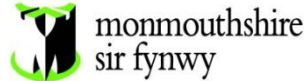


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 13 August 2024

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 21 August 2024.

1. **WELSH CHURCH FUND WORKING GROUP** 1 - 16

**Division/Wards Affected:** All Wards  
**CABINET MEMBER:** County Councillor Ben Callard

**AUTHOR:**

David Jarrett – Senior Accountant – Central Finance Business Support

**CONTACT DETAILS**

Tel. 01633 644657  
e-mail: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

2. **BUILDING REGULATIONS CHARGES** 17 - 26

**Division/Wards Affected:** All Wards  
**CABINET MEMBER:** County Councillor Paul Griffiths

**AUTHOR:**

**Nigel George**

**CONTACT DETAILS:**

**Tel:** 01291635718  
**E-mail:** [nigelgeorge@monmouthshire.gov.uk](mailto:nigelgeorge@monmouthshire.gov.uk)

Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	<p><b>Leader</b> Lead Officer – Paul Matthews, Matthew Gatehouse</p> <p>Whole Authority Strategy and Direction Whole authority performance review and evaluation Relationships with Welsh Government, UK Government and local government associations Regional Relationships with City Regions and Public Service Board Strategic Procurement Local Food production and consumption, including agroforestry and local horticulture</p>	Llanelly
Paul Griffiths	<p><b>Cabinet Member for Planning and Economic Development Deputy Leader</b> Lead Officer – Frances O'Brien</p> <p>Economic Strategy Local development plan and strategic development plan including strategic housing sites Homelessness, affordable housing delivery and private sector housing (empty homes, leasing scheme, home improvement loans, disabled facilities grants and adaptive tech) Supporting Town Centres including car parking and enforcement Development Management and Building Control Skills and Employment Broadband connectivity</p>	Chepstow Castle & Larkfield
Ben Callard	<p><b>Cabinet Member for Resources</b> Lead Officers – Peter Davies, Frances O'Brien, Jane Rodgers</p> <p>Finance including MTFP and annual budget cycle Benefits Human resources, payroll, health and safety Land and buildings Property maintenance and management Emergency planning</p>	Llanfoist & Govilon
Martyn Groucutt	<p><b>Cabinet Member for Education</b> Lead Officers – Will McLean, Ian Saunders</p> <p>Early Years Education All age statutory education Additional learning needs/inclusion</p>	Lansdown

	<p>Post 16 and adult education  School standards and improvement  Community learning  Sustainable communities for learning Programme  Youth service  School transport</p>	
Ian Chandler	<p><b>Cabinet Member for Social Care, Safeguarding and Accessible Health Services</b>  Lead Officer – Jane Rodgers</p> <p>Children’s services  Fostering &amp; adoption  Youth Offending service  Adult services  Whole authority safeguarding (children and adults)  Disabilities  Mental health and wellbeing  Relationships with health providers and access to health provision</p>	Llantilio Crossenny
Catrin Maby	<p><b>Cabinet Member for Climate Change and the Environment</b>  Lead Officer – Frances O’Brien, Ian Saunders</p> <p>Decarbonisation  Transport planning, public transport, highways and MCC fleet  Active travel  Waste management, street care, litter, public spaces, and parks  Pavements and back lanes  Flood alleviation, management and recovery  Countryside, biodiversity, and river health</p>	Drybridge
Angela Sandles	<p><b>Cabinet Member for Equalities and Engagement</b>  Lead Officers – Frances O’Brien,, Matthew Gatehouse, Jane Rodgers</p> <p>Community inequality and poverty (health, income, nutrition, disadvantage, discrimination, isolation and cost of living crisis)  Citizen engagement and democracy promotion including working with voluntary organisations  Citizen experience - community hubs, contact centre, and customer service and registrars, communications, public relations and marketing  Leisure centres, play and sport  Tourism Development and Cultural strategy  Public conveniences  Electoral Services and constitution review  Ethics and standards  Welsh Language  Rights of way  Trading Standards, Environmental Health, Public</p>	Town

	Protection, and Licencing	
--	---------------------------	--

# Aims and Values of Monmouthshire County Council

## Our Purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

## 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.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>ICMD</b>
<b>DATE:</b>	<b>21<sup>st</sup> August 2024</b>
<b>DIVISIONS/WARD AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group Meeting 1 held on Thursday 18th July 2024.

## 2. RECOMMENDATION:

- 2.1 The Committee resolved that the following grants are awarded as per the schedule of applications.

### SCHEDULE OF APPLICATIONS CONSIDERED 2023/24 – MEETING 1.

1. **Llanwenarth Village Hall** requested £2,000 to replace the Hall roof that has failed, and is leading to water ingress.

Recommendation: £2,000 awarded to assist the hall in replacing the roof on this community asset.

2. **St Mary's Church, Llanvair Discoed** requested £3,000 fund the re-building of the Cemetery Wall that collapsed in the Autumn of 2023.

Recommendation: £1,000 awarded to assist in repairing the church's cemetery wall.

3. **St Wonnow's Church, Wonastow** requested £2,000 to assist in repairing the church tower.

Recommendation: £1,500 awarded to assist in repairing the tower of the church.

4. **Goytre Community Centre** requested £2,000 to buy storage equipment for the Community Centre and catering equipment for the sale of refreshments to the community groups that use the centre.

Recommendation: The application was deferred as the Committee requested further information from the applicant.

5. **St Pierre Church (St Peter's Church)** requested £3,598 for the repair of defective / damaged wall memorials for the safety of the church

Recommendation: The application was deferred as the Committee requested further information from the applicant.

6. **St Teilo's, Llantilio Crossenny** requested £1,000 for the removal of dead trees in the churchyard and to pollard a diseased lime tree in the church car park

Recommendation: £1,000 awarded to assist in removing dead trees and also maintaining the existing foliage within the church car park.

7. **Caldicot Youth Group** requested £1,000 for the internal re-decoration of the Zone Youth Centre in Caldicot.

Recommendation: £750, awarded to facilitate the regeneration of a community asset used by local youth groups.

8. **Caldicot Events Committee** requested £1,532 for the purchase of an Inflatable Christmas Gazebo for use by Community groups during the festive season.

Recommendation: The application was deferred as the Committee requested further information from the applicant.

9. **Portskewett & Sudbrook Junior Football Club** requested £1,500 to finance mandatory Football Association of Wales coaching courses for the volunteer coaches at the club.

Recommendation: £500 awarded to enable the voluntary facilitation of the continuation of a local sporting club to provide young people with recreational activities.

### 3. **OPTIONS APPRAISAL**

Decision options available to the Committee are guided and driven by the information supplied by the applicants.

### 4. **EVALUATION CRITERIA**

No evaluation criteria are applicable to the grant awarded by the trust.

### 5. **REASONS**

A Meeting took place on Thursday 18<sup>th</sup> July 2024 of the Welsh Church Fund Committee Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 1).

County Councillors in attendance at meeting 1:

County Councillor J. Strong (Chair)  
County Councillor M. Lane (Vice- Chair)  
County Councillor A. Webb  
County Councillor S. Garrett

OFFICERS IN ATTENDANCE at meeting 1:



D. Jarrett Central Finance  
R. Williams Democratic Services Officer

## DECLARATIONS OF INTEREST

**Llanwenarth Village Hall**, Councillor Malcolm Lane declared prejudicial interest pursuant to the Member's Code of Conduct as he is part of the Ministry Area Team. Councillor Lane withdrew from the discussion on the application.

**Caldicot Events Committee**, Councillor Jackie Strong declared prejudicial interest pursuant to the Member's Code of Conduct as he is part of the Ministry Area Team. Councillor Lane withdrew from the discussion on the application.

## APOLOGIES FOR ABSENCE at meeting 1

None

## CONFIRMATION OF REPORT OF PREVIOUS MEETINGS

The minutes of the meetings held on Thursday 29<sup>th</sup> February 2024.

### 6. RESOURCE IMPLICATIONS

A total of £6,750 has been allocated to applicants at Meeting 1 of the Welsh Church Fund Committee. The balance of £51,877 is available for utilisation within the 2024-25 fiscal year.

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

There are no Future Generations, equality, safeguarding, corporate parenting, or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

### 8. CONSULTEES:

Senior Leadership Team  
All Cabinet Members  
Head of Legal Services  
Assistant Head of Finance  
Central Finance Management Accountant

### 9. BACKGROUND PAPERS:

Welsh Church Fund Schedule of Applications 2024/25– Meeting 1 (Appendix 1)

### 10. AUTHOR:

David Jarrett – Senior Accountant – Central Finance Business Support

### 11. CONTACT DETAILS

Tel. 01633 644657

e-mail: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

**WELSH CHURCH FUND - APPLICATIONS 2024/25**  
**MEETING 1: 18th July 2024**

**APPENDIX 1**

	<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF PROJECT REQUEST</u>	<u>PROJECT TOTAL COST</u>	<u>DATE Application Received</u>	<u>D of I*</u>	<u>Additional Information</u>
	<u>NEW APPLICATIONS AWAITING DECISION</u>			£	£		£			
1	Llanwenarth Village Hall	Mardy	Rev, M.Lane	£2,000	£2,000	Funding required to replace the Hall roof that has failed, and is leading to water ingress.	£22,434	26/06/24	Yes	The Village Hall was built in the 1930's and is used weekly by various groups, including Veteran's Table Tennis, Junior / Senior Operatic Societies, Abergavenny Theatre Group, Dance Groups and Llanwenarth Commoners Association.
2	St Mary's Church, Llanvair Discoed	Caerwent	P.Murphy	£3,000	£1,000	Assistance required to fund the re-building of the Cemetery Wall that collapsed in the Autumn of 2023	£5,000	12/04/24	No	The boundary wall will need to be re-built using traditional lime mortar
3	St Wonnow's Church, Wonastow	Mitchell Troy & Trellech	R. John	£2,000	£1,500	Funding required to assist in repairing the church tower	£9,531	12/03/24	No	
4	Goytre Community Centre	Goytre	Jan Butler	£2,000	defer	Funding required to buy storage equipment for the Community Centre and catering equipment for the sale of refreshments to the community groups that utilise the centre	£2,000	07/05/24	No	A Community Committee has been operating the Centre for a number of years under lease from MCC
5	St Pierre Church (St Peter's Church)	Shirenewton	L. Brown	£3,598	defer	Funding required for the repair of defective / damaged wall memorials for the safety of the church	£3,598	15/04/24	No	The church is used for Worship and reflection, as well as fund raising events, weddings and Funerals.
6	St Teilo's, Llantilio Crossenny	Llantilio Crossenny	I.Chandler	£1,000	£1,000	Funding assistance required for the removal of dead trees in the churchyard and to pollard a diseased lime tree in the church car park	£2,916	15/04/24	No	Tree Surgeon has advised that both areas are potentially dangerous to both property and life if not rectified. Permission has been obtained from MCC planning for works.
7	Caldicot Youth Group	Dewstow	A. Easson	£1,000	£750	Funding assistance required for the internal re-decoration of the Zone Youth Centre in Caldicot.	£1,920	17/05/24	No	Having the centre gives the youth of Caldicot a safe space within the community that is supported with trusted adults, in an environment which ensures that it is inclusive for all young people to attend.
8	Caldicot Events Committee	Rogiet	P. Strong	£1,532	defer	Funding requested to purchase an inflatable Christmas Grotto	£1,532	12/07/24	Yes	The Events Committee run 3 events throughout the year supported by Caldicot Town Council. Committee lend out equipment to local charities and organisations free of charge. These items, include, tables, chairs, gazebos etc.
9	Portskewett & Sudbrook Junior Football Club	Portskewett	L. Dymock	£1,500	£500	Funding required to finance mandatory Football Association of Wales coaching courses for the volunteer coaches at the club.	£1,500	16/07/24	No	All coaches require mandatory coaching certificates to coach and run football sessions and games. Approx 145 children are coached at the club.
<b>Deferred Applications</b>										
<b>SUB TOTAL Meeting 1</b>										
				<b>£17,630</b>	<b>£6,750</b>					
<b>OTHER INFORMATION :</b>										
<b>MEETING</b>		<b>DATE</b>		<b>Single Member</b>		<b>AWARD</b>				
1		July 18th 2024		Aug 21st 2024		6,750				
2		Sept 19th 2024		Oct 23rd 2024		0				
3		Dec 12th 2024		Jan 15th 2025		0				
4		Mar 06th 2025		Apr 09th 2025		0				
<b>TOTAL AWARDED FOR 2024/25</b>										
<b>6,750</b>										
<b>BUDGET 2024/25</b>										
<b>33,338</b>										
<b>BALANCE B/F TO 2024/25</b>										
<b>£25,289</b>										
<b>Monmouthshire's Allocation for 2024/25</b>										
<b>£58,627</b>										
<b>Balance to be carried forward to 2025/26</b>										
				<b>£51,877</b>						

\*D of I = Declaration of Interest

This page is intentionally left blank



# Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p><b>Name of the Officer</b> D Jarrett <b>Phone no: 4657</b> <b>E-mail: davejarrett@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b> To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 18<sup>th</sup> July 2024</p>
<p><b>Name of Service</b> Finance</p>	<p><b>Date Future Generations Evaluation</b> 21<sup>st</sup> August 2024</p>

Page 7

**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	Encouraging the socializing of differing age groups through social provision	No negative impact	
Disability	Proposal to assist in the provision of disabled facilities.	No negative impact	
Gender reassignment	No impact	No negative impact	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	No impact	No negative impact	
Pregnancy or maternity	No impact	No negative impact	
Race	.No impact	No negative impact	
Religion or Belief	.Encouraging religion through education at the point of delivery through the provision of enhanced facilities	No negative impact	
Sex	No impact	No negative impact	
Sexual Orientation	.No Impact	No Negative impact	

Page 8

## 2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
<b>Socio-economic Duty and Social Justice</b>	N/A	No Negative impact	

### 3. Policy making and the Welsh language.





How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p><b>Policy Making</b></p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favourably</p>	N/A	No Negative impact	
<p><b>Operational</b></p> <p>Recruitment &amp; Training of workforce</p>	N/A	No Negative impact	
<p><b>Service delivery</b></p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	N/A	No Negative impact	


**4. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. 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?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	N/A	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<del>U</del> <b>A Wales of cohesive communities</b> <del>8</del> <del>8</del> Communities are attractive, viable, safe and well connected	N/A	
<del>1</del> <b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	

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

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

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="349 256 521 520">Considering impact on all wellbeing goals together and on other bodies</p>	.N/A	

**6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: 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?
Safeguarding	Not applicable	.	
Corporate Parenting	Not applicable		

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

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

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

The grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments. All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets. All grants are awarded within the Charitable Guidelines of the Trust

--

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>
Award grants	August 2024	Welsh Church Fund

**10. 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.

Page 15

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Individual Cabinet Member Decision	21 <sup>st</sup> August 2024	

This page is intentionally left blank

**SUBJECT: BUILDING REGULATIONS CHARGES**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION**

**DATE: 21/08/2024**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

1.1 This is a report for the increase to Building Regulation Charges in September 2024.

**2. RECOMMENDATIONS:**

2.1 To agree the 10% increase in Building Regulation Charges imposed.

**3. KEY ISSUES:**

3.1 The purpose of the Building Control Service is to help people design and construct safe and sustainable buildings.

3.2 The Cipfa Building Control Accounting Regulations 2010 were introduced to :-

(a) Enable local authorities to more accurately relate their charges to the actual costs of carrying out their main building regulation functions for individual building projects as appropriate, thereby avoiding under- or over-charging and significant deficits or surpluses arising.

(b) Provide fairer charges to consumers and the building industry in order to ensure the recipient pays the full cost of the chargeable work only and avoid cross-subsidisation.

(c) Introduce more transparency into the building regulation charging regime, with a view to safeguarding income.

(d) Further improve the competitive environment within which local authorities and approved inspectors compete and the standards within which they operate.

The work building control undertakes is split between chargeable and non-chargeable works with the chargeable element falling within the remit of the regulations. Any surplus or deficit relating to this chargeable element is transferred to a building control reserve at financial year end with the regulations stating that the reserve must look to break-even over a three year rolling period. In order to ensure that this is achieved fees need to be reviewed to ensure they are sufficient to cover the net running cost of the service. Net running costs can increase through an uplift in expenditure such as pay inflation or a reduction in income due a drop off in application numbers.

At the end of 23-24 financial year there was a trading loss of £8,948 that was transferred to the reserve increasing the deficit balance to £11,786.

- 3.3 Current in-year projections are forecasting a similar trading performance as 23-24 with a trading loss of circa £9,000. In order to ensure this shortfall is covered it is proposed to increase the Building Control charges by 10% from 1<sup>st</sup> September (see attached charges schedule). Projected application income through till year end is estimated to be £320,000 so a 10% uplift will generate an additional £18.6k, this will be sufficient to cover off any in year trading deficit and contribute towards reducing the trading reserve balance.
- 3.4 A building control trading account will be generated at year end that will determine if the chargeable works have been fully recovered for the year and any balance moved to the reserve. This balance will dictate if there will be any further adjustment to fees required in 25/26 financial year.
- 3.5 Building Control fees have not increased with inflation over time. Building Control Fees were not increased in Monmouthshire between 2016 - 2022 (for 7 years) and from 2022 - 2023 (nearly two years) inflation was circa. 10%. Therefore the value of the Building Control service has diminished over time. In addition there are now additional demands now on the service given the impact of the 'Cracks in Foundations' – Building Safety in Wales (2023) report. Given the increased costs of providing the service it is considered that the proposed increase in fees (10% 2024) is considered to be appropriate and ensures a financially sustainable service.

Building Control: Increase in Charges over time

Year	% Increase
2014	6.5%
2015	2.5%
2023	10%

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

- 4.1 Neither the main positives or main negatives have informed/changed the development of the proposal now or what we will be doing in the future.
- 4.2 Positive: The increase in charges is insignificant to build/development costs. Sustaining a balanced budget over the short term will protect the service for customers in the long term and in line with CIPFA regulations.
- 4.3 Negative: Younger people are likely to have less disposable income thus limit their opportunity to extend/convert/build or develop, therefore the increase in charges may impact them more than older people who generally are more solvent. This is likely to apply for minor works only.

**5.0 OPTIONS APPRAISAL**



<b>Option</b>	<b>Benefits</b>	<b>Risks</b>	<b>Comments</b>
1.) Do nothing	Cheaper for customers to use the service.	Unable to recover service costs therefore breach CIPFA Regulations.	
2.) Increase Charges	Limits the risk of not achieving service cost recovery and compliance with CIPFA Regulations.	Customers charged more but retain value for money service.	Preferred option
3.) Reduce Charges	Cheaper for customers to use the service.	Building Control will under recover income and breach CIPFA Regulations.	

## **6.0 RECOMMENDATION**

- 6.1 Based on the key issues and above options appraisal, Option 2 (increase charges) is the preferred option.
- 6.2 Financial income since the charges increased is evaluated monthly and Bi-monthly with the Council's accountant and the necessary income figures are used to make an informed decision for cost recovery in the future.

## **7.0 REASONS:**

- 7.1 To ensure Building Regulations income covers costs and comply with CIPFA Regulations.

## **8.0 RESOURCE IMPLICATIONS:**

- 8.1 A 10% increase on projected fee activity will generate an additional £21k in income which will be used to offset the net in-year operating shortfall as per Building Control Regulations 2010.
- 8.2 Any trading surplus or deficit at the end of the 24-25 financial year will be transferred to the Building Control Trading Reserve, regulations state that the reserve must break-even over a 3 year rolling period (current balance - £11,786 deficit) so a review will be undertaken of the balance to decide if fees need to be increased or decreased in 25-26.

## **8 CONSULTTEES:**

- 8.1 Other Local Authority Charges
- 8.2 Building Control team
- 8.3 Council's accountant, bi-monthly income review.
- 8.4 Communities and Place DMT

## **9 Appendix 1: Building Control Fee schedule.**

**10 AUTHOR: Nigel George**

**11 CONTACT DETAILS:**

**Tel: 01291635718**

**E-mail: [nigelgeorge@monmouthshire.gov.uk](mailto:nigelgeorge@monmouthshire.gov.uk)**



This page is intentionally left blank

# Building Control Charges

*“Helping people design and construct safe and sustainable buildings”*

Applicable from 1<sup>st</sup> September 2024. VAT payable at a rate of 20%

All Building Control charges should be paid on deposit of all Building Regulation Applications and cheques made payable to Monmouthshire County Council. Please contact the relevant Building Control Surveyor <http://www.monmouthshire.gov.uk/buildingcontrol/> if you are unsure of the appropriate Building Control Charge.

## **Full Plan Charge**

Full Plan charges are listed in the following **Tables A, B and C**.

## **Building Notice Charge**

Building Notice charge is the same as the Full Plan charge. Legislation requires that Building Notice applications must be paid up front and in full, otherwise we are unable to validate your application.

## **Regularisation Charge (retrospective applications)**

The charge required when depositing an application for Regularisation is 100% of the appropriate Charge listed in the tables A, B or C **excluding VAT**, however an additional 50% premium is added to it. This type of application is exempt VAT.

For example: an unauthorised loft conversion (less than 60m<sup>2</sup>) will attract a charge of £759.00 + 50% premium (in this case £379.50) = £1,138.50

## **Partnering Schemes**

Please contact the Building Control team for an individually determined fee.

## **More than one proposed domestic extension to a property**

Where the same property has more than one proposed domestic extension, the floor areas can be added together to establish a total floor area for the purpose of Table B (extensions to dwellings). However, if the floor area exceeds 80m<sup>2</sup> then Table C will apply.

## **Combination of work types (Domestic properties)**

Where a project involves a mix of domestic building work, charges from the different tables can apply to the overall build project. Each element should be assessed separately and the relevant charges added together, some examples include;

- 1) Where a domestic property is to be extended and have other work carried out such as; structural opening(s), drainage for new toilet/shower(s), installation of a septic tank, treatment plant or cesspit, new window(s), new heating appliance, new stair(s), new roof window(s), solar panels, electrical re-wiring or thermal elements that are **not directly associated with the extension**, these separate elements of work are captured in Table B or C and **added** to the set fee extension. For example, an Extension between 10-60m<sup>2</sup> (£759.00) + Replacement Windows (£242.00) = £1,001.00 + VAT. However, if any such building work is carried out by a person who can self-certify and are registered

under one of the Governments competent persons schemes (CPS) such as FENSA, OFTEC, HETAS, ELECSA then no charge will be incurred for that element of building work.

- 2) Where a domestic property is being extended (between 10m<sup>2</sup>–60m<sup>2</sup>) and having its loft converted (with a floor area less than 60m<sup>2</sup>), both elements of work should be added together e.g. £759.00 (extension) + £759.00 (loft conversion) = £1,518.00 + VAT.
- 3) Where a domestic property is being extended (between 60m<sup>2</sup>-80m<sup>2</sup>), having a detached garage (less than 60m<sup>2</sup>) and having internal alterations (e.g. new stairs and a structural opening that is not directly associated with the extension), the three elements should be added together.  
E.g. £897.00 (extension) + £552.00 (detached garage) + £242.00 (internal alterations estimated between £0-£2,000) = £1,691.00 + VAT.

### **Table C work – Estimated cost of work**

Any building work that does not fit in to Tables A or B should be determined in Table C.

Below are some approximate estimated costs for building work that may be useful;

- Domestic extension £1,200 - £2,000 per m<sup>2</sup>
- Domestic garages/carports £560 - £700 per m<sup>2</sup>
- Domestic loft conversions £2,000 - £4,000 per m<sup>2</sup>
- Domestic barn conversions £1,600 - £2,500 per m<sup>2</sup>
- Commercial work can be satisfied by providing a commercial estimated cost of building work or determined with the Building Control team.

Source: (R.I.C.S, Building Cost Information Service)

### **All Non-Domestic Work**

This should be determined from Table C.

### **Schemes falling outside Table C (those in excess of £200,000)**

Please contact the Building Control Surveyor for your [area](#).

### **N.B**

There are some exemptions under The Building (Local Authority Charges) Regulations 2010; Regulation 4.

Building Regulations 2010  
Summary of Fee Charges, as identified under the Building (Local Authority) Charges Regulations 2010.

**TABLE A – New Dwelling less than 300m2 (include all floors).**

Dwelling	Fee	
	Fee	With VAT
1	£1,173.00	£234.60
		<b>£1,407.60</b>

**NOTES**

**Table A – Dwelling**

This covers the fee for a **single new dwelling** that is less than 300m2. For all other dwellings (e.g. more than one dwelling or those in excess of 300m2 or flats etc.), please contact the Building Control office for advice.

**TABLE B – For certain domestic buildings, alterations and extensions**

Type of work	Fee	
	Fee	With VAT
<b>EXTENSIONS TO DWELLINGS:</b>		
<i>This is the set fee for the extension only.</i>		
<i>Other work should be assessed separately under Table C.</i>		
Where the total floor area of the extension does not exceed 10m2	£552.00	£110.40
		<b>£662.40</b>
Where the total floor area of the extension exceeds 10m2 but does not exceed 60m2	£759.00	£151.80
		<b>£910.80</b>
Where the total floor area of the extension exceeds 60m2 but does not exceed 80m2 (if an extension has a floor area exceeding 80m2 then the fee should be based on the estimated cost of the work (Table C)).	£897.00	£179.40
		<b>£1076.40</b>
<b>DOMESTIC GARAGES / CARPORTS (NEW BUILD):</b>		
Erection of, or extension to a building being a garage or a carport, which total floor area does not exceed 60m2, used in conjunction with a domestic property.	£552.00	£110.40
		<b>£662.40</b>
<b>LOFT CONVERSIONS:</b>		
The minimum acceptable (total) fee for a loft conversion	£759.00	£151.80
<i>Fees for loft conversions in excess of 60m2 refer to Table C.</i>		<b>£910.80</b>
<b>ALTERATIONS TO THERMAL ELEMENTS:</b>		
<b>Single element</b> (e.g. adding insulation (external or internal) to a single element such as a floor, wall or roof).	£242.00	£47.80
		<b>£289.80</b>
<b>Multiple elements</b> (e.g. adding insulation (external or internal) to two or more elements)	£276.00	£55.20
		<b>£331.20</b>
<b>OTHER:</b>		
<b>Replacement window(s) installation(s) per property</b>	£242.00	£47.80
		<b>£289.80</b>
<b>Electrical installations</b>	£414.00	£82.80
		<b>£496.80</b>
<b>Solar Panels per property</b>	£242.00	£47.80
		<b>£289.80</b>
<b>Solid Fuel/Heating appliances (e.g. log burners) per installation</b>	£242.00	£47.80
		<b>£289.80</b>

**TABLE C – Estimated cost of work**

Estimated Cost of Work	Fee	
	Fee	With VAT
£0 - £2,000	£242.00	£47.80
		<b>£289.80</b>
£2,001 - £8,000	£414.00	£82.80
		<b>£496.80</b>
£8,001 - £13,000	£552.00	£110.40
		<b>£662.40</b>
£13,001 - £19,000	£587.00	£116.80
		<b>£703.80</b>
£19,001 - £25,000	£621.00	£124.20
		<b>£745.20</b>
£25,001 - £30,000	£690.00	£138.00
		<b>£828.00</b>
£30,001 - £36,000	£759.00	£151.80
		<b>£910.80</b>
£36,001 - £41,000	£828.00	£165.60
		<b>£993.60</b>
£41,001 - £48,000	£897.00	£179.40
		<b>£1,076.40</b>
£48,001 - £50,000	£966.00	£193.20
		<b>£1,159.20</b>
£50,001 - £61,000	£1,035.00	£207.00
		<b>£1,242.00</b>
£61,001 - £73,000	£1,173.00	£234.60
		<b>£1,407.60</b>
£73,001 - £86,000	£1,311.00	£262.20
		<b>£1,573.20</b>
£86,001 - £98,000	£1,449.00	£289.80
		<b>£1,738.80</b>
£98,001 - £122,000	£1,587.00	£317.40
		<b>£1,904.40</b>
£122,001 - £140,000	£1,725.00	£345.00
		<b>£2,070.00</b>
£140,001 - £160,000	£1,794.00	£358.80
		<b>£2,152.80</b>
£160,001 - £180,000	£2,001.00	£400.20
		<b>£2,401.20</b>
£180,001 - £200,000	£2,139.00	£427.80
		<b>£2,566.80</b>
£200,001 and over	<b>Contact the Building Control office</b>	

**Notes**

This covers all work which falls outside the scope of Tables A and B. Bear in mind that the fees are based on a reasonable estimate of cost (excluding VAT) that would normally be charged by a commercially operating building contractor.

**Examples of work that fall in this category:**

- Barn Conversion
- Conversion of a garage
- All non-domestic work
- Installation of a beam
- Installation of a septic tank