

Public Document Pack



Neuadd y Sir
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NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 17 May 2016

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, 25 May 2016.

1. **MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN
SUPPLEMENTARY PLANNING GUIDANCE DRAFT
PROGRAMME** 1 - 28

Division/Wards Affected: All Wards

Cabinet Member: County Councillor P Murphy

Report Author: Jane Coppock and Martin Davies (Planning Policy Managers).

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2. **ABERGAVENNY: VIBRANT AND VIABLE PLACES - TOWN
CENTRE LOAN FUND - ADMINISTRATION FEE** 29 - 38

Division/Wards Affected: Cantref; Castle; Croesonen; Crucorney; Goytre Fawr; Grofield; Lansdown; Llanelly Hill; Llanfoist Fawr; Llanover; Llanwenarth Ultra; Mardy; Priory

Cabinet Member: County Councillor P Murphy

Report Author: Stephen Griffiths, Strategy and Policy Officer
(Housing)
Rachel Rawlings, Whole Place Officer

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3. **REVIEW OF THE COUNCIL'S PLANNING PRE-APPLICATION ADVICE SERVICE INCLUDING THE PROPOSAL TO INCREASE THE CHARGES FOR THIS SERVICE** 39 - 54

Division/Wards Affected: All Wards
Cabinet Member: County Councillor P Murphy

Report Author: Craig O'Connor (Senior Development Management Officer) and Kim Lloyd (Business Manager)

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4. **PROPOSED PROHIBITION OF WAITING AT ANY TIME & PROHIBITION OF DRIVING (EXCEPT FOR ACCESS) MOUNT WAY, CHEPSTOW.** 55 - 68

Division/Wards Affected: St. Mary's
Cabinet Member: County Councillor S B Jones

Report Author: Paul Keeble – Traffic & Network Manager

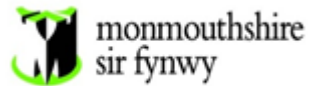
Contact Details: **Tel:** 01633 644733
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Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Organisational Development Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.</p> <p>Environment, Public Services & Housing Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.</p>	<p>WLGA Council WLGA Coordinating Board Local Service Board</p> <p>SEWTA SEWSPG</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Innovation, Enterprise & Leisure Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P.A.D. Hobson (Deputy Leader)	<p>Community Development Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.</p>	<p>Community Safety Partnership Equalities and Diversity Group</p>	Larkfield
E.J. Hacket Pain	<p>Schools and Learning School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.</p>	<p>Joint Education Group (EAS) WJEC</p>	Wyesham
G. Burrows	<p>Social Care, Safeguarding & Health Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.</p>	<p>Gwent Frailty Board Older Persons Strategy Partnership Group</p>	Mitchel Troy
P. Murphy	<p>Resources Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.</p>	<p>Prosiect Gwrydd Wales Purchasing Consortium</p>	Caerwent
S.B. Jones	<p>County Operations Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.</p>	<p>SEWTA Prosiect Gwrydd</p>	Goytre Fawr



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

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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<p>SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE DRAFT PROGRAMME</p> <p>MEETING: INDIVIDUAL CABINET MEMBER DECISION</p> <p>DATE: 25 May 2016</p> <p>DIVISION/WARDS AFFECTED: ALL</p>
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1. PURPOSE:

The purpose of this report is:

- 1.1 To seek Cabinet Member endorsement of the draft second programme for the preparation of Supplementary Planning Guidance (SPG) to support the interpretation and implementation of the Monmouthshire Local Development Plan (LDP).

2. RECOMMENDATIONS:

- 2.1 To endorse the draft second programme for the preparation of SPG.
- 2.2 To annually review the SPG Programme, reporting to Planning Committee for consultation and formal endorsement by Individual Cabinet Member decision.

3. KEY ISSUES:

3.1 Background

- 3.1.2 The first draft SPG Programme was formally endorsed by the Cabinet Member for Environment, Public Services and Housing on 22 October 2014. A copy of the Cabinet Member Report and Annex maybe viewed at:
<http://www.monmouthshire.gov.uk/app/uploads/2014/08/1-SPG-Programme.pdf>
<http://www.monmouthshire.gov.uk/app/uploads/2014/08/1a-Annex-One-Draft-SPG-Schedule.pdf>

- 3.1.3 The Monmouthshire County Council Local Development Plan 2011-2021 (LDP) was adopted on 27 February 2014. The LDP contains sufficient policies and proposals to provide the basis for deciding planning applications, and for determining conditions to be attached to planning permissions, but it was necessary to ensure that it avoided excessive detail. Selective use of SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP will be applied in particular circumstances or areas.

3.2 Supplementary Planning Guidance

- 3.2.1 **Role and Purpose** - Welsh Government 'Planning Policy Wales' edition 8, January 2016 provides the national planning policy context for SPG. The guidance describes the role and purpose of SPG and accordingly all SPG documents should clearly state their link to adopted LDP policy in conformity with the national guidance.

"LDPs should contain sufficient policies and proposals to provide the basis for deciding planning applications while avoiding excessive detail. They should not repeat national planning policy. Selective use of supplementary planning guidance (SPG) is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP are to be interpreted and applied in particular circumstances or areas" (para 2.4.1).

“SPG does not form part of the development plan but it must be consistent with the plan and with national policy. It must derive from and be clearly cross referenced to a generic LDP policy, specific policies for places, and/or – in the case of a masterplan or site brief – a plan allocation. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan ‘hook’, whilst the reasoned justification provides clarification of the related national policy. The LDP should note which policies are supplemented by SPG” (para 2.4.3).

3.2.2 **Status** - Welsh Government national planning policy guidance also outlines the status of SPG relevant to the LDP:

“Only the policies in the development plan have special status under section 38(6) of the 2004 Act in deciding planning applications but SPG may be taken into account as a material consideration. In making decisions on matters that come before it, the Welsh Government and the Planning Inspectorate will give substantial weight to approved SPG which derives from and is consistent with the development plan, and has been the subject of consultation” (para 2.4.4).

3.2.3 **Preparation process** - National planning policy guidance is clear that:

“...consultation should involve the general public, businesses, and other interested parties and there should be a record of how their views were taken into account before the SPG was finalised” (para 2.4.6).

“...SPG should be formally approved by resolution of the local planning authority so that it can be given due weight” (para 2.4.7).

3.2.4 In accordance with national planning guidance the Council has an established process for SPG preparation. Following a resolution to consult, all draft SPG documents will be the subject of consultation with targeted notifications sent to those who are considered to have an interest in, or have expressed an interest in, the SPG topic, including all town and community councils. Consultation will be publicised by press notice and via the corporate planning Twitter account. All consultation replies will be analysed and, along with any recommended amendments to the SPG, reported for Planning Committee and Cabinet Member for consideration when seeking a resolution to adopt any SPG document. All consultation draft and adopted SPG will be available on the Planning Policy webpages of the Council’s website.

3.3 **Need for SPG Programme Annual Review**

3.3.1 The annual review of the SPG Programme helps to ensure that the programme remains responsive to both corporate and Planning Service priorities.

3.3.2 The Programme provides a prioritisation for SPG preparation between different policy areas to reflect available resources.

3.3.3 The process of annual review provides a framework for monitoring SPG preparation. This is incorporated into the monitoring frameworks of both the Planning Service in the ‘Planning Annual Performance Report’ and the LDP in the ‘LDP Annual Monitoring Report’.

3.4 **Adopted SPG**

3.4.1 Since the adoption of the LDP in February 2014, the Council has adopted seven SPG documents. The preparation of SPG has been generally consistent with the prioritisation established in the first SPG programme. A list of all adopted SPG is provided at **Appendix A**,

- 3.4.2 First priority was given to work that has significant policy and/or financial implications for the implementation of the LDP. This included the Affordable Housing and Green Infrastructure SPGs which were adopted in March 2016 and April 2015 respectively.
- 3.4.3 Second priority was given to SPG documents that are beneficial to the planning application process. The Renewable Energy and Energy Efficiency SPG was adopted in March 2016. A Wind Turbine Planning Advice Note was also formally endorsed as SPG in March 2016. This was prepared and consulted on a regional basis, but was adopted by individual constituent authorities to ensure consistency of approach across the region.
- 3.4.4 A further second priority were the eighteen Conservation Area appraisals prepared by external consultants. These were taken through the SPG consultation and political reporting process by the Heritage Management Team, before being formally adopted by the Council as SPG in March 2016.
- 3.4.5 A further three SPG documents that were prepared to supplement the policies contained in the UDP were updated and adopted as SPG to the LDP in April 2015: Policy H4(g) Conversion/Rehabilitation of Buildings in the Open Countryside to Residential Use: Assessment of Re-use for Business Purposes; Policies H5 and H6 Replacement Dwellings and Extensions to Dwellings in the Countryside and Conversion of Agricultural Buildings Design Guide.

3.5 **SPG Programme 2016/17**

- 3.5.1 A suggested programme for SPG preparation is provided in **Appendix B**.
- 3.5.2 First priority has been given to SPG which has significant policy implications for LDP implementation and SPG documents which need updating/formal adoption under the LDP. Some of this work is well advanced:

Primary Shopping Frontages

The consultation responses and proposed amendments to the draft SPG were reported to Planning Committee in April 2016. It has been recommended that the draft document be adopted as SPG to the LDP by Cabinet Member Decision 27 April 2016.

Landscape

Informal guidance has been prepared that sets out a protocol to be followed on landscape issues, identifying the information which a developer will need to be aware of and provide in formulating landscape proposals to the Council. The preparation of formal SPG on these matters to provide guidance for the interpretation and implementation of LDP policies S13 and LC5 was given a high priority in the first SPG Programme. LDP Policy LC5 introduced a new approach to the consideration of landscape issues based upon landscape characterisation. While the informal policy guidance provides some assistance, there is a need to address the significant 'policy vacuum' resulting from the lack of an up-to-date character assessment of the County and associated SPG on how this data should be used in the preparation and assessment of planning applications that have landscape implications. This is a substantial project that required the use of consultants. The preparation of detailed Landscape Character Assessments has now been completed by specialist external consultants with the remainder of work on the SPG to be completed in house led by the Council's Green Infrastructure Team.

Trellech Conservation Area Appraisal

The Trellech Conservation Area Appraisal was adopted under the UDP in April 2012. The updating of this document to ensure it accurately references and links to the LDP will supplement the series of eighteen Conservation Area appraisals adopted in 2016.

Its formal adoption as SPG under the LDP will ensure that all appraisals are of equal status.

Parking Standards and Domestic Garages

Priority has also been given to SPG which was prepared to supplement the policies contained in the UDP and would benefit the planning application process by being updated and formally adopted as SPG to the LDP. This includes Parking Standards and Domestic Garages.

Tourism

The Council's Economy and Development Select Committee (October 2015) scrutinised the LDP's impact on enabling tourism-related development. The tourism industry forms a key part of the County's economy and links directly to what makes Monmouthshire distinctive. This scrutiny identified a need to produce SPG to clarify for customers and officers how the LDP supports different types of tourism development. This is a new priority included on the SPG programme for the first time this year and represents a change to reflect corporate priorities.

- 3.5.3 Second priority is given to the Planning Obligations SPG which has significant policy and/or financial implications for the implementation of the LDP but is dependent upon other work streams, and SPG documents that would be beneficial to the planning application process but do not have the same urgency as the projects highlighted above and / or do not currently have resources available for their preparation:

Planning Obligations

The Council's current position with regard to Planning Obligations, more commonly known as Section 106 Agreements, is set out in the Approach to Planning Obligations Interim Policy, agreed by Council in June 2013. The document does not have the status of adopted SPG as it has not been subject to a public consultation but it sets out an approach to guide negotiations between the Council and applicants on the preparation of Section 106 planning obligations. It covered three main periods - first until LDP adoption; second from LDP adoption until the full SPG on Planning Obligations is approved; and third, post the adoption of the SPG on Planning Obligations and (if the option is pursued) the introduction of a Community infrastructure levy (CIL) by the Council. It is considered that the Interim Policy Statement provides sufficient guidance for applicants. It would be beneficial to provide adopted SPG on this matter but the preparation of updated SPG is dependent on progress with CIL because in a number of areas it is likely that funding through Section 106 will be replaced by CIL funding. CIL preparation is being given a high priority as it is a potential source of revenue for the Council with the draft CIL Charging Schedule currently out to consultation. It is intended to report the matter to Council later this year.

Householder Extensions Design Guidance

Development Management colleagues consider that SPG to provide detailed practical guidance for applicants would be particularly valuable to the pre application planning advice service to improve the quality of planning applications. This is a new priority included on the SPG programme for the first time this year and represents a change to reflect internal consultation.

Shop Front Design Guide

Draft SPG was prepared to supplement the policies contained in the UDP. Development Management colleagues consider that SPG to provide detailed practical guidance for applicants would be particularly valuable to the pre application planning

advice service to improve the quality of planning applications. This is a new priority included on the SPG programme for the first time this year and represents a change to reflect internal consultation.

Conversion of Rural Buildings

Design guidance on agricultural building conversions was formally adopted as SPG to the LDP in April 2015. However, it is considered that it would be beneficial to provide a more comprehensive approach, including additional policy advice and incorporating the guidance on assessment of buildings for business purposes, time and resources permitting.

- 3.5.4 Third priority has been given to SPG documents that do not have the same necessity as the projects highlighted above, do not currently have resources available for their preparation and on which little or no preparatory work has been undertaken but which are mentioned within the LDP. These include Biodiversity, Community Facility Protection Marketing Exercise, Transport and Open Space. The necessity for these SPGs, parts of which may be included in other SPGS with higher levels of priority, will be kept under review through annual SPG Programme monitoring. In addition, there are thirteen remaining Conservation Area appraisals and there may be a need for further work on Conservation Area Management Plans and Article 4 Directions, depending on the agreed outcomes from both the Conservation Area Appraisals adopted as SPG in 2016 and any future appraisals.

3.6 Next Steps

- 3.6.1 All consultation draft SPG documents will be the subject of initial consultation with elected Members at seminar/workshop events prior to political reporting.
- 3.6.3 As referred to in paragraph 3.2.4 above, the Council has an established process for SPG preparation which should be followed to accord with national planning guidance.
- 3.6.4 To annually review the SPG Programme, reporting to the Planning Committee for consultation and to the relevant Cabinet Member for formal endorsement.

4. REASONS:

- 4.1 Under the Planning and Compulsory Purchase Act (2004), as amended, and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. SPG provides further explanation and guidance on the way in which the policies of the LDP will be applied in particular circumstances or areas. SPG can be a material consideration in the determination of planning applications, provided that appropriate consultation has been undertaken and that it has been approved in accordance with the Council's decision making process.

5. RESOURCE IMPLICATIONS:

- 5.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises, met from within the Planning Policy and Development Management budgets. In some cases, input from consultants will be required where there is not the expertise and/or staffing resources available in-house. For example the Landscape SPG has required the preparation of detailed Landscape Character Assessments completed by specialist external consultants in this field and for which on such a large project covering the whole of Monmouthshire there is insufficient staff time available with the Council. This section of the Landscape SPG

has now been completed, with the remainder of the work completed in-house in conjunction with the Council's Landscape Officer; the consultant's fees have been met from within the existing Planning Policy budget.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 Sustainable Development

An integrated equality and sustainability impact assessment was carried out in connection with the Deposit LDP. Under the Planning Act (2004), the LDP was required, in any event, to be subject to a Sustainability Appraisal (SA). The role of the SA was to assess the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environment Assessment Directive 2001/42/EC; requiring the '*environmental assessment*' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore, and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development. A Future Generations Evaluation (including Equalities and Sustainability Impact Assessments) is attached at **Appendix C**.

6.2 Equality

6.2.1 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework. New SPG will be subject to integrated equality and sustainability impact assessments to ensure that informed decisions can be made. Where practicable and appropriate, consultation will include targeted involvement of those with the relevant protected characteristics.

6.2.2 Assessments of Equality Impact will be required throughout the Plan's implementation wherever there is likely to be significant impact. In this respect, the LDP will be subject to an Annual Monitoring Report that will include consideration of Equality Impacts.

7. CONSULTEES:

- Planning Committee (03 May 2016)
The Committee unanimously endorsed the draft Programme for the preparation of SPG, recommending to the Cabinet Member with responsibility for planning matters accordingly; and recommended annual review of the SPG Programme, reporting for endorsement to the relevant Cabinet Member.
- Head of Planning
- Development Management Officers
- Highways Officers

8. BACKGROUND PAPERS:

- Monmouthshire Adopted LDP (February 2014)
- SPG Programme October 2014

9. AUTHORS & 10. CONTACT DETAILS:

Jane Coppock and Martin Davies (Planning Policy Managers).

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SUPPLEMENTARY PLANNING GUIDANCE ADOPTED UNDER THE LDP

February 2014 – March 2016

TITLE	DATE OF ADOPTION
Affordable Housing	March 2016
Renewable Energy and Energy Efficiency	March 2016
Wind Turbine Planning Advice Note	March 2016
Green Infrastructure	April 2015
Conversion of Agricultural Buildings Design Guide	April 2015
LDP Policy H4 (g) Conversion/Rehabilitation of Buildings in the Open Countryside to Residential Use: Assessment of Re-use for Business Purposes	April 2015
LDP Policies H5 & H6 Replacement Dwellings in the Open Countryside and Extension of Rural Dwellings	April 2015
Eighteen Conservation Area Appraisals: Abergavenny Caerwent Chepstow Grosmont Llanarth Llandenny LLandogo Llanover Llantilio Crossenny Magor Mathern Monmouth Raglan Shirenewton St Arvans Tintern Usk Whitebrook	March 2016

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SUPPLEMENTARY PLANNING GUIDANCE

Draft Programme 2016/17

PRIORITY	TITLE	CURRENT STATUS	ACTION REQUIRED <i>(Main Service Area)</i>
1	Primary Shopping Frontages	Consultation Draft 2015	Consultation responses and amended draft SPG reported to April 2016 Planning Committee. Recommend endorsement as adopted SPG to LDP – Cabinet Member Decision 27 April 2016. <i>Planning Policy.</i>
1	Landscape	Informal guidance : <ul style="list-style-type: none"> • Interim Landscape Position Statement (June 2013) • Landscape & Development Checklist (June 2013) 	SPG to replace Informal guidance. Consultants draft technical work completed, remainder to be completed in house. Consultation and political reporting in line with national guidance and established Council practice. <i>Planning Policy/ Countryside (Green Infrastructure).</i>
1	Trellech Conservation Area Appraisal	Adopted under UDP April 2012	Update to accord with LDP. Consultation and political reporting in line with national guidance and established Council practice. <i>Heritage Management.</i>
1	Parking Standards	Adopted under UDP January 2013	Update to accord with LDP. Consultation and political reporting in line with national guidance and established Council practice. <i>Highways/Development Management.</i>
1	Domestic Garages	Adopted under UDP January 2013	Update to accord with LDP. Consultation and political reporting in line with national guidance and established Council practice. <i>Highways/Development Management.</i>
1	Tourism	No preparatory work undertaken.	Prepare SPG to provide guidance on LDP policy interpretation and implementation. Consultation and political reporting in line with national guidance and established Council practice. <i>Planning Policy.</i>

2	Planning Obligations	Interim Policy Statement. Agreed by Council June 2013	<p>Informal Policy Statement to be superseded by SPG and CIL. SPG dependent on CIL progress. Prepare following CIL adoption. Consultation and political reporting in line with national guidance and established Council practice.</p> <p><i>Planning Policy.</i></p>
2	Householder Extensions Design Guidance	No preparatory work undertaken.	<p>Prepare SPG to provide guidance on LDP policy interpretation and implementation. Consultation and political reporting in line with national guidance and established Council practice.</p> <p><i>Development Management.</i></p>
2	Shop Front Design Guide	Draft SPG prepared under UDP but not taken forward to adoption.	<p>Prepare SPG to provide guidance on LDP policy interpretation and implementation. Consultation and political reporting in line with national guidance and established Council practice.</p> <p><i>Development Management.</i></p>
2	Conversion of Rural Buildings	Design Guidance SPG adopted April 2015	<p>Future revision to include additional policy advice and incorporate guidance on assessment of buildings for business purposes to provide a more comprehensive approach.</p> <p><i>Planning Policy/Heritage Management.</i></p>

3	Biodiversity	No preparatory work undertaken. Commitment to prepare given in LDP.	To be prepared by Countryside (Green Infrastructure) Team resources permitting. Consultation and political reporting in line with national guidance and established Council practice. <i>Countryside (Green Infrastructure).</i>
3	Community Facility Protection: Marketing Exercise	No preparatory work undertaken. Commitment to prepare given in LDP.	Monitor SPG requirement. <i>Planning Policy.</i>
3	Transport	No preparatory work undertaken. Commitment to prepare given in LDP.	Parking Standards & Domestic Garages SPGs (priority 1) will provide sufficient guidance on these topics. Monitor SPG requirement for more overarching guidance to promote sustainable transport. <i>Planning Policy/Highways.</i>
3	Open Space	No preparatory work undertaken. Commitment to prepare given in LDP.	Many issues covered in adopted Green Infrastructure SPG. Monitor SPG requirement for play area/open space provision which may be included in Priority 2 Planning Obligations SPG. <i>Planning Policy.</i>
3	Thirteen remaining Conservation Area Appraisals. Conservation Area Management Plans and Article 4 Directions.	Need for Management Plans and Article 4 Directions will depend on interpretation of Conservation Area Appraisals and availability of resources.	Monitor SPG requirement in light of adoption of Conservation Area Appraisals as SPG. <i>Heritage Management.</i>

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Jane Coppock</p> <p>Phone no: 01633 644256 E-mail: janecoppock@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council’s vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Draft SPG Programme establishes priorities between different policy areas to reflect available resources. Annual review ensures the Programme remains responsive to both corporate and Planning Service priorities and provides a framework for monitoring.</p>
<p>Name of Service</p> <p>Planning (Planning Policy)</p>	<p>Date Future Generations Evaluation form completed</p> <p>03/05/2016</p>

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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
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***Informative:** All the policies of the LDP have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives, including such matters as providing equitable access to jobs, services and facilities, allowing all people to meet*


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p><i>their housing needs, protecting people from health risk and providing opportunities for healthy lifestyles, supporting all members of the community and promoting community cohesion.</i></p> <p><i>As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR). The AMR monitors the effectiveness of the LDP strategy, policies and SPG. It allows the Council to assess the LDP's impact on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the plan's implementation or review.</i></p> <p><i>SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of the LDP are to be interpreted and applied in particular circumstances or areas.</i></p>	
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: The Draft SPG Programme prioritises the preparation of SPG on Primary Shopping Frontages and Tourism. These seek to support LDP policy to sustain and enhance the County's main towns, protecting the vitality, viability and attractiveness of existing town centres, controlling development which would undermine this function and to clarify how the LDP supports different types of tourism development.</p> <p>A second priority is the preparation of a Planning Obligations SPG, however this is dependent upon progress with the Community Infrastructure Levy upon which it is intended to report to Council later in 2016.</p>	<p>Better contribute to Positive Impacts: Ensure that LDP Policy RET1 and the Tourism Policies (T1-T3) are accurately interpreted and implemented fully, measuring the effectiveness of the policies and SPG on an annual basis in the LDP Annual Monitoring Report (AMR).</p> <p>Mitigate Negative Impacts: The Draft Primary Shopping Frontages SPG will provide detailed guidance on the interpretation and implementation of the two exceptions criteria included in Policy RET1, with specific regard to vacant premises. The Draft Tourism SPG will provide detailed clarification on the types of tourism development which may be appropriate in different locations.</p>


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>Negative: Premises may remain vacant in the primary shopping frontages; different types of tourist accommodation may not be appropriate in all locations.</p>	<p>The draft Planning Obligations SPG will help to ensure that any impacts of proposed developments are offset.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: The Draft SPG Programme prioritises the preparation of SPG on Landscape, with third priority given to the preparation of a Biodiversity SPG.</p> <p>Negative: None.</p>	<p>Better contribute to Positive Impacts: Ensure that LDP Policies S13 & LC5 and NE1 are accurately interpreted and implemented fully, particularly as they (S13 & LC5) introduce a new approach to the consideration of landscape issues based upon landscape characterisation. The SPG will provide an up to date character assessment of the County and how this data should be used in the preparation and assessment of planning applications that have landscape impacts. The effectiveness of the policies and SPG will be measured on an annual basis in the LDP AMR.</p> <p>Mitigate Negative Impacts: The Draft SPGs will include guidance on appropriate mitigation measures.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: The Draft SPG Programme prioritises the preparation of SPG on Primary Shopping Frontages, Landscape and the Trellech Conservation Area Appraisal. These</p>	<p>Better contribute to Positive Impacts: Ensure that LDP Policies RET1, S13 & LC5 and HE1 are accurately interpreted and implemented, measuring the effectiveness of</p>


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>SPGs will contribute to both vibrant, vital and attractive town centres as well as the wider built and natural landscape. This will contribute and have a positive influence on health and well-being (attractive environments, encouraging/ creating opportunities for social interaction).</p> <p>Negative: None.</p>	<p>the policies and SPG on an annual basis in the LDP AMR.</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: The Draft SPG Programme prioritises the preparation of SPG on Primary Shopping Frontages and Tourism. These seek to support LDP policy to sustain and enhance the county's main towns, protecting the vitality, viability and attractiveness of existing town centres, controlling development which would undermine this function and to clarify how the LDP supports different types of tourism development.</p> <p>Priority is also given to the updating and formal adoption under the LDP of SPG on Parking Standards and Domestic Garages to help to ensure the connectivity and safety of communities, supporting LDP Policy MV1.</p>	<p>Better contribute to Positive Impacts: Ensure that LDP Policy RET1 and the Tourism Policies (T1-T3) are accurately interpreted and implemented fully, measuring the effectiveness of the policies and SPG on an annual basis in the LDP AMR. The adoption of SPG to supplement LDP Policy MV1 should benefit the planning application process.</p> <p>Mitigate Negative Impacts: The Draft Primary Shopping Frontages SPG will provide detailed guidance on the interpretation and implementation of the two exceptions criteria included in Policy RET1, with specific regard to vacant premises. The Draft Tourism SPG will provide detailed clarification on the types of tourism development which may be appropriate in different locations.</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>Negative: Premises may remain vacant in the primary shopping frontages.</p>	
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive:</p> <p>The Draft SPG Programme supports the implementation of the relevant LDP policies which have been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: The SA/SEA monitoring frameworks provide a baseline position. Future AMRs will examine LDP impacts over a longer period and evidence the emergence of any trends at different spatial scales.</p> <p>Continue to monitor LDP indicators and targets to inform the 2016 AMR. The results of this AMR will inform the 2017 SPG Programme.</p> <p>Ensure that any LDP revision is subject to appropriate SA/SEA testing.</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Positive:</p> <p>The first priority SPGs on Primary Shopping Frontages, Trellech Conservation Area Appraisal and Tourism have a positive general impact on culture, heritage and language, making an important contribution to the sustainability and cohesiveness of town centres and the local economy by helping to</p>	<p>N/A</p>

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The Draft SPG Programme supports the implementation of the LDP. By its nature, therefore, it cannot look beyond the next five year period but the SA/SEA of the LDP would have ensured detailed consideration of impacts on future generations.</p>	<p>Ensure that the LDP and its policies have been subject to SA/SEA.</p> <p>The annual SPG Programme review provides the opportunity to review priorities in light of findings from the AMR, changing corporate and Service priorities and resource availability.</p> <p>LDP AMRs will consider the impact of adopted SPG on decision making providing both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review and the annual SPG Programme review.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Working together with other partners to deliver objectives</p>	<p>The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p> <p>All Draft SPG are subject to a public consultation, targeted to those who are considered to have a specific interest in the topic, but also including all town and community councils, with notices in the press. Individuals and organisations currently on the LDP consultation data base are given the opportunity to request to be notified of the SPG should they wish. Copies of SPG are available on the MCC website and publicised via the Twitter account @MCCPlanning.</p>	<p>All SPG preparation and any review of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p> <p>All Draft SPG are subject to a public consultation, targeted to those who are considered to have a specific interest in the topic, but also including all town and community councils, with notices in the press. Individuals and organisations currently on the LDP consultation data base are given the opportunity to request to be notified of the SPG should they wish. Copies of SPG are available on the MCC website and publicised via the Twitter account @MCCPlanning.</p> <p>A statement of the consultation undertaken, the representations received and the authority's response to those representations are made available to the Planning Committee, Individual Cabinet Member, Cabinet and Council (as appropriate) to inform their considerations along with the revised Draft SPG, in line with national planning policy guidance (Planning Policy Wales, edn 8 January 2016).</p> <p>The draft SPG Programme was prepared in liaison with Development Management and Highways officers and was the subject of consultation by Planning Committee (03 May 2016).</p>	<p>LDP AMRs will consider the impact of adopted SPG on decision making providing both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review and the annual SPG Programme review.</p> <p>All SPG preparation and any review of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p> <p>The Council's established process for SPG preparation will be followed to accord with national planning guidance. In addition, all consultation draft SPG documents will be the subject of initial consultation with Elected Members prior to formal political reporting.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The annual SPG Programme review provides the opportunity to review priorities in light of findings from the AMR, changing corporate and Service priorities and resource availability.</p>	<p>LDP AMRs will consider the impact of adopted SPG on decision making providing both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review and the annual SPG Programme review.</p>
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The Draft SPG Programme supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP.</p> <p>Continue to monitor indicators to inform future AMRs and annual SPG programme reviews.</p>

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

- Consultation on the draft SPG Programme with Planning Committee, Development Management and Highways Officers.
- An extensive evidence base was established to support the LDP. This can be viewed at: http://www.planningpolicy.monmouthshire.gov.uk/?page_id=5373
- The LDP has been subject to a Sustainability Appraisal/Strategic Environmental Assessment at every main stage of preparation.
- All SPG will be subject to a public consultation prior to adoption, targeted to those who are considered to have a specific interest in the topic. Consultation will also include all town and community councils, notices in the press, with copies available on the Council's website and publicised via the MCC planning Twitter account. Individuals and organisations currently on the LDP consultation data base will be given the opportunity to request to be notified on some or all SPGs should they wish.
- The LDP AMR considers the impact of adopted SPG on decision making providing both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review and the annual SPG Programme review.

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

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

Positive –

The Draft SPG Programme establishes priorities between different policy areas to reflect available resources. Annual review of the Programme ensures it remains responsive to both corporate and Planning Service priorities and provides a framework for monitoring.

The SPG seek to ensure that the relevant LDP policies are accurately interpreted and implemented fully. The LDP policies have been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.

Priority is given to the preparation of SPG on Primary Shopping Frontages, Tourism, the Trellech Conservation Area Appraisal and Landscape. Further priority is given to the updating and formal adoption under the LDP of SPG on Domestic Garages and Parking Standards.

All SPG preparation will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.

Negative –

Premises may remain vacant in the primary shopping frontages. However, the Draft SPG provides detailed guidance on the interpretation and implementation of the two exceptions criteria included in Policy RET1, with specific regard to vacant premises.

Future –

LDP AMRs will provide both an annual evaluation of plan policy and SPG performance, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review and annual SPG Programme Review.

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.

<p>The impacts of this proposal will be evaluated on:</p>	<p>The SPG Programme of preparation will be subject to annual monitoring and review, reported to Planning Committee for consultation and to Cabinet Member for formal endorsement.</p> <p>The impacts of adopted SPG on decision making will be evaluated on an annual basis in the required statutory LDP Annual Monitoring Report. This will be reported for political decision prior to submitting to the Welsh Government by 31 October 2016 and will be publicly available on the MCC website.</p>
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**SUBJECT: ABERGAVENNY: VIBRANT AND VIABLE PLACES – TOWN CENTRE
LOAN FUND – ADMINISTRATION FEE**

MEETING: INDIVIDUAL CABINET MEMBER DECISION – CLLR R.J.W. GREENLAND

DATE: 25TH MAY 2016

DIVISION/WARDS AFFECTED: BRYN Y CWM

1. PURPOSE:

To seek Cabinet Member approval for the amendment of the current administration fee which covers the costs associated with delivering the scheme.

2. RECOMMENDATIONS:

To approve the fee structure outlined in Appendix 1 of the report.

3. KEY ISSUES:

- (a) Cabinet approved a 5% administration fee on 20th May 2015. It was agreed that the fee would be reviewed periodically.
- (b) The fee was intended to cover the costs associated with the delivery of the project and ensure that the loan offer was attractive but had reasonable regard to the costs incurred by the Council in administering the scheme.
- (c) It is necessary to ensure that the fee charged is not too high to impact negatively on demand and thus it is now recommended that loans have a marginal fee rate in line with the table (appendix 1 to the report). This ensures that higher value loans do not have an unreasonable fee attached.

4. REASONS:

On reviewing the fee and the costs incurred by the Authority in administering the scheme, the flat fee of 5% would be considered unreasonable on schemes of higher value.

5. RESOURCE IMPLICATIONS:

None attached to this report.

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

The significant equality impacts identified in the assessment (Appendix 2) are summarised below for members' consideration:

No negative impacts.

The actual impacts from this report's recommendations will be reviewed annually.

7. CONSULTEES:

SLT, Cabinet

Robert Tranter, Head of Legal Services

Dave Walton, Audit Manager

Mark Howcroft, Assistant Head of Finance

8. BACKGROUND PAPERS:

Individual Cabinet Member Report/Decision – 20th May 2015.

9. AUTHOR:

Stephen Griffiths, Strategy and Policy Officer (Housing)

Rachel Rawlings, Whole Place Officer.

10. CONTACT DETAILS:

Tel: 01633 6444455

E-mail: stephengriffiths@monmouthshire.gov.uk

	Marginal Fee Rate	Illustrative Loan Value																	
		50,000	75,000	100,000	150,000	200,000	250,000	300,000	350,000	400,000	450,000	500,000	550,000	600,000	650,000	700,000	750,000	800,000	
On the first 100k	5%	2,500	3,750	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
On £100k to £200k	4%	0	0	0	2,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
On £200k to £300k	3%	0	0	0	0	0	1,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
On £300k to £400k	2%	0	0	0	0	0	0	0	1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
On £400k to £500k	1%	0	0	0	0	0	0	0	0	0	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
On loan over £500k	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Fee	2,500	3,750	5,000	7,000	9,000	10,500	12,000	13,000	14,000	14,500	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	Fee as %age of the total loan value	5.00%	5.00%	5.00%	4.67%	4.50%	4.20%	4.00%	3.71%	3.50%	3.22%	3.00%	2.73%	2.50%	2.31%	2.14%	2.00%	1.88%	1.88%

Please note fees are cumulative - So for example a loan of £150,000 would attract fees of 5% on the first £100k and 4% on the remaining £50k, i.e. £7,000 in total, representing 4.67% of the total loan value

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Stephen Griffiths</p> <p>Phone no: 01633 644455 E-mail: stephengriffiths@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To review the administration fee for the WG Vibrant and Viable Places Abergavenny Town Centre Loan Scheme</p>
<p>Name of Service</p> <p>Housing and Communities</p>	<p>Date Future Generations Evaluation form completed</p> <p>5th May 2016</p>

Page 33






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

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Yes</p>	<p>The adjustment of the loan fee will make it a more equitable for all applicants.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Yes	Has the potential to create employment through the greater take-up of loans
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Yes	Improvement of street scene and commercial viability of the town centre
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Yes	As above
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	N/A	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Yes	This scheme is open to all.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>The scheme aims to improve to the town centre environment through the return of empty or underutilised properties both commercially and residentially.</p>	<p>No</p>
 <p>Working together with other partners to deliver objectives</p>	<p>The Authority are delivering the WG VVP scheme, through work with local community groups.</p>	<p>No</p>
 <p>Involving those with an interest and seeking their views</p>	<p>Liaising with local groups to bring additional resources to the area.</p>	<p>No</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	
 <p>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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	
Disability	None	None	
Gender reassignment	None	None	
Marriage or civil partnership	None	None	
Pregnancy or maternity	None	None	
Race	None	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Welsh Language	None	None	

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	None.	None	
Corporate Parenting	None	None	

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

Anecdotal evidence suggests that the current admin fee arrangements adversely affect applicants of higher value loans and may be deterring potential applicants

Page 37

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 main positive impact would be an increase in take of loans

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

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

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

The impacts of this proposal will be evaluated on:	3 month's time
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Page 38

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

SUBJECT: Review of the Council's Planning Pre-application Advice Service including the proposal to increase the charges for this service

MEETING: Individual Cabinet Member
DATE: May 2016

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To seek Cabinet Member's endorsement to review the current formal Planning Pre-Application Advice Service including increased fees as set out in this report.

2. RECOMMENDATIONS:

- 2.1 To authorise the proposed changes to the Planning Pre-Application Advice Service and fee increases set out in this report.

3. BACKGROUND:

- 3.1 Pre-application advice is a discussion between a prospective applicant and the Local Planning Authority to help the customer understand the planning application process and be given guidance on the acceptability of the proposals with the view to improve the overall quality of the proposed development. Pre-application discussions are an optional service for customers but due to the benefits of the discussions in terms of the speed and likely success of their subsequent planning application, we encourage prospective applicants to discuss their development proposals with us at the earliest opportunity.
- 3.2 Monmouthshire has been offering a formal pre-application advice service since April 2014 and it has been widely well received by both customers and staff. The existing service that has been running successfully for the last two years was developed by engaging with our customers and asking them what matters to them.
- 3.3 On 16th March 2016 Welsh Government introduced subordinate legislation within The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016 that outlined that all Local Planning Authorities must provide a minimum statutory pre-application advice service with prescribed charges and service.
- 3.4 The Local Planning Authority can still offer a bespoke service to run alongside the statutory service. We believe that our customers will still wish to use the bespoke service due to the benefits over and above those of the statutory service which include the following:
- On site face-to-face meeting with the customer and their agent
 - Access to all relevant experts at all stages to determine what information is required within an application and their views on the proposal
 - Advice on how to improve the scheme to reach a positive outcome.
 - A detailed written response outlining policy considerations and advice and recommendations on the proposals

- Follow up meetings if required

3.5 As part of the service review we have also reviewed the charging schedule and service level standards. It is proposed to increase our fees as per the attached schedule. There would continue to be four levels of service provided, but these will be modified to align with the statutory service making it easy for customers to compare the service offerings.

4. KEY ISSUES:

4.1 Introduction

4.1.1 The pre-application advice service has been provided for over two years (during which time the fees charged have not changed) and it is valued by our customers, by the Planning Team and other experts engaged in the planning process. The service provides customer with the opportunity to engage with officers at an early stage in the development of their proposal and obtain highly useful information on whether or not their proposals would be likely to be acceptable and what would need to be submitted within any planning application.

4.1.2 The service is also valued by the Council officers involved in the planning application process as it enables them to provide guidance and advice at an early stage in the development process, which enables proposals to be shaped and modified to improve schemes, thereby helping to achieve the best form of development possible. In addition, the process enables officers to help customers to get the planning application submission into a good shape at the outset so that it is more likely to be valid on receipt, avoiding the need for multiple alterations and re-submission once the application has been received. That aspect can be frustrating for customers and also puts pressure on resources within the department.

4.2 Income and Service Level Performance

4.2.1 Since the introduction of the formal pre-application advice service on 1st April 2014 the Development Management team has provided a written response to 868 enquiries. This has generated £94,844 of income over the last two years; in 2014/2015 the service generated £50,908, while during 2015/2016, the service brought in £43,936. The income target for the service was approximately £35,000 for each of these years and therefore the income generated has exceeded initial expectations. The income target is £35,800 for 2016/17, a figure we anticipate being realistic, in that fee expectations need to be treated with caution given that we do not know whether the statutory pre-application advice service will have a positive, neutral or negative impact on customer take-up of either the Council's or the statutory service. Take up is also affected by external economic factors.

With regard to officer performance, when conducting the service we reviewed a sample of 100 pre-application enquires and this led to the following conclusions:

- For registration to acknowledgement, the target was 1-3 working days; the data shows that we achieved on average 0 days for registration to acknowledgement; therefore this target is being met with enquiries being acknowledged on the same day they are received.
- The target for the desk-top study was 10 working days from receipt; however on average this is being completed within 13 days.
- On average meetings were arranged within 12 days where the target was 15 working days from receipt of the enquiry; however not all enquiries require a meeting.
- Written responses were issued on average within 9 days where the target was within 5 working days of the meeting.
- The end-to-end target for pre-application enquires is 20 days for levels 1 – 3, and 22 for level 4. On average level 1 – 3 enquiries are completed within 21 days and level 4 within 46 days. Level 4 enquires are for large scale developments and it is often in the interest

of the customer to gain a more detailed response resulting in the longer timescale, although this needs to be regularly reviewed to ensure we are meeting customer requirements.

4.2.2 Pre-application enquiries help the customer get the application correct first time and as a result of the formal introduction of the pre-application advice service in April 2014 the Development Management team has realised significant improvements in its performance in registering submitted applications.

The average time from the receipt of an application to its registration was:

- 44 days at the end of 2014
- 36 days 2015
- 30 days in January 2016

The introduction of the formal pre-application advice service is helping to significantly reduce the amount of time taken to register submitted applications. The service is enabling customers to get it right first time as they have already sought advice directly from a planning officer.

When customers do engage with pre-application enquiries it is having a positive impact on the department's performance, improving the time it takes to deal with the application because the officer has prior knowledge of the site when the application is submitted.

4.3 Customer Feedback

4.3.1 At the end of 2014/15 a sample of customer feedback comments outlined the following:

- Humanised Process – marvellous service
- Process working with customer not just made to jump through hoops
- Streamlines the process
- Really straightforward and easy to use
- Officer was really friendly and knowledgeable which made the process easy
- Friendly constructive advice
- For a lay-person it is a great service
- Timescales and cost a concern – could just submit an application and if refused re-submit and have response within 16 weeks
- It was good to deal with someone face to face and be given more information before making the actual application

Customer feedback is generally positive and the opportunity for customers to speak directly on site to a planning officer, or other Council officers in service areas that have a key role in the planning application process, is generally appreciated and expressed at site meetings, with both applicants and agents being positive about the process. A concern highlighted relates to the time it takes to conduct the pre-application enquiry as the speed of a response is often important to the customer. We have reviewed our target responses times which now reflects our performance and resources, to seek to manage expectations. This is an area that we will review going forward.

4.3.2 Analysis of applications determined that have been subject to the Council's pre-application advice service, November 2015 to January 2016 showed that on average 75% of applications were determined within the statutory 8 week deadline and all of the applications (100%) that had received pre-application advice were approved.

4.3 Other Service Area/Experts feedback

- 4.3.1 Feedback has been sought from the service areas who engage in the pre-application advice service and their comments have been generally positive. They recognise the benefits of a formal process including improved communication and consultation, clarity of procedures, costs being recovered and sharing of information between services leading to improved awareness. Within 2015, £5,118.50 (including VAT) was paid to other services in recharges for their involvement in the advice service.

Green Infrastructure Team:

“From a Green Infrastructure perspective, the pre-application stage is an opportunity to get developers to fully embrace the Green Infrastructure concept into their scheme. Formulating a plan of the GI assets and opportunities of the area at this stage results in better thought out schemes that maintain, protect and enhance GI and ultimately have social, economic and environmental benefits. Addressing concerns at the earliest possible stage reduces delays in the application process and avoids applications being made invalid until appropriate information is available. The only issue we sometimes encounter with the process is where we have not been consulted at pre-application stage, and issues arise that could have been more easily dealt with earlier.”

Affordable Housing Officer:

“It is extremely useful and helps get the design and layout right first time. It is also beneficial for understanding all of the Green Infrastructure issues.”

Highways Officer:

“We feel the pre-app service works overall as it’s a good opportunity to engage with the applicant early on to discuss and highlight all related issues so that they are clear what they need to consider and submit as part of a full planning application. It does speed up the process when the applicant has fully taken on board our comments at the pre-app stage and submitted all the relevant information with the full application. One criticism is that the process can be quite time-consuming therefore does impact on officer time and available resources, could some of the meetings be in offices rather than onsite?”

Planning Policy Officer:

“I think that it works well and we have been involved in a lot more developments at an early stage. In terms of the allocated sites it is extremely important that we are involved however we are not always included within the discussions. The system front loads the information and makes it easier when the application is submitted.”

- 4.3.2 One of the criticisms from other departments is that they are not always involved in the enquiry however it is worth noting that the service is customer led and they determine which officers they would like to attend the meeting, paying the correct fee accordingly. This is why some departments are not always included as this is the customer’s preference.

The existing bespoke pre-application advice service is generally considered to be successful. It is generating income to help cover the costs of the service, improving performance and receiving positive feedback from customers and other service areas. Although local planning authorities must now offer the *statutory* pre-application advice service, given the above factors we are committed to retaining our bespoke service and offer this alongside the statutory service. The differences between the two types of services are outlined below:

4.4 Statutory Pre-application Service

- 4.4.1 This is the basic level of service that local planning authorities *must* provide as legislated by Welsh Government. It will be a desk-top assessment based on a minimum level of information. The Authority will not enter into any discussions regarding the proposal and will not visit site. A written response will be provided that will include the relevant planning site history and planning

policies to be considered, plus any other relevant planning guidance and material considerations, and an initial view on the merits of the proposal.

4.5 Monmouthshire Bespoke Pre-application Service

4.5.1 This is a bespoke service and has been designed by asking our customers what mattered to them. It will provide all the elements of the statutory service, along with a site visit and an opportunity to discuss options and ideas with the planning officer as well as suggestions to help improve the proposal. If relevant, a Building Control Officer will also attend site (free of charge) to advise on the relevant Building Regulation permissions required. The written response will include all details of the discussions, the relevant policies and site history, along with details of what is needed to be submitted with the planning application.

4.5.2 The main benefits of Monmouthshire's bespoke service for the customer is that they get direct contact with an officer to discuss the site specific details of their proposals and various options. They are provided with a dedicated case officer with a more personalised service, for instance the meeting can be either on site or in the office and the applicant is given a clear written response providing advice regarding the specific elements of the proposal, suggestions for improving the scheme, access to relevant experts (e.g. a Highways officer) along with a clear outline of the information that would need to be provided with an application. We want to retain this bespoke service and provide a better service to our customers than the more basic statutory service, as we are satisfied that this is of benefit to all parties involved.

4.6 Changes to Monmouthshire's bespoke planning pre-application advice service

4.6.1 Given the introduction of the statutory service our existing bespoke service charging schedule and levels of service need to be modified so that they align with the statutory service and ensure that it is easy for customers to compare the different services offered. Appendix 1 to this report indicates the existing charging schedule and Appendix 2 outlines the proposed new scheme of charges. The alterations relate to the levels of service, fees and the exemption to charges.

4.6.2 There would remain four levels of service, however the levels have now been categorised based on the type of development to reflect the statutory service. Level 1 would remain the same as the present rate at £60.00 with the option to add additional officers (£55.00 for each officer); Level 2 would be increased from the existing charge of £90.00 to £120.00 with the option to include additional officers (£70.00 each officer). Levels 3 and 4 fees would be changed to reflect the statutory service and categorised into major (Level 3) and large major developments (Level 4); Level 3 would cost £850.00 and Level 4 would cost £1250.00.

The current take up of the levels is

- Level 1 = 39%
- Level 2 = 49%
- Level 3 = 9%
- Level 4 = 3%

4.6.3 We proposed that Level 2 would be a lower fee than the statutory service. Level 2 enquiries are the most frequently requested. Customer feedback is that this level of service is required and the fact that the bespoke Level 2 service would be cheaper than the statutory service leads us to believe that this healthy take up will continue, even with the slight increase in fees. As we have demonstrated, pre-application advice is beneficial and we do not want to discourage its use due to cost. The proposed increase in the fee is projected to generate an additional £6000 per annum.

4.6.4 The review has also identified that pre-application advice for larger schemes is more time consuming and resource-heavy than initially anticipated. The move to levels based on the scale of the proposed scheme and the proposed increase in Level 4 will better reflect officer efforts in

this area. As part of the proposals it is recommended that the time for written responses to be issued be increased to 10 working days from the date of the meeting (apart from Level 1 which will remain at 5 days). This will reflect the actual average time and better manage customers' expectations.

5. RECOMMENDATIONS:

- 5.1 The report outlines the performance of the pre-application advice service to date for Members' information. It also outlines proposals to modify and align Monmouthshire's bespoke service with the Welsh Government's statutory service, increasing some of the fees and service level standards, as outlined in the proposed charging schedule (Appendix 2) and applicant guidance notes (Appendix 3). It is requested that Cabinet Member agrees the proposed charging schedule so that it can be introduced from 1st June 2016.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 There are no significant equality impacts identified in this report. The Future Generations Evaluation is Appendix 4 to this report.

7. OTHER IMPLICATIONS:

- 7.1 Communication: It is important that the Council's Pre-application Advice Service procedure and charging schedule is publicly available and promoted to ensure customers are fully aware of the changes to the service.

Personnel: Officers will need to be briefed on the updated fees and Service Level changes.

8. CONSULTEES:

Highways; Green Infrastructure Team; Development Management Staff; Building Control; Planning Policy; Housing Officer
Planning Committee: the proposals were unanimously endorsed on 03 May 2016.

9. BACKGROUND PAPERS:

Appendix 1 - Existing charging schedule
Appendix 2 – Proposed charging schedule
Appendix 3 – Applicant Guidance Notes
Appendix 4 – Well-being of Future Generations Assessment

10. AUTHORS:

Craig O'Connor (Senior Development Management Officer) and Kim Lloyd (Business Manager)

11. CONTACT DETAILS:

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Appendix 1 – Existing Pre Application Charging Schedule

Development Management Pre-application Advice Services – Charging Schedule from 16th March 2016

NB Bespoke Service charges are inclusive of VAT, the Statutory Service does not attract VAT. **Please note your request for advice will not be processed without payment.**

Service Option	Bespoke Service Provided	Fee (Inc VAT)	Statutory Service Provided	Fee No VAT
<p>Level 1 Householder</p> <ul style="list-style-type: none"> The enlargement, improvement or alteration of an existing dwelling house within garden curtilage. Eg: Extension, enclosures, garden building 	<ul style="list-style-type: none"> Up to 30 minute meeting on site with a Development Management Officer. A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Additional Officer Charge at £55 per officer eg: Ecologist 	£60	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal 	£25
<p>Level 2 Minor Developments</p> <ul style="list-style-type: none"> 1-9 residential units or where a residential site area < 0.5 hectare. Non Residential, Change of Use or Mixed use where gross floor space <1000 sqm or site area < 0.5 hectares 	<ul style="list-style-type: none"> Up to 60 minute meeting on site/office with a Development Management Officer A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt Additional Officer Charge at £68 per officer eg: Highways 	£90	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£250
<p>Level 3 Major Development</p> <ul style="list-style-type: none"> 10-24 residential units or where a residential site area >=0.5 but <1.0 hectare. Non Residential, Change of Use or Mixed use where gross floor space >=1000 but <2000 sqm or site area >= 0.5 but <1.0 hectare 	<ul style="list-style-type: none"> Up to 60 minute site meeting with Development Management Officer + up to <u>two</u> other Authority experts as deemed appropriate to your scheme (e.g. Ecology + Highways) A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt A follow up meeting if required and amended response Additional Officer Charge at £95 per officer eg: Highways 	£290	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£600
<p>Level 4 Large Major Development</p> <ul style="list-style-type: none"> 25 or more residential units or where a residential site >=1.0 hectare. Non Residential, Change of Use or Mixed use where gross floor space >=2000 sqm or site area >= 1.0 hectare. 	<ul style="list-style-type: none"> Initial site appraisal by Development Management Officer Up to 90 minute meeting in office with Development Management Officer plus all other relevant Authority experts (e.g. Development Plans, Highways, Trees, Landscaping etc) A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt A further review meeting up to 60 minutes with Development Management Officer plus other relevant experts. Final written response. 	£850	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£1000

Exemptions to Charging

- Enquiries made by Monmouthshire County Council
- Enquiries made by a Town or Community Council relating to their statutory functions
- Enquiries made by a non-profit making charitable organisation
- Enquiries made by a person who is registered disabled – where the development is to benefit this person, except where a new dwelling is proposed.
- Enquiries made for maintenance and repair of a Listed Building Consent .
- Statutory undertakings linked to domestic development – i.e. telecommunications

Notes

- Following the issue of the Officers written advice the pre-application case enquiry will be considered closed. In the event of further advice being sought a charge will apply.
- If you are unsure of which level of service to choose or if you feel your development proposal falls outside of the service levels available please contact **Monmouthshire Planning Support on: 01633 644 880** or email planning@monmouthshire.gov.uk where a member of the team will assist.
- If you are carrying out any kind of building works it is likely that you will require Building Regulations. If you are unsure or would like further advice regarding building regulations please contact **Monmouthshire Building Control Services on: 01633 644833** or email buildingcontrol@monmouthshire.gov.uk
The Development Management Officer will notify the Building Control Team of your enquiry and proposed development scheme and where appropriate a Building Surveyor may accompany them at your site meeting at no extra charge.

Appendix 2 – Proposed Pre Application Charging Schedule

Development Management Pre-application Advice Services – Charging Schedule

NB Bespoke Service charges are inclusive of VAT, the Statutory Service does not attract VAT. **Please note your request for advice will not be processed without payment.**

Service Option	Bespoke Service Provided	Fee (Inc VAT)	Statutory Service Provided	Fee No VAT
<p>Level 1 Householder</p> <ul style="list-style-type: none"> The enlargement, improvement or alteration of an existing dwelling house within garden curtilage. Eg: Extension, enclosures, garden building 	<ul style="list-style-type: none"> Up to 30 minute meeting on site with a Development Management Officer. A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Additional Officer Charge at £55 per officer eg:Ecologist 	£60	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance , considerations and an initial view on the proposal 	£25
<p>Level 2 Minor Developments</p> <ul style="list-style-type: none"> 1-9 residential units or where a residential site area < 0.5 hectare. Non Residential, Change of Use or Mixed use where gross floor space <1000 sqr mtrs or site area < 0.5 hectares 	<ul style="list-style-type: none"> Up to 60 minute meeting on site with a Development Management Officer A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt Additional Officer Charge at £70 per officer eg: Highways 	£120	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£250
<p>Level 3 Major Development</p> <ul style="list-style-type: none"> 10-24 residential units or where a residential site area >=0 .5 but <1.0 hectare. Non Residential, Change of Use or Mixed use where gross floor space >=1000 but <2000 sqr mtrs or site area >= 0.5 but <1.0 hectare 	<ul style="list-style-type: none"> Up to 90 minute site meeting with Development Management Officer + other relevant Authority experts (e.g. Ecology + Highways) A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt A follow up meeting if required and amended response 	£850	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£600
<p>Level 4 Large Major Development</p> <ul style="list-style-type: none"> 25 or more residential units or where a residential site >=1.0 hectare. Non Residential, Change of Use or Mixed use where gross floor space >=2000 sqr mtrs or site area >= 1.0 hectare. 	<ul style="list-style-type: none"> Initial site appraisal by Development Management Officer Up to 120 minute meeting in office with Development Management Officer plus all other relevant Authority experts (e.g. Development Plans, Highways, Trees, Landscaping etc) A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt A further review meeting up to 60 minutes with Development Management Officer plus other relevant experts. Final written response. 	£1250	<ul style="list-style-type: none"> Desk top assessment of proposal Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£1000

Exemptions to Charging

- Enquiries made by Monmouthshire County Council
- Enquiries made by a Town or Community Council relating to their statutory functions
- Enquiries made by a non-profit making charitable organisation
- Enquiries made by a person who is registered disabled – where the development is to benefit this person, except where a new dwelling is proposed.
- Enquiries made for maintenance and repair of a Listed Building Consent .
- Statutory undertakings linked to domestic development – i.e. telecommunications

Notes

- Following the issue of the Officers written advice the pre-application case enquiry will be considered closed. In the event of further advice being sought a charge will apply.
- If you are unsure of which level of service to choose or if you feel your development proposal falls outside of the service levels available please contact **Monmouthshire Planning Support on: 01633 644 880** or email planning@monmouthshire.gov.uk where a member of the team will assist.
- If you are carrying out any kind of building works it is likely that you will require Building Regulations. If you are unsure or would like further advice regarding building regulations please contact **Monmouthshire Building Control Services on: 01633 644833** or email buildingcontrol@monmouthshire.gov.uk
The Development Management Officer will notify the Building Control Team of your enquiry and proposed development scheme and where appropriate a Building Surveyor may accompany them at your site meeting at no extra charge.



monmouthshire
sir fynwy

**MONMOUTHSHIRE COUNTY COUNCIL
DEVELOPMENT MANAGEMENT SERVICES**

**PRE-PLANNING APPLICATION
ADVICE SERVICE**

GUIDANCE NOTES FOR APPLICANTS

March 2016

Development Management Services

Pre-Application Service Guidance Notes

The Pre-Application Service

Purpose of the note

This guidance note is to help applicants understand the procedures for using our Pre-Application Service for Planning and related applications including Listed Building Applications.

What are pre-application discussions?

These are discussions between a prospective applicant and the Local Planning Authority to help understand the application process in relation to a particular proposal.

What are the benefits of having pre-application discussions?

Pre-application discussions are a discretionary service but due to the benefits of the discussions we encourage prospective applicants to discuss their development proposals with us at the earliest opportunity.

Benefits include: -

- Detailed discussions about your proposal, on site if applicable.
- Identify the relevant current and emerging planning policies
- Identifying potential issues early on and provide help on how to resolve them.
- Suggestions to improve the proposal.
- A written response of all discussions.
- Establishing the information required when submitting an application in order to avoid incomplete applications
- To start to build and establish a relationship with the planning officers and other council officers who will be involved in deciding your application.
- Improving consistency, certainty and speed for users of the planning system
- Reducing the number of refusals
- Reducing the number of appeals
- Reducing the number of pre-commencement conditions

What won't pre-application advice do?

It cannot deliver a guaranteed outcome, i.e. a guaranteed planning permission or a formal view of planning committee. This is because: -

- Applications are subject to a wider consultation process than a pre-application enquiry and issues may come to light at a later date.
- The views given will be current at the time of giving the advice but changes in planning circumstances and policy will need to be taken into account when the application is decided
- Larger and/or more contentious applications will be decided by a planning committee made up of elected members. Whilst the committee will have an officer report and recommendation to consider, members may decide to give different weight to key issues and other considerations, in arriving at their decision

Is there a charge for the service?

There is a charge for the pre-application service. The cost will depend on the level and type of service requested. The charges relate to the amount of officer time that dealing with an enquiry will take.

Please note that your request for advice will not be processed without payment being received. If you request further advice after you have received your written response and we have closed the case, this will be chargeable.

For further information on charges please refer to the Charging Schedule (available via the website).

Service Level Options – An Overview

There are 2 types of service:-

Statutory Pre-application Service . This is the basic level of service that Local Authorities MUST provide as legislated by Welsh Government. It will be a desk top assessment based on a minimum level of information. The Authority will not enter in to any discussions regarding your proposal and will not visit site. You will be provided with a written response that will include; relevant planning site history and planning policies you should consider. Any other planning guidance and material considerations and an initial view on the proposal

Monmouthshire Pre-application Service. This is a bespoke service and designed by asking our customers what mattered to them. It will provide all the elements of the statutory service, along with a site visit and an opportunity for you to discuss options and ideas with the Development Management officer as well as suggestions to help improve the proposal. If relevant, a Building Control Officer will also attend site (free of charge) to advise on the relevant Building Regulation permissions required and any other considerations. The written response will include all details of the discussions, the relevant policies, history along with details of what is needed to be submitted with the planning application.

- **Level 1 – Householder**
 - The enlargement, improvement or alteration of an existing dwelling house within garden curtilage. Eg: Extension, enclosures, garden building
- **Level 2 Minor Developments**
 - 1-9 residential units or where a residential site area < 0.5 hectare.
 - Non Residential, Change of Use or Mixed use where gross floor space <1000 sqm or site area < 0.5 hectares
- **Level 3 Major Development**
 - 10-24 residential units or where a residential site area >=0.5 but <1.0 hectare.
 - Non Residential, Change of Use or Mixed use where gross floor space >=1000 but <2000 sqm or site area >= 0.5 but <1.0 hectare
- **Level 4 Large Major Development**
 - 25 or more residential units or where a residential site >=1.0 hectare.
 - Non Residential, Change of Use or Mixed use where gross floor space >=2000 sqm or site area >= 1.0 hectare.

For more detailed information on the service level options including fees see the Charging Schedule.

How to request Pre-application Advice.

You can request this service by completing the Pre-Application Advice Request form (available via the website). Simply decide on the type and level of service you need and send the completed form to us, along with the relevant fee and a site location plan.

Payment can be made by cheque (made payable to 'Monmouthshire County Council' Or MCC) or by card over the telephone on: 01633 644835

Service Standards – Statutory and Bespoke

1. Registration & Acknowledgement – on receipt of your enquiry form we will: -

- Check that sufficient information has been provided to enable us to respond to your enquiry appropriately.
- Acknowledge receipt of your enquiry and confirm the fee paid within 3 working days.
- Issue your enquiry to a Development Management officer who will become your case officer.

2. Enquiry/Application Review - The Case Officer will: -

- a. Assess the enquiry/type of development and confirm that the appropriate level of advice has been requested. In the case that you have not provided the correct fee or if we advise an alternative level of service we will discuss this with you before undertaking any further work.
- b. Research and assess your enquiry before contacting you to discuss your proposal in person and to arrange a meeting of which could be at site or alternatively at an agreed MCC building that may be convenient to you and the case officer. This will include any additional Authority experts if appropriate.
- c. Advise on further information that would be beneficial in helping to respond to your enquiry i.e. Sketch proposals of layout and elevations.
- d. Consult (where required) with other MCC services (e.g. Highways) for their input/opinion if deemed critical to your proposal.

If you have selected the statutory service only point a) will be undertaken

3. Response Times - We will aim to meet the following timescales: -

Statutory Service – 21 days unless an extension of time is agreed with all parties

- Bespoke Service - **see** below. In particularly complex cases or in unforeseen circumstances more time may be necessary and we will discuss and agree this with you at the earliest possible opportunity.

Level of Service	(Working days from receipt of written enquiry/application)			
	Registration/ Acknowledge ment within	Enquiry/Applicatio n Review within	Meeting to be arranged (not held) within	Written Response within (working days after meeting)
Level 1	3	10	15	5
Level 2	3	10	15	5
Level 3	3	10	15	5

Level 4	3	10	15	7
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Written Advice Response – What will it include: -

Statutory

- Summary of site history
- Relevant planning policy and Supplementary Guidance
- Other material considerations
- An initial view on the proposal
- Section 106 and CIL scope and indicative amount if applicable

Bespoke

- Summary of what we understand your proposal to be
- Summary of our advice including site history, planning policy and site constraints, requirements and opportunities (e.g. conservation orders, listed building, public footpaths etc)
- Summary of all issues discussed at the meeting and material considerations
- The planning policies you need to be aware of and any Supplementary Planning Guidance
- Our initial views about the proposal
- Recommendations and advice on how to improve your proposal , if required
- Section 106 and CIL scope and indicative amount if applicable
- Contact details of who you may need to contact to further discuss your proposal prior to submission
- The information you will need to submit with an application

What Will Happen If You Submit An Application Based On This Advice? The next stage: -

- The Council will seek to ensure that the same case officer will process the application
- The Council will ensure that any pre-application advice is carefully considered in reaching a recommendation on an application

Building Regulations

If you are carrying out any kind of building works it is likely that you will require Building Regulations. If you are unsure or would like further advice regarding building regulations please contact **Monmouthshire Building Control Services on: 01633 644833** or email buildingcontrol@monmouthshire.gov.uk

The Development Management Officer will notify the Building Control Team of your enquiry and proposed development scheme and where appropriate a Building Surveyor may accompany the Development Management Officer at your site meeting.

Confidentiality – MCC may have to: -

- Disclose information it holds if requested for under the Freedom of Information Act and the Environmental Information Regulations. You must advise us of any information that you provide is confidential or commercially sensitive and explain why.

Disclaimer

Any views or opinions expressed are given in good faith, without prejudice to the consideration of a formal application. Pre-application cannot bind the Local Planning Authority to a particular outcome. Any formal decision of the LPA can only be made after the Council has consulted local people, statutory consultees and any other interested parties. The decision will be based on all of

the information available at the time. You should therefore be aware that the officers cannot guarantee the final formal decision that will be made on an application.

How you can contact us

If you have any questions regarding this document please contact the Development Management Department by: -

Email – planning@monmouthshire.gov.uk

Telephone – 01633 644 831

Post –
Planning Department
Monmouthshire County Council
County Hall,
Rhaydr
Usk
NP15 1GA

Further information is available via the website: www.monmouthshire.gov.uk



REPORT

SUBJECT:	PROPOSED PROHIBITION OF WAITING AT ANY TIME & PROHIBITION OF DRIVING (EXCEPT FOR ACCESS) MOUNT WAY, CHEPSTOW.
MEETING:	Individual Cabinet Member
DATE:	25th May 2016
DIVISION/WARDS AFFECTED:	ST MARYS

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 Council's decision.

3. KEY ISSUES:

Mount Way is a residential cul-de-sac within Chepstow, in close proximity to the Town, the Dell Primary School, Chepstow Comprehensive School and Chepstow Leisure Centre. Also accessed off Mount Way is a significant gated residential development called The Mount. There are currently no restrictions on parking within the length of Mount Way. Representations have been received from the Local Elected Member, the immediate community and the Local Police which indicate that Mount Way is being continually used throughout the school year by parents dropping off/picking up children at the school. Therefore, Monmouthshire County Council proposes to provide;

- 1) A prohibition of waiting at any time restriction on both sides of Mount Way, Chepstow. This restriction is proposed in order to prevent indiscriminate and obstructive parking.
- 2) A prohibition of driving (except for access) restriction, this will reduce non-residential vehicles from accessing the street.

These proposals will contribute to a safer highway environment for all road users and eliminate instances of obstructive/inappropriate parking occurring.

4. REASONS:

The proposed order is considered to be required in the interests of road safety and to eliminate instances of obstructive and inappropriate parking occurring within a residential cul-de-sac.

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 have 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 regarding the introduction of a prohibition of waiting at any time restriction at this location.

7. CONSULTEES:

Corporate Management Team
County Councillor S. B. Jones, Cabinet Member for Transportation & Infrastructure
County Councillor P Farley, Local Member for St Marys

8. RESULTS OF CONSULTATION

No objections have been received, Heddlu Gwent Police and the Local Elected Member have indicated their support for the proposals.

9. BACKGROUND PAPERS:

Schedule of Measurements, Statement of Reasons, Drawing No.1476-3

10. AUTHOR: Paul Keeble – Traffic & Network Manager

11. CONTACT DETAILS:

Tel: 01633 644733
Email: paulkeeble@monmouthshire.gov.uk

MONMOUTHSHIRE COUNTY COUNCIL

MOUNT WAY, CHEPSTOW.

**PROHIBITION OF WAITING AT ANY TIME & PROHIBITION OF DRIVING
(EXCEPT OF ACCESS) ORDER 2016**

**This order revokes the MONMOUTHSHIRE COUNTY COUNCIL (MOUNT WAY,
CHEPSTOW) (PROHIBITION OF WAITING AT ANY TIME) TRAFFIC
REGULATION ORDER 2014**

Schedule of Measurements

Prohibition of Waiting at Any Time

1. MOUNT WAY

- (i) South Eastern side from its junction with Welsh Street for a distance of 41 metres in a South Westerly direction.**
- (ii) North Western side from its junction with Welsh Street, for a distance of 40 metres in a South Westerly direction.**

2. Unnamed Access Road into The Mount

- (i) Both sides from its junction with Mount Way for its entire length.**

Prohibition of Driving (Except for Access)

1. MOUNT WAY

- (i) From a point 40 metres South West of its junction with Welsh Street, for its entire length.**

MONMOUTHSHIRE COUNTY COUNCIL

MOUNT WAY, CHEPSTOW.

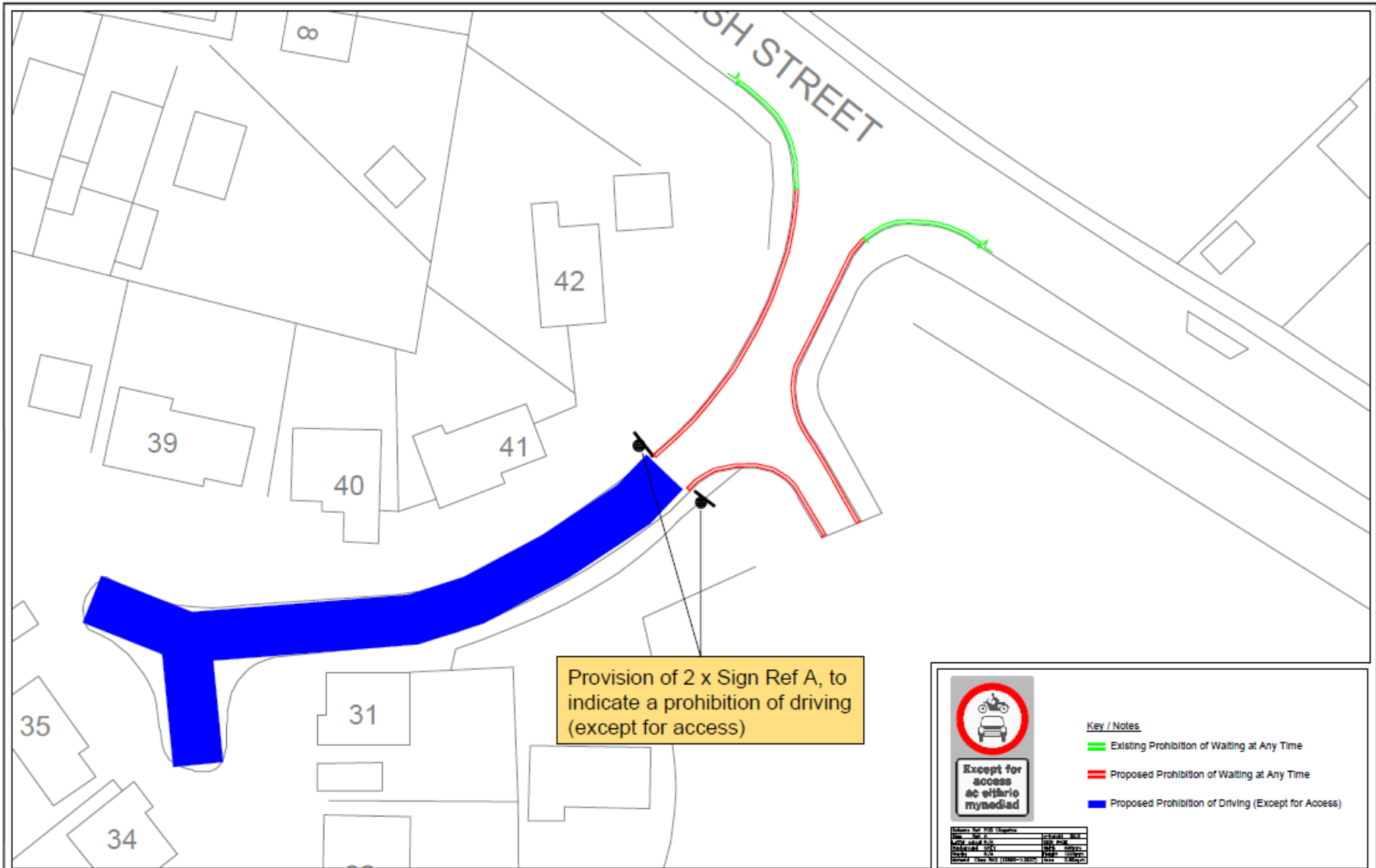
**PROHIBITION OF WAITING AT ANY TIME & PROHIBITION OF DRIVING
(EXCEPT FOR ACCESS) ORDER 2016**

Statement of Reasons

Following representations received from the local community, Local Elected Member and the Police, Monmouthshire County Council proposes to provide;

- 1) A prohibition of waiting at any time restriction on both sides of Mount Way, Chepstow. This restriction is proposed in order to prevent indiscriminate and obstructive parking.
- 2) A prohibition of driving (except for access) restriction, this will reduce non-residential vehicles from accessing the street.

Mount Way, is situated in close proximity to the town of Chepstow and 2 schools, as such, there is evidence of non-residential vehicles parking in the street. The proposals will to reduce instances of obstructive/inappropriate parking and non residential vehicles using the road. Which will improve the levels of highway safety for all road users.



Provision of 2 x Sign Ref A, to indicate a prohibition of driving (except for access)

	Key / Notes								
	<ul style="list-style-type: none"> — Existing Prohibition of Waiting at Any Time — Proposed Prohibition of Waiting at Any Time — Proposed Prohibition of Driving (Except for Access) 								
<table border="1"> <tr> <td>Drawn by</td> <td>GK</td> <td>Checked</td> <td>MJD</td> </tr> <tr> <td>Date</td> <td>24/07/15</td> <td>Drawing No.</td> <td>1476-3</td> </tr> </table>		Drawn by	GK	Checked	MJD	Date	24/07/15	Drawing No.	1476-3
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Date	24/07/15	Drawing No.	1476-3						
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ROGER HOGGINS
HEAD OF INFRASTRUCTURE, NETWORKS
AND SUSTAINABILITY

Job Title
Signing & Lining Programme 2015/16

Drawn By
GK

Checked
MJD

Drawing No.
1476-3



Drawing Title
Mount Way, Chepstow,
Proposed Waiting / Driving Restrictions

Scale
1:500

Date
24/07/15

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Rev



<p>Name of the Officer - Paul Keeble Phone no: 01633 644873 E-mail: paulkeeble@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal:</p> <p>To implement new or amendment of existing traffic orders to improve safety and movement of traffic set out in accordance with the Road Traffic Regulation Act 1984</p>
<p>Name of Service – Traffic & Development</p>	<p>Date Future Generations Evaluation – 28/04/16</p>



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



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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Neutral	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive	Restricting parking and access will contribute to improving highway safety.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
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	Neutral	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Neutral	

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>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	

<p>Sustainable Development Principle</p>	<p>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</p>	<p>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</p>
 <p>Involvement views</p> <p>Involving those with an interest and seeking their views</p>	<p>Full statutory consultation has taken place in accordance with the Road Traffic Regulation Act 1984</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</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 data-bbox="237 600 376 632">Integration</p> <p data-bbox="203 659 539 767">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

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		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	N/A		
Marriage or civil partnership	N/A		
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>

	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	N/A	N/A	
Corporate Parenting	N/A	N/A	

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

A public consultation event was held where residents were requested to choose between a number of options. Analysis of the results showed an overwhelming majority of the residents in favour of the proposals.

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?

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
Implement the order	Following publication of a notice of making	Traffic & Development Team	On-going

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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

