



**Neudd y Cyngor  
Y Rhadyr  
Brynbuga  
NP15 1GA**

**County Hall  
Rhadyr  
Usk  
NP15 1GA**

**25 Gorffennaf 2014**

**25<sup>th</sup> July 2014**

**Notice of meeting:  
Monmouthshire County Council**

***Hysbysiad o gyfarfod:  
Cyngor Sir Fynwy***

**Thursday 31<sup>st</sup> July 2014, at 2.00pm  
Council Chamber, County Hall, Rhadyr, Usk**

***Dydd Iau 31 Gorffennaf 2014, am 2.00yp  
Siambr y Cyngor, Neuadd y Cyngor, Y Rhadyr, Brynbuga,***

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

**AGENDA**

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

<b>Item No</b>	<b>Item</b>
<b>1.</b>	<b>Apologies for absence.</b>
<b>2.</b>	<b>Chairman's report and receipt of petitions.</b>
<b>3.</b>	<b>To receive declarations of interest.</b>
<b>4.</b>	<b>To confirm and sign the minutes of the following meeting: (a) Council Meeting 26<sup>th</sup> June 2014 (b) Extraordinary Council Meeting 8<sup>th</sup> July 2014</b>
<b>5.</b>	<b>Public Forum items (none received).</b>

<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p>	<p><b>To receive the minutes of the following meetings:</b> (a) Internal Monitoring Board 13<sup>th</sup> June 2014</p> <p><b>Notices of motion</b></p> <p><b>(a) Submitted by County Councillor P. Jones</b> <i>‘This Council thanks and supports the Conservative, Lib Dem partnership in progressing its 21st Century Schools programme. It recognises the commitment of the Partnership in funding half of the cost of the project. The Council thanks the Welsh Government for its financial contribution. It looks forward to the commencement of building work on the Caldicot and Monmouth schools in the coming months. This Council supports the Partnership's commitment to a new and improved swimming pool for Monmouth and urges the Administration to minimise the inevitable period of disruption until the new pool is built and commissioned.’</i></p> <p><b>(b) Submitted by County Councillor K. Williams</b> <i>“This coalition is committed to working together with opposition parties to achieve the best possible outcomes for residents throughout the county of Monmouthshire regardless of their political beliefs and voting preferences. In achieving this, council will send the decision by officers to turn street lighting off at midnight until 5am back to scrutiny via Strong Communities to further explore other, more suitable option to helping to achieve the savings proposed”.</i></p> <p><b>(c) Submitted by County Councillor K. Williams</b> <i>“This council is shocked and horrified to hear of the poisoning of family pets within the county using Anti-Freeze recently highlighted in The Abergavenny Chronicle in the Llanwenarth Ultra ward. It will commit to writing to both Welsh Government and UK Government departments to legislate for a bittering agent to mandatory in Anti-freeze in the UK in order that family pets will not be tempted to consume poisoned food”.</i></p> <p><b>Presentation from the CEO Monmouthshire County Citizens Advice Bureau, an introduction to the service.</b></p> <p><b>To receive the following recommendations from Cabinet:</b> 21<sup>st</sup> Century Schools Programme (Decision Log and Report 16<sup>th</sup> July)</p> <p><b>Report of the Monitoring Officer:</b> Standing Orders relating to staff</p> <p><b>Members’ questions</b> <b>(a) From County Councillor A. Easson to County Councillor B. Jones</b> <i>“Would Cllr Jones provide me with details of contacts and consultation made between the Highways Department and Network Rail ,with regard to the Electrification of the South Wales railway line from Paddington to Swansea. In particular discussions regarding any work required on bridges on the Monmouthshire Section of the line. How many meetings have taken place and to what depth does any written correspondence</i></p>
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relate to projected time frames for any works. Furthermore who, if any, Senior Officers have met with Network Rail in any formal or informal capacity regarding this matter.”

**(b) From County Councillor A. Easson to County Councillor B. Jones**

“Would Cllr Jones provide me with details of the time-scale for a programme of works in my Ward, committed to by Highways in relation to road safety, to which I am still awaiting details of completion . The first four are issues directly linked to the safety of children attending Dewstow School ,and have not been addressed to the satisfaction of parents..

- 1) 20 mph zoning of Birbeck Road, and Beech Road.
- 2) 20 mph zoning of New Road, Fernleigh Road , The Close and Woodland View.
- 3) Active physical restrictions to prevent disregard for the one-way system on Woodland View.
- 4) A programme of works ,timescale and funding for a pedestrian crossing adjacent to Cherry Trees on the B4245.(this is not in my Ward ,but directly affects residents of my Ward, who cannot cross the B4245 road with confidence ). The B4245 carries in the region of 4.00 million traffic movements every year, far higher than some other A roads in Monmouthshire that have crossing facilities and with far less traffic movements.
- 5) The completion of residents parking bays in Herbert Road, which was agreed and costed in collaboration with MHA.

I have waited far too long for resolution of these matters ,I would seek positive assurances from yourself regarding their completion.”

**(c) From County Councillor A. Easson to County Councillor P. Hobson**

“At full Council on January 16<sup>th</sup> 2014, the decision to sanction Health and Safety works at Park Street School, prior to handing the property over to ACT was confirmed after an earlier call-in. The decision included the apportionment of £56,000 to the total cost of these works.

Would Cllr Hobson provide a detailed update to Council, on works so far completed, works outstanding ,with timescale for their , the cost expended to date on these works. Does he expect there to be any overrun on costs, if so where will the funding come from.

Furthermore, in anticipation of a successful conclusion to these works by Mon CC to make the building safe for hand-over, is he aware of any external grants providers that have given firm promises to further the ambitions of ACT.”

**Paul Matthews  
Chief Executive  
Prif Weithredwr**

**I Gadeirydd ac Aelodau  
Cyngor Sir Fynwy**

**To the Chairman and Members of  
Monmouthshire County Council**

# Aims and Values of Monmouthshire County Council

## 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

#### **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.



# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### **Neb yn cael ei adael ar ôl**

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

#### **Pobl yn hyderus, galluog ac yn cymryd rhan**

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

#### **Ein sir yn ffynnu**

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

#### **Ein blaenoriaethau**

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi

#### **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.

DATE	ENGAGEMENT
Friday 20 <sup>th</sup> June 6 for 8 p.m.	Launch of the book of the Monmouth School, The First 400 years Shire Hall, Monmouth
Sunday 22 <sup>nd</sup> June 10.30 am	City of Newport Civic Service St Woolos Cathedral, Newport
Sunday 22 <sup>nd</sup>	Torfaen Civic Service St Gabriel's Church, Clomendy Road, Cwmbran Followed by reception at 'The Irie Shack'
<b>Monday 23<sup>rd</sup> June</b>	<b><i>Fly a Flag for Armed Forces County Hall, Usk</i></b>
Monday 23 <sup>rd</sup> June 4 p.m.	Launch of 'Welsh Warrior' Ale Kingstone Brewery, Chepstow NP16 7NX
Thursday 26 <sup>th</sup> June 5.30 p.m.	National Cycling Championship – Time Trial Championships Celtic Manor
Friday 27 <sup>th</sup> June 6.30 pm drinks reception 7 pm - Dinner	NAS Trade Dinner Albert Matthews Room, Celtic Manor Lodge
Saturday 28 <sup>th</sup> June 10 am	Haberdashers Monmouth School for Girls Presentation of Prizes
Saturday 28 <sup>th</sup> June 5.15 p.m.	The Royal British Legion Service and Parade Commencing in Baker Street
Saturday 28 <sup>th</sup> June 7 p.m.	MCC British Cycling Championship Dinner Angel Hotel, Abergavenny
Sunday 29 <sup>th</sup> June AM	Cycling Events - Abergavenny
Sunday 29 <sup>th</sup> June 3 pm	Caerphilly CBC Civic Service St Gwladys' Church, Church Place, Bargoed, CF81 8RP
Sunday 29 <sup>th</sup> June 7 pm for 7.30 pm	Sponsor's Dinner Beaumaris Suite, Celtic Manor Resort
Monday 30 <sup>th</sup> June 10 a.m.	Turf Cutting Ceremony Raglan School
Monday 30 <sup>th</sup> June 6.30 pm	Tourism Event at the Priory Centre, Abergavenny
Tuesday 1 <sup>st</sup> July 9.30 am	Humble by Nature Event Upper Meend Farm, Nr. Penallt, Monmouth NP25 4RP
Wednesday 2 <sup>nd</sup> July 10.45 am to arrive at 10 am	AHRC Connected Communities Festival St David's Hotel, Cardiff Bay
Thursday 3 <sup>rd</sup> July 12 p.m.	Usk in Bloom invitation to meet HRH The Duchess of Cornwall Twyn Square, Usk
Friday 4 <sup>th</sup> July 1.30 p.m.	Official opening of extension Thornwell School, Chepstow

**Agenda Item 2**

Monday 7 <sup>th</sup> July 6.15 pm – pre concert drinks 7 pm - Concert	Gwent Music Service Greater Gwent Showcase Concert St David's Hall, Cardiff
Thursday 10 <sup>th</sup> July 7 p.m.	Sea Cadets – Royal Naval Parade Training Ship – Ross on Wye
Friday 11 <sup>th</sup> July 10 a.m.	Presentation of Picture to Erin O' Gorman Llanfoist Fawr Primary School
Sunday 13 <sup>th</sup> July 1.30 p.m. for parade	Merthyr Tydfil Civic Service St David's Parish Church, Merthyr
Sunday 13 <sup>th</sup> July 3 pm	High Sheriff Garden Party Brick House, Redwick
Thursday 17 <sup>th</sup> July 1.45 for 2 p.m.	Prize Giving Day Deri View Primary School
Saturday 19 <sup>th</sup> July 3 pm Kick Off	Monmouth Town FC – Presentation prior to friendly match with Abergavenny FC at Pen y Pound Stadium
Monday 21 <sup>st</sup> July All day	2014 Royal Welsh Show & Luncheon Llanelwedd, Builth Wells, Powys
Monday 21 <sup>st</sup> July 6.30 p.m.	Chepstow Town Inaugural Civic Reception Chepstow Castle

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Monmouthshire County Council held  
at County Hall, Usk on Thursday 26<sup>th</sup> June 2014 at 2.00 p.m.**

**PRESENT:** County Councillor J. Prosser (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: D. Batrouni, Mrs. D. Blakebrough, R.F. Chapman, P.R. Clarke, D.L.S. Dovey, G.L. Down, A. Easson, Mrs R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R. J. W. Greenland, Mrs. E. J. Hacket Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J.Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Jones, Mrs. P. Jones, Ms. S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, Mrs. M. Powell, Mrs. V.E. Smith, B. Strong, Mrs. F. Taylor, A.C. Watts, Mrs. A.E. Webb, Mrs S. White, K. Williams and A.M. Wintle.

**OFFICERS IN ATTENDANCE:**

Mr P. Matthews	Chief Executive
Mrs. T. Harry	Head of Democracy and Regulatory Services
Mr S. Burch	Chief Officer, Social Care and Health
Mr W. Mclean	Head of Policy and Engagement.
Mrs J. Robson	Head of Finance/Section 151 Officer
Miss R. Allen	Domestic Abuse Co-ordinator
Mr R. Tranter	Head of Legal Services
Mrs S. King	Senior Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor J.E. Crook, D.L. Edwards, J. George and J. Marshall.

**2. CHAIRMAN'S REPORT AND RECEIPT OF PETITIONS**

We received and noted the Chairman's report.

There were no petitions presented.

The Chairman welcomed Chief inspector Mick Moyles, who introduced himself to members as the Chief Inspector for Monmouthshire. We thanked the Chief Inspector for attending.

**3. DECLARATIONS OF INTEREST**

Declarations of interest were noted under the relevant agenda item.

#### 4. MINUTES

We confirmed and signed the minutes of the following meetings:

##### A) ANNUAL MEETING 13<sup>TH</sup> MAY 2014

We confirmed and signed the minutes of the meeting held on 13<sup>th</sup> May 2014, subject to the following amendments:

- Delete last paragraph page 1 (repetition).
- Header on page 2, delete *14<sup>th</sup> May 2013* and change to **13<sup>th</sup> May 2014**.

##### B) COUNCIL MEETING 15<sup>TH</sup> MAY 2014

We confirmed and signed the minutes of the meeting held on 15<sup>th</sup> May 2014, subject to the following amendments:

- Pg 29 addition: **Members raised a key point in that the report should contain more evaluative data.**
- Pg 13 Appointment of Leader and Cabinet Delegations: P. Murphy – delete *performance*.
- Pg 13 Delete *County Councillor S. Howarth* and insert **Chief Officer Social Care and Health**. Formal apologies were expressed to the individuals

##### C) EXTRAORDINARY COUNCIL MEETING 23<sup>RD</sup> MAY 2014

We confirmed and signed the minutes of the Extraordinary meeting held on 23<sup>rd</sup> May 2014, subject to the following amendments:

- Insert Councillor P. Jones as present.
- Insert Councillors G. Down and F. Taylor as apologies for absence.

#### 5. PUBLIC FORUM

There were no public forum items received.

#### 6. COMMITTEE MINUTES

We resolved that the following minutes be received:

(a) Standards Committee 7<sup>th</sup> March 2014

It was noted that County Councillor P. Jordan was present.

(b) Internal Monitoring Board 19<sup>th</sup> April 2014

(c) Democratic Services Committee

## 7. NOTICES OF MOTION

### a) Submitted by County Councillor A. Easson

*Monmouthshire County Council has a policy prohibiting the use of cigarettes and other tobacco products in Council buildings and on Council property. This Council does not have a policy that applies to e- cigarettes. Therefore I move the following motion:*

*“That this Council takes appropriate advice and determines the prohibition or otherwise, the use of electronic nicotine aid devices (E-cigarettes), in and on Council property”.*

Councillor P. Fox, Leader of the Council, advised that the appropriate advice would be sought regarding the motion.

Upon being put to the vote the motion was carried.

### b) Submitted by County Councillor D. Blakebrough

*“That this council signs up to achieving the White Ribbon Status Award. In doing so Monmouthshire County Council will demonstrate its commitment to the aims of the White Ribbon Campaign. It will be a proactive and timely response to the Violence Against Women, Domestic Abuse and Sexual Violence Bill (Wales) out this month, which recommends that organisations show leadership and accountability in tackling domestic abuse and sexual violence through long term strategic action”.*

During discussion the following points were noted:

- In presenting the motion, Councillor Blakebrough highlighted that the reason for motion was to sign up to white ribbon award, to demonstrate coordinated approach to issue and commitment for the long term.
- We welcomed the Domestic Abuse Coordinator who explained the purpose of the white ribbon status award. We were advised that the White Ribbon Status Award surrounds eliminating violence against women, the white ribbon is directly related to linking to violence against women campaign and the 25<sup>th</sup> November would be a dedicated day. There was an importance to ensure that men were also supported and Councillors were invited to sign up to support.
- There was a requirement for more education and awareness in terms of violence against women. Access to information and staff training was in place, to ensure that information was continually conveyed and awareness was raised around the campaign.
- The draft plan would be submitted at the end of June and it was anticipated that an award ceremony would be held at the end of July.
- Members recognised that funding for provision within the County was needed.
- Councillors Batrouni and Fox, welcomed the opportunity to become male ambassadors.

Upon being put to the vote the motion was carried.

**(c) Submitted by County Councillor D. Batrouni**

*“That this Council wholeheartedly supports the Free School breakfast policy; thanks the Welsh Government for implementing it; recognises the tremendous positive impact it has had on families and children’s learning in the classroom; is disappointed the Conservative and Liberal groups want to introduce a charge for the childcare element of it; believes any charging associated with the policy is a retrograde step; and therefore asserts that this policy, or anything akin to it, is permanently dropped.”*

During discussion the following points were noted:

- In presenting the motion, Councillor Batrouni highlighted that the free school breakfast policy was introduced as breakfast assisted in health wellbeing nutrition. improved learning and education, however, the policy would charge for the childcare element. It was felt that the move to charge would be a barrier to parents.
- Councillor F. Taylor expressed a personal non-prejudicial interest as her child attended a breakfast club.
- It was noted that Cabinet had made clear that further information was required regarding the policy and the relevant scrutiny committee would consider proposals further, it would be extremely important to understand the impact of those in need.
- Concerns were expressed that the latter part of the motion was inaccurate. However, it was recognised that eating breakfast assisted with learning.
- Concerns were expressed regarding the impact of charging on low income families.
- Members welcomed further scrutiny on the policy.
- A member felt that the information within the EQIA was inadequate and that a more robust equalities assessment was required across the authority.
- An amendment was proposed and duly seconded, to withdraw words within the motion which related to political groups:

*“That this Council wholeheartedly supports the Free School breakfast policy; thanks the Welsh Government for implementing it; recognises the tremendous positive impact it has had on families and children’s learning in the classroom; believes any charging associated with the policy is a retrograde step; and therefore asserts that this policy, or anything akin to it, is permanently dropped.”*

Upon being put to the vote the amendment was carried and became the substantive motion.

Upon being put to the vote the substantive motion was carried.

**8. ANNUAL REPORT OF CHIEF OFFICER, SOCIAL CARE AND HEALTH**

We were presented with the Annual Report of Chief Officer Social Care and Health, which provided Council with a copy of the Director’s Annual Report on the effectiveness of Social Care Services in 2013-14 and the priorities for the coming year.

The Annual Council Reporting Framework (ACRF) is part of the regulatory framework for social services in Wales. It creates a statutory requirement to tell local citizens and key stakeholders how well we think the arrangements for delivering social care are working. It is the report of the Chief Officer (Statutory Director). Once approved by Council it becomes the authority's report.

The report stated that the service is in a period of intense activity as it strives to innovate and improve while continuing to deliver safe and high quality services. It went on to prioritise six specific areas of focus for 2014-15 which are a continuation of those set for the previous year. These were:

- A focus on families
- Doing what matters
- Finding integrated solutions
- Strengthening communities
- Building new safeguarding and protection systems
- Developing and supporting our people

During discussion we noted the following points:

- The Chairman of the Adults Select Committee thanked the Chief Officer for presenting the report. The officer was commended for addressing concerns expressed at meetings, regarding version control, status and next review.
- A query was raised regarding Performance Measure, relating to the accuracy of the figure 101 looked after children at 31 March. In response, we noted that this was a volatile measure and as cases had been reviewed, figures could increase or decrease quickly.
- Further information would be provided regarding the trend for number of adults who received a traditional service during the year.
- Members recognised that good initial progress was noted following the Estyn morning visit in February 2014 and that safeguarding had been appropriately prioritised.
- The officer thanked members for the support and highlighted that there was a need for a balanced report. In response to Estyn, it was a priority to ensure that it was right at the highest level and information would be presented to Cabinet in November regarding safeguarding in Monmouthshire.
- Progress on priority actions relating to A Focus on Families, progress was requested regarding figures for 2014/15 as 2013/14 were included within the report. In response, work was being undertaken, between education and social care directorate, in the Medium Term Financial plan. It was hoped that there had been significant progress at the time of writing, however, progress had not been as fast as anticipated. The area of respite for people with disabilities, was identified as more than satisfied and the service was moving forward with the agenda for support for children and adults.
- The Chief Officer and team were commended for maintaining quality whilst making significant changes. In the area of developing and supporting people, members welcomed that focus would be on recruiting permanent staff and



minimising agency work. New management systems would include appraisals and personal development.

- Further information was required regarding the amount spent on agency staff, details of engagement in terms of My Day My Life work, how satisfaction figures were collated and progress on the integrated health pilot.
- The officer responded and advised that the team had struggled with staffing and did not have figures for agency staff, which was significant in children's services. Posts were out to advert at present and there were excellent examples of previous agency staff becoming permanent and building the county as a place where people want to work. Satisfaction figures were collated from confidential questionnaires. A member queried whether the questionnaire identified the level of satisfaction.
- Significant work had taken place regarding the integrated health pilot, would like to see it further developments, however, this would be dependent on how regional agenda is pushed forward.
- Information was requested regarding the improvements that had been made in foster carers, how many were recruited and costs, also what was the cost to the authority for the deficit and if there was any change in demographic. The officer confirmed that information could be provided in writing.
- Key issue would be to stabilise in house provision, the Chief Officer was generally pleased with direction and had received positive foster report, which would go to the appropriate select committee. The team had been more effective in promoting foster care, but there was a particular question around kinship fostering, which could result in a new burden from courts around that issue.
- Members welcomed the report and commended the Chief Officer and team. It was recognised that the Social Services budget was difficult to manage and that rapid changes could occur, which could affect funding.
- Within the spending diagram figures were displayed for 2013/14, it was noted that officers had amended the chart for the final version. The position would be clarified.

We resolved to endorse the report.

## **9. MONMOUTHSHIRE ENGAGEMENT FRAMEWORK**

We were presented with the Monmouthshire Engagement Framework, which sought Council's adoption of the Monmouthshire Local Service Board's Engagement framework, which provided a consistent approach to engagement by the partners working across the County.

Engagement was highlighted as a fundamental aspect of Monmouthshire County Council's response to both the financial and service delivery pressures that exist within Wales today. The work of the Local Service Board seeks to bring together the key public service delivery partners to address the most significant challenges facing the communities within the County.

The framework would develop, complement and enhance what is currently being Done and there was a requirement to build on past practice that has been developed. The framework would enable people to speak and contribute to

processes. Partner agencies had been involved in developments, an example was ageing well, where relevant groups had been engaged.

The report was offered as the framework, which would be constantly reviewed and could result in learning. Further work would be undertaken with colleagues to look at the way Monmouthshire engages is strengthened and supplemented, by what we do today.

During discussion we noted the following points:

- County Councillor F. Taylor declared a personal interest as the Aneurin Bevan Health Board independent community member.
- The Leader of the Council thanked the officer and team. It was highlighted that engagement was fundamental in how Monmouthshire operates, the framework would make it more meaningful and is a significant step forward. We noted that the Minister had recognised the good work of Monmouthshire County Council and had been pleased with developments in the engagement strategy.
- Members welcomed the evaluation and recognised that the authority was fundamentally going in right direction, however, origination of the report was unclear. A query was raised why town and community councils were not included.
- We were informed that groups could be a route into communities, and partner information was analysed and used. The report surrounded engagement with communities outside democratic bodies, therefore, town and community councils were not included. A compact agreement was in place with town councils, which will be strengthened to ensure that it was delivered on both sides.
- We welcomed further detail to be included in the report which would identify the place of members of the public.
- Clarification was required regarding the statement regarding consultation, concerns were expressed that consultation was used just to obtain views. Further engagement was required outside the democratic process as it was perceived that some people felt they were being excluded and that sometimes people lacked confidence in addressing and challenging the Council.
- Members welcomed that training, guidance and support would be provided to enable all participants to engage effectively. It was noted that there were different channels available to enable challenge and for people to voice opinions.
- Officers noted member questions and we were informed that the structure for engagement with town and community councils is different to that of public. A fundamental piece of work was around confidence, supporting framework are toolkits, one would be with Monmouthshire County Council and partners.
- A fundamental part was to do things differently at right time in process and identify opportunity to influence, to make sure that engagement is appropriately used and actively considered at right stage.
- Communication was essential and working with colleagues to work with communities and promoting the partnership arena.

- It was recognised that there was a communication aspect to engagement and a requirement for critical information to be shared. In April a restructure report was submitted to Cabinet, which brought together engagement and communication teams, the closer links should encourage more response.
- Some members felt that the engagement process for the budget did not fulfil purpose to shape and influence policy. Further information was requested regarding the members role and ideas could be contributed.
- We were advised that ongoing discussions would be held with communities and tranches of engagement would be held around the budget.
- Any interested members would be welcome to get involved. A link would be available to access the toolkit.
- It was noted that the recent engagement events were substantially better attended than previous budget meetings. Each venue was evaluated and information was sent to members. A member's seminar was specifically arranged to provide responses and progress.
- It was a wish that informative updates were produced by the Community Health Council, quarterly or 6 monthly.

We resolved to adopt the Monmouthshire Engagement Framework and commissioned an initial evaluation of the approach for consideration at Council in January 2015.

## **10. REPORT OF THE HEAD OF IMPROVEMENT AND DEMOCRACY**

### **(a) Appointment of Audit Committee**

We received a report to appoint the Audit Committee, together with terms of reference and membership.

It was noted that the membership of the committee comprise 11 members of the Council, to be appointed in accordance with political balance, plus one lay member.

Upon being put to the vote we resolved to agree recommendations as follows:

1. That the Audit Committee be appointed, with the terms of reference.
2. That the membership of the Committee comprise 11 members of the Council, to be appointed in accordance with political balance, plus one lay member.
3. That it be noted that the Chair of the Audit Committee will be appointed by the Committee.

### **(b) Member Review and Development**

We received a report on Individual Member Review and Development, which sought councils endorsement of the Individual Member Review and Development scheme.

During discussion we noted the following:

- It was highlighted that this would be an opportunity for one to ones for members. A system for individual reviews would be introduced and members could develop confidence and skills.

- Members recognised the importance and opportunity for training and it was suggested that delivery needs to be reviewed, by suitable qualified person. Information could be fed into annual training programmes. It was requested that dates were included in the diaries as soon as possible.
- The aim of the review would be to identify skills and needs. It was suggested that different learning needs to be considered.

We resolved to adopt the Individual Member Review and development scheme.

## **11. REPORT OF THE MONITORING OFFICER**

The Council is required to review at, or as soon as practicable after, the Council's annual meeting, the representation of different political groups on the bodies to which the Council makes appointments. Council did not appoint the Audit Committee at its Annual Meeting but has now done so. Pursuant to the Local Government (Democracy) (Wales) Act this committee must be politically balanced and a review is therefore necessary.

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

<b>Committee</b>	<b>Cons</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Select (x4) (9)	17	9	2	8
Licensing & Regulatory (12)	5	3	1	3
Planning (16)	7	4	1	4
Democratic Services (12)	5	3	1	3
Audit (11 elected members)	5	3	1	2
Aggregate Entitlement (87)	39	22	6	20

## **12. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF LICENSING AND REGULATORY COMMITTEE**

We resolved that County Councillors Mrs L. Guppy and B. Strong be appointed as Chairman and Vice Chairman respectively of the Licensing and Regulatory Committee.

*County Councillor Easson left the meeting 4.25pm.*

## **13. MEMBERS' QUESTIONS**

### **(a) From County Councillor P. Farley to County Councillor P. Fox**

*Are the Leader and members of the Cabinet aware that the rates of people diagnosed with malignant melanoma, the most serious form of skin cancer, are now five times higher than 40 years ago, according to figures recently announced by*

*Cancer Research UK? More than 13,000 people are now developing the disease every year compared with around 1,800 in 1975. The latest incidence rates show around 17 people in every 100,000 are diagnosed with malignant melanoma in Great Britain every year. This is compared to just over 3 per 100,000 in the mid 1970's. The dramatic rise is partly down to an explosion in package holidays to Europe dating from the late 60s and the increasing popularity of the "must-have" tan often achieved only after damaging sunburn. The boom in sunbed use has also helped to fuel the increase in skin cancer.*

*What measures are Cabinet members taking, within their portfolios and in partnership with other organisations, to reduce the risk of malignant melanoma for the residents of Monmouthshire of all ages and the Council's employees and can members be assured specifically that the Council is taking active steps to enforce The Sunbeds (Regulation) Act 2010 (Wales)?*

In response we noted:

It was recognised that this was an important subject evidenced through the question and to protect residents against sun exposure, general advice would be provided by public health Wales. Initiatives would be embraced as they come forward.

Staff working outdoors would be provided with clear guidance in terms of sun care. The Health and safety working group were reviewing policy for adequacy and would be monitored to check on compliance.

Sun safety is part of health schools scheme and the sun bed regulation act had been enforced, resulting in a reduction of 10 businesses.

Proactive actions had been taken in the community and wider to staff and people in care.

**(b) From County Councillor D. Batrouni to County Councillor E. Hackett**

*Can she give Council an update on the SEN transport budget saving proposal?*

In response we noted:

The element of SEN transport did not go through Cabinet as further advice was required from the advisory group. Increased fuel and maintenance of vehicles, also had to be considered within transport across the County. It was highlighted that it was a difficult issue, which possibly could be dealt with as a tripartite process. Further work was ongoing and there were no policy changes.

Following a supplementary request for time frame details, an approximate time of September was provided.

**(c) From County Councillor R. Hayward to County Councillor B. Jones**

*On 30th May all Councillors received an e mail from Roger Hoggins concerning revised bus services in Chepstow and Monmouth. In the text was the statement ' There are some alterations to times but the level of service remains largely intact at*

*no extra cost'. This was good news and the fact that I could not open the attachments was no problem.*

*Following complaints about rumours circulating of severe cuts in the W4 service to Osbaston I have obtained a copy of the new timetable and am appalled that the frequency of service to Osbaston has been reduced from 11 trips a day to 7 trips a day. In addition the first bus from Osbaston does not leave until 9.07 in the morning (instead of 8.07) which means that schoolchildren or people going to work now have no public transport option available to them. There is also a two hour gap in the middle of the day with no service at all.*

*The level of service has not largely remained intact and is disadvantaging a large part of the population of Monmouth particularly the elderly who rely on this service. Will you please take this problem up with officers and restore the service to the levels that have existed for some time.*

In response we noted:

Some services were carrying a very small number of passengers and there was no further funding available to sustain current service level. Existing services were utilised for new timetables, which kept most journeys in place without too much disruption. If changes had not been made then services would have terminated at the start of July.

As a supplementary, a request was made to the Cabinet member that when the timetable was introduced, services and responses were monitored and if necessary, further engagement was required with the public.

The Cabinet member advised that the service would be monitored.

**The meeting ended at 4.35 p.m.**

**ACTION LIST**  
**MEETING OF MONMOUTHSHIRE COUNTY COUNCIL**  
**26<sup>th</sup> JUNE 2014**

MINUTE NUMBER AND SUBJECT	ACTION TO BE TAKEN	TO BE ACTIONED BY	PROGRESS
<p><b>4. NOTICES OF MOTION</b></p> <p><i>Monmouthshire County Council has a policy prohibiting the use of cigarettes and other tobacco products in Council buildings and on Council property .This Council does not have a policy that applies to e- cigarettes. Therefore I move the following motion:            “That this Council takes appropriate advice and determines the prohibition or otherwise, the use of electronic nicotine aid devices (E-cigarettes), in and on Council property”.</i></p>	<ul style="list-style-type: none"> <li>• Councillor P. Fox, Leader of the Council, advised that the appropriate advice would be sought regarding the motion.</li> </ul>	<p>Democratic Services Officer</p>	<ul style="list-style-type: none"> <li>• Information passed to relevant officers (HR and Public Health)</li> </ul>
<p><b>ANNUAL REPORT, CHIEF OFFICER, SOCIAL CARE AND HEALTH</b></p>	<ul style="list-style-type: none"> <li>• Further information would be provided regarding the trend for number of adults who received a traditional service during the year.</li> <li>• Information was requested regarding the improvements that had been made in foster carers, how many</li> </ul>	<p>Chief Officer Social Care and Health</p>	<ul style="list-style-type: none"> <li>• To be completed.</li> </ul>

	<p>were recruited and costs, also what was the cost to the authority for the deficit and if there was any change in demographic. The officer confirmed that information could be provided in writing.</p> <ul style="list-style-type: none"><li>• Within the spending diagram figures were displayed for 2013/14, it was noted that officers had amended the chart for the final version. The position would be clarified.</li></ul>		
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**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the Special Meeting of Monmouthshire County Council  
held in the Council Chamber at County Hall, Usk  
on Tuesday 8<sup>th</sup> July 2014 at 2.00 p.m.**

**PRESENT:** County Councillor J. Prosser (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: D. Batrouni, Mrs. D. Blakebrough, R.F. Chapman, P.R. Clarke, D.L.S. Dovey, G.L. Down, D.L. Edwards, Mrs R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, Mrs L. Guppy, Mrs. E. J. Hacket Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J.Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Jones, Mrs. P. Jones, Ms. S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, Mrs. M. Powell, Mrs. V.E. Smith, B. Strong, Mrs. F. Taylor, A.C. Watts, Mrs P. Watts, Mrs. A.E. Webb, Mrs S. White, K. Williams and A.M. Wintle.

**OFFICERS IN ATTENDANCE:**

Mr P. Matthews	Chief Executive
Mr W. Mclean	Head of Policy and Engagement.
Mrs J. Robson	Head of Finance/Section 151 Officer
Mr M. Andrews	Monitoring Officer
Mr R. Tranter	Head of Legal Services
Mrs S. King	Senior Democratic Services Officer

**ALSO IN ATTENDANCE:**

Rebecca Sandford - Police Cadet

**1. APOLOGIES FOR ABSENCE**

These were received from County Councillors G. Burrows, J.E. Crook, A. Easson, J. George, R.J.W. Greenland and J. Marshall

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 3. REVIEW OF CONSTITUTION

Section 37 of the Local Government Act 2000 provides that a local authority operating executive arrangements must prepare and keep up to date a document (the constitution) which contains:

- (a) such information as the Secretary of State may direct,
- (b) a copy of the authority's standing orders for the time being,
- (c) a copy of the authority's code of conduct for members and
- (d) such other information (if any) as the authority consider appropriate.

The Council's first constitution was agreed and published in 2000. Since then, a number of amendments consequent upon legislative changes and to reflect operational experience and governance changes such as the development of Area Committees have been made following report by the Monitoring Officer.

Over the past two years, Monitoring Officers in Wales have collaborated in a revision of a model constitution for consideration by their respective authorities. Members were asked to consider the adoption of suitable elements by way of modification of the existing constitution which has not benefitted from an overall review since 2002.

Within the existing Constitution, members considered in particular: the Articles (pages 1 to 39), the Rules of Procedure (pages 91 to 106), the Executive and Select Procedure Rules (pages 119 to 130) and the Officer Employment Rules (pages 180 to 185) against some suggested amendments. A review of the remaining sections will be the subject of further reports to council.

Following a period of consultation, recommended changes were listed in Appendix B.

Notable changes were brought to the attention of members, as follows:

- Pg 21 Independent Remuneration Panel Wales has jurisdiction over allowances and sets the amounts received for member remuneration. Monmouthshire County Council decided in 2013 to publish amounts each year and a hyperlink would be contained within part 6 of the constitution.
- Pg 25 Addition to duties of chair
- Pg 35 Amendment to the constitution, introduced community of interest idea for area committees.
- Pg 39 Management structure at part 7 of constitution, had not changed since 2007. Significant change in March 2014, will be added as management structure.
- Pg 47 Reminder that part of monitoring officer role to update constitution as necessary
- Pg 42 exemplifies new rules on school reorganisation as a local choice function
- The Council needs to decide who is to be designated the "Proper Officer" as Public health inspector.
- Responsibility for maintaining the list of politically restricted posts should pass from monitoring officer to senior officer in HR area.

- A number of changes have been occasioned by the Local Democracy Measure such as provision for family absence, remote attendance

Clarification was requested regarding the procedure for changing meeting dates after the diary had been agreed at full Council. We were informed that there were no recommended changes within this section of the constitution, the diary of meetings was agreed and fixed at the annual meeting and would be publicised for openness. However, it would be inevitable that sometimes dates would have to be changed.

It was suggested that any agreed changes should be effective from 1<sup>st</sup> August, which will allow officers to run meetings on existing constitution and the possibility of moving to 5 clear working days' notice for meetings would be a significant change.

**3.1.1 (c) move to English position 5 clear days' notice for meetings.**

On the basis of working to midnight.

Change agreed

**3.1.2 (b) – Information Available to Members of the Council**

Monitoring Officer to look at what was agreed at Council in January 2013, relating to information available to members and position to be clarified.

**4.2 The Policy Framework**

Change agreed

**4.7.4 Membership**

Agreed to maintain existing position.

**4.13 No limits on meetings**

Agreed to maintain existing position.

**4.15.1 Chair of Meetings**

Change agreed.

**4.17 Remote Attendance**

We were informed that guidance was expected from Welsh Government and the issue would be considered at a later date.

**4.18.3 Notice of Questions (and 4.19.4)**

Change to 7 days' notice of questions, as a consequence of the change to 3.1.1 (c).

On the basis of working to midnight.

Change agreed.

#### **4.19.2 Questions on Notice at Full Council**

Agreed to maintain existing position.

#### **4.19.9 Length of Speeches**

Change agreed.

#### **4.20.5 Motion per Member**

Agreed to maintain existing position.

#### **4.24.1 Previous Decisions and Motions**

Change agreed.

#### **4.32 Filming and Use of Social Media During Meetings**

Change agreed.

#### **4.35.3 Appointment of Substitute Members on Council Bodies**

Change agreed.

#### **5.4 Deputy Leader**

Agreed to change with amendment, that the constitution reflects the current position and that the Leader, with absolute discretion, can change deputy appointed for the purpose.

#### **5.6 Delegation of Functions**

Agreed change.

Councillor Blakebrough expressed an interest to shadow the Cabinet member for Education.

#### **5.8.1 Cabinet Procedure Rules**

Extent of executive decisions taken by officers, to be considered at a future date.

#### **7.25.1 Call-In**

Agreed £10k threshold removed and 3 members of the Council can submit call-in.

Agreed that the Chief Executive would adjudicate.

Agreed, 'Save in exceptional circumstances all Members requesting a matter be called in and relevant cabinet member, must attend the meeting at which the matter is being considered'.

### **7.25.2 Call-in and Urgency**

Agreed to maintain existing position, Chief Executive.

### **11.9.6 Officer Employment Rules**

Agreed change.

We resolved to agree recommendations as follows:

1. Members note and accept the current provisions of the constitution reflecting the amendments agreed hitherto and set out at Appendix A.
2. Members consider Appendix B and its suggested amendments with a view to any substantive changes being incorporated into the existing Constitution (Appendix A).
3. That until the Review of the Constitution is complete (to include the Scheme of Delegation, Financial Standing Orders, and various officer and member protocols), the continuing *format* of the constitution be as at Appendix A incorporating any substantive amendments agreed by Council.

We agreed that changes would be effective from 1<sup>st</sup> August 2014.

**Meeting ended 3.50 p.m.**

**MONMOUTHSHIRE COUNTY COUNCIL**  
**Minutes of the meeting of the Internal Monitoring Board**  
**held at County Hall, Usk on Friday 13<sup>th</sup> June 2014 at 2.00pm**

**PRESENT:** County Councillor P.A. Fox (Chairman)  
County Councillors: P.S. Farley and P. Jones

**ALSO PRESENT:** County Councillor E.J. Hackett Pain

**OFFICERS IN ATTENDANCE:**

Mr. P. Matthews: Chief Executive  
Ms. S. McGuinness: Chief Officer, Children and Young People  
Mr. W. McLean: Head of Strategic Partnerships  
Mr. R. Williams: Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

County Councillors D. Batrouni and L. Guppy.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES**

We received and noted the minutes of the Internal Monitoring Board dated 29<sup>th</sup> April 2014.

**4. DEVELOPMENTS IN SAFEGUARDING SINCE THE MONITORING VISIT**

We received an update report in respect of the Monmouthshire Safeguarding and Child Protection Policy. In doing so, the following points were noted:

- Progress was being made.
- The Children and Young People Select Committee will receive Safeguarding updates at future Select Committee Meetings.
- Details of the report author should be identified on the report.
- The report should identify the progress that has been made and is continuing to be made.
- There was a need to address the performance indicators relating to Children and Young People that were in the bottom quarter in Wales.

We resolved to receive the report and note its content.

**Minutes of the meeting of the Internal Monitoring Board  
Dated 13<sup>th</sup> June 2014 continued**

**5. PREPARATION FOR THE ESTYN MONITORING VISIT – 23<sup>RD</sup> TO 25<sup>TH</sup> JUNE**

We received a verbal update by the Chief Officer for Children and Young People regarding preparation for the forthcoming Estyn Monitoring Visit.

In doing so, it was noted that:

- The Estyn Monitoring Visit will be held between 23<sup>rd</sup> and 25<sup>th</sup> June 2014.
- Interviews will be convened on the 23<sup>rd</sup> and 24<sup>th</sup> June 2014 with feedback anticipated during the afternoon of the 25<sup>th</sup> June 2014.
- A cross section of officers will be interviewed, as well as the Cabinet Member and Leader of the Council.
- The Estyn Team will split into two groups with a timetable being circulated to the relevant people.
- A Task and Finish Group has been established in preparation for the Estyn Monitoring visit.
- The self-evaluation report has been circulated to the Children and Young People Select Committee for scrutiny.
- The Task and Finish Group has scrutinised the Service Improvement Plan.
- Performance reviews have been undertaken.
- All Children and Young People Directorate Heads of Services' reports have been completed.
- The Education Achievement Service will be interviewed as part of the Estyn Monitoring visit.

We resolved to receive the verbal update and note its content.

**6. CHILDREN AND YOUNG PEOPLE DIRECTORATE SELF EVALUATION DOCUMENT**

We received the Children and Young People Directorate Self Evaluation Document. In doing so, the following points were noted:

- The summary of the report was honest and identified that the Authority was making progress.
- Page 3 of the self-evaluation document, sub heading - Our strategic direction for education – Point 1 had set the standard. However, the following points within the document required further development.

**Minutes of the meeting of the Internal Monitoring Board**  
**Dated 13<sup>th</sup> June 2014 continued**

- County Councillors P. Jones and P.S. Farley agreed to accept an invitation to be interviewed by Estyn to reflect upon their experiences as a Children and Young People Select Committee Member during the previous two years.

We resolved to receive the report and note its content.

**7. MONMOUTHSHIRE SCHOOL TARGETS REVIEW SPRING 2014**

We received the Monmouthshire School Targets Review for Spring 2014. In doing so, the following points were noted:

- Key Stage 2 targets remained on target to achieve the anticipated progress. Practitioners were becoming more adept at setting targets.
- There had been an overall uplift in Key Stage 4 Targets in line with expectations. However, two schools were not expected to meet their aspirational targets.
- Schools understood their role. The relationship between the Authority and schools was strong.

We resolved to receive the report and note its content.

**The meeting ended at 3.45pm.**





**CABINET  
DECISION RECORDING LOG**

**DECISION DETERMINED ON: 16<sup>th</sup> JULY 2014**

**DECISION WILL COME INTO EFFECT ON: 25<sup>th</sup> JULY 2014**  
**(Subject to "Call-in" by appropriate Select Committee)**

**SUBJECT: 21<sup>ST</sup> CENTURY SCHOOLS PROGRAMME  
FORMALISATION OF THE PROGRAMME INTO THE COUNCILS CAPITAL PROGRAMME**

**DIVISION//WARD AFFECTED: ALL**

**PURPOSE:**

1. To include the 21<sup>st</sup> Century Schools development programme in the Councils Capital Programme.
2. To establish the best option in the development of Monmouth Comprehensive School.
3. To re-allocation of the funds associated with the Welsh Medium Secondary Provision from 2015-2016 to 2018-2019 (within the agreed Band A funding period)
4. To extend the current secondment arrangements for two employees currently seconded to the 21st century schools project.

**DECISION:**

1. That the following budgets are established in the capital programme subject to Welsh Government final approval of the Full Business case and grant allocation for each scheme:
  - Calidicot Comprehensive - £31.5 million

- Monmouth Comprehensive - £36 million
  - Primary School investment - £3.4 million
  - Welsh Medium secondary - £5 million
2. That funding for the above projects is from the following sources:
    - 50% from Welsh Government funding - £37.5 million
    - 50% from MCC funding, from a combination of capital receipts (circa £29.5 million) and prudential borrowing (circa £8 million), precise mix depending on timing of expenditure and realisation of capital receipts.
  3. Cabinet receives further reports on the specific allocation of these budgets within their areas once further feasibility work has been concluded.
  4. Cabinet is committed to re-provisioning a swimming pool within Monmouth, subject to budget being agreed at full Council.
  5. To extend the current secondment arrangements for two employees currently seconded to the 21<sup>st</sup> century schools project.

**REASONS:**

The existing Monmouth Comprehensive site is a challenging site with key issues/ considerations around flooding, tightness of the site and its geology, town site and proximity its adjoining neighbours, number of differing uses on the site (Swimming pool, leisure centre), traffic and access.

The primary driver in developing the new school on this site is the risks around flood. Extensive engagement has been undertaken with Natural Resource Wales (NRW) around establishing key principles around the development of the existing school site. The outcome of these discussions is that the finish floor level of any new build on the Monmouth Comprehensive site would have to be 19.8m above sea level to meet the 1 in 100 year flood benchmark (standard practice). Most of the existing school site (main bulk) is approximately 18.5m above sea level with the playing fields/ pitches around 15.5 – 16.0m above sea level.

The existing site, west of the main entrance to the school, north of the Leisure centre and school site towards the Burgage is above 19.8m and outside of the flood plain (see attached map for clarification). It is not prohibited to build in a flood plain (educational establishments have special

dispensations) however the levels, above sea level, that are set by the NRW are mandatory and are there to ensure that the property is not damaged, insurances can be obtained for the estate and that by building on the site you do not affect other surrounding / adjacent properties, sites and services.

An option study has been undertaken to look at the potential site development opportunities for the new school. 3 options were developed (see summary option sheets attached)

**Option 1 – Siting of the new school on the existing pitches (close to the existing coach drop off).**

- Pros:
  - Clean / clear construction site and simple building programme
  - Minimal disruption to the general working of the school
  - Minimal site enabling and temporary works.
  - Quicker programme delivery.
  - School provided in one building – economic in use.
- Cons:
  - Ground floor / entrance of the new school would be 3.4 – 3.9m from the existing site level. School would have to be built on stilts, minimal ground contact to avoid affecting the flood plain. Undercroft could only be used for parking.
  - Poor access and connectivity to the outside environment- material effect on educational delivery.
  - 4 storey building close to residential street. Planning objection around siting and material effect on neighbours.
  - Proposal would not obtain NRW approval.
  - Development would not be viewed as a good investment in delivering 21<sup>st</sup> C schools.

There is an abnormal cost of an additional £1.5- £2.0m for flood mitigation works and building an additional single storey platform to raise the school out of the flood plain.

Total outline cost for the option 1 proposal = £34.5m – £36.0m – A reduction in the cost per square metre can be sought to increase the potential capital pot for the primaries if required.

**Option 2 – Siting of the new school at the front of the site (North West of the leisure centre).**

- Pros:
  - New school to be built outside the flood plain and complies with the 1 in 100 year flood risk rule.
  - Better integration with the existing leisure centre and flexibility in community / school use of the whole estate.
  - Connectivity to the town better, use of public spaces to give it a civic presence.
  - Some disruption to the existing school whilst construction but can be managed.
  - Positive integration of the internal and external environments.
  - Better traffic management and pupil routes to school.
  - 3 storey building on the site and in keeping with the existing morphology of the town.
  - School provided in one building – economic in use.
  
- Cons:
  - Existing community swimming pool would have to be re-located, effect on service will need to be evaluated (feasibility report has been commissioned by Leisure Services)
  - Some temporary accommodation required for the school, but this will be minimised.
  - Close proximity to the neighbours on Dixon Road.
- There are abnormal cost of an additional £5.0m - £5.5m for the replacement of the pool and around £1.5m in temporary works (temp accommodation / temp carparks etc).

Total outline cost for the option 2 proposal = £38.0m – £38.5m , this includes a new asset of a modern community swimming pool (20m only). The over budget spend would have to be found in reducing the abnormal and the cost per sq. m, this would have an effect on the quality of the new school however clarification has been sort from Welsh Government regarding this option especially around the investment into the re-provision of the pool.

A feasibility has been commissioned around moving the existing swimming pool at Monmouth Comprehensive that will look at the:

- Lifespan / quality of the existing community pool.
- Management and governance.
- Mitigation strategies if the option to move the pool is approved.
- How continuity of service provision can be maintained during the development of the school site.
- What a potential provision should look like and provide.

- Costing, programme and deliverability.

The feasibility is scheduled to take around 6-8 weeks to produce its findings and recommendations to the Leisure Services team.

**Option 3 – Siting of the new school on the footprint of the existing school.**

- Pros:
  - School built mainly out of the flood plain, some level adjustments would need to be made. (between 750mm and 1000mm of make up land)
  - Retains the siting of the existing community pool.
  - The bulk of the building is away from the immediate residents off Dixton Road.
  - School provided in one building – economic in use.
- Cons:
  - To deliver this option a whole temporary school would have to be re-provided. Large capital investment with no retained asset.
  - Massive disruption to the workings of the school and its operation for 2 years.
  - Loss of connectivity to the existing leisure and community facilities.
  - More challenging site logistic and development, difficult to deal with traffic and parking issues.

Total outline cost for the option 3 proposal (including abnormals) = £38.3m – £38.5m. The majority of the additional costs are in the re-provision of a whole temporary school for 1600 pupils which is in the region of £4.5m including all the temporary works/ services, site logistics and flood protection to the temporaries. The over budget spend would have to be found in reducing the abnormals, challenging the temporary accommodation requirements and the cost per sq. m of the new build, this would have an effect on the quality of the new school. No investment monies would be available for the primaries in the cluster.

Summary table of options and associated budget costs. (Funding for Monmouth Cluster is currently £36.9m)

Options for Monmouth Comprehensive	Total project Cost for the new school	Abnormals associated with the options	Total budget cost (mean cost)
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Option 1	£33.5m	£1.5m - £2.0m	£34.5m - £36.0m
Option 2	£33.5m	£4.5m - £5.0m	£38.0m - £38.5m
Option 3	£33.5m	£4.5m - £5.0m	£38.3m - £38.5m

**RESOURCE IMPLICATIONS:**

The capital investment for the 21<sup>st</sup> Century Schools programme is considerable and one of the biggest single investments that council would have made for some time. The spending / draw down profile below for each cluster is shown below. Capital receipts will need to be realised and accounted for by the council in order to meet this spending profile. Council policy is to direct all capital receipts to investment in the 21<sup>st</sup> century schools programme. The need to invest in 21<sup>st</sup> century schools is understood given the considerable funding being made available by Welsh Government, however it is recognized that this will put pressure and risk on the rest of the capital programme and require the sale of assets at a time when market prices are less than could be achieved in the height of the property boom. Indicative projections are that of the £37.5 million funding required from MCC, £29.5 million will come from projected capital receipts and £8 million from prudential borrowing. In the event that capital receipts are not received in time or are not sufficient, the balance of funding will need to be found from prudential borrowing.

<b>SCHEME NAME</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>TOTAL</b>
Caldicot Cluster	£2,300,000	£9,100,000	£4,200,000	£1,075,000	£325,000	£17,000,000
	£1,736,500 Match Funding from WG	£10,811,000 Match Funding from WG	£3,127,500 Match Funding from WG	£500,000 Match Funding from WG	£825,000 Match Funding from WG	£17,000,000
	<b>£4,036,500</b>	<b>£19,911,000</b>	<b>£7,327,500</b>	<b>£1,575,000</b>	<b>£1,150,000</b>	<b>£34,000,000</b>

<b>SCHEME NAME</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>TOTAL</b>
Monmouth Cluster	£2,300,000	£9,100,000	£4,700,000	£1,075,000	£325,000	£18,000,000
	£1,736,500 Match Funding from WG	£10,311,000 Match Funding from WG	£4,627,500 Match Funding from WG	£500,000 Match Funding from WG	£825,000 Match Funding from WG	£18,000,000
	<b>£4,036,500</b>	<b>£19,411,000</b>	<b>£9,327,500</b>	<b>£1,575,000</b>	<b>£1,150,000</b>	<b>£36,000,000</b>

*(tables above include the element of primary school investment)*

The potential for the new Monmouth Comprehensive School to over spend due to the unique abnormalities on the site is high and mitigation strategies around capital cost reduction are in hand with the contracting partner. It is felt that with more detailed work, investigation and market testing that the Monmouth Cluster should be brought back into line with funding profiles however there are some consequences. Option 2 is the preferred way forward with regards to capital investment and achieving value for money however leaves very little opportunities to provide additional investment in the primary schools if the costs of relocating the swimming pool is to be found from within the funding envelope for 21<sup>st</sup> Century Schools. No other funding sources have been identified to date; feasibility has been commissioned by Leisure to look into all aspects of the pool and any mitigation strategies that may need to be used to ensure levels of service during the construction period. Feasibility report to be completed by the end of August 2014.

An application has been lodged with Welsh Government to enquire if additional monies are available to meet the unusually high abnormalities found on the Monmouth Comprehensive Site.

Funding for the extension of the two secondments has been identified within the £2.0m already agreed to prime pump the programme. The secondments are required to be extended until December 2018. Costs are recognised in the feasibility element as well as the build cost.

**CONSULTEES:**

- Children and Young People Services Directorate. - MCC
- Leisure Services & Regeneration & Cultural Services. – MCC
- Members seminars (monthly)
- Estates Directorate.- MCC
- Finance Directorate- MCC
- Property Services. - MCC
- Welsh Government 21<sup>st</sup> Century Programme team – Peter Hindley.
- Project Board Members.- MCC.
- Monmouth Comprehensive School – SLT.
- Caldicot Comprehensive School – SLT.
- South Wales Consortium board. (Welsh Medium provision).
- Public and local residents in Monmouth and Caldicot via drop in days and personalised meetings.
- SLT
- Cabinet

**CABINET MEMBERS PRESENT:**

County Councillors G. Burrows, P. Fox, R. Greenland, E. Hackett Pain, P. Hobson, G. Howard, B. Jones and P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

County Councillors D. Batrouni, R. Harris and S. Howarth.

**INTEREST DECLARED:**

None

**AUTHOR:**

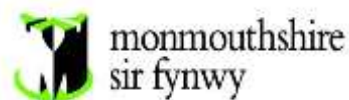


Simon Kneafsey 21<sup>st</sup> C Programme Manager.

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<b>SUBJECT:</b>	<b>21<sup>st</sup> Century Schools Programme – Formalisation of the programme into the Councils Capital Programme</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>16<sup>th</sup> July 2014</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

- a. To include the 21<sup>st</sup> Century Schools development programme in the Councils Capital Programme.
- b. To establish the best option in the development of Monmouth Comprehensive School.
- c. To re-allocation of the funds associated with the Welsh Medium Secondary Provision from 2015-2016 to 2018-2019 (within the agreed Band A funding period)
- d. To extend the current secondment arrangements for two employees currently seconded to the 21st century schools project.

**2. RECOMMENDATIONS**

That Cabinet recommends to Council:

**2.1** That the following budgets are established in the capital programme subject to Welsh Government final approval of the Full Business case and grant allocation for each scheme:

- Caldicot Comprehensive - £31.5 million
- Monmouth Comprehensive - £36 million
- Primary School investment - £3.4 million
- Welsh Medium secondary - £5 million

**2.2** That funding for the above projects is from the following sources:

- 50% from Welsh Government funding - £37.5 million
- 50% from MCC funding, from a combination of capital receipts (circa £29.5 million) and prudential borrowing (circa £8 million), precise mix depending on timing of expenditure and realisation of capital receipts.

2.2 That Cabinet receives further reports on the specific allocation of these budgets within their areas once further feasibility work has been concluded.

**3. KEY ISSUES:**

Matrix provided to WG in December 2013 indicated that the overall requirement from MCC for Band A was £81,500,000

Nature	Indicative Feasibility	Build Gross Cost	WG Funding	Net MCC Cost
Caldicot Comprehensive	£0.9m	£30.6m	(£15.3m)	£16.2m
Monmouth Comprehensive	£0.9m	£36m	(£18m)	£18.9m
Primary School Investment		£3.4m	(£1.7m)	£1.7m
Welsh Medium Secondary		£5m	(£2.5m)	£2.5m
Raglan VC Primary	£0.2m	£4.5m	(2.25m)	£2.45m
<b>Total</b>	<b>£2m</b>	<b>£79.5m</b>	<b>(£39.75m)</b>	<b>£41.75m</b>

The Feasibility budget is wholly funded by MCC, and as at 31<sup>st</sup> March 2014, £1.3m remained unspent.

- Caldicot School Cluster – Funding £31.5 m (Welsh Government grant - £15.3 m)

Secondary School costs approximately £31.0m - £31.5m (approx. £2,000 per m<sup>2</sup>) (of which £750k is in abnormalities). Abnormalities on this project are based around enabling works (temp carparks and play areas), temporary accommodation (minimised requirement) and service diversions.

Monmouth Comprehensive Cluster – Funding £36.9m (Welsh Government grant £18.0m)

Secondary School costs approximately £33.0m -£33.5m (approx. £2000 per m<sup>2</sup>) – abnormalities on top of this build cost differ regarding each option. See the build up under each option.

**Background to project to date.**

The existing Monmouth Comprehensive site is a challenging site with key issues/ considerations around flooding, tightness of the site and its geology, town site and proximity its adjoining neighbours, number of differing uses on the site (Swimming pool, leisure centre), traffic and access.

The primary driver in developing the new school on this site is the risks around flood. Extensive engagement has been undertaken with Natural Resource Wales (NRW) around establishing key principles around the development of the existing school site. The outcome of these discussions is that the finish floor level of any new build on the Monmouth Comprehensive site would have to be 19.8m above sea level to meet the 1 in 100 year flood benchmark (standard practice). Most of the existing school site (main bulk) is approximately 18.5m above sea level with the playing fields/ pitches around 15.5 – 16.0m above sea level. The existing site, west of the main entrance to the school, north of the Leisure centre and school site towards the Burgage is above 19.8m and outside of the flood plain (see attached map for clarification). It is not prohibited to build in a flood plain (educational establishments have special dispensations) however the levels, above sea level, that are set by the NRW are mandatory and are there to ensure that the property is not damaged, insurances can be obtained for the estate and that by building on the site you do not affect other surrounding / adjacent properties, sites and services.

An option study has been undertaken to look at the potential site development opportunities for the new school. 3 options were developed (see summary option sheets attached)

**Option 1 – Siting of the new school on the existing pitches (close to the existing coach drop off).**

- Pros:
  - Clean / clear construction site and simple building programme
  - Minimal disruption to the general working of the school

- Minimal site enabling and temporary works.
- Quicker programme delivery.
- School provided in one building – economic in use.
- Cons:
  - Ground floor / entrance of the new school would be 3.4 – 3.9m from the existing site level. School would have to be built on stilts, minimal ground contact to avoid affecting the flood plain. Undercroft could only be used for parking.
  - Poor access and connectivity to the outside environment- material effect on educational delivery.
  - 4 storey building close to residential street. Planning objection around siting and material effect on neighbours.
  - Proposal would not obtain NRW approval.
  - Development would not be viewed as a good investment in delivering 21<sup>st</sup> C schools.

There is an abnormal cost of an additional £1.5- £2.0m for flood mitigation works and building an additional single storey platform to raise the school out of the flood plain.

Total outline cost for the option 1 proposal = £34.5m – £36.0m – A reduction in the cost per square metre can be sought to increase the potential capital pot for the primaries if required.

**Option 2 – Siting of the new school at the front of the site (North West of the leisure centre).**

- Pros:
  - New school to be built outside the flood plain and complies with the 1 in 100 year flood risk rule.
  - Better integration with the existing leisure centre and flexibility in community / school use of the whole estate.
  - Connectivity to the town better, use of public spaces to give it a civic presence.
  - Some disruption to the existing school whilst construction but can be managed.
  - Positive integration of the internal and external environments.
  - Better traffic management and pupil routes to school.
  - 3 storey building on the site and in keeping with the existing morphology of the town.
  - School provided in one building – economic in use.
- Cons:
  - Existing community swimming pool would have to be re-located, effect on service will need to be evaluated (feasibility report has been commissioned by Leisure Services)
  - Some temporary accommodation required for the school, but this will be minimised.

- Close proximity to the neighbours on Dixton Road.
- There are abnormal cost of an additional £5.0m - £5.5m for the replacement of the pool and around £1.5m in temporary works (temp accommodation / temp carparks etc).

Total outline cost for the option 2 proposal = £38.0m – £38.5m , this includes a new asset of a modern community swimming pool (20m only). The over budget spend would have to be found in reducing the abnormal and the cost per sq. m, this would have an effect on the quality of the new school however clarification has been sort from Welsh Government regarding this option especially around the investment into the re-provision of the pool.

A feasibility has been commissioned around moving the existing swimming pool at Monmouth Comprehensive that will look at the:

- Lifespan / quality of the existing community pool.
- Management and governance.
- Mitigation strategies if the option to move the pool is approved.
- How continuity of service provision can be maintained during the development of the school site.
- What a potential provision should look like and provide.
- Costing, programme and deliverability.

The feasibility is scheduled to take around 6-8 weeks to produce its findings and recommendations to the Leisure Services team.

**Option 3 – Siting of the new school on the footprint of the existing school.**

- Pros:
  - School built mainly out of the flood plain, some level adjustments would need to be made. (between 750mm and 1000mm of make up land)
  - Retains the siting of the existing community pool.
  - The bulk of the building is away from the immediate residents off Dixton Road.
  - School provided in one building – economic in use.
- Cons:
  - To deliver this option a whole temporary school would have to be re-provided. Large capital investment with no retained asset.
  - Massive disruption to the workings of the school and its operation for 2 years.
  - Loss of connectivity to the existing leisure and community facilities.
  - More challenging site logistic and development, difficult to deal with traffic and parking issues.

Total outline cost for the option 3 proposal (including abnormals) = £38.3m – £38.5m. The majority of the additional costs are in the re-provision of a whole temporary school for 1600 pupils which is in the region of £4.5m including all the temporary works/ services, site logistics and flood protection to the temporaries. The over budget spend would have to be found in reducing the abnormals, challenging the temporary accommodation requirements and the cost per sq. m of the new build, this would have an effect on the quality of the new school. No investment monies would be available for the primaries in the cluster.

Summary table of options and associated budget costs. (Funding for Monmouth Cluster is currently £36.9m)

Options for Monmouth Comprehensive	Total project Cost for the new school	Abnormals associated with the options	Total budget cost (mean cost)
Option 1	£33.5m	£1.5m - £2.0m	£34.5m - £36.0m
Option 2	£33.5m	£4.5m - £5.0m	£38.0m - £38.5m
Option 3	£33.5m	£4.5m - £5.0m	£38.3m - £38.5m

Primary Works within the Band A Clusters Funding £3.4 m (Welsh Government grant - £1.7 m).

Currently a programme of learning walks are being undertaken by the 21<sup>st</sup> Century Team and representatives from the schools and governors to ascertain the capital works required at each school. The initial walk around are establishing key principles of development and investment. These learning walks are to be complete by the end of July 2014 and outline budgets established and included in the Full Business Case submission to Welsh Government scheduled for August 2014. Once funding programme has been finalised, then the formation of a Premises Development Plan for each school will be developed. It is understood by all primary schools visited to date that this round of funding is targeted at improving existing educational environments and settings to raise attainment and standards as well as assist in the transition of pupils into the new secondaries. The budget is not for major works and its total value must sit within the overall funding allocation for Band A.

Welsh Medium Secondary Provision. Funding £5.0m (Welsh Government Grant £2.5m)

The requirement to provide additional Welsh Medium Secondary places within the South East Consortium by September 2016 is to be met by the re-development of the Dfryn Secondary School site in Newport. To secure places in the Newport proposal, Newport have requested

a financial contribution. Levels of this investment need to be identified and appropriate protocols and agreements to be developed for approval.

Our capital spend allocation for this element of the 21<sup>st</sup> Century Programme was scheduled for the year 2015 / 2016. The proposal is to move this funding allocation to later in the programme 2018 / 2019 (Band A) allowing MCC and the consortium to review the further need for this provision and what it may look like in the future. Additional feasibility / review will be required in 2017.

Approval sought.

- Approval is sought to move the funding to later in the programme and to undertake discussions with Newport CC around agreements for securing places in 2016.
- Monmouthshire County Council's WESP has been approved by Welsh Government and is currently being translated into Welsh. Is formalisation of the WESP before it is published required by council?

#### Raglan Primary School - £4.7m - (Welsh Government Grant £2.25m)

Capital expenditure for this project within the 21<sup>st</sup> Century Programme has already been agreed with cabinet. Project has commenced on site and is on budget and on time.

#### Staff / Team resources for the 21<sup>st</sup> Century Schools Programme

The secondments of the two employees seconded to the 21<sup>st</sup> century schools project has now come to an end and it is vital that these secondments are extended to cover the remainder of the project.

#### **4. RESOURCE IMPLICATIONS:**

The capital investment for the 21<sup>st</sup> Century Schools programme is considerable and one of the biggest single investments that council would have made for some time. The spending / draw down profile below for each cluster is shown below. Capital receipts will need to be realised and accounted for by the council in order to meet this spending profile. Council policy is to direct all capital receipts to investment in the 21<sup>st</sup> century schools programme. The need to invest in 21<sup>st</sup> century schools is understood given the considerable funding being made available by Welsh Government, however it is recognized that this will put pressure and risk on the rest of the capital programme and require the sale of assets at a time when market prices are less than could be achieved in the height of the property boom. Indicative projections are that of the £37.5 million funding required from MCC, £29.5 million will come from projected capital receipts and £8 million from prudential borrowing. In the event that capital receipts are not received in time or are not sufficient, the balance of funding will need to be found from prudential borrowing.



<b>SCHEME NAME</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>TOTAL</b>
Caldicot Cluster	£2,300,000	£9,100,000	£4,200,000	£1,075,000	£325,000	£17,000,000
	£1,736,500 Match Funding from WG	£10,811,000 Match Funding from WG	£3,127,500 Match Funding from WG	£500,000 Match Funding from WG	£825,000 Match Funding from WG	£17,000,000
	<b>£4,036,500</b>	<b>£19,911,000</b>	<b>£7,327,500</b>	<b>£1,575,000</b>	<b>£1,150,000</b>	<b>£34,000,000</b>

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	<b>£4,036,500</b>	<b>£19,411,000</b>	<b>£9,327,500</b>	<b>£1,575,000</b>	<b>£1,150,000</b>	<b>£36,000,000</b>

*(tables above include the element of primary school investment)*

The potential for the new Monmouth Comprehensive School to over spend due to the unique abnormalities on the site is high and mitigation strategies around capital cost reduction are in hand with the contracting partner. It is felt that with more detailed work, investigation and market testing that the Monmouth Cluster should be brought back into line with funding profiles however there are some consequences. Option 2 is the preferred way forward with regards to capital investment and achieving value for money however leaves very little

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Funding for the extension of the two secondments has been identified within the £2.0m already agreed to prime pump the programme. The secondments are required to be extended until December 2018. Costs are recognised in the feasibility element as well as the build cost.

#### **4. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The potential impact of relocating the community swimming pool at Monmouth Comprehensive (option 2) is being addressed in a commissioned feasibility and consultation programme. This is likely to take approximately 6-8 weeks to complete. Leisure Services are managing the feasibility and will report on its findings. Mitigation strategies for maintaining the service during the construction of the new school are also being reviewed.

#### **5. CONSULTEES:**

- Children and Young People Services Directorate. - MCC
- Leisure Services & Regeneration & Cultural Services. – MCC
- Members seminars (monthly)
- Estates Directorate.- MCC
- Finance Directorate- MCC
- Property Services. - MCC
- Welsh Government 21<sup>st</sup> Century Programme team – Peter Hindley.
- Project Board Members.- MCC.
- Monmouth Comprehensive School – SLT.
- Caldicot Comprehensive School – SLT.
- South Wales Consortium board. (Welsh Medium provision).
- Public and local residents in Monmouth and Caldicot via drop in days and personalised meetings.
- SLT

- Cabinet

**6. BACKGROUND PAPERS:**

- SWOT analysis for the three options on Monmouth Comprehensive site.
- Copy Adkins Flood Consequences Assessment – Monmouth Comprehensive School (01, July 2014) - Draft
- Letter from Natural Resources Wales regarding development on the Monmouth Comprehensive site.

**7. AUTHOR:**

Simon Kneafsey 21<sup>st</sup> C Programme Manager.

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**Monmouth Comprehensive School**  
**Flood Consequences Assessment**  
Monmouthshire County Council

01 July 2014

**ATKINS**

**Plan Design Enable**

## Notice

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This document has 34 pages including the cover.

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Job number: 5115523			Document ref: Flood Consequences Assessment			
Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
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### Client signoff

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DRAFT

Executive summary

<b>Site Name and Address:</b>	Monmouth Comprehensive School, Old Dixton Road, Monmouth NP25 3YT.																																		
<b>Grid Reference:</b>	NGR 351330, 213280	<b>Size (hectares):</b>	0.54																																
<b>Current Use:</b>	<table border="1"> <tr><td>Greenfield</td><td>X</td></tr> <tr><td>Brownfield</td><td>X</td></tr> <tr><td>Industrial</td><td></td></tr> <tr><td>Commercial</td><td></td></tr> <tr><td>Landfill</td><td></td></tr> <tr><td>Rail</td><td></td></tr> <tr><td>Residential</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Greenfield	X	Brownfield	X	Industrial		Commercial		Landfill		Rail		Residential		Other		<b>Proposed Use:</b>	<table border="1"> <tr><td>Residential</td><td></td></tr> <tr><td>Commercial</td><td></td></tr> <tr><td>Industrial</td><td></td></tr> <tr><td>Hospital</td><td></td></tr> <tr><td>Educational</td><td>X</td></tr> <tr><td>Rail</td><td></td></tr> <tr><td>Landfill</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Residential		Commercial		Industrial		Hospital		Educational	X	Rail		Landfill		Other	
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<b>Comment:</b>	Existing use is a Secondary School therefore a mix of greenfield and brownfield	<b>Comment:</b>	Secondary School																																
<b>Flood Zone:</b>	Flood Zone 3	<b>Vulnerability:</b>	Highly Vulnerable																																
<b>DAM Zone:</b>	Zone C2																																		
<b>Justification Test:</b>	Failed	<b>Consequences Test:</b>	Failed																																

**Description:**

This report comprises the Flood Consequences Assessment for the proposed development within the existing bounds of Monmouth Comprehensive School. The proposed development site is located in Monmouth in South East Wales. The site has numerous access points along the Dixton Road and Old Dixton Road, and is a mix of brownfield and greenfield areas.

The proposed development is a new school building which will remain flood free for the 1% AEP and offers significant betterment to the existing school.

The proposed school re-development is considered in terms of the criteria defined in Section 5 of TAN15, and can be defined as highly vulnerable development. This FCA has identified and assessed the risks of all forms of flooding for the life of the development. This FCA has demonstrated that during the extreme 0.1% AEP event the site does not meet the indicative acceptance criteria as defined in Appendix 1 of TAN15.

As part of the detailed design stage a surface water management plan for the proposed development will be developed involving the use of SuDS.

The development site is not appropriate for the proposed use of a school according to TAN15 guidance.



# 1. Introduction

## 1.1. Purpose of this Report

This report comprises the Flood Consequences Assessment (FCA) for the proposed re-development of a school building.

We describe the assessment of flood risks associated with the proposed development. This includes an assessment of the baseline flood risks to the existing site and that of the proposed development. It is important to demonstrate that the school will have an acceptable level of flood risk and the proposed development does not make flooding worse elsewhere.

## 1.2. Site Location and Description

The proposed development site is located in Monmouth in South East Wales, within Monmouthshire County Council (MCC). Figure 1.1 shows the proposed development site, which lies to the east of Monmouth, at National Grid Reference 351330, 213280. The site has access points along both Dixton Road and Old Dixton Road, and is currently a mix of brownfield and greenfield areas.

Appendix A contains a more detailed site plan.

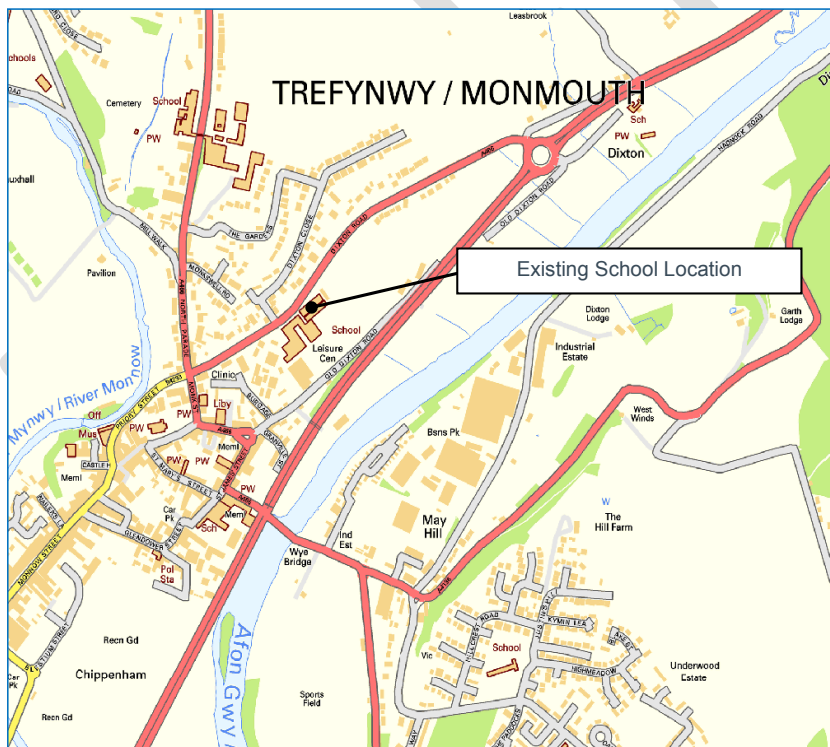


Figure 1-1 Site Location Plan

### 1.3. Development Proposals

The main element of the proposed development is a new school building with associated facilities. The development proposals can thus be summarised as follows:

- Demolition of existing school buildings;
- Provision of temporary classrooms;
- Provision of a new school building on three stories with a reduction of ground floor footprint from 6450m<sup>2</sup> to 5824m<sup>2</sup> and an increase in finished floor level from 18.57mAOD to 19.65mAOD; and
- New pedestrian and vehicular access and egress onto the Dixon Road and Old Dixon Road.

### 1.4. FCA Planning Context

A FCA should consider all types of flooding to satisfy the following three key objectives:

- To assess flood risk to the proposed development and to demonstrate that any residual risks to the development and its users would be acceptable;
- To assess the potential impact of the proposed development on flood risk elsewhere and to demonstrate that the development would not increase flood risk elsewhere; and
- To satisfy the requirements of Technical Advice 15 (TAN15).

Flood risk should be considered alongside other spatial planning issues such as transport, housing, economic growth, natural resources, regeneration biodiversity, the historic environment and the management of other hazards. A FCA should be carried out to an appropriate degree at all levels of the planning process. It should assess the risks of all forms of flooding to and from development, taking into account climate change over the design life of the development, and should inform the application of the sequential approach if appropriate.

### 1.5. Assessing Flood Risks

CIRIA C624<sup>1</sup> provides guidance on the implementation and good practice in assessing flood risks through the development process. The aim of C624 is to promote developments that are sustainable with regard to flood risk. The document recommends that a FCA should be undertaken in phases so that the type of development corresponds with the detail required. There are three levels of assessment:

- **Level 1 FCA (Screening Study):** To identify if there are any flooding issues related to a development site which may warrant further consideration. The screening study will ascertain whether a Level 2 or Level 3 FCA is required;
- **Level 2 FCA (Scoping Study):** undertaken if a Level 1 study indicates that the site may lie within an area which is prone to flooding or that the site may increase flood risk due to increased runoff; and to confirm the possible sources of flooding which may affect the site. The Scoping Study will identify any residual risks that cannot easily be controlled and, if necessary will recommend that a Level 3 FCA is undertaken; and
- **Level 3 FCA (Detailed Study):** Undertaken if the Level 2 study concludes that quantitative analysis is required to assess flood risk issues related to the development site, or if existing modelling information is not sufficient to complete an adequate assessment. This may include detailed hydraulic modelling of rivers or drainage systems.

This report forms a **Level 3 FCA (Detailed Study)** which will review all forms of flood risk.

### 1.6. Structure of the report

This FCA is structured as follows:

- Chapter 2 presents a review of flood risk policies and local flood risk documents relevant for the proposed development site;

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<sup>1</sup> Lancaster, J.W., Preene, M. & Marshall, C.T. (2004) Development & Flood Risk – Guidance for the Construction Industry, CIRIA publication C624.

- Chapter 3 presents the available information specific to the site and outlines the proposed development details;
- Chapter 4 reviews all forms of flood risk and identifies those that require more detailed assessment and/or mitigation measures and those that need to be considered as residual flood risks;
- Chapter 5 reviews residual flood risks and outlines mitigation measures proposed as part of the development;
- Chapter 6 discusses the application of flood risk policy, and reviews the Sequential and Exception Test compliance; and
- Chapter 7 presents the main conclusions and recommendations for the development with a view of compliance with planning policy, MCC requirements and Environment Agency (EA) Standing Advice.

## 2. Flood Risk Policy

### 2.1. Flood Risk and Flood Probability

Flooding is a natural process that can present a range of different risks depending on its form. Flood practitioners and professionals define the risks presented by flooding according to an Annual Exceedance Probability (AEP), or as having a 'return period.'

Flood risk includes the statistical probability of an event occurring and the scale of the potential consequences. Flood risk is estimated from historical data and expressed in terms of the expected frequency of a flood of a given magnitude. The 10-Year, 50-Year and the 100-Year floods have a 10%, 2% and 1% chance of occurring in any given year, respectively. However, over a longer period the probability of flooding is considerably greater.

For example, for the 100-Year return period flood:

1. There is a 1% chance of the 100-year flood occurring or being exceeded in any single year;
2. There is a 26% chance of the 100-year flood occurring or being exceeded in a 30-year period;
3. There is a 51% chance of the 100-year flood occurring or being exceeded at least once in a 70-year period.

The table below provides a summary of the relevant AEP and corresponding return period events of a particular sensitivity.

**Table 2-1 Definition of AEP and Return Period Flood Events**

AEP (%)	Return Period (Years)
100%	1 in 1-year (annual)
10%	1 in 10-year
2%	1 in 50-year
1%	1 in 100-year
0.5%	1 in 200-year
0.1%	1 in 1000-year (extreme)

### 2.2. Planning Policy Guidance

This FCA is undertaken in compliance with the Planning Policy Wales (PPW), Technical Advice Note 15, Development and Flood Risk (TAN15) (2004), which supplements the policies set out in Planning Policy Wales, 2012 (PPW). Flood risk must be considered over the anticipated lifetime of each development.

The Development Advice Map (DAM) which accompanies TAN15 contains three Zones (A, B and C with subdivisions C1 and C2) which trigger the appropriate planning tests in relation to sections 6 and 7 and Appendix 1 of TAN15. These are defined as follows:

- Zone A: Little or no risk of fluvial or tidal flooding;
- Zone B: Areas known to have been flooded in the past evidenced by sedimentary deposits;
- Zone C1: Areas at risk of flooding from fluvial or tidal sources (based on EA extreme flood outline for 0.1% annual chance event), but currently developed and served by significant infrastructure, including flood defences; and
- Zone C2: Areas at risk of flooding from fluvial or tidal sources (based on EA extreme flood outline for 0.1% annual chance event) and without flood defence infrastructure.

New development should be directed away from Zone C and towards suitable land in Zone A, otherwise to Zone B, where river or coastal flooding will be less of an issue.

The proposed school development is considered in terms of the criteria defined in Section 5 of TAN15, and can be defined as highly vulnerable development. Appendix A1.14 of TAN15 defines that such highly vulnerable development, such as a school should be flood free during the 1% (1 in 100) annual chance fluvial flood event allowing for climate change over the development lifetime. It is accepted in TAN15 that developments may flood during a more extreme / less probable 0.1% (1 in 1000) annual chance event. Indicative acceptance criteria including the maximum depths and velocities of flood water are given in Appendix A1.15.

Planning authorities should only consider development in flood risk areas as appropriate where informed by a site-specific FCA. The FCA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how flood risks will be managed to that the development remains safe through its lifetime, taking climate change into account.

For flood risks in general, there is a hierarchy that should be applied for flood risk management, with avoidance or prevention being the preferred first measure to reduce flood risk. The table below presents the flood risk management hierarchy:

**Table 2-2 Flood Risk Hierarchy**

Number	Flood Risk Hierarchy	Explanation
1	Assess	Undertake studies to collect data at the appropriate scale and level of detail to understand what the flood risk is
2	Avoidance / Prevention	Allocate development to areas of least risk and apportion development types vulnerable to the impact of flooding to areas of least flood risk
3	Substitution	Substitute less vulnerable development types for those compatible with the degree of flood risk
4	Control	Implement flood risk management measures to reduce the impact of new development on flood frequency and use appropriate design
5	Mitigation	Implement measures to mitigate residual risks

### 2.3. Local Planning Policies

The MCC SFCA provides an overview of flood risk from all sources within the MCC administrative area. This provides MCC, developers and other interested parties with general guidance on flood risk and issues associated with flooding. MCC completed their Stage 1 Strategic Flood Consequence Assessment (SFCA) in March 2009 and the Stage 2 SFCA in November 2009.

The SFCA does not explicitly assess the proposed development site.

### 3. Potential Sources of Flooding

#### 3.1. History of Flooding

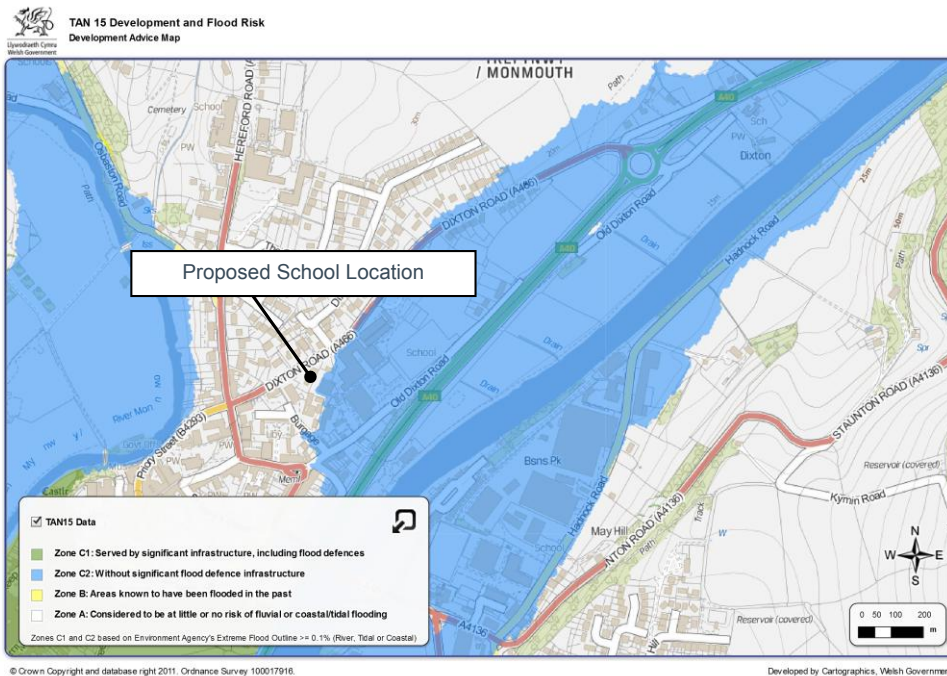
MCC completed their Preliminary Flood Risk Assessment (PFRA) in June 2011. The PFRA reports that there have been no records of fluvial flooding from the River Wye to the proposed site.

The site is highlighted as within an area that has experienced historic surface water flooding.

#### 3.2. Flooding from Rivers

The TAN15 Development Advice Maps (DAMs) indicate that part of the site is completely within Zone C2, defined as areas “without significant flood defence infrastructure”, which is shown in Figure 3-1.

Figure 3-1 TAN15 DAM showing the proposed development location

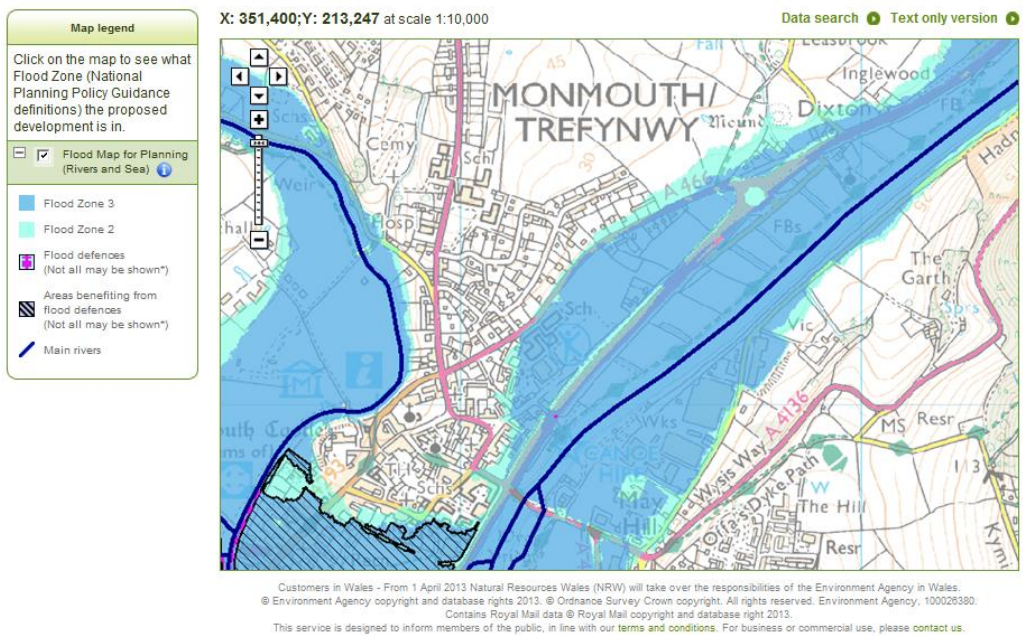


In addition to the DAMs, Local Planning Authorities (LPAs) utilise the EA Flood Maps to define areas at potential risk and further define the potential flood risks posed to a proposed development. The risk of flooding from the River Wye therefore requires further assessment; this will be quantified in more detail in Section 4.

Figure 3-2 shows the EA Flood Zones, which define the proposed development as within Flood Zone 3. The risk of flooding from the River Wye therefore requires further assessment; this will be quantified in more detail in Section 4.



Figure 3-2 Environment Agency Flood Zones



### 3.3. Flooding from the Sea / Tidal

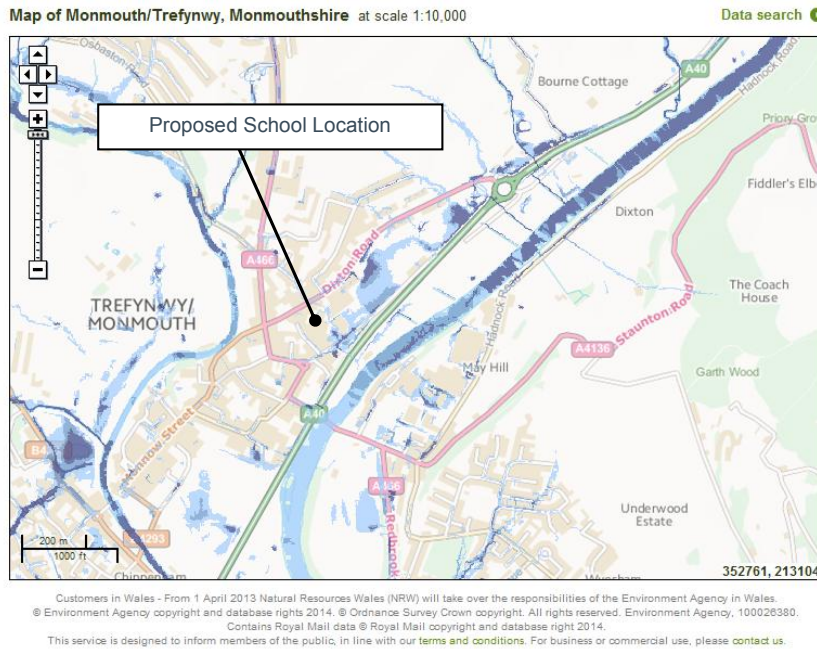
The proposed development site is over 20km from the Severn Estuary and is therefore not a risk of flooding from this source.

### 3.4. Flooding from Surface Water Runoff

Flooding from surface water runoff includes water flowing over the ground that has not reached a natural or artificial drainage channel. This can occur when intense rainfall exceeds the infiltration capacity of the ground, or when the ground is so highly saturated that it cannot accept anymore. Excess surface water runoff can originate either from on-site or from adjacent sites.

There are historical records of surface water flooding on the proposed development site; and the Flood Maps for Surface Water (FMfSW) indicate that the site would be at risk. The risk of surface water flooding will be assessed in more detail in Section 4.

Figure 3-3 Risk of flooding from surface water from the Environment Agency FMfSW



### 3.5. Flooding from Groundwater

Groundwater flooding is caused by water originating from beneath the ground surface from permeable strata through a natural process, usually after periods of higher than average rainfall. This can lead to high levels of infiltration to sewers, underground services and soakaways, reducing their capacity to remove surface water runoff.

The MCC Preliminary Flood Risk Assessment (PFRA) stated that the risk of groundwater flooding in the MCC area is considered to be low, and not considered a significant issue within the catchment.

### 3.6. Flooding from Sewers

The risk of developments flooding from sewers comes from either poorly performing drains and/or from the system drainage surcharging due to higher river water levels in the receiving watercourse. Available information indicates that there are no records of sewer flooding occurring at this site. The risk of flooding from rainfall intensities exceeding the ability of the system to collect and drain the site is described in the surface water runoff section above. Proposals for the design are included in the mitigation Section 5.

### 3.7. Flooding from Infrastructure Failure

Flood risk can result from failure of infrastructure which transmits, retains or controls the flow of water. Examples could include failure of a dam, canals, burst water mains or blocked sewers.

There is no risk of flooding of the proposed development from canals or reservoirs.

The A40 road separates the proposed site and the River Wye. This dual-carriageway road is raised above the floodplain and acts as a defence protecting the town from minor flood events. Flood gates are fitted on the underpass that leads from the school access road (Old Dixon Road) to the rowing club on the riverbank (Figure 3-4). NRW were consulted on the operation of these gates and the following information provided,

When the Monmouth Gauge reaches a level of 4.2m above stage datum, a decision will be taken by the Duty Team who will decide whether closing the gates is necessary and if so the time which the closure will take place. This means that there is no set level at which the gates will be closed but they will be closed before water starts to enter the underpass.

When the gates are in operation they are monitored. Should the water level stored behind the gates reach a level of 4.7m above stage datum over-pumping is used to manage seepage around the gate doors.

**Figure 3-4 Flood gates on underpass**



The impact of this flood gate in terms of flood risk from the River Wye is assessed further in Section 4.

## 4. Assessment of Actual Flood Risk

### 4.1. Flood Risks Scoped Out

As described in Section 3 the following flood risks have been scoped out from more detailed assessment:

- Flooding from the sea; and
- Flooding from groundwater

### 4.2. Data Collection

The following information was collected or sought for the FCA:

- Environment Agency Wales Flood Map covering the site and adjacent areas;
- details of the proposed development site layout and topographical survey ;
- hydrological data from Trevor Bowen Court FCA as recommended by NRW;
- existing available hydraulic model of the River Wye;
- historical flooding data for the site and surrounding areas; and
- available flood warning and flood forecasting information relating to the site.

### 4.3. Consultations

NRW have been consulted throughout the development of this FCA.



- Initial advice was sought regarding the development and a checklist was provided by NRW in April 2013 for information to be included in the FCA. Advice was sought and followed regarding suitable hydraulic and hydrological models to use for the study.
- Originally the school was proposed to be within the existing site boundary but to the south east of the existing school building so allowing the existing school to stay in use whilst the new school was built. We modelled the post development situation and provided interim results to NRW in March 2014. NRW responded to these interim results and suggested that the school should be built in its existing location in order to not increase flood risk to the school.
- A meeting was held in June 2014 with NRW in attendance. The proposed school layout was discussed and proposed finished floor levels were adjusted in line with advice from NRW. The meeting was extremely helpful.

#### 4.4. Climate Change

The future implications of climate change are outlined in TAN15 and in research carried out by DEFRA. A range of recommendations have been made for precautionary approaches to development design for rainfall, river flows, wind speeds and wave heights that are applicable. Whilst TAN15 does not specify climate change allowances to be applied in FCAs, guidance is provided in the National Planning Policy Framework (NPPF) technical guide. The table below summarises this guidance.

**Table 4-1 NPPF Recommended Precautionary Sensitivity Ranges**

Parameter	1990-2025	2025-2055	2055-2085	2085-2115
Peak rainfall intensity	+5%	+10%	+20%	+30%
Peak river flow intensity	+10%	+20%	+20%	+20%

For any development, climate change (for rainfall-runoff calculations and surface water management considerations) will need to be accounted for in accordance with the planned lifetime of the constructed development, in this case we have assumed a lifetime of 100 years. Short duration rainfall may increase by 30% and flows by 20%, with suggestions that winters could become generally wetter and could lead to an increase in identified Flood Zones.

#### 4.5. Assessment of Fluvial Flood Risks

##### 4.5.1. Introduction

As noted in Section 3 the DAMs are based on a high level, catchment wide JFLOW model which is not suitable for the detailed assessment of flood risks to the proposed development site. It was therefore necessary to obtain the hydraulic model of the Rivers Wye & Monnow at Monmouth (as made available by the Environment Agency) to provide a more detailed assessment of fluvial flood risk.

##### 4.5.2. Hydraulic Modelling

###### 4.5.2.1. Introduction

Atkins was supplied with the hydraulic modelling used as part of the Rivers Wye and Monnow at Monmouth Strategic Flood Risk Modelling (SFRM) & Mapping Study<sup>2</sup>. The Rivers Wye and Monnow SFRM model was built with an existing Section 105 HEC-RAS model covering the Monnow and a HEC-RAS model of the River Wye created by Atkins for the purpose of a SFRM study.

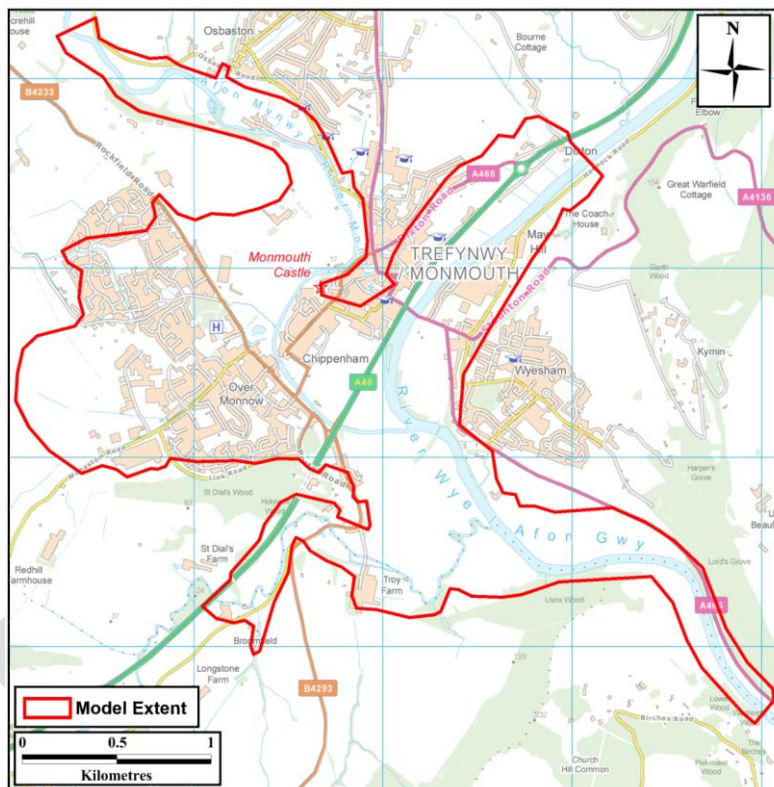
In channel modelling was undertaken using the ISIS 1D modelling solution. Floodplain flows were modelled using the 2D TUFLOW modelling solution which enables water to propagate across the floodplains. The resultant model provided for this assessment was a coupled ISIS-TUFLOW model. The original software

<sup>2</sup> Edenvale Young (2008) *Rivers Wye & Monnow at Monmouth Strategic Flood Risk Modelling & Mapping Study*, completed by Edenvale Young on behalf of the Environment Agency.

versions used were ISIS v6.0.0.12 and TUFLOW 2007. The latest software versions (ISIS v3.6 and TUFLOW 2012) however were used for this assessment. Initially the transferral of the software to newer versions caused model instabilities. These model instabilities were resolved as described in Section 4.5.2.3 below.

This model extends along the River Monnow just upstream of Osbaston to the confluence with the River Wye, and extends along the River Wye at Dixton with the downstream extent of the model reaching Upper Redbrook. The extent is provided in Figure 4-1 below.

Figure 4-1 Extents of the Rivers Wye & Monnow SFRM model



#### 4.5.2.2. Hydrology

The hydrology associated with the Rivers Wye and Monnow hydraulic model as completed for the 2008 SFRM was not deemed appropriate for this assessment. The hydrology was updated in 2013 by Waterman Group for the purpose of a FCA. This hydrology calculated by Waterman Group was obtained and alongside consultation from Natural Resources Wales, was deemed appropriate for use for this assessment. Further details associated with the hydrology are available in the Proposed Development at Trevor Bowen Court FCA<sup>3</sup>. The hydrology used for this assessment is discussed no further in this FCA.

#### 4.5.2.3. Model Instabilities

The model was initially showing instabilities along the River Monnow just downstream of Monmouth Priory in which high velocities were passing between the 1D-2D connection. This issue was resolved by including a

<sup>3</sup> Waterman Transport & Development Limited (2013) *Proposed Development at Trevor Bowen Court Flood Consequences Assessment*, completed by Waterman Transport & Development Limited on behalf of Monmouthshire Housing Association.

form loss coefficient of 0.25 into the 2d\_bc\_IsisLink layer which reduced velocities crossing the 1D-2D connection. This loss in velocity represents the energy losses between water passing from the (1D) river onto the (2D) floodplain, which can be expected along sinuous rivers where a high level of turbulence at the river/floodplain interface will be apparent. Further instabilities were observed at the confluence of the River Monnow and River Wye. These were resolved by moving an HX line at two locations at the confluence to ensure the 1D-2D link was located at the crest of the river bank. A CN line connected to the 1D node 'WYERE\_1.36d' was also deleted. After inspection of the results the water level of the River Wye and River Monnow at the confluence was the same and so the deletion of this CN line is unlikely to affect the model results. These modifications resolved the model instability for the 1% AEP event.

A further instability occurred during the 0.1% AEP event, in which high velocities were again passing across the 1D-2D connection, which was located along the left bank just downstream of the B2493 road bridge crossing (1D node 'MonMo\_600b'). A 2D z shape polygon was used to flatten the flood defences along this left bank which were poorly defined in the DTM. A 2D z line was then used to redefine the flood defences and crest levels which ensured the defences were not omitted from the modelling.

Opening the flood gate under the A40, by making changes to the 1D node 'WYERE\_fg\_us' caused another instability where again high velocities were passing across the 1D-2D connection. An inspection of the model revealed that the invert of the flood gate was at 15.825mAOD within the 1D extent of the model. The flood gate connection point in the 2D domain was initially on the Old Dixton Road; over 3m higher than the flood gate invert level, resulting in high velocities and instabilities. The connection point in the 2D domain was therefore moved away from the Old Dixton Road to a level similar to the invert of the flood gate, resolving the instability.

**4.5.2.4. Baseline Results**

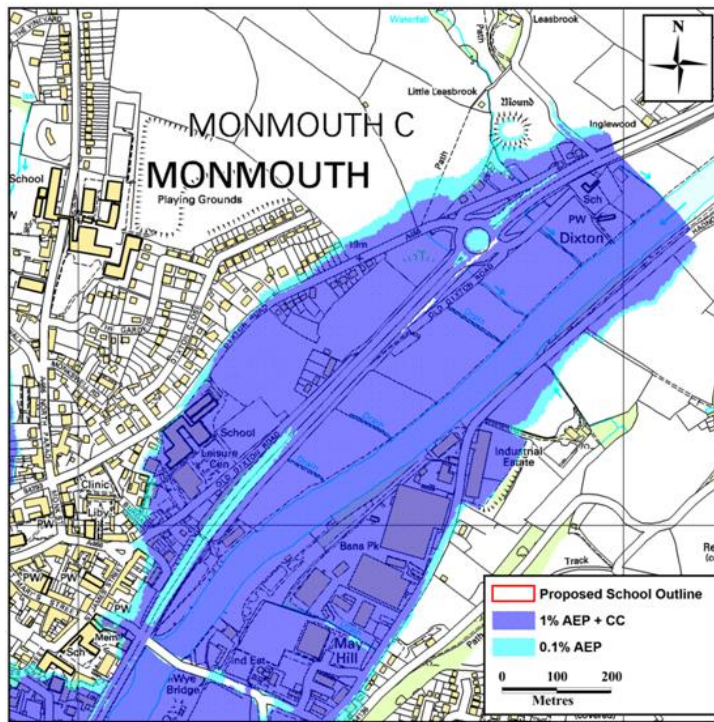
The 1% AEP + CC flow and the 0.1% AEP flow were run through the model to obtain design peak water levels for the proposed development site. For the 1% AEP + CC and 0.1% AEP events the times to peak were 28 and 41 hours respectively. Table 4-2 contains the peak water levels along the River Wye at key cross section locations.

**Table 4-2 Baseline modelled peak water levels**

Cross Section Reference	Location Description	1% AEP + CC (mAOD)	0.1% AEP (mAOD)
WYERE_1.51	Adjacent to A40 roundabout west of Dixton	19.55	20.821
WYERE_1.50	Just upstream of Industrial Estate	19.535	20.819
WYERE_1.49	Upstream of school site adjacent to Industrial Estate	19.514	20.8
WYERE_1.48	Adjacent 130m upstream of proposed school site	19.471	20.785
WYERE_1.47	Adjacent to proposed school site	19.439	20.764
WYERE_1.46	Adjacent to boating club and flood gate	19.351	20.694
WYERE_1.45	240m downstream of boating club	19.283	20.595
WYERE_1.44	21m upstream of Wye Bridge	19.296	20.637
WYERE_1.43	Immediately upstream of Wye Bridge	19.325	20.718
WYERE_1.41	Immediately downstream of Wye Bridge	18.486	19.966

Figure 4-2 shows the 1% AEP event plus climate change and the 0.1% AEP event outlines. The model results indicate that the entire development site does fall within the 1% AEP plus climate change and 0.1% AEP floodplains. The floodplain outlines generated by this FCA are broadly similar to the Environment Agency flood Zones and DAM's. Differences are expected since this FCA uses a more detailed hydraulic model of the River Wye when compared to the methods used to generate the Environment Agency flood Zones. Floodplain outlines illustrating the wider catchment area are provided in Appendix D.

Figure 4-2 Baseline flood extents



4.5.2.5. Assessment of infrastructure failure

An assessment was undertaken on the flood gates fitted on the underpass that leads from the school access road (Old Dixon Road) to the rowing club on the riverbank. The purpose of this assessment was to identify the impact of structural or operational failure of the flood gates. This was undertaken by modelling the flood gates fully open, reflecting either complete structural failure or failure to close the gates during a flood event. The 1% AEP plus climate change flow and the 0.1% flow were run through the model to obtain peak water levels for the proposed development site, with the flood gates fully open for the full duration of these flows.

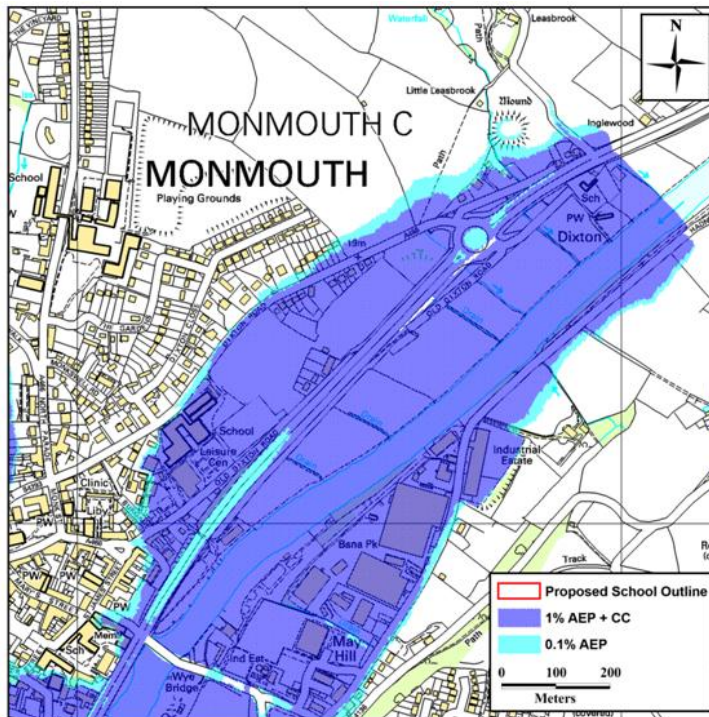
Table 4-3 Flood gates open peak water levels

Cross Section Reference	Location Description	1% AEP + CC (mAOD)	0.1% AEP (mAOD)
WYERE_1.51	Adjacent to A40 roundabout west of Dixon	19.579	20.828
WYERE_1.50	Just upstream of Industrial Estate	19.543	20.812
WYERE_1.49	Upstream of school site adjacent to Industrial Estate	19.539	20.809
WYERE_1.48	Adjacent 130m upstream of proposed school site	19.474	20.787
WYERE_1.47	Adjacent to proposed school site	19.458	20.777
WYERE_1.46	Adjacent to boating club and flood gate	19.35	20.694
WYERE_1.45	240m downstream of boating club	19.323	20.61
WYERE_1.44	21m upstream of Wye Bridge	19.301	20.627
WYERE_1.43	Immediately upstream of Wye Bridge	19.355	20.731
WYERE_1.41	Immediately downstream of Wye Bridge	18.506	19.975



Figure 4-3 shows the 1% AEP event plus climate change and the 0.1% AEP event outlines. These results are very similar to the baseline results in Figure 4-2, showing that there is a negligible change in the flood extent during these AEP events as a result of flood gate failure. This can be attributed to the fact that the Old Dixton Road above the flood gates is overtopped during both these AEP events, therefore essentially rendering them redundant in higher return period events.

Figure 4-3 Flood gates open flood extents



The changes in peak level as a result of the fully open flood gates when compared to having them fully closed is shown in Table 4-4. Both increases and decreases in peak level are observed, ranging from -7mm to 40mm. This change can be classified as minimal and within model tolerance levels, showing there is a minimal impact on peak flood levels as a result of failure of the flood gate during the 1% AEP event plus climate change and the 0.1% AEP event.

However the time to flooding on site would be decreased should a failure of the flood gates occur.

**Table 4-4 Change in peak water level between baseline and flood gates open scenarios**

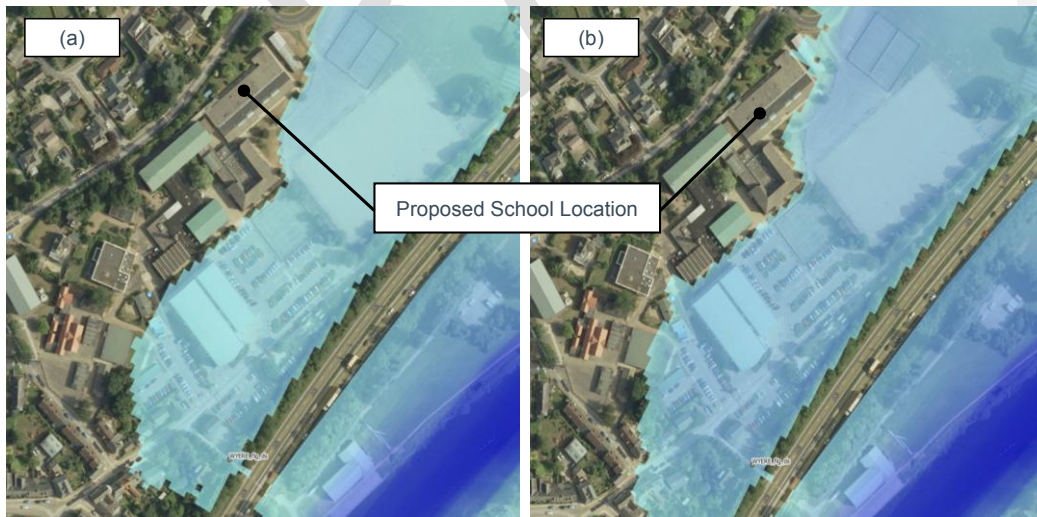
Cross Section Reference	Location Description	1% AEP + CC (mm)	0.1% AEP (mm)
WYERE_1.51	Adjacent to A40 roundabout west of Dixton	29	7
WYERE_1.50	Just upstream of Industrial Estate	8	-7
WYERE_1.49	Upstream of school site adjacent to Industrial Estate	25	9
WYERE_1.48	Adjacent 130m upstream of proposed school site	3	2
WYERE_1.47	Adjacent to proposed school site	19	13
WYERE_1.46	Adjacent to boating club and flood gate	-1	0
WYERE_1.45	240m downstream of boating club	40	15
WYERE_1.44	21m upstream of Wye Bridge	5	-10
WYERE_1.43	Immediately upstream of Wye Bridge	30	13
WYERE_1.41	Immediately downstream of Wye Bridge	20	9

**4.5.2.6. Lower Return Period Modelling**

To assess the impact of flood gate failure at lower return periods, hydraulic modelling was also undertaken for the 20 year (5% AEP) and 75 year (1.33% AEP) events. This hydrology was taken from the SFRM study as lower return period flows were unavailable from the more recent FCA and so should be treated as indicative.

Flooding of the school footprint was not predicted for the 20 year or 75 year events even assuming complete failure of the flood gates. With the flood gates in place no flooding of the school site or playing fields was predicted by the model. However should the flood gates fail the playing fields and surrounding area were predicted to flood. Dependant on the failure mechanism the inundation could be rapid. This risk should be addressed in the school flood plan.

**Figure 4-4 Flood extents assuming failure of the flood gates for (a) 20 year and (b) 75 year events**



## 4.6. Assessment of Surface Water Runoff Flood Risks

### 4.6.1. Existing surface water runoff flood risks

Ground levels fall in a southerly direction from the north of Dixon Road from levels of >24mAOD to the north of Dixon Road to levels of <17mAOD further down the site. There are therefore potential surface water overland flow routes from the north of Dixon Road on to the proposed development site.

During the detailed design stage the site layout and levels will be designed to ensure that any surface water flood flow routes are managed.

### 4.6.2. With scheme surface water runoff flood risks

A drainage strategy is being developed for the proposed school. This will limit the surface water discharge to the existing run-off rate. It is believed surface water currently discharges into the river and a CCTV survey is being undertaken to confirm this. The CCTV survey will also be used to assess if the current outfall structure is operation efficiently or whether this could be the cause of standing water observed on the site after rainfall events.

The use of permeable pavement is proposed subject to ground conditions.

Further details of the proposed drainage strategy can be found within the full planning application.

## 4.7. Assessment of Flood Risk from Sewers

The preliminary drainage strategy states that foul drainage from the new building will discharge into existing sewers at discharge rates to be agreed with Welsh Water.

# 5. Mitigation and Residual Flood Risks

## 5.1. Mitigation Measures for Identified Flood Risks

### 5.1.1. Fluvial Flooding

The design team have prioritised flood risk when designing the proposed school. The design philosophy follows the following principles in order to minimise flood risk at the site:

- The new school will have a reduction of ground floor footprint from 6450m<sup>2</sup> to 5824m<sup>2</sup>
- Betterment will be provided by increasing the existing finished floor level from 18.57mAOD to 19.65mAOD which provides a free-board of 100mm above the peak 1%AEP plus climate chance event. This free-board is lower than the preferred 300mm allowance. However as the modelling is based upon and approved NRW model with approved hydrology this is felt to be appropriate.
- The main entrances to the new school building have been relocated to higher areas of land to the North West of Dixon Road to improve the access and egress.
- The design has minimised the loss of flood storage caused by the new school and associated landscaping. The designers have quoted a reduction of floodplain in the valley of 0.22%.
- The existing school flood plan will be updated.
- Whilst temporary class rooms are in place there will be a reduction in floodplain storage. This is expected to be for a period of approximately 18 months. NRW felt this temporary reduction would not be an issue.

### 5.1.2. Surface Water Flooding

As part of the detailed design stage a surface water management plan for the proposed development will be developed involving the use of Sustainable Drainage Systems (SuDS). A SuDS strategy will be used to collect, clean and store runoff from the developed area, to discharge at the existing rate. SuDS options will be developed further during the detailed design stage.

## 5.2. Residual Flood Risks

### 5.2.1. Extreme Event

The new school design will be flood free for the 1% AEP plus climate change.

The school would flood in a 0.1% AEP. With a finished floor level of 19.65m AOD the school would flood to a depth of just over 1m. The lead time for such an event is likely to be several days and so the school could be evacuated. However resilience should be considered when building the school, such as positioning electrical sockets above the potential flood levels and keeping more expensive equipment on higher floors. The use of waterproof surfaces could be considered for ground level floors.

The school has a comprehensive flood plan described below in section 5.2.5.

### 5.2.2. Risk of Breach

The flood gates under the A40 have been assessed in terms of the risk of structural or operational failure.

Indicative hydraulic modelling for the 5% AEP and 1.33% AEP events show that with the flood gates in place no flooding of the school site or playfields was predicted. However, the playing fields and surrounding area were predicted to flood assuming failure of the gates. However the school buildings would be un-affected.

For the more extreme flood events (100 year plus climate change upwards) modelling showed that the flood gates have a minimal impact on the risk of flooding to the site. Maximum flood levels and extents at the site are not significantly different when the flood gates are either fully open or closed.

The flood plan should be updated to consider the risk of using the playing fields when the flood gates are in operation.

### 5.2.3. Access and Egress Conditions

Safe access and egress westwards along the A466 (Dixton Road) would be possible during both the 1% AEP event plus climate change and the 0.1% AEP event.

### 5.2.4. Management over Development Lifetime

### 5.2.5. Flood Warning and Evacuation

Monmouth Comprehensive School currently operates on the existing site and is therefore at flood risk. The school has an existing Flood Plan which sets out flood evacuation procedures for a number of different scenarios.

The flood warning system consists of two water level sensors located at low points on the school site; the western end of the school sports field and the buildings adjacent to the sports centre. The water level sensors detect flood water and automatically raise an email and text message warning dependant on the water level detected.

Dependant on the level of alert issue the flood plan sets out the required action including evacuation of the school in the event of a High Alert.

The water level sensors are regularly maintained by Hydrologic.

The flood plan should be updated. The flood plan should ensure that the school are aware when the flood gates are in operation.



## 6. Application of Flood Risk Policy

### 6.1. Policy Context

This FCA is undertaken in compliance with TAN15 (2004), which supplements the policies set out in PPW. Flood risk must be considered over the anticipated lifetime of each development.

Appendix A1.14 of TAN15 defines that such highly vulnerable development, such as a school should be flood free during the 1% AEP fluvial flood event allowing for climate change over the development lifetime. It is accepted in TAN15 that developments may flood during a more extreme / less probable 0.1% AEP event. Indicative acceptance criteria including the maximum depths and velocities of flood water are given in Appendix A1.15.

### 6.2. Justifying the Location of Development

The location of proposed developments must give consideration to the principles stated in Section 6 of TAN15. The proposed location of the school development adheres to these principles as:

- Its location in Zone C is necessary to assist, or be part of, a local authority regeneration initiative or a local authority strategy required to sustain an existing settlement;
- [MCC to provide info] and
- It concurs with the aims of PPW and meets the definition of previously developed land.

**Comment [w1]:** Have asked John for some text on this.

This FCA has identified and assessed the risks of all forms of flooding for the life of the development and has shown that the site will be flooded by the fluvial 1% AEP event plus climate change. This would suggest that the site is not suitable for the proposed school development.

### 6.3. Assessing Flood Consequences

The proposed school development is considered in terms of the criteria defined in Section 5 of TAN15 as highly vulnerable development. This FCA has demonstrated that during the extreme 0.1% AEP event the site does not meet the indicative acceptance criteria as defined in Appendix 1 of TAN15. However the proposed school does provide considerable betterment to the existing building.

## 7. Conclusions and Recommendations

This FCA has the following conclusions:

1. The new school will have a reduction of ground floor footprint from 6450m<sup>2</sup> to 5824m<sup>2</sup>
2. Betterment will be provided by increasing the existing finished floor level from 18.57mAOD to 19.65mAOD which provides a free-board of 100mm above the peak 1%AEP plus climate chance event. This free-board is lower than the preferred 300mm allowance. However as the modelling is based upon and approved NRW model with approved hydrology this is felt to be appropriate.
3. The main entrances to the new school building have been relocated to higher areas of land to the North West of Dixon Road to improve the access and egress.
4. The design has minimised the loss of flood storage caused by the new school and associated landscaping. The designers have quoted a reduction of floodplain in the valley of 0.22%.
5. The existing school flood plan will be updated.
6. Whilst temporary class rooms are in place there will be a reduction in floodplain storage. This is expected to be for a period of approximately 18 months. NRW felt this temporary reduction would not be an issue.
7. The entire site is at risk from a 1% AEP event (including an allowance for climate change) and 0.1% AEP event.
8. The development site is not appropriate for the proposed use of a school according to TAN15 guidance.
9. However the Local Authority has demonstrated the importance of locating the school in its current location and the absence of other suitable sites.
10. A comprehensive flood plan is in place.

**Appendices**

## Appendix A. Site Location Plan

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## Appendix B. Development Proposals

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## Appendix C. Model Schematic

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## Appendix D. Floodplain Outlines

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## Appendix E. Surface Water Runoff Assessment

DRAFT

DRAFT

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Annwyl Mr Ince / Dear Mr Ince

## **REDEVELOPMENT OF MONMOUTH SECONDARY SCHOOL AT DIXTON ROAD, MONMOUTH**

I refer to your e-mail dated 12<sup>th</sup> March 2014, requesting our opinion on the acceptability, in flood risk terms, of the re-development of the school in its existing location.

Based on the conclusions in the e-mail of 12 March 2014, the re-development of the school at its existing location, as opposed to relocating it within other areas of the site, appears to be the best option, in terms of the risks and consequences of flooding to the site as a whole. The proposed re-location of the school to the north east is assessed to be at a greater risk, in terms of flood depths, and is affected at lower return periods than the current site.

Any re-development of the school taken forward for planning, should ensure that there is a betterment in terms of flood risk to the site and it does not increase flood risk elsewhere as a result of the development. We may object to the proposals if they are not in accordance with the requirements of TAN15.

We advise that the Flood Consequence Assessment (FCA) is amended accordingly to reflect the final proposals which must also take into account the requirements of our FCA checklist dated 25<sup>th</sup> April 2013.

Please note the view expressed in this letter is a response to a pre-planning enquiry. I trust these comments will prove helpful but they should not set a precedent for any future Natural Resources Wales' response to any formal application for planning permission or other legal consent. Such applications shall be assessed on the information submitted and regulations of relevance at that time. The details contained in this letter are based on the

information available to date.

If you have any queries on the above please do not hesitate to contact me.

Yn gywir / Yours faithfully

**Mrs Claire McCorkindale**  
**Development Planning Advisor**



## SWOT ANALYSIS

The purpose of this analysis is to compare the **Strengths**, **Weaknesses**, **Opportunities** and **Threats** of three potential sites for the new Monmouth Comprehensive School.

Site **Option 1**, currently two sports pitches, is located to the north east of the existing school and accessed from the A466 Dixton Road.

Site **Option 2**, is located to the west of the existing school and accessed from within the education campus and Burgage Road.

Site **Option 3**, is located on the existing school site and accessed from the A466 Dixton Road.



## OPTION APPRAISAL

### OPTION 1



#### Strengths:

- No disruption to existing school buildings during construction
- Proximity to coach drop off
- Undercroft parking
- Views out and views in
- Swimming pool, Phoenix block and Gryphon building retained post construction
- Opportunities for future development from west of site to proposed building
- School and leisure centre parking separated alleviating traffic issues on Old Dixton road
- Space between building and neighbours
- Existing tennis courts retained and expanded
- Single entrance

#### Weaknesses

- Building on flood zone - Finished floor level likely to be between 3 and 4.3m above indicated hard play area
- Loss of sports pitch
- Visibility from town centre
- Travel distance to town and leisure centre

#### Opportunities

- Undercroft parking
- Develop western site area (including Phoenix block and Gryphon building) for other uses
- New public realm running from west of site to proposed building

#### Threats

- Flood mitigation measures
- Lack of connection from inside spaces to outside spaces
- Disconnect from Monmouth centre
- Shared coach, service and car access



OPTION 2



**Strengths:**

- Retains physical link with monmouth centre
- Retains existing number and location of grass sports pitches
- Utilises existing levels for building access
- Consolidates & compacts campus
- Separate student entrance from coach drop off
- Separate service access from Dixton road
- Coach drop off retained
- New swimming pool
- New sports facilities combined with existing and new swimming pool building
- School and leisure centre parking separated alleviating traffic issues on Old Dixton road
- Link to river maintained

**Weaknesses**

- Scale and proximity of new building with surrounding residential properties
- Views in and out restricted by surrounding buildings
- Cost of new swimming pool and loss during construction period
- Loss of gym during construction period
- Temporary dining and kitchen facilities during construction
- Tennis courts reprovided

**Opportunities**

- Expanded and improved sports facilities
- Improved links with community and Monmouth centre

**Threats**

- Planning
- Lack of visibility from surroundings



## OPTION 3

**Strengths:**

- Retains existing school location and physical link with monmouth centre
- Retains existing number and location of grass sports pitches
- Utilises existing levels for building access
- Consolidates & compacts school/leisure campus
- Views in and out
- Coach drop off retained
- Swimming pool retained
- Gryphon building retained
- Single entrance
- Link to river maintained
- Separate service access from Dixton Road

**Weaknesses**

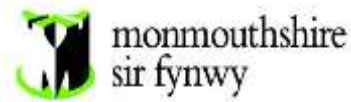
- Bulk of school to be accommodated in temporary accommodation during construction
- Temporary dining & kitchen during construction
- Loss of hall and gym during construction period
- Tennis courts to be reprovided
- Parking access remains from Old Dixton Road
- Proximity of north elevation with Dixton road

**Opportunities**

- Improved links with community and Monmouth centre with new piazza
- Reclad swimming pool to unify with new school
- Canopy linking Gryphon, swimming, new school building, Burgage road and coach drop off

**Threats**

- Flood risk on temporary accommodation during construction
- Drop in educational attainment during construction period



**SUBJECT:** Standing Orders relating to staff  
**MEETING:** Council  
**DATE:** 31 July 2014  
**DIVISION/WARDS AFFECTED:** All

**1. PURPOSE:**

The Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Regulations”) came into force on 1 July. They require the council to revise its existing standing orders in so far as is necessary to conform with the amendments made by the Regulations by no later than 9 September 2014. The Regulations amend earlier (2006) regulations relating to the process for appointing, dismissing and conducting disciplinary investigations of certain officers.

**2. RECOMMENDATIONS:**

That the Monitoring Officer is authorised to make such changes to the Council’s Constitution as will give effect to the regulations.

**3. KEY ISSUES:**

**Disciplinary process**

The role of Head of Democratic Services is afforded the same status as the Head of Paid Service, Monitoring Officer and Chief Finance Officer in respect of the process for dealing with allegations of misconduct and subsequent disciplinary action. These provisions have already been included in the amendments to the constitution agreed by Council on 8 July. The Welsh government’s explanatory note on the regulations avers that the *“addition of the post of Head of Democratic Services to the list of posts having this protection is important to protect the person holding it in the same way as other posts whose holders might be required to challenge the leadership of their authority in the course of fulfilling their duties.”*

**Appointment Process for Chief Officers**

Under the previous legislation, councils have been able to appoint internally to all posts without the requirement to advertise publicly. The Regulations now provide that for the appointment of a chief officer at an annual remuneration of £100,000 or more, the post must be publicly advertised, unless it is for a period of no longer than 12 months.

**Chief Officers’ Pay**

The Regulations also provide that any decision to determine or vary the remuneration of chief officers (or those to be appointed as chief officers) must be made by full council, without the possibility of delegating it to a committee.

**4. REASONS:**

To give effect to The Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014

**5. RESOURCE IMPLICATIONS:**

None identified

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The amendment to the council's Constitution is mandatory. No adverse implications are likely

**7. CONSULTEES:**

Head of Paid Service and Chief Officers  
Head of Finance  
Head of Legal Services and Deputy Monitoring Officer  
Head of Democratic Services  
People Development Manager  
Political Leadership Group

**8. BACKGROUND PAPERS:**

Explanatory Memorandum to the Local Authorities (Standing Orders) (Wales) Regulations (Amendment) Regulations 2014

**9. AUTHOR:**

S M W Andrews, Monitoring Officer

**10. CONTACT DETAILS:**

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