--|---|
| Safeguarding        | N/A  |  |   |
| Corporate Parenting | N/A  |  |   |

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

Feedback from local businesses/Chambers of Trade

Work with Welsh Government to develop scheme

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**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 details of the Scheme have been determined by Welsh Government following consultation with Officers from Local Authorities. The Authority have to decide whether to adopt the scheme, this form highlights the potential positive impact that this could have for the County's High Street Retailers.

**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 |
|--------------------------|------------------------------|--------------------|----------|
| n/a                      |                              |                    |          |
|                          |                              |                    |          |
|                          |                              |                    |          |

**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: | Returns submitted to Welsh Government as part of the grant conditions. |
|--|--|

**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           | Individual Cabinet Member Decision |                 |  |
|             |                                    |                 |  |
|             |                                    |                 |  |

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## REPORT

|                                     |  |
|-------------------------------------|--|
| <b>SUBJECT:</b>                     | <b>Station Road, Rogiet<br/>Proposed 30mph Speed Limit Order</b> |
| <b>MEETING:</b>                     | <b>Individual Cabinet Member</b>                                 |
| <b>DATE:</b>                        | <b>23<sup>rd</sup> March 2018</b>                                |
| <b>DIVISION/WARDS<br/>AFFECTED:</b> | <b>Rogiet</b>  |

### 1. **PURPOSE:**

The purpose of this report is to consider the proposed Order subsequent to advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.

### 2. **RECOMMENDATIONS:**

It is recommended to not hold a public inquiry, and to proceed to approve and implement the proposed Order.

### 3. **KEY ISSUES:**

Monmouthshire County Council proposes to introduce a speed limit of 30 miles per hour on that length of Station Road, Rogiet, extending from the junction of Station Road and Severn Tunnel Court and the station approach road to a point just north of its junction with the M4 eastbound carriageway service road.

This speed limit is proposed in the interests of reducing the speed of vehicles approaching the residential area of Rogiet following the recent resurfacing of the rail bridge that was undertaken by Network Rail, and is intended to improve road safety for all users.

### 4. **PROPOSALS:**

It is proposed that a speed limit of 30 miles per hour be introduced on the following length of road:

Station Road            From of its junction with Severn Tunnel Court for a distance of 410 metres in a southerly direction.

5.    **REASONS:**

The proposed order is considered to be required in the interests of road safety.

Regulation 9 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 enables the Council to hold a public inquiry into the proposal if there are unresolved objections.

In this instance no objections have been received.

6.    **RESOURCE IMPLICATIONS:**

The cost of making the Traffic Regulation Order will be funded from the Council's Road Safety and Traffic Management Budget.

7.    **SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

There are no sustainability issues regarding the introduction of a revised speed limit along this route.

8.    **CONSULTEES:**

Corporate Management Team  
County Councillor S B Jones, Cabinet Member for Transportation & Infrastructure  
County Councillor Linda Guppy, Member for Rogiet Ward

9.    **BACKGROUND PAPERS:**

Schedule of Measurements  
Statement of Reasons  
Traffic Regulation Order Plan, Drawing Number 1775/01/001/A

10.   **AUTHOR:**    Mark Sellick, Traffic & Road Safety

11.   **CONTACT DETAILS:**

e-mail:            [MarkSellick@monmouthshire.gov.uk](mailto:MarkSellick@monmouthshire.gov.uk)

**MONMOUTHSHIRE COUNTY COUNCIL**

**STATION ROAD, ROGIET**

**30MPH SPEED LIMIT ORDER 2018**

**Schedule of Measurements**

**30mph Speed Limit**

**1. Station Road, Rogiet**

From of its junction with Severn Tunnel Court for a distance of 410 metres in a southerly direction.

**MONMOUTHSHIRE COUNTY COUNCIL**

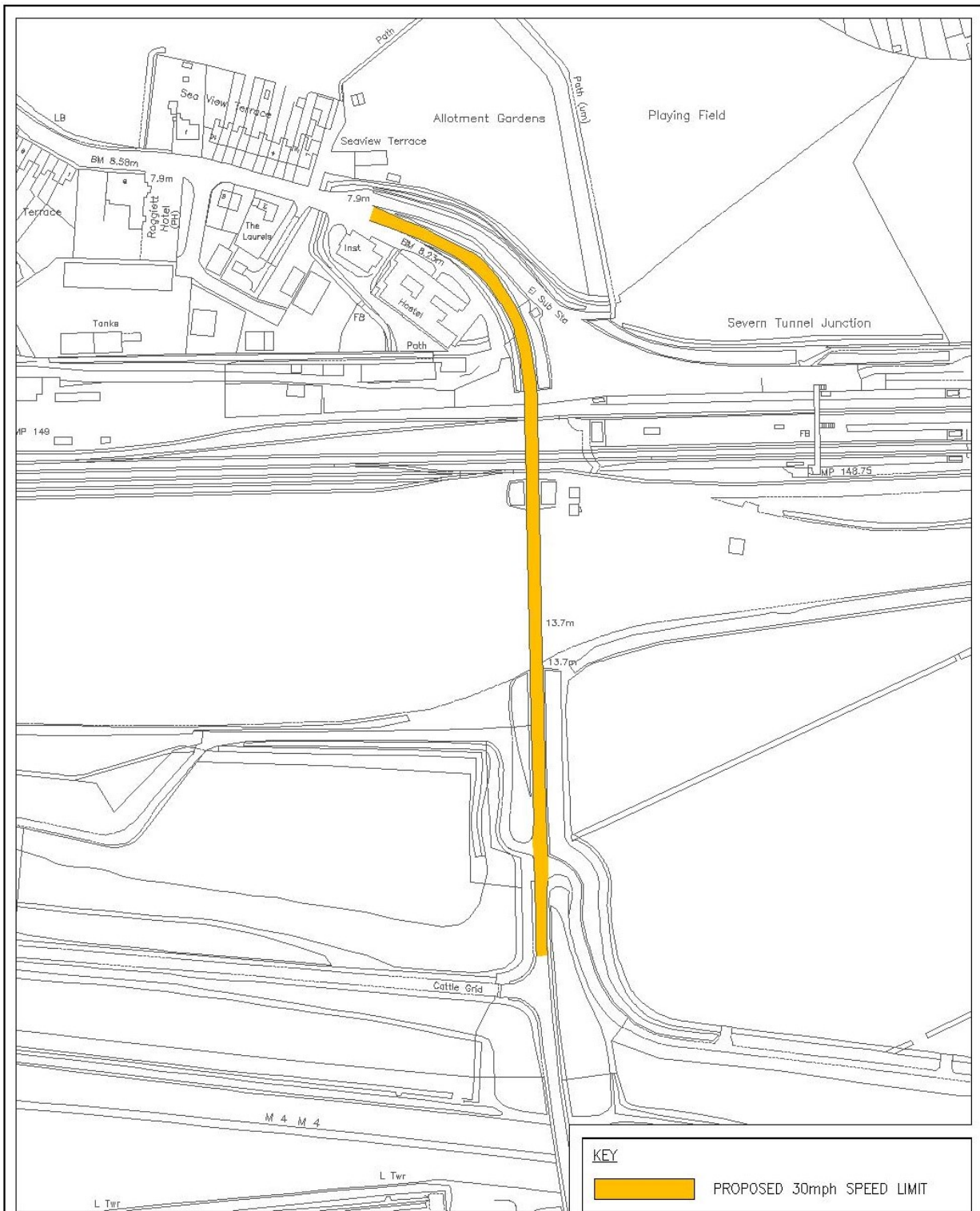
**STATION ROAD, ROGIET**

**30MPH SPEED LIMIT ORDER 2018**

**Statement of Reasons for Making the Order**

Monmouthshire County Council proposes to introduce a speed limit of 30 miles per hour on that length of Station Road, Rogiet, extending from the junction of Station Road and Severn Tunnel Court and the station approach road to a point just north of its junction with the M4 eastbound carriageway service road.

This speed limit is proposed in the interests of reducing the speed of vehicles approaching the residential area of Rogiet following the recent resurfacing of the rail bridge that was undertaken by Network Rail, and is intended to improve road safety for all users.



|  |                            |
|--|----------------------------|
| <b>KEY</b>   |                            |
|  | PROPOSED 30mph SPEED LIMIT |



**monmouthshire**  
 COUNTY COUNCIL  
 CYMRU  
 MONMOUTHSHIRE COUNTY COUNCIL

**ROGER HOGGINS**  
 HEAD OF INFRASTRUCTURE, NETWORKS  
 AND SUSTAINABILITY

Job Title  
**STATION ROAD, ROGIET**  
**PROPOSED 30mph SPEED LIMIT**

Drawing Title  
**TRAFFIC REGULATION ORDER PLAN**

Drawn By  
**M Sellick**

Scale  
**1:2,500 @ A4**

Drawing No.  
**1775/01/001**

Checked

Date  
**March 2018**



Rev  
**A**

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# **Equality Impact Assessment Screening Form**

**and**

# **Sustainable Development Checklist**

## Document Control

|                                     |  |
|-------------------------------------|--|
| <b>Version No.</b>                  | 6 (7 <sup>th</sup> December 2012)  |
| <b>Amendments</b>                   | Update to contact details and guidance.  |
| <b>Author &amp; Contact Details</b> | Policy officer Equalities & Welsh Language<br>Tel: 01633 644010<br>Email: alanburkitt@monmouthshire.gov.uk |

## Previous consideration

| <b>Version</b> | <b>Description</b>  |
|----------------|---|
| 1              | First draft - Document Development  |
| 2              | Version 2 and pilot initiative use  |
| 3              | Clarification on full impact assessment requirements for medium risk initiatives; Integrated assessment implication(s) reporting requirements |
| 4/5            | Update to Sustainable Development Checklist, reflecting new Council priorities.   |

## Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

If you would prefer to receive this document in another language or format (Braille, large print, tape or a range of electronic formats), please contact:

Name: Alan Burkitt - Improvement Team. Tel: 01633 644010  
Contact Email: Equality@monmouthshire.gov.uk  
Post: Improvement Team, Monmouthshire County Council, Coed Glas, Abergavenny, NP7 5LE

# Equality Impact Assessment Screening Form

## What is an Equality Impact Assessment Screening Form?

It is a tool to help ensure that the policies, services and decisions Monmouthshire County Council take do not discriminate against any group or groups of people and that they promote equality of opportunity for everyone.

## When should it be used?

A policy, service or decision should be screened for relevance to equality at the development stage of a project, so that equality and diversity considerations can be considered from the very beginning. However, it can also be used once a project is underway or for an existing policy or service.

These are some examples of when the screening form should be used:

- When developing or reviewing policies strategies and services
- When assessing the impact of a new project or proposal
- When procuring products or services
- When preparing service delivery plans
- When scoring or assessing grant applications

## Why should it be used?

We are legally required to ensure we do not discriminate against people from the protected characteristics. These are:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- The Welsh language

## Who should use it?

Ideally the screening form would be completed by a group to help give different perspectives on the proposal. However, in reality it is likely to be the manager of the service or policy writer who completes the form, which will still generate ideas as to how to ensure equality is integrated into the service.

Members will be able to easily see and consider the equality and diversity implications of proposals on Cabinet or Council reports. To this end, comment on the implications from the screening should be included in Paragraph 6 of your Cabinet Report, called “**Sustainable Development and Equality Implications**”, and the integrated assessment attached as an appendix to the report.

## How to use the Screening form

Before screening the policy or service you should familiarise yourself with the full Equality Impact Assessment (EqIA) Toolkit, available on the Equalities Documents section of The Point, which contains comprehensive guidance on what you should consider when undertaking the screening process.

You should also be able to provide evidence for any positive, negative or neutral effects on staff or service users. Suggested sources for this evidence can be found in the EqIA Toolkit.

When assessing the potential risk you should consider:

- Does the policy/service affect a large amount of people?
- Does the policy/service affect a small group of people in a significant way?
- Are there major scale/cost implications to the Council?

If a policy or service is scored as a high risk you will need to complete a full EqIA, please seek advice from Equality Officer on completing a full EqIA. Please also seek further advice from the Equality Officer on medium risk assessments.

If a policy or service is scored as low risk, a copy of the screening form should accompany the policy or report through the approval process. In addition, a copy should be sent to the Equality Officer.

Equality Officer contact email:  
Equality@monmouthshire.gov.uk

## SUSTAINABLE DEVELOPMENT CHECKLIST

|   |   |   |
|---|---|---|
| <p><b>WHAT IS THE SUSTAINABLE DEVELOPMENT CHECKLIST?</b></p> <p>It is a tool to help ensure that the decisions Monmouthshire County Council take consider sustainable development issues. In simple terms, sustainable development means giving equal consideration to social, economic and environmental issues when making decisions, and thinking globally and long term.</p> <p><b>WHEN SHOULD IT BE USED?</b></p> <p>The best time to use the Sustainable Development Checklist is at the development stage of a project, so that sustainability can be built in and considered from the very beginning. However, it can also be used once a project is underway.</p> <p>In this case the Checklist is to be used when <b>writing reports that require decisions to be made by Monmouthshire County Council</b>, but it can also be used in other ways:</p> <ul style="list-style-type: none"> <li>• When developing or reviewing policies and programmes</li> <li>• When assessing the impact of a new project or proposal</li> <li>• When procuring products or services</li> <li>• When preparing service delivery plans</li> <li>• When scoring or assessing grant applications</li> </ul> | <p><b>WHY SHOULD IT BE USED?</b></p> <p>The Checklist helps to:</p> <ul style="list-style-type: none"> <li>• Identify positive and negative impacts on sustainable development</li> <li>• Identify possible areas of conflict</li> <li>• Consider simple steps which could make a project more sustainable</li> <li>• Demonstrate good practice</li> </ul> <p>The Checklist also helps to:</p> <ul style="list-style-type: none"> <li>• Stimulate discussion</li> <li>• Generate new ideas</li> <li>• Encourage ‘joined-up’ thinking</li> <li>• Raise awareness of different issues</li> </ul> <p><b>WHO SHOULD USE IT?</b></p> <p>Ideally, the Checklist would be completed by a group, to help give different perspectives on the proposal. However, in reality it is likely to be the report writer completing the checklist, which will still generate ideas as to how to make a project more sustainable.</p> <p>Members will be able to easily see and consider the Sustainable Development implications of proposals on reports.</p> | <p><b>HOW TO USE THE SUSTAINABLE DEVELOPMENT CHECKLIST?</b></p> <p>The process shouldn’t take long to complete. When completing the Checklist you should consider:</p> <ul style="list-style-type: none"> <li>• The impact the project has on the various aspects of sustainable development listed.</li> <li>• Can any negative impacts be improved?</li> <li>• Completing the checklist is bound to be a bit subjective. Is there anyone else (your manager or DMT?) who could go through the checklist too?</li> <li>• Some aspects of the checklist may not be relevant. Don’t worry about this.</li> </ul> <p>The main impacts and any measures to be taken to reduce the negative impacts should be briefly summarised in Paragraph 6 of your Report, called “<b>Sustainable Development and Equality Implications</b>”. The integrated assessment should be attached to reports as an appendix.</p> <p>Headings are based on outcomes from the Corporate Improvement Plan 2011/14 which are that people in Monmouthshire:</p> <ul style="list-style-type: none"> <li>• Live safely and are protected from harm</li> <li>• Live healthy and fulfilled lives</li> <li>• Benefit from education, training and skills development</li> <li>• Benefit from an economy which is prosperous and supports enterprise and sustainable growth</li> <li>• Benefit from an environment that is diverse, vibrant and sustainable</li> </ul> |
|---|---|---|

## EQUALITY IMPACT ASSESSMENT SCREENING FORM

|                                     |                            |                       |
|-------------------------------------|----------------------------|-----------------------|
| <b>Assessor(s):</b>                 | <b>Directorate:</b>        | <b>Department:</b>    |
| Mark Sellick                        | Highway & Flood Management | Traffic & Road Safety |
| <b>Policy author / service lead</b> | <b>Date of assessment:</b> |                       |
| Mark Sellick / Paul Keeble          | 23.04.2018                 |                       |

**1 Purpose of Policy/Service:**

To introduce a new 30mph speed limit order along a section of Station Road, Rogiet, to encompass the approach to the residential properties and newly constructed railway bridge within this area.

**2** Are there any people or groups of people with protected characteristics that this policy/service is likely to affect in a **negative** way? Please tick appropriate boxes below and move on to question/s **4** and/or **5** below

Or does the policy/service have a **neutral or positive (good)** effect? Please tick appropriate boxes below and move on to question **3** below.

**Negative**
Neutral
Positive
**Negative**
Neutral
Positive

|                               |  |                                     |  |                    |  |                                     |  |
|-------------------------------|--|-------------------------------------|--|--------------------|--|-------------------------------------|--|
| Age                           |  | <input checked="" type="checkbox"/> |  | Race               |  | <input checked="" type="checkbox"/> |  |
| Disability                    |  | <input checked="" type="checkbox"/> |  | Religion or Belief |  | <input checked="" type="checkbox"/> |  |
| Gender reassignment           |  | <input checked="" type="checkbox"/> |  | Sex                |  | <input checked="" type="checkbox"/> |  |
| Marriage or civil partnership |  | <input checked="" type="checkbox"/> |  | Sexual Orientation |  | <input checked="" type="checkbox"/> |  |
| Pregnancy and maternity       |  | <input checked="" type="checkbox"/> |  | Welsh Language     |  | <input checked="" type="checkbox"/> |  |

- 3 If you have assessed that the impact is either **neutral or positive** could you please give some detail below to justify/evidence this. Once you have done this there is **no requirement to carry on completing this part of the form**. Please move on to complete the **Sustainable Development checklist** on page 9

The proposed Order is intended to improve road safety within Rogiet and not discriminate or disadvantage anyone using the highway.

- 4 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact on any **external group(s)** or individuals with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

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

5 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact **on individuals or groups of staff (internal)** with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

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

6 Please list the data that has been used for this assessment? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

7 Please give details of any consultation(s) or engagement carried out in the development of this policy/service?

8 What actions have been taken to mitigate **negative** impact(s)?

9 Please indicate below whether you consider this policy/service to have a high, medium or low risk of **negative** impact.

|   | Negative Impact |        |     |
|---|-----------------|--------|-----|
|   | High            | Medium | Low |
| Are a large number of people affected?          | 3               | 2      | 1   |
| Is the potential impact significant?            | 3               | 2      | 1   |
| Is the scale/cost to the Authority significant? | 3               | 2      | 1   |
| <b>Score</b>                                    |                 |        |     |



### Scoring

|                                |        |                       |   |
|--------------------------------|--------|-----------------------|---|
| <input type="checkbox"/> 3     | Low    | No significant impact | No further action required                                  |
| <input type="checkbox"/> 4 - 6 | Medium | Some impact           | Additional consultation to further mitigate negative impact |
| <input type="checkbox"/> 7 - 9 | High   | Significant impact    | A Full impact assessment is required                        |

10 Is a full equality impact assessment required?  
Using the matrix and scoring information above:

- A **low** rating means that there is no further action required
- A **medium** rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required
- A **high** rating in question 6 will mean that a Full impact assessment is required.

**Yes / No**

## SUSTAINABLE DEVELOPMENT CHECKLIST

### PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE

| Elements   | Contribution |   |   | Evidence  | Ideas for Improvement |
|--|--------------|---|---|---|-----------------------|
| What contribution does this make to:   | -            | 0 | + |   |                       |
| Reduce, reuse and recycle waste and water  |              | 0 |   |   |                       |
| Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy |              | 0 |   |   |                       |
| Prevent or reduce pollution of the air, land and water                                     |              |   | + | A reduced speed limit will prevent and/or discourage vehicles from accelerating through the village and in turn reduce carbon emissions                         |                       |
| Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)                  |              | 0 |   |   |                       |
| Protect or enhance visual appearance of environment  |              | 0 |   |   |                       |
| Reduce car and road freight mileage, and encourage public transport, walking and cycling   |              |   | + | A reduced speed limit and a safer road environment within the village will encourage the use of more sustainable modes of transport, such a walking and cycling |                       |
| Have a positive impact on people and places in other countries                             |              | 0 |   |   |                       |

### PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES

| Elements   | Contribution |   |   | Evidence   | Ideas for Improvement |
|--|--------------|---|---|--|-----------------------|
| What contribution does this make to:                   | -            | 0 | + |  |                       |
| Ensure that more people have access to healthy food    |              | 0 |   |  |                       |
| Improve housing quality and provision                  |              |   | + | Local residents will be encouraged by lower vehicle speeds within the village, which will help to improve their quality of life  |                       |
| Reduce ill health                                      |              |   | + | A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle |                       |
| Improve facilities and choice of health care provision |              | 0 |   |  |                       |

|                             |  |  |   |  |  |
|-----------------------------|--|--|---|--|--|
| Encourage physical activity |  |  | + | A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle |  |
| Promote independence        |  |  | + | A reduced speed limit and a safer road environment will support greater independence especially for those without access to the private car or transport                       |  |

**PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM**

| Elements   | Contribution |   |   | Evidence   | Ideas for Improvement |
|--|--------------|---|---|--|-----------------------|
| <b>What contribution does this make to:</b>  | -            | 0 | + |  |                       |
| Encourage community participation/action   |              |   | + | A reduced speed limit and a safer road environment will encourage community participation through improved access and greater independence                               |                       |
| Targets socially excluded  |              |   | + | A reduced speed limit and a safer road environment will improve access for those within the community who do not have access to a private car or other form of transport |                       |
| Help reduce crime and fear of crime  |              |   | + | A reduced speed limit will improve road safety within the village and will help to prevent instances of dangerous/inappropriate driving                                  |                       |
| Improve access to local facilities for all local people, regardless of age, gender, ability etc. |              |   | + | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease  |                       |

**PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT**

| Elements                                    | Contribution |   |   | Evidence  | Ideas for Improvement |
|---|--------------|---|---|---|-----------------------|
| <b>What contribution does this make to:</b> | -            | 0 | + |   |                       |
| Improve access to education and training    |              |   | + | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                       |
| Value and support voluntary work            |              | 0 |   |   |                       |

|   |                     |          |          |   |                              |
|---|---------------------|----------|----------|---|------------------------------|
| Increase and improve access to leisure and recreation facilities  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Increase and improve access to cultural facilities  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| <b>PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH</b> |                     |          |          |   |                              |
| <b>Elements</b>   | <b>Contribution</b> |          |          |   | <b>Ideas for Improvement</b> |
| <b>What contribution does this make to:</b>   | <b>-</b>            | <b>0</b> | <b>+</b> |   |                              |
| Protect local shops and services  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Link local production with local consumption  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Improve environmental awareness of local businesses   |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Increase employment for local people  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Preserve and enhance local identity and culture   |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |
| Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc                                  |                     |          | +        | A reduced speed limit will improve access within the village and enable local people to access local facilities with greater ease |                              |