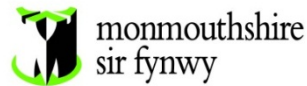


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 28 August 2019

Notice of meeting

Economy and Development Select Committee

Thursday, 5th September, 2019 at 2.00 pm

The Council Chamber, County Hall, Rhadyr, Usk. NP15 1GA

AGENDA

THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES PRIOR TO THE START OF THE MEETING

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Public Open Forum.	
4.	To hold Cabinet Members to account on performance and alignment of service delivery to the corporate plan.	1 - 14
5.	Quarterly Scrutiny of the Revenue and Capital Monitoring 2019/20 Outturn Statement.	15 - 50
6.	Current Local Development Plan Annual Monitoring Report - Scrutiny of annual performance.	51 - 200
7.	Planning Annual Performance Report - Scrutiny of annual performance.	201 - 298
8.	To confirm and sign the following minutes:	
8.1.	Economy and Development Select Committee dated 10th April 2019.	299 - 308
8.2.	Special Meeting - Economy and Development Select Committee dated 17th July 2019.	309 - 312

9.	List of actions arising from the Economy and Development Select Committee meeting dated 10th April 2019.	313 - 314
10.	Economy and Development Select Committee Forward Work Programme (to follow).	315 - 318
11.	Council and Cabinet Forward Work Programme.	319 - 336
12.	Next Meeting. Thursday 10 th October 2019 at 10.00am.	

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Blakebrough
J.Becker
A.Davies
D. Dovey
M.Feakins
P.Pavia
R.Roden
B. Strong
A. Watts

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This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

Welsh Language

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

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.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
 2. What is the Committee's role and what outcome do Members want to achieve?
 3. Is there sufficient information to achieve this? If not, who could provide this?
- Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

SUBJECT:	Performance Report 2018/19 – Corporate Plan Goals and National Performance Measures
MEETING:	Economy and Development Select Committee
DATE:	5th September 2019
DIVISIONS/WARDS AFFECTED:	All

1. PURPOSE

- 1.1 To present 2018/19 performance information under the remit of Economy and Development Select Committee; this includes:
- Progress made in 2018/19 to deliver the commitments set out in the Corporate Plan 2017 – 2022 (appendix 2)
 - 2018/19 performance information highlighted against a range of nationally set measures used by all councils in Wales (appendix 3)

2. RECOMMENDATIONS

- 2.1 Members are invited to scrutinise how well the authority performed in 2018/19 against the goals set in the Corporate Plan, and to scrutinise performance using a range of nationally set indicators that fall within the remit of the committee.

3. KEY ISSUES

- 3.1 The council currently has an established performance framework. This is the way in which we translate our vision of *'building sustainable and resilient communities'* into action, and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes. This is shown at appendix 1. Further information on the council's performance framework is available on the council's intranet, the Hub.
- 3.2 In February 2018, Cabinet and Council approved the Corporate Plan 2017 – 2022, titled 'A Monmouthshire that works for everyone'. The plan restates the Council's long-standing purpose of building sustainable and resilient communities and sets five priority goals, which also serve as the Council's well-being objectives. Each of the goals includes a number of commitments to action, 22 in total, which the organisation is committed to delivering between now and 2022.
- 3.3 Appendix 2 provides an update of progress in 2018/19 for the goal in the Corporate Plan that falls under the remit of the committee. An evaluation of activity and progress made is provided, with a progress rating included for each commitment. The parameters for the ratings are below:

Progressing well:	most actions are underway and making good progress; improvements are becoming evident; most activity has been on schedule
Taking steps:	actions have been started and are making progress, whilst some are not progressing or are yet to begin; some improvement is evident; activity has been on schedule but some are behind schedule
Attention needed:	most actions are not making progress; few improvements are evident; most activity has been behind schedule.
No activity:	no actions, improvement or activities are evident

The progress on the goal has also been given an indicative overall score based on the council's self-evaluation framework, level 1 – unsatisfactory to level 6 – excellent. The update also includes the performance measures that are being used to track progress, and the contribution of each goal to the national well-being goals and ways of working set out within the Well-being of Future Generations Act.

- 3.4 The Corporate Plan is an ambitious five year programme; some commitments focus on the longer-term future of the county and aim to address complex challenges, in line with the Future Generations Act. As it is in its early stages, this will need to be considered when assessing progress made as the impact of some activity may not be clearly demonstrable over short timescales, and some activity will be in the early stages or not yet started.
- 3.5 The purpose of bringing the information together is to allow Select Committee to understand performance in the context of the commitments made in the Corporate Plan. Committee members are encouraged to utilise their time appropriately and consider the scrutiny already undertaken in service areas, and as prescribed on the committee's work programme. The report may identify further areas of scrutiny that committee may want to consider for inclusion on the forward work programme. As some of the activity detailed cross cuts select committee remits, it is suggested that members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.
- 3.6 Performance indicators are also important within the performance framework to track and evaluate progress. One of the nationally set frameworks used to measure local authority performance are 'Public Accountability Measures' set by Data Cymru. Appendix 3 shows performance in 2018/19 for the indicators that are part of this framework and are under the committee's remit. This includes how performance benchmarks with other councils in Wales where data is available.
- 3.7 The Council's annual performance report will be presented to Council on 19th September 2019 and published by October 2019, in line with the requirements of the Well-being of Future Generations Act. As well as being presented to select committees, the goals detailed here will be included in this report, and will provide a more detailed evaluation of performance in 2018/19 against the Corporate Plan and wider arrangements.

4. REASONS:

- 4.1 To ensure that members have an understanding of Council performance in 2018/19 and can scrutinise how well the authority has performed.

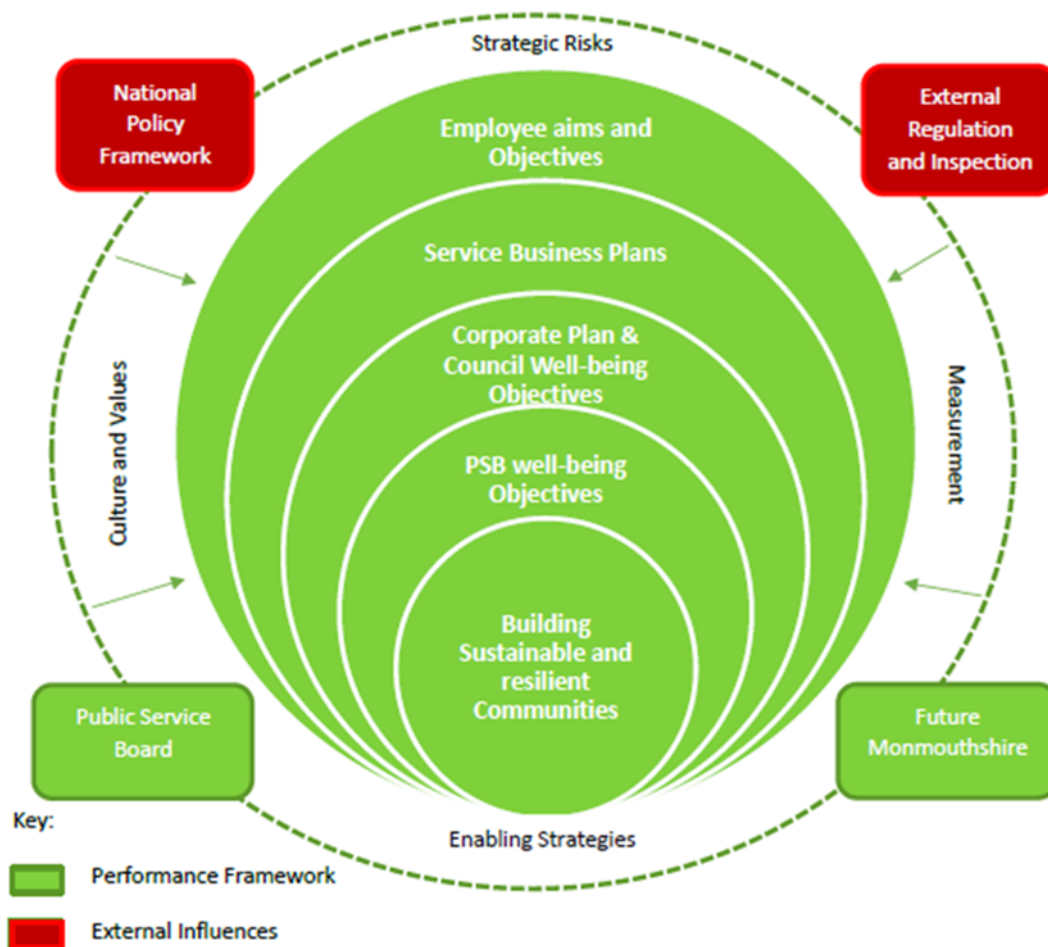
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Appendix 1 – Monmouthshire County Council Performance Management Framework

Our performance management framework ensures everyone is pulling in the same direction to deliver real and tangible outcomes. Building sustainable and resilient communities is the unifying purpose of the diverse range of services for which we are responsible. We are a partner in the Public Service Board, which is responsible for setting well-being objectives for the county. The council's own well-being objectives are set by the Council based on the same well-being assessment as the PSB objectives and forms the backbone of our five organisational goals in the Corporate Plan. Each of our teams has a business plan that aligns to these objectives and we have a range of performance measures that are used to track progress. Our risk management policy enables us to manage strategic risks to delivery of our goals, and the employee aims and objectives show the contribution that individuals make to these objectives and to delivering our vision in accordance with our values.



Appendix 2 – Corporate Plan Goal 2018/19

Monmouthshire County Council Goal B: Thriving and well-connected county

Why we are focusing on this	Summary of progress in 2018/19
<p>Monmouthshire has the second highest level of economic competitiveness in Wales with the highest rate of business births. Whilst productivity is comparatively high, more needs to be done to increase Gross Value Added in existing and new industries. Monmouthshire is the closest point for business relocation, post cessation of the Severn Bridge Tolls, and this means seizing the opportunity to boost research and development capacity. We will develop a clear strategy that articulates our distinct strengths and goals for enhancing competitiveness, innovation and productivity.</p> <p>We want Monmouthshire to be a place to be – not just a place to be from - so we will review our Local Development Plan to ensure it is meeting our needs. The delivery of quality, sustainable, affordable housing will help enable the retention of young people, helping combat ‘brain drain’, and will assist in managing the social and economic challenges associated with a rapidly ageing population.</p> <p>We will tackle the barriers to productivity, and focus on sustainable infrastructure and connectivity. Externally, developing such foundations will enable businesses and community enterprises to deliver employment, growth and prosperity. Post-Brexit, this will better enable businesses to look beyond our shores for customers. Internally, we will unlock the value of our own procurement spend, developing data-driven enterprise and commercial mindsets, and more innovative approaches to local market creation.</p>	<p>Progress evaluation: Level 4 - Good</p> <p>Work has progressed to support new and existing businesses in the county, with advice and support being provided to 82 pre-start and existing businesses.</p> <p>Programmes to improve the prospects for school leavers at risk of becoming NEET has continued, with successes in the outcomes for the young people involved.</p> <p>There has been considerable progress with projects related to the Cardiff Capital Region City Deal, with significant financial commitments being made specifically to regeneration projects in Monmouthshire.</p> <p>Work to improve digital connectivity has seen significant investment, with hundreds of premises benefiting from better internet services. Despite this, the digital deprivation rate within Monmouthshire stands considerably higher than in our neighboring authorities and a digital deprivation action plan is being developed to identify opportunities to address this issue.</p> <p>Five companies were awarded £50,000 of GovTech funding from the Cabinet Office to develop and pilot solutions to loneliness and limited rural transport in our communities. They worked with local people and organisations to co-produce their concepts.</p> <p>Several Local Development Plan (LDP) targets relating to housing provision are not currently being achieved. Work on the replacement LDP is underway; the revision will ensure Monmouthshire maintains statutory Development Plan coverage to shape and manage development proposals.</p>

Detailed Progress update

Commitment to action	Progress rating	What we said we would do	Progress in 2018/19
<p>6) THE COUNCIL DEVELOPS AND DELIVERS A NEW ECONOMY AND ENTERPRISE STRATEGY</p>	<p>Taking steps</p>	<p>6.1 Work with business to create and deliver a new strategy focused on increasing competitiveness, productivity and innovation</p>	<p>Delivery of the Monmouthshire Business Growth and Enterprise strategy 2014-2020 is on target; advice and support has been provided to 82 pre-start & existing businesses. Engagement with local businesses is ongoing regarding wide ranging issues such as support and events being delivered by Business Wales and Superfast Business Wales, the business rates relief scheme and other issues of concern to local businesses.</p>
		<p>6.2 Develop incentives and support to encourage indigenous business growth and inward investment</p>	<p>Numerous land and property searches have been conducted and potential sources of funding have been identified for a range of start-ups and existing businesses.</p>
		<p>6.3 Develop more employment opportunities for young people to reduce the numbers leaving the county</p>	<p>A draft Monmouthshire County Council Apprenticeship, Graduate and Internship Strategy and tool kit has been developed and consulted on. The strategy aims to develop and support apprenticeship, graduate jobs and internships across the local authority.</p> <p>Numerous events have been celebrated, International Women’s Day with Caldicot School, Global Entrepreneurship Week with Caldicot, Chepstow, Monmouth and King Henry School, and National Apprenticeship Week with the Council.</p> <p>Numerous programmes of work are underway for school-leavers to ensure the numbers of those know not to be in Education, Employment or Training (NEET) are reduced and to improve their opportunities to enter work following education. Work is ongoing with the Inspire2Achieve and Inspire2Work programmes, but is behind target on enrolments; it is on target for qualifications, further education/college and employment. Cabinet approved an extension for I2A and I2W to 2021 and 2022 respectively, including match funding and amendments to the profile of the programmes.</p> <p>Statistics on the percentage of young people NEET for 2018 show: Year 11 – 1.6% compared to 1.4% previous year; LA target for 2018 is 1.2%</p>

			<p>Year 12 – 0.5% compared to 1.4% previous year; LA target for 2018 is 1.2%</p> <p>Year 13 – 1.4% compared to 2.1% previous year; LA target for 2018 is 1.9%</p>
		6.4 Ensure planning policies and land allocations for employment uses enable appropriate growth sectors.	An Employment Land Review has been commissioned to inform the new LDP; a review of the Local Employment Evidence Base for the sub-region is also being conducted, a joint project with Torfaen, Blaenau Gwent, Newport and Caerphilly. An Economies of the Future study has been completed by consultants, a joint project with the Business and Enterprise Team. A member workshop is being carried out in June to consider the council's growth ambition.
7) THE COUNCIL MAXIMISES ECONOMIC POTENTIAL THROUGH DELIVERING THE CARDIFF CAPITAL REGION CITY DEAL	Progressing well	7.1 Lead 'Innovation theme' and play a key governance role in the Cardiff Capital Region	The Council has approved the Cardiff Capital Region Five-Year strategic Business Plan, which has been formally approved by the members of all 10 local authority partners. Cardiff Capital Region City Deal reported an underspend for financial year 2018/19 giving confidence that the framework is being well managed.
		7.2 Develop and deliver projects of regional significance including capitalising on new Compound Semiconductor Foundry	Work is progressing on the Compound Semiconductor Foundry, within its first year, 46 highly-skilled technicians and engineers have begun work at the compound semiconductor facility, backed by the Cardiff Capital Region (CCR) City Deal.
8) THE COUNCIL DELIVERS BETTER INFRASTRUCTURE CONNECTIVITY & OPPORTUNITY	Progressing well	8.1 Develop and deliver solutions to improve rural broadband	<p>The Council has continued to work with Welsh Government to support access to Superfast Cymru and is one of three local authorities represented on the Advisory Panel. Delivery of the Rural Community Development Fund broadband deployment project has been completed, with up to 500 premises now able to connect to the new network.</p> <p>In January, Welsh Government signed a grant agreement around the next phase of rollout for Monmouthshire for Superfast Cymru 2; discussions will commence in March regarding the next phase of the rollout. This will secure a further £160k to allow a further 550 'white' premises to be connected to the internet.</p> <p>Research suggests that the next phase is unlikely to solve all the digital deprivation issues, and it is estimated there will still be 9000 households/ premises that will be white post codes, suggesting we will need even more solutions. The current digital deprivation rate within Monmouthshire stands at 12.5%, considerably higher than the other Cardiff Capital Region Local Authorities who sit at 3% to 4%. A digital deprivation action plan is being developed to identify opportunities to address this issue.</p>

		<p>Monmouthshire is one of three locations to benefit from the learning associated with a £2m funding programme to trial the use of pseudo-5G technology acting as a testbed to bring world-class digital infrastructure to Monmouthshire.</p> <p>A successful bid was submitted to UK Government, with regional colleagues across the Cardiff Capital Region, for circa £8 million (£2 million in Monmouthshire) to develop a Local Full Fibre Network across the county. This includes 46 Anchor Tenancy sites and 39 site upgrades to aid improvements to broadband connectivity within the County.</p>
	8.2 Develop a range of options to improve rural transport and better public transport linked to opportunities throughout the Cardiff Capital Region	<p>A Rural Transport Study, commissioned through the Rural Development Plan, identified numerous challenges regarding transport and access in the county, and made recommendations on potential measures to take forward.</p> <p>The Council GovTech challenge, funded by the Cabinet Office, was launched in July 2018 to encourage technology firms to develop and pilot solutions to loneliness and limited rural transport in our communities. 57 applications were received and from these, five companies were awarded £50,000 of funding from the Cabinet Office to conduct research into their proposed digital solutions. They worked with local people and organisations to co-produce their concepts, and these were presented at the end of March.</p> <p>If the GovTech pilots show enough promise then two of these could be awarded up to £500,000 each from the Cabinet Office to turn the proposals into working prototypes that would be tested in Monmouthshire Communities.</p>
	8.3 Enhance the quality of local highways services	<p>The Monmouthshire highway maintenance programme continues to be delivered by prioritising schemes on the basis of need, within the budget available. New opportunities for maintaining the highway network, and associated assets, utilising new technology and construction methods, continue to be explored.</p> <p>In 2018/19, 2.7% of A roads and 4.7% of B roads were classified as being in poor condition.</p>

		8.4 Identify ways to reduce the difference in pay between men and women in the county	<p>A Social Justice Strategy has been developed and demonstrates the Council's commitment to address inequalities and improve outcomes for the county's people and communities. It establishes the Council's purpose, intentions and activities for the next four years; this includes programs of work related to overcoming inequalities in access to economic prosperity.</p> <p>The latest information from 2018 on the average (median) weekly earnings for employees working in Monmouthshire shows there was a £109 difference in pay between men and women.</p>
9) THE COUNCIL PROVIDES MORE OPPORTUNITIES FOR LOCAL LIVING, WORKING & LEISURE	Taking steps	9.1 Review the current Local Development Plan to ensure an appropriate supply of land for homes and businesses	<p>Several Local Development Plan (LDP) targets and monitoring outcomes relating to housing provision are not currently being achieved, including new dwelling completions and affordable dwelling completions. In 2018/19, Monmouthshire had 4.0 years supply of housing land, this a slight increase from 3.9 years in 2017/18. A policy has been put in place to clarify how proposals for housing on unallocated sites is dealt with. In 2018/19 443 new dwellings were completed, this is an increase from 279 in 2017/18, although it's below the LDP target. Of the dwellings completed in 2018/19, 131 were affordable homes, above the 96 target.</p> <p>Work on the replacement LDP is underway. The initial call for candidate sites ended in November 2018 and 220 sites were submitted. Consultation has taken place on the issues facing the county and communities, on a vision for the LDP, and on objectives to address those issues and achieve the vision. Consultation begins in July 2019 on the growth and spatial options. The revision will ensure Monmouthshire maintains statutory Development Plan coverage to shape and manage development proposals and enable the Council's growth ambition and core purpose of building sustainable and resilient communities.</p>
		9.2 Participate in and shape opportunities for regional strategic land-use development plans	<p>The Council is committed to the preparation of the Strategic Development Plan (SDP) for the South East Wales region and chairs the Officer SDP Project Group, as well as the SE Wales Strategic Planning Group. The Cardiff Capital Region Joint Cabinet has agreed a paper setting out the proposed governance and resourcing of the SDP. A report will now be brought before each of the ten constituent County Councils before October to seek agreement to proceed with the SDP.</p>

		<p>9.3 Increase the volume, quality, variety and affordability of housing</p>	<p>Council has approved the findings of the initial appraisal into the feasibility and need for the Council to set up its own development company to undertake residential and commercial developments. A further report on the proposed Development Company will be considered by Council in September 2019.</p> <p>The delivery of quality, sustainable and affordable housing continues to be a focus through various programmes. Monmouthshire Lettings Service now have 63 units of shared accommodation and 23 properties signed up to be managed on behalf of landlords.</p>
		<p>9.4 Provide flexible support for business and tourism development</p>	<p>The Destination Management Plan (DMP) for Monmouthshire establishes a clear framework to address identified priorities and deliver year round sustainable tourism growth. A number of objectives are identified including consolidating Food Capital of Wales status for Monmouthshire and encouraging investment in the serviced accommodation sector. Latest STEAM (Scarborough Tourism Economic Activity Monitor) figures for Monmouthshire show that in 2018 tourism contributed £218.93m to the County's economy, a 3% increase on the 2017 economic impact figure. There were a total of 2.24 million tourist visitors in 2018, a decrease of 2.8% from 2.30 million in 2017. (The number of day visitors fell by 5.1% but staying visitors increased by 5.3% between 2017 and 2018). The number of FTEs supported by tourism increased by 0.7% over the same period to 2,989.</p> <p>The Events Team was established in 2018 with a focus on promoting Monmouthshire as a key destination for events through the provision of a county wide programme that is safe and accessible for all. The team is delivering a programme of corporate and commercial events, whilst also supporting community events organisers across the county and the wider Gwent region.</p>
<p>10) THE COUNCIL UNLOCKS ECONOMIC VALUE OF ITS SPENDING POWER</p>	<p>Taking steps</p>	<p>10.1 Review our procurement spend, improve analysis of expenditure and build local supply chains where possible</p>	<p>We have developed a progressive, fit for the future Procurement Strategy 2018-2022. It provides clarity on the additional value streams that can be driven through the Council's third party spend on goods, services and works, and attempts to award contracts on the basis of whole life cost.</p> <p>The Procurement Strategy is underpinned by a stretching action plan that looks to award contracts on a combination of factors to include overall price, as well as quality, and a number of additional factors that might benefit the citizens of</p>

			Monmouthshire. These might include creating opportunities for Small & Medium Enterprises (SMEs) to be awarded work both as primary contractors and as part of larger contractor’s supply chains, as well as the potential to require suppliers to create local apprenticeship opportunities within the county.
		10.2 Reduce waste by committing to the principles of a ‘circular economy’	Work is underway to facilitate a deeper analysis of our procurement expenditure which will then enable opportunities to be explored using circular economy principles.
		10.3 Ensure we play an active part in national-led commissioning consortia	We are active members of the National Procurement Service for Wales (NPS) and the Welsh Local Government Association (WLGA) Heads of Procurement discussions, and look to influence the scope of both national and regional sourcing discussions to ensure the best possible outcome for the citizens of Monmouthshire.

Well-being of Future Generations Act Impact						
Contribution of Council goal to Future Generations Act Well-being Goals						
Prosperous Wales	Resilient Wales	Healthier Wales	More equal Wales	Wales of cohesive communities	Vibrant culture and thriving Welsh Language	Globally responsible Wales
✓	✓	✓		✓	✓	✓
<p>This goal is aimed at the long-term viability of Monmouthshire as a thriving place to live, work and visit. The City Deal is one example where we work collaboratively with neighbouring authorities to maximise opportunity. Keeping Monmouthshire thriving and well-connected promotes integration and will impact on the social, economic, environmental and cultural well-being of the county. This will require collaboration with local businesses and other organisations, and involvement from the local community to maximise the opportunities being presented. Considering the global wellbeing of Wales is also important and this goal will focus on ensuring decisions are made with future generations in mind and takes a preventative approach to help enable the retention of young people.</p>						

Measures of progress

Measure	Previous	Current	Target	Comment
Gross Value Added (£ per head) ⁱ	£20,303	£21,220	Increase	Gross value added estimates the total output of an economy Current data is from 2017.
Difference in average pay between men and women ⁱⁱ :	£41.8	£109.6	Reduce pay difference	The average (median) weekly earnings for employees working in Monmouthshire, recorded on a calendar years basis; current is 2018 data. 2017 data shows a significantly lower difference in pay, this result varies significantly from recent years' trends.
Men	£546.30	£578.90		
Women	£504.50	£469.30		
Average weekly earnings of people who work in Monmouthshire ⁱⁱⁱ	£538.6	£537.8	Increase	The average (median) weekly earnings for employees working in Monmouthshire, current is 2018 data.
Number of active business enterprises in the county ^{iv}	4120	4170	Increase	Data is recorded on a calendar year basis; current is 2017 data.
Number of businesses assisted by Monmouthshire Business and Enterprise and referrals to partners	63	82	75	
Proportion of premises with access to high speed broadband	Not available	80.08%	Increase	Data provided by Welsh Government and relates to infrastructure built by Superfast Cymru in phase 1 which completed December 2017.
Number of market and affordable housing units built ^v	279	443	488	488 dwellings per year are needed from 2014 -2021 to meet the LDP housing need requirement of 4500 dwellings.
Total income generated from tourism ^{vi}	£212.61 million	£218.93 million	10% increase by 2020	Data is recorded on a calendar year basis; current is 2018 data. Target from 2015 base of £186.65 million (£201.77 million indexed at 2018) This can be influenced by a range of factors, not entirely in the Council's control.

Appendix 3 – National Performance Indicators 2018/19

Ref	Measure	2015/16	2016/17	2017/18	2018/19	2018/19 Target	Progress against target	Trend	2018/19 Quartile	Comments
PAM/013	Percentage of empty private properties brought back into use	14.18	3.88	3.57	1.4	5	Missed	Declined	Bottom	New guidance for the indicator was applied in 2016/17 decreasing the number of properties that can be included in the indicator as returned to use through the Council's direct action. Direct action is based on the Council contacting empty home owners with advice. A lower number of responses, to letter contact, were received this year compared to last year. In response it is proposed to review all aspects of work undertaken to return empty properties into use, including the means by which the Council communicates with owners.
N	Number of empty private properties brought back into use	94	27	26	10					
D	Number of empty private sector properties	663	696	728	723					
PAM/014	Number of new homes created as a result of bringing empty properties back into use	n/a	n/a	0	0	Not set	N/A	N/A	N/A	No empty properties counted as returned to use through the Council's direct action were divided into additional dwellings.
PAM/036	Number of additional affordable housing units delivered per 10,000 households	n/a	n/a	n/a	Not available	Not set	Not available	Not available	Not available	New indicator to this set for 2018/19 - data for 2018/19 not yet available.
N	Number of additional affordable housing units delivered									
D	Number of households									
PAM/017	Number of visits to leisure centres per 1,000 population	8,205	7,425	7,376	8,184	7,500	Met	Improved	Bottom	The main impact on the decrease in visitor numbers recently has been the new school re-build in Monmouth impacting upon visitor numbers to Monmouth leisure centre. Phase 1 of Monmouth leisure centre opened in August 2018 with the health and fitness element and phase 2 in February 2019 with the swimming pool and additional facilities of a spa, treatment
N	Number of visits to leisure centres	757,591	686,614	687,999	765,972					
D	Total population	92,336	92,476	93,276	93,590					

Ref	Measure	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2018/19 Target	Progress against target	Trend	2018/19 Quartile	Comments
										room, café and play area. This has increased visitor numbers during the second part of the financial year.
PAM/ 018	Percentage of all planning applications determined in time	79	90	91	88	80	Met	Declined	Lower Middle	This is a measure of speed of determination. This PI has improved significantly in recent years due to more focus on officer workload and deadlines, along with the subsequent allowance for applications determined under extensions of time (beyond the 8 week statutory period). The target has been set at above 80%.
N	Number of all planning applications determined in time	862	976	975	973					
D	Number of all planning applications determined	1085	1087	1071	1101					
PAM/ 019	Percentage of planning appeals dismissed	71	73	36	46	70	Missed	Improved	Bottom	This provides a broad indication of how robust the Council's decision on an application is. A low number of appeals means performance can fluctuate based on cases being decided. The target is to achieve around 70% of appeals being dismissed. The number of appeals is low compared to the over 1,100 decisions that were made by the Council as the planning authority over the year. Some appeals relate to Member decisions contrary to officer advice. The fall in the number appeals is an indication of the work to encourage applicants to amend schemes to reach a positive outcome.
N	Number of planning appeals dismissed	17	11	5	6					
D	Number of planning appeals decided	24	15	14	13					

ⁱ Stats Wales, Gross Value Added <https://statswales.gov.wales/Catalogue/Business-Economy-and-Labour-Market/Regional-Accounts/Gross-Value-Added-GDP>

ⁱⁱ Stats Wales, Average (median) gross weekly earnings <https://statswales.gov.wales/Catalogue/Business-Economy-and-Labour-Market/People-and-Work/Earnings>

ⁱⁱⁱ Stats Wales, Average (median) gross weekly earnings <https://statswales.gov.wales/Catalogue/Business-Economy-and-Labour-Market/People-and-Work/Earnings>

^{iv} Stats Wales, Active Business Enterprises <https://statswales.gov.wales/Catalogue/Business-Economy-and-Labour-Market/Businesses/Business-Demography>

^v Monmouthshire County Council, Joint Housing Land Availability Study, <https://www.monmouthshire.gov.uk/planning-policy/housing-land-supply>

^{vi} The total economic impact of tourism, STEAM data. The economic impact of Tourism is indexed each year.

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REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2019/20 OUTTURN STATEMENT
DIRECTORATE	Resources
MEETING	Economy & Development Select Committee
DATE	5th September 2019
DIVISIONS/ WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority based on capital slippage and reserve approval and deferment.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
 - assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue forecast of £2.4m deficit, and evolving recovery plan necessary to return a balanced position prior to end March 2020.
- 2.2 That Members note the 88% delivery of the budget setting savings agreed by full Council previously and a need for remedial action/savings in respect of circa 12% savings (£748k) reported as delayed or unachievable by service managers.
- 2.3 That Members consider the capital outturn spend of £35.493m, introducing a £24k anticipated overspend, and the presumptions made around net financing consequences as per para 3.19.
- 2.4 Members note the extent of movements in reserve usage, including individual budgeted draws on school balances, and their effect on current prudent financial planning assumptions as outlined in para 5.2.

3. MONITORING ANALYSIS

3.1 Increasingly Scrutiny Committee feedback is that that monitoring report is getting more involved, detailed and as a result more difficult to follow. This isn't particularly unusual in periods of increasing deficit pressures and need for remedial savings to compensate for agreed savings not likely to be made. Further clarification has been requested to understand how best monitoring could be adjusted, but as an interim step, the ordering of the report has been altered in an attempt to provide a clearer holistic revenue and overall savings position and better organise Scrutiny Committee portfolio matters within the commentary for each Committee. Unfortunately part of the problem appears to be that Select portfolios bear limited relationship to organisation Directorate structures, but further feedback will be taken during month 2 interaction with Select Committees whether the adjustments made clarify the presentation adequately to make that less of an issue.

3.2 Holistic Revenue Position

Table 1: Council Fund 2019/20 Outturn Forecast Summary Statement at Month 2 (Period 1)

Service Area	Initial 2019-20 Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn based on Month 2 Activity	Over/ (Under) @ 2018-19 Outturn
	£'000	£'000	£'000	£'000
Adult Services	7,644	7,830	186	181
Children Services	11,937	14,233	2,296	1,451
Community Care	22,610	22,612	2	-1,073
Commissioning	1,604	1,605	1	-104
Partnerships	418	418	0	0
Public Protection	1,458	1,464	6	10
Resources & Performance	573	570	-3	7
Total Social Care & Health	46,244	48,732	2,488	472
Individual School Budget	44,508	44,508	0	-67
Resources	1,252	893	-359	-33
Standards	5,429	6,130	701	737
Total Children & Young People	51,189	51,531	342	637
Business Growth & Enterprise	1,590	1,583	-7	-152
Operations	15,498	15,575	77	321
Planning & Housing	2,193	2,197	4	-279
Tourism Life & Culture (Monlife)	3,324	3,584	260	177
Total Enterprise	22,605	22,939	334	67

Legal & Land Charges	701	721	20	33
Governance, Democracy and Support	3,952	3,962	10	-99
Total Chief Executives Unit	4,653	4,683	30	-66
Finance	2,630	2,507	-123	-220
Information Communication Technology	2,640	2,572	-68	-14
People	1,647	1,649	2	58
Future Monmouthshire	-14	193	207	17
Commercial and Corporate Landlord Services	622	498	-124	-31
Total Resources	7,525	7,419	-106	-190
Precepts and Levies	19,240	19,059	-181	5
Coroners Service	117	146	29	
Archives Service	182	182	0	
Corporate Management (CM)	158	212	54	-412
Non Distributed Costs (NDC)	595	657	62	32
Strategic Initiatives	442	0	-442	-424
Borrowing Cost Recoupment	-1,455	-1,455	0	0
Insurance	1,400	1,400	0	0
Total Corporate Costs & Levies	20,679	20,201	-478	-799
Net Cost of Services	152,895	155,505	2,610	121
Fixed Asset disposal costs	119	119	0	0
Interest and Investment Income	-206	-240	-34	-187
Interest payable & Similar Charges	4,130	3,977	-153	83
Charges required under regulation	5,202	5,251	49	-29
Contributions to Reserves	444	444	0	30
Contributions from Reserves	-789	-789	0	-27
Appropriations	8,900	8,762	-138	-130
General Government Grants	-62,548	-62,548	0	0
Non Domestic rates	-30,682	-30,682	0	0
Council Tax	-75,124	-75,124	0	97
Council Tax Benefits Support	6,559	6,501	-58	-137

Financing	-161,795	-161,853	-58	-40
Net Council Fund (Surplus) / Deficit	0	2,414	2,414	-49

- 3.3 This outturn forecast is a significant deficit, such that SLT are currently considering their actions to resolve the situation. The pressure areas remain those that have been highlighted in previous reports e.g. additional learning needs, Children's Services, passenger transport, car parking and Monlife activities where activity no longer reflects the budget provided and the savings volunteered by services colleagues.
- 3.4 The Authority continues to bear down on non-essential spend and continues to scrutinise vacant posts as they arise. Ongoing efforts are being made to recover the current overspend position.
- 3.5 The outturn variance of £2.4m equates closely to the full extent of Children's Services pressure (£2.3m). Whilst there may be some contributory factors around local judiciary approach to Children's services that impact the local situation, the position experienced within Monmouthshire echoes many of those being reported nationally.
- 3.6 [*At the tipping point? Welsh local government and austerity*](#), published by the Wales Centre for Public Policy drew relevant parallel conclusions that highlighted the significant increase in demand for social care in recent years, as has been widely reported. Councils offered multiple explanations which are consistent with the Authority's current experiences in that:
- Demographic pressures were created by an ageing population.
 - An increased number of looked-after children were entering the care system - there has been a 146% increase in the number of court applications to remove children into care in Wales between 2008-09 and 2016-17 (Cafcass Cymru, 2018).
 - The impact of wage inflation
 - The increased complexity of care needed
- 3.7 Whilst education and social care have been relatively protected by local government to date, most councils feel unable to sustain this unless Welsh Government provide a fairer settlement for local government in Wales. The impact of protecting these services going forward will clearly have an adverse knock-on effect to other council services that are highly regarded and highly valued in our communities.
- 3.8 It would be fair to reason that as a whole, local councils have managed remarkably well to make deep spending reductions over the last seven years, without any major public outcry over service reductions or failure, but the national situation does feel increasingly acute when the Chair of Public Accounts Committee highlights that *'the proportion of councils overspending on social care has increased from 63% in 2010-11 to 91% in 2017-18. The total national overspend on children's social care in 2017-18 was £872m'*.
- 3.9 Senior officers and Cabinet members of the Authority are working closely with the Welsh Local Government and other authorities to provide evidence to Welsh Government to highlight the extent and severity of pressures faced and to lobby Welsh Government not just for a fairer local government settlement but also to consider further in-year funding directed towards acute pressures being faced in social care and schools in particular.

- 3.10 Senior management are considering their response to the financial forecast and have already identified circa £960k changes to bring the outturn down to £2.4m overspend, with circa £500k related to capitalising existing revenue expenditure rather than affecting front line service provision. Current recovery plan intentions appear to focus predominantly on ad hoc one-off changes, where as many of the pressures are longstanding in nature, suggesting that a one off permanent realignment to base budgets would provide a more sustainable budget monitoring basis. However, consideration will also have to be given to the MTFP and budget process that is being developed and where recurrent and more sustainable savings proposals are being considered.
- 3.11 It is also worthy of note that the Authority is currently seeking advice from its VAT Accountant and advisors as to whether the adoption of the Ealing ruling, which allows the authority to benefit from certain supplies of leisure services being treated as exempt from VAT, could open up the opportunity for a significant one-off reclaim of VAT and without adversely affecting its future VAT management arrangements.
- 3.12 Whilst advice continues to be sought this could be one means by which the Authority arrests the current overspend position. However, regardless of this, recovery efforts continue and in looking to curtail non-essential spend and secure opportunities to drive further savings.
- 3.13 A comparison of the Net Council fund line against previous years activity indicates the significance of the variance,

Net Council Fund Surplus	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000	£'000	£'000
Period 1	2,414 deficit	379 deficit	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2		766 surplus	62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3				79 surplus	162 deficit	144 deficit
Outturn		49 surplus	652 surplus	884 Surplus	579 surplus	327 surplus

- 3.14 Appreciating recent Select member feedback was to derive a less detailed understanding of the monitoring position, but also anticipating situations where individual members may still wish to explore a more detailed understanding outside the formal meeting, the traditional hyperlinks (in Section 8) showing the supporting monitoring reports have been de-activated in favour of encouraging members to contact the financial lead to be able to better facilitate their understanding in person.
- 3.15 **Holistic 2019/20 Budget Savings Progress**

This section monitors the specific savings initiatives and the progress made in delivering them during 2019-20 as part of the MTFP budgeting process.

In summary they are as follows,

Disinvestment by Directorate 2019-20	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD
REVENUE MONITORING 2019-20	£000	£000	£000	£000
Children & Young People	(1,234)	(1,208)	0	(26)
Social Care & Health	(1,246)	(1,205)	0	(41)
Enterprise	(1,480)	(969)	(307)	(205)
Resources	(1,342)	(1,303)	(39)	0
Chief Executives Units	(106)	(96)	0	(10)
Corporate Costs & Levies	0	0	0	0
Appropriations	(282)	(162)	0	(120)
Financing	(756)	(756)	0	0
DIRECTORATE Totals	(6,446)	(5,699)	(346)	(402)

3.16 Anticipated mandated saving performance is running at 88% of budgeted levels, with currently £402,000 being deemed potentially unachievable, and a further £346,000 to be delayed to later years.

3.17 The emphasis of reporting savings is based on whether saving is forecast to be achieved, even if not manifest in Directorate management reports yet. Consequently the savings appendix (appendix 1) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

3.18 Scrutiny Committee Organised Revenue Monitoring Commentaries

A summary of main pressures and under spends within the Net Cost of Services Directorates include,

3.19 Stronger Communities Select Portfolio (£750k net underspend)

Chief Executives Unit (£30k overspend)

Legal division exhibit a £20k overspend, due to a shortfall in land charges income, and unanticipated software costs. **Governance, democracy and support** estimate a £10k deficit due to additional staff costs at Contact centre to resolve teething issues with revised waste arrangements.

Resources Directorate (£106k underspend)

Finance Division predict an underspend of £123k, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT** predicts an **£68k underspend**, due to laptop purchases being capitalised being more significant than the deficit introduced by shortfall in annual SRS contribution. **People services** predicts **£2k deficit**, mainly the result of £12k additional staffing proposed from HR system visioning exercise compensated by staff savings in training £10k. **Corporate Landlord division** exhibited a net **£124k surplus** which hides large variances within monitoring, savings accrue from delay in staffing restructure, extra income from solar farm, and capitalisation of building maintenance costs, which compensate for pressures in cemeteries, industrial units and county farms. Also income from commercial investments is less than budgeted due to void levels currently.

Future Monmouthshire exhibits a **£207k deficit**, being the proportion of digitisation, travel and agency cost savings not yet attributable to particular services. Future Monmouthshire and SLT colleagues have previously been advised to avoid such generic savings as they involve superficial assessment and traditionally they are not well owned by Directorates subsequently.

Budget Savings Performance

Resources Directorate & Corporate

- A shortfall (£39k) in the extent of income from Commercial investments returns against the amount presumed in revenue budget.

Resources Directorate Recovery Activities

Resources Directorate has made £200k beneficial changes to initial monitoring to revise the outturn forecast to £106k surplus, capitalising £100k of computer replacement and £100k of corporate building maintenance. There is still an exercise to complete to apportion last year's "delayed" generic travel, agency and digital savings totalling £172k, and a further travel saving of £50k in 2019-20.

Resources Director's Context & Commentary

The overall forecast overspend being faced is known and understood to the Directorate.

Steps have already been taken and the directorate forecast has already benefitted from being able to transfer eligible costs to capital where they will be funded from additional capital grant received from Welsh Government. This amounted to £200k and related to the cost of rolling laptop replacement (£100k) and eligible costs from within the corporate building maintenance budget (£100k).

Further steps are being taken to curtail all non-essential spend and vacancies are being reviewed and scrutinised as they arise. Any opportunities for further savings will be investigated to benefit the in-year position.

Finance division is forecasting an under spend of £123k at year-end. Vacancy savings of £107k are currently being forecast within finance and ahead of restructure proposals being brought to Cabinet and subsequently implemented. There is also an £18k under spend resulting from the delay in the implementation of the new cash system.

ICT is forecasting a £68k under spend comprising a £100k under spend resulting from the corporate laptop replacement budget being funded through capital, offset by a £33k over spend on the SRS core contribution and for which recovery options are being explored.

People Services are forecasting close to budget with a small £2k over spend.

Future Monmouthshire is forecasting a £207k over spend. However, and as mentioned above, this relates to corporate savings that have not yet been allocated against directorate budgets. Chief Officers are aware that these savings will need to be managed and the Future Monmouthshire team will work with directorates to ensure savings can be delivered or any consequential impact mitigated.

Corporate Landlord division is reporting a net £124k under spend. Savings from a delay in restructure proposals being progressed (£70k) and extra income from the solar farm (£100k), together with the aforementioned savings from transferring corporate building maintenance

costs to capital (£100k) are offset by pressures in cemeteries, industrial units and county farms. Income from commercial investments is currently less than originally budgeted due to current void levels. A sinking fund held in reserves to offset any shortfalls and any further in-year investments or acquisitions can still look to positively impact the budget.

Corporate (£478k underspend)

The net effect of the unutilised redundancy budget (£442k) and additional Fire pension costs being borne by central government (£180k) compensating for addition pension strain costs, extra coroners staffing, and loan brokerage fees. Please note the cost of redundancies unless subject to the traditional 2 stage approval process agreed with members show as overspends within service budgets.

Appropriations (£138k underspend)

Reserve usage is traditionally adjusted in both Appropriations and service Directorates to avoid any artificial variances, at month 2 service managers presume no slippage in reserve funded initiatives. The Council's Treasury budget presumed leaving the European union by now, the net surplus effect is caused by static rather than increasing interest rates and the continued benefit of short term recurrent borrowing.

Budget Savings Performance

- As part of 2019-20 budget deliberations it was planned to set aside sufficient receipts to reduce minimum revenue provision payments by £120k. However the Crick Road element of the receipts balance (£2.7m) is effectively fettered from use by a negotiated condition that compels, upon request, the Council to repay the receipt back to Melin should it not be in a position to facilitate a workable and affordable drainage solution for the site by September. Consequently it would be imprudent to set aside that balance or use it to afford capital expenditure until that condition has fallen away. As a result, the related net saving of £120k from receipts being used to replacing borrowing in affording purchase of short life assets and avoid resulting minimum revenue provision is no longer appropriate.

Financing (£58k underspend)

This results from a traditional and recurrent anticipated underspend in Council tax benefit payments. However going forward this is an area where activity is likely to be more volatile than traditionally given advertising campaign undertaken by Welsh Government and the advent of universal credit bringing focus to individual's financial circumstances.

3.20 Economy & development Select Portfolio (£340k net overspend)

Enterprise Directorate (£334k net overspend)

Business growth and enterprise predict a net **£7k underspend**, being minor savings in staffing chargeable to specific grants. The forecast presumes no variance to Events or Borough theatre activities, but please note there is still no formal Events strategy to indicate how events income will contribute a holistic benefit in sustaining services. This remains similar to the Borough Theatre situation.

Planning & Housing (net £4k overspend) – caused by a minor variation to building control budget.

Tourism, leisure & culture - Monlife (£260k overspend) – The 2019-20 budget included £551k growth, to include salary growth, additional NNDR liability at Monmouth Leisure Centre caused by enhancing building works, and a variety of historic savings targets not delivered written out. The service also volunteered net £331k savings as a result of new structure/organisation. Now that the Council has concluded the business case doesn't sufficiently support outsourcing, an exercise is necessary to work through which savings are still viable to Council structure.

Operations forecast a collective £77k deficit. The position for each of main Operations areas is as follows, Transport Garage and car parks £150k net deficit (£200k income deficit from car parking compensated by £50k garage capitalised repairs), catering breakeven, cleaning £7k surplus, Passenger Transport £177k deficit (caused by inability to make budget savings and additional hire costs), Waste and Streetscene £54k surplus (caused capitalisation of recycling bags and Highways £188k surplus (the net result of redirecting revenue expenses to be afforded by additional capital funding, and a mild winter prediction).

Budget Savings performance

Operations Division is in Enterprise Directorate

- Shortfall in waste and car parking savings (£102k) comes in the form of reduced (6month) income from changes to car parking arrangements and 10 months saving in respect of civic amenity savings agreed.
- The savings agenda within PTU were significant and wide ranging and involved significant officer time outside of core PTU team. Latest anticipation from a current retendering exercise still suggests a £192k shortfall against savings expectations.
- Monlife reported net £331k savings as a result of changing organisational structures, which require review as to whether still appropriate to internally provided services. The Council has originally suspected £126k central support pressures as a result of outsourcing Monlife. These have been offset against savings targets prior to the need for a more in depth review.

Enterprise Directorate Recovery Activities

As a result of initial month 2 information, SLT have made remedial changes designed to improve the outturn forecast by £400k, to end the year at £334k deficit.

The changes relate to,

- Reduced overspend forecast in respect of Tintern Station (£7k).
- Highways Development and flooding team predict a £74k improvement as a result of road closure income and capital project fees.
- Highways Ops is forecasting to under-spend by £114,000 due to increased capital income. The Highways 19/20 capital allocation has allowed us to rearrange our repair programme to better displace core costs with capital funding. As is evident from last year this budget is heavily influenced by the weather - we are currently assuming that we will have an average winter season so do not include any costs for any adverse weather. If this does materialise then the outturn position could change.

- Waste & Scene is forecasting to underspend by £54,000. The availability of an equipment budget in the capital programme has allowed us to passport the costs of long life bags to capital, this has provided an in year benefit to the revenue account.
- The Transport garage is forecasting to underspend by £50,000. This is due to the decision to set aside a capital budget to fund major repairs that are usually charged to revenue but are capital in nature.
- Housing £10k. No real change in narrative, more of a change to service based forecast based on a more detailed consideration of activity.
- Passenger transport £20k. No real change in narrative, , more of a change to service based forecast based on a more detailed consideration of activity.

The revised outturn forecast significantly reflects the need to still unpick the shadow accounting treatments for Monlife, this exercise will occur between month 2 and 7.

Enterprise Director's Context & Commentary

Enterprise and MonLife is forecasting to overspend by £334,000. This position already includes £400,000 of changes as a result of displacing costs to our capital programme. It is clear that if this wasn't made available then we would have a material deficit. Departmental performance is as follows: -

Operations

Operations is forecasting to overspend by £78,000. Our main areas of concern are Car Parks and PTU who are both overspending by £200,000 and £150,000 respectively. Car Park income continues to be an issue where pay & display income is down against budget, although we are hopeful that now our Civil Parking Enforcement team is up and running we will see an improvement in income as customers are driven back into our car parks and through additional fines. The passenger transport unit is overspending mainly due to unachievable savings built into the MTFP and additional hire costs, we were relying on £194k of Dynamic Purchasing System (DPS) tendering savings to help us balance the budget this year but unfortunately it appears that these will now not materialise. The authority has set up an officer programme board to review all aspects of PTU provision in the hope of driving through efficiencies – this might have a positive impact on year end outturn. It is good to see that all other services within Operations are forecasting to return an under spend although three of these areas have benefitted from our decision to move costs to capital, they are Highways (£188,000), Waste (£115,000) and Transport (£50,000).

Business Growth & Enterprise

BGE is forecasting a small underspend of £7,000 due to grant windfalls. All other services are expecting to come in on budget.

Planning & Housing

Planning & Housing is forecasting a small overspend of £4,000. All services are forecasting to break-even apart from Building control whose overspend will be charged to the Building Control Trading Reserve. The Housing section has also benefitted from £10,000 of capital funding.

MonLife

The MonLife section is forecasting to overspend by £260,000. The service is still carrying within its budget a net £205,000 MTFP saving in relation to attaining charity status, now MonLife is staying in-house this has turned into a budget pressure that the unit is struggling to manage. We also have small overspends in Museums, Cultural Services, Attractions and Countryside as services cannot match budgeted vacancy factor savings. Tintern Station has benefitted from £7,000 of capital funding.

It is very early in the reporting period to gain an accurate understanding of how services will perform during the year and we will have a better idea at Month 7 as spending patterns emerge and more accurate forecasts made. Operations is heavily influenced by adverse weather and we have to be mindful of the impact this may have on budgets. We will continue to implement our recovery plans ensuring that disruption to front line services is kept to a minimum

Social Care & Health (£6k overspend)

Public Protection (£6k overspend) – predominantly the net effect of minor pressures across registrars, public health and trading standards.

3.21 Adult Select Portfolio (net £186k overspend)

Social Care & Health

Adult Services (£186k overspend) – resulting from net staffing pressures at Severn View and pressure within domiciliary care market that necessitates a greater degree of Council provided service, both of which are compensated in part by management savings and savings to individual support services arrangements and Budden Crescent costs.

Community Care (£2k overspend) – minor unreported variance against budget compensated by small saving in Resources section.

Commissioning (£1k overspend) – minor unreported variance against budget compensated by small saving in Resources section.

Resources (£3k underspend) – minor adhoc savings.

Budget Savings performance

- All savings are presumed by service colleagues to be delivered in full.

No explicit social care recovery activities have been identified to date

Social Care & Health Director's Context & Commentary

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31st May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

3.22 Children & Young People Select Portfolio (net £2,638k overspend)

Social Care & Health (£2.296m overspend)

This can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. In comparison to 2018-19 activity which was £1.45m overspend, the 2019-20 forecast indicates a worsening position. The service concludes pressures resulting from a greater volume of placements and related staff and transport costs. To assist members in more detailed understanding of the forecast the comparative volume of placements between 2018-19 and 2019-20 is,

<u>Service Area</u>	<u>Current Activity</u> M2	<u>Current Cost to</u> M2 £	<u>Average Annual Cost of</u> <u>Support</u> £	<u>Assumed Activity</u>	<u>Year End Forecast</u> £
In-house Fostering LAC	67	184,430	13,479	67	903,112
External Placements LAC	66	231,780	69,979	67	4,688,586
External Placements Non LAC	4	83,643	116,362	5	581,810
Young persons Accommodation - LAC	14	32,232	20,223	15	303,340
Child arrangement orders/special guardianship orders Non LAC	52	72,249	7,449	52	387,368
					6,864,216
2018/19					
<u>Service Area</u>			<u>Average Annual Cost of</u> <u>Support</u> £	<u>Activity at year end</u>	<u>Year End Outturn</u> £
In-house Fostering LAC			13,187	61	804,426
External Placements LAC			73,791	55	4,058,498
External Placements Non LAC			74,837	3	224,511
Young persons Accommodation - LAC			27,135	23	624,094
Child arrangement orders/special guardianship orders Non LAC			7,439	53	394,281
					6,105,810

This suggests the main reasons for increased costs are a forecast increase in the volume of looked after children placements (up 18 on 2018-19 outturn with limited variation in average unit costs), and in respect of non looked after placements, there is more limited case volume volatility but a far higher average unit cost in 2019-20.

The range of annual unit costs incurred per case can be highly variable depending upon the complexity of the presentation. To provide some context to the average unit costs table above, the range of unit costs per service activity is also provided as comparison for 2019-20.

<u>Service Area</u>	<u>Annual Equivalent - Individual Placement Cost</u> <u>Range (Lowest/Highest)</u>	
	£	£
In-house Fostering LAC	12,204	33,800
External Placements LAC	31,652	307,522
External Placements Non LAC	49,017	178,869
Young persons Accommodation - LAC	2,829	103,028
Child arrangement orders/special guardianship orders Non LAC	1,237	12,096
2018/19		
<u>Service Area</u>	<u>Annual Equivalent - Individual Placement Cost</u> <u>Range (Lowest/Highest)</u>	
	£	£
In-house Fostering LAC	12,150	33,800
External Placements LAC	31,565	308,056
External Placements Non LAC	48,950	136,037
Young persons Accommodation - LAC	3,219	199,892
Child arrangement orders/special guardianship orders Non LAC	4,773	12,096

Youth offending team partnership (breakeven) – this partnership is managed as a “trading entity such that any over or underspends accrue to a specific earmarked reserve. No variation in revenue budget activity is foreseen at month 2.

Budget Savings Performance

- The service originally calculated that it would receive £41k from Welsh Government disaggregating £2.3m of additional resourcing in respect of Children's services. To date the service reports not having received such. Colleagues have been requested to confirm directly with Welsh Government whether such resourcing will be forthcoming.

No explicit social care recovery activities have been identified to date with a focus more on containment of cost and pressure.

Social Care & Health Director's Context & Commentary

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31st May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

Children and Young People (net £342k overspend)

Service colleagues reported **School Budget Funding being breakeven at month 2. Resources Divisions** are now anticipating a £309k surplus following remedial action identified below. This is largely to try to compensate **Standards subdivision** exhibited an **outturn overspend of £700k**, reflective of reduced recoupment income for Mounton House, increased out of county placement costs and additional support to schools. The pressure on ALN budgets is set to continue given impending widened statutory definition of additional learning needs.

Budget Savings Performance

- Children and Young people Directorate colleagues reported a £26k shortfall in anticipated income from breakfast club income.

Children and Young People Recovery Plan activities

Originally schools communicated a forecast outturn of £1.7m deficit to school reserves. Subsequently, conversations have reset likely reserve usage to end the year as £850k deficit, an improvement of £833k. Similarly as a result of initial month 2 monitoring, CYP directorate have put in place remedial action totalling £359k to derive £342k deficit forecast outturn.

These revised activities include,

- WJEC subscription saving £23k. Fee budget no longer required, as being paid by Welsh Local government Association
- A budget of £300k has been set for many years to support school based redundancies. The majority of these are as at the 31st August, to date we have only had notice that the support required is £126k. By releasing £100k as a one off for this year we should still be able to meet the commitment. This is non-recurring.
- Schools maternity reserve shows a surplus of £135k. 2018-19 was the end of the three year Service Level Agreements (SLA). All schools buy into this SLA, and a new SLA agreed for forthcoming 3 years. The outgoing surplus on reserve account has been agreed by SLT to transfer into CYP Directorate. This is non-recurring.
- A £53k efficiency saving accruing from a move to only incur essential spend for remainder of financial year. This is non-recurring.

Children & Young People Director's Context & Commentary

The Directorate's Month 2 position is a forecasted overspend of £391,203 against the budget. The majority of this overspend relates to Additional Learning Needs (ALN), which is currently £617,995 over.

Within ALN: School Action Plus, £222,987 of the overspend relates to early identification of additional needs as a result of the ALN Act. It is hoped that over time these costs will reduce. However, it challenges the Welsh Government's assumption that the Act is cost neutral. In addition to this, recruitment income is showing a shortfall of £274,686. This is a result of reduced pupil numbers at Mounton House. A further paper to Cabinet will be taken in September, regarding the future of the school.

As part of the Cabinet paper for the inclusion review taken in December 2018, it was agreed that we would establish four inclusion centres in each of our secondary schools, commencing in September 2019, at a cost for this financial year of £170,191. The original proposal was that the resources would be found through savings made in the ALN review.

Within CYP, we currently hold a budget of £300,000 for school based redundancies. We are proposing to change the use of this to include workforce remodelling i.e. protection of salaries/teaching and learning responsibility allowances.

3.23 Capital Position

The summary forecast Capital position at outturn is as follows,

MCC CAPITAL BUDGET MONITORING 2019-20 at Month 2 by SELECT COMMITTEE						
SELECT PORTFOLIO	Forecast Spend at Outturn	Slippage Brought Forward	Total Approved Budget 2019/20	Forecast Capital Slippage to 2020/21	Revised Capital Budget 2019/20	Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	3,083	2,219	3,059	0	3,059	24
Economic & Development	17,542	465	17,542	0	17,542	0
Adult	449	0	1,588	(1,139)	449	0
Strong Communities	14,419	7,165	14,419	(0)	14,419	0
Capital Schemes Total 2019-20	35,493	9,849	36,608	(1,139)	35,469	24

Additions

Additions to the capital programme can occur subsequent to Member approval of Capital MTFP, primarily in the form of actual rather than anticipated slippage, sc 106 projects being volunteered and an update of grant approvals communicated by Welsh Government

Reconciliation

Medium Term Financial Plan (v6)

Capital MTFP 2019-20	£26.971m
Assumed slippage	£675k
Less Vehicle Leasing	(£1.5m)
Total	£26.146m

Capital Programme	
Core	£25.471m
Revisions (Severn View care Home Year 2 of 3)	£1.288m
Actual Slippage	£9.849m
Total	£36.608m

Difference	£10.462m
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The difference equates to the difference in slippage £9,174m plus addition of Severn View Care Home replacement spend over 3 years, predominantly afforded by intermediate care funding, £300k capital receipt funding and balance to be afforded by Social Care savings in staffing and management).

Based on Council report, since month 2 the following scheme will be added afforded by unsupported borrowing,

Project Code (T)	Budget £'000
21st Century Schools' Developments - County Council 20.12.18	33

The following schemes have been considered in other fora of the Council but still require full Council endorsement as per Constitution requirements,

Project Code (T)	Budget £'000
S106 additional Gilwern Community Centre Heating (Cae Meldon) funding - old scheme lapsed from programme individual cabinet member decision	4
S106 Tudor Road/Woodland Road Replacement Play Area (Croft y Bwla) - Individual Members 13.03.19	18
S106 Sudbrook Sports and Social Club (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Portskewett Heritage Centre (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 The Quest Play Area (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Sudbrook Play Park (Sudbrook Paper Mill) - Cabinet 03.04.19	10
Off Road Cycling Feasibility Study - Additional Grant Funding Sport Wales	100
New Street Lighting Enhancement Project Welsh Govt invest to save loan	1,667
Sudbrook Mill - Additional Community Council grant Funding	10
LTF Severn Tunnel Junction - Park & Ride - Funded through Regional LTF grant administered by Merthyr CBC	615
	2,454

Capital Outturn

Capital expenditure at month 2 is predominantly being forecast to budget. It is increasingly unlikely that the previous pressure in respect 21st Century schools spends will be incurred in full, such that service colleagues report no variance in the asbestos remediation costs to demolished blocks or additional project management necessary in respect of Monmouth secondary school build now.

Total provisional slippage at Month 2 is £1,139k, which relates to the Crick Road Care Home project and is due to contractual delays which means the contractor cannot begin until later in the 2019/20 financial year than originally anticipated.

As part of senior leadership team revisions to month 2 revenue forecast, the capital outturn includes the capitalisation of revenue costs totalling £500k. This has been afforded in the capital programme by adjustment to the level of Highways capital maintenance works being proposed, appreciating that Highways derived the majority of the additional general capital

allocation provided by Welsh Government, which remains a choice for the Council to be allocated, as well as explicit Highways specific capital grant.

Members have subscribed to a policy whereby new capital schemes are only added to the capital programme on meeting one of two conditions, either it is self-affording, or it replaces an existing commitment within the programme as a higher priority. The effect of such revenue capitalisation is consistent with member agreed priorities, i.e.

Aspect	Indicative Rank
Health & safety (life and limb works)	1
Legal and Regulatory obligations	1
Allow a balanced revenue budget to be set and achieved	2
Deliver corporate plan priorities	2.5
Spend to save – transformational works,	3
Spend to earn net income – rents, interest and dividends	3
Create sustainable income streams – business rates and council tax	3
Attract significant 3 rd party or private match funding to the County	3
Asset management plan outcomes	4
Addresses major infrastructure investment	4
Deliver wider economic outcomes	5

Whilst the revenue position is considered by Cabinet periodically, the Constitution still requires that any capital programme additions underpinning it are endorsed by full Council. A report will be prepared for Council in September.

3.24 Capital Financing and Receipts

Given the anticipated capital spending profile reported in para 3.19, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2019-20 at Month 2 by FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2019/20	Provisional Budget Slippage to 2020/21	Revised Financing Budget 2019/20	Forecast Capital Financing Variance 2019/20
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,403	0	2,403	(0)	2,403	0
General Capital Grant	2,275	0	2,275	0	2,275	0
Grants and Contributions	975	0	1,814	(839)	975	0
S106 Contributions	1,316	1,316	1,316	(0)	1,316	(0)
Unsupported borrowing	25,832	6,956	25,808	(0)	25,808	24
Earmarked reserve & Revenue Funding	185	169	185	(0)	185	(0)
Capital Receipts	2,507	1,409	2,807	(300)	2,507	(0)
Low cost home ownership receipts	0	0	0	0	0	(0)
Unfinanced	0	0	0	0	0	0
Capital Financing Total 2019-20	35,493	9,850	36,608	(1,139)	35,469	24

3.25 Useable Capital Receipts Available

In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2018/22 MTFP capital budget proposals.

TOTAL RECEIPTS	2019/20	2020/21	2021/22	2022//23
	£000	£000	£000	£000
Balance b/f 1 st April	4,581	10,036	15,909	16,460
Add:				
Receipts received in YTD	1,000			
Receipts forecast received	7,164	6,332	1,098	100
Deferred capital receipts	98	100	102	104
Less:				
Receipts to be applied	(2,807)	(559)	(559)	(559)
Set aside	0	0	0	0
Predicted Year end receipts balance	10,036	15,909	16,460	16,105
Financial Planning Assumption 2019/23 MTFP Capital Budget	4,925	6,251	1,160	160
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	5,111	9,658	15,300	15,945

The balances forecast to be held at the 31st March each year are higher than forecast in the MTFP due to a re-profiling of the LDP receipts for land at Undy (Rockfield Farm) and Crick Road.

There is still a risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

3.26 Reserves

The Council has unallocated reserves in the form of Council fund balance and school reserves. Realistically the level of surplus/deficit affecting Council Fund will commonly fluctuate before the end of the year, but for estimating purposes we will commonly presume services' activities will be influenced to avoid material adverse effect. It also has earmarked reserves that are created for a specific purpose.

3.27 Revenue and Capital monitoring reflects an approved use of reserves. A specific analysis is undertaken at every formal periodic monitoring exercise to establish whether reserve cover conveyed to them by members will be fully utilised within the financial year. Where it is apparent this is not the case, both the reserve movement budget in appropriations budget and the expenditure within service directorate is adjusted. This is to prevent any imbalance in the bottom line position for net cost of services. This is to prevent any imbalance in the bottom line position for net cost of services.

Account	C/F	2019/20		C/F
		Contr from c/f from 1819 y/e	Proposed net movements	
Council Fund (Authority)	-7,111,078		2,414,000	-4,697,078
School Balances	232,404		618,034	850,438
Sub Total Council Fund	-6,878,674		3,032,034	-3,846,640
Earmarked Reserves:				
Sub-Total Invest to Redesign	-1,083,167	0	-123,414	-1,206,581
Sub-Total IT Transformation	-479,139	129,675	0	-349,464
Sub-Total Insurance and Risk Management	-1,018,744	0	0	-1,018,744
Sub-Total Capital Receipt Generation	-278,880	24,735	118,566	-135,579
Sub Total Treasury Equalisation	-990,024	0	0	-990,024
Sub-Total Redundancy and Pensions	-332,835	0	88,038	-244,797
Sub-Total Capital Investment	-643,337	0	0	-643,337
Sub-Total Priority Investment	-405,000	0	405,000	0
Other Earmarked Reserves:				
Museums Acquisitions Reserve	-52,885		0	-52,885
Elections Reserve	-83,183		-35,000	-118,183
Grass Routes Buses Reserve	-151,084		-5,000	-156,084
Youth Offending Team	-150,000		0	-150,000
Building Control trading reserve	-14,490		0	-14,490
Outdoor Education Centres Trading Reserve	0		0	0
CYP maternity	-135,795		0	-135,795
Plant & Equipment reserve (Highways)	-33,541		0	-33,541
Homeless Prevention Reserve Fund	-49,803		0	-49,803
Solar Farm Maintenance & Community Fund	-41,000		-23,000	-64,000

Newport Leisure Park Reserve	-61,899		0	-61,899
Castlegate Reserve	-79,500		0	-79,500
Local Resilience Forum Reserve (Gwent PCC Tfr)	-115,090		0	-115,090
Rural Development Plan Reserve	-413,190		0	-413,190
Sub-Total Other Earmarked Reserves	-1,381,460	0	-63,000	-1,444,460
Total Earmarked Reserves	-6,612,587	154,410	425,190	-6,032,986
Total useable revenue reserves	-13,491,261	154,410	3,457,224	-9,879,626

3.28 Schools Reserves

Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing their school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools.

The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of which for each school are included in Appendix 2 based on their statutory section 52 budget submissions by end May 2019. In supplying such early information, there is no presumption of the Council (local education authority) having signed off on those submissions, and work progresses to evaluate the need, but it is of note that some schools having a previous recovery plan, haven't chosen to keep to such, so those are likely to get revised back to their previously agreed positions. Governors have also got out of the habit of making a request to set a deficit position.

3.29 In summary form the anticipated outturn school balances are predicted to be,

	Opening Reserves 2018-19 (surplus)/deficit	In year net usage 2018-19	Outturn Position 2018-19 (surplus)/deficit	Forecast in year usage 2019-20	Forecast outturn position 2019-20
Combined balance	(£175,225)	£407,629	£232,404	£618,034	£850,438

Whilst any extraordinary funding from WG and beneficial revisions to budgeted draw on reserves will sustain the reserve situation for longer than is often predicted, it remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus by schools to address the need to remain within budget going forward rather than passporting the consequences to their reserves, given that collective flexibility is now pretty much exhausted.

3.30 15 schools started 2019-20 year in deficit. 14 schools are anticipated to be in deficit by end of financial year, with Our Lady and St Michael's RC Primary, Castle Park Primary, Pembroke Primary and Overmonnow primary schools all anticipated to come out of deficit and Chepstow Comprehensive, Osbaston Primary and pupil referral unit anticipated to go into a deficit reserve position during the year. The deficit position (£1.075m) remains

particularly acute and increasing for the 4 secondary schools. Monmouth Comprehensive is particularly significant at forecast £489k deficit, King Henry Comprehensive hasn't kept to recovery plan target agreed for the year with LEA colleagues and Cabinet members, and Chepstow Comprehensive have yo-yoed back into significant deficit without providing associated recovery plan.

- 3.31 Within the reserve balance movements, the most significant and advantageous replenishment within the year relates to Castle Park primary school which has moved from £24k deficit to £54k surplus by year end. Conversely Chepstow Governors are indicating a use of £191k pushing their reserve position back into significant deficit, which is disappointing given the efforts made during their recent recovery exercise to make situation more sustainable.
- 3.32 Select members are advised to adopt a heightened focus around those schools exhibiting red in the traffic light assessment in Appendix 2. The evaluation criteria reflects whether they are in deficit and the extent of such and whether they are within tolerance of an agreed recovery plan. Irrespective of the actions of officers, Scrutiny functions (CYP Select and Audit Committee) retain an ability to request a senior Governing Body representative to attend their meeting to discuss failing recovery plans to get a comfort of the extra actions proposed to get the situation back on track.
- 3.33 The local authority has funded teachers' pay award for the last 2 years and recent teachers pensions increases has been afforded by WG grant, so the use of reserves is borne by other factors. The original flexibility to plan for a deficit budget only extended as far as there being a collective schools reserve surplus. That changed again more recently to allow deficit budget planning irrespective of the collective position where an appropriate recovery plan was provided and agreed at same time as deficit budget. Once the recovery plan has been agreed future monitoring will be against that plan. In some cases, for valid reasons a school may be unable to meet the plan agreed in any one year. However schools will be expected to revisit the plan and agree to recover in the same time period. Any amendments will need to be agreed with the relevant cabinet member.
- 3.34 This doesn't feel a sustainable prospect and is one that is not being taken lightly by either schools or the LEA, however it is also one that is mirrored in other authorities in Wales, where schools are facing challenging financial positions. Schools have been reminded of the recovery plan process and the requirement to agree any deficit with the Chief Officer so that the appropriate challenge can be put in place. Further consideration is being given to further changes that need to be made to ensure that robust budget management arrangements are in place.

4 REASONS

- 4.1 To improve budget monitoring and forecasting information being provided to Senior Officers and Members.

5 RESOURCE IMPLICATIONS

- 5.1 It isn't particularly usual for a Senior Finance Officer to proffer symptomatic considerations as part of the periodic monitoring report in addition to Directors comments, but it would be sensible to highlight that the financial environment facing Councils over the next 4 years will be very challenging. It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every March. This volatility risk would be traditionally mitigated by a heightened accountability culture whereby service managers are reminded of the need to comply within the budget control totals established by members, and are more responsible for any variances to SLT and Cabinet and equally for Select Committees to exhibit a more focussed reflection upon the adequacy of budget monitoring being applied. Given the in-year position forecast recovery actions will continue to be taken and the situation assessed on an ongoing basis through the year and beyond the reporting periods to Cabinet.
- 5.2 Without the current forecast overspend being addressed the Council fund balance will end the financial year at a predicted £4.7million. As a financial planning assumption, the level of Council Fund reserves should be between 4% - 6% of net expenditure. Based on a budgeted net expenditure (excluding Police and Community Council precepts) and before financing totalling £147.3 million, the anticipated outturn Council fund reserve level equates to 3.19%, which is below the agreed acceptable levels. This reduces still further to 2.6% if net year end schools balances position remains as initially predicted above. Such a situation requires explicit address, the situation will also remain under close scrutiny as individual schools forecasting remains of variable quality, and certainly school reserve usage is likely to be more certain by period 2.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

- 6.1 The decisions highlighted in this report have no equality and sustainability implications.

7 CONSULTEES

Strategic Leadership Team
All Cabinet Members
All Select Committee Chairs
Head of Legal Services

8 BACKGROUND PAPERS

9 AUTHOR

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Appendices (attached below)

Appendix 1 Mandated Savings Progress Report

Appendix 2 School Reserves

Appendix 1 – Savings Matrix

Disinvestment by Directorate 2019-20	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment	ASSESSMENT of Progress	Risk of current forecast saving NOT being achieved (High / Medium / Low)
REVENUE MONITORING 2019-20	£000	£000	£000	£000	£000		
Children & Young People	(1,234)	(1,208)	0	(26)			
Social Care & Health	(1,246)	(1,205)	0	(41)			
Enterprise	(1,480)	(969)	(307)	(205)			
Resources	(1,342)	(1,303)	(39)	0			
Chief Executives Units	(106)	(96)	0	(10)			
Corporate Costs & Levies	0	0	0	0			
Appropriations	(282)	(162)	0	(120)			
Financing	(756)	(756)	0	0			
DIRECTORATE Totals	(6,446)	(5,699)	(346)	(402)			

Page 40	Children & Young People	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
CYP 1	Federated school model	(23)	(23)				Saving achieved	low
CYP 3	Investigate options to revise running and budgeting of Gwent Music - Schools	(40)	(40)				Close working with Gwent Music has identified where the savings can be achieved	Low
CYP 4	Fees and charges - Before School Club - Schools. Residual effect of 2018-19 budget proposal, reflecting 5 months activity at £1 pd	(72)	(46)		(26)		Lower take up of paid childcare element has resulted in a shortfall on the income	Medium
CYP 6	Continuation of inclusion review (incl Mounton Hse)	(275)	(275)				Full savings have been achieved	Low
CYP 7	Nursery Provision, double counting topped up schools Jan 19 - March, already provided every Sept	(40)	(40)				Full savings have been achieved	Low
CYP 11	Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 60%	(475)	(475)				Grant income has been received to offset this	Low
CYP 11	Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 40%	(309)	(309)				Grant income has been received to offset this	Low
CHILDREN & YOUNG PEOPLE Budgeted Savings Total 2019-20		(1,234)	(1,208)	0	(26)			

Social Care & Health		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
SCH 1	Practice change- continue the transformation of practice. Early help, reablement, better life planning and realigning provision to meet personal outcomes .	(536)	(536)					Low
SCH 2	Fairer charging weekly threshold increases from £70 to £80 generating income following means test	(129)	(129)					Low
SCH 3	Respite Care - income generation from Fairer charging threshold.	(9)	(9)					Low
SCH 4	Increase income budget for Mardy Park to reflect additional income from new sc33 agreement	(36)	(36)					Low
SCH 5	Adults transport budget realignment as people use own transport solutions	(15)	(15)					Low
SCH 6	Realign Drybridge Gardens budget , based on M5 underspend position	(11)	(11)					Low
SCH 7	Reduce Individual support service (ISS) staffing costs following end of current two year detriment	(6)	(6)					Low
SCH 8	Efficient rota management @Budden Crescent following recent review	(20)	(20)					Low
SCH 9	Continuing Health Care (CHC) Adult - Health recoupment	(100)	(100)					Low
SCH 10	Budget to represent care home fee income from property sales	(160)	(160)					Low
SCH 11	Additional charges recovered from property	(90)	(90)					Low
SCH 12	Children, Welsh government (WG) additional grant funding for Looked after children (LAC)	(41)	0		(41)		Due to extra demand and the cost involved £41K goes very little way if any to allieviate the pressure	High
SCH 13	Discretionary fees & charges uplift	(93)	(93)					Low
SOCIAL CARE & HEALTH Budgeted Savings Total 2019-20		(1,246)	(1,205)	0	(41)			

Enterprise		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
18-19	OPS Grounds/waste - 1 year freeze of Head of waste post	40	40				Achieved	Low
18-19	OPS Highways - displace core costs with grant	200	200				Achieved	Low
ENT001	PLANHOUS – Development Mgt – Increased income from discretionary services	(13)	(13)				Achieved	Low
ENT002	PLANHOUS - Development Mgt Press notice savings	(5)	(5)				Achieved	Low
ENT003	OPS - Waste - Move to Re-usable bags for recycling. Works on 3 year replacement	(45)	0	(45)			Cabinet decision to phase in this change so this saving is not achievable this year.	high
ENT004	OPS - Waste - Move to plastic bags instead of starch for food waste £30k per annum. Bags are going into Energy from Waste (EfW) regardless and contractor wants us to use plastic as easier to reprocess	(30)	(30)				Achieved	Low
ENT005	Household waste recycling centre Day closures – Usk 2 days, Troy 2 days, Llanfoist 1 day, Five Lanes 1 day, circa £72k consequence	(72)	(60)	(12)			Only 10 out of 12 mths savings achieved due to delays	high
ENT008	OPS - Waste - Issue "Tax Disc" style permits to all residents with council tax to reduce cross border traffic of waste	(24)	(20)	(4)			Only 10 out of 12 mths savings achieved due to delays	high
ENT009	OPS Grounds/waste - Head of waste post, permanent removal from base.	(40)	(40)				Achieved	Low
ENT010	OPS - Car Parks - Increase in charges - 10%	(90)	(60)	(30)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)	0	(15)			The plans for Severn Tunnel Junction have changed dramatically so this income will not be achievable this year.	Low
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)	(2)	(1)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT016	OPS - Car Parks - Charging On a Sunday	(20)	(14)	(6)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT010-017	First year implementation costs of car parking proposals	106	106				Currently formulating proposals on how this funding will be allocated, but assume full spend at M2.	Low
ENT018	OPS - Releasing spare budget funding from 18-19 Pay Award pressure.	(30)	(30)				Achieved	Low
ENT019	OPS - Highways - Generate additional turnover through expansion of workforce to undertake more private/grant work. Would require additional investment.	(50)	(50)				Achievable	Low
ENT020	OPS – Highways – Review of disposal of Highways arisings	(25)	(25)				Still undertaking review into proposal to achieve this. Delay could affect ability to fully meet target, although Highways will look at other means to manage shortfall.	Medium
ENT021	OPS - Streetlighting - rearranging of the funding of previous LED SALIX Loans	(38)	(38)				Achieved	Low
ENT022	OPS - PTU Dynamic purchasing system (DPS) Retendering Savings.	(194)	0	(194)			Early indications are that the changes required to make this saving will happen too late in the year to have any benefit in 19/20	high
ENT023	ECO - Community & Pships - Staff and Supplies & services savings	(30)	(30)				Achieved	Low


Enterprise (continued)		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
ENT024	ADM/MONLIFE savings	(205)	0		(205)		Net saving based on benefits gained by Mon Life moving into charity status (NNDR/Gift Aid/Vat), as this is no longer going ahead the savings are unachievable.	High
ENT025	ADM/MONLIFE fees & charges uplift	(59)	(59)				Achieved	Low
ENT025	Discretionary fees & charges uplift	(27)	(27)				Achieved	Low
ENT026	Headroom to capitalise Highways expenditure	(812)	(812)				Achieved	Low
ENTERPRISE Budgeted Savings Total 2019-20		(1,480)	(969)	(307)	(205)			

Chief Executive's Unit		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
CEO001	GOVDEMSUP - Releasing budget saving on Wales local government association (WLGA) Subscription	(3)	(3)				Achieved	Low
CEO002	GOVDEMSUP - Reduction in annual grant provided to Monmouth CAB (1k), releasing budget saving (3k)	(1)	(1)				Achieved	Low
CEO003	GOVDEMSUP - Additional Income from Caldicot Hub - Desk Leasing Scheme	(2)	(2)				Achieved	Low
CEO004	GOVDEMSUP - Policy - Net Staff Savings from not filling admin post	(3)	(3)				Achieved	Low
CEO005	GOVDEMSUP - Community Hubs - Cross-subsidy with new income from Com Ed external	(25)	(25)				Achieved	Low
CEO006	GOVDEMSUP – Contact Centre – Integrated Customer Communications	(60)	(50)		(10)		Not fully achieved	Low
CEO007	GOVDEMSUP - Members - Chairman's charity - Reduce/remove MCC Subsidy	(8)	(8)				Achieved	Low
CEO008	GOVDEMSUP – Make wider use of Chairmans car to enable a release of a pool car within MCC	(3)	(3)				Achieved	Low
CEO009	Discretionary fees & charges uplift	(1)	(1)				Achieved	Low
CHIEF EXECUTIVES' UNIT Budgeted Savings Total 2019-20		(106)	(96)	0	(10)			







Resources		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)	
		£000	£000	£000	£000	£000			
RES001	CORPLORD Estates RE-FIT Energy Savings (net after funding repayments)	(25)	(25)				Achieved	Low	
18-19	RES (Procurement - supplementary duplicate payment review) - one off saving in 18-19 - needs to come back out	25	25				Achieved	Low	
RES002	Central Services Recharge to Monlife (gross, £143k pressure accomodated in 2018-19 budget)	(704)	(704)				As MonLife is now staying in-house this has been offset with an opposite pressure so nil effect.	Low	
RES003	Commercial property income - additional acquisitions - rental income above borrowing and other costs	(400)	(400)				Achieved	Low	
RES004	Commercial property income - Castlegate - create sinking fund through wider reserve replenishment from one-off VAT savings to afford release of annual net income to revenue account	(170)	(131)	(39)			Saving assumed 100% rental, currently we have some vacant units that are not producing any income so an element of saving will be delayed until we fill all our units.	Medium	
Page 44	RES005	Further Travel cost reduction (10%) to be allocated via Future Mon	(50)	(50)		0		Total saving forecast be achieved by 31st March 2020. Measures currently being implemented to reduce travel expenses across the authority comprise: Accommodation Review including reallocation of Social Care from Magor to Usk <ul style="list-style-type: none"> • Accommodation rationalisation • Area based working • Route optimisation • Pool car review • Digital enabling for members and officers, including, Skype, laptops, smart phones, tablets, mobile apps etc. • Refocus on agile working and the ability to work seamlessly from any location. 	Medium
	RES006	Discretionary fees & charges uplift	(18)	(18)				Achievable	high
RESOURCES Budgeted Savings Total 2019-20		(1,342)	(1,303)	(39)		0			

Corporate Costs & Levies		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
		0	0					Low
CORPORATE COSTS Budgeted Savings Total 2019-20		0	0	0	0			
Appropriations		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
APP001	Interest Receivable	(162)	(162)					Low
APP002	Minimum revenue provision (MRP) savings from capital receipts set aside - to be confirmed	(120)			(120)			High
APPROPRIATIONS Budgeted Savings Total 2019-20		(282)	(162)	0	(120)			
Financing		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
FIN001	Council tax base increase - further increase anticipated beyond CT1 taxbase	(40)	(40)					Medium
FIN001	Council Tax Reduction Scheme activity saving	(110)	(110)					Low
FIN002	Anticipated "floor" change to Aggregate external funding (AEF) (0.5% improvement)	(468)	(468)					Low
FIN003	Final "floor" change to 0.3%	(138)	(138)					Low
FINANCING Budgeted Savings Total 2019-20		(756)	(756)	0	0			

Appendix 2 – Individual Schools Reserves

Outturn movement on reserves									
	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
Abergavenny cluster									
E003 King Henry VIII Comprehensive	82,797	141,199	223,996	Additional income for Leadership Team pension increase plus savings on a Support Staff Maternity Leave absence.		71,901	(7,045)	(77,960)	
E073 Cantref Primary School	(88,391)	57,656	(30,736)			N/A			
E072 Deri New Primary School	(80,000)	30,667	(49,333)	Savings on supply compensation premium.		(30,402)	(7,690)		
E035 Gilwern Primary School	(55,251)	(26,318)	(81,569)	A senior teacher is on Maternity Leave in the new academic year, the School has generated additional income due to its Pioneer status and is in receipt of Additional Learning Needs Funding with support costs already in place.		N/A			
E037 Goytre Fawr Primary School	(2,737)	(14,505)	(17,242)			N/A			
E093 Llanfoist Fawr Primary School	(14,342)	(961)	(15,302)			N/A			
E044 Llantillio Pertholey CiW Primary School (VC)	9,643	15,759	25,402	Leadership staff absence covered by a secondment from another Local Authority.		(2,866)	(17,755)		
E045 Llanvihangel Crucorney Primary School	(34,341)	(12,192)	(46,533)			N/A			
E090 Our Lady and St Michael's RC Primary School (VA)	14,170	(36,435)	(22,265)	Member of staff leaving and being replaced at a lower point on the scale, from 1/9/19.		10,182	(1)		
E067 Ysgol Gymraeg Y Fenni	(51,306)	45,481	(5,826)	Teacher remaining on a part time basis from 1/9/19		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
Caldicot cluster									
E001 Caldicot School	65,013	155,964	220,977	Saving on ICT		30,645			
E068 Archbishop Rowan Williams CiW Primary School (VA)	(73,406)	(11,212)	(84,618)	Additional Income: Lettings, NAPL, LNS and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Executive Head arrangement continues to reduce Leadership costs. Deputy head secondment also increases savings.		N/A			
E094 Castle Park Primary School	23,772	(77,660)	(53,888)	Additional Income: NAPL, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Leadership saving due to new headship in September 2019. Staff savings via the use of supply rather than contracts.		(1,422)	(19,802)	(25,229)	
E075 Dewey Primary School	(108,642)	50,976	(57,666)	Conservative estimate of Additional Learning Needs Band Funding made at budget build. This funding has now been confirmed.		N/A			
E034 Durand Primary School	(29,087)	12,401	(16,686)	Additional Income: Lettings, NAPL, Student Teacher Placements, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Increase in support staff including covering illness		N/A			
E048 Magor CiW Primary School (VA)	54,651	(18,647)	36,003	Staff costs included for pupil support but awaiting confirmation of Additional Learning Needs Band Funding .		13,348			
E056 Rogiet Primary School	(20,015)	19,466	(549)	Appointment of substantive Head teacher from 1/9/19 not 1/1/20 as originally budgeted has meant that savings linked to internal cover sends four months earlier.		N/A			
E063 Undy Primary School	129,534	(42,661)	86,872	Unbudgeted Teacher costs from 1/9/19, two Teaching Assistants employed due to Additional Learning Needs support requirements, plus 3 new Lunchtime Supervisors to keep within the 60:1 ratio		55,358	39,123	9,808	
E069 Ysgol Gymraeg Y Ffin	32,979	48,256	81,235	Savings due to staffing related costs		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
Chepstow cluster									
E002 Chepstow School	(50,661)	191,596	140,934	Staffing changes has resulted in a saving		N/A			
E091 Pembroke Primary School	13,239	(20,364)	(7,125)	Additional income anticipated in relation to pension increases		(209)	(3,760)		
E057 Shirenewton Primary School	(132,093)	(10,426)	(142,519)						
E058 St Mary's Chepstow RC Primary School (VA)	63,593	(21,175)	42,417	Interim Head teacher from 1/9/19 will be employed at 80%		N/A			
E060 The Dell Primary School	(16,389)	8,679	(7,710)	Staffing changes has resulted in a saving		N/A			
E061 The Dell Primary School	53,722	(41,302)	12,421	Revised Additional Learning Needs Band Funding		(645)	(24,372)	(25,417)	

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
Monmouth cluster									
E004 Monmouth Comprehensive	538,326	(48,893)	489,433	Additional income anticipated in relation to pension increases, as well as receiving more funding than expected for ALN		487,767	324,012	193,172	24,949
E032 Cross Ash Primary School	(54,150)	17,737	(36,413)	Two job share teachers retiring on 31/8/19 plus a teacher on Maternity Leave from 1/9/19		N/A			
E092 Kymin View Primary School	(5,607)	(39,556)	(45,164)	Additional Income: Lettings, Supply Compensation, NAPL, EWC and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Reduction in ALN total, however large saving due to associated costs.		N/A			
E039 Llandogo Primary School	83,516	76,870	160,386	Additional supply compensation received		(1,141)			
E074 Osbaston CiW Primary School (VC)	(6)	10,970	10,964	Additional staffing to cover maternity and sickness		N/A			
E051 Overmonnow Primary School	18,473	(23,519)	(5,046)	Additional Education Achievement Service and Local Authority (Teachers Pensions for Leadership and Support Staff Assimilation) Income. Also reductions in support staff hours to reflect required provision.		N/A			
E055 Raglan CiW Primary School (VC)	108,451	(46,565)	61,887	£15.6k Residential Trip income relates to 2018/19. £3.2k journalled out of cost centre, as charges were incorrectly posted to cost centre in 2018/19 for the Village Hall. Staffing changes has resulted in a saving of £3.7k		62,644	35,366	17,177	(24,921)
E062 Trellech Primary School	(71,983)	29,353	(42,629)	A member of staff was overpaid in 2018/19 and this has been paid back		N/A			
E064 Usk CiW Primary School (VC)	(9,911)	(9,868)	(19,779)	Member of SLT leaving and will be backfilled by a member of staff on a lower point on the scale		N/A			
	393,562	410,769	804,331						
Special Schools									
E020 Mounton House Special School	(141,505)	126,988	(14,518)			4,947	(39,683)		
E095 Pupil referral unit	(19,652)	80,277	60,625	Overspend re EOTAS staff		N/A			
	(161,157)	207,265	46,107						
	232,404	618,034	850,438						

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**SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN
ANNUAL MONITORING REPORT**
MEETING: ECONOMY AND DEVELOPMENT SELECT COMMITTEE
DATE: 5 September 2019
DIVISION/WARDS AFFECTED: ALL

1 PURPOSE

- 1.1 To consider the extent to which the current Local Development Plan (LDP) is delivering against its objectives and monitoring indicators, as set out in the fifth Annual Monitoring Report (AMR), attached at **Appendix 1**. Although the decision has already been taken to commence work on a new LDP, there is a statutory requirement to continue to monitor the current LDP's performance. In addition, this monitoring report will help inform and shape the Replacement LDP by reflecting on what is working and what is not.

2. RECOMMENDATION

- 2.1 That the Economy and Development Select Committee scrutinises the fifth Local Development Plan Annual Monitoring Report and comments accordingly;
- 2.2 That the Economy and Development Select Committee recommends that the Cabinet Member for Innovation, Enterprise and Leisure endorses the fifth Local Development Plan Annual Monitoring Report for submission to the Welsh Government by 31 October 2019.

3. KEY ISSUES

Background – Adopted Monmouthshire LDP

- 3.1 The Monmouthshire LDP 2011-2021 was formally adopted by the Council on 27 February 2014. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report.

The Annual Monitoring Report

- 3.2 The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review/revision.
- 3.3 This is the fifth AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2018 – 31 March 2019.
- 3.4 Although the Council has already made the decision to commence work on a new LDP, this monitoring report will help inform and shape the Replacement LDP by reflecting on what is working and what is not

LDP Monitoring Framework

- 3.5 The LDP policy and sustainability appraisal (SA) monitoring frameworks form the basis for the AMR, assessing how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period.

Key Findings

- 3.6 Section 5 of the AMR provides a detailed assessment of Plan's performance. The results of the monitoring process demonstrate that the majority of the indicator targets and monitoring outcomes are being achieved. Some of the most significant findings in relation to these are:

- Progress continues to be made towards the implementation of the spatial strategy.
- The Council approved proposals for a total of 598 dwelling units over the 2018-19 monitoring period of which 157 (26.3%) are for affordable homes.
- There were 443 dwelling completions which includes 131 Affordable dwellings. This is the highest number of both market and affordable dwelling completions recorded since the adoption of the LDP and represents the progress being made on bringing the strategic sites forwards.
- Four LDP allocated housing sites gained planning permission:
 - Land at Crick Road, Portskewett (SAH2) 291 dwellings including 73 affordable homes (25%);
 - Chepstow Road, Raglan (SAH10(iii)) 45 dwellings including 16 affordable homes (35%);
 - Main Village site at Dingestow (SAH11(iii)) 15 dwellings comprising 9 affordable (60%) and 6 general market homes.
 - Main Village site at Llanfair Kilgeddin (SAH11(x)) 5 dwellings comprising 3 affordable (60%) and 2 general market homes.

Progress has also been made in relation to the remaining strategic housing site at Vinegar Hill, Undy (SAH6).

- The target densities of housing permitted on the housing sites was met for the two allocated sites at Crick Road, Portskewett and Chepstow Road, Raglan, albeit these were both outline applications.
- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the Main Towns, Rural Secondary Settlements, Severnside settlements and Main Villages.
- The County has a total of 40.16 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate.
- There has been progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on protected employment sites (SAE2) and non-allocated sites (totalling 4.88 hectares). A

number of rural diversification and rural enterprise schemes have also been approved (7).

- The Council approved proposals for a total of 22 tourism facilities, all of which related to tourist accommodation ranging from a hotel, holiday lets to glamping accommodation. The Sustainable Tourism Accommodation Supplementary Planning Guidance [SPG] (November 2017) has helped clarify our general support for this important sector of our economy.
- Vacancy rates in all of the County's central shopping areas, with the exception of Chepstow and Usk, remain below the Great Britain high street vacancy rate. It is, however, notable that vacancy rates have increased in the central shopping areas of Caldicot, Chepstow, Usk and Raglan since the last monitoring period.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 8 community and recreation facilities have been granted planning permission.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There were no applications that resulted in the loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.

3.7 There are, however, a number of indicator targets and monitoring outcomes relating to housing land supply and brownfield land development that are not progressing as intended:

- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2018-19 period demonstrates that the County had 4.0 years' housing land supply (based on the residual methodology prescribed in TAN1). This is the fourth consecutive year that the land supply has fallen below the 5 year target. However, the land supply has increased since the last monitoring period (3.9 years) which is considered to be a result of the introduction and implementation of the Council's positive policy approach to unallocated sites.
- The remaining allocated strategic housing site at Vinegar Hill, Undy is yet to obtain planning permission. However, there has been further progress with the site during the current monitoring period and it is expected an application will be received for the first phase during the next monitoring period. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.
- There was a substantial decrease in development permitted on brownfield sites (12.7%/3.7ha) since the previous monitoring period (40.18%/21.58ha). This is lower than all of the previous AMR monitoring periods which reflects the limited opportunities/scope for further significant brownfield development in the County.

3.8 It remains evident that the lack of a 5 year housing land supply continues to be a matter of concern. Although the housing land supply has increased to 4.0 years over the monitoring period, predominantly due to the introduction and implementation of the Council's positive policy approach to unallocated sites, it remains below the 5 year

target. A fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites since the Plan's adoption. However, as evidenced in the AMR, progress is being made in bringing these sites forward. An additional four allocated sites gained planning permission over the monitoring period and progress is being made in bringing the remaining strategic site forward (all other strategic sites have obtained planning permission). This demonstrates that the strategic sites are deliverable, however, their slower than anticipated delivery rate has obvious implications for the housing land supply and continues to suggest that there is a need for additional site allocations to increase the supply of housing land.

- 3.9 This continues the trend identified in the previous three AMRs and Joint Housing Land Availability Studies (JHLAS) which led to the Council's decisions to initiate an early review and subsequent revision of the Plan, and to take a positive policy approach to considering unallocated sites in order to address the shortfall in the housing land supply and facilitate the identification/allocation of additional viable and deliverable housing land.
- 3.10 The low proportion of development permitted on brownfield sites during the current monitoring period reflects the limited opportunities/scope for further significant development on brownfield sites in the County. This is identified as a key issue in the Replacement LDP Issues, Vision and Objectives Paper (Issue 16) and is reflected in Objective 6 which seeks to promote the efficient use of land, including the need to maximise opportunities for development on previously developed land, whilst recognising that brownfield opportunities are limited in Monmouthshire. The potential for further development on brownfield land will be considered as part of the LDP revision process.

Contextual Information

- 3.11 Section Three of the AMR provides an analysis of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends. While some of these identified changes may have implications for the future implementation of the LDP/Replacement LDP, none of the changes identified over the monitoring period are considered to be significant and can be considered as part of the LDP revision process.

Supplementary Planning Guidance (SPG)

- 3.12 Progress has been made in the preparation and adoption of SPG to help to facilitate the interpretation and implementation of LDP policy. This is detailed in Section Three of the AMR. SPG preparation and adoption will continue in the next monitoring period as appropriate. Where essential, however, resources will be focused on Plan revision.

Sustainability Appraisal (SA) Monitoring

- 3.13 Section Six of the AMR expands on the assessment of LDP performance against the SA Monitoring Objectives, setting out the performance of the Plan against a number of sustainability indicators. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the two monitoring processes are interlinked.

Conclusions and Recommendations

- 3.14 Section Seven sets out the conclusions and recommendations of the fifth AMR. The 2018-19 AMR indicates that good progress continues to be made in implementing many of the Plan's policies and that overall the strategy remains sound. There were fewer 'red' ratings recorded during the current monitoring period, compared to the 2017-18 AMR due to improved performance in relation to dwellings completions

(Policies S1/S2/S4), affordable housing permissions (Policy S4) and progress on allocated strategic sites (Policy S3). However, a number of the key policy targets are not being met which indicates that these policies are not functioning as intended. Fundamentally, the continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements and the needs of Monmouthshire's communities are to be met.

- 3.15 In accordance with the findings and recommendations from the previous AMRs, a full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported during the last monitoring period. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a replacement LDP.
- 3.16 In May 2018 the Council resolved to commence work on a replacement LDP for the County (excluding the area within the BBNP) which will cover the period 2018-2033. The Replacement LDP is being prepared in accordance with the Delivery Agreement which will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.
- 3.17 The AMR recommends to continue to progress work on the Replacement LDP. This will ensure continued Plan coverage in the County, thereby avoiding the risks associated with any policy vacuum. The next formal stage of LDP revision involves the preparation of a Preferred Strategy. This will be published during the next monitoring period. It is further recommended that the AMR is submitted to the Welsh Government in accordance with statutory requirements. The AMR will be published on the Council's web site and publicised via our Twitter account @MCCPlanning.

Next Steps

- 3.18 Although the decision has already been taken to commence work on a Replacement LDP, there is a statutory requirement to continue to monitor the current LDP's performance. The Plan will continue to be monitored on an annual basis through the preparation of successive AMRs, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports.
- 3.19 Work has continued on the Replacement LDP since the 2018-19 reporting period which has included a non-statutory engagement/consultation on the Growth and Spatial Options. The next stage of the process will involve the preparation of the Preferred Strategy which will set out the Council's preferred growth and spatial options for the County over the period 2018-2033. We will undertake statutory engagement and consultation with a wide range of stakeholders, groups and communities on the Preferred Strategy and Integrated Sustainability Assessment. This will subsequently inform the Deposit LDP which will be prepared in 2020.

4 SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

- 4.1 The Council must comply with European Directives and Regulations to monitor the state of the environment and this forms an integral part of the AMR. The adopted LDP and completion of the AMR accord with these requirements.

Sustainable Development

- 4.2 Under the 2004 Act the LDP is required to be subject to a Sustainability Appraisal (SA). The role of the SA is to assess the extent to which planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. In

addition, the European Strategic Environmental Assessment (SEA) Directive requires 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, whose findings were used to inform the development of LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. The SEA Directive also requires that the Council monitor the state of the environment through monitoring the sustainability objectives set out in the SA Report. This forms an integral part of the AMR. A Future Generations Evaluation (including equalities and sustainability impact assessment) is attached to this report at Appendix 2.

Equality

- 4.3 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. The AMR provides an analysis of existing LDP policies, which were prepared within this framework. Assessments of Equality Impact will be required throughout the Plan's implementation wherever there is likely to be significant impact. Future revision of LDP policies and proposals will require an Equalities and Well-being of Future Generations Impact Assessment to be carried out.

5. OPTIONS APPRAISAL

- 5.1 It is a requirement of the Regulations to monitor the LDP and to submit an AMR to the Welsh Government, so no other options were considered.

6. EVALUATION CRITERIA

- 6.1 Submission of the AMR to the Welsh Government by 31 October 2019 means the legal requirement has been met.
- 6.2 In the wider sense, the purpose of the AMR is to measure the extent to which the LDP's objectives are being met. The report sets out the way this has been measured and the successes and challenges experienced. The 2019-20 AMR will be reported to this Select Committee in September/October 2020.

7. REASONS

- 7.1 Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted in February 2014 and provides the land use framework which forms the basis on which decisions about future development in the County are based. The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, section 76 of the Act requires the Council to produce information on these matters in the form of an AMR for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process. The Welsh Government has issued regulations and guidance on the required contents of AMRs. The completion of the 2018-19 Monmouthshire AMR is in accord with these requirements and guidance.

8. RESOURCE IMPLICATIONS

- 8.1 Officer time and costs associated with the data collection and analysis of the monitoring indicators and preparation of the AMR. These costs will be met from the Planning Policy budget and carried out by existing staff.

9. CONSULTEES

- Economy and Development Select Committee and Planning Committee, via meeting on 5th September 2019.
- Enterprise DMT

10. BACKGROUND PAPERS

European Legislation:

- European Strategic Environment Assessment Directive 2001/42/EC.
- Strategic Environmental Assessment Regulations 2004.
- The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

National Legislation and Guidance:

- Planning (Wales) Act 2015
- Planning and Compulsory Purchase Act 2004.
- Town and Country Planning (Local Development Plan) (Wales) Regulations 2005
- Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015
- Local Development Plan Manual, Welsh Assembly Government, Edition 2, 2015.
- Planning Policy Wales (Edition 9), Welsh Government, November 2016.

Monmouthshire LDP:

- Monmouthshire Adopted LDP, Monmouthshire County Council, February 2014.
- Monmouthshire LDP 'Sustainability Appraisal/Strategic Environmental Assessment Report Addendum', February 2014.
- Monmouthshire Local Development Plan Annual Monitoring Reports, 2014-15, 2015-16, 2016-17 & 2017-18.

Monmouthshire County Council publications:

- Monmouthshire LDP 'Retail Background Paper', July 2019
- Monmouthshire LDP Draft 'Employment Background Paper', July 2019.
- Monmouthshire 'Joint Housing Land Availability Study', June 2019.

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Monmouthshire County Council



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Adopted Local Development Plan 2011-2021

Annual Monitoring Report

Monitoring Period 1st April 2018-31st March 2019

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**Monmouthshire County Council
Adopted Local Development Plan
2011 - 2021**

Annual Monitoring Report

Monitoring Period 1st April 2018 – 31st March 2019

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1 Executive Summary

- 1.1 The Monmouthshire Local Development Plan (LDP) was adopted on 27 February 2014. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR).
- 1.2 The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic, cultural and environmental well-being of the County and identifies any significant contextual changes that may influence Plan implementation or review.
- 1.3 This is the fifth AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2018 – 31 March 2019.

Key Findings of the Fourth Annual Monitoring Process 2018-2019

Contextual Information

- 1.4 Section 3 provides a summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level, along with general economic trends which have occurred since the LDP's adoption. While some of these identified changes may have implications for the future implementation of the adopted LDP/Replacement LDP, none are considered to be significant during this monitoring period. The implications of some of the contextual changes will take place over the longer term and will be considered in subsequent AMRs and as part of the LDP revision process.

Local Development Plan Monitoring – Policy Analysis

- 1.5 Section 5 of the AMR provides a detailed assessment of how the Plan's strategic policies and associated supporting policies are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of policies during the current monitoring period based on the traffic light rating used in the assessment. It is notable that there were fewer 'red' ratings recorded during the current monitoring period, compared to the 2017-18 AMR (11 red ratings). This is due to improved performance in relation to dwellings completions, including affordable homes

(Policies S1/S2/S4), affordable housing permissions (Policy S4) and progress on allocated strategic sites (Policy S3).

Targets / monitoring outcomes* are being achieved	55
Targets / monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy	26
Targets / monitoring outcomes* are not being achieved with subsequent concerns over the implementation of policy	3
No conclusion can be drawn due to limited data availability	2

*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly

Key AMR Findings

1.6 The results of the monitoring process demonstrate that many of the indicator targets and monitoring outcomes are being achieved (green traffic light rating), indicating that the relevant Plan policies are performing as intended. Of particular note over this monitoring period:

- Progress continues to be made towards the implementation of the spatial strategy.
- The Council approved proposals for a total of 598 dwelling units of which 157 (26.3%) are for affordable homes.
- 443 dwelling completions were recorded including 131 affordable dwellings. This is the highest number of both market and affordable dwelling completions recorded since the adoption of the LDP and represents the progress being made on bringing the strategic sites forward.
- Four LDP allocated housing sites gained planning permission:
 - Land at Crick Road, Portskewett (SAH2) 291 dwellings including 73 affordable homes (25%);
 - Chepstow Road, Raglan (SAH10(iii)) 45 dwellings including 16 affordable homes (35%);
 - Main Village site at Dingestow (SAH11(iii)) 15 dwellings comprising 9 affordable (60%) and 6 general market homes.
 - Main Village site at Llanfair Kilgeddin (SAH11(x)) 5 dwellings comprising 3 affordable (60%) and 2 general market homes.

Progress has also been made in relation to the remaining strategic housing site that has not yet gained planning permission.

- The target densities of housing permitted on the Housing Sites (SAH1 and SAH10) was met for the two allocated sites at Crick Road, Portskewett and Chepstow Road, Raglan, albeit these are both outline applications at this stage.
- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the Main Towns, Rural Secondary Settlements, Severnside settlements and Main Villages.
- The County has a total of 40.16 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate.
- There has been progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on protected employment sites (SAE2) and non-allocated sites (totalling 4.88 hectares). A number of rural diversification and rural enterprise schemes have also been approved (7).
- The Council approved proposals for a total of 22 tourism facilities, all of which related to tourist accommodation ranging from a hotel, holiday lets to glamping accommodation. The Sustainable Tourism Accommodation Supplementary Planning Guidance [SPG] (November 2017) has helped clarify our general support for this important sector of our economy.
- Vacancy rates in all of the County's central shopping areas, with the exception of Chepstow and Usk, remain below the Great Britain rate.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 8 community and recreation facilities have been granted planning permission.
- One application was permitted with the specific aim of delivering habitat creation.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There were no applications that resulted in the loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.

- 1.7 The analysis also indicates that various policy indicators are not being achieved but with no corresponding concerns over policy implementation, as detailed in Section 5 (amber traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issue with the implementation of the policy framework or strategy at this time.
- 1.8 There are, however, are number of key policy indicator targets/monitoring outcomes that are not progressing as intended (red traffic light rating). These are as follows:
- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2018-19 period demonstrates that the County had 4.0 years' housing land supply (based on the residual methodology prescribed in TAN1). This is the fourth consecutive year that the land supply has fallen below the 5 year target. However, the land supply has increased since the last monitoring period (3.9 years) which is considered to be a result of the introduction and implementation of the Council's policy approach to unallocated sites.
 - The remaining allocated strategic housing site at Vinegar Hill, Undy is yet to obtain planning permission. However, further progress with the site has taken place over the current monitoring period and it is expected an application will be received for the first phase during the next monitoring period. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.
 - There has been a substantial decrease of development permitted on brownfield sites (3.7ha/12.7%) since the previous monitoring period. This is lower than the figures recorded in all of the previous AMR monitoring periods which is reflective of the limited opportunities/scope for further significant brownfield development in the County.
- 1.9 It remains evident that the lack of a 5 year housing land supply continues to be a matter of concern. Although the housing land supply has increased to 4.0 years over the monitoring period, predominantly due to the introduction and implementation of the Council's policy approach to unallocated sties, it remains below the 5 year target. A fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites since the Plan's adoption. While there is sufficient housing land allocated in the LDP to meet the identified dwelling requirements over the Plan period, sites have not progressed as quickly as expected for a variety of reasons, many of which are independent of the planning system such as the wider economy and housing market. Site viability is a major factor impacting on site deliverability and viability assessments slow down the determination of planning applications. The delayed site delivery affects the amount of general market and affordable housing being

delivered through the planning system. The TAN1 requirement for LPAs to base the 5 year housing land supply calculation on the residual method is also considered to be a contributing factor in the current shortfall of housing land in the County.

- 1.10 However, as evidenced in the AMR, progress is being made in bringing the LDP allocated sites forward. An additional four allocated sites gained planning permission over the monitoring period and progress is being made in bringing the remaining strategic site forward. This demonstrates that the strategic sites are deliverable, however, their slower than anticipated delivery rate has obvious implications for the housing land supply and continues to suggest that there is a need for additional site allocations to increase the supply of housing land.
- 1.11 It is essential that the lack of a 5 year housing land supply is addressed to enable the Plan's overall housing requirement to be met. However, as noted above, while housing land supply has increased over the current monitoring period due to the introduction and implementation of the Council's policy approach to unallocated sites, it is highly unlikely that Monmouthshire will re-gain a 5 year supply under the current Plan. Accordingly there is a need for additional site allocations to increase the supply of housing land. This continues the trend identified in the previous three AMRs and Joint Housing Land Availability Studies (JHLAS) which led to the Council's decisions to initiate an early review and subsequent revision of the Plan, and to take a positive policy approach to considering unallocated sites in order to address the shortfall in the housing land supply.
- 1.12 The low proportion of development permitted on brownfield sites during the current monitoring period reflects the limited opportunities and scope for further significant development on brownfield sites in the County. This is identified as a key issue in the Replacement LDP Issues, Vision and Objectives Paper (Issue 16) and is reflected in Objective 6 which seeks to promote the efficient use of land, including the need to maximise opportunities for development on previously developed land, whilst recognising that brownfield opportunities are limited in Monmouthshire. The potential for further development on brownfield land will be considered as part of the LDP revision process.
- 1.13 Given the importance attached to the land supply issue, a full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported in the last monitoring period. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a replacement LDP.
- 1.14 In May 2018 the Council resolved to commence work on a replacement LDP for the County (excluding the area within the BBNP) which covers the period 2018-2033. The Replacement LDP is being prepared in accordance with the Delivery

Agreement which will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.

Supplementary Planning Guidance (SPG)

- 1.15 SPG preparation and adoption will continue in the next monitoring period as appropriate. Where essential, however, resources will be focused on the Replacement Plan.

Sustainability Appraisal (SA) Monitoring

- 1.16 Section 6 expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the LDP monitoring and SA monitoring are interlinked.

- 1.17 Some of the most notable findings specific to the SA during the current monitoring period include:

- 100% of major new development¹ is located within a 10 minute walk from a frequent and regular bus service. This is the same as the previous AMR.
- Three trees that were part of a Tree Preservation Order woodland were lost to development, this was however necessary as the trees were diseased and structurally unsound. This was a marginal increase since the previous AMR as only one tree was lost in that period, however, it was necessary for safety reasons and therefore justified.
- One location where the annual objective levels of nitrogen dioxide was exceeded (Hardwick Hill, Chepstow). This is the same location as the previous 3 AMRs.
- 3 of 13 proposals permitted on LDP allocated sites and sites of over 10 dwellings/1ha incorporated Sustainable Urban Drainage Systems (SUDS)² into the scheme. This is a reduction since the previous AMR where 10 of 15 schemes incorporated SUDS.

¹ Major development is defined as development involving one or more of the following: developments of 10 or more dwellings or 0.5ha or more; development of building or buildings where the floor space to be created is 1000m² or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

² SUDS are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SUDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SUDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment (*British Geological Society*).

- 3 rivers across the County experienced summer low flow (River Usk, River Wye and River Monnow). This is the first time any of the rivers in the County have recorded summer low flow since adoption of the LDP.
- 62.41% of Monmouthshire's total household waste was recycled or composted. This has decreased marginally since the previous AMR where 63% was recorded.
- Approximately 2.86 hectares of agricultural land at Grade 3a and higher potentially lost to major development. This relates to the Rockfield Road site in Monmouth granted outline planning permission for 70 dwellings. This is almost identical to the previous AMR period where 2.8 hectares was recorded.
- 7.1% increase in tourism expenditure (£218.93 million) compared to £204.43 million over the previous 2016 period.

Conclusions and Recommendations

- 1.18 The 2018-19 AMR indicates, that good progress continues to be made in implementing many of the Plan's policies and that overall the strategy remains sound. There were fewer 'red' ratings recorded during the current monitoring period, compared to the 2017-18 AMR due to improved performance in relation to dwellings completions (Policies S1/S2/S4), affordable housing permissions (Policy S4) and progress on allocated strategic sites (Policy S3). However, a number of the key policy targets are not being met which indicates that these policies are not functioning as intended. Fundamentally, the continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan's housing requirements and the needs of Monmouthshire's communities are to be met.
- 1.19 Given the importance attached to the land supply issue, a full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported in the last monitoring period. Based on the evidence contained within the Review Report it was concluded that the LDP should be revised and that this should take the form of a full revision procedure. The Council resolved in May 2018 to commence work on a replacement LDP for the County (excluding the area within the BBNP) which covers the period 2018-2033. The Replacement LDP is being prepared in accordance with the Delivery Agreement with will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.
- 1.20 Accordingly, the AMR recommends the following:
1. Continue to progress work on the Replacement LDP. This will ensure continued Plan coverage in the County, thereby avoiding the risks

associated with any policy vacuum. The next formal stage of LDP revision involves the preparation of a Preferred Strategy. This will be published during the next monitoring period.

2. Submit the fifth AMR to the Welsh Government by 31 October 2019 in accordance with statutory requirements. Publish the AMR on the Council's website.
3. Continue to monitor the Plan through the preparation of successive AMRs.

2 Introduction

- 2.1 The Annual Monitoring Report (AMR) provides the basis for monitoring the effectiveness of the Local Development Plan (LDP) and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic, cultural and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review/revision.
- 2.2 Monitoring is a continuous part of the plan making process. It provides the connection between evidence gathering, plan strategy and policy formulation, policy implementation, evaluation and plan review/revision.

Adoption of the Monmouthshire Local Development Plan

- 2.3 Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, local planning authorities (LPAs) are required to produce a LDP. The Monmouthshire Local Development Plan was formally adopted by Monmouthshire County Council on 27 February 2014. The LDP provides the land use framework which forms the basis on which decisions about future development in the County, including planning applications, are based.
- 2.4 This is the fifth AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2018 – 31 March 2019.

The Requirement for Monitoring

Planning and Compulsory Purchase Act 2004

- 2.5 The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, under section 76 of the Act, the Council has a duty to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process.
- 2.6 In order to monitor LDP performance consistently, plans should be considered against a standard set of monitoring indicators and targets. The Welsh Government has issued regulations and guidance on the required content of AMRs.

Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

2.7 The Town and Country Planning (Local Development Plan) (Wales) Regulations have been amended to simplify certain aspects of the local development plan procedures, however, these do not affect the LDP monitoring process. Under Regulation 37 the AMR is required to:

- Identify policies that are not being implemented;
And for each policy:
- Identify the reasons why the policy is not being implemented;
- Identify the steps (if any) that are intended to be taken to enable the policy to be implemented;
- Explore whether a revision to the plan to replace or amend the policy is required.

2.8 In addition, the AMR is required to monitor identified core indicators by specifying:

- The housing land supply from the current Housing Land Availability Study, and;
- The number (if any) of net additional affordable and general market dwellings built in the LPA area.

These are both for the year of the AMR and for the full period since the LDP was first adopted.

Local Development Plan Manual (Edition 2, 2015)

2.9 The 2006 LDP Manual outlined additional LDP indicators which the AMR should report on. These were incorporated into the LDP monitoring framework where relevant. Some of these indicators were adapted to better fit with local circumstances and some were discounted as being inappropriate. The revised LDP Manual has deleted many of the additional LDP indicators included in the first Manual. However, as some of these indicators are included in the adopted LDP monitoring framework the Council will continue to monitor these to ensure consistency. The revised manual incorporates a smaller number of additional core output indicators relating the housing provision, employment and retail matters. However, as these are not included in the adopted monitoring framework it is not considered appropriate to include these retrospectively. Rather any necessary changes to the monitoring framework will be considered as part of the LDP revision process.

Monmouthshire LDP Monitoring Framework

2.10 A Monitoring Framework is provided in Chapter Eight of the LDP comprising a series of 50 indicators, with corresponding targets and triggers for further action, in relation to the Plan's strategic policies. It also indicates the linkages between the Plan themes, objectives, strategic policies and other Plan policies. The indicators were developed in accordance with the above Welsh Government

Regulations and guidance on monitoring. The Monitoring Framework forms the basis of the AMR.

Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011)

- 2.11 In addition the LDP and AMR must comply with European Directives and Regulations. The Sustainability Appraisal Report Addendum (2014) identifies a further set of indicators (61) that are used to monitor progress on sustainability issues. Whilst interlinked, these are set out separately from the LDP Policy Monitoring Framework and have been used in the AMR to measure the environmental, economic and social impacts of the LDP.
- 2.12 The completion of the AMR accords with the requirements for monitoring the sustainability performance of the Plan through the Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended).

AMR Format and Content

- 2.13 The AMR has been designed to be a succinct and easily accessible document that can be used as a convenient point of reference for all strategic policy areas.
- 2.14 The structure of the AMR is as follows:

Section 1 Executive Summary - Provides a succinct written summary of the key monitoring findings.

Section 2 Introduction - Outlines the requirement for, the purpose and structure of the AMR.

Section 3 Contextual Information - Provides a brief overview of the relevant contextual information which, although outside the remit of the Plan, could affect the performance of the LDP policy framework. Policy specific contextual information is provided in the relevant policy analysis section.

Section 4 LDP Monitoring Process - Explains the monitoring process undertaken.

Section 5 LDP Monitoring - Policy Analysis - Provides a detailed analysis of the effectiveness of the LDP policy framework in delivering the identified aims/outcomes and targets, together with recommendations for further action.

Section 6 Sustainability Appraisal Monitoring - Provides an assessment of the LDP's performance against the SA monitoring indicators.

Section 7 Conclusions and Recommendations – Gives an overview of the AMR findings with reference to the analysis made in the preceding sections and, where relevant, provides recommendations on issues that require further consideration.

Publication – The AMR will be published on the Council’s website.

Future Monitoring

- 2.15 The broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports. However, given that the monitoring process is dependent upon a wide range of statistical information that is sourced from both the Council and external sources, any changes to these sources could make certain indicators ineffective or out-dated. Accordingly, the monitoring framework may evolve over the Plan period and AMRs will be used as a means of identifying any such inevitable changes to the framework.

LDP Review and Revision

- 2.16 The 2016 Monmouthshire AMR recommended an early review of the LDP as a result of the need to address the shortfall in the housing land supply and to facilitate the identification and allocation of additional housing land. The 2017 AMR confirmed the recommendation to continue with an early review of the LDP due to the housing land supply shortfall.
- 2.17 A full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported in the last monitoring period. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a replacement LDP. It also concluded that the Monmouthshire LDP should be revised on an individual basis, rather than, jointly with adjacent Local Planning Authorities.
- 2.18 The Council resolved in May 2018 to commence work on a replacement LDP for the County (excluding the area within the BBNP) which will cover the period 2018-2033. The Replacement LDP is being prepared in accordance with the Delivery Agreement which will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.

3 Contextual Information

- 3.1 This section provides a brief summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. Any potential overall implications for the LDP as a whole are outlined where appropriate. General economic trends which have occurred since the LDP's adoption are also set out, together with progress on key supplementary planning guidance.
- 3.2 Contextual information which is specific to a particular LDP policy area is provided in the relevant policy analysis section for ease of reference and is therefore not repeated in detail here.

Legislative Changes

Sustainable Drainage Systems (SuDS) on New Developments

- 3.3 Following Welsh Government consultations (May 2017 to February 2018), the Welsh Minister for the Environment signed the Commencement Order, on 1st May 2018, to bring Schedule 3 of the Flood and Water Management Act 2010 into force in Wales. As a result, from 7th January 2019, all proposed new developments in Wales must include Sustainable Drainage Systems (SuDS) which comply with the Welsh Ministers' Standards; and in Monmouthshire will be signed off by the Council as the SuDS Approving Body (SAB). It is considered that the Implementation of Sustainable Drainage Systems on New Developments has no significant implications for the adopted LDP (Policy S12 on 'Efficient Resource Use and Flood Risk' and Policy SD4 on 'Sustainable Drainage' make provisions for SuDS). This will be given further consideration as part of the LDP revision process.

National Planning Policy

National Development Framework (NDF)

- 3.4 The Welsh Government has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure/growth. It will concentrate on development and land use issues of national significance which the planning system is able to influence and deliver. The Welsh Government undertook a consultation on the NDF Issues, Options and Preferred Option during the early part of the current monitoring period (30 April – 20 July 2018). A report summarising the responses to the consultation exercise, the Welsh Government's response and outlining the next steps, will be made available in the next monitoring period. The Draft NDF will also be published for consultation

during the next monitoring period. Future progress on the NDF and any subsequent implications for the Replacement LDP will be reported in future AMRs. It is expected that the NDF will be adopted in September 2020.

Planning Policy Wales (PPW) (Edition 10)

- 3.5 Planning Policy Wales (Edition 10) was published in December 2018. In light of the Well-being of Future Generations (Wales) Act 2015, PPW has been restructured into policy themes around the well-being goals with policy updated to reflect new Welsh Government strategies and policies. Any implications for the Replacement LDP will be reported in future AMRs as the Plan progresses. Of particular note, PPW10 emphasises the importance of place-making, green infrastructure and the sustainable travel hierarchy.

Welsh Government Circular 005/2018 'Planning for Gypsy, Traveller and Showpeople Sites'

- 3.6 Circular 005/2018 was published in June 2018, following consultation on a draft Circular in early 2017. It supersedes advice contained in Circular 30/2007 'Planning for Gypsy and Traveller Caravan Sites'; Circular 78/91 'Travelling Showpeople'; and Circular 76/94 'Gypsy Sites Policy and Unauthorised Camping'; which have been cancelled. The circular reflects provisions contained in the Housing (Wales) Act 2014 to ensure local authorities meet the accommodation needs and provide sites for Gypsies and Travellers through the planning system. It outlines how planning authorities and Gypsies and Travellers can work together to achieve this aim. It is considered that Circular 005/2018 on 'Planning for Gypsy, Traveller and Showpeople Sites' has no significant new implications for the adopted LDP. Further consideration will be given to the Circular as part of the LDP revision process.

Regional Context

Strategic Development Plans (SDP)

- 3.7 The Planning (Wales) Act provides a legal framework for the preparation of Strategic Development Plans. This will allow larger than local issues such as housing demand, search areas for strategic employment sites and supporting transport infrastructure, which cut across a number of local planning authorities, to be considered and planned for in an integrated way. SDPs will address cross-boundary issues at a regional level and must be in general conformity with the NDF. The Regulations make reference to three potential strategic planning areas including South East Wales.
- 3.8 On 29th January 2018 the Cardiff Capital Region Cabinet agreed that work should commence on a Strategic Development Plan (SDP) for the region which includes

Monmouthshire. A SDP Project Group³ was established during the last monitoring period tasked with progressing key options for the SDP, including SDP boundary, governance, timescale and scope. Regional work continued on these key SDP matters during the current monitoring period. Future progress on the SDP and any subsequent implications for the Replacement LDP will be reported in future AMRs.

Cardiff Capital Region and City Deal

- 3.9 The Cardiff Capital Region (CCR) is made up of an area of South East Wales, consisting of the ten local authorities, including Monmouthshire. These local authorities are working collaboratively to seek to tackle issues that affect the whole of the region, such as worklessness and poor transportation links, with the aim of working together and collaborating on projects and plans for the area. The Authorities forming the Capital Region are progressing the City Deal to fund projects aimed at boosting the competitiveness of the region over the next 20 years. The CCR City Deal will help boost economic growth by improving transport links, increasing skills, helping people into work and giving businesses the support they need to grow. It will also establish strong governance across the region through the Cardiff Capital Region Joint Cabinet. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate and as part of the LDP revision process. This investment represents a significant opportunity for Monmouthshire and for the region.

Local Context

Monmouthshire Well-being Assessment and Plan

- 3.10 Under the provisions of the Well-being of Future Generations Act every Public Service Board (PSB) in Wales was required to publish a Well-being Plan by May 2018. Replacing the Single Integrated Plan (SIP), the plans were to look at the economic, social, environmental and cultural well-being of each county and have clear links with the LDP. The Monmouthshire Public Service Board Well-Being Plan was published during the last monitoring period. PSB partners are working on detailed action plans which set out how they will deliver the steps identified in the Well-Being Plan. The prioritised steps for 2018-19 are set out in the 2019 Annual Report which provides details of the progress made with each of these steps. Further progress on the implementation of the Local Well-being Plan will be reported in subsequent AMRs insofar as it relates to the LDP.

³ SDP Project Group comprises heads of planning and planning policy managers from the 10 local planning authorities in South East Wales.

Future Monmouthshire

- 3.11 Monmouthshire County Council embarked on a project to re-evaluate the needs and aspirations of our communities and how a 'Council of the Future' will seek to meet those challenges. The community engagement work ran alongside and was integral to work on the Local Well-being Plan. The results of this engagement and other relevant evidence gathered for this exercise will be of relevance to the LDP revision.

Monmouthshire Community Infrastructure Levy (CIL) Update

- 3.12 The Wales Act 2017 devolved CIL to the Welsh Government. To date the Welsh Government has given no indication of its likely approach to CIL. Given the uncertainty over the measure, therefore, further implementation of CIL in Monmouthshire has been held in abeyance. The progress of the CIL and any subsequent implications for the LDP/Replacement LDP will be given further consideration in successive AMRs where appropriate.

Monmouthshire 21st Century Schools

- 3.13 Of note work on two 21st Century Schools in the County has been completed, Monmouth School and Caldicot School, with work continuing on other 21st Century Schools in the County. This reflects a key corporate priority of children having the best possible start in life and no-one being left behind.

General Economic Trends

Economic Activity

- 3.14 Key economic activity data for Monmouthshire and Wales from the LDP base date of 2011 to the current monitoring period is shown in the tables below. The data demonstrates that during the current monitoring period whilst the percentage of the economically active who are in employment has decreased marginally, the percentage of the economically active who are unemployed has also decreased, at 3.0% it is only slightly higher than the lowest level recorded in 2016/17. The proportion of those economically active who are unemployed in the County remains significantly lower than the Wales figure. The Gross pay for full-time workers in the County remains at a higher level in Monmouthshire than in Wales as a whole (+23%). Such changes are not considered to be so significant as to have any implications for the LDP. These economic indicators will be considered in subsequent AMRs and any potential implications recorded.

Economically Active – In Employment

	Monmouthshire	Wales
April 2011-March 2012	73.8%	66.7%
April 2012-March 2013	74.2%	67.6%
April 2013-March 2014	73.0%	69.5%
April 2014-March 2015	74.5%	69.3%
April 2015-March 2016	78.8%	71.1%
April 2016-March 2017	76.5%	71.4%
April 2017-March 2018	78.0%	72.7%
April 2018-March 2019	77.7%	73.1%

Source: Nomis (Annual Population Survey, July 2019)

Economically Active – Unemployed

	Monmouthshire	Wales
April 2011-March 2012	5.1%	8.4%
April 2012-March 2013	5.6%	8.3%
April 2013-March 2014	5.1%	7.4%
April 2014-March 2015	4.9%	6.8%
April 2015-March 2016	3.3%	5.4%
April 2016-March 2017	2.9%	4.4%
April 2017-March 2018	3.5%	4.9%
April 2018-March 2019	3.0%	4.5%

Source: Nomis (Annual Population Survey, July 2019)

Gross Weekly Pay Full-Time Workers (Earnings by Residence)

	Monmouthshire	Wales
2011	£560.3	£455.1
2012	£530.7	£454.9
2013	£579.5	£475.3
2014	£582.1	£480.0
2015	£610.5	£487.6
2016	£619.4	£499.2
2017	£619.6	£505.9
2018	£638.5	£518.6

Source: Nomis (Annual Population Survey, July 2019)

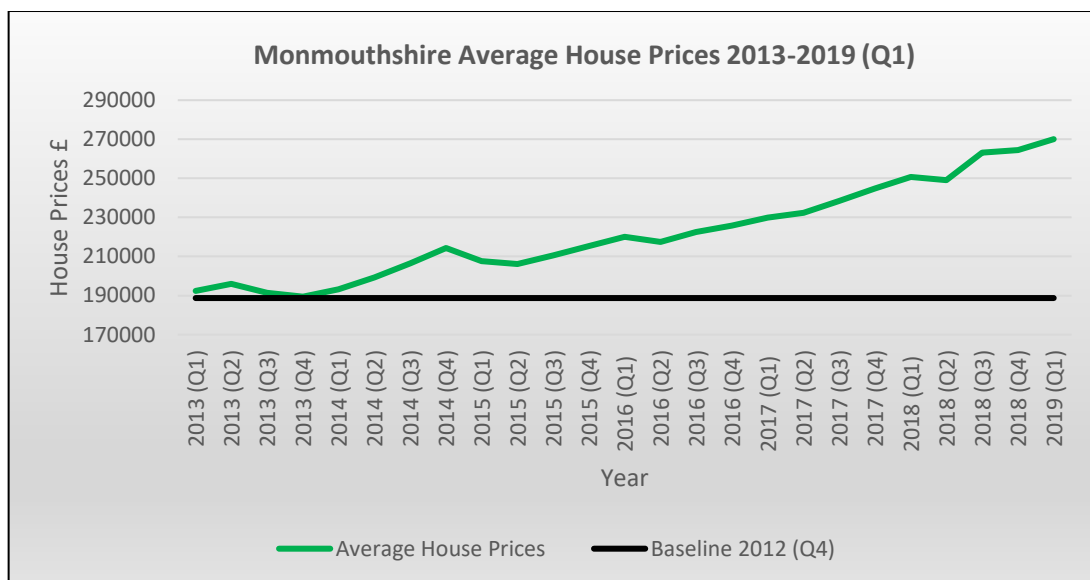
- 3.15 Evidence continues to suggest that the income for economically active women who both live and work within the County is significantly lower than that of men within the same category. It is unlikely that this is something that the land use planning system can directly influence, however, further consideration will be given to this, if relevant, via the Replacement Plan.

House Prices

- 3.16 As demonstrated in the graph below, Land Registry data indicates that average house prices in Monmouthshire have increased over the current monitoring period. Subsequently, average prices in quarter 1 2019 (January to March) at £270,061 were higher than the 2012 quarter 4 baseline price (£188,720). If the

average house price trend data recorded exceeds the identified trigger for further investigation set out in relation to Policy S4, the Council will consider re-assessing the viability evidence which informed the affordable housing policy targets. This is given further consideration in the policy analysis section relating to Policy S4.

- 3.17 The abolishment of the Severn Bridge tolls in December 2018 and plans for the South East Wales Metro, together with wider opportunities associated with the Cardiff Capital Region City Deal agenda, could have potential impacts on house prices in Monmouthshire. The M4 relief road public inquiry concluded and the Inspector provided his recommendation to the Minister during this monitoring period. Any such impacts will be considered in subsequent AMRs and through the LDP revision process.



Source: Land Registry UK House Price Index (July 2019)

Supplementary Planning Guidance (SPG)

- 3.18 Additional draft SPG has been prepared during this monitoring period, namely Revised Affordable Housing and Draft Infill Development. Consultation and progression through to adoption of both will take place during the next monitoring period.

Summary

- 3.19 As detailed above, revised/new national, regional and local plans, policies and strategies have emerged during the current monitoring period, some of which may have implications for the future implementation of the LDP and for the Replacement LDP. Subsequent AMRs will continue to provide updates on relevant contextual material which could affect the Plan's future implementation/Replacement LDP.

4 LDP Monitoring Process

How is the LDP Monitored?

- 4.1 Section 5 provides a detailed analysis of the effectiveness of the LDP policy framework in delivering the identified policy aims/outcomes and targets, together with appropriate recommendations for further action. Consideration is also given to any significant policy specific contextual issues that have arisen over the monitoring period which could affect policy implementation. Aligned with the LDP monitoring framework, the analysis is grouped according to the Plan's strategic policies and is structured as follows:

Monitoring Aims / Outcomes	The monitoring aim / outcome identifies what each strategic policy is seeking to achieve. Supporting objectives, development management and site allocation policies are also set out to demonstrate the interlinkages between the policies.
Contextual information	Significant contextual information that has been published over the monitoring period is outlined where relevant to a particular strategic policy. This will enable the AMR to determine whether the performance of a policy has been affected by contextual changes. These can include new or amended legislation, national, regional and local plans, policies or strategies as well as external social and economic trends which could affect the delivery of the LDP such as economic conditions. Any such changes lie outside the remit of the LDP.
Indicators, targets and triggers	<p>Policy performance recorded during the monitoring period in relation to the indicators and relevant targets /triggers for further investigation is set out for each strategic policy.</p> <p>The targets and triggers for certain indicators have been sub-divided to enable the effective monitoring of these indicators. This includes indicators relating to the following strategic policies:</p> <ul style="list-style-type: none"> • S1 Spatial Strategy • S3 Strategic Housing Sites • S4 Affordable Housing • S6 Retail • S8/S9 Enterprise and Economy/ Employment Sites Provision <p>The total number of targets and triggers in the monitoring framework has subsequently increased.</p>

	<p>Where relevant, indicator data recorded in previous AMRs is provided in the tables. Such data is colour coded (i.e. red, amber, green) to enable trends to be readily identified.</p>
<p>Analysis</p>	<p>Having regard to the indicators, relevant targets, triggers and monitoring outcomes, the AMR assesses whether the Plan’s strategic policies are being implemented as intended and whether the LDP objectives and strategy are being achieved. This includes the identification and further investigation of any policy that fails to meet its target and/or has reached its trigger point. However, the fact that a policy reaches its trigger level does not automatically imply that the policy is failing. The analysis will consider whether such performance may be due to extraneous circumstances or could be justified in the context of the overall policy framework.</p> <p>The analysis excludes those indicator targets with no applicable planning applications or completions to assess during the monitoring period. These totalled 3 during the current monitoring period.</p>
<p>Recommendations</p>	<p>Taking account of the policy analysis, appropriate recommendations are provided including a statement of any necessary actions required. If policies are found to be failing the AMR will set out clear recommendations on what, if anything, needs to be done to address this.</p> <p>Consideration of the LDP against all of the information gathered over the monitoring period will allow the Council to determine whether a review of the Plan is required.</p>

Policy Performance Traffic Light Rating

- 4.2 As a visual aid in monitoring the effectiveness of the Plan’s strategic policies and to provide a quick reference overview of policy performance a ‘traffic light’ rating is included for relevant indicators as follows:

55	Policy targets/monitoring outcomes* are being achieved
26	Policy targets/monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy
3	Policy targets/monitoring outcomes* are not currently being achieved with subsequent concerns over the implementation of the policy
2	No conclusion can be drawn due to limited data

*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly.

Replacement Indicators

- 4.3 In instances where the Council has been unable to monitor an indicator or where an indicator has been superseded, an explanation will be provided in the relevant policy analysis section and, where appropriate, an alternative indicator will be identified. There may also be instances where it is necessary to amend an indicator, for example, to improve the clarity of the indicator or realign it with relevant data sets. In such cases an explanation will be provided in the relevant policy analysis section and the indicator amended as appropriate.

Triggers for Plan Review

- 4.4 The Council is required to commence a full review of the LDP every four years.
- 4.5 As detailed in paragraphs 2.16-2.18, a full review of the Monmouthshire LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a replacement LDP. In May 2018 the Council resolved to commence work on a replacement LDP for the County (excluding the area within the BBNP) which will cover the period 2018-2033. Work commenced on the Replacement LDP during the current monitoring period.

Sustainability Appraisal Monitoring Framework

- 4.6 The Sustainability Appraisal Monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. The SA identifies 17 objectives and 61 indicators to measure the environmental, economic and social impacts of the LDP. This is set out in Section 6 of the AMR.

5 LDP Monitoring – Policy Analysis

- 5.1 This section provides a detailed assessment of whether the Plan’s strategic policies, and associated supporting policies, are being implemented as intended and whether the LDP objectives and strategy are being achieved. Appropriate recommendations are subsequently provided, together with necessary actions to address any policy implementation issues identified through the monitoring process. Aligned with the LDP, the analysis is set out in strategic policy order.

Spatial Strategy

Monitoring Aim/Outcome: New housing development to be distributed in accordance with the LDP Spatial Strategy

Strategic Policy: S1/S2 Spatial Distribution of New Housing Provision

LDP Objectives Supported: 1, 3 & 4

Contextual Changes

Of note, additional information on Monmouthshire’s current housing land availability, including dwelling completions/permissions and their location, is available in the 2019 Joint Housing Land Availability Study (JHLAS) which can be accessed via the following link:

<http://www.monmouthshire.gov.uk/planning-policy/housing-land-supply>

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019	
Proportion of new housing development provided in accordance with the spatial strategy Policy S1 / settlement hierarchy set out in Policy S2*	Location of new residential development should correspond to the requirements set out in the Tables to Policy S2:	Housing completions are +/- 10% of the requirements set out in the tables to Policy S2 in any 1 year	Dwelling Completions	
	a) Main towns 41% <i>(2014-15: 27%)</i> <i>(2015-16: 40.2%)</i> <i>(2016-17: 38.2%)</i> <i>(2017-18: 71.3%)</i>			60.3%
	b) Severnside Settlements 33% <i>(2014-15: 43%)</i> <i>(2015-16: 8.1%)</i> <i>(2016-17: 19.3%)</i> <i>(2017-18: 5.4%)</i>			16.9%

	c) Rural Secondary Settlements 10% <i>(2014-15: 6%)</i> <i>(2015-16: 37.2%)</i> <i>(2016-17: 21.4%)</i> <i>(2017-18: 12.2%)</i>		16.7%
	d) Rural General 16% <i>(2014-15: 24%)</i> <i>(2015-16: 14.5%)</i> <i>(2016-17: 21%)</i> <i>(2017-18: 11.1%)</i>		6.1%

Analysis – Dwelling Completions

a) Main Towns

Of the 443 dwelling completions recorded during the monitoring period, 60.3% (267 homes) were in the County's main towns which is higher than the identified target of 41%, the trigger for this indicator has consequently been met. The vast majority of these completions were in Monmouth (60%, 160 homes). Chepstow accounted for 47 completions over the monitoring period (all market homes) and Abergavenny 60 homes. Of the completions in Monmouth, the bulk of the completions were located on the LDP allocated Wonastow Road site (SAH4) (145 homes); Of the completions in Abergavenny 32 homes were located on the LDP allocated Deri Farm site (SAH1), with a further 20 completions on a large windfall site** (The Hill). In Chepstow the bulk of completions (35) were located on a large windfall site (Osborn International); the remainder related to completions on small sites***.

Three quarters of completions (201 homes) in the main towns were general market dwellings, with the remaining quarter relating to affordable dwelling completions (66 homes). In Abergavenny this comprised 8 homes at Deri Farm and in Monmouth 58 homes at Wonastow Road.

The LDP allocated site at Wonastow Road, Monmouth granted permission in November 2015 is progressing well accounting for over half 54% (145 homes) of total main town completions. In addition to this, the LDP allocated site at Deri Farm which obtained full planning permission in the last monitoring period recorded 32 completions. Further details on the progress of these sites is set out in the analysis of strategic housing sites (Policy S3).

The percentage of dwelling completions recorded in the main towns during this monitoring period (60.3%) remains considerably higher than in the first three monitoring periods (2016 – 2017, 38.2%, 2015 – 2016, 40.2% and 2014 – 2015, 27%). This is predominately attributable to the number of completions on the allocated sites at Wonastow Road, Monmouth (54% of total completions) Deri Farm, Abergavenny

(12% of total completions) as well as large windfall sites in Abergavenny (7% of the total completions) and Chepstow (13% of the total completions).

The exceedance of the target within this indicator is considered to signal a temporary issue with the delivery of the Plan's spatial strategy, rather than an issue with the effectiveness of the strategy itself. While there is a higher proportion of overall completions than in previous monitoring periods, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling completions in the main towns. It is recognised that the allocated sites at Wonastow Road, Monmouth and Deri Farm, Abergavenny together with large windfall sites in Abergavenny and Chepstow accounted for the vast majority of completions, all of which are in accordance with the spatial strategy. The Council will nevertheless continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

b) Severnside Settlements

16.9% (75 homes) of dwelling completions recorded during the monitoring period were in Severnside settlements which is substantially lower than the identified target of 33% for this area. The trigger for this indicator has subsequently been met. The majority (44%) of these completions were on the former Sudbrook Paper Mill site (SAH7) which recorded 33 completions of which 10 were affordable. A large windfall site at Neddern Way in Caldicot also made a significant contribution to the number of completions, 25 homes (33%) all of which were affordable homes. The remaining completions, 10 homes, are attributable to small windfall sites, all of which were general market dwellings.

The lower than anticipated completion rate may be expected as allocated LDP sites in the Severnside area, which are in accordance with the spatial strategy, have not yet all been granted permission. It is anticipated that as these sites obtain permission and are developed the proportion of completions in the Severnside Settlements will align more closely with the target figure of 33%. A Reserved Matters application for Phase 1 of the Rockfield Farm, Undy site (SAH5) gained permission during this monitoring period and is expected to progress further in the next monitoring period increasing the number of completions in the Severnside area, whilst the Crick Road site (SAH2) gained outline permission during the current monitoring period. Nevertheless, delivery of these sites is slower than anticipated as detailed in the analysis of strategic housing sites (Policy S3).

Whilst the completion rate recorded in Severnside during the current monitoring period is lower than the identified target, as noted above this is to be expected due to the slower than anticipated delivery of LDP Strategic Sites in the Severnside area. This indicator is considered to signal a temporary issue with the delivery of the Plan's spatial strategy, rather than an issue with the suitability or effectiveness of the strategy itself. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

c) Rural Secondary Settlements

16.7% (74 homes) of all dwelling completions recorded during the monitoring period were in the County's Rural Secondary Settlements. This is above the identified target of 10% but within the +/-10% flexibility. Accordingly, the trigger for further investigation has not been reached.

The allocated site at Usk Road, Penperlleni (SAH10(ii)) accounted for the majority (86%) of completions (64 homes). Of the remaining homes all were small sites***, 4 homes in Llanfoist, a further 3 homes in Penperlleni, an affordable dwelling in Raglan and 2 homes in Usk.

Nearly two thirds of the completions (50 homes) were general market dwellings, with the remaining 24 homes relating to affordable dwelling completions (Usk Road, Penperlleni, 23 homes and a site in Raglan, 1 home).

The completion rate in the Rural Secondary Settlement's is higher than the last monitoring period but lower than the previous two monitoring periods (2016 – 2017, 21.4% and 2015 – 2016, 37.2%) .

It is notable that not all of the allocated LDP sites in the Rural Secondary Settlements have sufficiently progressed to generate completions during the monitoring period. It is anticipated that as the allocated sites are progressed and developed in Raglan and Usk the proportion of completions in these settlements will align with the target figure.

In view of the above, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling completions in the Rural Secondary Settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the plan period.

d) Rural General

6.1% (27 homes) of all dwelling completions recorded during the monitoring period were in the County's rural general areas which is below the identified target (16%) but within the +/-10% flexibility. Accordingly, the trigger for further investigation has not been reached.

As may be expected in rural areas, the majority of completions are accounted for by small sites (22 homes). Of these, 19 were general market dwellings and 3 were affordable dwellings. The affordable dwellings were as a result of the development of a rural exception site in Forge Road, Tintern. One allocated main village site was completed over the monitoring period, Land north of the Minor Road, Shirenewton (SAH11(xiv)(a)), this contributed a further 5 completions of which 3 were affordable.

A number of Main Village sites are progressing with further completions expected during the next monitoring period. As the Plan's allocated main village sites (SAH11) are developed, together with continued opportunities for small site conversions and infill development, it is anticipated that the proportion of completions in these

settlements will align more closely with the target figure of 16% over the plan period. Of note, the delivery of Main Village sites will be given further consideration as part of the LDP revision process.

The completion rate in the County's rural areas is the lowest recorded since monitoring began. Generally, however, the completion rate in rural general areas has been within +/-10% of the identified target and the trigger for further investigation has not been met during any monitoring period. In view of this, there is not considered to be any issue with the implementation of the Plan's spatial strategy in relation to dwelling completions in the rural general areas as set out in Policy S1 and therefore no further investigation is required at present. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

Recommendation

a) No action is currently required. Continue to monitor, however, see comments in relation to allocated strategic housing sites (Policy S3).

b) No action is currently required in relation to the Plan's strategy. Continue to monitor, however, see comments in relation to allocated strategic housing sites (Policy S3).

c) No action is currently required. Continue to monitor.

d) No action is currently required. Continue to monitor.

*Dwelling completions and permissions are monitored in order to gain a comprehensive picture of the spatial strategy's implementation

**Large site windfall >10 dwellings

***Small site windfall <10 dwellings

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018– 31 March 2019
Proportion of new housing development permitted in accordance with the spatial strategy Policy S1 / settlement hierarchy set out in Policy S2*	Location of new residential development should correspond to the requirements set out in the Tables to Policy S2: e) Main towns 41% <i>(2014-15: 81%)</i> <i>(2015-16: 31%)</i> <i>(2016-17: 30.2%)</i> <i>(2017-18: 59.61%)</i>	Housing permissions are +/- 10% of the requirements set out in the tables to Policy S2 in any 1 year	Dwelling Permissions 29.7%

	f) Severnside Settlements 33% <i>(2014-15: 11%)</i> <i>(2015-16: 10%)</i> <i>(2016-17: 54.1%)</i> <i>(2017-18: 24.15%)</i>		53.4%
	g) Rural Secondary Settlements 10% <i>(2014-15: 1%)</i> <i>(2015-16: 37%)</i> <i>(2016-17: 5.2%)</i> <i>(2017-18: 10.26%)</i>		8.1%
	h) Rural General 16% <i>(2014-15: 7%)</i> <i>(2015-16: 22%)</i> <i>(2016-17: 10.5%)</i> <i>(2017-18: 5.98%)</i>		8.7%

Analysis – Dwelling Permissions

Dwelling permissions in Monmouthshire are lower than recorded during the last monitoring period (down from 1238 to 595). The decrease is due to the majority of allocated LDP Strategic Sites already having planning permission. A large proportion of the 598 is attributable to the permissions obtained for the allocated LDP sites at Crick Road, Portskewett (291 homes) and Chepstow Road, Raglan (45 homes) which collectively accounted for half (56%) of all permissions recorded in the County over the current monitoring period. The large windfall site at Rockfield Road, Monmouth totalled 70 dwellings accounting for 12% of all permissions.

e) Main Towns

Of the 595 homes granted planning permission during the monitoring period, 29.7% (177 homes) were in the County’s Main Towns. As this is 11.3% lower than the identified LDP target (41%), the trigger for further investigation has been reached.

Three sites accounted for the majority of dwellings permitted over the monitoring period in the Main Towns, two of which are considered to be windfall sites; 47 homes at the former Magistrates Court in Abergavenny and 24 homes at 17–25 Brecon Road, Abergavenny. An unallocated site at Rockfield Road, Monmouth for 70 homes was also permitted in accordance with the Council’s policy approach to unallocated sites which seeks to address the shortfall in the housing land supply. Although small sites accounted for 13 planning permissions in the main towns, they accounted for 18 of the homes permitted – 11 in Abergavenny, 4 in Monmouth and 3 in Chepstow. The remaining 18 homes related to conversions. Of note, 136 (77%) of the dwellings permitted in the main towns during the

monitoring period were for general market dwellings and 41 (23%) were for affordable dwellings, with 16 in Abergavenny and 25 in Monmouth.

Abergavenny accounted for the majority of dwelling permissions recorded (51.4%), with Monmouth accounting for 43.5%. Chepstow only accounted for 5.1%.

This position reflects the analysis in the 2017-2018 AMR which anticipated that the proportion of permissions in the main towns would decrease in the 2018-2019 AMR due to the allocated Strategic Housing Sites in Abergavenny, Monmouth and Chepstow gaining planning permission in previous monitoring periods. An update on the progression of allocated sites in the main towns is provided in the strategic sites policy analysis (Policy S3).

In view of the above, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the main towns and therefore no further investigation is required at present. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

f) Severnside Settlements

Over half (53.4%, 318 homes) of the 595 dwellings granted planning permission during the monitoring period were in Severnside settlements. This is above the identified target for this area (33%) accordingly, the trigger for further investigation has been reached.

The allocated site at Crick Road (SAH2) accounts for the majority of dwelling permissions recorded in the Severnside settlement (291 homes, 91.5%) over the monitoring period. A windfall site at the former White Hart Inn, Sandy Lane, Caldicot accounted for an additional 16 dwellings permitted. Small sites accounted for the remaining permissions in Severnside – 7 dwellings in Caldicot, 3 dwellings in Rogiet and 1 dwelling in Undy. Of the dwellings permitted in Severnside settlements, 237 (74.5%) were for market homes and 81 (25.5%) for affordable homes (73 at Crick Road, Portskewett, 4 at Elm Road, Caldicot and 4 at the former White Hart Inn, Caldicot).

While the proportion of development permitted in Severnside settlements is higher than the previous monitoring period (2017 – 2018, 24.15%) this is attributable to the permission at the Crick Road, Portskewett site. This is the only Strategic Housing Site granted planning permission over the 2018- 2019 monitoring period.

There is one further strategic housing allocation in Severnside that is yet to receive planning permission. This, coupled with continued opportunities for windfall/small sites, should ensure continued alignment with the spatial strategy as set out in Policy S1. An update on the progression of allocated sites in Severnside is provided in the Strategic Sites policy analysis (Policy S3).

The permission at the Crick Road, Portskewett site during the current monitoring period shows further progression of the Strategic Sites in the Severnside area. As indicated in the analysis of Policy S3, there is no evidence to suggest that the remaining site allocations in Severnside are not deliverable or that their allocation needs to be reviewed.

The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the Plan period.

g) Rural Secondary Settlements

48 (8.1%) of all dwellings permitted during the monitoring period were in the County's rural secondary settlements. This is close to the target of 10%, accordingly, the trigger for further investigation has not been reached.

The allocated housing site at Chepstow Road, Raglan accounted for the majority of homes permitted (45 homes, 94%). Of these, 29 related to market dwellings and 16 to affordable dwellings. Small sites accounted for the remainder – 1 each in Usk, Raglan and Penperlleni, all of which were for general market dwellings.

Evidently, the proportion of permissions recorded in the rural secondary settlements was boosted by the Chepstow Road, Raglan site. There has been limited progression with the remaining allocated LDP site in the Rural Secondary Settlements in Usk which has not yet acquired permission, but as the remaining allocated sites are progressed and developed the proportion of completions will align with the target figure.

In view of the above, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the rural secondary settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the plan period.

h) Rural General

52 (8.7%) of all dwellings permitted during the monitoring period were in the County's rural areas. While this is lower than the identified LDP target (16%) it is within the +/-10% flexibility. Accordingly, the trigger for further investigation has not been reached.

Unsurprisingly, small sites accounted for the majority of the dwelling permissions recorded in a range of rural settlements throughout Monmouthshire (62%, 32 homes). Two LDP allocated main village sites at Dingestow (SAH11(iii)) and Llanvair Kilgeddin (SAH11(x)) gained planning permission over the monitoring period accounting for a further 20 homes in total (38%) over the monitoring period, (12 affordable, 8 general market). Regarding the small sites specifically, the largest site related to 4 homes in Llanilio Crossenny - a 100% Affordable Housing Rural Exceptions Site. The remaining homes predominately related to small scale infill opportunities and barn conversions. A total of 36 market dwellings were permitted and 16 affordable dwellings (9 in Dingestow, 3 in Llanvair Kilgeddin and 4 in Llanilio Crossenny).

Permissions recorded in rural areas during this monitoring period are higher than the 2017-2018 AMR (5.98%) and is more in line with the 2016 – 2017 (10.5%) AMR. Despite variations in previous AMRs, the proportion of permissions in the County's rural areas recorded has been within + / - 10% of the target since adoption, meaning that the trigger for further investigation has not been met to date which signifies that there are no significant concerns with the permissions achieved in rural areas.

It is anticipated that the progression of all LDP site allocations, including those within the County's Main Villages, will ensure that the proportion of permissions in rural settlements continue to reflect the identified target and enables improved alignment with the spatial strategy.

In view of the above, there is not considered to be any issue with the implementation of the Plan's spatial strategy in relation to dwelling permissions granted in the County's rural settlements. The Council will continue to monitor this issue closely in order to determine the effectiveness of the spatial strategy over the plan period.

Recommendation

e) No action is currently required. Continue to monitor.

f) No action is currently required. Continue to monitor.

g) No action is currently required. Continue to monitor.

h) No action is currently required. Continue to monitor.

*Dwelling completions and permissions are monitored in order to gain a comprehensive picture of the spatial strategy's implementation

Housing Provision

Monitoring Aim/Outcome: To provide 4,500 dwelling units (including 960 affordable dwelling units) in the County over the plan period.

Strategic Policy: S2 Housing Provision

LDP Objectives Supported: 1, 3 & 4

Other LDP Policies Supported: H1-H9, SAH1-SAH11

Contextual Changes

Welsh Government Circular 005/2018 'Planning for Gypsy, Traveller and Showpeople Sites' was published in June 2018. The circular reflects provisions contained in the Housing (Wales) Act 2014 to ensure local authorities meet the accommodation needs and provide sites for Gypsies and Travellers through the planning system. It outlines how planning authorities and Gypsies and Travellers can work together to achieve this aim.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. The number of additional general market and affordable dwellings built over the plan period*	Up to 488 dwellings to be built per annum 2013-2021 <i>(2014-15: 205)</i> <i>(2015-16: 234)</i> <i>(2016-17: 238)</i> <i>(2017-18: 279)</i>	10% less or greater than the LDP strategy build rate for 2 consecutive years	443
2. Housing land supply*	Maintain a minimum 5 year housing land supply throughout the plan period <i>(2014-15: 5.0)</i> <i>(2015-16: 4.1)</i> <i>(2016-17: 4.0)</i> <i>(2017-18: 3.9)</i>	Less than a 5 year housing land supply in any 1 year	4.0

3. Density of housing permitted on allocated sites♦	Meet the target densities set out in site allocation policies SAH1 to SAH10	Planning permissions granted that do not meet these densities	SAH2: 27dph SAH10(iii): 20.6 dph
4. Review of Gypsy/ Traveller Accommodation Needs and Sites Study to be completed within two years of the LDP's adoption	If a need for additional site(s) is identified seek to allocate a suitable site by Spring 2017	Identified need not met by Spring 2017	Gypsy Traveller Accommodation Assessment approved by WG January 2017. 8 pitches have been approved.

Analysis

1. 443 dwellings were built during the monitoring period (312 general market and 131 affordable). The trigger for this indicator has not been met as it is within 10% of the LDP AMR target.

The majority of completions were on allocated sites (279 homes, 63%), including Deri Farm, Abergavenny (32), Wonastow Road, Monmouth (145), Land South Usk Road, Penperlleni (64), Sudbrook Paper Mill (33) and Land East of Shirenewton (5). Small sites (including conversions) also accounted for a significant number of completions over this period, totalling 84 (19%). Three windfall sites accounted for the remaining 80 completions (18%), The Hill, Abergavenny (20), Brookside, Caldicot (25) and Osborn International, Chepstow (35).

The completions recorded were at their highest since adoption of the LDP at 443 dwellings which is closely aligned to the LDP AMR target of 488 dwelling completions per annum between 2014 and 2021. This figure, coupled with the completion rate of 956 dwellings recorded during the four monitoring periods since adoption (205 completions in 2014-2015; 234 completions in 2015 – 2016; 238 completions in 2016 – 2017 and 279 completions in 2017 - 2018), means that a total of 1399 dwelling completions have been recorded since the Plan's adoption in 2014.

Completions recorded during this period are substantially higher than the previous four monitoring periods. General market dwelling completions are consequently significantly higher than the last monitoring period (312 in 2018 - 2019 compared to 195 in 2017 – 2018) together with a higher number of affordable dwellings completions (131 in 2018 – 2019 compared to 84 in 2017 - 2018).

Given that an additional Strategic Housing Site gained permission during this monitoring period, it is anticipated that this combined with the other strategic site allocations will result in further completions on these sites during next year's monitoring period. The continued delivery of the LDP strategic housing sites in particular will enhance the completion rate in line with the identified target. An

update on the progression of allocated strategic sites is provided in the strategic sites policy analysis (Policy S3).

Six strategic site allocations had gained consent by the end of this monitoring period, and significant progress is being made on bringing the remaining strategic site forward, as indicated in the analysis of Policy S3. There is no evidence to suggest that the remaining strategic site allocation is not deliverable or that the allocation needs to be reviewed. The slow delivery rate of these sites, however seems to confirm the need for additional site allocations through a revised LDP.

The Council will continue to monitor dwelling completion rates closely in future AMRs to determine the effectiveness of the policy framework in enabling delivering both general market and affordable dwellings.

2. The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2018 – 2019 period demonstrates that the County had 4.0 years' housing land supply. The overall total land supply is 2,911 homes, comprising 2,460 homes on large sites and 451 homes on small sites.

As indicated in the table below, this is the fourth consecutive year that the land supply has fallen below 5 years (based on the residual method prescribed in TAN1), and as such the trigger for this indicator has been met.

Where the land supply is less than 5 years, TAN1 states that local planning authorities should consider the reasons for the shortfall and whether the LDP should be reviewed either in whole or in part.

The fundamental reason for the shortfall in the land supply is the slower than anticipated delivery rate of the LDP allocated sites. However, as indicated in the analysis above and in relation to Policy S3, the strategic sites are coming forward and there are no concerns with their deliverability. Those strategic sites with planning permission are being developed and an additional strategic site gained planning permission during this monitoring period, Crick Road, Portskewett.

The land supply has increased in the current monitoring period to 4.0 years which is reflective of the introduction and implementation of the Council's positive policy approach to unallocated sites. That is, where sites are a departure from the LDP but are otherwise acceptable in planning terms and accord with the identified 'ground rules' a recommendation for approval may be considered. One such site gained planning permission during the current monitoring period, Land West of Rockfield Road, Monmouth (70 dwellings). There has also been undoubted progress on allocated sites but despite this the housing land supply remains below 5 years. This suggests that there is a need for additional site allocations to increase the supply of housing land. It was noted in the previous three AMRs that a key way of achieving this would be through an early review/revision of the adopted LDP. The revision of the LDP commenced during the current monitoring period. The Council's has also introduced and implemented a positive policy approach to unallocated sites which

will assist in increasing the housing land supply. Monmouthshire is the only LPA in SE Wales to have seen its housing land supply increase during this monitoring period.

The TAN1 requirement for LPAs to base the 5 year housing land calculations on the residual method is also considered to be a contributing factor to the current shortfall in the Authority's land supply. It is worth noting that, under the previous TAN1 guidance, past build rates over the last ten years, Monmouthshire would have an 11 year housing land supply. This method of calculation was retracted in the revised TAN1: the point is simply made to help illustrate that this issue is not a simple case of the LDP being slow to deliver, it is a complex combination of rules around how land supply is measured and external economic factors affecting house building and the housing market. The Welsh Government commissioned research into TAN1 and housing land supply and Monmouthshire took part as a case study Authority. The results of this research remain with Welsh Government who may recommend changes to the way housing land availability is currently calculated, however, until such time any changes are made the current system applies.

Study Date	Number of Years Supply
1 April 2011-12	4.4
1 April 2012-13	3.6
1 April 2013-14	5.2
1 April 2014-15	5.0
1 April 2015-16	4.1
1 April 2016-17	4.0
1 April 2017-18	3.9
1 April 2018-19	4.0

3. The following allocated LDP sites** acquired planning consent over the monitoring period with site densities as follows:

- Crick Road, Portskewett (SAH2) 291 homes, density of 27 dwellings per hectare.
- Land at Chepstow Road Raglan (SA10 (iii)) 45 homes, density of 20.6 dwellings per hectare.

The Crick Road, Portskewett site achieved a density that was slightly higher than the target of 26.02 as set out in the LDP. The Chepstow Road, Raglan site aligned with the target density of 20.64.

In view of the above, as both of the LDP allocations granted permission over the monitoring period met/slightly exceeded the required target densities, there is not considered to be any significant issue with the implementation of the Plan's spatial strategy in relation to the density of housing permitted on allocated sites. The Council will continue to monitor this for the remaining allocated sites in order to determine the effectiveness of the spatial strategy over the Plan period.

4. The Council is committed to monitoring the accommodation needs of Gypsies and Travellers and has prepared a Gypsy Traveller Accommodation Assessment (GTAA) which was submitted to the Welsh Minster in the 2016 - 2017 monitoring period. The

aim of the assessment is to provide data which will identify Gypsy and Traveller pitch needs separately from wider residential demand and aspiration. A key finding of the assessment is that there is an estimated unmet need for eight pitches to 2021, based on overcrowding, unauthorised occupation and the likelihood of cultural aversion to conventional housing.

In accordance with the monitoring framework, as the identified need had not been met by Spring 2018 the trigger for further investigation has been reached, albeit that this matter is being progressed as detailed below.

In view of this and as previously reported, the Council's intention is to make provision for an appropriate site(s) to meet identified unmet need by working proactively with the Gypsy and Traveller households to establish their preference for site provision (private or Council). The findings of the GTAA process suggest that there is an aspiration within much of the Gypsy Traveller community for private site provision in Monmouthshire. Where necessary, the Council will work with and support Gypsy Traveller households to identify and develop suitable private sites to address the identified unmet need in accordance with the LDP policy framework. It is considered that the provision of such sites would be best dealt with through the existing LDP policy framework (Policy H8). If a private site(s) cannot be achieved there may be a need to identify a public gypsy/traveller site in accordance with the LDP policy framework.

During the last monitoring period, some progress was made in terms of progressing the recommendations of the GTAA, including the preparation and adoption of a Gypsy Traveller Pitch Accommodation Policy (adopted 28th February 2018). This Policy will provide a waiting list based on bands (levels) of need to assist in the allocation of pitches and is required before consideration can be given to the identification of suitable Gypsy Traveller sites. No Gypsy and Traveller sites were identified under the Policy in the current monitoring period.

As reported in the previous 2 AMRs, 2 planning applications for Gypsy/Traveller accommodation were refused over the 2016-17 period. The applications related to a private gypsy site comprising of an additional 5 pitches and associated development at land in Llangeview and a 4 pitch private Gypsy site in Llancayo. Both proposals were considered to be contrary to LDP policies in relation to development in the open countryside and it was considered that the applicants had failed to demonstrate that there were overriding exceptional circumstances that would outweigh the LDP policy framework. The Llangeview application (DC/2015/01424) was subsequently allowed at appeal in October 2017 for a permanent site for 7 pitches and associated development. The 4 pitch private Gypsy site in Llancayo (DC/2016/00297) was dismissed at appeal in December 2017 on all but one of the grounds. The inspector allowed it in respect of ground (g) only, relating to the period of compliance with the Enforcement Notice, extending the period from 2 months to 12 months. This decision is currently being challenged at the High Court by the appellant.

A planning application for a one family traveller site with 1 pitch at land north east of Llanvetherine (DM/2018/00205) was refused on grounds of highway safety during the current monitoring period. The applicant subsequently appealed the decision with an appeal hearing in February 2019. The appeal decision has not been received during the monitoring period.

LDP criteria-based policy H8 will be used to consider any applications for Gypsy/Traveller accommodation that arises in Monmouthshire.

Recommendation

1. Continue to progress the LDP revision.
2. Continue to progress the LDP revision.
3. No action required at present. Continue to monitor.
4. No action required at present. Continue to monitor.

*Core Indicators

**Indicator relates to SAH1 – SAH10 allocated sites only. Therefore excludes allocated Main Village sites (SAH11).

◆Amended to delete reference to ‘average’ for clarification. The indicator seeks to monitor the density achieved on allocated sites, rather than average density.

Strategic Housing Sites

Monitoring Aim/Outcome: To deliver the strategic housing sites in accordance with strategic policy S3 and site allocation policies SAH1-SA7.

Strategic Policy: S3 Strategic Housing Sites

LDP Objectives Supported: 1, 3 & 4

Other LDP Policies Supported: SAH1-SA7

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. The number of dwellings permitted on strategic sites as identified in Policy S3 and site allocation policies SAH1 to SAH7	Secure /deliver housing need on the key strategic sites identified in Policy S3 and site allocation policies SAH1-SA7 during the plan period:	Planning permission is not granted by the end of 2014 for each of the strategic sites	
	a) Deri Farm, Abergavenny		(250*)
	b) Crick Road, Portskewett		291
	c) Fairfield Mabey, Chepstow		(450*)
	d) Wonastow Road, Monmouth		(340*)
	e) Rockfield Farm, Undy		(265*)
	f) Land at Vinegar Hill, Undy		0
	g) Former Paper Mill, Sudbrook		(212*)

2. The number of dwellings completed on strategic sites as identified in Policy S3 and site allocation policies SAH1 to SAH7	Dwelling completions in accordance with the housing trajectory for each of the strategic sites**	Dwelling completions fall below 10% of housing trajectory target for each of the strategic sites	
	a) Deri Farm, Abergavenny (2017-18 trajectory = 29 completions for 2018-19)		32
	b) Crick Road, Portskewett (2017-18 trajectory = 10 completions for 2018-19)		N/A outline only
	c) Fairfield Mabey, Chepstow (2017-18 trajectory = 0 completions for 2018-19)		N/A outline only
	d) Wonastow Road, Monmouth (2017-18 trajectory = 119 completions for 2018-19)		145
	e) Rockfield Farm, Undy (2017-18 trajectory = 7 completions for 2018-19)		N/A outline only
	f) Land at Vinegar Hill, Undy (2017-18 trajectory = 0 completions for 2018-19)		N/A
	g) Former Paper Mill, Sudbrook (2017-18 trajectory = 35)		33

	<i>completions for 2018-19)</i>		
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Analysis

1. Dwelling Permissions

In terms of allocated strategic sites, one site was granted permission over the current monitoring period. The Crick Road, Portskewett site was granted outline planning permission for 291 dwellings.

This site combined with permission for 340 homes at the Wonastow Road site*, 212 homes at the Former Paper Mill, Sudbrook*, 450 homes at Fairfield Mabey, Chepstow, 265 homes at Rockfield Farm, Undy and 250 homes at Deri Farm, Abergavenny mean that six of the Plan's strategic site allocations have achieved consent since LDP adoption. However, as the remaining strategic site at Vinegar Hill, Undy has not yet gained planning permission the trigger for further investigation has been met.

Given the constraints associated with some of the sites, including Deri Farm and Fairfield Mabey, the trigger date of gaining permission for all sites by the end of 2014 was unrealistic. The failure to have obtained planning permission on the remaining strategic site at Vinegar Hill by the end of the current monitoring period is, however, a matter of concern, albeit that progress is being made on bringing this site forward as outlined in brief below.

Deri Farm, Abergavenny (SAH1):

Persimmon Homes submitted a full application (DC/2014/01360) for 250 homes (201 market and 49 affordable homes) in November 2014. The progress of the application was slower than anticipated due to significant issues relating to site viability, particularly affordable housing provision and the undergrounding of overhead power lines. However, these issues were subsequently resolved, the application was approved in the 2017 - 2018 monitoring period and 32 homes have been completed to date.

The agreed 2018-2019 JHLAS expects the site to deliver 182 homes within the Plan period.

Crick Road, Portskewett (SAH2):

Monmouthshire County Council and Melin Homes submitted a joint outline application in April 2018 (DM/2018/00696) for 291 homes (218 market and 73 affordable homes). A master planning consultation exercise to consider various options for the site was undertaken during the 2015-2016 monitoring period, along with various pre-application meetings over the 2016-2017 and 2017-2018 monitoring periods along with a formal Pre-Application Community Consultation. The site was granted outline permission in March 2019. The employment allocation has been replaced with a care home which will provide up to 48 beds on the area outlined for employment use. This is deemed acceptable as it is anticipated it will create jobs, as well as meeting local needs for elderly accommodation

The agreed 2018-2019 JHLAS expects the site to deliver 87 homes within the Plan period with the first completions in 2020/21.

Fairfield Mabey, Chepstow (SAH3):

Progress with the application has been slower than anticipated due to various matters, including highways issues (Welsh Government Highways Division had a holding objection on the application for 18 months). However, the outstanding issues have since been resolved and the site gained outline planning permission for 450 homes (432 market and approximately 18 affordable homes (4%) on 1.5 acres of the site) in November 2017. The viability of the site has been assessed and independently reviewed for the Council by the District Valuation Services Team (the DVS). The review concluded that the scheme has a substantial viability issue and that it cannot be delivered with a policy compliant affordable housing provision mainly because of the significant costs that the development has to bear. The most significant of these costs include the remediation and the sewer diversion/road lowering. The provision of the 1.5 acres of land was identified as the best way of making provision for affordable housing on the site.

A Reserved Matters Application (DM/2019/00001) was submitted over the current monitoring, which is expected to be approved during the next monitoring period, showing further progress.

The agreed 2018-2019 JHLAS expects the site to deliver 115 homes within the Plan period with the first completions in 2020/21.

Wonastow Road, Monmouth (SAH4):

Outline permission was granted for up to 370 dwellings and 6.5ha of employment land in December 2014. The site developers (Barratt/David Wilson and Taylor Wimpey) submitted a Reserved Matters application (DC/2015/00392) for 340 homes (238 market and 102 affordable homes) which was granted permission in November 2015, with 21 dwelling completions recorded on the site during the 2016-2017 monitoring period and 87 dwellings in the 2017 -2018 monitoring period. A further 145 dwelling completions were recorded on the site over the current monitoring period taking the total completions to 253 dwellings (169 market and 84 affordable).

The overall LDP site allocation is for a total of 450 homes. The additional homes relating to this allocation are to be delivered as an extension to the site at Drewen Farm. An application for this element of this site has not yet been submitted. This part of the site is effectively land-locked until the Taylor Wimpey development is sufficiently progressed to allow access through.

The agreed 2018-2019 JHLAS expects the site to deliver 400 homes within the Plan period.

Rockfield Farm, Undy (SAH5):

This site was wholly owned by the Council and is allocated for 270 homes and 2ha of serviced land for business and industrial use. An outline planning application was submitted in July 2016 (DC/2016/00883) for 266 homes and 5,575 sq m of employment land (B1 use). For the purposes of the AMR 265 homes (198 market and 67 affordable homes) are recorded as a net gain, as the existing farmhouse has a residential use and is

being demolished so has been taken off the overall figure. Progress with the site has been slower than anticipated due to various issues, including archaeology. These issues have, however, been resolved and the outline application was approved in March 2018. A Reserved Matters application (DM/2018/01606) was granted planning permission for phase 1 of the development over the current monitoring period for 144 homes in February 2019. This part of the site has been sold to a developer.

The agreed 2018-2019 JHLAS expects the site to deliver 163 homes within the Plan period with the first completions in 2019/20.

Land at Vinegar Hill, Undy (SAH6):

This site for 225 homes is linked to the adjacent Rockfield Farm site and was expected to progress in tandem. However, the developer has not yet submitted an application. There has, however, been some further progress over the current monitoring period with a number of pre-application meetings to discuss the progress of the site. An application is expected for the first phase of the site during the next monitoring period.

The agreed 2018-2019 JHLAS expects the site to deliver 75 homes within the Plan period with the first completions in 2020/21.

Former Paper Mill, Sudbrook (SAH7):

A full planning application (DC/2015/01184) was submitted by Harrow Estates (Redrow confirmed as the developer) in October 2015 for 212 homes (192 market and 20 affordable homes). There had been a number of site viability issues associated with this application meaning that progress with the application has been slower than anticipated. However, these issues were subsequently resolved and the application was approved in the 2016 - 2017 monitoring period (November 2016). The site was is currently under construction. A total of two completions were recorded over the 2017 - 2018 monitoring period and a further 33 homes of which 10 are affordable, have been completed over the current monitoring period.

The agreed 2018-2019 JHLAS expects the site to deliver 140 homes within the Plan period.

It is recognised that, with exception of Wonastow Road, allocated strategic sites have not progressed in accordance with the identified target of obtaining planning permission by the end of 2014. However, given the constraints associated with some of the sites, including Deri Farm and Fairfield Mabey, the trigger date of gaining permission for all sites by the end of 2014 was unrealistic. Notwithstanding this, six of the seven allocated strategic sites have now obtained planning permission, with the seventh strategic site expected to obtain planning permission during the next monitoring period. This demonstrates that although the sites have not gained planning permission as quickly as anticipated following the Plan's adoption, there are no issues with their delivery.

The agreed 2018-2019 JHLAS trajectory figures demonstrate a Plan period shortfall (i.e. up to the end of 2021) of 980 dwellings from strategic sites. While there has been further progress over this monitoring period with a further strategic site gaining planning permission, the trigger for investigation has been met for the fifth consecutive year. As

stated above, it is likely that the remaining strategic site at Vinegar Hill, Undy will be progressed during the next monitoring period and will be reported accordingly. The delays in them coming forward, however, have implications for other monitoring targets and triggers and the need for any further action is being considered in connection with those particular indicators.

Given the importance of delivering the strategic sites, particularly in terms of their contribution to the 5 year land supply, the Council will continue to monitor their progress closely.

The delivery of strategic sites has obvious implications for the spatial strategy and housing delivery (general market and affordable). As noted in the policy analysis for Policy S1, S2 and S4, as these sites are progressed it is anticipated that dwelling delivery will continue to align with the Plan's spatial strategy and general market and affordable dwelling targets.

2. Dwelling Completions

Completions were recorded on the following allocated strategic sites during the monitoring period: Wonastow Road, Monmouth (145 completions, 87 market and 58 affordable), Sudbrook Paper Mill (33 completions, 23 market and 10 affordable) and Deri Farm (32 completions, 24 market and 8 affordable); this is expected as all of these sites gained planning permission prior to this monitoring period. The Wonastow Road completions recorded exceeded the 2017-18 JHLAS trajectory which predicted 119 completions on this site in 2018-19. The Deri Farm completions also exceeded the 2017-18 JHLAS trajectory which predicted 29 completions on this site in 2018-19. The Sudbrook Paper Mill site had a minor shortfall of completions; the 2017-18 JHLAS trajectory predicted 35 completions on this site in 2018-19. However, this is a brownfield site that required significant site remediation work prior to commencement of development so the shortfall of 2 homes is not considered a cause for concern.

As evidenced above, given that considerable progress is being made on a number of strategic sites it is anticipated that dwelling completions will align with the identified JHLAS housing trajectory targets as these sites progress during the next monitoring period.

Comparison with the 2017-2018 JHLAS trajectory indicates that the strategic sites are progressing, and the number of homes outside the 5 year land supply (i.e. 2019 – 2024) has subsequently decreased, as detailed in the table below.

JHLAS Strategic Site Schedule Comparison

	2016-17 JHLAS		2017 – 18 JHLAS		2018 – 19 JHLAS		Change in Number Homes Outside 5 Year Land Supply 2018 -2019
	Within 5 year Land Supply	Outside 5 Year Land Supply	Within 5 year Land Supply	Outside 5 Year Land Supply	Within 5 year Land Supply	Outside 5 year Land Supply	
Deri Farm	182	68	229	21	218	0	-21
Fairfield Mabey	170	180	230	120	325	125	+5
Rockfield Farm	190	80	232	34	266	0	-34
Vinegar Hill	120	105	150	75	175	50	-25
Wonastow Road (Taylor Wimpey)	166	0	115	0	34	0	0
Wonastow Road (Barratt)	174	0	117	0	52	0	0
Wonastow Road (Drewen Farm)	110	0	110	0	110	0	0
Crick Road	140	145	160	125	203	88	-37
Sudbrook Paper Mill	150	62	175	35	175	0	-35

Only one strategic site has seen an increase in the number of homes outside of the 5 year supply, Fairfield Mabey, Chepstow and this is marginal at 5 homes. Accordingly, a total of 263 homes fell outside the 5 year land supply (i.e. 2019 – 2024) in the 2019 JHLAS, compared with 410 homes in the 2018 JHLAS. This further demonstrates that the strategic sites are progressing.

The Council will nevertheless continue to monitor this issue closely in order to determine whether the Plan’s strategic residential allocations are being delivered in accordance with the housing trajectory targets.

Recommendation

1. No action required at present. Continue to monitor.
2. No action required at present. Continue to monitor.

*Site permitted prior to this AMR monitoring period.

**2016-17 Trajectory as this forecasts completions for 2017-18 period i.e. current monitoring period.

Affordable Housing

Monitoring Aim/Outcome:	To provide 960 affordable dwelling units over the plan period
Strategic Policy:	S4 Affordable Housing
LDP Objectives Supported:	1, 3 & 4
Other LDP Policies Supported:	H7, SAH1-SAH11

Contextual Changes

House Prices

The recorded fluctuations in the County's average house prices since 2012 are set out in Section 3 - Contextual Information. The potential implications of average house price trends recorded over the monitoring period are assessed in relation to indicator 5 below.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018– 31 March 2019
1. The number of additional affordable dwellings built over the plan period* ¹	Deliver 96 affordable dwellings per annum 2011-2021 (total of 960 over the plan period) <i>(2014-15: 17)</i> <i>(2015-16: 63)</i> <i>(2016-17: 47)</i> <i>(2017-18: 84)</i>	10% less or greater than the LDP strategy build rate for 2 consecutive years	131
2. Number of affordable dwellings secured on new housing sites	a) 35% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Main Towns and Rural Secondary Settlements identified in Policy S1 <i>(2014-15: 35%)</i> <i>(2015-16: 34%)</i> <i>(2016-17: 43%)</i> <i>(2017-18: 16.5%)</i>	Proportion of affordable housing achieved on development sites in each area falls below the requirement set out in Policy S4	32%

	<p>b) 25% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Severnside Settlements identified in Policy S1</p> <p><i>(2014-15: 100%)</i> <i>(2015-16: N/A)</i> <i>(2016-17: 9.7%)</i> <i>(2017-18:31.7%)</i></p>		100%
	<p>c) 60% of the total number of dwellings to be affordable on sites of 3 or more dwellings in the Main Villages identified in Policy S1</p> <p><i>(2014-15: 0%)</i> <i>(2015-16: 60%)</i> <i>(2016-17: 60%/20%**)</i> <i>(2017-18: 62.5%)</i></p>		60.0%
	<p>d) Minor villages: sites with capacity for 4 dwellings make provision for 3 to be affordable; and sites with capacity for 3 dwellings make provision for 2 to be affordable.</p> <p><i>(2014-15: N/A)</i> <i>(2015-16: N/A)</i> <i>(2016-17: N/A)</i> <i>(2017-18: N/A)</i></p>		N/A (No applicable applications)
3. Number of affordable dwellings permitted/built on	Main Village sites to collectively deliver 20 affordable dwellings per annum 2014-2021	10% less or greater than the target build rate	12 permitted/3 built***

Main Village Sites as identified in Policy SAH11	(2014-15: 0) (2015-16: 9 permitted) (2016-17: 9 permitted/9 built) (2017-18: 5 permitted/0 built)	for 2 consecutive years	
4. Number of affordable dwellings built through rural exception schemes	No target (2014-15: 0) (2015-16: 0) (2016-17: 0) (2017-18: 0)	None	4 (1 permitted)
5. Affordable housing percentage target in Policy S4	Target to reflect economic circumstances	Average house prices increase by 5% above the base price of 2012 levels sustained over 2 quarters	Refer to analysis below (5)

Analysis

1. A total of 131 affordable dwellings were completed during the monitoring period, accounting for 30% of the total dwelling completions recorded. 78% of these were achieved on allocated LDP sites. Almost half of these (44% /58 homes) were located on the allocated site at Wonastow Road, Monmouth. A further 18% (23 homes) were located on the Usk Road, Penperlleni site, 8% (10 homes) on the Sudbrook paper Mill site and 6% (8 homes) on the Deri Farm, Abergavenny site. In addition 3 affordable dwellings were completed on an allocated main village site in Shirenewton (SAH11(xiv)(b)). In addition to completions on allocated LDP sites, three completed sites related to 100% affordable housing schemes, a large windfall site at Brookside, Caldicot (25 homes) and two rural exception sites, Forge Road, Tintern (3 homes) and Yew Tree Cottage, Raglan (1 home).

This affordable housing completions figure is significantly higher than the 84 affordable dwelling completions recorded in last year's AMR, and is also greater than the previous three AMR's (47 homes in 2016-17, 63 homes in 2015-2016 & 17 homes in 2014 – 2015).

Whilst the number of affordable dwelling completions is higher than the identified target (96 per annum) in the current monitoring period, the total number of affordable dwelling completions recorded over the five years since the Plan's adoption (342) is still below required delivery. Based on the LDP target a total of 480 affordable dwellings should have been completed which, in view of completions achieved, results in a shortfall of 138 completions between 2014-2019. While there is a shortfall the gap is noticeably decreasing (shortfall of 173 in the previous AMR) due to the substantial increase in affordable housing completions over the current monitoring period.

Slower than anticipated progress on the implementation of a number of LDP allocated sites, as considered above in relation to Policies S2 and S3, has resulted in less than expected delivery of both market and affordable housing. As allocated sites, including main village sites, achieve consent affordable housing completions will continue to increase in line with the target. As previously noted, one strategic site acquired consent during the current monitoring period along with one Rural Secondary Settlement site and two main village sites (with construction yet to commence) which will result in a further increase in the level of affordable dwelling completions. There is no specific evidence to date that demonstrates that Policy S4 itself is not operating effectively, albeit that there have been delays in the determination of some planning applications, including Deri Farm and Fairfield Mabey, because of negotiations over viability issues arising from the requirements of Policy S4. These viability issues themselves directly impact on levels of affordable housing secured, robust assessments are nevertheless being undertaken to ensure the maximum potential contribution is achieved.

No specific action is required in relation to Policy S4 but the Council will continue to monitor completion rates closely in future AMRs to determine its effectiveness in delivering affordable dwellings.

2. Main Towns and Rural Secondary Settlements

The proportion of affordable dwellings permitted on sites of 5 or more homes in the County's main towns and rural secondary settlements during the monitoring period equated to 32% which is broadly in line with the LDP policy target of 35%.

The findings are based on a total of 5 applications, 4 in the main towns and 1 in a rural secondary settlement. The scheme in the rural secondary settlement is the allocated LDP site at Chepstow Road, Raglan which was granted outline permission for up to 45 dwellings of which 35% are to be affordable, achieving the affordable housing requirement. The four schemes in the main towns are all windfall sites, three sites in Abergavenny and one site in Monmouth. The scheme at Rockfield Road, Monmouth for 70 homes will provide 25 affordable homes (35%), while two of the schemes in Abergavenny will exceed the affordable housing requirement. One site for 100% affordable housing (4 homes) at Croesonen Road, and a scheme for 12 homes at Brecon Road. The Brecon Road permission provides for 50% of the proposed homes to be affordable, of which 35% should be affordable housing in perpetuity, meeting the requirement. The remaining site in Abergavenny, the Former Magistrates Court, has no on-site provision of affordable housing as the proposed development does not meet the needs of households on the register, however an off-site contribution is to be made.

The remainder of permissions recorded in the main towns and rural secondary settlements were for sites with a capacity of fewer than 5 homes and, therefore, fell below the 35% threshold set out in Policy S4.

Evidently, the affordable housing target of 35% has been met by 4 of the 5 sites permitted in the main towns and rural secondary settlements, with a justification for the deviation away from the target, in relation to the 1 site that fell short of the 35% requirement. This suggests that Policy S4 is functioning effectively in enabling the delivery of affordable dwellings in the main towns and rural secondary settlements, albeit that this is based on just 5 applications during this period. The Council will continue to monitor this issue closely in order to determine the effectiveness of the affordable housing target identified in Policy S4 in future AMRs.

Sevenside Settlements

Five applications were permitted in Sevenside for 5 or more dwellings over the monitoring period. The largest scheme relates to an outline permission for the allocated site at Crick Road, Portskewett, this was policy compliant with 25% of the homes to be affordable. A reserved matters permission for phase 1 of the allocated Rockfield Farm, Undy site (SAH5) was also granted. However, this site gained an outline permission during the last monitoring period and so is not counted towards the figures for the current monitoring period. The scheme is in compliance with the LDP policy target (i.e. 25%) and once constructed will provide a significant contribution to affordable housing provision in Sevenside.

The remaining three sites were all in Caldicot. The redevelopment of flats at Oakley Way and a development of 4 one bedroom houses at Elm Road which are both 100% affordable schemes, and the redevelopment of the former White hart Inn site which will provide 16 dwellings, 25% of which will be affordable thereby meeting the LDP target.

The remainder of the permissions recorded in Sevenside settlements were for sites with a capacity of less than 5 dwellings and, therefore, fell below the affordable housing threshold set out in Policy S4.

The Council will continue to monitor such sites over the next monitoring period in order to assess the implementation of the affordable housing targets identified in Policy S4.

Main Villages

Two applications were permitted over the monitoring period within Main Villages for sites of 3 or more dwellings. These both related to LDP allocations, land south east of Dingestow (SAH11(iii)) for 15 dwellings (9 affordable dwellings and 6 market dwellings) and land to the north of Llanvair Kilgeddin (SAH11(x)) for 5 dwellings (3 affordable dwellings and 2 market dwellings). Both permissions achieved the target of 60% affordable homes and are therefore policy compliant.

The Council will continue to monitor Main Village sites in order to determine the effectiveness of the affordable housing target identified in Policy S4.

Minor Villages

No permissions were granted during the monitoring period for small sites in Minor Villages. The Council will continue to monitor Minor Village sites in order to determine the effectiveness of the affordable housing target identified in Policy S4.

3. Two applications were permitted over the monitoring period on the allocated sites identified in Policy SAH11, as referred to above. The first related to the allocation at land south east of Dingestow (SAH11(iii) for 15 dwellings (9 affordable and 6 market), the second related to land to the north of Llanvair Kilgeddin (SAH11(x) for 5 dwellings (3 affordable and 2 market), this being an outline application. Both permissions achieved the target of 60% affordable homes. The planning permission at the allocated site to the north of the road in Shirenewton (SAH11(xiv)(b)) referred to in previous AMRs has been completed during the monitoring period.

As evidenced, while there has been some progress with Main Village allocations, the target for these sites to collectively deliver 20 affordable dwellings per annum has not been achieved. These sites have delivered 12 affordable homes since the LDP's adoption which is significantly short of the LDP target, with a further 32 affordable homes given permission on main village sites. The delivery of these sites will be given further consideration as part of the LDP revision process. The reasons for the lack of progress on Main Village sites will be investigated further as part of this process, including for example unrealistic land owner expectations in relation to land values. This will enable the Council to de-allocate those sites that are not progressing as intended.

4. There were four completions relating to rural exception schemes over the monitoring period. Three dwellings at Forge Road Tintern, and a single dwelling build your own affordable home site referred to in the previous four AMRs (Yew Tree Cottage, Cuckoos Row). An additional rural exception scheme was permitted over the monitoring period. This related to 4 dwellings in Llantilio Crossenny.

While there is no target in relation to the number of completions for rural exception schemes the Council will continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to rural exception schemes.

5. The trigger for conducting additional viability testing in relation to the affordable housing targets set out in Policy S4 is an increase in average house prices of 5% or more above the 2012 base price sustained over 2 quarters.

As set out in Section 3, Land Registry⁴ data indicates that average house prices in Monmouthshire have increased over the current monitoring period with average prices in quarter 1 2019 (January to March) standing at £270,061, significantly higher

⁴ For consistency, LDP monitoring is based on Land Registry data. However, it is recognised that Hometrack provides more accurate house price data and this is the data source for the Replacement LDP Issues Vision and Objectives Paper (July 2019) and the Local Housing Market Assessment (September 2018).

than the 2012 quarter 4 baseline price (£188,720⁵). Despite this, the trigger for further investigation has not been met. A 5% increase in the 2012 quarter 4 baseline price figure would equate to an increase of £9,436 and while average house prices have risen over the 2018-19 monitoring period, prices have not risen by this amount continuously over 2 quarters. The largest increase recorded over the monitoring period was £14,091 between quarter 2 2018 and quarter 3 2018. Accordingly, as with the previous AMRs, the change in average house prices does not necessitate a reassessment of the viability evidence in relation to Policy S4 and its monitoring indicator, although it is well documented that average house prices in the County are one of the key issues identified for the Replacement LDP. The Council will continue to monitor average house price trends in future AMRs in order to determine any potential implications for the effective implementation of Policy S4.

It should also be recognised, however, that house prices are just one factor that could impact on development viability. Build costs, for instance, would also have risen over the monitoring period. Whilst build costs are not specified as a LDP monitoring indicator, general viability issues will be kept under review as information comes forward on a case-by-case basis and in connection with any strategic viability work in relation to the Replacement LDP process. This will enable the Council to consider any further potential implications for the effective implementation of Policy S4.

Recommendation

1. No action is required at present. Continue to monitor.
2. No action is required at present. Continue to monitor.
3. Consider progress of Main Village sites as part of the Replacement LDP process.
4. No action is required at present. Continue to monitor.
5. No action is required at present. Continue to monitor.

*Core Indicators

¹ Indicator and Target based on the Monmouthshire planning area and Monmouthshire LDP only.

**60% achieved on LDP sites. The 20% relates to a Reserved Matters application approved following an outline application made prior to LDP adoption.

***Completion of SAH11(xiv) (b) Land east Shirenewton 5 homes (3 affordable/2 market homes) [DC/2015/00688]

⁵ This figure is the Land Registry data for the baseline price, which is updated annually. AMRs report on the up to date Land Registry data.

Community and Recreation Facilities

Monitoring Aim/Outcome:	To retain existing community and recreation facilities and seek to develop additional facilities
Strategic Policy:	S5 Community and Recreation Facilities
LDP Objectives Supported:	1 & 5
Other LDP Policies Supported:	CRF1, CRF3

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Number of community and recreation facilities granted planning permission	No target* <i>(2014-15: 9)</i> <i>(2015-16: 5)</i> <i>(2016-17: 4)</i> <i>(2017-18: 10)</i>	None*	8
2. Number of community/ recreation facilities lost	Minimise the loss of community and recreation facilities <i>(2014-15: 3)</i> <i>(2015-16: 0)</i> <i>(2016-17: 6)</i> <i>(2017-18: 2)</i>	Loss of any 1 community/ recreation facility in any 1 year	2
Analysis			
<p>1. Eight planning applications were approved for community and recreation uses during the current monitoring period. Two of the eight applications relate specifically to recreation uses, the remainder are for community uses.</p> <p>Of the two of the applications for recreation uses, one relates to the change of a railway to an active travel footpath and the other relates to a change of use of agricultural land to extend Llandenny’s village hall recreational space.</p> <p>New community facilities granted planning permission over the monitoring period relate to a change of use from employment use to a community theatre at Castlegate Business</p>			

Park Caldicot; the conversion of a barn to children's nursery in Llangovan; and a new community hub facility at Magor.

The remaining three applications are an extensions to existing community uses which entail: an extension to Caldicot's cemetery by extending into the adjacent field; an extension to Abergavenny's Community Hub and Library by developing the first floor of Abergavenny's Town Hall; and an extension to the multi-functional community buildings (café/shop/laundrette) at the Gateway Christian Centre, Abergavenny.

Overall, the number of community facilities approved during is considered to be broadly in line with previous years which ranges from 4 in the 2015-16 AMR to 10 in the previous 2017-18 AMR.

2. There has been a loss of two community facilities over the period monitored. The first related to the loss of a former school in Llanfair Kilgeddin to a holiday let use. There was little likelihood of the building being reused as a school and so it was considered that the change of use of the building from a nursery school to holiday lets – a tourism use - did not conflict with the objectives of Policy CRF1. The school closure will be factored into the sustainable settlement assessment for the new LDP.

The second community facility lost related to a change of use of a public house/restaurant/café in Llanvihangel Gobilon, currently run as a biker-friendly café known as 'The Steel Horse' into a single residence. In this instance, accounts had been provided showing that the premises had been operating at a loss for some time and there was also evidence to show that attempts to sell the premises as an A3/A1 use had also failed. The principle of losing the pub was therefore considered to be acceptable having regard to Policies S5 and CRF1.

While the data collected indicates that a number of community facilities have been lost to alternative uses over the monitoring period and subsequently the trigger for this indicator has been met, their loss is justified within the context and requirements of the LDP policy framework. Consequently the Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue.

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

*Not considered appropriate to include a target/trigger for this indicator given that in some instances the Council is looking to reduce the amount of community facilities or to focus investment on existing facilities

Retail

Monitoring Aim/Outcome: Direct new food and non-bulky retail development to the County's town and local centres and seek to enhance their vitality, attractiveness and viability.

Strategic Policy: S6 Retail

LDP Objectives Supported: 1 & 2

Other LDP Policies Supported: RET1-RET4

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Amount of new food and non-bulky retail development permitted in town/local centres as a proportion of all retail development permitted	90% of new food and non-bulky retail floorspace to be located in town/local centres <i>(2014-15: 0%) (2015-16: 53.2%) (2016-17: 33%) (2017-18: 35.7%)</i>	More than 10% of new food and non-bulky retail floorspace is developed outside town/local centres in any 1 year	0% retail development permitted in town/local centres. 359 sq m permitted outside town/ local centres*
2. Percentage of vacant units within the CSA of each town and local centre**	No increase in the number of vacant units:	Vacancy rate in a town/local centre increases for 2 consecutive years	
	a) Abergavenny <i>(2014: 5.1%) (2015: 5.8%) (2016: 8.7%) (2017: 6.3%)</i>		4.7%
	b) Caldicot <i>(2014: 9.2%) (2015: 7.6%) (2016: 10.1%) (2017: 8.8%)</i>		10.6%
c) Chepstow <i>(2014: 9.0%)</i>	11.8%		

	(2015: 10%) (2016: 7.1%) (2017: 5.9%)		
	d) Monmouth (2014: 8.3%) (2015: 7.9%) (2016: 4.9%) (2017: 10.1%)		10.1%
	e) Magor (2014: 9.1%) (2015: 0%) (2016: 0%) (2017: 9.1%)		4.5%
	f) Raglan (2014: 0%) (2015: 0%) (2016: 0%) (2017: 0%)		9%
	g) Usk (2014: 7.8%) (2015: 11.1%) (2016: 13.1%) (2017: 9.7%)		15.8%
3. Percentage of A1 uses in the primary shopping frontages of Abergavenny, Caldicot, Chepstow and Monmouth***	% of A1 uses no less than the thresholds identified for the towns' primary shopping frontages as defined in the Primary Shopping Frontages SPG**	% figures for a primary shopping frontage fall below the threshold set out in the SPG	
	a) Abergavenny • PSF1 Cross St, High St, Frogmore St & 1 Nevill St (Target 75%) (2014: 76%) (2015: 77%) (2016: 76%) (2017: 75%)		• 75%
	• PSF2 Cibi Walk (Target 100%) (2014: 100%) (2015: 100%) (2016: 100%)		• 94%

	(2017: 100%)		
	<ul style="list-style-type: none"> PSF3 Cross St (51-60&Town Hall) (Target 55%) (2014: 36%) (2015: 36%) (2016:36%) (2017: 36%) 		<ul style="list-style-type: none"> 36%
	b) Caldicot <ul style="list-style-type: none"> PSF4 Newport Rd (Target 65%) (2014: 65%) (2015: 65%) (2016: 65%) (2017: 65%) 		<ul style="list-style-type: none"> 63%
	c) Chepstow <ul style="list-style-type: none"> PSF5 High St (Target 75%) (2014: 80%) (2015: 80%) (2016: 80%) (2017: 80%) 		<ul style="list-style-type: none"> 76%
	<ul style="list-style-type: none"> PSF6 St Mary St (Target 65%) (2014: 65%) (2015: 65%) (2016: 65%) (2017: 69%) 		<ul style="list-style-type: none"> 69%
	d) Monmouth <ul style="list-style-type: none"> PSF7 Monnow St (Target 75%) (2014: 77%) (2015: 76%) (2016:72%) (2017: 74%) 		<ul style="list-style-type: none"> 75%
	<ul style="list-style-type: none"> PSF8 Church St, Agincourt Sq & Priory St (1-4) (Target 65%) (2014: 57%) (2015: 57%) (2016:62%) (2017: 65%) 		<ul style="list-style-type: none"> 67%

Analysis

1. No applications were permitted for new A1 food and non-bulky retail developments in the County's town/local centres during the period monitored. As three applications (100% of applications for new A1 uses) were permitted outside of the centres, the trigger for this indicator has been met.

- DM/2018/00304 – this relates to an A1 retail unit for the sale of hot and cold food and drinks at Beaufort Park in Chepstow. It was considered that in terms of the principle of the change of use, although contrary to Policy E1 – Protection of Existing Employment Land, the floor area of the A1 use is small scale and is specifically for a sandwich shop which could make the other vacant units more attractive to other business occupiers. A condition was added to ensure the A1 element of the unit is specifically for a sandwich shop use, so as not to impact upon Chepstow Town centre.
- DM/2018/00978 – this relates to an extension of the retail space at Usk Garden Centre. The garden centre is an existing, well established business and the principle of the extension was therefore deemed acceptable as the continued development of the garden centre is supported by strategic policies relating to rural enterprise.
- DM/2018/01156 – this relates to a drive through kiosk/coffee shop at Magor Interchange. The site of the coffee shop is within the existing Motorway services, where other retail facilities exist. It is not thought that the proposed coffee shop will compete for customers in Magor Shopping Centre as the customers will be those travelling on the motorway. As a cafe already exists on the site the drive through will be offering an alternative to those already visiting the services. Because of its location within an existing motorway service station the proposal will not have a detrimental impact on the trade/turnover, vitality or viability of Magor's Central Shopping Area and therefore the proposal is not deemed contrary to the objectives of Policy RET4 of the LDP.

The developments are considered appropriate given the particular circumstances of each application. In view of this, there are not considered to be any concerns with the implementation of LDP retail policies and therefore no further investigation is required at present. However, the Council will continue to monitor this issue in future AMRs to determine the effectiveness of the Plan's retail policy framework.

2. Vacancy rates recorded during the monitoring period** in all of the County's central shopping areas (CSA), with the exception of Chepstow and Usk were below the GB High Street vacancy rate (11.5% December 2018, Local Data Company). Retail vacancy rates in the County's town centres ranged from 4.5% in Magor to 15.8% in Usk.

Comparison with last year's vacancy rates indicates that 2 centres have seen a fall in vacancy rates – Abergavenny (6.3% to 4.7%) and Magor (9.1% to 4.5%) – with Monmouth maintaining a vacancy rate of 10.1%, which suggests that these centres are performing well. Conversely, 4 centres recorded a rise in vacancy rates since the

previous monitoring period – Caldicot (8.8% to 10.6%), Chepstow (5.9% to 11.8%), Usk (9.7% to 15.8%), and Raglan (0% to 9.0%). In the case of Raglan there is currently one vacant unit and due to the small size of the centre this impacts disproportionately on the level of vacancies. In Caldicot the rise in vacancy rates has been across secondary frontages, in Chepstow, however vacancy rates across primary frontages has seen a steep climb. As vacancy rates in the Chepstow CSA prior to this had seen a downward trend this will need to be looked at carefully in the next AMR.

As none of the County's centres have seen an increase in vacancy rates for 2 consecutive years the trigger for further investigation has not been reached and given that in the main vacancy rates are low, with most below the GB rate, this indicates that Monmouthshire's town and local centres are functioning effectively. Recent changes to business rates are, however, a cause of concern. The Council will continue to monitor vacancy levels in future AMRs to determine trends.

2. The percentage of A1 retail uses within the towns' primary shopping frontages (PSF) recorded during the monitoring period** generally accord with the thresholds identified in the Primary Shopping Frontages SPG.

The identified thresholds in two of the PSFs were set at higher levels than the existing level of non-A1 retail uses as there is an aspiration to improve their retail offer i.e. PSF3 Cross Street (51-60 & Town Hall) Abergavenny and PSF8 Church Street, Agincourt Square & Priory Street (1-4) Monmouth. While there has been no change in the proportion of retail uses within PSF3 since monitoring began, there has been an increase in the proportion of A1 retail uses within PSF8 over the past three monitoring periods, from 57% in 2015 to 62% in 2016, and then to 65% in 2017. Over the current monitoring period the proportion of A1 uses along the frontage has increased to 67% exceeding the identified threshold within this frontage. Despite achieving the identified threshold within PSF8 it remains important that a strong policy stance on proposals for change of use to non-retail uses in both of these frontages is maintained in order to improve and protect their retail offer.

Comparison with last year's figures indicate that the proportion of A1 uses within the towns' primary shopping frontages improved or remained unchanged with the exception of the following:

- PSF2 Cibi Walk, Abergavenny recorded a decline, down 6% to 94%. This was due to a change of use of an A1 unit to A2 use at Unit 15. The unit in question is being used as a marketing suite for Persimmon Homes and so is not a permanent use. It is hoped that the unit will return to an A1 use once the current occupier no longer requires it.
- PSF4 Newport Road, Caldicot recorded a decline in the proportion of A1 uses, down 2% to 63%, taking it below the identified threshold. This is due to the opening of a Dominoes in a previously vacant A1 unit.
- PSF5 High Street, Chepstow also recorded a decline in the proportion of A1 units over the monitoring period, down 4% to 76%, although it remains marginally above the identified threshold of 75%.

Overall, it is considered that the towns' primary shopping frontages are vital and viable and functioning well and no further investigation is required at present. The Council will continue to monitor this issue in future AMRs to determine the effectiveness of the Plan's retail policy framework. Primary Shopping Frontages and Central Shopping Area boundaries will be reviewed as part of the LDP revision process.

Recommendation

1. No action is required at present. Continue to monitor.
2. No action is required at present. Continue to monitor.
3. No action is required at present. Continue to monitor.

*Three planning permissions granted for retail development over the monitoring period in out of town locations.

**Monmouthshire Retail Background Paper (July 2019). Base date October 2018.

***Monmouthshire Primary Shopping Frontages SPG, April 2016

Economy and Enterprise

Monitoring Aim/Outcome: To ensure a sufficient supply of employment land and to protect the County's employment land

Strategic Policy: S8 Enterprise and Economy, S9 Employment Sites Provision

LDP Objectives Supported: 7

Other LDP Policies Supported: E1-E3, RE1, SAE1-SAE2

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Net employment land supply/development♦	Maintain sufficient employment land to meet identified take-up rate of 1.9 ha per annum <i>(2014-15: 46.8ha)</i> <i>(2015-16: 41.18ha)</i> <i>(2016-17: 40.76ha)</i> <i>(2017-18: 40.16ha)</i>	Insufficient employment land available to meet the identified take-up rate of 1.9ha per annum	40.16ha
2. Take-up of employment land♦	Maintain sufficient employment land to meet identified take-up rate of 1.9 ha per annum <i>(2014-15: 0.38ha)</i> <i>(2015-16: 1.131ha)</i> <i>(2016-17: 3.21ha)</i> <i>(2017-18: 5.002ha)</i>	Insufficient employment land available to meet the identified take-up rate of 1.9ha per annum	0.873ha
Planning permission granted for new development (by type) on allocated employment sites as	No specific target <i>(2014-15: 0)</i> <i>(2015-16: 3)</i> <i>(2016-17: 2)</i> <i>(2017-18:1)</i>	Lack of development on strategic employment sites identified in	2 planning permissions granted

identified in Policy SAE1		Policy SAE1 by the end of 2017	
4. Planning permissions granted for employment use (B use classes) by settlement♦♦	No specific target	None	
	Main Towns <i>(2014-15: 9.0ha)</i> <i>(2015-16: 0.95ha)</i> <i>(2016-17: 0.52ha)</i> <i>(2017-18: 0.784ha)</i>		4.37ha
	Severnside Settlements <i>(2014-15: 0.39ha)</i> <i>(2015-16: 2.83ha)</i> <i>(2016-17: 0.17ha)</i> <i>(2017-18: 2.124ha)</i>		0.04ha
	Rural Secondary Settlements <i>(2014-15: 0.3ha)</i> <i>(2015-16: 0.48ha)</i> <i>(2016-17: 0.01ha)</i> <i>(2017-18: 0ha)</i>		0.005ha
	Rural General <i>(2014-15: 0.25ha)</i> <i>(2015-16: 0.22ha)</i> <i>(2016-17: 1.14ha)</i> <i>(2017-18: 0.575ha)</i>		0.454ha
5. Planning permissions granted for employment use (B use classes♦♦) by sector*	No specific target	None	
	Manufacturing		0ha
	Wholesale & retail trade; repair of motor vehicles and motor cycles		0.59ha
	Transport & storage; information and communication		3.69ha
	Real estate activities; Professional, scientific and technical activities; Administrative and support service activities		0ha
	Accommodation & food service activities		0ha

	Arts, entertainment and recreation; Other service activities		0.58ha
6. Amount of employment land lost to non-employment uses (i.e. non-B1, B2, B8 uses)	Minimise the loss of employment land to non-B1, B2, B8 uses <i>(2014-15: 0.08ha)</i> <i>(2015-16: 0.56ha)</i> <i>(2016-17: 0.65ha)</i> <i>(2017-18:0.12ha)</i>	Loss of any B1, B2 or B8 employment land in any 1 year	0.105ha
7. Proportion of resident workforce working within Monmouthshire	Increase the proportion of resident workforce working within Monmouthshire <i>(2014: 54.5%)</i> <i>(2015: 58.3%)</i> <i>(2016: 57.9%)</i> <i>(2017: 58.1%)</i>	None	60.4%
8. Number of people in-commuting to Monmouthshire♦♦♦	Reduce the level of in-commuting over the plan period <i>(2014: 19,200)</i> <i>(2015: 17,800)</i> <i>(2016: 20,400)</i> <i>(2017: 17,100)</i>	None	24,600
Number of people out-commuting from Monmouthshire♦♦♦	Reduce the level of out-commuting over the plan period <i>(2014: 19,600)</i> <i>(2015: 18,700)</i> <i>(2016: 18,700)</i> <i>(2017: 18,500)</i>	None	17,400

Analysis

1. There is currently 40.16ha of employment land available across the County on the SAE1 Identified Industrial and Business Sites. The employment land availability has not changed since the previous 2017-2018 AMR figure, which reflects the fact that there have been no new permissions on the County's SAE1 identified industrial and business sites over the monitoring period other than change of use applications, which do not affect land supply.

Sufficient employment land has therefore been maintained over the monitoring period providing the opportunity to meet the identified take-up rate of 1.9ha per annum. Policies S8 and S9 are functioning effectively in this respect.

2. The take-up rate of employment land (i.e. completed developments) equated to 0.873ha over the monitoring period. The majority of this is attributed to completed developments at Identified Industrial Business Sites at SAE1d Westgate Business Park in Llanfoist (0.6ha) and SAE1i Beaufort Park in Chepstow (0.21ha), both of which were granted permission in the 2016-2017 monitoring period. The remainder of take –up employment land related to development on protected employment sites (SAE2), at Wonastow Road Monmouth (0.013ha) and Cuckoos Row Raglan (0.05ha).

The take-up is lower than the previous three AMRs (1.131ha 2015-16, 3.21ha 2016-17 and 5.002ha 2017-18 respectively), however, it is anticipated this will increase in the next monitoring period as developments with permission progress.

The trigger for further investigation relates to the total amount of land supply rather than take-up rates, this indicator will nevertheless be closely monitored in future AMRs to determine the effectiveness of the policy framework relating to employment land.

3. Two applications were granted planning permission on allocated employment sites as identified in SAE1 during the monitoring period. The applications both related to SAE1i Beaufort Park Chepstow, and both related to change of use application from a B1 use to an A1 retail use. The justification for the loss of B1 employment land lost is analysed in section 6 below.

While there has been limited progress on the delivery of identified industrial and business sites over the monitoring period the Council will continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to the delivery of strategic employment sites. In this respect, the trigger for this indicator is the lack of development on strategic employment sites identified in Policy SAE1 by the end of 2017. A total of 8 planning permissions have been granted on SAE1 sites since adoption of the LDP (albeit 2 are change of use applications) 7 are completed, with the change of use to an A1 use with B1 above at SAE1i not yet commenced. A full review of the SAE1 allocations will be undertaken as part of the evidence base to inform the Revised LDP.

4. This indicator seeks to monitor the amount of employment floorspace for B use classes permitted by settlement in Monmouthshire. 10 applications were approved for such employment uses during the monitoring period, totalling 4.88 ha. Of these, 4 permissions were on protected employment sites (SAE2 sites) totalling 4.27 ha and the remaining 6 permissions were on non-allocated employment land totalling 0.609 ha.

The Main Towns accounted for the majority of B use class employment floorspace permitted, totalling 4.37ha. This was predominately due to permission granted for MonMotors vehicle workshop, offices and vehicle storage (B2/B1 and B8) plus car valeting service (sui generis) on a 3.69ha employment site at Newhouse Farm Chepstow (SAE2k). There were also two sites permitted in Monmouth, which made up the remaining floorspace within Main Towns: a new B8 storage unit on 0.55ha of land

at Wonastow Road (SAE2l); and a new B1 car rental office with washing facility (sui generis) at Overmonnow garage, a non-allocated site.

The Severnside Area accounted for just 0.03ha of employment permissions, both of which were for B1 uses, of which only 0.02ha was additional floorspace gain, as 0.01ha related to a sub-division of an existing unit within Rogiet's Progress Industrial estate (SAE2r). The additional 0.02ha net gain of employment floorspace related to a B1 office extension at Severn Bridge Industrial Estate (SAE2p).

Permission within Rural Areas accounted for the remainder 0.469ha of B use class employment floor space, which included:

- Change of use of domestic garage to B1/B2 agricultural machinery repairs business at Leechpool Portskewett (0.01ha);
- A B1/B8 extension to existing vehicle tracker business at Goytre (0.004ha);
- A B1 office extension to vehicle repair workshop at Ton Lane, Raglan (0.005ha);
- A B1 office extension and B8 warehouse extension at established business South Wales Sports Ground, Redwick (0.5ha)
- A B2/B8 change of use for craft pottery and timber storage at Wentwood Forestry Offices (0.01).

As with the previous AMR, no permissions were granted in the Rural Secondary Settlements over the monitoring period.

Although there is no specific target relating to this indicator, the Council is keen to monitor employment permissions for B uses in the County. The amount of employment floorspace permitted during this monitoring period is nevertheless higher than that recorded in the last AMR (3.36ha). The Council will continue to monitor this issue in future AMRs.

While indicators 4 and 5 of this section relate to B use classes, it is useful to note that a number of permissions were granted for other employment generating uses (i.e. non-B uses) during the monitoring period, particularly rural enterprise/diversification schemes as detailed in the analysis for Policy S10.

In addition as detailed in the analysis for Policy S11 (Visitor Economy), 22 applications were approved for tourism uses during the monitoring period, all of which were for tourist accommodation facilities ranging from hotel accommodation to holiday lets and b&bs to glamping accommodation in various settlements across the County. These will provide a further boost to the visitor economy in Monmouthshire.

5. This indicator seeks to monitor the amount of employment floorspace for B use classes permitted by sector in Monmouthshire. B1 light industry uses accounted for 0.16ha of permissions and B8 storage/distribution accounted for 0.55ha. There was no sole B2 general industry floorspace permitted, however B2 floorspace was granted permission in combination with other B use classes. The majority of employment floorspace permitted was for mixed use employment sites with a B1/B2/B8 proposal

accounting for the largest permission at 3.69ha at the MonMotors site, Chepstow. Permission for mixed use B1/B8 proposals accounted for 0.454ha; B1/B2 for 0.01ha and B2/B8 for 0.01ha. This indicates that B1 and B8 use classes account for the majority of floorspace permitted, which is comparable with previous AMRs.

Turning more specifically to employment sectors, based on the UK Standard Industrial Classification (SIC) 2007, the employment permissions for B use classes recorded over the monitoring period were in the following sectors**:

- Wholesale and retail trade; repair of motor vehicles/motorcycles (0.59ha)
- Transport and storage; information and communication (3.69ha)
- Manufacturing (0)
- Arts, entertainment and recreation; Other service activities (0.58ha)
- Real estate activities; Professional, scientific and technical activities; Administrative and support service activities (0)
- Accommodation and food services (0)

While only one permission related to Transport and storage; information and communication this accounted for the majority of the employment floorspace permitted over the monitoring period (approximately 75.9%). Wholesale and retail trade; repair of motor vehicles/motorcycles accounted for the majority of permissions (5 in total) but related to a lesser amount of floorspace permitted (12.1%).

One permission related to Arts, entertainment and recreation/Other service activities (11.9% of floorspace permitted).

While there are no specific targets relating to this indicator the Council monitors employment sectors coming forward in the County. This will assist in determining whether the Council's ambitions for growing identified key economic sectors, including knowledge intensive/high technology enterprises, are being achieved. Comparison with the previous AMR identifies there has been an increase in the floorspace permitted for the wholesale/retail trade/ repair of motor vehicles & motor cycles sector, the Transport/Storage/Information and Communication Sector and arts, recreation /other service activities.

In contrast to the previous monitoring period, there were no permissions relating to accommodation and food services; Real estate activities; Professional, scientific and technical activities; Administrative and support service activities; and manufacturing sectors.

6. Three applications were granted which related to the loss of B uses on employment sites, which was a loss of 0.105ha in total. Two of the applications related to the recently constructed units at allocated employment site SAE1i Beaufort Park Chepstow. The first application at Beaufort Park proposed the loss of a small section ground floor B1 use (0.01ha) to an A1 sandwich shop use. However, the application proposed to install a mezzanine floor above with a B1 use, which would compensate for the loss of B1 ground floor space and therefore there was no net loss of the B1 use class. It was justified on the basis that the sandwich shop A1 use would not prejudice

the aim of SAE1 sites, which premise is to provide sufficient industry/office space to create a local balanced economy.

The other application in Beaufort Park SAE1i related to a loss of B1 floor space to A1 floor space, with the remainder of the unit remaining B8. The plans submitted indicated that 22% of the floor area, which equated to approximately 0.067ha, would be used as A1 sales with the remainder retained for storage (B8). It was justified on the basis that due the small size of the retail element and nature of the items to be sold (bulky goods), the change of use was appropriate and did not damage the aim of the SAE1 site to attract industry.

The final application was a loss of a canteen space (0.038ha) at Castlegate Business Park Caldicot, part of the protected employment site Severn Bridge Industrial Estate (SAE2p). It was justified on the basis that although the proposal would reduce the land available for industrial uses by approximately 0.03 hectares, this does not equate to loss of industrial floor area as the development is on a former canteen, which serves the industrial unit. The loss of this industrial/ business area would not prejudice the aim of creating a balanced local economy given the variety of industrial units still available in this area of Caldicot and the fact that the proposed D1 use would generate employment opportunities and provide a community facility.

As there has been a loss of B use class employment land over the monitoring period, the trigger for this indicator has been met. As evidenced however, the loss of employment land to non B use classes is justified within the context and requirements of the overall LDP policy framework. It does not indicate any issue with the implementation of LDP policies and therefore no further investigation is required at present. The Council will continue to monitor such proposals in the future AMRs to determine the effectiveness of the policy framework relating to this matter.

7. The 2018 Welsh Government Commuting Statistics indicate that 60.4% of the County's residents work in the area. This is an improvement on last year's figure of 58.1% and the highest recorded since monitoring of the Plan began, although this is still less than the Welsh average of 68.6%. This suggests that there has been progress in meeting the aspiration to increase the proportion of resident workforce working within Monmouthshire over the Plan period. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.

8. According to the 2018 Welsh Government Commuting Statistics, Monmouthshire has a net inward flow of 7,200 commuters – with 24,600 commuting into the area to work and 17,400 commuting out. There was significant in-commuting from Blaenau Gwent (4,200), Newport (4,000) and Torfaen (2,300) and from outside Wales (8,100). The main areas for out-commuting were Bristol (3,900), Newport (3,200), Cardiff (2,100) and Torfaen (1,300), with a further 4,500 commuting to other areas outside Wales. The high proportion of commuting to/from areas outside of Wales clearly reflects Monmouthshire's location as a border authority.

There is an aspiration to reduce levels of both in-commuting and out-commuting recorded in Monmouthshire over the Plan period. While the level of out-commuting has remained relatively constant over the Plan period, the level of in-commuting has been variable, ranging from 17,100 during the last monitoring period to a high of 24,600 during the current monitoring period. This has resulted in a net in-flow of 7,200 commuters during the current monitoring period. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.

While the Council can seek to encourage economic development and approve associated planning applications, travel to work patterns are influenced by wider factors such as family ties and property prices which are outside the control of the plan.

Recommendation

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|--|
| 1. No action required at present. Continue to monitor. |
| 2. No action required at present. Continue to monitor. |
| 3. No action required at present. Continue to monitor. |
| 4. No action required at present. Continue to monitor. |
| 5. No action required at present. Continue to monitor. |
| 6. No action required at present. Continue to monitor. |
| 7. No action required at present. Continue to monitor. |
| 8. No action required at present. Continue to monitor. |

*UK Standard Industrial Classification (SIC) 2007. Only includes those sectors for which planning permission has been granted over the monitoring period. For a full list of sectors refer to the SIC 2007.

◆Data Source: Monmouthshire Employment Land Background Paper for the period April 2018-March 2019

◆◆Amended to clarify that these indicators monitor B use classes only.

◆◆◆Data Source: Welsh Government Commuting Statistics 2017 (release date 29 March 2018)

Rural Enterprise

Monitoring Aim/Outcome: Encourage diversification of the rural economy

Strategic Policy: S10 Rural Enterprise

LDP Objectives Supported: 1, 3, 5, 7 & 14

Other LDP Policies Supported: RE1-RE6

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
3. Number of rural diversification and rural enterprise schemes* approved	No target <i>(2014-15: 7)</i> <i>(2015-16: 10)</i> <i>(2016-17: 6)</i> <i>(2017-18: 8)</i>	None	7

Analysis

A total of 7 applications relating to rural enterprise/diversification were approved during the monitoring period. 6 of the applications were approved as rural enterprise schemes and 1 application as rural diversification.

1. Of the rural enterprise schemes, four related to existing established businesses. The first related to the expansion of a luxury B&B at Ty Wilson Barn Llangwm, known as 'Clearvewe B&B and self-catering' which markets itself as Eco Luxury (carbon neutral) self-catering accommodation. Clearvewe also operate a small innovative guitar company that runs from the site which produces finished products and hardware parts for guitars. The approved proposal allowed the conversion of an existing portal framed barn for the development of Spa facilities in order to keep the holiday accommodation competitive within its market, and allows the guitar business to expand.

The second related to the expansion of the David Broom Event Centre in Crick, an established equestrian showground. This approved proposal enabled an equestrian use in two further agricultural fields and allowed a further 9 static caravans for visitors

when using the facilities. A further business expansion application related to the extension of Caer Llan Conference Centre, Mitchel Troy to extend the building size for storage and to also install a Wedding gazebo. The final scheme was for the expansion of a cattery and dog kennels at Allt Farm Llantrisant. This application also proposed a rural enterprise workers dwelling.

As well as the expansion of existing businesses two new rural enterprises were approved: one related to a micro-distillery for the production of gin and other spirits, at Pleasant View Barns, Catbrook. This involved the conversion of 2 redundant barns, which was in-line with the principle of policy RE2 (conversion of buildings for employment use) of the LDP.

The other new enterprise scheme related to a new build bee-keeping study centre at Llanfair Kilgeddin. The new build bee-study centre was justified on the basis that in 2014 MCC introduced a Pollinator Policy due to the need to safeguard and help reduce the decline in pollinators and local habitats. Accordingly, the importance of safeguarding pollinators justified the location of this new build in a rural setting as an exceptional case.

The remaining rural diversification scheme related to the forestry diversification of Wentwood forestry Offices, which proposed to change the use of some of its buildings to craft pottery (B2) and tea rooms (A3).

There was a slight reduction in the amount of rural diversification and rural enterprise schemes approved over the monitoring period (7 schemes) when compared to the previous AMR (8 schemes), however it is of a similar number and thus there is pattern of consistency with previous years. The number and consistency of rural diversification and rural enterprise schemes approved since the LDP's adoption (total 38 schemes) suggests that Strategic Policy S10 and the supporting development management policies are operating effectively. The Council will continue to monitor this indicator in future AMRs to determine the effectiveness of this policy framework in relation to the diversification of the rural economy.

Recommendation

1. No action is required at present. Continue to monitor.

*Rural Enterprise Schemes as listed here do not constitute those that require special justification as defined by TAN6

Visitor Economy

Monitoring Aim/Outcome: Encourage high quality sustainable tourism

Strategic Policy: S11 Visitor Economy

LDP Objectives Supported: 1, 3, 5 & 7

Other LDP Policies Supported: T1-T3, RE6, SAT1

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
4. Number of tourism schemes approved <i>(includes extensions/conversions and new build)</i>	No target <i>(2014-15: 17)</i> <i>(2015-16: 10)</i> <i>(2016-17: 24)</i> <i>(2017-18: 16)</i>	None	22 tourism schemes approved*
5. Number of tourism facilities lost through development, change of use or demolition	Minimise the loss of tourism facilities <i>(2014-15: 5)</i> <i>(2015-16: 0)</i> <i>(2016-17: 1)</i> <i>(2017-18: 3)</i>	Loss of any 1 tourism facility in any 1 year	3 tourism facilities lost

Analysis

1. 22 applications were approved for tourism uses during the monitoring period, all of which were for tourist accommodation facilities. These included:

- 15 holiday lets (all conversions) in various settlements*, including the conversion of Alice Springs Golf Club into 16 separate apartments and the conversion of former Llanfair Kilgeddinn School into a holiday let;
- 1 change of use of A2/B1 Offices into a 16 bedroom hotel in Chepstow;
- 1 change of use to Bed and Breakfast accommodation in Raglan;
- 1 change of use of land to a touring caravan/campsite in Monmouth;
- 4 Glamping accommodation sites (2 Shepherd huts in Llanvapley, 4 Shepherd huts in Llangovan, 2 Shepherd huts in Penpergwm and 6 Shepherd huts in Bryngwyn).

Collectively, these provide approximately 116 new bed spaces and will provide a further boost to the visitor accommodation available in Monmouthshire.

The number of tourist accommodation facilities approved over the monitoring period suggests that the relevant Plan policies and adopted 'Sustainable Tourism and Visitor accommodation outside settlements' SPG are operating effectively allowing such developments to take place in Monmouthshire.

Comparison with previous AMRs demonstrates that the number of tourism schemes approved during the current monitoring period remains at a positive level. Cumulatively a total of 89 tourism schemes have been approved since the LDP's adoption in February 2014 which further indicates that the LDP tourism policy framework is operating effectively to enable such development in the County.

The Council will continue to monitor tourism applications closely in future AMRs to determine the effectiveness of the policy framework relating to the provision of tourist facilities.

2. Three applications were permitted during the monitoring period relating to the loss of tourism facilities.

The first application related to the removal of holiday let conditions to allow 2 units (3 bedspaces) to become a permanent residential use at Wernddu Farm. Although the buildings are of a modern construction and would not usually be suitable for residential accommodation as is contrary to Policy H4 criterion (e), the Officer in this case justified the removal of the conditions as an exceptional circumstance on the basis that evidence provided indicated a sustained and substantial loss off profits.

The second application permitted related to the change of use of the Coach House at Ivy Bridge Llanhennock to annexe accommodation, which complies with planning policy as the building was previously used as an annexe prior to its use as a holiday let and is reverting back to its previous annexe use.

The final application permitted related to the loss of a B&B in Llandogo. This was previously a house prior to being a mixed B&B use and is justified as a small scale loss that was not considered to have a detrimental impact upon the local tourist economy.

While the data collected indicates that some visitor accommodation has been lost to alternative uses over the monitoring period and subsequently the trigger for this indicator has been met, the loss is small in number and justified within the context and requirements of the LDP policy framework. The Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue, given the importance of tourism to the County's economy.

Of note, two tourist facilities were refused planning permission during the current monitoring period⁶. The proposals were both for the conversion of redundant agricultural barns to holiday let accommodation. It was determined in both occasions that the barns were portal framed with utilitarian appearances and therefore the conversion work required was contrary to criterion (e) of Policy H4 and the objectives of Policy T2 contrary criterion (b).

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

*Llandewi Skirred, Llanfair Kilgeddin, Llangattock Lingoed, Llandewi Rhydderch, Llantillio Crossenny, Llandenny, Lansoy, Gwehelog, Pennally, Pen-y-clawdd, Tintern

⁶ DM/2018/01370 – Barn on land adjacent to Bushes Farm Earlswood; DM/2018/0176 – Barn at Glenview Farm Ysgubor Kemeys Road, Llanfair Discoed

Efficient Resource Use and Flood Risk

Monitoring Aim/Outcome: To ensure development accords with the principles of sustainable development

Strategic Policy: S12 Efficient Resource Use and Flood Risk

LDP Objectives Supported: 1, 8, 9, 10 & 11

Other LDP Policies Supported: SD1-SD4

Contextual Changes

The Welsh Minister for the Environment signed the Commencement Order, on 1st May 2018, to bring Schedule 3 of the Flood and Water Management Act 2010 into force in Wales. As a result, from 7th January 2019, all proposed new developments in Wales must include Sustainable Drainage Systems (SuDS) which comply with the Welsh Ministers' Standards; and in Monmouthshire will be signed off by the Council as the SuDS Approving Body (SAB).

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
6. Proportion of development on brownfield land as a percentage of all development permitted (<i>including change of use of land</i>) (<i>excludes householder, conversions and agricultural buildings</i>)	Increase proportion of development on brownfield land <i>(2014-15: 28% /17.3ha)</i> <i>(2015-2016: 16.8%/10.51ha)</i> <i>(2016-17: 51.2% /18.6ha)</i> <i>(2017-18 40.18%/ 21.58ha)</i>	No increase in proportion of development on brownfield land for 2 consecutive years	12.7% 3.7 ha
7. Amount of development (by TAN15 category) permitted in C1 and C2 floodplain areas	All developments to be compliant with TAN15 requirements <i>(2014-15: 1)</i>	Planning permission is granted contrary to TAN15 requirements	1 application granted in Zone C2

not meeting all TAN15 tests	(2015-16: 0) (2016-17: 0) (2017-18: 1)		
8. Number of new developments permitted that incorporate on-site renewable energy generation*	Increase in the number of new developments permitted incorporating renewable energy generation (2014-15: 2) (2015-2016: 9) (2016-2017: 5) (2017-2018: 1)	No annual increase	3
9. Number of new developments completed that incorporate on-site renewable energy generation	Increase in the number of new developments completed incorporating renewable energy generation (2014-2015: N/A) (2015-2016: 4) (2016-2017: 3) (2017-2018: 2)	No annual increase	1

Analysis

1. A total of 29.255ha of development was permitted over the monitoring period, whereby only 3.7 ha of which was located on brownfield sites. This equated to just 12.7% of all development (excluding householder, conversions and agricultural buildings) as being permitted on brownfield land. Residential development accounted for the vast majority of brownfield land permitted (3.286 ha / 88.8%). This included the erection of 16 dwellings on land of the former White Hart Inn, Caldicot (0.13ha); 4dwellings on disused domestic garages Elm Road, Caldicot (0.09ha); refurbishment of the existing 17-25 Brecon Road Abergavenny apartment block and construction of a new block (0.14ha); and demolition of Abergavenny's former magistrates court and erection of an apartment block for 47 apartments (0.4ha). A further 2.56 ha of brownfield land related to housing plots within existing residential curtilage/garden areas. Employment development (0.45ha) was also granted for a two storey office and warehouse extension within the already established employment site South Wales Sports Grounds at Redwick.

The percentage amount of development permitted on brownfield sites is much lower than recorded in all of the previous AMR monitoring periods. As well as the percentage being lower, the number of hectares permitted was also its lowest since

adoption. This suggests that there is now limited brownfield land available within the county for development. The strategic brownfield sites, such as Fairfield Mabey and Sudbrook Paper Mill have come forward in previous monitoring periods and there are no further strategic brownfield sites available for residential development in the current plan. The trigger for further investigation has been met and as part of the LDP revision process the potential for further development on brownfield land will be considered.

2. In terms of development on C2 flood plain, one application was granted permission for the construction of a rural enterprise dwelling at Allt Farm, Llantrisant. This was justified on the basis that there was an existing established farm dwelling and successful rural enterprise kennelling already at the site. The business had successfully demonstrated the need for a succession dwelling in order for the business to continue to be successfully be managed and met the stringent tests of TAN6. The entire site is located within the C2 flood plain and to locate a dwelling outside the flood zone would result in a dwelling that fails to relate functionally to the existing business. NRW were satisfied that the submitted FCA demonstrated that the finished floor level (ffl) of the dwelling would not be at risk of flooding and the proposed dwelling would not increase flooding elsewhere. It was considered therefore that the proposal met the premise of policy SD3 of the LDP which states '*risk of flooding must also be taken into consideration on a development by development basis*'. Furthermore, TAN 15 states. "*The Environment Agency will advise the planning authority on the consequences of flooding for the type and nature of proposal and this should enable the planning authority to arrive at a judgement on the acceptability of the flooding consequences*'. It was therefore considered in this case that the local authority made a judgement on the information provided and no objection from NRW that there was a limited flood risk impact.

The Council will continue to monitor this indicator in future AMRs to determine the effectiveness of the policy framework relating to this issue.

3. Three applications were approved for on-site renewable energy generation during the monitoring period: two in relation to small scale solar arrays to supply power for residential dwellings (Devauden and The Narth); and the other for the addition of solar panels on the roof of Caldicot West End School.

As with the last monitoring period, there has been a considerable decrease in the number of on-site renewable energy schemes permitted compared to previous years which is believed to be a result of the reduction of Government incentive schemes (Feed in Tariff), particularly for solar energy.

While the trigger has been met, it is important to note that collectively a total of 20 schemes incorporating on-site renewable energy have been permitted since the LDP's adoption in 2014 which suggests that Strategic Policy S12 and its supporting policies are operating effectively in respect of the provision of renewable energy.

The Council will nevertheless continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to efficient resource use.

4. Just one scheme incorporating on-site renewable energy generation was completed over the monitoring period, which related to a small scale domestic solar scheme in The Narth, which was approved in the current monitoring period.

While there has been a reduction in the number of completions compared to the previous years and the trigger has there for been met it should be noted that since the Plan's adoption in 2014, a total of 10 schemes incorporating on-site renewable energy have been completed and are operational. This further indicates that Strategic Policy S12 and its supporting policies are operating effectively in respect of the provision and completion of on-site renewable energy schemes.

The Council will nevertheless continue to monitor this issue closely in future AMRs to determine the effectiveness of the policy framework relating to efficient resource use.

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

3. No action is required at present. Continue to monitor.

4. No action is required at present. Continue to monitor.

*Additional monitoring indicator included in the monitoring framework in order to identify schemes in 4.

**Based on applications granted permission for on-site renewable energy since LDP adoption.

Landscape, Green Infrastructure and the Natural Environment

Monitoring Aim/Outcome: To protect open space and sites of acknowledged nature conservation and landscape importance

Strategic Policy: S13 Landscape, Green Infrastructure and the Natural Environment

LDP Objectives Supported: 8

Other LDP Policies Supported: LC1-LC6, GI1 & NE1

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Amount of Greenfield land lost to development which is not allocated in the development plan <i>(includes new built development – housing, employment but excludes agricultural buildings)</i>	Minimise the loss of non-allocated Greenfield land <i>(2014-15: 26 ha)</i> <i>(2015-16: 44.6 ha)</i> <i>(2016-17: 16.5 ha)</i> <i>(2017-18 : 8.98ha)</i>	Any loss of non-allocated Greenfield land in any 1 year	9.71ha*
2. Amount of public open space / playing fields lost to development which is not allocated in the development plan	Minimise the loss of open space / playing fields to development that is not allocated in the development plan <i>(2014-15: 1.47ha)</i> <i>(2015-16: 0.76ha)</i> <i>(2016-17: 0)</i> <i>(2017-18:0)</i>	Any loss of open space due to development, not allocated in the development plan in any 1 year	1.74ha

3. Developments permitted / completed that are within internationally / nationally important nature conservation areas**	None adversely affected <i>(2014-15: N/A)</i> <i>(2015-16: 0)</i> <i>(2016-17: 0)</i> <i>(2017-18:0)</i>	Recorded damage or fragmentation of designated sites / habitats	1
4. Developments granted permission that cause harm to the overall nature conservation value of locally designated sites	Minimise developments that would cause harm to the overall nature conservation value of locally designated sites <i>(2014 -15:N/A)</i> <i>(2015-16:1)</i> <i>(2016-17: 1)</i> <i>(2017-18:1)</i>	1 or 2 developments result in overall harm for 2 consecutive years, or 3 or more developments result in harm in any 1 year	1
5. Number of new developments delivering habitat creation and restoration	Increase number of new developments delivering habitat creation / restoration <i>(2014-15: 1)</i> <i>(2015-16: 1)</i> <i>(2016-17: 0)</i> <i>(2017-18:2)</i>	None	1

Analysis

1. Over the monitoring period 40 permissions were granted on greenfield land which is not allocated for development in the LDP, totalling 9.71 ha. This is a similar figure to the previous 2017-2018 AMR, which recorded permissions on 8.98ha of non-allocated greenfield land. The figure recorded this year, like the previous monitoring period, reflects the fact that no large scale solar PVs were permitted, unlike the previous years where renewable energy solar PV schemes accounted for a large portion of permissions on greenfield land (16.5ha in 2016-17; 44.6ha in 2015-16 and 26ha in 2014-15). In this current monitoring period renewable energy use accounted for just 0.01ha (0.1%) of permissions on greenfield land.

Again, like the previous 2017-18 period, residential development accounted for the majority of non-allocated greenfield land permitted during the current monitoring period, at 3.71 ha (38.3 %). The main contributor to residential development was the Rockfield Road departure site in Monmouth, which is permitted for up to 70 dwellings

and open space (2.86ha). This was justified on the basis of the need to address the current shortfall in Monmouthshire's housing supply.

Other contributors to the loss of non-allocated greenfield land included; an affordable housing rural exception site for 4 dwellings in Llantillio Crossenny (0.16 ha), which was justified on the basis that it helped to address an affordable housing need in the area. 3 rural enterprise dwellings accounting to 0.29 ha - one at Tredellion caravan park in lieu of an existing warden mobile; and succession dwellings at Llantrisant and Grosmont, all of which were considered to meet the tests of TAN6. There were 5 infill plots granted for new dwellings within settlements which met housing policy guidance of the LDP, totalling 0.248 ha. The remainder residential permissions were granted for the change of use of agricultural land to small scale residential curtilage extensions of existing garden areas (5 permissions totalling 0.153 ha), all of which met visual amenity considerations of the LDP.

The second highest proportion of non-allocated greenfield land permitted related to Community Facility provision accounting for 21.7% / 2.1ha). The largest proportion of 1.74ha accounted by a Community Hub and recreation space at Three fields, Magor. A further 0.32 ha of greenfield was granted to extend Caldicot's cemetery and a small section of greenfield land (0.044) was approved to extend the recreational use of Llandenny village hall.

'Horsiculture' activities accounted for 12.6% of all permissions on non-allocated greenfield land. A total of 8 permissions (1.22 ha) including riding arenas and stables, were granted permission over the monitoring period. These were considered to be an appropriate use of land in rural areas and to comply with the LDP policy framework.

Tourism uses accounted for 15.7% (1.53 ha) of permissions on non-allocated greenfield land in this monitoring period. 5 permissions, equating to 1.03 ha, were granted for glamping uses i.e. Shepherds huts, and a change of use of land (0.5ha) to a touring caravan/campsite which was situated in the sustainable location of Monmouth and met LDP tourism objectives. This increase in tourism uses within this monitoring period is considered in part attributable to the effective implementation of the Sustainable Tourism SPG (November 2017) which allows for sustainable, non – permanent forms of tourism use, such as glamping.

Employment growth accounted for 11.7% (1.141 ha) of non-allocated greenfield land permitted. 0.5 ha was granted for the expansion of established equestrian enterprise at David Broome's Event Centre at Crick, and 0.5ha was granted for a new bee keeping study centre (for bee keeping, research and education) in Llanfair Kilgeddin, which use in a rural location was in-line with MCC's 2014 Pollinator Policy promoted to safeguard and help reduce the decline in pollinators and local habitats. Other employment uses granted included: a car rental office and washing facility in Monmouth (0.13ha); extension of an existing vehicle tracker business in Goytre (0.005ha); extension to a vehicle repair business in Raglan (0.005ha); an extension to Caer Llan Conference Centre Mitchel Troy (0.001ha).

While the monitoring data indicates that there has been a loss of non-allocated greenfield land over the monitoring period due to the aforementioned permissions (albeit less than recorded in previous AMRs) and subsequently the trigger for this indicator has been met, the loss is justified within the context and requirements of the LDP policy framework as evidenced above. It does not indicate any issue with the implementation of LDP policies and therefore no further investigation is required at present. The Council will continue to monitor such proposals in future AMRs to determine the effectiveness of the policy framework relating to this issue.

2. One application was permitted within an area of open space not allocated for development in the LDP at Three fields Magor, for the new community centre. Despite the site being within designated amenity open space it is important to note that the site had a previous extant permission for a community hall granted in 2008, however only the car park had been constructed. The new proposal, as well as providing a community facility, was also considered to enhance informal recreation space and provide public access to managed green space and green infrastructure linkages. The loss of open space is therefore justified.

The Council will continue to monitor the amount of non-allocated public open space lost to development in future AMRs to determine the effectiveness of the policy framework relating to this issue.

3. One application was permitted within a nationally important nature conservation area during the monitoring period, which was for the development of a footbridge between Llanfoist and Abergavenny over the River Usk SAC in order to provide an active travel linkage between the settlements. The proposal was EIA development and was justified on the basis that Habitats Regulations Assessment, detailed surveys have been undertaken to inform the assessment of impacts of the scheme, which were fully mitigated against.

This indicates that the policy framework relating to nature conservation is functioning effectively in protecting nature conservation sites of international /national importance. The Council will continue to monitor permission and completions within these nature conservation sites to determine the effectiveness of the policy framework relating to this matter.

4. One application was granted over the monitoring period that will cause harm to the overall nature conservation value of locally designated sites. This application will result in a loss of Ancient Semi Natural Woodland within the Big Wood SINC boundary due to the construction of an agricultural barn for storage of equipment required for woodland management. A total area of 0.0125ha will be lost in order to accommodate the new agricultural barn. The proposal was supported by a Woodland Management Plan and a Preliminary Ecological Assessment. Despite reservations with regard to the permanent loss of an area to development which cannot then be restored, it was recognised that the purpose of the development is to enable the applicant to manage the wider woodland area, and that they intend to do this in a way that will enhance the biodiversity value of the site.

This application, coupled with the single applications in the past two monitoring periods, suggests the trigger for this indicator has been met. The loss is nonetheless justified within the context and requirements of the LDP policy framework as evidenced above. This indicates that the policy framework relating to nature conservation is functioning effectively in protecting the nature value of locally designated sites. The Council will continue to monitor permissions and completions within these nature conservation sites to determine the effectiveness of the policy framework relating to this matter.

5. One application was permitted over the monitoring period that will deliver habitat creation and restoration, which was for the retention of a wildlife pond at The Narth. As it was for retention the pond had already been installed at the time of planning assessment, however the assessment concluded that the pond had been designed to as encourage biodiversity and had a positive impact upon habitat creation.

While only one application is included, it is likely other schemes approved over the monitoring period will help restore habitat through improved Green Infrastructure networks. Although there is no trigger for further investigation in relation to this indicator, the Council will continue to monitor the issue in future AMRs to determine the effectiveness of the policy framework in relation to Landscape, Green Infrastructure and the Natural Environment.

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

3. No action is required at present. Continue to monitor.

4. No action is required at present. Continue to monitor.

5. No action is required at present. Continue to monitor.

*Additional 15.56 greenfield land relates to allocated sites SAH2 ,SA10 (iii)), SA11 (iii) and SA11 (x) and is therefore excluded.

**Indicator has been amended in line with the SA indicator for ease of data collection

Waste

Monitoring Aim/Outcome: Meet the County's contribution to local waste facilities

Strategic Policy: S14 Waste

LDP Objectives Supported: 12

Other LDP Policies Supported: W1-W6, SAW1

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
Amount of waste management capacity permitted expressed as a percentage of the total capacity required as identified in the Regional Waste Plan	<p>Aim to provide between 2.2 and 5.6 hectares for new in-building waste management facilities located on appropriate B2 employment sites over the plan period</p> <p><i>(2014-15: 1.49ha permitted; 32.5ha potential waste management sites)</i></p> <p><i>(2015-16: 0.24ha permitted; 26.86ha potential waste management sites)</i></p> <p><i>(2016-17: 0ha permitted; 26.26ha potential waste management sites)</i></p> <p><i>(2017-18: 0ha permitted; 26.26ha potential waste management sites)</i></p>	Amount of B2 employment land falls below 5.6 ha	<p>Waste capacity permitted 0ha</p> <p>Identified potential waste management sites 26.26ha</p>

Analysis

1. There were no permissions for waste management capacity during the monitoring period. Additionally there was no take up of B2 land over the monitoring period, the amount of land available for potential waste management sites (i.e. B2 employment sites and existing waste disposal or management sites) remains the same as the previous AMR at 26.26ha. There remains, therefore, ample land available for potential waste management sites in relation to the maximum requirement of 5.6ha.

Recommendation

1. No action is required at present. Continue to monitor.

Minerals

Monitoring Aim/Outcome: Safeguard areas of aggregates resources

Strategic Policy: S15 Minerals

LDP Objectives Supported: 12

Other LDP Policies Supported: M1-M3

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Extent of primary land-won aggregates resources as a percentage of total capacity identified in the Regional Technical Statement*	A minimum land bank of 10 years to be maintained <i>(2014-15: 0)</i> <i>(2015-16: 0)</i> <i>(2016-17: 0)</i> <i>(2017-18: 0)</i>	10 years land bank is not maintained	0
2. Number of permitted permanent non-mineral developments on safeguarded sites that do not comply with Policy M2**	Minimise the number of permanent non-mineral developments on safeguarded sites <i>(2014-15: 0)</i> <i>(2015-16: 0)</i> <i>(2016-17: 0)</i> <i>(2017-18: 0)</i>	If any such developments are permitted	0
Analysis			
1. No land-based minerals extraction took place in the County during the monitoring period. There has, therefore, been no reduction in the land bank, which relies on the reserves available at Ifton Quarry, Rogiet. This quarry has not been worked for some time but has the benefit of an existing planning permission. Given the importance of			

maintaining a 10 year land bank the Council will continue to monitor this issue closely in future AMRs.

2. There were no permissions for permanent non-mineral developments on safeguarded sites that did not comply with Policy M2 during the monitoring period.

This indicates that Policy M2 is being implemented effectively and no further investigation is required at present. The Council will continue to monitor this issue in future AMRs to determine the effectiveness of the policy framework relating to this issue.

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

*Additional Indicators LDP Manual

**Indicator amended to include reference to Policy M2 for clarification

Transport

Monitoring Aim/Outcome: To increase sustainable forms of transport and ensure that all development meets sustainable transport planning principles

Strategic Policy: S16 Transport

LDP Objectives Supported: 1-6, 9 & 13

Other LDP Policies Supported: MV1-MV10

Contextual Changes

There have been no significant contextual changes relating to this policy area over the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
1. Number of improvements to transport secured through S106 agreements	No target <i>(2014-15: 3)</i> <i>(2015-16: 3)</i> <i>(2016-17: 2)</i> <i>(2017-18: 4)</i>	None	3 S106 agreements delivering transport improvements
2. Progression of Local Transport Plan* (LTP) schemes detailed in Policy MV10 in accordance with the LTP delivery timetable	LTP proposals implemented in accordance with the LTP delivery timetable	LTP proposals detailed in Policy MV10 are not being implemented in accordance with the LTP delivery timetable	Progression detailed in analysis below
Analysis			
<p>1. The following transport and pedestrian improvements have been secured through S106 agreements over the monitoring period:</p> <ul style="list-style-type: none"> • Crick Road, Portskewett SAH2 Payment towards improving bus service to and from Portskewett and Caldicot Town Centre and/or local railway stations (£50,000). 			

- Rockfield Road, Monmouth DM/2017/00539(O/L)
Payment for funding and implementation of the extension of the 30mph speed restriction on Rockfield Road adjacent to the site (£5,000). Payment towards the improvement and enhancement of the Monmouth Town Bus Service and to support cycling and further enhancement to the Monmouth links walking and cycling networks or alternative schemes promoted by the Council (£113,750.50). Payment towards off site highways improvements at the junctions of Wonastow Road/ Rockfield Road and Cinderhill Street/ Portal Road or other highway improvements in the vicinity of the development (£49,030.39). Payment towards improvement to the off-site footway on the western side of Rockfield Road to the junction of Kingswood Road (£36,000).
- Chepstow Road, Raglan SAH10(iii)
Payment to enhance the local bus service including route numbers 60 and 82 (£30,000).

As indicated above, there have been a number of transport and pedestrian improvements secured via S106 agreements during the monitoring period. Two of the S106 agreements relate to allocated LDP sites - one at Crick Road, Portskewett (SAH2) and the other at Chepstow Road, Raglan (SAH10(iii)). The third S106 agreement relates to an unallocated site at Rockfield Road Monmouth. In accordance with the LDP transport policy framework, the improvements seek to encourage sustainable forms of transport and ensure the developments meet sustainable transport planning principles.

While there is no specific target relating to this indicator, the Council is interested in monitoring the amount of transport improvements secured through S106 agreements. As may be expected, given that progress with numerous allocated LDP sites was slower than anticipated, there were a relatively small number of transport improvements secured via S106 agreements in relation to these sites during the first three monitoring periods (total of 5 out of the 8 agreements related to allocated sites). However, in the fourth monitoring period two of the strategic sites received planning permission and during this monitoring period a further two allocated sites have received planning permission. As other sites progress it is anticipated that further sustainable transport improvements will be secured. The Council will continue to monitor this issue in future AMRs.

2. The progress of LTP* schemes detailed in Policy MV10 in accordance with the LTP timetable is as follows:

Welsh Government Road Schemes:

M4 corridor enhancement scheme Magor to Castleton: (length in Monmouthshire to be safeguarded indicated on Proposals Map). The M4 relief road public inquiry concluded and the Inspector provided his recommendation to the Minister during this monitoring period **.

Monmouthshire County Council Road Schemes:

B4245 Magor/Undy By-pass: (length to be safeguarded indicated on Proposals Map). See above, the latest version of the M4 corridor enhancement project will provide a by-pass for Magor/Undy.

B4245/M48 Link Road and B4245/Severn Tunnel Junction Link Road: These projects were seen as prerequisites for a large extension at Severn Tunnel Junction station (north side). The then proposed car park extension turned out to be unaffordable and undeliverable. Following the rebuilding of the road overbridge at STJ station as part of the rail electrification works, plans have been prepared for a smaller car park extension on the south side of STJ which can be delivered without these road schemes. The recently undertaken Chepstow Transport WelTAG stage 1 (aka Strategic Outline Case) study also includes a suggestion for a new A48/M48 junction to the northeast of Caldicot, and it is expected that this will be taken forward as an option to the next stage (2 – Outline Business Case). MCC is currently in discussion with WG, Transport for Wales, Highways England and Gloucestershire CC about financing and managing this WelTAG stage 2 study.

A48 Chepstow Outer By-pass: MCC have undertaken a Chepstow Transport WelTAG stage 1 (aka Strategic Outline Case) study which amongst other things looks at the by-pass proposals. It is expected that this will be taken forward as an option to the next stage.

A472 Usk By-pass: No progress

Public Transport Improvement Schemes:

Abergavenny Rail Station Interchange: a provisional sum of £1.75m, which will be subject to TfW business case approval, allocated to deliver improvements to integrated transport and station facilities. These include:

- A new accessible footbridge (using existing Access for All funds if they are available that were earmarked for Abergavenny or through partnership with TfW Rail Services).
- A new Park-and-Ride car park on Network Rail land between the railway and A465, using the preferred Option 3 from the 2013 Abergavenny Station Study undertaken by the Council.
- A new bus interchange to enable TrawsCymru and other bus services to call at the station.
- A significant expansion in better quality cycle storage, with a minimum of 48 sheltered cycle spaces, monitored by CCTV.
- The station is also proposed as a 'model' for work with Disability Wales to pilot solutions that could be deployed across Wales that are also eligible further (Minor Works) funding for disability-focused inclusive design improvements.

Abergavenny bus station improvement: No further work. (Some work was done before the Eisteddfod, the medium-long term solution is now to move the bus station to the rail station).

Chepstow Rail Station and Bus Station Interchange: Tfw Rail Services and MCC committed to provide joint funding to develop and implement (KA - £300,000)

- The station being made fully accessible for passengers with reduced mobility
- The construction of a new Park-and-Ride car park
- The creation of a new bus interchange at the station forecourt.

Chepstow Park and Ride: No progress.

Severn Tunnel Junction (STJ) Interchange: Tfw Rail Services and MCC committed to working collaboratively to deliver improvements to integrated transport and station facilities. These include:

- A further expansion to Park-and-Ride facilities
- Improved facilities for buses to serve the station
- A significant expansion in better quality cycle storage, with a minimum of 48 sheltered cycle spaces, monitored by CCTV.

Also in 2018/19 MCC delivered a pedestrian access improvement for Severn Tunnel Junction station (missing footpath along parts of Station Rd).

Monmouth Park and Ride: No progress.

Monmouth bus station improvement: Some repairs and minor improvements (timetable display cases) were undertaken in 2018/19.

Walking and Cycling Schemes

Monmouth Links Connect 2: The remaining Monmouth Links Connect 2 programme has been superseded by the Monmouth Active Travel Integrated Network Maps. Work in Monmouth in 2018/19 concentrated on undertaking a WelTAG stage 1 and 2 studies for the proposed Monmouth Wye Active Travel Crossing.

Abergavenny walking and cycling network: In 2018/19 further phases of the Abergavenny town centre public realm scheme were completed, now extending to the top of Frogmore Street.

Llanfoist pedestrian and cycling river crossing: Planning permission was granted in 2018/19, however National Resources Wales (NRW) refused to grant a Flood Risk Activity Permit (FRAP, which is required). MCC has appealed the decision.

Severn Tunnel Junction pedestrian and cycling access: See above

Further progress on the LTP schemes will be reported in future AMRs.

Although not specifically identified in Policy MV10, the LTP identifies a number of additional transport schemes in Monmouthshire which are programmed for delivery over the 2015-2020 period and will also be monitored through the AMR process. One such scheme is the Magor and Undy new walkway rail station. MCC's Transport Section has advised that work has commenced on Network Rail's Governance for Railway Investment Projects (GRIP) process in relation to the proposed station, with GRIP1 (Output definition) and GRIP2 (Feasibility) completed with work ongoing on GRIP3 (Option Selection). Current timescales anticipate that the scheme will be delivered by 2022/23.

The Council will continue to monitor the progress of the aforementioned schemes in future AMRs to determine whether they are being implemented in accordance with the LTP delivery timetable.

Recommendation

1. No action is required at present. Continue to monitor.

2. No action is required at present. Continue to monitor.

*the 2015 Monmouthshire Local Transport Plan (LTP) has replaced the 2010 South East Wales Regional Transport Plan (RTP). The transport schemes identified in the RTP have been carried forward to the LTP – accordingly the indicator wording has been amended to reflect this.

**A public local inquiry into the M4 corridor enhancement scheme started on 28 February 2017 and was formally closed in April 2018, and the Inspector provided his recommendation to the Minister during this monitoring period.

Place Making and Design

Monitoring Aim/Outcome: To protect sites and buildings of acknowledged built and historic interest

Strategic Policy: S17 Place Making and Design

LDP Objectives Supported: 14 & 15

Other LDP Policies Supported: DES1-4, HE1-4

Contextual Changes

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target <i>(Previous AMR Performance)</i>	Trigger for Further Investigation	Performance 1 April 2018 – 31 March 2019
3. Number of listed buildings and historic sites	No applications to result in the loss of listed buildings	There is a loss of more than 1 listed building each year for 3 or more consecutive years*	Refer to analysis (1) below
4. Number of conservation areas with up-to-date character appraisal	100% of identified draft Conservation Area Appraisals by 2016**	Target is not met	19 Complete (100%) Refer to analysis (2) below
5. Sample of planning applications granted for developments with potential for significant design / environmental implications	All development to contribute to the creation of a high quality well designed environment	Monitoring results are negative	Refer to analysis (3) below
6. Sample of planning applications granted for developments with the potential for significant impact on	No adverse impact on the historic environment	Any development adversely affects the historic environment	Refer to analysis (4) below

buildings of historic / archaeological interest, scheduled ancient monuments and conservation areas			
7. Occasions when development permitted would have an adverse impact on a listed building, conservation area, site of archaeological significance, or historic landscape park or their setting	Development proposals do not adversely impact upon buildings and areas of built or historic interest and their setting <i>(2014-15: none)</i> <i>(2015-16: none)</i> <i>(2016-17: none)</i> <i>(2017-18: none)</i>	1 or more planning consents are issued where there are outstanding objections from the Council's Conservation Team, Cadw or GGAT	None recorded

Analysis

3. Number of listed buildings and historic sites:

	LDP Base Date 2011	2015	2016	2017	2018
Listed Buildings	2146	2153	2153	2152	2151
Scheduled Ancient Monuments	169	164	164	164	164
Historic Parks and Gardens	44	45	45	45	45
Archaeologically Sensitive Areas	10	10	10	10	10
Landscapes of Outstanding Historic Interest	3	3	3	3	3

One Listed Building was delisted over the monitoring period taking the total number across Monmouthshire to 2151. However, this was not a result of any development permitted over the monitoring period. There were subsequently no applications that resulted in losses to the number of listed buildings over the monitoring period.

There were no changes in relation to Scheduled Ancient Monuments, Historic Parks and Gardens, Archaeologically Sensitive Areas or Landscapes of Outstanding Historic Interest over the monitoring period.

There were no applications that resulted in losses to the number of listed buildings or historic sites over the monitoring period. Policy S17 is functioning effectively in this respect. The Council will continue to monitor the number of listed buildings and historic sites to determine the effectiveness of the policy framework relating to this issue.

4. Like the previous monitoring period, no further Conservation Area Appraisals have been adopted as Supplementary Planning Guidance during the current monitoring period. A total of 19 Conservation Area Appraisals have however been adopted and the target of 100% of identified draft Conservation Area Appraisals by 2016 was therefore met in the 2015 - 2016 monitoring period.

The remaining 12 Conservation Area Appraisals will be progressed in the future subject to available resources.

3. The Members of Planning Committee design tour for the current monitoring period considered a total of 9 applications that were approved under the LDP. All of the sites visited related to residential schemes. Four of the applications related to major residential development, which included:

- 40 dwellings on land south of Penperlleni;
- New apartments at the Osborne International Site Chepstow;
- Two 100% affordable housing schemes in Caldicot.

The remaining six schemes related to small scale residential development, which included:

- Two sites of innovative housing design within constrained urban spaces (former garage sites);
- A passive house which has recently been constructed in a main village, Llangybi; a modern replacement dwelling within a Conservation Area;
- The restoration of historic Caerwent House, a listed building at risk;
- A new mixed residential and retail development within Abergavenny's Conservation Area.

Members reacted positively to all of the residential developments and had no major concerns. They were pleased with the benefits of the comprehensive Green Infrastructure (GI) that was beginning to take place in the Penperlleni housing site – which is one of the Council's first major housing sites to fully embrace the GI policy. This site was able to demonstrate to members the benefits of the GI policy and its associated detailed SPG, which guides the delivery, implementation and management of GI within residential development schemes.

Members were also impressed with construction methods, materials and design of the "Passivhaus" and were complementary of the modern design and materials of the Osborne International apartments and innovative and energy efficient design of the houses on the former garage sites. It is clear from these sites that modern and energy efficient design is becoming a strong aspiration of new housing and that when designed to harmonise within its surrounding context it has a real place to shape and enhance street scenes.

The 100% affordable housing sites were received well and members commented that the design and materials did not distinguish the houses as 'affordable' and they appeared to be as good quality as higher quality market housing. It was commented that the surrounding landscaping and well-chosen boundary enclosures in the open street scenes, such as transparent railings with green landscaping helped create a

pleasant and well-surveilled environment for those living within the housing and surrounding vicinities.

The 2019 design tour has demonstrated that there are currently some excellent examples of innovative and energy efficient residential development and that the Council's GI SPG vision and its current implementation within sites is beginning to take place and enhance the landscaping and setting of developments.

The Council will continue to monitor the design and materials of new development to determine the effectiveness of the policy framework relating to design.

4. As detailed in the above section, the 2019 Design Tour visited Caerwent House a listed building at risk, which occupies a central and prominent location within Caerwent's Conservation Area, Silver How a replacement modern dwelling within Llanhennock's Conservation Area and a new mixed-use building within Abergavenny's Conservation Area.

Although work is not yet fully underway at Caerwent House, members were pleased with the progress report so far and programming for works to be begin Autumn 2019. It was appreciated that due to the complex nature of the property its planned restoration will take time. In terms of finished new development built within the County's Conservation Areas, members were interested to view Silver How, where the modern design of a dwelling has had a positive impact upon the character of the area and with careful and detailed design the relationship between old and new elements has been successfully implemented . On the other hand, a more traditional approach to design with the new mixed retail and residential building within Abergavenny's Conservation Area was viewed by members as a positive addition. Members' view was that Abergavenny's Conservation Area has benefitted from some appropriate and traditionally designed shopfronts which complement the historic surroundings but also provide a varied and interesting frontage, screening the large block of apartments to the rear.

It is considered that these developments that had potential for significant impact on buildings and areas of historic interest have demonstrated a pragmatic and sensitive approach to conservation area design – and in Silver How's case it does not always need to be of a traditional design to enhance and/or preserve a Conservation Area's appearance. It is considered the current LDP policy 'development in Conservation Areas' policy (HE1) is working effectively, however the Council will continue to closely monitor development within sensitive historic areas.

5. There were no planning consents issued over the monitoring period with an outstanding objection from the Council's Heritage Management Team, Cadw or GGAT. Policy S17 is functioning effectively in this respect. The Council will continue to monitor the number of listed buildings and historic sites to determine the effectiveness of the policy framework relating to this issue.

Recommendation
1. No action required at present. Continue to monitor.
2. No action required at present. Continue to monitor.
3. No action required at present. Continue to monitor.
4. No action required at present. Continue to monitor.
5. No action required at present. Continue to monitor.

*Trigger wording amended to clarify that the trigger relates to a loss of more than 1 listed building each year for 3 or more consecutive years.

**Target wording amended for clarification, relates to the 18 draft Conservation Area Appraisals that were in progress during the lead up to the adoption of the LDP.

Methodology

- 6.1 The Sustainability Appraisal monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) Monitoring Objectives. The data collated includes a mix of qualitative and quantitative data with a commentary in the latter column to describe the progress and provide a recommendation. Not all of the indicators originally listed in the SA monitoring framework are included, information is only provided for those indicators where data is available.
- 6.2 There is an overlap with some LDP indicators, these indicators are marked in bold and coloured green for clarity. This is intended to provide an indication of how the LDP monitoring and SA monitoring are interlinked. A brief commentary is provided although reference should be made to Section 5 LDP Policy Analysis for additional information.
- 6.3 There are a number of SA indicators where information is not published annually, for example those based on the Census. The purpose of the monitoring framework is to review changes on an annual basis, as a consequence these are not necessarily going to be useful moving forward in terms of future monitoring. They have been retained in order to provide a baseline, work has been undertaken to try and find alternative sources of information however none appear to be available.
- 6.4 The traffic light rating system used for the LDP Monitoring Indicators has not been taken forward for use with the SA Monitoring. Many of the SA objectives are aspirational. In addition, the LDP alone would not be the only factor that would need to be considered in achieving their aims. The SA Monitoring does not include targets as such, unlike the LDP monitoring, it would therefore prove difficult to interpret the commentary into a traffic light rating. The symbols associated with certain indicators identify the desired direction for change. The symbols refer to; (+) increase or more; (-) decrease, less or none and; (nc) no change. As this relates to the fifth SA monitoring since the adoption of the LDP it is compared to the previous four AMRs and allows for emerging trends. Accordingly, the direction of change is referred to as relevant in the commentary section. This is utilised to assess the LDP's progression towards meeting the identified sustainable development indicators.

- 6.5 Information contained in the SA monitoring framework in the main relates to a wide range of data produced internally, by various departments of the Council and externally from other organisations. Where data has been sourced externally, a footnote is provided to ensure the data source is easily identifiable.

Sustainability Appraisal Monitoring

Headline	Objective	SA Indicators	Data	Commentary
Accessibility	Allow equitable access for all to jobs, services and facilities they need, in a way that reduces reliance on car use	<ol style="list-style-type: none"> 1. Average travel to work distance (-) 2. Proportion of people travelling to work by public transport, walking or cycling (+) 3. Proportion of the workforce who remain in their own area for work, according to travel to work statistics (+) 4. Proportion of housing development completed within or adjoining the main towns, Severnside Settlements, Rural Secondary Settlements (RSS) and rural general, as identified in Policy S1. 5. Percentage of major* new development within 10 minute walk 	<ol style="list-style-type: none"> 1. 21.9km** 2. 16.7%** 3. 60.4%***** 4. Main Towns: 60.3%, Severnside: 16.9%, RSS: 16.7%, Rural General: 6.1% 5. 100% 	<p>1 – 2. The 2011 Census recorded 16.7% of people travelling to work by public transport, walking or cycling. The average travel to work distance is 21.9km. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. The data will subsequently remain the same in future AMRs.</p> <p>3. The Welsh Government travel to work statistics identify 60.4% of the Monmouthshire workforce remaining in their own area for work. This figure has increased by 2.3% since the previous AMR. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.</p> <p>4. The Main Towns provided the largest proportion of dwelling completions over the monitoring period equating to 60.3% of the overall figure (443). The Rural Secondary Settlements provided 16.7% and the Rural General which incorporates figures from the Main Villages provided 6.1%. In contrast to previous AMR's where the Severnside Settlements accounted for the least amount of completions, this monitoring period they accounted for a total of 16.9% a significant increase on the 5.4% in the previous monitoring period. The Policy Analysis in Section 5 relating to the Spatial Strategy provides full analysis of this indicator.</p>

Headline	Objective	SA Indicators	Data	Commentary
		from a frequent and regular bus service (+)(includes residential, employment, retail and leisure permissions only)'		<p>5. Of the 7 applicable schemes, all related to residential uses. All of the schemes are located within a 10 minute walk of a frequent and regular bus service which is the same as in the previous AMR.</p> <p>Continue to monitor SA objective.</p>
Housing	Provide a range of types and tenures of housing that allows people to meet their housing needs	<p>1. People in housing need (-)</p> <p>2. Affordable home completions (+)</p> <p>3. General market home completions</p> <p>4. Density of housing permitted on allocated sites (SAH1 – SAH10)</p> <p>5. The number of dwellings permitted and completed on strategic sites as identified in policy S3.</p> <p>6. Number of affordable dwellings built through rural exception schemes</p> <p>7. Number of dwellings provided in accordance with the settlement</p>	<p>1. 474 per year over 5 Year Period (2017 base date)</p> <p>2. 131</p> <p>3. 312</p> <p>4. 2 granted permission, densities of 27 and 21</p> <p>5. 291 dwellings permitted, 210 completed</p> <p>6. 4 completed</p> <p>7. See table in commentary section</p> <p>8. 4.0 Years</p>	<p>1. The Local Housing Market Assessment (LHMA) 2017 -2022 (July 2018) uses a different methodology to that used to provide evidence for the LDP. The results, therefore, are not directly comparable. The 474 figure should not be taken as a target for the delivery of affordable housing as new build homes are not the only supply of affordable homes in Monmouthshire. The Council is working with private landlords to increase the supply of private rented homes and to bring empty homes back into use. The figures and the breakdown of tenures are the same as the 2017-2018 AMR. The social rent need is 104.83 per year, Low Cost Home Ownership is 273.20 per year and Intermediate Rent is 96.73 per year. The low cost homeownership need will be addressed in a variety of ways in addition to new build housing negotiated by the Council. The government's Help to Buy and Rent to Own schemes as well as LCHO resales will have a substantial role to play. As stated above this figure should not be taken as an annual target, it does however provide an indication of current projected need for affordable housing within the County and sets a benchmark the Council can work towards.</p> <p>2 – 5. There were 131 affordable home completions and 312 market dwelling completions over the monitoring period. All of the allocated</p>

Headline	Objective	SA Indicators	Data	Commentary												
		<p>hierarchy set out in Policy S2</p> <p>8. Housing land supply</p>		<p>sites granted permission met the required density as set out in the LDP: Crick Road, Portskewett (SAH1) 27 dph; Chepstow Road, Raglan (SAH10) 21 dph; Main Village sites at Land to the south east of Dingestow Station and Land to the north of Llanvair Kilgeddin. There has been permission for one strategic site during the monitoring period, 291 dwellings at Crick Road Portskewett. There has been a substantial increase in the number of completions on strategic sites over the monitoring period (210 completions 2018 - 2019) compared to the previous AMR (89 completions 2017 – 2018). The majority of strategic site completions (145) relate to the SAH4 Wonastow Road site, the remainder relate to SAH7 Sudbrook Paper Mill site (33) and SAH1 Deri Farm site (32).</p> <p>6. There were 4 completions relating to rural exception schemes over the monitoring period. A single dwelling build your own affordable home site near Raglan and a 3 unit site at Forge Road Tintern.</p> <p>7. The table below provides a breakdown of the 443 dwelling completions, in comparison with the settlement hierarchy set out in Policy S2. The Policy Analysis in Section 5 relating to the Spatial Strategy provides a full analysis of this indicator.</p> <table border="1" data-bbox="1171 1166 1865 1334"> <thead> <tr> <th></th> <th>2017 – 2018</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Main Towns</td> <td>60.3%</td> <td>41%</td> </tr> <tr> <td>Sevenside</td> <td>16.9%</td> <td>33%</td> </tr> <tr> <td>Rural Secondary</td> <td>16.7%</td> <td>10%</td> </tr> </tbody> </table>		2017 – 2018	Target	Main Towns	60.3%	41%	Sevenside	16.9%	33%	Rural Secondary	16.7%	10%
	2017 – 2018	Target														
Main Towns	60.3%	41%														
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Headline	Objective	SA Indicators	Data	Commentary		
				Rural General	6.1%	16%
Health, safety & security	To improve health and wellbeing by encouraging more healthy lifestyles, and protecting people from risk that may impact on their health and/or safety	1. Amount of open space created as a result of planning permissions	1. 1.5 ha.	<p>8. The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2018-2019 period demonstrates that based on the residual method the County had 4.0 year housing land supply. The Policy Analysis in Section 5 relating to Strategic Policy S2 provides a full analysis of this indicator.</p> <p>Continue to monitor SA objective.</p>		
Community	To support and promote the distinctive character of local communities and community cohesion	<p>1. Number of community and recreation facilities granted planning permission (+)</p> <p>2. Amount of community and</p>	<p>1. 8</p> <p>2. 2</p> <p>3. 1.74ha</p>	<p>1. Over the monitoring period a total of 8 facilities were granted planning permission as either community or recreation facilities. Of which 2 were for recreation uses and 6 for community facilities. Whilst there was a decrease in the number of community / recreation facilities approved over the monitoring period (8 facilities) when compared to the previous AMR (10 facilities) this is still higher than the previous two AMRs. This is in accordance with the desired direction of change. For</p>		

Headline	Objective	SA Indicators	Data	Commentary
Page 164		<p>recreation facilities lost to other uses.</p> <p>3. Amount of public open space / playing fields lost to development which is not allocated in the development plan</p>		<p>further detail refer to the Policy Analysis in Section 5 relating to Community and Recreation Facilities.</p> <p>2. There has been a loss of 2 community facilities over the period monitored. Both applications of which related to residential redevelopment. While the data collected indicates that two community facilities have been lost to alternative uses over the monitoring period, their loss is justified within the context and requirements of the LDP policy framework. For further detail refer to the Policy Analysis in Section 5 relating to Community and Recreation Facilities.</p> <p>4. During the monitoring period 1 permission was granted on areas of open space not allocated for development in the LDP totalling 1.74 hectares. This related to the creation of a community hub facility at the Three Fields site in Magor. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment.</p> <p>Continue to monitor SA objective.</p>
Biodiversity	Protect, value, manage and enhance healthy functioning ecosystems, habitats and natural species diversity, valuing	<p>1. Developments permitted that cause harm to the overall Nature Conservation value of locally designated sites (-)</p> <p>2. Number of new developments</p>	<p>1. 1 application</p> <p>2. 1</p> <p>3. 0.0125ha ancient woodland potentially lost to development</p>	<p>1. There was one application granted over the monitoring period that will cause harm to the overall Nature Conservation value of locally designated sites. The application will result in a loss of Ancient Semi Natural Woodland within the Big Wood SINC boundary due to the construction of an agricultural barn for storage of equipment required for woodland management. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment.</p>

Headline	Objective	SA Indicators	Data	Commentary
	nature conservation interests wherever they are found	<p>delivering habitat creation and restoration</p> <p>3. Hectares of ancient woodland lost to development (-)</p> <p>4. Development permitted within internationally / nationally important nature conservation areas.</p>	4. 1	<p>2. One development was permitted specifically to deliver habitat creation and restoration during the monitoring period. The application related to the retention of a wildlife pond, for further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment</p> <p>3. There was one development approved over the monitoring period which would potentially result in the loss of 0.0125ha of ancient woodland. The previous AMR reported a 0.098ha loss which is higher than the current monitoring period, the desired direction of change has therefore been met. This indicator will continue to be monitored closely in the next AMR.</p> <p>4. There was one development permitted within internationally / nationally important nature conservation areas during the monitoring period, which was for the development of a footbridge between Llanfoist and Abergavenny over the River Usk SAC in order to provide an active travel linkage between the settlements. For further detail refer to the Policy Analysis in Section 5 relating to Landscape, Green Infrastructure and Natural Environment.</p> <p>Continue to monitor SA objective.</p>
Landscape	To maintain and enhance the quality and	1. Number of trees protected by TPOs lost to development (-)	1. 3 trees protected by TPOs lost.	1. 3 trees that were part of a Tree Preservation Order woodland were lost to development over the monitoring period. The loss of these trees was necessary as they were diseased and structurally unsound. This

Headline	Objective	SA Indicators	Data	Commentary
	character of the landscape, including its contribution to the setting and character of settlements			<p>was a marginal increase in the number of TPO trees lost over the monitoring period when compared to the previous AMR (1 tree).</p> <p>Continue to monitor SA objective.</p>
<p>Built Environment</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 166</p>	To maintain and enhance the built environment for both its visual character and distinctiveness and to create a better living environment.	<p>1. Planning permission granted for renewable and low carbon energy development.</p> <p>2. Number of new developments completed that incorporate on-site renewable energy generation. (i.e. permissions following LDP adoption that have been completed over the 2017-2018 monitoring period)</p> <p>3. Sample of planning applications granted for developments with the potential for significant design /</p>	<p>1. 3</p> <p>2. 1</p> <p>3. N/A</p>	<p>1. Three applications were approved over the monitoring period for on-site renewable energy generation. These all related to small scale development. This compares to a total of one scheme in the previous AMR. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p> <p>2. One renewable energy scheme was completed over the monitoring period. This related to a small scale domestic solar scheme in The North. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p> <p>3. Members attending the 2019 Planning Committee design tour considered a total of 10 applications that were approved under the LDP. Members reacted positively in the main to the developments and no major concerns were made. Refer to the Policy Analysis in Section 5 on Place Making and Design for further details.</p> <p>Continue to monitor SA objective.</p>

Headline	Objective	SA Indicators	Data	Commentary
		environmental implications.		
Historic heritage	Understand, value, protect and restore, where necessary, the historic cultural heritage of the area, including features of the built and semi-natural environment	<ol style="list-style-type: none"> 1. Number of listed building and historic sites (-) 2. Sample of planning applications granted for developments with the potential for significant impact on buildings of historic / archaeological interest, scheduled ancient monuments and conservation areas adversely affected by development. 3. Number of conservation areas with an up-to-date character appraisal 	<ol style="list-style-type: none"> 1. Listed Buildings: 2151, Scheduled Ancient Monuments: 164, Historic Parks & Gardens: 45, Archaeological Sensitive Areas: 10 and Landscapes of Historic Importance: 3 2. N/A 3. 19 up to date Conservation Area character appraisals. 	<ol style="list-style-type: none"> 1. One listed building was delisted by Cadw over the monitoring period. There were no other changes in relation to Scheduled Ancient Monuments, Historic Parks and Gardens, Archaeologically Sensitive Areas or Landscapes of Outstanding Historic Interest over the monitoring period. 2. The 2019 Planning Committee design tour considered one Listed Building application approved under the LDP, Caerwent House, a listed building at risk. Refer to the Policy Analysis in Section 5 on Place Making and Design for further details. 3. A total of 19 Conservation Area Appraisals have been produced and adopted as SPG. Refer to the Place Making and Design Policy Analysis in Section 5 for further details. <p>Continue to monitor SA objective.</p>
Air	To reduce all forms of air pollution in the interests of local	1. Number of locations where air quality exceeds objective levels per annum (-)	<ol style="list-style-type: none"> 1. 1 location in Chepstow 2. 81.4%** 3. 16.7%** 	1. The annual objective level of nitrogen dioxide was only exceeded in one location in 2018. This related to Hardwick Hill in Chepstow, the same location as the previous three years. For the third year running there was no exceedance in Usk. There were also no exceedances in

Headline	Objective	SA Indicators	Data	Commentary
	air quality and the integrity of the atmosphere to protect from climate change	<p>2. Percentage of people employed using their car/van as their main way of commuting to and from work either by driving or as a passenger (-)</p> <p>3. Proportion of people employed travelling to work by public transport, walking or cycling (+)</p>		<p>Llanfoist or Monmouth, although Llanfoist continues to be of concern and is approaching the nitrogen dioxide annual mean objective level. Monitoring tubes are positioned in Chepstow, Llanfoist, Monmouth and Usk as these are the areas identified as having air quality issues. The location where air quality exceeds objective levels remains unchanged over the monitoring period, the environmental health team continue to monitor this closely and are investigating a number of ways to reduce this level. While there has been no improvement it is encouraging that there are no additional locations that exceed objective levels of air quality. The indicator will continue to be monitored in future AMRs.</p> <p>2 – 3. The 2011 Census recorded 16.7% of people travelling to work by public transport, walking or cycling. The mode of commuting statistics are also taken from the 2011 Census identifying 81.4% of people employed as using their car/van as their main way of commuting to and from work. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. This data will subsequently remain the same in future AMRs.</p> <p>Continue to monitor SA objective.</p>
Water quality	To maintain and improve the quality of ground,	1. % of rivers reaching 'good' water quality status (+)	<p>1. 32%***</p> <p>2. 3 of 13</p>	1. The Water Framework Directive (WFD) combines ecological and chemical status in its reporting, the surface water body will need to reach good status in both elements in order to reach an overall 'good

Headline	Objective	SA Indicators	Data	Commentary
	surface and coastal waters	2. Proportion of allocated sites and all other developments of over 10 dwellings/1ha that incorporate SUDS (+)		<p>status'. In the latest (interim) 2018 Water Framework Directive Classification, 32% of rivers in Monmouthshire achieve Good status.</p> <p>2. Of the thirteen applicable applications permitted, seven related to residential schemes, two to agricultural/forestry uses, three to employment uses and the remaining scheme to the provision of a footbridge and footpath. Three of the residential schemes incorporated SUDS ranging from the use of existing watercourses and ditches, additional drainage features such as permeable paving to attenuation ponds for surface water drainage. The remaining schemes did not include any proposals to incorporate SUDS although it is noted that three of the remaining residential schemes are for redevelopment of sites. While SUDS were not fully incorporated into all major developments over the monitoring period, the lack of SUDS appears to be justified in many of the cases and the reasoning behind the lack of SUDS is recognised within some of the application details and officers' reports. The number of major developments permitted has increased since the previous monitoring period where there were 8 such schemes permitted. The proportion of schemes that incorporate SUDS has nevertheless decreased to 23% since the previous monitoring period (2017-2018 67%), although this is likely to change going forward given the new regulations which came into effect earlier this year. This indicator will be monitored closely in the next AMR.</p> <p>Continue to monitor SA objective.</p>
Water supply	To maintain the quantity of water	1. Proportion of groundwater bodies	1. 100%***	1. Monmouthshire sits within three groundwater bodies, the Usk Devonian Old Red Sandstone (ORS), Wye Secondary Devonian ORS and

Headline	Objective	SA Indicators	Data	Commentary
	available including potable water supplies, and ground water and river levels	reaching 'good' quantity status (+)		<p>Usk and Wye southern Carboniferous Limestone. All three groundwater bodies had good status for quantity over the 2015 monitoring period. NRW no longer produce an annual classification and the figures subsequently remain the same as the previous three monitoring periods.</p> <p>Continue to monitor SA objective.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 170</p> <p>Flood risk</p>	Ensure that new development is designed and located to avoid the risk of flooding, and ensure the risk of flooding is not increased elsewhere	<p>1. Number of permissions for development in Flood Zones C1 and C2 not meeting all TAN 15 tests (-)</p> <p>2. Proportion of allocated sites and all other developments of over 10 dwellings/1ha that incorporate SUDS (+)</p> <p>3. Instances where rivers experienced summer low flow (-)</p>	<p>1. 1</p> <p>2. 3 of 13</p> <p>3. 3***</p>	<p>1. One application was granted planning permission contrary to TAN15 requirements in Zone C2 floodplain over the monitoring period. The proposal was nevertheless justified and NRW did not object to the proposal as the FCA demonstrated that the development would not be impacted by flooding. For further details in relation to this matter refer to the Efficient Resource Use and Flood Risk Policy Analysis in Section 5 of the AMR.</p> <p>2. Of the thirteen applicable applications permitted, seven related to residential schemes, two to agricultural/forestry uses, three to employment uses and the remaining scheme to the provision of a footbridge and footpath. Three of the residential schemes incorporated SUDS ranging from the use of existing watercourses and ditches, additional drainage features such as permeable paving to attenuation ponds for surface water drainage. The remaining schemes did not include any proposals to incorporate SUDS although it is noted that three of the remaining residential schemes are for redevelopment of sites. While SUDS were not fully incorporated into all major developments over the monitoring period, the lack of SUDS appears to be justified in many of the cases and the reasoning behind the lack of</p>

Headline	Objective	SA Indicators	Data	Commentary
Page 171				<p>SUDS is recognised within some of the application details and officers' reports. The number of major developments permitted has increased since the previous monitoring period where there were 8 such schemes permitted. The proportion of schemes that incorporate SUDS has nevertheless decreased to 23% since the previous monitoring period (2017-2018 67%), although this is likely to change going forward given the new regulations which came into effect earlier this year. This indicator will be monitored closely in the next AMR.</p> <p>3. There are three key river monitoring stations in Monmouthshire positioned on the River Usk, River Wye and River Monnow. The flow data is based upon the days in which these have fallen below the Q95 flow during the period from 1st April 2018 to 31st March 2019. Q95 is the 95th percentile, meaning flow is greater than this for 95% of the time and lower than this for 5% of the time. On average flows are below Q95 for around 18 days per year. It is often used as a typical indicator of summer low flows. In the latest monitoring period all three monitoring stations recorded flows below Q95 for longer than 18 days, ranging from 31 days for the River Monnow, 38 days for the River Usk to 48 days for the River Wye. This contrasts to previous AMRs where none of the monitoring stations recorded flows below Q95 for longer than 18 days. This will be monitored closely in the next AMR to establish whether these low flows were as a result of the unusually warm 2018 summer.</p> <p>Continue to monitor SA objective.</p>

Headline	Objective	SA Indicators	Data	Commentary
Minerals and waste	To ensure that primary materials and minerals are managed in a sustainable way, by safeguarding mineral areas, encouraging re-use and recycling and avoiding final disposal of resources	<p>1. Number of permitted permanent non-mineral developments on safeguarded sites that do not comply with Policy M2 (-)</p> <p>2. Proportion of Monmouthshire's household waste collections being recycled and composted (+)</p> <p>3. Amount of waste management capacity permitted expressed as a percentage of the total capacity required as identified in the Regional Waste Plan</p> <p>4. Extent of primary land-won aggregates resources as a percentage of total capacity identified in the Regional Technical Statement.</p>	<p>1. 0</p> <p>2. 62.41%****</p> <p>3. 0ha permitted</p> <p>4. 0</p>	<p>1. No applications were granted for permanent non-mineral developments on safeguarded sites that did not comply with Policy M2 during the monitoring period. This is in line with the previous monitoring period.</p> <p>2. The latest data published is for the 2017 – 2018 period which suggests 62.41% of Monmouthshire's total household waste was recycled or composted (based on municipal waste collected/generated as per the indicator). This has decreased marginally since the previous AMR which indicated 62.99% was recycled or composted. This indicator will continue to be monitored in future AMRs.</p> <p>3. There were no permissions for waste management capacity during the monitoring period. For further information refer to the Policy Analysis in Section 5 relating to Waste.</p> <p>4. No primary land-won aggregates were extracted over the monitoring period. There has therefore, been no reduction in the land bank in Monmouthshire. For further information refer to the Policy Analysis in Section 5 relating to Minerals.</p> <p>Continue to monitor SA objective.</p>

Headline	Objective	SA Indicators	Data	Commentary
Land/soil	To use land efficiently by prioritising development on previously developed land where possible, and using existing land efficiently by tackling contamination and protecting higher grade agricultural soil	<p>1. Proportion of development permitted on greenfield land as a percentage of all development excluding householder, conversions and agricultural buildings (nc or -)</p> <p>2. Amount of Greenfield land lost to development which is not allocated in the development plan</p> <p>3. Annual average densities of new housing development (+)</p> <p>4. Hectares of agricultural land at Grade 3a and better lost to major* development (excluding LDP allocations and agricultural development)'</p>	<p>1. 87.1%</p> <p>2. 9.71ha</p> <p>3. 27.95dpha</p> <p>4. 2.86ha (potentially lost)</p>	<p>1. A total of 29.02 hectares of development was permitted over the monitoring period, 25.27ha of which was located on greenfield sites. This equated to 87.1% of all development (excluding householder, conversions and agricultural buildings) as being permitted on greenfield land. Permissions on allocated sites at Crick Road, Portskewett (SAH2), Chepstow Road, Raglan (SAH10(iii)) and Land south east of Dingestow (SAH11(iii)) accounted for a significant proportion of development on greenfield land totalling 15.37ha (60.8%) of all greenfield development. The amount of greenfield land permitted for development is marginally lower than in the previous monitoring period (32.12ha).</p> <p>2. Over the monitoring period 40 permissions were granted on greenfield land not allocated for development in the LDP, totalling 9.71 hectares (33.5% of all development). Whilst marginally higher than the last AMR (8.98ha) it compares favourably to the first three AMRs when the amount of non-allocated greenfield land permitted was significantly higher (16.5 hectares 2016 – 2017, 44.6 hectares in 2015 – 2016 and 26 hectares in 2014 - 2015). For further detail refer to the Landscape, Green Infrastructure and Natural Environment Policy Analysis in Section 5.</p> <p>3. The annual average density of all new housing development equated to 27.95 dwellings per hectare. This figure is lower than the last AMR (29.1) but higher than the previous three AMRs which equated to a total of 23.5 (2016 – 2017) 22 (2015-2016) and 21 (2014-2015) dwellings per hectare, indicating a gain from the first three monitoring</p>

Headline	Objective	SA Indicators	Data	Commentary
Page 174				<p>periods and therefore positive progress. Furthermore, while the figure is slightly lower than the LDP target of 30 dwellings per hectare, only 6 applications for sites of over 10 were granted permission over the monitoring period.</p> <p>4. Approximately 2.86ha of agricultural land at Grade 3a and above has potentially been lost to major development over the monitoring period. This relates to the Rockfield Road site in Monmouth which has outline planning permission for 70 dwellings. The planning application was approved by Planning Committee prior to the formal publication of predictive Agricultural Land Classification Maps by the Welsh Government in November 2017. An agricultural land assessment was not undertaken for the site as the value was not known at that time.</p> <p>Continue to monitor SA objective.</p>
Energy	To secure energy efficiency improvements in all new buildings and encourage energy generation from renewable sources.	1. Number of new developments completed that incorporate on-site renewable energy generation. (i.e. permissions following LDP adoption that have been completed over the 2017-2018 monitoring period)	1. 1	<p>1. One renewable energy scheme was completed over the monitoring period. This related to a small scale domestic solar scheme in The Narth. For further detail refer to the Policy Analysis in Section 5 on Efficient Resource Use and Flood Risk.</p> <p>Continue to monitor SA objective.</p>

Headline	Objective	SA Indicators	Data	Commentary
Employment	Provide a range of jobs within Monmouthshire that help meet the needs of the resident workforce	<p>1. Net employment land supply/ development and take-up of employment land (+)</p> <p>2. Amount of employment land lost to non-employment uses</p> <p>3. Proportion of resident workforce working in Monmouthshire (+)</p> <p>4. Average travel to work distance (-)</p> <p>5. Percentage of vacant units within CSA of each town and local centre</p>	<p>1. Supply 40.16ha, Take-up 0.873ha</p> <p>2. 0.105ha</p> <p>3. 60.4%*****</p> <p>4. 21.9km**</p> <p>5. Abergavenny: 4.7%, Caldicot:10.6%, Chepstow: 11.8%, Monmouth: 10.1%, Magor: 4.5%, Raglan: 9%, Usk: 15.8%</p>	<p>1. The Employment Land Background Paper identified 40.16ha of employment land available across the County (the supply relates to SAE1 Identified Industrial and Business Sites only) meaning that sufficient employment land remains available. The take-up rate of employment land stood at 0.873ha over the monitoring period. The take-up⁷ is lower than the last AMR (5.002ha). For further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <p>2. Three applications involving the loss of B use class employment land were approved during the monitoring period (0.105 hectares). Two of the applications related to the recently constructed units at allocated employment site SAE1i Beaufort Park Chepstow, whilst the other application related to a loss of a canteen space (0.038ha) at Castlegate Business Park, Caldicot. The loss of the employment land is justified within the context and requirements of the LDP policy framework. For further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <p>3. The Welsh Government travel to work statistics identify 60.4% of the Monmouthshire workforce remaining in their own area for work. This figure has increased by 2.3% since the previous AMR. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.</p>

⁷ Employment land take-up relates to SAE1 Identified Industrial and Business Sites, SAE2 Protected Employment Sites and Mixed Use Sites.

Headline	Objective	SA Indicators	Data	Commentary																			
Page 75 Wealth creation				<p>4. The average travel to work distance is 21.9km. Data will not be published until the next Census in 2021, as a consequence a meaningful comparison will not be able to be obtained until that time. This data will subsequently remain the same in future AMRs.</p> <p>5. Vacancy rates recorded in the Central Shopping Areas (CSA) for all of the County's town and local centres, with the exception of Chepstow (11.8%) and Usk (15.8%), are below the GB High Street vacancy rate (11.5%, December 2018, Local Data Company). For full details refer to the Retail Policy Analysis in Section 5.</p> <p>Continue to monitor SA objective.</p>																			
	Raise prosperity and quality of life by developing a more self-sustaining local economy encouraging indigenous growth	<p>1. Range of SAE1/SAE2/Identified Mixed Use Sites available, distribution and size</p> <p>2. Planning permissions granted for employment use by settlement</p> <p>3. Planning permissions granted for employment use by sector</p>	<p>1. See table in commentary section</p> <p>2. Main Towns: 4.37ha, Severnside: 0.04ha, RSS: 0.005ha, Rural General: 0.454ha</p> <p>3. See table in commentary section</p> <p>4. 60.4%*****</p> <p>5. 24,600*****</p> <p>6. 17,400*****</p>	<p>1. The table below identifies the range of employment sites across the County by location along with the size of the sites available. While a large proportion of land is located in Magor there is distribution across the Main Towns and some of the Rural Secondary Settlements.</p> <table border="1"> <thead> <tr> <th>Site Reference</th> <th>Site Name/Location</th> <th>Site Use Class</th> <th>Remaining land available (ha)</th> </tr> </thead> <tbody> <tr> <td>SAE1a</td> <td>Wales One, Magor (west)</td> <td>B1</td> <td>4.0</td> </tr> <tr> <td>SAE1b</td> <td>Quay Point, Magor</td> <td>B1/B2/B8</td> <td>13.76</td> </tr> <tr> <td>SAE1c</td> <td>Gwent Europark, Magor</td> <td>B8</td> <td>13.3</td> </tr> <tr> <td>SAE1d</td> <td>Westgate, Llanfoist</td> <td>B1/B2</td> <td>1.3</td> </tr> </tbody> </table>	Site Reference	Site Name/Location	Site Use Class	Remaining land available (ha)	SAE1a	Wales One, Magor (west)	B1	4.0	SAE1b	Quay Point, Magor	B1/B2/B8	13.76	SAE1c	Gwent Europark, Magor	B8	13.3	SAE1d	Westgate, Llanfoist	B1/B2
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SAE1d	Westgate, Llanfoist	B1/B2	1.3																				

Headline	Objective	SA Indicators	Data	Commentary			
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 177</p>		<p>4. Proportion of resident workforce working in Monmouthshire (+)</p> <p>5. Number of people in-commuting to Monmouthshire</p> <p>6. Number of people out-commuting from Monmouthshire</p> <p>7. Tourism expenditure (+)</p> <p>8. Number of rural diversification/ enterprise schemes approved</p> <p>9. Number of tourism schemes approved</p> <p>10. Number of tourism facilities lost through development, change of use or demolition</p>	<p>7. £218.93 Million *****</p> <p>8. 7</p> <p>9. 22</p> <p>10. 3</p>	SAE1e	Ross Road, Abergavenny	B1/B2	1.5
	SAE1f	Newhouse Farm, Chepstow	B2/B8	4.0			
	SAE1g	South Woodside, Usk	B1	1.3			
	SAE1h	Pill Row, Caldicot	B1/B8	1.0			
	SAE2l	Wonastow Road, Monmouth	B1/B2/B8	0.55			
	SAE2w	Wales One, Magor	B1/B2/B8	0.57			
	SAH2	Crick Road, Portskewett	B1	1.0			
	SAH3	Fairfield Mabey, Chepstow	B1	2.8			
	SAH4	Wonastow Road, Monmouth	B1	2.78			
	SAH5	Rockfield Farm, Undy	B1	2.0			
<p>2. The Main Towns accounted for the majority of permissions relating to employment over the monitoring period equating to 4.37ha. The Rural General area followed with 0.454ha. The Severnside area (0.04ha) and the Rural Secondary Settlements (0.005ha) accounted for a lesser number of permissions. For further information refer to the Economy and Enterprise Policy Analysis in Section 5.</p>							
<p>3. The table below only identifies those sectors where planning permission for employment uses occurred over the monitoring period.</p>							

Headline	Objective	SA Indicators	Data	Commentary								
Page 178				<p>The largest proportion of employment floorspace for B use classes permitted related to transport & storage and information and communication. For the full list of sectors and additional information refer to the Economy and Enterprise Policy Analysis in Section 5.</p> <table border="1" data-bbox="1173 499 2000 780"> <thead> <tr> <th data-bbox="1173 499 1774 539">Sector</th> <th data-bbox="1774 499 2000 539">Size(ha)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1173 539 1774 620">Wholesale & retail trade; repair of motor vehicles and motor cycles</td> <td data-bbox="1774 539 2000 620">0.59ha</td> </tr> <tr> <td data-bbox="1173 620 1774 700">Transport & storage; information and communication</td> <td data-bbox="1774 620 2000 700">3.69ha</td> </tr> <tr> <td data-bbox="1173 700 1774 780">Arts, entertainment and recreation; other service activities</td> <td data-bbox="1774 700 2000 780">0.58ha</td> </tr> </tbody> </table> <p>4. The Welsh Government travel to work statistics identify 60.4% of the Monmouthshire workforce remaining in their own area for work. This figure has increased by 2.3% since the previous AMR. However, these figures should not be given too much weight as the data is based on a small sample survey and should therefore be treated with caution.</p> <p>5 – 6. The 2017 Welsh Government Commuting Statistics identified a total of 24,600 commuting into Monmouthshire and 17,400 out of Monmouthshire. The level of in-commuting has increased significantly since the previous monitoring period (2017 – 2018 17,100) however the level of out- commuting has reduced slightly (2017 – 2018 18,500), resulting in a net inflow of commuters. However, these figures should not be given too much weight as the data is based on a small sample</p>	Sector	Size(ha)	Wholesale & retail trade; repair of motor vehicles and motor cycles	0.59ha	Transport & storage; information and communication	3.69ha	Arts, entertainment and recreation; other service activities	0.58ha
	Sector	Size(ha)										
Wholesale & retail trade; repair of motor vehicles and motor cycles	0.59ha											
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Arts, entertainment and recreation; other service activities	0.58ha											

Headline	Objective	SA Indicators	Data	Commentary
Page 179				<p>survey and should therefore be treated with caution. The Economy and Enterprise Policy Analysis in Section 5 provides a further breakdown of this information.</p> <p>7. The Monmouthshire STEAM report (2018) identified the total annual tourism expenditure as £218.93 Million over the 2018 period. This compared to £204.43 Million over the 2017 period, equating to a 7.1% increase.</p> <p>8. A total of 7 applications relating to rural diversification/enterprise were approved during the monitoring period. 6 of the applications were approved as rural enterprise and 1 as rural diversification. Full details of which can be found in the Rural Enterprise Policy Analysis in Section 5.</p> <p>9 – 10. A total of 22 tourism schemes were approved over the monitoring period ranging from individual holiday lets (all conversions) to glamping accommodation (all shepherds huts). Three planning applications were approved which involved the loss of tourism facilities over the monitoring period. All relate to a change of use back to residential. All three applications were justified within the overall LDP policy framework. The Visitor Economy Policy Analysis in Section 5 provides full detail of the type of tourism facilities gained over the monitoring period.</p> <p>Continue to monitor SA objective.</p>

*Major development - development involving one or more of the following: developments of 10 or more dwellings or 0.5ha or more for outline and full applications; development of building or buildings where the floor space to be created is 1000m² or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

**Figure derived from Census 2011

*** Contains Natural Resources Wales information © Natural Resources Wales and database right. All rights reserved

**** Welsh Government Stats Wales

*****Welsh Government Commuting Statistics (2018)

*****Monmouthshire STEAM Report (2018)

7 Conclusions and Recommendations

- 7.1 This is the fifth AMR to be prepared since the adoption of the Monmouthshire LDP. As the LDP has been operational for 5 years, trends have emerged through the monitoring process as to which policies are performing as intended and which are not. The AMR indicates that good progress is being made in delivering many of the Plan's policies with identified targets being met and that the LDP strategy remains sound. However, the AMR also indicates that there continues to be certain elements of the Plan which are not progressing as intended.
- 7.2 Section 5 provides a detailed assessment of how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of the Plan's policies during the current monitoring period based on the traffic light rating used in the assessment. It is notable that there were fewer 'red' ratings recorded during the current monitoring period, compared to the 2017-18 AMR (11 red ratings). This is due to improved performance in relation to dwellings completions including affordable homes, (Policies S1/S2/S4), affordable housing permissions (Policy S4) and progress on allocated strategic sites (Policy S3).

Targets / monitoring outcomes* are being achieved	55
Targets / monitoring outcomes* are not currently being achieved but there are no concerns over the implementation of the policy	26
Targets / monitoring outcomes* are not being achieved with subsequent concerns over the implementation of policy	3
No conclusion can be drawn due to limited data availability	2

*For those indicators with no target/trigger the monitoring outcomes are assessed and rated accordingly

Key Findings

- 7.3 Information collected through the monitoring process indicates that the majority of the indicator targets and monitoring outcomes are being achieved (green traffic light rating), indicating that the relevant Plan policies are performing as intended. The most significant achievements include the following:

Strategy and Housing

- Progress continues to be made towards the implementation of the spatial strategy.
- The Council approved proposals for a total of 598 dwelling units of which 157 (26.3%) are for affordable homes.
- 443 dwelling completions were recorded including 131 affordable dwellings. This is the highest number of both market and affordable dwelling completions recorded since the adoption of the LDP and represents the progress being made on bringing the strategic sites forwards.
- Four LDP allocated housing sites gained planning permission:
 - Land at Crick Road, Portskewett (SAH2) 291 dwellings including 73 affordable homes (25%);
 - Chepstow Road, Raglan (SAH10(iii)) 45 dwellings including 16 affordable homes (35%);
 - Main Village site at Dingestow (SAH11(iii)) 15 dwellings comprising 9 affordable (60%) and 6 general market homes.
 - Main Village site at Llanfair Kilgeddin (SAH11(x)) 5 dwellings comprising 3 affordable (60%) and 2 general market homes.Progress has also been made in relation to the remaining strategic housing site that has not yet gained planning permission.
- The target densities of housing permitted on the Housing Sites (SAH1 and SAH10) was met for the two allocated sites at Crick Road, Portskewett and Chepstow Road, Raglan.
- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the Main Towns, Rural Secondary Settlements, Severnside settlements and Main Villages.

Economy and Enterprise

- The County has a total of 40.16 hectares of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate.
- There has been progress in terms of employment permissions within the County, with permissions granted for a range of B use class employment uses on protected employment sites (SAE2) and non-allocated sites (totalling 4.88 hectares). A number of rural diversification and rural enterprise schemes have also been approved (7).
- The Council approved proposals for a total of 22 tourism facilities, all of which related to tourist accommodation ranging from a hotel, holiday lets to glamping accommodation. The Sustainable Tourism Accommodation Supplementary Planning Guidance [SPG] (November 2017) has helped clarify our general support for this important sector of our economy.

Retail and Community Facilities

- Vacancy rates in all of the County's central shopping areas, with the exception of Chepstow and Usk, remain below the Great Britain rate.

- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 8 community and recreation facilities have been granted planning permission.

Environment

- One application was permitted with the specific aim of delivering habitat creation.
- Ample land remains available for potential waste management sites and there has been no reduction in the minerals land bank.
- There were no applications that resulted in the loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.

7.4 This indicates that much of the policy framework is operatively effectively allowing appropriate development to take place and that good progress has been made in implementing the LDP.

7.5 The analysis also indicates that there are various policy indicators which are not being achieved but there are no corresponding concerns over policy implementation (amber traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issue with the implementation of the policy framework or strategy at this time. The most significant findings in relation to these are as follows:

Housing

- The proportion of new residential permissions in the Main Towns was lower than the identified target. This is due to the allocated strategic sites in Abergavenny, Monmouth and Chepstow gaining planning permission in previous monitoring periods. Conversely, the proportion of new residential permissions in the Severnside Area was higher than the identified target, this is attributable to the permission at the Crick Road, Portskewett (SAH2) site.
- The proportion of residential completions in the Main Towns were higher than the identified LDP target, the majority of which were attributable to completions on the allocated site at Wonastow Road, Monmouth with a lesser amount in Abergavenny at the allocated site at Deri Farm, Abergavenny and a windfall site at The Hill, Abergavenny. In contrast completions in Severnside remain below the identified LDP target, with the majority of completions at the allocated site at Sudbrook Paper Mill.
- While there has been some progress with the Main Village allocations (total of 36 affordable dwelling permissions and 12 affordable dwelling completions since the Plan's adoption), the target for these sites to collectively deliver 20 affordable dwellings per annum has not been achieved. However, two Main Village sites gained permission over the monitoring period (SAH11(iii) and SAH11(x)).

Economy and Enterprise

- While sufficient employment land is available across the County, the take-up (completions) of employment land was limited over the monitoring period (0.873ha on SAE1 and SAE2 sites) which is mainly attributable to development on the Identified Industrial and Business Sites at Westgate Business Park, Llanfoist (SAE1d) and Beaufort Park, Chepstow (SAE1i). The remainder related to development on protected employment (SAE2) sites (Wonastow Road, Monmouth and Cuckoos Row, Raglan). Additional permissions were nevertheless granted on SAE2 and non-allocated employment sites over the monitoring period, accordingly it is anticipated that take-up will improve in the next monitoring period.
- 3 applications involving the loss of B use class employment land were approved, totalling 0.105 hectares. However, the loss was justified within the context and requirements of the LDP policy framework.

Retail and Community Facilities

- All new retail floorspace permitted was outside of the County's town centres relating to three applications. However, all three of the proposals were considered appropriate given the circumstances of the individual applications and justified within the context of the Plan's retail planning policy framework.
- Vacancy rates in the central shopping areas of Caldicot, Chepstow, Raglan and Usk have risen. However, the increases do not raise any immediate concerns with the vitality and viability of the centres.
- 2 community facilities were lost to alternative uses. However, the loss in both instances is justified within the context and requirements of the LDP policy framework.

Environment

- One application was permitted on areas of open space not allocated for development in the LDP, however this related to development of a new community centre at the Three Fields site in Magor.
- There was a marginal increase of non-allocated greenfield land granted planning permission at 9.71ha compared with the previous monitoring period. However, this related to a marginal increase of 0.73ha and is lower than the figures recorded in all other monitoring periods. Residential development accounted for much (38.3%) of the non-allocated greenfield land permitted, all of which were considered acceptable in principle in accordance with the overall LDP policy framework

7.6 Notwithstanding the above, the information collected through the monitoring process has identified a number of key policy indicator targets/monitoring outcomes that are not progressing as intended (red traffic light rating). These are as follows:

Strategy and Housing

- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2018-19 period demonstrates that the County had 4.0 years' housing land supply (based on the residual methodology prescribed in TAN1). This is the fourth consecutive year that the land supply has fallen below the 5 year target. It is however notable that the land supply has increased since the last monitoring period (3.9 years) which is considered to be a result of the introduction and implementation of the Council's policy approach to unallocated sites.
- The remaining allocated strategic housing site at Vinegar Hill, Undy is yet to obtain planning permission. However, further progress with the site has taken place over the current monitoring period and it is expected an application will be received for the first phase during the next monitoring period. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.

Environment

- There has been a substantial decrease of development permitted on brownfield sites (3.7ha/12.7%) since the previous monitoring period. This is lower than the figures recorded in all of the previous AMR monitoring periods which is reflective of the limited opportunities/scope for further significant brownfield development in the County.

7.7 It remains evident that the lack of a 5 year housing land supply continues to be a matter of concern. Although the housing land supply has increased to 4.0 years over the monitoring period, predominantly due to the introduction and implementation of the Council's policy approach to unallocated sites, it remains below the 5 year target. A fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites since the Plan's adoption. While there is sufficient housing land allocated in the LDP to meet the identified dwelling requirements over the Plan period, sites have not progressed as quickly as expected for a variety of reasons, many of which are independent of the planning system such as the wider economy and housing market. Site viability is a major factor impacting on site deliverability and viability assessments slow down the determination of planning applications. The delayed site delivery affects the amount of general market and affordable housing being delivered through the planning system. The TAN1 requirement for LPAs to base the 5 year housing land supply calculation on the residual method is also considered to be a contributing factor in the current shortfall of housing land in the County.

7.8 In terms of housing delivery, the 7 LDP strategic housing sites were due to deliver approximately 2,020 units out of the total need of 4,500 units, with the remainder provided via allocated urban sites (SAH8 Tudor Road, Wyesham and SAH9 Coed Glas, Abergavenny), SAH10 rural secondary settlement sites, SAH11

main village sites, and other windfall sites. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3 which demonstrates a Plan period shortfall (i.e. up to the end of 2021) of 946 dwellings from the strategic sites.

- 7.9 However, as evidenced in the AMR, progress is being made in bringing the LDP allocated sites forward. An additional four allocated sites gained planning permission over the monitoring period and progress is being made in bringing the remaining strategic site forward. This demonstrates that the strategic sites are deliverable, however, their slower than anticipated delivery rate has obvious implications for the housing land supply and continues to suggest that there is a need for additional site allocations to increase the supply of housing land.
- 7.10 It is essential that the lack of a 5 year housing land supply is addressed to enable the Plan's overall housing requirement to be met. However, as noted above, while housing land supply has increased over the current monitoring period due to the introduction and implementation of the Council's policy approach to unallocated sites, it is highly unlikely that Monmouthshire will re-gain a 5 year supply under the current Plan. Accordingly there is a need for additional site allocations to increase the supply of housing land. This continues the trend identified in the previous three AMRs and Joint Housing Land Availability Studies (JHLAS) which led to the Council's decisions to initiate an early review and subsequent revision of the Plan, and to take a positive policy approach to considering unallocated sites in order to address the shortfall in the housing land supply.
- 7.11 The low proportion of development permitted on brownfield sites during the current monitoring period reflects the limited opportunities and scope for further significant development on brownfield sites in the County. This is identified as a key issue in the Replacement LDP Issues, Vision and Objectives Paper (Issue 16) and is reflected in Objective 6 which seeks to promote the efficient use of land, including the need to maximise opportunities for development on previously developed land, whilst recognising that brownfield opportunities are limited in Monmouthshire. The potential for further development on brownfield land will be considered as part of the LDP revision process.
- 7.12 Given the importance attached to the land supply issue, a full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported in the last monitoring period. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a replacement LDP.
- 7.13 In May 2018 the Council resolved to commence work on a replacement LDP for the County (excluding the area within the BBNP) which covers the period 2018-2033. The Replacement LDP will be prepared in accordance with the Delivery Agreement which will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current

monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.

Supplementary Planning Guidance (SPG)

- 7.14 SPG preparation/adoption will continue in the next monitoring period as appropriate. Where essential, however, resources will be focused on the Revised Plan.

Sustainability Appraisal (SA) Monitoring

- 7.15 Section 6 expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. There is an overlap between some of the LDP and SA indicators helping to demonstrate how the LDP monitoring and SA monitoring are interlinked.

- 7.16 Some of the most notable findings specific to the SA during the current monitoring period include:

- 100% of major new development⁸ is located within a 10 minute walk from a frequent and regular bus service. This is the same as the previous AMR.
- Three trees that were part of a Tree Preservation Order woodland were lost to development, this was however necessary as the trees were diseased and structurally unsound. This was a marginal increase since the previous AMR as only one tree was lost in that period, however, it was necessary for safety reasons and therefore justified.
- One location where the annual objective levels of nitrogen dioxide was exceeded (Hardwick Hill, Chepstow). This is the same location as the previous 3 AMRs.
- 3 of 13 proposals permitted on LDP allocated sites and sites of over 10 dwellings/1ha incorporated Sustainable Urban Drainage Systems (SUDS)⁹ into the scheme. This is a reduction since the previous AMR where 10 of 15 schemes incorporated SUDS.
- 3 rivers across the County experienced summer low flow (River Usk, River Wye and River Monnow). This is the first time any of the rivers in the County have recorded summer low flow since adoption of the LDP.

⁸ Major development is defined as development involving one or more of the following: developments of 10 or more dwellings or 0.5ha or more; development of building or buildings where the floor space to be created is 1000m² or more; developments on site with an area of 1ha or more; winning or working of minerals, or use of the land for mineral working deposits; or, waste development.

⁹ SUDS are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SUDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SUDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment (*British Geological Society*).

- 62.41% of Monmouthshire’s total household waste was recycled or composted. This has decreased marginally since the previous AMR where 63% was recorded.
- Approximately 2.86 hectares of agricultural land at Grade 3a and higher potentially lost to major development. This relates to the Rockfield Road site in Monmouth granted outline planning permission for 70 dwellings. This is almost identical to the previous AMR period where 2.8 hectares was recorded.
- 7.1% increase in tourism expenditure (£218.93 million) compared to £204.43 million over the previous 2016 period.

Recommendations

- 7.17 The 2018-19 AMR indicates that good progress continues to be made in implementing many of the Plan’s policies and that overall the strategy remains sound. There were fewer ‘red’ ratings recorded during the current monitoring period, compared to the 2017-18 AMR due to improved performance in relation to dwellings completions (Policies S1/S2/S4), affordable housing permissions (Policy S4) and progress on allocated strategic sites (Policy S3). However, a number of the key policy targets are not being met which indicates that these policies are not functioning as intended. Fundamentally, the continued lack of a 5 year housing land supply remains a matter of concern that needs to be addressed if the Plan’s housing requirements and the needs of Monmouthshire’s communities are to be met.
- 7.18 Given the importance attached to the land supply issue, a full review of the LDP commenced in 2017 and culminated with the publication of the Final Review Report in March 2018, which was reported in the last monitoring period. Based on the evidence contained within the Review Report it was concluded that the LDP should be revised and that this should take the form of a full revision procedure. The Council resolved in May 2018 to commence work on a Replacement LDP for the County (excluding the area within the BBNP) which will cover the period 2018-2033. The Replacement LDP will be prepared in accordance with the Delivery Agreement which will see the Replacement LDP being adopted at the end of 2021/early 2022. Work commenced on the Replacement LDP during the current monitoring period which included the initial call for candidate sites and drafting of/engagement on the Issues, Vision and Objectives Paper.
- 7.19 Accordingly, the AMR recommends the following:
1. Continue to progress work on the Replacement LDP. This will ensure continued Plan coverage in the County, thereby avoiding the risks associated with any policy vacuum. The next formal stage of LDP revision involves the preparation of a Preferred Strategy. This will be published during the next monitoring period.

2. Submit the fifth AMR to the Welsh Government by 31 October 2019 in accordance with statutory requirements. Publish the AMR on the Council's website.
3. Continue to monitor the Plan through the preparation of successive AMRs.

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<p>Name of the Officer completing the evaluation Mark Hand</p> <p>Phone no: 01633 644803 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Submit the adopted Monmouthshire Local Development Plan (LDP) fifth Annual Monitoring Report (AMR) to the Welsh Government in accordance with statutory requirements and publish the Report on the Council's website.</p>
<p>Name of Service area</p> <p>Planning (Planning Policy)</p>	<p>Date</p> <p>21/08/2019</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 AMR includes indicators that monitor health and access to community facilities and open space. These matters affect all of our communities but could disproportionately affect children and elderly people who may have limited ability to travel greater distances.	None	The AMR includes indicators that monitor health and access to community facilities and open space.

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	The AMR includes indicators that monitor health and access to community facilities and open space. These matters affect all of our communities but could disproportionately affect people with disabilities who may have limited ability to travel greater distances.	None	The AMR includes indicators that monitor health and access to community facilities and open space.
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

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?
Welsh Language	None	None	This and successive AMRs will measure the impacts of the LDP on a range of social, economic and environmental indicators. The Planning (Wales) Act 2015 provides a statutory basis to the established practice of giving consideration to the impacts of LDPs on the use of the Welsh language and that sustainability appraisals include specific consideration of such impacts. The AMR will be published in Welsh and English.
Poverty	None	None	N/A

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Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. 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	<i>The LDP strategy seeks to increase employment opportunities within Monmouthshire; the policy framework protects existing employment sites and allocates additional land for employment use.</i> Positive: The AMR monitors the implementation of the Plan as a whole, including employment policies.	Continue to monitor employment land supply and take up throughout the County through the annual Employment Land Survey undertaken by the Planning Policy Service. The data from this survey will inform the 2019-20 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered, those objectives

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?
	Negative: None.	being directly related to creating a prosperous Wales.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	<i>The LDP strategy seeks to maintain and enhance biodiversity within Monmouthshire; the policy framework protects existing sites and promotes green infrastructure.</i> Positive: The AMR monitors the implementation of the Plan as a whole, including biodiversity impacts. Negative: None.	Continue to monitor biodiversity throughout the County to inform the 2019-20 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered, those objectives being directly related to creating a resilient Wales.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive: The AMR monitors the implementation of the Plan as a whole. The sustainability appraisal/strategic environmental appraisal measures LDP impact on a range of sustainability indicators including air and water quality. Negative: None.	Continue to monitor sustainability indicators throughout the County to inform the 2019-20 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered. Creating healthy communities forms part of delivering sustainable development.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive: The AMR monitors the implementation of the Plan as a whole, including the spatial strategy. Negative: None.	Continue to monitor indicators to inform the 2019-20 AMR. The results of the AMRs will identify trends and allow remedial action to be taken, if necessary, to ensure the LDP objectives are being delivered. Creating healthy communities forms part of delivering sustainable, resilient and cohesive communities.
A globally responsible Wales Taking account of impact on global well-being when considering local	Positive: The AMR monitors the implementation of the Plan as a whole. The sustainability appraisal/strategic environmental appraisal measures LDP impact on a range of sustainability	Continue to monitor SA indicators to inform the 2019-20 AMR.

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?
social, economic and environmental wellbeing	<p>indicators. Preparation of the AMR allows the Council to assess LDP impact on the social, economic and environmental well-being of the County.</p> <p>Negative: None.</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 AMR monitors the implementation of the Plan as a whole, including impact on community facilities. The Welsh language impact is a material planning consideration and was fully considered during the adoption of the LDP via the SA/SEA process.</p> <p>Negative: None.</p>	Continue to monitor indicators throughout the County to inform the 2019-20 AMR. The Planning (Wales) Act 2015 provides a statutory basis to the established practice of giving consideration to the impacts of LDPs on the use of the Welsh language and that sustainability appraisals include specific consideration of such impacts.
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: Preparation of the AMR allows the Council to assess LDP impact on the social, economic and environmental well-being of the County.</p> <p>Negative: None.</p>	Continue to monitor indicators throughout the County to inform the 2019-20 AMR. Reflecting the trends identified in the 2017-18 AMR, the results of the fifth AMR identifies an issue with housing land supply, although recognises this has increased to 4.0 years from 3.9 years in the previous monitoring period owing predominately to the Council's positive policy approach to unallocated sites. This affects the ability of our communities to secure appropriate and affordable accommodation. The continued progression of a Replacement LDP is therefore maintained. Creating a more equal Wales forms part of delivering sustainable development.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The fifth AMR measures short/medium term impacts since Plan adoption which enables future comparative analysis. Sustainable development is central to the adopted LDP.</p>	<p>Successive AMRs will be prepared on an annual basis, providing both an annual evaluation of Plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the Replacement LDP.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The AMR measures Plan implementation and delivery. The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p>	<p>The Council will continue to monitor and report on in the 2019-20 AMR and will consider actions required in light of the AMR findings. The AMR indicates that some of the Plan's objectives are not being delivered, particularly in terms of housing land supply, and therefore officers recommend to continue to progress work on the Replacement LDP.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The LDP was prepared through extensive engagement with a wide range of internal and external stakeholders.</p>	<p>There is no requirement to undertake consultation on this AMR. The Replacement LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The AMR demonstrates the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. Emerging trends may be identified and appropriate action considered at an early stage.</p>	<p>The AMR recommends to continue to progress work on the Replacement LDP. This will ensure continued Plan coverage in the County, thereby avoiding the risks associated with any policy vacuum.</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>The AMR measures the impact of the LDP on the social, economic and environmental well-being of the County.</p>	<p>Future AMRs will examine LDP impacts over a longer period and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP.</p> <p>Continue to monitor indicators to inform the 2019-20 AMR.</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?

An extensive range of data sets have been used to prepare the AMR, from a wide range of sources both internal and external to the Council. These are clearly referenced in the document, but include:

The Development Management planning application database and Monmouthshire County Council publications including:

- Monmouthshire LDP 'Retail Background Paper', July 2019.
- Monmouthshire LDP Draft 'Employment Background Paper', July 2019.
- Monmouthshire 'Joint Housing Land Availability Study', June 2019.
<http://www.monmouthshire.gov.uk/app/uploads/2018/06/Monmouthshire-JHLAS-Report-2018.pdf>

Additional data has been provided by colleagues in the Conservation, Countryside, Economic Development, Housing, Waste and Transport Services.

External sources of data include Welsh Government, Cadw, Natural Resources Wales.

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 AMR is a positive tool for monitoring the effectiveness of the LDP and ultimately determining whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It allows the Council to assess the impact of the LDP on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or revision.

The AMR is required to be prepared each year following plan adoption, providing an annual evaluation of plan performance and year by year comparison. This is the fifth AMR to be prepared since the adoption of the LDP and is based on the period 01 April 2018 – 31 March 2019. The findings of the fifth AMR have been analysed and compared to the findings in previous four AMRs allowing emerging trends to be identified and reported on.

The AMR recommends that work progresses on the Replacement LDP. This will ensure continued Plan coverage in the County, thereby avoiding the risks associated with any policy vacuum. The next formal stage of LDP revision involves the production of a Preferred Strategy. This will be published during the next monitoring period. It is further recommended that the AMR is submitted to the Welsh Government in accordance with statutory requirements.

Negative – None. There are no implications, positive or negative, for social justice, corporate parenting or safeguarding.

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

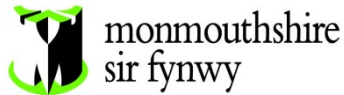
What are you going to do	When are you going to do it?	Who is responsible
Submit the fifth AMR to the Welsh Government by October 2019 in accordance with statutory requirements. Publish the AMR on the Council's website.	October 2019.	Head of Placemaking, Housing, Highways and Flood

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	Economy and Development Select	05/09/2019	

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SUBJECT: MONMOUTHSHIRE PLANNING SERVICE ANNUAL PERFORMANCE REPORT (APR)
MEETING: ECONOMY AND DEVELOPMENT SELECT COMMITTEE
DATE: 5 SEPTEMBER 2019
DIVISION/WARDS AFFECTED: ALL

1.0 PURPOSE

- 1.1 To provide Members with a report on the performance of the Council's Planning Service for the financial year period 2018-19.

2.0 RECOMMENDATION:

- 2.1 To note the contents of the Annual Performance Report for submission to the Welsh Government by 31 October 2019 and comment accordingly.

3.0 BACKGROUND

- 3.1 The Welsh Government requires all Local Planning Authorities (LPAs) in Wales to submit an Annual Performance Report for the planning service by 31st October 2019. This requirement links with the Planning (Wales) Act 2015, and the Welsh Government's objective of creating a positive and enabling planning service. The Act includes new powers for the Welsh Government to intervene, including removing planning powers from a Local Planning Authority, requiring the preparation of joint Local Development Plans (LDPs), or requiring the merger of LPAs.
- 3.2 This is the fifth Annual Performance Report (APR). The four previous APRs were reported to this Select Committee and the opportunity to review and discuss performance was welcomed by the Committee, with a request that it become an annual item.
- 3.3 The APR looks at the performance of the Planning Service against nationally set performance indicators, Welsh Government targets, the Wales average performance, and Monmouthshire's performance last year. The results are considered in the context of the challenges, opportunities, priorities and resources (staffing and financial) available. The objective of the APR is to reflect on and celebrate good performance, identify areas for improvement, and look across Wales to identify potential areas of best practice that Monmouthshire could learn from or share with others.
- 3.4 The APR is divided into sections, with the format and appearance being consistent throughout Wales, and all LPAs reporting on the same performance indicators. The report looks at where the Planning Service sits corporately, how it is structured and how its work fits with corporate priorities; local pressures; customer feedback; and performance. Performance is analysed across the five key aspects of planning service delivery as set out in the Planning Performance Framework:
- Plan making;
 - Efficiency;

- Quality;
- Engagement; and
- Enforcement.

This Framework was established by the Welsh Government in partnership with Local Planning Authority representatives, and Monmouthshire's Head of Planning, Housing and Place-shaping sat on the working group. Performance is ranked as 'good', 'fair' or 'needs improvement'. Monmouthshire continues to play a lead role in this area, and our Development Services Manager sits on the performance working group.

3.5 The Annual Performance Report is provided at Appendix 1.

4.0 KEY ISSUES

4.1 The purpose of the Planning Service is to help build sustainable and resilient communities that support the well-being of current and future generations in Monmouthshire, which is a shared purpose with the Council's Corporate Plan and with our public service board partners. The service is directly involved with wider corporate projects such as 21st Century Schools, commercialisation of our estates portfolio and forms an enabling tool to help address some of the challenges and issues identified by Future Monmouthshire.

4.2 Key areas of work for the Planning Service include:

- Carrying out a revision of the Monmouthshire LDP.
- Preparing and co-ordinating thematic supplementary planning guidance to help to foster the interpretation and implementation of LDP policy.
- Implementing the Council's LDP through engaging and working with communities, and partnership working with both internal and external partners.
- Depending on the outcome of legislative changes, adopting and implementing the Community Infrastructure Levy. Infrastructure needs will be reviewed and consideration will be given to the best options for funding them alongside LDP progress.
- Monitoring and evaluating development plan policies, including preparing the statutory LDP Annual Monitoring Report (AMR).
- Maintaining the LDP evidence base and ensuring fitness for purpose for future LDP revision.
- Developing linkages with the Council's emerging framework for community governance and development.
- Providing pre-application advice to customers.
- Determining planning applications in accordance with adopted policy and material planning considerations, taking into account stakeholder comments and corporate objectives;
- Securing financial contributions from developers to offset the infrastructure demands of new development;
- Safeguarding the County's 2400 Listed Buildings and 31 Conservation Areas, areas of archaeological sensitivity, the Wye Valley AONB and the Brecon Beacons National Park;
- Providing a heritage service for our neighbouring colleagues in Torfaen County Borough that works in a manner that is consistent and as well-resourced as the one provided for Monmouthshire.
- Taking robust enforcement action against unauthorised development that is unacceptable, and

- Joint working with SE Wales Authorities with the ambition of preparing a Strategic Development Plan.

Customer service feedback

- 4.3 Between 2010 and 2012 the Council's Planning Service underwent a Systems Thinking review. This review sought to strip the function back to first principles: what is important to our customers, and how can waste (actions or procedures that do not add value to the outcome) be eliminated. This evidence-based review has been fully implemented, although part of the Systems Thinking approach requires services to be kept under review and closely monitored, and a 'refresh' is currently underway.
- 4.4 This review identified that the following things are important to customers:
- Customers value pre-application advice and advice during the consideration of the application;
 - They want officers to be accessible and for there to be open and honest communication;
 - They want consistency of pre-application advice and in the validation of applications;
 - They want Planning Committee to follow the officer's recommendation and value being able to have a dialogue with Members prior to determination;
 - They do not want too many conditions being attached to decisions, and when conditions are imposed they should be relevant and easy to discharge;
 - They value being able to submit an application online and to search for applications and information online; and
 - Third parties value being listened to during the application process.
- 4.5 The service therefore operates with these priorities as guiding principles, shaping behaviour and procedures. The service is committed to having an outcome focus rather than chasing arbitrary performance targets that are not a priority to our customers.

5.0 ACTIONS FROM OUR PREVIOUS APR

- 5.1 Our 2017/18 Annual Performance Report identified five actions:

Action 1 - Systems review to be re-visited and reinvigorated to identify what matters today and how we meet that demand as well as identifying causes of variation in our system that lead to delays in reaching a positive outcome. This includes a review of the enforcement team and their processes to verify if we have the right resources and we are providing a good service for our customers.

Action 2 - Consolidate the department's use of the new Idox Uniform planning application database software system

Action 3 - Monitor the effectiveness of the Council's bespoke pre-application advice service and our fast track application services, while rolling out the use of Planning Performance Agreements, where appropriate.

Action 4 – Improve the Planning Service's web pages to deliver relevant, accessible and legible information so that customers can self-serve.

Action 5 – pursue an agenda of collaboration in relation to heritage services with neighbouring authorities.

- 5.2 Actions 1,2, 3 and 4 resulted from the desire to ensure we provide a coherent and timely set of processes for our customers in delivering planning outcomes. Although the performance in 2016/17 was good in determining applications within agreed timescales (moving from amber to green), this was seen as an area for potential improvement and we proposed to undertake a 'Systems Revisit' to assess how much waste was in our processes and to understand if there were common themes as to why applications were not being determined within a timely fashion. There should also be reductions in waste in our systems and time savings to be made by the rolling out our new Idox Uniform database for the DM service (Action 2). Action 4 also overlapped into making our application processing more efficient in that signposting customers effectively so they can self-serve enables demand on our officers to reduce, freeing up their time to carry out work that is essential and valuable to the service.
- 5.3 While our evidence shows that customers prefer a positive outcome than a quick decision, we fully recognise that if customers are going to continue using our pre-application advice service (which streamlines the subsequent stages, improves outcomes and generates fee income), they must receive timely and meaningful responses. In addition, new regulations allow customers to claim an application fee refund if their application is not determined within a given timescale. We can reduce this risk by agreeing extended deadlines, which we do to good effect. Customers, however, will not be willing to agree a time extension if they cannot see a timely conclusion being reached or have previously received poor service.
- 5.4 Actions 1 and, by implication, 4 were commenced and initial work was carried out to identify where our customer demand was focussed. As a result of this, primary focus involved a web team being set up from within the DM team to seek to reduce day-to-day demand on officers by helping customers to self-serve using an improved and more sophisticated web site. This work was carried out during the reporting period in conjunction with the Council's Digital Team and a substantial redesign of the DM team's web pages was implemented towards the end of 2018/19. This redesign has received positive feedback from all customers, including colleagues in other departments, Members and applicants /agents. Community Council comments?
- 5.5 In respect of the latter element of Action 1, this was instigated following a surge in enforcement cases in 2016/17 and mixed performance under some of the previous enforcement measures in that reporting period, which have since been amended following work undertaken by Welsh Government and a POSW officer performance indicator sub-group. Key stages of the triage system, piloted by Swansea Council have been implemented, but in the meantime, following the appointment of a new enforcement manager midway through 2018/19 it has been decided to undertake a more holistic systems review of the Council's planning enforcement team that will be concluded in the next reporting period. This should determine whether the structure and working methods are appropriate given the demands of this small but important team. This aspect will be reviewed within the next APR.
- 5.6 Action 2 has been implemented following the Go Live of the new Uniform software from March / April 2018. The Idox Uniform Implementation team made up of members of the DM Team, spent considerable time in developing a series of comprehensive guides to the different stages required to process an application for pre-application advice and planning applications. DM, Heritage and Enforcement officers have all benefited from the training guides and the transition to the new system has been smooth. Feedback from officers is that the system is easier to use and more efficient than the old M3 software (there is more automation and fewer

steps to produce documents). Managers also have a suite of reports they can use to monitor officer performance.

- 5.7 In respect of Action 3, this was delayed owing to a significant part of the team's resources being given over to the implementation of the Idox Uniform software which went live in March/ April 2018. A working group has been set up to progress the review of the pre-application advice service with work gathering traction in 2019/20 regarding analysis of the process and the value it adds to the planning application process. Customers' views are being sought as part of this work. This remains an important piece of work and is retained as an action for 2019/20.
- 5.8 As regards Action 5, during this reporting period a key achievement has been the establishment of a shared service between Monmouthshire CC and Torfaen CBC. The team has drawn up a Memorandum of Understanding and secured approval for the collaboration. This has resulted in the appointment of a new Senior Heritage Officer to resource the collaboration, managed by Monmouthshire's Heritage Manager but funded by Torfaen. The service has been in place since January 2019 and has recently had the first review. The report is very promising and both authorities are pleased with the progress being made. It is anticipated that this will continue to be built on in the forthcoming months and it is hoped after the two year trial period the collaboration will continue on a more formal basis. The collaboration has many benefits, including improved resilience and skill sharing, together with more opportunities to learn and build on the teams skill set. For the above reasons Cadw have been supportive of the new way of delivering heritage services and have endorsed the collaboration. The team has also been able to secure umbrella delegation for MCC named officers to 'sign off' listed building consent applications in Torfaen, meaning that applications in TCBC no longer need to go to Cadw for approval. This has been welcomed and supported by Cadw, Delegation arrangements have also been improved in that the Council's Heritage Manager has achieved delegation from Cadw to determine heritage applications for grade II* Listed Buildings (understood to be unique to the UK) while one of the Heritage team's senior officers has achieved IHBC membership and has secured Cadw delegation to determine heritage applications relating to grade II buildings.

6.0 CONCLUSIONS AND RECOMMENDATIONS OF 2018/19 APR

- The proportion of major applications determined within 8 weeks or agreed timescales increased and at 89% was well above the 80% target, and significantly above the Welsh average.
- The number of applications we determined slightly increased (by 2.8%);
- The proportion of applications we approved remained high at 95%;
- Of those applications that had gone through our pre-application advice service, 98% were approved;
- We dealt with the largest number of applications for listed building consent for any authority in Wales (79 applications) and 89% of these were approved within agreed timescales.

This shows that, despite a challenging workload, our performance and levels of customer satisfaction have generally been very good and our pre-application advice service is effective.

- 6.1 ***A summary table of our performance can be found in Appendix A of the APR.***

6.2 A summary table of our performance can be found in Appendix A of the APR. Of the 17 applicable indicators, 12 are ranked good, 1 is fair and 4 are in need of improvement. Eleven of the indicators applicable to Monmouthshire have numerical targets set by the Welsh Government. Monmouthshire's performance is ranked 'good' against 6, 'fair' against 1 and 'in need of improvement' against 4. The 'fair' result relates to the average time taken to determine applications (86 days) which missed the 'good' target of 67 days and was below the Welsh average of 77 days. The four measures that were in need of improvement were the five-year supply of substandard at 46% (although this performance is explained at par. 6.19 of the APR) and the two enforcement measures.

	Number of indicators
Welsh Government target has been set and our performance is 'good'	6
Welsh Government target has been set and our performance is 'fair'	1
Welsh Government target has been set and our performance 'needs improvement'	4

6.3 We performed above or at the Wales average in 13 of the 17 comparable indicators. The indicators for which performance was below Wales average related to the five year housing land supply, together with the appeal and enforcement measures as referred to immediately above. Further commentary on the performance against these measures is set out in Section 6.

6.4 Our performance declined against four indicators:

Indicator	2016/17	2017/18	2018/19	Wales average	WG target
5 year housing land supply	4.1 years'	4.0 years'	3.9 years'	6 years'	5.0 years'
Average time taken to determine all applications	73 days	77 days	86 days	77.2 days	<67 days
% of enforcement cases investigated within 84 days	83%	91%	64.5%	76.3%	>80%
Ave time taken to take positive enforcement action	227 days*	96 days*	232 days	165 days	<100 days

*No target set by WG for those years

6.5 Four actions are identified going forwards.

Speed of determining application

6.6 We determined 88% of applications within agreed timescales, against a Welsh Government target threshold for good performance standing at 80%. The average time taken to determine all applications was 86 days, missing the 'good' target of 67 days (and above the Welsh average of 77 days). While it is accepted that timely decisions can have economic benefits, of greater importance to investors is clarity and certainty, and our evidence is that, within reason, customers are happy to have a slightly slower decision if it is a favourable one. We therefore place greater importance on securing a positive outcome.

- 6.7 However, this is an area for potential improvement and we have been undertaking a 'Systems Revisit' to assess how much waste is in our processes and to understand if there are common themes as to why applications are not being determined within a timely fashion. There have been reductions in waste in our systems by the implementation of our new Idox Uniform database for the DM service but naturally enough, this has taken time to become stable and embedded, so gains will be in the medium to long term. Opportunities are there to ensure our pre-application advice service is contributing effectively to reducing planning application determination periods by providing clear, professional and respected advice. In addition, our web site offer to customers, although substantially improved via work already carried out with the Council's Digital Team, could be further improved to turn off demand on officer time. There will always be customers who wish to speak directly to an officer but many will self-serve given the opportunity. As such, we need to explore opportunities to signpost customers to useful information on-line so that they can carry out a variety of functions unassisted. These could include making an application for pre-application advice, making a planning application or commenting on a planning application.
- 6.8 We will explore the use of a chatbot with our colleagues in the Council's Digital Team to investigate whether we can answer more straightforward planning queries and signpost customers to appropriate information on our web pages or on other useful sites, including the Planning Portal Wales.
- 6.9 Project management for major planning applications can be improved by resourcing their processing properly via planning performance agreements (PPAs) with the applicant to deliver a timelier decision by best endeavours. We have trialled one PPA this year which was considered a success in establishing and meeting milestones for a planning application for a complex, strategic, mixed-use development in Chepstow. The fee from such an agreement can be used to back-fill and allow the case officer to be freed up to be a more dedicated resource. We know that further applicants are interested in engaging with us to explore the benefits of this project management tool. Thus, Actions 1 - 2 below are identified.

Action 1 – Complete the review of the effectiveness of the Council's bespoke pre-application advice service and rolling out the use of Planning Performance Agreements, where appropriate.

Action 2 – Continue to improve the Planning Service's web pages to deliver relevant, accessible and legible information so that customers can self-serve. This includes investigating the value of a chatbot to signpost users to information held online that can help them self-serve and reduce queries to the team via phone and email.

Speed of resolving enforcement cases

- 6.10 The performance of the Council's Planning Enforcement team declined in relation to the two enforcement measures in the Performance Framework over 2018/19, and we do receive customer feedback and complaints regarding perceived delays in enforcement cases. These issues are certainly not unique to Monmouthshire, and the problem is at least in part due to a misunderstanding of the powers available to us and/or unrealistic expectations which has been addressed in some way by the training on enforcement that took place in May 2018 for community and town councillors. There remains, however, scope for substantial improvement. The systems review of the Planning Enforcement function, due for completion in December 2019, will help to improve this team's practices and drive out waste. The

triage system identified the APR 2016/17, has been partially implemented to systematically prioritise cases, but this is being reviewed as part of the wider systems approach (Action 3).

Action 3 - Systems review of the Planning Service's enforcement function and its processes to speed up our decision-making, verify if we have the right resources and we are providing a good service for our customers

Collaborative Working

- 6.11 Monmouthshire has a wealth of heritage assets and has long invested in its heritage team to manage these assets in the public interest. It has become apparent that opportunities exist to work collaboratively with neighbouring Councils to provide a shared heritage resource. This reporting period saw the establishment of a shared heritage service with Torfaen Council that is working well. This has given the opportunity to address issues of capacity and consistency of advice between Authorities. In addition, it provides an opportunity to increase resilience, knowledge and the skills base of aspects of Historic Environment Management through building and sharing of expertise and experience. It also acknowledges the agenda for collaboration in the delivery of local government services being promoted by Welsh Government. It is understood that other planning authorities in South-East Wales are considering their needs against the offer of our shared heritage service. Going forward we will promote collaboration with other authorities, where appropriate. This will also include work involved in the preparation of the LDP review which has seen sharing of the background evidence work, as referred to in par. 4.14 above.

Action 4 – Continue to pursue an agenda of collaboration in relation to heritage services with neighbouring authorities and collaboration in other areas where possible, including the evidence base for the review of the Local Development Plan.

Value of Planning

- 6.12 RTPI Cymru has published a toolkit which measures the value generated by a local authority planning service. The tool has been developed to capture the economic, social and environmental value at a local planning authority level across Wales. The tool and its 'Value Dashboard' has been designed to provide RTPI Cymru and the Welsh Government with a platform to demonstrate to local authorities, national policy makers, the private sector, researchers and other broader policy and media audiences, the value planning contributes and how planning is positively contributing to Wales' seven well-being goals. The data has been updated to reflect planning permissions and completions in the current reporting period (2018/19). The toolkit has been a very useful means of promoting the good work undertaken by the department that is often taken for granted. Over this period, the toolkit considers that the service has contributed £121M to the local economy by the allocation of sites in the LDP, the safeguarding of land, the granting and implementation of planning permissions, the operation of its enforcement function and the securing of planning obligations. We aim to update this for the ensuing reporting periods. The 'Dashboard' data summarises the Planning Service's contribution below:

Value of Planning in Monmouthshire 2018/19

Planning service key data



29 FTE jobs in planning service



1,101 applications handled



£0.6m collected in fees

LDP Land Safeguarded



LDP Land Allocated



LDP Value

£2.1m uplift value
(based on land allocated for whole plan period)

Value adding policies ✓ 89%

Applications

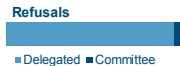
9 major
1,092 minor
0 other



0 DCOs dealt with
1 DNS dealt with
75 LBC applications granted
13 refusals appealed
0 judicial reviews

Decisions

✓ 1,055 approvals (96%)
x 46 refusals (4%)
175 subject to pre app



Permissions

Residential
598 units
£24.7m uplift value
26% affordable

Retail & leisure
4,768 m²
£0.3m uplift value

Tourism
112 bedspaces
15 self catering units

Permissions

Commercial
6,555 m²
£0.1m uplift value

Renewables & other
6 MW
0 tonnes waste
0 tonnes minerals
0 ha remediation
1.5ha

■ Consistent with local plan
■ Departures from local plan

Contributions

Section 106 income

£3.7m

Breakdown



CIL income



£0 total value

Completions

Residential
443 units
30% affordable
£76.2m uplift value
£0.6m council tax p.a

Retail & leisure
2,900 m²
£3.6m uplift value
40 gross FTE jobs
£0.0m business rates p.a

Commercial
8,730 m²
£11.5m uplift value
197 gross FTE jobs
£0.2m business rates p.a

Renewables
14 MW
£67,850 community benefit

Tourism
10 3 FTE jobs
10 self catering units

Enforcement

405 enforcement complaints
5 planning contraventions
5 enforcement notices
5 breach of condition notices
0 stop notices
0 section 125 notices



Wider indicators

£82,792 spend on consultancy fees

8 internal consultees

0 Energy statements

0 EqIAs

2 Environmental statements

£20,000 health benefits of affordable housing provision p.a

£140,000 recreational benefits from open space created p.a

3 Travel plans

0 HIAs

9 Transport assessments

In 2018/19 the total value of planning was

£121.0m

SOURCES: Planning function outputs (LPA survey), Land and property value data (JLL estimates), business rates valuations (Valuation Office Agency), employment densities (English Homes & Communities Agency), Council tax rates (StatsWales), Health benefits from Affordable Housing (Department for Communities and Local Government Appraisal Guide, based on various studies outlined in appraisal databook), Community benefit from renewables (Renewables UK Cymru). Some of the calculations require high level assumptions to convert between units/m²/ha. Where possible, benchmarks have been employed otherwise reasonable assumptions have been used. Business rate, council tax and gross FTE job estimates based on assumption of 100% occupancy and do not factor in any displacement. Numbers of applications and decisions are unlikely to match up as these can take place in different financial years for any given application. 'Value adding policies' refers to the proportion of policies the team has identified as adding 'intangible value' that are included in local plans. Approvals and refusals do not sum to 100% due to applications carry across years. The total value of planning only incorporates some of the metrics presented in the dashboard.



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7.0 OPPORTUNITIES GOING FORWARD

7.1 The following opportunities for the coming year have been identified as a result of this Annual Performance Report, our LDP, AMR and our Service Improvement Plans:

- To improve the speed of our responses to pre-application advice requests and determining planning applications via a review of our bespoke pre-application advice service valued by our customers (Action 1);
- In tandem with our systems thinking approach, to use Team meetings and performance reports to drill down into specific areas of workflow and identify where problems exist and why, with a targeted approach to identifying solutions (Actions 1 and 3);
- Consider the project management of major planning applications, where appropriate, via planning performance agreements to seek by best endeavours to ensure timely and well-managed processing of such applications, providing a good customer experience for the customer (Action 1);
- To improve the web site experience for customers and improve customers' pathways to information; this could include trialling a 'chatbot' to help customers to self-serve on line and reduce the demand on officers, particularly the daily duty officer (Action 2);
- To consolidate the use of the more efficient replacement database for planning applications to reduce waste for staff, including the production of standard letters and monitoring reports. Stage 2 of the Idox project will include the conditions monitoring module and enhancements to the public access module which will provide a better service to the public when they search applications online; these include providing an online measuring tool and the ability to track changes to an application (Action 2);
- To improve the speed with which we deal with enforcement cases via a systems review of the Enforcement function (Action 3);
- To extend collaborative working to deliver a Built Heritage Management Service with neighbouring local authorities, providing resilience, shared learning and consistency across those areas (Action 4);
- Continue with the review of the Monmouthshire LDP because of the need to address the shortfall in the housing land supply and facilitate the identification/ allocation of additional housing land as well as addressing the demographic and employment challenges of the County;
- To identify, implement and/or disseminate best practice via the Planning Officers' Society for Wales or other working groups, including the Welsh Government, the WLGA and the RTPi
- Promote the value of the work carried out by the Council's Planning Service by updating the Value of Planning toolkit on an annual basis and publicising the findings in each APR.

7.2 Progress will be measured via our 2018/19 Annual Performance Report, 2018/19 LDP Annual Monitoring Report, and our 2018/20 Service Business Plan.

8.0 RESOURCE IMPLICATIONS:

8.1 Officer time and costs associated with the preparation of this APR are met from the Development Management budget and work is carried out by existing staff.

9.0 SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

9.1 Sustainability, equality and well-being considerations are central to the planning service's activities. This report is a review of the previous year's performance against targets and benchmarking information, however the proposed five actions for future

improvements seek to improve service delivery to the benefit of our customers and communities.

9.2 A Future Generations Evaluation is attached as Appendix 2.

10.0 OPTIONS CONSIDERED

10.1 There is a requirement on Local Planning Authorities to undertake an Annual Performance Report and to submit it to the Welsh Government by 31 October 2019. While the Council could decide to not submit the APR, there is little to be gained from such an approach. Consequently, the following options were considered:

- 1) Recommend the APR for submission without any changes;
- 2) Recommend the APR for submission but with changes to the proposed actions for the coming year.

10.2 The APR provides a useful reflection on last year's performance against targets and benchmarking information. The proposed actions seek to continue that journey of improvement, given the resources available to us. Consequently, option 1 has been chosen.

11.0 HOW WILL SUCCESS BE MEASURED

11.1 The Planning Service is measured against a number of clear and consistent (across Wales, and over time) performance indicators allowing aspects of a successful service to be measured. These indicators need to be viewed in the context of other factors, including what customers have identified as being important to them, customer and stakeholder feedback, outcomes (which are not always captured by performance indicators), and whole Council priorities.

11.2 We strive to be deliver the best service possible, and our mission is to advise on, give permission for, and ensure the best development possible.

12.0 CONSULTEES

- Planning Committee and Economy and Development Select Committee via this report
- Customer feedback as set out in the report

13.0 BACKGROUND PAPERS:

None

14.0 AUTHOR & CONTACT DETAILS:

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Monmouthshire LPA

PLANNING ANNUAL PERFORMANCE REPORT (APR) – 2018-19

PREFACE

I am very pleased to introduce the fifth Annual Performance Report for Monmouthshire County Council's Planning Service.

This report shows that Monmouthshire's Planning Service continues to perform very well, with just four of seventeen relevant indicators that were in need of improvement against the Welsh Government's targets. We are performing particularly well in dealing with major planning applications and I am pleased to note that the committee process is working effectively showing an excellent relationship between members and officers in this authority. The Heritage Team members deserve high praise for their outstanding quality of service and the commitment they have shown in developing and establishing a joint heritage service with our neighbours at Torfaen Council.

Where we are performing less well, we have clear actions to improve those elements of the service.

Good planning is central to the Council's purpose of building sustainable, resilient communities while also generating growth in the economy and protecting the heritage and landscapes that make our County the beautiful place it is. It is central to achieving our well-being objectives for everyone who lives, works and spends time in our beautiful County.

Councillor Bob Greenland, Cabinet Member

1.0 EXECUTIVE SUMMARY

- 1.1 This is Monmouthshire's fifth Annual Performance Report, which looks at the performance of the Planning Service against nationally set performance indicators, Welsh Government targets, the Wales average performance, and Monmouthshire's performance last year. The results are considered in the context of the challenges, opportunities, priorities and resources (staffing and financial) available to us. The objective of the APR is to reflect on and celebrate good performance, identify areas for improvement, and look across Wales to identify potential areas of best practice that we could learn from or share with others.
- 1.2 The nature of the performance indicators means their focus is on decision speed and customer service rather than measuring whether or not better outcomes have been achieved. It has not yet been possible to identify an objective way of measuring outcomes, however we seek to prioritise securing the best scheme possible rather than traditional indicators relating to speed of decision-making. Research has identified that our customers' priority is securing planning permission: customers generally understand the benefits of good design and, within reason, do not see the time taken as a priority.
- 1.3 For the purposes of this report, performance is analysed across the five key aspects of planning service delivery as set out in the Planning Performance Framework:
- Plan making;
 - Efficiency;
 - Quality;
 - Engagement; and
 - Enforcement.

This Framework was established by the Welsh Government in partnership with Local Planning Authority representatives, and Monmouthshire's Head of Planning sat on the working group and the Council's Development Services Manager continues to contribute to the group. Performance is ranked as 'good', 'fair' or 'needs improvement'.

- 1.4 Based on the customer feedback in Section 5 and the performance information in Section 6 and Appendix A, we can be pleased with the service we deliver. During this period:
- The proportion of all applications determined within 8 weeks or an agreed timescale at 88.4% was well above the national target of 80% and was just above the Welsh average;
 - The proportion of major applications determined within agreed timescales increased and at 89% was over 20% above the Welsh average;
 - 89% of listed building applications were determined within approved timescales and we dealt with more heritage applications than any other authority in Wales;
 - The percentage of applications approved remained well above WG average and is stable at 95%;
 - Over 2018/19, 170 planning applications stemmed from pre-application advice we gave. Of those that have been determined 98% were approved. Only one application was refused and that proposal did not follow the officer advice given at pre-application stage. One application was withdrawn and not progressed due to a change in the applicant's

circumstances. Consequently, we have a 100% success rate of applications that went to decision stage and followed our pre-application advice.

- The proportion of respondents to the 2017/18 customer survey who were satisfied overall with the service was 74%, well above the Welsh average of 63%. This shows that, despite a challenging workload, the implementation of our new planning application processing software and staff changes, our performance and levels of customer satisfaction have improved and our pre-application advice service is effective.

1.5 A summary table of our performance can be found in Appendix A. There are 17 relevant indicators and of these:

- Monmouthshire's performance is ranked 'good' against 12, 'fair' against 1 and 'in need of improvement' against 4. The 'fair' result relates to the average time taken to determine all applications in days; this missed the target of 67 days and at 86 days will be the focus of improvement via our action plan. One of the four measures that were in need of improvement was the five-year supply of housing land that has fallen to 3.9 years; work is underway to address this via the allocation of appropriate unallocated sites and via the LDP review (these matters are discussed elsewhere in this Report and also in the Council's Annual Monitoring Report (AMR) 2019). In addition, our appeal performance, although an improvement upon the 2017/18 period, standing at 46% of appeals being dismissed was well below the expected standard of 66%. An analysis of the appeal performance is set out in 'Our Performance 2018-19' par. 6.21 below. The two enforcement measures showed a decline in performance over previous years and the need to manage these elements and provide timelier outcomes is acknowledged and will be a priority going forward. This is being addressed via a review of the Planning Enforcement function which is anticipated to be concluded by December 2019. There will be a focus on these measures in the 2019/20 APR.
- We performed above or at the Wales average in 11 of the 15 comparable indicators. The indicators for which performance was below Wales average related to average time taken to determine all applications in days, appeal performance and the two enforcement measures, as referred to immediately above. Further commentary on the performance against these measures is set out in Section 6.
- Our performance declined against four indicators, The declining performance related to:
 - a) 5 year housing land supply;
 - b) Average time taken to determine all planning applications;
 - c) Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days
 - d) Average time taken to take positive enforcement action

Where a target was set by the Welsh Government, we are still ranked 'good' or 'fair' except for the enforcement and appeal performance, and the five year housing land supply measure. The latter had fallen to 3.9 years' supply below the required 5 year supply (but following interventions to improve this situation we know this has risen to 4.0 years' at March 2019, Monmouthshire being the only Authority in Wales to improve this measure). This is discussed in detail in the LDP AMR 2019.

1.6 In the light of the above, five actions are proposed going forward:

Action 1 – Complete the review of the effectiveness of the Council’s bespoke pre-application advice service and rolling out the use of Planning Performance Agreements, where appropriate.

Action 2 – Continue to improve the Planning Service’s web pages to deliver relevant, accessible and legible information so that customers can self-serve. This includes investigating the value of a chatbot to signpost users to information held online that can help them self-serve and reduce queries to the team via phone and email.

Action 3 - Systems review of the Planning Service’s enforcement function and its processes to speed up our decision-making, verify if we have the right resources and we are providing a good service for our customers

Action 4 – Continue to pursue an agenda of collaboration in relation to heritage services with neighbouring authorities and collaboration in other areas where possible, including the evidence base for the review of the Local Development Plan.

2.0 CONTEXT

2.1 This section sets out the planning context within which the Local Planning Authority operates, both corporately and in terms of Monmouthshire as a county, for the 2018-19 period.

Corporate Context

2.2 The Council adopted its Local Development Plan in February 2014 and will be submitting its fifth Annual Monitoring Report in October 2019.

2.3 The purpose of the Planning Service is to help build sustainable and resilient communities that support the well-being of current and future generations in Monmouthshire, which is a shared purpose with the Council's public service board partners. This is at the heart of everything we do.

We contribute to delivering the Council's well-being objectives, which align to the Public Service Boards objectives, as set out in the Corporate Plan 2017-2022, the specific objectives we contribute to are:

MCC Purpose	Building Sustainable and Resilient Communities
MCC Well-being Objectives	The best possible start in life Lifelong well-being Maximise the potential of the natural and built environment Thriving and well-connected county Future-focussed Council

2.4 The Planning Service's purpose links directly to Monmouthshire County Council's objective of building sustainable, resilient communities.

2.5 The Planning Service sits within the Council's Enterprise Directorate. The Enterprise Vision provides a strategic context for the development and promotion of an enterprising culture, which builds business resilience and creates high value outcomes for Monmouthshire's communities.

2.6 The Planning Service is made up of i) the Planning Policy and ii) the Development Management teams. The primary purpose of the Planning Policy team is to prepare the statutory Local Development Plan (LDP) and assist in its effective implementation through the Development Management (planning application) process. This ensures that the land use and sustainable development objectives of the Council are met ensuring the provision of an adequate supply of land in sustainable locations for housing, retail, education, recreation, tourism, transport, business, waste and other needs, whilst protecting the county's valued environmental, heritage and cultural assets. This work aligns directly with achieving four of the Council's Well-being objectives while being prepared to work innovatively aligns with the fifth objective regarding a Future-focussed Council.

2.7 The Head of Service for Planning is also the Head of Housing. The Monmouthshire Public Service Board Well-being Plan identifies a key issue as being the need to respond to

demographic change, with the County having an increasingly ageing population. The Planning Service has an important part to play (alongside Housing colleagues) in readdressing the supply and mix of housing stock to ensure suitable and affordable housing is available to all demographic groups.

- 2.8 The Planning Service in its policy-making role and when making decisions on planning applications has a significant part in the Well-being goal that seeks to “Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change”. The PSB Well-being Plan acknowledges this by i) identifying Planning’s (and its partners’) capacity to improve the resilience of ecosystems by working at a larger scale (landscape) to manage biodiversity and maximise benefits such as natural flood risk management; ii) ensuring design and planning policy supports strong, vibrant and healthy communities that are good for people and the environment, and iii) enabling renewable energy schemes, especially community owned schemes, and developing new solutions including storage, smart energy, heat and local supply.
- 2.9 The Planning Service’s Vision is “To enable through the land use planning policy framework the building of sustainable and resilient communities that support the well-being of current and future generations.”
- 2.10 In addition, the Development Management Service undertook a System Review between 2010-12 where its purpose was established as being: “To advise on, give permission for and ensure the best possible development” which complements the overall service vision.
- 2.11 Key areas of work for the Service include:
- Carrying out a review and subsequent revision of the Monmouthshire LDP.
 - Preparing and co-ordinating thematic supplementary planning guidance to help to foster the interpretation and implementation of LDP policy.
 - Implementing the Council’s LDP through engaging and working with communities, and partnership working with both internal and external partners.
 - Depending on the outcome of legislative changes at the UK Government level, adopting and implementing the Community Infrastructure Levy. Infrastructure needs will be reviewed and consideration will be given to the best options for funding them alongside LDP progress.
 - Working with colleagues in Development Management to create a unified Planning Service focussed on enabling positive outcomes.
 - Monitoring and evaluating development plan policies, including preparing the statutory LDP Annual Monitoring Report (AMR).
 - Maintaining the LDP evidence base and ensuring fitness for purpose for future LDP revision.
 - Developing linkages with the Council’s emerging framework for community governance and development
 - Providing pre-application advice to customers;
 - Determining planning applications in accordance with adopted policy and material planning considerations, taking into account stakeholder comments and corporate objectives;
 - Securing financial contributions from developers to offset the infrastructure demands of new development;
 - Safeguarding the County’s 2400 Listed Buildings and 31 Conservation Areas, areas of archaeological sensitivity, the Wye Valley AONB and the Brecon Beacons National Park;

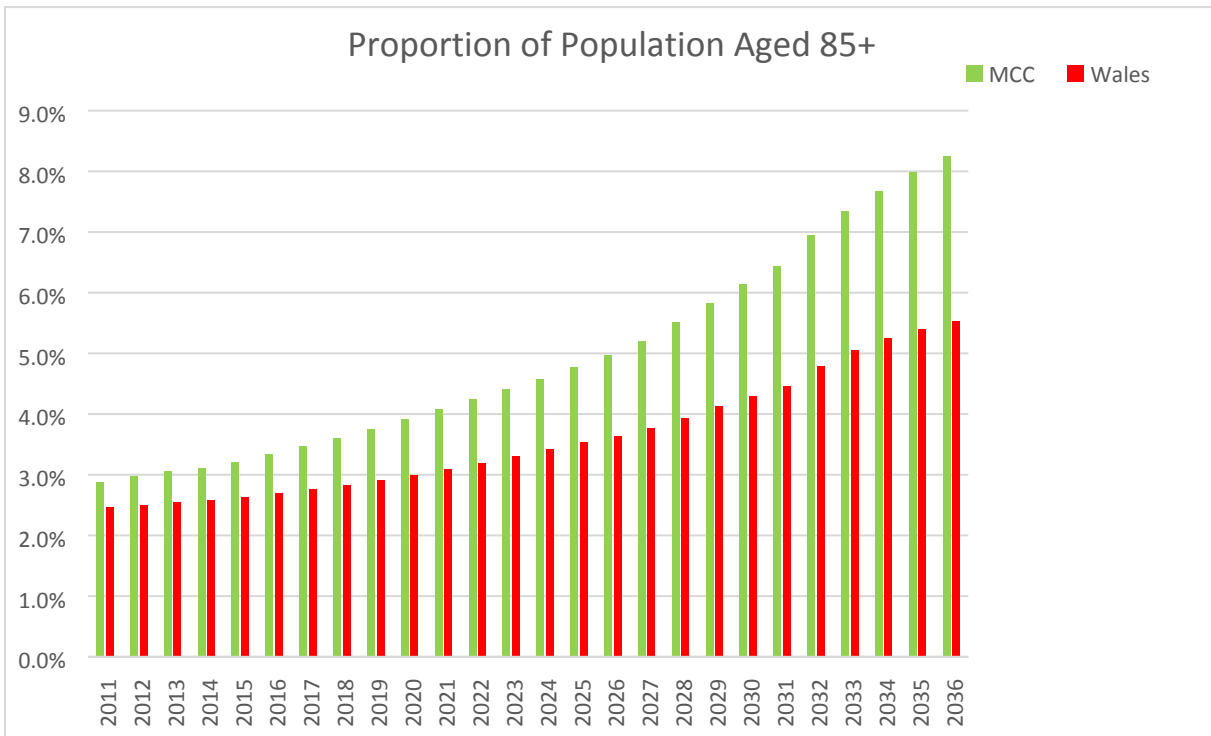
- Providing a heritage service for our neighbouring colleagues in Torfaen County Borough that works in a manner that is consistent and as well-resourced as the one provided for Monmouthshire.
 - Taking robust enforcement action against unauthorised development that is unacceptable.
 - Preparing and submitting the Planning Services' Annual Performance Report (APR) to WG which assesses the effectiveness of the Monmouthshire's planning service and benchmarks it against other Councils' performance.
- 2.12 The main customer of the Planning Service is the applicant of any planning application, however there are numerous stakeholders including individuals, communities, businesses, third sector organisations, other Council Services and elected Members.

Local Context

2.13 Located in South East Wales, Monmouthshire occupies a strategic position between the major centres in South Wales, the South West of England and the Midlands. The County shares a border with the neighbouring Local Planning Authorities of Newport, Torfaen and Brecon Beacons National Park (BBNP) in Wales and Gloucestershire, the Forest of Dean and Herefordshire in England, with Severn crossing links to South Gloucestershire. The County forms the gateway to South Wales, and is part of the Cardiff Capital City Region. This location gives the County a distinctive identity.

2.14 Our people

- 2.14.1 Monmouthshire covers an area of approximately 88,000 hectares with a population of 91,323 in 2011 (92,843 according to the 2016 mid-year estimate), 7.9% of which resides within the BBNP area of the County. The County has a low population density of 1.1 persons per hectare – significantly lower than the South East Wales average of 5.3 persons per hectare – reflecting the area's rural nature. Only 53% of the population live in wards defined as being urban areas (i.e. with a population of more than 10,000).
- 2.14.2 Our population has been increasing steadily, up 7.6% between 2001 and 2011 compared with the Wales average of 5.5%. This increase is wholly attributable to inward migration, with natural change showing negative growth. The County has a relatively high and increasing proportion of older age groups, and a lower and decreasing proportion of younger adults compared with the UK and Wales averages. This trend is predicted to continue.



Source: Office for National Statistics

2.14.3 This demographic change has significant implications for economic activity and demand for services to enable our citizens to continue to live independent lives. The Council has embarked on a work-stream named ‘Future Monmouthshire’ to consider the needs and aspirations of our communities going forward, and how those will be met in the context of a rapidly changing public sector. The project is also considering the extent to which we are a hostage to fortune of these demographic changes, or if we can and should seek to change trends, for example by seeking to retain younger people in the County and the role of affordable housing and employment opportunities in achieving that. This work is providing important evidence, context and direction to the review of the Local Development Plan and to regional planning.

2.14.4 The following diagram encapsulates the challenges facing the Council in the review of the LDP over the next two years:

Monmouthshire Replacement Local Development Plan – Issues, Vision and Objectives

Key Issues to be addressed in the Replacement LDP

<p>Population Aged 65+ Monmouthshire = 24.6% Wales = 20.6%</p> <p>Population Aged 85+ Monmouthshire = 3.3% Wales = 2.6%</p> <p>(2017 ONS Mid-Year Estimates)</p>		<p>2152 Listed Buildings, 164 Scheduled Ancient Monuments, 45 Historic Parks and Gardens. AONB & adjacent Brecon Beacons National Park</p>		<p>Annual mean pay for resident population in Monmouthshire £39,243</p> <p>Annual mean pay for people working in Monmouthshire £30,001</p> <p>(ONS, ASHE, 2018)</p>	
<p>Annual mean pay for people working in: Monmouthshire £30,001 Wales £30,357 UK £36,611 (ONS, ASHE, 2018)</p>		<p>CCR City Deal: £1.2 billion programme expected to deliver up to 25,000 new jobs and leverage an additional £4 billion of private sector investment. Opportunities associated with the Metro transport system.</p>		<ul style="list-style-type: none"> • High proportion of Best and Most Versatile agricultural land (69%) • 3% land defined as 'built on' 	
<p>Median age of 48 years in Monmouthshire compared to 34 years in Cardiff</p>		<p>Economic Impact of Tourism +4.9% in 2017 compared to 2016. Staying visitors generated £146 million & day visitors £58 million in 2017</p>		<p>Access to Services: 38 of our 56 LSOAs fall within the 50% most deprived in Wales (WIMD, 2014)</p>	
<p>40% of economically active resident population commuting out of the County. (Census 2011) Public transport is limited in some areas of the County.</p>		<p>Need for adequate physical & digital infrastructure including: Transport, Water/Sewerage, Broadband</p>		<p>Lower quartile house price to income ratio in Monmouthshire is 9:1 (Hometrack, September 2018)</p>	
<p>Relative absence of young adults aged 16 – 44 in Monmouthshire 28.9% compared to Wales 35.1%</p>		<p>Town Centre Vacancy rates (2018): Abergavenny = 4.8%, Caldicot = 10.3%, Chepstow = 11.8%, Monmouth = 10.1%, Usk = 15.3%</p>			
				<p>Affordable housing waiting list (Bands 1 -4) of 2,021 households (January 2019)</p>	
				<p>Average house prices Monmouthshire £301,642 Wales £187,139 (Hometrack, January 2019)</p>	

2.15 Housing and quality of life

2.15.1 The County has three broad categories of settlement:

- The historic market towns of Abergavenny, Chepstow and Monmouth have developed over many years to have a wide range of opportunities for employment, shopping, community facilities and public transport;
- The newer settlements in Severnside of Caldicot/Portskewett, Magor/Undy, Rogiet and Sudbrook where recent high levels of residential growth have taken place without the local jobs and community facilities to match. The area benefits, however, from a strategic location at the 'Gateway' to Wales with good access to the employment markets of Newport, Cardiff and Bristol;
- The rural area, containing the small town of Usk, the larger villages of Raglan and Penperlleni, and a large number of smaller villages, widely dispersed around the County.

2.15.2 Over the last decade, housing completions in the Monmouthshire LPA area have averaged approximately 245 dwellings per annum, although there have been significant annual variations with just 158 completions in 2009/10. To deliver the LDP housing requirement, 488 completions per annum are required (2013-2021). To date, completions since LDP adoption have averaged approximately 240 per annum. This is discussed in more detail in the LDP Annual Monitoring Report.

2.15.3 Average house prices are significantly higher than the Wales average (£301,600 compared to £187,100 average in January 2019) resulting in a significant need for affordable housing (source: Hometrack Housing Intelligence). Between 2006 (the time the Monmouthshire Unitary Development Plan was adopted) and March 2019, there have been 3,404 completions of which 715 were affordable, equating to 21% of all dwellings built. Since LDP adoption (2014) to March 2019 there have been 1,399 completions of which 342 were affordable, equating to 24.5% of all dwellings constructed.

2.15.4 Monmouthshire is generally a prosperous County offering a high quality of life for its residents. This is reflected in the 2011 Welsh Index of Multiple Deprivation with none of the lower super output areas (LSOA) in Monmouthshire in the most deprived 10% in Wales. However, poor access to community facilities and declining local service provision is an issue for rural and ageing communities. The health of Monmouthshire's population is generally better than the Wales average, with greater life expectancies and higher proportion of residents classing themselves as being in good health (2011 Census). Fewer residents in the County suffer with a limiting long-term illness compared with Wales as a whole. The rate of reported crime in Monmouthshire tends to be lower than for Wales as a whole.

2.16 **Our economy**

2.16.1 The County has a high proportion of working age people in employment (62.8% in 2011) compared to neighbouring Authorities or the Wales average (58.2%). Our economy is reliant on the public sector and services for employment:

- The public administration, education and health sector accounts for 33.3% of jobs;
- The distribution, retail, hotels and restaurants sector accounts for 27.4% of jobs;

- Tourism, as part of the services sector, is also important in the County (see 2.16.3 below).
- 2.16.2 The County had 3,720 active enterprises in 2011, 27% of which were in the property and business services sector. Nearly 99% of the County's businesses are classified as small (i.e. up to 49 employees). Monmouthshire has experienced growth in eight of fourteen sectors in the decade to 2011, with the greatest increases in the property business services, hotels and catering and education and health sectors, while there has been a decline in the number of manufacturing businesses. Recent changes in Business Rates by the Welsh Government have disproportionately affected Monmouthshire.
- 2.16.3 Tourism is vital to Monmouthshire's economy and generates income to support a wide range of businesses that benefit from spending by visitors. According to figures supplied by tourism economic indicator STEAM (Scarborough Tourism Economic Activity Monitor), the sector brought in £204.43m to Monmouthshire in 2017 and supported the equivalent of 2,968 full-time jobs, accounting for approximately 10% of the workforce. Each visitor contributing to the county's economy by purchasing food and drink, fuel, services and accommodation spends on average over £66 per day.
- 2.16.4 Monmouthshire's tourism performance over the life of the previous plan displayed an encouraging 10% real growth in terms of economic impact, an increase of 8.7% in visitor numbers and a 1.5% growth in full-time jobs. The approved Destination Management Plan has been developed following a review of the previous plan and is based on Monmouthshire's best prospects for tourism growth as well as extensive consultation with stakeholders.
- 2.16.5 The Plan capitalises on key opportunities for Monmouthshire, including its location at the gateway to Wales offering an initial chance to make a great impression, especially now that Severn Bridge tolls are to be phased out. It also recognises Monmouthshire's contribution to the Cardiff Capital Region's City Deal and the overall growth target - set by the Welsh Government's tourism organisation, Visit Wales - of 10% or more in the sector's value by 2020.
- 2.16.6 The 2015 Welsh Government Commuting Statistics indicate that 58.3% of the County's residents work in the area. Although less than the Welsh average of 69.4%, this is an improvement of last year's figure of 54.5%. This suggests that there has been some progress in meeting the aspiration to increase the proportion of resident workforce working within Monmouthshire over the Plan period. However, the same data source suggests that Monmouthshire has a net outflow of 900 commuters – with 17,800 commuting into the Authority to work and 18,700 commuting out. There was significant in-commuting from Torfaen (3,000), Newport (2,900), Blaenau Gwent (2,800) and from outside Wales (8,000). The main areas for out-commuting were Newport (3,900), Bristol (3,400), Cardiff (2,500) and Torfaen (2,100), with a further 6,400 commuting to other areas outside Wales. A relatively high proportion of Monmouthshire's residents travel long distances to work, with a high usage of the private car. Heavy reliance on the private car and limited opportunities for public transport is a particular issue in rural areas. These figures should be treated with caution, however, as the data is based on a small sample survey.

2.17 Communications

2.17.1 The County is easily accessible from the rest of Wales by the M4, A40, A449 and A4042 and from England by the M4 and M48 Severn Bridges and the A48, A40 and A465. The good road transport links connect the County to major population centres such as Cardiff, Newport and Bristol. Monmouthshire is served by a number of local and national bus routes, with main bus stations in the towns of Abergavenny, Chepstow and Monmouth. In terms of rail provision, Monmouthshire has four railway stations, at Caldicot, Chepstow and Severn Tunnel Junction in the south of the County and Abergavenny in the north. As part of the Cardiff Capital Region, Monmouthshire is set to benefit from the proposed South Wales Metro proposals. The local community in Magor Undy is at an advanced stage of campaigning for a new Magor Undy Walkway Station, close to the Community Hub building that has now received planning permission. The announcement to remove the toll charge on the Severn Bridge has already had a demonstrable impact on house prices and, anecdotally, on speed of sales.

2.17.2 Public rights of way include 1,499km of footpaths, 71km of bridleways, 84.5km of restricted byways and 1.5km of unrestricted byways. These public rights of way are complemented by permissive paths. The County has three long distance regional trails (Usk Valley, Wye Valley and Three Castles) as well as the national trail (Offa's Dyke Path). The County also provides the start of the all-Wales coastal path. There are two national cycle routes within Monmouthshire, both of which run from Chepstow. The countryside access opportunities available in the County are one of its key assets, sustaining tourism and providing opportunities for economic regeneration.

2.17.3 The rural nature of the County and high proportion of SMEs means broadband and mobile communication are both vital and challenging. The Council is part of the Superfast Cymru project rolling out BT broadband. Other local projects to roll out Broadband into less accessible rural areas are being explored.

2.18 Our natural heritage

2.18.1 The County is noted for its rural beauty and has a rich and diverse landscape stretching from the coastline of the Gwent Levels in the south of the County, to the uplands of the Brecon Beacons National Park in the north. In addition, there is the picturesque river corridor of the Wye Valley AONB in the east and the Blaenavon Industrial World Heritage Site to the north-west. The landscape and countryside of Monmouthshire contributes not only to the health and well-being of Monmouthshire's residents but also supports the important tourist economy.

2.18.2 Monmouthshire has significant biodiversity and nature conservation resources, a number of which are internationally or nationally recognised, including:

- The Severn Estuary Special Area for Conservation (SAC), Special Protection Area (SPA), Site of Special Scientific Interest (SSSI) and Ramsar Site (Wetland of international importance);
- The River Wye, River Usk, Wye Valley woodlands and Wye Valley Special Areas of Conservation (bat sites);

- 49 nationally designated Sites of Special Scientific Interest (SSSIs) – covering some 2,087 hectares. Most are woodland or grassland sites with others designated for their wetland or geological interest;
- Two National Nature Reserves (Fiddler’s Elbow (woodland) and Lady Park Wood) and one Local Nature Reserve at Cleddon Bog;
- Approximately 650 non-statutory Sites of Importance for Nature Conservation (SINCs) predominantly in relation to grassland and ancient and semi-natural woodland areas. The statutory sites cover 6,432 hectares, or 7.6% of the LPA area; 3,664 hectares of which comprises the Severn Estuary SPA.

2.18.3 Other key challenges facing the Planning Service include areas at risk of flooding (including most of the Gwent Levels and the flood plains of the Rivers Usk and Wye and their tributaries). There are, however, flood defences within the towns of Chepstow, Monmouth and Usk.

2.19 Our built heritage

2.19.1 The Monmouthshire LPA area has a rich built heritage and historic environment which includes:

- Approximately 2,400 Listed Buildings, of which 2% are Grade I, 10% are Grade II* and 88% are Grade II. Of note, around 176 Listed Buildings have been identified as being at risk.
- 31 Conservation Areas – designated for their special historic or architectural interest, covering some 1,648 hectares in total;
- 45 Historic Parks and Gardens – identified as having a Special Historic Interest, covering 1,910 hectares;
- 3 Landscapes of Outstanding Historic Interest identified by Cadw (parts of Blaenavon, the Gwent Levels and the Lower Wye Valley);
- 164 Scheduled Ancient Monuments.

2.20.1 The LDP is heavily reliant on greenfield sites to deliver its development needs due to a lack of brownfield sites. Air quality in Monmouthshire generally meets current standards, although there are two Air Quality Management Areas (AQMA) within the County, where objective levels of nitrogen dioxide may be exceeded. These are at Bridge Street in Usk and Hardwick Hill/Mount Pleasant in Chepstow. The Monmouthshire Contaminated Land Inspection Strategy has not identified any sites as being contaminated.

3.0 PLANNING SERVICE

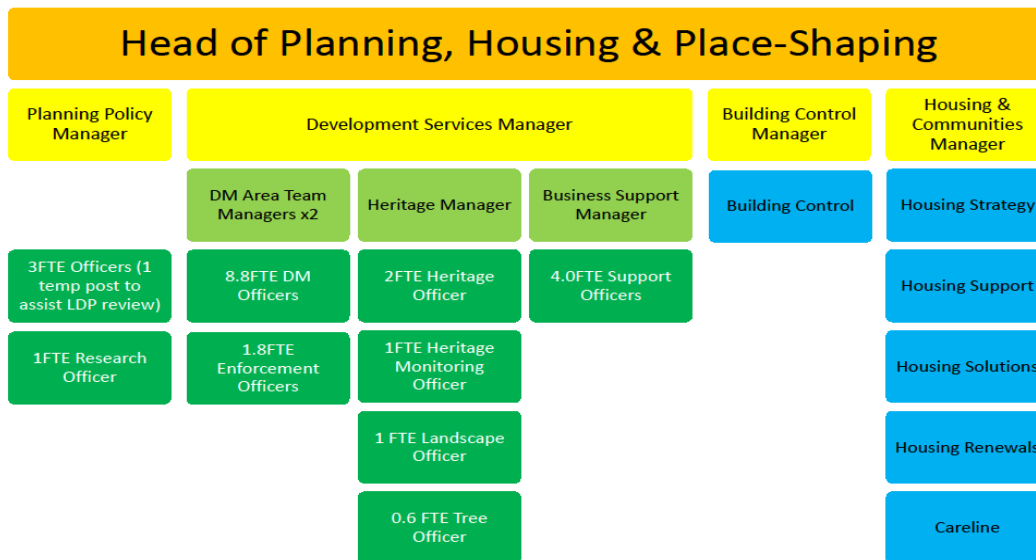
Organisational setting

3.1 During the previous reporting period, the Planning Service underwent a number of significant changes, including a restructuring of management responsibilities within Planning Policy and DM. This resulted in an increase in management capacity as a response to officer feedback, to better support colleagues, to enable succession planning and recognise talent, and to support service delivery improvements. The changes have now bedded in with the new full-time Policy Manager being at the forefront of the LDP review and additional management capacity enabling better monitoring of officer performance in the DM team. Within this reporting period, a senior manager in DM retired leading to their replacement by a new DM Area Team Manager (Abergavenny/ Usk DM area and Enforcement), also from within the DM team, thus rewarding in-house talent and providing career progression. Other changes have seen the recruitment of a new Landscape Officer who sits in the Heritage Team together with the Tree Officer post, formerly in the Countryside and GI Team being accommodated in the Heritage Team as another key specialist to assist the planning process. The delivery of a joint heritage service with Torfaen CBC from January 2019 and managed by Monmouthshire County Council has led to the recruitment of a further senior heritage officer for a two year period (albeit that this post is funded by Torfaen Council). A 0.5FTE post in Support was deleted as a budget saving. In Planning Policy, three internal promotions occurred including the appointment of a new full time Policy Manager following the retirement of the previous part time manager. Owing to the need to have adequate staff to undertake the LDP review, a three year temporary senior policy officer post was created and filled internally by the secondment of a senior DM officer. The senior DM post has been backfilled to enable the DM team to be adequately staffed.

Department structure and reporting lines for the 2018-19 reporting period



3.2 Planning Service staffing structure for the 2018-19 reporting period



Links with other Council projects

3.3 There are a number of wider corporate activities that impact upon the planning service, or that the planning service supports and/or shapes:

3.3.1 Budget management

Local Government budgets have been significantly reduced over recent years, and the Planning Service has had to make savings in the same way as all other unprotected services. This has comprised a combination of reduced expenditure, increased income budget lines, and reduced staffing costs. In 2014-15 and 2015-16, the DM team underspent by around £50k each year through underspends in respect of staff costs (gaps between posts being filled) and the Professional & Specialist Fees budget. In 2016-17 identified budget mandate savings of £40k for DM were not achieved - savings had been anticipated via extra planning application fee income for 2016/17 – however, application fee income fell from £626k for 2015/16 to £506k for 2016/17 owing to economic conditions. Savings (or increased income) for 2017/18 were then identified via an increase in pre-application advice fees (by £5k), a drive towards a paperless system (reducing printing and copying – leading to savings of £5k), the introduction of new fee earning services (fast track planning applications and pre-purchase / completion certificates, anticipated to earn £4k) and a reduction in the DM Professional & Specialist Fees element of the budget by £43k. Planning Policy set budget savings of around £17k for 2017/18, including a reduction in their Professional & Specialist Fees element of the budget. Owing to the reduction in planning application fee income over 2017/18 there was an over spend of £197,000 in the DM Team, whereas the Policy team underspent by £218,000, leaving an overall underspend of £21,000.

For 2018/19, DM fee income recovered significantly compared to the two previous years leading to a small overspend of £7k in DM, whereas the Policy team underspent by £186k. Much of this underspend is the rolled over reserve to fund the LDP review which will be used over the next two years.

3.3.2 The income from planning applications improved to £583k in 2018/19, over £200k more than the previous reporting period. Almost £50k of fees were received for the council's pre-application advice service which was 'on budget'. The DM Team made savings of almost £19k via the deletion of a 0.5FTE support officer post, a reduction in the travel claims allowance budget (by making more efficient use of the two pool cars DM rents) and a small reduction in the professional fees budget. Both elements of the service made some savings because of an under-spend in the respective professional fees budget.

3.3.3 Service improvement/Systems Thinking

The Council has reviewed a number of its services via a Systems Thinking approach. Planning underwent this review between 2010 and 2012, and it is now fully embedded. The review seeks to strip the service back to basic principles: who is the customer, and what is important to them? As far as is possible (for example taking into account legislative requirements), activities that do not add value to the customer are removed.

In terms of the Planning Service, this has resulted in a high performing, outcome-focussed service. Officers are empowered to make decisions and take responsibility for their caseload from start to end. The outcome focus means that our emphasis is on securing a positive outcome where possible, rather than a focus on arbitrary performance targets. Performance against end-to-end times is monitored via monthly team meetings, however this monitoring is in the context that decision speed is only a small part of the wider picture, and is not always important to our customers.

The team applied this approach when implementing the roll out of a new planning application processing data base system that went live in March/ April 2018. This ensured disruption when changing over to the new system was minimised. It has also been used as method to seek ways of improving the service's web pages to improve the customer experience when accessing planning-related information online.

3.3.4 Development Team approach

A fee-paying pre-application advice service was introduced in late 2013 which has been well received by customers and is now embedded. This service includes offering a Development Team approach, which seeks to provide an integrated, round-table multi-disciplinary approach to pre-application enquiries. This has helped build positive relationships with other service areas, and help all parties to understand each other's objectives and priorities, leading to better outcomes. We also ask applicants if they wish the local ward member to be involved in pre-application discussions on major planning applications to improve communication and to promote transparency. Another improvement we have introduced is to ensure the council's Design Panel, made up of the council's planning committee chair, vice chair and opposition spokesperson and senior planning managers, is involved at an early stage for major planning proposals that have a design implication. Experience shows the subsequent planning application follows a smoother path during the committee process

because of the inclusive nature of the journey. All applications that have undergone this process – including major housing proposals at Abergavenny, Monmouth and Caldicot that have been approved within agreed timescales.

During this reporting period, we received 387 applications for pre-application advice and closed 367:

- 79% were determined within the agreed timescale for pre-application advice;
- Over 2018/19, 170 planning applications stemmed from pre-application advice we gave. Of those that have been determined 98% were approved. Only one application was refused and that proposal did not follow the officer advice given at pre-application stage. One application was withdrawn and not progressed due to a change in the applicant's circumstances. Consequently, we have a 100% success rate of applications that went to decision stage and followed our pre-application advice.

As part of the systems thinking revisit referred to in 3.3.2 above, it is intended to review our pre-application advice service to see how we can make this more effective for the customer and improve the timeliness of our responses. This is particularly important as we are looking to put in place fast track services for more complex proposals that will necessitate the Development Team approach. The Development Team approach is valued by customers as it provides a comprehensive service but it is more challenging to organise given the number of different officers involved.

3.3.5 Best practice benchmarking

We are involved in various regional and all-Wales working groups, which provide an important forum for identifying, learning from and sharing best practice, while recognising Monmouthshire's uniqueness. These groups include:

- Planning Officers' Society for Wales (POSW) (meeting of all Chief Planning Officers from Welsh LPAs; POSW is involved in benchmarking work among all Welsh local planning authorities undertaken for WG by the Planning Advisory Service (PAS) to understand the costs of running a planning service more accurately and comparably than CIPFA data;
- South East Wales branch of POSW (POS-SEW);
- South East Wales Strategic Planning Group (SEWSPG) (meeting of planning policy lead officers from the ten SE Wales LPAs and the Brecon Beacons National Park together with WG representatives, HBF, NRW and Welsh Water). Monmouthshire and Newport Councils jointly chaired this group during this reporting period, with Monmouthshire becoming the Chair Authority in January 2017;
- South East Wales Heritage Forum. Monmouthshire's Heritage Manager chaired this group during this reporting period.
- South Wales Enforcement Forum
- South Wales Development Management Group (meeting of the South Wales Development Management lead officers)

An informal group of DM officers and managers from the former Gwent Local Planning Authorities also meets to share best practice and procedures in the light of new regulations coming into force. The objective is to discuss consistency on a more manageable basis, and feed learning back to all LPAs in Wales.

Monmouthshire's Head of Planning, Housing & Place Shaping sat on the Welsh Government's Positive Planning Advisory Group representing all Welsh Local Planning Authorities working alongside the private sector, Royal Town Planning Institute, Welsh Local Government Association and Welsh Government to co-ordinate the identification, promotion and dissemination of best practice. This group appears to have been disbanded by the Welsh Government.

In addition, we hold monthly liaison meetings between the Planning Policy and Development Management teams to disseminate policy changes at national and strategic levels, to understand corporate strategies, to aid interpretation and implementation of the adopted Local Development Plan, and to review implementation of the LDP to help inform and shape the replacement LDP. This has provided a valuable forum to ensure a cohesive and consistent planning service is provided.

3.3.6 Asset Management

In response to budget pressures, in addition to a wider desire to use our assets responsibly, the Council is undergoing a process of reviewing its estates portfolio and where appropriate, disposing of those assets. The planning service plays a key role in enabling best use of/return from those assets. As an example, planning permission has been granted for a solar farm on one of our own County farms near Crick. The revenue from energy generation can be reinvested into providing valuable services to our citizens. The Corporate Business Plan includes a commitment to deliver a second solar farm.

The Local Development Plan includes four Council-owned sites as housing allocations. During this reporting period, outline planning approval was granted at Crick Road for a mixed use development, detailed planning permission was granted for the first phase of the proposed housing development at Rockfield Farm, Undy while outline permission was also granted for an allocated housing site in Raglan.

3.3.7 21st Century Schools

The planning service continues to play a key role in advising on and enabling the delivery of replacement school buildings as part of the 21st Century Schools project. The aim of this project is to give our young people the best possible start in life, and give them the best possible range of opportunities by the time they leave school. Construction has been completed for both Caldicot and Monmouth comprehensive schools (approved in 2014 and 2015 respectively) although external works are on-going.

3.3.8 Well-Being Plan

There are four well-being objectives forming part of the Monmouthshire Well-Being Plan, two relating to people and two relating to place:

People/Citizens:

- Provide children and young people with the best possible start in life
- Respond to the challenges associated with demographic change

Place/Communities:

- Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change.
- Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

In tandem with the Well-Being Act and the Well-being Plan the Council's Planning Service is committed to securing sustainable development in the public interest for the good of the County's citizens and its environment.

3.3.9 Local Transport Plan and Active Travel

We contributed towards the Council's Local Transport Plan in a previous reporting period, and will continue to work with colleagues to help enable delivery of the identified priorities and compliance with the Active Travel Act, whether this be via LDP allocations, planning application decisions or securing planning contributions. During this reporting period we have been involved in negotiating pedestrian and cycle links for larger housing schemes at Crick Road, Raglan, Undy and Caldicot, as well as holding discussions relating to new cycle routes in the Chepstow and Usk areas. A new Llanfoist cycle/ footpath bridge was approved planning permission in September 2018 but has since been refused a licence by NRW.

3.3.10 IT improvements and 'channel shift'

The Council has a shared IT resource with Newport, Torfaen and Blaenau Gwent Councils, and through this has implemented a new planning back-office system. Collaboration on reporting functions and training has been undertaken with Torfaen Council. Setting up the new system has been very resource intensive but the system went live in April 2018.

The Planning Service is a key frontline service in terms of visibility and customer access. We have already introduced agile working and electronic document management, and work has been undertaken to improve our website to improve the ability of customers and stakeholders to self-serve where possible, as well as to comply with the Welsh Language Measures, although more work is needed to improve the customer offer in this area.

In 2018/19 we improved the layout and content of the DM service's web pages to allow customers to self-serve more easily. We have also moved towards a paperless office, resulting in printing and postage savings. Going forward we would like to scan old microfiche records so that these are also available via our website, however this is prohibitively expensive at present. We also introduced a Report It function on the web site

so that the public could report possible breaches of planning control for the planning enforcement team to investigate.

Operating budget

- 3.4 The operating budget for the service is shown below together with the changes from last year:

	Costs	Income	Net Cost	Change
2013-14	£1,648,800	£601,200	£1,047,600	
2014-15	£1,397,400	£614,900	£782,500	-£265,100 (-25%)
2015-16	£1,360,500	£669,900	£690,600	-£91,900 (-12%)
2016-17	£1,363,600	£572,000	£791,600	+£101,000 (+15%)
2017-18	£1,292,600	£430,100	£862,500	+£70,900 (+9%)
2018-19	£1,426,500	£673,600	£752,900	-£109,600 (-13%)
2019-20*	£1,428,900	£694,400	£734,500	-£18,400 (-2.4%)

*Budgeted figures are shown for 2019-20; actual figures are shown for the other years. The 2019/20 figure excludes Planning Policy's budget for Professional fees.

- 3.5 The two main costs for the service are staff costs and the LDP budget (money is transferred from the above budget to sit in an LDP reserve, built up to fund the next LDP). Income is generated by planning application fees and pre-application advice (the latter amounted to approximately £50,000 over 2018/19) as well as the Planning Service's newer discretionary services that are discussed below.
- 3.6 For 2019/20, planning application fee income has been estimated to remain static at £629k. Agreement to stop increasing the application fees each year by inflation was agreed by the Council given that the authority does not set the fees, they do not rise by inflation each year and fee income is dependent on economic activity which is also out of the Council's hands.
- 3.7 Research by the Welsh Government identifies that application fees recover approximately 60% of the cost of dealing with planning applications, although work is currently being undertaken with the Planning Advisory Service to provide a more accurate picture of cost recovery across all Welsh planning authorities. Additional costs are incurred through the work involved in the statutory Development Plan, and via other services such as enforcement and heritage management. Increased planning application fee income is used to reduce the net cost of the service to the Council. In-year windfall extra income is used to balance the Council's budgets and offset overspend in other services. Conversely as has been the case during recent years, underspend in other services was used to offset DM's under-recovery of income, when economic and other circumstances resulted in a sudden drop in fee income. Application fee income has fluctuated significantly over recent years, and this poses a challenge for budget management going forward. Fee income is heavily influenced by the wider economy, for example house-building (which itself is affected by mortgage lending and development viability) and other funding streams (for example the feed-in tariff for renewable energy schemes).

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Budgeted fee income	£473k	£490k	£525k	£633k	£668k	£694k	£681k	£693k
Actual income	£415k	£596k	£584k	£664k	£560k	£430k	£653k	

N.B. Fee income includes planning application fees, pre-application income and the discretionary fees for fast track applications.

Staff resources

- 3.8 Staffing levels for the reporting period are shown in the chart at paragraph 3.2 above. Staffing levels in the planning service reduced by 5.2FTE between 2013 and the end of 2015/16. Workload increased during this same period (see table at paragraph 4.2). It was recognised that resources were stretched too thinly and additional fee income was invested in employing a 1.0FTE fixed term Senior Landscape and Green Infrastructure Officer in 2015, a 0.6FTE fixed term DM Officer and a 1.0FTE fixed term Business Support Officer. During 2016/17 the 0.6FTE DM Officer was made permanent, an additional 0.5FTE DM Officer has been recruited, and the 1.0FTE Business Support Officer was made permanent (including upskilling the post-holder to enable her to deal with a caseload of minor applications). During 2017/18 there was an adjustment in management responsibilities to increase capacity in DM (responding to staff feedback for more the need for more day-to-day management in 1:2:1s) creating a new post of DM Area Management (Central & South areas) and re-designating the Planning & Enforcement Manager's post as the other Area Manager (covering the North DM team and the Enforcement function). This allowed succession planning enabling the Planning & Enforcement Manager to work three days per week under the basis of flexible retirement. A 0.5 FTE Business Support Officer left the Authority and the post was made redundant to help meet the DM team's budget savings for 2018/19. One of the two DM Area managers retired in the summer of 2018 and was replaced by an internal candidate whose senior DMO post was then backfilled. A secondment was created to provide a DM officer from Blaenau Gwent CBC the opportunity to gain experience as a senior DMO covering the post vacated by a DM officer who was covering maternity leave for a senior officer in the Policy Team.

The changes to the Heritage Team within DM are briefly referred to in par. 3.1 above, and are set out in more detail in par. 4.24 below.

In Planning Policy, the former Policy Manager (p/t) retired in May 2018 and was replaced by a new full time Policy Manager who was an internal candidate. The new manager's previous role as a Principal Planner was also replaced internally as was the successful candidate's, leading to a new Research officer being appointed externally. Owing to the need to have adequate staff to undertake the LDP review, a three year temporary senior policy officer post was created and filled internally by the secondment of a senior DM officer. The senior DM post has been backfilled to enable the DM team to be adequately staffed.

- 3.9 For the reporting period, sickness levels were fairly low, with an average of 9.43 days per colleague lost due to sickness in DM and just 0.8 days for the Policy team. Much of the DM absence related to one team member who has since returned to work in September 2018

after a prolonged absence and whose attendance is now excellent. Team morale is good despite work pressures, including the implementation of the new planning data base software.

3.10 Training and development opportunities provided for colleagues during the reporting period included training provided by Welsh Government (and a further internal workshop run for members and officers) regarding the new sustainable drainage regime. There was training in the form of a workshop to assist in the writing of Service Business Plans. Regular workshops have taken place to engage DM officers regarding LDP issues such as the candidate site process. This is in addition to in-house development opportunities provided via Development Management and Planning Policy Liaison Meetings. There has also been training for managers regarding the GDPR, cascaded to staff via team meetings. There has also been Safeguarding training provided by MCC staff for all the Planning Service staff. External training and development opportunities included attendance at events run by Frances Taylor Building Law on recent legal changes in planning law. A Design Tour was held for Planning Committee Members in June 2018 to review applications granted by committee and officers under delegated powers. An event was held in June 2018 for community and town councillors focussed on planning enforcement issues which was run by Planning Aid Wales and supported by senior officers in DM together with enforcement staff. This was well-received. Several officers attended the annual Wales Planning Conference in June 2018. The newly appointed DM area Team manager attended specialised training regarding enforcement which falls under his remit. Five staff within DM have undertaken Institute of Leadership & Management (ILM) qualifications over the last two years, three having qualified and two are underway.

3.11 All colleagues have had an annual appraisal during the reporting period.

4.0 YOUR LOCAL STORY

Workload

4.1 Key projects during the reporting period included:

- Commencement of the work to formally review the LDP. This involves a challenging timetable for delivery agreed with WG and has necessitated additional staff resource. Some of this work involves collaboration with neighbours Blaenau Gwent and Torfaen (regarding demographics - population/household/ employment-led projections to inform the LDP growth and spatial strategy), and in respect of employment this entails a larger than local joint study based on the Gwent footprint (including Newport and Caerphilly).
- Establishing a joint heritage service for Monmouthshire and Torfaen Councils. This commenced in January 2019 and reviews of its effectiveness are scheduled periodically over the next 12 months. MCC manages the service for TCBC via a memorandum of understanding (MOU) and provides the staff to deliver a resilient heritage service assisted by TCBC funding.
- The Council's Heritage Manager has achieved delegation from Cadw to determine heritage applications for Grade II* Listed Buildings (understood to be unique to the UK) while one of the Heritage team's senior officers has achieved IHBC membership and has secured Cadw delegation to determine heritage applications relating to grade II buildings.
- Consulting on supplementary planning guidance (SPG) on the interpretation and implementation of LDP policy, including 1) Affordable Housing (revised version) and 2) Infill residential development; work is also taking place in relation to SPG for Landscape and Archaeology.
- Promoting and delivering our recently introduced bespoke application services including fast track applications for householder planning applications, listed building consent and certificates of lawfulness, as well as pre-purchase certificates and completion certificates.
- Achieving succession planning in DM and Planning Policy via the promotion of excellent internal candidates to management roles, providing the leadership needed for the challenges in each team, including the review of the LDP. There has been training and mentoring put in place for those new managers.
- Developing with members a credible and innovative policy approach to addressing the shortfall in the five year housing land supply which had slipped to 3.9 years but partly as a result of the approval of two non-allocated housing proposals that formed a part of this new approach, has now reduced to 4.0 years. This is described in more detail at par. 4.12 below.
- Securing planning permissions for two of the LDP's strategic housing sites at Crick Road, Portskewett and Rockfield Farm, Undy, as well as major housing proposals at Raglan (an allocated site in the LDP), Brecon Road, Abergavenny and on the site of the Abergavenny Magistrates Court. Planning Committee approved two non-allocated major housing sites off Church Road, Caldicot and at Grove Farm, Llanfoist (both in outline) to help address the shortfall in the five-year housing land supply. Major economic development approved included a major new investment in a large workshop and office development by the Mon Motors Group at Newhouse Farm Industrial Estate, Chepstow.

- Working with a Building Preservation Trust to seek to secure the restoration of a Listed Building at Risk including a CPO.
- Bedding in and implementation of the Green Infrastructure SPG with the role of the new Landscape Officer in the Heritage team given a leadership role in this process. This SPG is the first of its kind in Wales, and has broken new ground to fill an identified gap in guidance for developers and planners. There is considerable interest in the new SPG from stakeholders, including the Welsh Government and Natural Resources Wales and other local authorities. Crucially, it is having a tangible positive influence on Monmouthshire’s landscapes and GI assets by encouraging higher quality planning applications. A review of 25 planning applications has been undertaken to evaluate the effectiveness of the SPG which has quite clearly shown the added value, as well some challenges/lessons to be learnt. The Green Infrastructure and Countryside and Planning Policy teams collaborated in the development of the SPG; it was subsequently submitted for the Landscape Institute Awards in November 2015 where it was “Highly Commended” with judges commenting that it is; “A practical and very comprehensive tool to encourage consideration and application of Green Infrastructure in planning.” It was also a shortlisted finalist for the 2016 RTPI Wales Planning Awards.

4.2 Application caseload has reduced slightly since the previous reporting period while the number of applications determined increased. Some explanation to this can attributed to the fact that applications were not registered during the last two weeks of March 2018 owing to the transition to our new Uniform planning applications data base system. The proportion of approvals was similar to previous reporting periods at 95%. During 2018-19, 95.5% of applications were determined under delegated powers (Wales’s average 93%).

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Applications received	987	983	1173	1284	1117	1188	1126
Applications determined	874	852	1053	1085	1087	1071	1101
% within 8 weeks or agreed timescale	45%	70%	76%	79%	90%	91%	88%
% applications approved	94%	93%	95%	95%	96%	95%	95%

4.3 During this reporting period, we received 387 applications for pre-application advice and closed 367. Of those, 79% were determined within the agreed timescale for pre-application advice. Over 2018/19, 170 planning applications stemmed from pre-application advice we gave. Of those planning applications that have been determined 98% were approved. Only one application was refused and that proposal did not follow the officer advice given at pre-application stage. One application was withdrawn and not progressed due to a change in the applicant’s circumstances. Consequently, we have a 100% success rate of applications that went to decision stage and followed our pre-application advice. The conclusion is that

the pre-application advice service is working well but we need to analyse whether the service is leading to quicker decision making. This will be analysed as part of the continued comprehensive review of our pre-application advice system and the review of the information offered on our web pages (APR Actions 1 and 2).

- 4.4 A key area of work over the last eighteen months has been the development of new, bespoke services. The most popular of these has been the Fast Track services for householder applications, lawful development certificates (LDCs) (existing and proposed) and listed building consent.
- 4.5.1 The Fast Track service accelerates the administration and processing of the application for a small additional charge. The offer is that Fast track applications are determined within 28 days following the submission of a valid application. This decision period varies for fast track applications for a certificate of lawfulness (10 days) and applications for listed building consent (35 days). There is an £85.00 additional fee (so £275 in total) although certificates of lawfulness are £190. A valid application is defined as outlined within Welsh Government Circular 002/12. In the unlikely event of not being able to achieve this target or agree a short extension of time (no more than 5 working days) we will refund the fast track service fee.
- 4.5.2 The *pre-purchase certificate* is a discretionary service aimed at people looking to buy a property in Monmouthshire. The application would provide the applicant with i) a planning history search; ii) details of planning permissions; iii) listed building consents and iv) enforcement history relating to identified breaches of planning control (this would not relate to unsubstantiated complaints). This service would include a site visit and identify whether there are any breaches of planning control and whether or not any breaches would be enforceable. The certificate confirms that any approved development at the site, up to the point of the request, has been carried out in accordance with approved plans and that there is no breach of planning control at the site. The fee for this service is £180 and we aim to provide a written response within 28 days. This service looks at compliance with all types of planning permissions including listed building consent: it does not provide a substitute to lawful development certificates. We are raising the fees for this service in 2019/20 to £250 to recover the costs involved in providing this service.
- 4.5.3 The other discretionary service we offer we provide is a *certificate of completion*. The certificate will indicate whether or not the planning permission and/or Listed Building Consent applied for has been carried out in accordance with the approved plans, and also it would confirm the status of all planning conditions and any approved amendments if applicable. The purpose of this service is to offer support to applicants, agents or any other interested party that the works are appropriate and acceptable once they have been built. If there is an issue of noncompliance this will be brought to the applicant's attention and an opportunity provided for the breach of planning control to be rectified. The service includes a site inspection and desk based research and investigation. The fee for this service is £120 for each application number requiring a certificate and we will aim to provide a written response within 28 days. Where an application for listed building consent and a planning application were required for the same development, they will be treated as one application. Similarly to the pre-purchase certificate, from April 2019 we have raised the fee for a certificate of completion to £180 to help recover the costs involved.

4.6 These discretionary services have been in place since 1st July 2017 (they were rolled out slowly but have quickly gathered pace). The below table outlines the take up of these services and the amount of income that the additional services have generated. We are seeking to increase this with wider marketing.

Type of service	Number of applications/enquiries complete 01/07/17 to 31/03/18	Income generated	Number of applications/enquiries complete 01/04/2018 to 31/ 03/19	Income generated
Fast track householder applications	36 (1 refund to date - Local member called application to Planning Committee)	£2975 (This figures excludes the refunded amount)	47 (9 refunds due to a range of issues, but mainly because the number of objections led to the need for the application to be presented to the Council's Delegation Panel rather than be officer delegated).	£3230 (Excludes refunds)
Fast track certificate of lawful development	Existing - 0 Proposed – 8	£760	Existing – 0 Proposed - 4	£760
Pre purchase certificates	5	£900	6	£1080
Completion certificates	4	£480	2	£240
Fast track listed building applications	8	£2200	13	£1925 (Includes 6 refunds as applications were too complex to be determined in 35 days)
Total		£7, 315		£7,235

4.7 Limited meaningful historical trends can be drawn in relation to the enforcement workload due to significant changes to the performance indicator definition since 2014, which changed what is measured as an enforcement case and the definition of when a case is 'resolved'. While 2018/19 saw a decline in performance against the revised WG measures, the appointment of a new manager in the Enforcement Team midway through 2018/19 has given us the opportunity to review the service's structure and its work practices. This intervention will ensure the demand on this small but important team is carefully managed and performance improves against those measures (Action 3).

Annual Monitoring Report

- 4.8 The Council adopted its Local Development Plan in February 2014 and our fourth LDP Annual Monitoring Report (AMR) was submitted in October 2018 to cover the 2017-18 period. Our fourth AMR identified that although good progress had been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets were not being met which indicated that these policies were not functioning as intended. The continued lack of a 5 year housing land supply remained a matter of concern that needed to be addressed if the Plan's housing requirements are to be met. The third AMR recommended an early review of the LDP was necessary because of the housing land supply shortfall. A full review of the LDP commenced during the current monitoring period which culminated with the publication of the Final Review Report in March 2018. The report concluded that the LDP should be revised and that this should take the form of a full revision procedure, i.e. a fully revised LDP. It also concluded that the Monmouthshire LDP should be revised on an individual basis, rather than jointly with adjacent Local Planning Authorities. Work on this project has commenced as will be described in the next reporting period.
- 4.9 For this APR period the Council's housing land supply was below 5.0 years, at 3.9 years. We now know that the supply (as at 1 April 2019) is 4.0 years. To build the 4500 home target in the LDP, 679 completions are required every year from 2017/18 until 2021. This compares with actual completions over the last ten years averaging approximately 250 dwellings per year. There are three main factors causing this problem: allocated sites have been slow to come forward and then secure planning permission; external economic factors affecting site viability, consumer confidence and mortgage availability; and issues with the way TAN1 is calculated. As a result of the housing land availability issue, we have commenced work on a replacement LDP. Non-allocated housing sites are also being looked at on their merits in accordance with national planning policy, and sites at Rockfield Road, Monmouth, Grove Farm, Llanfoist and Church Road, Caldicot have been approved (in outline) by Members within the last two reporting periods. A site at Mounton Road, Chepstow was refused due primarily to its Green Wedge designation. Further non-allocated sites will be likely to come forward in the next reporting periods, based on their suitability and subject to strict criteria based on environmental / amenity acceptability and deliverability. The Council's new policy approach to unallocated sites is discussed below. This is in response to WG's then Cabinet Secretary issuing her decision to disapply paragraph 6.2 of TAN1 in July 2018. Her letter, however, goes on to state that it is now for the decision-maker (i.e. Monmouthshire County Council as Local Planning Authority) to decide the weight to give its housing land supply shortfall. The LDP sets an annual completion target of 450 dwellings (4500 dwellings over ten years), but due to the delivery shortfall between the Plan's 2011 start-date and its adoption in 2014, that target has increased for monitoring purposes to 488 dwelling completions per annum. Performance is well off target at present (1782 dwellings completed to March 2018 against a pro-rata target of 3150). Although the projections show a significant increase in build rate from April 2018 to December 2021 now that allocated sites are progressing, there would still be a 504 home shortfall. It is acknowledged that this 504 home shortfall is substantial, both as a proportion of the total LDP housing requirement (4500 homes) and compared to build rates, and as such warrants intervention. Given our

significant housing prices, affordable housing need, and increasingly imbalanced demography this is of significant concern.

4.10 As at March 2018, the status of the strategic sites is as follows (more detailed information is available in the Council's 2018 JHLAS and AMR):

4.10.1 Deri Farm, Abergavenny (SAH1):

Persimmon Homes submitted a full application (DC/2014/01360) for 250 residential units (201 market and 49 affordable units) in November 2014. The progress of the application was slower than anticipated due to significant issues relating to site viability, particularly affordable housing provision and the undergrounding of overhead power lines. However, these issues were subsequently resolved, the application was approved in the 2017 - 2018 monitoring period and 32 units have been completed to date.

The agreed 2018-2019 JHLAS expects the site to deliver 182 units within the Plan period.

4.10.2 Crick Road, Portskewett (SAH2):

Monmouthshire County Council and Melin Homes submitted in April 2018 a joint outline application (DM/2018/00696) for 291 residential units (218 market and 73 affordable units). A master planning consultation exercise to consider various options for the site was undertaken during the 2015-2016 monitoring period, along with various pre-application meetings over the 2016-2017 and 2017-2018 monitoring periods along with a formal Pre-Application Community Consultation. The site was granted outline permission in March 2019. The employment allocation has been replaced with a care home which will provide up to 48 beds on the area outlined for employment use. This is deemed acceptable as it is anticipated it will create jobs, as well as meeting local needs for elderly accommodation

The agreed 2018-2019 JHLAS expects the site to deliver 87 units within the Plan period with the first completions in 2020/21.

4.10.3 Fairfield Mabey, Chepstow (SAH3):

Progress with the application has been slower than anticipated due to various matters, including highways issues (Welsh Government Highways Division had a holding objection on the application for 18 months). However, the outstanding issues have since been resolved and the site gained outline planning permission for 450 units (432 market and approximately 18 affordable units (4%) on 1.5 acres of the site) in November 2017. The viability of the site has been assessed and independently reviewed for the Council by the District Valuation Services Team (the DVS). The review concluded that the scheme has a substantial viability issue and that it cannot be delivered with a policy compliant affordable housing provision mainly because of the significant costs that the development has to bear. The most significant of these costs include the remediation and the sewer diversion/road lowering. The provision of the 1.5 acres of land was identified as the best way of making provision for affordable housing on the site.

A Reserved Matters Application (DM/2019/00001) was submitted over the current monitoring, which is expected to be approved during the next monitoring period, showing further progress.

The agreed 2018-2019 JHLAS expects the site to deliver 115 units within the Plan period with the first completions in 2020/21.

4.10.4 Wonastow Road, Monmouth (SAH4):

Outline permission was granted for up to 370 dwellings and 6.5ha of employment land in December 2014. The site developers (Barratt/David Wilson and Taylor Wimpey) submitted a Reserved Matters application (DC/2015/00392) for 340 units (238 market and 102 affordable units) which was granted permission in November 2015, with 21 dwelling completions recorded on the site during the 2016-2017 monitoring period and 87 dwellings in the 2017 - 2018 monitoring period. A further 145 dwelling completions were recorded on the site over the current monitoring period taking the total completions to 253 dwellings, 169 market and 84 affordable.

The overall LDP site allocation is for a total of 450 units. The additional units relating to this allocation are to be delivered as an extension to the site at Drewen Farm. An application for this element of this site has not yet been submitted. This part of the site is effectively land-locked until the Taylor Wimpey development is sufficiently progressed to allow access through.

The agreed 2018-2019 JHLAS expects the site to deliver 400 units within the Plan period.

4.10.5 Rockfield Farm, Undy (SAH5):

This site is currently owned by the Council and is allocated for 270 residential units and 2ha of serviced land for business and industrial use. An outline planning application was submitted in July 2016 (DC/2016/00883) for 266 units and 5,575 sq. m of employment land (B1 use). For the purposes of the AMR 265 units (198 market and 67 affordable units) are recorded as a net gain, as the existing farmhouse has a residential use and is being demolished so has been taken off the overall figure. Progress with the site has been slower than anticipated due to various issues, including archaeology. These issues have, however, been resolved and the outline application was approved in March 2018. A Reserved Matters application (DM/2018/01606) was granted planning permission for phase 1 of the development over the current monitoring period for 144 residential units in February 2019.

The agreed 2018-2019 JHLAS expects the site to deliver 163 units within the Plan period with the first completions in 2019/20.

4.10.6 Land at Vinegar Hill, Undy (SAH6):

This site for 225 residential units is linked to the adjacent Rockfield Farm site and was expected to progress in tandem. However, the developer has not yet submitted an application. There has, however, been some further progress over the current monitoring period with a number of pre-application meetings to discuss the progress of the site. An application is expected for the first phase of the site during the next monitoring period.

The agreed 2018-2019 JHLAS expects the site to deliver 75 units within the Plan period with the first completions in 2020/21.

4.10.7 Former Paper Mill, Sudbrook (SAH7):

A full planning application (DC/2015/01184) was submitted by Harrow Estates (Redrow confirmed as the developer) in October 2015 for 212 residential units (192 market and 20 affordable units). There had been a number of site viability issues associated with this application meaning that progress with the application has been slower than anticipated. However, these issues were subsequently resolved and the application was approved in the 2016 - 2017 monitoring period (November 2016). The site is currently under construction. A total of two completions were recorded over the 2017 - 2018 monitoring period and a further 33 units of which 10 are affordable, have been completed over the current monitoring period.

The agreed 2018-2019 JHLAS expects the site to deliver 140 units within the Plan period.

- 4.11 The AMR highlights issues surrounding the delivery of affordable housing, and developers continue to raise viability issues on some of the strategic housing sites above. This is a Wales-wide issue. The Council's approach to viability debates has now been established, and the links between a project management approach to these applications with LDP delivery are understood.
- 4.12 In response to the Council's lack of five-year housing land supply and the Welsh Ministers' decision to 'disapply' par. 6.2 of TAN1 the Council adopted an innovative and evidence-based approach to dealing with non-allocated housing sites. This is described in the following report to Council considered on 21 February 2019 where Members resolved that the Council continues to give 'appropriate weight' to its lack of a five year housing land supply, insofar as those development proposals are otherwise acceptable in planning terms and that the 11 'ground rules' set out in the report are all satisfied:
<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?Cid=143&Mid=4106>
An outline planning application for a major housing proposal has been approved in the light of this policy at Church Road, Chepstow while another at Raglan is being considered as a called-in application by Welsh Ministers.
- 4.13 In October 2015 the Council's Economy and Development Select Committee scrutinised the LDP's impact on enabling tourism-related development. As stated above, the tourism industry forms a key part of the County's economy and links directly to what makes Monmouthshire distinctive. This scrutiny identified a need to produce Supplementary Planning Guidance to clarify for customers and officers how the LDP supports different types of tourism development, and also identified a need for future revisions to the policy to allow greater flexibility for agricultural diversification for tourism purposes. The SPG was adopted during this reporting period and is now widely used by DM officers to consider proposals for sustainable rural tourism. The AMR shows that the clarity provided by the SPG has had a positive impact on tourism-related proposals coming forward and being approved.

Value of Planning

- 4.14 RTPI Cymru has published a new toolkit which measures the value generated by a local authority planning service. The tool has been developed to capture the economic, social and environmental value at a local planning authority level across Wales. The tool and its 'Value Dashboard' has been designed to provide RTPI Cymru and the Welsh Government with a platform to demonstrate to local authorities, national policy makers, the private sector, researchers and other broader policy and media audiences, the value planning contributes and how planning is positively contributing to Wales' seven well-being goals. The data has been updated to reflect planning permissions and completions in the current reporting period (2018/19). The toolkit has been a very useful means of promoting the good work undertaken by the department that is often taken for granted. Over this period, the toolkit considers that the service has contributed £121M to the local economy by the allocation of sites in the LDP, the safeguarding of land, the granting and implementation of planning permissions, the operation of its enforcement function and the securing of planning obligations. We aim to update this for the ensuing reporting periods. The 'Dashboard' data summarises the Planning Service's contribution below:

Value of Planning in Monmouthshire 2018/19

Planning service key data



29 FTE jobs in planning service



1,101 applications handled



£0.6m collected in fees

LDP Land Safeguarded



LDP Land Allocated

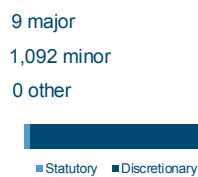


LDP Value

£2.1m uplift value
(based on land allocated for whole plan period)

Value adding policies ✓ 89%

Applications



0 DCOs dealt with
1 DNS dealt with
75 LBC applications granted
13 refusals appealed
0 judicial reviews

Decisions

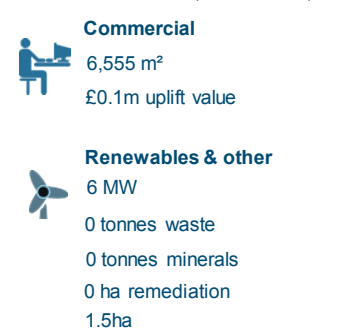
✓ 1,055 approvals (96%)
x 46 refusals (4%)
175 subject to pre app



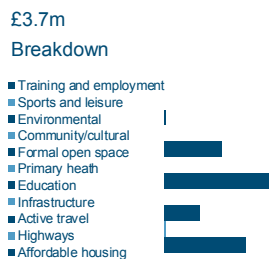
Permissions



Permissions



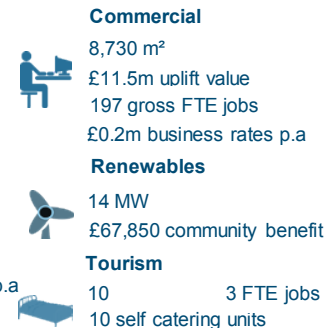
Section 106 income



CIL income



Completions



Enforcement

405 enforcement complaints
5 planning contraventions
5 enforcement notices
5 breach of condition notices
0 stop notices
0 section 125 notices



Wider indicators



In 2018/19 the total value of planning was **£121.0m**

SOURCES: Planning function outputs (LPA survey), Land and property value data (JLL estimates), business rates valuations (Valuation Office Agency), employment densities (English Homes & Communities Agency), Council tax rates (Stats Wales), Health benefits from Affordable Housing (Department for Communities and Local Government Appraisal Guide, based on various studies outlined in appraisal databook), Community benefit from renewables (Renewables UK Cymru). Some of the calculations require high level assumptions to convert between units/m²/ha. Where possible, benchmarks have been employed otherwise reasonable assumptions have been used. Business rate, council tax and gross FTE job estimates based on assumption of 100% occupancy and do not factor in any displacement. Numbers of applications and decisions are unlikely to match up as these can take place in different financial years for any given application. 'Value adding policies' refers to the proportion of policies the team has identified as adding 'intangible value' that are included in local plans. Approvals and refusals do not sum to 100% due to applications carry across years. The total value of planning only incorporates some of the metrics presented in the dashboard.



Service Plan priorities for 2018-19

4.15 The Service Plans for the Development Management and Planning Policy areas identified the following priority actions:

- Commence the LDP Revision. The Delivery Agreement was agreed by WG on 14 May 2018. The Call for Candidate Sites ended 19th November 2018. 220 candidate sites submitted (204 for development /redevelopment, 16 for protection). Candidate Site Register was published in Q4. A joint working group has been established with Torfaen and Blaenau Gwent relating to background data for population projections as well as Caerphilly and Newport plus the aforementioned councils in relation to the employment evidence base.
- Provision of evidence of the County's housing land supply, retail data and employment land take up. This provides data to inform the LDP Annual Monitoring Report (AMR) and LDP Revision.
- Regular attendance to ensure that MCC's policies and interests are effectively represented at regional fora, including SEWSPG and Pathfinders. This includes participation in the SDP Task & Finish Group meetings.
- Effective management arrangements are in place to ensure that necessary infrastructure is delivered and appropriate funding provided. There is a quarterly S106 Working Group meeting chaired by the Head of Planning. This forum fosters a partnership between the Planning Service and the various council services that coordinates the spending of the contributions from development. Links to the community are provided by the Community & Partnership Development Lead who attends as well as Members who participate in identifying priorities.
- Consolidate the department's use of the new Idox Uniform planning application data base software system. The new system has bed in and officers are now using the system to process and determine applications with more confidence. The DM Quarterly Return report is now working well and other monitoring reports have been developed for managers to enable officer performance to be monitored.
- Develop a digital plan for the future of the whole team and implement the plan. This has included improvements to the web site experience for our customers. The web pages have been redesigned to be more accessible and more relevant to users with less text and more links. Information regarding the DM team's recent discretionary services, including fast-track applications and pre-purchase certificates was added to the team's web pages, as were revisions to the pre-application advice service; changes were also made to comply with the General Data Protection Regulations.
- Review the pre-application advice service to verify it is adding value, reducing waste and that it is valued by customers – this has been monitored to a degree and suggests the system is working well but more analysis is anticipated in the next reporting period as the Uniform project that was made a priority takes up less of the team's resource.
- Prepare, consult and adopt Supplementary Planning Guidance (SPG). A programme for the preparation of SPG, including prioritisation between different policy areas to reflect available resources was adopted by Planning Committee. Work is underway on the following: 1) Landscape SPG – amendments needed to Volume 2 – further work is ongoing and being undertaken by the new Landscape Officer in the Heritage Team. Political reporting will take place in 2019/20; 2) S106 Planning Obligations Advice Note – Political reporting for Cabinet endorsement is anticipated 2019-20; 3) Archaeology – also

being concluded by the new Landscape Officer. Political reporting is anticipated in 2019/20; 4) Infill/Backland Development SPG – drafting of SPG has commenced and public consultation has been carried out. Political reporting will take place in 2019/20.

- Prepare the 4th LDP Annual Monitoring Report (AMR) and Annual Performance Report (APR). These were sent to WG in October 2018 and published online.
- Review the structure and processes of the Planning Enforcement team. This has been delayed by the appointment of a new enforcement team leader and although commenced will not be completed until the end of 2019. It will therefore remain an action in the current APR.
- Cross-departmental working to ensure corporate plans and activities align with the LDP. This priority is on-going, although significant steps have been taken to improve cross-departmental working relationships, including work on s106 agreements, green infrastructure and the City Deal.
- Develop collaborative working arrangements with other agencies including neighbouring local authorities. This has led to joint working arrangements regarding the council's heritage service (with Torfaen Council) as well as joint working on the LDP review with Blaenau Gwent and Torfaen and for the employment evidence base there is a larger than local joint study on the Gwent footprint (including Newport and Caerphilly Councils). Managers also attend SEWSPEG and the DM regional managers' meeting to share good practice and discuss pending or recent changes in planning legislation.
- Securing delegated status (from Cadw) for determining heritage applications relating to grade II* listed buildings. Cadw have approved MCC's Heritage Manager as a named officer for grade II* buildings following a 12 month period of monitoring. Previously, a named officer status extended only to grade II buildings. This has been the first time Cadw have considered and approved an enhanced scheme of delegation, underlining the commitment to Heritage in MCC, and acknowledged by Cadw.

Local pressures

4.16 Key local pressures include:

- Enabling delivery of the County's housing needs: bringing forward allocated LDP sites; site viability; achieving good planning decisions, creating sustainable communities and seeking to achieve a five year housing land supply;
- Consideration of whether to adopt and implement CIL;
- Securing timely consultation responses from consultees, both internal and external;
- The work associated with the review of the adopted LDP having regard to the current Plan's expiry date in 2021 as well as the challenging timetable for delivery;
- The need to help resource and deliver the Strategic Development Plan for SE Wales;
- Constant change caused by successive new legislation, national planning policy and procedures;
- Increasing workload as the economy recovers and customer expectation of the service rises but with limitations on budgets to resource the service;
- Career and training support for staff in the light of limitations on budgets.

4.17 One of our key challenges is balancing our aim of creating quality places in a timely manner while ensuring schemes are viable and help deliver housing numbers. We are, however, clear that quality is more important than quantity. The introduction of a place-making

emphasis in PPW10 is welcomed, as is its form that embraces the Well-Being of Future Generations Act.

Actions from our previous APR

4.18 Our 2017/18 Annual Performance Report identified five actions:

Action 1 - Systems review to be re-visited and reinvigorated to identify what matters today and how we meet that demand as well as identifying causes of variation in our system that lead to delays in reaching a positive outcome. This includes a review of the enforcement team and their processes to verify if we have the right resources and we are providing a good service for our customers.

Action 2 - Consolidate the department's use of the new Idox Uniform planning application database software system

Action 3 - Monitor the effectiveness of the Council's bespoke pre-application advice service and our fast track application services, while rolling out the use of Planning Performance Agreements, where appropriate.

Action 4 – Improve the Planning Service's web pages to deliver relevant, accessible and legible information so that customers can self-serve.

Action 5 – pursue an agenda of collaboration in relation to heritage services with neighbouring authorities.

4.19 Actions 1, 2, 3 and 4 resulted from the desire to ensure we provide a coherent and timely set of processes for our customers in delivering planning outcomes. Although the performance in 2016/17 was good in determining applications within agreed timescales (moving from amber to green), this was seen as an area for potential improvement and we proposed to undertake a 'Systems Revisit' to assess how much waste was in our processes and to understand if there were common themes as to why applications were not being determined within a timely fashion. There should also be reductions in waste in our systems and time savings to be made by the rolling out our new Idox Uniform database for the DM service (Action 2). Action 4 also overlapped into making our application processing more efficient in that signposting customers effectively so they can self-serve enables demand on our officers to reduce, freeing up their time to carry out work that is essential and valuable to the service.

4.20 While our evidence shows that customers prefer a positive outcome than a quick decision, we fully recognise that if customers are going to continue using our pre-application advice service (which streamlines the subsequent stages, improves outcomes and generates fee income), they must receive timely and meaningful responses. In addition, new regulations allow customers to claim an application fee refund if their application is not determined within a given timescale. We can reduce this risk by agreeing extended deadlines, which we do to good effect. Customers, however, will not be willing to agree a time extension if they cannot see a timely conclusion being reached or have previously received poor service.

- 4.21 Actions 1 and, by implication, 4 were commenced and initial work was carried out to identify where our customer demand was focussed. As a result of this, primary focus involved a web team being set up from within the DM team to seek to reduce day-to-day demand on officers by helping customers to self-serve using an improved and more sophisticated web site. This work was carried out during the reporting period in conjunction with the Council's Digital Team and a substantial redesign of the DM team's web pages was implemented towards the end of 2018/19. This redesign has received positive feedback from all customers, including colleagues in other departments, Members, applicants and agents.
- 4.22 In respect of the latter element of Action 1, this was instigated following a surge in enforcement cases in 2016/17 and mixed performance under some of the previous enforcement measures in that reporting period, which have since been amended following work undertaken by Welsh Government Planning and a POSW officer performance indicator sub-group. Key stages of the triage system, piloted by Swansea Council have been implemented, but in the meantime, following the appointment of a new enforcement manager midway through 2018/19 it has been decided to undertake a more holistic systems review of the Council's planning enforcement team that will be concluded in the next reporting period. This should determine whether the structure and working methods are appropriate given the demands of this small but important team. This aspect will be reviewed within the next APR.
- 4.23 Action 2 has been implemented following the Go Live of the new Uniform software from March / April 2018. The Idox Uniform Implementation team made up of members of the DM Team, spent considerable time in developing a series of comprehensive guides to the different stages required to process an application for pre-application advice and planning applications. DM, Heritage and Enforcement officers have all benefited from the training guides and the transition to the new system has been smooth. Feedback from officers is that the system is easier to use and more efficient than the old M3 software (there is more automation and fewer steps to produce documents). Managers also have a suite of reports they can use to monitor officer performance.
- 4.24 In respect of Action 3, this was delayed owing to a significant part of the team's resources being given over to the implementation of the Idox Uniform software which went live in March/ April 2018. A working group has been set up to progress the review of the pre-application advice service with work gathering traction in 2019/20 regarding analysis of the process and the value it adds to the planning application process. Customers' views are being sought as part of this work. This remains an important piece of work and is retained as an action for 2019/20.
- 4.25 As regards Action 5, during this reporting period it has been possible to secure and manage a shared service between Monmouthshire CC and Torfaen CBC. The team has drawn up a Memorandum of Understanding and secured approval for the collaboration. This has resulted in the appointment of a new Senior Heritage Officer to resource the collaboration, managed by Monmouthshire's Heritage Manager but funded by Torfaen. The service has been in place since January 2019 and has recently had the first review. The report is very

promising and both authorities are pleased with the progress being made. It is anticipated that this will continue to be built on in the forthcoming months and it is hoped after the two year trial period the collaboration will continue on a more formal basis. The collaboration has many benefits, including improved resilience and skill sharing, together with more opportunities to learn and build on the teams skill set. For the above reasons Cadw have been supportive of the new way of delivering heritage services and have endorsed the collaboration. The team has also been able to secure umbrella delegation for MCC named officers to 'sign off' listed building consent applications in Torfaen, meaning that applications in TCBC no longer need to go to Cadw for approval. This has been welcomed and supported by Cadw. As mentioned earlier, delegation arrangements have also been improved in that the Council's Heritage Manager has achieved delegation from Cadw to determine heritage applications for grade II* Listed Buildings (understood to be unique to the UK) while one of the Heritage team's senior officers has achieved IHBC membership and has secured Cadw delegation to determine heritage applications relating to grade II buildings.

5.0 WHAT SERVICE USERS THINK

What matters to our customers/citizens?

- 5.1 Between 2010 and 2012 the Council's DM team underwent a Systems Thinking review. This review sought to strip the function back to first principles: what is important to our customers, and how can waste (actions or procedures that do not add value to the outcome) be eliminated. This evidence-based review has been fully implemented, although part of the Systems Thinking approach requires services to be kept under review and closely monitored.
- 5.2 This review identified that the following things are important to customers:
- Customers value pre-application advice and advice during the consideration of the application;
 - They want officers to be accessible and for there to be open and honest communication;
 - They want consistency of pre-application advice and in validation of applications;
 - They want Planning Committee to follow the officer's recommendation and value being able to have a dialogue with Members prior to determination;
 - They do not want too many conditions attached to decisions, and when conditions are imposed they should be relevant and easy to discharge;
 - They value being able to submit an application online and to search for applications and information online; and
 - Third parties/stakeholders value being listened to during the application process.
- 5.3 The service therefore operates with these priorities as guiding principles, shaping behaviour and procedures. The service is committed to having an outcome focus rather than chasing arbitrary performance targets that are not a priority to our customers.

LDP survey

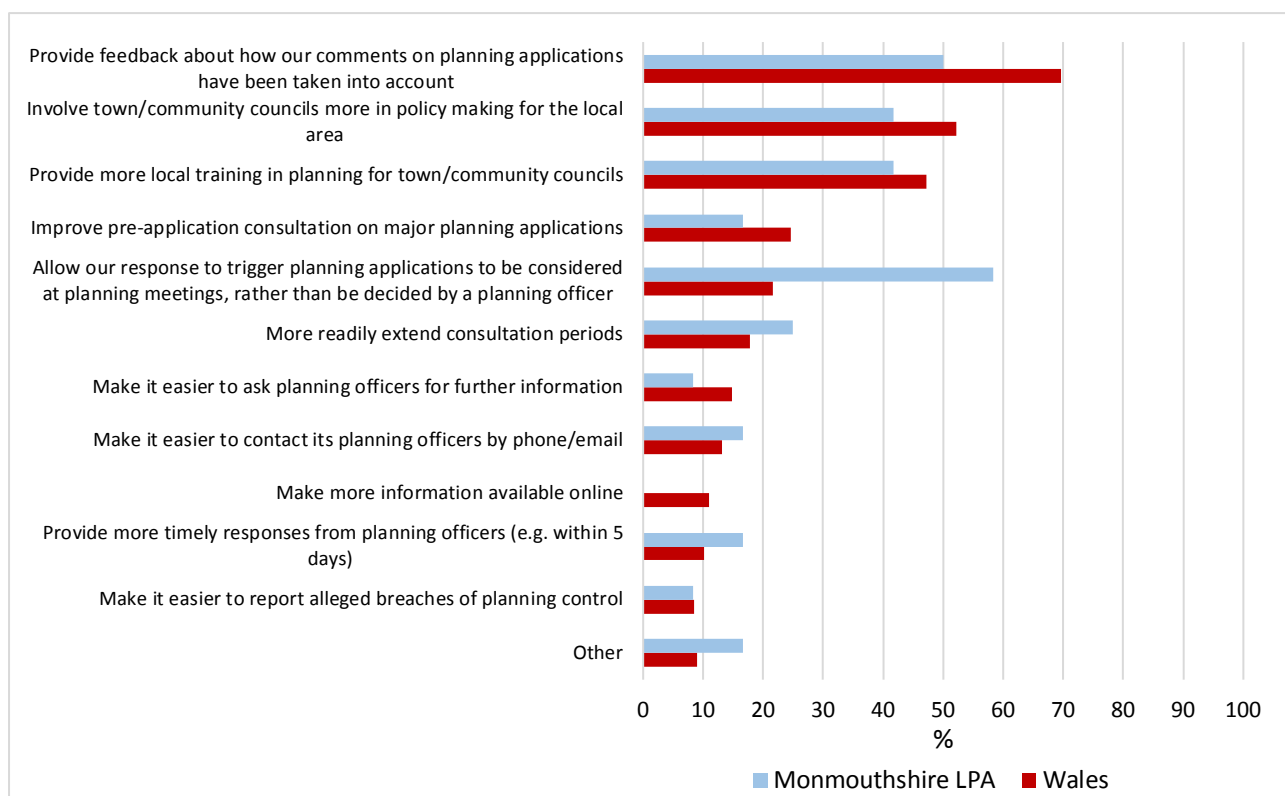
- 5.4 Following adoption of our Local Development Plan in February 2014, a customer feedback survey was undertaken in November 2014 with 120 responses received. The key headlines from this survey were reported in the 2015/16 APR.

Planning Service Customer Survey

- 5.5 For 2018/19 there has been a change in format from previous years. In the past, we conducted a customer satisfaction survey aimed at assessing the views of people that had received a planning application decision during the year. This year the survey has been aimed at the performance of the whole of the planning service, including planning applications, development plans and enforcement and involves the views of local community and town councils (a statutory consultee) rather than planning applicants. The survey was sent to all 33 community or town councils, 12 of whom submitted a whole or partial response.

- 5.6 The respondents were asked to select the three ways in which they thought our LPA could help town/community councils to participate more effectively in the planning system. Figure 2 shows the percentage of respondents that selected each option as one of their three choices. The option that stated, ‘Allow our response to trigger planning applications to be considered at planning meetings, rather than be decided by a planning officer’ was the most frequently selected option for Monmouthshire. It should be noted that for non-householders planning applications, community and town councils can request that a planning application is considered by planning committee rather than be dealt with via delegated powers. The caveat is that they must attend to speak at committee to convey their observations to members. Failing that they can also request to attend the Council’s planning application Delegation Panel and can express any representations verbally to the three Panel Members before a decision is made on the application. Thus, it is considered that the community and town councils have ample scope to engage with the planning decision process.
- 5.7 As regards the second highest option selected (providing feedback about how comments have been taken into account), we do provide a section in our officer reports that sets out our assessment of the proposal having specific regard to the observations of the community and town council - so this is documented clearly. We are also happy to attend community and town council meetings from time to time to discuss a particular planning issue that is of concern or to inform the local community about key changes in legislation that might affect how they respond to applications. We have also carried out general and more focused planning training to the current cohort of community and town councillors.

Figure 2: Ways LPAs could help town/community councils participate more effectively in the planning system, 2018-19



- 5.8 We seek and act upon customer feedback. We have received feedback in previous years via the applicant’s survey and there is a clear message that communication with customers is key to providing a good service. The feedback has been discussed in team meetings and we are continuously working to improve the service we provide. It should, however, be noted that we scored above the Wales average on every indicator in the 2017/18 customer survey, often well above. This reflects our willingness to work with the applicant to try to achieve a positive outcome.
- 5.9 Previously we asked respondents to select three planning service characteristics from a list that they thought would most help them achieve successful developments. The top three characteristics identified by Monmouthshire’s customers as being important were:
- Access to the case officer to check on your application
 - Availability to talk to a duty planner before submitting an application, and
 - Quick response times to requests for pre-application meetings
- These results illustrate the areas of most importance to our customers and therefore guide how we should focus our resources and attention. These priorities matched the customer priorities identified in 2012 as part of the Systems review (see paragraph 5.2).
- 5.10 Customer feedback has been taken into account when reviewing service delivery, for example when considering the level of duty planning officer service that we are able to sustain. Given the customer feedback, we have sought to maximise the level of service provided.
- 5.11 In addition to the above survey, the number of formal complaints and letters offering compliments are recorded. There were 14 complaints received over 2018/19, compared to just four in 2017/18. Three of these led to Stage 2 Complaint recommendations to remedy justified complaint. These stemmed from issues including being more careful when collecting evidence before issuing an enforcement notice, communication being kept clear and open with complainants (including use of voicemail and getting back to complainants) and having a process in place to deal with objections from local action groups, MPs and AMs. These issues have all been actioned and issues are raised when necessary at team meetings. Although this rise in complaints is regrettable, planning is a contentious area dealing with individual’s rights to develop land and where third parties’ interests will be affected by planning decisions. Land-use planning will always be an area where complaints will be inevitable to some degree. We do try to learn from any issues of justifiable complaint. It is fair to say that complaints have generally risen across all sectors of the Council over the last year. We received six recorded compliments over 2018/19 compared to two over the previous period.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Number of Stage 1 formal complaints received	17	9	5	5	4	14
Number of Stage 2 formal complaints investigations received	11	5	2	2	1	4

Number of Stage 2 complaints upheld or partially upheld	4 partially upheld	3 partially upheld	0 upheld	0 upheld	0 upheld	3 partially upheld
Number of Ombudsman complaints upheld or partially upheld	1 partially upheld	0	0	0	1 upheld	0
Number of compliments received	3	4	2	9	2	6

5.12 Quality customer service continues to be a service and organisation priority so the momentum and desire to improve remain.

6.0 OUR PERFORMANCE 2018-19

6.1 This section details our performance in 2018-19. It considers both the Planning Performance Framework indicators and other available data to help paint a comprehensive picture of performance. Where appropriate we make comparisons between our performance and the all Wales picture.

6.2 Performance is analysed across the five key aspects of planning service delivery as set out in the Planning Performance Framework:

- Plan making;
- Efficiency;
- Quality;
- Engagement; and
- Enforcement.

Plan making

6.3 As at 31 March 2019, we were one of 23 LPAs that had a current development plan in place. We are required to submit an Annual Monitoring Report in October 2019. This document has been prepared and is being submitted to Welsh Government by 31st October 2019.

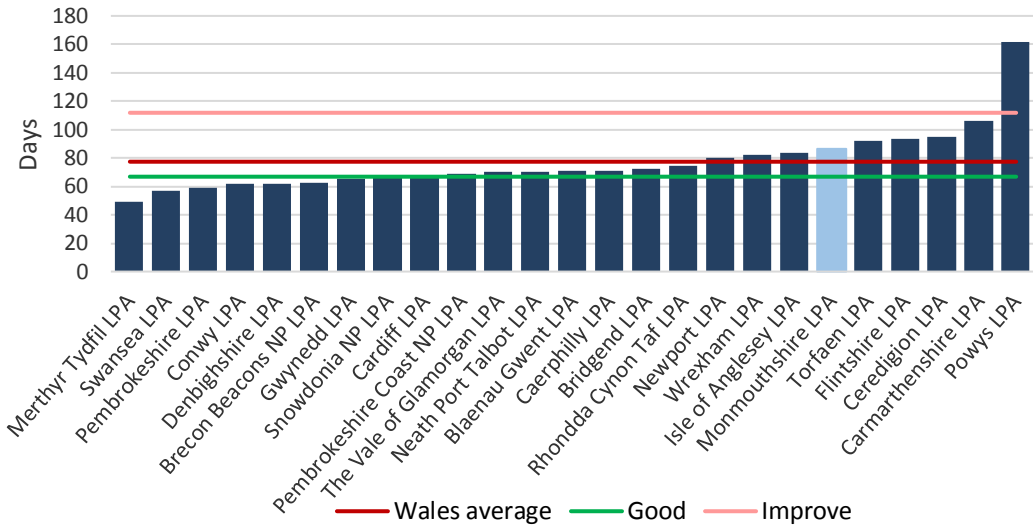
6.4 During the APR period we had 3.9 years of housing land supply identified, making us one of 19 Welsh LPAs without the required 5 years supply. We now know that our housing land supply has since risen to 4.0 years as a result of delays to the delivery of most of the strategic housing sites in the LDP easing and also because of action we have taken to approve appropriate housing development on non-allocated sites e.g. at Llanfoist, Monmouth and Caldicot. Part of the wider problem involves structural issues in the supply of land, development finance and the house building industry. In Monmouthshire our issue is primarily that sites have not come forward as quickly as anticipated: we do not have a notable issue with land-banking by developers nor do we have any sites that are wholly unviable. Some of our smaller 60% affordable housing sites in Main Villages have not come forward due to land-owners having unrealistic aspirations for their land value. While this has impacted upon delivery of that rural affordable housing policy, it has not impacted significantly on overall housing supply due to the low numbers in question. Welsh Government has now embarked on a review of the delivery of housing in Wales to investigate ways of speeding up new quality housing. Further commentary on our land supply is provided in the Local Development Plan Annual Monitoring Report.

Efficiency

6.5 In 2018-19 we determined 1,101 planning applications, each taking, on average, 86 days to determine. This compares to an average of 77 days (11 weeks) across Wales. Figure 2 shows the average time taken by each LPA to determine an application during the year. Following engagement with customers and stakeholders, Monmouthshire County Council has made the evidence-based decision that the outcome of planning applications is far more important than the speed of decision-making. Within reason, customers would prefer to continue working

with us to secure an acceptable scheme and obtain planning permission, with as few pre-commencement conditions as possible, than simply have a decision made within an arbitrary 8 week deadline. The impact of planning decisions is long-lived and, while it is recognised that timely decisions can assist the economy, developers and investors also seek clarity and certainty and ultimately want planning permission. Our focus is therefore on the outcome, although we will be seeking an improvement in this figure (which is below the Welsh average) via actions to improve our pre-application advice service and the information on our web pages, as well as more focussed performance management of individual case officers in the DM team.

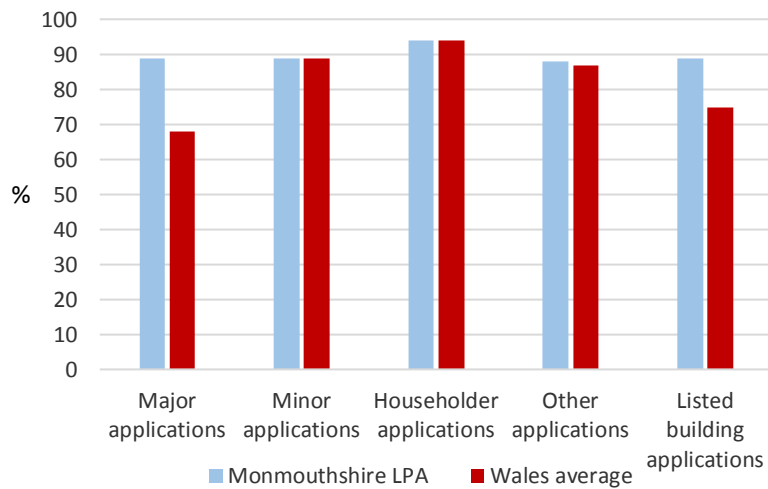
Figure 1: Average time taken (days) to determine applications, 2018-19



6.6 88% of all planning applications were determined within the required timescales. This reflected the average across Wales and we were one of 20 LPAs that had reached the 80% target.

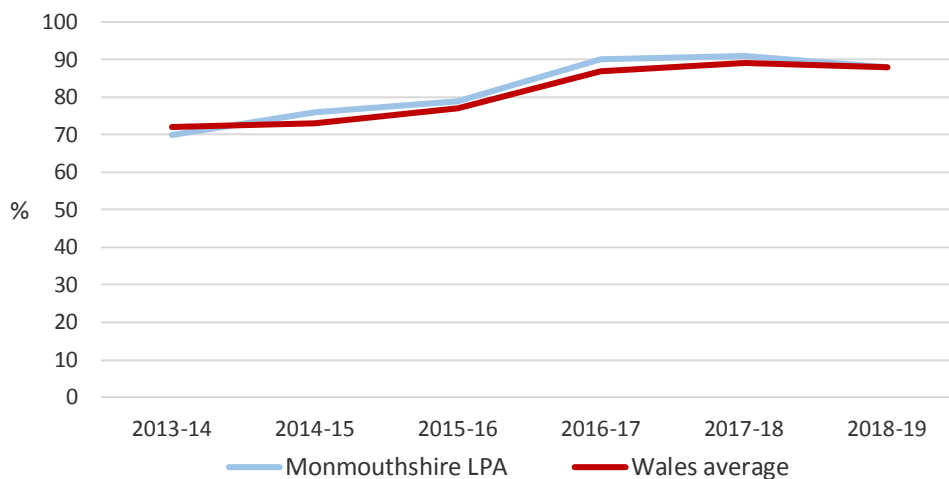
Figure 3 shows the percentage of planning applications determined within the required timescales across the four main types of application for our LPA and Wales. Figure 3 shows the percentage of planning applications determined within the required timescales across the main types of application for our LPA and Wales. It shows that we determined 94% of householder applications within the required timescales which was the same as the Welsh average. We also determined 89% of Listed Building Consent applications within the required timescales (compared to the Welsh average of 75%).

Figure 2: Percentage of planning applications determined within the required timescales, by type, 2018-19



6.7 Between 2017-18 and 2018-19, as Figure 4 shows, the percentage of planning applications we determined within the required timescales decreased from 91% to 88%. Wales also saw a decrease this year (also to 88%). Our figures picked up quarter on quarter over 2018/19 following the implementation of the Council’s back office application processing data base in April 2018.

Figure 3: Percentage of planning applications determined within the required timescales



Over the same period:

- The number of applications we received increased by 71 applications;
- The number of applications we determined decreased by 16 applications; and
- The number of applications we approved increased.

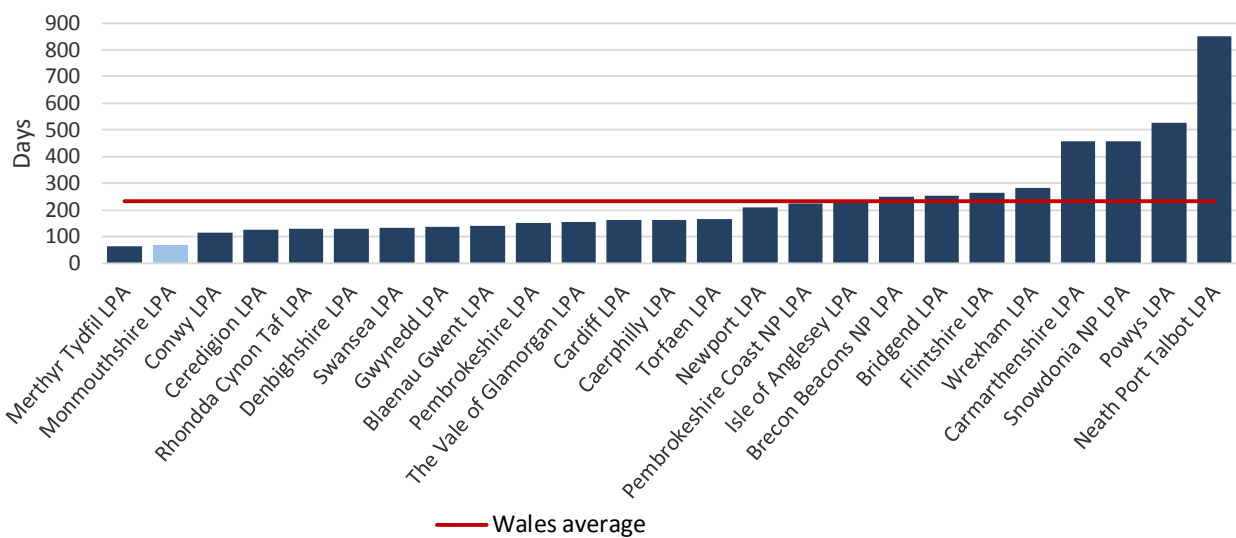
6.8 The slight drop in the number of planning applications we determined can be explained by the fact that during the final two weeks of March 2018, no planning applications were

determined because the Planning Service’s new planning application database was being implemented.

Major applications

6.9 We determined 9 major planning applications in 2018-19, none of which were subject to an EIA. Each application took, on average, 66 days (9 weeks) to determine. This compares to 188 days over 2017/18 and so is a substantial improvement. As Figure 5 shows, this was significantly shorter than the Wales average of 232 days (33 weeks), and was the second shortest average time taken of all Welsh LPAs.

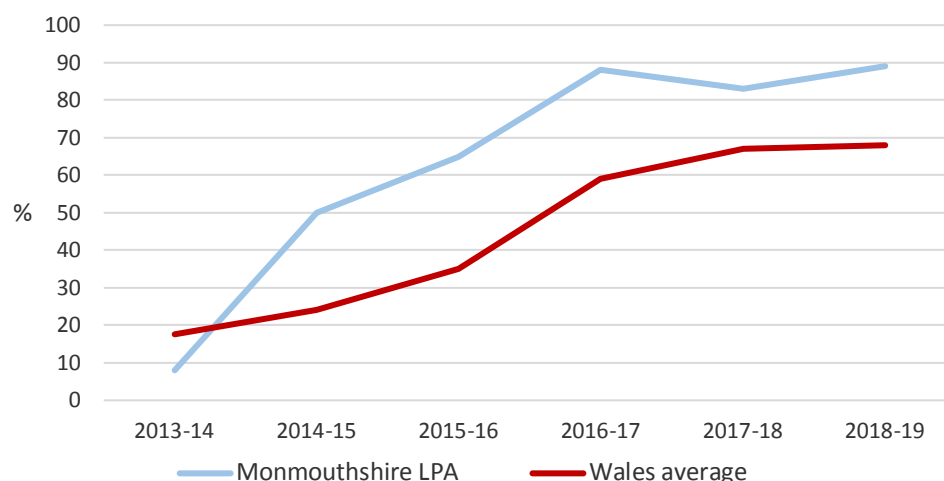
Figure 4: Average time (days) taken to determine a major application, 2018-19



6.10 89% of these major applications were determined within the required timescales, compared to 68% across Wales.

6.11 Since 2017-18 the percentage of major applications determined within the required timescales had increased from 83%. Figure 6 shows the trend in the percentage of major planning applications determined within the required timescales in recent years and how this compares to Wales.

Figure 6: Percentage of major planning applications determined within the required timescales



6.12 It can be seen that we have consistently performed above the Welsh average on this measure since 2014/15. Our particularly strong performance for major applications is due to a combination of an effective pre-application service, and a good working relationship with customers ensuring agreement to an extension of time. We are now rolling out planning performance agreements for major applications, where applicants can opt for milestones to be agreed in the processing of their application, based on best endeavours and prioritisation of these important applications.

6.13 Over the same period:

- The percentage of minor applications determined within the required timescales decreased from 95% to 89%;
- The percentage of householder applications determined within the required timescales decreased from 97% to 94%;
- The percentage of other applications determined within required timescales increased from 85% to 88%, and
- The level of approvals remained high at 95% (the same as 2017/18).

6.14 This slight decline in the percentage of applications determined within agreed timescales can be largely explained by staff adapting to the new back office computer system, including officers' use of the extensions of time function in Uniform. However, overall this shows a very good level of performance over the period.

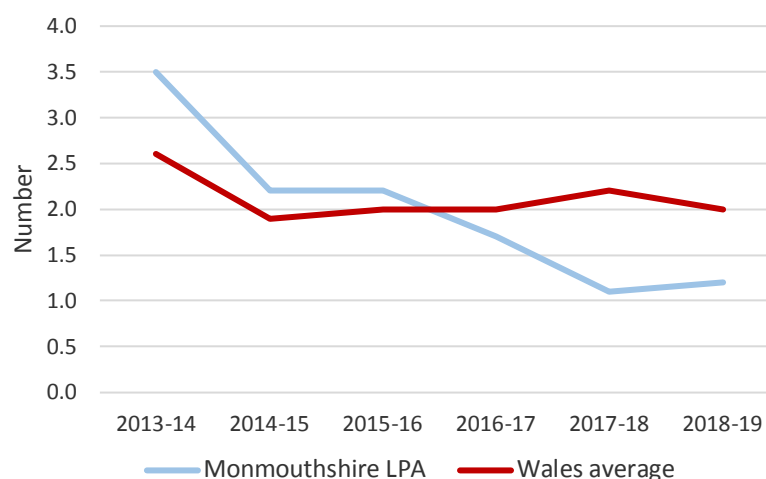
Quality

6.15 In 2018-19, our Planning Committee made 50 planning application decisions during the year, which equated to 4.5% of all planning applications determined. Across Wales just over 6% of all planning application decisions were made by planning committee. Unlike most Authorities, Monmouthshire has a Delegated Panel system in operation whereby most applications with between 1 and 4 objections are reviewed by a group comprising the three lead Planning Committee Members. This system works effectively in reducing the number of applications

referred to Committee while ensuring interested parties are reassured that their concerns have been heard and reviewed before a decision is made.

- 6.16 Of these Committee-made decisions, 4% (2 out of 50 decisions) went against officer advice. This compared to 8% of member-made decisions across Wales. This equated to 0.18% of all planning application decisions going against officer advice in Monmouthshire (0.4% across Wales). The relatively low proportion of Committee overturns is testament to an effective Member-Officer working relationship, the added value of Planning Committee visiting every site before making a decision, and an experienced Planning Committee provided with appropriate development training.
- 6.17 The two overturned applications in question related to firstly, an infill housing plot in Raglan that was judged by Members to be an over development of the plot but allowed on appeal and secondly, a retrospective application for a revised house design near Caerwent where the enlarged garage element was considered to be unacceptable in visual terms as well as impact on a neighbour. This was also allowed on appeal. The two issues revolved around design and scale and so are subjective issues rather than technical ones that would be of more concern and more vulnerable to an award of costs.
- 6.18 In 2018-19 we received 13 appeals against our planning decisions, which equated to 1.1 appeals for every 100 applications received. This was the third lowest ratio of appeals to applications in Wales indicating our willingness to negotiate proposals to a positive outcome and the strength of our policy framework. Figure 8 shows how the volume of appeals received has changed since 2013-14 and how this compares to Wales.

Figure 7: Number of appeals received per 100 planning applications

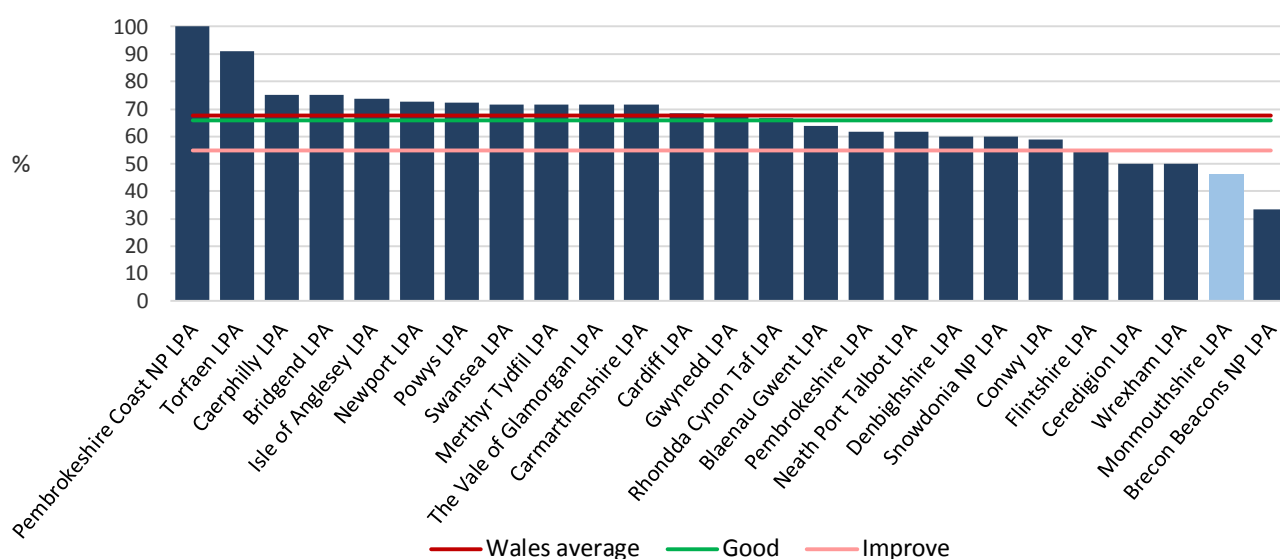


Over the same period the percentage of planning applications approved stayed the same at 95%.

- 6.19 Of the 13 appeals that were decided during the year, 46% were dismissed. As Figure 9 shows, this was the second lowest percentage of appeals dismissed in Wales and was below the 55% threshold. Those decisions have been inflated by a small number of Member decisions

contrary to officer advice (4 of the 13 decisions in 2018/19 were Member decisions, allowed on appeal) and these almost all related to the issue of design which is a subjective matter. If we omit these, the officer decisions alone equated to a 67% success rate that would be within the 'green' good category in the Performance Framework. The figure should be also be tempered against the fact that thirteen planning application appeals is very low over one year based on a total determined of over 1100, and reflects the Council's approach to finding a positive outcome. An appeal is essentially waste in our system as well as waste to the applicant. Our pre-application advice system has been useful in deterring the submission of applications that have little chance of success.

Figure 8: Percentage of appeals dismissed, 2018-19



6.20 During 2018-19 we had no applications for costs at a section 78 appeal upheld.

Engagement

6.21 We are:

- one of 24 LPAs that allowed members of the public to address the Planning Committee;
- one of 22 LPAs that have an officer on duty to provide advice to members of the public, and
- one of 21 LPAs that had an online register of planning applications.

6.22 As Table 2 shows, 73% of respondents to our 2017-18 customer survey agreed that the LPA gave good advice to help them make a successful application, although this fell from 80% in 2016/17. The 73% is still well above the Welsh average, though. Moreover, the success rate of our pre-application advice service is commented upon above.

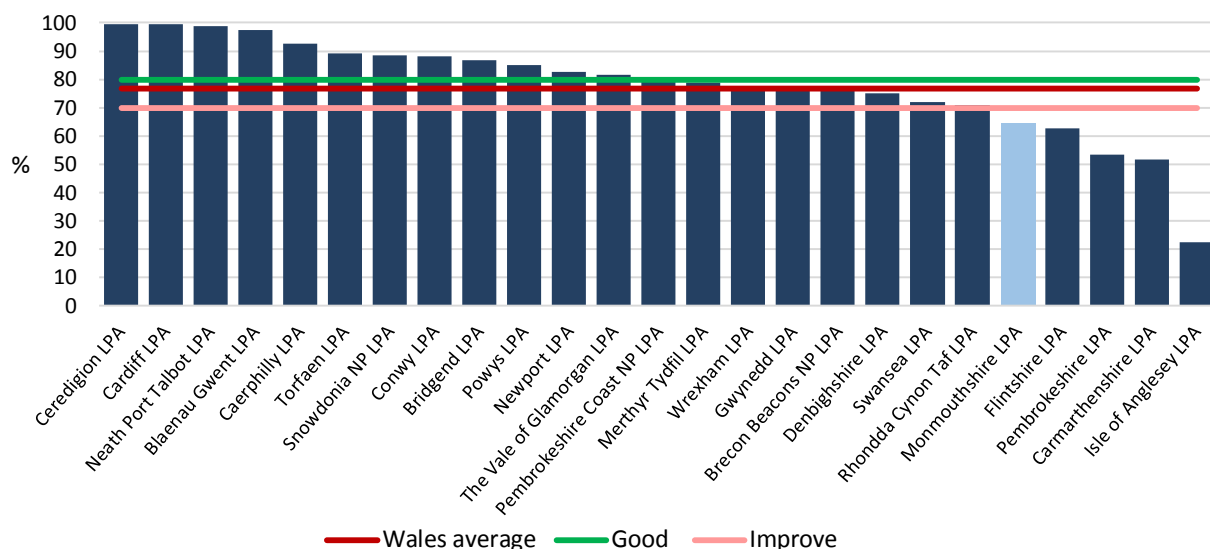
Table 1: Feedback from our 2017-18 customer survey

Respondents who agreed that:	Monmouthshire LPA %	Wales %
The LPA gave good advice to help them make a successful application	73	60
They were listened to about their application	80	60

Enforcement

6.23 In 2018-19 we investigated 313 enforcement cases, which equated to 3.3 per 1,000 population. This was the fifth highest rate in Wales and an increase of 8% compared to the previous reporting period. We investigated 65% of these enforcement cases within 84 days. Across Wales 77% were investigated within 84 days. Figure 9 shows the percentage of enforcement cases that were investigated within 84 days across all Welsh LPAs.

Figure 9: Percentage of enforcement cases investigated within 84 days, 2018-19



6.24 The average time taken to pursue positive enforcement action was 232 days, which was a substantial decline on last year’s performance of 96 days (although many older, longstanding cases were cleared over 2018/19). Given the need to manage this small team’s sizeable workload, the team are undergoing a systems review of the Enforcement function to understand the areas for improvement and where we can drive out waste and sharpen our practices, leading to further improvement (Action 3).

7.0 FINDINGS AND CONCLUSIONS

7.1 Based on the customer feedback in Section 5 and the performance information in Section 6 and Appendix A, we can be pleased with the service we deliver. During this period:

- The proportion of major applications determined within 8 weeks or agreed timescales increased and was well above 80%, and substantially above the Welsh average. The average time taken has improved significantly;
- The number of applications we determined slightly increased (by 2.8%);
- The proportion of applications we approved remained high at 95%;
- Of those applications that had gone through our pre-application advice service, 98% were approved;
- We dealt with the largest number of applications for listed building consent in Wales (79 applications) and almost 89% of these were approved within agreed timescales;
- Enforcement performance declined over 2018/19.

This shows that, despite a challenging workload, our performance has been generally very good and our pre-application advice service is effective. The need to improve the performance of our enforcement function is fully acknowledged and is a priority going forward.

7.2 A summary table of our performance can be found in Appendix A of the APR. Of the 17 applicable indicators, 12 are ranked good, 1 is fair and 4 are in need of improvement.

- Eleven of the indicators applicable to Monmouthshire have numerical targets set by the Welsh Government. Monmouthshire's performance is ranked 'good' against 6, 'fair' against 1 and 'in need of improvement' against 4. The 'fair' result relates to the average time taken to determine applications (86 days) which missed the 'good' target of 67 days and was below the Welsh average of 77 days. The four measures that were in need of improvement were the five-year supply of housing land that has fallen to 3.9 years, our appeal performance that is still substandard at 46% (although this performance is explained at par. 6.19 above) and the two enforcement measures.

	Number of indicators
Welsh Government target has been set and our performance is 'good'	6
Welsh Government target has been set and our performance is 'fair'	1
Welsh Government target has been set and our performance 'needs improvement'	4

- We performed above or at the Wales average in 13 of the 17 comparable indicators. The indicators for which performance was below Wales average related to the five year housing land supply, together with the appeal and enforcement measures as referred to immediately above. Further commentary on the performance against these measures is set out in Section 6.

No target has been set but our performance is above the Wales average	1
No target has been set but our performance is slightly below the Wales average	0

No target has been set but our performance is significantly below the Wales average	0
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- Our performance declined against four indicators:

Indicator	2016/17	2017/18	2018/19	Wales average	WG target
5 year housing land supply	4.1 years'	4.0 years'	3.9 years'	6 years'	5.0 years'
Average time taken to determine all applications	73 days	77 days	86 days	77.2 days	<67 days
% of enforcement cases investigated within 84 days	83%	91%	64.5%	76.3%	>80%
Ave time taken to take positive enforcement action	227 days*	96 days*	232 days	165 days	<100 days

*No target set by WG for those years

7.3 In the light of this, four actions are identified going forwards.

Speed of determining applications

7.4 We determined 88% of applications within agreed timescales, against a Welsh Government target threshold for good performance standing at 80%. The average time taken to determine all applications was 86 days, missing the 'good' target of 67 days (and above the Welsh average of 77 days). While it is accepted that timely decisions can have economic benefits, of greater importance to investors is clarity and certainty, and our evidence is that, within reason, customers are happy to have a slightly slower decision if it is a favourable one. We therefore place greater importance on securing a positive outcome.

7.5 However, this is an area for potential improvement and we have been undertaking a 'Systems Revisit' to assess how much waste is in our processes and to understand if there are common themes as to why applications are not being determined within a timely fashion. There have been reductions in waste in our systems by the implementation of our new Idox Uniform database for the DM service but naturally enough, this has taken time to become stable and embedded, so gains will be in the medium to long term. Opportunities are there to ensure our pre-application advice service is contributing effectively to reducing planning application determination periods by providing clear, professional and respected advice. In addition, our web site offer to customers, although substantially improved via work already carried out with the Council's Digital Team, could be further improved to turn off demand on officer time. There will always be customers who wish to speak directly to an officer but many will self-serve given the opportunity. As such, we need to explore opportunities to signpost customers to useful information on-line so that they can carry out a variety of functions unassisted. These could include making an application for pre-application advice, making a planning application or commenting on a planning application. We will explore the use of a chatbot with our colleagues in the Council's Digital Team to investigate whether we can answer more straightforward planning queries and signpost customers to appropriate information on our web pages or on other useful sites, including the Planning Portal Wales.

- 7.6 Project management for major planning applications can be improved by resourcing their processing properly via planning performance agreements (PPAs) with the applicant to deliver a timelier decision by best endeavours. We have trialled one PPA this year which was considered a success in establishing and meeting milestones for a planning application for a complex, strategic, mixed-use development in Chepstow. The fee from such an agreement can be used to back-fill and allow the case officer to be freed up to be a more dedicated resource. We know that further applicants are interested in engaging with us to explore the benefits of this project management tool. Thus, Actions 1 - 2 below are identified.

Action 1 – Complete the review of the effectiveness of the Council’s bespoke pre-application advice service and rolling out the use of Planning Performance Agreements, where appropriate.

Action 2 – Continue to improve the Planning Service’s web pages to deliver relevant, accessible and legible information so that customers can self-serve. This includes investigating the value of a chatbot to signpost users to information held online that can help them self-serve and reduce queries to the team via phone and email.

Speed of resolving enforcement cases

- 7.7 The performance of the Council’s Planning Enforcement team declined in relation to the two enforcement measures in the Performance Framework over 2018/19, and we do receive customer feedback and complaints regarding perceived delays in enforcement cases. These issues are certainly not unique to Monmouthshire, and the problem is at least in part due to a misunderstanding of the powers available to us and/or unrealistic expectations which has been addressed in some way by the training on enforcement that took place in May 2018 for community and town councillors. There remains, however, scope for substantial improvement. The systems review of the Planning Enforcement function, due for completion in December 2019, will help to improve this team’s practices and drive out waste. The triage system identified the APR 2016/17, has been partially implemented to systematically prioritise cases, but this is being reviewed as part of the wider systems approach (Action 3).

Action 3 - Systems review of the Planning Service’s enforcement function and its processes to speed up our decision-making, verify if we have the right resources and we are providing a good service for our customers

Collaborative Working

- 7.8 Monmouthshire has a wealth of heritage assets and has long invested in its heritage team to manage these assets in the public interest. It has become apparent that opportunities exist to work collaboratively with neighbouring Councils to provide a shared heritage resource. This reporting period saw the establishment of a shared heritage service with Torfaen Council that is working well. This has given the opportunity to address issues of capacity and consistency of advice between Authorities. In addition, it provides an opportunity to increase resilience, knowledge and the skills base of aspects of Historic Environment

Management through building and sharing of expertise and experience. It also acknowledges the agenda for collaboration in the delivery of local government services being promoted by Welsh Government. It is understood that other planning authorities in South-East Wales are considering their needs against the offer of our shared heritage service. Going forward we will promote collaboration with other authorities, where appropriate. This will also include work involved in the preparation of the LDP review which has seen sharing of the background evidence work, as referred to in par. 4.14 above.

Action 4 – Continue to pursue an agenda of collaboration in relation to heritage services with neighbouring authorities and collaboration in other areas where possible, including the evidence base for the review of the Local Development Plan.

Opportunities going forward:

- 7.9 The following opportunities for the coming year have been identified as a result of this Annual Performance Report, our LDP, AMR and our Service Business Plans:
- To improve the speed of our responses to pre-application advice requests and determining planning applications via a review of our bespoke pre-application advice service valued by our customers (Action 1);
 - In tandem with our systems thinking approach, to use Team meetings and performance reports to drill down into specific areas of workflow and identify where problems exist and why, with a targeted approach to identifying solutions (Actions 1 and 3);
 - Consider the project management of major planning applications, where appropriate, via planning performance agreements to seek by best endeavours to ensure timely and well-managed processing of such applications, providing a good customer experience for the customer (Action 1);
 - To improve the web site experience for customers and improve customers' pathways to information; this could include trialling a 'chatbot' to help customers to self-serve on line and reduce the demand on officers, particularly the daily duty officer (Action 2);
 - To consolidate the use of the more efficient replacement database for planning applications to reduce waste for staff, including the production of standard letters and monitoring reports. Stage 2 of the Idox project will include the conditions monitoring module and enhancements to the public access module which will provide a better service to the public when they search applications online; these include providing an online measuring tool and the ability to track changes to an application (Action 2);
 - To improve the speed with which we deal with enforcement cases via a systems review of the Enforcement function (Action 3);
 - To extend collaborative working to deliver a Built Heritage Management Service with neighbouring local authorities, providing resilience, shared learning and consistency across those areas (Action 4);
 - Continue with the review of the Monmouthshire LDP because of the need to address the shortfall in the housing land supply and facilitate the identification/ allocation of additional housing land as well as addressing the demographic and employment challenges of the County;
 - To identify, implement and/or disseminate best practice via the Planning Officers' Society for Wales or other working groups, including the Welsh Government, the WLGA and the RTPi

- Promote the value of the work carried out by the Council's Planning Service by updating the Value of Planning toolkit on an annual basis and publicising the finding in each APR.

7.10 Progress will be measured via our 2019/20 Annual Performance Report, 2019/20 LDP Annual Monitoring Report, and our 2019-2022 Service Improvement Plan.

ANNEX A - PERFORMANCE FRAMEWORK

OVERVIEW

MEASURE	GOOD	FAIR	IMPROVE
Plan making			
Is there a current Development Plan in place that is within the plan period?	Yes		No
LDP preparation deviation from the dates specified in the original Delivery Agreement, in months	<12	13-17	18+
Time taken to commence formal revision of an LDP following the triggering of Regulation 41, in months	<12	13-17	18+
Has an LDP Revision Delivery Agreement been submitted to and agreed with the Welsh Government?	Yes		No
LDP review deviation from the dates specified in the original Delivery Agreement, in months	<3		4+
Annual Monitoring Reports produced following LDP adoption	Yes		No
The local planning authority's current housing land supply in years	>5		<5
Efficiency			
Percentage of "major" applications determined within time periods required	>60	50.1-59.9	<50
Average time taken to determine "major" applications in days	Not set	Not set	Not set
Percentage of all applications determined within time periods required	>80	70.1-79.9	<70
Average time taken to determine all applications in days	<67	67-111	112+
Percentage of Listed Building Consent applications determined within time periods required	80+	70.1-79.9	<70
Quality			

WALES AVERAGE	Monmouths hire LPA LAST YEAR	Monmouths hire LPA THIS YEAR
Yes	Yes	Yes
73	N/A	N/A
17	-	2
Yes	-	Yes
1	-	N/A
Yes	Yes	Yes
6 of 25	4	3.9
68	83	89
232	188	66
88	91	88
77	77	86
75	67	89

2021

MEASURE	GOOD	FAIR	IMPROVE
Percentage of Member made decisions against officer advice	<5	5-9	9+
Percentage of appeals dismissed	>66	55.1-65.9	<55
Applications for costs at Section 78 appeal upheld in the reporting period	0	1	2+
Engagement			
Does the local planning authority allow members of the public to address the Planning Committee?	Yes		No
Does the local planning authority have an officer on duty to provide advice to members of the public?	Yes		No
Does the local planning authority's web site have an online register of planning applications, which members of the public can access, track their progress (and view their content)?	Yes	Partial	No
Enforcement			
Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days	>80	70.1-79.9	<70
Average time taken to take positive enforcement action	<100	101-200	200+

WALES AVERAGE	Monmouths hire LPA LAST YEAR	Monmouths hire LPA THIS YEAR
9	7	4
68	36	46
0	0	0
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
77	91	65
167	96	232

2023/24

SECTION 1 – PLAN MAKING

Indicator	01. Is there a current Development Plan in place that is within the plan period?	
"Good"	"Fair"	"Improvement needed"
A development plan (LDP or UDP) is in place and within the plan period	N/A	No development plan is in place (including where the plan has expired)

Authority's performance	Yes
The Council adopted its Local Development Plan in February 2014.	

Indicator	02. LDP preparation deviation from the dates specified in the original Delivery Agreement, in months	
"Good"	"Fair"	"Improvement needed"
The LDP is being progressed within 12 months of the dates specified in the original Delivery Agreement	The LDP is being progressed within between 12 and 18 months of the dates specified in the original Delivery Agreement	The LDP is being progressed more than 18 months later than the dates specified in the original Delivery Agreement

Authority's performance	N/A
The Council has adopted its LDP and therefore this indicator is not applicable. It does not apply to the review of the Plan.	

Indicator	03. Time taken to commence formal revision of an LDP following the triggering of Regulation 41, in months	
"Good"	"Fair"	"Improvement needed"
The Delivery Agreement is submitted less than 12 months after Regulation 41 is triggered	The Delivery Agreement is submitted within 12 and 18 months after Regulations 41 is triggered	The Delivery Agreement is submitted more than 18 months after Regulation 41 is triggered
Authority's performance	2 months	
A full review of the LDP commenced in 2017, with a Draft Review Report published for consultation between 11 December 2017 and 5 February 2018. The Final Review report of the LDP was agreed by a special meeting of Council held on 19 th March 2018.		

Indicator	04. Has an LDP Revision Delivery Agreement been submitted to and agreed with the Welsh Government?	
"Good"		"Improvement needed"
An LDP Revision Delivery Agreement has been submitted by the LPA and agreed with the Welsh Government		No LDP Revision Delivery Agreement has been submitted by the LPA or agreed by the Welsh Government

Authority's performance	Yes
The Delivery Agreement was agreed by WG on 14th May 2018.	

Indicator	05. LDP revision deviation from the dates specified in the original Delivery Agreement, in months	
"Good"		"Improvement needed"
The LDP revision is being progressed within the dates specified in the original Delivery Agreement		The LDP revision is being progressed later than the dates specified in the original Delivery Agreement

Authority's performance	N/A
This measure is not applicable during this reporting period. This indicator will become relevant during the next reporting period as the WG agreed the Council's Delivery Agreement in May 2018.	

Indicator	06. Annual Monitoring Reports produced following LDP adoption	
"Good"		"Improvement needed"
An AMR is due, and has been prepared		An AMR is due, and has not been prepared in time

Authority's performance	Yes
The Council's fourth AMR was submitted to the Welsh Government in October 2018.	

Indicator	07. The local planning authority's current housing land supply in years	
"Good"		"Improvement needed"
The authority has a housing land supply of more than 5 years		The authority has a housing land supply of less than 5 years

Authority's performance	3.9
The 2018 Joint Housing Land Availability Study (JHLAS) was agreed by an independent Inspector and showed that we had a 3.9 years' housing land supply. This matter is considered in detail in the 2018-19 LDP Annual Monitoring Report.	

SECTION 2 - EFFICIENCY

Indicator	05. Percentage of "major" applications determined within time periods required	
"Good"	"Fair"	"Improvement needed"
More than 60% of applications are determined within the statutory time period	Between 50% and 60% of applications are determined within the statutory time period	Less than 50% of applications are determined within the statutory time period

Authority's performance	89
<p>The team's performance has improved from 83% over 2016/17. This element of the team's performance remains strong over 2018/19 and is well above the Welsh average of 67.8%. To prioritise resources for major planning applications, planning performance agreements will be increasingly adopted with applicants for suitable planning applications, leading to better project management of these generally more complex applications.</p> <p>The Council has piloted a scheme whereby the local member and key members of planning committee are invited to pre-application advice meetings for major developments to ensure the process is frontloaded. This has avoided delays when the application is eventually submitted. This process is now standard practice for the authority.</p>	

Indicator	06. Average time taken to determine "major" applications in days	
"Good"	"Fair"	"Improvement needed"
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

Authority's performance	66
<p>The Council's performance is very good compared to the Welsh average of 232 days and has improved substantially from the previous reporting period (188 days). It is the second highest performance for Wales. The use of PPAs should help the team to keep this measure at the excellent level of performance it has achieved this year.</p>	

Indicator	07. Percentage of all applications determined within time periods required	
"Good"	"Fair"	"Improvement needed"
More than 80% of applications are determined within the statutory time period	Between 70% and 80% of applications are determined within the statutory time period	Less than 70% of applications are determined within the statutory time period

Authority's performance	88
<p>88% of all planning applications we dealt with were determined within the required timescales, which is well above the 80% threshold for the 'Good' performance ranking. This compared to 88% across Wales and is a slight decline compared to last year (91%).</p> <p>The slight decline can be attributed to the introduction of our new planning application back office system in March-April 2018. The breakdown of quarters reveal the following performance which improved as the IT system 'bedded in': Q1 – 83%; Q2 – 87%; Q3 – 92%; Q4 – 92%.</p>	

Indicator	08. Average time taken to determine all applications in days	
"Good"	"Fair"	"Improvement needed"
Less than 67 days	Between 67 and 111 days	112 days or more

Authority's performance	86 days
<p>In 2018-19 we determined 1101 planning applications, each taking, on average, 86 days (just over 12 weeks) to determine. This compares to an average of 77 days (11 weeks) across Wales and misses the 'good' target of 67 days. Given our focus on outcome rather than speed, this is a reasonable achievement and suggests we have struck a fair balance between these two objectives.</p> <p>We acknowledge that this measure should be better and nearer the 'good' target. The actions identified in relation to improving application submissions via our pre-application advice service, together with improving our web page information as well as closer management of individual workloads should reduce end-to-end times for determination in the next reporting period.</p>	

Indicator	08a. Percentage of Listed Building Consent applications determined within time periods required	
“Good”	“Fair”	“Improvement needed”
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

Authority’s performance	89
<p>This is the second year of its inclusion as an indicator and has improved significantly compared to last year’s figure of 67%. The Welsh average for this indicator was 75%. The Council’s Heritage team has worked hard at improving its turnaround of listed building applications. We determined 79 applications for listed building consent over 2018/19, the highest of any authority in Wales. The team of four officers (including a monitoring officer) also contributes to the pre-application advice process, the handling of appeals and provides consultation responses on planning applications in conservation areas. A similar service is also provided for Torfaen Council. The Authority has Cadw accredited delegation arrangements for grade II* and II buildings.</p>	

SECTION 3 - QUALITY

Indicator	09. Percentage of Member made decisions against officer advice	
"Good"	"Fair"	"Improvement needed"
Less than 5% of decisions	Between 5% and 9% of decisions	9% or more of decisions

Authority's performance	4
<p>Monmouthshire's performance shows that 4% of Committee decisions go against officer recommendation, which equated to 2 planning applications out of 50 determined at committee during 2018/19 which is an improvement on the performance over 2017/18 of 7%. This compares favourably to the 8.2% average in Wales and is below the 5% or less threshold to be rated 'Good'.</p> <p>Provided that Committee decisions are based on good planning judgement and material planning considerations, overturned recommendations are a perfectly acceptable part of the planning process. The difficulty only arises where decisions are made that cannot be substantiated at appeal.</p> <p>The two overturned applications in question related to an infill plot in Raglan deemed to be an over development by members and a retrospective application for a garage element of a house near Caerwent, judged to be unacceptable in streetscene and neighbour amenity terms. These are subjective issues. The two refused applications were both allowed on appeal. All appeal decisions are reported to committee so that Members can review and learn from such decisions.</p>	

Indicator	10. Percentage of appeals dismissed	
"Good"	"Fair"	"Improvement needed"
More than 66% (two thirds) of planning decisions are successfully defended at appeal	Between 55% and 66% of planning decisions are successfully defended at appeal	Less than 55% of planning decisions are successfully defended at appeal

Authority's performance	46
<p>This remains below the standard we would like to achieve and although an improvement on last year's performance needs improvement.</p> <p>The decisions are reviewed in the Planning Service's monthly Policy / DM Liaison meetings as well as at Planning Committee and detailed issues are shared and discussed.</p> <p>It is noteworthy that the appeal performance, excluding the four committee decisions that were contrary to the officer recommendation, would have meant the appeal performance of a 67% success rate would have been rated 'green' or good. The proportion of appeals we deal with is low at 1.1 appeals for every 100 applications received (Welsh average 2 appeals per 100</p>	

applications determined). This was the third lowest ratio of appeals to applications in Wales indicating our willingness to negotiate proposals to a positive outcome and the strength of our policy framework.

Indicator	11. Applications for costs at Section 78 appeal upheld in the reporting period	
“Good”	“Fair”	“Improvement needed”
The authority has not had costs awarded against it at appeal	The authority has had costs awarded against it in one appeal case	The authority has had costs awarded against it in two or more appeal cases

Authority’s performance	0
<p>No awards of costs for unreasonable behaviour have been made against us this year. There were also no awards of costs during the two previous reporting periods.</p> <p>An action identified in the first APR was to report appeal decisions to Planning Committee every month for learning and discussion. This action has been implemented and has been welcomed by the Committee as useful. Committee members are also encouraged to sit in on appeal hearings or inquiries as further development training and to assist the case officer. The Council’s protocol is that nominated members help to present the case where a decision is contrary to the officer recommendation.</p>	

SECTION 4 – ENGAGEMENT

Indicator	12. Does the local planning authority allow members of the public to address the Planning Committee?	
“Good”		“Improvement needed”
Members of the public are able to address the Planning Committee		Members of the public are not able to address the Planning Committee

Authority’s performance	Yes	
<p>Monmouthshire has an established and effective Public Speaking Protocol and also allows applicants, objectors, supports and community and town councils to speak at the Delegation Panel site visits. This has proven to be a valuable exercise in terms of making informed decisions and improved customer and community satisfaction, even if the final decision is not the one they hoped for. The public speaking protocol was amended during the previous reporting period to enable the applicant to be notified earlier that an objector had registered to speak; this provides the applicant with earlier notice and more time to organise a right of reply and after review it appears to be working well.</p> <p>The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 did not seek to control the public speaking element of a planning committee. If any future national protocol seeking consistency throughout Wales is published it is hoped it is provided as best practice guidance and does not curtail the successful delegation and public speaking system we already employ.</p>		

Indicator	13. Does the local planning authority have an officer on duty to provide advice to members of the public?	
“Good”		“Improvement needed”
Members of the public can seek advice from a duty planning officer		There is no duty planning officer available

Authority’s performance	Yes	
<p>We have a duty officer available every day from 9am to 5pm and although this is resource intensive, we recognise from feedback that this is a service that the customer values (see par. 5.9 above).</p>		

Indicator	14. Does the local planning authority’s web site have an online register of planning applications, which members of the public can access track their progress (and view their content)?	
“Good”	“Fair”	“Improvement needed”

All documents are available online	Only the planning application details are available online, and access to other documents must be sought directly	No planning application information is published online
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Authority's performance	Yes
<p>Our public access element allows customers to view all public documents and plans relating to applications including officer reports and decision notices, and also allows customers to comment online.</p> <p>We have implemented a new back office system at the start of this reporting period and this has helped make savings in time in relation to automation and easier process steps. This has allowed officers to carry out more work of value such as determining applications for pre-application advice and planning applications.</p> <p>Navigational and functional improvements to the Idox public access module (e.g. to enable a customer to track changes to an application) have been actioned during this reporting period.</p>	

SECTION 5 – ENFORCEMENT

Indicator	15. Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days	
“Good”	“Fair”	“Improvement needed”
More than 80% of enforcement cases are investigated in 84 days	Between 70% and 80% of enforcement cases are investigated in 84 days	Less than 70% of enforcement cases are investigated in 84 days

Authority’s performance	65
<p>This was a disappointing area of performance and compared poorly to the Welsh average of 76.3%. The recent appointment of a new Area Team Manager who manages the enforcement section has seen the commencement of a systems review of the enforcement function. This should be completed by December 2019. We would like to move much closer to 100% for this measure and thus the action to review the Enforcement Team is retained. Special attention will be given to this measure in the next reporting period.</p>	

Indicator	16. Average time taken to take positive enforcement action	
“Good”	“Fair”	“Improvement needed”
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

Authority’s performance	232
<p>Again, this was a poor performance for this indicator, well below the Welsh average of 165 days. This was a significant decline on the 96 days taken over 2017/18. The systematic review of the enforcement service during 2019 will identify areas of waste, poor working practices and smarter ways of working to reduce this time significantly.</p>	

SECTION 6 – SUSTAINABLE DEVELOPMENT INDICATORS

The purpose of the Sustainable Development Indicators is to measure the contribution the planning system makes to sustainable development in Wales.

The Sustainable Development Indicators will be used to measure the progress against national planning sustainability objectives, set out in Planning Policy Wales, and can be used to demonstrate to our stakeholders the role and scope of the planning system in delivering wider objectives. The information will also be useful to local planning authorities to understand more about the outcomes of the planning system and help inform future decisions.

Authority's returns	A Full return was provided
<p>Monmouthshire Council provided full statistical returns for these indicators. However, it should be noted that this work had to be undertaken manually because our back office IT system at the time cannot store or retrieve most of the data. This is a common problem throughout Wales, the resolution of which has proven to be very time consuming. The Council has procured a new IT system that went 'live' in April 2018 so it is hoped that the time and resource spent manually collecting this data will be reduced.</p> <p>It is worth noting that, in many cases, the sustainable development (SD) indicator definition is different to information collected in the LDP Annual Monitoring Report (AMR), and therefore the results are different in some cases. For example, in terms of housing approvals, the SD indicator records only detailed or final Reserved Matters approvals, whereas the LDP AMR quite rightly (for that context) also includes outline applications as evidence that allocated sites are coming forward.</p> <p>These discrepancies have been checked and properly accounted for. Going forward, where appropriate, consideration will be given to amending the LDP AMR monitoring indicators slightly to reflect the SD indicators, so that similar data is only captured once, reducing duplicated effort and potential confusion. In other cases, such as reviewing progress on the delivery of LDP housing sites, the AMR monitoring indicator will remain unchanged.</p>	

Indicator	SD1. The floorspace (square metres) granted and refused planning permission for new economic development on allocated employment sites during the year.
------------------	--

Granted (square metres)	
Authority's data	19058

Refused (square metres)	
Authority's data	0

The planning system should support economic development and steer such development to the most appropriate locations. This indicator provides information on the contribution the planning system is making to delivering traditional economic development in identified employment sites.

This performance indicator measures new buildings in square metres approved on allocated and protected employment sites. It now also includes extensions and change of use consents where vacant buildings have been brought back into employment-generating use. It is also limited to measuring only 'B' use classes, and so excludes supporting employment uses such as hotels. Consequently, this data shows a small proportion of the decisions made to support economic growth in the County. More information can be found in the AMR.

The developments approved for this indicator included a 17000m² development comprising a workshop (B2), two storey office (B1), valet/car preparation area and associated infrastructure works for the Mon Motors group at New House Park Industrial Estate, Chepstow plus a 1600m² warehousing development for an existing business at Wonastow Road Industrial Estate, Monmouth.

Indicator	SD2. Planning permission granted for renewable and low carbon energy development during the year.
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Granted permission (number of applications)	
Authority's data	2

Granted permission (MW energy generation)	
Authority's data	6

The planning system can optimise renewable and low carbon energy generation. This indicator tells us part of the contribution the planning system is making to delivering renewable and low carbon energy generation and moving towards a low carbon economy.

Small scale renewables are now mostly permitted development and, because they do not need planning permission, will never appear in these stats returns. The indicator records only stand-alone schemes for the purpose of generating energy from renewables: it does not record, for example, solar panels on the roof of a new barn or on new dwellings.

During the previous reporting periods, applications were approved primarily for solar development including a 6MW scheme at a farm at Parkhouse, near Trellech.

During this reporting period there was one significant proposal approved for a 6MW stand alone solar project near Llanhennock.

There has been a general drop off in activity, particularly in solar proposals, due to changes to Feed in Tariffs (for instance in 2015/16 year we approved 4 schemes likely to generate 17MW). This illustrates that factors outside of the planning system have the greatest influence on the delivery of renewable energy.

Indicator	SD3. The number of dwellings granted planning permission during the year.
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Market housing (number of units)	
Authority's data	252

Affordable housing (number of units)	
Authority's data	85

The planning system can facilitate the provision of market and affordable housing to meet local housing requirements. This indicator provides information on the contribution of the planning system to delivering new housing.

It is worth noting that this data differs significantly from the LDP AMR data due to differences between the indicator definitions. In particular, this sustainable development indicator records only full planning permission and Reserved Matters approvals: outline consents are excluded.

Over the previous reporting period we approved 300 market dwelling units and 84 affordable housing units.

It is well understood that there is an issue with the LDP strategic housing sites coming forward in a timely fashion and this has affected our housing land supply. The need to review the Plan is recognised and is underway. The strategic housing sites are progressing with approvals being granted from 2017 to this reporting period at Deri Farm, Rockfield Farm, Undy (outline and now first phase reserved matters) together with the strategic site at Crick Road, Portskewett (the latter is also an outline permission). Progress is slower than is desired but is gaining momentum. Owing to the lack of a five year land supply for housing, unallocated sites of an appropriate scale and location have been approved at Llanfoist, Monmouth and Caldicot. This has helped to see the five year housing land supply move upwards slightly from 3.9 years to 4.0 years at March 2019.

A detailed commentary on housing approvals is provided in the LDP AMR.

Indicator	SD4. Planning permission granted and refused for development in C1 and C2 floodplain areas during the year.
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Number of residential units (and also hectares of non-residential units) which were GRANTED permission	
Authority's data	1 dwelling unit; 5 ha of non-residential development

Number of residential units (and also hectares of non-residential units) which were REFUSED permission on flood risk grounds	
Authority's data	0

The planning system has an important role in ensuring that new development is not exposed unnecessarily to flooding and can guide development to locations at little or no risk from flooding. This indicator provides information on how planning applications for development in floodplain areas are being managed.

During this reporting period, one apartment was approved within flood zone C1 – this was a site in Usk above commercial premises and such proposals are supported for regeneration purposes under Policy SD3 of the LDP.

The non-residential development related to a significant vehicle preparation development (3.7ha) on brownfield C2 land at Newhouse Park Industrial Estate, an allocated employment site. The other non-residential development related to a warehouse development (0.67ha) on Wonastow Road Industrial Estate, an allocated employment site, but also C1 flood plain, and a two storey office and single storey warehouse extension (0.6ha) to an existing business at Pill Street, Redwick (near Magor) which is also in zone C1.

These developments were either on established employment sites or the expansion of a well-established business and where flood consequences were properly evaluated and managed in both cases.

Indicator	SD5. The area of land (ha) granted planning permission for new development on previously developed land and greenfield land during the year.
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Previously developed land (hectares)	
Authority's data	10.24

Greenfield land (hectares)	
Authority's data	7.8

The planning system can ensure that, wherever possible, previously developed land is used in preference to greenfield sites, particularly those of high agricultural or ecological value. This indicator tells us where the planning system is directing new development.

The performance against this indicator normally reflects the rural nature of Monmouthshire as a County, with limited brownfield land available for development. Usually, the majority of development is on greenfield land. However, this reporting period saw a good proportion of approved non-residential development on brownfield sites including Newhouse Park Industrial Estate, Chepstow, Wonastow Road Industrial Estate, Monmouth and Merthyr Road, Abergavenny, plus major housing developments at Brecon Road and Tudor Street - both in Abergavenny. To a lesser extent the development of domestic gardens for new housing also makes a contribution to this.

The greenfield development primarily relates to the strategic site at Rockfield Farm, Undy (5.4ha)

It is worth noting that the data provided above differs significantly from that recorded in our LDP AMR, because the definition for the SD indicator reported upon here excludes outline planning permissions, and therefore significant sites which secured outline planning permission during the reporting period, are not recorded here. Such schemes will be reported in future APRs when detailed planning permission or Reserved Matters consent is given.

Indicator	SD6. The area of public open space (ha) that would be lost and gained as a result of development granted planning permission during the quarter.
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Open space lost (hectares)	
Authority's data	0

Open space gained (hectares)	
Authority's data	1.5

Open spaces can provide recreational, amenity and environmental value as well as having a role in climate protection and adaptation to the impacts of climate change. This indicator measures how the planning system is protecting existing, and facilitating the provision of new, open spaces.

During the monitoring period no permissions were approved that would result in the loss of public open space.

As a result of the reserved matters approval for phase one of the Rockfield Farm, Undy strategic site, 1.5 ha of new open space have been created.

Indicator	SD7. The total financial contributions (£) agreed from new development granted planning permission during the quarter for the provision of community infrastructure.
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Gained via Section 106 agreements (£)	
Authority's data	3,010,000

Gained via Community Infrastructure Levy (£)	
Authority's data	0

Financial contributions can be used to fund the provision of community infrastructure required to support sustainable development. This indicator measures the level of financial contributions agreed for the provision of community infrastructure.

This reporting period saw over £3M of contributions being secured which was slightly more than the previous period and considerably more than 2016/17 when £1.35M worth of Section 106 contributions were agreed.

This is chiefly because of the two strategic housing sites being approved at Rockfield Farm, Undy, and Crick Road, Portskewett as well as major housing schemes at Church Road, Caldicot, Brecon Road, Abergavenny, the site of the former Magistrates' Court, Abergavenny, Sandy Lane, Caldicot and an allocated housing site at Chepstow Road, Raglan. The contributions range in respect of providing affordable housing, education / community facilities, green infrastructure, sustainable transport infrastructure and public open space.

The Council is considering whether to adopt a CIL, subject to potential changes to Central Government policy.

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<p>Name of the Officer completing the evaluation Mark Hand</p> <p>Phone no: 01633 644803 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Submit the Monmouthshire Planning Service’s fifth Annual Performance Report (APR) to the Welsh Government in accordance with statutory requirements and publish the Report on the Council’s website.</p>
<p>Name of Service</p> <p>Planning Services (Planning Policy and Development Management)</p>	<p>Date Future Generations Evaluation form completed</p> <p>October 2019.</p>

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9. 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.

The APR identifies areas for improvement within the Development Management section of the Council. Actions outlined to achieve this should bring positive benefits to all members of Monmouthshire’s population. A more efficient and effective Development Management service will secure the aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through timely approval of planning proposals for sustainable forms of development or by preventing harm to acknowledged interests, such as amenity, public safety, health or biodiversity by either refusing permission for inappropriate development or by taking timely and reasonable enforcement action.

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	See statement above	None	See 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?
Disability	See statement above	None	See above
Gender reassignment	See statement above	None	See above
Marriage or civil partnership	See statement above	None	See above
Pregnancy or maternity	See statement above	None	See above
Race	See statement above	None	See above
Religion or Belief	See statement above	None	See above
Sex	See statement above	None	See above
Sexual Orientation	See statement above	None	See above
Welsh Language	<p><i>.Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.and also the requirement to promote the language.</i></p> <p>Welsh is treated on equal terms as English in the planning process,</p>	None	See 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?
Poverty	See statement above	None	See 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?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: The APR seeks to shape an efficient and engaging development management process providing support and guidance for customers to ensure the best development possible for the benefit of local communities and to protect the character and appearance of Monmouthshire. Planning can provide economic investment and growth, and can protect acknowledged interests such as local amenity and townscape. Identifying areas for improvement and learning what works well elsewhere can ensure that customers are getting effective advice early in the process which is critical in securing positive outcomes and appropriate forms of development.</p> <p>Negative: Some areas for improvement may necessitate customers having to pay for elements of</p>	<p>Better contribute to positive impacts: The APR identifies areas for improvement to make the development management process more responsive and efficient for our customers' applications for developments that are of a high standard.</p> <p>Mitigate any negative impacts: Care will be taken to improve the planning process via interventions set out in the associated report. The team will focus on positive outcomes rather than being process driven. We will continue to monitor performance through the actions we take, relevant performance measures and 1:2:1s with case officers.</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?
	the service which can be considered to be costly by some customers.	
<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: An effective and efficient DM service allows case officers to consider the implications of any development on biodiversity and ecosystems at an early stage in the application process. Officers who are the decision-makers are able to consider the impacts of decisions on ecological interests. This system would not deteriorate as a result of the proposed revisions to the DM process and indeed may provide a more effective system.</p> <p>Negative: None identified.</p>	<p>Better contribute to positive impacts: The actions identified should speed up the delivery of sustainable development.</p> <p>Mitigate any negative impacts: None</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: Actions to improve the DM process would enhance support and guidance for customers when submitting a planning application and provide the opportunity for officers to add value to development proposals and provide acceptable forms of the development, which should improve Monmouthshire citizens' access to local services, such as shops, health and recreational/ play facilities, or prevent inappropriate development from harming the amenity of an area, or indeed the health of local people. Development should promote active travel to ensure it is sustainable.</p> <p>Negative: None identified.</p>	<p>Better contribute to positive impacts: The approval and delivery of development proposals can have a positive impact on health and well-being and foster social and community pride in their communities.</p> <p>Mitigate any negative impacts: None</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: The area of work undertaken by the Planning Team directly and indirectly influences the</p>	<p>Better contribute to positive impacts: The timely approval and delivery of sustainable development</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>appearance, viability, safety and connectivity of communities via planning policy and land use planning decisions. Providing clear and effective guidance and support to customers at an early stage in the planning process is more likely to lead to positive outcomes that enable the best forms of development possible. This is critical in providing sustainable communities. Taking timely and reasonable enforcement action against inappropriate development can reduce impact on local amenity and health.</p> <p>Negative: None identified.</p>	<p>proposals can have a positive impact on the character and appearance of an area, promote well-being and foster social and community pride.</p> <p>Mitigate any negative impacts: None</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 area of work undertaken by the planning section directly and indirectly influences local social, economic and environmental well-being via planning policy and land use planning decisions. However, the global-scale effect is acknowledged as being limited.</p> <p>Negative: none.</p>	<p>Better contribute to positive impacts: None</p> <p>Mitigate any negative impacts: None</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: Planning decisions promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions. Planning decisions generally facilitate the provision of tourist and recreation development, including playing fields and built development. The Welsh language is now a material planning consideration.</p>	<p>Better contribute to positive impacts: Timely planning decisions will ensure that proposals foster civic pride through well-designed development in historic areas or through the removal of development that has a negative impact on a heritage designation via enforcement action.</p> <p>Mitigate any negative impacts: None</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?
	Negative: none.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: Appropriate and timely development management decisions should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve the five main aims of the Wales Spatial Plan, namely Building Sustainable Communities, Promoting a Sustainable Economy, Valuing our Environment, Achieving Sustainable Accessibility and Respecting Our Environment Negative: none.	None.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="327 411 517 635">Balancing short term need with long term and planning for the future</p> <p data-bbox="147 627 277 655">Long Term</p>	<p data-bbox="544 256 1323 352"><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p data-bbox="544 389 1323 730">The LDP covers the period 2011-21. The Council's Development Management function which makes planning decisions seeks to implement the policies of the LDP which promotes sustainable development. By its nature, therefore, it cannot look beyond the next five year period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations. The review of the LDP will seek to adopt land use planning policies up until 2033 taking into account the county's socio-economic challenges.</p>	<p data-bbox="1350 256 2096 352">Ensure that the LDP and its policies have been subject to an appropriate level of scrutiny. This also applies to the current review of the LDP.</p>
 <p data-bbox="327 927 506 1150">Working together with other partners to deliver objectives</p> <p data-bbox="125 1142 293 1171">Collaboration</p>	<p data-bbox="544 831 1323 1246">Monmouthshire's Planning Service believes in working with its customers (which include not just applicants but the public, other Council departments, other local authorities, third sector agencies and businesses) to improve its offer to its customers to meet their needs. This APR identifies areas for improvement to achieve this aim. It is subject to scrutiny and endorsement by Members of both the Council's Economy & Development Select Committee and Planning Committee. Members and officers of the Council have a specific interest in the subject to ensure that sustainable forms of development are carried out in Monmouthshire.</p>	<p data-bbox="1350 831 2096 927">Any observations offered by Committee will be taken into account as part of the submission process to Welsh Government.</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><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The APR is subject to consultation with Members of the Economy & Development Select Committee and Planning Committee whose Members have a specific interest in the subject, as well as senior officers of the Council.</p>	As above.
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The APR's aim is to identify areas for improvement in the Planning Service and to initiate actions for meaningful improvement. This would provide the basis for timelier decisions to secure much needed sustainable development. Taking timely and reasonable enforcement action against inappropriate development can reduce impact on local amenity and health.</p>	N/A
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The work undertaken by the Planning Service directly relates to promoting and ensuring sustainable development and its three areas: environment, economy and society.</p>	Improvements to the DM process would facilitate the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.

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?

The APR has been written having regard to data and evidence provided by the following:
 The Development Management Quarterly Survey 2018/19; the POSW Customer Survey 2018/19; the Council's Local Development Plan Annual Monitoring Report 2018/19; the Planning Service's Business Plan 2018-2021 and the MCC/ Public Service Board Well-being Plan.

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

.This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee report template

The work undertaken by the Council's Planning Service, and in particular the Development Management function, directly relates to promoting and ensuring sustainable development. The APR 2018/19 would enable the service to identify areas of improvement in the processing of applications and in the enforcing of planning matters, and to engage with customers at an early stage of the planning process to ensure the most appropriate forms of development are approved within Monmouthshire. The planning process promotes sustainable forms of development, helping to create jobs and investment, while protecting material interests such as amenity, public safety and biodiversity.

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
See actions in the APR	See APR	See APR

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	Economy & Development Select Committee (with Planning Committee Members invited)	05/09/2019	To be added as appropriate

Public Document Pack Agenda Item 8.1

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at Council Chamber, County Hall, The Rhadyr USK - County Hall, The Rhadyr, Usk on Wednesday, 10th April, 2019 at 2.00 pm

PRESENT: County Councillor P. Pavia (Chairman)

County Councillors: D. Dovey, M. Feakins, R. Roden and B. Strong

Also in attendance: County Councillors: S. Jones, J. Pratt and V. Smith

OFFICERS IN ATTENDANCE:

Frances Williams	Chief Officer, Enterprise
Cath Fallon	Head of Economy and Enterprise
Mark Hand	Head of Planning, Housing and Place-Shaping
Mike Powell	Rural Programmes Officer
David Wong	Senior Development Management Officer
Nicola Edwards	Strategic Food and Tourism Manager
Richard Williams	Democratic Services Officer

ALSO IN ATTENDANCE:

Ms. V. Collins – Welsh Government

APOLOGIES:

County Councillor A. Davies

1. Declarations of Interest

There were no declarations of interest raised by Members.

2. Public Open Forum

There were no issues raised by members of the public.

3. Draft Digital Deprivation Action Plan

Context:

To scrutinise the Draft Digital Deprivation Action Plan in light of the recent question to Council on the 7th March 2019, regarding what the Council itself is doing to address the issue of digital deprivation.

Key Issues:

The Select Committee received an overview of the Superfast Cymru Project from Ms. V. Collins, representing Welsh Government. In doing so, the following points were noted:

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- The Superfast Cymru Project was let to BT Openreach in 2012.
- The deployment phase of that project was completed in February 2018 which resulted in over 733,000 premises being provided with fibre to the Cabinet / fibre to the premises technology.
- Within Monmouthshire, that provided around 80% of premises with either of these two technologies.
- On completion of the deployment, an open market review was undertaken, which consolidated the data from all of the suppliers. That commenced in February 2017 with the results being published in July 2017.
- This allowed for the setup of the intervention area for the next procurement. This went live in July 2017 and has been completed.
- Three contract have been let with BT Openreach which were awarded towards the end of 2018 / beginning of 2019.
- Welsh Government was disappointed with the response to the procurement. It established three lots and a budget in the region of £80M. On two of the lots only one supplier came back, on lot 2 there were two suppliers and this was the lot that Monmouthshire came under. BT Openreach was awarded the contract having won the bid.
- BT Openreach had indicated that it could deliver using £26M of the £80M.
- The original intervention area was in excess of 90,000 premises and BT Openreach is providing access to a further 26,000 premises.
- The procurement will result in an additional 1000 premises in the Monmouthshire area.
- Further key issues are outlined in the report.

Member Scrutiny:

- With regard to a question raised - For every 1% increase in the connectivity in the 12.5% that are not currently connected what impact will that have on the Welsh economy? The Welsh Government representative stated that she would take this matter back to Welsh Government for an answer.
- There is a need for Welsh Government to support South East Wales with a view to encouraging and supporting businesses in the region. The Welsh Government representative stated that she would take this matter back to Welsh Government.
- The Welsh Government representative informed the Committee that BT Open reach has considerable city fibre projects currently underway. Therefore, its

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focus is not necessarily on the rural regions of the Country. Therefore, it is difficult for Welsh Government to get BT Openreach to deploy in the very rural areas of the Country.

- Welsh Government has capital funds equating to £80M. Only £26M of the £80M has been used. Via the Superfast Cymru Project, the Welsh Government obtains clawback based on the take up of the broadband. Welsh Government is anticipating £50M back from the Superfast Cymru Project.
- However, there are concerns regarding revenue funding. In particular regarding lack of internal resources available.
- With regard to the Rural Community Development Fund (RCDF), it was noted that one grant had been approved which has now been completed. 400 premises have been connected at a cost of £90,000. Therefore, premises, compared with fibre is a cost effective way of providing connectivity. However, it is acknowledged that there is a requirement to get fibre to all, over time. A further application has been submitted to Welsh Government before the RCDF programme is closed. Further details will be available in May 2016 with regard to whether the application has been successful or not. This is valued at £160,000 but it is intended to lever at least 30% - 40% from whoever is selected as the partner. There is potential for a further 600 properties, via the rural element of Welsh Government.
- It was identified that capital funding could be considered to fund research and development with a view to Welsh Government and Monmouthshire County Council working together in respect of this matter.
- There are areas within Llanelly Community that have no broadband connectivity. BT Openreach has benefited significantly from the works that have been undertaken along the dualling of the A465 at this location. However, there are 40 residents in this location who have been quoted £90,000 to connect these properties via BT Openreach, which equated to £2000 per household. This matter had been raised with Welsh Government in January 2019. The Welsh Government representative informed the Committee that the first Superfast Cymru project had a target of reaching at least 90% of the intervention area. BT Openreach succeeded in achieving this figure but it was not told to go to particular areas within that project due the size of the project. Within the second procurement, Welsh Government incentivised BT Openreach to go to more rural areas. Unfortunately, the area in question was not chosen as a site for BT Openreach. Welsh Government's grant scheme can help in this situation whereby, residents could apply for a grant up to a maximum of £5000 per dwelling.
- The Rural Programmes Manager informed the Committee that he had met with the community council and residents. It was noted that the residents had not been put into the target premises for the new roll out as it had been assumed that there was already a provider in the area. However, that provider was no longer in

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service. This is why some residents in that area had not been included in the next roll out. However, Welsh Government will be undertaking an open market review that should bring all of those properties back into consideration. Connections could be available in this area within the next three years.

- In response to a question raised regarding the use of other suppliers, it was noted that Welsh Government has held a number of supplier engagement days. Only one bidder on two of the lots came forward with two bidders coming forward for lot 2.
- With regard to funding, for the original project, there was European, UK Government and domestic funding provided. For the new procurement, there is a small UK Government input with the remainder of the funding coming via European and domestic sources. This equates to in the region of £26M European funding. Domestic funding plus clawback from the original project equates to a figure of around £50M - £60M.
- In response to a question raised regarding Brexit, it was noted that funding is currently guaranteed and Welsh Government has secured an additional £30M of European funding.
- The original contract was large scale. The most recent contract involved supplier engagement and their preferences were asked for. In response to feedback, the procurement had been split into the three lots. The response across the UK has been similar to the responses received by Welsh Government.
- Welsh Government is working with smaller suppliers via the grant schemes encouraging them to roll out infrastructure.
- With regard to the funding shortfall, Welsh Government is looking at exploring options both within Welsh Government and with local authorities with a view to spending this money. However, this process is still in its early stages.
- With regard to the procurement, there has been a delay in the process which is mainly due to the clarification process with bidders.
- Superfast Cymru 2 list of premises – Targeted premises 1581, all of these will be fibre to the premises. The Welsh Government representative will investigate whether this data can be made available to the Select Committee.
- The Universal Service Obligation (USO) will cover Wales as a whole as broadband is not devolved to Wales. However, this will be on a request basis via a premises or community.
- The UK Government has a policy that by 2033 the UK will be covered by full fibre broadband. Welsh Government's aspiration is to work with the UK Government and local authorities to ensure that this target is met.

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- In response to a question raised regarding resources, it was noted that this is an issue across Wales. Investigations could be looked into regarding capitalising some of the funding to address this matter.
- The Access Broadband Cymru grant is currently being reviewed and the process for delivering this is becoming more automated. In the near future Welsh Government anticipates that it will be able to cope with the increased number of applications coming through the system.
- Welsh Government has a very good working relationship with Monmouthshire County Council. However, it was noted that both authorities would benefit from having additional revenue funding but it is acknowledged that this is difficult to obtain.
- In response to a question raised, the Welsh Government representative stated that she would make enquires regarding whether the Authority might be able to borrow from the loan boards which could then be recouped when the deployment has taken place.
- In response to a question raised by a Member regarding lack of broadband provision for a resident within his ward, it was noted that there was potential for the resident to investigate a 4G solution to his broadband issue. This solution could be used by other residents who are not on the current fibre roll out.
- A dedicated staff resource will be required to take forward and manage the current strategic opportunities. Any job specification will be subject to job evaluation.
- Discussions were being undertaken with Welsh Government with regard to taking a regional approach, as this could be a mechanism for unlocking the required revenue.
- The bid for local full fibre network will take some time to deploy where there is funding in the sum of £10M available between the local authorities involved. This will support capital assets such as schools and other public buildings.
- There is a further bid coming forward, specifically regarding rural areas, known as Inside Out, whereby, a further £200M from Central Government will be available to access.

Committee's Conclusion:

- It is clear that Monmouthshire is lagging behind with regard to Superfast Cymru broadband provision.
- There is an issue of deprivation within the County.

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- It is critical for our economic future and the broadband provision gap needs to be closed as quickly as possible.
- Monmouthshire needs to be enabled. Superfast Cymru 2 is not going to realise remaining capacity. Therefore other options need to be investigated. Monmouthshire County Council needs to be an enabler to provide this service.
- A dedicated staff resource has been identified to bring this to fruition.

On behalf of the Select Committee, the Chair thanked the Welsh Government representative for attending the meeting and answering questions put to her by the Committee.

We resolved to support the draft Digital Deprivation Action Plan and recommended that the report be presented to Cabinet for adoption.

4. Abergavenny Tourist information Centre

We resolved to defer consideration of the report to a future meeting of the Select Committee regarding the potential move of Abergavenny Tourist Information Centre (TIC) from the Tithe Barn to Abergavenny Town Hall as part of the upcoming refurbishment programme.

The Select Committee considered that the Abergavenny Members needed to be invited to the Select Committee meeting when scrutinising this matter to aid the Select Committee in making a recommendation to Cabinet. Also, that the report should be presented to the North Monmouthshire Area Committee meeting on 15th May 2019 before being scrutinised by the Economy and Development Select Committee.

5. Monmouthshire Adopted Local Development Plan Draft Infill Development Supplementary Planning Guidance

Context:

To inform the Economy and Development Select Committee of the preparation of the Draft Infill Development Supplementary Planning Guidance (SPG) which is currently subject to public consultation, and to seek comments from the Committee.

Key Issues:

- The Monmouthshire Local Development Plan (LDP) (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. The Draft SPG provides guidance on proposals for small scale infill development (i.e. fewer than 10 dwellings) within

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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.

- The requirement for the Draft 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.
- Selective use of SPG is a means of establishing 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.
- 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.
- The 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 within the settlements identified in Policies S1, H1, H2 and H3 of the Monmouthshire LDP.
- The Draft 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, planting / trees and drainage. Once adopted, the SPG will have a key role in shaping proposals for small scale infill development.
- The options in relation to the Draft SPG are:
 1. Economy & Development Select Committee considers and comments, as appropriate, on the Draft Infill Development SPG.
 2. Economy & Development Select Committee does not comment on the Draft Infill Development SPG.

Option 1 is the preferred option.

- Planning Committee has received the report and suggested changes had been made primarily with regard to the need for additional diagrams to clarify the difference around backland developments and infill plots, more reference to affordable housing and commuted sums, Sustainable Urban Drainage Systems (SUDS) and to clarify 'neighbours' and their location to the proposed site.
- The consultation process ends on 13th May 2019. The report will then be re-presented to Planning Committee with consultation comments and any suggested changes. The Cabinet Member for Enterprise will then receive the report for adoption.

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Member Scrutiny:

- In response to a question raised regarding whether there is a process to establish how much infill development may take place in an area, the Head of Planning, Housing and Place Shaping stated that there is no area based assessment undertaken. Each application is looked at on a case by case basis. The LDP relies on a number of these small scale developments coming forward and a significant number of dwellings are delivered in this way.
- National Planning Policy seeks for an efficient use of brownfield land. Gardens come under brownfield land development.
- It was considered that there needs to be a process whereby, certain areas have a limit to the amount of infill development that may be put into a particular area. It was noted that this matter could be looked at in the next LDP. However, it might be difficult to quantify a number. A comprehensive view of all of Monmouthshire's towns would need to be undertaken to identify which gardens could be built in.
- In response to a question raised regarding looking at the percentage of property on the plot size, the Head of Planning, Housing and Place Shaping informed the Committee that this is partly covered in Section 5.1 of the SPG. However, percentages are not covered so there would be a need to look at each application on its merits.
- The LDP target is 566 dwellings out of 4500 which are expected to come from small windfall sites. The SPG policy will put in place better ground rules.
- It was considered that not enough credence is given to public transport on new developments and road widths are insufficient. Kerbside design is important to reduce on street parking on new developments. Closer working is required with the Transport Department to reduce the number of vehicles entering Monmouthshire's towns.
- In response, it was noted that a Members' seminar will be held with regard to highways issues in relation to planning applications. In terms of accesses, the SPG policy covers sites that have fewer than 10 dwellings and National Planning policy is moving away from parking standards to encourage more people to access public transport. Roads are designed to be narrower to act as a means of traffic calming and to encourage a more pedestrian friendly environment.

Committee's Conclusion:

The Chair invited the Committee to formulate its views in respect of this matter with a view to a letter being written by the Chair, to the Head of Planning Housing and Place Shaping, on behalf of the Select Committee outlining the Committee's submission by the end of the consultation period on 13th May 2019 and for it to be finalised at the next

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Select Committee meeting on 9th May 2019.

6. Confirmation of Minutes

The minutes of the Economy and Development Select Committee meeting dated 14th February 2019 were confirmed and signed by the Chair.

Democratic Services Officer note:

It had been identified after the meeting that the minutes required a slight amendment. The Chair had therefore agreed that the following amendment be noted:

Minute 3 - Economies of the Future Analysis, Member Scrutiny - Bullet point 17: remove reference to 15,000 houses.

7. Economy and Development Select Committee Forward Work Programme

We received the Economy and Development Select Committee Forward Work Programme.

In doing so, the following points were noted:

- The report regarding Abergavenny Tourist Information Centre (deferred at today's meeting) to be scrutinised at a future meeting of the Select Committee.
- Undertake a review of the Alternative Delivery Model at a future meeting of the Select Committee to ensure that the correct process has been followed and adhered to, irrespective of the final decision that will be taken by Cabinet in respect of this matter.
- Various workshops were ongoing with a view to being progressed throughout the year.
- ICT in schools is an important piece of work that could be undertaken with the Children and Young People Select Committee as a Joint Select Committee.
- Further work is required with regard to engagement with businesses with a view to looking at the concerns and challenges being faced, particularly with the removal of the tolls on the Severn Bridges.
- There will be an examination of every town within Monmouthshire, going forward.

The Chair thanked the Select Committee for the support that he has received during his time as Chair of the Committee.

8. Council and Cabinet Forward Work Programme

We received the Council and Cabinet Business Forward Plan.

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at Council Chamber, County Hall, The Rhadyr USK - County Hall, The Rhadyr, Usk on
Wednesday, 10th April, 2019 at 2.00 pm**

9. Next Meeting

Thursday 9th May 2019 at 10.00am.

The meeting ended at 3.50 pm.

Public Document Pack Agenda Item 8.2

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Wednesday, 17th July,
2019 at 3.00 pm

PRESENT: County Councillor R. Roden (Chairman)

County Councillors: D. Dovey, and J. Watkins (substituting for
Councillor J. Becker)

Also in attendance County Councillors: L. Brown, A. Easson,
R.J.W. Greenland, M. Groucutt and M. Powell

OFFICERS IN ATTENDANCE:

Frances O'Brien	Chief Officer, Enterprise
Mark Hand	Head of Planning, Housing and Place-Shaping
Rachel Lewis	Planning Policy Manager
Cath Fallon	Head of Economy and Enterprise
Dave Loder	Finance Manager
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillors: J. Becker, A. Davies, M. Feakins, P. Pavia, B. Strong, A. Watts,
R. Edwards, R. Harris, P. Murphy and T. Thomas

1. Election of Chair

As the Chair and Vice-Chair were unable to attend the meeting, we elected County Councillor R. Roden as Chair for today's meeting.

2. Declarations of Interest

None.

3. Monmouthshire Replacement Local Development Plan Growth and Spatial Options Paper

The replacement Local Development Plan (LDD) for the County (excluding the area within the Brecon Beacons National Park) will cover the period 2018-2033. The Select Committee were presented with the Growth and Spatial Options paper, an executive summary and an easy to read guide. The scrutiny followed a member workshop held on the 11th July to which all elected members were invited. The committee has been involved in identifying the key issues, challenges and drivers facing the County in previous meetings and was being asked to offer its feedback on the next key stage of the process in considering how much growth is needed in the County over the replacement plan period, where the growth should be located and how the options presented meet the plan's vision and objectives. The Growth and Spatial Options Paper will undergo a full public consultation process before being endorsed by full

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council and as part of the engagement, drop-in sessions are being held with the public. Members will continue to be involved in scrutiny of the LDP through scrutiny workshops (inviting all members) and reports to the Economy and Development Select Committee.

Member Challenge:

- The climate change impact is presented as a red category on some of the growth options ~ Members were informed this is the projected impact because commuting levels would be estimated to be highest in those options and therefore would negatively impact on that goal.
- The demographic impact of the older age group is evident in all options ~ this was confirmed, with the explanation that some options may enable a more proportional balance with younger economically active people.
- Concern that future employment and economic activity will have a direct impact on the appropriate housing or transport and that this needs to be considered when estimating housing need ~ the committee were advised that in talking about growth, economic activity is an integral component to determining housing need and that the 'Economies of the Future' work is focussing on employment growth and will be informing the LDP.
- That options focussing on growth in the south of the county may create an unbalanced environment and that consideration needs to be given on the needs of the whole county, with discussion with the Brecon Beacons National Park ~ The planning department reassured members that they are having ongoing discussions with the national park but are not at the stage of discussing numbers or sites.

Public Contribution to the meeting:

I have been engaged in the debate around the development of the new LDP and would like to offer the following comments. Young people need jobs and we need a diversified labour market. We need to ensure that we meet their employment needs and provide them with the right education to enable them to gain the employment opportunities that we are wanting to attract for the county. I am hoping that we have learnt lessons from the past LDP and are looking forward and making positive progress.

Officers responded to acknowledge that during the development of the last LDP, we didn't forecast housing growth, but that this time, we are looking at growth and employment in conjunction, which is a learnt lesson. We have evidence this time of what's working and we have a clear demographic pattern of 15-19 years leaving the county, so working with local colleges and universities, we are focussing on creating attractive employment prospects and affordable housing for young people, should they wish to move back to Monmouthshire. We are also researching where buyers are originating from, which will help inform the debate upon options.

Scrutiny Outcome:

- Members welcomed the opportunity for early engagement on the LDP through the scrutiny workshops.

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- The committee felt unable to offer views on options without knowing the implications for any existing towns and the details of any new future settlement. Whilst any future new settlement would be a decision for the council, at this stage, Members were unable to indicate any preference, but felt satisfied they had offered feedback and had the opportunity to ask questions at this stage.

4. Revenue and Capital Monitoring 2018/19 Outturn Statement

The Committee discussed the report and were satisfied with the explanations given on the budgetary position. Members questioned the directorate's planned expenditure for the year, their actual expenditure, reasons and future pressures and mitigations. The committee noted the positive position and that trends will be worked upon through the year. The financial pressure was confirmed to be Monlife, with some savings not anticipated to be achieved as a result of the decision not to proceed with the Alternative Delivery Model. These would be reported to Council in September. Members questioned whether we were maximising every opportunity for achieving grant funding. In terms of grant applications, Members were reassured that every effort was made to achieve any funding available and that funding from Welsh Government last year had assisted in managing our expenditures and pressures. The areas of risk are the Rural Development Programme and what happens when that funding ends. The Shared Prosperity Funding hadn't been announced but given that it's industry specific, there is a lack of clarity as to what will be a natural successor to the RDP funding.

Scrutiny Outcome:

- Members were satisfied that the department is managing its budget effectively and will keep a watching brief.

The meeting ended at 4.46 pm.

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Economy and Development Select Committee

Action List

10th April 2019

Minute Item:	Subject	Officer	Outcome
4.	Abergavenny Tourist information Centre	Cath Fallon / Hazel Ilett	The report be presented to a future meeting of the Select Committee (after 15 th May 2019) with Abergavenny Members being invited to attend. The report will also be presented to the North Monmouthshire Area Committee on 15 th May 2019.
5.	Monmouthshire Adopted Local Development Plan Draft Infill Development Supplementary Planning Guidance	Cllr. Pavia / Hazel Ilett	The Chair invited the Committee to formulate its views in respect of this matter with a view to a letter being written by the Chair, to the Head of Planning Housing and Place Shaping, on behalf of the Select Committee outlining the Committee's submission by the end of the consultation period on 13 th May 2019 and for it to be finalised at the next Select Committee meeting on 9 th May 2019.
7.	Economy and Development Select Committee Forward Work Programme	Hazel Ilett	Undertake a review of the Alternative Delivery Model at a future meeting of the Select Committee to ensure that the correct process has been followed and adhered to, irrespective of the final decision that will be taken by Cabinet in respect of this matter.

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Monmouthshire's Scrutiny Forward Work Programme 2019-20

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
5 th September 2019 at 2pm	Corporate Plan	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances O'Brien Richard Jones Cabinet Members	Policy Development/Performance Monitoring
	Budget Monitoring report - Month 2	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
	Current Local Development Plan Annual Monitoring Report	To scrutinise annual performance.	Rachel Lewis	Performance monitoring
	Planning Annual Performance Report	To scrutinise annual performance.	Philip Thomas	Performance monitoring
16 th September 2019 at 1.30pm	Local Development Plan WORKSHOP 6	Preferred Strategy	Mark Hand Rachel Lewis	Policy Development Workshop
30 th October 2019 Extended Meeting 9.31am	Local Development Plan Preferred Strategy	To agree the preferred strategy (growth level and spatial distribution strategy) for the new Local Development Plan	Mark Hand/Rachel Lewis	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Archaeology	Pre-decision scrutiny for the policy on identifying three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Section 106 Agreements	Pre-decision scrutiny for the policy on calculating Section 106 developer contributions.	Mark Hand	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Landscape	Pre-decision scrutiny of the guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	Policy development /pre-decision scrutiny
	Museums Review TBC	Scrutiny of options arising from the Museums Review.	Rachael Rogers	Policy development /pre-decision scrutiny
	Asset Management Strategy Update TBC	To review the investment strategy in line with business planning.	Deb Hill Howells Peter Davies	Performance monitoring/policy development

Monmouthshire's Scrutiny Forward Work Programme 2019-20

14 th October 2019 at 5pm	Local Development Plan WORKSHOP 8	Infrastructure 1 – Education and primary health care	Mark Hand Rachel Lewis	Policy Development Workshop
14 th November 2019	(To be confirmed)			
18 th November 2019 at 5pm	Local Development Plan WORKSHOP 9	Employment considerations	Mark Hand Rachel Lewis	Policy Development Workshop
11 th December 2019 at 5pm	Local Development Plan WORKSHOP 10	Infrastructure 2- Local Transport Plan, sustainable transport	Mark Hand Rachel Lewis	Policy Development Workshop
19 th December 2019	(To be confirmed)			
20 th January 2020 at 5pm	Local Development Plan WORKSHOP 11	New homes: disrupting the market: carbon reduction, energy efficiency, minimum house size standards, housing mix policies.	Mark Hand Rachel Lewis	Policy Development Workshop
20 th January 2020	Local Development Plan Progress Update	To feedback to Select Committee on the workshop outcomes.	Mark Hand / Rachel Lewis	Policy Development
	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
24 th February 2020 at 5pm	Local Development Plan WORKSHOP 12	Infrastructure 3 – broadband, utilities, EV charging	Mark Hand Rachel Lewis	Policy Development Workshop
27 th February 2020	(To be confirmed)			
23 rd March 2020 at 5pm	Local Development Plan WORKSHOP 13	Retail, A3 uses, future of High Streets	Mark Hand Rachel Lewis	Policy Development Workshop

Monmouthshire's Scrutiny Forward Work Programme 2019-20

26 th March 2020	(To be confirmed)			
27 th April 2020 at 5pm	Local Development Plan WORKSHOP 14	Review of green wedges.	Mark Hand Rachel Lewis	Policy Development Workshop
May 2020 date to be confirmed	Local Development Plan WORKSHOP 15	Site allocations (residential, employment, tourism, renewable energy).	Mark Hand Rachel Lewis	Policy Development Workshop
June 2020 date to be confirmed	Local Development Plan WORKSHOP 16	Affordable housing 2 – with viability evidence	Mark Hand Rachel Lewis	Policy Development Workshop
September 2020 date to be confirmed	Local Development Plan WORKSHOP 17	Deposit Plan Member workshop	Mark Hand Rachel Lewis	Policy Development Workshop

Future Meeting Items: Agreed Scrutiny Focus for 2018-19

- **Affordable housing, transport and the LDP**
- **Tourism and enterprise**
- **ICT in Schools** ~ scrutinise jointly with CYP Select ~ Post Evaluation Review to return. Joint scrutiny of the outcomes for young people: Implementing the technology → delivering the teaching and learning → digital attainment levels.
- Marketing Monmouthshire for Business ~ potential workshop
- **Business and Enterprise Strategy**
- **Asset Investment Strategy and progress of projects**
- **Committee Engagement with businesses.**
- **Local Development Plan Progress Update ~ July 2020**

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

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

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
ICMD	07/0819	EMERGENCY PLANNING – BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT .		Julia Detheridge	10/07/19	
Cabinet	03/06/20	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year	Mark Howcroft	18/04/19	
Cabinet	01/04/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 9 held on 5th March 2020.	Dave Jarrett	18/04/19	
Council	05/03/20	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/19	
Cabinet	04/03/20	Budget Monitoring report month 10		Mark Howcroft	18/04/19	
Cabinet	04/03/20	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	18/04/19	
Cabinet	12/02/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 8 held on 23rd January 2020.	Dave Jarrett	18/04/19	
Council	23/01/20	Constitution Review		Matt Phillips	14/08/19	

Council	23/01/20	Council Tax Reduction Scheme		Ruth Donovan	18/04/19	
Cabinet	08/01/20	Rights of Way Improvement Plan (ROWIP) review/ Policy Statement - Results of statutory consultation and proposed Final Plan	To seek approval of the Review of the ROWIP and associated policies	Matt Lewis	18/07/19	
Cabinet	08/01/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/19	
Cabinet	08/01/20	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
ICMD	18/12/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	18/12/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
Cabinet	11/12/19	Council Tax Base 2020/21 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2020/21 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	18/04/19	
Council	05/12/19	Constitution Review		Matt Phillips	14/08/19	
Cabinet	04/12/19	Green Infrastructure Strategy	To approve the Green Infrastructure Strategy	Matt Lewis	18/07/19	
Cabinet	06/11/19	Draft Revenue Budget Proposals (including fees and charges proposals)		Mark Howcroft	18/04/19	

Cabinet	06/11/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 6 held on 24th October 2019	Dave Jarrett	18/04/19	
Cabinet	06/11/19	Long Term Household Recycling		Roger Hoggins	29/01/19	
Council	24/10/19	Re-appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum (LAF) for its next 3 year period	Matt Lewis	18/07/19	
Council	24/10/19	Recruitment of New Local Access Forum		Matthew Lewis	09/07/19	
Council	24/10/19	Change to Terms of Reference of PSB Select	To approve a wider remit for the PSB Select Committee to enable it to focus on broader public service activity within Monmouthshire	Hazel Ilett	01/08/19	
ICMD	23/10/19	Museums - Collections rationalisation	Cllr Paul Jordan	Rachael Rogers	07/08/19	
ICMD	23/10/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
Cabinet	02/10/19	Statutory consultation to establish a new Welsh Medium Primary School in Monmouth		Debbie Morgan	15/08/19	
Cabinet	02/10/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 5 held on 19th September 2019	Dave Jarrett	18/04/19	
Cabinet	02/10/19	Usk Town Strategy		Frances Williams	29/01/19	

Cabinet	02/10/19	Section 106 Funding – Penperlleni		Mike Moran	20/02/19	
Cabinet	02/10/19	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/19	
Cabinet	02/10/19	Digital Infrastructure Action Plan		Cath Fallon	01/04/19	
Council	19/09/19	Capital Strategy Approval		Mark Howcroft	09/08/19	
Council	19/09/19	Rights of Way Orders Decision Making	To review rights of way order decision making and remove the need for objected public rights of way Section 53 Wildlife and Countryside Act and 1980 Highway Act applications to be approved by ICMD	Matt Lewis	18/07/19	
Council	19/09/19	MCC Audited Accounts and ISA 260	To notify Council of completed Audit process and resultant accounts	Mark Howcroft	18/04/19	
Council	19/09/19	SE Wales Strategic Development Plan		Mark Hand	18/06/19	
Council	19/09/19	Corporate Plan Annual Report		Richard Jones	19/06/19	
Council	19/09/19	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/19	
Council	19/09/19	Director of Social Services Annual Report		Julie Boothroyd	04/06/19	

Cabinet	18/09/19	Decision on the closure of Mounton House School	Special Meeting	Matthew Lewis	20/05/19	
Cabinet	18/09/19	VAT Management arrangements		Peter Davies	08/08/19	
Cabinet	18/09/19	MTFP and Budget Process	To outline the context and process within which the MTFP over the next 4 years and the budget will be developed.	Mark Howcroft	18/04/19	
ICMD	11/09/19	Proposed acquisition of MOD railway line.		Deb Hill Howells/ P Murphy	222/08/19	
ICMD	11/09/19	Property Appreciation	Equity Release Scheme	Ian Bakewell	07/08/19	
ICMD	11/09/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	WITHDRAWN
ICMD	11/09/19	Skills @ Work Programme	To seek approval for Monmouthshire's approach to delivering this pan-Wales, fully funded, scheme designed to enhance skills and increase productivity in the workplace, providing opportunities for employers in all sectors to gain accredited qualifications for their workforce.	Richard Drinkwater/Nikki Jones	05/08/19	
ICMD	11/09/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	WITHDRAWN
ICMD	11/09/19	Sale of land for Garden use Llanfair Discoed	To seek consent for the sale of the section of the land at Llanfair Discoed to the existing leaseholder for use as garden land.	Gareth King/Cllr P Murphy	08/08/19	
Cabinet	04/09/19	Public Services Ombudsman Annual Report		Paul Matthews	07/08/19	

Cabinet	04/09/19	Sec 106 Funding; Countryside Sites	To seek approval for section 106 expenditure on various countryside sites	Matthew Lewis	18/07/19	
Cabinet	04/09/19	Windows 10 Laptop Replacement	This report seeks funding for the replacement or upgrade of workplace laptop stocks, bringing them up to a minimum of Windows 10 operating system and meeting our ICT security requirements	Sian Hayward	01/08/19	
Cabinet	04/09/19	Digital Infrastructure Action Plan		Cath Fallon	08/05/19	
Cabinet	04/09/19	School Partnership Agreement		Cath Sheen	01/07/19	
Cabinet	04/09/19	Restructure of Resources Directorate	deferred	Peter Davies	07/06/19	
Cabinet	04/09/19	Brexit Preparedness		Cath Fallon		
ICMD	21/08/19	Modern Day Slavery and Exploitation Protocol'		David Jones	01/08/19	
ICMD	21/08/19	Insourcing of Engineering Design Service	DEFERRED	Paul Keeble	01/08/19	
ICMD	21/08/19	MonLife - Learning Staffing Establishment	To approve an adjustment to the staffing establishment in order to provide business support to the MonLife Learning Manager to deliver additional courses to a range of groups and individuals	Matt Lewis	18/07/19	
ICMD	07/08/19	Collaborative Heritage Services Provision		Amy Longford		

ICMD	07/08/19	Rural Landscape Development Officer	DEFERRED	Desiree Mansfield	03/07/19	
ICMD	07/08/19	Collaborative Heritage Services		Amy Longford	11/07/19	
Cabinet	31/07/19	SPG Affordable Housing commuted sums pre consultation	To revise guidance on affordable housing contributions, specifically to amend when commuted sums are required on small scale developments	mark Hand	01/05/19	
Cabinet	31/07/19	Apprentice, Graduate and Intern Strategy		Hannah Jones	07/06/19	
Cabinet	31/07/19	Restructure of Enterprise Directorate		Frances O'Brien	07/06/19	
Cabinet	31/07/19	Section 106 monies concerning Gilwern Primary School		Matthew Jones	12/07/19	
Cabinet	31/07/19	2. Section 106 monies concerning Ysgol Gymraeg Y Fenni		Matthew Jones	12/07/19	
Cabinet	31/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 4 held on 18th July 2019	Dave Jarrett	18/04/19	
Cabinet	31/07/19	Budget Monitoring report - month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
ICMD	24/07/19	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	

ICMD	24/07/19	The expansion of the Shared Service to include Revenues		Ruth Donovan	18/06/19	
ICMD	24/07/19	The Social Housing Grant Programme		Louise Corbett	02/05/19	deferred
ICMD	24/07/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	deferred
ICMD	24/07/19	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/19	
Council	18/07/19	Statement of Accounts	The purpose of this report is to volunteer a pilot change in the approval process for Statement of Accounts, recognising earlier publication deadlines are not conducive with existing meeting cycles.	Mark Howcroft	09/07/19	
Council	18/07/19	Audit Committee Annual Report		Phillip White	10/06/19	
Council	18/07/19	MonLife		Tracey Thomas	03/05/19	
ICMD	10/07/19	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	
ICMD	10/07/19	PTU Structure		John McConnachie		
ICMD	10/07/19	Collections Review		Rachael Rogers	27/03/19	

Cabinet	03/07/19	Replacement LDP Issues, Vision and Objectives		Rachel Lewis	11/06/19	
Cabinet	03/07/19	Social Justice Strategy Annual Update		Cath Fallon	08/05/19	
Cabinet	03/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 1 & 3 held on 11th April and 20th June 2019	Dave Jarrett	18/04/19	
Cabinet	03/07/19	LDP Growth Options	From ICMD	Mark Hand	01/05/19	
Cabinet	03/07/19	Guaranteed Interview Scheme for Service Leavers, Veterans and Spouses		Joe Skidmore	07/06/19	
ICMD	26/06/19	Training/PTU Structure		John McConnacie	14/05/19	
ICMD	26/06/19	SWTRA agreement signature - May 19	Jane Pratt	Roger Hoggins	04/06/19	
ICMD	26/06/19	Household Waste Duty of Care Fixed Penalty Notices	Sara Jones	Huw Owen	04/06/19	
ICMD	26/06/19	LDP Growth Options	Going to Cabinet 3 July	Mark Hand	01/05/19	
ICMD	12/06/19	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/19	

ICMD	12/06/19	Interim arrangements - transfer of the GIS from SRS	to outline the interim arrangements for provision of the GIS function in collaboration with Newport City Council	Sian Hayward	16/05/19	
ICMD	12/06/19	Non Domestic Rates application for hardship relief	To determine whether it is appropriate to give discretionary rate relief on the grounds of hardship to a ratepayer in Monmouth town	Ruth Donovan	23/05/19	
ICMD	12/06/19	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/19	
ICMD	12/06/19	Volunteering Update	DEFERRED	Cath Fallon	08/05/19	
ICMD	12/06/19	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/19	
ICMD	12/06/19	Training/PTU Structure	DEFERRED TO 26/6	John McConnacie/Bryan Jones	14/05/19	
ICMD	12/06/19	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/19	
Cabinet	05/06/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 2 held on 16th May 2019	Dave Jarrett	18/04/19	
Cabinet	05/06/19	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/19	
Cabinet	05/06/19	Local Toilet Strategy		Dave Jones	06/03/19	

Cabinet	05/06/19	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/19	
Cabinet	05/06/19	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/19	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/19	
ICMD	22/05/19	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/19	
ICMD	22/05/19	(ENRaW) Funding: Gwent Green Grid Partnership		Matthew Lewis	24/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLENI.		Paul Keeble	18/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/19	
Council	16/05/19	Chief Officer CYP Annual Report		Will Mclean	26/03/19	
Council	16/05/19	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/19	
Council	16/05/19	Speed Management		Roger Hoggins	29/01/19	

ICMD	08/05/19	Delivering Excellence in Children's Service: Establishment update in line with setting the structure for 2019/20.	To establish a fit for purpose structure for Children's Services for the forthcoming financial year of 2019/2020 and beyond.	Jane Rodgers	17/04/19	
ICMD	08/05/19	Museum Service Interim Reduction in hours		Matt Lewis	11/04/19	
Cabinet	01/05/19	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.	Deferred to ?	Debbie Morgan	05/03/19	
Cabinet	01/05/19	Recruitment & Selection Policy		Sally Thomas	26/02/19	
Cabinet	01/05/19	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/19	
Cabinet	01/05/19	Proposed changes to the membership of the school budget finance forum	This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington	15/02/19	
ICMD	24/04/19	ROWIP DRAFT PLAN		Ruth Rourke	02/0/19	
ICMD	24/04/19	Review of Collections Development Policy		Rachael Rogers	27/03/19	
Council	11/04/19	Monmouthshire Citizen Advice Bureau Annual Report	To provide members with an opportunity to discuss the work and ask questions of the Chief Executive of CAB Monmouthshire which provides advice to local people and its contribution to the council's purpose of building sustainable and resilient communities.	Matt Gatehouse	05/10/18	
Council	11/04/19	Mon Life		Peter Davies		

Council	11/04/19	Development Company		Peter Davies		
ICMD	10/04/19	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/19	
ICMD	10/04/19	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/19	
ICMD	10/04/19	Consolidated Traffic Order		Roger Hoggins	29/01/19	
Cabinet	03/04/19	catchment review / admissions policy		Matthew Jones	19/03/19	
Cabinet	03/04/19	Agency and Self Employed Workers Policy		Sally Thomas	26/02/19	
Cabinet	03/04/19	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/19	
Cabinet	03/04/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/18	
ICMD	27/03/19	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/19	
ICMD	27/03/19	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/19	

ICMD	27/03/19	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELYE, TRELLECH		Ruth Rourke	05/03/19	
ICMD	27/03/19	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/19	
ICMD	27/03/19	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/19	
ICMD	27/03/19	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/19	
ICMD	13/03/19	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/19	
ICMD	13/03/19	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/19	
ICMD	13/03/19	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/19	
ICMD	13/03/19	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/19	
ICMD	13/03/19	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/19	
ICMD	13/03/19	Formula Change for Mounton House		Nikki Wellington		

Council	07/03/19	Road Safety Strategy		Rogger Hoggins	29/01/19	
Council	07/03/19	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/18	
Council	07/03/19	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/18	
Council	07/03/19	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/18	
Cabinet	06/03/19	Future Options for Mounton House School		Will Mclean	27/09/18	
Cabinet	06/03/19	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	17/04/18	
Cabinet	06/03/19	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		
Cabinet	06/03/19	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/19	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/19	

Council	21/02/19	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/19	
Council	21/02/19	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/19	
Council	21/02/19	Capitalisation of Revenue Costs		Mark Howcroft	29/01/19	
Cabinet - Special	20/02/19	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/18	
ICMD	13/02/19	Lido facility in Bailey Park		Deb Hill Howells	21/01/19	
ICMD	13/02/19	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/19	
Cabinet	06/02/19	Local Housing Market Assessment		Mark Hand	29/01/19	

Cabinet	06/02/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/18	
ICMD	30/01/19	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/19	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
Council	17/01/19	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/18	
ICMD	16/01/19	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/18	
ICMD	16/01/19	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/18	
ICMD	16/01/19	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/18	

ICMD	16/01/19	LOCAL GOVERNMENT (WALES) ACT 1994	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/18	
Cabinet	09/01/19	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/18	
Cabinet	09/01/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/18	
Cabinet	09/01/19	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	