

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Llun, 1 Tachwedd 2021

Hysbysiad o gyfarfod

Pwyllgor Craffu Oedolion

Dydd Mawrth, 9fed Tachwedd, 2021, 10.00 am
Remote Attendance

AGENDA

**BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R
CYCHWYN Y CYFARFOD**

Eitem ddim	Eitem	Tudalennau
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	Fforwm Agored i'r Cyhoedd.	
4.	Strategaeth Cartrefi Gwag - Craffu ar y strategaeth ar gyfer mynd i'r afael â chartrefi gwag.	1 - 30
5.	Blaen-raglen Waith y Pwyllgor Dethol Oedolion.	31 - 32
6.	Blaen-raglen Waith y Cabinet a'r Cyngor.	33 - 46
7.	Cadarnhau cofnodion y cyfarfod blaenorol	47 - 54
8.	Cyfarfod Nesaf: Dydd Mawrth 14eg Rhagfyr 2021 am 10.00am.	

Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

L.Brown
R. Edwards
M.Groucutt
R. Harris
S. Howarth
M. Powell
S. Woodhouse
M.Lane

C. Bowie
T. Crowhurst

Gwybodaeth Gyhoeddus

Mynediad i gopïau papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

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SUBJECT:	EMPTY PROPERTY ACTION PLAN
MEETING:	ADULTS SELECT COMMITTEE
DATE:	9TH NOVEMBER 2021
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To consider and comment on a proposed Empty Property Action Plan, as required by Welsh Government.

2. RECOMMENDATIONS:

- 2.1 To consider both the risks of empty properties and the opportunities associated with tackling empty properties, particularly in relation to town centre regeneration.
- 2.2 To recommend that the report goes forward for consideration by Adult Select Committee with a view to gaining Cabinet approval to adopt the proposed Empty Property Action Plan. **See Appendix 1.**

3. KEY ISSUES:

- 3.1 Empty properties can impact negatively on town centres, local neighbourhoods and can be a concern to local people and businesses. They take up scarce resources in both local and central Government contexts, are often expensive to remedy and can contribute to the decline of an area. They are an under-used community asset. Empty properties can be used for housing or commercial solutions to fit the needs and demands of the local area. Welsh Government (WG) is keen to find solutions to realise the potential of these empty buildings, including the use of enforcement powers if necessary.
- 3.2 In encouraging Local Authorities to tackle empty properties, WG is making available both financial and practical support.
- 3.3 To assist Local Authorities in dealing with their long -term empty properties, WG has developed an Empty Property Enforcement Programme. In line with WG's Transforming Town's agenda, the programme enables a focus on town centres through an interest free Empty Property Management Loan Fund.
- 3.4 The financial support package is available to Local Authorities who wish to undertake enforcement action on prominent town centre empty properties. The fund is a 15-year loan programme (rolling fund) from WG which is repayable in full at the end of the term.
- 3.5 To access this fund, it is a requirement that Local Authority Officers and Cabinet Members attend an Empty Property Enforcement training which has now been completed. The training is extremely comprehensive and seeks to make Local Authorities aware of the full range of enforcement powers and opportunities available. The training is complemented by the availability of an Empty Property expert, whom the Local Authority and Officers can engage to acquire any necessary advice and support.
- 3.6 The Local Authority also required to produce a local Empty Property Action Plan

for dealing with long-term empty properties - **Appendix 1**. The Action Plan deals with both commercial and residential properties, but the loan funding is only available for town centre empty properties.

3.7 The Local Authority has identified key commercial and residential properties that will be prioritised for action. The priority list should be reflective of the level of resources available and focus on properties where action is likely to result in a positive outcome by bringing the property back into use, improving the visual amenity or other tangible benefit to the local community.

3.8 WG is suggesting a minimum of eight properties (commercial and residential) with no less than four properties located in the town centres as part of the Transforming Towns agenda, albeit this is not a rigid requirement.

3.9 Due to timescales, the Action Plan has already been submitted to WG with informal Officer and Cabinet support, but it is important that Adult Select Committee can consider and scrutinise the Action Plan prior to adoption.

3.10 The Action Plan will be monitored and managed by the Empty Property Working Group.

4. **EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

4.1 There are no negative implications with this proposal. **See Appendix 2.**

5. **OPTIONS APPRAISAL**

5.1 The following options are available:

Option	Benefit	Risk	Comment
<p>Option 1: The <u>recommended option</u> is to agree the proposed Empty Property Action Plan</p>	<ul style="list-style-type: none"> It enables the Council to potentially access the Welsh Government Empty Property Management Loan Fund. It enables the Council to create a strategic statement of intent. It establishes a co-ordinated whole Authority approach. The Council can acquire external advice and support, particularly in relation to enforcement. It raises awareness, understanding and importance of utilising empty properties. 	<ul style="list-style-type: none"> There are no risks associated with the actual development of the proposed Action Plan itself. Although not the subject and consideration of this report, there is no compulsion on the Council (with the exception of public safety) to actually take enforcement action. 	<ul style="list-style-type: none"> There may be resource implications associated with individual properties contained within the Action Plan. But any risk would be taken into account in respect of any decision making necessary in respect of any individual properties. This would be outside of the consideration needed for this report.

Option	Benefit	Risk	Comment
	<ul style="list-style-type: none"> It supports Welsh Government priorities of tackling empty properties. The aim is to link the Action Plan with contributing towards the Council's priorities of delivering additional affordable housing, additional homeless accommodation, and town centre regeneration. 		
<p>Option 2: Do nothing and continue with the existing approach</p>	<ul style="list-style-type: none"> Individual services will continue to implement their existing procedures and service priorities relating to engaging with empty property owners. 	<ul style="list-style-type: none"> At present the Council has no existing designated funding source for empty properties beyond existing service budgets and the Home Improvement Loan facility that empty homeowners can access. There may be a need to specifically identify resources to facilitate a particular course of action e.g., compulsory purchase 	<p>This is not considered an option</p>

6. REASONS:

6.1 The Council has been requested to develop an Empty Property Enforcement Action Plan by WG.

7 RESOURCE IMPLICATIONS

7.1 There are no resource implications associated with the proposed Action Plan.

7.2 Resource implications will potentially arise and be considered in relation to possible future decision making in relation to individual properties.

8. CONSULTEES:

8.1 Cabinet Member for Economy, Deputy Leader; Cabinet Member for Community Wellbeing and Social Justice; Enterprise DMT; Enterprise Accountant; Empty Homes Working Group; Deputy Chief Executive & Chief Officer Resources

9. BACKGROUND PAPERS: None

10. AUTHOR: Ian Bakewell, Housing & Communities Manager

11. **CONTACT DETAILS:** Ian Bakewell **Tel:** 01633 644479 **E-mail:**
ianbakewell@monmouthshire.gov.uk

MONMOUTHSHIRE EMPTY PROPERTIES ACTION PLAN

APPENDIX ONE

1. Overall Aim of Plan

- 1.1 To help bring empty properties back into use and improve the physical condition of the existing built environment by targeting those properties that are having a detrimental effect on the area or local community.
- 1.2 To increase the availability of affordable housing in the County.

2. Objectives of Plan and associated actions

Objective 1: To identify and implement effective intervention 'Toolkit'

ACTION What are we going to do?	WHAT WE WILL DO How are we going to do it?	BY WHOM?	BY WHEN?	MONITORING / MEASURE / TARGET
1. Continue with website development,	Maintain up to date information for Empty Property owners	Strategy & Policy Officer – Homelessness	On-going activity	
2. ID & target 3 properties as a pilot to use as a whole LA learning exercise	Visit to access determine condition from an EH, Planning, Building Control and Housing perspective and produce a single action plan	Strategy & Policy Officer - Homelessness, Officer, Specialist EH Officer, Building Control Surveyor, Development	End of Sept 2021	

			Management Area Manager		
3.	Advice on selling, renting, repairing, renovating, or developing properties	Making Info available on dedicated web page and promoting through biannual lettering	Strategy & Policy Officer - Homelessness	In place	
4.	Provide info and support to EP owners with regard social lettings / private sector leasing / Tenancy Deposit Schemes and financial assistance schemes	engaging with EP owners through Monmouthshire Letting Scheme (MLS)	Strategy & Policy Officer - Homelessness, Monmouthshire Lettings Negotiator	In place	
5.	Engage pro-actively with EP Owners	Bi-annual engagement with owners to discuss intentions with property and to provide advice and assistance around options and available support.	Strategy & Policy Officer - Homelessness	In place bi-annually Feb/March and Sept/Oct	
6.	Review Council Tax discounts / premiums	To be considered by the EP Working Group	Empty Property Working Group*	November 2021	
7.	To use SHG programme to tackle EH	To engage with RSL's to ID development opportunities	Strategy & Policy Officer – Affordable Housing	On – going activity	

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*Membership – Housing & Communities; Regeneration; Legal; Planning; Building Control; Environmental Health

Objective 2: To raise awareness of empty property issues with property owners, local community, businesses, local members, and community councillors.

ACTION	WHAT WE WILL DO	BY WHOM?	BY WHEN?	MONITORING / MEASURE / TARGET
What are we going to do?	How are we going to do it?			

1.	Engage with EP owners	Biannual engagement with owners to discuss intentions with property and to provide advice and assistance around options and available support. Develop a campaign with Communications Team Engage with Business Networks	Strategy & Policy Officer - Homelessness	October 2021 & February 2022	Data-base maintained Completion of proposal for campaign and its subsequent implementation. Nos. of properties brought back into use
2.	Promote local activity around EP	Press releases	Strategy & Policy Officer - Homelessness	November 2021 & February 2022	
3.	Implement town centre survey of empty spaces above shops.	Through a questionnaire survey	Strategy & Policy Officer - Homelessness	In progress and complete by December 2021	Produce survey report, to confirm findings, conclusion, and recommendations
4.	Inform Members of progress of EP Action Plan	Arrange Members Seminar Reports to Select Committee (Stronger Communities)	Strategy & Policy Officer - Homelessness	Seminar – December 2021	

Objective 3: To adopt a corporate approach and develop new partnerships (Integration and Collaboration)

	ACTION What are we going to do?	WHAT WE WILL DO How are we going to do it?	BY WHOM?	BY WHEN?	MONITORING / MEASURE / TARGET
1.	Continue with the EP Working Group	<ul style="list-style-type: none"> • Sharing info • Developing policy and identifying solutions • Develop a 'case conference' approach to tackling EP 	Empty Property Working Group	On-going activity	

2.	Making empty properties a strategic priority	ID' strategic opportunities to incorporate empty homes, e.g., HSP strategy; town centre regeneration	Empty Property Working Group	On-going activity	Reflected in strategic documents and formal decision making
3.	Explore regional opportunities	Engage with Regional PSM	Housing & Communities Manager	October 2021	

Objective 4: To integrate and support wider town centre regeneration or other regeneration initiatives including the Transforming Towns programme.

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	ACTION What are we going to do?	WHAT WE WILL DO How are we going to do it?	BY WHOM?	BY WHEN?	MONITORING / MEASURE / TARGET
1.	High street survey on spaces above shops	Survey shops in the high street Working with the regeneration team on proposals/ potential opportunities. Feed into the development of strategic masterplans for each town.	Strategy & Policy Officer, Homelessness, Regeneration Project Manager	November 2021	75% response
2.	Target 22 Monnow Street, Monmouth	Arrange a follow up meeting with agent to discuss progress of the planning application. Grant/Loan dates do not fit in with application/build out timeline. Planning to support applicant to encourage an application	Heritage Manager	End of October 2021	To achieve general timescales and an understanding of general approach to site new use.

Objective 5: To implement enforcement action as part of the MCC procedure

ACTION What are we going to do?	WHAT WE WILL DO How are we going to do it?	BY WHOM?	BY WHEN?	MONITORING / MEASURE / TARGET
1. To respond to complaints and identified problematic properties.	Through an incremental course of action from a soft supportive approach of engagement, e.g., lettering offering advice, through to the harder approach of the use of our legislative powers / options	Strategy & Policy Officer – Homelessness and relevant teams such as Environmental Health, Planning and Building Control	This is an ongoing activity	Service activity monitoring including outcomes
Review complaints procedure	Evaluate and health-check existing procedure to ensure meets requirements	Strategy & Policy Officer with Empty Property Working Group	January 2022	Completed written procedure

- Local Authorities should identify key commercial and residential properties that will be prioritised for action. The priority list should be reflective of the level of resources available and focus on properties where action is likely to result in a positive outcome by bringing the property back into use, improving the visual amenity or other tangible benefit to the local community.

Suggested minimum of 8 properties (commercial and residential) with no less than 4 properties located in the town centres as part of the Transforming Towns agenda.

See below for our priority list of properties for action

Property List for Action

Property Address & Property Type	Ownership & Contact Address	Condition	Options Considered	Approach to be taken / Course of Action	Lead Person	Key Dates	WG Town Centre Management Fund Eligibility
22 Monnow Street	London Based Property Company	Very poor, structurally unsafe. Engineer's report anticipated. External appearance is average	Section 215 Notice to address external condition of the building. Repairs Notice with follow up CPO. Negotiations with owners to progress planning/LBC applications	Negotiate with a view to achieve a scheme of redevelopment mixed use. 215 Notice is external appearance continues to degrade, Last resort view to CPO, property has significant constraints that CPO is not advised at present	Heritage Manager	November 2021	yes
Mulberry House	Local Property Developer	Good	Property is empty but not in a poor state, no formal action required from Planning perspective. Property is advertised for sale		Strategy & Policy Officer – Affordable Housing	Ongoing	Yes
Pond House, Magor.	There is no mortgage but	•The property is	•The danger is not immediate but	➤ Write to each owner under	Strategy & Policy Officer	Oct 21	No

Detached, two storey of traditional construction



there are 4 owners

PROPRIETOR: ALAN JAMES WILLIAMS and SUSAN WILLIAMS of Hendrew Farm, Hendrew Lane, Llandeud, Newport NP18 2AB and

ANGELA MARINA HALEY and JAMES HALEY of Whitehall, Undy, Caldicot NP26 3EN.

in a poor state of repair, there were loose slates noted on the roof verge/eaves adjacent to the access road leading to the garage. The danger is not immediate but potentially dangerous and will require monitoring by the owner.

- The side elevation facing Old Magor Road – the gable has masonry missing, the fascia boards are deteriorating , and the chimney

potentially dangerous and will require monitoring by the owner.

From Old Magor Road the back door was open to trespass and will require securing.

separate cover, stating that the property is a long-term empty property and is having a negative impact on the area, explaining

- The Council is under pressure from local members and the local community to act;
- Mention that they may be intending to sell the property to the developer next door to assist with the potential development of a supermarket.
- Request an inspection of the property to review its current condition ask them to contact within the next 14

– Homelessness with Specialist EHO, Building Control Surveyor and Development Management Area Manager




render is spalling due to weathering.

days to arrange a suitable convenient appointment.

- Include a Section 16 RFI on each party as part of the process, makes it look as if you are serious.
- If they do not provide access, the use Section 239 POE notices under the Housing Act 2004 to clarify their minds, with warrant if needed.

MCC will not act if owner agrees to sell the property or move it forward within a couple of months.

If progress is not made to either sell it or improve it, then the LA will take enforcement action

				Enforcement Options <ul style="list-style-type: none"> • Section 215 Town and Country Planning Act 1990 • Section 4 Prevention of Damage by Pests Act 1990 • Community Protection Notice. 			
55 Crossway Rogiet NP26 2SJ Semi-detached, two storey of traditional construction		<ul style="list-style-type: none"> • Main concern with the property is the condition of the roof on the side elevation adjacent to no. 53. Roof slates are loose, the fascia boards are rotten and hanging and which poses a risk to the occupants of no. 53. 	•	The land is unregistered, need to establish who owns the property. <ul style="list-style-type: none"> ➤ Serve a Section 16 Requisition for information. Ask to confirm <ul style="list-style-type: none"> • who previously owned the property before they died, • date of death (ask for copy of death certificate if possible) and whether there are any deeds 	Specialist Environmental Health Officer - EHO to serve S16 Req for Information with regard to provisions of Prevention of Damage by Pests 1949	By End Sept 2021	No



available for the property.

- If he has deeds ask if they will send you a copy, (we could potentially legally require them to provide it by virtue of section 235 Housing Act 2004
- Ask whether he or other family members have made an application for probate and on what date that application was made.

➤ Check with the High Court Probate to establish if they have any application.

This will establish whether they are dealing with the estate or not.

- Once you have their name and date of death, you can then do a search <https://probatesearch.service.gov.uk/#wills> to establish whether grant of probate has been granted. This may have a copy of the will attached and may indicate who is responsible for the property and whether the property was bequeath to someone


Do background checks in relation to the case to identify anyone who may have an interest, then we will be better placed to try and resolve the property.

We will need to do our due diligence before we can serve any notice.

Enforcement Options

- Section 4 Prevention of Damage by Pests Act 1949 – harbourage for rodents, good for enforced sale.
- Section 59 Building Act 1984 – defective drainage – google earth indicates detached rainwater goods
- Housing Act 2004 – use power of entry and warrant provisions, if they will not

				<p>provide access (Section 239 / S240) to inspect the property to establish condition</p> <p>Suggest using the power on entry and warrant provisions to establish what type of response you get from the alleged owner.</p> <p>If no response, then Section 4 and Works in default may be appropriate.</p> <p>Building Control do have powers under the legislation of Section 77 & 78 of The Building Act 1984 to act in making the building safe, other acts include Local Government (Miscellaneous Provisions) Act 1982, Section 29 – Protection of</p>			
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				<p>Building, whereby the LA can undertake works for the purpose of preventing unauthorised entry or is likely to become a danger to public health.</p>			
<p>The Steps, Caerwent</p> 	<p>Mr Owen Jones, Caerwent House, Caerwent, Caldicot NP26 5AY</p> <p>Owners' son (The Steps) – Michael Jones 01291 422327 / 07815 641030.</p>	<p>Summary: Render at front of property is perished likely to be resulting in significant damp penetration. Roof at front of property appears satisfactory but at rear several areas where tiles are slipping and there is a missing tile/hole at the top of the rear roof and missing guttering. Rear door is open, front door has</p>	<p>Potential issues to be addressed:</p> <ol style="list-style-type: none"> 1. Secure front and rear doors. 2. Replace windowpane in front window or secure with boarding 3. Secure roof tiles <p>Other matters</p> <ol style="list-style-type: none"> 1. Boundary fence is a private issue between Coach and Horses and The Steps 2. Overgrown garden action could be taken under S215 Town and County Planning Act 	<p>Environmental Health Enforcement Options</p> <ol style="list-style-type: none"> 1. Local Government (Miscellaneous Provisions) Act1982, Section 29 – can be used to require the owner of a property to take steps to secure a property or allow the local authority to board it up in an emergency. This provision will be used to ensure the property is secure from entry. 2. Prevention of Damage by Pests Act 1949 (Section 4) – can require the cutting back of vegetation if vermin evident or likely. 	<p>Strategy & Policy Officer – Homelessness, Specialist EHO & Development Management Area Manager</p>	<p>Oct 21</p>	<p>No</p>



gaps providing access for vermin. Significant overgrowth especially in rear garden and stone boundary wall has collapsed in one area.

Bulging and cracked front retaining wall onto road assessed 10/02/17 by Building Control and deemed satisfactory. No obvious deterioration since.

Front façade
– perished render, missing section of rainwater gutter and missing

Planning Enforcement Option
• Section 215 Town and Country Planning Act 1990



rainwater
hopper.
Rotten
windowsills
and frames.

Further
perished
render, rotten
front door
with gap at
base allowing
access for
vermin.

Broken/missi
ng
windowpane
in RHS FF
window.

Rear view -
garden full of
felled trees
and brambles
(felled trees
possibly
dumped
there)

Boundary
wall
collapsed into
Coach
Slipped roof



tiles with hole
into attic
space.

Rotten fascia
boards. Rear
wooden door
is open to
access.
Missing
gutter. and
Horses Car
Park

APPENDIX 2



monmouthshire
sir fynwy

Equality and Future Generations Evaluation

Name of the Officer completing the evaluation Ian Bakewell Phone no: 01633 644479 E-mail: IanBakewell@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal Empty Property Action Plan
Name of Service area Housing & Communities	Date 24.08.21

7. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal affects people of all ages from 16+ including older persons.	None	None
Disability	The benefits of the action plan will potentially benefit those with disabilities.	None	None
Gender reassignment	Ditto	None.	N/A.
Marriage or civil partnership	Ditto	None.	N/A.
Pregnancy or maternity	Ditto	None.	N/A.
Race	Ditto	None.	N/A.
Religion or Belief	Ditto	None.	N/A.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	Ditto	None.	N/A
Sexual Orientation	Ditto	None.	N/A.
Welsh Language	None.	None.	N/A.
Poverty	Ditto	None.	N/A.




2. **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. There's no need to put something in every box if it is not relevant!



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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive: Positively contributes to increasing housing options in Monmouthshire. Empty properties are considered an unused resource Possible repairs and renovation work supports the local economy Potential income generation arising from rent generates wealth Use of accommodation for accommodation may support accessing employment opportunities. Negative: None	The Council contacts the owners of long-term empty homes on a bi-annual basis to seek to bring empty homes back into use. Depending on how a property comes back into use will influence actions taken in relation to better contributing to positive impacts. At this stage it's not possible to be prescriptive. Homeless prevention work will continue
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g., climate change)	Positive: N/A Negative: N/A	There may be an option to increase the energy efficiency standard of the properties in the future.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive: Positively contributes to the health of homeless persons. Good housing supports well-being Negative: None.	None at present
A Wales of cohesive communities Communities are attractive, viable, safe, and well connected	Positive: By bringing an empty property back into use positively contributes by effectively increasing housing supply. Thereby helping local people remain in their home communities. Negative: None	None at present
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic, and environmental wellbeing	Positive: Positively contributes to the effective use of resources and contributes positively to health if properties can be brought back into use. Negative: N/A	N/A.
A Wales of vibrant culture and thriving Welsh language Culture, heritage, and Welsh language are promoted and protected. People are encouraged to do sport, art, and recreation	Positive: N/A Negative: N/A	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: The proposal both strengthens the availability of residential accommodation in Monmouthshire. Any accommodation helps to increase the stability in people's lives improving opportunities in respect of personal finances; employment; training etc Negative: None.	N/A

3. 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 proposal, which includes enforcement, seeks to provide a medium to long-term intervention. The proposal is not expected to deliver any short-term benefits</p> <p>The proposal is about planning ahead in respect of sustainable solutions and strategic planning</p>	<p>The Council will continue to operate a pro-active and positive approach will continue to contribute to positive impacts.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>This proposal is based on a partnership approach through the following parties:</p> <ul style="list-style-type: none"> • Welsh Government • Private owners • Housing & Communities • Env Health • Planning • Building Control • Legal • Strategic Projects • Housing Associations 	<p>Empty homes procedures already exist in terms of engaging with owners, a high street survey is currently in progress and an Empty Homes Trial has already commenced focusing on three empty homes. All of which have been absorbed into the proposed action plan.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The Council has established an internal working group in respect of empty homes. This platform has been used to develop the empty property action plan.</p> <p>The high street survey raises awareness with shop owners/managers</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal builds upon the existing proactive, positive, and supportive approach. By identifying empty properties such as spaces above shops, that supports the Council's preventative approach.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal indirectly positively impacts on well-being e.g., potential for additional good quality accommodation supports well-being and potential additional income for empty property owners</p>	N/A

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Social Justice	The proposal will indirectly benefit Social Justice because any space that comes into use as accommodation increases housing options. Wherever possible efforts will be made to align with the need for more affordable and homeless accommodation.	N/A	N/A
Safeguarding	The proposal indirectly and potentially supports households where there could be safeguarding issues by providing safe and secure temporary accommodation.	None.	N/A.
Corporate Parenting	The proposal supports Corporate Parenting by potentially providing safe and secure accommodation.	None.	N/A.

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

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Evidence has been gathered in the following ways:

- Anecdotal evidence from individual staff
- Empty homes statistics via Council Tax
- Empty Homes complaints
- High Street space above shop survey

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

Positive -

The positive benefits of this proposal are:

- The proposal establishes a formal and whole authority approach to tackling empty properties
- It establishes a firm commitment by the Council to tackling empty properties using enforcement
- It will enable the Council to access Welsh Government load funding facility

Negative – None.

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

What are you going to do	When are you going to do it?	Who is responsible
Prepare reports for Enterprise DMT & SLT	6 th September 21 Enterprise DMT	Housing & Communities Manager
Submit action plan to WG	By 17 th September 21	Strategy & Policy Officer

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8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built-in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Enterprise DMT	06.09.21	
2	Enterprise DMT	25.20.21	

Monmouthshire's Scrutiny Forward Work Programme 2021

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
9 th November 2021	Empty Homes Strategy	To scrutinise the strategy for addressing empty homes.	Ian Bakewell Stephen Griffiths	Policy Development/Performance Monitoring
14 th December 2021 *	To be confirmed * (additional meeting in the council diary)			
11 th January 2022 May need to move date	Budget Scrutiny To be confirmed.	Scrutiny of the budget proposals for 2022-2023.	Peter Davies	Budget Scrutiny
	Budget Monitoring	Scrutiny of the budgetary position (revenue and capital) for services falling within the committee's remit at Month 7.	Jonathon Davies Tyrone Stokes	Budget Monitoring
15 th February 2022	Housing Support Programme Strategy and Homelessness	Scrutiny of the Housing Support Programme Strategy prior to submission to Welsh Government on 31 st March. Report to be accompanied by a Homelessness Update.	Ian Bakewell	Policy Development
29 th March 2022	Budget Monitoring	Scrutiny of the budgetary position (revenue and capital) for services falling within the committee's remit at Month 9.	Jonathon Davies Tyrone Stokes	Budget Monitoring
Mid May 2022				
End June 2022	Budget Monitoring	Scrutiny of the budgetary position (revenue and capital) for services falling within the committee's remit at Outturn position.	Jonathon Davies Tyrone Stokes	Budget Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2021

Future Agreed Work Programme Items: Dates to be determined

- ✓ **Disability Provision** ~ suggested by a committee member.
- ✓ **Homelessness** ~ To scrutinise the findings of the Audit Wales Review on the Council's response to an increased demand for homelessness services during the pandemic and plans to develop. Audit Review taking place Autumn 2021, scrutiny early 2022)
- ✓ **Mental Health Services** ~ Jointly with Children and Young People's Select Committee (ABUHB and Eve Parkinson)
- ✓ **Market place for social care** ~ **better understanding of services, play space community staff, integrated workspace, hub services, Turning the world upside down. Housing element.**
- ✓ **Performance reporting (plus Homefirst)**
- ✓ **Housing register allocations policy**
- ✓ **Housing Support Grant** ~ replaces the supporting people grant (children and communities grant ~ Sharran Lloyd) ~ how is the money used (homeless prevention ~ difficult places) ~ homelessness ~ late autumn (discussion with Sharran Lloyd)
- ✓ **Adults Carers Strategy**

Audit Wales National Reporting:

- Care Home Commissioning ~ anticipated publication August 2021
- Warm Homes Programme ~ anticipated publication September 2021
- Unscheduled Care ~ Autumn 2021

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

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

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Council	04/11//2021	Final Statement of Accounts		Peter Davies	07/05/21	
Council	01/12/2022	RLDP Deposit Plan for submission to WG for examination	Approval of Deposit Plan post-consultation for submission to WG for independent examination	Mark Hand / Craig O'Connor	30/07/21	
Council	01/10/23	RLDP for Adoption		Mark Hand	23/01/20	
Council	01/02/23	LDP submission for examination		Mark Hand	23/01/20	
Council	01/07/22	RLDP Deposit Plan endorsement for consultation	Endorsement of Deposit Plan	Mark Hand	23/01/20	
Cabinet	06/04/22	Welsh Church Fund Working Group - meeting 9 held on 10th March 2022		Dave Jarrett	27/04/21	
Council	10/03/22	2022/23 Treasury Policy		Jon Davies	07/05/21	
Council	10/03/22	2022/23 Final Budget sign off including Council Tax Resolution		Peter Davies	07/05/21	

Cabinet	02/03/22	Welsh Church Fund Working Group - meeting 8 held on 27th January 2022		Dave Jarrett	27/04/21	
Cabinet	02/03/22	2022/23 WCF/Treasury Fund Investments		Dave Jarrett	27/04/21	
Cabinet	02/03/22	Final Budget Proposals		Jon Davies	07/10/21	
Cabinet	16/02/22	2022/23 Final Revenue and Capital Budget Proposals		Peter Davies	27/04/21	
Cabinet	16/02/22	2021/2 Revenue and Capital Monitoring report - month 9		Jon Davies	27/04/21	
Council	27/01/22	Council Tax Reduction Scheme		Ruth Donovan	07/05/21	
Special Cabinet	19/01/22	Draft Budget Proposals		Jon Davies		
IMCD	12/01/22	2022/23 Community Council and Police Precepts - final		Jon Davies	07/05/21	
Cabinet	05/01/22	Welsh Church Fund Working Group - meeting 7 held on 16th December 2021		Dave Jarrett	27/04/21	
Cabinet	05/01/22	2021/2 Revenue and Capital Monitoring report - month 7		Peter Davies/Jon Davies	27/04/21	

ICMD	22/12/21	Welsh Language (Wales) Measure 2011		Alan Burkitt/Lisa Dymock	22/10/21	
IMCD	18/12/21	2022/23 Community Council and Police Precepts draft		Jon Davies	07/05/21	
Council	16/12/21	Capital Strategy		Jon Davies	20/05/21	
Council	16/12/21	RLDP Preferred Strategy endorsement post consultation	Endorsement of preferred strategy to inform deposit plan	Mark Hand / Craig O'Connor	20/05/20	
Cabinet	15/12/21	Consultation on the proposals to establish an all-through school, Abergavenny.	Cabinet to receive objection report and decide whether to proceed with the proposal.	Debbie Graves	26/05/21	
IMCD	08/12/21	Council Tax Base and associated matters		Ruth Donovan	07/05/21	
Cabinet	01/12/21	Review of Monmouthshire's Destination Management Plan 2017-2020	Purpose: to approve the revised Destination Development Plan	Matthew Lewis	22/09/20	
Cabinet	01/12/21	Cabinet approval of the methodology for prioritising highway resurfacing and maintenance projects		Mark Hand	07/10/21	
Cabinet	01/12/21	Welsh Church Fund Working group - meeting 6 held on 4th November 2021		Dave Jarrett	27/04/21	
Cabinet	01/12/21	Abergavenny Velo Park	CM	Mike Moran	14/10/20	

Cabinet	01/12/21	2021/22 Revenue and Capital Monitoring report - month 6		Peter Davies/Jon Davies	27/04/21	
Cabinet	01/12/21	'Leave Averaging & Holiday Pay		Katherine Cameron		
Cabinet	01/12/21	MTFP Budget Process report		Jonathan S Davies	07/10/21	
ICMD	24/11/21	SPG S106 Supplementary Planning Guidance	Adoption of SPG clarifying how S106 contributions are calculated following consultation	Mark Hand / Phillip Thomas	26/04/21	
ICMD	10/11/21	AWPOG Capital Funding for Fixed Play Provision		Mike Moran		
Council	04/11/21	Climate and Decarbonisation Strategy	To endorse an updated climate strategy and action plan which will introduce new programmes of activity to achieve the council's clear policy commitment to reduce carbon emissions.	Matthew Gatehouse / Hazel Clatworthy	19/05/21	
Council	04/11/21	Diversity and Democracy Declaration		John Pearson	12/02/21	
Council	04/11/21	Council Diary		John Pearson	29/09/21	
Council	04/11/21	Safeguarding Evaluative Report		Jane Rodgers	20/07/21	
Council	04/11/21	ISA260 - MCC Accounts		Jon Davies		

Council	04/11/21	Statement of Gambling Policy and Proposals for Casinos.		Linda O'Gorman	21/09/21	
Cabinet	03/11/21	Ombudsman's annual letter		Annette Evans	13/10/21	
Cabinet	03/11/21	ICT Security and Resilience		Sian Hayward	07/10/21	
Cabinet	03/11/21	LA Housing Prospectus		Cath Fallon/ Sally Meyrick	27/09/21	
Cabinet	03/11/21	Active Travel Network Maps		Paul Sullivan	13/11/20	
ICMD	27/10/21	Museum object disposal		Rachael Rogers	09/06/21	
ICMD	27/10/21	LDP Annual Monitoring Report and Development Management Annual Performance Report	Endorsements of reports for submission to WG	Mark Hand / Craig O'Connor	26/04/21	
Cabinet	06/10/21	Welsh Church Fund Working Group - meeting 5 held on 23rd September 2021		Dave Jarrett	27/04/21	
Cabinet	06/10/21	Consultation on the proposals to establish an all-through school, Abergavenny.	Cabinet to receive the consultation report and consider recommendations on proposed way forward / whether to publish statutory notices.	Debbie Graves	26/05/21	
Council	23/09/21	Director of Social Services Annual Report		Julie Boothroyd		

Council	23/09/21	Borough Theatre Funding Proposal		cath Fallon		
Council	23/09/21	Corporate Plan Annual Report		Emma Davies	17/08/21	
Council	23/09/21	Audit Committee Annual Report		Phillip White	29/06/21	
ICMD	22/09/21	Leave Averaging & Holiday Pay	Deferred to 13th October	Katherine Cameron		
Cabinet	15/09/21	Placemaking Charter	Council signs up to the Placemaking Charter	Mark Hand / Craig O'Connor	28/04/21	
Cabinet	15/09/21	Borough Theatre Funding Proposal	Needs to go 15 th Sept as won't be ready for 1 st Sept – Cabinet want to endorse this before it goes to Council for funding to be secured on 23 rd Sept	Cath Fallon		
Cabinet	15/09/21	Code of Corporate Governance		Andrew Wathan	20/07/2021	
Cabinet	15/09/21	Welsh Church Fund Working group - meeting 4 held on 22nd July 2021		Dave Jarrett	27/04/21	
Cabinet	15/09/21	Regeneration projects and Placemaking grant submission	To endorse the indicative Placemaking Grant submission for £791,429 made under the Welsh Government Transforming Towns funding	Mark Hand	29/07/21	
Cabinet	15/09/21	Afghan National Relocation Scheme	To re-state Cabinet's commitment to continued participation in the Home Office Afghan National Relocation scheme in line with the desire for Monmouthshire to be a county of sanctuary for those fleeing persecution.	Lisa Dymock/Matt Gatehouse	6/2021 - amended 20/8/21	

ICMD	08/09/21	Abergavenny Town Floodlights		Mike Moran	26/06/21	
ICMD	18/08/21	Consultation on the review of school places in Caldicot town		Matthew Jones	21/07/21	
ICMD	18/08/21	SPG S106 Supplementary Planning Guidance		Matk Hand / Phillip Thomas	01/05/21	23/06/21
ICMD	18/08/21	Procurement of PaybyPhone as an additional payment service for our car parks (Jane Pratt)	Agree to procure PaybyPhone	Mark Hand	29/07/21	
ICMD	04/08/21	Planning Policy discretionary service charges (Bob Greenland)	Agree Candidate Site assessment charges	Rachel Lewis	29/07/21	
Cabinet	28/07/21	Securing resources for ICT resilience	To provide appropriate investment for security resilience in ICT systems	Sian Hayward	30/06/21	
Cabinet	28/07/21	Regional Collaboration: Gwent Public Service Board		Richard Jones	14/07/21	
Cabinet	28/07/21	2021/22 Revenue and Capital Monitoring report		Peter Davies/Jon Davies	27/04/21	
Council	22/07/21	investments in Leisure Centres		Marie Bartlett / Ian Saunders		
ICMD	14/07/21	Museum object Disposal		Rachael Rogers/Lisa Dymock	19/05/21	

Cabinet	07/07/21	Welsh Church Fund Working Group - meeting 3 held on 24th June 2021		Dave Jarrett	27/04/21	
Cabinet	07/07/21	Capital Slippage		Jon Davies	11/06/22	
Cabinet	07/07/21	•Mutual Delegation of Strategic Procurement Services		Cath Fallon		
Council	24/06/21	Chief Officer's Report		Will Mclean	19/05/21	
Council	24/06/21	Shire Hall / Monmouth Museum		Matthew Lewis	24/05/21	
Council	24/06/21	LDP Preferred Strategy endorsement for consultation		Mark Hand	21/09/20	
Cabinet	09/06/21	2020/21 Revenue and Capital Monitoring outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year	Peter Davies/Jon Davies	27/04/21	
Cabinet	09/06/21	Welsh Church Fund Working Group - meeting 1 held on 15th April 2021 and meeting 2 held on 13th May 2021		Dave Jarrett	27/04/21	
Cabinet	09/06/21	Digital and Data	To seek approval for the creation of a new Digital Design and Innovation Team, to strengthen our information governance arrangements and to broaden the remit of the existing performance team to include data analytics'.	Emma Jackson	13/05/21	
Cabinet	09/06/21	Shire Hall / Monmouth Museum – to consider the outcome of the feasibility study		Matthew Lewis/Ian Saunders	05/02/21	

Council	13/05/21	Outside Bodies		John Pearson		
Council	13/05/21	Appointment to Committees		John Pearson		
Council	13/05/21	Political Balance		Matt Phillips		
Council	13/05/21	Freedom of the Borough		Joe Skidmore	22/04/21	
Council	13/05/21	Climate and Decarbonisation Strategy and Action Plan		Hazel Clatworthy	14/04/21	
ICMD	12/05/21	A Nation of Sanctuary - Asylum Dispersal Scheme - Moved to Cabinet	To provide Council with an progress update on the Climate and Decarbonisation Strategy and Action Plan which was developed following the passing of a motion to declare a climate emergency.	Matt Gatehouse	19/04/21	
ICMD	12/05/21	Play Action Plan	Cabinet Member Richard John Report originally on Cabi	hew Lewis/Mike Moran/Ian Saun	16/03/21	
Cabinet	14/04/21	Leisure Centre Investments		Marie Bartlett	22/03/21	
Cabinet	14/04/21	Statutory Consultation to establish 4-19 school in Abergavenny		Cath Saunders	03/03/21	
Cabinet	14/04/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 6 held on 11th March 2021	Dave Jarrett	02/04/20	

Cabinet	14/04/21	Whole Authority Strategic Risk Assessment		Richard Jones	02/03/21	
ICMD	07/04/21	Strategic Procurement		Cath Fallon/P Murphy	09/03/21	
ICMD	24/03/21	SPG S106 Supplementary Planning Guidance	To Clarify how S106 contributions are calculated/ deferred from 13/1/21 and 24/02/21 deferred UFN	Phil Thomas/Mark Hand	01/05/19	
Council	11/03/21	Appointments to outside bodies	To appoint a representative to the Wye Navigation Advisory Committee	Matt Gatehouse	08/02/21	
Council	11/03/21	Council Tax Resolution Report		Ruth Donovan	02/04/20	
Council	11/03/21	Treasury Strategy report		Jon Davies	15/12/20	
Council	11/03/21	Constitution Review		Matt Phillips	14/08/19	
Council	11/03/21	The Annual Pay Policy		Sally Thomas	11/02/21	
ICMD	10/03/21	disposal of land for consideration	Awaiting notification re inclusion DEFERRED UFN	by Cllr Murphy/ Ben Thorpe	09/02/21	
ICMD	10/03/21	Wye Valley AONB Management Plan 2021-26		Matthew Lewis/Richard John	10/02/21	

Cabinet	03/03/21	•EAS Business Plan		Sharon Randall Smith	21/09/20	
Cabinet	03/03/21	Final revenue and capital budget proposals		Peter Davies	21/09/20	
Cabinet	03/03/21	Social Justice Strategy Update		Cath Fallon	17/09/20	
Cabinet	16/02/21	Cabinet approval of the evidence based three year highway maintenance forward programme		Mark Hand	07/10/21	
Cabinet	03/02/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 5 held on 14th January 2021	Dave Jarrett	02/04/20	
Cabinet	03/02/21	Apprenticeship Pay Rates		Gareth James	08/01/21	
Cabinet	03/02/21	Outdoor Adventure Provision at Gilwern		Marie Bartlett	30/11/20	30/11/20
Cabinet	03/02/21	Proposed Disposal of MCC Cottages		Nicola Howells	15/12/20	
Council	27/01/21	Corporate Parenting Strategy		Jane Rodgers		
ICMD	27/01/21	Approval on Local Government (Wales) Act 1994 - The Local Authorities (Precepts) (Wales) Regulations 1995	Deferred from 13/1 to 27/1	Jon Davies		

Cabinet	20/01/21	•Draft revenue and capital budget proposals for consultation		Peter Davies	21/09/20	
Cabinet	20/01/21	Chippenham Mead Play Area, Monmouth		Mike Moran	15/12/20	
Cabinet	20/01/21	Play Area Assessments and Future Play Area Policy	to advise members of play area assessments carried out last year and suggest a rationalisation of provision	Matthew Lewis	22/09/20	
Cabinet	20/01/21	BUS EMERGENCY SCHEME (BES) – REQUEST TO ALL COUNCILS TO SIGN UP TO THE BES2 SCHEME		Roger Hoggins	24/12/20	
Council	14/01/21	Council Diary 2021/22		Nicola Perry		
Council	14/01/21	Council Tax Reduction Scheme		Ruth Donovan	07/04/20	
Council	14/01/21	Annual Safeguarding Report		Jane Rodgers	21/09/20	
ICMD	13/01/21	Minerals Regional Technical Statement Second Revision (RTS2)		Rachel Lewis	17/12/20	
ICMD	13/01/21	Museum Service Collection Review	To propose the deaccessioning of and disposal actions for the proposed items in line with Section 4 of the Museums Association Disposal Toolkit	Matthew Lewis/Rachael Rogers	22/09/20	
ICMD	13/01/21	Minimum Energy Efficiency Standards in the Private Rented Sector		Gareth Walters	15/12/21	

ICMD	13/01/21	Staffing Changes: Business Support	To seek approval for the voluntary redundancy of the Chief Executive's Personal Assistant, reducing the cost of administrative support arrangements for the senior management team and contribute to budget savings during the 2021-22 financial year./Paul Jordan	Matt Gatehouse	15/12/21	
Cabinet	06/01/21	Budget Monitoring Report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year.	Peter Davies/Jon Davies	02/04/20	
Cabinet	06/01/21	RIPA Policy		Matt Phillips	21/10/20	
Cabinet	06/01/21	Gypsy Traveller Accommodation Assessment 2020		Mark Hand	23/06/20	

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Monmouthshire Select Committee Minutes

Meeting of Adults Select Committee held at County Hall, Usk - Remote Attendance on Tuesday, 21st September, 2021 at 10.00 am

Councillors Present

County Councillor S. Howarth (Chairman)
County Councillor L. Brown (Vice Chairman)

County Councillors: M.Groucutt, R. Harris,
S. Howarth, M. Powell, S. Woodhouse and
M.Lane

Officers in Attendance

Cath Fallon, Head of Economy and Enterprise
Mark Hand, Head of Place-making, Housing,
Highways and Flood
Ian Bakewell, Housing & Regeneration Manager
Jonathan Davies, Acting Assistant Head of Finance
Tyrone Stokes, Accountant
Sally Meyrick, Strategy & Policy Affordable Housing
Officer
Hazel Ilett, Scrutiny Manager
Robert McGowan, Policy and Scrutiny Officer

APOLOGIES: Councillors R. Edwards, C. Bowie and T. Crowhurst

1. Declarations of interest

There were no declarations of interest.

2. Public Open Forum

No public submissions were received.

3. Gypsy and Travellers Needs Assessment - To consider the way forward following a review of needs

Ian Bakewell presented the report and answered the members' questions with Mark Hand.

Challenge:

How important is it that we meet every one of the criteria set out by Welsh Government? How does determining a site work in relation to, for example, available school places?

I don't think the process would consider school quotas, but access to schools is a criterion. At this stage we haven't considered where schools are at capacity, but it would make sense for the matter to enter the debate.

Will the government therefore be flexible on the criteria, especially as there's a cost implication for transport to school?

Access to schools is not set out definitively in the legislation – the obligation is more about the actual provision. We are expected to consider certain criteria, and we would aim to get as close to meeting all of those as possible. It would probably be difficult to meet every criterion definitively.

How would you rank those criteria i.e. schooling being one of the most important aspects?

We've not really done so, and it would be hard to do so, but it is certainly a consideration. Again, we won't 'tick every box' with the sites. The criteria aren't weighed against each other, it will be a carefully balanced decision as we progress. As we are considering families who are already in the county, their children should already be in the schooling system, though that isn't to say that successful sites will necessarily be in those areas – so there could be the implication of a different catchment. Home-to-school transport policies would then apply, as for any other residents.

Appendix 2 mentions guidance; there's a lot concerning public sites, but not much for private sites. There isn't a section on licensing either.

Welsh Government have produced the public site criteria, which they would expect us to meet, if we go down that road. We expect that we will need to, but the need can be met by private arrangement. Including licensing as part of the working group's conversation is appropriate – it hasn't factored into the discussions previously.

Will Appendix 2 be submitted to Welsh Government?

We wouldn't be compelled to submit it per se, but it would be appropriate to be available as background information to explain how we came to our decision.

The revised criteria mention phosphates and drainage but, quite often, these sites are in rural locations, so this presumably wouldn't be relevant?

Yes, sites often aren't on mains drainage, but have private treatment plants. The phosphates requirement on planning decisions is that for anything in sensitive areas (i.e. the northern two-thirds of the county, due to the Usk and Wye rivers), we have to go through a screening process with the habitat regulations, looking at betterment or neutrality in phosphates. It could be that a private treatment plant addresses that, and there is no phosphate impact – that is the position we will need to get to for a site to progress. There isn't the same phosphates issue with mains drainage in the south of the county.

Chair's Summary:

The recommendations were agreed by the committee. It would be helpful if licensing were also included in officer group and looking at the criteria. It was suggested that a comment about the importance of schooling be added, in considering the criteria. The workshop will be led by the Select committee, but open to all members.

4. Affordable Housing - To scrutinise the Local Authority Prospectus, which summarises the demand for affordable housing within Monmouthshire prior to submission to Welsh Government

Sally Meyrick presented the report and answered the members' questions with Ian Bakewell and Mark Hand.

Challenge:

Regarding the priorities highlighted in the strategic housing development: first, to seek to respond to increased levels of homelessness – what is that rate?

It is hard to answer definitively because the overall number of households that we are dealing with hasn't changed significantly from previous years. What has changed is the type of household – because Welsh Government's requirements have changed (ending rough sleeping and youth homelessness), we are dealing with more single people, often with significant support needs. Because of the change in profile, we are having difficulty moving those people on. As a

result, we have significant numbers of people in temporary accommodation – an increase from pre-pandemic. the team is focused on ramping up our preventative work and trying to increase our permanent accommodation.

The other priority to progress ambitions to set up an in-house development company – could that be elaborated on, given that it is a subject that has been discussed for several years now?

Debra Hill-Howells is leading on this, and would be best placed to provide an update, but she is on leave this week. Our latest understanding is that there is still an appetite for the development company but there is consideration as to what the land supply pipeline looks like, which is a factor of the replacement local development plan, and therefore still a work in progress. We will arrange for an email update to be sent to the committee.

What is the effect of the high house prices on the population, specifically young people, and how can this be addressed?

From the perspective of housing need, the house prices compound the situation in Monmouthshire. We are trying to work up solutions to meet these needs but face the same problems: land is expensive, properties are expensive to buy, and rents are high too. The need for affordable housing is a key part of the local development plan, and those demographic changes are considerations of planning colleagues in relation to the review of the development plan.

Affordable housing is one of the huge challenges for this county, and for our young people to remain in the county, if they wish to do so. It is a huge driving force behind the RLDP. There is the discussion about what happens if we build more homes and more people from outside the county move in, to which there are two answers: first, our natural population is declining, so people moving in is vital. In terms of how we ensure that housing is there for local people – meeting its intended purpose – affordable housing is very clearly and carefully governed so that people from the waiting list are given the housing (according to criteria concerning a local connection). Second, we continue to review for deposit plan stage any other policy tools or legal mechanisms to look at how we help, for example, care workers that we desperately need but who aren't on high wages. We also look at housing mix policies so that not everything is 4-bed detached houses, and other legal mechanisms raised by Councillor Jordan under the Housing Act that might allocate some of the housing for local people.

147 households are in temporary accommodation – is this an increase? Does it include children who have been made homeless and have returned to their parent's home?

We have several households referred to as 'homeless at home', which aren't included in that figure.

There is nothing in the report about how we can achieve 468 affordable units per year, or what a sensible minimum number to recommend to Cabinet would be. Why is there nothing about the council having its own development company?

468 is not necessarily a target for delivery but represents the need. It is arrived at by considering the current housing waiting list data, the committed supply of affordable housing, projections about incoming need, and population projections. Some of those people will be able to satisfy their own housing needs so 468 is not necessarily a target. It's difficult to put an exact figure on the target e.g., last year, 146 units of affordable housing were delivered over the financial year, this year, 80 have been projected. RLDP takes targets for delivering affordable housing into consideration, so that will be looked at. Regarding the development company, we

have 3 RSLs currently operating in Monmouthshire, with others potentially set to do so, which are proactive about finding land and looking for opportunities to develop new housing and convert existing properties.

The preferred strategy on which we consulted recently would have provided 2,450 affordable homes; 731 of those are already in the pipeline. 230 would come from 'windfall' sites, or small sites, and 1,489 from new allocations (table 7, p85). As a matter of clarity, when the Planning and Housing teams talk about affordable housing, we do so in the strict sense of what Welsh Government guidance says – other areas, particularly in England, use other definitions. Welsh Government's 20,000 affordable housing target includes Help To Buy, but we don't count that. We talk about social rent, intermediate rent, and low-cost home ownership properties, with the clear criteria as mentioned.

We have a Social Housing Grant of £7.5m. Can we guarantee that we will use all of that, and ask for more if we do?

We've had a big increase in the budget: last year it was £2.9m and this year it is £7.5m. Yes, ideally, we would be able to spend it all and be able to spend more. There is an overall budget for Wales; if any local authorities have an underspend, then there could be slippage from other LAs. But there are issues that make it hard to deliver in certain parts of the county e.g. phosphates, high land values, viability of developments, etc. As things stand, around £5m has been allocated. We communicate regularly with the RSLs and are always looking for opportunities to put the money to good use. We can't guarantee we will spend it all, but we will try our best.

Do the RSLs apply for the £7.5m as a grant or how much does the Council directly spend on properties? What about dual flushes in flats above shops for addressing the phosphate problem?

Properties accessing the social housing grant need to meet the property standards. These are set by Welsh Government, which has just released new ones, the Welsh Development Quality Requirements 2021. So, there are high standards concerning the size and standard of properties to be eligible for social housing grant. Spaces above shops are very unlikely to meet the standards in DQR. This is another factor we must consider when looking to bring forward affordable housing using the SHG. We would still look to acquire those properties and use them for affordable housing, as do the RSLs, but they wouldn't necessarily be eligible for grant funding.

We are working through a range of solutions to the phosphate problem, which is holding up applications, particularly some affordable housing schemes. Dual flushes affect how much water is used by the toilet cistern, so wouldn't be a solution. In the phosphate catchment area i.e. the northern two-thirds of the county, it is far harder to deal with things like refurbishment of existing properties and change of use, as there isn't the available land for installing package treatment plants. It is quite a challenge. We are seeking guidance from Welsh Government and NRW on this matter regarding affordable housing, in particular.

It is very frustrating that, often, we find places to build houses, but the people living there complain, and the site is turned down by Welsh Government e.g. Raglan and Pandy.

This is a key consideration in the RLDP. There are community concerns about new developments, of which we must be mindful, but building houses is one of our core objectives.

Pandy is a prime example, as it is caught up with two policy issues. We haven't fully concluded the flooding issues that Planning was considering, and it also has the phosphates challenge.

Regarding homelessness, where have grants been spent previously and where will they be spent in the future?

We can provide the committee with an overview of what we have done in recent years and what we are currently doing, with the different funding streams, etc. Schemes that have had funding and been recently completed or are due for completion this year include a scheme of 8 flats in Chepstow (Melin), a couple of schemes in Chepstow that Pobl are involved in, converting some supported accommodation for young people. Also, there are two rural schemes, one in Devauden and one in Llanishen, a couple of units in Sudbrook, and some schemes that have received Innovative Housing funding – these are also in Chepstow, done by MHA.

Regarding the Local Authority Prospectus, one of the issues with meeting this housing need is in the local connection criteria. Can the prospectus include something about the need for local criteria in rural and urban settings?

We only have a contribution towards affordable housing on the very small sites. There is a rural allocations policy: when we develop affordable housing in rural communities, people apply for them on the housing register, but priority will be given to people who can provide evidence of a local connection. The overall housing register recognises local connection, but it needs to be recognised that there are limitations in terms of what we can do – we are governed by housing legislation etc. In terms of homelessness, under the current legislation local connection is a criterion for assessing applications; WG has asked us to suspend that, and we expect them to legislate for the local connection to go. but we find that the vast majority of people coming through on the homeless side are Monmouthshire people.

Presumably, the local connection is more of a concern in the rural areas where prices are higher. Are we making representations to Welsh Government about this change?

It is an ongoing conversation. We anticipate that for the change in legislation they will engage with local authorities. The government recognises that Monmouthshire is unique, with unique difficulties, and are doing everything they can to support us.

Chair's Summary:

Thank you to the team for its hard work in a difficult situation. The recommendations were agreed.

5. Revenue and Capital Monitoring 2021/22 Forecast Outturn Statement Month 2 - Scrutiny of the budgetary position for services falling within the Committee's remit at Month 2

Tyrone Stokes presented the report and answered the members' questions with Jonathan Davies.

Challenge:

Overall, there's a shortfall but a lot should be covered by Covid money – is it more like £2.5m?

Yes. the Covid-related element is about two-thirds of our predicted overspend which should be met by Welsh Government funding. In terms of social care in general, the main overspend pertains to children's services, as already delivered to CYP Select. The major pressure we have in Adults services is meeting the demand, and the difficulty of the external marketplace, in terms of domiciliary care. That means we have had to bolster our in-house provision and employ more

carers, above budget. There are particular pressures in the south of the county with hospital discharge. We are preparing for the next forecast; unfortunately, the overspend is only increasing.

Concerning the homelessness budget, a significant overspend is forecast (£1.04m), mainly due to expensive B&Bs and hostels. We are eligible to claim all that cost from the Welsh Government Hardship Fund. The government has produced new guidelines for claiming for the last 6 months of the year that are more stringent, so we need to work through that detail. This is also relevant to Adult Care, for which the Hardship Fund is going to taper off by the end of the year. We will liaise with budget holders and look to mitigate our additional costs as far as possible.

Presumably, the advantage of employing more in-house means less reliance on the market?

It is a double-edged sword. When we employ more in-house, there is that element of control but it costs more to employ. For example, for the local authority there is the 23% employer's contribution to the pension scheme, which the external market doesn't need to pay.

Is it not easier to recruit carers because some of the retail occupations were losing staff?

As the pandemic and restrictions are easing, it has become attractive for people to go into other areas such as hospitality, particularly as there might be a better hourly rate. Retention is perhaps more difficult than the initial recruitment.

Where have the savings of £874k been made and how can we ensure that they don't affect service users?

The major saving has been from us moving away from the pandemic, in conjunction with more place-based care and market intelligence. Covid has sometimes brought opportunities but also created more challenges. The Hardship Fund props up the external marketplace a lot e.g. Care Homes with voids that they wouldn't necessarily have had. Now we need to look at how we rebuild the market and gain more confidence in the market. We need to be proactive in a different way, which has given us the opportunity to offer £548k of savings back to the authority.

Chair's Summary:

Thank you to officers for the comprehensive report. The recommendations were agreed.

6. Adults Select Committee Forward Work Programme

Homelessness will be considered in more detail at the next meeting. In the pre-meeting, Tony Crowhurst proposed a discussion over disability related to transport, with a suggestion of inviting the Cabinet Member – this could be included on 9th November. The Gypsy & Travellers workshop will take place in October.

7. Cabinet and Council Forward Plan

8. To confirm the minutes of the previous meeting

The minutes were confirmed and signed as an accurate record, proposed by Councillor Groucott and seconded by Councillor Powell.

9. Next Meeting

Tuesday 9th November 2021 at 10.00am.

The meeting ended at **11.50 am.**

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