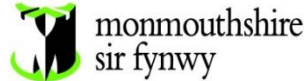


# Public Document Pack



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NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 15 March 2016

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 23 March 2016.

1. **CREATION OF BUSINESS SUPPORT OFFICER POST** 1 - 2

**Division/Wards Affected:** All Wards

**Cabinet Member:** County Councillor E Hackett Pain

**Purpose:** To gain agreement to employ a full-time Business Support Officer within Children's Services.

**Report Author:** Gill Cox, Service Manager, Children's Services

**Contact Details:** Tel: 01633 644770  
E-mail: [gilliancox@monmouthshire.gov.uk](mailto:gilliancox@monmouthshire.gov.uk)

2. **MONMOUTHSHIRE CONSERVATION AREAS REVIEW OF DESIGNATED CONSERVATION AREAS** 3 - 28

**Division/Wards Affected:** All Wards

**Cabinet Member:** County Councillor P. Murphy

**Purpose:** The purpose of this report is:

To advise the Cabinet Member of the results of the consultation on Draft Conservation Area Appraisals.

To seek the Cabinet Member's agreement to formally adopt the Conservation Area Appraisals as Supplementary Planning Guidance (SPG).

**Report Author:** Amy Longford, Heritage Manager

**Contact Details:**

**Tel:** 01633 6444877  
**E Mail:** [amylongford@monmouthshire.gov.uk](mailto:amylongford@monmouthshire.gov.uk)

3. **LIFTING FOR A RESTRICTIVE COVENANT IN MAGOR** 29 - 44

**Division/Wards Affected:** Mill

**Cabinet Member:** County Councillor P. Murphy

**Purpose:** To seek Council consent for the lifting of a restrictive covenant that the Council is a beneficiary of at a property in Magor.

**Report Author:** Gareth King MRICS - Management Surveyor

**Contact Details:** Tel: 01633 748 331  
E-mail: [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)

4. **REQUEST FOR FLEXIBLE RETIREMENT** 45 - 50

**Division/Wards Affected:**

**Cabinet Member:** County Councillor Bryan Jones

**Purpose:** To seek approval for a request for flexible retirement.

**Report Author:** Nigel Leaworthy, Waste and Street Scene Operations Manager

**Contact Details:** [nigelleaworthy@monmouthshire.gov.uk](mailto:nigelleaworthy@monmouthshire.gov.uk)

5. **TREASURY MANAGEMENT SERVICES CONTRACT** 51 - 60

**Division/Wards Affected:** All Wards

**Cabinet Member:** County Councillor P. Murphy

**Purpose:** To consider the appointment of the Council's Treasury Management Advisor.

**Report Author:** Jonathan S Davies – Finance Manager

**Contact Details:** Tel: (01633) 644114  
[jonathansdavies@monmouthshire.gov.uk](mailto:jonathansdavies@monmouthshire.gov.uk)

6. **PROPOSED CHANGES TO SCHOOL ADMISSIONS POLICY** 61 - 104

**Division/Wards Affected:** All Wards

**Cabinet Member:** County Councillor E Hackett Pain

**Purpose:** The Local Authority in line with the School Admissions code Wales (July 2013) is required to consult on its School Admission arrangements annually.

The purpose of this report is to provide the Cabinet member with the proposed changes to the existing School Admission arrangements to reflect the recent consultation exercise.

**Report Author:** Matt Jones, Access Unit Manager

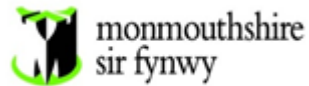
**Contact Details:** Tel: 01633 644508  
E-mail: matthewdjones@monmouthshire.gov.uk

Yours sincerely,

**Paul Matthews**  
**Chief Executive**

### CABINET PORTFOLIOS

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



## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

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

#### **People Are Confident, Capable and Involved**

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

#### **Our County Thrives**

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

### Our priorities

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

### Our Values

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

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### **Neb yn cael ei adael ar ôl**

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

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

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

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

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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

<b>SUBJECT:</b>	<b>CREATION OF BUSINESS SUPPORT OFFICER POST</b>
<b>MEETING:</b>	<b>SINGLE MEMBER DECISION</b>
<b>DATE:</b>	
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To gain agreement to employ a full-time Business Support Officer within Children's Services.

**2. RECOMMENDATIONS:**

- 2.1 To create a permanent Business Support Officer post funded from within the current staffing budget to support the work of Children's Services.

**3. KEY ISSUES:**

- 3.1 In 2013 a new Public Law Outline was implemented which reformed Family Justice procedures and required Local Authorities to complete much more work prior to any application to the Family Court.
- 3.2 At a similar point in time the number of looked after children and care proceedings being brought also increased.
- 3.3 Consequently the number of legal meetings held within the Service has increased significantly from an average of ten per month in 2013 to an average of seventeen in 2015. These meetings are all formal decision making meetings which require careful minuting from a skilled administrator as the minutes are expected to be made available to the Court should care proceedings have to be initiated.
- 3.4 In early 2014 it became apparent that the Service did not have sufficient administrative capacity to manage the workload with a sustained backlog of legal minutes that was causing delay in some cases and impacting upon the professional reputation of the Authority. It was therefore agreed by the Chief Executive that a Business Support Officer could be seconded into the Service on a temporary basis to assist with the backlog.
- 3.5 Since that time it is evident that the workload demands have continued with no evidence that they will reduce. The seconded Business Support Officer is in constant demand to support the legal work within the service from initial planning through to adoption.
- 3.6 Children's Services have seen a sustained increase in the amount of care proceedings that have been initiated.

**4. REASONS:**

- 4.1 Legal reforms and a sustained increase in legal proceedings for Children's Services have significantly altered the demands for business support and in particular the need for skilled administrators to minute legal meetings.
- 4.2 If sufficient capacity is not available from the business support team then there will be a delay in progressing legal proceedings required to keep children safe and the Local Authority's reputation will be damaged within family justice arenas.
- 4.3 Additional capacity brought into the service in 2014 has proved effective in managing the increased workload and expectations of the Service and it is therefore recommended that the temporary secondment is changed into a permanent position.

**5. RESOURCE IMPLICATIONS:**

- 5.1 The budget resource for this post have been met within Children's Services budget since the secondment in 2014 and so there are no additional resource implications.

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

No significant equality impacts were identified in the assessment.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

- 7.1 This post will enable Children's Services to effectively carry out its statutory safeguarding duties.

**8. CONSULTEES:**

Rob Long – SCH directorate accountant  
Tracy Jelfs/Jane Rodgers – Head of Children's Services  
Claire Marchant – Director of Social Care and Health

**9. BACKGROUND PAPERS:**

Not applicable

**10. AUTHOR:**

Gill Cox, Service Manager  
Children's Services

**11. CONTACT DETAILS:**

Tel: 01633 644770  
E-mail: [gilliancox@monmouthshire.gov.uk](mailto:gilliancox@monmouthshire.gov.uk)



**SUBJECT: MONMOUTHSHIRE CONSERVATION AREAS  
REVIEW OF DESIGNATED CONSERVATION AREAS**

**MEETING: INDIVIDUAL CABINET MEMBER**

**DATE: 23 MARCH 2016**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

The purpose of this report is:

- 1.1 To advise the Cabinet Member of the results of the consultation on Draft Conservation Area Appraisals.
- 1.2 To seek the Cabinet Member's agreement to formally adopt the Conservation Area Appraisals as Supplementary Planning Guidance (SPG).

**2. RECOMMENDATIONS:**

- 2.1 To formally adopt the Draft Conservation Area Appraisals as SPG to support the Monmouthshire LDP.
- 2.2 To endorse further work regarding Article 4 Directions and to further consider an additional Conservation Area in Abergavenny and in Chepstow, with the necessary associated public consultation process.

**3. KEY ISSUES:**

**3.1 Background Legislation and Policy**

The Planning (Listed Building and Conservation Areas) Act 1990 (S.69) imposes a duty on local authorities to review their areas "from time to time" and to consider whether further designation of Conservation Areas is called for.

A Conservation Area is defined in the Act as an "area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance". A Conservation Area is more than a cluster of buildings of interest – special quality and interest can also be derived from surviving historic street patterns.

The reason for periodic reviews being necessary is that over time development can affect the character of an area and the way places are valued can change.

Paragraph 1.19 of the Adopted Local Development Plan commits to providing Conservation Area Appraisals as accompanying Supplementary Planning Guidance.

Planning Policy Wales, Chapter 2, edition 8 (January 2016) says:

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

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

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

### 3.2 Monmouthshire’s Conservation Areas

Monmouthshire has 31 Conservation Areas, most of which were designated in the 1970s but apart from a partial review of Abergavenny c.2000, only Trellech has been appraised. The 31 Conservation Areas cover 1,648 hectares in total. They form part of a suite of heritage designations in the county including 2,200 Listed Buildings, 169 Scheduled Monuments, 44 Registered Historic Parks and Gardens and 3 Landscapes of Outstanding Historic Interest as well as part of the Blaenavon Industrial Landscape World Heritage Site.

### 3.3 Resourcing the Conservation Area Appraisals to date

The progress with Conservation Area Appraisals had long been recognised as a priority. Having completed the review of Trellech Conservation Area in-house it was agreed that the amount of time required necessitated bringing in additional resource. It was not until in 2009 a Planning Improvement Grant was secured from Welsh Government that Monmouthshire County Council was able to commission consultants to carry out Appraisals. The budget did not allow for all 31 areas to be reviewed but the following 18 conservation areas were selected as the priorities:

Abergavenny	Llandogo	Raglan
Caerwent	Llanover	St Arvans
Chepstow	Llantilio Crossenny	Shirenewton
Grosmont	Magor	Tintern
Llanarth	Mathern	Usk
Llandenny	Monmouth	Whitebrook

Tenders were invited and CDN was appointed in 2009 and the work completed in 2012, fully funded by a Welsh Government grant. The delay in going out to public consultation was a consequence of a period of limited resources to progress the project.

### 3.4 Public Consultations September 2015

Public consultation included a series of drop-in meetings where members of the public could come and see the plans displayed, view the draft appraisal documents and discuss issues with officers, primarily the Heritage team. The draft appraisals were also made available on the Council’s website. County Councillors and all Community and Town Councils were notified of the consultation and drop-in meetings, the events and consultation were publicised via the Council’s website and Twitter, and site notices were displayed in the areas where changes to the Conservation boundaries are proposed. Some County Councillors assisted with further publicity, for example at the Shirenewton Village Fete. Other known interest groups were also notified directly, such as Civic Societies and Whole Place teams.

Meetings were held as follows:

Usk 3<sup>rd</sup> September (*Usk, Raglan, Llandenny*)

Chepstow 7<sup>th</sup> September (*Chepstow, Tintern, St Arvans, Llandogo, Mathern*)

Abergavenny 9<sup>th</sup> September (*Abergavenny, Llantilio Crossenny, Llanover, Llanarth*)

Monmouth 16<sup>th</sup> September (*Monmouth, Grosmont, Whitebrook*)

Caldicot 29<sup>th</sup> September (*Magor, Shirenewton, Caerwent*)

Magor 19<sup>th</sup> October (extra meeting to respond to concerns that few local people attended the consultation at Caldicot)

The primary focus was to seek local views on the existing and proposed boundaries. Comments could be made verbally, by email, through completing pro-formas or through longer letters and representations. The consultation ended on 31<sup>st</sup> October.

Attendance at the consultations was variable:

Usk (26); Chepstow (39); Abergavenny (41); Monmouth (18); Caldicot (15) and Magor (16), making a total of 155 attendees.

### 3.5 Summary of Consultations received

All comments, completed pro-formas, emails and letters have been considered by the Heritage Management team.

There were 96 consultation responses. Most comments were supportive of the process and of the way staff conducted the various events. The majority of comments were either providing typographical or factual corrections or were focusing on a specific issue related to their own property.

Specific comments to note or to be actioned are identified in the next section. This highlights the key issues raised. It does not report factual errors or typos that have been duly corrected. It also does not report other matters raised but not relevant to conservation area designation, e.g. the need for more dog waste bins.

### 3.6 Specific comments received and initial responses / proposed action to be taken

<b>Conservation Area</b>	<b>Subject of consultation response</b>	<b>Recommended action</b>
<b>Abergavenny</b>	One comment expressed concern at the number of empty buildings owned by Monmouthshire County Council	Officers to investigate what empty properties MCC owns in Abergavenny and explore if they are eligible for the Town Centre Loan Scheme.
	One comment expressed concern about the gradual erosion of historic character through window and door changes and removal of chimneys	Officers to explore the potential for, and resource implications of, an Article 4 Direction to remove Permitted Development Rights on these aspects of the Conservation Area.

	<p>Cllr Tatum supports the extension of the area to include the former railway barracks.</p>	<p>Include but modify consultant's recommendation by removal of modern building at roundabout as it has no historic merit.</p>
	<p>Cllr Edwards recommended that Oxford Street, Richmond Road and Priory Street should be included as should Bailey Park.</p>	<p>Officers to consider whether this historic character is best protected through an extension of the existing conservation area or the creation of a specific new one. Members to note that the extended area marked by Cllr Edwards on an accompanying plan also includes the former Cattle Market site, decisions about which have already been made.</p>
	<p>Abergavenny Civic Society</p> <p>The Society welcomed the Appraisal which they "regard as sound, perceptive and interesting". They also say that "awareness of its content has already been valuable as a context for our own [i.e. ACS] characterisation study of the entire urban area".</p> <p>However their main criticism is that the consultants "have failed to provide adequate guidance on how development proposals may satisfy policy HE1."</p> <p>The society also expressed concern at the delay since the preparation of the drafts and the missed opportunity for the appraisal to have informed a number of planning decisions in the intervening period.</p> <p>They support the boundary changes with one exception – that the extension to include the railway yard area south of Brecon Road should be reviewed as since the preparation of the draft there has been clearance of buildings and redevelopment which has</p>	<p>Recommended that the Appraisal can adequately inform future development proposals as it stands</p> <p>Heritage Managers to review this proposed extension. Its character is mixed with some out of keeping modern buildings. It may now be appropriate to remove this whole area from the proposed conservation area.</p>

	<p>affected its character.</p> <p>They also ask that 5 additional areas are considered (these are shown in ACS annotated map at Appendix 1):</p> <p>a) area between Hereford Road and Ross Road on account of its character deserving of conservation area status;</p> <p>b) area immediately to the north of this (north of old railway)</p> <p>c) Lansdown Road</p> <p>d) northern part of Pen-y-pound including some listed buildings</p> <p>e) Belgrave Road extension</p> <p>In addition they ask that Bailey Park be included.</p> <p>Re Article 4 Directions the Society supports recommendations for them but feels the Appraisal offers</p>	<p>This comment was also made by Cllr Edwards - the recommended action is as above for officers to survey and advise on conservation area merit. Initial findings are that this area meets the criteria of being an area of special architectural and historic interest.</p> <p>Officers to survey and advise – initial view is the case for extension here is less clear than it is for the preceding area as the character is later and less significant.</p> <p>Officers to survey and advise – initial view is that this is detached from the existing area and the potential Hereford Rd/Ross Rd area and whilst the road retains good character it may not be of sufficient quality in itself to merit designation as a stand-alone conservation area.</p> <p>Officers to survey and advise. Initial view is that there is a good case for slight extension of the boundary as proposed by the Civic Society.</p> <p>Officers to advise – initial view is that this building at the junction of Western Road is of a different character to that which justifies conservation area designation of this part of the town and that the boundary as proposed in the appraisal is correct.</p> <p>This has been considered before but officers will review again</p> <p>Policy decision to be made on Article 4 Directions and the associated resource implications.</p>
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	insufficient detail	
<b>Caerwent</b>	Cllr Murphy identified typographical and factual errors	Typos had already been corrected and where circumstances had changed since writing of the draft (e.g. the nursery closing and proposed as a dwelling) it was decided not to amend and to accept the appraisals as an assessment at a particular date.
	James Harris provided written comments citing errors or points of disagreement and expressing concern over the management of the heritage by the Council and by Cadw	Factual errors have mostly already been corrected. Other comments have been noted.
	Clerk to the Community Council expressed concern at the proposed amendment of the boundary to take out a small area to the east including Caerwent Gardens and Vicarage Gardens	This small area contributes nothing to the special character of Caerwent and as such does not merit retention in the conservation area. It is recommended to follow the proposal in the Appraisal and delete this area.
<b>Chepstow</b>	A view was expressed at the consultation event that the Garden City should be included.	Garden City should be assessed by the Heritage team re whether it should be a separate conservation area. Joining it up to Chepstow CA would not be feasible on account of the intervening built area not meeting the criteria for conservation area status. Many parts of the Garden City have been adversely affected by later alterations and so the further review will need to balance this against the historic and architectural interest of the original.
	Cllr Farley asked that the Garden City be considered for inclusion. He advocated greater enforcement action taken to protect the character of the conservation area and he recommended considering appointing "conservation ambassadors" and building closer links with the Civic Society.	As above it is agreed the Garden City should be further assessed. Enforcement action is taken where necessary but has to be prioritised to match existing staff resources. Conservation ambassadors is perhaps something for the Town Council to promote and closer relations with the Civic Society would certainly be welcomed.

	<p>Chepstow Town Council supports much about the appraisal but objects to the proposed removal of Mount Way and Garden City Way. It advocates the extension of the area to include the Garden City and to continue much further up Welsh Street towards the racecourse roundabout.</p>	<p>Officers to review boundary, in particular re Garden City which has been raised by many people.</p>
	<p>Cllr Le Peltier urges Article 4 Directions to be introduced</p>	<p>Planning Committee are invited to consider the resource implications; Officers can advise.</p>
	<p>Savills object on behalf of Mabey Bridge to the extension of the Conservation Area to the east on three grounds: no visual or practical connection between the proposed area and the closest parts of the conservation area; the extension is not necessary as Brunel House and the railway bridge are already listed; most of the land is allocated for redevelopment and therefore will be subject to substantial change.</p>	<p>On balance it is accepted that as the Railway Bridge and Brunel House are Listed Buildings and the adjacent building to Brunel House is afforded curtilage protection, the building's heritage value suitably protected. It is therefore proposed that this area is not included in the Conservation Area.</p>
	<p>One comment objected to the proposed amendment to the boundary to the north-west to remove Mount Way but this was for reasons of concern over development threat in the area.</p>	<p>Recommended to amend as the boundary as shown in the appraisal. This small part of the conservation area now has modern housing that does not merit being part of the designated area. It is considered that the 20<sup>th</sup> Century Mount Way development has a character that is distinct from the historic core of Chepstow and so the proposal to remove this area is appropriate.</p>
	<p>One respondent objected to the lack of an Equality Impact Assessment. Also felt that the existing conservation area was too large to be effectively managed and cited two properties in paragraph 9 that</p>	<p>An Equality Impact Assessment Screening Form and Sustainable Development Checklist were prepared in 2013 and presented to Planning Committee together with the Officer report to gain approval to go out to public consultation. An updated Future Generations</p>

	he urged action on –No 5 Mount Pleasant and Rosedale.	Evaluation has been prepared to accompany this report and the proposal to adopt the CAAs as SPG.
	Chepstow Civic Society accepts most of the proposals but like other commentators the society argues for the inclusion of the Garden City housing. It notes a number of inaccuracies and it expresses concern about the adverse impact of parked cars in key views of and from the castle.	As above officers to review Garden City as to whether it meets the criteria for Conservation Area designation.
<b>Grosmont</b>	Three consultation responses cited the discrepancy in the document where the map showed proposed removal of two small areas to the west side of Grosmont whereas the text referred to no boundary changes.	For those who attended the public meetings this was clarified as an anomaly that we have no explanation for. The officers' recommendation has always been to follow the text and retain the existing boundary and this is reinforced in the light of comments received. No boundary change is proposed, and the map has been corrected to reflect this.
<b>Llanarth</b>	No substantive comments or comments about boundary	
<b>Llandenny</b>	One respondent provided detailed and helpful factual corrections and extra historical information.	Corrections made; information noted.
<b>Llandogo</b>	No substantive comments or comments about boundary	
<b>Llanover</b>	No substantive comments or comments about boundary	
<b>Llantilio Crossenny</b>	No substantive comments or comments about boundary	
<b>Magor</b>	Cllr Taylor concerned that: the conservation area had in some instances suffered and that the Appraisal was an opportunity to improve; the reduction in the size of the area could put trees at risk and asked that TPOs be	The Appraisal is intended to raise awareness of the character that needs to be preserved. Officers have already spoken to the Tree Officer who has assessed the impact on trees and is content that no further action is required, i.e. there are no trees worthy of a



	<p>considered;</p> <p>Sycamore playing field is a key green space and should be retained within the CA; And questioned the removal of Pond Cottage and asked why some properties on Newport Road had not been included.</p>	<p>TPO.</p> <p>The areas of removal have been carefully considered and include only buildings of more modern character which do not enhance the character of the conservation area. The playing fields are not considered to be a key part of the conservation area. These areas are not considered to be essential to the wider setting or context of the historic core of the town. Pond Cottage is separated from the historic core of Magor by the main road. For clarity, Pond House remains in the conservation area.</p>
	<p>One comment focused on one of those points above – the playing fields and objected to their removal from the area.</p>	<p>As above</p>
	<p>One comment expressed concern that taking the areas of modern housing out of the conservation area removed the buffer zone to the historic core of Magor; also commented that signage should be improved</p>	<p>The areas of removal have been carefully considered and include only buildings of more modern character which do not enhance the character of the conservation area. The playing fields are not considered to be a key part of the conservation area. These areas are not considered to be essential to the wider setting or context of the historic core of the town.</p>
	<p>Several comments expressed view that they could not see the point of the proposed conservation area boundary change</p>	<p>As above</p>
	<p>One comment asked for the boundary at various points - Pond Cottage, Ty Cornel and Procurators House to be reviewed.</p>	<p>The boundary will precisely follow the perimeter wall of the Procurators House. Pond Cottage is discussed above.</p>
	<p>One comment expressed particular concern about Manor Farmhouse and Pond Cottage.</p>	<p>Officers to consider what action could be taken to address the condition of these buildings (the comment is believed to refer to Pond House not Pond Cottage). Environmental Health officers will be contacted regarding Manor Farmhouse.</p>
	<p>One comment felt the consultants had proposed reducing the size of the area</p>	<p>No action needed.</p>

	too much but supported MCC officers views on retaining more of the existing area.	
<b>Mathern</b>	No substantive comments or comments about boundary	
<b>Monmouth</b>	Comments received that the Wye Bridge and Wyesham should be included in the Conservation Area. This is an extension the consultants had not recommended.	Wye Bridge is listed and whilst the river is an essential part of the setting of Monmouth it is felt that the eastern river bank and Wyesham do not merit inclusion in the conservation area.
	One respondent objected to the proposed amendment to the boundary towards Osbaston as it would include their house.	It is considered that the building merits inclusion within the conservation area; the concern at its inclusion was more to do with perceived impact on future development but in reality this is controlled anyway by virtue of being outside the development boundary.
	One respondent advocated greater attention to signage.	Conservation Area status provides some stronger controls regarding advertisements. Enforcement action is taken against unacceptable unauthorised advertisements, and particular success can be seen in Church Street.
<b>Raglan</b>	One comment relates to Orchard Lea and objects to its proposed inclusion in the conservation area believing that it will prevent the carrying out of further improvements.	Boundary to remain as proposed. Conservation Area status does not prevent improvements or development: it does however reduce some 'permitted development' rights and requires a higher standard of design for works that do require planning permission.
<b>St Arvans</b>	No substantive comments or comments about boundary	
<b>Shirenewton</b>	No substantive comments or comments about boundary	
<b>Tintern</b>	One comment said the area looked "scruffy" and felt the appraisal was not going to do much to change this.	Officers to investigate complaint when received regarding unsightly land. Officers have worked with the owners of Bay Cottage, it is

		anticipated that works will start shortly.
<b>Usk</b>	Mill Street – this is currently in the Conservation Area but consultants recommended its removal. One comment received supported the consultant's opinion.	Officers judge it to retain distinctive period character and whilst different from the majority of Usk Conservation Area recommend that the boundary is unchanged in this respect.
	Usk Civic Society notes a number of inaccuracies.  It supports the amendments to the Conservation Area boundary and officers decision not to remove Mill Street.  It agrees with Article 4 Directions but would wish to be consulted on detailed proposals at draft stage.  It recommends a number of areas of the town for enhancement and would wish to see draft proposals.	These are noted.  If Article 4s are drafted and/or enhancement proposals prepared the Civic Society will be consulted at an early stage.
	One comment felt the proposed boundary appeared on the west side of the river should instead be along the levy flood bank and up and across the old railway bridge.	It is considered that the boundary as shown is appropriate.
<b>Whitebrook</b>	No substantive comments or comments about boundary	

3.7 In response to the consultation responses, the Conservation Area Appraisals have been amended in the following ways:

**Abergavenny** Inclusion of east end of Avenue Road and north end of Pen-y-pound  
Inclusion of North Street and Orchard Street  
Inclusion of land on Brecon Road west of roundabout  
Inclusion of Windsor Road and adjoining part of Western Road  
  
Exclusion of the part of Llanover Way currently in Conservation Area

**Caerwent** Exclusion of Caerwent Gardens and Vicarage Gardens

**Chepstow** Inclusion of St Mary's Nursery Building, Regent Way

	Exclusion of Mount Way Exclusion of Tesco superstore and car park Exclusion of Garden City Way
<b>Llandogo</b>	Inclusion of the hamlet of Cleddon, to west
<b>Magor</b>	Addition of small area to of land to east of Mill House Exclusion of Wheatsheaf Court, Withy Walk, Withy Close, The Meadow, The Lawns and Chestnut Close Exclusion of Church in Wales Primary School and associated land Exclusion of housing to south of Primary School fields Exclusion of housing to south of St Mary's Church and Court Farm
<b>Mathern</b>	Exclusion of Parklands Close, opposite Mathern Crescent
<b>Monmouth</b>	Inclusion of Monnow Mill House, Cemetery, Brooklands and adjacent land along west side of Hereford Road, north of Girls' School Inclusion of land on Wonastow Road west of Drybridge House Inclusion of two properties on Goldwire Lane.
<b>Raglan</b>	Exclusion of Primary School
<b>Shirenewton</b>	Inclusion of Tan House and Lower House, Mounon Road Inclusion of land to south of Home Court Farm to include more of the setting of Shirenewton Hall Exclusion of Newton Estate to north side of Earlswood Road
<b>Usk</b>	Inclusion of area of Usk Woodside on west bank of River Usk Inclusion of area along former railway line to north of Castle Inclusion of Chepstow Road from former Greyhound Inn to Meadow Cottages

The amended version of the Conservation Area Appraisals can be viewed via the following link:

<http://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=141&MId=335>

#### **4.0 NEXT STEPS FOR THE DRAFT APPRAISALS**

- 4.1 Many of the comments received have cited errors. Where these are errors such as the name of a building or road these should be changed but where the discrepancy relates to a change in circumstance since the date of the fieldwork carried out by the consultants then no changes are proposed. The appraisals are a record of a particular time and there is a risk of continually updating them to take account of ongoing developments.
- 4.2 Some have asked for a Council response to their comments but the resource implications of ongoing feedback needs to be carefully managed. This report to Committee has provided initial responses to many of the comments.
- 4.3 In some cases (e.g. Abergavenny and Chepstow), comments received raise the question as to substantial additions should be made to the designated area or whether a whole new conservation area should be designated to recognise particular streets of significance that lie well outside the existing area. These proposed additions will all be

assessed and recommendations about new conservation areas made to a future Planning Committee.

In some cases comments received have led us to review proposed minor amendments to boundaries (e.g. at Chepstow and Monmouth)

- 4.4 Final versions of the Conservation Area Appraisals will be produced and owners of properties brought into the designated areas need to be individually notified.
- 4.5 Where areas are taken out of designation it removes the automatic protection afforded to trees in conservation areas. The Tree Officer was asked to consider if any of these affected trees merit Tree Preservation Orders and considers that no further action is needed.
- 4.6 The need to consider the introduction of Article 4 directions has been raised both by the consultants and by some of the comments so a response needs to be agreed. An Article 4 Direction allows the Local Planning Authority (under the powers of the Town and Country Planning Act (General Permitted Development) Order 1995) to remove specific permitted development rights for the purposes of ensuring the preservation of an area. Article 4(2) directions relate specifically to Conservation Areas and the aim is to encourage the retention of high quality architectural features and to preserve and enhance the character and appearance of the built heritage. For example the loss of small-pane timber sash windows can easily erode the historic character of a conservation area but, on unlisted buildings, cannot be prevented without the existence of an Article 4 Direction. If the decision is that they should be introduced in appropriate parts of certain conservation areas in Monmouthshire these will need to be reviewed in detail by Heritage Management and sufficient resource allocated. The process would involve survey to identify the specific features or characteristics which would benefit from removal of permitted development rights and then a process of consulting owners affected would need to be managed. The pros of supporting the preservation of the conservation area (e.g. retention of more traditional windows on unlisted buildings) need to be considered against the resource needed to manage additional applications for consent that could result from introducing Article 4 directions. The resource needed to manage enforcement action that would inevitably arise should also be taken into account. Planning applications for works that would have been permitted development were it not for an Article 4 Direction are free of charge: so the benefit of protecting the character of the area needs to be weighed against reducing home-owner's rights/freedom and being realistic about the resource implications in terms of planning applications and enforcement work, with no additional budget.

## **5.0 NEXT STEPS FOR THE REMAINING CONSERVATION AREAS**

- 5.1 The remaining conservation areas that still need to be appraised in line with legislative guidance are:

Bettws Newydd	Itton	Rockfield
Caldicot Castle	Llanhennock	Rogiet Llanfihangel
Dixton	Mounton	Skenfrith
Hendre	Pen-y-fal	Tredunnoch

- 5.2 It is recognised that there is insufficient in-house resource to carry out these appraisals on top of all the day to day conservation/heritage work and therefore, as before, a consultant needs to be appointed. A Brief needs to be agreed and formal tenders invited. It is anticipated that this work would be funded from existing budgets.

- 5.3 Monmouthshire is one of the few local authorities in Wales to be granted delegation from Cadw to determine listed building consent applications. It is essential to the retention of delegated authority that Monmouthshire continues to be regarded as delivering a high quality conservation service. Part of this is effective management of our conservation areas and as such it is important that the appraisal process is concluded as soon as possible.
- 5.4 It is therefore recommended that Planning Committee endorse the adoption of the Conservation Area Appraisals, as amended in response to consultation replies, as Supplementary Planning Guidance. This endorsement would then be reported to Cabinet Member, who would make the final decision.
- 5.5 It is also recommended that Planning Committee endorses further work regarding the potential additional Conservation Area in Abergavenny and Chepstow. This would need to be subject to separate public consultation.
- 5.6 It is also recommended that Planning Committee endorses further work regarding the introduction of Article 4 Directions to protect the best features of the Conservations Areas. The results of this assessment would be reported back to Planning Committee and to Cabinet Member, and any proposal to introduce an Article 4 Direction would be subject to consultation of the occupiers of affected properties.

## **6. REASONS:**

- 6.1 Draft Conservation Area Appraisals have been completed and consulted upon and now need to be finalised. The local authority has a legal requirement to review its conservation areas.

## **7. RESOURCE IMPLICATIONS:**

- 7.1 With regard to the existing Appraisals the further resource implications are:
- officer time and costs in finalising boundary maps and, where necessary, in notifying owners accordingly;
  - officer time and costs in identifying potential new conservation areas and in writing the necessary appraisals and in managing the follow up public consultation (in the case of Abergavenny some resource may be available from Abergavenny Civic Society to assist with survey work);
  - if the principle of Article 4 directions is supported there is an up-front resource demand in drafting and notification and thereafter officer time and costs in monitoring and determining applications;
  - finalisation of the draft documents, and adoption of the Appraisals as Supplementary Planning Guidance;
  - Publication on the Council's website.
- 7.2 The further phase involves preparation of Conservation Area Appraisals for the remaining conservation areas and carrying out the required consultation exercises which it would be necessary to outsource to a suitably qualified consultant. By the end of this process Monmouthshire would have up to date appraisals for all its 31 conservation areas.

## **8. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS**

- 8.1 Conservation Area Appraisals are adopted as Supplementary Planning Guidance and as such are part of a suite of guidance to complement the Local Development Plan to

ensure suitable and sustainable development within MCC. These documents support the preservation and enhancement of local identity and culture.

There is neutral impact on Equality and there are no discrimination issues. An updated EqIA/Future Generations Assessment has been produced.

## **9. CONSULTEES:**

- Planning Committee (01 March 2016) – endorses the adoption of the Appraisals as Supplementary Planning Guidance. Recommends the deletion of paragraph 13.2.7 of the Monmouth Appraisal relating to Wyebridge Street which is not considered to be a realistic enhancement proposal.
- SLT
- Cabinet
- Head of Planning - supports
- Head of Legal Services – no objections
- Development Management Officers - support

## **10. BACKGROUND PAPERS:**

The amended version of the Conservation Area Appraisals can be viewed via the following link:

<http://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=141&MId=335>

Monmouthshire Local Development Plan  
Welsh Office Circular 61/96  
Planning (Listed Buildings and Conservation Areas) Act 1990

## **11. AUTHOR & CONTACT DETAILS:**

Amy Longford, Heritage Manager.

**Tel:** 01633 6444877

**E Mail:** [amylongford@monmouthshire.gov.uk](mailto:amylongford@monmouthshire.gov.uk)

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

<p><b>Name of the Officer</b> completing the evaluation Amy Longford</p> <p><b>Phone no:</b> 01633 644877 <b>E-mail:</b> amylongford@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Adoption of Conservation Area Appraisals as Supplementary Planning Guidance</b></p> <p>To note officer response to comments received as part of consultation, endorse adoption of amended CAA's as SPG by single Cabinet Member, endorse further work to consider Article 4 direction and new conservation area designation.</p>
<p><b>Name of Service</b></p> <p>Planning</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>January 2016 as an update to 2013 Equality Impact Assessment.</p>

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



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><b>Positive:</b> Positive management of the historic environment within the designated Conservation Areas noted. The area of work undertaken by the planning section directly and indirectly influences use of resources, wealth creation and employment, via planning policy and land use planning decisions. High quality development within these</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the policies set out in the SPG are implemented fully</p> <p><b>Mitigate any negative impacts:</b> Care will be taken to improve the understanding of the implications of the designation. This has in part been addressed through the consultation events. Reviewing the</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>areas supports regeneration and promotes vibrant and prosperous towns.</p> <p><b>Negative:</b> Designation can in some cases be perceived as a constraint to development.</p>	<p>Conservation Area Boundaries, as proposed now, ensures protection is focused on those areas that most warrant it, with some areas removed from Conservation Areas where appropriate.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences biodiversity and ecology via planning policy and land use planning decisions. The documents draw attention to ensuring that the built environment is also managed appropriately.</p> <p><b>Negative:</b> There may be some general environmental impact due to development within the conservation area.</p>	<p><b>Better contribute to positive impacts:</b> None</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences access to healthy lifestyle choices via planning policy and land use planning decisions.</p> <p><b>Negative:</b> n/a.</p>	<p><b>Better contribute to positive impacts:</b> The attractiveness of the built environment can have a positive impact on health and well-being and fosters social and community pride.</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences the appearance, viability, safety and connectivity of communities via planning policy and land use planning decisions. Conservation Areas are designated to protect the wider cultural heritage and ensure long term understanding and appreciation for future generations.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the policies set out in the SPG are implemented fully</p> <p><b>Mitigate any negative impacts:</b> None</p>


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<b>Negative:</b> n/a.	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences local social, economic and environmental wellbeing via planning policy and land use planning decisions. Conservation Areas seek to protect and enhance the best local architecture and townscape, and often include Listed Buildings which are of national importance. The global-sclae effect is limited.</p> <p><b>Negative:</b> none.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the policies set out in the SPG are implemented fully</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p><b>Positive:</b> One key aim of the documents are to promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions The Welsh language is now a material planning consideration.</p> <p><b>Negative:</b> none.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the policies set out in the SPG are implemented fully.</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> Appropriate management of the conservation areas should bring positive benefits to all members of Monmouthshire’s population through policies that seek to achieve the five main aims of the Welsh Spatial Plan, namely Building Sustainable Communities, Promoting a Sustainable Economy, Valuing our Environment, Achieving Sustainable Accessibility and Respecting Our Environment</p>	<p>None.</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<b>Negative:</b> none.	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond the next five year period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p>	<p>Ensure that the LDP and its policies have been subject to an appropriate level of scrutiny</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The Draft SPG has been subject to a public consultation, targeted to those who are considered to have a specific interest in the topic but also including all town and community councils, notices in the press. Individuals and organisations currently on the LDP consultation data base have been given the opportunity to request to be notified of the SPG should they wish.</p>	<p>Further work and collaboration with local community/heritage groups has been undertaken to better understand these areas and draw on local knowledge.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involvement Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The Draft SPG has been subject to a public consultation, targeted to those who are considered to have a specific interest in the topic but also including all town and community councils, notices in the press. Individuals and organisations currently on the LDP consultation data base have been given the opportunity to request to be notified of the SPG should they wish.</p>	<p>Further work and collaboration with local community/heritage groups has been undertaken to better understand these areas and draw on local knowledge.</p>
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The SPG will provide developers, officers and interested parties with guidance on the best features of the conservation area and how new development should respond to the area's character. It should therefore enable good quality planning applications to be submitted and informed decisions to be made.</p>	<p>N/A</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>One key aim of the documents are to promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions. This should have a direct positive impact on the historic environment and economy, especially in the urban areas and in turn the residents and businesses within Monmouthshire.</p> <p>The work undertaken by planning service directly relates to promoting and ensuring sustainable development and its three areas: environment, economy and society.</p>	<p>The SPG supports the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
<p><b>Positive:</b> The SPG should bring positive benefits to all members of Monmouthshire’s population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment. The adoption of the Conservation Area Appraisals is a means of supporting and delivering the LDP and effectively managing change within the Historic Environment.</p>			
Age	None	None	See above
Disability	None	None	See above
Gender reassignment	None	None	See above
Marriage or civil partnership	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above
Sex	None	None	See above
Sexual Orientation	None	None	See above
Welsh Language	<p><i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i></p> <p>Promotion and understanding of Welsh place names</p>	None	Provision of SPG in Welsh Language.

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	None.	None	n/a
Corporate Parenting	None.	None.	n/a

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

Page 26  
 Work undertaken by the consultants involved extensive research into the historical development of each of the towns or villages covered by these reports. This has involved accessing national and local records and archaeological documentation. All information used has been appropriately referenced within the reports.  
 Public consultation has shaped the final content of the appraisals and the proposed alterations to the Conservation Area boundaries, as well as identifying future opportunities (e.g. an additional Conservation Area in Abergavenny).

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

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

The work undertaken by Planning directly relates to promoting and ensuring sustainable development. The Conservation Area Appraisals help to provide appropriate guidance to ensure effective management of the Historic Environment for future generations to appreciate and understand, helping to ensure local distinctiveness and public engagement.

In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, there are no direct implications as a result of this guidance.

There are no implications, positive or negative for corporate parenting or safeguarding.



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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>

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

<b>The impacts of this proposal will be evaluated on:</b>	As part of the Annual Monitoring Report, which will be submitted to the Welsh Government and be publicly available.
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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:**

Individual Cabinet Member Decision - Cllr P Murphy - 23<sup>rd</sup> March 2016

**TITLE OF REPORT:**

Lifting of a restrictive covenant at a residential property in Magor.

**AUTHOR:**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Appendix 1

**FACTORS IN FAVOUR OF DISCLOSURE:**

- Transparency and accountability of decisions taken by the Authority.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

- The information relates to a particular individual
- The information is likely to identify a particular individual
- The information relates to the financial or business affairs of any particular person (including the Authority)
- The revealing of the exempt information is likely to prejudice and compromise the Council future negotiating position in commercial transactions.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

The factors against disclosure outweigh those in favour is

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date: 3.3.2016

Signed: 

Post: Estates Surveyor.

I accept/~~do not accept~~ the recommendation made above

Proper Officer: Wenme KOME BERNE

Date: 3/3/16

By virtue of paragraph(s) 12 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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

<p><b>Name of the Officer</b> completing the evaluation Gareth King</p> <p><b>Phone no:</b> 01633 748 331 <b>E-mail:</b> <a href="mailto:garethking@monmouthshire.gov.uk">garethking@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>The seek consent for the lifting of a restrictive covenant at Carlinville in Magor.</p>
<p><b>Name of Service</b></p> <p>Estates Department</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>1<sup>st</sup> March 2016.</p>

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





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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	No Impact	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	No Impact	

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

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

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	No impact	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	No impact	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	No impact	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	No impact	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="338 213 510 475">Considering impact on all wellbeing goals together and on other bodies</p>	No impact	

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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No Impact		
Disability	No Impact		
Gender reassignment	No Impact		
Marriage or civil partnership	No Impact		
Pregnancy or maternity	No Impact		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	No Impact		
Religion or Belief	No Impact		
Sex	No Impact		
Sexual Orientation	No Impact		
Welsh Language	No Impact		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	No impact		
Corporate Parenting	No Impact		

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

.

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

Page 4/2

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

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

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

The impacts of this proposal will be evaluated on:

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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Individual Cabinet Member Decision	<b>1.3.2016</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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By virtue of paragraph(s) 12 of Part 1 of Schedule 12A of the Local Government Act 1972.

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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:  
SINGLE MEMBER DECISION DATED 23<sup>RD</sup>  
March 2016**

**TITLE OF REPORT: Flexible Retirement**

**AUTHOR: Nigel Leaworthy Commercial  
and Contracts Manager Waste & Street  
Services**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Information relating to a particular individual as described in Paragraph 12 Part 4 of Schedule 12 A to the Local Government Act 1972.

**FACTORS IN FAVOUR OF DISCLOSURE:**

Openness & transparency in matters concerned with the public purse.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

Implied term of mutual trust and confidence in contract employment.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

Factors in favour of disclosure are outweighed by those against.

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Maintain exemption from publication in relation to the report.

Date: 04/03/2016

Signed: Nigel Leaworthy

Post: Commercial & Operations Manager Waste and Street Services

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I accept/~~do not accept~~ the recommendation made above

 Roger Hogg. 04/03/2016.

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By virtue of paragraph(s) 12 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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<b>SUBJECT:</b>	<b>TREASURY MANAGEMENT SERVICES CONTRACT</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision – Councillor P Murphy</b>
<b>DATE:</b>	<b>23<sup>rd</sup> March 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

- 1.1 To consider the appointment of the Council's Treasury Management Advisor.

**2. RECOMMENDATIONS:**

- 2.1 That Arlingclose Ltd are appointed as the Council's Treasury Management Advisor for the 4 year period from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2020, with an option to extend for a further 2 years.

**3. KEY ISSUES:**

- 3.1 The Authority's current contract for treasury management services is with Arlingclose Ltd and ends on the 31st March 2016.

- 3.2 The Authority invited tenders for the service during February 2016 based on the following service areas:

- Treasury Management Strategy
- Investment Management
- Debt Management
- Creditworthiness and Counterparty Advice
- Treasury Management Systems and Processes
- Technical Support and Advice
- Training
- Capital Financing
- Any other specialist services provided

- 3.3 Two firms, Arlingclose Ltd & Capita provided tenders and were assessed using the following criteria:

- Support provided in setting the treasury management strategy, capital financing and systems & processes (11.5%)
- Support provided in the areas of investment management and debt management including debt rescheduling (15%)
- Analysis of credit worthiness, counterparty advice and economic & interest rate forecasting (12.5%)
- Resources available to provide the service, experience in the public sector, ability to provide technical advice and other specialist services available (16.5%)
- The fees charged for the service and the financial strength of the tendering body (40%)
- Quality and suitability of training (4.5%)

- 3.4 The Arlingclose tender proved to be strong across all service areas, having demonstrated a proven ability to advise Councils in the past and Monmouthshire for the past six years.
- 3.5 The Arlingclose tender demonstrated a good ability to provide strategic advice in the area of investment management with clear advice available on the range of investment vehicles available to both the Authority, Charities and Trust funds.
- 3.6 Arlingclose demonstrated sufficient resources to provide the Authority with a good level of support throughout the duration of the contract and in particular in relation to the Treasury strategy. They have also demonstrated independence from any conflict of interest with related services.
- 3.7 Arlingclose continue to demonstrate a strong commitment to provide advice as opposed to solely information provision. It is however clear to the Authority that the final decision for all treasury related matters remains with the Authority itself.
- 3.8 The cost of the service provided by Arlingclose is initially £4,300 per annum more than the lowest bidder but it is clear that their service provides excellent value for money for the reasons outlined in 3.4 to 3.7.

**4. REASONS:**

- 4.1 To appoint a Treasury Management advisor to assist the Authorities treasury management function in the areas outlined in 3.2 above.

**5. RESOURCE IMPLICATIONS:**

- 5.1 The cost of the treasury advisory contract for the Authority, Charities and Trust funds for the 4 year period from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2020 is £74,700 excluding VAT, which is in line with the current budgeted amount.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS**

There are no sustainability and equality implications.

**7. CONSULTEES:**

Strategic Leadership Team  
Cabinet Members  
Select Committee Chairmen  
Head of Finance  
Head of Legal

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

Jonathan S Davies – Finance Manager

**10. CONTACT DETAILS:**

Tel: (01633) 644114  
jonathansd Davies@monmouthshire.gov.uk





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

<p><b>Name of the Officer</b> completing the evaluation Mark Howcroft</p> <p><b>Phone no:</b>01633 644740 <b>E-mail:</b>markhowcroft@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>To provide details of the recent retender for Treasury Management consultants and recommend staying with existing supplier.</b></p>
<p><b>Name of Service Chief Executives Business Support</b></p>	<p><b>Date Future Generations Evaluation</b> form completed 04/3/16</p>






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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The tender is for a defined short term 4 year period, to cover the period between now and amalgamation of Councils consequential to local government reorganization. It has no long term implications to future generations. Sensible treasury management improves the viability and sustainability of services into the future</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>N/A This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>It doesn't, there is no long term nature to the proposal.</p>	
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>N/A</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>Minor contract value, following contract standing orders and scheme of delegation and advertised through Sell2Wales.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p>	



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

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

19/06/2025

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The proposal does not seek to treat any individual with a safeguarding aspect differently. It does not have a direct front line service aspect to it. The consequence of the proposal involves recommending a prudent borrowing and investment framework for the forthcoming year, designed to safeguard overall resources of the Council.		
Corporate Parenting	The proposal does not seek to treat any individual with a safeguarding aspect differently. It does not have a direct front line service aspect to it. The consequence of the proposal involves recommending a prudent borrowing and investment framework for the forthcoming year, designed to safeguard overall resources of the Council.		

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>Financial Regs and Contract Standing Orders</li> </ul> |
|---|

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

The policy has a predominantly neutral effect in the delivery of services for 2016-17. Suitable treasury advisors help inform the stewardship and governance of resources.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
None			

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

<b>The impacts of this proposal will be evaluated at:</b>	Periodic meetings with advisors and next retender.
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**SUBJECT: Proposed changes to School Admissions Policy**

**MEETING: Single Member Decision**

**DATE: 23rd March 2016**

**DIVISION/WARDS AFFECTED: All Monmouthshire wards**

## **1. PURPOSE:**

- 1.1 The Local Authority in line with the School Admissions code Wales (July 2013) is required to consult on its School Admission arrangements annually.
- 1.2 The purpose of this report is to provide the Cabinet member with the proposed changes to the existing School Admission arrangements to reflect the recent consultation exercise.

## **2. RECOMMENDATION:**

- 2.1 That the Cabinet member agree the revised School Admissions arrangements (appendix 1) in order to implement the following changes with effect from September 2017:
  - A more flexible approach to administering applications for parents / carers who are in the process of moving property / been subject to an unexpected change of address as per pages 9/10 of the proposed School Admissions policy
  - A change to administering applications into Reception for children born during the summer term as per pages 11/12 of the proposed School Admissions policy which supports that children are admitted into their chronological year group unless exceptional circumstances apply. This mirrors the Local Authority' approach for year groups other than the normal year of entry.
  - The criteria to be applied to calculate home to school distances in the event of a Schools oversubscription as per pages 13/14 of the proposed School Admissions policy

- Revised timescales for processing application requests for year groups other than the normal year of entry, which permits school places to be offered up to a term in advance as per page 16 of the proposed School Admissions policy

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

- 3.1 The Local Authority is required by the School Admissions Code Wales (July 2013) to consult annually on its School admission policy and where changes to existing arrangements are proposed; seek political approval prior to their implementation.
- 3.2 The Local Authority engaged in consultation on 12<sup>th</sup> February 2016 and proposed minor changes to the Admission arrangements to firm up the processes. A list of the statutory consultees can be found on page 4 of appendix 1.
- 3.3 The closing date for consultation was Monday 29<sup>th</sup> February 2016. The Local Authority has not received any objections to the proposed changes. These are outlined below:
  - a) The current arrangements determine that an application will be considered as late where notification of a change of address has occurred after the closing date. The proposed change to policy acknowledges that there are often unexpected circumstances which result in a change of address and permits discretion to be applied prior to determining the application as late.
  - b) The Local Authority is receiving an increasing number of requests for children to be admitted into a year group outside of their chronological age range. This includes requests for children born during the summer term to delay their entry into Reception by a whole year. The current arrangements support that children are to be admitted into their chronological year group in recognition of longer term implications for children admitting to year groups outside of the chronological age. The exception to this would be where there is an evidence base supported by the local authority that would suggest that such placement would not be appropriate. Clarification is required to confirm extension of this approach to children born during the summer term who wish to delay admission into Reception.
  - c) The Local Authority is required to include in explicit detail the criteria for how home to school distances are calculated. Clarification on existing arrangements has been provided as part of these proposals.
  - d) Current arrangements do not permit school places for year groups other than the normal year of entry to be allocated more than 4 weeks in advance of the requested start date. The proposed change to policy would mean that places can be allocated

up to a term in advance, and supports families to plan arrangements for their child's education well in advance.

3.4 All proposals associated with this report are supported by and compliant with the School Admissions Code Wales (July 2013)

**4. REASONS:**

4.1 To comply with the School Admissions Code of Practice Wales (July 2013) which requires Admission Authorities to consult upon its arrangements on an annual basis, and seek political approval prior to implementing any changes.

**5. RESOURCE IMPLICATIONS:**

5.1 There are no resource implications associated with these proposals, as the changes to administration will be met within existing resources

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

The future generation's process has been completed and can be found under appendix 2.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding or corporate parenting implications associated with this report as the proposals do not impact current safeguarding arrangements / accountabilities.

**8. CONSULTEES:**

Cabinet Members  
DMT  
SLT  
Statutory Consultees (appendix 1)

Any comments received have been included in the body of the report

**9. BACKGROUND PAPERS:**

School Admissions Code Wales (July 2013)  
School Admissions (Infant Class Sizes) (Wales) regulations 2013

**10. AUTHOR:**

Matt Jones, Access Unit Manager  
Children and Young People Directorate.

**11. CONTACT DETAILS:**

E-mail: [matthewdjones@monmouthshire.gov.uk](mailto:matthewdjones@monmouthshire.gov.uk)  
Tel: 01633 644508



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2017/18

# School Admissions Policy



Jones, Matt

Monmouthshire County Council

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## Introduction

The School Admissions Code (2013) gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. The Authority's admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice July 2013

This policy is in place to cover the following:

i) Admission Round applications

- The application process to be followed for children that are eligible to start Primary School
- The application process to be followed for children eligible to transfer from Primary to Secondary School.

ii) In year transfers between Schools

The application process to be followed for children that are already of school age, but wish to transfer from one school to another.

## Summary of proposed changes

The Local Authority is required to consult on its admission arrangements on an annual basis. The content of this policy and the changes within are proposed for implementation for the 2017/18 academic year and can be summarised as:

- Changes to the way in which the Local Authority administer a change of address occurring during the Admission Round process. (Pages 9/10)
- Clarification on the Local Authority's approach to applications from parents of children born during the summer term seeking admission into Reception. (pages 11/12)
- A more in depth description on how home to school distances will be calculated as part of the oversubscription criteria (pages 13/14)
- Changes to the Local Authority's application processing timescales, now allowing for school places to allocated up to a term in advance (currently 4 weeks) (page16)

To comment on this consultation please write to Matthew Jones, Access Unit Manager, PO Box 106, Caldicot, NP26 9AN or email [matthewdjones@monmouthshire.gov.uk](mailto:matthewdjones@monmouthshire.gov.uk)

Please ensure all comments are returned no later than **12 noon on Monday 29<sup>th</sup> February 2016**

## Consultation Process

In accordance with the School Admissions Code of practice (2013) the Local Authority consults upon its admission arrangements on an annual basis, attempting where possible to mirror the admission round timescales of neighbouring admission authorities.

The coordinated admission arrangements will determine the date at which application forms are sent to parents as well as the publication of an agreed closing date. The Authority will ensure that this timeframe between distribution and closing date is no shorter than six weeks.

Consultation will take place between 1<sup>st</sup> September and 1<sup>st</sup> March beginning two years before the school year in which the arrangements will apply. The arrangements will then be set and published by 15<sup>th</sup> April.

The Local Authority will ensure that the following information is provided during the consultation process:

- i) Admission numbers for each school
- ii) Application procedures and the timetable for the admission process
- iii) The criteria to be applied to applications in the event that there are more applications than places for a School
- iv) Arrangements for waiting lists and how they operate
- v) Arrangements for the processing of late applications
- vi) Details of how parents will be notified of a decision on their application, as well as appeal procedures should their application be unsuccessful.

The Local Authority will consult with the following parties on its admission arrangements:

Governing body of relevant Schools	All governing bodies of community Schools in Monmouthshire
All neighbouring Local Authorities within the area	Torfaen County Council Newport City Council Powys County Council Blaenau Gwent County Council Gloucestershire County Council Herefordshire County Council
Admission Authorities for all other schools in the area	All governing bodies of voluntary Aided schools in Monmouthshire Brynmawr Foundation School St Albans RC School St Joseph's RC School
In the case of Schools with a religious	Diocesan Director, Church in Wales

character, such body or person representing the religion or religious denomination in question	Diocesan Director, Roman Catholic

Admission Numbers

Prior to the consultation, the admission numbers for all schools are determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school which is calculated in accordance with the Welsh Government's 'Measuring the Capacity of Schools in Wales'.

Consultation

**Provision of Education in Monmouthshire**

Local Authority is proud to offer the following educational provision within its County:

### Nursery Education

The Local Authority has eleven nursery units attached to mainstream Schools. The Authority maintains these nurseries that provide free part time early years education for pupils from the term following their third birthday, if there are spaces available. Monmouthshire also supports many private day nurseries, prep Schools, Playgroups, crèches and cylchoedd meithrin (playgroups using the medium of Welsh). These settings are approved providers of early year's education.

### Admission to Primary School (4-11)

The Local Authority offers a number of educational establishments at Primary level:

Primary Community (English) - 20  
Primary Community (Welsh) - 2  
Primary Church in Wales VC - 4  
Primary Church in Wales VA - 3  
Primary Roman Catholic VA - 2

The Local Authority is the admitting authority all Primary Community Schools (English and Welsh) and Voluntary Controlled Schools within Monmouthshire, and responsible for the admission arrangements at each of these Schools.

The Governing Bodies of the 5 Voluntary Aided Schools in Monmouthshire are responsible for the admission arrangements within their schools.

The Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. The legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday; however, it is a Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission into the Reception year group as part of the admission round, parents should be aware that attendance at a nursery provision within the preferred School does exclude the need for parents to make an application for a Reception place. The Local Authority is unable to guarantee that children within the nursery can be guaranteed a place in Reception.

### Special Primary Education

Overmonnow Primary School (Monmouth), Pembroke Primary School (Chepstow), and Deri View Primary School (Abergavenny) have Additional Educational Needs Units to accommodate those children whose needs cannot be met in mainstream education.

Admission to these settings will be determined via the child's Statement of Special Educational Needs

### Secondary Education (11-19)

All mainstream secondary schools in Monmouthshire are mixed Comprehensive Schools and serve 11 – 19 year olds. These are situated close to the four major towns in Monmouthshire.

Attendance at a Primary or Junior school does not guarantee that a place will be made available for your child at the feeder Comprehensive school. Although every effort will be made to accommodate parental preference, where the number of applications for a school exceeds the number of available places, the over-subscription criteria will be applied.

### Special Secondary Education

Mounton House Special School is located in Chepstow and accommodates 11-16 year old boys with Additional Learning and Behavioural Needs. Caldicot Comprehensive School has an Additional Educational Needs Unit to accommodate those children whose needs cannot be met in mainstream education.

Admission to these settings will be determined via the child's Statement of Special Educational Needs

### Welsh Medium Secondary Education

Monmouthshire have developed close links with neighbouring Authorities, in particular Torfaen County Council with Ysgol Gyfun Gwynllyw and Newport City Council with Ysgol Gyfun Gwent Iscoed, to ensure that Welsh Medium Education is available at Secondary level to the children within our County.

## **Admission Round process in Monmouthshire**

## Expressing a preference

In line with the School Admissions code of practice (2013), parents must complete an application form in order to obtain a School place. Parents will have the opportunity to complete an application online or alternatively via a paper application.

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

The Local Authority operates an equal preference scheme, which means that all preferences are considered equally in line with the Local Authority’s oversubscription criteria, and not on the basis of the order in which they are listed on the application. In the event that more than one preference can be met, the highest rank preference as declared on the application form will be offered.

## Timetable for admissions

The Local Authority will consult and agree on a timetable for the Admission Round intake on an annual basis. This will outline the date by when application forms will be made available to parents, the closing date for applications, as well as the date by when parents will be informed of a decision on their application.

The dates for the Admission Round 2017/18 will be:

<b>Admission Phase</b>	<b>Application packs available to parents</b>	<b>Closing Date</b>	<b>Local Authority Allocation Period</b>	<b>Parents informed by</b>
Primary to Secondary	3rd October 2016	30 <sup>th</sup> November 2016 at 12 midday	01.12.16 – 28.02.17	1 <sup>st</sup> March 2017
Reception	4 <sup>th</sup> November 2016	13th January 2017 at 12 midday	14.01.17 – 16.04.17	17th April 2017

### Distribution of application forms

The Local Authority will distribute application packs directly to home addresses on the dates published above. Parents/ carers will be given the opportunity to choose to apply on line or to complete a paper form. Details of how to apply online will be included in the application pack circulated to parents.

Whilst the Authority endeavours to capture the details of those parents / carers who have children that are eligible for admission to school, it still remains the parent's / carer's responsibility to obtain an application pack to apply for a school place within the required timescales.

### Address Validations

Parents / Carers must submit their application using their child's permanent home address. Parents / Carers are required to submit their Council Tax reference number on their child's admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database.

If the information provided by the parent does not coincide with the council tax database, a further check will be undertaken using the electoral register. If this does not verify the address, the Local Authority will contact the parent.

Any decision on the offer of a school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date. Any offer of a school place could be withdrawn if it is found that a parent / carer has moved from the address declared on the application form without notifying the Local Authority, if a place has been offered on the basis of home address.

### Parents in the process of moving property

Parents / Carers who are in the process of moving property will be required to notify the Local Authority **at the time of application** of the proposed move and submit evidence to validate their new address, in order for this address to be considered. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements). The application and notification of an intended change of address must be submitted prior to the published closing date in order to be considered as an in time application. Failure to notify the Local Authority of an intended move to a new address prior to the published closing date will result in the application being determined as a "late application".

Parents/ Carers who are in the process of moving, but are not able to validate the move prior to the closing date, will need to ensure that their completed application is submitted prior to the published closing date, and that the application provides

information on the intention to move. The Local Authority will liaise with parents/carers regarding the proposed move in order to obtain confirmation that residence at the new property has been secured. However, parents will need to provide the Local Authority with evidence that secures their change of address no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

Where the Local Authority accepts evidence to validate a property move and uses the new property for allocation purposes, the offer of a school place will be based on the applicant and child being resident at this property at the time of the child's entrance into the School. Any offer of a school place could be withdrawn if it is found that the applicant is not resident at the property at the time of child's entrance into the school.

Any offer of a school place could be withdrawn as a result of non-compliance with the above.

#### Unexpected change of home address

Should a parent, who has submitted an application prior to the published closing date, notify us of an unexpected change of address that has occurred since submission of their application, the Local Authority will consider on a discretionary basis the circumstances of the unexpected change of address prior to determining the application as being late. Unfortunately, such discretion can only be exercised if notification and evidence of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

It is a parent's responsibility to notify the Local Authority of a change of address that takes place during the application process. Failure to do so could result in any offer of a school place being withdrawn.

#### Shared residency

In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application.

However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.

#### School catchment areas



Whilst residing within the catchment area for a School forms an element of the oversubscription criteria, it does not guarantee a placement on this basis. The Local Authority will refuse to admit above the School's admission number, unless the application complies with the permitted exceptions listed on page 19

#### Admission of Multiple birth children (e.g. twins or triplets)

If when applying the over-subscription criteria to applications received requesting admission into the normal year of entry (Reception and Year 7), and the last child to be admitted is one of a multiple birth, then the Local Authority will admit the other sibling(s).

Where multiple birth applications are received for year groups other than the normal year of entry, where there is only one remaining place in the relevant year group before the Admission Number is met, the Local Authority will consider each case individually before deciding whether the admission number is exceeded. Particular consideration will need to be given to the capacity of the school and the likelihood of causing prejudice to the effective education and efficient use of resources at the preferred school.

#### Children of Armed Forces personnel and crown servants

Children of returning UK Service Personnel and other Crown Servants (including diplomats) moving to Monmouthshire will be determined as meeting the residency criteria for the relevant catchment school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Where the relevant catchment school has already met its admission number in the relevant year group at the time of application, the Local Authority will exceed the admission number.

#### Deferred entry into Primary School

The Local Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. However, the legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year.

A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the application was made.

#### Summer term births

In the case of a child born during the summer term, they too are not legally required to attend School until the term following their fifth birthday / the September after the normal year of entry for a Reception age child. However, in such circumstances the Local Authority will continue to ensure that children continue to follow their chronological year group and therefore the child would be admitted into year 1 and not Reception.

It is only in exceptional circumstances that the Local Authority will authorise the admission of a summer term birth into a year group that is outside the normal year of entry. In such circumstances, there will need to be a suitable evidence base (e.g. report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

### **Allocation of School places**

When the number of applications received for a preferred School is less or equal to the number of available places, all children will be admitted assuming that the school concerned can meet the needs of the children concerned.

However, when there are more applications than places in a school, the admission number is exceeded and the over subscription criteria will be applied to select which children are to be offered places at the School concerned. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school, as listed on the application form, will be offered in the event that one or more preferences can be met.

When considering the remaining available places, the following criteria will be used to determine the children that are to be offered places:

1. Looked After Children or previously Looked After Children. i.e. children who are in the care or have previously been in the care of the Local Authority, will be given priority over those fulfilling points 2-5 below. (please see note 1 below)
2. Children with exceptional medical circumstances will be given priority over those fulfilling points 3-5 below. (please see note 2 below)
3. Children with relevant siblings (please see note 3 below) at the preferred School will be given priority over points 4-5 below.
4. Children residing within the preferred school's catchment area (please see note 4 below) will be given prior consideration over point 5 below.
5. Children residing outside of the catchment area
6. After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route. (Please see note 4 below)

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more applications than places available after applying point 4 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

Notes:

1. The Local Authority will require suitable evidence to validate that your child was previously a Looked after Child (e.g. a copy of the adoption confirmation), in order for this criteria to be applied.
2. Applicants wishing for their application to be prioritised on the child's medical needs must be supported by a medical consultant's report (obtained by the parents at the time of application) outlining why the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.
3. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend.
4. The Local Authority will consider the child's home address to be the place where the child resides for the majority of the School week. In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application. However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.
5. The Local Authority will use Geographical Information Systems (GIS) to calculate home to school distances. The GIS software adopted by the Local Authority for these purposes will be Routefinder and MapInfo desktop Solutions.

Determination of the shortest safe walking route will be calculated using official routes known to the Local Authority and Highways agencies. The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance of the home address is determined by the Local Authority to be where the property receives post. The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the preferred School.

The coordinates of an applicant address will be determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address base data.

Where a safe walking route cannot be determined for an applicant, the shortest driving route will be used for allocation purposes.

### **Late Application Arrangements**

Any application that is received after the published closing date, or applications that remain incomplete as at the closing date, will be dealt with under the late application arrangements.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late.

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the oversubscription criteria (i.e. change of address), could also result in the application being treated as late if these changes are brought to the Authority's attention after the closing date. The Local Authority will consider on a discretionary basis the circumstances an unexpected change of address prior to determining the application as being late. Unfortunately, such discretion can only be exercised if notification of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

Late applications are collated and processed monthly, with prioritisation given based on the month in which they are received. A timetable for the processing of late applications for the 2017/18 admission round can be found below:

	Month application Received	Decision issued to Parents
Applies to Secondary only	December 2016	
	January 2016	31 <sup>st</sup> March 2017
Applies to Primary and Secondary	13 <sup>th</sup> January 2017 (after 12 midday) – 31 <sup>st</sup> January 2017	21 <sup>st</sup> April 2017 (Primary only)
	February 2017	7 <sup>th</sup> April 2017 (Secondary) 28 <sup>th</sup> April 2017 (Primary)
	March 2017	14 <sup>th</sup> April 2017 (Secondary) 5 <sup>th</sup> May 2017 (Primary)
	April 2017	12 <sup>th</sup> May 2017
	May 2017	9 <sup>th</sup> June 2017

	June 2017	7 <sup>th</sup> July 2017
	July 2017	4 <sup>th</sup> August 2017
	1 <sup>st</sup> to 6 <sup>th</sup> August 2017 7 <sup>th</sup> to 11 <sup>th</sup> August 2017	11 <sup>th</sup> August 2017 18 <sup>th</sup> August 2017
	14 <sup>th</sup> to 18 <sup>th</sup> August 2016	25 <sup>th</sup> August 2017
	21 <sup>st</sup> August onwards	Within 1 week

In the event that the preferred School is oversubscribed, places will be allocated in line with the oversubscription criteria during the first week of the month following the month of receipt. Parents will be informed of the outcome of their applications by the end of this week.

The arrangements for late applications continue up until the last week of August. After this date, any admissions received are then processed within 1 week.

### **Notifying Parents**

Parents will be notified of a decision on their application on the published offer date. For the 2017/18 admission round, the date by when parents will be informed of decisions on their applications will be 1<sup>st</sup> March 2017 (Secondary) and 17<sup>th</sup> April 2017 (Primary).

Any offer of a school place will be based on the applicant being resident at the address declared on the application form as at the published offer date. Parents who are aware prior to the offer date that they are unlikely to remain resident at the address declared on their application must inform us so that their application can be amended. Any offer of a school place could be withdrawn if it is later found that this is not the case.

Where parents advise us, at the time of application, that they are moving property and provide the Local Authority with evidence to validate this move, any offer of a school place on this basis would be under the circumstance that the applicant is resident at the new property at the time the child concerned commences School. Any offer of a school place could be withdrawn if it is later found that this is not the case.

### **Acceptance of a school place**

On receipt of an offer of a school place, parents are required to confirm their acceptance of this school place in writing within 14 days of notification of the school place offer. Failure to do so could result in the offer of a school place being withdrawn.

### **Admission into other year groups – September 2017**

Where requests are received for a change of school in September 2017, into year groups other than the normal year of entrance, these will not be considered until the start of the second half of the summer term i.e. after the Whitsun break. Parents will be notified no earlier than 4 weeks prior to the end of the 2016 academic year.

These requests will be collated on a monthly basis and are processed as per the oversubscription criteria, in the event that the number of applications received exceeds the number of available places. However it should be noted that preference will be given to those parents who are seeking a place during the current term as opposed to the new academic year.

### **In Year Transfers (admissions outside the normal admission round)**

In Year Transfers refer to requests from parents to transfer their children between schools outside of the normal admission round. The Local Authority will not consider applications until the requested start date is no more than a term in advance.

All In Year Transfers are dealt with in date order of receipt, and where more applications are received on the same day than the number of places available, the Local Authority's oversubscription criteria will be applied to determine the child(ren) to be offered places.

Applications are usually processed within 7 working days of receipt. However in certain circumstances, for example where the child has been identified as having specific needs, it may not be possible to process the admission within the timeframe. The parent will be advised of this.

As part of the consideration process, the Local Authority will contact the child's current school to obtain information to share with the receiving school. This is to ensure that the preferred School is in a position to support appropriate transition between schools.

Allocated places will be held open for a period of 1 term from the date of authorised admission, after which time the place may be withdrawn if the child has not taken up their place during this time. Once a school place has been offered, School's will have 7 working days to arrange the enrolment of the child concerned, where an immediate start is required.

If an application is received for a Looked After Child (LAC), in accordance with the protocol that has been agreed with schools, a LAC meeting will be arranged, to which

all interested parties are invited. In advance of this meeting the placing authority is required to share relevant information including the Personal Education Plan, School records and Statement of Educational Needs, if the child has one.

Where the request for admission into school is as a result of a move into the county the parent is required to send proof of residence. Until this evidence is received the application will not be processed or considered as complete. Suitable evidence would be a copy of the exchange of contracts or long term tenancy agreement. This is to ensure that parents do not apply too far in advance of their move and subsequently deny others a place requiring a more instant admission.

### **Request for admission outside of chronological year group**

It is the Local Authority's policy that children are admitted into their chronological year group. It is only in exceptional circumstances that the Local Authority will support admission into a year group that is not within the chronological year, for example, where there is an appropriate evidence base (e.g. report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

Parents submitting an application requests for admission into a year group that is not within the chronological year for the child will be given the opportunity to share their reasons for the application with the Local Authority. The Headteacher of the preferred school will also be consulted during the process and their views considered as part of the decision making process.

Parents refused a place at the preferred school will have a statutory right of appeal against the decision that has been made; however, there is no appeal against a decision to offer a place in the preferred school but not within the desired year group

### **Refusal of Admission**

The majority of pupils in Monmouthshire are allocated a place at the parents' first choice of school. A refusal for admission to a school is made in line with the School Admissions Code of Practice 2013 and is based on the following decisions;

- Whether to admit a child would prejudice the provision of efficient education or the efficient use of resources
- Where an Admission Number has been met
- Welsh Government Class size regulations

If it is not possible to allocate a place at the preferred school, an alternative school place will be offered. This will either be an alternative preference (as declared on the application form) or the next nearest available school. It is then for parents to decide whether or not to accept the place at the alternative school.

If a place is offered at the next nearest available school, the child concerned may be entitled to free home to school transport should the distance criteria between home and school address be met. For more information on home to school transport entitlement please refer to the home to school transport policy.

However, it is recognised that parents may not want a place at the next nearest available school and will be provided with details of other schools with available places within the area. In these circumstances, free home to school transport would not normally be provided

Following refusal of a school place, the child's details will be held on a waiting list until 31 August of the academic year for which they are applying. If any places are handed back during this time places will be allocated from the waiting list as per the oversubscription criteria.

### **Waiting Lists**

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

Waiting lists will be prioritised as per the oversubscription criteria and not based upon the date that the application was submitted. **It is the responsibility of the applicant to inform The School and Student Access Unit of any change in circumstances which impacts on the oversubscription criteria and therefore their child's place on the waiting list. An example of this would be a change of address.**

Should a place become available at the preferred school(s), the waiting list will be "frozen" in order to allow the School and Student Access Unit to fill the vacancy. The date at which the waiting list is frozen shall be determined as the date that the Local Authority is satisfied that the place becomes available.



The parent concerned will be contacted by the School and Student Access Unit within 7 working days of the place becoming available, if their child qualifies for consideration of the place. The parent will be given 7 days to formally accept or decline the offer of the school place in writing. After such time, the child's name will be withdrawn from the waiting list, and the place will be offered to the next child on the waiting list, as the Local Authority will assume that the place is no longer required.

## **Appeals**

In accordance with the School Admissions code of practice and the School Admission appeals code of practice 2013, the Local Authority will make arrangements to enable the parent of a child to appeal against a decision to refuse a place at the preferred School.

The appeal will be determined by an Appeals Panel established in accordance with School Admission Appeals code 2013. The panel must consist of three to five members appointed by the Local Authority from the following categories:

- People who are eligible to be lay members (persons without personal experience in the management of a school or the provision of education in any school, disregarding experience as a governor or in any other voluntary capacity).
- People who have experience in education; who are familiar with educational conditions in the LA's area or who are parents of registered children at a school (other than the school at which the appeal is made).

Independent Appeal Panels must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils.

Consideration by an Appeal Panel should be in two distinct stages:

1. The Factual Stage, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:
2. The Balancing Stage, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.

The decision of the appeal panel will be binding on the Local Authority.

## **Time frame for Hearing Appeals**

Parents will receive a letter refusing admission and will be advised of their right of appeal. The decision to appeal does not prevent the parent / carer accepting a place at an alternative school whilst the hearing is convened, as the panel will determine the appeal on the basis of application.

Appeal Hearings are convened by the Chief Executive Officer's representative, and will be heard within 30 School days of the date of application for appeal.

### **Infant Class Size Initiative**

The Welsh Government is committed to ensuring that no child in Key Stage 1 will be in a class where the pupil teacher ratio is more than 1:30. The Infant Class Size Initiative was a phased programme between September 1999 and September 2001 thus ensuring that all children up to the age of 7 will be taught in classes containing no more than 30 pupils.

Two main changes arose from the class size legislation. Firstly, admission authorities must not to admit a child to an infant class if in doing so would result in a class operating at a greater than 30:1 pupil/teacher ratio.

An admission authority can refuse to admit a child to a school where to do so would require the school to take 'qualifying measures' (i.e. employing an additional teacher, building an additional classroom) to meet the statutory class size limit.

Secondly, when dealing with admission appeals under class size legislation, Appeal Panels do not follow the two stage process as outlined above.

Instead, an Appeal Panel will be able to uphold a parental appeal only if the decision to not admit the child was due to the admission arrangements being incorrectly implemented or the decision of the admission authority was not one which a reasonable admission authority would make in that particular case.

### **Key Stage 2 class size limits**

Whilst there are no regulations to limit class sizes to 30 in Key Stage 2, the Local Authority is committed to complying with the Welsh Government target to ensure that the 1:30 pupil teacher ratio in Key stage 2 is maintained.

### **Exceptions to the Infant class size initiative**

Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils and to ensure that junior classes do not exceed 30 pupils. There are however exceptions to these regulations (called "excepted pupils") which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

1. Children whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.

2. Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
3. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
4. Children admitted outside the normal admission round who:
  - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
  - they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
5. Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
6. Children of armed forces personnel who are admitted outside the normal admission round.
7. Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
9. Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

## **APPENDIX A**

**MONMOUTHSHIRE COUNTY COUNCIL**

**DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE**  
**CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2017**  
**PRIMARY SCHOOLS**

**INTRODUCTION**

This scheme applies to all admission authorities, (Local Authority (LA) and Voluntary Aided Schools (VA), in the area with regard to parents with children wishing to join the normal year of entry at a maintained primary school in Monmouthshire from September 2016. (A glossary of terms is also shown in Appendix C).

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carers to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

Pupils with a Statement of Special Education Needs will be admitted to the school named on their Statement.

**1. Consideration of Applications and Allocation of Places (Normal Admission Round)**

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made.

The closing date for the first stage of applications is **12 midday on Friday 13th January 2017** and written notification of the outcome of each application will be given via the School & Student Access Unit by **17<sup>th</sup> April 2017**.

If a parent applies for a place outside Monmouthshire, the Authority to which they have applied will inform the parent and Monmouthshire of the decision to offer or refuse.

Late applications or changes to the order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after 12 midday on 13th January 2017, this will be deemed as a late application.

Similarly, applications where a change of circumstance have occurred, which have an impact upon the application's status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

## **2. TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2016**

### **PRIMARY SCHOOL (including Voluntary Aided Schools)**

#### **2.1 Stage 1**

Applications made available to parents	4 <sup>th</sup> November 2016
Applications received either paper or on line	By 13th January 2017
Details of applications sent to Voluntary Aided Schools and other LAs, as appropriate. Details of applications made to Voluntary Aided Schools returned to School and Student Access Unit	By 22nd January 2016
Voluntary Aided Schools and neighbouring LAs return ranked lists of pupils to School & Student Access Unit indicating the over-subscription criterion that each child has been considered under and identifying refusals	By 24th February 2017
School & Student Access Unit / Voluntary Aided Schools allocate the highest preference place available and notifies other LA's, as appropriate	By 10th March 2017
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 17 <sup>th</sup> March 2017
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire School	By 24th March 2017
School & Student Access Unit / Voluntary Aided Schools send notifications to parents/carers	On 17th April 2017

Appeals	May – July 2017
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### Stage 2

Following the first stage of allocations, late applications will be considered and slotted in where possible using the admissions criteria. However there is no guarantee that late applications will be dealt with before **17th April 2017**.

At this stage, parents/carers will be able to apply for reconsideration to a school they placed as a higher preference to the one offered.

The processing of late applications will be done on a monthly basis, so, for example, applications received in April 2017 will be collated and processed during the first full week in May 2017 with schools and parents being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

## APPENDIX B

### CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2017 SECONDARY SCHOOLS

#### INTRODUCTION

This scheme will apply to all schools in the area for parents with children wishing to join the normal year of entry at a secondary school in Monmouthshire from September 2017.

All parents will be invited to state three preferences on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carer to give reasons for their preferences. All completed secondary transfer forms should be returned directly to the School & Student Access Unit. **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Pupils with a Statement of Special Educational Needs will be admitted to the school named on their statement.

### **1 Consideration of Applications and Allocation of Places (Normal Admission Round)**

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria in Appendix 1. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met the Local Authority will ensure, as far as is reasonably possible, that an offer can be made at the next nearest available School.

The closing date for the first round of applications is **12 midday on 30<sup>th</sup> November 2016** and written notification of the outcome of each in county application will be given via the School & Student Access Unit on **1st March 2017**.

For preferences to attend a School outside of Monmouthshire, written notification on the decision to offer / refuse a place at the chosen School will be given by the relevant Local Authority / Admission Authority in line with their offer date.

Monmouthshire will have regard to any offer made by another Local Authority. If the other Local Authority can offer a higher preferred school, Monmouthshire will not make an offer.

Late applications or changes of order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after **30<sup>th</sup> November 2016**, this will be deemed as a late application.

Applications where a change of circumstance have occurred, which have an impact upon the application's status within the oversubscription criteria, will result in the

application being treated as late if these changes are brought to the Authorities attention after the closing date.

## **2. TIMETABLE FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2017 SECONDARY SCHOOLS**

### **2.1 Stage 1**

Applications available to Parents	3 <sup>rd</sup> October 2016
Applications received	By 30 <sup>th</sup> November 2016
Details of applications sent to Monmouthshire schools and other LA's, as appropriate	By 9 <sup>th</sup> December 2016
Consultation with neighbouring LAs on cross border preferences	By 16 <sup>th</sup> December 2016
School & Student Access Unit allocates the highest preference place available and notifies other LA's, as appropriate	By 27 <sup>th</sup> January 2017
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 17 <sup>th</sup> February 2017
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire school	On 24 <sup>th</sup> February 2017
School & Student Access Unit sends notifications to parents/carers	On 1 <sup>st</sup> March 2017
Appeals	May – July 2017

### **2.2 Stage 2**

Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria. There is no guarantee that late applications will be dealt with before the **1st March 2017**.



The processing of late applications is undertaken on a monthly basis, so applications received in April 2017 will be collated and processed during the first full week in May 2017 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

Consultation

**APPENDIX C**

## **ADMISSION AUTHORITIES**

- Monmouthshire County Council
- Voluntary Aided Schools (Monmouthshire)
  - Archbishop Rowan Williams Church in Wales Primary School
  - Llanfair Kilgeddin Church In Wales Primary School
  - Magor Church In Wales Primary School
  - Our Lady & St Michaels Roman Catholic Primary School
  - St Mary's Roman Catholic Primary School, Chepstow
- Blaenau Gwent County Borough Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- Torfaen County Borough Council
- Brynmawr Foundation School
- St Albans RC School
- St Joseph's RC Schools

### Glossary

Normal Year of Entry	The year in which a pupil is scheduled to commence / change school
Maintained School	A school maintained either by the LA or the Diocese
Common Application	Pre-printed form with pupil details and unique pupil reference Number

**School admission numbers****Secondary**

SCHOOL	Capacity	AN
Caldicot Comprehensive	1500	253
Chepstow Comprehensive	1282	193
King Henry VIII Comprehensive	1308	219
Monmouth Comprehensive	1600	253

SCHOOL	Capacity	AN
Archbishop Rowan Williams C in W Primary	210	30
Cantref Primary	210	30
Castle Park Primary	210	30
Cross Ash Primary	210	30
Deri View Primary	300	42
Dewstow Primary	210	30
Durand Primary	210	30
Gilwern Primary	210	30
Goytre Fawr Primary	210	30
Kymin View Primary	210	30
Llandogo Primary	111	15
Llanfair Kilgeddin C in W Primary	40	5
Llanfoist Fawr Primary	210	30
Llantilio Pertholey C in W Primary	210	30
Llanvihangel Crucorney Primary	77	11
Magor C in W Primary	388	55
Osbaston C in W Primary	210	30
Our Lady & St. Michael's RC Primary	197	28
Overmonnow Primary	417	59
Pembroke Primary	210	30
Raglan C in W Primary	210	30
Rogiet Primary	210	30
Shirenewton Primary	210	30
St. Mary's RC Primary	210	30
The Dell Primary	420	60
Thornwell Primary	357	51
Trellech Primary	180	25
Undy Primary	359	51

Usk C in W Primary	300	42
Ysgol Gymraeg Y Fenni	235	33
Ysgol Y Ffin	180	25
	7024	

Consultation



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

<p><b>Name of the Officer:</b> Matt Jones</p> <p><b>Phone no:</b> 01633 644530 <b>E-mail:</b> cathsheen@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Consultation on proposed changes to School Admissions Policy</b></p>
<p><b>Name of Service:</b> CYP</p>	<p><b>Date Future Generations Evaluation</b> 4<sup>th</sup> March 2016</p>

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

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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Ensuring that children gain access to Education to develop life skills for the future</p>	<p>N/A</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>

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

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

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposed changes to policy will be relevant on a longer term scale and not just short term</p>	<p>N/A</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>N/A</p>	<p>N/A</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Consultation has been undertaken on the proposed changes with all statutory parties.</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Policy is in support of ensuring wellbeing of children in Monmouthshire through ensuring robust school admission process are in place</p>	<p>N/A</p>

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

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



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

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

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

Safeguarding	The proposed changes to policy do not impact on safeguarding. All safeguarding accountabilities have been continued	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

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

Consultation with Schools, neighbouring authorities and statutory consultees.

Feedback from parents / carers

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

N/A – proposed changes to School Admissions policy continue after taking consideration of feedback through consultation.

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

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

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

The impacts of this proposal will be evaluated on:	April 2017
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

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