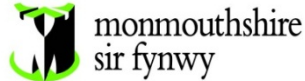


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Brynbuga
NP15 1GA

County Hall
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Usk
NP15 1GA

Tuesday, 19 November 2019

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, 27 November 2019.

1. **MONMOUTHSHIRE ADOPTED LOCAL DEVELOPMENT PLAN
INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE** 1 - 46

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor RJW Greenland

AUTHOR:
Philip Thomas
Development Services Manager

Rachel Lewis
Planning Policy Manager

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rachellewis@monmouthshire.gov.uk

2. **STRATEGIC LEAD FOR YOUTH ENTERPRISE AND SKILLS** 47 - 66

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor S Jones

AUTHOR: Cath Fallon – Head of Enterprise and Community Animation

CONTACT DETAILS:
Email: cathfallon@monmouthshire.gov.uk
Tel: 07557 190969

3. **LANDSCAPE SUPPLEMENTARY PLANNING GUIDANCE** 67 - 160
- Division/Wards Affected:** All Wards
CABINET MEMBER: County Councillor RJW Greenland
- AUTHOR:** Craig O'Connor – Head of Planning
- CONTACT DETAILS:**
Tel: 01633 644849
E-mail: CraigO'connor@monmouthshire.gov.uk
4. **SALE OF LAND FOR GARDEN LAND USE AT LLANFAIR DISCOED** 161 - 170
- Division/Wards Affected:** Caerwent
CABINET MEMBER: County Councillor P Murphy
- AUTHOR:**
Gareth King MRICS – Principal Estates Surveyor
- CONTACT DETAILS:**
- Tel: 01633 748 331**
E-mail: garethking@monmouthshire.gov.uk
5. **MONLIFE NEW POST REQUIREMENTS** 171 - 174
- Division/Wards Affected:** All Wards
CABINET MEMBER: County Councillor P Jordan
- AUTHORS:**
Ian Saunders, MonLife Chief Operating Officer
Marie Bartlett, MonLife Finance and Resources Manager
Teresa Parsons, MonLife HR Advisor
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E-mail: mariebartlett@monmouthshire.gov.uk
E-mail: teresaparsons@monmouthshire.gov.uk
6. **MUSEUMS REVIEW** 175 - 190
- Division/Wards Affected:** All Wards
CABINET MEMBER: County Councillor P Jordan
- AUTHOR:**
Matthew Lewis, Environment and Culture Manager, MonLife
E-mail: matthewlewis@monmouthshire.gov.uk
Tel: 01633 644855

7. **NEIGHBOURHOOD SERVICES RESTRUCTURE OF GROUNDS,
CLEANSING AND WASTE COLLECTIONS**

191 - 212

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor J Pratt

AUTHOR: Carl Touhig

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Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Whole Authority Strategy & Direction Lead Officer – Chief Executive</p> <p>CCR Joint Cabinet & Regional Development; Organisation overview; Regional working; Government relations; Public Service Board lead; WLGA lead</p>	<p>WLGA Council WLGA Coordinating Board Public Service Board</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Enterprise and Land Use Planning Lead Officer – Frances O’Brien Support Officers – Mark Hand, Cath Fallon</p> <p>Local Development Plan; Strategic Development Plan; Economic Resilience and Growth; Town Centre Investment and Stewardship; Development Management and Building Control; Housing Delivery</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P. Jordan	<p>Governance and Law Lead Officers – Matthew Gatehouse, Matthew Phillips, Ian Saunders</p> <p>Council & Executive decision making; Constitution review and implementation of change; Law, Ethics & Standards; Audit and Regulatory WAO Relations Support for Elected Members Democracy promotion & citizen engagement Whole Authority Performance; Whole Authority Service Planning & Evaluation Community Hubs and Contact Centre Community Learning Tourist Information / Museums / Theatre / Attractions</p>		Cantref
R. John	<p>Children & Young People and MonLife Lead Officers – Will McLean, Ian Saunders Support Officers – Nikki Wellington, Sharon Randall-Smith, Richard Simpkins</p> <p>Early Years Education</p>	<p>Joint Education Group (EAS) WJEC</p>	Mitchel Troy

	<p>All Age Statutory Education Additional Learning Needs; School Inclusion Post 16 entitlement / offer</p> <p>School standards and Improvement; Education Achievement Service Commissioning Coleg Gwent and University liaison. Leisure / Sport Outdoor education / Duke of Edinburgh Active Travel Countryside / Biodiversity</p>		
P. Jones	<p>Social Care, Safeguarding & Health Lead Officer – Julie Boothroyd Support Officers – Eve Parkinson, Jane Rodgers</p> <p>Children’s Services Fostering & Adoption; Youth Offending Service; Adults Services Whole Authority Safeguarding (children & adults); Disabilities; Mental Health; Health liaison.</p>		Raglan
P. Murphy	<p>Whole Authority Resources Lead Officer – Peter Davies, Frances O’Brien Support Officers – Deb Hill-Howells, Sian Hayward, Tracey Harry, Mark Howcroft</p> <p>Finance; Information technology (SRS); Digital Programme Office Human Resources; Health & Safety; Emergency Planning; Procurement; Land & Buildings (inc. Estate, Cemeteries, Allotments, Farms); Vehicle Fleet / Passenger Transport Unit Property maintenance; Facilities Management (inc. Building Cleaning and Catering all ages)</p>	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
J. Pratt	<p>Infrastructure and Neighbourhood Services Lead Officer – Frances O’Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwyrdd	Goytre Fawr

	<p>Highways Maintenance, Transport, Traffic & Network Management, Car Parks / Illegal Parking Enforcement Whole Authority De-carbonisation Plastic Free Monmouthshire Waste / Recycling / Cleansing Grounds Maintenance Parks & Open Spaces/ Public Conveniences Flood Prevention / Management / SUDs</p>		
S. Jones	<p>Social Justice & Community Development Lead Officer – Frances O’Brien Support Officers – Cath Fallon, David Jones, Ian Bakewell</p> <p>Rural Deprivation / Isolation; Digital Deprivation Poverty / Disadvantage Homelessness; Supporting People Community Safety / Equality / Protected Characteristics Public Relations; / Communications / Marketing Trading Standards / Environmental Health; Licensing; Registrars</p>		Llanover

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**SUBJECT: MONMOUTHSHIRE ADOPTED LOCAL DEVELOPMENT PLAN
INFILL DEVELOPMENT SUPPLEMENTARY PLANNING
GUIDANCE**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION (ENTERPRISE AND
LAND USE PLANNING)**

DATE: 27 NOVEMBER 2019

1.0 PURPOSE:

The purpose of this report is:

- 1.1 This report seeks the Cabinet Member for Enterprise and Land use Planning's endorsement of the Draft Infill Development Supplementary Planning Guidance (SPG) for adoption as SPG to support the policies set out within the Monmouthshire Local Development Plan (LDP).

2.0 RECOMMENDATION:

- 2.1 To endorse the Draft Infill Development Supplementary Planning Guidance (SPG), for adoption as SPG in connection with the Monmouthshire LDP.

3.0 KEY ISSUES:

Background

- 3.1 Planning Committee endorsed the draft Infill Development SPG on 5 March 2019, with a view to issuing it for consultation purposes. Subsequently on 27 March 2019, the Cabinet Member for Innovation, Enterprise and Leisure made the decision to issue the draft SPG for consultation. Consultation then took place which is referred to in pars. 3.8 - 3.13 below. Following this, the draft SPG was amended and re-presented to Planning Committee on 5 November 2019. Members endorsed the SPG, with a view to it being formally adopted as SPG in connection with the LDP and recommended this action to the Cabinet Member with responsibility for planning matters (Cabinet Member for Innovation, Enterprise and Leisure).
- 3.2 The Monmouthshire Local Development Plan (2011-2021) was adopted in February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relating to new housing development in the County's settlements which are set out in Appendix A of the SPG. The SPG provides guidance on proposals for small scale infill development (i.e. fewer than 10 dwellings) within the County's designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP, namely Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages.
- 3.3 The requirement for this SPG has arisen from the suggestion by Planning Committee that it would be useful to have additional guidance in place to help shape proposals for small scale infill development in the County's settlements.
- 3.4 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance in the way in which the policies of an LDP will be applied in particular

circumstances or areas. The Draft Development Plans Manual Edition 3 Consultation Draft (Welsh Government, July 2019) notes that:

'SPG does not form part of the development plan and is not subject to independent examination, but it must be consistent with the plan and with national planning policy. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan 'hook' whilst the reasoned justification provides clarification of the related national policy'.

- 3.5 The Manual further states that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

'Only the policies in the adopted development plan have special status under section 38(6) of the PCPA 2004 in deciding planning applications. However, SPG can be taken into account as a material consideration provided it is derived from and is consistent with the adopted development plan and has itself been the subject of consultation, which will carry more weight'.

Infill Development SPG

- 3.6 The Infill Development SPG is intended to provide certainty and clarity for applicants, officers and Members, and communities in the interpretation and implementation of the LDP policy framework in relation to small scale infill development proposals within the settlements identified in Policies S1, H1, H2 and H3 of the Monmouthshire LDP.
- 3.7 The SPG sets out the detailed matters that need to be taken into account when considering proposals for small scale infill development in the County's settlements. Such matters include site context, design, privacy/amenity, access/parking, green infrastructure and drainage. Once adopted, the SPG will have a key role in shaping proposals for small scale infill development.

Consultation

- 3.8 The consultation took place for a period of 6 weeks between Thursday 28th March and Monday 13th May 2019. A total of 448 individual notifications were sent by letter and email to:
- Specific (including Town and Community Councils), General and Other consultees, as identified in the LDP Community Involvement Scheme;
 - Residents who were on the LDP consultation data base and had specifically requested to be notified of the SPG;
 - Agents/developers who work in the Council area.

Copies of the draft SPG and representations forms were made available in hard copy in the Council's One Stop Shops and libraries, Usk Community HUB and in electric form on the Council's website for the entire consultation period. Publicity was given to the consultation during the consultation period via the Twitter account @MCCPlanning.

- 3.9 As referred to in paragraph 3.5 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process.
- 3.10 Twenty-two responses were received in relation to the consultation and are summarised together with the Council's response in the Report of Consultation provided as

Appendix 1. These responses included statements of support and general comments which were not considered to require any changes to the draft SPG. The Report of Consultation also includes the comments made by elected Members at the March 2019 Planning Committee where the draft report was initially considered.

- 3.11 Generally, no significant comments were received and only a small number of minor amendments to the SPG are considered necessary. Comments included providing further clarification in relation to privacy standards and window to window distances, a suggestion for an additional diagram relating to backland development, additional references to links to other related Policies and inclusion of references to other matters such as electric charging points and broadband connections.
- 3.12 In addition, a small number of very minor alterations have been made to the SPG text to improve syntax and flow. These minor alterations have no impact on the policy substance or meaning. A minor change recommended by Planning Committee (movement of an illustrative sketch to a point earlier in the draft SPG) has been carried out and is included in the latest version of the draft SPG.
- 3.13 It is considered, therefore, that the document can be formally adopted as SPG to support the Monmouthshire LDP. The revised SPG is attached as **Appendix 2**.

4.0 REASONS

- 4.1 Under the Planning Act (2004) and associated Regulations, all Local Planning Authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are being taken in accordance with policies and proposals in the LDP. This SPG provides guidance on proposals for small scale infill development within the designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP i.e. Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages.

5.0 RESOURCE IMPLICATIONS:

- 5.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises. Any costs have been met from the Planning Policy and Development Management budget and carried out by existing staff.

6.0 SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to address the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environmental Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

Equality

- 6.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications

considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.

6.3 In addition, an updated Future Generations Evaluation is attached as **Appendix 3**. This includes Equalities and Sustainability Impact Assessments.

7.0 OPTIONS APPRAISAL

7.1 Having assessed the consultation responses, the following options were considered:

- 1) Recommend the SPG for adoption without any changes;
- 2) Recommend the SPG for adoption with some changes based on an assessment of the feedback;
- 3) Recommend the SPG for adoption with changes to reflect every response;
- 4) Do not proceed with the SPG.

8.0 EVALUATION CRITERIA

8.1 The SPG provides specific guidance on the interpretation/implementation of the LDP policy framework in relation to infill development. The consultation responses have raised a number of valid and constructive points, all of which have been considered and responded to in Appendix 1, Option 1 and Option 3 are not considered appropriate as some changes are necessary. Option 4 is also discounted as doing nothing would not address Planning Committee's request for guidance on infill development within Monmouthshire.

8.2 Based on the reasons above, Option 2 is the preferred option, to formally adopt the infill development SPG, as amended, to support the Monmouthshire LDP.

9.0 REASONS

9.1 Under the Planning Act (2004) and associated Regulations, all Local Planning Authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are being taken in accordance with policies and proposals in the LDP. This SPG provides guidance on proposals for small scale infill development within the designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP i.e. Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages.

10.0 CONSULTEES

- Development Management Officer Working Group
- Planning Committee
- Cabinet Member for Enterprise and Land use Planning
- SLT
- Public and stakeholder consultation. The comments made are provided at Appendix 1.

11.0 BACKGROUND PAPERS

- Monmouthshire Adopted LDP (February 2014)

12.0 AUTHORS:

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Development Services Manager

Rachel Lewis
Planning Policy Manager

13.0 CONTACT DETAILS:

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APPENDICES

Appendix 1: Report of Consultation Responses

Appendix 2: The revised SPG for adoption

Appendix 3: Well-being of Future Generations Report

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Draft Infill Development (H1, H2 & H3) SPG Consultation Responses

Representor Number	Representor	Object/Support/Comment	Comment	LPA Response
1.1	Mrs Lynne Morgan	Comment	My comments relate to sites CO.6 and CO.7 which are sites around the village of Mathern (identified as a Main Village in Monmouthshire Policy S1). Both sites are described as being of high/medium landscape sensitivity with low housing capacity. They include existing parkland, grazing and conservation areas mainly as part of the former Wyeland Estate.	Comment noted. The aim of this SPG is to set out further guidance on the main planning material considerations that will be taken into account by the Council when reaching decisions for infill development. This comment is related to two specific sites rather than commenting on the content of the SPG itself.
1.2		Objection	The introduction of any proposed infill sites would adversely affect the "distinctiveness" of the village and would start the insidious process of Mathern being engulfed by Chepstow with the piecemeal development of land around Chepstow. My objections are based on item 1.3c in the Supplementary Planning Guidance. Additional infill housing would not "make a positive contribution to the creation of distinctive communities".	Objection noted. Infill development should make a positive contribution to the creation of distinctive communities (para 1.3c). The aim of this objective is to assist in the delivery of placemaking, which aligns with the concepts embraced throughout the latest edition of Planning Policy Wales, PPW10.
1.3		Objection	The introduction of any proposed infill sites would adversely affect the "distinctiveness" of the village and would start the insidious process of Mathern being engulfed by Chepstow with the piecemeal development of land around Chepstow. My objectors are based on item 1.3d in the Supplementary Planning Guidance. Additional infill housing would not "respond to the context and character of the area".	Objection noted. Infill development should make a positive contribution to the creation of distinctive communities (para 1.3c). The aim of this objective is to assist in the delivery of placemaking, which aligns with the concepts embraced throughout the latest edition of Planning Policy Wales, PPW10.
1.4		Objection	The introduction of any proposed infill sites would cause a loss in biodiversity by the destruction of hedgerows and deciduous woodland.	Objection noted. Each planning application will be treated on its merits. If an infill development involves the removal of existing trees and hedgerows, appropriate biodiversity mitigation may be possible to replace them. Infill development may sometimes enhance the biodiversity of the site as the applicants will be encouraged to plant native species in their proposals, even where there is to be no loss of existing trees and hedgerows.

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**Monmouthshire County Council
Local Development Plan**

Draft Supplementary Planning Guidance

Infill Development

(Policies H1, H2 and H3)

November 2019

**Planning Policy Service
Monmouthshire County Council**
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1 Introduction: Purpose of this Supplementary Planning Guidance

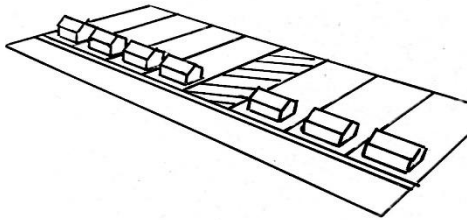
Introduction

- 1.1 This is one of a series of Supplementary Planning Guidance (SPG) documents that have been prepared to provide supporting information and advice on policies contained in the adopted Monmouthshire Local Development Plan (LDP). The SPGs are intended to offer further guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on infill development will be implemented in practice.
- 1.2 This SPG provides guidance on small scale (fewer than 10 dwellings) infill development within the designated settlements as defined under Policies S1, H1, H2 and H3 of the Monmouthshire LDP i.e. the Main Towns, Severnside Settlements, Rural Secondary Settlements, Main Villages and Minor Villages (refer to Appendix 1 for details of the relevant policy framework). As well as this SPG, other key LDP Development Management Policies also need to be complied with.
- 1.3 Policy DES1 requires, among other things, development to respect the character and appearance of the area. Policy EP1 seeks to require all development proposals to have regard to the privacy, amenity and health of occupiers of neighbouring properties.
- 1.4 The overarching objectives for infill development as set out in this SPG are to:
- a. Make efficient use of greenfield and brownfield land.
 - b. Protect residential amenity, both of new and existing occupiers.
 - c. Make a positive contribution to the creation of distinctive communities, places and spaces.
 - d. Respond to the context and character of the area.
 - e. Be of a good design, which is sustainable.
 - f. Consider and embrace the Green Infrastructure (GI) functions, natural environment and ecological assets.
- 1.5 The Council recognises that each development site has different characteristics. The onus is on the applicant to demonstrate that the proposed infill development would make a positive contribution to the quality of the street/area and would not harm the amenity of the neighbouring properties.

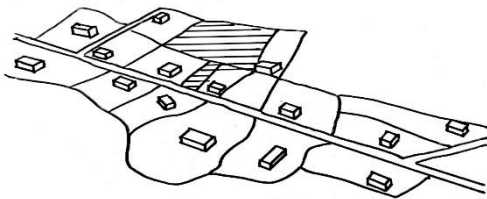
Box 1 (below): Typical types of Infill Development

These are the typical types of infill development:

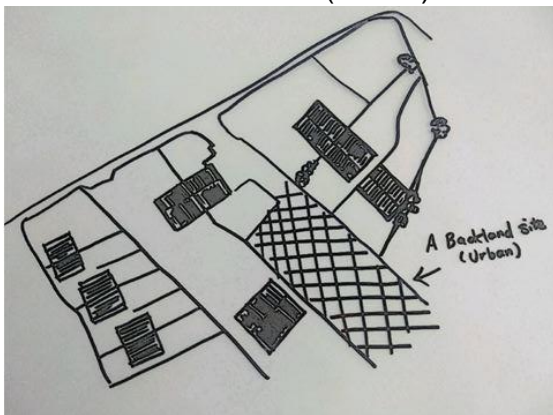
- **Infill sites** - are normally regarded as small gaps between existing residential properties, usually with a street frontage



- **Backland sites** - can be a landlocked site, which may have a considerable number of 'inactive' frontages surrounding the site boundary (i.e. fences or walls). They may also be located behind existing buildings such as rear gardens and private open space, usually within predominantly residential areas.



- **Backland sites (Urban)**



- **Corner sites**



The first step is to check if your proposal is acceptable in principle

2.1 In determining whether your infill site proposal is acceptable in principle, the first point to consider is whether your site is within a settlement boundary as defined in Strategic Policy S1 of the LDP. Development boundaries have been drawn around the Main Towns, Severnside Settlements, Rural Secondary Settlements and Main Villages. Minor Villages do not have development boundaries. You are able to check our interactive LDP maps to see if your land is within one of the settlements as designated in Policies S1, H1, H2 and H3 of the LDP:

<https://www.monmouthshire.gov.uk/planning>

2.2 The Monmouthshire LDP aims to achieve an appropriate level of housing growth and choice to assist in building sustainable communities in Monmouthshire's most sustainable settlements while strictly controlling new development in the open countryside. Any infill development should have regard to baseline data using the Council's GI SPG and LANDMAP. These settlements are identified in Table 1. In accordance with

Policy H3, it should be noted that in Minor Villages planning permission will only be granted for minor infill development of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings. Only in exceptional circumstances may an infill development of up to 4 dwellings be considered acceptable in Minor Villages.

2.3 For Minor Villages, we would normally define the settlement by looking at the existing physical features such as field boundaries, roads, trees, rivers, and railway lines; generally the edge closest to village.

2.4 Some Minor Villages comprise of two or more separate populated clusters. Infill development may be acceptable in the small gaps within a cluster. However, the Council will prevent the gaps between the populated clusters from coalescing, which is considered to be inappropriate. If in doubt, you are advised to discuss your proposal with one of the planning officers via our Pre-application Advice Service (see section 5 of this SPG).

Box 2 (below): C2 Floodplain

Please note, if your land is within Zone C2 Floodplain Welsh Government advice is that no highly vulnerable development should be considered. Housing falls into this category. For more information on this please refer to Technical Advice Note 15 (TAN15) which provides Welsh Government's guidance on development and flood risk:

<https://gov.wales/topics/planning/policy/tans/tan15/?lang=en>

Table 1 (below): Settlements Defined in Strategic Policy S1

Main Towns	Abergavenny	Chepstow	Monmouth
Severnside Settlements	Caerwent	Caldicot	Magor/Undy
	Portskewett	Rogiet	Sudbrook
Rural Secondary Settlements	Penperlleni	Llanfoist	Raglan
	Usk		
Main Villages	Cross Ash	Devauden	Dingestow
	Grosmont	Little Mill	Llanddewi Rhydderch
	Llandogo	Llanellen	Llangybi
	Llanishen	Llanvair Kilgeddin	Mathern
	Penallt	Pwllmeyric	Shirenewton /Mynyddbach
	St Arvans	Trellech	Werngifford /Pandy
Minor Villages	Bettws Newydd	Broadstone/Catbrook	Brynygwenin
	Coed-y-Paen	Crick	Cuckoo's Row
	Great Oak	Gwehelog	Llanarth
	Llandegveth	Llandenny	Llangwm
	Llanover	Llansoy	Llantilio Crossenny
	Llantrisant	Llanvair Discoed	Llanvapley
	Mitchel Troy	Penpergwm	The Narth
	The Bryn	Tintern	Tredunnock

3 The Initial Stage – Site Appraisal

- 3.1 There are other matters that must be considered in determining whether a proposal for infill development would be acceptable. A Site Appraisal will allow you to understand how the proposal relates to its immediate context and wider area, as well as helping you to develop a scheme which uses the positive features of the site and to identify features worthy of retention. Welsh Government Technical Advice Note (TAN) 12: Design (2016) provides detailed design advice and should be referred to accordingly.
- 3.2 A Site Appraisal should be undertaken before the details of a scheme is drawn up. The level of detail that will be necessary for a Site Appraisal will vary depending on the scale of the proposal and the characteristics of the site. Table 2 sets out some of the key considerations that you will need to consider in undertaking a Site Appraisal.
- 3.3 It is strongly recommended that specialist professional planning advice is sought where proposals depend on accurate information relating to issues such as green infrastructure, flooding, site levels, ground conditions, ecology, transportation, etc. **Getting the right advice at an early stages of your scheme is very important and will help steer you in the right direction from the start of the process.** This is where the Council's Pre-Application Advice Service can help. We welcome and
- encourage discussions with homeowners or developers before they submit a planning application. This service gives you the opportunity to explore your scheme with us and find out what information you need to support your planning application. Refer to Section 12.1 of this Guidance for more information about this service.
- 3.4 Also, you will find the use of additional annotated diagrams and scaled plans (e.g. 1:100, 1:200) as part of the Site Appraisal can often help to demonstrate how the proposal will impact on the appearance and character of the area.

Table 2: Key Matters to be Considered When Undertaking a Site Appraisal.

- Flood risk assessment
 - Drainage
 - Watercourses
 - Contaminated Land
 - Previous Land Uses
 - Adjoining land uses
 - Green Infrastructure i.e. identify any public right of ways, parks and green spaces
 - Existing landscape features
 - Fields In Trust Guidance
 - Potential accesses and linkages
 - Habitat and or protected species surveys
 - Designated Sites
 - Tree surveys
 - Archaeological surveys
 - Landmarks, historic buildings, historic parks and gardens, local vernacular architecture and/or landscape
 - Impact on the setting of listed buildings and scheduled ancient monuments
 - Designated or Historically Significant Spaces
 - Views into, from and across the site
 - Settlement form and street patterns
 - Spaciousness and extent of open space
 - Topography, gradient and orientation
 - Plot and building sizes
 - Accessibility
 - Traffic surveys
 - Noise assessment/proximity to nuisance causing operations
-

3.5 It should be noted that consideration of the matters in Table 2 will depend on the scale of the proposal. For example, not all development proposals would require a flood risk assessment, species surveys and traffic surveys. If in doubt, it is important to seek further advice from the Planning Team via the Pre-Application Advice Service.

4 Infill Development Proposals – Detailed Considerations

- 4.1 This section sets out the most common Detailed Considerations that the Council will consider when assessing proposals for small scale infill development.

Is your land large enough to accommodate additional development?

- 4.2 Once you have carried out a Site Appraisal, you then need to work out if your land is large enough to accommodate an additional house(s) whilst also providing sufficient on-site parking/turning provision and garden space that is similar to the provision for existing houses in the area.

Detailed Considerations

- 4.3 You then need to consider whether or not your scheme would meet the Detailed Considerations A – G as set out in this section of the SPG. Please note that every site is different and therefore it is not possible to cover every scenario in this SPG. However, as a starting point, this section of the SPG sets out the detailed considerations that you need to take into account when considering proposals for small scale infill development.

Table 3: Detailed Considerations for Small Scale Infill Development

	Detailed Considerations
A	Site Context
B	Design
C	Privacy/Amenity
D	Sustainable Transport / Access & Parking
E	Natural Resources/Green Infrastructure
F	Drainage
G	Planning Contributions

Plot Size

- 5.1 Plot size ratios should reflect those prevailing in adjacent properties i.e. where there is a regular plot size and width, you should reflect these into your proposal, so that the proposal fits well with the street scene and provides similar visual separation where appropriate.

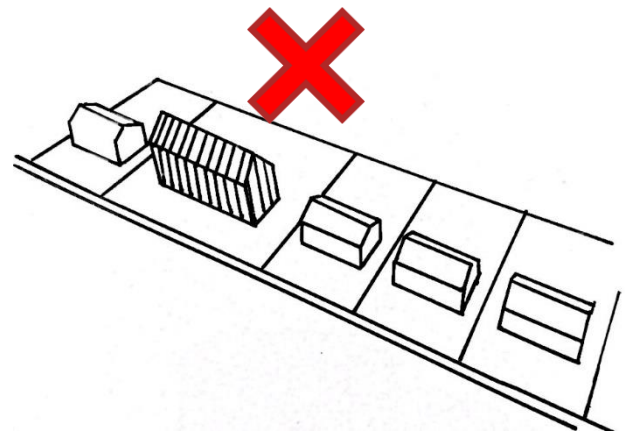
Garden

- 5.2 The garden has as much of an impact on the character of an area as the form and design of the buildings. For example, a house with a large garden could appear incongruous within a high density residential area, and vice versa. All new dwellings should benefit from private garden space for drying clothes, accommodating pets, children's play, quiet enjoyment and so on. All residential development should ensure that the garden space reflects the size and function of the proposed dwelling(s) and the prevailing character of the area; these standards also apply to the host dwelling. It should be noted that front gardens do not normally constitute private garden space but often make an important contribution to the character of the area.

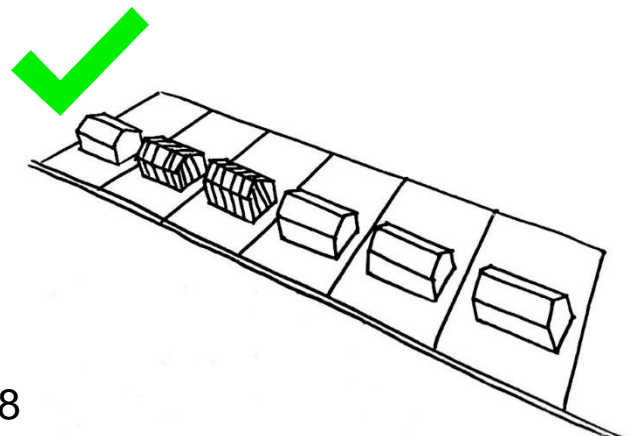
Orientation

- 5.3 All proposed houses and gardens should be laid out so as to maximize the penetration of sunlight i.e. by having the orientation of the garden and the windows of the main rooms facing the south.

Sketch 1 below shows an example where the plot size of the infill proposal does not reflect the prevailing character of the adjacent properties in terms of scale, mass and rhythm of the street scene. Such a proposal would not normally be acceptable.



Sketch 2 below shows a good example of how the land should be divided reflecting the prevailing character of the adjacent properties.



Scale and Massing

6.1 The proposal must respect the scale, form and massing of existing development in the area. In most cases, there is an expectation that the massing of the proposal should be in proportion to the main property and the existing neighbouring buildings, as appropriate. However, in sensitive areas i.e. in the Wye Valley Area of Outstanding Natural Beauty, a Conservation Area or within the curtilage of a Listed Building, all proposals must be subservient and respect the setting of the site area.

Building Height

6.2 Development for infill sites should take account of and respond to existing building heights in the area (number of storeys and floor to ceiling heights), maintaining the visual character of the street scene. For Backland sites, a less conspicuous building of a lower scale in building height is often more appropriate to avoid the development having an overbearing impact on neighbours and to reduce impact on residential amenity.

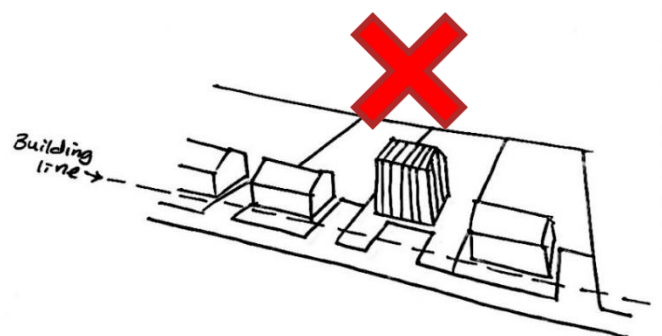
Topography of the Site

6.3 Account should also be taken of the topography of the site to maintain the building height hierarchy along the street scene.

Building Line

6.4 For infill development, the development should seek to respond to the prevailing building line that is created by the main frontages of neighbouring houses i.e. any development proposals need to take into account how the buildings are set back from the street and any rhythms or patterns of existing development, or projections. For Backland sites and sites where there is no prevailing building line, all proposals must demonstrate that there will be no adverse impact on the amenity of existing properties.

Sketch 3 The proposed infill development below would not normally be acceptable (note the Building height, scale, massing and building line).



Architectural Detailing

- 6.5 All proposed new window and door openings should complement the size, proportions, design and rhythm of the detailing of the host dwelling and the neighbouring properties appropriately. The roofline should include appropriate design and pitch of roofs, ridge height and eaves level, and notice should be taken of any other relevant details in the street scene.

Building Materials

- 6.6 The predominant facing materials of the proposal should reflect the materials of the host dwelling and, where appropriate, the neighbouring dwellings. Additional materials for finer detailing should be carefully chosen. Materials used for roofing and walls should match or positively respond to the host dwelling and to the adjacent dwellings, as should materials and colours for doors and window frames. When the materials are chosen well, they will complement the building and the street scene.

Boundary Treatment

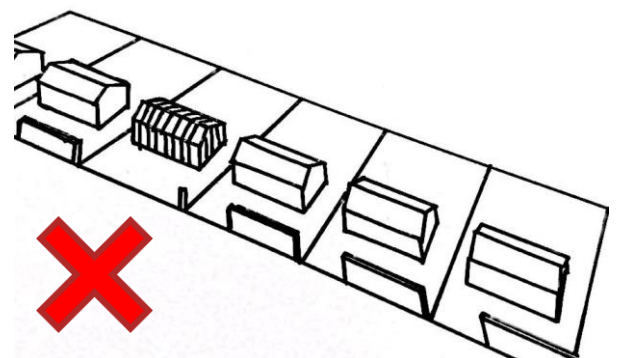
- 6.7 Particularly for Backland Sites, where existing plot boundaries form a distinctive part of the street scene, these boundaries must be retained and replicated through appropriate building design and landscape treatment. In most cases it will be necessary to consider screening the boundaries of a new development for privacy reasons as well as to reduce noise and disturbance.

Box 3

The Council will consider proposals for small scale infill development with special care, particularly those in or adjoining Conservation Areas and near Listed Buildings, Scheduled Ancient Monuments, in or adjoining the Wye Valley Area of Outstanding Natural Beauty and adjoining the Brecon Beacons National Park. All development proposals are required to either preserve or enhance the special character of these areas. Within these protected areas, you are normally required to submit a **Full Planning Application** to enable us to assess fully the implications of your proposals.

The Council's adopted Conservation Area Appraisals (CCAs) have identified certain views, spaces or gaps as significant in character, they often contain significant site lines from, or to historic buildings, or are part of a layout or approach to a complex of buildings or town. These could include former market squares, commons or medieval road which caused the town to develop around an open space at that location throughout its history. Planned layouts also include formal approaches to an historic house or group of buildings, which for instance would relate the coach house to the Inn or manor house nearby. These spaces are valuable in understanding how these sites worked and developed and are often a specific characteristic of designation in rural or planned conservation areas. Please note that we would look to protect certain historical significant spaces or views from development, especially those are noted in CCAs.

Sketch 4 below shows the proposed boundary treatment for an infill development that would not normally be acceptable.



Corner Sites

- 6.8 Sometimes, it may be appropriate to design slightly taller buildings where they make a positive contribution to the street scene, on primary routes, and in higher density areas with variations in height and massing. Where a taller building is proposed, the end treatment should relate sensitively to the heights of the adjacent buildings so that the rhythm of the street is not interrupted; this will often result in an appropriate reduction of height, maintaining a visual hierarchy on the street scene.

Detailed Consideration C – Privacy/Amenity

Privacy/Amenity

- 7.1 The key considerations relating to privacy and amenity for small scale infill residential development are:
- whether the plot would have adequate privacy to habitable rooms and private garden space
 - whether a new house(s) on the plot would affect the privacy of neighbours
 - whether a new house(s) on the plot would affect the host dwelling
- 7.2 Hedges and fences usually protect privacy at ground floor level, so the issues tend to arise from upstairs windows either looking into neighbours' windows or into their

neighbours' private garden space. Windows must be carefully positioned to avoid overlooking. Often this means putting obscured glazing in landing or bathroom windows on the side elevation of the house, with the main bedroom windows on the front and rear elevation. However, the positioning of the windows will also depend on the positioning of the neighbouring properties.

Site Topography

- 7.3 As well as maintaining the hierarchy of building heights along the streetscene, all proposals need to provide sufficient gaps to minimise any overbearing and overshadowing impact on the residential amenity of neighbouring properties.

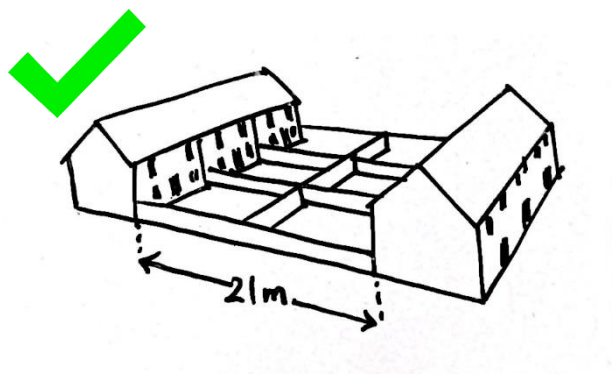
Distances between Dwellings

- 7.4 As far as the effect of the new dwelling is concerned, the Council's normal privacy standard for new development is that there should be minimum of 21m between directly facing elevations containing main habitable windows (i.e. bedrooms and living rooms). This distance may be relaxed where windows are facing a public highway.
- 7.5 Back to back distances should have regard to the character of an area. In some cases, the requirement for minimum back to back distances may be relaxed where the impact on privacy can be reduced. This may be achieved, for example, through the use of obscure glazing and restricted openings,

the siting of habitable rooms within an internal floor layout, directional windows or the positioning of ancillary outbuildings. However, it is not acceptable for a habitable room to only have windows which are obscure glazed. Provided that it could be demonstrated that there would be no material harm to amenity, then shorter distances than those stated above could be considered in those inner urban areas typified by higher densities.

7.6 Similarly, greater distances may be required in some suburban and rural areas where the predominant character of the area exhibits greater separation distances. Distances may vary where this is necessary to protect the historic interest and setting of designated heritage assets such as listed buildings and conservation areas.

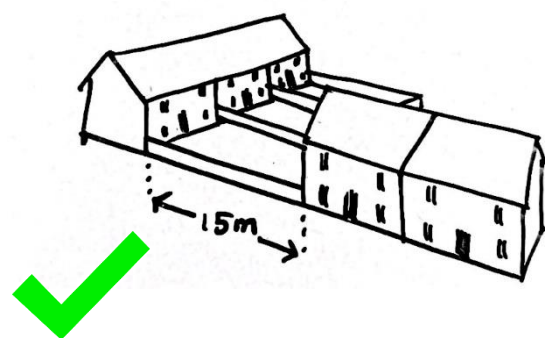
Sketch 5 below illustrates that the back to back separation distance should be at least 21m.



7.7 New buildings near to plot boundaries can be intrusive when viewed from existing gardens or from within dwellings. To avoid

over-dominant development and overshadowing of neighbouring properties, there should be at least 15m between principal elevations with main habitable windows and side gable walls without windows (unless these are minor windows such as the landing, WC or utility room windows, or the gable wall in question is single storey). This is applicable to the new dwelling as well as the existing dwelling. This will ensure adequate amenity is provided for future occupiers as well as the existing residents.

Sketch 6 below illustrates that the back to side separation distance should be at least 15m.

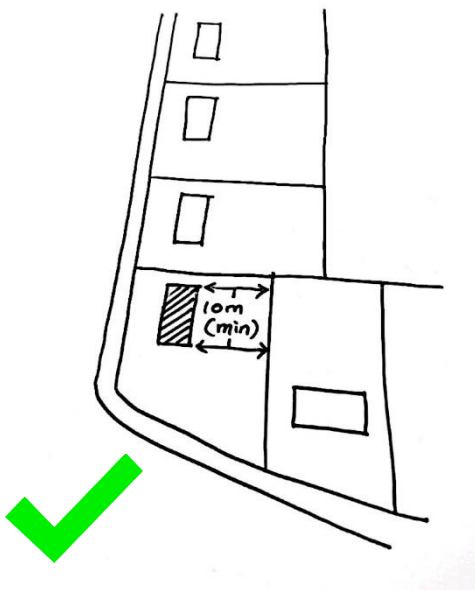


Distance from the rear and side boundary of the neighbours

7.8 Where the proposed rear principal elevation (with habitable windows) is not aligned with the side elevations of the neighbouring property, it is normally required that there should be at least 10m from the rear principal elevation of the infill development to the side boundary of the neighbouring property. However,

there may be times where a greater distance is required than 10m. Therefore, this element will be assessed by the Council's Development Management Officers on a case by case basis.

Sketch 7 below illustrates that there should a 10m distance from the first floor rear windows of the proposal to the side boundary of the neighbour.



Driveway Screening

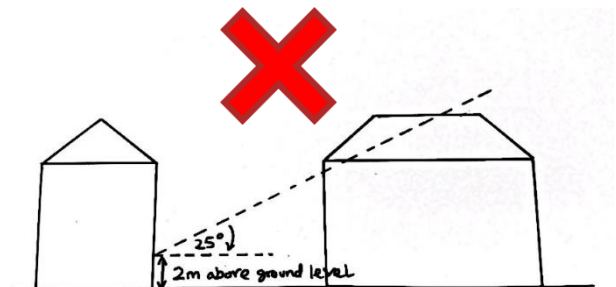
7.9 Care will need to be taken to ensure that there is adequate screening to prevent light intrusion from the movement of vehicles associated with the infill development.

Natural Light and Outlook

7.10 Direct sunlight makes a home more pleasant to live in. Dwellings should have

7.11 Quantitative standards cannot be applied to every case to assess the amount of daylight and sunlight of individual properties and the impact on outlook. Nevertheless, there are several 'rules of thumb' which will inform the judgement to be made. One is the '25° rule' for windows facing other structures. A reference line is taken at 2m above ground level on the existing building. This is the assumed position of the top of ground floor windows in the existing building. A 25° line is then drawn towards the proposed building. If the proposed development falls beneath the line drawn at 25°, there is unlikely to be a detrimental effect to daylight on the existing property.

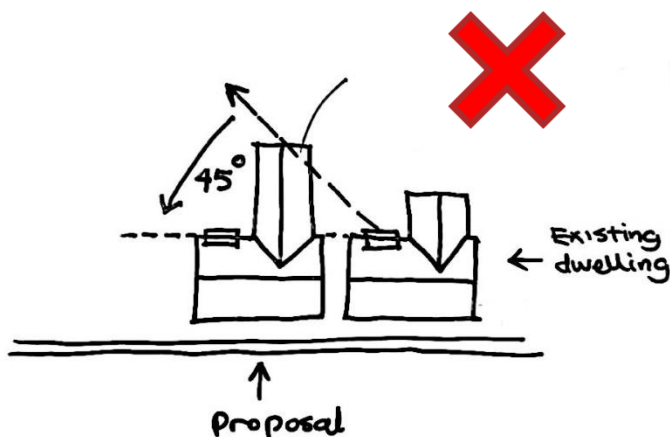
Sketch 8 below shows the proposed dwelling crosses the 25° rule for natural light and would not normally be acceptable.



7.12 Another assessment to protect daylight and outlook from main living area windows

is by operating a 45° splayline (assessed in plan view) from the centre of the relevant window of the existing dwelling of the adjacent infill development (as shown in Sketch 10). This assessment relates to any proposed two storey development from an existing building line, and windows affected by this proposed two storey development. Any part of the new two storey development that extends beyond the splayline may be considered to adversely affect the amenity of the neighbouring occupiers. The Council will not support any new development that would result in the significant loss of sunlight for existing properties, where it leads to overshadowing for the majority of the day.

Sketch 9 below shows that a proposed infill development along with its two storey extension crosses the 45° splayline rule and would not normally be acceptable.



7.13 Developments which do not meet these standards (the 25° rule and 45° splayline) will be resisted unless other reasonable

measures are proposed to provide adequate light. It is also recognised that the changes to permitted development rights have allowed certain types of development which might exceed these standards. Where proposed development requires planning permission, we will apply this SPG's standards in a reasonable manner.

Detailed Consideration D – Sustainable Transport/Access and Parking

Sustainable Transport

- 8.1 One of the overarching objectives for infill development is to use land more efficiently and to enable development in areas that have easy access to existing amenities by sustainable transport options (i.e. walking, cycling and public transport), thus reducing the need to use private cars.
- 8.2 Reflecting sustainable transport considerations, the Council will promote secured cycle parking provision, electric charging points and broadband connections provided within infill development.

Access widths

- 8.3 An access drive serving one dwelling should be a minimum of 2.75m wide. If the access drive is longer than 45m, it should be a minimum of 3.7m wide over its whole length to allow for access for service vehicles such as fire engines. For sites of 2

to 5 dwellings a minimum width of 4.10m is required. A minimum width of 4.8m is required for drives serving more than 5 dwellings.

Table 4 (below): Minimum Access Widths

Proposal	Access width in Metres(Minimum)
1 house	2.75m
1 house if the access is greater than 45metres in length	3.7m
2—5 houses	4.10m
Greater than 5 houses	4.8m

8.4 In some circumstances, such as to allow trees or other important features to be retained, it may be acceptable to allow a narrowing of a 4.10m access to 3.7m. All drives should normally allow vehicles to turn and leave the site in a forward direction and drives in excess of 25m will need to make provision for the turning of service vehicles, in terms of both layout and construction. In most cases, and certainly where an access is bounded by solid walls, fences, hedges or a line of

trees, where possible, a 0.5m overhang strip either side of the driveway should be provided to ease the flow of vehicles.

Access Gradients

8.5 The gradient of vehicular access drives should ideally be no steeper than 1:10 (10%) subject to a maximum gradient of 1:8 (12.5%).

Parking Spaces and Turning Provision

8.6 On-site parking is normally required to be provided in the plot, in a similar manner to the host property or the adjacent houses. On-site parking should be positioned close to the dwelling and must not be located to interfere with any joint access road. Any proposed garage or parking provision must not be overly dominating in the street and matching materials should be used to respect the existing character of the area. Please refer to the Monmouthshire Parking Standards for more information: <https://www.monmouthshire.gov.uk/app/uploads/2015/07/Mon-CC-Parking-Standards-SPG-Jan-2013.pdf>

Visibility Splays

8.7 Visibility Splays are an essential feature of an access or junction as they enable traffic from a minor road to view cyclists, vehicles and pedestrians on the main road. Any visibility splay below the required standard would need to be justified via appropriate traffic survey and development proposals should demonstrate the best achievable

visibility splay. The splay should be entirely within the applicant's ownership and control and remain so in perpetuity.

Hard Surfaces

- 8.8 It will normally be necessary to provide a hard surface for the first 5m of a new access to prevent loose material being deposited on the highway, although other amenity considerations might require more of the access to be surfaced in a hard material to reduce noise, or in a softer material to respect the character of the site. New accesses will need to be constructed so as to prevent surface water discharging onto the public highway and vice versa. Where a new carriageway passes close to an existing dwelling it should be hard surfaced to reduce the noise of vehicles.

Crossing of a Highway Verge/Footway

- 8.9 Where an access traverses a highway verge or footway, a crossing must be provided to the highway authority's requirements. Please engage with the Council's Highways Department via our Pre-Application Advice Service for more guidance. Information regarding this can be found on our web site.

Distances between Access Drives

- 8.10 In most instances it is important to ensure that any new property or group of

properties share a single access point to avoid multiple points of conflict for vehicular movements.

Distance to the Driveway

- 8.11 The driveway of a new access serving a Backland Site should be a minimum of 2m from any elevation of an existing property (including a garage to that property). Where any elevation of an existing dwelling with a window would face onto a new driveway, any new screening should generally take the form of walls for the whole length of the elevation that is being protected. It should also include an additional length at the rear to protect any garden immediately outside any main living room, subject to the prevailing character of the site.

Sustainable Drainage Systems (SuDS)

- 8.12 All new developments of more than 1 dwelling house or where the construction area is 100m² or more, will require Sustainable Drainage Systems (SuDS) to manage on-site surface water (whether they require planning permission or not). These SuDS must be designed and constructed in accordance with the Welsh Government Standards for Sustainable Drainage (see Table 6 Useful References, below).

Green Infrastructure

9.1 Green Infrastructure (GI) including trees and semi-natural habitats are important in carbon capture, water storage and pollution absorption and these assets are fully supported by PPW10. Green infrastructure comprises natural and managed green spaces and other environmental features within urban and rural settings which provide benefits for the economy, local residents and biodiversity. This policy seeks to ensure that development proposals maintain, protect and create new green infrastructure, where appropriate.

9.2 Policy GI1 of the LDP requires development proposals to maintain, protect and enhance Monmouthshire's diverse green infrastructure network by:

a) Ensuring that individual green assets are retained wherever possible and integrated into new development. Where loss of green infrastructure is unavoidable in order to secure sustainable development appropriate mitigation and/or compensation of the lost assets will be required;

b) Incorporating new and /or enhanced green infrastructure of an appropriate type, standard and size. Where on-site provision of green infrastructure is not possible, contributions will be sought to

make appropriate provision for green infrastructure off-site.

9.3 All proposals must take account of multifunctional GI Assets and opportunities. A link to the Council's Green Infrastructure Supplementary Planning Guidance is provided here:

<https://www.monmouthshire.gov.uk/app/uploads/2015/07/GI-April-2015.pdf>

Planting/Trees

9.4 Planting is integral to achieving quality residential environments and should be considered at the outset of the design process. Applicants are advised to preserve existing trees in the first instance. The planting of new appropriate trees on the application site is also encouraged even where there is to be no loss of existing trees. The planting does not necessarily need to involve native trees in an urban setting but it would be appropriate to seek native stock in the villages. The Council will resist any application for development which will result in the loss of trees protected by a Tree Preservation Order, mature trees, hedges and boundary walls which make a positive contribution to a site or the surrounding area. Trees in conservation areas are protected in a similar way to those covered by a Tree Preservation Order and special permission is needed to lop, prune or fell them and to carry out building or ground works within an area covered by the spread of the branches.

9.5 New development will not normally be allowed where a building would be situated within the spread of a tree that is worthy of retention. If in doubt, a qualified **arboriculturalist** will be able to carry out a tree survey to determine which trees are worthy of retention, and which trees could be removed due to poor health. Impermeable surfaces should be avoided below the canopy/crown spread of any tree.

Ecology

9.6 Infill development plots can be rich in biodiversity and provide important stepping stones and connections for wildlife in the landscape. As such, scheme design may need to be informed by a Preliminary Ecological Appraisal (PEA) and where appropriate species surveys and an Ecological Impact Assessment. Many species are protected by law and habitats and species are afforded detailed consideration through planning policy. All development should demonstrate that there will be no net loss of biodiversity and that biodiversity net gain can be delivered for example through the improved management of retained habitats, the addition of appropriate planting and provision of hedgehog highways, together with bird nesting and bat roosting opportunities in the scheme design.

Watercourse

9.7 In Monmouthshire we often receive planning applications that may have an

impact, directly or indirectly, upon a watercourse. Consequently, watercourses will need to be taken into account and advice should be sought from NRW for permits/consents for proposed works.

Designated Sites

9.8 Proposals should not compromise areas protected for their ecological and/or geological qualities and potable water supplies. All proposals should take into account the Council's vision in maintaining and improving the biodiversity and geology of the County through the protection, restoration and enhancement of valuable ecological habitats, wildlife networks and corridors, as well as the creation of new habitats.

Detailed Consideration F – Drainage

Foul Drainage

- 10.1 All development should make satisfactory arrangements for foul drainage. A sequential approach should be taken when considering foul drainage options. This should be based on the demonstrable feasibility or otherwise of alternative arrangements, taking into account their cost and/or practicability:
- a. as a first priority connection should be made to public sewerage infrastructure;
 - b. where this is not feasible, as a

second priority the use of a package sewage treatment plant offering full treatment to recognised standards may be proposed. Proposals should include full details of means of operation and maintenance;

- c. only where the above options are not feasible should the use of septic tank systems be proposed.

10.2 Any such proposals should include a full assessment of the scheme having regard to the effects on public health, amenity and the environment, and addressing any evidence in respect of Table 5. Where significant adverse environmental, amenity or public health effects are likely to arise through either permanent or temporary use of septic tank drainage, the development concerned will not be permitted. The latest Welsh Government advice is available here:

<https://gov.wales/topics/planning/policy/circulars/welshgovcirculars/wgc-008-2018/?lang=en>

10.3 Development dependent upon cesspool drainage arrangements will rarely be permitted and the use of a sustainable foul drainage system will be considered as an alternative to the provisions of this SPG, only where the particular treatment proposal has the approval of the Natural Resources Wales.

Sustainable Drainage Systems (SuDs)

10.4 Schedule 3 of the Flood and Water Management Act 2010 makes SuDS a mandatory requirement for all new developments. The legislation will ensure resilient drainage systems for new developments in both urban and rural areas. From 7 January 2019, all new developments of more than one dwelling will require sustainable drainage systems (SuDS) for managing surface water. All drainage systems for all new developments must be designed and built in accordance with statutory SuDS standards. Please note that SuDS schemes must be approved by Monmouthshire County Council acting in its SuDs Approving Body (SAB) role before construction work begins. As such, this element should be an integral part of your scheme right from the start of the design process. For more information, please email

sab@monmouthshire.gov.uk

Table 5: Factors Forming a Full Assessment of the Use of a Septic Tank.

-
- Contravention of recognised practices
 - Adverse effect on water sources or resources
 - Health hazard or nuisance likely to arise
 - Damage to controlled waters
 - Damage to the environment and amenity
 - Overloading of the existing capacity of the area
 - Absence of suitable outlets
 - Unsuitable soakage characteristics
 - High water table
 - Rising ground water levels
 - Flooding
-

Detailed Consideration G – Planning Contributions

Planning Contributions

- 11.1 Depending of the size and nature of the proposal, planning permission is sometimes granted subject to the signing of a planning agreement (or obligation) under Section 106 of the Planning Act. Such contributions are paid by developers to mitigate the impact of new development because they can create extra demands on local facilities. Where applicable, the Section 106 agreement must be signed before the planning permission can be issued.
- 11.2 The Section 106 is a legal charge on the land, so it will transfer automatically with any subsequent change in ownership. Some of the most frequently requested planning obligations include:
- Affordable housing contributions
 - Recreation contributions
 - Transport/highways contributions
 - Education contributions
- 11.3 You can find out via our Pre-Application Advice Service if planning obligations are likely to be required in relation to your proposal. Seeking such advice will help you to determine whether your scheme is financially viable.

Affordable Housing

- 11.4 One of the most common planning

obligations relates to the Affordable Housing financial contributions. Policy S4 (Affordable Housing) of the adopted Monmouthshire Local Development Plan and the Council's Affordable Housing Supplementary Planning Guidance sets out the criteria for the provision of affordable housing as part of new residential development schemes. More information can be found using the following link:

<https://www.monmouthshire.gov.uk/app/uploads/2019/09/Final-Adopted-SPG-July-2019.pdf>

- 11.5 The plot purchase/sale price should reflect this policy requirement. Viability debates will only be considered in exceptional circumstances, and the applicant will need to robustly demonstrate their case via independent assessment which will involve scrutiny by the District Valuation Service. This would be carried out entirely at the developer's expense.

5 Pre-Application Advice and Further Information

Can I get advice from a Planning Officer before drawing up the plans or applying for a planning permission for small scale infill development?

- 12.1 We welcome discussions with prospective applicants prior to planning applications being made. Obtaining the right advice in the early stages of your scheme is very important and will help steer your scheme in the right direction from the start. This

service gives you the opportunity to explore your scheme with us and find out what kind of information you need to accompany your planning application. In addition, we can discuss possible planning issues that may affect you gaining planning permission. For further information, please refer to our pre-application advice guidance documents:

<http://www.monmouthshire.gov.uk/planning/pre-application-advice-service>

Contact:

Development Management Service

Tel: 01633 644880

Email: planning@monmouthshire.gov.uk

Post: Development Management Service,
County Hall, The Rhadyr, Usk, NP15 1GA

Table 6 (below): Useful References

-
- **Monmouthshire Local Development Plan (LDP):**
<https://www.monmouthshire.gov.uk/app/uploads/2017/05/Adopted-Local-Development-Plan-with-PDF-tags.pdf>
 - **Affordable Housing SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2019/09/Final-Adopted-SPG-July-2019.pdf>
 - **Green Infrastructure SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/GI-April-2015.pdf>
 - **Monmouthshire Parking Standards SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/Mon-CC-Parking-Standards-SPG-Jan-2013.pdf>
 - **Domestic Garage SPG:**
<https://www.monmouthshire.gov.uk/app/uploads/2015/07/Domestic-Garage-SPG-Jan-2013.pdf>
 - **Conservation Areas Appraisals:**
<https://www.monmouthshire.gov.uk/planning-policy/conservation-area-appraisals>
 - **Planning Policy Wales 10 (PPW10):**
<https://beta.gov.wales/planning-policy-wales>
 - **Technical Advice Notes (TAN):**
<https://gov.wales/topics/planning/policy/tans/?lang=en>
 - **Manual for Streets 2:**
<https://www.gov.uk/government/publications/manual-for-streets-2>
 - **Planning (Listed Buildings and Conservation Areas) Act 1990:** <https://www.legislation.gov.uk/ukpga/1990/9/contents>
 - **Setting of Historic Assets:**
<https://cadw.gov.wales/sites/default/files/2019-05/Setting%20of%20Historic%20Assets%20in%20Wales%20EN.pdf>
 - **Welsh Government Circular 008/2018 (Private Sewerage):**
<https://gov.wales/topics/planning/policy/circulars/welshgovcirculars/wgc-008-2018/?lang=en>
 - **Sustainable drainage systems (SuDs):**
<https://www.monmouthshire.gov.uk/sustainable-drainage-approving-body-sab>
-

Appendix A

Monmouthshire LDP Policy Framework Policies S1, H1, H2 and H3

Policy S1 – The Spatial Distribution of New Housing Provision

The main focus for new housing development is within or adjoining the Main Towns of:

- Abergavenny, Chepstow and Monmouth.

The Severnside sub-region consists of the settlements of Caerwent, Caldicot, Magor, Portskewett, Rogiet, Sudbrook and Undy. A smaller amount of new housing development is provided in the Severnside sub-region, particularly at Magor/Undy, Caldicot/Portskewett and Sudbrook.

The Rural Secondary Settlements are Usk, Raglan, Penperlleni and Llanfoist. A small amount of new housing development is directed to the Rural Secondary Settlements of Usk, Raglan and Penperlleni

Some sites are allocated for small scale residential development (up to a maximum of 15 dwellings) in identified Main Villages with the primary aim of providing affordable housing to meet local needs. The identified Main Villages are:

Cross Ash	Llanishen
Devauden	Llanvair Kilgeddin
Dingestow	Mathern
Grosmont	Penallt
Little Mill	Pwllmeyric
Llanddewi Rhydderch	Shirenewton /Mynyddbach
Llandogo	St Arvans
Llanellen	Trellech
Llangybi	Werngifford /Pandy

Development Boundaries are drawn around the Main Towns, Severnside settlements, Rural Secondary Settlements and Main Villages listed above. Outside these development boundaries planning permission for new residential development will not be allowed in any other settlements except in or adjoining identified Minor Villages where small scale residential development will be allowed in the circumstances set out in Policy H3. The identified Minor Villages are:

Bettws Newydd	Llanover
Broadstone/Catbrook	Llansoy
Brynygwenin	Llantilio Crossenny
Coed-y-Paen	Llantrisant
Crick	Llanvair Discoed
Cuckoo's Row	Llanvapley

(S1 continued...)

Great Oak	Mitchel Troy
Gwehelog	Penpergwm
Llanarth	The Narth
Llandegveth	The Bryn
Llandenny	Tintern
Llangwm	Tredunnock

Outside the settlements listed above open countryside policies will apply where planning permission will only be allowed for the following types of new residential development:

- Acceptable conversions of rural buildings, in the circumstances set out in Policy H4.
- Sub-divisions of existing dwellings, subject to detailed planning criteria.
- Dwellings necessary for agricultural, forestry or other appropriate rural enterprises, in accordance with TAN6.

Policy H1 – Residential Development in Main Towns, Severnside Settlements and Rural Secondary Settlements.

Development boundaries have been drawn for the Main Towns, Severnside Settlements and Rural Secondary Settlements identified in Policy S1, within which new build residential development / redevelopment or conversion to residential, or subdivision of large dwellings or reuse of accommodation such as upper vacant floors in town centres will be permitted subject to detailed planning considerations and other policies of the LDP that seek to protect existing retail, employment and community uses.

Policy H2 – Residential Development in Main Villages

Development boundaries have been drawn for the Main Villages identified in Policy S1. These development boundaries include sites identified for new rural housing that are listed in Allocations Policy SAH11.

Elsewhere within the Village Development Boundaries planning permission will be granted for new residential development/redevelopment, or conversion to residential, or sub-division of large dwellings, subject to detailed planning considerations, including no unacceptable adverse impact on village form and character and surrounding landscape, and other policies of the LDP that seek to protect existing retail, employment and community uses.

Policy H3 – Residential Development in Minor Villages

In Minor Villages planning permission will be granted for minor infill of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings, or residential redevelopment, or conversion to residential or sub-division of large dwellings, subject to detailed planning considerations, including no unacceptable adverse impact on village form and character and surrounding landscape, and other policies of the LDP that seek to protect existing retail, employment and community uses.

Exceptionally planning permission may be granted for up to 4 dwellings on an infill site that demonstrably fits in with village form (including not resulting in the loss of an open space that forms an important gap or open area) and is not prominent in the landscape.

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<p>Name of the Officer completing the evaluation Philip Thomas – Development Services Manager</p> <p>Phone no: 01633 644809 E-mail: philipthomas@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council’s vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Infill Development SPG is intended to provide certainty and clarity for applicants, officers, Members and communities in the interpretation and implementation of the LDP policy framework in relation to small scale infill development proposals (i.e. fewer than 10 dwellings) within the settlements identified in Policies S1, H1, H2 and H3 of the Monmouthshire LDP. The Infill Development SPG sets out the detailed considerations that need to be taken into account when considering proposals for small scale infill development in the County’s settlements. Such considerations include site context, design, privacy/amenity, access/parking, planting/trees and drainage. Once adopted, the SPG will have a key role in shaping proposals for small scale infill development.</p>
<p>Name of Service area</p> <p>Planning</p>	<p>Date</p> <p>07/11/2019</p>

1. 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?
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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	None	None	N/A
Disability	None	None	N/A
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Pregnancy or maternity	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A
Sex	None	None	N/A
Sexual Orientation	None	None	N/A
Welsh Language	None	None	N/A
Poverty	None	None	N/A


2. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: The Infill Development SPG seeks to support proposals for appropriate small scale infill development for new housing where they accord with the LDP policy framework, specifically policies H1, H2 and H3. This will enable housing provision in settlements in Monmouthshire where it is often otherwise restricted such as main and minor villages, small scale infill developments will increase the local housing stock for communities and residents.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that guidance, as set out in the SPG, is accurately interpreted and implemented.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: Potential for proposals to conserve and enhance existing ecological networks within Monmouthshire. Potential for proposals to protect /enhance landscape etc. in accordance with LDP policy framework.</p> <p>Negative: Infill development may be located in main and minor villages where there is limited public transport and likely reliance on the use of the private car. The car usage likely to result from small scale infill development is considered to be justified because it is likely to be minimal and the addition of new housing makes a contribution to meeting housing needs.</p>	<p>Mitigate Negative Impacts: Ensure that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: The provision of appropriate small scale infill development can assist in promoting good health, independence and well-being by opening up opportunities for housing where there are often limited sites for new residential development.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: The provision of appropriate small scale infill development contributes to the sustainability and cohesiveness of settlements in Monmouthshire by opening up opportunities for housing in areas where it is otherwise restricted, particularly in main and minor villages, providing opportunities to support the local economy and build sustainable resilient communities.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive: The SPG supports the implementation of housing related policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented which will include consideration of social, economic and environmental wellbeing.</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Positive: The SPG has a positive general impact on culture, heritage and language, there is potential for proposals for small scale infill development to conserve the character and quality of Monmouthshire's countryside and natural heritage value.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: The SPG should bring positive benefits to Monmouthshire's residents by opening up opportunities for appropriate small scale infill developments where they comply with the LDP policy framework, enabling housing provision in settlements in Monmouthshire where it is often otherwise</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>restricted such as main and minor villages. Housing policies, as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives, including equality measures.</p> <p>Negative: None.</p>	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
<div data-bbox="100 730 145 890" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 41</div> <div data-bbox="114 895 309 1134">  <p>Long Term</p> </div> <p>Balancing short term need with long term and planning for the future</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 this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP housing policy framework seeks to balance the short term need for housing development and viability issues with the longer term need to create balanced and sustainable communities. The provision of appropriate small scale infill development, in areas where new residential development is generally strictly controlled such as main and minor villages, increases opportunities within the local housing stock for local communities and residents.</p>	<p>Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p> <p>The LDP and its policies have been subject to SA/SEA. The replacement LDP will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance including housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will help inform the evidence base for the Revised LDP.</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>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for small scale infill development. It has been subject to both internal consultation and external consultation. Public consultation was targeted to specific (including Town and Community Councils), general and other consultees as identified in the LDP Community Involvement Scheme, those who were registered on the LDP database and those who had specifically requested to be notified of the production of SPG along with agents/developers who work in the Council area. The consultation was publicised via the @MCCPlanning Twitter account.</p>	<p>The SPG supports LDP housing and other detailed policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the Revised LDP. The Revised LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for small scale infill development. It has been subject to both internal consultation and external consultation. Public consultation was targeted to specific (including Town and Community Councils), general and other consultees as identified in the LDP Community Involvement Scheme, those who were registered on the LDP database and those who had specifically requested to be notified of the production of SPG along with agents/developers who work in the Council area. The consultation was publicised via the @MCCPlanning Twitter account.</p>	<p>The SPG supports LDP housing and other detailed policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the Revised LDP. The Revised LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for this SPG has arisen from some Members of Planning Committee who requested guidance on small scale infill development to help shape such proposals. The Council seeks to support and adopt a positive approach to appropriate small scale infill development where it accords with the LDP policy framework, specifically H1, H2 and H3, and is accordance with the guidance set out in in the SPG.</p> <p>The SPG therefore provides certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework, specifically Policies H1, H2 and H3, in relation to infill development.</p>	<p>The future adoption and implementation of this SPG will support appropriate small scale infill development where it accords with the LDP policy framework, specifically Policies H1, H2 and H3. New residential development is usually strictly controlled in main and minor villages, infill development assists in increasing the local housing stock for communities and residents in these settlements.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing policy indicators and targets, to inform future AMRs.</p> <p>The Revised LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

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

Social Justice	None	None	N/A
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

- Monmouthshire Local Development Plan (2011-2021).

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

Positive: The SPG seeks to support small scale infill development in Main Towns, Severnside Settlements, Rural Secondary Settlements, Main and Minor Villages, subject to compliance with the LDP policy framework, specifically policies H1, H2 and H3, providing this is not at the expense of the County's natural and built environment. This will assist in supporting the local housing stock in Monmouthshire providing positive impacts on the local economy. The positive impacts on the local economy is essential to the well-being of local communities and residents throughout Monmouthshire.

Future: Ensure that LDP housing and other relevant policies are accurately interpreted and implemented fully through use of this SPG, measuring the effectiveness of the relevant policies on an annual basis in the LDP AMR.

Negative: Potential for some negative sustainability impacts where infill development is located in main and minor villages where there is limited public transport and subsequent reliance on the private car, resulting in increased car use in these areas, albeit that this is likely to be minimal given the nature of small scale infill development. Therefore, the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

Future: LDP AMRs will provide both an annual evaluation of plan performance, including housing and design policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the Revised LDP.

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
Seek Planning Committee endorsement of the revised infill development SPG with a view to it being formally adopted as SPG in connection with the adopted Monmouthshire LDP.	Subsequent to this, adopt the revised SPG following endorsement by Planning Committee and Individual Cabinet Member.	Head of Planning

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

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Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Planning Committee (consultation)	05/03/2019	n/a
1.1	Individual Cabinet Member (endorsement to issue for public consultation which ran from 28 th March to 13 th May 2019)	27/03/2019	n/a
1.2	Planning Committee (consultation and review of public responses and proposed amendments)	05/11/2019	Report updated to reflect comments received at Planning Committee and outcomes of community engagement undertaken.

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SUBJECT:	Strategic Lead for Youth Enterprise and Skills
MEETING:	Individual Cabinet Member Decision – Cllr Sara Jones
DATE:	27th November 2019
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To request approval to re-purpose the current Youth Enterprise Manager role into a Strategic Lead for Youth Enterprise and Skills.

2. RECOMMENDATIONS:

- 2.1 To approve the re-purposing of the Youth Enterprise Manager role into a Strategic Lead for Youth Enterprise and Skills.
- 2.2 To approve the increase in salary for the re-purposed role from Grade J to Grade K in line with the associated additional responsibilities.

3. KEY ISSUES:

- 3.1 Previously part of a wider Youth Services offer, the more distinct skills and employment focussed element of the youth services became part of the Council's Monmouthshire Business and Enterprise offer in 2016, and was re-branded as Youth Enterprise. Over the last two years, the two service teams have synergised and significant value has been added. Youth Enterprise has expanded as additional grant funded opportunities have been accessed due to the direct link to business and industry partners that the Monmouthshire Business and Enterprise team have been able to offer. As a result, Youth Enterprise are now not only unearthing opportunities for Monmouthshire's young people and adults that would have been previously out of reach but the team have also become more deeply embedded in the Council, working across the Enterprise and Community Development Service area, and others, providing an additional, much needed and previously unavailable, layer of support for citizens.
- 3.2 Youth Enterprise deliver a wide range of programmes focussed on developing the skills and employment potential of participants, and reducing the risk of disengagement from those already in education, employment or training (NEET). Youth Enterprise work directly with young people and adults to provide appropriate interventions and engagements to help clients/participants achieve this, details of which and the current staffing structure can be found in Appendix A: Youth Enterprise Current Work Plan and Staffing Structure.
- 3.3 Whilst the Youth Enterprise Manager is currently managing a range of programmes a need has been identified for an enhanced role, a Strategic Lead for Youth Enterprise and Skills. This augmented role (see Appendix B: Job Description Strategic Lead for Youth Enterprise and Skills) will ensure delivery of the current range of programmes whilst taking advantage of the unique skills set of the current post holder, who will take on additional responsibilities which will include:
- Leading, developing and coordinating a new Apprenticeship, Graduate and Internship programme for the Authority in conjunction with People Services;
 - Providing strategic guidance on the regional skills agenda and coordinating regional internships, apprenticeships and skills opportunities, representing the Authority at a local, regional (to include Cardiff Capital Region) and national level,

deputising for the Chief Officer for Enterprise/Head of Enterprise and Community Animation as needed.

- Representing the Authority as a Director of Y Prentis, the Authority's jointly owned Apprenticeship Company.
- Working cross directorate to develop and coordinate an entrepreneurship culture within Monmouthshire's schools and assist in embedding enterprise within the curriculum.

3.4 The enhanced role of the Strategic Lead for Youth Enterprise and Skills will ensure that the Authority has a clear lead for this area of work, which is currently picked up by several officers amongst their existing activities, resulting in missed opportunities for the Authority and Monmouthshire's young citizens.

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

4.1 Summarised below for Members' consideration from Future Generations Evaluation located in Appendix C: The proposal seeks to address a strategic deficit to increase participation in regional and national skills priorities and activities whilst addressing the need to coordinate and deliver an apprenticeship framework for the Authority.

5. OPTIONS APPRAISAL:

5.1 An options appraisal has been undertaken in Table One below.

Table One: Options Appraisal

Option	Benefits	Risks	Comments
Do nothing	None identified	Lost opportunity to help raise young people's aspirations & opportunities for skills development.	Continuing disjointed delivery leading to further missed opportunities.
Enhanced role: Strategic Lead for Youth Enterprise and Skills	<ul style="list-style-type: none"> • Development and coordination of a new & much needed Apprenticeship, Graduate & Internship programme; • Providing strategic guidance on the regional skills agenda and coordinating internships, apprenticeships & skills opportunities; • Director of Y Prentis, the Authority's jointly owned Apprenticeship Company; • Developing & coordinating an entrepreneurship culture within Monmouthshire's schools & assisting in embedding enterprise within the curriculum. 	Continuing disjointed delivery leading to further missed opportunities.	Meets corporate objectives: <ul style="list-style-type: none"> • Reducing inequality; • Delivering a sustainable & resilient organisation

6. REASONS:

- 6.1 Although the Youth Enterprise team deliver on the Council's NEET Agenda at a local level, their work also aligns with the skills for the future agenda at a regional and national level. The Cardiff Capital Region (CCR) Skills Partnership has brought together a wide range of stakeholders, including businesses; industry bodies; higher and further education institutions; training providers; schools; local authorities and the Welsh Government. Its goal is to develop the social and economic potential of the CCR, supporting people and businesses to deliver a high performing prosperous region that stimulates inward investment therefore providing employment opportunities for Monmouthshire's young adults.
- 6.2 Currently the Authority is under represented at this strategic level with Officer Attendance at meetings limited according to when diaries allow. A designated Strategic Lead for Youth Enterprise and Skills will ensure that the Authority has a voice and an opportunity to access research and to participate in regional engagement activities, to ensure Monmouthshire's young people have the best opportunity to develop high skills to future ready their careers.
- 6.3 In addition, the lead coordinating role for apprenticeships will ensure that the Authority has an opportunity to 'grow their own' by offering opportunities which will not only address issues of recruitment and succession planning but also assist in building a sustainable organisation for the future.

7. RESOURCE IMPLICATIONS:

- 7.1 The increase in Grade from SCP J to SCP K will result in an additional cost of £5090 annually which will be managed from within the existing Youth Enterprise revenue budget and therefore will not result in any additional funding requirement from the Authority.

8. CONSULTEES:

Departmental Management Team
Head of People Services
Senior Leadership Team; and
Cabinet

9. BACKGROUND PAPERS:

- a) Appendix A – Youth Enterprise Current Work Plan and Staffing Structure.
- b) Appendix B – Job Description Strategic Lead for Youth Enterprise and Skills
- c) Appendix C - Future Generations Evaluation

10. AUTHOR:

Cath Fallon – Head of Enterprise and Community Animation

11. CONTACT DETAILS:

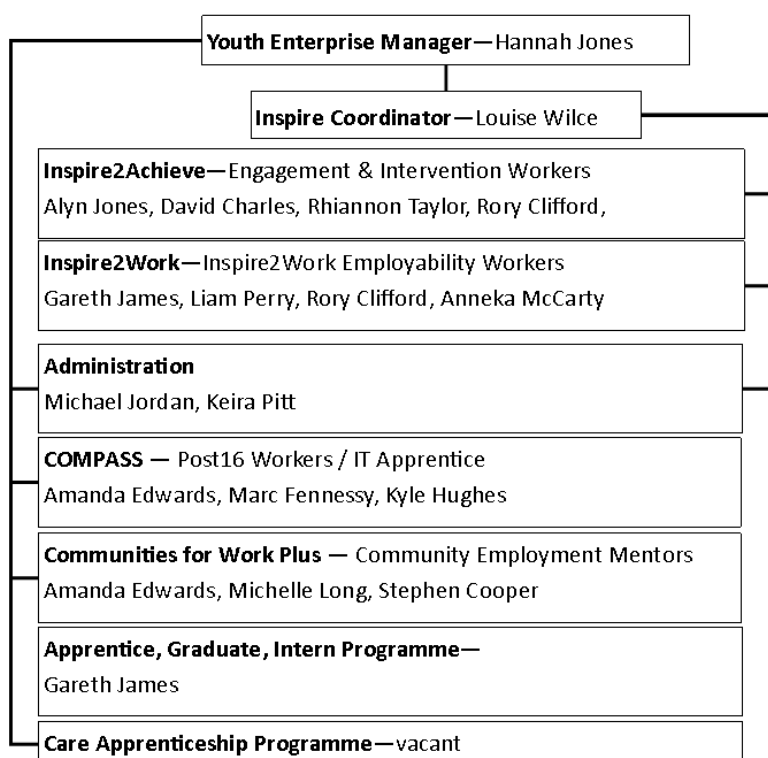
Email: cathfallon@monmouthshire.gov.uk
Tel: 07557 190969

Appendix A: Youth Enterprise Current Work Plan and Staffing Structure

Programme:	Client Group	Outcomes	Target (lifetime of project)	Actual to 09/19
Inspire2Achieve (April 2016 – Dec 2021)	Young people most at risk of becoming NEET in KS3 and KS4 (identified by EIT)	Enrolments	787	406
		Participants gaining qualifications	174	120
		Participants entering further education or training	79	78
		Participants at reduced risk of NEET	394	188
Inspire2Work (Feb 2017 – Dec 2022)	Unemployed young people aged 16 to 25 in receipt of unemployment benefits	Enrolments	500	173
		Participants gaining qualifications	130	30
		Participants entering further education or training	50	14
		Participants entering employment (16hrs +)	125	52
Communities for Work Plus (April 2018 – Mar 2021)	Aged 16+, either unemployed, in low paid employment, or 'at risk of poverty'	Engagements	120	133
		Participants entering employment (16hrs +)	59	45
COMPASS 1/4/19	Young people aged 11-25 at risk of becoming homeless	Engagements	42	25
		Gaining qualifications	30%	0
		Reduced risk of homelessness	50%	0

NEET Agenda / EPC Function Annual Target (2018)	School leavers (Year 11, 12 and 13)	NEET Leavers Y11	1.2% (9)	1.6% (12)
		NEET Leavers Y12	1.2% (5)	0.2% (1)
		NEET Leavers Y13	1.9% (8)	1.4% (6)
Apprentice, Graduate, Intern Strategy	All	Create apprentice, graduate and intern opportunities	90 (over 3 years)	15 apprentices, 6 graduates, 1 intern
Care Apprenticeships (Starting 11/19)	All	Create MCC apprenticeships in care sector	6	0
		Create private apprenticeships in care sector	6	0

STAFF STRUCTURE



Appendix B**MONMOUTHSHIRE COUNTY COUNCIL
Enterprise****ROLE TITLE:** Strategic Lead for Youth Enterprise and Skills**POST ID:** LYW001NM**GRADE:** Band K SCP 39 - 43**SALARY:** £41, 675 - £45, 591**HOURS:** 37 hours a week**LOCATION:** Usk
The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.**RESPONSIBLE TO:** Head of Enterprise and Community Animation**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable. You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:

Youth Enterprise is an integral part of the Business and Enterprise team at Monmouthshire County Council. We work with young people and adults across the county supporting them into education, employment and training. We engage with the business sector, offering advice and support and help create local employment and enterprise opportunities.

Main Purpose of the Post

- To lead, develop and coordinate a new Apprenticeship, Graduate and Internship programme for the Authority in conjunction with People Services.

- To directly line manage the Youth Enterprise team, to take responsibility for the coordination and development of the team in line with strategic priorities and funding streams.
- To provide strategic guidance on the regional skills agenda and coordinate internships, apprenticeships and skills opportunities, representing the Authority at a local, regional (to include Cardiff Capital Region) and national level, deputising for the Chief Officer for Enterprise/Head of Enterprise and Community Animation as needed.
- To represent the Authority as a Director of Y Prentis, the Authority's jointly owned Apprenticeship Company.
- To directly manage the Youth Enterprise Budget and secure new funding streams for youth programme and to support the skills agenda.
- To support and enable the development and sustainability of the team and projects.
- To develop policy and procedures where appropriate, and supporting compliance as well as good practice.
- To develop and sustain the EPC (Engagement and Progression Coordinator) function within the Local Authority and to monitor the YEPF (Youth Engagement and Progression Framework Action Plan).
- To monitor and review the Monmouthshire NEET Reduction Strategy in line with national, regional and local policies and strategies
- To invigorate enterprise activities by engaging schools, colleges, universities, businesses, youth associations and support agencies
- To engage young people with the business sector, provide inspirational talks, offer advice and support and with a view to creating local employment, internship, apprenticeship and entrepreneurial opportunities.
- To work with the business transformation team to develop and coordinate an entrepreneurship culture within Monmouthshire's schools and assist in embedding enterprise within the curriculum.

Your responsibilities are:

1. To lead, manage and development the Youth Enterprise and skills agenda for the Authority.
2. To operationally manage the Youth Enterprise team and support them to deliver a high quality service.
3. To source additional income to grow skills and youth enterprise opportunities, support the overall budget and allocated budgets within the designated project areas.
4. To work collaboratively with internal and external partners to enhance opportunities in education, employment and training for young people and adults.
5. Consider all aspects of Youth Enterprise including the NEET (not in education, employment and training) agenda and develop projects that are accessible and fit for purpose, and working with partners and communities to ensure NEET prevention is high on everyone's agenda.

6. To direct and support the team in working with young people and adults, particularly those most vulnerable, to provide an appropriate intervention to engage and sustain education, employment and training.
7. Work closely with contract providers to ensure that projects are effectively performing, meet targets/outcomes and monitor finances.
8. To develop frameworks, policies and procedures to support the delivery of a high quality service.
9. To prepare and present briefings and reports to a range of audiences, for example elected members, stakeholders etc.
10. To ensure all staff have the opportunity for appropriate training and to actively participate in training when required.
11. To Chair the Post 16 Steering Group, a performance group, which reports to the Programme Board and then to the Public Service Board.
12. Working as part of the Monmouthshire Business and Enterprise Team, promoting and proactively developing best practice in economic growth and enterprise whilst achieving business targets.
13. To be the Designated Safeguarding Lead for the Enterprise Directorate

PERSON SPECIFICATION

1. Education/Qualification/Knowledge

- 1.1 Professional qualification in youth and community work or other relevant field.
- 1.2 Prepared to undertake, or have achieved, NVQ level 4 in Business/Entrepreneurship, or other similar qualifications or have equivalent relevant experience.
- 1.3 Current Driving Licence

2. Experience

- 2.1 Experience of all aspects of staff management including supervision, check in check out, development.
- 2.2 Experience of effective inter-agency and inter departmental working. development.
- 2.3 Experience of working with young people and adults, especially those most vulnerable.

3. Competencies

- 3.1 Engage young people and adults at risk effectively and professionally in order to utilise their own skills to progress into education, employment or training.
- 3.2 Ability to prepare and present reports and briefings for a range of audiences.
- 3.3 Ability to make informed decisions
- 3.4 Ability to use performance management information to support the management and development of scheme of work.
- 3.5 Ability to deal with situations in which there is conflict or challenge and to achieve a successful resolution.
- 3.6 Enabling others through management, supervision, consultation, practice teaching or direct contribution to training and development.
- 3.7 Effective written and verbal communication.
- 3.8 Calm balanced decision maker who can work under pressure and deal with difficult situations.

4. Aptitude and Skills

- 4.1 Experience of having contributed to or led on the development of plans, frameworks and strategies.
- 4.2 Commitment to ensuring that performance management information, both formal and informal is collected, analysed and utilised to improve service delivery.
- 4.3 Demonstrate evidence of a commitment to delivering high quality services.
- 4.4 Demonstrate ability to develop policies and procedures and ensure their compliance.
- 4.5 Evidence an ability to work on own initiative and to organise workloads for self and others.

5. Equal Opportunities

- 5.1 Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a Business and Enterprise context.

6. Special Circumstances

- 6.1 Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau.

Here's what we can provide you with:-

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

Our organisational values are:

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.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.



Future Generations Evaluation (includes Equalities and Sustainability Impact)

Name of the Officer Cath Fallon Phone no: 07557 190969 E-mail: cathfallon@monmouthshire.gov.uk	Strategic Lead for Youth Enterprise and Skills
Name of Service: Enterprise and Community Animation	Date: Future Generations Evaluation 5 th November 2019

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




1. Does your proposal deliver any of the well-being goals below?



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	This proposal will prepare young people for life and work by helping to raise young people's aspirations and to understand and gain the skills and behaviours needed in the workplace in order to help them sustain employment and increase earnings potential in the future.	The programme will be monitored via Economy and Development Select as part of the Youth Enterprise offer.
A resilient Wales	N/A	

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?
Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	The proposal will prepare young people in life skills thus maximising their mental well-being.	To ensure the Authority maintains a focus encouraging young people's participation in their future development.
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	The proposal will ensure a focus on communities is maintained which has the flexibility to respond to local need.	To ensure the Youth Enterprise team continue to focus on encouraging community cohesion as one of its social drivers.
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	The programme will work to ensure high standards are met and maintained that do not conflict with the global drivers.	Any decisions taken will take into account global and well-being issues as part of its day to day processes.
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	Equality and diversity is a cross cutting theme of the Youth Enterprise team's programme of work and as such will be integral to all aspects of delivery.	All marketing and promotional materials are produced bilingually.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Equality and diversity is a cross cutting theme of the Youth Enterprise team's work.	With the ability to better understand research and data there will be opportunities to target areas of the community that may not currently be aware of the opportunities to engage with local schools on this basis.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal aligns with the Corporate priorities to reduce inequality and deliver a sustainable & resilient organisation.</p>	<p>The proposal seeks to continue to raise young people's work aspirations for the future.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Youth Enterprise team work with partners on a daily basis to achieve common goals.</p>	<p>The Youth Enterprise offer services within the community working with partners to the benefit of young people.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The provision will continue to be community based and as such will be able to engage with communities at a local level and respond to localised need.</p>	<p>The engagement process will be constantly reviewed and evaluated to ensure the views of all those who have an interest are taken into account.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	Investing in skills is a key driver in the development of a modern knowledge-based economy and in responding and adapting to economic changes.	A national strategic approach will ensure a clear focus and alignment to national priorities.
 <p>Integration Considering impact on all wellbeing goals together and on other bodies</p>	The service contributes to the wellbeing goals and staff are to demonstrate and understand their input into the wellbeing goals whilst also considering the impact.	One of the key drivers of the offer is the promotion of future work opportunities and key developments will reflect that.

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

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	Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.	n/a	The initiative will focus on the future work aspirations of the county's young people.
Disability	What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.	n/a	All young people regardless of disability will be encouraged to participate.
Gender reassignment	Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.	n/a	All young people regardless of gender assignment will be encouraged to participate.
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance	n/a	n/a
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, good and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>	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?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveller, migrant communities and recording of racist incidents etc.</i>	n/a	All young people regardless of race will be encouraged to participate.
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>	n/a	All young people regardless of religion or belief will be encouraged to participate.
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>	n/a	n/a
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>	n/a	All young people regardless of sexual orientation will be encouraged to participate.
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc. and also the requirement to promote the language.</i>	n/a	All marketing and promotional materials will be produced bilingually.

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	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	n/a	The Strategic Lead has been trained to the appropriate level of safeguarding and has a duty to fulfil their personal responsibilities for safeguarding.
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>	n/a	n/a

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

This report is founded upon the following:

- The team work to deliver the NEET Agenda at a local level, their work also aligns with the skills for the future agenda at a regional and national level.

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 proposal seeks to address a strategic deficit to increase participation in regional and national skills priorities and activities whilst addressing the need to coordinate and deliver an apprenticeship framework for the Authority.

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
Submission of ICMD	November 2019	Cath Fallon	Awaiting approval

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:	On going
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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
1	ICMD	27 th November 2019	<i>Initial proposal to be approved</i>

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SUBJECT: Landscape Supplementary Planning Guidance

MEETING: Individual Cabinet Member Decision (Enterprise and Land Use Planning)

DATE: 27th November 2019

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 This report seeks the Cabinet Member for Enterprise and Land Use Planning's endorsement to issue the Draft Landscape Supplementary Planning Guidance (SPG) for consultation.

2. RECOMMENDATIONS:

- 2.1 For the Cabinet Member for Enterprise and Land Use Planning to endorse the issuing of the Draft Landscape Supplementary Planning Guidance (SPG) for a consultation exercise to seek comments on the document prior to any formal adoption of the SPG. The SPG will provide guidance and clarity to help guide developers, agents and officers in effectively managing the landscape through the planning process.

3. KEY ISSUES:

- 3.1 The Monmouthshire Local Development Plan (2011-201) was adopted on February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plans contains a number of policies relating to development in the County's settlements which manage and ensure appropriate development within the county through the planning process. Monmouthshire's landscape is a key characteristic of what makes the county special. The landscape is a key asset of the County and its preservation and enhancement contribute to maximising benefits for the economy, tourism, health and well-being. The conservation and protection of landscape quality is an important consideration of a planning application and so there are key policies within the adopted Local Development Plan. This SPG seeks to provide further guidance on the implementation and interpretation of the following LDP policies.

- S13 – Landscape and Nature Conservation – *Development proposals must maintain the character and quality of the landscape; Maintain, protect and enhance the integrity and connectivity of Monmouthshire's green infrastructure network; Protec, positively manage and enhance biodiversity and geological interests including designated and non-designated sites and habitats and species of importance and the ecological connectivity between them; Seek to integrate landscape elements, green infrastructure, biodiversity features and ecological connectivity features to create multifunctional interconnected spaces*

that offer opportunities for recreation and healthy activities such as walking and cycling.

- LC5 – Protection and Enhancement of Landscape Character; *Development will be permitted provided it would not have an unacceptable adverse effect on the special character or quality of Monmouthshire’s landscape in terms of its visual, historic, geological, ecological or cultural aspects. Particular emphasis will be given to those landscapes identified through the LANDMAP Landscape Character Assessment as being of high and outstanding quality because of a certain landscape quality or combination of qualities.*

- 3.2 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance in the way in which the policies of and LDP will be applied in particular circumstances or areas. SPG can be a material consideration in the determination of planning application, provided that it is consistent with the development plan and appropriate consultation has been undertaken.

Draft Landscape SPG

- 3.3 The Draft Landscape SPG is attached to this report as **Appendix 1**. The SPG is intended to provide clarity for applicants, officers and Members in the interpretation and consideration of the protection of the Landscape in the planning process. The Draft Development Plans Manual Edition 3 (Welsh Government, June 2019) notes that

Only the policies in the adopted development plan have special status under section 38(6) of the PCPA 2004 in deciding planning applications. However, SPG can be taken into account as a material consideration provided it is derived from and is consistent with the adopted development plan and has itself been the subject of consultation, which will carry more weight.

SPG does not form part of the development plan and is not subject to independent examination, but it must be consistent with the plan and with national planning policy. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan ‘hook’ whilst the reasoned justification provides clarification of the related national policy.

- 3.4 The Draft SPG sets out detailed matters that need to be taken into account when considering proposals that are likely to have an effect on the landscape, in particular the parts of the county’s landscape that is considered to have a high or outstanding quality. The SPG provides guidance as on the positive management and enhancement of Monmouthshire landscape through the planning process. The document outlines the Council’s expectations of how landscape character should be considered as part of place making and identifies landscape types and character areas. The guidance aims to promote early engagement with developers and explains the planning process with guidance on when and what level of surveys will be required with applications and how developments can aim to preserve and enhance landscape character.

- 3.5 As referred to above for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. Following a resolution to consult, targeted notifications will be sent to those considered to have an interest in the SPG topic such as local agents. All town and community councils will also be consulted. The consultation will be publicised via our Twitter account @MCCPlanning and the corporate Monmouthshire Twitter account. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

Sustainable Development and Equality Implications

- 3.6 Under the Planning Act (2004) the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to address the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environmental Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

Equality

- 3.7 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.

4. OPTIONS APPRAISAL

- 4.1 The option in relation to the Draft SPG are as follows:

Option	Benefits	Risks	Comments
1 Endorse the Draft SPG as attached for consultation	The SPG will provide guidance and clarity to help guide developers, agents and officers in effectively managing and preserving Monmouthshire's unique landscape, which is a key asset of the County which benefits the economy, tourism, health and well-being	The SPG is not appropriate and does not provide the required level of policy guidance to protect and enhance landscape character.	This is the preferred option
2 Endorse the Draft	Any comments received in response to the consultation	None	

SPG for consultation with amendments	on the Draft SPG will be analysed and the document will be amended, as appropriate, prior to reporting for Members' consideration to seek a resolution to adopt the SPG		
3 Do nothing in relation to the Draft SPG	None	The option of doing nothing would not provide clarity and guidance when considering the effective management and preservation of Monmouthshire's Landscape.	

4.2 Recommendation:

Based on the reasons above, Option 1 (to endorse the Draft SPG as attached for consultation) is the preferred option.

5. **Evaluation Criteria**

5.1 We will monitor success via the Annual Monitoring Report (AMR) process, which is reported to Economy and Development Select Committee annually (every September/October). We will also review how the SPG is used in decision-making via team meetings between Planning Policy and Development Management Officers and by reviewing relevant appeal decisions.

6. **REASONS:**

6.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27th February 2014 and decisions on Planning applications are being taken in accordance with policies and proposals in the LDP. This draft sets out how the landscape will be managed through the planning process and provides clarity in relation to the landscape character areas of Monmouthshire.

7. **RESOURCE IMPLICATIONS:**

7.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises. Any costs will be met from the Planning Policy and Development Management budget and carried out by existing staff.

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

The are no significant equality impacts identified in the assessment (Appendix C). .

There may be beneficial impacts economically or to quality of life from quicker decisions in some instances given the wider pool of staff. The actual impacts from this report's recommendations will be reviewed regularly with programmed periodic evaluations. The criteria for monitoring and review will include: collating data on numbers of applications, time taken to determine, types of applications/work area pressures and general managerial feedback.

9. CONSULTEES:

MCC Development Services Manager and Officers –provided advice in relation to the extent of content in volume 1 and the character areas to simplify and make the information more legible.

Planning Policy Team – responded in relation to the recent policy changes and in relation to how the SPG will align with the emerging LDP.

The SPG has been drafted by the Senior Landscape and Urban Design Officer in close liaison and collaboration with the GI and Countryside Team.

10. BACKGROUND PAPERS:

See appendix A – Draft Landscape SPG

11. AUTHOR:

Craig O'Connor – Head of Planning

12. CONTACT DETAILS:

Tel: 01633 644849

E-mail: CraigO'connor@monmouthshire.gov.uk



<p>Name of the Officer completing the evaluation Craig O'Connor</p> <p>Phone no: 01633 644849 E-mail: craigo'connor@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. The Draft Landscape Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Landscape SPG has been prepared to provide further clarification as to how the resource is considered through the planning process and provides detailed advice to applicants, agents and officers on how developemnts can preserve and enhance landscape character.</p>
<p>Name of Service area</p> <p>Planning and Housing</p>	<p>Date</p> <p>05/11/2019</p>

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- 1. 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	The Landscape SPG should bring positive benefits to Monmouthshire's residents of all ages, particularly through providing more clear guidance when engaging with the planning system.	None	Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.

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?
Disability	None.	None	N/A.
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Pregnancy or maternity	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A
Sex	None	None	N/A
Sexual Orientation	None	None	N/A
Welsh Language	None	None	N/A
Poverty	None	None	N/A



2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: Promoting effective management, preservation and enhancement of the Welsh landscapes character maximising benefits for the economy, tourism, health and well-being of people.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that guidance is accurately interpreted and implemented.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: Potential for development proposals to conserve and enhance existing ecological networks/ landscape in accordance with LDP policy framework through survey work and appropriate mitigation with development schemes.</p> <p>Negative: None.</p>	<p>Mitigate Negative Impacts: Ensure that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping and enhancement of ecological habitat is achieved.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: The effective management of the the counties landscape character can have a significant positive impact on wellbeing and mental health.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive:. The wider landscape is a resource that plays an important role in contributing to Wales's cultural identity. Effective management of the resource supports and distinctive and viable communities.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the relevant guidance, as set out in SPG, is accurately interpreted and implemented.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: The effective management of the environmental resource contributes to the social, economic and environmental well-being of Wales. Negative: None.	Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented which will include consideration of social, economic and environmental wellbeing.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive: The SPG has a direct positive impact on Welsh culture, heritage and language through enhancing understanding and appreciation of the social and economic history of Wales. Negative: None.	Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: None. Negative: None.	Better contribute to positive impacts: Ensure that the relevant guidance, as set out in the SPG, is accurately interpreted and implemented.

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

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

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 LDP covers the period 2011-21. The SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP strategic policy framework seeks to preserve and enhance the cultural and environmental heritage of Monmouthshire. The SPG seeks to balance the long term need to preserve the finite resource against the short term need to process applications effectively and efficiently.</p>	<p>Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p> <p>The LDP and its policies have been subject to SA/SEA. The replacement LDP will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will help inform the evidence base for the replacement LDP.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The SPG has been produced in liaison with the Council's Landscape consultants following discussions regarding planning applications and the effective management of the resource. It has been subject to further internal consultation with the wider Planning and Planning Policy teams. Public consultation will be targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation will also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The SPG supports LDP strategic aims and policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The Replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</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>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The SPG has been produced in liaison with the Council's Landscape consultants following discussions regarding planning applications and the effective management of the resource. It has been subject to further internal consultation with the wider Planning and Planning Policy teams. Public consultation will be targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation will also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The SPG supports LDP strategic aims and policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The SPG has been written to take account of issues relating to landscape surveys and management aiming to streamline the planning process. It is considered that the SPG will provide further clarity to all stakeholders and importantly maximise engagement with the topic at the earliest opportunity in the planning process to ensure that the resource can be effectively managed.</p>	<p>The future adoption and implementation of the SPG will provide planning guidance to help applicants, agents and officers consider the impact of development on landscape character and how development should aim to preserve and enhance Monmouthshires landscape.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>The SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing policy indicators and targets, to inform future AMRs.</p> <p>The replacement LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	None	None	N/A
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

Page 79

- Monmouthshire Local Development Plan (2011-2021)
- Planning Policy Wales Ed 10 (December 2018)

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

Positive: The SPG sets out clear guidance as to how the Authority will exercise its statutory duty to have due consideration of the impact of development proposals on landscape character through the development management process. It promotes early engagement with the authorities landscape officers by providing a clearer understanding of the importance of the resource and its role within the planning system. This also supports the understanding of the environment and how development can preserve and enhance the finite resource.

Future: Ensure that landscape character is considered early in the stages and use the information to help and inform future applications providing a clearer understanding of potential impact on the resource.

Negative: Potential for some applications to involve additional survey work, however this is very minimal. This could cause a time or cost implication to the application.

Future: It is hoped that the clarification of the landscape types and character areas together with clearer guidance in relation to process should support applicants survey work. Early engagement is key and it is hoped will minimise any potential delay and cost implication.

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
Seek Planning Committee endorsement of the SPG with a view to it being formally adopted in connection with the Monmouthshire LDP.	Subsequent to this, engage in the consultation process and present the document to Planning Committee and Cabinet for their endorsement.	Head of Planning.

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Individual Cabinet Member (endorsement to issue for public consultation)		Due 27 th November 2019
1.1	Planning Committee (consultation)	Proposed	Due 3 rd December 2019
1.2	E&D Select Committee (scrutiny)	Proposed	Due 14 th November 2019
1.4	Cabinet (post consultation - adoption)	Proposed	Due 12 th February 2020

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LANDSCAPE

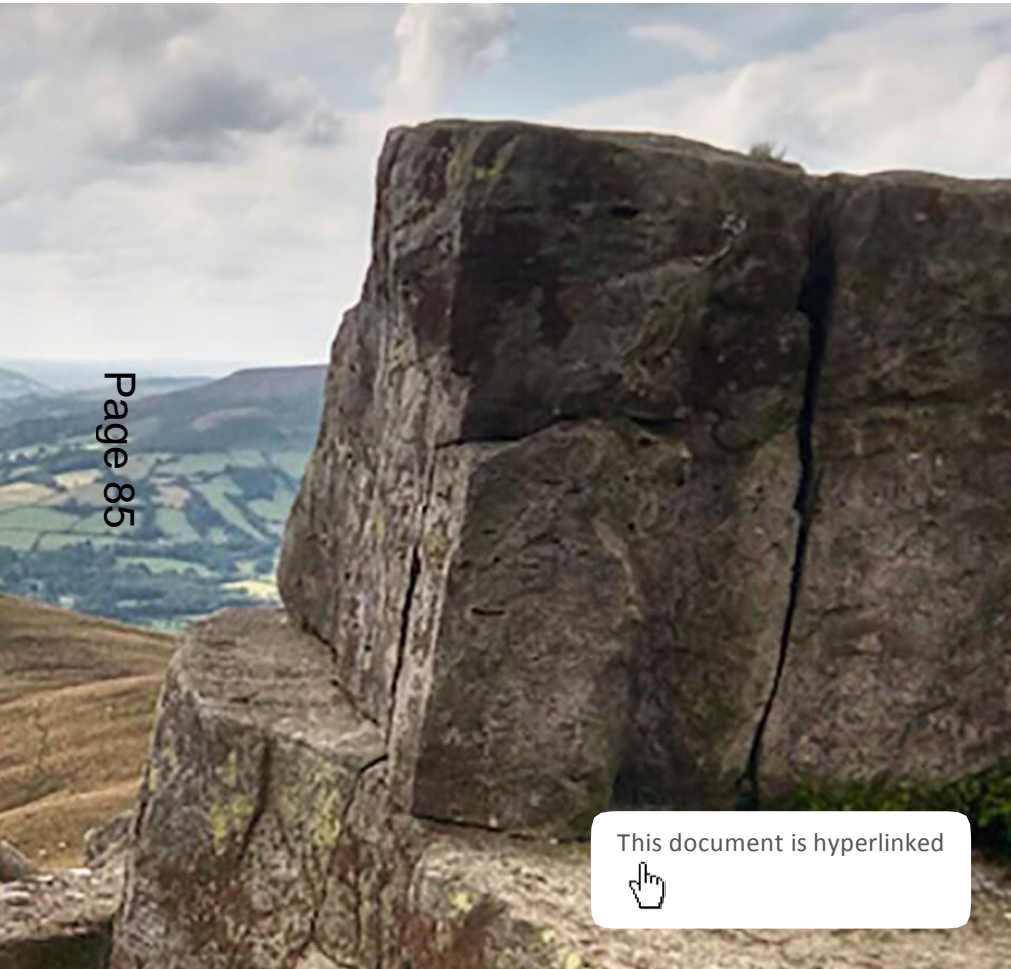
Draft Supplementary Planning Guidance
August 2019

Volume 1: Guidance for Applicants

DRAFT LANDSCAPE CHARACTER
SUPPLEMENTARY PLANNING GUIDANCE:

- VOLUME 1 **GUIDANCE FOR APPLICANTS**
- VOLUME 2 **LANDSCAPE CHARACTER ASSESSMENT**





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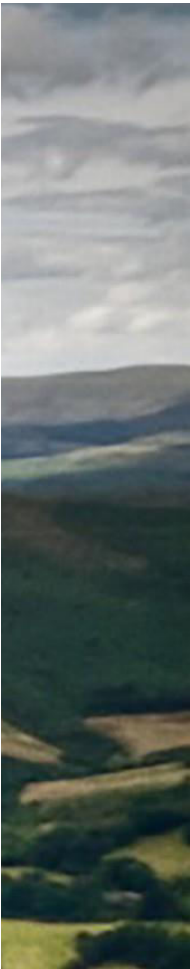


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Acknowledgements



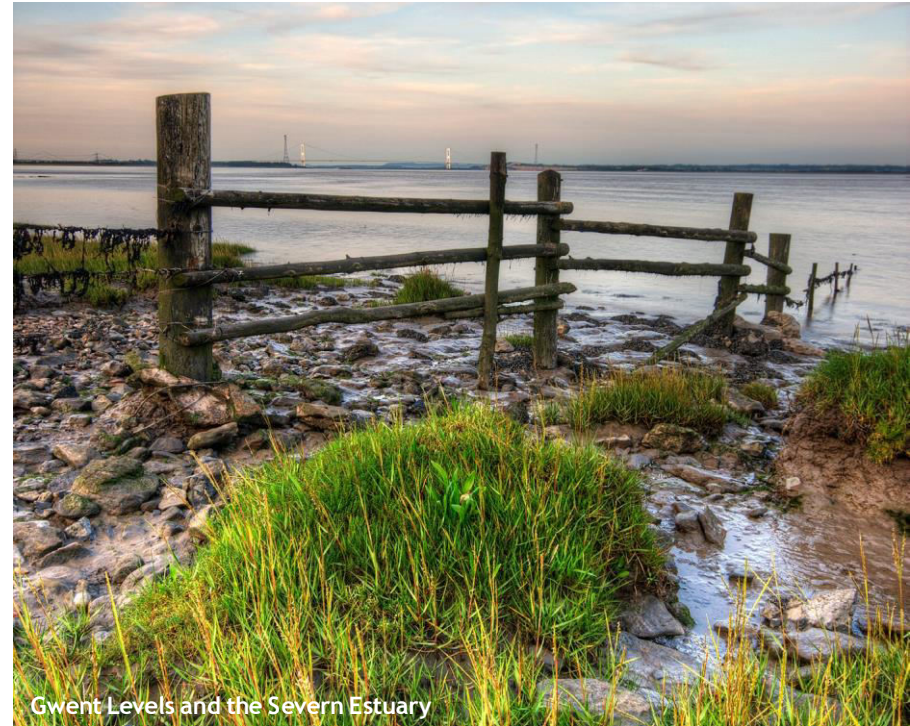
Key Messages

- This draft Landscape Character Supplementary Planning Guidance (SPG) supports the implementation of relevant policies in the adopted Monmouthshire Local Development Plan 2011-2021, in particular policies S13 (Landscape, Green Infrastructure & the Natural Environment) and LC5 (Protection and Enhancement of Landscape Character).
- Landscape character is the result of the interaction of natural and human influences as perceived by people. Landscapes can be rural or urban, and encompass land, inland water and marine areas.
- Landscape planning is concerned with managing outstanding places as well as everyday landscapes; it is also concerned with enhancement of degraded landscapes and shaping of new landscapes through the place-making and planning process.
- Development proposals must demonstrate how the design, scale, nature and selection of the site have responded to the local and wider landscape character context.
- The draft SPG provides guidance for applicants and planning officers on pre-application discussions, the application process and consideration of reserved matters and planning conditions relating to landscape.
- **This document (Volume 1) outlines the Council's expectations for how landscape character issues should be considered as part of the place-making and planning process.** It provides practical guidance and checklists for applicants, including signposts to sources of further guidance and advice. It also provides a planning checklist to assist the Council in the consideration of planning applications.
- **Volume 2 of the draft SPG sets out the Landscape Character Assessment of Monmouthshire.** This identifies and describes Landscape Types and Landscape Character Areas throughout the County, providing detailed information about their distinctive characteristics/qualities, sensitivities to change, potential green infrastructure opportunities to protect and enhance landscape character
- This draft Landscape Character SPG should be used in conjunction with the Green Infrastructure SPG adopted by the Council in April 2015.
- Following its adoption by the Council, the Landscape Character SPG will become a material consideration in the determination of planning applications and appeals.

Landscape Vision for Monmouthshire

The landscape is an integral element of the County’s green infrastructure network, sustaining a range of social, economic and environmental benefits. Investment in the positive management and enhancement of Monmouthshire’s landscapes for our communities underpins the County’s sustainable development and economy. Access to high quality landscapes and biodiverse green spaces contributes to social well-being and tourism in the County, providing spiritual enrichment and inspiration for everyone.

The natural, cultural and experiential qualities of the County’s landscapes are valued and cared for, helping maintain a strong sense of place. Good design responds to its local landscape and townscape context, strengthening the distinctive character and identity of Monmouthshire’s countryside and settlements.





1.0

Setting the Scene



Introduction

The purpose of this draft Landscape Character Supplementary Planning Guidance (SPG) is to support implementation of relevant policies in the adopted Monmouthshire Local Development Plan (LDP) 2011-2021, in particular policies S13 (Landscape, Green Infrastructure & the Natural Environment) and LC5 (Protection and Enhancement of Landscape Character).

In addition to providing certainty and clarity for applicants in the interpretation of policies S13 and LC5, the SPG is also relevant to implementation of other LDP policies where landscape issues may be a key consideration.

Whilst the Landscape Character Assessment (Volume 2) covers those parts of Monmouthshire within the Brecon Beacons National Park, the guidance for applicants contained in this document (Volume 1) do not apply to this area. Applications in this area of the County should refer to the relevant policies in the Brecon Beacons National Park Authority's Local Development Plan 2007-2022 (adopted December 2013) and Landscape and Development SPG (adopted October 2014).

The draft SPG will be adopted by the Council for use as Supplementary Planning Guidance and will therefore become a material consideration in relation to planning applications and appeals. It will help guide the Council and applicants through initial pre-application discussions, the application process and the consideration of reserved matters and planning conditions relating to landscape.

The draft is also set within the context of the replacement LDP and update of the Landscape Sensitivity and Capacity Study 2010. It will be updated to reflect the adoption of future relevant policies.

Using this SPG

The SPG is designed to be used by all stakeholders with an interest in how landscape character is protected and enhanced through the place-making and planning process in Monmouthshire (see [Diagram 1.1](#)). This includes:

Applicants

The main audience for this SPG are those individuals and organisations seeking planning permission for development. The key principles for addressing landscape issues in the planning process are generally applicable at all scales of development.

Statutory decision makers and consultees

The SPG forms a point of reference for decision-makers within the Council and also consultees on planning applications.

Land owners/managers

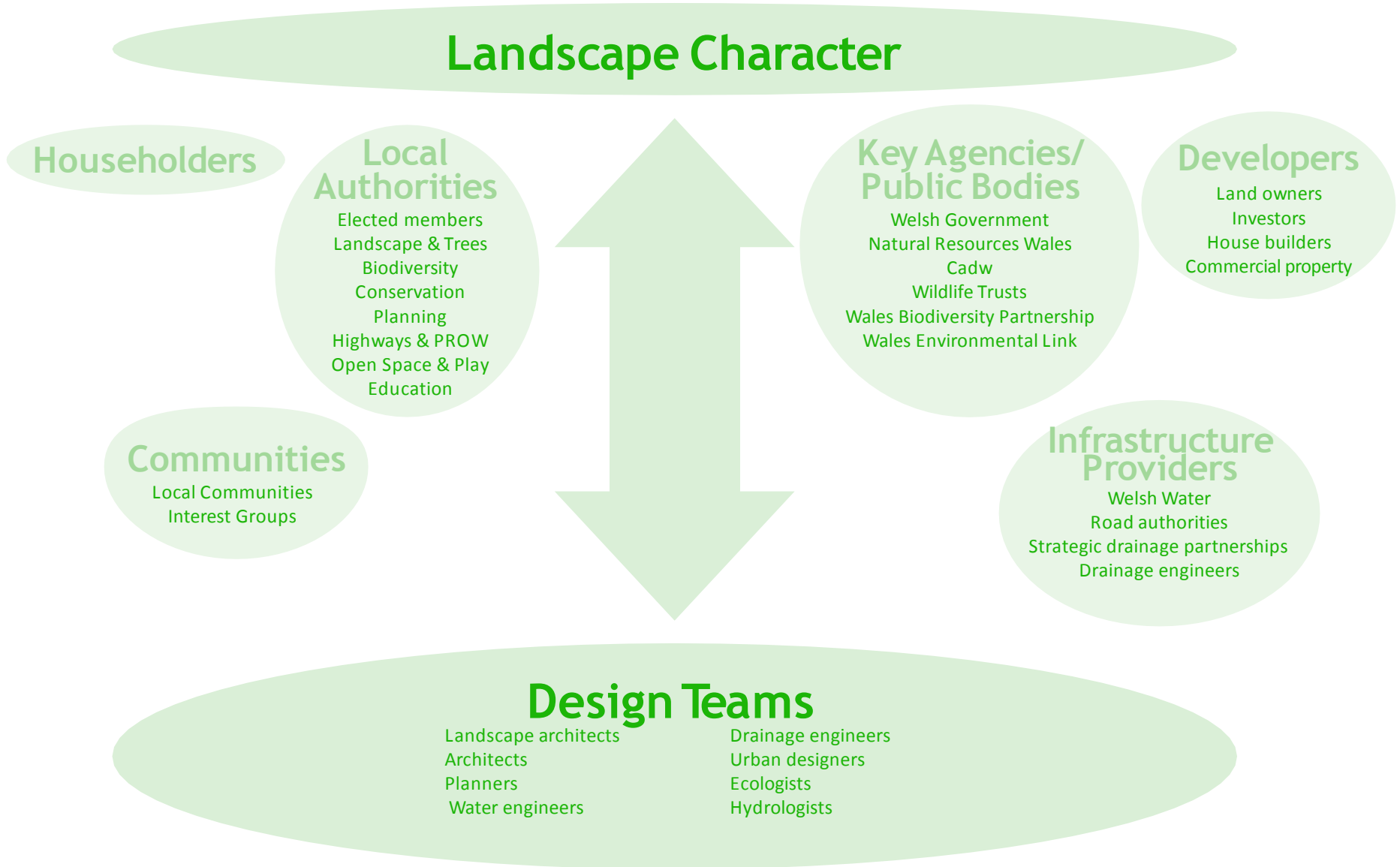
Landowners and managers across the County are encouraged to use the Landscape Character Assessment information to guide positive landscape management activity.

General public/community groups

This SPG also provides guidance for the general public and local community groups on how they should expect development in their areas to respond to landscape character.

The SPG has been adapted for adoption by MCC from the initial development of Volume 1 by Chris Blandford Associates and Volume 2 by TACP.

Diagram 1.1 Landscape Stakeholders





Piercefield, Chepstow

Structure of the SPG

The SPG comprises two volumes as shown in [Box 1.1](#)

Box 1.1 Structure of the Landscape Character SPG

Volume 1: Guidance for Applicants

- Supports interpretation and implementation of Policy LC5 by outlining the Council's expectations for how landscape issues should be considered as part of the place-making and planning process.
- Sets out the national and local policy framework for Landscape Planning and Landscape Character Assessment
- Provides practical guidance and checklists for applicants, including signposts to sources of further guidance and advice.
- Also provides a planning checklist to assist the Council in the consideration of planning applications.

Volume 2: Landscape Character Assessment

- Sets out the Landscape Character Assessment of Monmouthshire undertaken in 2015/2016.
- Identifies and describes 9 Landscape Types and 46 Landscape Character Areas throughout the County.
- Provides datasheets that set out detailed information and guidance about the distinctive characteristics/qualities, sensitivities to change and potential green infrastructure opportunities of each Landscape Character Area.

Appendices

- Contains datasets to support the understanding the distinctiveness, qualities and sensitivities of the County's landscapes.

The Monmouthshire Landscape

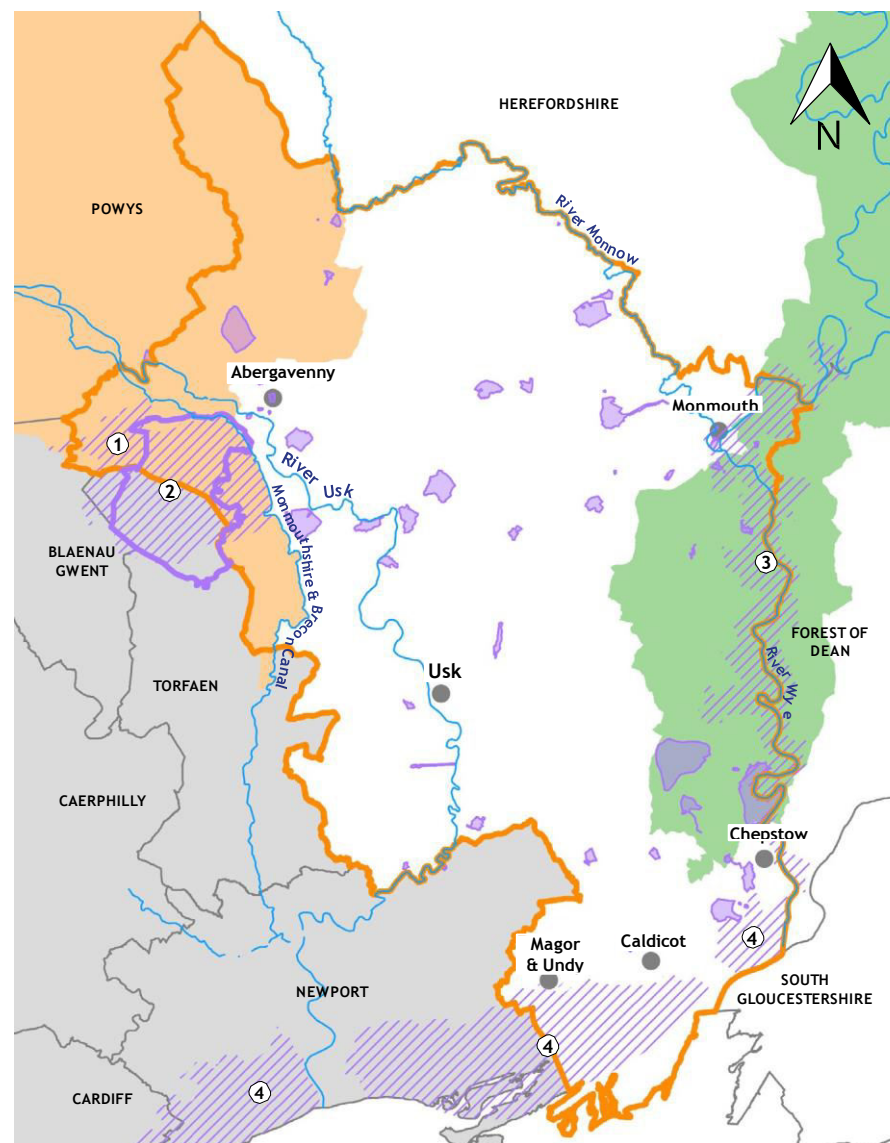
The County of Monmouthshire lies in South East Wales, between the major centres in South Wales and the South West of England and the Midlands. The County is predominately rural with agriculture and tourism forming the main industries. It covers an area of approximately 88,000 hectares and has an estimated population of 91,323 (2011 census), only around half of which lives in urban areas (mainly in the main settlements of Abergavenny, Monmouth, Usk and Chepstow, and the ‘Severnside Settlements’ of Caldicot and Magor/Undy).

Key landscape assets in Monmouthshire are shown on [Diagram 1.2](#). For simplicity of interpretation, the diagram only illustrates some of the County’s key landscape assets relating to visual, sensory and historic aspects. Others include landscape habitats and geological aspects.

The varied landscape of the County of Monmouthshire is both the product of natural forces and the discernible impact of human activity over the last 10,000 years. As part of the border country it is particularly rich in historic features. No part of the region’s landscape has been unaffected by past human activity, which has left an enormous and valuable imprint on the present day. Prehistoric burial mounds and hill forts, Roman villas, deserted medieval villages and industrial monuments, for example, have been left by our ancestors and are familiar landscape features in a wide variety of locations and habitats. Very many more features, often indistinguishable above ground, but no less important, lie buried or only partly visible. Other marks on the landscape such as lanes and hedgerows often have historic significance.

- | | |
|--|--|
|  Monmouthshire County Boundary |  Registered Landscapes of Historic Interest |
|  Brecon Beacons National Park | 1. Clydach Gorge |
|  Wye Valley Area of Outstanding Natural Beauty | 2. Blaenavon |
|  Blaenavon Industrial Landscape World Heritage Site | 3. Wye Valley |
| | 4. Gwent Levels |
| |  Registered Historic Parks & Gardens |
| |  Main Watercourses |

Diagram 1.2 Key Landscape Assets in Monmouthshire



The historic associations, texture, themes and character of the County's landscapes are the storehouses of information on past societies. All these features are of cultural value, vulnerable to land use change and irreplaceable. Many features and areas of historical and cultural value in Monmouthshire are recognised as important heritage assets by the designation of conservation areas, scheduled monuments, listed buildings, registered landscapes of outstanding historic interest and registered historic parks and gardens. Part of the Blaenavon Industrial Heritage World Heritage Site lies within Monmouthshire.



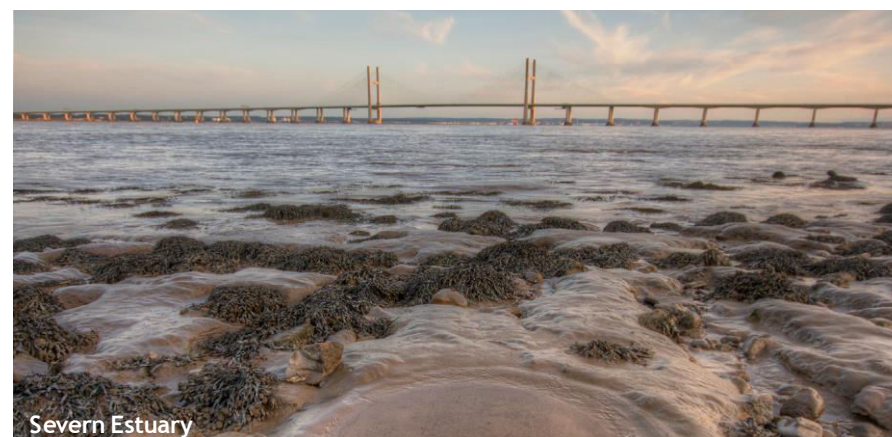
Abergavenny Bridge

Today, Monmouthshire is noted for its rural beauty and has a rich and diverse landscape stretching from the flat open coastline of the Gwent Levels in the south, to the exposed uplands of the Black Mountains within the Brecon Beacons National Park in the north and the picturesque river gorge of the Wye Valley Area of Outstanding Natural Beauty in the east.



Wye Valley

Rivers and water bodies and their environs form some of the most attractive features of the Monmouthshire landscape. They are seen as transport corridors such as the Usk Valley and Clydach Gorge, and are visitor destinations such as the Wye Gorge, Llandegfedd Reservoir and the Monmouthshire and Brecon Canal. The river valleys have high ecological value as well as being the foci of historical settlements. Pressures from development, increases in recreational use, changes in agricultural practice and climate change continue to impact on these attractive landscapes.



Severn Estuary

Key priorities for the future planning and management of Monmouthshire's landscapes are reflected in the Landscape Vision for Monmouthshire (see [Box 1.2](#)).



Trellech Forest

Box 1.2 Landscape Vision for Monmouthshire

The landscape is an integral element of the County's green infrastructure network, sustaining a range of social, economic and environmental benefits. Investment in the positive management and enhancement of Monmouthshire's landscapes for our communities underpins the County's sustainable development and economy. Access to high quality landscapes and biodiverse green spaces contributes to health, social well-being and tourism in the County, providing spiritual enrichment and inspiration for everyone.

The natural, cultural and experiential qualities of the County's landscapes are valued and cared for, helping maintain a strong sense of place. Good design responds to its local landscape and townscape context, strengthening the distinctive character and identity of Monmouthshire's countryside and settlements.



Black Mountains



1.1

Landscape Planning

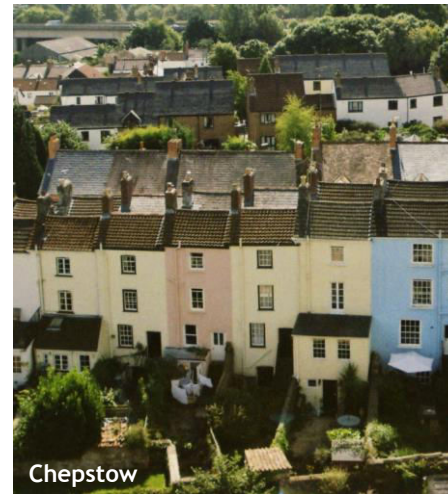


Why is Landscape Character Important?

The European Landscape Convention describes “landscape character” as the result of the interaction of natural and human factors as perceived and sensed by people. Landscapes can be rural or urban, and encompass land, inland water and marine areas. Landscape planning is concerned with protecting and conserving outstanding places, as well as everyday landscapes. It is also about enhancement of degraded landscapes together with the creation of new landscapes through the planning and place-making process. This holistic approach encompasses natural landscape aspects (e.g. geology, hydrology), cultural aspects (e.g. archaeology, settlement) and sensory aspects (e.g. sense of tranquillity or wildness).

Landscape character can be defined as the distinct, recognisable and consistent pattern of elements in the landscape that make one landscape different from another (rather than better or worse). In broad terms, we can easily recognise that the experience of an exposed upland moorland landscape is different from an enclosed wooded river gorge, which is different again from a lowland flat coastal landscape. Landscape character assessment defines what it is about these places that make them different by identifying and describing variations in landscape character, and highlighting the unique combinations of elements and features that make each landscape distinctive. Importantly for this SPG, landscape character assessment provides a tool that can assist in managing landscape change.

Research undertaken by Natural England demonstrates that well-looked after and highly-valued landscapes are essential to social well-being and an economically healthy society (Landscape: Beyond the View, NE 2012). By giving due consideration to landscape form and function, we can manage what is unique and of value whilst utilising its resource to ensure high-quality living for the well-being of current and future generations. Development which does not give due consideration to its local context will undoubtedly result in poor design that produces a negative and unappealing place; conversely, development that promotes good design principles by responding appropriately to its landscape setting will ultimately be more welcomed by local communities and its users.



Chepstow



Sugar Loaf Mountain



Black Mountains

Policy Context

A key mechanism for managing landscape change is through the planning system, which controls the nature and appearance of development within its landscape setting. The protection of landscapes from inappropriate or unsustainable development, together with its conservation and enhancement, is a key theme of national legislation and planning policy in Wales. The legislative and policy framework for consideration of landscape issues as part of the planning and place-making process within Monmouthshire is summarised below.

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act 2015 places a statutory duty on public bodies in Wales to carry out sustainable development. The Act puts in place seven 'Well-being' goals to help ensure that public bodies are all working towards the same vision of a sustainable Wales (see [Box 1.3](#))

The Planning (Wales) Act 2015 introduced a statutory purpose for the planning system in Wales that any statutory body carrying out a planning function must exercise those functions in accordance with the principles of sustainable development as set out in the Well-being of Future Generations (Wales) Act 2015. The planning system provides the legislative and policy framework to manage the use and development of land in the public interest in a way which is consistent with key sustainability principles and key policy objectives. In doing so, it can contribute positively to the achievement of the Well-being goals.

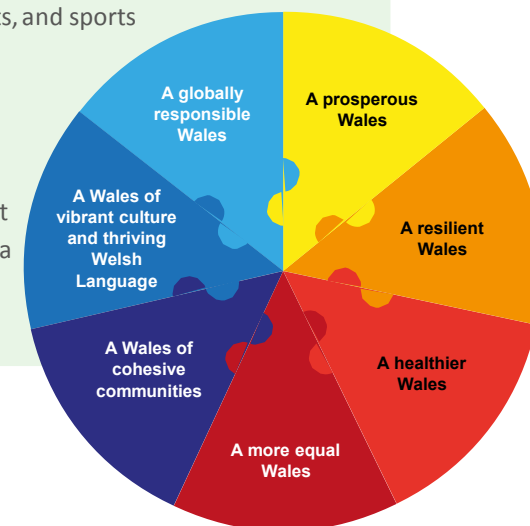
The planning system provides for a presumption in favour of sustainable development to ensure that social, economic and environmental issues are balanced and integrated, at the same time, by the decision-taker when preparing a development plan, and in taking decisions on individual planning applications.

The landscape principles set out in this SPG will assist the council in exercising its functions as the Local Planning Authority in relation to sustainable development.

Box 1.3 Well-being Goals

- **A Prosperous Wales** an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
- **A Resilient Wales** a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
- **A Healthier Wales** a society in which peoples physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
- **A More Equal Wales** a society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).
- **A Wales of Cohesive Communities** attractive, viable, safe and well-connected communities.
- **A Wales of Vibrant Culture and Thriving Welsh Language** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
- **A Globally Responsive Wales** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Well-being of Future Generations (Wales) Act 2015

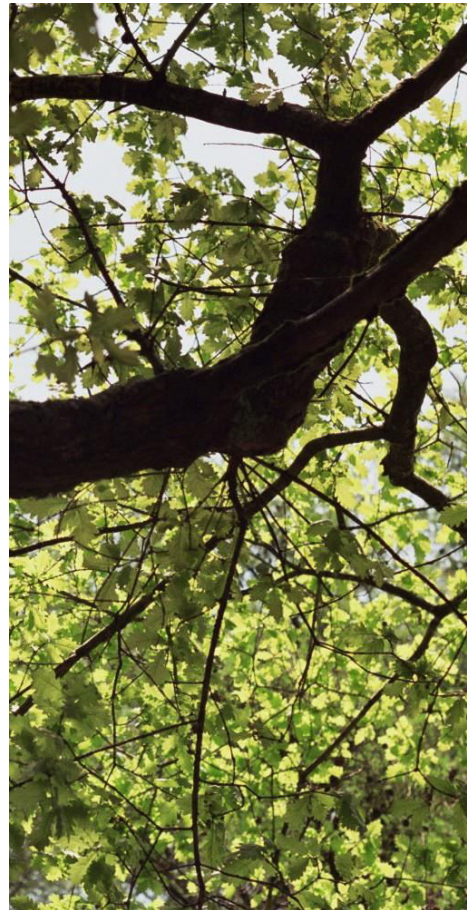


Environment (Wales) Act 2016

The Environment (Wales) Act 2016 provides the legislative framework for managing Wales' natural resources and ecosystem services for the benefit of future generations. In particular, the Act sets out measures that promote a joined-up approach to managing natural resources and ecosystem services in a sustainable way; confirms Natural Resources Wales' functions and duties; and delivers improvements in efficiency of natural resource use.



Wentwood Forest



Planning Policy Wales

Planning Policy Wales (Edition 10 December 2018) sets out the Welsh Government's national land use planning policies that should be taken into account when preparing development plans. In accordance with the European Landscape Convention (see [Box 1.4](#)), Chapter 6: Distinctive and Natural Places of PPW sets out the Welsh Government's objectives for the conservation and improvement of Wales' natural heritage, which includes promoting the conservation of landscape (6.3.3).

The PPW recognises that a key role of the planning system is to ensure that society's land requirements are met in ways which do not impose unnecessary constraints on development whilst ensuring that all reasonable steps are taken to safeguard or enhance the environment. It also highlights that GI, conservation and development can often be fully integrated through careful planning and design (6.2.4). PPW stresses the importance of landscape considerations being taken into account at an early stage in the development management process (6.3.3).

Section 6.3 of PPW advises that landscape considerations must be taken into account in determining individual applications and contributing to the implementation of specific projects. The effect of a development proposal on the landscape of any area can be a material consideration.

Box 1.4 European Landscape Convention

- The Council of Europe's European Landscape Convention came into force in the UK in March 2007. The Convention defines landscape as 'an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors'.
- The definition applies across the whole territory of member states and not only to areas which have been formally designated for protection. It includes urban and peri-urban landscapes as well as those in rural areas and on the coast, and 'everyday or degraded landscapes' as well as 'those that might be considered outstanding'.
- Member states undertake to integrate landscape into their regional and town planning policies. Additionally, the Convention stresses the importance of involving local communities in landscape protection, management and planning.

In such instances, and in the interests of achieving sustainable development, it is important to balance conservation objectives with the wider economic needs of local businesses and communities.

Where development does occur, PPW states that it is important to ensure that all reasonable steps are taken to safeguard or enhance the environmental quality of land. Pre-application discussions between the developers, local planning authorities and statutory advisers such as Natural Resources Wales are recommended (6.3.3). When considering any development proposal, local planning authorities should consider its environmental impact, so as to avoid, wherever possible, adverse effects on the environment. Where other material considerations outweigh the potential adverse environmental effects, authorities should seek to minimise those effects and should, where possible, retain and, where practicable, enhance features of conservation importance (6.3.3).

In some cases, PPW advises that it will be necessary to refuse planning permission where adverse effects on landscape character cannot be avoided. However, local planning authorities must always consider whether environmental issues could be adequately addressed by modifying the development proposal or by attaching appropriate planning conditions or obligations. Where this is not possible and the adverse effect on the environment clearly outweighs other material considerations the development should be refused (6.3.4).

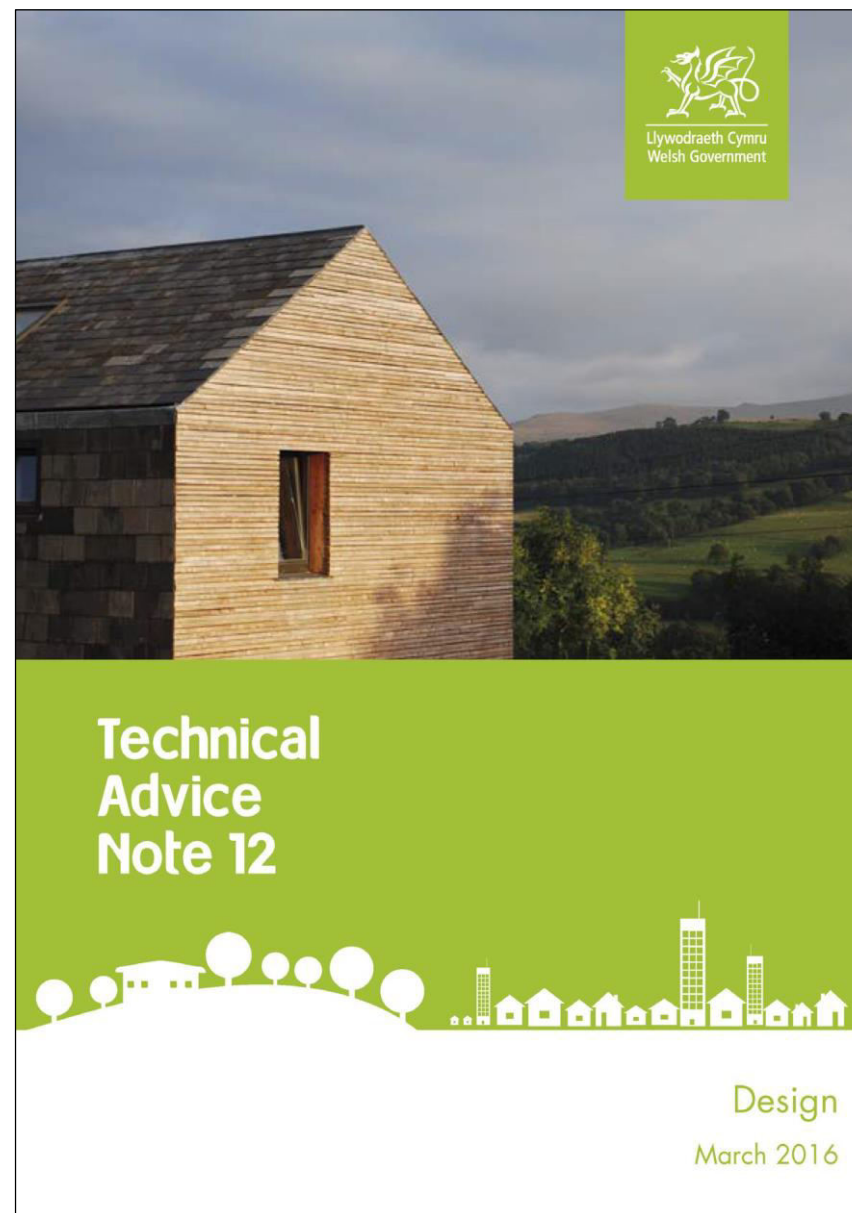
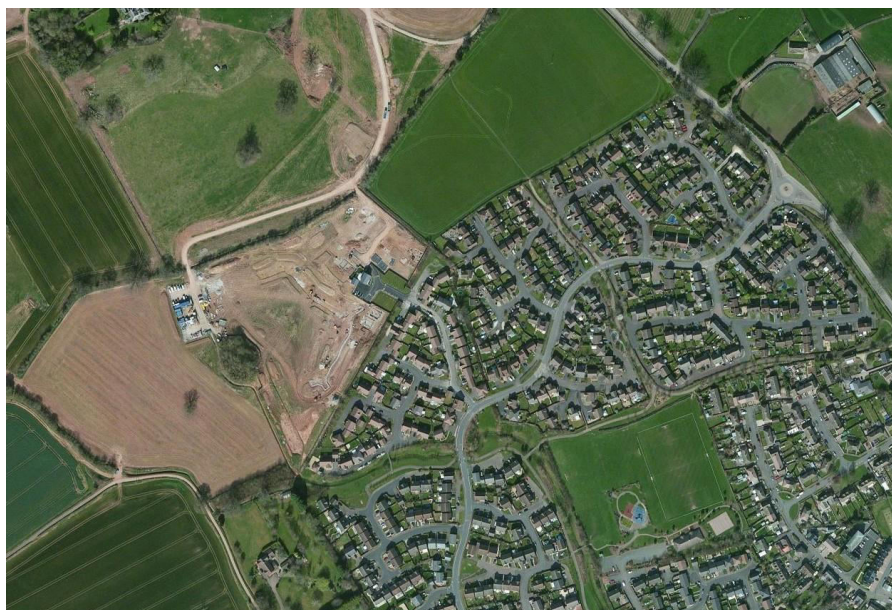
PPW confirms that LANDMAP is an important information resource upon which local planning authorities can draw in making the landscape assessments needed to inform local policy, guidance and decision-making in this field. The LANDMAP information system methodology describes and evaluates aspects of the landscape and provides the basis of a consistent Wales-wide approach to landscape assessment. PPW requires that LANDMAP assessments should be published to help inform supplementary planning guidance on landscape assessment covering, for example, local distinctiveness and design (6.3.19).



Technical Advice Note 12 Design

The PPW is supplemented by a series of Technical Advice Notes (TANs). Of particular relevance to this SPG is TAN12 Design (2016), which provides guidance from the Welsh Government on how good design should be achieved through the place-making and planning process. TAN12 emphasises that the design of our villages, towns, cities and the urban and rural landscape is important in articulating our nation and our culture. Design is important to our quality of life and the quality of the nation’s varied landscape and townscapes, helping to sustain a positive image for Wales (2.1).

The role of landscape in contributing to good design is recognised by TAN12 alongside sustainability, architecture, place-making, public realm and infrastructure (2.5). Design which is inappropriate in its context, or which fails to grasp opportunities to enhance the character, quality and function of an area, should not be accepted, as these have detrimental effects on existing communities (2.6).





Monmouthshire Local Development Plan

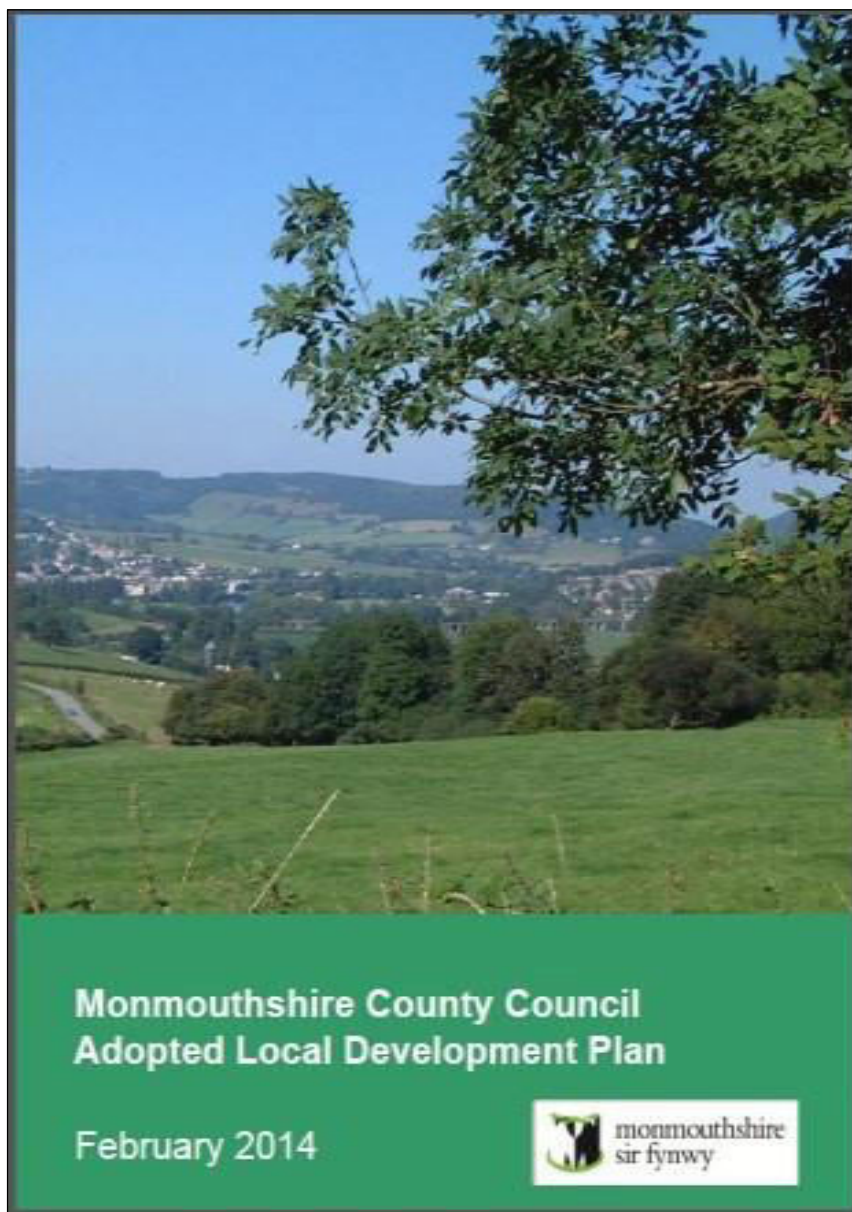
Monmouthshire benefits from areas of high landscape value, and is home to internationally and nationally designated landscapes. These landscapes provide significant environmental, economic and social benefits, which help to create a strong sense of place and provide a distinctive setting for sustainable development.

One of the key means by which the Council fulfils its statutory function as the local planning authority is through development management. In accordance with the Town and Country Planning Act 1990 (as amended), all applications within Monmouthshire outside of the Brecon Beacons National Park are considered against the policies of the Monmouthshire LDP 2011-2021. The Monmouthshire LDP 2011-2021 was adopted by the Council in February 2014. This forms the development plan for Monmouthshire (excluding that part of the County within the National Park) and sets out the strategy, policies and land use allocations that will guide development and shape the future of the County's landscapes and environment up to 2021.

Note: Work has formally commenced on the replacement Local Development Plan. The Replacement LDP will cover the 2018-2033 period and this SPG will be updated to reflect any new adopted policy

Although landscape considerations are integrated throughout the LDP, the key policies which this SPG supplements and expands on are:

- S13 - Landscape, Green Infrastructure & the Natural Environment
- LC5 - Protection and Enhancement of Landscape Character



Box 1.5 Strategic Policy S13

Landscape, Green Infrastructure & the Natural Environment

Development proposals must:

- 1 Maintain the character and quality of the landscape by:
 - (i) Identifying, protecting and, where appropriate, enhancing the distinctive landscape and historical, cultural, ecological and geological heritage, including natural and man-made elements associated with existing landscape character;
 - (ii) Protecting areas subject to international and national landscape designations;
 - (iii) Preserving local distinctiveness, sense of place and setting;
 - (iv) Respecting and conserving specific landscape features, such as hedges, trees and ponds;
 - (v) Protecting existing key landscape views and vistas.
- 2 Maintain, protect and enhance the integrity and connectivity of Monmouthshire's green infrastructure network.
- 3 Protect, positively manage and enhance biodiversity and geological interests, including designated and non-designated sites, and habitats and species of importance and the ecological connectivity between them.
- 4 Seek to integrate landscape elements, green infrastructure, biodiversity features and ecological connectivity features, to create multifunctional, interconnected spaces that offer opportunities for recreation and healthy activities such as walking and cycling.

Strategic Policy S13 seeks to maintain the character and quality of the landscape (see [Box 1.5](#)). It assists in meeting objective 8 of the LDP by protecting, conserving and enhancing the natural and man-made elements of Monmouthshire's landscape, including landscape designations, other high quality landscapes and distinctive landscape features, for their own sake and to maximise benefits for the economy, tourism and social well-being.

Development Management Policy LC5 (see [Box 1.6](#)) implements Strategic Policy S13 by providing the policy framework for ensuring that development proposals protect and, where possible, positively enhance Monmouthshire's distinctive landscape character as defined by LANDMAP Landscape Character Assessment.

Policy LC5 requires that the Landscape Character Assessment (see **Volume 2**) should be consulted when considering submitting a planning application and used, together with LANDMAP data, as a basis for more detailed character assessments and, where appropriate, landscape and visual impact assessments. This information should be considered, along with other relevant SPG and evidence base studies produced by the Council that support the LDP (see [Diagram 1.3](#) and [Box 1.7](#)), to ensure that development proposals are informed by, and respond to, the distinctive landscape character, qualities and sensitivities of the area.

In addition to providing clarity for applicants in the interpretation of policies S13 and LC5, the Landscape Character SPG is also relevant to the implementation of other LDP policies where landscape issues may be a key consideration.

Box 1.6 Development Management Policy LC5 Protection and Enhancement of Landscape Character

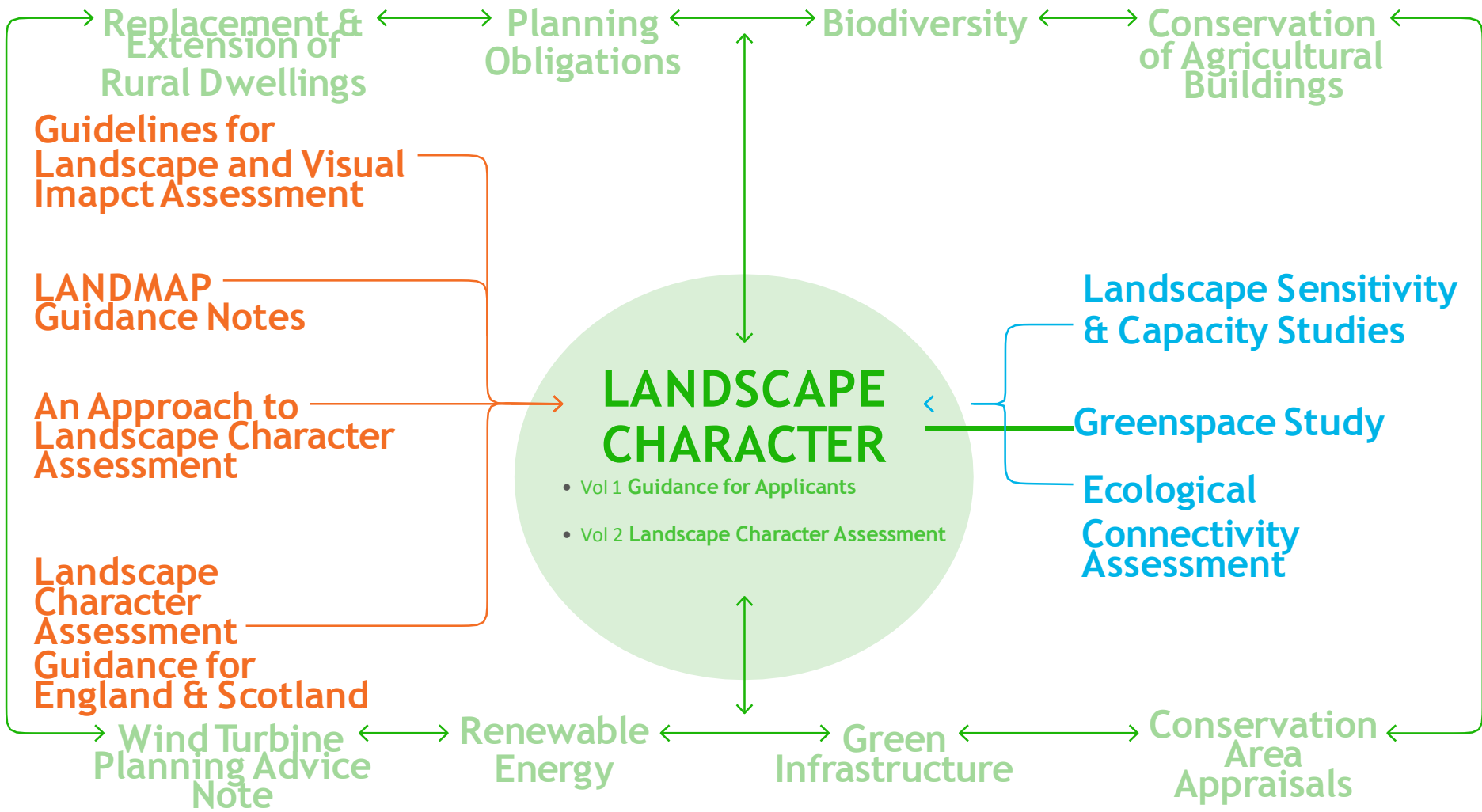
Development proposals that would impact upon landscape character, as defined by LANDMAP Landscape Character Assessment, must demonstrate through a landscape assessment how landscape character has influenced their design, scale, nature and site selection.

Development will be permitted provided it would not have an unacceptable adverse effect on the special character or quality of Monmouthshire's landscape in terms of its visual, historic, geological, ecological or cultural aspects by:

- a Causing significant visual intrusion;
- b Causing significant adverse change in the character of the built or natural landscape;
- c Being insensitively and unsympathetically sited within the landscape;
- d Introducing or intensifying a use which is incompatible with its location;
- e Failing to harmonise with, or enhance the landform and landscape; and/or
- f Losing or failing to incorporate important traditional features, patterns, structures and layout of settlements and landscapes of both the built and natural environment.

Particular emphasis will be given to those landscapes identified through the LANDMAP Landscape Character Assessment as being of high and outstanding quality because of a certain landscape quality or combination of qualities.

Diagram 1.3 Links to Other Relevant SPG, Landscape Assessment Guidance & Evidence Base Studies



KEY SPG Landscape Assessment Guidance Evidence Base Study

Box 1.7 Other Relevant SPG, Landscape Assessment Guidance and Evidence Base Studies

Supplementary Planning Guidance	
Green Infrastructure	The Council adopted a Green Infrastructure SPG in April 2015 (prepared by Chris Blandford Associates). The Green Infrastructure SPG supports implementation of Strategic Policy S13 and Development Management Policy G11 (Green Infrastructure).
Biodiversity	The Council intends to produce a Biodiversity SPG .
Conservation Area Appraisals	The Council has adopted a number of Conservation Area Appraisals
Conversion of Agricultural Buildings Design Guide	The Council adopted a Conversion of Agricultural Buildings Design Guide as SPG in April 2015
Renewable Energy	The Council adopted a Renewable Energy SPG in March 2016.
Replacement Dwellings in the Open Countryside and Extension of Rural Dwellings	The Council adopted SPG to support LDP Policies H5 and H6 on the replacement and extension of rural dwellings in April 2015
Wind Turbine Planning Advice Note	The Council has prepared Planning Guidelines for the Landscape and Visual Impact assessment of Wind Turbine Development as a Planning Advice Note in March 2016
Planning Obligations	The Council intends to produce a Planning Obligations SPG in connection with the implementation of the Community Infrastructure Levy.

Sources of Landscape Character Assessment/Landscape and Visual Impact Assessment Guidance See [Section 1.3](#) for details

Evidence Base Studies

Landscape Sensitivity and Capacity Studies (2009/2010)	These studies set out detailed assessments of sensitivity and capacity of local landscape character areas around main towns and villages, and for candidate strategic development sites.
Greenspace Study (2010)	Provides an analysis of accessible natural greenspace provision in relation to the County's main settlements.
Ecological Connectivity Assessment (2010)	Provides a landscape-scale assessment of habitat connectivity in and around key settlements/ sub-areas to inform habitat management and creation opportunities.

In particular, applicants should take into account the Council's adopted Green Infrastructure SPG alongside the guidance on landscape character in this SPG. Provision of well-planned and managed green infrastructure in support of new development enables the County's landscapes to deliver social, economic and environmental benefits.





1.2

Landscape & Development



Landscape Character Assessment

The Landscape Character Assessment of Monmouthshire undertaken by TACP in 2015/2016 provides an up-to-date landscape characterisation assessment (see [Box 1.8](#) for the whole County using the latest LANDMAP information (see **Volume 2 and supporting appendices**).

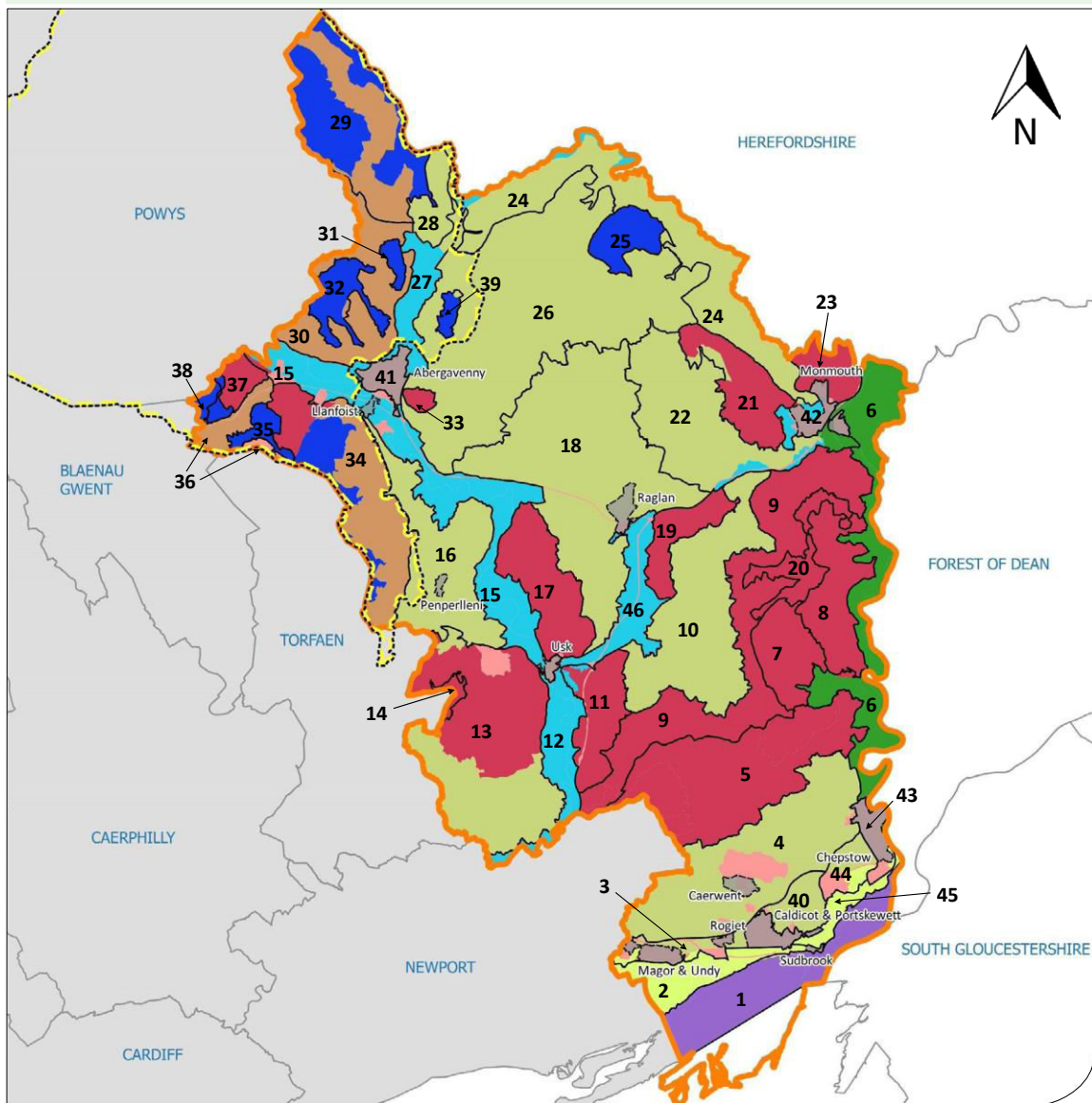
Box 1.8 Landscape Characterisation

Landscape characterisation is the process of identifying and describing variations in landscape character – the distinct, recognisable and consistent pattern of elements in the landscape that makes one landscape different from another, rather than better or worse. Landscape characterisation involves identifying types and areas of similar character, classifying and mapping them and describing their character at a scale appropriate to the purpose of the study.

Landscape Types are generic types of landscape that may occur in different areas, with broadly similar and distinctive patterns of geology, topography, drainage, vegetation, historic land use, settlement and field shapes. The 9 Landscape Types across the County identified and described in the Landscape Character Assessment are shown on [Diagram 1.4](#). Information about the key characteristics that need to be maintained or enhanced in order to reinforce the local distinctiveness of each Landscape Type are provided on the datasheets set out in **Volume 2** to help guide management of landscape change.



Diagram 1.4 Landscape Types



LANDSCAPE TYPES MONMOUTHSHIRE (WITH LANDSCAPE CHARACTER AREAS)

- Monmouthshire County Boundary
- 18 Landscape Character Areas (See Diagram 1.6)
- Main Towns & Settlements
- Brecon Beacons National Park

Landscape Types

- Exposed Upland /Plateau
- Upland Valleys
- Hills, Lower Plateau & Scarp Slopes
- Lowland Gorge
- Rolling Lowland
- Flat Lowland
- Flat Levels
- Coastal
- Built Land

The Landscape Types within the County are sub-divided into Landscape Character Areas. Landscape Character Areas are unique and discrete geographical areas of landscape that share generic characteristics with other areas of the same type, but have their own individual distinctive characteristics/qualities that give the area its particular identity and sense of place. The 46 Landscape Character Areas identified and described in the Landscape Character Assessment in **Volume 2** are shown on [Diagram 1.5](#).

Detailed information and guidance to help guide management of landscape change in ways that reinforce the local distinctiveness of each Landscape Character Area is provided on 'datasheets' as shown in [Box 1.9](#).

The datasheets included in **Volume 2** provide a comprehensive reference document for applicants, planning officers and others involved in the planning process, giving an easy to use summary of the key information and guidance to be taken into account by development proposals located within or adjacent to a particular Landscape Character Area. They also provide signposting to relevant planning policies and further information sources for each Landscape Character Area.

Box 1.9 Landscape Character Area Datasheets Information/Guidance

Each datasheet provides the following information:

Volume 2:







- Location plans and photographs illustrating characteristic features
- Summary characteristics
- Key qualities
- Constraints
- Key issues
- Potential future cumulative effects
- Green infrastructure opportunities

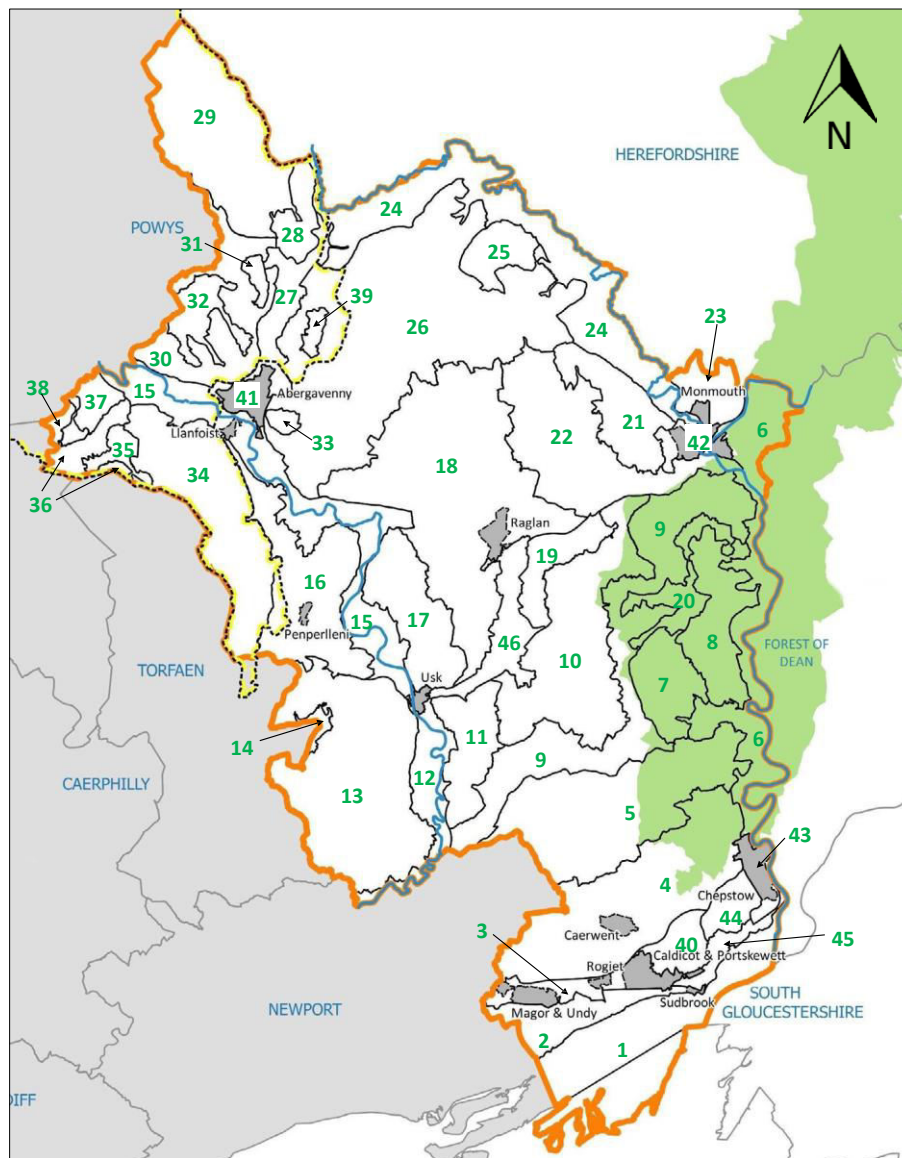


Diagram 1.5 Landscape Character Areas

- LCA 1 Severn Estuary
- LCA 2 Caldicot Levels
- LCA 3 Severnside Caerwent
- LCA 4 Hinterland Chepstow
- LCA 5 Parkland Wye Valley
- LCA 6 Trellech Grange
- LCA 7 Trellech Commons & Forest
- LCA 8 Devauden Escarpment
- LCA 9 Llangovan Foothills
- LCA 10 Llangeview
- LCA 11 Southern Usk Valley
- LCA 12 Western Hills
- LCA 13 Llandegfedd Reservoir
- LCA 14 Upper Usk Valley
- LCA 15 Llanover Lowland
- LCA 16 Gwehelog Valleys
- LCA 17 Raglan Hinterland
- LCA 18 Kingcoed Scarp Slopes
- LCA 19 Trellech Plateaux
- LCA 20 Kings Wood
- LCA 21 Trothy Valley
- LCA 22 Buckholt Woods
- LCA 23

- LCA 24 Monnow Valley
- LCA 25 Graig y Syffryn
- LCA 26 Northern Hills
- LCA 27 Penyclawdd Watershed
- LCA 28 Olchon Valley
- LCA 29 Black Mountains
- LCA 30 Sugar Loaf Scarp
- LCA 31 Bryn Arw
- LCA 32 Sugar Loaf
- LCA 33 Ysgyrd Fach
- LCA 34 Bloreng
- LCA 35 Gilwern Hill
- LCA 36 Clydach Gorge
- LCA 37 Maesygwartha
- LCA 38 Black Rock Slopes
- LCA 39 Skirrid Fawr
- LCA 40 Chepstow Hills
- LCA 41 Abergavenny
- LCA 42 Monmouth
- LCA 43 Chepstow
- LCA 44 Mathern Hinterland
- LCA 45 Mathern Levels
- LCA 46 Olway Valley

-  Monmouthshire County Boundary
-  Landscape Character Areas
-  Main Towns & Settlements
-  Brecon Beacons National Park
-  Wye Valley AONB
-  Main Rivers: Wye, Usk and Monnow



Planning & Design Guidelines

The Landscape Character Assessment is supported by Planning and Design Guidelines to be found within the SPG appendices. The Guidelines reflect PPW10 guidance on Placemaking in Action: Good Design Making Better Places which recognises that Landscape and Green infrastructure are an integral part of the design process (3.8). Key landscape topics related to development types typically coming forward within the plan area are indicated in **Box 1.10**. These are for use by applicants to help ensure that development proposals respond positively to the distinctiveness, qualities and sensitivities of the landscape. The Guidelines should be read in conjunction with **Volume 2** and the Green Infrastructure SPG. Together, these provide further guidance on what is likely to be appropriate in terms of development and design solutions for particular Landscape Character Areas.



Box 1.10 Planning & Design Guidelines: Landscape Topics

- Design Principles
- Towards Sustainable Development
- Supporting Biodiversity
- Respecting Historic Landscapes
- Water Management
- River Valleys
- Coastal Levels
- Rural Conversions, Extensions and Replacement Buildings
- Agricultural Buildings and Farm Access
- Rural Diversification
- Rural Settlements
- Housing and mixed Use Settlements
- Roads and Movement within Development
- Industrial and Commercial Sites
- Rural Roads
- Leisure and Tourism
- Telecommunications and Radio Masts
- Renewable Energy
- Hard Materials Palette

The Planning and Design Guidelines aim to illustrate good practice in design, site considerations and landscape-fit, and encourage an integrated approach to landscape, green infrastructure and the natural environment matters.

Design of new development should aim to improve the quality of the built environment and countryside in Monmouthshire and reinforce the County's sense of place.

The Guidelines provide a useful waymarker for considering appropriate design options and proposals for new development. Following the Guidelines can aid good design, but they are not a substitute for innovative thinking.

Landscape in the Place-Making and Design Process

The Welsh Government's Technical Advice Note on Design (TAN12, 2016) emphasises the importance of landscape in the place-making and design process. This is also reflected in LDP policies S13 and LC5, which emphasise that development proposals must maintain the character and quality of the landscape and demonstrate how their design has been influenced by its landscape character context.

Appraising the local context, characteristics and setting of an area in which a proposed development is located is an important starting point for exploring design principles and concepts. As illustrated in [Box 1.11](#), this typically includes appraisal of the area's natural and human history, the forms of settlements, buildings and spaces; its ecology and archaeology; its location and the routes and waterways that pass through it. Understanding the site and its immediate and wider context provides a basis for a meaningful and sustainable design response.

In line with national policy on good design provided in PPW, this SPG provides information that can be used in appraising the landscape setting and context for new development. In many cases, an appraisal of the local context will highlight distinctive patterns of development or landscape where the intention will be to sustain character. Appraisal is equally important in areas where patterns of development have failed to respond to context in the past; in these areas appraisal should point towards design solutions which reverse the trend and enhance the landscape or townscape setting of the site.

Box 1.11 Appraisal of Character in the Place-Making Process

Appraisal of a place's "character" involves attention to topography; historic street patterns; archaeological features; waterways; hierarchy of development and spaces; prevalent materials in buildings or floorscape; architecture and historic quality; landscape character, field patterns and land use patterns; distinctive views (in and out of the site); skylines and vistas; prevailing uses and plan forms; boundary treatments; local biodiversity; natural and cultural resources; and locally distinctive features and traditions - also known as vernacular elements.

Appraisal of the landscape should focus on its quality in terms of geology and geomorphology, vegetation and habitats, visual and sensory quality and historic and cultural quality.

Technical Advice Note on Design ([TAN12 2016](#)).

Opportunities for innovative design will depend on the existing context of development and the degree to which the historic, architectural, social or landscape characteristics of an area may demand or inhibit a particular design solution. Thorough appraisal of context can provide design pointers, which help to inspire an innovative design response, which meets present and future needs. A contextual approach should not necessarily prohibit contemporary design.

Given the largely rural nature of Monmouthshire, the Council considers that sustaining and enhancing local landscape character by responding to local context is a key objective of good design. The particular relevance and weight attached to landscape objectives in any given case may depend on local circumstances and the nature of the proposed development. Those involved in the place-making and design process should carefully consider how their proposed development meets landscape character design objectives.

Landscape Assessment, Design and the Planning Process

In accordance with LDP Policy LC5, development proposals that would impact upon landscape character must demonstrate through a landscape assessment how landscape character has influenced their design, scale, nature and site selection. This section provides guidance on the iterative landscape assessment, design and planning process (see [Diagram 1.6](#)).

It is not possible to be prescriptive about the nature of development proposals that might fall within the remit of Policy LC5 in terms of requiring a landscape/ townscape and visual impact assessment. As well as the scale of development, much depends upon the location and context of the proposal. Some guidance is provided in [Box 1.12](#).

Landscape requirements should be considered from the earliest phases of the masterplanning and design process. Ideally, this should happen as part of the initial thinking carried out by a developer to define needs, objectives and the key parameters for the development. Incorporating consideration of constraints and opportunities from the outset allows the developer to think about how the development can positively respond to its landscape setting.

It is to the advantage of the developer to treat the landscape aspects of development proposals seriously and take appropriate professional advice where necessary. This will enable a planning application to proceed more quickly and will increase the likelihood of a favourable decision.

Where the proposed development is of any significance (by virtue of its size, or prominence, or degree of impact on the locality), the Local Planning Authority will expect the developer to employ the services of a Chartered Landscape Architect with an appropriate professional qualification (see [Section 1.3](#) for a signpost to the Local Planning Authority's list of Chartered Landscape Architects).

Box 1.12 Requirement for Landscape Assessment under Policy LC5

It is very likely that development in the countryside that is defined as 'major' under the Town and Country Planning (Development Management Procedure Order) (Wales) 2012 would require a Landscape Assessment, i.e.:

- 'the number of dwelling houses to be provided is 10 or more or, where the number of dwelling houses is not known, the site has an area of 0.5 hectares or more; or
- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- the development is to be carried out on a site having an area of 1 hectare or more.'

Such 'major' developments would also require the submission of a Design and Access Statement.

Developments of a smaller scale, however, might also fall within the remit of Policy LC5 and require a Landscape Assessment if they are:

- significant in the landscape, by virtue of their prominence or degree of impact on the locality, particularly in designated landscapes (see [Box 1.13](#));
- in a landscape of high or outstanding value for any one of the LANDMAP aspect areas;
- in a landscape identified as of medium and/or high sensitivity or low capacity for development in the Monmouthshire Landscape Sensitivity and Capacity Studies (2009 and 2010).

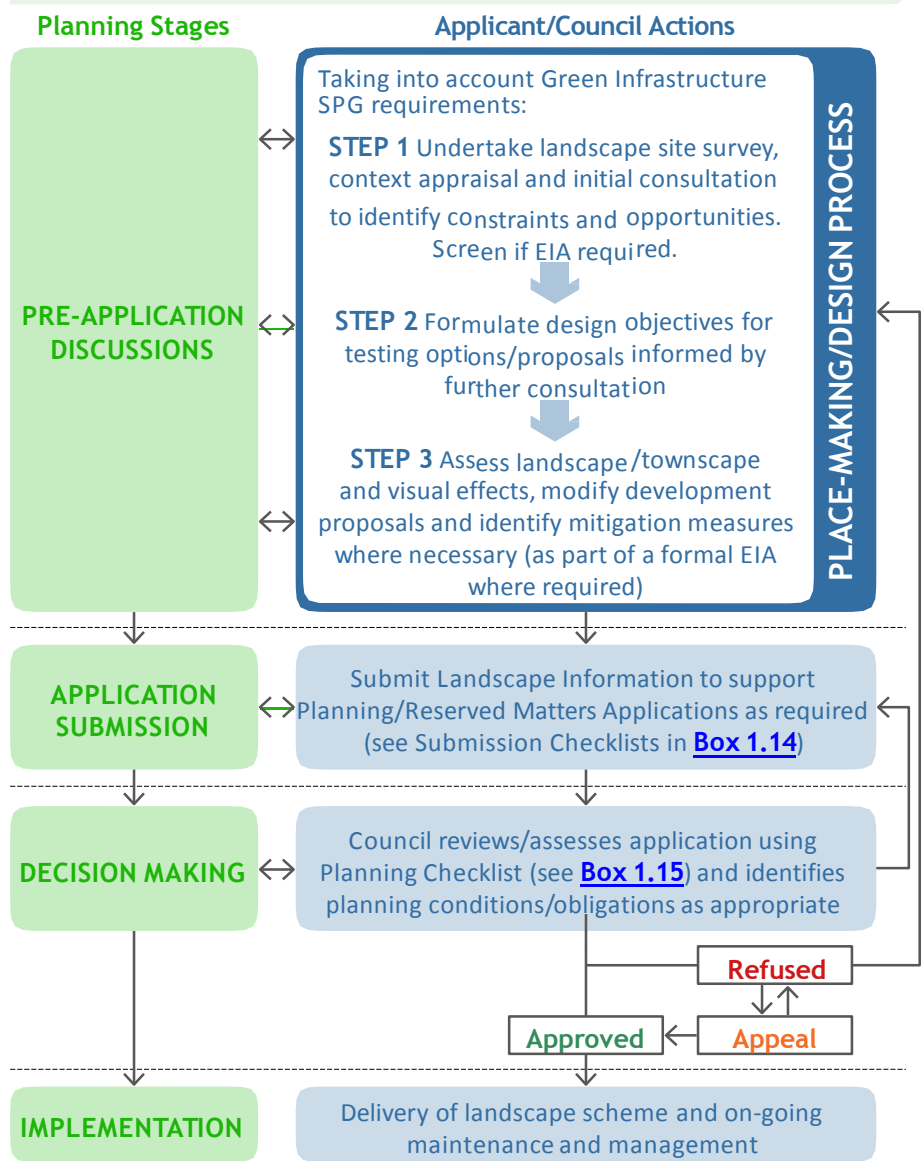
For further information about the planning process in Monmouthshire refer to the following website

<https://www.monmouthshire.gov.uk/planning/>

For Pre-Application advice and guidance visit:-

<https://www.monmouthshire.gov.uk/planning/before-an-application/>

Diagram 1.6 Landscape Assessment, Design and the Planning Process



By following the process set out in [Diagram 1.6](#), applicants can demonstrate to the Council that their development proposals give landscape character due consideration in accordance with Policy LC5. The process aims to ensure that all appropriate assessments and design information are submitted and clearly presented, thus avoiding unnecessary delays which are costly to both the developer and to the Local Planning Authority. This will ultimately also help to improve the quality of the landscape in areas undergoing change. Each application will be treated on its own merits by the Local Planning Authority.



Pre-Application Discussions Stage

The design phase is an iterative process involving a wide range of analysis, consultations, testing and refinements. It is important that sufficient time is spent studying and understanding how a place works before starting to design. An understanding of landscape character is fundamental to the design process and should form the starting point within any development scheme. In line with national and local policy requirements, developers should follow the key steps outlined below.

Applicants should also take into account the requirements of the Council's **Green infrastructure SPG** by using the Landscape Assessment Process to feed into the Green Infrastructure Assets and Opportunity Plan (Step 1) and inform the preparation of the Green Infrastructure Masterplan and Management Plans (Steps 2 and 3).

Step 1 Site Survey & Context Appraisal

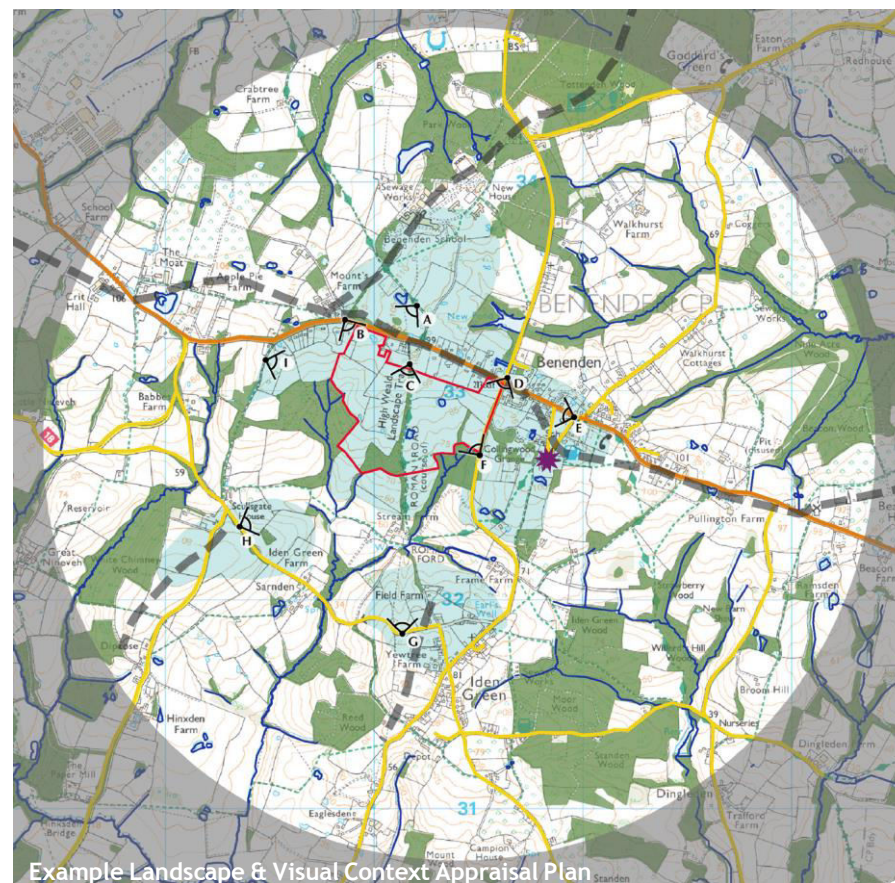
Initial discussions with the LPA will determine the scope of surveys required for a site and proposals. Developers should undertake a **landscape site survey and context appraisal** to identify constraints and opportunities for development. Applicants can also request a 'Screening Opinion' from the Council as to whether a formal Environmental Impact Assessment is required.

The survey and appraisal should be proportional to the scale of the proposal; smaller-scale developments will usually only require limited survey and appraisal, except where the site is environmentally sensitive; larger-scale developments involving more extensive and complex sites are more likely to require a greater level of detail, and may require appraisal of a larger contextual area.

Sources of best practice guidance for undertaking baseline landscape and visual studies can be found in [Section 1.3](#). The Council expects applicants to use the Landscape Character Area information included on the datasheets in **Volume 2** of this SPG to inform their site surveys and context appraisals.

For Pre-Application advice and guidance visit:-

<https://www.monmouthshire.gov.uk/planning/before-an-application/>



Example Landscape & Visual Context Appraisal Plan

Step 2 Design Objectives Formulation

The next step involves **formulating design objectives against which to generate and test design options and proposals, informed by further consultation** as appropriate.

Landscape design should be considered as an integral element of the vision for the site's overall layout and design. Importantly, well-designed and managed external spaces can make a significant contribution to creating a distinctive identity and sense of place for the development. Opportunities for retaining and incorporating existing landscape features through the evolution and testing of the site masterplan should be considered alongside options for the layout of street grids and blocks, movement routes, public spaces and soft landscaping areas.

In addition to considering impact on locally important views, proposals for the massing, heights, densities and orientations of buildings should also take into account the key **green infrastructure design considerations** set out in the Green Infrastructure SPG.

The Council expects applicants to use the guidance included on the Landscape Character Area datasheets in Volume 2, together with relevant Planning and Design Guidelines to inform their thinking about how the proposal reflects landscape character considerations in the design and place-making process.



Step 3 Landscape & Visual Impact Assessment/Mitigation

The final step involves assessing potential landscape and visual effects, modifying development proposals to avoid adverse impacts and identifying mitigation measures where necessary.

Applicants are required to assess the impact of their development on the relevant Landscape Character Areas identified in the Monmouthshire Landscape Character Assessment that are likely to be directly or indirectly affected by the nature of the proposals. Where a detailed Landscape & Visual Impact Assessment (or a Townscape & Visual Impact Assessment in urban contexts) is considered necessary, applicants are advised to consult best practice guidance provided in the Landscape Institute/Institute of Environmental Management and Assessment's Guidelines for Landscape and Visual Impact Assessment (see [Section 1.3](#)).

PPW 10 6.3.20 makes it clear that LANDMAP should be used as the basis for informing Landscape Assessments. The Monmouthshire Landscape Character Assessment has been based upon a Level 3 LANDMAP assessment and therefore any Landscape & Visual Impact Assessment will be required to use the datasheets and LANDMAP aspect area information in **Volume 2 and appendices** of this SPG as baseline information. The more detailed Level 4 Landscape Character Assessment of the Gwent Levels within Monmouthshire should also be taken into account as a source of baseline information where relevant. LANDMAP aspect area information can be accessed on Natural Resources Wales website together with other supporting information such as LANDMAP guidance Notes 1-5, National Marine Character Areas and Shoreline Management Plans.

In addition, consideration should also be given to landscape assessment information and management plans for the Wye Valley Area of Outstanding Natural Beauty, Brecon Beacons National Park, Blaenavon Industrial Landscape World Heritage Site and Landscapes of Outstanding and Special Historic Interest. Specific reference should also be made to the Monmouthshire Landscape Sensitivity and Capacity studies.



Visualisation of Residential Development without Screening Mitigation



Visualisation of Residential Development with Screening Mitigation

The impacts of a development on the landscape can sometimes be suitably mitigated to create a development that blends in with its surroundings. Such mitigation measures should be incorporated within a development scheme at the outset, and pre-application discussion with Development Management Planning Officers is encouraged to discuss possible options. The Council will ensure that such mitigation and/or enhancement measures are secured by way of appropriate planning conditions and/or planning obligations, where necessary.

Applicants are encouraged to discuss any development scheme with the Council's planning department prior to the submission of a planning application. See [Section 1.3](#) for a signpost to details of the Local Planning Authority's pre-planning application advice service. It should be noted that specialist landscape advice can be provided where an applicant chooses a Level 1, 2 or 3 service; it is strongly recommended that an applicant elects to choose this approach to avoid the potential for delay or unexpected costs during the application process if landscape issues are then considered relevant.

Where a Level 3 service is chosen, the Council will identify key LDP policies, SPG, Landscape & Visual Impact Assessment requirements and other information that the developer should take account of. In particular officers can identify the degree to which the development proposal requires compliance with Policy LC5. Where larger schemes are proposed, wider consultation is desirable (and is likely to be a statutory requirement) and landscape advice should be sought particularly when located in or near designated landscapes or other landscapes of high and outstanding value (see [Box 1.13](#)).

Box 1.13 Landscape Designations

Primary designations/areas of landscape significance that may have implications for development:

- Areas of High and Outstanding Landscape Value defined by LANDMAP
- Areas of Outstanding Natural Beauty
- National Park
- Registered Historic Parks and Gardens
- Registered Landscapes of Outstanding Historic Interest
- Conservation Areas
- Coastal Protection Zone
- Green Wedges

Other designations of landscape significance that may also have implications for development:

- Scheduled Monuments and Listed Buildings
- Common Land
- National trails and promoted routes
- European Wildlife Sites
- Sites of Special Scientific Interest
- Nature Reserves
- Sites of Interest for Nature Conservation
- Tree Preservation Orders

The statutory requirements for carrying out pre-application consultation are set out in the Town and Country Planning (Development Management Procedure (Wales) (Amendment) Order 2016.

Application Submission Stage

Details of how to apply for planning permission and the application validation process can be found on the Council's website. In addition to the Welsh Government's national requirements, the Council identifies local information requirements for validation of planning applications. For outline and detailed planning applications and reserved matters applications where relevant, the Council's basic landscape information submission requirements are as set out below:

1. **A site survey and / or similar relevant or necessary assessments** informed by pre- application advice should be submitted with the application
2. **Outline landscape proposals should be included with applications for outline permission where site layout is shown** (to include site survey and analysis, a development brief where appropriate, landscape master plan, analysis of the setting and appropriateness of the development and maintenance/management - for larger, more complex schemes a full Landscape & Visual Impact Assessment supported by photomontages, a cumulative effects assessment and informed by a historic/cultural assessment, may also be required.)



Residential development in Rogiet

3. **Detailed landscape proposals should be included for full permission with relevant applications** (to include all the same information as for an outline application plus detailed plans for hard and soft landscape proposals and management plans where appropriate).
4. **A Landscape & Visual Impact Assessment (or Townscape & Visual Impact Assessment) should be submitted** where necessary to comply with Policy LC5 (see [Box 1.12](#)). Where a full impact assessment is not considered necessary, but landscape impact issues may still be relevant, a Landscape Appraisal may be required. The extent of assessment/appraisal information required can be established through the Council's pre-application advice service.
5. **For major development (see [Box 1.12](#)), the application should be supplemented by a Design & Access Statement** (to include a site analysis, design principals, justification for the design solution to show how it responds in the wider context as well as the characteristics of the site - the format and level of detail will depend upon the scale and likely landscape or visual impact of the development). The statutory requirements for the submission of Design and Access Statements are set out in the Town and Country Planning (Development Management Procedure (Wales) (Amendment) Order) 2016.
6. **For proposals where a formal Environmental Impact Assessment is required, and landscape effects have been identified by the Council as a key issue, a detailed Landscape & Visual Impact Assessment (or Townscape & Visual Impact Assessment) will be required** that satisfies the EIA Regulations.

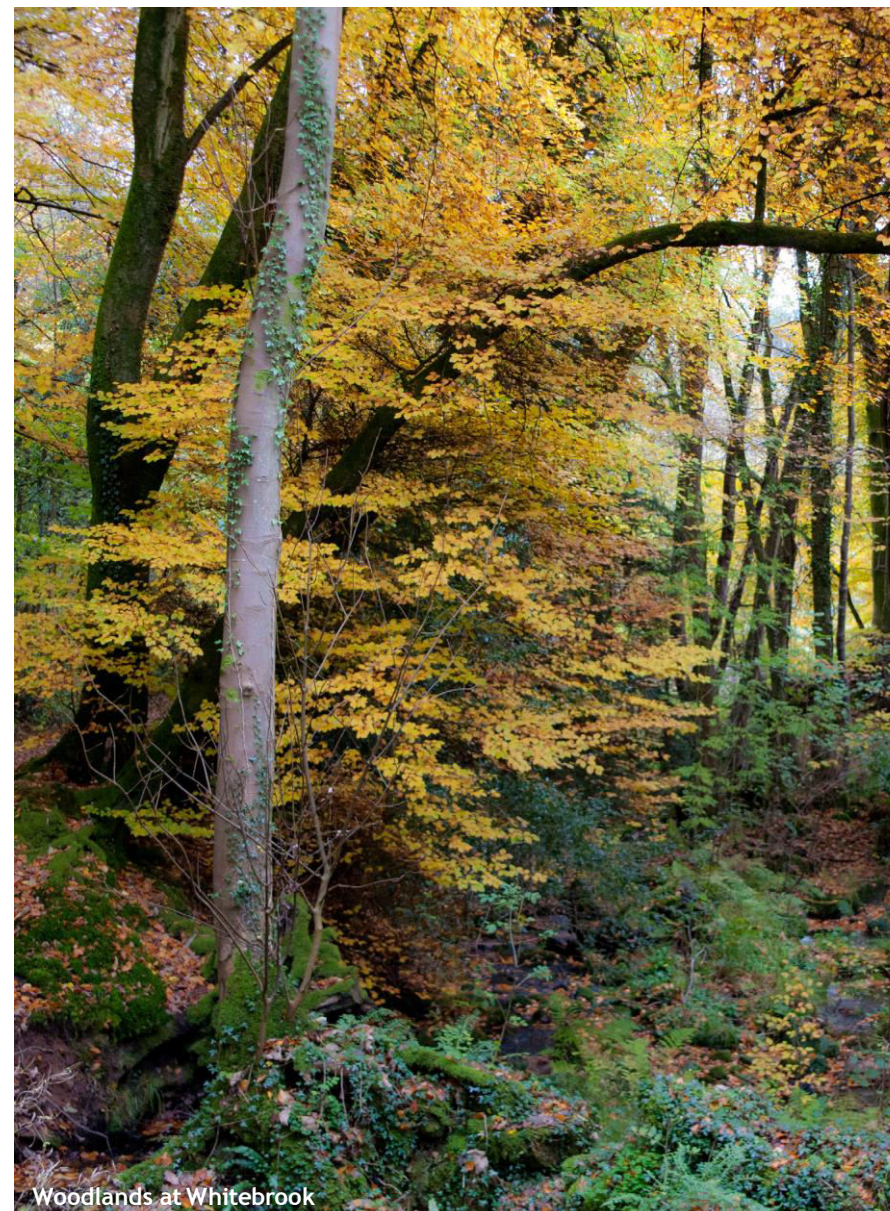
Where applications are for replacement dwellings in the open countryside or extension of rural dwellings, applicants should take into account the requirements of Policies H5 and H6 Replacement Dwellings and Rural Dwellings-SPG in respect of landscape considerations.

7. Presentation - it is the developer's responsibility to present clearly all the necessary information, and ensure that all plans are at an appropriate metric scale for maximum clarity of communication to enable the application to be processed and validated. It is recommended that:

- Location Maps should be provided at 1:1250 or 1:2500 scale
- Site Layouts should be provided at 1:500 and 1:200 scale
- Visual representations or 'visualisations' of development proposals should follow the Landscape Institute's technical guidance and advice notes (see [Section 1.3](#)).

Service information, sightlines and all relevant site layout details should be included on the same plan as the landscape submission. It is advised that the information provided by applicants should be readily understandable by members of the public and Council Members to allow the consultation and decision making process to be efficiently undertaken.

The checklists set out in [Box 1.14](#) identify the basic landscape survey and design information that may need to be submitted to the Local Planning Authority, although the extent of the information requirements will depend on the scale of development in relation to the sensitivity of its location. Not every item will be relevant to every application particularly for smaller scale developments. Conversely, there may be some applications for which additional survey/design information will be required. Applicants are encouraged to discuss submission requirements with the Council's Development Management Officer and/or Landscape Officer at the earliest opportunity and to make use of the pre-application advice service.



Woodlands at Whitebrook

Box 1.14 Landscape Survey/Design Information Submission Checklists

Note: Surveys need to be proportionate to the application and further scoping advice can be provided at a preapplication stage

Site Survey and Analysis Checklist

- Site location (an Ordnance Survey plan with a north point)
- Landscape designations (see [Box 1.13](#))
- Views into and out of the site, visual receptors and landmark features
- Landscape character
- Settlement character and landscape settings
- Ecological designations and habitats (identified in consultation with the Local Planning Authority's Biodiversity Officer)
- Geology and soils
- Contours and site levels
- Climate/microclimate
- Drainage, natural and man-made
- Land use on site and adjacent sites
- Vegetation and natural features
- Historic and archaeological features
- A measured tree survey to identify species, height, girth, canopy spread and condition (undertaken in accordance with BS Standards and in consultation with the Local Planning Authority's Tree Officer)
- Services, above and below ground
- Public rights of way crossing the site (identified in consultation with the Local Planning Authority's PROW team) and easements, covenants, etc
- Location and type of site boundaries

Landscape Masterplan Checklist

- Landscape structure (main areas for hard and soft planting)
- Services (existing and proposed, including zones of restriction by statutory undertakers affecting planting)
- Location and orientation of buildings
- Land drainage (existing, proposed; streams, ponds, water features, SUDs)
- Roads, footpaths, cycleways, bridleways, other links to adjoining land
- Boundary treatment
- Open space
- Phasing and programming
- Contours and levels (existing, proposed; areas of cut and fill)
- Management concept (long-term design intentions)

Detailed Soft Landscape Proposals Checklist

- Topsoil/planting material (depth and specification)
- Irrigation/water points
- Site preparation
- Supports for trees/shrubs/climbers
- Planting specification (to include reference to species, sizes, spacing, height and girth)
- Grass/seeded areas (to include specification; local provenance is always preferable)
- Protective fencing measures (temporary/permanent; to existing features and to new planting)
- Mulch depth and specification
- Remedial surgery to existing trees to be identified

Detailed Hard Landscape Proposals Checklist

- Walls, fences, gates, rails, barriers and trelliswork
- Routing (depth, height, type, markers)
- Surfaces (soft, hard, drainage falls, steps, ramps)
- Sub-stations, junction boxes and similar structures
- Play equipment
- Telephone kiosks, post boxes and bus shelters
- Seating, litter bins, bollards, other street furniture
- Structures associated with building services (ventilation outlets/inlets, coolers, refuse stores)
- Lighting, signing and services above and below ground.

Landscape Management & Maintenance Plan Checklist

- Design concept (supplementary plans may be provided to illustrate management proposals)
- Framework for biodiversity management proposals
- Access requirements (public, private, emergency)
- Maintenance responsibilities (public, private)
- Maintenance regime (to address habitat management/creation, species, grass areas, native and non-native planting, woodland, water areas, SUDs)
- Management and maintenance periods (from 5-10 years dependant on scale/sensitivity of proposals to include robust replacement schedule)

Decision-Making Stage

In accordance with LDP Policy LC5, development must be designed to ensure it would not have an unacceptable adverse effect on the special character or quality of Monmouthshire's landscape in terms of its visual, historic, geological, ecological or cultural aspects.

The planning checklist in [Box 1.15](#) outlines some of the general landscape considerations the Council will use in reviewing and assessing planning/reserved matters applications, and in identifying the need for any relevant planning conditions and obligations where necessary.

Where detailed landscape proposals have not been agreed at the planning application stage (e.g. as is the case for outline applications), the Council is likely to make planning approval subject to detailed landscape conditions. While the details of such conditions will vary on a case-by-case basis, generally these may involve submission of detailed landscape plans (including hard and soft materials and built form where relevant, implementation procedures, lighting, earthworks, boundaries and management) for approval by the Council.

Where sufficient landscape mitigation cannot be provided, the Council is likely to consider seeking a developer contribution to secure appropriate landscape enhancements (e.g. reinstatement of hedgerows, planting of trees or provision of improved access/interpretation) to support an existing or proposed green infrastructure asset through a planning obligation.

If the planning submission does not demonstrate that landscape aspects of the proposed development have been fully considered, and satisfactorily incorporated into the site planning process and scheme design, then the Local Planning Authority may seek to negotiate changes to the scheme or may decide to refuse the application.

Where the application is refused, the applicant has the option of appealing the decision within 6 months. Details of the appeal process can be found on the Council's website. If landscape/green infrastructure is cited as a reason for refusal, it is advisable to engage the services of a Chartered Landscape Architect to assist with the appeal process (see [Section 1.3](#) for a signpost to the Council's list of Chartered Landscape Architects).

Implementation Stage

Following implementation of the built development and/or landscape scheme, the on-going management and maintenance of the landscape by the end user should be delivered in accordance with the approved plan. Where relevant, the Landscape Management & Maintenance Plan shall include details of the legal and funding mechanism(s) by which the long-term implementation of the Plan will be secured, including details of the management body responsible for delivery.



Box 1.15 Planning Checklist

- 1 Is the development sympathetic to the surrounding area (in terms of scale, size, form, density, location, layout, symmetry, quality and suitability of materials, aspect, microclimate and density of building/land use and the space between buildings)?
- 2 Are key landscape features (eg trees, hedgerows and other vegetation) safeguarded and adequately integrated into the development proposal?
- 3 Is there the potential to create new landscape features that blend in with the existing defined landscape character?
- 4 How will the new development form a built environment that enhances distinctive landscape character?
- 5 Does the proposal maintain characteristic land cover and respond to the natural contours and textures of the landscape?
- 6 How does the scheme encourage the creation/management of habitats?
- 7 Does the development cause significant harm to important views into, out of or across settlements and open countryside?
- 8 Will the proposal support improved land management?
- 9 Does the proposal compromise tranquillity through, for example, inappropriate lighting schemes or noise generating activities?
- 10 Does the proposal impact local geology, soils or drainage?
- 11 Is the proposal likely to have adverse cumulative landscape and visual effects in combination with other development in the area?
- 12 Do the landscape proposals satisfactorily integrate with the Green Infrastructure proposals for the development?



1.3

Sources of Guidance & Advice



Landscape Character Assessment/Landscape & Visual Impact Assessment:

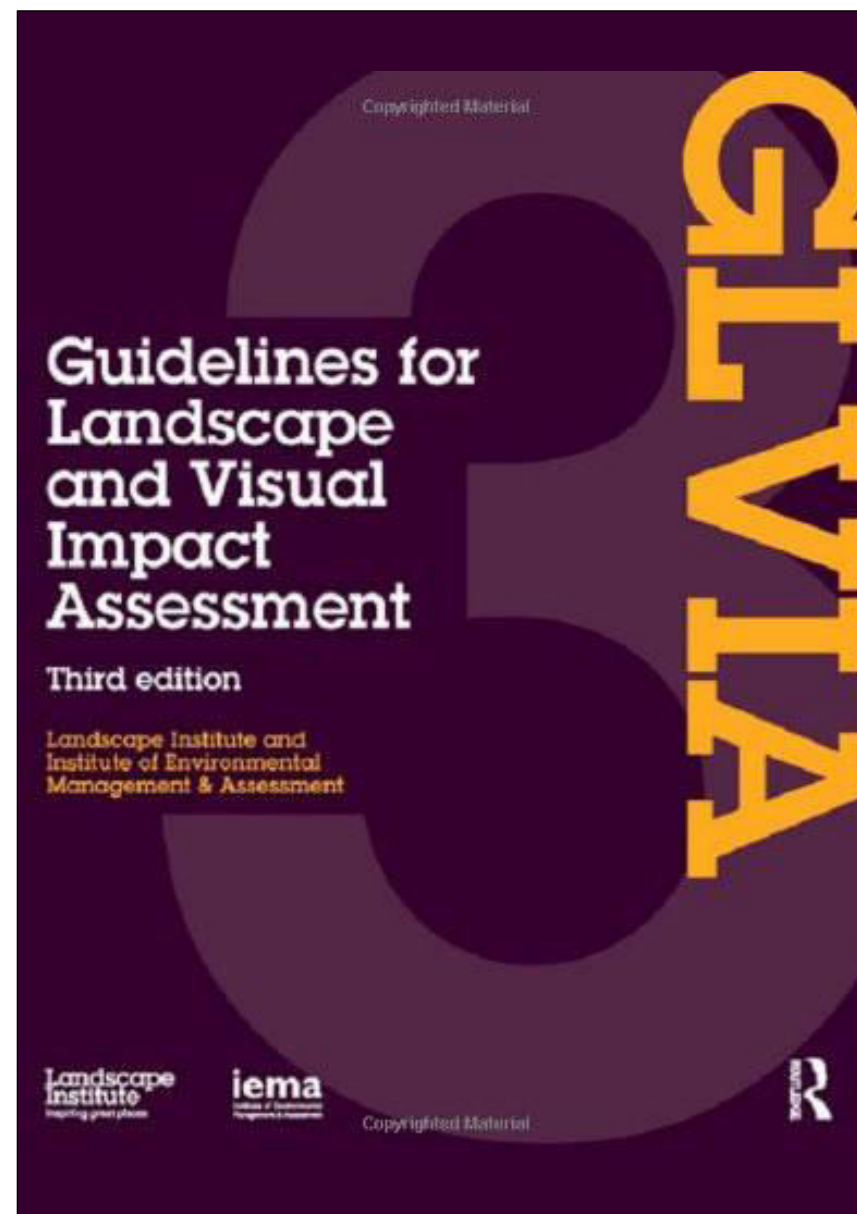
- [Guidelines for Landscape & Visual Impact Assessment \(2013\)](#) – the third edition (GLVIA3) published by the Landscape Institute and the Institute of Environmental Management & Assessment sets out good practice principles for undertaking landscape and visual impact assessments of development proposals.
- [Visual Representation of Development Proposals \(2017\)](#) Landscape Institute Technical Guidance Note 02/17 (31 March 2017).
- [Photography and Photomontage in Landscape & Visual Impact Assessment \(2011\)](#) Landscape Institute Advice Note 01/11.
- [LANDMAP Guidance Notes](#) – provide technical guidance from NRW on all aspects of the LANDMAP information system methodology, which describes and evaluates aspects of the landscape and provides the basis of a consistent Wales-wide approach to landscape character assessment.
- [An Approach to Landscape Character Assessment \(2014\)](#) – sets out good practice principles for undertaking landscape character assessments published by Natural England.
- [Landscape Character Assessment Guidance for England & Scotland \(2002\)](#) – sets out good practice principles for undertaking landscape character assessments published by Scottish Natural Heritage and the Countryside Agency.
- [Welsh Government Circular 11/99 Environmental Impact Assessment](#)

Monmouthshire CC Pre-Planning Application Advice Service:

www.monmouthshire.gov.uk/planning/pre-application-advice-service

Monmouthshire CC Chartered Landscape Consultants List:

www.monmouthshire.gov.uk/app/uploads/2013/06/chartered-landscape-consultants-list-20121.pdf



Acknowledgements

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Diagram Extract from Well-being of Future Generations (Wales) Act 2015 The Essentials www.gov.wales

Page 11 (all)

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1.2 Landscape and Development

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1.3 Sources of Guidance & Advice

Ali Wade



LANDSCAPE

Draft Supplementary Planning Guidance
Landscape Types and datasheets

October 2019

Volume 2

Monmouthshire County Council

LANDSCAPE SUPPLEMENTARY PLANNING GUIDANCE

VOLUME 2: LANDSCAPE TYPES AND DATASHEETS

Rev No.	Date of Revision	Checked by	Date	Approved by	Date
0	17-12-15	LC	05-01-16	LAJ	05-01-16
1	03-02-16	LC	03-02-16	LAJ	03-02-16
2	11-03-16	LC	11-03-16	LAJ	11-03-16
3	16-09-19	AN/ MCC	16-09-2019	AL	28.10.2019





2.0 PURPOSE OF THE REVIEW

2.1 LANDSCAPE TYPES

2.2 LANDSCAPE DATASHEETS

- 2.2.1 Introduction
- 2.2.2 Using the Landscape Datasheets
- 2.2.3 Landscape Character Areas MAP
- 2.2.4 Summary of LANDMAP data
- 2.2.5 Key Issues—Icons
- 2.2.6 Landscape Sensitivity and Capacity
- 2.2.7 Green Infrastructure
- 2.2.8 Topic Design Guidance
- 2.2.9 References

PURPOSE OF THE REVIEW

The primary purpose of this SPG is clearly defined in Volume 1 Key Messages however it is summarized below for ease of reference ;

- To provide a clear and definitive up to date LCA assessment for the administrative area of Monmouthshire.
- To provide clear and practical guidance for applicants, agents and planning officers on all landscape matters when considering development proposals, including how to address landscape issues in each of the LCAs. This practical guidance is restricted to the Planning Boundary for Monmouthshire as defined in the Monmouthshire adopted LDP 2014 (i.e. excluding that part of the County within the Brecon Beacons National Park).

Monmouthshire's Landscape Assessment was originally completed in 2001, and since then has been used as a material consideration to help inform local planning decisions in conjunction with NRW's LANDMAP data. In order to bring the assessment and mapping up to date a review was carried out which sought to ;

- ◆ Reflect policy changes to the LDP (adopted 2015)
- ◆ Incorporate findings and information from supporting LDP studies
- ◆ Reflect quality assurance changes to aspect areas relating to NRW's LANDMAP data .
- ◆ Review of the number of LCAs as well as examining the cross boundary conformity of the LCAs with neighbouring local planning authorities.
- ◆ Reflect national best practice standards specifically the NECR "An approach to Landscape Character Assessment 2012 and NECR 105 " An approach to Seascape Assessment Natural England 2012.

LANDSCAPE TYPES AND CHARACTER AREAS

This Volume 2 of the Supplementary Planning Guidance provides a baseline description of the nine Landscape Types (LT's) and forty six Landscape Character Areas (LCA's) across Monmouthshire for developers, the community and planning officers.

Divided into two sections, **Landscape Type Guidance** and the **Landscape Datasheets**, provide guidance in considering the form, style and placement of development within the County of Monmouthshire, as well as addressing wider landscape management issues which are important to the landscape character of the area.

Due to the desire to use the study to help inform local planning decisions it was decided to focus the assessment on Landscape Character Areas which provide a more detailed assessment of character, key qualities, constraints, sensitivity and green infrastructure and landscape opportunities .

A much wider grain of information is available at a Wales wide level produced by NRW ;

1 The National Landscape Character Areas Study (which is effectively a level 1 LANDMAP assessment)

(<https://naturalresources.wales/planning-and-development/landmap/?lang=en>)

2 The National Marine Character Areas Study (informed by the National Seascape assessment for Wales Nov 2015)

(<https://www.naturalresources.wales/our-evidence-and-reports/marine-character-areas>)

LANDMAP

LANDMAP is a computer based landscape resource where landscape characteristics, qualities and influences on the landscape are recorded and evaluated to produce a nationally consistent data set.

“It is a tool to help sustainable decision making and natural resource planning at a range of levels from local to national whilst ensuring transparency in decision making.” (NRW LANDMAP Website)

This information has been assessed across the whole of Wales for each of five aspect layers, the Geological Landscape, Landscape Habitats, Visual & Sensory, Historic Landscape and Cultural Landscape.

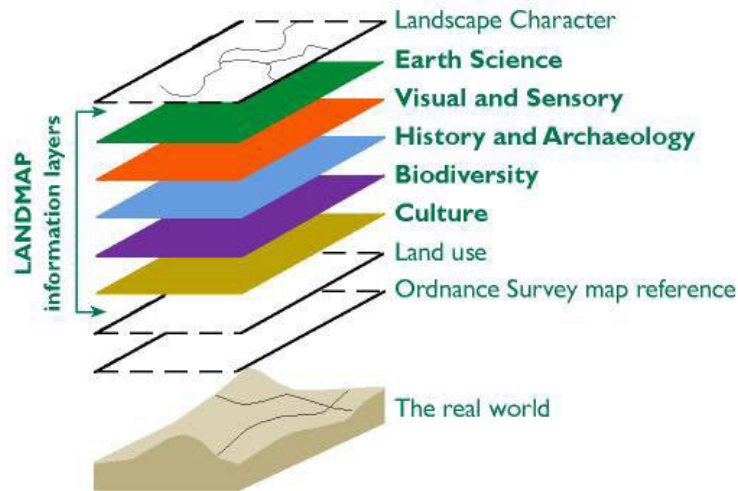


DIAGRAM 2.1.0 Landmap aspect areas

LANDMAP has been used to inform national policy and is the recognised approach to developing landscape assessment work in Wales as supported by Planning Policy Wales (Edition 8 2015 chapter 5.3.13). The datasets are subject to a quality control assessment and are updated on a 5 year rolling programme by NRW (<http://landmap-maps.naturalresources.wales/>).

LCA & LT METHODOLOGY

The methodology used for the review of the LT's and LCA's was based upon best practice guidelines set out in; the NECR 2012 *“An Approach to Landscape Character Assessment “*(Natural England 2012), *“Landscape Character Assessment Guidance for England and Scotland”* (Scottish National Heritage and Countryside Agency 2002) and informed by NRW's LANDMAP dataset , *“ LANDMAP Guidance Notes 1-6”* and *“National Seascape Assessment for Wales “* (Nov 2015).

The approach for producing the Landscape Character Assessment (LCA) followed a series of key steps including a :

Desk Study

Data was manipulated and analysed using GIS. Draft LT's and LCA classifications were generated based upon all 5 current LANDMAP aspect area data together with the MCC 2001 Draft Landscape Assessment. This work was also informed by adjacent local authority studies and designations

Field Verification

The draft Landscape classifications were tested in the field and amendments incorporated into the LCA datasheets.

Client Consultation

At each stage client group consultation was sought and comments incorporated within the development of the guidance. Wider consultation with those nationally designated landscapes that sit within Monmouthshire's administrative boundary was sought from Brecon Beacons National Park and the Wye Valley Area of Outstanding Natural Beauty (AONB).

Review Outcomes

Following the above process all findings and comments were integrated into the final suite of studies Volume 1-2

2.1 LANDSCAPE TYPES

A key consideration in developing the SPG has been identifying the principles and characteristics that need to be maintained or enhanced in order to manage and enhance local distinctiveness. In order to facilitate this at a strategic scale the County has been divided into 9 Landscape Types. Within these areas the landscape has broadly similar characteristics.

These Landscape Types are based upon the LANDMAP level 2 aspect area information. Each type is based upon a combination of the five aspect areas; Earth Science, Visual and Sensory, History and Archaeology, Biodiversity and Cultural aspects as illustrated in diagram 2.1.0. Unlike LCA 's LT's can occur in several locations simultaneously and are useful for larger scale strategic decision making usually at a county, regional or national scale to help inform decision making involving cross border issues.

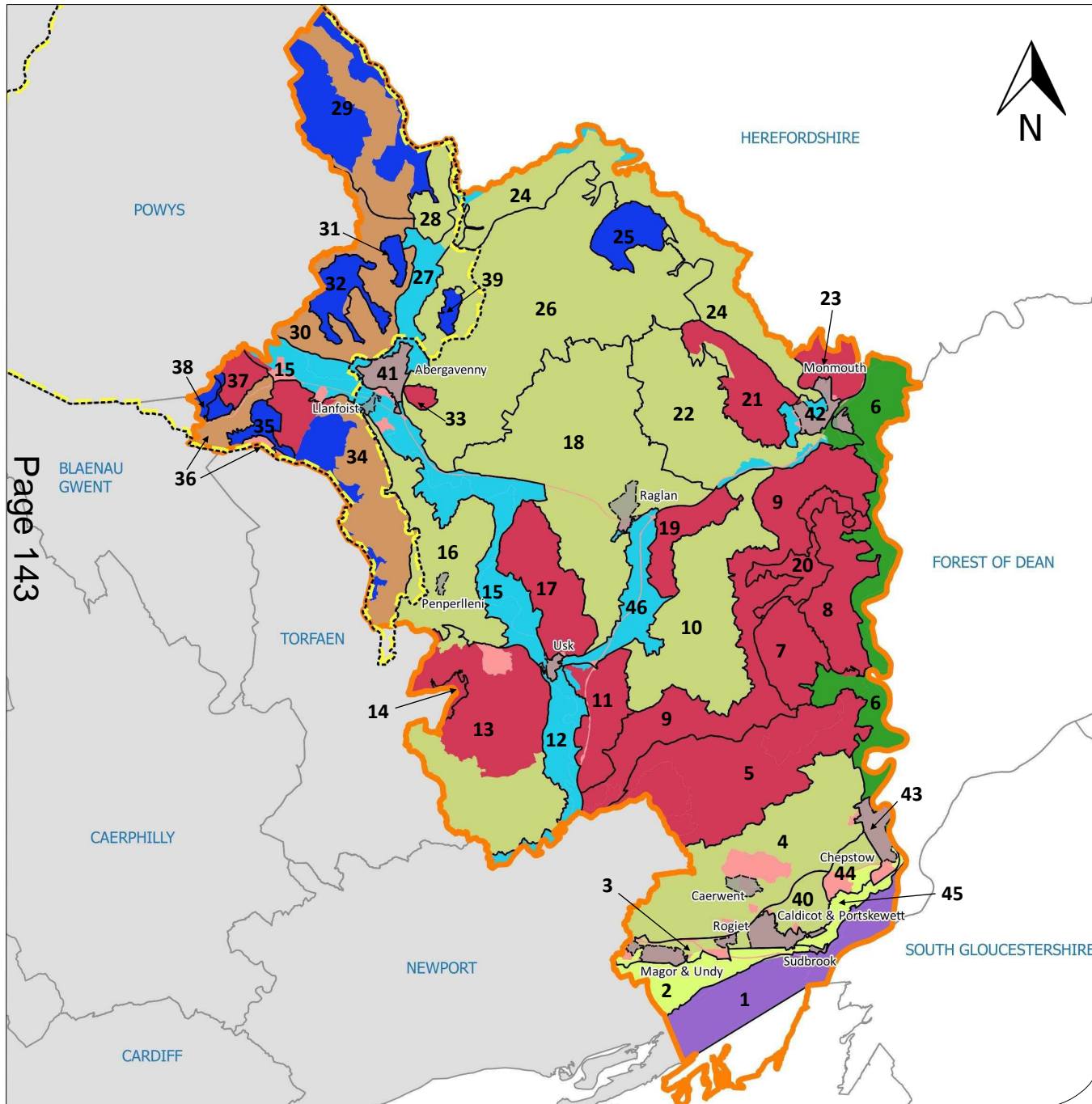
The guidance associated with each Landscape Type is given on the following sheets comprising;

- ◆ **Key characteristics**
- ◆ **Aims**
- ◆ **Photographs illustrating LT's**

The Built Environment guidance is covered by the specific **Landscape Character Area Datasheet** .

The following map of Monmouthshire indicates the various Landscape Types this is then followed by nine individual summary sheets for each of the Landscape Types as defined through the LANDMAP process.

2.1.1 LANDSCAPE TYPES



LANDSCAPE TYPES MONMOUTHSHIRE (WITH LANDSCAPE CHARACTER AREAS)

- Monmouthshire County boundary
- Landscape Character Areas (See Section 2.2.3)
- Main Towns & Rural Secondary Settlements
- Brecon Beacons National Park

Landscape Types

- Exposed Upland /Plateau
- Upland Valleys
- Hills, Lower Plateau & Scarp Slopes
- Lowland Gorge
- Rolling Lowland
- Flat Lowland
- Flat Levels
- Coastal
- Built Land

DIAGRAM 2.1.1 Landscape Types

LT01 COASTAL

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Coastal as, *'Lowland Areas absolutely associated with the coast excluding open water and Flat lowland/levels.'* Within Monmouthshire this landscape type includes small areas of the coastal sea defences and coast path and all land lying between that and the low water line such as beaches, sand dunes and slacks, mudbanks and rocky outcrops.

It forms the coastal edge of the Severn Estuary and has considerable biodiversity interest with national and international nature conservation designations present.

Key Characteristics:

- ◆ Inter-tidal zone—its isolated character, tranquillity and seclusion
- ◆ The nature conservation value of sandbanks, shingle and estuarine mudflats—national and international nature conservation designations—SSSI, SAC and Ramsar
- ◆ Relationship to coastal defences
- ◆ Extensive views from the Wales Coast Path, Distinctive element of the coastal landscape—dunes, saltmarshes, mudflats, sand banks and rugged rock outcrops.
- ◆ The dramatic views of the Severn Bridge and Second Severn Crossing and across the estuary

Aims:

- ◆ Avoid visual detracting of renewable energy schemes—introduction of strong vertical elements within an ostensibly horizontal landscape potentially visually damaging and is applicable both offshore and on the coastal/levels edge
- ◆ Manage potential effects of tidal lagoon schemes and relationship to visual qualities and wider environmental qualities of coastal landscape through adequate LVIA and biodiversity assessment
- ◆ Extensive and far reaching views from coastal edge—amenity value potentially under utilised

PHOTOGRAPHS



LT02 FLAT LEVELS

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Flat Lowland/Levels as, 'Lowland areas that are predominantly flat (less than 3° slope); coastal and riverine levels, but also broad vales and valley bottoms.' Within Monmouthshire this overall classification has been split into the two separate components as there is a clear distinction between the landscape type and form of the Lowlands and Levels.

The Flat Levels of Monmouthshire form part of the wider Gwent Levels stretching between Chepstow and Cardiff. An area of reclaimed farmland lying on the edge of the Severn Estuary on considerable historic, cultural and biodiversity interest the area is under considerable threat from built and infrastructure development.

Key Characteristics:

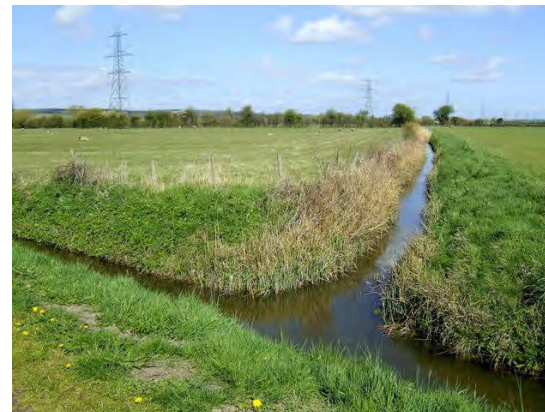
- Page 145
- ◆ The historic landscape character of reclaimed pasture with a variety of regular and irregular field patterns, reens and grips.
 - ◆ The lines of pollarded willow and mature hedgerows.
 - ◆ The biodiversity of reens rich in plant species and communities due to their management and lack of interference.
 - ◆ The nature conservation value of wet meadows and semi-improved pastures.
 - ◆ The extensive views to the backcloth of hills inland where these are unspoilt by Severnside settlement edge, and extensive views into the Severn Estuary to the south.
 - ◆ The rectilinear character of lanes with right angle bends.
 - ◆ The scattered linear and low density housing
 - ◆ The ditch and grazing marsh quality of Magor Marsh

Aims:

- ◆ Improve the quality of some settlements and their settlement edge with greater integration with their surroundings.
- ◆ Protect and restore the unique landscape pattern and framework of reens and pollarded tree lines.
- ◆ Carefully consider visual impact of renewable energy schemes—introduction of strong vertical elements within an ostensibly horizontal landscape potentially visually damaging and is applicable both offshore and on the coastal/levels edge

- ◆ Limit industrial and settlement expansion to small carefully considered areas—potential for incremental expansion eroding character and degrading landscape quality.

PHOTOGRAPHS



LT03 FLAT LOWLAND

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Flat Lowland/Levels as, '*Lowland areas that are predominantly flat (less than 3° slope); coastal and riverine levels, but also broad vales and valley bottoms.*' Within Monmouthshire this overall classification has been split into the two separate components as there is a clear distinction between the landscape type and form of the Lowlands and Levels.

The Flat Lowlands of Monmouthshire comprise mainly of the flat river valley bottoms that make up the River Usk, Gavenny and Olway Brook valley floors. This land type often contains the main settlements transport links within the county with Abergavenny, Usk and Monmouth all associated with key river crossing points.

Key Characteristics:

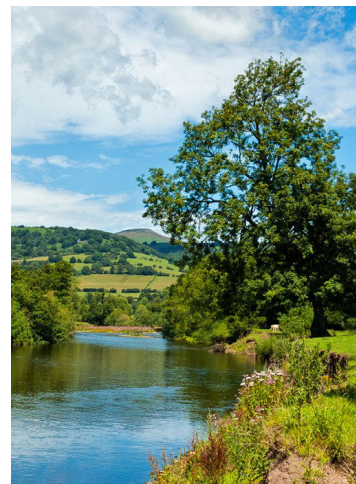
- ◆ Typically a river valley form—wide flat bottomed valleys open flat riparian landscape with mature individual field trees and parkland
- ◆ The floodplain of the river Usk which meanders in broad swathes across the flat valley floor creating spurs and ox-bow lakes
- ◆ Linear tree belts and lines of willow and alder along the river and stream courses.
- ◆ Wetland, unimproved and semi-improved grassland habitats
- ◆ In the tidal areas below Newbridge on Usk, occasionally inundated grassland supports regionally rare species.
- ◆ The sparsity of settlement and roads. Settlement being limited to small-scale nucleated villages located just above the edge of the floodplain with estates and large farmsteads on steeper slopes and small spurs above the flood plain.
- ◆ Alluvial flood plains—long history of exploitation and transportation from Roman times onwards potential wealth of buried archaeology

Aims:

- ◆ Improve tree cover and hedgerows continuity.
- ◆ Manage parkland trees including replacement where over mature, diseased or dying.
- ◆ Improve riverside access
- ◆ Enhance riverside habitats and protect vulnerable grassland habitats

- ◆ Open flat farmland with little settlement—potential for renewable energy development especially solar. Consider visual impacts from rising adjacent ground and potential accessibility issues, visual impacts of infrastructure in areas currently lacking in development.

PHOTOGRAPHS



LT04 ROLLING LOWLAND

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Rolling Lowland as, *'Lowland Areas which are predominantly, rhythmically, gently sloped (3-10° slope), although less so than Lowland valleys. Rolling lowland generally differs from Hills, lower plateau & scarp slopes in that there is rarely a significant change in land use.'* In Monmouthshire these areas largely lie to the north of the county and adjacent to the Herefordshire border. The area is fairly sparsely settled with smaller villages and a predominantly archetypal traditional agricultural appearance.

Key Characteristics:

- ◆ The gently rolling domesticated and tranquil mixed arable and pastoral lowland with its diverse and intimate character.
- ◆ Smaller irregular fields of permanent pasture enclosed by a strong structural network of thick hedges, hedgerow trees and treelines and small scale woodland blocks and orchards.
- ◆ The long views from local high points
- ◆ The tranquil character of the area away from the main traffic routes.
- ◆ With an intimate character of small winding lanes.
- ◆ The range of woodland including ancient woodlands and alder woodland.
- ◆ The distinctive small watercourses with associated riparian vegetation.
- ◆ The settlement pattern particularly the estates, small stone farm complexes, scattered houses and small nucleated villages.
- ◆ The historic landscape patterns created by Norman and Welshry control.

Aims:

- ◆ Improve the integration of larger farm complexes into the landscape through careful siting and screening
- ◆ Improve the landscape quality and nature conservation value of the extensive arable landscape through planting of small deciduous woodlands in field corners, woodland shelterbelts where appropriate, management of woodlands and provision of buffer strips adjacent to watercourses.

PHOTOGRAPHS



LT05 LOWLAND GORGE

This Landscape Type is not directly derived from LANDMAP classification as the Wye Valley Gorge to which it applies is unique within Monmouthshire and a distinctive clear valley form unlike other valley complexes found in the county. A relatively narrow, steep sided and typically heavily wooded valley containing the lower reaches of the River Wye the area is designated as an AONB reflecting its scenic qualities and distinctive landform. The area has rich industrial and ecclesiastical heritage with the Abbey at Tintern long associated with the management of the surrounding landscape.

Key Characteristics:

- ◆ The special character of the Wye Valley from Monmouth to Chepstow with its particular characteristics defined by its landscape assessment guidelines and approved management plan.
- ◆ Views into and across the valley. Strongly defined views along the valley
- ◆ Steeply wooded valley slopes
- ◆ Rocky outcrops—important outcrops of carboniferous limestone
- ◆ Strong sense of place, multi-faceted historical, cultural heritage with ecclesiastical and industrial remains
- ◆ Range of natural habitats and protected species.
- ◆ Improve and enhance existing visitor facilities to a higher standard.
- ◆ Continuing pressure by tourism/visitors
- ◆ Linear settlement particularly along valley floor
- ◆ Pattern of mixed farming

Aims:

- ◆ Maintain a balance between tourism pressures and residential needs. Manage parking/traffic issues in ‘honeypot’ locations—Tintern Abbey
- ◆ Improve access and PROW links into and out of the valley to the west
- ◆ Improve riverside access and enhance habitats—control of Himalayan balsam and invasive plants.
- ◆ Limit further unsympathetic modern cul-de-sac and estate housing—strongly encourage traditional vernacular building styles.

PHOTOGRAPHS



LT06 HILLS, LOWER PLATEAU & SCARP SLOPES

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Hills, Lower Plateau and Scarp Slopes as, *'the intermediate landform between Lowland and Upland, it rarely extends much lower than about 100m AOD or much higher than about 300m AOD.'*

Land use can vary from Upland-type grazing on semi improved pastures to more intensive farming depending on the topography. Woodland blocks and well vegetated field boundaries are a strong feature in this landscape type within Monmouthshire as seen within the Chepstow Parkland and Trellech Commons and Forest. As suggested this landscape type also includes scarp slopes a defining feature of mid-Monmouthshire in the form of the Devauden Escarpment giving far reaching and attractive views into much of the northern half of the county.

Much of the eastern part of this landscape type lies either in, or bordering the Wye Valley AONB.

Characteristics:

- Exposed and windswept scarp slope of Devauden Escarpment with its heavy wooded landscape intermingled with scrub, bracken and enclaves of rough grassland on steep slopes. The hedgerows of the scarp including low intensively managed hedges and thick mature hedge lines on upper scarp slopes.
- ◆ The rural character of roads winding their way up steep valley sides.
 - ◆ Views from the scarp over valleys and long panoramic views towards the floodplain of the Usk.
 - ◆ The enclosed and sheltered landscape rising from the plateau land around Trellech with small blocks of ancient and semi-natural woodland and mixed deciduous coniferous blocks.
 - ◆ The intricate network of narrow winding lanes around the Trellech plateau with remnant stone walls and mature hedges and tree lines.
 - ◆ The historic pattern of small fields of permanent pasture and enclaves of unimproved and semi improved grassland associated with plateau medieval settlements.
 - ◆ The unusual combination of woodland types including beech woodland with pedunculate oak on acid soils, upland ash and wet woodland.
 - ◆ Grasslands including the traditionally managed unimproved neutral grasslands.

- ◆ Springs emerge along the lower slopes of the escarpment.
- ◆ Wetland and marshland and bogs associated with springs and streams.
- ◆ The dispersed linear pattern of medieval settlements and also the linear pattern of 16th Century squatters settlements.

Aims:

- ◆ Improve the quality of new built development to respond to the local vernacular.
- ◆ Improve public access via PROW, multi-use traffic free/low traffic routes encouraging access to Wye Valley AONB and central Monmouthshire
- ◆ Enhance and protect Sessile Oak acid woodlands and unimproved neutral grasslands

PHOTOGRAPHS



LT07 UPLAND VALLEYS

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Upland Valleys as, *'areas that are predominantly greater than 50% valleyed with a valley floor to ridge height >50m approx.'* They can display a variety of vegetation cover from open upland to wooded or mosaic woodland and semi improved grassland. In Monmouthshire these areas largely lie within the Brecon Beacons National Park and comprise of the mid to upper slopes of The Sugar Loaf, Bloreng and Black Mountains.

Key Characteristics:

- ◆ The tranquil character of farmland of undulating hills and valleys.
- ◆ The traditional patchwork of managed hedges, hedgebanks, hedgerow trees and their native species diversity.
- ◆ The character of the narrow winding lanes.
- ◆ The distant views of the Bloreng, Sugar Loaf, with Ysgryd Fawr and Fach in north and Severn Estuary in south.
- ◆ The characteristic settlement pattern of scattered vernacular farmsteads and their relationship with the surrounding landscape.
- ◆ The character of linear and nucleated settlements and their settings.
- ◆ The woodland and small copses of high nature conservation value.
- ◆ The small enclaves of unimproved and marshy grasslands in river valleys and neutral grassland
- ◆ The historic landscape character particularly the designed parks and gardens, castles, the estates, the monastic landscapes and their settings.

Aims:

- ◆ Improve integration into surrounding landscape particularly where modern buildings are constructed.
- ◆ Protect watercourses and their bordering treelines.
- ◆ Protect and enhance habitats especially unimproved, neutral and marshy grasslands under threat
- ◆ Respect the historic and cultural character of the landscape—include planned views and consider visual impacts.

PHOTOGRAPHS



LT08 EXPOSED UPLAND & PLATEAU

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines Exposed Upland and Plateau as, *'areas that are predominantly exposed; exposed does not necessarily equate to a lack of tree cover; exposed relates more to landform than land cover in this instance, in that it excludes upland areas which are sheltered by landform such as valleys.'*

In Monmouthshire these areas lie exclusively within the Brecon Beacons National Park and comprise the peaks of the Black Mountains, Sugar Loaf and Blorenge.

Key Characteristics:

- ◆ The remote and isolated character of the landscape.
- ◆ The character of a mosaic of upland farming of semi improved upland pasture with dry heath and scrub [Fridd habitat]. Rock outcrops and blocks of mixed deciduous and coniferous woodland in places. Carefully managed grazing where possible except in woodland areas. The wide panoramic views from the steep hillsides across the lower surrounding terrain and long views to the Severn Estuary. The diversity of woodland types including upland ash, wet woodland, lowland beech with yew and birch.
- ◆ Remnant boundary walls.
- ◆ The springs and fast flowing watercourses and associated vegetation.
- ◆ The sparse settlement pattern of small-scale traditional farmsteads linked with narrow tracks and lanes.
- ◆ The historic landscapes of surviving Neolithic/Bronze Age ritual and functional landscapes.
- ◆ Important industrial heritage evidence especially within the Brecon Beacons—rich historical and cultural relevance

Aims:

To maintain and enhance the key characteristics of the landscape type through : -

- ◆ Management to reduce bracken cover and encourage dry heath, unimproved pasture and other habitats of nature conservation value.
- ◆ Enhance and manage to promote upland heath and mire habitats supporting the LBAP

- ◆ Diversifying upland coniferous plantations with introduction of native broadleaf woodlands enhancing the existing upland ash, wet woodland and lowland beech with yew and birch
- ◆ Improve public access and interpretation to green space/woodland/ heritage sites especially those adjacent to open access land, settlements or sites of tourism interest through negotiation with land owners and managers

PHOTOGRAPHS



LT09 BUILT LAND

This Landscape Type is derived from the LANDMAP Level 2 classification of landform and defines built land as, *'Development areas which are predominantly (>50%) covered in manmade structures or hard-standing'*

In Monmouthshire these areas lie within village, dispersed settlement and urban communities. The areas of built land are the key towns and associated settlements of Abergavenny with Llanfoist, Chepstow with Pwllmeyric and Mathern, Magor with Undy, Monmouth, Rogiet, Caldicot and Portskewett, Tintern, Usk. In addition there are 35 smaller towns and villages within the county with interconnecting transport corridors

Key Characteristics:

- ◆ Built-up areas are defined as land which is 'irreversibly urban in character', meaning that they are characteristic of a village, town or city. They include areas of built-up land with a minimum of 20 hectares (200,000m²). Any areas with less than 200 metres between them are linked to become a single built-up area.
- ◆ Dry terrestrial habitats, predominately residential housing, industrial, retail, highways infrastructure, facilities interspersed with open and recreational space, gardens, parks and dispersed woodland groups, amenity and improved grassland.
- ◆ The historic cores of principle towns and villages with natural stone, brick, slate tiles, squares, natural stone surfaces, mature trees constrained and informed by river, landform, transport arteries.
- ◆ Concentrated new residential, office and commercial developments of a mosaic of modern materials and building styles usually on town fringes abutting rural land and marine landscapes

Aims:

To maintain and enhance the key characteristics of the landscape type through

- ◆ Encouraging an integrated approach to landscape, green infrastructure, the natural and built environment design and management
- ◆ Reducing wherever feasible the erosion of locally distinct rural character
- ◆ Creating development that respects rural settlement form and character and its landscape setting and reinforces local distinctiveness

- ◆ Retaining managing and enhancing habitats, nature conservation values, hedgerows, tree lines and connectivity, open water courses, ponds, verges, open spaces and parks within the rural and urban settlements and urban fringe settings.
- ◆ Ensuring vistas, settings and landscape features are retained and enhanced
- ◆ Improving public access to interconnected natural green space, interpretation and orientation, PROW, sustainable active travel networks, sites of tourism interest
- ◆ Ensuring that streets and spaces contribute to multifunctional improvements to the quality of the public realm, noise and pollution management

PHOTOGRAPHS



2.2 LANDSCAPE DATASHEETS

The Landscape Datasheets have been developed as part of the Landscape Supplementary Planning Guidance for Monmouthshire County Council, and have been further informed by the work of the Brecon Beacons National Park Authority and the Wye Valley Area of Outstanding Natural Beauty Unit in order to provide cross boundary consistency.

LCA 's allow a more detailed study of the landscape with specific qualities and characteristics drawn out which are unique to that particular character area. They are used to help inform local decisions on planning and management and are informed by a LANDMAP level 3 assessment. Covering each of the Landscape Character Areas (LCAs) in Monmouthshire, they comprise 46 sets of 2-3 sheets each providing baseline information relating to;

- ◆ *Summary Characteristics and representative photographs*
- ◆ *Constraints and Qualities*
- ◆ *Potential Cumulative Effects*
- ◆ *Landscape Sensitivity and Capacity*
- ◆ *Green Infrastructure Opportunities*

They aim to provide a first port-of-call, easy reference document for both applicants and planning officers, giving a summary of all the key environmental and landscape matters. They also provide further signposting to relevant planning policies and information sources for each LCA. This information, whilst not claiming to be exhaustive, should provide the initial information sources produced by and for Monmouthshire County Council (MCC) and will direct the applicant to where that and further, information can be found.

Appendices also includes more detailed supporting information relating to

- ◆ *Landscape Sensitivity and Capacity*
- ◆ *Summary High and Outstanding data for the LCA*

The aim is that these sheets should provide a consistent starting point for developers, statutory decision makers such as Natural Resources Wales

(NRW), the local authority (MCC), land owners and the general public. The sheets should summarise the key issues pertinent to that particular Landscape Character Area (LCA) and so allow appropriate designs for new development to be put forward. In parallel the datasheets also provide a baseline, summary information source for the planning authority when considering planning applications.

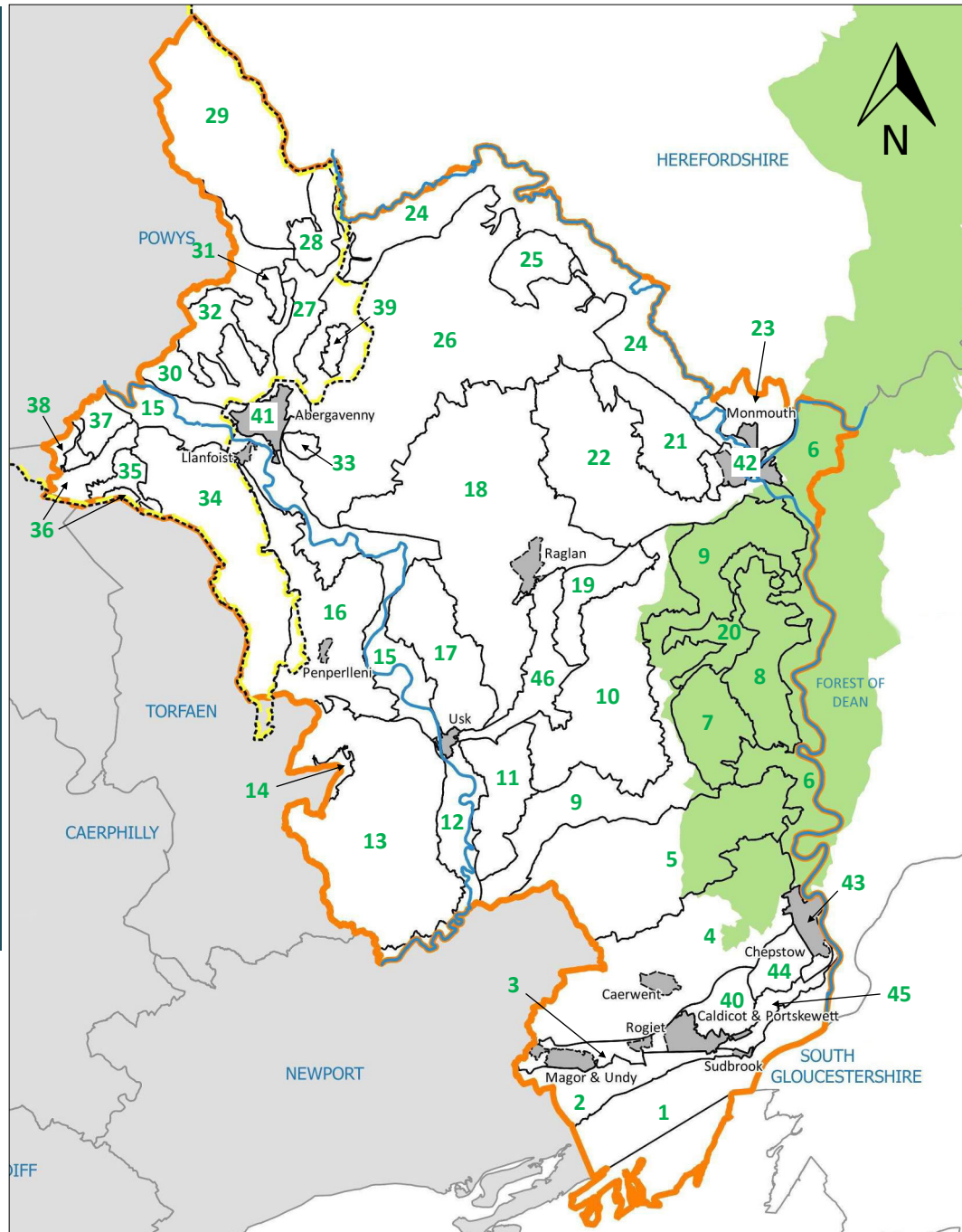
2.2.2 USING THE LANDSCAPE DATASHEETS

The Landscape Datasheets contain the basic summary information and sources of further information for each of the Landscape Character Areas across the county. It should be noted that LCAs falling within Brecon Beacons National Park lie within that Planning Authority and all planning matters will be dealt with by that body and not Monmouthshire County Council.

The following pages give a brief introduction and explanation of each section of the datasheet, how that information has been derived and what further information sources you may need to refer to in order to fully inform or assess a planning application.

2.2.3 LANDSCAPE CHARACTER AREAS

LCA 1	Severn Estuary
LCA 2	Caldicot Levels
LCA 3	Sevenside
LCA 4	Caerwent Hinterland
LCA 5	Chepstow Parkland
LCA 6	Wye Valley
LCA 7	Trellech Grange
LCA 8	Trellech Commons & Forest
LCA 9	Devauden Escarpment
LCA 10	Llangovan Foothills
LCA 11	Llangeview
LCA 12	Southern Usk Valley
LCA 13	Western Hills
LCA 14	Llandegfedd Reservoir
LCA 15	Upper Usk Valley
LCA 16	Llanover Lowland
LCA 17	Gwehelog Valleys
LCA 18	Raglan Hinterland
LCA 19	Kingcoed Scarp Slopes
LCA 20	Trellech Plateaux
LCA 21	Kings Wood
LCA 22	Trothy Valley
LCA 23	Buckholt Woods



LCA 24	Monnow Valley
LCA 25	Graig y Syffryn
LCA 26	Northern Hills
LCA 27	Penyclawdd Watershed
LCA 28	Olchon Valley
LCA 29	Black Mountains
LCA 30	Sugar Loaf Scarps
LCA 31	Bryn Arw
LCA 32	Sugar Loaf
LCA 33	Ysgyrd Fach
LCA 34	Blorenge
LCA 35	Gilwern Hill
LCA 36	Clydach Gorge
LCA 37	Maesygartha
LCA 38	Black Rock Slopes
LCA 39	Skirrid Fawr
LCA 40	Chepstow Hills
LCA 41	Abergavenny
LCA 42	Monmouth
LCA 43	Chepstow
LCA 44	Mathern Hinterland
LCA 45	Mathern Levels
LCA 46	Olway Valley

- Monmouthshire County Boundary
- Landscape Character Areas
- Main Towns, Rural Secondary Settlements & Sevenside settlements
- Brecon Beacons National Park
- Wye Valley AONB
- Main Rivers: Wye, Usk and Monnow

DIAGRAM 2.2.3 Landscape Character Areas

2.2.5 KEY ISSUES—ICONS

This section is designed to give an easy reference guide to key constraints and opportunities relating to landscape, environment and planning issues that are likely to be of importance when considering development within the LCA.

Environmental constraints and opportunity areas are represented by easy to read graphic icons that are displayed along the bottom left hand side of each datasheet.

This basic information will give an initial impression of the LCA. A more detailed analysis of those topics made by the developer will give a better understanding of what type, form and scale of development may be appropriate, and of what Green Infrastructure and environmental opportunities should be incorporated into its design.

A brief explanation of each icon is shown to the right.

2.2.5 KEY ISSUES—ICONS (Continued)



Settlement Edge and Development: Identifying issues relating to built form, styles and settlement



Housing allocations: identifying areas allocated for housing development in the MCC LDP



Important views and vistas: Indicating that the area has particularly scenic or culturally and historically important views that should be safeguarded.



Landscape Framework: Indicating that there are important landscape features such as woods, hedges, walling/boundary features characteristic of the LCA and could be referenced or related to in the new development.



Nature Conservation: Indicating that a known presence of Protected species and habitats of value.



Water Management: Identifying that potential areas of consideration such as flood risk, floodplain and water management are present.



Mineral Safeguarding Areas: Identifying areas in the MCC LDP



Historical and Cultural Influences: Indicating sites such as Scheduled Ancient Monuments, areas of Archaeological Sensitivity, Registered Parks and Gardens, Listed Buildings and Conservation Areas



Industry: Identifying Key development opportunities allocated in the MCC LDP



Green Infrastructure Opportunities: As identified in section 2.27 of this document and within the existing MCC GI Supplementary Planning Guidance.



Indicating that the LCA is either partially or wholly within or lies in close proximity to the Wye Valley Area of Outstanding Natural Beauty (AONB)



Indicating that the LCA is either partially or wholly within or lies in close proximity to the Brecon Beacons National Park (BBNP)

2.2.6 LANDSCAPE SENSITIVITY AND CAPACITY METHODOLOGY

In formulating a methodology for assessing this topic, reference is made to best practice guidance specifically Topic Paper 6 Techniques and Criteria for judging Capacity and Sensitivity (2011) alongside the LCA methodology. This was then informed by MCC local assessments; the Monmouthshire Landscape Sensitivity and Capacity Studies 2009/10 NECR undertaken by White Consultants and the existing 2001 LANDMAP Landscape Assessment Volumes 1-6.

Landscape Sensitivity and Capacity was identified for each of the LCA 's supported by the existing Monmouthshire Landscape Sensitivity and Capacity Studies 2009/10, the same definitions for Sensitivity and Capacity have been used. (ref para 2.3 and 2.4 of the Monmouthshire Landscape Sensitivity and Capacity Study 2009)

For **Landscape Sensitivity** this has been taken to mean,

...the sensitivity of the landscape itself, irrespective of the type of change which may be under consideration. It is a combination of the sensitivity of the landscape resource [including its historical and ecological features and elements] and the visual sensitivity of the landscape [such as views and visibility].....it also includes landscape value [including designations]. For example, an undesignated very gently sloping landscape with large arable fenced fields and trees may have a lower sensitivity than a steeply sloping pastoral landscape with small fields and strong hedgerow and tree cover.'

and **Landscape Capacity**,

'...the ability of a landscape to accommodate different amounts of change for a development of a specific type. For example, a flat landscape with tree belts may be able to accommodate housing more easily than an open sloping landscape but the size of field may limit the scale of desirable development. A low sensitivity does not automatically mean a high capacity as this depends on the type and scale of development considered.'

Given the high scenic quality of Monmouthshire's landscape, priority has been given to the protection, conservation and enhancement of the County's landscape character. For the Landscape Datasheets this has been expanded to give each individual LCA a sensitivity and capacity rating based on a review of the LANDMAP data which should be referred to when considering potential future development and landscape impacts. This methodology has been clearly set out in the appendices

It is important to understand that a landscape considered to be of a low sensitivity does not automatically mean that it would have a high capacity for development as this depends on the type and scale of development proposed. This rating gives a sensitivity and capacity of the LCA as a whole giving the applicant an overview of the area. At a more detailed level an individual site may have a lower or higher rating depending on local site conditions and the additional information given within the Local Landscape Character Area (LLCA).

Once sensitivity and capacity ratings have been identified These are then rated against a 'traffic light' system of **RED - high sensitivity/low capacity**, **AMBER - medium sensitivity/medium capacity** and **GREEN - low sensitivity/high capacity**.



HIGH SENSITIVITY/LOW CAPACITY

Thresholds for change are very low and the area is considered unable to accommodate development without significant adverse effects.



MEDIUM SENSITIVITY/MEDIUM CAPACITY

Development may be accommodated in some areas with adequate consideration of design and landscape and ecological impacts and relevant planning considerations.



LOW SENSITIVITY/HIGH CAPACITY

Landscape capacity is considered to be high and development may be accommodated over a significant proportion of the area with adequate consideration of design and landscape and ecological impacts and relevant planning considerations.

A summary table then follows showing the landscape sensitivity and capacity of each of the Local Landscape Character Areas (LLCA) based on the Monmouthshire Landscape Sensitivity and Capacity studies undertaken on 2009/2010. These relate to the areas surrounding each of the main settlements and larger villages within the LCA and evaluate the sensitivity and capacity of the settlements to accommodate new housing.

These are then similarly given a **RED** (High sensitivity/low capacity), **AMBER** (Medium sensitivity/medium capacity) or **GREEN** (Low sensitivity/High capacity) rating enabling a quick and easy, at-a-glance guide that will form the basis for further analysis by the applicant as a part of their development proposals.

It is important to note that the LCA wide rating needs to also be cross referenced with the more detailed LLCA settlement sensitivity and capacity studies when considering the suitability of development in the LCA.

LANDSCAPE SENSITIVITY

The methodology is based upon the Landscape Sensitivity and Capacity Studies 2009/10 .

Using this methodology the overall LCA Sensitivity evaluations have been made based on the evaluation of the character, vulnerability, tolerance and resilience to change gathered from an assessment of the five LANDMAP layers;

- ◆ Visual and Sensory
- ◆ Landscape Habitats
- ◆ Historical Landscape
- ◆ Geological Landscape
- ◆ Cultural Landscape

The LCA's sensitivity is assessed against the land area (km²) that each individual aspect area makes up of the overall LCA. This then provides the overall % evaluation for the LCA for each layer and is shown as Outstanding, High, Moderate or Low. The overall sensitivity is then further refined through an assessment of the specific evaluation criteria that describes the sensitivity of the landscape for each LANDMAP aspect layers (ref NRW LANDMAP Aspect area Layers).

LANDSCAPE CAPACITY

The methodology is based upon Topic Paper 6: Techniques and Criteria for judging Capacity and Sensitivity (SNH/CA/NE),

'Reaching conclusions about capacity means making a judgement about the amount of change of a particular type that can be accommodated without having unacceptable adverse effects on the character of the landscape, or the way that it is perceived, and without compromising the values attached to it.'

'Capacity is a question of the interaction between the sensitivity of the landscape, the type and amount of change, and the way that the landscape is valued.'







As the LCA Landscape Capacity depends largely on the type, scale and form of development proposed a detailed assessment is difficult to make at this level therefore this appraisal is influenced by a number of factors, these include; the already identified landscape sensitivity evaluations, the overall settlement capacity identified by Monmouthshire's previous Landscape Sensitivity and Capacity studies 2009/10, an assessment of any known relevant constraints and landscape qualities within the LCA and criteria a-f in LDP Policy LC5.

2.2.7 GREEN INFRASTRUCTURE

When appropriately planned, designed and managed, GI assets have the potential to deliver a wide range of benefits – from providing sustainable transport links to mitigating and adapting the effects of climate change.

Monmouthshire CC have developed a detailed Green Infrastructure SPG which should be referred to alongside this document which outlines a three step procedure that developers should consider when refining their proposals.

For the purposes of this document, the key GI checklists to be considered as a part of any development proposals are as follows;

	Landscape setting & quality of place
	Habitat provision & connectivity
	Green space provision, connectivity & enjoyment
	Sustainable energy use
	Local food production
	Flood attenuation & water resource management

Relevant GI opportunities are displayed along the bottom left hand side of each datasheet as icons highlighting which GI functions they enhance.

2.2.8 DESIGN GUIDANCE

Design Guidance summarised in the appendices should be read in parallel with the GI SPG to provide further guidance to the developer and end user in understanding what is likely to be appropriate in terms of design solution for each LCA.

REFERENCES

[Monmouthshire Local Development Plan 2011—2021 \(LDP\)](#)

[NRW Website LANDMAP Maps](#)

[Green Infrastructure SPG \(MCC 2015\)](#)

[Greenspace Study \(MCC 2010\)](#)

[Open Space Study \(MCC 2008\)](#)

[Monmouthshire Landscape Sensitivity and Capacity Studies \(MCC 2009/2010\)](#)

[Biodiversity Checklist \(MCC 2013\)](#)

[Planning Guidance for Smaller Scale Wind Turbine Development](#)

[Landscape and Visual Impact Assessment Requirements \(The Heads of the Valleys : April 2015\)](#)

[Landscape Officers and Planners](#)

[Renewable Energy and Energy Efficiency Supplementary Planning Guidance \(MCC, 2016\)](#)

[Ecological Connectivity Assessment of Settlements in Monmouthshire \(MCC, 2010\)](#)

[Brecon Beacons National Park Authority website](#)

[Wye Valley AONB website](#)

[PPW10 December 2018](#)

[Sustainable Tourism Accommodation Supplementary Planning Guidance November 2017](#)



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SUBJECT: SALE OF LAND FOR GARDEN LAND USE AT LLANFAIR DISCOED

MEETING: Individual Cabinet Member Decision – Cllr P Murphy

DATE: 27th November 2019

DIVISION/WARDS AFFECTED: Caerwent

Exemption – The information contained within this report is not considered to be exempt from publication, however the information contained within one of the appendix is considered to exempt from publication

1. PURPOSE:

1.1 - To seek consent for the disposal of three sections of land to the sitting tenants for use as garden land.

2. RECOMMENDATIONS:

2.1 - That the disposals proceed following the agreement of terms with the purchasers to purchase the land outlined red.

3. KEY ISSUES:

3.1 - The land outlined red has been leased to the owners of the adjoining properties for a number of years for use as an orchard/informal garden.

3.2 - Following a review of the Council's land holdings in the area, it has been determined that the Council would offer the current tenants the opportunity to purchase the land to continue using it is garden land.

3.3 - A valuation of the land has been undertaken by the Council and terms have been agreed with the purchasers. The purchasers will also cover the Council's Legal and Surveying costs relating to the transaction.

3.4 - The sale documentation will include an overage clause in the Council's standard form enable the Council to share any increase in value should the land ever be redeveloped.

3.5 - The transaction will be subject to the purchasers obtaining planning permission for change of use to garden land.

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

Having undertaken the relevant impact assessment, the sale of this land is not deemed to have a negative impact in relation to the various subjects considered in the impact assessment.

5. OPTIONS APPRAISAL

Option	Positives	Negatives
Proceed with the sale	The Council will receive a capital receipt from the sale to contribute towards the Council's 21 st Century Schools Programme	The Council will see a reduction in rental income as a result of the sale
Withdraw from the sale and maintain status quo	The Council will continue to receive a rental income from leasing the land to potential purchaser	The Council will not benefit from capital receipt as a result of the sale

6. EVALUATION CRITERIA

- Has the transaction completed as expected? – 12 month review

7. REASONS:

The sale of the parcels of land will generate a receipt for the Council to support the capital program as well as enabling a tenant who has maintained the land to required standards during the tenancy agreement, to have the benefit of the land in perpetuity.

8. RESOURCE IMPLICATIONS:

The purchaser will pay the Council Legal and Surveying costs in relation to this transaction.

9. CONSULTEES:

Cllr P Murphy – Local Member
SLT

Joanne Chase – Legal Services

Debra Hill-Howells – Head of Commercial, Property, Facilities and Fleet.

10. BACKGROUND PAPERS:

Location Plan – Subject land outlined red
Exempt Appendix

11. AUTHOR:

Gareth King MRICS – Principal Estates Surveyor

12. CONTACT DETAILS:

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E-mail: garethking@monmouthshire.gov.uk

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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

Report: SALE OF LAND FOR GARDEN USE AT LLANFAIR DISCOED

Author: Gareth King MRICS – Principal Estates Surveyor

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

Exemptions applying to the report:

The appendix relation to this report should be exempt from publication.

Factors in favour of disclosure:

Openness & transparency in matters concerned with the public

Prejudice which would result if the information were disclosed:

Information contained within the appendix relates to Information which is likely to reveal the identity of an individual. It also contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

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 report

Date: 18/11/2019

Signed: Gareth King

Post: Principal Estates Surveyor

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

Signed: 

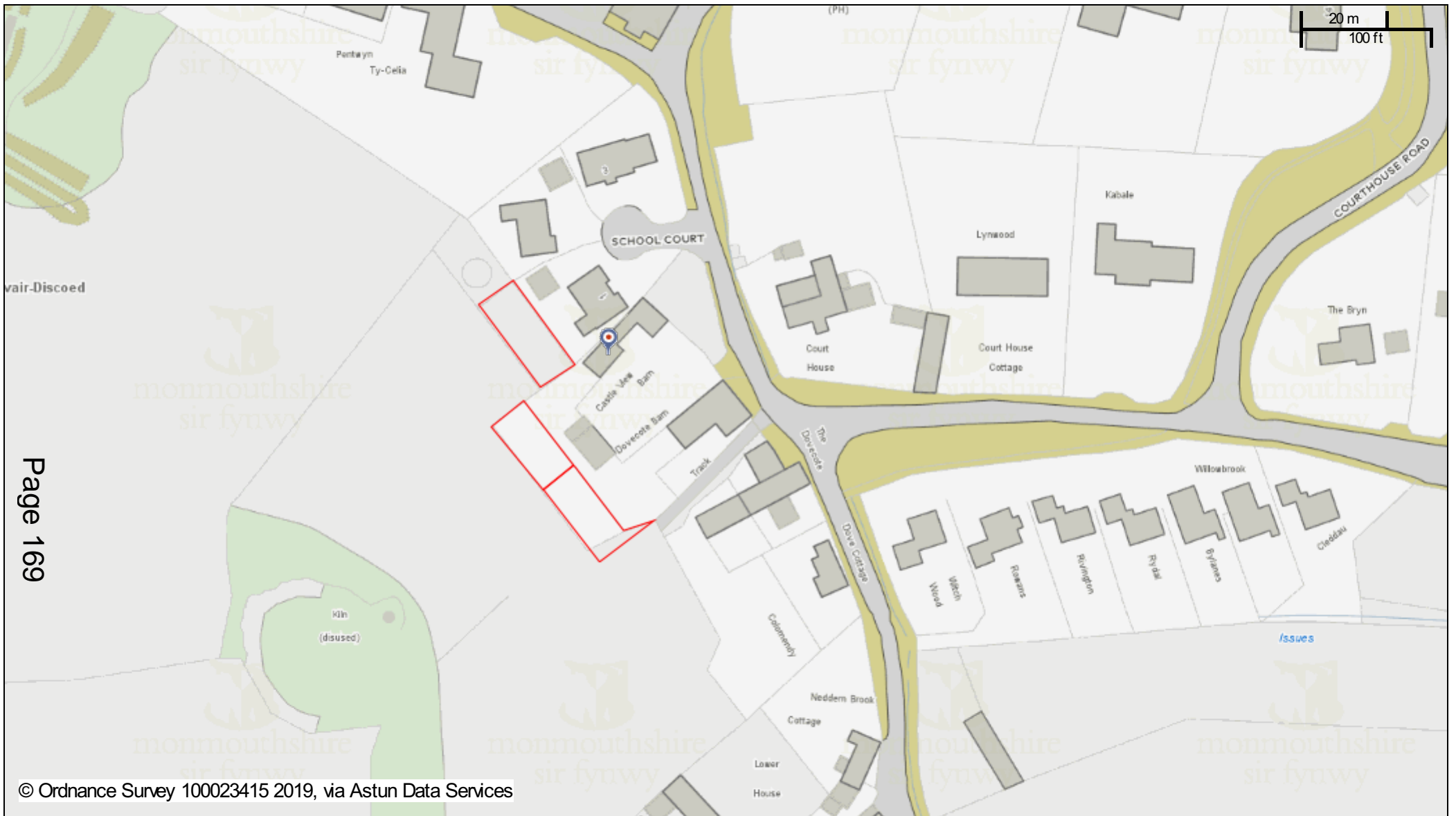
Date: 19/11/19



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

Document is Restricted

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	Sale of Garden Land at Llanfair Discoed		
	Location Plan		
	Monmouthshire County Council, County Hall, The Rhadyr, Usk. NP15 1GA		
Scale : 1:1250	Printed : 7/11/2019 at 11:17 AM	Grid Ref: 344769,192310	

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SUBJECT:	MONLIFE NEW POST REQUIREMENTS
MEETING:	INDIVIDUAL CABINET MEMBER DECISIONS
DATE:	27 November 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

1.1 To set out the requirements to establish new posts within MonLife structure.

2. RECOMMENDATIONS:

2.1 To agree the establishment of two new posts to support the transformation of the MonLife Services.

3. KEY ISSUES:

3.1 In September 2019 the Council approved the Business Plan and operating model for MonLife. The report highlighted that there will be a small number of new posts identified within the team configurations which are within the overall business plan costings for the services.

3.2 This report focusses on the immediate changes required and seeks to establish two new posts. All proposals will be subject to Job Evaluation and costs are contained within the MonLife Business Plan. There are a further three posts within the Business Plan which will be subject to a future report following a review by the Leisure Services Manager.

3.3 The additional posts are;

Volunteer Co-ordinator - To manage all elements of volunteering including assessing and meeting MonLife's needs through additional recruitment, placement and retention of volunteers. MonLife wants to increase the range of volunteering opportunities including those for young people, to benefit those seeking to change employment prospects, and enhance older people's community contribution and personal wellbeing.

Sales Officer - To support the Marketing Manager with campaigns aimed at maximising income / increasing participation across MonLife but particularly with large income targets in Leisure and Outdoor Activity Centres. MonLife has a diverse 'offer', with many products and a wide variety of customer bases. The range of product and customers gives us great potential to cross sell more effectively. This role will assist by making use of customer information and data, and will seek ways to better integrate customer sales activity and increase cross selling, building this into plans for events, programmes and venues.

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

4.1 The positive engagement activities with communities, customers and staff will continue as well as a focus on income generation and investment in key aspects of the business to ensure the culture and business thrives. Staff having clarity in terms of their roles, their place within the team configurations and the wider workforce is essential to their effectiveness and contributes to their engagement.

4.2 OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Not to agree new posts.	None	Lack of resources and clarity to achieve MonLife business plan objectives	
To agree new posts.	Will enhance the arrangements already delivering success and underpin the cross thematic working objectives under the Leisure Services Manager post.	None	

5. EVALUATION CRITERIA

5.1 By utilising MonLife's approved performance and evaluation framework and a CPD approach where employees are given control over their performance environment and are able to have mutually beneficial performance conversations with their managers will provide a measurement of success through staff engagement surveys and other data collection.

6. REASONS:

6.1 To inform members of the new post requirements to achieve MonLife Business Plan objectives.

7. RESOURCE IMPLICATIONS:

7.1 The following table demonstrates that the costs for the new posts. This additional cost can be met within MonLife's approved services budget.

New Posts	FTE	Band	Gross Pay £
Volunteer Co-ordinator	0.54	E	17,492
Sales & Marketing Assistant	1.00	H	44,986
Total			62,478

7.2 The MonLife business plan included proposals for additional new staff posts as well as benefitting from VAT savings through the adoption of the Ealing ruling so that additional investment would be made in services. Members will be also be aware of the additional

resources of £97,604 approved for transformation of these services at Council in September 2019 which is to be included within the MTFP for 2020-21.

8. CONSULTEES:

Cabinet Member for Governance
Chief Operating Officer MonLife
SLT

9. BACKGROUND PAPERS:

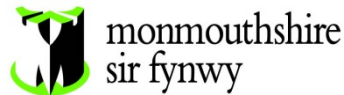
Report to Council 19th October 2019.

AUTHORS & CONTACT DETAILS:

Ian Saunders, MonLife Chief Operating Officer
Marie Bartlett, MonLife Finance and Resources Manager
Teresa Parsons, MonLife HR Advisor

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SUBJECT:	MUSEUMS REVIEW
MEETING:	Individual Cabinet Member Decision – Cllr Paul Jordan
DATE:	27 November 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To seek agreement to implement a staffing restructure following a review of the Museums Service.
- 1.2 To seek agreement to implement new public opening hours following a review of the Museums Service.

2. RECOMMENDATIONS:

- 2.1 To agree to the changes recommended by the Museums Service Review.

3. KEY ISSUES:

- 3.1 Cabinet approved the 2017-2022 Museums Forward Plan in December 2016. The findings and recommendations of the Amion Cultural Services Review, completed in June 2015, informed the Forward Plan. Two of the overarching recommendations that Amion made were to:
 - Create a centralised museum team with an effective leadership function.
 - Continue to provide local access to the county's heritage
- 3.2 The approved Forward Plan included these recommendations under Strategic Aim 2 – *To ensure we have a resilient and sustainable service.*
- 3.3 The 2017 museum restructure addressed this core action, including a revised centralised team structure, establishing consistent opening hours across sites and implementation of lone working. Changes to the role, responsibilities and reporting structures were made to the posts of Abergavenny Museum Curator and the Deputy Museums Officer/Chepstow Museum Curator. These posts were revised to become Museums Manager and Museums Curator. The part time posts of Objects Conservator and Senior Custodian remained unchanged regarding the role specification although the hours that the Senior Custodian had to focus on duties away from the desk were significantly reduced. At the same time, single manning was introduced for the custodians across all sites.

- 3.4 These changes have been in place for over 2 years but the service remains stretched and roles and responsibilities in some places overlap and in others are unclear. The reporting structure is such that the Museums Manager has 16 direct reports, which is too many to effectively manage. Administrative duties are spread across many members of staff, which is confusing and duplicates effort. The Senior Custodian no longer has the office time to devote to focussing on the retail operation and this and further opportunities to increase income have been curtailed.
- 3.5 The creation of MonLife also provides an opportunity to consider the synergies across MonLife's operations. With this in mind, a full review has been undertaken including staffing roles in the light of operating experience over the last 2 years and staff feedback. The aim is to consolidate the central team and administrative functions, build operating resilience across MonLife's museums and attractions and support delivery of the Museums Forward Plan, including collection review and rationalisation.
- 3.6 To inform the review two meetings with staff held earlier this year (15th February and 9th April) completed a SWOT analysis and then worked through the issues; which have been considered during the review. Other issues raised outside the scope of the review will be addressed internally.

Weaknesses

- Lone working
- Lack of training time and opportunity to pass information between each other

Opportunities

- Opportunities to improve the service during closed periods
- Doubling up of staff to improve the visitor experience
- Revisions to the retail offer
- Including custodians in the planning stage of exhibitions and events

Threats

- Threat to team work
- Overstretched staff

- 3.7 The recommendations for change are:
- 3.7.1 Redesignate the Museums Manager post as Museums and Arts Manager to reflect the museum service's role as the arts lead within MonLife (Band J as currently).
- 3.7.2 Revise the roles of the Museums Curator and Object Conservator (the Object Conservator currently reports to the Museums Curator) to create two revised posts of Community Museums Curator and Collections Management Officer (both Band I).
- 3.7.3 The full time post of Collections Management Officer (the Objects Conservator is currently 0.6FTE) will allow more time to focus on the collections. Between spring 2020 and summer 2021, the additional 2 days will be specifically to lead the Collections Review and Rationalisation programme funded by the National Lottery Heritage Fund, including two

Collection Review Assistants on 12-month contracts from spring 2020 (Band F).

3.7.4 Change the reporting structures so :

- Custodians at Abergavenny report to the Community Museums Curator (due to the focus at that site on events which the Community Museums Curator is responsible for)
- Custodians at Monmouth report to the Collections Management Officer (due to the need for a strong focus on collections at that site)
- Custodians at Chepstow report to the Museums and Arts Manager (this ensures a balance of staff management responsibilities).
- Collections volunteers at Abergavenny and Chepstow report to the Collections Management Officer.
- Collections volunteers at Monmouth and all events/exhibition based volunteers report to the Community Museums Curator.
(The reporting structure for volunteers ensures both responsibilities are reflected but also means the two curatorial role have responsibility across all three sites)

3.7.5 Introduce a new post of Business Support Assistant (0.5 FTE, Band D) to take on administrative duties alongside involvement in retail and volunteer administration. This role to be offered in the first instance to any member of the museum team who has the required skills. This post will sit alongside the equivalent business support role in attractions adding operating resilience across both teams.

3.7.6 Delete the post of Senior Custodian. Due to the reduction in hours of this role over time, the proposed consolidation of business support, the reporting structure for front of house staff and the mixed nature of the current role covering administrative duties and front of house duties this role is no longer required.

3.7.7 Maintain the role of Custodians to welcome and assist all visitors; maintain security, general care of collections and building and control stock and cash (Band D as currently).

3.7.8 A revised working pattern for the Custodians to allow for a more standardised approach across all sites with a longer weekday post and an alternating weekend / weekday shift. This will provide an opportunity for crossover between staff to improve communication and time for site based administrative tasks. Currently roles range from 5.5 hrs to 15.75 hrs resulting in uneven experience and responsibility for tasks and so the revised working pattern will allow more consistency in roles and responsibilities and strengthen team working.

3.7.9 Retaining the closure to the public of all sites on a weekday, subject to further consultation most likely Wednesday as currently, all year round. Introducing a period of closure to the public over the winter (9 - 12 weeks). Visitor figures are significantly lower during this period and closure to the public but retaining staff during this time will provide an opportunity for staff training and for staff to work collaboratively on projects, including collection review, delivering project outcomes, improving teamwork and ultimately the visitor experience. Closure to the public does not impact on other activity such as pre booked visits or activities, study courses and learning activity which can continue to be accommodated, indeed it provides an opportunity for greater such usage.

- 3.8 The resulting changes in staff structure and lines of reporting are set out in Appendix 1:
- 3.9 All staff affected by the proposals have been consulted. Comments made during consultation have been considered and changes have been made to the initial draft report arising from the consultation. The changes will ensure the museum team is fit for purpose and allow appropriate staff to focus implementing the Museums Forward Plan including on improving the visitor experience, community engagement and collections review and rationalisation.

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

- 4.1 The work of the Museums Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves people’s wellbeing. Staff having clarity in terms of their roles and their place within the team is essential to their effectiveness and contributes to their engagement to ensure a resilient and sustainable service into the future contributing to the economy, to health, cohesive communities and to a vibrant culture by supporting artistic, cultural, heritage and tourism activity (Appendix 3).

5. OPTIONS APPRAISAL

Option	Benefit	Risks	Comments
Not to agree proposed new posts structure	None	Lack of clarity of roles and resources to deliver the changes set out in the Museums Forward Plan and MonLife Business Plan	
To agree proposed new posts structure	Will position the museum and arts service to deliver the Museums Forward Plan and MonLife Business Plan. Will clarify staff responsibilities and provide a framework to accommodate delivery of the Collections Review and Rationalisation Project and position the service to attract further external funding.	None	

6. EVALUATION CRITERIA

- 6.1 Progress will be monitored against the Museum Service Delivery Plan and MonLife’s Business Plan utilising MonLife’s approved performance and evaluation framework. In addition MonLife’s CPD approach where employees are given control over their performance environment and are able to have mutually beneficial performance conversations with their managers will provide a measurement of success through staff engagement surveys and other data collection.

7. REASONS:

- 7.1 The provision of a vibrant museum service make a positive contribution to the lives of the people of Monmouthshire and to those visiting the county, both physically and virtually. It ensures current and future generations can enjoy and access heritage, collections, arts and culture by protecting and conserving artefacts and built heritage and promoting and nurturing the arts.
- 7.2 The corporate plan identifies the need to implement the museums' review and enable community-led arts and heritage presence in each of our towns.

8. RESOURCE IMPLICATIONS:

- 8.1 Appendix 2 demonstrates that the costs for the proposed changes to role designations and the structure are some £17,111 more than the previous budget at £261,526. The extension of the Collections Management Officer to a full time post is supported by grant aid in 20/21 and part supported in 21/22 as the additional days will be devoted to leading the Collections Review and Rationalisation programme funded by the National Lottery Heritage Fund. Consequently, the full impact will not be until 22/23. Based on past performance, supported by the new staffing arrangements and close working with MonLife's attractions it is realistic to assume that growth in retail income (£8,000) can contribute and so the additional cost can be met within MonLife's approved services budget. The net additional cost of £9,000 has been built into the MonLife Business Plan from 22/23 onwards.

9. CONSULTEES:

Chief Operating Officer MonLife
Museum Staff
HR Business Partner
Union & Staff consultation

10. BACKGROUND PAPERS:

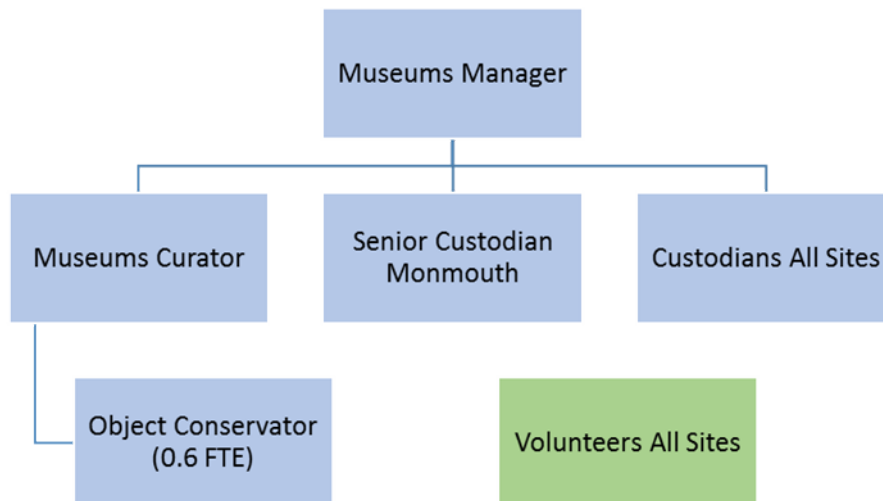
Appendix 1: Existing and Proposed Structure
Appendix 2: Full Year Costings of Proposals
Appendix 3: Equality and Future Generations Evaluation

AUTHOR & CONTACT DETAILS:

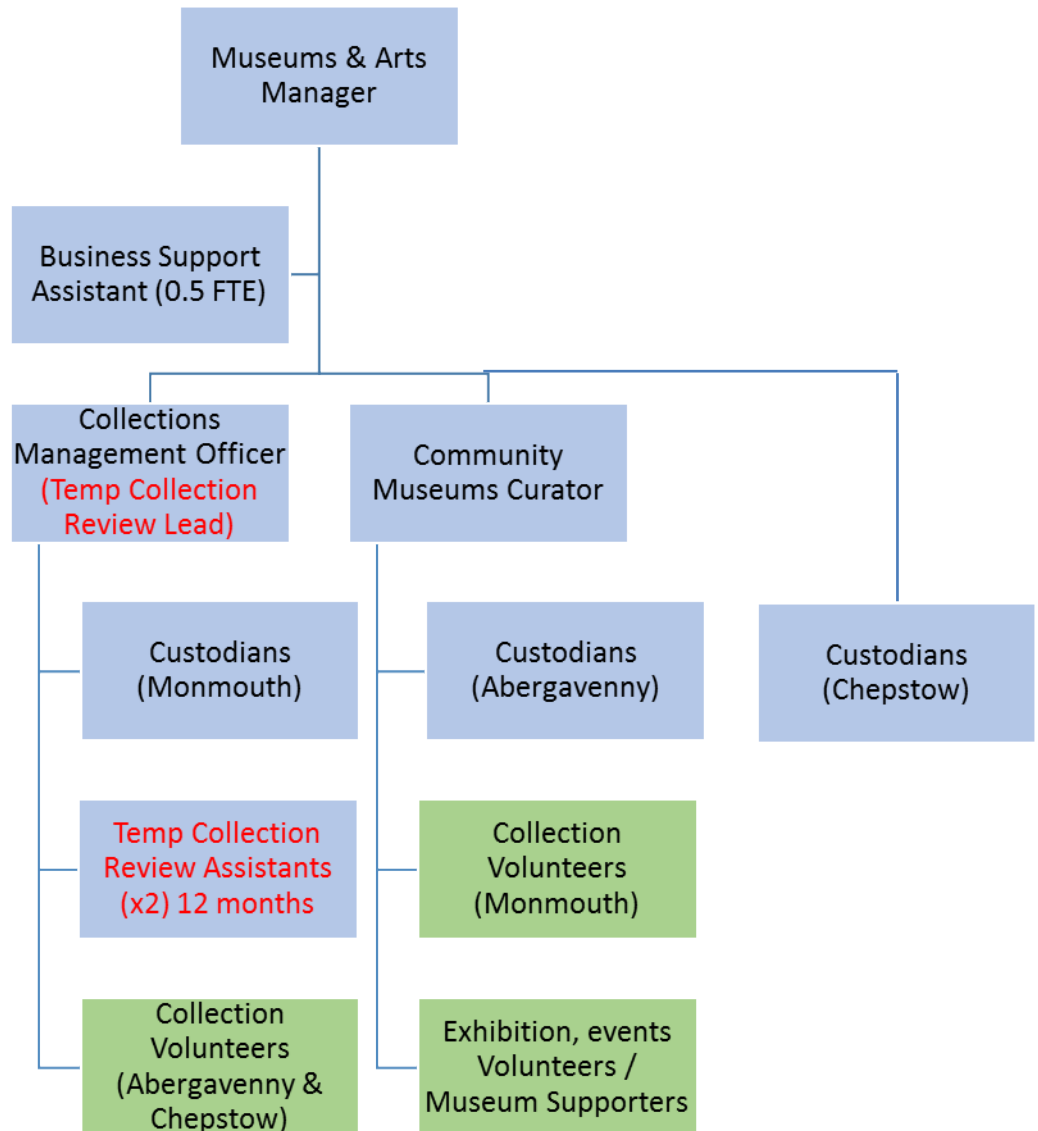
Matthew Lewis, Environment and Culture Manager, MonLife
E-mail: matthewlewis@monmouthshire.gov.uk Tel: 01633 644855

Appendix 1: Existing and Proposed Structure:

Existing:



Proposed:



Appendix 2: Full Year Costings of Proposals

	Current Structure		Proposed Structure	
	Band	Budget 19-20 £	Band	Budget 19-20 £
New Posts				
Business Support Assistant (0.6FTE)		0	D	14,836
Post Deletions				
Senior Custodian	F	17,360		0
Redesignated / changed posts				
Redesignate Museums Manager post to Museums and Arts Manager	J	55,928	J	55,928
Redesignate Museums Curator post to Community Museums Curator	I	50,566	I	50,566
Redesignate Object Conservator post to Collections Management Officer (and extend from 0.6FTE to full time post*)	H	26,406	I	50,566
Custodians posts (overall reduction in hours as a result of creation of Business Support Assistant)	D	111,266	D	106,741
TOTAL		261,526		278,637

*additional hours supported by grant aid until 21/22

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<p>Name of the Officer Matthew Lewis Phone no: 01633 644850 E-mail: matthewlewis@monmouthshire.gov.uk Rachael Rogers Phone no: 01873 854282 E-mail: rachaelrogers@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To seek agreement to implement a staffing restructure following a review of the Museums Service.</p> <p>To seek agreement to implement new public opening hours following a review of the Museums Service.</p>
<p>Name of Service area</p> <p>MonLife</p>	<p>Date 8 November 2019</p>

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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	The review of the Museums Service will enable us to determine how we are able to better serve our existing and potential audiences with protected characteristics.	Seasonal variation in public opening hours could reduce choice in when people can visit, however this is not specific to people with protected characteristics and needs to be balanced against it facilitating other access to the museums and allowing improvement of the visitor experience.	We intend to consult with non-users and establish a consultative panel as part of the MonLife Heritage Strategy project and this will help inform our detailed approach
Disability	As above	As above	As above
Gender reassignment	As above	As above	As above

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?
Marriage or civil partnership	As above	As above	As above
Pregnancy or maternity	As above	As above	As above
Race	As above	As above	As above
Religion or Belief	As above	As above	As above
Sex	As above	As above	As above
Sexual Orientation	As above	As above	As above
Welsh Language	As above	As above	As above
Poverty	As above	As above	As above


2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The staffing review is to support the implementation of the forward plan to ensure we have a resilient and sustainable service using our resources to best effect. The delivery of enhanced arts, cultural and heritage provision is one of the agreed priorities within the Monmouthshire Destination Management	Further progressing the museums forward plan will enable us to most effectively contribute to a prosperous Wales through supporting the artistic, cultural, heritage and tourism economy.


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?
	Plan to grow tourism revenue to the county by supporting the artistic, cultural and tourism economy	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The positive effects of cultural activities on people's wellbeing is well documented and the forward plan seeks to provide that opportunity to existing and new audiences.	Further supporting implementation of the museums forward plan will enable us to most effectively contribute to a healthier Wales through cultural activities, volunteering and engagement.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	<p>Telling the stories of all our communities through our work is important in making our communities feel connected and attractive. Ensuring our collections relate directly to our stories and are suitable housed and displayed will enable us to do this in a more focused way.</p> <p>There may be a negative impact on communities of antipathy and distrust of the service that they had thought was going to look after donations in perpetuity.</p>	<p>Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of cohesive communities.</p> <p>Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
A globally responsible Wales		

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?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Collections Rationalisation means we can focus on the appropriate culture and heritage for our area.	Carrying out the review will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of vibrant culture and thriving Welsh language.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Museums will continue to provide free access to the public and in consulting with non-users and via a consultative panel we will seek to identify and overcome barriers to use	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	Supporting the delivery of the Forward Plan is intended to position the service to be sustainable in the long term – addressing the collection review is essential to this as the Museum Stores are extremely full. Introducing seasonal variation in public opening hours could reduce choice in when people can visit, but needs to be balanced against facilitating other access and allowing time to work collaboratively on projects, including collection review, delivering project outcomes, improving teamwork and ultimately the visitor experience.	

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>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>Delivery of the Forward Plan involves working closely with our colleagues across MonLife and MCC, partnership with funders, National Lottery Heritage Fund, working closely with our colleagues across other museums in respect of collection review and building partnerships related to art, cultural and heritage activities</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>Delivery of the Forward Plan involves consultation with volunteers and community partners. We intend to consult with non-users and establish a consultative panel as part of the MonLife Heritage Strategy project and this will help inform our detailed approach. We have consulted with museum bodies and followed UK wide principals.</p>	<p>We will provide full information on the collection review process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The Museum Service is not performing to its potential and we need to address this issue. The Museum Stores are almost at capacity and we need to address this in order to plan for the future.</p>	<p>Further delivery of the Forward Plan and properly considered collections rationalisation will help us to prioritise the needs of our service and ensure we can put in place the best resources to care for them.</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>It is well documented that participation in cultural life improves people's wellbeing and this is something we consider throughout our work.</p>	

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

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	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	Our role as a museum service is to tell the stories of everyone in Monmouthshire. We would like to ensure we do this more effectively.		
Safeguarding	N/A	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

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

- Visitor figures across the sites
- Experience of operations across the last 2 years
- Discussion amongst Monmouthshire Museums Team and with National Lottery Heritage Fund
- Consultation with staff and union

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 work we do in the Museums Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves people's wellbeing and this is something we consider throughout our work. Delivery of the Forward Plan will ensure that we can have a resilient and sustainable service into the future contributing to the economy, to health, cohesive communities and to a vibrant culture by supporting artistic, cultural, heritage and tourism activity

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
Completing staff review / new structure	By late 2019 / early 2020	Environment & Culture Manager /Museums Manager
Completing Review of the Museum Forward Plan	By early 2020	Environment & Culture Manager /Museums Manager

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	ICMD	27 Nov 2019	

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SUBJECT: NEIGHBOURHOOD SERVICES RESTRUCTURE OF GROUNDS, CLEANSING AND WASTE COLLECTIONS

MEETING: INDIVIDUAL CABINET MEMBER

DATE: 27th November 2019

DIVISION/WARDS AFFECTED: ALL

NON-PUBLICATION

1. PURPOSE:

This report seeks approval for restructuring the grounds, cleansing and waste collections sections within Neighbourhood Services. This restructure will reassign roles and functions to meet the challenges identified through staff engagement sessions.

2. RECOMMENDATIONS:

- 2.1 To approve the restructure and creation of new posts within the Neighbourhood Services sections – as supported by the evidence base Appendix 1.
- 2.2 To delegate powers to the Head of Service to enable the recruitment and appointment process to commence in line with policy.
- 2.3 To approve any costs associated with the implementation of the structure (redundancies, commuted sums etc.) These will fall upon the Enterprise service budgets to fund but should this prove insufficient, then corporate funding will be sought to cover any one off severance costs.

3. KEY ISSUES:

- 3.1 The amalgamation of Highways Maintenance, SWTRA, Waste & Street Services under Neighbourhood Services creates an opportunity to restructure the existing waste and street services department to give a greater focus on grounds, cleansing and waste collections.
- 3.2 Under the current structure there are four distinct areas in W&SS - Operations, Strategy, Commercial and Administration. We are currently working in a legacy structure and as such the opportunity for individuals to progress in line with roles and responsibilities is limited.
- 3.3 Individual engagement sessions in the form of speed CiCos were carried out in March 2019 and the majority of staff cited roles and responsibilities and clear management lines as a contributing factor for inefficiencies and stress in the department. Staff wanted more accountability for duties to increase job satisfaction but felt this would be

difficult under the current structure as the roles were not specific enough to allow that level of ownership.

- 3.4 Succession planning, training and development were also raised as serious issues for future proofing services.
- 3.5 This was in the midst of the recycling review changes and MHA contract negotiations and workload and stress may have impacted on some of the responses. The previous engagement session from 2016 (appendix 1) also highlighted the same issues stating the roles and responsibilities and lack of accountability as the main reasons for low morale. Having gone through 3 restructures in quick succession at that time we felt that a period of stability would be more beneficial. The latest engagement sessions demonstrate that this is not the case and with the higher levels of stress related absenteeism it is clear that something needs to change.
- 3.6 Throughout there was an underlying desire to improve the service and ensure roles and responsibilities are given more clarity that prioritise support for the frontline delivery. We are an operational department and looking at the service from a customer perspective was important to everyone. Stress related absenteeism and low morale was seen as a clear indicator that the current structure is no longer fit for purpose.
- 3.7 There were a range of suggestions but the most favoured was splitting grounds from waste to give clear lines of management and accountabilities.
- 3.8 It was identified that there was a need for more strategic presence and clear priorities for the services. The lack of resources in the department created more pressure and the HoS being immersed in the day to day delivery of the service was generally appreciated but it was clear that this would not benefit the service long term.
- 3.9 Some general themes emerged from within teams -
 - Good team spirit
 - Restructure to reassign roles in grounds and waste
 - Clarity on job spec and accountability linked to responsibility and specific to service area
 - Succession planning and training for existing staff to deliver services
 - Systems and processes need to be reviewed to ensure fit for purpose, everything is urgent/priority so nothing is urgent/priority
 - Clarity on commercial direction and focus on delivery of existing services before seeking additional opportunities
 - Improve communications across the department
 - Health, safety, wellbeing and training needs to be prioritised
- 3.10 The restructure separates the grounds, cleansing and waste collections services to create two distinct services, Grounds and Cleansing and Recycling and Waste and aligning support teams in this way will address the roles and responsibilities issues and give clarity of accountability. (Appendix 2 and 3)

- 3.11 It will ensure all frontline services are supported and equally resourced, the additional management support at the frontline should impact positively on sickness absenteeism.
- 3.12 Reducing reliance on agency staff and filling current vacancies will be a priority. We will limit the use of agency staff to cover short term absences. This reduces flexibility and increases costs in the short term but we recognise the increased stability that permanent members of staff bring to the service and the opportunities this brings for managing absenteeism more effectively.
- 3.13 The operational, commercial, strategic and business support functions sit together in a team that delivers those core function and should address some of the issues raised by these teams. Systems development, customer care, KPIs, complaints, reactive response etc will then sit within those teams.
- 3.14 Clear responsibilities for functions within a defined team will improve the service request and complaints process and allow further expansion of automation of service requests.
- 3.15 A clear commercial focus on delivering our existing internal and external contracts in grounds and waste to the highest standards. Several contracts have been lost in recent years and there is a need to ensure resources are prioritised to maintain current income levels.
- 3.16 Historically, grounds and waste structures have been very flat on the frontline. To support career progression, succession planning and staff retention work as commenced at the frontline to address these issues. Apprenticeship opportunities will be investigated more fully. A training structure that rewards advancement and creates opportunities for staff who want progression will be reviewed. This is a longer term project but the additional investment and structured career progression should also help support reduced agency and absenteeism through increased morale.

4. OPTIONS APPRAISAL

- 4.1 The restructure has been consulted on with staff over the last 3 months and staff input has helped shape the structure contained within this report.
- 4.2 A formal consultation has also been completed and the structure has been agreed.
- 4.3 A full build-up frontline staff and office support has been completed and is included in Appendix 2.

5. EVALUATION CRITERIA

- 5.1 The restructure will be evaluated as part of the Service Plan process and measured against a selection of performance indicators including –
 - Reduction in agency staff usage against 2019 baseline

- Reduction in absenteeism against 2019 baseline
- Improvement in staff retention against 2019 baseline

6. REASONS:

- 6.1 The restructure separates the grounds, cleansing and waste collections services to create two distinct services, Grounds and Cleansing and Recycling and Waste and aligns support teams in this way will address the roles and responsibilities issues and give clarity of accountability. It will ensure all frontline services are supported and equally resourced, the additional management support at the frontline should impact positively on sickness absenteeism.
- 6.2 Reducing reliance on agency staff and filling current vacancies will be a priority. We will limit the use of agency staff to cover short term absences. This reduces flexibility but recognises the increased stability that permanent members of staff bring to the service.
- 6.3 The operational, commercial, strategic and business support functions are merged to deliver the relevant service will address some of the issues regarding roles and responsibilities. Systems development, customer care, KPIs, complaints, pro-active reactive response etc will then sit within those teams.
- 6.4 A clear commercial focus on delivering our existing internal and external contracts in grounds and waste to the highest standards. Several contracts have been lost in recent years and income targets remain challenging. There is a need to ensure resources are prioritised and external contracts and non-statutory chargeable services cover direct and indirect costs.
- 6.5 A clear plan and structure to reward continued professional development and recognise leadership and technical qualities on the front line. This will support staff retention, succession planning and increase morale.

7. RESOURCE IMPLICATIONS:

- 7.1 There is work needed to split cleansing budget from the waste budget but this will allow greater transparency moving forward. This work will be carried out post-restructure and the physical split of waste and cleansing teams and resources needed to deliver the functions will be a priority in readiness for the 2020/21 budget.
- 7.2 On the frontline, the grounds maintenance and scheduled cleansing teams will be merged following approval of report and appointment of Supervisors. The EPA team responsible for litter bins, flytipping, ad hoc cleansing etc will remain within waste while the budget and resources issues are resolved, they will then transfer into grounds and cleansing over the next 6 to 12 months.
- 7.3 Any costs associated with the implementation of the structure (redundancies, commuted sums etc.) will fall upon the Enterprise service budgets to fund but should this prove insufficient, then corporate funding will be sought to cover any one off severance costs.

- 7.4 Previous MTFP savings have in part been achieved by reducing provision in cleansing, this has helped manage budgets but does not reduce customer demand or expectation in that area and ultimately does not result in the right outcomes for the MTFP or residents. Understanding the actual costs of service delivery will be more transparent for future service provision decisions.
- 7.5 Commercial activity supports delivery of services and the focus will be on maintaining existing contracts and delivering services for residents. At a time of increased budget pressure it is more important than ever to understand what services actually cost so potential savings can be clearly identified.
- 7.6 The Commercial Manager post is currently vacant and will be deleted from the establishment. The commercial team roles will sit within the wider structure. The current duties of the commercial waste officer role will be covered in the contracts and scheduling officer role and the business admin role. This will allow the role to focus sustainable growth of the trade and garden waste income within the available resources. The internal and external grounds contract and scheduling roles will ensure the transition into the new MHA contract is seamless and external contracts are reviewed to ensure full cost recovery is achieved. These posts will be merged over the next 12 to 18 months and will result in a future MTFP saving opportunity.
- 7.7 The Recycling Performance Officer post will not be filled until the wider decision on future direction of services is completed. Decisions on driving forward recycling performance in line with Welsh Government targets, insourcing the household waste recycling centres and opportunities for income generation through the sale of recyclable material will need additional support. This position is key to MCC achieving its aspirations and is seen as an investment to save going forward.

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

- 8.1 This report seeks approval to alter the staff establishment listed within this report. The report does not seek to amend or add to the policies or services that direct the nature of services provided to the public. The report deals solely with staffing matters and as such a Future generations and Equality assessment is not considered appropriate or of relevance in this instance.

9. CONSULTEES:

- 9.1 Informal consultation with staff was carried out during August and September 2019 and helped shape the restructure proposals. A 10 day formal consultation was completed prior to report submission in full consultation with staff and Unions with support from finance and HR.
- 9.2 At this point redundancies are not envisaged through this process. Following the formal consultation process and amendments to the structure individual meetings with staff

that are at risk will be conducted. Where posts are not “slotted in” or “ring fenced” they will be advertised internally and externally.

- 9.3 The department accountant and HR Business Partner have been consulted to ensure the HR and budget accurately reflect current and future needs of the service.

10. BACKGROUND PAPERS:

Appendix 1 – 2016 staff engagement session

Appendix 2 – current and proposed staff build with costs

Appendix 3 – Staff profiles

11. AUTHOR: Carl Touhig

12. CONTACT DETAILS:

Tel: 01633 644135

E-mail: carltouhig@monmouthshire.gov.uk

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Neighbourhood Services restructure of Grounds, Cleansing and Waste Collections
Date decision was made:	
Report Author:	Carl Touhig

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

What is the desired outcome of the decision? To approve restructure proposals to facilitate improvements in service delivery
What effect will the decision have on the public/officers? Improved service delivery and reduction in absenteeism and reliance on agency staff

12 month appraisal

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

Think about what you will use to assess whether the decision has had a positive or negative effect:
If decision is to restructure departments, has there been any effect on the team (e.g increase in sick leave)
Reduction in sickness absenteeism, staff retention and reduction in agency costs

12 month appraisal

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

There are no budget implications directly resulting from this restructure. A reduction in use of agency staff will be netted off by increases in permanent staff wages. Any reduction in sickness resulting from improvements in morale and well being will improve service delivery for residents ensuring communities are sustainable and resilient, cleaner, greener, safer.

12 month appraisal

Any other comments

APPENDIX 1

DATA FROM REVIEW IN 2016 GENERIC THEMES AND DATA TO SUPPORT FINDINGS

1. Doing work of others	100%
2. No clarity of role	69%
3. No clarity of others roles	77%
4. Being undermined	62%
5. People in the wrong job, with lack of knowledge	92%
6. We keep reacting/changing	31%
7. Goodwill gone	77%
8. No morale	77%
9. No consequences	38%
10. Policies and procedures not fit for purpose	31%
11. Ground and waste doesn't work	69%
12. Transport Issues	100% of frontline
13. Sickness	85%

- INTERESTING COMMENTS

The nature of our service/department is to help but we are struggling to do our own work, let alone work/questions of others.

There is an expectation and desire to provide a gold plated service where as in reality we are not even nickel.

We are driving chaos

'I want to feel supported by the organisation'

We are reacting and giving priority to waste as immediate but we are not thinking longer term, the impact will be shown in the grounds' contracts, don't understand how schedules are being completed.

Staff are playing the policies

Where has all our training gone?

Morale in on the floor, Christmas will trip us over.

There is no slack in the system, we are cut to the bone and hence just moving problems, solutions around.

I'm so stressed I've started smoking again.

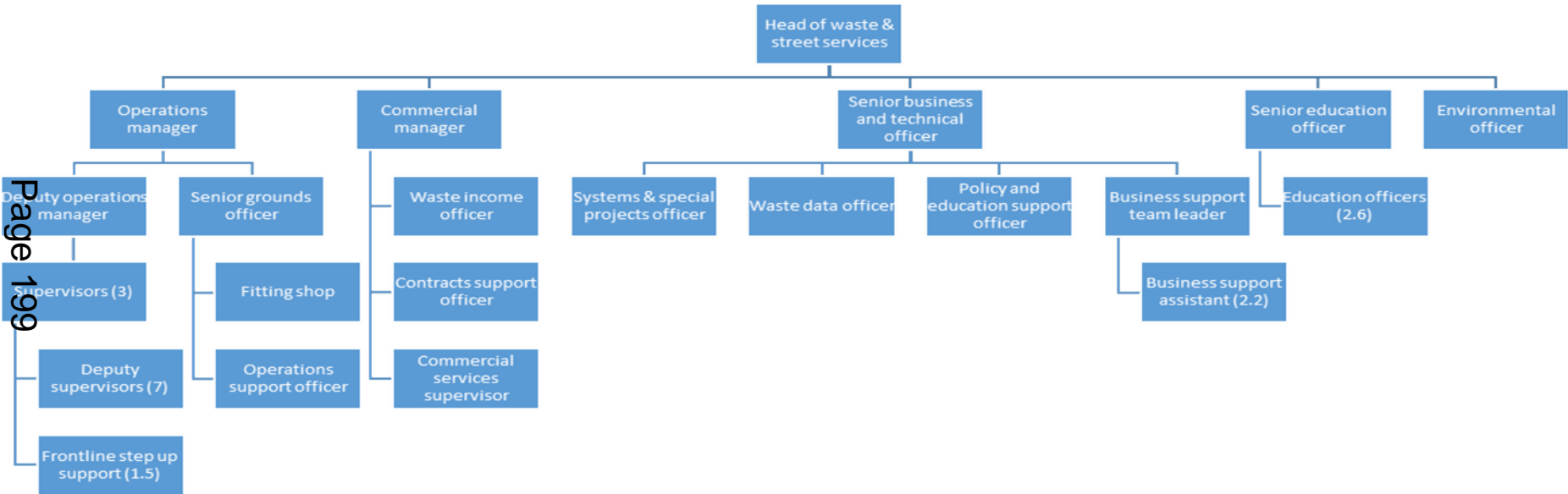
Sent thank you letters out to colleagues for not taking any sick leave but we can't even get that right, people who have had sick had letters thanking them for not taking sick.

Something is going to pop – big time.

Waste and Street Scene as one works on paper in reality we are as we always were with less everything.

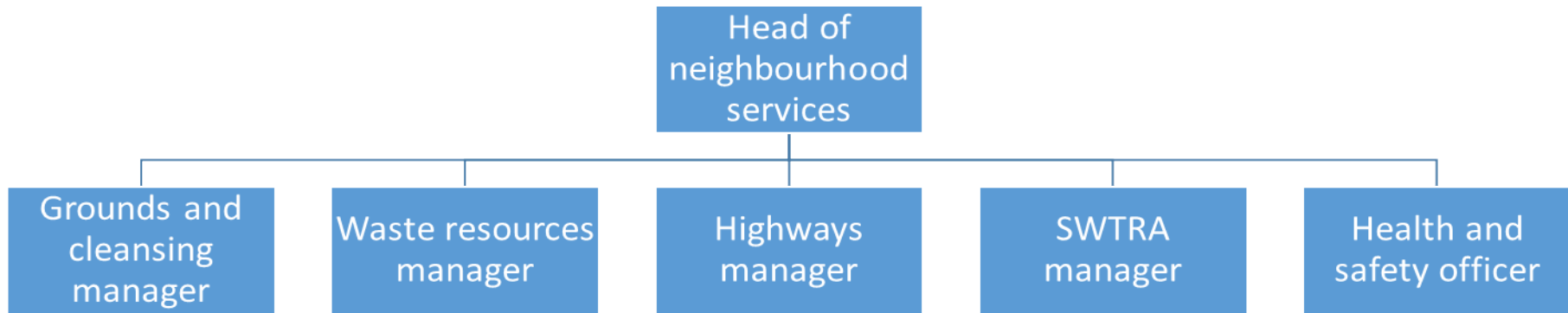
Appendix 2 - Current and proposed structure, costs and duties.

Current

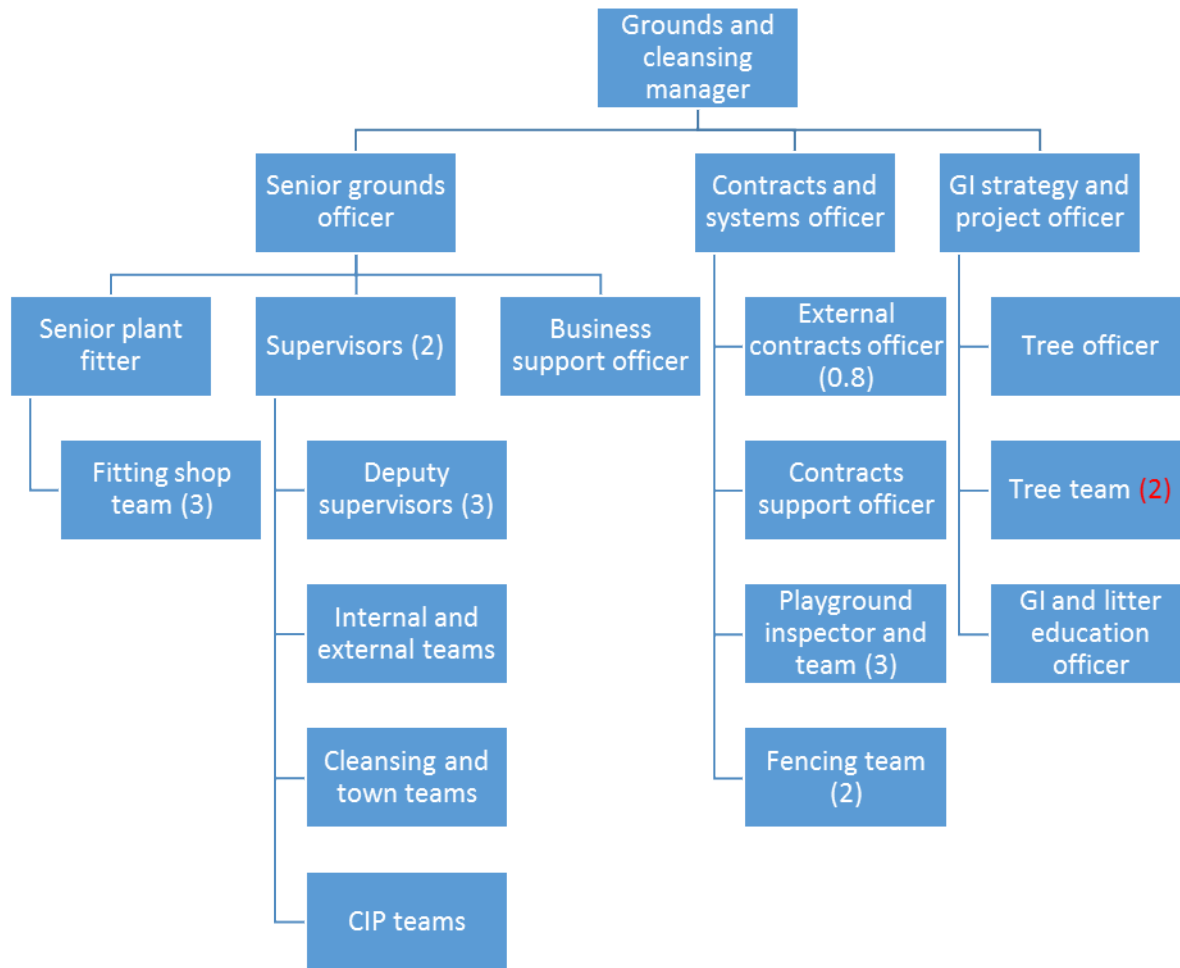


Proposed

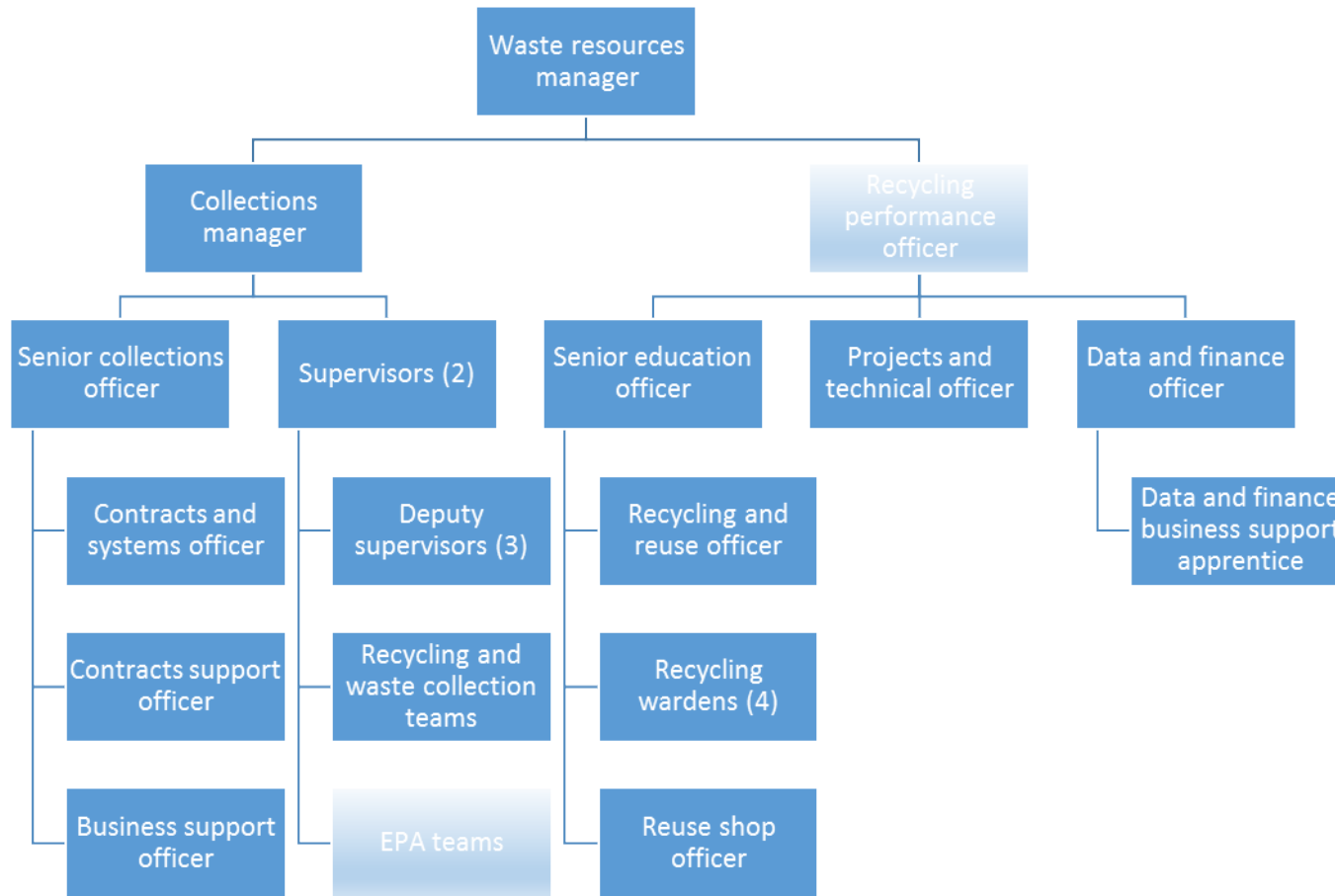
Head of Service structure



Team Structure Grounds and Cleansing



Team structure recycling and waste



-
1. Any cost differential resulting from the grading will be made up through part-time working. Apprentice Levy funding may be available for apprentices and will be sought prior to recruitment.
 2. The Tree Officer and Health, Safety and Wellbeing posts were funded through the Enterprise Structure.
 3. GI Strategy Officer and GI Education Officer are part funded from Caru Cymru. The tree team will focus on Council owned trees in the first few years but will create capacity for income generation and this will be used to offset the Caru Cymru funding in future years should this cease.
 4. Recycling and Reuse Officer and Reuse Shop Support Officer will be partly funded through the income from the reuse shop. Opportunities for an additional reuse shop at Five Lanes will be sought to increase income generation.
 5. HWRC Waste Warden post is funded through increased savings on HWRC permits, the benefit of additional meet and greet facility on site has shown greater savings are achievable with the extra investment. The policies to drive up recycling will require additional education and awareness support on sites and at the kerbside.
 6. Recycling Performance Officer post will be funded through savings and income generation plan to be set out following decisions on polypropylene bag rollout and future of HWRC provision. This post will be tasked with maximising income from recycle sales and managing the waste contracts for treatment and disposal.
 7. Posts highlighted are currently being graded but are based on similar roles and responsibilities

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Roles, and indicative responsibilities, accountabilities

Waste resources manager	Collections manager (waste)	Senior collections officer	Contracts support officer (waste)	Contracts and systems officer (waste)	Business support officer (collections)
<ul style="list-style-type: none"> • Overall responsibility for recycling and waste service • Budget management of £9m • Recycling strategy • Line management of waste and recycling team • Staff morale and culture • Contract management of £4m external contracts expenditure £800k income • Materials management • Efficiency improvements across waste and recycling services • Modernisation strategy • Procurement • Performance management • Safeguarding deputy 	<ul style="list-style-type: none"> • Line management of supervisors and workforce • Health & Safety • Staff morale and culture • Collections efficiency • Implementation of operational changes • Budget management - agency & vehicles • Performance management • Collection complaints management • Recruitment • Disciplinary (investigations, nominated officer) • Training • Procurement & compliance • Quality assurance • Safeguarding lead 	<ul style="list-style-type: none"> • Line management of relevant officers • Systems and digital solutions • Continual process review and improvement • Project management • Trade collections strategy and efficiency • Garden waste collections strategy and efficiency • Round scheduling and efficiency • Service monitoring and reporting - KPIs • GIS: accurate information at all times on local info and monmaps • Deputise for collections manager where necessary • Agresso approver up to £10k 	<ul style="list-style-type: none"> • Waste collections enquiries and complaints • Administration of Trade waste system and contracts • Administration of Garden waste system and contracts/permits renewals • Contracts and customer relations support • Complaints/complements monitoring and reporting • Requisitioner • Management of PO process - supplementary packs, year end etc • GIS mapping support • Support with process review and improvement • Payroll support where necessary 	<ul style="list-style-type: none"> • Manage trade waste customer relations & contracts - site visits, waste audits, sign-ups • Trade waste service scheduling • Garden waste service scheduling • Trade and garden waste crew direction • Duty of care • Marketing • Digital solutions improvement, implementation and maintenance • Systems and process review • Support with mapinfo, GIS • Support with implementation of changes • Data collection, monitoring • Support with process review and improvement • Supervisor cover for sickness, holidays etc (see supervisor responsibilities) 	<ul style="list-style-type: none"> • Collection enquiries and complaints • Requisitioner • Design and production of materials used - eg collection contamination stickers, letters etc • GIS mapping support • Payroll

Supervisors (x2)	Deputy supervisors (x3)	Recycling wardens (x4)	Projects & technical officer	Senior waste education officer	Reuse & recycling officer	Reuse support officer
<ul style="list-style-type: none"> • Line management of waste collections staff • Staff morale and culture • HGV licence essential • Recruitment • Performance management • Ensure compliance with all H&S procedures through checks, inspections etc • Completion of route risk assessments, safe working practices and risk assessments • Respond to public complaints and make visits where necessary • Missed collection investigation and resolution • Asset and fleet management, liaising with transport dept • CICO performance appraisals • Disciplinary (investigations, hearings, appeals) • Absence management reviews • Leave management • Timesheet authorisation including agency staff • Inductions • Training 	<ul style="list-style-type: none"> • Working deputy (EPA, missed collections) • Assist supervisor with morning work allocation/organisation • HGV licence essential • Supervisor cover for holidays and sickness (see supervisor responsibilities) • Return to work interviews • Spot-checking and inspections • CICOs • Disciplinary (verbal and written warnings) • Training • Inductions 	<ul style="list-style-type: none"> • Enforcement support • Contamination work with crews • Mis-representation of waste • Assisted collection assessments and database • Extra allocation assessments and database • Trade waste customer signups & risk assessments for access etc • HWRC meet and greet • HWRC black bag opening • Compositional/participation analysis • Project support • Support for re-use shop 	<ul style="list-style-type: none"> • Project management support • Systems and digital solutions • Website • Social media • Communications/ • Campaigns • Leaflet & campaign material design and production • Requisitioner • Policy support 	<ul style="list-style-type: none"> • Line mgt of recycling wardens • Responsibility for re-use shop • Enforcement lead • Education lead/strategy • Campaign strategy and development • Projects support • Composition analysis and participation exercises • Monitoring and reporting • Management of schemes/initiatives to increase recycling such as: HWRC bag opening, food waste campaign 	<ul style="list-style-type: none"> • Oversee the operation of the re-use shop • Managing volunteers—recruitment, induction • Manage financial aspect • Pricing • Customer service • Stock management and rotation • Climate change emergency project development and implementation • Communications and campaigns to improve recycling • Educational work with schools, communities, organisations, businesses • One planet centre educational programme • Keyholder • Enforcement, S.46, FPNs 	<ul style="list-style-type: none"> • Day to day running of reuse shop and development of future shops • Overseeing volunteers • Cash handling, reconciliation & banking • Pricing • Customer service • Stock handling • Weights for reporting • Work on HWRC to re-stock shop—harvesting • Educational support where necessary • General tidiness and housekeeping • Keyholder • Administration support as necessary

Data & finance officer	Business apprentice (data and finance)	Waste collections HGV driver team leader	Waste collections operatives	Manual Sweeoeer	Mechanical Sweeper
<ul style="list-style-type: none"> • Agresso approver up to £10k • Bag and container procurement and stock management • Line management of support officer • Manage systems for appropriate management of waste data • Performance and trends, identifying any areas for improvements or issues. • Reconciliation of invoices and contractor • Waste Dataflow • Day to day contact for activities on the HWRCs and transfer stations • HWRC/transfer station inspections and bulky waste contractor inspections • Complaints management • Manage the system/process for the HWRC permits 	<ul style="list-style-type: none"> • CA site enquiries and complaints • Support on waste data • Support on waste contract finance • Requisitioner • CA site resident permits • CA site van and trailer permits • Assistance with production of leaflets/materials • Payroll 	<ul style="list-style-type: none"> • To drive in accordance with the relevant policies, carry out daily safety checks of the vehicle, ensuring that any defects are recorded and proactively utilise any relevant in-cab technology • ensure the crews are undertaking collections in a safe and efficient manner in line with policies H&S etc • To be directly responsible for the cleanliness of the vehicle • To ensure the route risks assessments are kept up to date • To liaise with the public as appropriate and monitor that crews are being polite, courteous and helpful • To ensure crews are correctly monitoring for contamination of recycling/food and garden waste and are following the correct procedure 	<ul style="list-style-type: none"> • To collect recycling and waste from households and businesses • To collect and load domestic and trade recycling/waste in an efficient and safe manner. • To ensure that the area is left in a clean and safe condition after collections have been completed and all receptacles are replaced safely and courteously • To monitor contamination in recycling collections (dry, food and garden waste) and undertake the set procedure and update incab when necessary to support driver • To act as Relief HGV Driver and Relief Sweeper Driver as the need arises and if relevant experience and licence is held, (Driver rate will be paid as and when these driving duties are carried out. Please refer to separate JDs for these roles if applicable). 	<ul style="list-style-type: none"> • To empty litter bins • Carry out litter picking to open spaces, verges and hard surfaces within our towns and rural vilages • Sweep hard surfaces as would be required this would be inclusive of the removal of dog faeces and glass. • To safely remove and store sharps as and when identified in accordance with the safe working practice. This only as and when the relevant sharps awareness accreditation has been undertaken • To remove weeds manually from kerbs and base of buildings etc. • To undertake other cleansing operations as required and when relevant training has been undertaken 	<ul style="list-style-type: none"> • To operate a mechanical sweeper in an efficient and safe manner on our roads and footpaths as directed by the relevant schedule and safe working practice. • To empty litter bins and remove litter as required. • To ensure that the sweeper is kept in a clean condition and that daily safety checks are carried out with any defects being reported to the line manager immediately. • To complete all paperwork that would be relevant with the post for example daily, weekly and monthly schedules • To work with colleagues on determining the most efficient and effective sweeping schedule

Roles, and indicative responsibilities, accountabilities

Grounds and cleansing Manager	Senior Grounds Officer	Contracts and systems officer (grounds)	Business support officer (grounds)	External Contracts officer	Contracts officer
<ul style="list-style-type: none"> • Overall responsibility for grounds and cleansing service • Grounds budget management £3m • GI and Litter strategy • Line management of grounds and cleansing team • Staff morale and culture • Contract management £1.5m income • Efficiency improvements across grounds and cleansing • Modernisation strategy • Procurement • Performance management 	<ul style="list-style-type: none"> • Line management of relevant officers • Management of grounds workshop income and expenditure • Manage internal and external contracts with MHA, community councils internal clients etc • Systems and digital solutions • Continual process review and improvement • Play park project management and design, quotes income targets • Internal and external contract scheduling • Round scheduling and efficiency • Service monitoring and reporting - KPIs • GIS: accurate information at all times on local info and monmaps • Deputise for Grounds and Cleansing Manager 	<ul style="list-style-type: none"> • MHA, community councils, internal clients customer relationship management • Service scheduling and direction of staff carrying out MHA and internal works • Market and quoting for ad hoc and scheduled works • Digital solutions improvement, implementation and maintenance • Systems and process review • Support with mapinfo, GIS • Support with implementation of changes • Data collection, monitoring • Support with process review and improvement • Support senior grounds officer and deputise where necessary 	<ul style="list-style-type: none"> • Grounds enquiries and complaints • Income and expenditure for fitting shop • Admin support for depots and frontline • Requisitioner • GIS mapping support • Payroll 	<ul style="list-style-type: none"> • Customer relationship management of external clients, Aneurain Bevan HB, Gwent Police, Developers, Bron Afon, etc • Quoting for ad hoc and scheduled works • Service scheduling and direction for external teams • Income and expenditure management on external works • Sales and marketing • Support with implementation of changes • Data collection, monitoring • Support with process review and improvement • Support senior grounds officer and deputise where necessary 	<ul style="list-style-type: none"> • Grounds enquiries and complaints regarding internal and external works • Maintenance and administration of grounds system and contracts including supporting budget forecasting • Administration of all contract work and income expenditure monitoring , contracts renewals invoicing of £1.5m works • Maintain contracts and customer and internal relationships • Complaints/complements monitoring and reporting • Requisitioner • Management of PO process - supplementary packs, year end etc • GIS mapping support • Support with process review and improvement • Payroll support where necessary

Supervisors (x2)	Deputy supervisors (x3)	GI and Litter Strategy Officer	GI and Litter Education Officer	Tree Officer	Grounds team leaders	Grounds Operatives
<ul style="list-style-type: none"> • Line management of grounds and cleansing staff • Staff morale and culture • Recruitment • Performance management • Ensure compliance with all H&S procedures through checks, inspections etc • Completion of risk assessments, safe working practices and risk assessments • Respond to public complaints and make visits where necessary • Asset and fleet management, liaising with transport dept • CICO performance appraisals • Disciplinary (investigations, hearings, appeals) • Absence management reviews • Leave management • Timesheet authorisation including agency staff • Inductions • Training 	<ul style="list-style-type: none"> • Working deputy • Assist supervisor with morning work allocation/organisation • Grounds experience essential • Quoting for ad hoc work, schools, community councils etc • Supervisor cover for holidays and sickness (see supervisor responsibilities) • Return to work interviews • Spot-checking and inspections • CICOs • Disciplinary (verbal and written warnings) • Training • Inductions 	<ul style="list-style-type: none"> • Line management of relevant staff • Develop and implement strategic projects in regardsd to GI, Trees and Litter • Oversee Caru Cymru projects • Seek external funding for development and management of open spaces and play parks in conjunction with Friends of groups • Staff morale and culture • Recruitment • Performance management and training • Respond to public complaints and make visits where necessary • CICO performance appraisals • Disciplinary (investigations, hearings, appeals) • Absence management reviews 	<ul style="list-style-type: none"> • Caru Cymru project management support • Litter Strategy and Litter Champions coordination and projects delivery • Manage input of 150 litter champions • Support Friends of groups • Climate change emergency project development and implementation • Education and awareness, Social media, Communications/campaigns, One Planet Centre • Support Reuse Shop running and development 	<ul style="list-style-type: none"> • Management of council owned tree assets • QTRA of assets across grounds, highways, countryside estates • Work closely with Planning Tree Officer on heritage trees • Conserve trees and develop and implement climate change emergency planting projects • Completion of risk assessments, safe working practices and risk assessments • Respond to public complaints and make visits where necessary • Absence management reviews • Leave management • Timesheet authorisation including agency staff • Inductions • Training 	<ul style="list-style-type: none"> • To lead ground maintenance teams and ensure the team are undertaking the activity in a safe and efficient manner. PPE HAVS etc • Ensure that all relevant safety checks for plant and machinery is carried out and responsible for cleanliness of vehicles and plant. • To ensure that plant and machinery is operated in accordance with relevant policies and safety practices, • To ensure that all schedules and other relevant documentation is completed timely and accurately. • To assist the Deputy and Area Supervisors in the compilation of Risk Assessments, informing them of any changes, eg identifying hazards. • To liaise with clients and the public as appropriate whilst carrying out duties and monitor that the team are being polite, courteous and helpful 	<ul style="list-style-type: none"> • Grass cutting activities using both hand held and ride on equipment to open spaces, schools etc. • Assist with grave digging and cemetery related tasks when suitable training has been given. • To maintain horticultural features inclusive of shrub bed and areas of annual bedding. • To carry out the marking and maintenance of various sports facilities. • To undertake landscaping of open spaces. • Arboriculture work • To empty litter bins and to carry out litter picking to open spaces, verges and hard surfaces (reactive or proactive/scheduled). • To ensure that vehicles are kept clean and that daily safety inspections are carried out. • To ensure that all plant and machinery is used in accordance with manufactures advice and instruction.

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