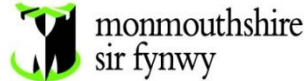


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Thursday 13<sup>th</sup> April 2017

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, 26 April 2017.

1. **PROPOSED 20MPH SPEED LIMIT, A472 USK.** 1 - 20

**Division/Wards Affected:** Usk  
**COUNTY COUNCILLOR:** S B Jones

**AUTHOR:** Paul Keeble, Traffic & Network Manager

**CONTACT DETAILS:**

**Tel:** 01633 644733  
**Email:** [paulkeeble@monmouthshire.gov.uk](mailto:paulkeeble@monmouthshire.gov.uk)

2. **RESTRUCTURE OF WELFARE RIGHTS - ITEM DEFERRED**

**Division/Wards Affected:** All Wards  
**COUNTY COUNCILLOR:** G Burrows

**AUTHOR:**  
Tyrone Stokes, Finance Manager Social Care, Safeguarding and Health

**CONTACT DETAILS:**  
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**E-mail:** tyronestokes@monmouthshire.gov.uk

3. **PROPOSED RE-STRUCTURE OF THE COMMUNITY HUBS AND COMMUNITY LEARNING SERVICES** 21 - 32

**Division/Wards Affected:** All Wards  
**COUNTY COUNCILLOR:** RJB Greenland

**AUTHOR:** Debra Hill-Howells

**CONTACT DETAILS:**

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

4. **MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN DRAFT SUSTAINABLE TOURISM ACCOMMODATION SUPPLEMENTARY PLANNING GUIDANCE** 33 - 78

**Division/Wards Affected: All Wards**  
**COUNTY COUNCILLOR: R J W GREENLAND**

**AUTHOR & CONTACT DETAILS**

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Rachel Lewis  
Principal Planning Policy Officer  
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5. **MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN RURAL CONVERSIONS TO A RESIDENTIAL OR TOURISM USE (POLICIES H4 & T2) SUPPLEMENTARY PLANNING GUIDANCE** 79 - 118

**Division/Wards Affected: All Wards**  
**COUNTY COUNCILLOR: RJW Greenland**

**AUTHOR & CONTACT DETAILS:**

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6. **Appointment of Assistant Transport Planner (Active Travel) - Fixed term** 119 - 122

Yours sincerely,

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

### CABINET PORTFOLIOS

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



## Sustainable and Resilient Communities

### Outcomes we are working towards

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

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

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

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

#### **Our County Thrives**

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

### Our priorities

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

### Our Values

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

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### **Neb yn cael ei adael ar ôl**

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

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

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

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

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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



## REPORT

<b>SUBJECT:</b>	<b>PROPOSED 20MPH SPEED LIMIT, A472 USK.</b>
<b>MEETING:</b>	<b>Individual Cabinet Member</b>
<b>DATE:</b>	<b>26<sup>th</sup> April 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>USK</b>

### 1. PURPOSE:

To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.

### 2. RECOMMENDATIONS:

Not to hold a public inquiry and to proceed to approve and implement the proposed order. Those persons that have forwarded objections are informed of the Councils decision.

### 3. KEY ISSUES:

Monmouthshire County Council proposes to introduce a 20mph speed limit on a section of the A472, Usk, from Usk Primary School to Usk Bridge. We acknowledge that this section of the A472 through Usk, has recorded average vehicular speeds of around 23.5mph in what is considered to be a significantly sensitive and physically constrained environment for vulnerable road users. This is particularly the case as the roads (A472) are the primary pedestrian route of travel for the Primary school

on Monmouth Road and the local shops and other amenities located on or adjacent to Bridge Street and Castle Parade. It is also recognized that the roads (A472) experiences high levels of through traffic travelling to and from the A4042 and the A449 trunk roads, this also further impacts on the local environment. These proposals will contribute to creating a safer highway environment for all road users.

#### **4. REASONS:**

The proposed order is considered to be required in the interests of road safety and to promote lower vehicular speeds.

Regulation 9 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 enables the Council to hold a public inquiry into the proposal if there are unresolved objections. In this instance there has been 1 objection received, this is detailed in Appendix 1

#### **5. RESOURCE IMPLICATIONS:**

The cost of making the Traffic Regulation Order will be funded from the Council's Road Safety and Traffic Management budget.

#### **6. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

There are no sustainability issues regarding the introduction of a 20mph speed limit along this route.

#### **7. CONSULTEES:**

Corporate Leadership Team  
County Councillor S. B. Jones, Cabinet Member for Transportation & Infrastructure  
County Councillor B Strong, Local Member for Usk Ward



## **8. RESULTS OF CONSULTATION**

1 objection was received from Gwent Police, the Local Elected Member and Usk Town Council have indicated their support for the proposals.

## **9. BACKGROUND PAPERS:**

Schedule of Objections, Schedule of Measurements, Statement of Reasons, Drawing No.1668-5

## **10. AUTHOR: Paul Keeble – Traffic & Network Manager**

## **11. CONTACT DETAILS:**

Tel: 01633 644733

Email: [paulkeeble@monmouthshire.gov.uk](mailto:paulkeeble@monmouthshire.gov.uk)

## Appendix 1

### Consultation Response from Gwent Police Regarding 20mph Speed Limit - A472 Usk

In response to the proposals by Monmouthshire Highways to put in place a twenty miles per hour speed limit on the A472 through Usk, I would advise as follows;

Gwent Police does support road safety measures that influence drivers into slower speeds, especially in areas predominantly used by pedestrians, especially young persons. Road safety measures would be to improve driver standards and provide a safer road environment for all highway users.

However in each and every case there must be a proven need, the limit must be clear and drivers must have the ability to comply, zones and limits of 20mph need to be self-enforcing, that is to say, there should be engineering measures in place to physically issue driver compliance.

Gwent Police as with other Police Services has a limited capacity and resilience and will assume that if correctly placed, speed limits will be self-enforcing and that the Highways Authority in accordance with the Traffic Management Act will be responsible for ensuring that it meets these aims.

The A472 is a main road through Usk from the Midlands A449 through to Pontypool and the Gwent Valleys.

The A472 at the commencement of the current 30mph speed limit near the Monmouth Road junction is a wide two lane single carriageway road with two lanes for vehicles travelling both East and West with central carriageway markings.

Travelling in a general westbound direction there is a wide junction to Monmouth Road which gives the impression of a wider carriageway on the A472, due to the acceleration and deceleration approaches to the junction, there is very good visibility at this point.

To the nearside beyond this junction to Monmouth Road is the vehicle entrance to Usk Primary School, there is also in this area a static camera housing similar to that provided for a static vehicle activated speed camera.

A short distance further is the access road on the offside to Monmouth Road and vehicle exit from the Primary school, the A472 narrows on both sides to accommodate a traffic light controlled pedestrian crossing to serve the needs of Usk Primary School.

Between the vehicle entrance and exit to the School a speed survey was carried out for Monmouthshire Highways the average speed over 7 days was 27.95mph. I noticed that during the day time hours 08.00 to 18.00 hours the average speed varied from 25.9mph to 29.9mph.

The A472 continues towards Usk, the nearside pavement width having been extended in width to beyond the junction with Castle Mews residential area, which reduces the width of available carriageway. The Fire Station is in this area although it is used on a part-time basis for training and responding to emergency situations.

After the Fire Station the pavement on both sides is reduced in width. Near the Fire Station a second speed analysis was carried out and the 7 day average speed is recorded as 28.05mph with the day time average 08.00 to 18.00hrs varying between 24.5mph and 26.6mph.

Access is also provided to the one way system at Castle Street before approaching a large junction to the nearside for Twyn Square, which is regularly used by large vehicles and service buses.

From the staggered road junction at the Three Salmons junction of the B4598 the A472 appears to narrow to pass through the main retail area of Usk, the pavements are narrow which leaves pedestrians close to large moving vehicles.

A further speed analysis was carried out in this area, this gives an overall average speed of 24.87mph with the day time average 08.00 to 18.00hrs varying between 20.8mph and 24mph. The small retail outlets are directly onto the narrow pavement areas.

Bridge Street continues on, to the narrow carriageway over the river bridge with one narrow pavement on the offside of the road, again leaving pedestrians close to vehicle movements.

It is recognised nationally that Primary Schools are provided with a 20mph speed limit if adjacent to the Highway. The reduced speed limits is supported in the majority of areas with speed reduction measures such as road narrowing's, speed humps or cushions to ensure driver compliance when subject to either a mandatory speed limit or with an advisory speed limit or variable speed limit during the school day with clear electronic signs.

I would point out sections of Setting Local Speed Limits in Wales a Welsh Government circular.

Point 3.11 gives advice regarding signs and engineering measure required.

Point 3.12 advises using mean speeds to determine a local speed limit, the mean speed to be below the proposed limit.

Point 3.18 recommendations on advisory speed limits mentioning schools.

Point 5.7 to 5.11 gives advice on 20mph areas. Their purpose is to create conditions in which drivers naturally drive at 20mph due to vulnerable road users in the vicinity.

I have examined the personal injury collision record 1<sup>st</sup> October 2011 to 30<sup>th</sup> September 2016 for the A472 from east of Usk Primary School to the town bridge there are two recorded collisions.

I have attached views of the area. If 20mph is deemed an appropriate speed limit, this will need to be supported with sufficient traffic management measures to ensure driver compliance. I believe that there is a need for an advisory or variable speed limit outside Usk Primary School to meet the National expectations together with measures to ensure that driver's awareness is drawn to the need to reduce vehicle speeds as the school is not readily visible to the motorist.

The A472 would be difficult to site any enforcement measures; the area would not meet the requirements of a site for the All Wales Casualty Reduction Partnership as well as there being no areas to site a mobile camera unit.

There is a need to review the A472 and what measures may be required to ensure that the community expectations are met. I do not believe that to put in place a 20mph speed limit with signs alone will achieve the safety perceptions and expectations of the community.

**Proposed 20mph Speed Limit, A472, Usk**

**Summary of Consultation Responses**

Name/Details	Representations	Officer's Response
Gwent Police	<p>1. There must be a proven need to reduce the speed limit, the limit must be clear and drivers must have the ability to comply, zones and limits of 20mph need to be self-enforcing, that is to say, there should be engineering measures in place to physically issue driver compliance.</p> <p>2. If 20mph is deemed an appropriate speed limit, this will need to be supported with sufficient traffic management measures to ensure driver compliance. I believe that there is a need for an advisory or variable speed limit outside Usk Primary School to meet the National expectations together with measures to ensure that driver's awareness is drawn to the need to reduce vehicle speeds as the school is not readily visible to the motorist.</p>	<p>1. The requirement to reduce the current speed limit from 30mph to 20mph arises from the location of Usk Primary School &amp; a physically constrained environment, which is the primary pedestrian route of travel for the Primary school on Monmouth Road and the local shops and other amenities located on or adjacent to Bridge Street and Castle Parade. However, it should be noted that the analysis of available speed data indicated the average speeds all vehicles travelling between Monmouth Road and the R122 at Usk Bridge was 23.5mph during daytime hours. Therefore, the implementation of the 20mph speed limit will seek to reinforce current travelling speeds.</p> <p>2. The speed limit does not require the implementation of any engineering or physical features, as the recorded vehicular speeds are around 20mph. The installation of traffic calming features have been investigated and it has been concluded that the introduction of such features in this particular location will create traffic delays and resulting traffic queues and congestion that would have a detrimental impact on the existing poor air quality issues in the Town.</p>

	<p>3. The A472 would be difficult to site any enforcement measures; the area would not meet the requirements of a site for the All Wales Casualty Reduction Partnership as well as there being no areas to site a mobile camera unit.</p> <p>4. There is a need to review the A472 and what measures may be required to ensure that the community expectations are met. I do not believe that to put in place a 20mph speed limit with signs alone will achieve the safety perceptions and expectations of the community.</p>	<p>3. Whilst we accept, enforcement of the 20mph speed limit would be difficult, it would not be impossible. 20mph Speed Limits are regularly enforced by the All Wales Casualty Reduction Partnership. We are confident that should enforcement become necessary, that appropriate enforcement locations could be identified or appropriate engineering measures implemented at specific and strategic locations where excessive speeds and non-compliance are identified.</p> <p>4. Speed analysis has been carried out at various locations along the A472. The results indicated the average speed of all vehicles travelling between Monmouth Road and the R122 at Usk Bridge was 23.5mph through daytime hours. It is anticipated that the presence of additional 20mph signing will encourage compliance. It is acknowledged that the physical constraints of the A472 along with sections of on street parking has a positive effect on reducing travelling speeds.</p>
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**MONMOUTHSHIRE COUNTY COUNCIL**  
**BRIDGE STREET, CASTLE PARADE & MONMOUTH ROAD (A472) USK**  
**20MPH SPEED LIMIT ORDER 2016**

**Schedule of Measurements**

**20mph Speed Limit**

**A472**

- (i) From a point 19 metres South West of the Eastern kerbline of New Market Street for a distance of 863 metres in a North Easterly direction.**

**MONMOUTHSHIRE COUNTY COUNCIL**

**BRIDGE STREET, CASTLE PARADE & MONMOUTH ROAD (A472) USK**

**20MPH SPEED LIMIT ORDER 2016**

**Statement of Reasons**

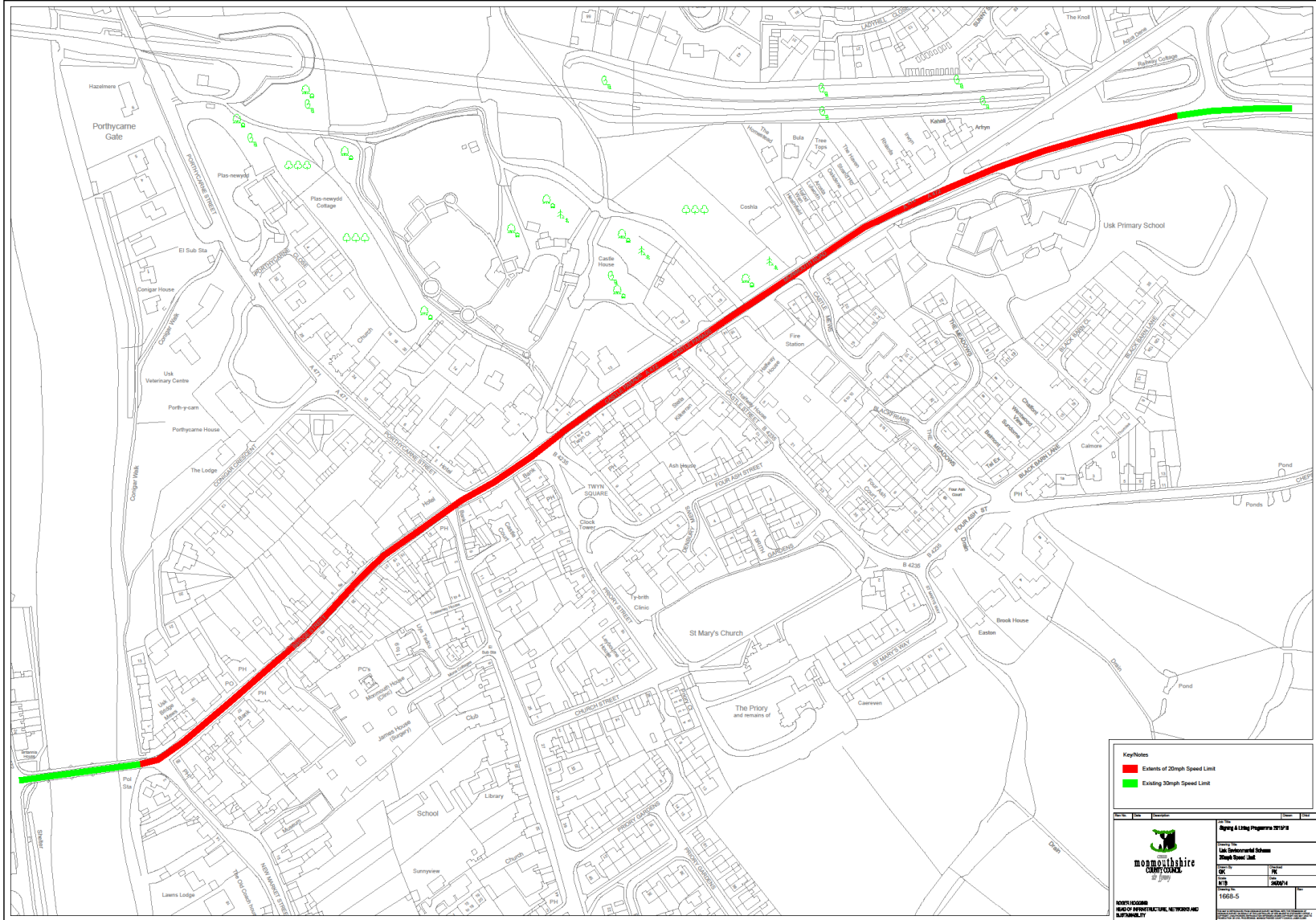
Following representations received from Usk Town Council and Usk community to address safety concerns experienced by road users through Usk Town, Monmouthshire County Council proposes to introduce a 20mph speed limit on Bridge Street, Castle Parade & Monmouth Road (A472).

Monmouthshire County Council acknowledge that the A472 through Usk between the bridge over the river Usk to the Primary School located on Monmouth Road experiences elevated traffic speeds in what is considered to be a significantly sensitive and physically constrained environment for vulnerable road users. This is particularly the case as the roads (A472) are the primary pedestrian route of travel for the Primary school on Monmouth Road and the local shops and other amenities located on or adjacent Bridge Street and Castle Parade. It is also recognized that the roads (A472) experience high levels of through traffic travelling to and from the A4042 and the A449 trunk roads and this also further impacts on the local environment.

Monmouthshire County Council has determined that the introduction of a 20mph speed limit will create an improved and safer environment for all road users. The speed limit does not require the implementation of any engineering or physical features, the installation of traffic calming features have been investigated and it has been concluded that the introduction of such features in this particular location will create traffic delays and resulting traffic queues and congestion that would have a detrimental impact on the existing poor air quality issues in the Town.

The speed limit is supported by Monmouthshire County Council and Usk Town Council and will create a safer environment for all road users.







<p><b>Name of the Officer - Paul Keeble</b>  <b>Phone no: 01633 644873</b>  <b>E-mail: paulkeeble@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>To implement new or amendment of existing traffic orders to improve safety and movement of traffic set out in accordance with the Road Traffic Regulation Act 1984</p>
<p><b>Name of Service – Traffic &amp; Development</b></p>	<p><b>Date Future Generations Evaluation – 30/11/16</b></p>

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



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



Well Being Goal	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	Neutral	


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
Efficient use of resources, skilled, educated people, generates wealth, provides jobs		
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive	Reduced speeds will improve highway safety and contribute to providing a safer environment for residents/visitors etc.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<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	Neutral	

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 more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Neutral	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	

<p><b>Sustainable Development Principle</b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Full statutory consultation has taken place in accordance with the Road Traffic Regulation Act 1984</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	N/A	

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

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

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A	N/A	
Corporate Parenting	N/A	N/A	

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

Speed and volume traffic surveys have been undertaken to ascertain existing speeds which informed the decision to reduce the current speed limit.

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

The proposal to implement a 20mph speed limit will have an overall positive impact in providing a safer environment for all road users. Lower speeds will also contribute to lower CO<sup>2</sup> emissions.



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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implement the order	Following publication of a notice of making	Traffic & Development Team	On-going

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

The impacts of this proposal will be evaluated on:	6-12 months following implementation, speed & volume surveys will be undertaken to ascertain compliance levels.
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

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

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**SUBJECT:** Proposed re-structure of the Community Hubs and Community Learning Services

**MEETING:** INDIVIDUAL CABNET MEMBER DECISION

**DATE:** 26<sup>th</sup> April 2017

**DIVISION/WARDS AFFECTED:** All

**1. PURPOSE:**

To seek approval from the Cabinet Member for Innovation, Enterprise & Leisure to a proposed re-structure of the Libraries, Community Hubs and Community Learning Teams to meet budget mandate savings and a reduction in Coleg Gwent Franchise Funding.

**2. RECOMMENDATIONS:**

- 2.1 That the Cabinet Member for Innovation, Enterprise and Leisure in consultation with the Cabinet Member for Community Development approve the structure detailed in Appendix 2.
- 2.2 That the Head of Community Delivery be authorised to vary the proposed structure outlined in Appendix 2 following the conclusion of the formal staff consultation process, subject to the required savings being realised.
- 2.3 In the event that the service is unable to fund redundancy costs we will look to call on the corporate reserve fund.

**3. KEY ISSUES:**

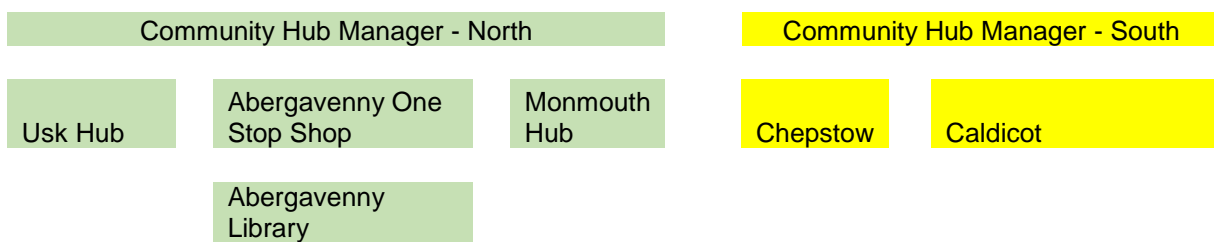
Strategic Library Team & Hubs

- 3.1 Following a report to Cabinet in March 2015, the Community Hubs and Strategic Library Teams were created through the integration of the former one stop shop and library teams. The proposal enabled £250,000 recurring revenue savings through the reduction in staff and operating costs. A further £50,000 is forecast to be realised when an Abergavenny hub has been created. In addition a further £85,000 recurring revenue saving was attached to the service in 16-17 to offset the lack of partnership funding from Town and Community Councils. When setting the current financial revenue budget, the Council agreed to implement a further £89,991 budget mandate saving, £84,991 of which relate to staff savings.
- 3.2 In order to protect front line services, the savings will be realised through the loss of two posts within the Strategic Libraries Team. Since the implementation of the hubs it has

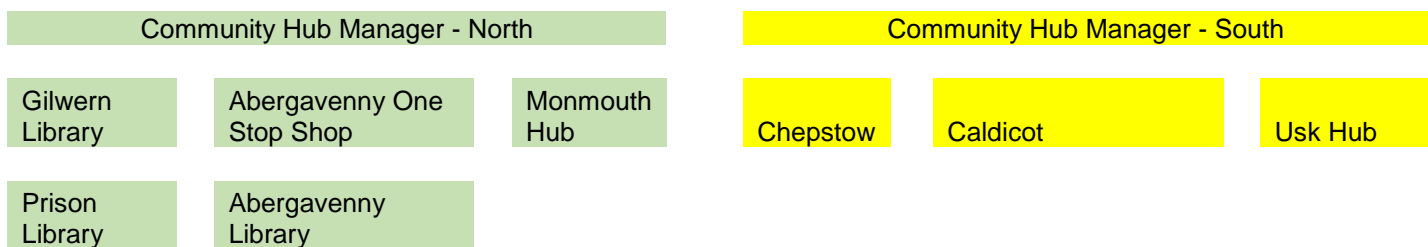
become evident that the strategic functions need to be embedded within the hubs delivery teams to ensure that strategic planning reflects day to day operational needs. The budget mandate identified the loss of the Principal Librarian role and the Resources Officer role. The structure outlined in Appendix 2 outlines the proposed changes which transfer the strategic libraries functions into the role of the Community Hub Manager North. This post will oversee the operational management of the Librarian, Gilwern and Prison Librarians and the Home Delivery Service. The digital elements of the service will transfer to the Community Hubs Manager South and this post will take on line management of the Digital Support Officer.

3.3 In order to provide parity in workloads it is proposed that the hub responsibilities will be amended as follows:

Present



Proposed



3.4 It is recognised that there have been concerns raised over the loss of the Principal Librarian role and the Resources Officer and impact this will have on front line delivery. A meeting was held with key officers in the hubs service prior to finalising the plan to test the potential impacts on service delivery to users as a result of the changes. It was clear that whilst there will inevitably be challenges for the Library Lead roles in particular the changes would give them greater ownership and autonomy to acquire stock and deliver services that meet local needs.

Community Learning

3.5 In July 15 Cabinet agreed to the re-structure of the Community Learning Service to reflect a reduction in Coleg Gwent Franchise funding from to £399,910 to £200,000. Since this re-

structure was implemented a further £50,000 reduction has been imposed due to the loss of Welsh language funding. Core funding was withdrawn from the Community Learning Service in 2014, which has placed a level of uncertainty on the service as its future currently lies in external funding partners and the ability to derive income from leisure classes. The Community Learning service provides valuable educational support to adult learners and the current funding arrangement does not enable the service to plan. It is proposed therefore that a post will be created in each hub which will act as community learning leads as well delivering hub based services. These posts will be core funded, enabling colleagues to promote the service and hub support will be more widely available to deal with peak work flows such as enrolments. The operating hours of the hubs have been reviewed and where necessary amended to align hub opening hours with community classes to minimise lone working by tutors and provide a broader service offer for the community. The proposed opening hours are illustrated in Appendix 3.

- 3.6 These proposals however do mean a change to the current management roles with the Community Learning Service. The proposal is to delete the existing Community Learning Manager (0.8 FTE) and Deputy (0.8 FTE) posts and create a new Community Learning Lead Officer post which will retain responsibility for the management of the tutors and liaison with Coleg Gwent. It is proposed that this role will report into the Community Hubs Manager –South post to ensure that the service is integrated and operational and strategic needs remain aligned.

#### **4. REASONS:**

- 4.1 The Community Hubs provide a focal point for our communities delivering Council services and providing a venue for partners to offer surgeries and support in a local context and familiar surroundings. We currently have 50 organisations providing activities and discussions are ongoing to increase this.
- 4.2 Funding has been reduced for three successive years and the service is constantly having to adapt and evolve to minimise the impact to users and staff. The structure proposed will not impact on front line service delivery as the restructure largely involves the management tier. These proposals however will inevitably impact on capacity and the level of strategic management that can be delivered.
- 4.3 Providing core funded posts for the community learning has been designed to safeguard the service and provide an opportunity to develop the leisure class offer which in turn will generate income. Abergavenny, Usk and Chepstow have all seen an increase in leisure class enrolments as a result of the presence of Community Learning staff.
- 4.4 With the exception of Abergavenny, Community Learning is now delivered from the hub venues which has reduced the operating costs and broadened the audience base for the hubs.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 The proposed re-structure will result in the budgeted staffing savings of £116,000 against a total requirement of £125,991. It is proposed that the shortfall will be met through savings realised from supplies and services budgets and the reduction in LMS software costs.

Present

<b>Current</b>					
-					
<b>Central</b>	<b>BAND</b>	<b>FTE</b>	<b>SALARY</b>	<b>ON COSTS</b>	<b>TOTAL COST</b>
Principle Librarian	41-45	1.00	40,057	12,850	52,907
Librarian	37-41	1.00	36,379	11,590	47,969
Buisness and Digital Support Officer	25-29	1.00	25,951	7,933	33,884
Resources Officer	25-29	1.00	25,951	7,933	33,884
Home Delivery Officer	21-25	1.00	22,658	6,798	29,456
Community Learning Manager	49-53	1.00	47,568	15,483	63,051
Team Leader South	33-37	1.00	32,486	10,230	42,716
Lead Tutor	21-25	0.27	4,298	1,298	5,596
Admin Officer Central	17-21	0.50	10,069	2,483	12,552
Admin Officer South	17-21	0.50	10,069	2,483	12,552
Admin Officer North	17-21	1.00	20,138	5,949	26,087
Cleaner in charge Abergavenny	13-17	0.41	7,185	1,516	8,701
Cleaner in charge Usk	13-17	0.27	4,535	957	5,492
<b>North</b>					
Hub Manager North	37-41	1.00	36,379	11,590	47,969
Monmouth Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Monmouth Library Officer	25-29	1.00	25,951	7,933	33,884
Monmouth Information Assistant	21-25	1.00	22,658	6,798	29,456
Monmouth Information Assistant	21-25	1.00	22,658	6,798	29,456
Monmouth Information Assistant	21-25	0.60	13,595	3,650	17,245
Monmouth Information Assistant	21-25	0.39	8,867	1,985	10,852
Abergavenny Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Abergavenny Library Officer	25-29	1.00	25,951	7,933	33,884
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	0.50	11,329	2,899	14,228
Abergavenny Information Assistant	21-25	0.47	10,717	2,643	13,360

Aber Library and Information Assistant (TEMP)	17-21	0.95	19,050	5,115	24,165
Aber Information Assistant (Temp)	21-25	0.97	22,046	6,512	28,558
Gilwern Library Assistant	17-21	0.49	9,797	2,315	12,112
Prison Service Library Assistant	33-37		24,584	7,523	32,107
<b>South</b>					
Hub Manager South	37-41	1.00	36,379	11,590	47,969
Chepstow Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Chepstow Library Officer	25-29	1.00	25,951	7,933	33,884
Chepstow Information Assistant	21-25	1.00	22,658	6,798	29,456
Chepstow Information Assistant	21-25	1.00	22,658	6,798	29,456
Chepstow Information Assistant	21-25	1.00	22,658	3,798	26,456
Chepstow Information Assistant	21-25	0.50	11,329	2,890	14,219
Chepstow Information Assistant	21-25	0.50	11,217	2,861	14,078
Caldicot Senior Information Assistant	25-29	0.59	15,430	4,717	20,147
Caldicot Senior Information Assistant	25-29	0.41	10,521	3,216	13,737
Caldicot Library Officer	25-29	0.50	12,975	3,967	16,942
Caldicot Library Officer	25-29	0.50	12,975	3,967	16,942
Caldicot Information Assistant	21-25	1.00	22,658	6,798	29,456
Caldicot Information Assistant	21-25	1.00	22,658	6,798	29,456
Caldicot Information Assistant	21-25	0.81	18,372	5,322	23,694
Caldicot Information Assistant	21-25	0.19	4,287	904	5,191
Usk Library Officer	25-29	0.81	21,041	6,266	27,307
Usk Information Assistant	21-25	0.81	18,372	5,322	23,694
Usk Information Assistant	21-25	0.11	2,450	517	2,967
<b>Total Cost</b>			<b>1,001,346</b>	<b>295,852</b>	<b>1,297,198</b>

## Proposed

<b>North</b>					
Hub Manager North	41-45	1.00	39,660	12,723	52,383
Librarian	37-41	1.00	36,379	11,590	47,969
Home Delivery Officer	21-25	1.00	22,658	6,798	29,456
Peripatetic Officer	21-25	1.00	13,595	3,650	17,245
Monmouth Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Monmouth Library Officer	25-29	1.00	25,951	7,933	33,884
Monmouth Information Assistant	21-25	1.00	22,658	6,798	29,456
Monmouth Information Assistant	21-25	1.00	22,658	6,798	29,456
Monmouth Information Assistant	21-25	0.60	13,595	3,650	17,245
Monmouth Community Learning Assistant	21-25	0.60	13,595	3,650	17,245

Abergavenny Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Abergavenny Library Officer	25-29	1.00	25,951	7,933	33,884
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	1.00	22,658	6,798	29,456
Abergavenny Information Assistant	21-25	0.50	11,329	2,899	14,228
Abergavenny Information Assistant	21-25	0.47	10,717	2,643	13,360
Abergavenny Community Learning Assistant	21-25	1.00	22,658	6,798	29,456
Aber Library and Information Assistant (TEMP)	17-21	0.95	19,050	5,115	24,165
Aber Information Assistant (Temp)	21-25	0.97	22,046	6,512	28,558
Gilwern Library Assistant	17-21	0.49	9,797	2,315	12,112
Prison Service Library Assistant	33-37		24,584	7,523	32,107
<b>South</b>					
Hub Manager South	41-45	1.00	39,660	12,723	52,383
Buisness and Digital Support Officer	25-29	1.00	25,951	7,933	33,884
Community Learning Lead	37-41	1.00	36,379	11,590	47,969
Lead Tutor	21-25	0.27	4,298	1,298	5,596
Cleaner in charge Abergavenny	13-17	0.41	7,185	1,516	8,701
Cleaner in charge Usk	13-17	0.27	4,535	957	5,492
Chepstow Senior Information Assistant	25-29	1.00	25,951	7,933	33,884
Chepstow Library Officer	25-29	1.00	25,951	7,933	33,884
Chepstow Information Assistant	21-25	0.81	18,372	5,511	23,883
Chepstow Information Assistant	21-25	0.81	22,658	6,798	29,456
Chepstow Information Assistant	21-25	0.50	11,329	2,889	14,218
Chepstow Information Assistant	21-25	0.50	11,329	2,899	14,228
Chepstow Information Assistant	21-25	0.50	11,329	2,899	14,228
Chepstow Information Assistant	21-25	0.50	11,329	2,899	14,228
Chepstow Community Learning Assistant	21-25	0.50	11,329	2,899	14,228
Caldicot Senior Information Assistant	25-29	0.59	15,430	4,717	20,147
Caldicot Senior Information Assistant	25-29	0.41	10,521	3,216	13,737
Caldicot Library Officer	25-29	0.50	12,975	3,967	16,942
Caldicot Library Officer	25-29	0.50	12,975	3,967	16,942
Caldicot Information Assistant	21-25	1.00	22,658	6,798	29,456
Caldicot Information Assistant	21-25	1.00	22,658	6,798	29,456
Caldicot Information Assistant	21-25	0.81	18,372	5,322	23,694



Caldicot Community Learning Assistant	21-25	0.50	11,329	2,899	14,228
Usk Library Officer	25-29	0.81	21041.3	6,266	27,307
Usk Information Assistant	21-25	0.81	18,372	5,322	23,694
Usk Information Assistant	21-25	0.11	2,450	517	2,967
Usk Community Learning Assistant	21-25	0.43	9,798	2,315	12,113
<b>Total Cost</b>			<b>911,595</b>	<b>269,470</b>	<b>1,181,065</b>
				<b>Saving</b>	<b>- 116,133</b>

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

6.1 This report seeks approval for a re-structure to meet agreed MTFP savings. The report will not impact on the services provided and as such a future generations Evaluation is not considered necessary for this report. There are no safeguarding or corporate parenting implications associated with this report.

**7. CONSULTEES:**

SLT  
Cabinet members  
Joy Robson

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

Debra Hill-Howells

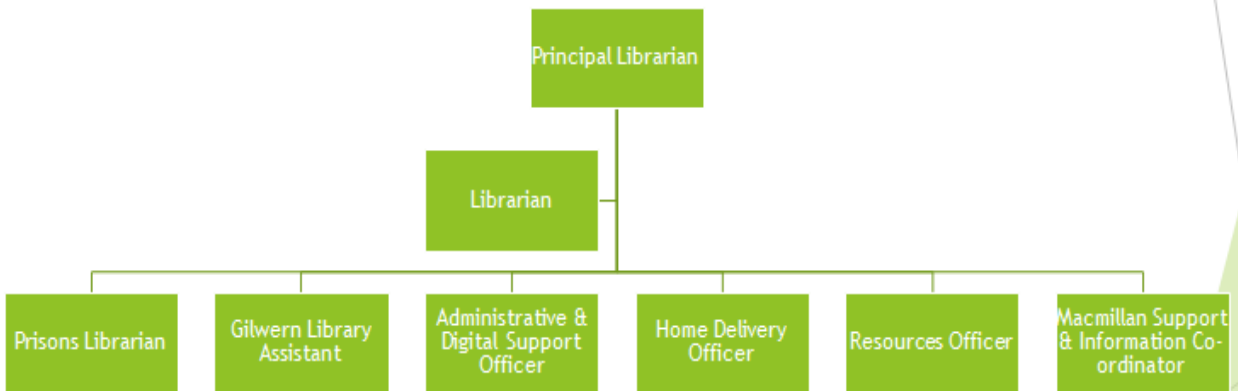
**10. CONTACT DETAILS:**

**Tel:** 01633 644281

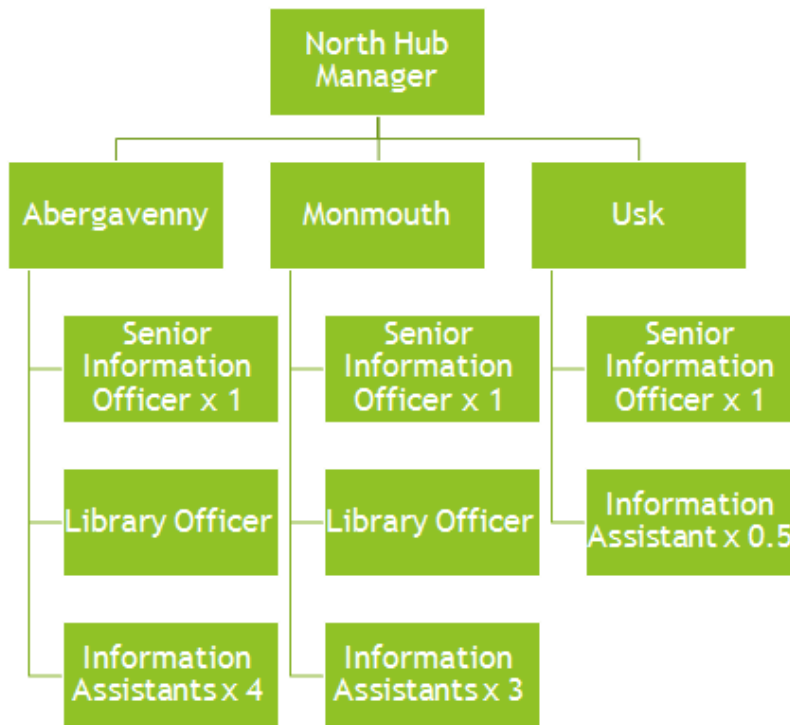
**E-mail:** [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)

## Appendix 1 – Current Structures

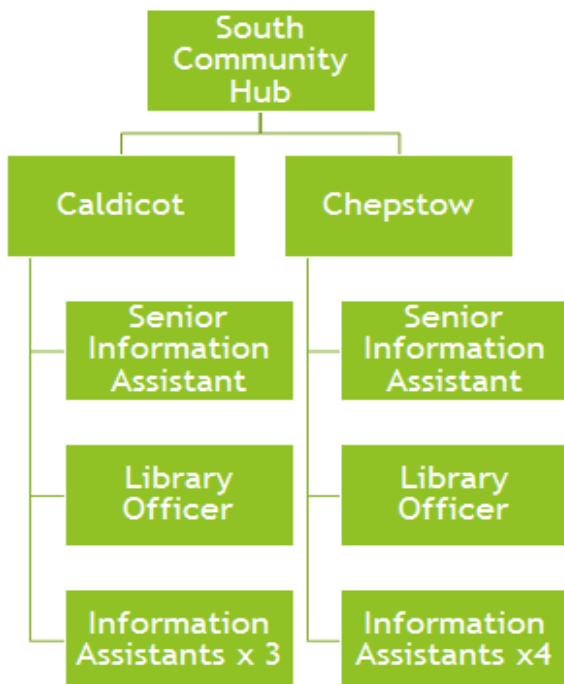
### Strategic Library Service



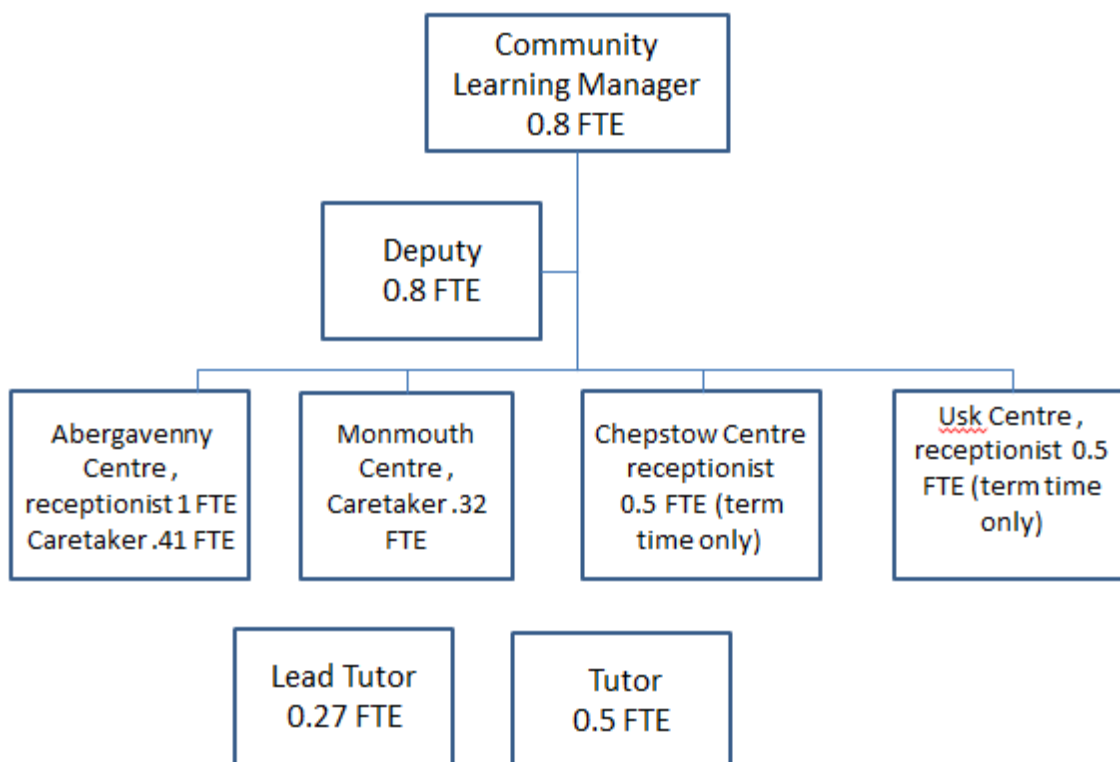
### Hubs – North



## Hubs – South

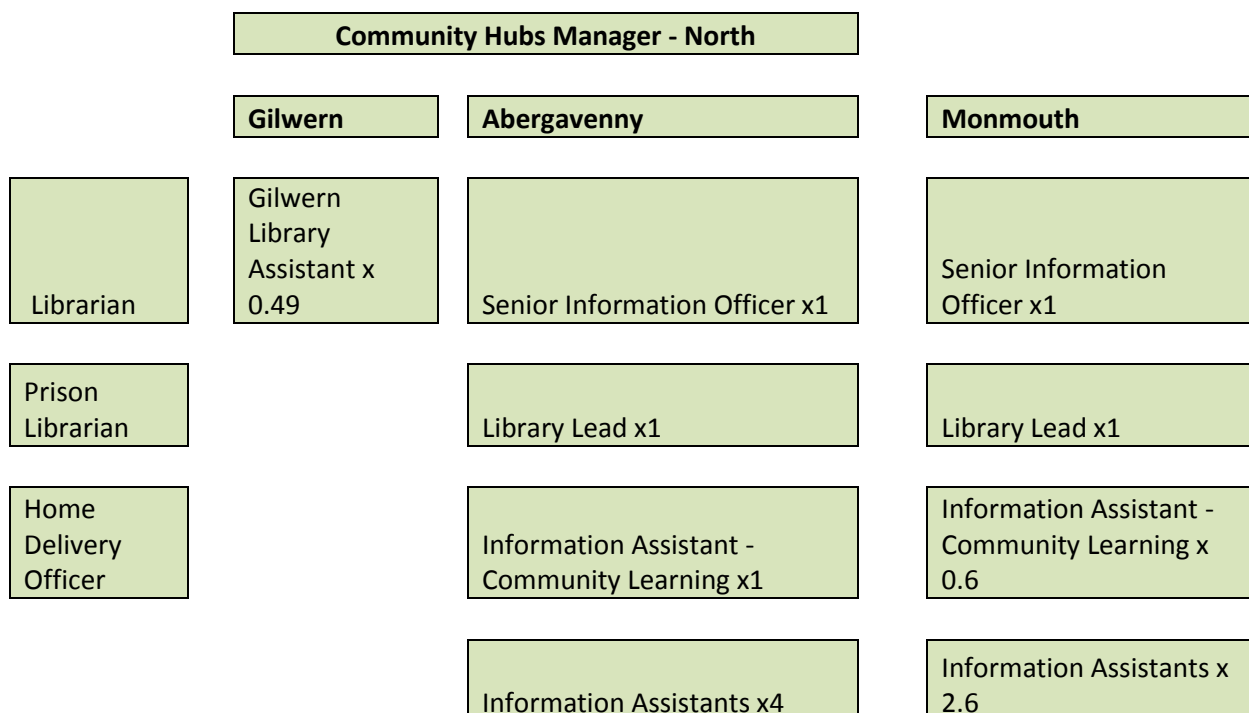


## Community Learning

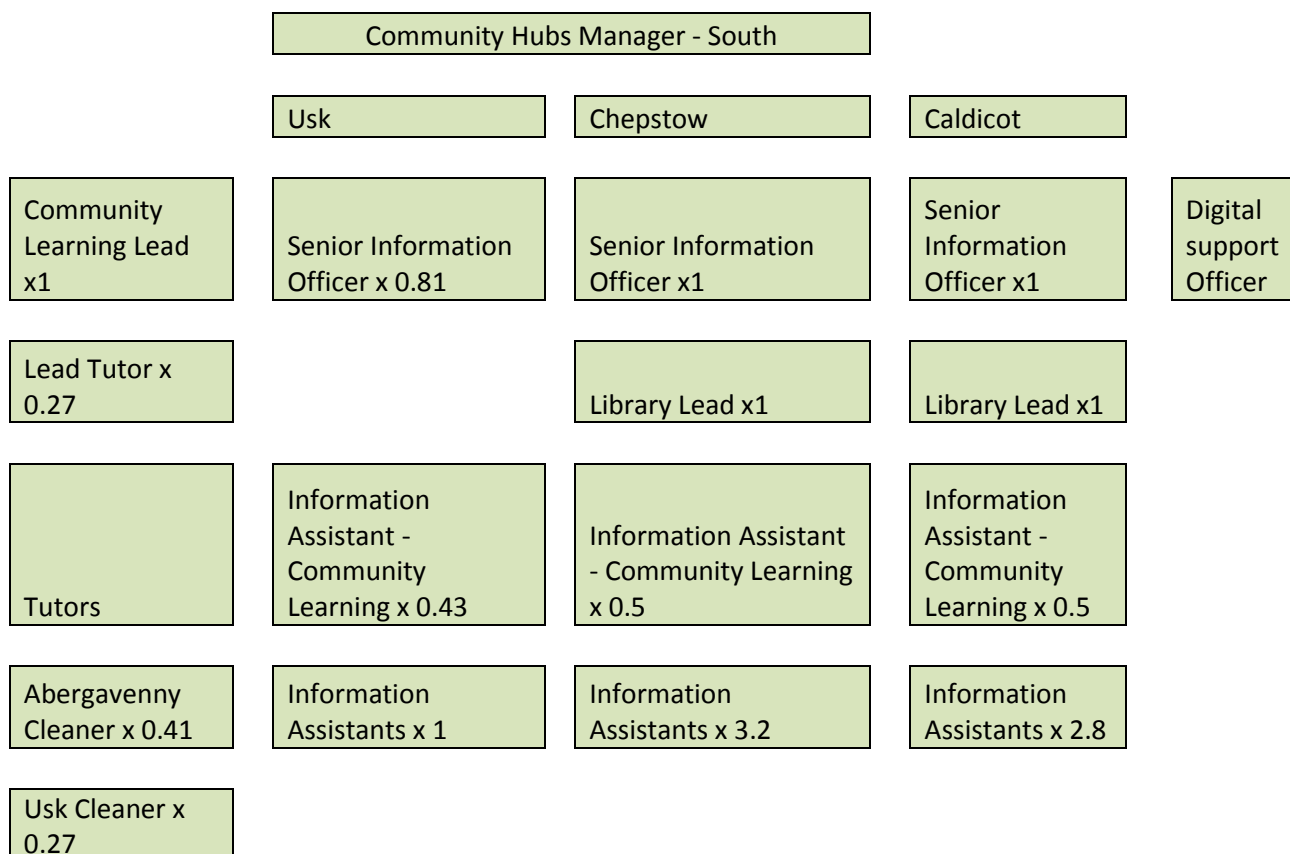


## Appendix 2 – Proposed Structure

### North



### South



### Appendix 3 – Proposed Opening Hours

#### Caldicot

Opening Hours - Present					Total Hours
Monday	9	5			8
Tuesday	9	5	7	9	10
Wednesday	9	12	1	3	5
Thursday	9	5			8
Friday	9	4.3			7.5
Saturday	10	1			3
					41.5

Opening Hours - Proposed				Total Hours
Monday	9	5		8
Tuesday	9	7		10
Wednesday	9	3		6
Thursday	9	5		8
Friday	9	4.3		7.5
Saturday	10	1		3
				42.5

#### Chepstow

Opening Hours - Present					Total Hours
Monday	9	5	7	9	10
Tuesday	9	5			8
Wednesday	9	12			3
Thursday	9	5			8
Friday	9	4.3			7.5
Saturday	10	1			3
					39.5

Opening Hours - Proposed				Total Hours
Monday	9	5		8
Tuesday	9	5		8
Wednesday	9	3		6
Thursday	9	7		10
Friday	9	4.3		7.5
Saturday	10	1		3
				42.5

#### Usk

Opening Hours - Present					Total Hours
Monday	9	5	6	9	11
Tuesday	9	3.3	7	9	8.5
Wednesday	9	5			8
Thursday	9	7	7	9	12
Friday	9	3			6
Saturday	9	1			4
					49.5

Opening Hours - Proposed					Total Hours
Monday	9	5	6	9	11
Tuesday	9	3.3	7	9	8.5
Wednesday	9	5			8
Thursday	9	7	7	9	12
Friday	9	3			6
Saturday	9	1			4
					49.5

Monmouth

Opening Hours					Total Hours
Monday	8.45	5.15			8.5
Tuesday	8.45	7			10.15
Wednesday	8.45	5.15			8.5
Thursday	closed		5.30	7.30	2
Friday	8.45	4.3			7.45
Saturday	9	1			4
					41

Opening Hours					Total Hours
Monday	8.45	5.15			8.5
Tuesday	8.45	7			10.15
Wednesday	8.45	5.15			8.5
Thursday	closed		5.30	7.30	2
Friday	8.45	4.3			7.45
Saturday	9	1			4
					41

<p><b>SUBJECT: Monmouthshire Local Development Plan Draft Sustainable Tourism Accommodation Supplementary Planning Guidance</b></p> <p><b>MEETING: Individual Cabinet Member</b></p> <p><b>DATE: 26 April 2017</b></p> <p><b>DIVISIONS/WARDS AFFECTED: All</b></p>
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## 1 PURPOSE

- 1.1 The purpose of this report is to seek Cabinet Member's endorsement of Draft Supplementary Planning Guidance (SPG) on Sustainable Tourism Accommodation, with a view to issuing for consultation.

## 2 RECOMMENDATIONS

- 2.1 To endorse the Draft Sustainable Tourism Accommodation SPG and issue for consultation.

## 3 KEY ISSUES

### Background

- 3.1 The Monmouthshire Local Development Plan (2011-2021) was adopted in February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relevant to tourism which are set out in Appendix A of the Draft SPG (attached as Appendix 1). Legislation requires that planning applications are determined in accordance with the LDP, unless material planning considerations indicate otherwise. Consequently, the effectiveness and appropriateness of the LDP policies is essential in securing desired tourism outcomes. However, it is worth noting that the LDP does not have to cover all eventualities. Indeed, Welsh Government guidance on producing LDPs requires that LDPs do not duplicate national planning policy. Topics or types of tourism not covered by specific LDP policies can be considered under national planning policy and/or material planning considerations.
- 3.2 The Economy and Development Select Committee, at its meeting on 13 October 2016, received a report which provided an update on the effectiveness of the LDP policy framework in enabling/delivering tourism related development since the Plan's adoption and reviewed the extent to which the LDP is supporting sustainable forms of tourism accommodation. Particular consideration was given to the policy support for proposals for 'glamping' accommodation - an identified key growth area that the Council wishes to support in principle. The report subsequently recommended that draft SPG be prepared to provide clarity on how proposals for sustainable tourism accommodation will be considered and that the SPG be reported back to Economy and Development Select Committee prior to the SPG being

circulated for public consultation. The SPG was reported to Economy and Development Select Committee on 9<sup>th</sup> February 2017 for comment and endorsement to publicise for public consultation.

- 3.3 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP will be applied in particular circumstances or areas.

PPW (Edition 9, 2016) at paragraph 2.3.3 states that:

*'SPG does not form part of the development plan but it must be consistent with the plan and with national policy. It must derive from and be clearly cross referenced to a generic LDP policy, specific policies for places, and/or – in the case of a masterplan or site brief – a plan allocation. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan 'hook', whilst the reasoned justification provides clarification of the related national policy.'*

- 3.4 Paragraph 2.3.4 of PPW further emphasises that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

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

#### Draft Sustainable Tourism Accommodation SPG

- 3.5 The Draft Sustainable Tourism Accommodation SPG is attached to this report as an **Appendix 1**. The Draft SPG is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation. For the purposes of this SPG sustainable visitor accommodation is concerned primarily with glamping facilities, although it would also apply to other forms of sustainable visitor accommodation. The guidance relates to proposals outside settlement boundaries (as identified on the LDP proposals maps). The SPG provides an overview of the national and local planning policy context in relation to sustainable tourism, clarifies what is meant by sustainable tourism accommodation in relation to Strategic Policy S11 and outlines the various types of sustainable tourism accommodation to which this SPG relates. The main part of the SPG (Section 4) provides guidance on the interpretation and implementation of the LDP policy framework in relation to proposals for sustainable forms of visitor accommodation. Information is also provided with regard to submitting a



planning application for sustainable visitor accommodation, including details of the Council's pre-planning application advice service.

- 3.6 Further detail/information is provided in the appendices to the SPG. Appendix B sets out the key policy considerations for assessing particular types of glamping accommodation, namely yurts, tepees, bell tents, wooden pods/tents, shepherd's huts and tree houses. These types of glamping facilities are specifically included as they have becoming increasingly popular in recent years and are likely to continue to be so. A list of example planning conditions that may apply to planning permissions for glamping proposals is provided in Appendix C.

#### Next Steps

- 3.7 As referred to in paragraph 3.4 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. Following a resolution to consult, targeted notifications will be sent to those considered to have an interest in the SPG topic, although all town and community councils will be consulted and a notice will be placed in the press. The consultation will also be publicised via our Twitter account @MCCPlanning. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

### **4. REASONS**

- 4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities were required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Draft Sustainable Tourism Accommodation SPG provides further explanation and guidance on the way in which the tourism related policies will be applied to proposals for sustainable forms of visitor accommodation.

### **5. RESOURCE IMPLICATIONS**

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

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

#### Sustainable Development

- 6.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to assess the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with

the European Strategic Environment Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

### Equality

- 6.2 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.
- 6.3 In addition a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 2**).

## **7. CONSULTEES:**

- Economy and Development Select Committee
- Planning Committee
- SLT
- Cabinet

## **8. BACKGROUND PAPERS:**

- Monmouthshire Adopted LDP (February 2014)
- Monmouthshire Local Development Plan Annual Monitoring Reports, 2014-15, 2015-16.

## **9. AUTHOR & CONTACT DETAILS**

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APPENDIX 1



**Draft Sustainable Tourism  
Accommodation  
Supplementary Planning Guidance**

**February 2017**



**Monmouthshire County Council  
Local Development Plan**

**Draft Sustainable Tourism  
Accommodation  
Supplementary Planning  
Guidance**

**February 2017**

**Planning Policy Service**

**Monmouthshire County Council**

County Hall, Rhadyr, Usk, Monmouthshire NP15 1GA

**Tel:** 01633 644429

**Email:** [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)

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*Front Cover Photographs Clockwise from Top Left:  
Yurt, Hidden Valley Yurts, Llanishen  
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Yurt, Penhein, Llanvair Discoed  
Yurts, Hidden Valley Yurts, Llanishen*

## 1 Introduction: Purpose of this Supplementary Planning Guidance

- 1.1 Tourism plays a significant role in the Monmouthshire economy particularly in assisting the diversification of the rural economy and in sustaining the County's historic town centres. Monmouthshire benefits from extensive natural and cultural assets that offer considerable potential for residents and visitors to enjoy. The County is noted for its natural beauty and has a rich and diverse landscape stretching from the Gwent Levels in the south to the uplands of the Brecon Beacons in the north and the picturesque river corridor of the Wye Valley and Offa's Dyke in the east. Monmouthshire's historic market towns and cultural/heritage assets are also key attractions.
- 1.2 The visitor economy provides jobs, services and facilities that are essential to the well-being and enjoyment of local communities and residents of Monmouthshire. In 2015 there were 2.19 million visitors to the County, with tourist expenditure amounting to £187 million<sup>1</sup>. Tourism also provides opportunities for enterprise and employment, and is a significant employer in the County. According to STEAM, tourism supported 2,744 full time equivalent jobs in 2015, accounting for approximately 10% of all employment in the County. Of note, the relative importance of staying visitors has increased in recent years, with such visitors accounting for 77% of the total amount generated by tourism in 2015 and staying an average of 2.5 nights.
- 1.3 Given the importance of tourism to the Monmouthshire economy, the need to safeguard, provide and enhance the County's visitor facilities, including the accommodation offer, is essential if Monmouthshire is to realise its potential as a high quality and competitive visitor destination.
- 1.4 Reflecting this and the aims of national planning policy, there is a desire to encourage and plan for sustainable forms of tourism accommodation in Monmouthshire. The LDP provides a positive planning framework to enable appropriate tourism development whilst ensuring that the County's natural and built environment, on which the tourism market depends, is protected/enhanced.
- 1.5 In recent years new forms of visitor accommodation known as 'glamping' (i.e. glamorous camping) have emerged and are becoming increasingly popular with the staying visitor market. Given that such forms of accommodation are a relatively recent innovation they are not defined in legislation and not explicitly referred to in current LDP policies. Accordingly, there is a need to clarify how such proposals should be assessed against the existing LDP policy framework.
- 1.6 This Supplementary Planning Guidance (SPG) is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable visitor accommodation. For the purposes of this SPG sustainable visitor accommodation is concerned primarily with glamping facilities, although it would also apply to other forms of sustainable visitor accommodation. The guidance relates to proposals outside

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<sup>1</sup> STEAM 2015. (STEAM is a tourism economic impact modelling process which approaches the measurement of tourism from the bottom up through its use of local supply data and tourism performance and visitor survey data collection).

settlement boundaries (as identified on the LDP proposals maps). Within settlement boundaries, such accommodation is generally acceptable in principle subject to normal amenity considerations and planning policy matters such as flood risk.

- 1.7 This SPG is aimed at anyone considering proposals for glamping accommodation in rural Monmouthshire and will assist all those involved in the formulation and determination of such proposals. The SPG is a material consideration in relation to planning applications and appeals and helps guide applicants and the Council through the planning process with regard to proposals for sustainable forms of tourism accommodation.

The SPG contains the following information:

- **Section 2** provides an overview of the national and local planning policy context in relation to sustainable tourism;
- **Section 3** explains what is meant by sustainable tourism accommodation in relation to Policy S11 and provides an overview of the various types of glamping accommodation to which this SPG relates;
- **Section 4** provides guidance on the interpretation and implementation of the LDP policy framework in relation to glamping accommodation.
- **Section 5** provides information on submitting a planning application for sustainable visitor accommodation, including details of the Council's pre-planning application advice service.

- **Appendices**

LDP Tourism Policy Framework (Appendix A)

Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations (Appendix B)

Example Planning Conditions (Appendix C)

Sources of Advice (Appendix D)

### National Planning Policy

- 2.1 National planning policy on tourism is set out in Chapter 11 of Planning Policy Wales (PPW, Edition 9 November 2016) and reflects the Welsh Government's aim to encourage tourism to grow in a sustainable way and make an increasing contribution to the economic, social and environmental well-being of Wales (11.1.2). It provides for the planning system to encourage sustainable tourism in ways which enable it to contribute to economic development, conservation, rural diversification, urban regeneration and social inclusion, recognising the needs of visitors and local communities (11.1.4).
- 2.2 PPW recognises the importance of tourism to economic prosperity and job creation and its ability to act as a catalyst for environmental protection, regeneration and improvement in both urban and rural areas. In rural areas tourism related development is considered to be an essential element in providing for a healthy, diverse local economy and in contributing to the provision and maintenance of facilities for local communities. However, it also clarifies that such development should be sympathetic in nature and scale to the local environment and to the needs of the visitors and the local community.
- 2.3 National guidance is clear that development plans should encourage the diversification of farm enterprises and other parts of the rural economy for appropriate tourism uses, subject to adequate safeguards for the character and appearance of the countryside, particularly its landscape, biodiversity and local amenity value (11.2.7).
- 2.4 These national aims and objectives are reflected in the LDP's tourism planning policy framework and this SPG.

### Monmouthshire Local Development Plan (LDP)

- 2.5 The Monmouthshire LDP was adopted in February 2014 and provides the planning policy framework for this SPG. The vital role of tourism to the Monmouthshire economy is reflected in the LDP policy framework which seeks to support and enable sustainable forms of tourism development while at the same time ensuring that the natural and built environment, key drivers of the visitor economy, are preserved and enhanced.
- 2.6 Strategic Policy S11 – Visitor Economy – specifically seeks to enable the provision and enhancement of sustainable tourism development in Monmouthshire.

#### **S11 Visitor Economy**

**Development proposals that provide and/or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations.**

**Development proposals that would have an unacceptable adverse impact on features and areas of tourism interest and their settings, or that would result in the unjustified loss of tourism facilities will not be permitted.**



The first part of Strategic Policy S11 gives positive encouragement to and enables the provision of sustainable forms of tourism, including visitor accommodation, subject to detailed planning considerations. The second part of the policy seeks to protect and prevent the loss of tourism facilities in the County. This SPG relates to the first part of the policy only.

2.7 Policy S11 is supported by a number of development management tourism policies which provide a more detailed policy framework to support the provision and enhancement of tourist facilities (these are set out in **Appendix A**):

- T1 Touring and Tented Camping Sites
- T2 Visitor Accommodation outside Settlements
- T3 Golf Courses

Strategic policies S8 (Enterprise and Economy) and S10 (Rural Enterprise) also offer support for sustainable economic growth and the provision of rural enterprise/rural diversification, where appropriate. Policy RE3 (Agricultural Diversification) is also supportive of many forms of sustainable visitor accommodation. Other LDP policies, including those relating to landscape and highways, will also be relevant to such proposals and the LDP should be referred to accordingly.

2.8 Further details on the relevance and interpretation of these policies in relation to glamping proposals is set out in Section 4 and **Appendix B** of this SPG.

2.9 Proposals for sustainable tourism accommodation should also have regard to the Council's Green Infrastructure SPG and emerging Landscape SPG.

2.10 While this SPG is concerned with glamping accommodation, it should be noted that the LDP policy framework (outlined above) provides sufficient guidance and support for other forms of appropriate visitor accommodation, including hotels and B&Bs. The importance of these other types of tourism to the local economy is acknowledged. Proposals for such accommodation will be assessed against existing LDP policies.

### What is Sustainable Tourism Accommodation?

- 3.1 The LDP defines sustainable tourism as tourism that is 'economically viable, generates local benefits, is welcomed by and helps support local communities, reduces global environmental impacts and protects/enhances the local environment' (5.82).
- 3.2 Sustainable tourism is defined in the European Charter for Sustainable Tourism as 'Any form of development, management or tourist activity which ensures the long-term protection and preservation of natural, cultural and social resources and contributes in a positive and equitable manner to the economic development and well-being of individuals living, working or staying in protected areas.'
- 3.3 In view of this it is considered that sustainable tourism accommodation (glamping) proposals should reflect the following key principles of sustainable tourism:
- Generate benefits for the local economy (residents and visitors)
  - Protect and enhance landscape character and natural/historic environment i.e. visually unobtrusive
  - Scale and design appropriate to site context.
  - Locally adapted (recognising that sustainable accommodation solutions can be diverse/unique)
  - Generate minimal car trips
  - Make use of renewable energy resources (energy efficient)
  - Capable of being removed without leaving a permanent trace

All proposals for sustainable tourism accommodation will be expected to accord with these key principles.

### Glamping Accommodation

- 3.4 Glamping accommodation has become increasingly popular in recent years and offers visitors a certain level of luxury and comfort above what can be offered in the traditional tenting experience. There are various types of glamping accommodation, the majority of which are semi-permanent structures and typically incorporate the aforementioned principles of sustainable tourism. Typical examples of glamping accommodation include:

## Yurts

Large circular tent structures, comprising a latticed wooden frame with felt insulation and canvas cover. Yurts often have wood burners and beds. Typically larger, more complex to erect and more permanent than traditional tents given their wooden bases which generally remain in situ throughout the year. Upper parts of the structures can be easily removed.



Yurt, Hidden Valley Yurts, Llanishen

## Tepees



Tepee, Powys  
(Image source: CanopyandStars.co.uk)

Conical shaped tent comprising rounded wooden pole frame covered with canvas. Tepees often have wood burners and beds. Typically larger, more complex to erect and more permanent than traditional tents given their wooden bases which generally remain in situ throughout the year. Upper parts of the structures can be easily removed.

## Bell Tents

Conical shaped tent supported by a single central pole and covered with canvas. Bell tents can have beds. Can be more permanent than traditional tents where they have wooden bases which may remain in situ throughout the year.



Bell Tent, Kingstone Brewery, Tintern  
(Image Source: CanopyandStars.co.uk)

## Wooden Pods/ Tents



Wooden Pods, Llantillio Croesenny

Typically simple timber structures comprising a floor, sides and roof with no services although it is recognised that some types of pods/tents incorporate beds/heaters and may be connected to services. Wooden pods/tents are generally transported onto a site as a complete unit and simply placed on land (no foundations). They cannot be categorised as touring units given their greater degree of permanency.

## Shepherd's Huts

19th and 20th century version of a modern caravan. Shepherd's huts typically comprise a solid wooden frame on cast iron wheels with corrugated iron roof and sides. Often have beds, wood burners and other facilities. As with wooden pods, they are transported onto a site as a complete unit. They cannot be categorised as touring units given their greater degree of permanency.



Shepherd's Hut, Penallt

## Tree Houses

Structures built next to and/or around tree trunk/branches above ground level. Some have beds/ facilities while others comprise a single open space /no facilities. Can vary considerably in type, design and scale (this would determine whether it would



Tree House, Powys  
(Image Source: CanopyandStars.co.uk)

constitute a sustainable form of tourist accommodation in the context of the LDP policy framework and this SPG). Unlike the aforementioned types of glamping accommodation, tree houses are permanent structures and are considered to be operational development as explained in paragraphs 4.9-4.10.

- 3.5 Glamping accommodation typically has infrastructure requirements in the form of amenity blocks as many do not contain facilities such as toilets, showers and kitchens. Guidance and key policy considerations in relation to the provision of amenity blocks to accompany glamping accommodation is set out in paragraph 4.20.
- 3.6 This list of glamping accommodation types is not exhaustive, and should proposals for other types of sustainable visitor accommodation come forward these will also be assessed in accordance with the LDP policy framework and the guidance contained in this SPG.



## 4 Interpretation and Implementation of the LDP Policy Framework for Assessing Proposals for Sustainable Tourism Accommodation

- 4.1 This section of the guidance provides detail on the interpretation and implementation of the LDP policy framework in assessing proposals for glamping accommodation. Further guidance in relation to specific types of glamping accommodation is set out at **Appendix B** and will assist in the formulation and assessment of such proposals. To reiterate, the guidance relates to glamping proposals outside settlement boundaries (as identified on the LDP proposals maps). Within settlement boundaries, such accommodation is generally acceptable in principle subject to normal amenity considerations and planning policy matters such as flood risk.
- 4.2 The Council seeks to support and adopt a positive approach to sustainable forms of visitor accommodation. This is reflected in the LDP policy framework which is supportive of such proposals providing that this is not at the expense of natural and built environment, which in themselves are key drivers of the County's visitor economy. Appropriate proposals will be those which are considered to accord with principles of sustainable tourism set out in paragraph 3.3, i.e. have minimal landscape/environmental impact, generate benefits for the local economy, are of an appropriate scale and design, generate minimal traffic, incorporate renewable energy solutions and are capable of being removed without leaving a permanent trace.

### **Glamping Accommodation Proposals: Key Planning Considerations**

- 4.3 The main planning considerations that will be relevant to the majority of proposals/applications for sustainable forms of tourism accommodation are set out below. Other considerations may, however, be relevant on a site specific basis. These issues will need to be considered and balanced in the assessment of planning applications for such proposals.

### **Strategic Policy S11 – Visitor Economy**

- 4.4 The starting point for assessing proposals for sustainable tourism accommodation is Strategic Policy S11 which seeks to enable the provision of sustainable forms of tourism development subject to detailed planning considerations. Of note, the limited degree of permanence of most forms of sustainable tourism accommodation<sup>2</sup> means they can be considered as a use of land rather than operational development.
- 4.5 Proposals for sustainable tourism accommodation will generally be supported by S11 unless ruled out by other LDP policies. To constitute a sustainable form of visitor accommodation in the context of Policy S11, proposals will need to demonstrate that they incorporate the key principles of sustainable tourism as set out in paragraph 3.3.
- 4.6 Strategic policies S8 (Enterprise and Economy) and S10 (Rural Enterprise) are also applicable and may provide support for such proposals, subject to detailed planning considerations.

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<sup>2</sup> With the exception of tree houses, most forms of glamping accommodation are a use of land rather than operational development.

- 4.7 Proposals for sustainable visitor accommodation would therefore be acceptable in principle unless ruled out by detailed development management tourism policies T1, T2 or other relevant LDP policies. To deal with these in turn:

### **T1 – Touring and Tented Camping Sites**

- 4.8 This policy would apply/offer support to specific types of glamping accommodation such as yurts, tepees and bell tents where they are considered to constitute a tented camping site i.e. the units are not permanent and upper parts of the units can be easily removed. However, the applicability of this policy diminishes where proposals involve supporting infrastructure, such as sizeable areas of raised decking. Where relevant, consideration must be given to the criteria set out in this policy.

### **T2 – Visitor Accommodation Outside Settlements**

- 4.9 Part of this policy applies to new build permanent serviced/self-catering visitor accommodation proposals outside settlement limits and as such will not be relevant to many forms of glamping. However, where glamping proposals constitute permanent new build development, for example tree houses, this policy would be applicable.
- 4.10 The policy does not support new build permanent self-catering visitor accommodation outside settlement boundaries unless ancillary to established medium or large hotels. Proposals for new build permanent glamping accommodation (operational development) would therefore generally be contrary to this policy. However, it is recognised that there may be instances where such accommodation could constitute sustainable visitor accommodation (in accordance with sustainable tourism principles set out in 3.3). Therefore, where appropriate, such proposals could be balanced against other LDP policies, including Policy S11, to allow a new build permanent form of sustainable visitor accommodation in cases where a proposal is considered to constitute sustainable tourism accommodation given its scale, innovation, design etc. Such proposals would need to be considered on a case by case basis.
- 4.11 Policy T2 also allows for the re-use or conversion of existing buildings for tourism accommodation in the countryside subject to the criteria set out in Policy H4 (Conversion / Rehabilitation of Buildings in the Open Countryside for Residential Use). This matter will be given further consideration in a separate SPG dealing specifically with Policy H4. As an exception, Policy T2 also allows for visitor accommodation which involves the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3 (Agricultural Diversification). By definition, this provision would normally relate to a more traditional holiday cottage or small B&B rather than glamping.

### **T3 – Golf Courses**

- 4.12 Policy T3 allows for visitor accommodation on golf courses where it supports the tourism economy, subject to detailed planning considerations, and should be referred to where relevant.

### **RE3 – Agricultural Diversification**

- 4.13 Criterion d) of Policy RE3 offers support for certain types of glamping accommodation (i.e. so long as not new build structures) where proposals are linked to agricultural

diversification schemes. The applicability of this policy to glamping proposals is given further consideration in Appendix B.

### **Other LDP Policies**

- 4.14 Having considered the aforementioned key tourism related policies, consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape, highways and natural/historic environment. Relevant policies are likely to include:
- LC1 New Built Development in the Open Countryside
  - LC5 Protection and Enhancement of Landscape Character.  
Landscape impacts will be a key policy consideration in the formulation and assessment of glamping accommodation proposals in the open countryside.
  - G11 Green Infrastructure
  - NE1 Nature Conservation and Development
  - MV1 Proposed Developments and Highway Considerations
  - SD3 Flood Risk
  - DES1 General Design Considerations
  - EP1 Amenity and Environmental Protection
  - EP3 Lighting
- 4.15 This list is not exhaustive and policies may vary on a case by case basis depending on site context and the proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine which key LDP policies apply and to gain general planning advice (see section 5).

### **Scale of Development and Cumulative Impacts**

- 4.16 The scale of a glamping accommodation proposal will be a key consideration in its assessment against the LDP policy framework. An increase in the scale of a proposal could result in potential non-compliance with other LDP policies, including for example Policy S11, in terms of whether it would constitute a sustainable form of visitor accommodation, and Policy LC5 in terms of impact on landscape character.
- 4.17 Similarly, the cumulative impacts of a glamping proposal will also be an important consideration in determining its appropriateness and compliance with the policy framework. As above, in instances where the cumulative impacts of a proposal are of concern there could be potential non-compliance with other LDP policies.

### **Degree of Permanency**

- 4.18 A key planning consideration in assessing proposals for glamping accommodation is the degree of permanency of the unit(s) and whether it (they) will be removed from the site out of season. In general, glamping accommodation such as yurts, tepees, bell tents, shepherd's huts should be taken down or relocated out of season. However, the necessity for this will need to be considered on a case by case basis depending on site context and landscape/visual impacts.
- 4.19 In this context, regard should also be given to the importance of maintaining a balance between the need to protect the landscape/environment and to avoid negative effects on the local economy due to the seasonal nature of tourism. Again, this will need to be considered on a case by case basis.



## **Supporting Infrastructure**

- 4.20 Amenity blocks (showers, toilets, kitchen/eating areas) are often required to accompany glamping accommodation, where such facilities are not incorporated within the accommodation itself. In such instances, the first preference for these facilities would be for the conversion of existing buildings (subject to compliance with Policy H4). Where this is not possible, such facilities could be considered as ancillary to sustainable tourism accommodation, again subject to other relevant policy considerations, including landscape impact. Careful consideration should be given to the scale and design of amenity facilities to ensure landscape /environmental impacts are minimised.
- 4.21 As a sustainable form of visitor accommodation it is expected that glamping proposals will have minimal supporting infrastructure. Access roads/tracks, drainage facilities, electricity and water supplies should be kept to a minimum. Supplementary features such as fire pits, BBQ areas should be integrated within the overall scheme design. All such paraphernalia should be included in plans and documents submitted in order to ensure compliance with policy framework. The intention is that such accommodation should have minimal landscape/visual impacts. In accordance with sustainable tourism principles, proposals are encouraged to incorporate rainwater recycling and incorporate renewable energy for lighting and heating purposes e.g. solar panels. This is in marked contrast to static caravan parks, which are not considered to be a sustainable form of tourism or supported by this policy.

## **Occupancy Restrictions**

- 4.22 In all cases, the use of such visitor accommodation for permanent residential occupancy will not be acceptable. Accommodation must remain for the intended tourism purpose only so that the wider economic benefits are secured. Further details on this matter, and seasonal occupancy, is provided in Appendix C Planning Conditions.

## **Planning Conditions**

- 4.23 **Appendix C** sets out a list of example planning conditions that may apply to planning permissions for glamping accommodation. These include:
- The number and siting of units and type of accommodation permitted (to ensure the site remains informal/sustainable),
  - Occupancy (to ensure that the original use is retained and not used for unauthorised permanent residential accommodation)
  - Seasonal occupancy (although recognising the importance of maintaining a balance between protecting the landscape/environment and avoiding negative local economic impacts which can be associated with the seasonal nature of tourism).

## **Guidance on Specific Types of Glamping Accommodation**

- 4.24 Further detailed policy considerations in relation to specific types of sustainable visitor accommodation is provided in **Appendix B**.

## 5 Submitting a Planning Application

- 5.1 Anyone considering a proposal for sustainable visitor accommodation are, in the first instance, encouraged to engage with the LPA through the formal pre-planning application advice service (available at a modest cost). This will enable discussions with relevant officers at an early stage to determine the relevant planning issues (e.g. site constraints, design considerations), identify the key applicable LDP policies/ SPG and establish the information required to accompany an application. This will assist in preparing a proposal for submission and avoid any unnecessary delays.
- 5.2 In submitting an application, the Council expects applicants to submit a reasonable level of detail in order to allow a comprehensive consideration of the proposal. This will vary on a case by case basis depending on the nature /scale of the proposal but will often include a landscape assessment. The Council would also expect all applications to include full details of any proposed supporting infrastructure, including amenity facilities, decking, access roads/tracks etc. Engagement at the pre-application stage will assist in determining the level of information required.
- 5.3 Information on the Council's pre-planning application advice service is available using the following link:

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

In 2015/16, of those planning applications that were first subject to pre-application advice, 100% were determined in accordance with the pre-application advice. 99% of the applications were approved. The remaining two applications were refused in accordance with the pre-application advice, and the Council's decision was subsequently upheld at appeal.

## **APPENDIX A**

### **Monmouthshire LDP Tourism Policy Framework**

## Strategic Tourism Policy

### S11 Visitor Economy

Development proposals that provide and/or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations.

Development proposals that would have an unacceptable adverse impact on features and areas of tourism interest and their settings, or that would result in the unjustified loss of tourism facilities will not be permitted.

## Development Management Tourism Policies

### Policy T1 – Touring Caravan and Tented Camping Sites

New touring caravan and tented camping sites and the expansion of such sites will only be permitted where:

- a) there is no unacceptable impact on the countryside having regard to biodiversity, landscape quality and the visibility from roads, viewpoints and other public places;
- b) there are no permanently sited caravans;
- c) the development can be satisfactorily supervised without the need for additional permanent living accommodation for wardens; and
- d) there are no adverse safety and / or amenity effects arising from the traffic generated and access requirements

### Policy T2 – Visitor Accommodation outside Settlements

New build serviced or self-catering visitor accommodation will be allowed outside town and village development boundaries as ancillary development to established medium or large hotels.

Otherwise, outside town and village development boundaries, the provision of permanent serviced or self-catering visitor accommodation will only be permitted if it consists of the re-use and adaptation of existing buildings and the conversion of buildings for such uses complies with the criteria set out in Policy H4.

As an exception to the above proposals to provide visitor accommodation may be permitted where they involve:

- a) the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3.
- b) the conversion of buildings of modern construction and materials provided the buildings are appropriate for residential use (e.g. not modern agricultural or factory buildings); not of substandard quality and /or incongruous appearance; and have been used for their intended

purpose for a significant period of time. Particularly close scrutiny will be given to proposals relating to those buildings less than 10 years old, especially where there has been no change in activity on the unit.

c) the conversion of buildings that are too small or are inappropriately located to provide appropriate standards of space and amenity for conversions to permanent residential accommodation but are suitable for tourist accommodation.

Where conversions to tourism accommodation are allowed in the exceptional circumstances set out in criteria a) to c) above then the occupancy of the building will be restricted in perpetuity to short stay tourist accommodation.

All proposals will be considered against other plan policies and should integrate with their surroundings, in terms of design and layout and how the proposal will function.

### **Policy T3 – Golf Courses**

Development proposals for golf courses, golf driving ranges and associated facilities including buildings, will be permitted subject to detailed planning considerations. All proposals must be accompanied by a landscape impact assessment and ecological appraisal. Clubhouses and associated facilities should re-use or adapt existing buildings where possible. If a new building is required it should be limited in scale, suitably located and designed and meet the criteria set out in Policy LC1. Buildings not genuinely ancillary to golf uses will not be permitted, although consideration may be given to proposals to provide visitor accommodation that support the tourist economy, subject to detailed planning considerations

## **Other Key LDP Tourism Related Policies**

### **Policy S8 – Enterprise and Economy**

Development proposals that seek to deliver the Council's vision for sustainable economic growth will be permitted, particularly where they enable:

- a) the continued development of existing key economic sectors, including tourism;
- b) the diversification of the business base within Monmouthshire, particularly the provision of green and low carbon technologies and knowledge intensive /high technology enterprises;
- c) the development of countywide faster and more accessible ICT and broadband infrastructure.

All proposals will be subject to detailed planning considerations, which include the protection of the natural and built heritage which itself is an important resource bringing benefits for the economy, tourism and well-being.

### **Policy S10 – Rural Enterprise**

Development to enable the diversification of the rural economy will be permitted outside settlement development boundaries where it is of a scale and type compatible with the surrounding area and will cause no unacceptable harm to the surrounding landscape, historic and cultural heritage, biodiversity or local amenity value. Development must re-use or adapt existing buildings where possible. The exceptional circumstances in which new buildings may be permitted outside settlement boundaries to assist in the diversification of the rural economy are set out in Policies RE1, RE3, RE6, T2 and T3.

### **Policy RE3 – Agricultural Diversification**

Development proposals which make a positive contribution to agriculture or its diversification will be permitted where the new use or building meets the following criteria:

- a) the proposed non-agricultural development is run in conjunction with, and is complementary to, the agricultural activities of the enterprise;
- b) the proposal is supported by an appropriate business case which demonstrates the link to existing business activity and the benefits of the scheme in terms of sustaining employment / the rural economy;
- c) in relation to new build, the applicant must demonstrate that there are no existing buildings suitable for conversion / re-use in preference to new build;
- d) with regard to diversification proposals for visitor accommodation, new build will only be permitted where it consists of the substantial rebuild of a building within the curtilage of an existing and occupied farm property, as specified in Policy T2;
- e) where rebuild is permitted under criteria c) and d) any rebuilding work should respect or be in sympathy with the local and traditional characteristics of the building;
- f) proposals for new built development meet the detailed criteria set out in Policy LC1;
- g) proposals for renewable energy schemes meet the criteria set out in Policy SD1

## **APPENDIX B**

### **Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations**

### Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations

The following table sets out key policy considerations for assessing specific types of glamping accommodation – yurts, tepees, bell tents, wooden pods/tents, shepherd’s huts and tree houses. These types of glamping facilities are included as they have becoming increasingly popular in recent years and are likely to continue to be so. Should proposals for other types of sustainable visitor accommodation/glamping accommodation come forward these will also be assessed in accordance with the policy considerations, as appropriate, set out below. As stated in Section 4, the starting point for considering proposals for sustainable forms of visitor accommodation will be Strategic Policy S11 – Visitor Economy.

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
<b>Yurts</b> <b>Tepees</b> <b>Bell Tents</b> Page 58	Supports proposals for yurts, tepees and bell tents where they are considered to constitute sustainable tourism accommodation and of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).	This policy would apply/offer support where yurts, tepees and bell tents are considered to constitute a tented camping site i.e. units are not permanent, the upper parts made from material which could be easily removed. Where relevant, consideration must be given to the criteria set out in T1.  However, where proposals for yurts, tepees and bell tents include the provision of more permanent type structures often associated with these forms of accommodation such as	This policy is not applicable to proposals for yurts, tepees and bell tents as these types of accommodation do not constitute new build development as referred to in Policy T2.	Criterion d) of Policy RE3 is applicable and offers support for yurts, tepees and bell tents where proposals are linked to agricultural diversification schemes.	Consideration will need to be given to a proposal’s compliance with other relevant LDP policies, including landscape ( <b>LC1/LC5</b> ), highways ( <b>MV1</b> ), natural environment ( <b>NE1</b> ), flood risk ( <b>SD3</b> ) etc.  Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council’s pre-planning application advice service to determine which key LDP policies apply (see section 5).	Proposals for yurts, tepees and bell tents should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.  Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for yurts, tepees and bell tents.



Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
		wooden decking, policy T1 would be less applicable as proposals would no longer be akin to a tented camping site as referred to in T1.				Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.18-4.22).
<b>Wooden Pods/ Tents</b>	Supports proposals for wooden pods/tents where they are considered to constitute sustainable tourism accommodation and are of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).	Policy T1 is not applicable to proposals for wooden pods/tents as they are not a touring facility and not classified as a 'tent' (tented camping site) as referred to in Policy T1 given the greater degree of permanency of the structures.	Policy T2 is not applicable to proposals for wooden pods/tents as these types of accommodation do not constitute new build development as referred to in Policy T2.	Criterion d) of Policy RE3 is applicable and offers support for wooden pods/tents where proposals are linked to agricultural diversification schemes (as wooden pods/huts are not new build structures).	Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape ( <b>LC1/LC5</b> ), highways ( <b>MV1</b> ), natural environment ( <b>NE1</b> ), flood risk ( <b>SD3</b> ) etc.  Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council's pre-planning application advice	Proposals for wooden pods/tents should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.  Similarly the cumulative impacts of a proposal will be an important consideration in

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
					service to determine which key LDP policies apply (see section 5).	<p>assessing proposals for wooden pods/tents.</p> <p>Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.18-4.22).</p>
Shepherd's Huts	Supports proposals for shepherd's huts where they are considered to constitute sustainable tourism accommodation, and are of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).	Policy T1 is not applicable to proposals for shepherd's huts as this type of accommodation would not fall within the scope of policy T1 as are not typically considered to constitute a 'touring' facility as referred to in the policy.	Policy T2 is not applicable to proposals for shepherd's huts as this type of accommodation does not constitute new build development as referred to in Policy T2.	Criterion d) of Policy RE3 is applicable and offers support for shepherd's huts where proposals are linked to agricultural diversification schemes (as shepherd's huts are not new build structures)	<p>Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape (<b>LC1/LC5</b>), highways (<b>MV1</b>), natural environment (<b>NE1</b>), flood risk (<b>SD3</b>) etc.</p> <p>Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised</p>	Proposals for shepherd's huts should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
Page 61					to engage in the Council's pre-planning application advice service to determine which key LDP policies apply (see section 5).	Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for shepherd's huts.  Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.18-4.22).
<b>Tree Houses</b>	May offer support for proposals for tree houses where they are considered to constitute sustainable tourism accommodation by virtue of scale, innovative design etc., subject to other relevant policy considerations including landscape impact (policies LC1 and LC5) and highway safety (policy MV1).	Policy T1 is not applicable to proposals for tree houses as this type of accommodation would not fall within the scope of policy T1 as are not a tented or touring facility.	Tree houses outside settlement boundaries would be contrary to Policy T2 as the policy does not support proposals for new build permanent/self-catering accommodation outside settlement boundaries (unless ancillary to established medium/large hotels).	This policy does not offer support for tree houses linked to agricultural diversification schemes as tree houses are considered to be new build development.	Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape ( <b>LC1/LC5</b> ), highways ( <b>MV1</b> ), natural environment ( <b>NE1</b> ), flood risk ( <b>SD3</b> ) etc.  Relevant policies are likely to vary on a case by case basis	Tree houses are permanent structures and are considered to be operational development.  Proposals for tree houses must be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
Page 62			However, this could be balanced against other LDP policies e.g. S11, S8, to allow such development where a tree house is considered to constitute sustainable, low impact tourist accommodation given its scale, innovative design etc. This would need to be considered on a case by case basis.		depending on site context and proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine which key LDP policies apply (see section 5).	<p>in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.</p> <p>Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for tree houses.</p> <p>Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.18-4.22).</p>

## **APPENDIX C**

### **Example Planning Conditions**

## Planning Conditions

Planning Applications are often granted approval subject to planning conditions. Conditions are sometimes required in order to enhance the quality of developments but are also important in enabling developments to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects of the development. Any conditions used need to be fair, reasonable and practicable. Conditions must be relevant to the proposed development and be enforceable.

The following is a list of example planning conditions that may apply to planning permissions for glamping proposals. This list is not exhaustive and conditions may be devised or adapted to suit a particular circumstance.

### Type of accommodation permitted

**Condition:** None of the \*insert type of glamping site\* hereby permitted shall be replaced by any other structure(s) or glamping accommodation differing from the approved details, unless and until details of the size, design and colour of such replacements have first been approved in writing by the Local Planning Authority.

**Reason:** To ensure compliance with the approved plans, for the avoidance of doubt and to safeguard the amenities of the area.

### Siting

**Condition:** The \*glamping site\* shall be carried out in accordance with the layout and specification shown on the approved plans only.

**Reason:** To ensure compliance with the approved plans in the interests of the wider landscape and visual [and residential] amenity.

### Restriction of use to holiday accommodation

**Condition:** The \*glamping site\* shall be occupied as holiday accommodation only and shall not be occupied as a person's sole or main place of residence or by any persons exceeding a period of 28 days in any calendar year. The \*glamping site\* shall remain as holiday accommodation in perpetuity.

**Reason** To ensure the \*glamping site\* is occupied as holiday accommodation only. The \*glamping site\* is unsuitable for general residential accommodation because of \*its temporary nature\* and \*its location in the open countryside\*, and the policy support for glamping is due to the economic benefits secured.

### Occupancy

**Condition:** An up to date register containing details of the names, main home address, dates of arrival and departure of occupants using the \*insert type of glamping site\* shall be made available for inspection by the Local Planning Authority upon request.

**Reason:** To ensure the \*glamping site\* is occupied as holiday accommodation only. The \*glamping site\* is unsuitable for general residential accommodation because of \*its temporary nature\* and \*its location in the open countryside\*, and the policy support for glamping is due to the economic benefits secured.

### **Seasonal Occupancy**

**Condition:** No \*type of glamping site\* shall remain on site between 30th September in any one year and 1st March in the succeeding year.

**Reason:** To safeguard the landscape amenities of the area.

As stated in paragraph 4.18, with regard to seasonal occupancy, consideration should also be given to the importance of maintaining a balance between the need to protect the landscape/environment and to avoid negative effects on the local economy due to the seasonal nature of tourism. This will need to be considered on a case by case basis. Where there is no/very limited landscape harm caused, the economic benefits of providing year-round (or extended) tourism accommodation will be considered favourably.

### **Number of units**

**Condition:** There shall be no more than \*insert number and type of glamping accommodation\* and \*insert number of ancillary structures\* on the site at any one time.

**Reason:** To safeguard the landscape amenities of the area and to ensure compliance with the approved plans.

Additional conditions may be necessary, for example in relation to drainage, lighting, access and landscaping. These will be determined on a site by site basis.

## **APPENDIX D**

### **Sources of Advice**



For tourism planning policy advice please contact:

**Planning Policy Team**

County Hall  
Rhadyr  
Usk  
NP15 1GA  
Tel: 01633 644429  
Email: [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)

For advice on sustainable tourism accommodation proposals please contact:

**Development Management**

County Hall  
Rhadyr  
Usk  
NP15 1GA  
Tel: 01633 644800  
Email: [planning@monmouthshire.gov.uk](mailto:planning@monmouthshire.gov.uk)

For general tourism advice please contact:

Nicola Edwards  
Strategic Food and Tourism Manager  
County Hall  
Rhadyr  
Usk  
NP15 1GA  
Tel: 01633 644847  
Email: [nicolaedwards@monmouthshire.gov.uk](mailto:nicolaedwards@monmouthshire.gov.uk)

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

<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council’s vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Draft Sustainable Tourism Accommodation provides clarity on the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation.</p>
<p><b>Name of Service</b></p> <p>Planning (Planning Policy)</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>27/01/2017</p>



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



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><b>Positive:</b> The Draft SPG seeks to support sustainable forms of tourism accommodation which will assist in supporting the County’s visitor economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p><b>Positive:</b> Potential for proposals to protect /enhance landscape etc. in accordance with LDP policy framework.</p> <p><b>Negative:</b> Potential for some negative environmental impacts, however, given the temporary nature of most forms of glamping the scope for this is limited.</p>	<p><b>Mitigate Negative Impacts:</b> It will be ensured that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> Enabling appropriate sustainable visitor accommodation can have a positive influence on health and well-being (encouraging/creating sustainable tourism opportunities in attractive environments).</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The Draft SPG seeks to support sustainable forms of tourism accommodation which will assist in supporting the County's visitor economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The Draft SPG supports the implementation of tourism related policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that any LDP review/revision is subject to appropriate SA/SEA testing.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b></p>	<p><b>Positive:</b> The Draft SPG has a positive general impact on culture, heritage and language,</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	<p>encouraging/enabling sustainable tourism accommodation will assist in supporting the visitor economy including the County's historic town centres and heritage/cultural assets.</p> <p><b>Negative:</b> None.</p>	accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> The Draft SPG should bring positive benefits to Monmouthshire's residents through enabling the provision of sustainable visitor accommodation. This will assist in supporting the visitor economy which essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The Draft SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP tourism policy framework seeks to support and enable sustainable forms of tourism development while at the same time ensuring that the natural and built environment, key drivers of the visitor economy, are preserved and enhanced for future generations.</p>	<p>Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p> <p>The LDP and its policies have been subject to SA/SEA. Any LDP review/revision will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including tourism policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision.</p>
 <p>Working together with other partners to deliver objectives</p>	<p>The Draft SPG has been produced in liaison with the Council's Tourism Officer and following discussion regarding the emerging revised Destination Management Plan. It will be subject to internal (including Development Management officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p>The Draft SPG supports LDP tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including tourism policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The Draft SPG has been produced in liaison with the Council’s Tourism Officer and following discussion regarding the emerging revised Destination Management Plan. It will be subject to internal (including Development Management officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p>The Draft SPG supports LDP tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including retail policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for this Draft SPG has arisen from some concern over the extent to which the LDP tourism policy framework is supportive of sustainable forms of visitor accommodation, including ‘glamping’. The Council seeks to support and adopt a positive approach to sustainable forms of visitor accommodation. This is reflected in the LDP policy framework which is supportive of such proposals providing that this is not at the expense of natural and built environment, which in themselves are key drivers of the County’s visitor economy.</p> <p>The Draft SPG therefore provides certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation.</p>	<p>The future adoption and implementation of this Draft SPG will support and enable the provision of sustainable forms of visitor accommodation in the County. This will assist in supporting the County’s visitor economy which is essential to the well-being and enjoyment of local communities and residents.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="331 272 517 475">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 197 1332 331"><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 data-bbox="546 357 1332 459">The Draft SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p data-bbox="1352 197 2116 427">The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including tourism policy indicators and targets, to inform future AMRs.</p> <p data-bbox="1352 453 2116 560">Any review/revision of the LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

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

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

- Monmouthshire Local Development Plan (2011-2021).
- Monmouthshire Local Development Plan Annual Monitoring Reports (2014-15, 2015-6)
- STEAM, 2015

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

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

**Positive:** The Draft SPG seeks to support sustainable forms of tourism accommodation providing that this is not at the expense of the County's natural and built environment. This will assist in supporting the County's visitor economy which is essential to the well-being of local communities and residents throughout Monmouthshire. This positive approach to sustainable tourism accommodation is vital if Monmouthshire is to fully realise its potential as a high quality and competitive visitor destination.

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

**Negative:** Potential for some negative sustainability impacts in countryside locations for example landscape impacts and increased car use. However, given the temporary nature of most forms of glamping accommodation the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

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

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Public consultation on the draft SPG, with appropriate amendments in response prior to proceeding to adoption	For approximately 6 weeks following approval of the draft SPG.	Head of Planning, Housing & Place-shaping	

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

<b>The impacts of this proposal will be evaluated on:</b>	Impacts will be evaluated on a regular basis in the required LDP Annual Monitoring Report. This AMR will be reported for political decision prior to submitting to the Welsh Government by 31 October 2017 and will be publicly available on the MCC website.
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**SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN RURAL CONVERSIONS TO A RESIDENTIAL OR TOURISM USE (POLICIES H4 & T2) SUPPLEMENTARY PLANNING GUIDANCE**  
**MEETING: INDIVIDUAL CABINET MEMBER DECISION**  
**DATE: 26 APRIL 2017**  
**DIVISION/WARDS AFFECTED: ALL**

## 1. PURPOSE:

- 1.1 The purpose of this report is to seek the Cabinet Member's endorsement of the Draft Supplementary Planning Guidance (SPG) on Rural Conversions to a Residential or Tourism Use (Policies H4 and T2), with a view to issuing for consultation.

## 2. RECOMMENDATIONS:

- 2.1 To endorse the Draft Supplementary Planning Guidance (SPG) on Rural Conversions to a Residential or Tourism Use (Policies H4 and T2), with a view to issuing for consultation.

## 3. KEY ISSUES:

### Background

- 3.1 The Monmouthshire Local Development Plan (2011-2021) was adopted in February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relevant to rural conversions which are set out in Appendix A of the Draft SPG (attached as Appendix 1). Legislation requires that planning applications are determined in accordance with the LDP, unless material planning considerations indicate otherwise. Consequently, the effectiveness and appropriateness of the LDP policies is essential in securing desired housing and tourism outcomes.
- 3.2 The requirement for this Draft SPG has arisen from some concern over the interpretation of Policies relating to rural conversions for both residential and visitor accommodation. This includes the extent to which the LDP policy framework is supportive of the conversion of particular types of buildings for the different uses.
- 3.3 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP will be applied in particular circumstances or areas.

PPW (Edition 9, 2016) at paragraph 2.3.3 states that:

*'SPG does not form part of the development plan but it must be consistent with the plan and with national policy. It must derive from and be clearly cross referenced to a generic LDP policy, specific policies for places, and/or – in the case of a masterplan or site brief – a plan allocation. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan 'hook', whilst the reasoned justification provides clarification of the related national policy.'*

- 3.4 Paragraph 2.3.4 of PPW further emphasises that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

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

#### Draft Rural Conversions to a Residential or Tourism Use SPG

- 3.5 Draft Rural Conversions to a Residential or Tourism Use SPG is attached to this report as **Appendix 1**. The SPG is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the LDP policy framework, specifically Policy H4, in relation to proposals for rural residential conversions. The SPG also provides clarity on the interpretation of the part of Policy T2 (Visitor Accommodation outside Settlements) that relates to rural conversion proposals for visitor accommodation.
- 3.6 The SPG provides an overview of the planning policy context in relation to rural conversions at both the national and local level. The primary focus of the SPG is to provide detailed guidance on the interpretation and implementation of Policy H4 in the assessment of proposals for residential conversions/rehabilitations in the open countryside (Section 3). The SPG also provides relevant information on assessing proposals for rural visitor accommodation conversions and the interpretation of the criteria listed in Policy T2 (Section 4). Information is also provided with regard to submitting a planning application for rural conversions, including details of the Council's pre-planning application advice service. The relevant policies are provided in full in Appendix A of the SPG.
- 3.7 The existing Conversion/Rehabilitation of Buildings in the Open Countryside to Residential Use Assessment of Re-use for Business Purposes SPG (April 2015) has been incorporated into this SPG. That 2015 SPG would therefore be superseded. The Conversion of Agricultural Buildings Design Guide produced in April 2015 is however retained as a separate document and should be read alongside this SPG. These existing SPGs can be viewed on the Planning Policy web pages using the following link: <http://www.monmouthshire.gov.uk/planning-policy/supplementary-planning-guidance> .

#### Next steps

- 3.8 As referred to in paragraph 3.4 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. Following a resolution to consult, targeted notifications will be set to those considered to have an interest in the SPG topic, although all town and community councils will be consulted and a notice will be placed in the press. The consultation will also be publicised via our Twitter account @MCCPlanning. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

#### **4. REASONS:**

- 4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on

27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Rural Conversions to a Residential or Tourism Use SPG provides further explanation and guidance on the way in which the Conversion/Rehabilitation of Buildings in the Open Countryside for a Residential Use and Visitor Accommodation policies of the LDP will be implemented.

## **5. RESOURCE IMPLICATIONS:**

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

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

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

### Equality

- 6.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.
- 6.3 In addition, a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 2**)

## **7. CONSULTEES**

- Planning Committee
- Development Management Officers
- Senior Leadership Team
- Cabinet

## **8. BACKGROUND PAPERS:**

- Monmouthshire Adopted LDP (February 2014)
- Conversion of Agricultural Buildings Design Guide SPG April 2015
- LDP Policy H4 (g) Conversion/Rehabilitation of Buildings in the Open Countryside to Residential Use Assessment of Re-use for Business Purposes SPG April 2015

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**Monmouthshire County Council  
Local Development Plan**

**Draft Supplementary Planning  
Guidance**

**Rural Conversions to a Residential or  
Tourism Use**

**(Policies H4 and T2)**

**March 2017**

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## Appendices

- A Local Development Plan Rural Conversion Policy Framework
- B Contacts

## 1 Introduction: Purpose of this Supplementary Planning Guidance

- 1.1 This note is one of a series of Supplementary Planning Guidance (SPG) Notes that have been prepared to provide supporting information and advice on the implementation of the Council's LDP policies. The Notes are intended to offer clear guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on the conversion/rehabilitation of buildings in the open countryside to residential use will be implemented in practice.
- 1.2 The existing Conversion/Rehabilitation of Buildings in the Open Countryside to Residential Use Assessment of Re-use for Business Purposes SPG has been incorporated into this SPG. The April 2015 SPG has therefore been superseded. The Conversion of Agricultural Buildings Design Guide produced in April 2015 is however retained as a separate document and should be read alongside this SPG.
- 1.3 This SPG is prepared in the context of the Monmouthshire County Council Adopted Local Development Plan (LDP), February 2014. The SPG is a material consideration in relation to planning applications and appeals.
- 1.4 This SPG is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the LDP policy framework, specifically Policy H4, in relation to proposals for rural residential conversions. The SPG also provides clarity on the interpretation of the part of Policy T2 (Visitor Accommodation outside Settlements) that relates to rural conversion proposals for visitor accommodation.

The SPG contains the following information:

- **Section 2** gives an overview of the planning policy context in relation to rural conversions.
- **Section 3** provides detailed guidance on the interpretation and implementation of Policy H4 in the assessment of proposals for residential conversions/rehabilitations in the open countryside.
- **Section 4** provides information on assessing proposals for rural visitor accommodation conversions and the interpretation of the criteria listed in Policy T2.
- **Section 5** provides information on submitting a planning application for rural conversions, including details of the Council's pre-planning application advice service.
  
- **Appendices**

LDP Rural Conversion Policy Framework (Appendix A)  
Contacts (Appendix B)

### National Planning Policy

- 2.1 National planning policy contained in Planning Policy Wales (PPW) is silent on the conversion of existing rural buildings for a residential use. The main emphasis in national planning policy is to adopt a positive approach to the conversion of rural buildings for business re-use (*PPW Edition 9, November 2016, para 7.6.5*).
- 2.2 Technical Advice Note 6 (TAN6) Planning for Sustainable Rural Communities (July 2010) provides guidance on the re-use or adaptation of rural buildings, noting that the primary consideration should be whether the nature and extent of the new use proposed for the building is acceptable in planning terms. TAN6 indicates that the conversion of rural buildings currently in industrial or commercial use to dwellings may have an adverse impact on the local economy (*TAN6 para 3.5.1*). TAN6 nevertheless states that while residential conversions have a minimal impact on the rural economy, conversions to a holiday use can contribute more and may reduce pressure to use other houses in the area for holiday use (*TAN6 para 3.6.1*).

### Monmouthshire Local Development Plan

- 2.3 The conversion/rehabilitation of buildings in the open countryside for residential use is an exception to national policies which generally seek to strictly control residential development in the open countryside. In accordance with PPW, the preferred use for such buildings is for employment uses, as well as for tourism, sport and recreation (subject to detailed planning considerations). There has, however, been considerable demand for the rehabilitation and conversion of barns and vacant rural buildings into residential units in Monmouthshire. Reflecting this trend, Policy H4 sets out strict controls to be applied in the consideration of such proposals in order to ensure that the conversion/rehabilitation of buildings does not detract from the special qualities of Monmouthshire's open countryside.
- 2.4 Strategic Policy S1 relates to the spatial distribution of new housing provision in Monmouthshire. The main focus is within or adjoining the Main Towns of Abergavenny, Chepstow and Monmouth. A smaller amount of new housing development is provided in the Severnside sub-region along with lesser amounts directed to the Rural Secondary Settlements of Usk, Raglan and Penperlleni. Some of the identified Main Villages also provide for small scale developments of a maximum of 15 dwellings as well as infill opportunities. A number of Minor Villages are also identified where small scale residential development will be allowed in the circumstances set out in LDP Policy H3. Outside the settlements listed, open countryside policies apply. In relation to rural buildings Strategic Policy S1 states planning permission will only be allowed for:

**“Acceptable conversions of rural buildings, in the circumstances set out in Policy H4”**

- 2.5 Strategic Policy S1 is supported by a number of detailed development management housing policies which provide a more detailed policy framework to support the provision of housing. Policy H4 is included within this framework.

- 2.6 Tourism is of importance to the economy of Monmouthshire. Strategic Policy S11 relates to the Visitor Economy and specifically seeks to enable the provision and enhancement of sustainable tourism development in Monmouthshire. Strategic Policy S11 is supported by a number of detailed development management tourism policies, including Policy T2.
- 2.7 Policy T2 relates specifically to visitor accommodation outside settlements. Policy T2 notes that proposals for visitor accommodation outside settlements should look to the re-use of existing buildings in order to protect the countryside from inappropriate development. This is in line with national guidance, which recognises that the re-use and adaptation of existing rural buildings has an important role in meeting the needs of rural areas for tourism development. This SPG only relates to the part of Policy T2 relating to rural conversion proposals for visitor accommodation.
- 2.8 Proposals for rural conversions should also have regard to the Council's Conversion of Agricultural Building's Design Guide SPG, Affordable Housing SPG (for residential conversions), Green Infrastructure SPG and the emerging Landscape SPG.

### 3 Interpretation and Implementation of Policy H4 for Assessing Proposals for Residential Conversions/Rehabilitation in the Open Countryside

- 3.1 The primary focus of this SPG is to provide further clarification on the criteria set out in Policy H4 in the Local Development Plan. Policy H4 contains a total of seven criteria that must all be given further consideration in the determination of planning applications, for the conversion/rehabilitation of buildings for residential use in the open countryside. It is important that any such proposals conserve the character and quality of Monmouthshire's countryside and natural heritage value. Such proposals will only be permitted where they meet the criteria set out in Policy H4 and other relevant policies of the plan, particularly those which seek to minimise any detrimental effect on landscape value, environmental quality and amenity (including S13, LC5, EP1, MV1, DES1 and NE1). Proposals should be sympathetic to the rural setting in terms of the particular location, appropriate design and traffic considerations.

#### **Policy H4 – Conversion / Rehabilitation of Buildings in the Open Countryside for Residential Use**

**The conversion / rehabilitation of a building in the open countryside for residential use will be permitted where all the following criteria are met:**

- a) the form, bulk and general design of the proposal, including any extensions, respect the rural character and design of the building;**
- b) the proposal, including curtilage and access, is in scale and sympathy with the surrounding landscape and does not require the provision of unsightly infrastructure and ancillary buildings;**
- c) rebuilding works, necessitated by poor structural conditions and/ or the need for new openings in walls, should not involve substantial reconstruction, with structural surveys being required for marginal cases;**
- d) the more isolated and prominent the building, the more stringent will be the design requirements with regard to new door and window openings, extensions, means of access, service provision and garden curtilage, especially if located within the Wye Valley AONB;**
- e) buildings of modern and /or utilitarian construction and materials such as concrete block work, portal framed buildings clad in metal sheeting or buildings of substandard quality and / or incongruous appearance will not be considered favourably for residential conversion. Other buildings will be expected to have been used for their intended purpose for a significant period of time and particularly close scrutiny will be given to proposals relating to those less than 10 years old, especially where there has been no change in activity on the unit;**
- f) the building is capable of providing adequate living space (and ancillary space such as garaging) within the structure. Only very modest extensions will be allowed and normal permitted development rights to extend further or to construct ancillary buildings will be withdrawn; and**
- g) the conversion of buildings that are well suited for business use will not be permitted unless the applicant has made every reasonable**

**attempt to secure suitable business use and the application is supported by a statement of the efforts that have been made.**

**The above criteria will be applied strictly; proposals that are deemed not to comply with them will be judged against national policies relating to the erection of new dwellings in the countryside or against Policy T2 relating to the re-use and adaptation of existing buildings to provide permanent serviced or self-catering visitor accommodation. The above criteria will also be applied to proposals to extend buildings that have already been converted.**

- 3.2 The majority of rural buildings for which planning permission is sought for conversion and re-use in Monmouthshire are farm buildings. Notwithstanding this, the following guidance relates to the conversion of all types of rural buildings in the open countryside. The guidance is also applicable to the rehabilitation of abandoned dwellings i.e. former dwellings that have lost their residential use.
- 3.3 Many rural buildings are also important historical assets and may therefore have Listed Building status. Listed Buildings and rural buildings located in Conservation Areas are afforded a higher level of protection that seeks to preserve this special character. While all rural conversions should be carefully considered, the special character of Listed Buildings demands a higher level of control. As with all Listed Buildings, the Listed Building Consent process extends to protecting the internal character of the building as well as the external appearance and the wider setting. Further guidance in relation to Listed Building rural conversions is set out in the Conversion of Agricultural Buildings Design Guide. Pre-planning application advice is strongly advised in respect of rural conversions relating to Listed Buildings.

**Form, bulk and general design requirements (criteria a), c) and d) of relevance)**

- 3.4 As a predominately rural County, farm buildings can range from a pigsty to a large corn barn. Many of these buildings are in close proximity to the main farmhouse but can also be in isolated locations. All rural buildings suitable for conversion must be traditional in design and material, of good quality and have character in their appearance. The conversion of traditional buildings can successfully secure the retention of buildings in perpetuity in the countryside which may otherwise be lost.
- 3.5 Rural buildings suitable for conversion are generally made of stone, brick or are timber framed and normally have a slate, stone or pantile roof. In accordance with criterion a), the diversity of rural buildings should be respected by retaining individual features, materials, architectural style and setting of the building/group of buildings. Paragraph 3.2.3 of TAN6 strengthens this approach noting that conversion proposals should respect the landscape along with local building styles and materials.
- 3.6 Criterion (c) relates to the need for new openings in walls. Additional openings should be avoided as far as possible due to the potential damaging impact on the existing character of rural buildings. Existing openings should be retained and blocked up openings should be reused, wherever possible. Where there is an overriding need for new openings they must be kept to a minimum, be sympathetic in design and proportional to the existing building. As noted in criterion d), design requirements will be more stringent within the Wye Valley Area of Outstanding Natural Beauty and where

rural buildings are located in more isolated or prominent areas. Further detailed design guidance is set out in the Conversion of Agricultural Buildings Design Guide.

- 3.7 Permitted Development rights to modify any rural buildings that have been converted will be withdrawn, in order to retain and protect the character of such conversions.

**Structural condition** (*criterion c*) of relevance)

- 3.8 Substantial rebuilding/reconstruction works to enable a rural conversion to a residential use will not be permitted. This would be tantamount to a new build dwelling in the open countryside, contrary to other policies set out within the LDP. This also applies to applications to convert rural buildings where substantial reconstruction has already taken place in association with the building's former use.
- 3.9 Generally, the building should be capable for conversion without the need for rebuilding/reconstruction works. In some instances, however, a small amount of rebuilding/reconstruction may be necessary to facilitate a rural conversion to take place. Approval for this will depend on the nature and extent of the works, due to the potential impact on the existing character and structural integrity of the building. Any such works will be considered on a case by case basis and should be detailed on the submitted plans. Pre-planning application advice is strongly advised in such instances.
- 3.10 Where the structural condition of a rural building is uncertain, a structural survey from a suitably qualified person must be submitted to demonstrate that the original building is structurally sound, largely intact and capable of conversion for a residential use. Due to the nature of the work involved in rural conversions, applications may be sent to officers in the Building Control department for comment.
- 3.11 Once conversion work has commenced, great care must be taken to ensure that the conversion works do not result in the collapse of the existing building's structure, which would result in the need for rebuilding works not permitted under the original planning permission. A further planning application would be required for any additional works. Substantial reconstruction, however, would be resisted as this would be tantamount to a new build dwelling in the open countryside.
- 3.12 While not required in all circumstances, evidence in the form of a structural survey from the outset of the proposal is recommended. This will provide confidence that the building is structurally sound and to ensure the integrity of the building is not compromised during the conversion works.

**Determining the suitability of a conversion** (*criterion e*) of relevance)

- 3.13 Modern and utilitarian buildings are designed to be functional and are not generally considered to be aesthetically pleasing. These buildings are often of an industrial character and due to their design and modern construction methods are unlikely to be suitable for residential conversion. Modern construction methods include, but are not limited to: steel frame construction, buildings clad in metal sheeting, corrugated sheets, concrete blockwork and plastic. These buildings do, nevertheless, have an important role in the economy of rural areas and may be suitable for conversion to alternative employment uses, subject to other detailed planning considerations.
- 3.14 Open structures such as Dutch Barns do not lend themselves to conversion. These are often large open structures of steel frame construction and would require a substantial amount of new build development to enable them to accommodate a



residential use. Buildings of substandard quality or incongruous appearance will not be considered favourably for conversion.

- 3.15 For other quality buildings of a traditional character and appearance that are not historic and have been built using modern construction methods, it is expected that these will have been used for their intended purpose for a significant period of time. As noted in criterion (e) proposals to convert buildings of less than 10 years old will be given particular close scrutiny. This will assist in ensuring that buildings have not been constructed for an agricultural or rural diversification purpose with the intention of early conversion to an alternative use. Comprehensive evidence of the building's use since completion will be required in support of any application. This will be of particular importance where there has been no change in activity on the unit. This approach is reflected in Welsh Government Guidance set out in paragraph 3.2.1 of TAN6.
- 3.16 The definition of modern is not limited solely to buildings less than 10 years old. The policy states particular scrutiny will be given for buildings of less than 10 years old. Even for buildings older than 10 years the Council would need to be satisfied that there has not been a deliberate attempt to abuse the planning system and that the building has legitimately been used for its original purpose.

**Provision of adequate living space** (*criterion f) of relevance*)

- 3.17 As outlined in criterion f) buildings proposed for rural conversion should be capable of providing adequate living space within the existing structure (including ancillary space such as garaging, which is discussed in paragraphs 3.18 to 3.20). Buildings that are deemed to be too small to accommodate a permanent residential use would not be considered appropriate for rural conversion. The conversion of an unsuitably sized building would potentially result in additional planning applications for extensions at a later date in order to provide more living space. This approach would be contrary to criterion (f) of Policy H4.

**Extensions and ancillary buildings** (*criterion f) of relevance*)

- 3.18 The starting point for rural conversions should be the conversion of the existing structure without the need for extensions. However, criterion (f) in Policy H4 does allow for very modest extensions. Any such extensions would need to be carefully assessed to ensure that any additions respect and harmonise with the existing building in relation to its size, scale and form. Extensions must be unobtrusive and subservient to the existing building in every respect. Extensions that would introduce incongruous elements will not be permitted.
- 3.19 The Council will need to be satisfied at the time of the application that adequate ancillary garaging and storage space can be achieved for the dwelling in order to avoid pressure for further, possibly harmful, development at a future date. Vehicles should ideally be parked within an existing enclosed area or an existing outbuilding. New build outbuildings will not normally be acceptable except where modest in size and sensitively located. Where new buildings are permitted in exceptional circumstances, they should reflect their surroundings and be of traditional agricultural design, such as open fronted byres.
- 3.20 The re-use of existing buildings for ancillary garaging and storage space should be considered in the first instance, before contemplating the option of new build. Where appropriate, the utilisation of existing smaller buildings such as pigsties, cattle pens and small stables through conversion would be preferable to new build development.

These are often easy to convert but are limited in size so would not be suitable for residential conversion. The criteria of H4 would nevertheless need to be met in all circumstances.

- 3.21 Conservatories and sunrooms are not considered suitable for rural conversions and will not normally be acceptable.
- 3.22 Permitted Development rights to extend further, modify or to construct ancillary buildings will be withdrawn from planning permissions for all rural conversions, in order to retain and protect the character and setting of such conversions.

#### **Conversion of buildings well suited for business use** (*criterion g) of relevance*)

- 3.23 As noted in paragraph 2.1 the Welsh Government advocate a positive approach to the conversion of rural buildings for a business use. Criterion (g) of Policy H4 relates specifically to the conversion of rural buildings well suited for a business use and notes that these will not be permitted to be converted to a residential use unless the applicant has made every reasonable attempt to secure a suitable business use. In order to comply with criterion g) all applications for the conversion of buildings in the countryside to a residential use must be accompanied by a **statement** giving reasons why a conversion to a business use is not practicable or desirable. Paragraph 3.26 provides details on the type of information such a statement should contain.
- 3.24 Applications for the rehabilitation of former dwellings (i.e. abandoned dwellings that have lost their residential use) do not require such a statement. It is accepted that such buildings would not generally have a design and layout that is appropriate for business use. It is also considered unreasonable to require a statement in such circumstances, given that the buildings have previously been used as dwellings.
- 3.25 Additionally, while it is recognised that visitor accommodation provides some employment opportunities and contributes to the rural economy, it is not considered a business use in terms of criterion (g) of Policy H4. As both residential and visitor accommodation uses relate to a C3 use<sup>1</sup>, most residential conversions have the potential to be used as holiday accommodation. Further information in relation to Policy H4 and the links to Policy T2 relating to visitor accommodation use are set out in Section 4 of the SPG.

#### **Business Use Statement Content**

- 3.26 Some of the factors that might result in a building **not** being suitable for a business use are:

**General Location** - In many instances, buildings located in very remote areas will be unsuitable for business uses. Delivery of goods may be difficult, distribution costs are likely to be high and sufficient staff may be unobtainable.

**Local road network** - For road safety reasons, the intensive use of narrow, single carriageway country lanes with few passing places is normally undesirable.

**Site access** - Where site access is difficult, as, for example, where visibility is obstructed by buildings and boundary walls or hedges, its use by significant levels of additional traffic may be hazardous.

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<sup>1</sup> as identified in the Town and Country Planning (Use Classes) Order 1987

**Parking** - A building suitable for a business use must have sufficient parking space available within the existing curtilage. At the same time, the provision of such parking should not be visually intrusive or cause harm to the rural character of the area.

**External appearance** - Conversions of agricultural buildings should seek to maintain the agricultural character and appearance of the existing structure. Generally, business conversions can often be carried out with less harm to the appearance of the building than residential conversions. Business uses that require major alterations, however, such as the insertion of larger windows, delivery doors, air vents and the attachment of other external equipment are unlikely to be appropriate.

**Planning history** - If there is an existing planning permission that could be implemented for the residential conversion of the same building it would be unreasonable to require proof that the building is not suitable for a business use in any subsequent applications for amended schemes.

3.27 If planning permission has already been granted for residential conversion within the same group of buildings this may be sufficient reason for determining that the remaining buildings are not suitable for business uses where this would lead to harm to residential amenity and/or an unsatisfactory relationship between incompatible land uses.

**3.28 When a planning application for the conversion of a building in the open countryside to residential use is submitted, a failure to provide a supporting statement to demonstrate that the building is unsuitable for business use may result in the application being refused.**

#### **The Marketing Exercise**

3.29 Where it appears that a building is suitable for business use, applicants will be expected to market it for sale or lease for business purposes prior to submitting a planning application. The results of the marketing exercise should be included in the supporting Statement. If a marketing exercise has not been carried out the Council will request that this be done after the submission of the application, failure to do so may result in the application being refused. If there is any doubt regarding the suitability of the building for business use, marketing will be essential.

**3.30 Where a building is considered well suited for a business use the absence of appropriate details of the marketing undertaken may result in the application being refused.**

3.31 The marketing period should last for a continuous period of at least 6 months from the date of the first advert.

3.32 It is difficult to be prescriptive about the definition of the marketing exercise as each case will be different. However, the Council will expect a marketing exercise to comprise the equivalent of:

- A minimum of 3 adverts at 2-monthly intervals in a regional newspaper, such as *The Western Mail* or *The South Wales Argus*;
- Active marketing through a recognised and independent commercial property agent covering South and Mid Wales and bordering English regions;

- Notifying other organisations who may have an interest in promoting the site (e.g. Monmouthshire County Council Business and Enterprise Section)
- 3.33 The Council will need to be satisfied that genuine attempts have been made to market the property. The supporting statement should include evidence of:
- the extent of the marketing, including copies of all adverts (with dates), when and for how long the advert was in the agent's window, websites etc.;
  - the price at which the property has been marketed (which should reasonably reflect its value as a business premises and is appropriate to the potential business use of the building and its location);
  - written details of any enquiries received, including any firm offers (conditional or unconditional); and
  - a written statement of the commercial property agent's view as to the commercial viability of the site.

### **Other considerations in relation to Rural Conversions**

#### *Access (criteria b) and d) of relevance)*

- 3.34 Existing accesses to rural buildings should be retained and used wherever possible. If for any reason the existing access cannot be retained, any new access should follow natural boundaries and be in scale and sympathy with the surrounding landscape in accordance with criterion b) of Policy H4. Accesses must be as unobtrusive as possible; formal drives and tarmac surfacing must be avoided. New accesses across open fields will be strongly resisted. This is of particular relevance in relation to the conversion of former agricultural buildings. New single access points for individual rural conversions would also be resisted, where there is an opportunity to utilise a shared arrangement. As noted in criterion d), design requirements for means of access will be more stringent within the Wye Valley Area of Outstanding Natural Beauty and where rural buildings are located in more isolated or prominent areas. Further information on this matter is contained in the Conversion of Agricultural Buildings Design Guide.

#### *Curtilage and infrastructure (criteria b) and d) of relevance)*

- 3.35 As noted in criterion b) of Policy H4, the curtilage of rural conversions should be in scale and sympathy with the surrounding landscape and should not include unsightly infrastructure. Criterion d) adds that design requirements for garden curtilage and service provision will be more stringent in more isolated and prominent buildings, especially if the rural building is located within the Wye Valley Area of Outstanding Natural Beauty.
- 3.36 Rural conversions should avoid overly domesticated settings, the curtilage should generally remain open and uncluttered. Curtilages should be kept to the minimum area required for occupation of the premises and follow established boundary walls and hedgerows, where appropriate. Suburban walls and fences will be resisted. In order to retain and protect the character and setting of rural buildings, permitted development rights will be withdrawn. Additional planning conditions relating to landscaping may also be sought. The Conversion of Agricultural Buildings Design Guide provides detailed information in relation to this matter.

#### Lighting

- 3.37 The use of excessive external lighting should be minimised to reduce light pollution and over domestication. Policy EP3 should be considered in relation to the incorporation of lighting into any rural conversion scheme. Further information on the design of external lighting is provided in the Conversion of Agricultural Buildings Design Guide.

### **Successive Applications for Rural Conversions**

- 3.38 The criteria of Policy H4 are applicable to proposals to extend rural buildings that have previously been converted. While Policy H4 does not exclude extensions to rural conversions, any successive applications must be carefully considered against the criteria. The final paragraph of Policy H4 emphasises this approach and will help ensure there is no detrimental cumulative effect arising from subsequent applications.

### **3.39 Other Policies and SPG**

#### **LDP Policy S4 - Affordable Housing**

- 3.40 Rural conversions have the opportunity to assist in meeting the affordable housing requirements in Monmouthshire. Strategic Policy S4 requires that in the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more dwellings will make provision for 35% of the total number of dwellings to be affordable. Affordable Housing contributions will be sought for schemes below the threshold.
- 3.41 The Affordable Housing SPG (March 2016) must also be referred to, the SPG recognises the provision of affordable housing on site is not always practicable in rural conversion schemes. A more flexible approach has therefore been adopted by the Council in such situations. A financial contribution towards affordable housing in the local authority area is still likely to be required, the level of which will nevertheless be carefully considered to take account of the viability and practical implications of conversions.

#### **LDP Policy SD3 – Flood Risk**

- 3.42 Both residential and visitor accommodation schemes are considered to be highly vulnerable development. Policy SD3 specifies that proposals for highly vulnerable development will not be permitted in areas which may be liable to flooding. Specifically, rural conversions to highly vulnerable uses in areas of Zone C2 (undefended) floodplain will not be supported.

#### **Nature Conservation and Development**

- 3.43 The impact of rural conversions on biodiversity must be considered under the requirements of the Conservation of Habitats and Species Regulations 2010 (as amended) and Environment (Wales) Act 2016. A number of bats and nesting birds commonly make use of rural buildings and other habitats and species can be affected in their development however, this does not preclude development. Technical Advice Note 5 Nature Conservation and Planning (2009) provides advice in relation to development affecting both protected sites and species.

- 3.44 Enhancements for bats and or nesting birds are promoted by Welsh Government Policy and we encourage the inclusion of appropriate opportunities for example integrated bat or bird boxes at the application stage.

#### **Additional LDP Policies**

- 3.45 Consideration will need to be given to a proposal's compliance with other relevant LDP policies. The list below provides details of the relevant policies rural conversions are likely to need to address. The policies listed are not exhaustive and others may need to be considered, dependent on the sites location.

- DES1 – General Design Considerations
- EP1 – Amenity and Environmental Protection
- EP3 – Lighting
- G11 – Green Infrastructure
- LC5 – Protection an Enhancement of Landscape Character
- MV1 – Proposed Developments and Highway Considerations
- NE1 – Nature Conservation and Development.

#### **Supplementary Planning Guidance**

- 3.46 Rural conversion schemes should also have regard to the Council's Supplementary Planning Guidance, including:

- Conversion of Agricultural Buildings Design Guide SPG (April 2015)
- Green Infrastructure SPG (April 2015)
- Affordable Housing SPG (March 2016)
- Emerging Landscape SPG

#### 4 Assessing Proposals for Rural Visitor Accommodation Conversions: Interpretation of Criteria listed in Policy T2

- 4.1 The LDP recognises that the provision of visitor accommodation has an important role to play in meeting the Council's aspirations for Monmouthshire to realise its potential as a high quality and competitive tourist destination. Proposals for such development should not be at the expense of environmental considerations and Policy T2 therefore seeks to carefully manage the development of visitor accommodation in the open countryside. Accordingly, Policy T2 discourages new build development in the open countryside other than where it is in the form of ancillary development to established medium or large hotels.
- 4.2 Policy T2 relates to visitor accommodation outside settlements and makes reference to Policy H4. Policy T2 states that self-catering visitor accommodation will only be permitted outside town and village development boundaries if it consists of the re-use and adaptation of existing buildings and the conversion of buildings for such uses complies with the criteria set out in Policy H4 (as detailed in Section 3). All proposals for the conversion/rehabilitation of buildings in the open countryside to visitor accommodation must therefore be assessed against the criteria listed in Policy H4. In addition, Policy T2 sets out the exceptional circumstances where further consideration can be given to proposals that do not comply with the criteria of Policy H4.
- 4.3 LDP Strategic Policy S11 provides further emphasis on the importance of the tourism economy to Monmouthshire and provides support for sustainable forms of tourism, subject to detailed planning considerations. As the primary focus of this SPG relates to rural conversions, it only relates to part of Policy T2 and does not incorporate guidance on other forms of tourism accommodation. Draft Supplementary Planning Guidance on Sustainable Tourism Accommodation has been prepared to provide further information on this subject, offering detailed guidance on sustainable tourism accommodation proposals.
- 4.4 The relevant part of Policy T2 in relation to visitor accommodation outside town and village development boundaries is listed below:

**“...outside town and village development boundaries, the provision of permanent serviced or self-catering visitor accommodation will only be permitted if it consists of the re-use and adaptation of existing buildings and the conversion of buildings for such uses complies with the criteria set out in Policy H4.**

**As an exception to the above proposals to provide visitor accommodation may be permitted where they involve:**

**a) the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3.**

**b) the conversion of buildings of modern construction and materials provided the buildings are appropriate for residential use (e.g. not modern agricultural or factory buildings); not of substandard quality and/or incongruous appearance; and have been used for their intended purpose for a significant period of time. Particularly close scrutiny will be given to proposals relating to those buildings less than 10 years old, especially where there has been no change in activity on the unit.**

**c) the conversion of buildings that are too small or are inappropriately located to provide appropriate standards of space and amenity for conversions to**

**permanent residential accommodation but are suitable for tourist accommodation**

**Where conversions to tourist accommodation are allowed in the exceptional circumstances set out in criteria a) to c) above then the occupancy of the building will be restricted in perpetuity to short stay tourist accommodation...”**

- 4.5 As noted in paragraph 3.25, in most instances a self-catering visitor accommodation use would be acceptable in rural conversions that are suitable for a residential use. However, rural conversions that have been allowed for visitor accommodation as exceptions to Policy H4 in accordance with the criteria below and conditioned accordingly would generally be expected to remain as such in perpetuity.

**Policy T2 – criterion a)**

- 4.6 The first exception relates to substantial rebuild for visitor accommodation where it assists in an agricultural diversification scheme in accordance with Policy RE3. Substantial reconstruction of an existing building would not normally be acceptable under criterion c) of Policy H4. Criterion d) of Policy RE3 however allows for proposals for visitor accommodation to involve reconstruction, noting that new build will only be permitted where it consists of the substantial rebuild of a building within the curtilage<sup>2</sup> of an existing and occupied farm property. Any rebuilding work must respect or be in sympathy with the local and traditional characteristics of the building. The other criteria in Policy RE3 must be addressed where appropriate in order for visitor accommodation proposals to be considered as an exceptional circumstance.

**Policy T2 – criterion b)**

- 4.7 Criterion b) of Policy T2 sets out circumstances where further consideration can be given to proposals for the use of modern buildings as visitor accommodation. Some modern construction methods such as concrete block and/or rendered buildings may provide opportunities for visitor accommodation as an exception given by Policy T2, even though they would be considered contrary to Policy H4. Criterion b) however stipulates that buildings that are not appropriate for a residential use, i.e. modern agricultural and factory buildings, would be considered inappropriate for visitor accommodation. Rural buildings of steel frame construction and those clad in metal sheeting or corrugated sheets would also not be appropriate for a tourism use.
- 4.8 As noted in paragraph 3.15 in relation to criterion (e) of Policy H4 it is expected that these buildings will have been used for their intended purpose for a significant period of time. Proposals to convert buildings of less than 10 years old to visitor accommodation will be given particular close scrutiny and consistent with Policy H4, the definition of modern is not limited solely to buildings less than 10 years old. The Council need to be satisfied at the time of the application for conversion to visitor accommodation that adequate ancillary garaging and storage space can be achieved for the existing dwelling, to avoid pressure for further, possibly harmful, development at a future date. Any future applications for garaging will be resisted.

**Policy T2 – criterion c)**

- 4.9 It is acceptable for visitor accommodation to have a smaller floor area than is usually considered appropriate for a permanent residential use, as reflected in criterion c).

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<sup>2</sup> The curtilage would typically relate to the farmhouse, farmyard and any immediately surrounding buildings.



Rural conversions can offer scope for a tourism use where they would normally be resisted for a residential use due to limited space and amenity, as they are intended to be used on a short term basis only. The conversion of an unsuitably small sized building to a permanent residential use would potentially result in additional planning applications for extensions at a later date in order to provide more living space. This approach would be contrary to criterion (f) of Policy H4. Paragraphs 3.18 – 3.21 provide further information in relation to extensions and ancillary buildings. Criterion c) also relates to buildings that are inappropriately located, for instance that are deemed unsuitable for a permanent residential use in terms of privacy and amenity in relation to an existing dwelling. These may also be considered to be suitable for visitor accommodation as an exception given by Policy T2.

- 4.10 In instances where rural conversions to visitor accommodation are allowed in the exceptional circumstances noted above, appropriate planning conditions will be applied to restrict the use of buildings to short stay visitor accommodation in perpetuity. These conditions are required to ensure that rural conversions are occupied solely for holiday accommodation purposes. As exceptions they would have not been considered suitable for general residential accommodation. The Council will maintain a database of all visitor accommodation permissions and will regularly monitor such permissions to ensure that these conditions are complied with.

**Other LDP Policies**

- 4.11 Consideration will need to be given to a proposal's compliance with other relevant LDP policies and SPG, as set out in paragraph 3.45 and 3.46.

## 5 Submitting a Planning Application

- 5.1 Applicants and/or agents are advised to discuss with Development Management Officers whether their proposals for the conversion of rural buildings/applications relating to existing rural conversions are likely to be acceptable. These discussions can also include the likelihood of the building being suitable for business purposes, the content of any necessary statement and the resulting requirement for marketing prior to the submission of a planning application. Please note this is by means of a formal pre-planning application service which is available at a modest cost (dependent on the level of service required). Certain exemptions apply. Full details can be found on the Council's website at the following link: <http://www.monmouthshire.gov.uk/planning/pre-application-advice-service>. However, the views given at the pre-planning stage are given at an officer level only and do not prejudice the decision of the Council if a formal planning application is received.
- 5.2 Guidance is available on the Council's website relating to the information required to accompany a planning application. Applications for Rural Conversions must be submitted in Full rather than in Outline, as they relate to a change of use and full details are required to provide sufficient information to enable the Council to assess the proposal.
- 5.3 Ecological surveys are likely to be required to support applications and may be seasonally restricted, depending on the ecology at the site. A Bats in Buildings Building Information Record is essential for all rural conversion applications. Information in relation to this and other ecology and landscape matters is available on the Council's website in the following location: <http://www.monmouthshire.gov.uk/home/for-businesses/ecology-and-landscape>. Pre-planning advice is however recommended in order to provide guidance in relation to such matters.
- 5.4 Building regulations approval will be required for rural conversions. Further information can be found on the Council's website: <http://www.monmouthshire.gov.uk/building-control>. Building Control Officers can also be included in pre-planning advice when requested.

## **Appendix A**

### **Local Development Plan Rural Conversion Policy Framework**

## Policy S1 – The Spatial Distribution of New Housing Provision

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

- Abergavenny, Chepstow and Monmouth.

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

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

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

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

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

Bettws Newydd	Llanover
Broadstone/Catbrook	Llansoy
Brynygwenin	Llantilio Crossenny
Coed-y-Paen	Llantrisant
Crick	Llanvair Discoed
Cuckoo's Row	Llanvapley
Great Oak	Mitchel Troy
Gwehelog	Penpergwm
Llanarth	The Narth
Llandegveth	The Bryn
Llandenny	Tintern
Llangwm	Tredunnoch

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

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

## Policy S4 – Affordable Housing Provision

Provision will be made for around 960 affordable homes in the Local Development Plan Period 2011-2021. To meet this target it will be expected that:

- In Main Towns and Rural Secondary Settlements as identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings on the site to be affordable.
- In the Severnside settlements identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 25% of the total number of dwellings on the site to be affordable.
- In the Main Villages identified in Policy S1:
  - Development sites with a capacity for 3 or more dwellings will make provision for at least 60% of the total number of dwellings on the site to be affordable.
- In the Minor Villages identified in Policy S1 where there is compliance with Policy H3:
  - Development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable.
  - Development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.
- In the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more additional dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings to be affordable.
- Development sites with a capacity below the thresholds set out above will make a financial contribution towards the provision of affordable housing in the local planning authority area.

Other than in Main Villages, in determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up).

The capacity of a development site will be based on an assumed achievable density of 30 dwellings per hectare.

## Strategic Tourism Policy

### Policy S11 – Visitor Economy

Development proposals that provide and /or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations.

Development proposals that would have an unacceptable adverse impact on features and areas of tourism interest and their settings, or that would result in the unjustified loss of tourism facilities will not be permitted.

**Policy H4 – Conversion / Rehabilitation of Buildings in the Open Countryside for Residential Use**

The conversion / rehabilitation of a building in the open countryside for residential use will be permitted where all the following criteria are met:

- a) the form, bulk and general design of the proposal, including any extensions, respect the rural character and design of the building;
- b) the proposal, including curtilage and access, is in scale and sympathy with the surrounding landscape and does not require the provision of unsightly infrastructure and ancillary buildings;
- c) rebuilding works, necessitated by poor structural conditions and/ or the need for new openings in walls, should not involve substantial reconstruction, with structural surveys being required for marginal cases;
- d) the more isolated and prominent the building, the more stringent will be the design requirements with regard to new door and window openings, extensions, means of access, service provision and garden curtilage, especially if located within the Wye Valley AONB;
- e) buildings of modern and /or utilitarian construction and materials such as concrete block work, portal framed buildings clad in metal sheeting or buildings of substandard quality and / or incongruous appearance will not be considered favourably for residential conversion. Other buildings will be expected to have been used for their intended purpose for a significant period of time and particularly close scrutiny will be given to proposals relating to those less than 10 years old, especially where there has been no change in activity on the unit;
- f) the building is capable of providing adequate living space (and ancillary space such as garaging) within the structure. Only very modest extensions will be allowed and normal permitted development rights to extend further or to construct ancillary buildings will be withdrawn; and
- g) the conversion of buildings that are well suited for business use will not be permitted unless the applicant has made every reasonable attempt to secure suitable business use and the application is supported by a statement of the efforts that have been made.

The above criteria will be applied strictly; proposals that are deemed not to comply with them will be judged against national policies relating to the erection of new dwellings in the countryside or against Policy T2 relating to the re-use and adaptation of existing buildings to provide permanent serviced or self-catering visitor accommodation. The above criteria will also be applied to proposals to extend buildings that have already been converted.

### **Policy RE3 – Agricultural Diversification**

Development proposals which make a positive contribution to agriculture or its diversification will be permitted where the new use or building meets the following criteria:

- a) the proposed non-agricultural development is run in conjunction with, and is complementary to, the agricultural activities of the enterprise;
- b) the proposal is supported by an appropriate business case which demonstrates the link to existing business activity and the benefits of the scheme in terms of sustaining employment / the rural economy;
- c) in relation to new build, the applicant must demonstrate that there are no existing buildings suitable for conversion / re-use in preference to new build;
- d) with regard to diversification proposals for visitor accommodation, new build will only be permitted where it consists of the substantial rebuild of a building within the curtilage of an existing and occupied farm property, as specified in Policy T2;
- e) where rebuild is permitted under criteria c) and d) any rebuilding work should respect or be in sympathy with the local and traditional characteristics of the building;
- f) proposals for new built development meet the detailed criteria set out in Policy LC1;
- g) proposals for renewable energy schemes meet the criteria set out in Policy SD1.

### **Policy T2 – Visitor Accommodation outside Settlements**

New build serviced or self-catering visitor accommodation will be allowed outside town and village development boundaries as ancillary development to established medium or large hotels.

Otherwise, outside town and village development boundaries, the provision of permanent serviced or self-catering visitor accommodation will only be permitted if it consists of the re-use and adaptation of existing buildings and the conversion of buildings for such uses complies with the criteria set out in Policy H4.

As an exception to the above proposals to provide visitor accommodation may be permitted where they involve:

- a) the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3.
- b) the conversion of buildings of modern construction and materials provided the buildings are appropriate for residential use (e.g. not modern agricultural or factory buildings); not of substandard quality and /or incongruous appearance; and have been used for their intended purpose for a significant period of time. Particularly close scrutiny will be given to proposals relating to those buildings less than 10 years old, especially where there has been no change in activity on the unit.
- c) the conversion of buildings that are too small or are inappropriately located to provide appropriate standards of space and amenity for conversions to permanent residential accommodation but are suitable for tourist accommodation.

Where conversions to tourism accommodation are allowed in the exceptional circumstances set out in criteria a) to c) above then the occupancy of the building will be restricted in perpetuity to short stay tourist accommodation.

All proposals will be considered against other plan policies and should integrate with their surroundings, in terms of design and layout and how the proposal will function.

## **Appendix B**

### **Contacts**



If you would like further advice on the pre-planning application service or planning application forms/guidance, please contact the Development Management Section using one of the methods below:

**Development Management**

Monmouthshire County Council  
County Hall  
The Rhadyr  
Usk  
NP15 1GA

Tel: 01633 644880

Email: [planning@monmouthshire.gov.uk](mailto:planning@monmouthshire.gov.uk)

If you would like further guidance on the policies contained in the Local Development Plan please contact the Council's Planning Policy Section:

**Planning Policy**

Monmouthshire County Council  
County Hall  
The Rhadyr  
Usk  
NP15 1GA

Tel: 01633 644429

Email: [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)

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

<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Draft Rural Conversions to a Residential or Tourism Use SPG provides certainty and clarity on the interpretation and implementation of the existing LDP policy framework in relation to proposals for both rural residential conversions and rural visitor accommodation conversions.</p>
<p><b>Name of Service</b></p> <p>Planning (Planning Policy)</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>14/03/2017</p>

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


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><b>Positive:</b> The Draft SPG seeks to support appropriate rural residential conversions in the open countryside where they accord with the LDP policy framework, specifically Policy H4. New residential development is usually strictly controlled, rural conversions will increase the local housing stock for communities and residents. The SPG also seeks to support appropriate rural conversions to visitor accommodation where they</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>will accord with the LDP policy framework specifically part of T2. These will assist in supporting the County's visitor economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p><b>Positive:</b> Potential for proposals to conserve the character and quality of Monmouthshire's countryside. Potential to also protect and enhance landscape, environmental quality etc. in accordance with LDP policy framework.</p> <p><b>Negative:</b> Rural conversions may be located in rural areas where there is limited public transport and likely to be reliant on the use of the private car. The car usage likely to result from rural conversions is considered to be justified because of the retention of existing buildings in the countryside preserves its character while at the same time making a contribution to meeting housing needs. While the same applies to visitor accommodation proposals, these conversions assist in supporting the visitor economy thus providing economic benefits.</p> <p>Also there is potential for some negative landscape impact, however, given that rural conversion proposals must ensure that conversions do not detract from the special qualities of Monmouthshire's open countryside, the scope for this is limited. By definition, the building already exists.</p>	<p><b>Mitigate Negative Impacts:</b> It will be ensured that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> The provision of appropriate rural housing conversions can assist in promoting good health, independence and well-being by opening up opportunities for housing in rural areas where it is otherwise restricted. Appropriate rural conversions for visitor accommodation also assists by providing tourism opportunities in attractive environments.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The provision of appropriate rural housing conversions contributes to the sustainability and cohesiveness of rural areas by opening up opportunities for housing in rural areas where it is otherwise restricted, providing opportunities to support the local economy. Conversions to visitor accommodation also assist in supporting the County's tourist economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The Draft SPG supports the implementation of housing and tourism related policies of the LDP, which have been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that any LDP review/revision is subject to appropriate SA/SEA testing.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b></p>	<p><b>Positive:</b> The Draft SPG has a positive general impact on culture, heritage and language, there is potential for proposals to conserve the character</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	<p>and quality of Monmouthshire's countryside and natural heritage value. Supporting visitor accommodation proposals assists in supporting the visitor economy including the County's historic town centres and heritage/cultural assets.</p> <p><b>Negative:</b> None.</p>	accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> The Draft SPG should bring positive benefits to Monmouthshire's residents by opening up opportunities for appropriate residential conversions where they comply with the LDP policy framework, offering housing in rural areas where it is otherwise restricted. Provision of additional visitor accommodation will assist in supporting the visitor economy. Housing and Tourism policies as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives, including equality measures.</p> <p><b>Negative:</b> None.</p>	<b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The Draft SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP housing policy framework seeks to balance the short term need for housing development and viability issues with the longer term need to create balanced and sustainable communities. The provision of appropriate rural residential conversions in the open countryside, where new residential development is usually strictly controlled, increases opportunities within the local housing stock for local communities and residents.</p> <p>The LDP tourism policy framework seeks to support and enable sustainable forms of tourism development while at the same time ensuring that the natural and built environment, key drivers of the visitor economy, are preserved and enhanced for future generations.</p>	<p>Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p> <p>The LDP and its policies have been subject to SA/SEA. Any LDP review/revision will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including housing and tourism policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="344 352 517 517">Working together with other partners to deliver objectives</p>	<p data-bbox="544 196 1328 564">The Draft SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for rural conversions. It will be subject to further internal consultation (including with Development Management, Heritage and Green Infrastructure officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p data-bbox="1350 196 2112 427">The Draft SPG supports both LDP housing and tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p data-bbox="1350 467 2112 730">LDP AMRs will provide both an annual evaluation of plan performance, including housing and tourism policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p data-bbox="344 932 517 1096">Involving those with an interest and seeking their views</p>	<p data-bbox="544 743 1328 804"><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p data-bbox="544 834 1328 1203">The Draft SPG has been produced in liaison with the Council's Development Management Officers following discussions regarding planning applications for rural conversions. It will be subject to further internal consultation (including with Development Management, Heritage and Green Infrastructure officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p data-bbox="1350 743 2112 970">The Draft SPG supports both LDP housing and tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p data-bbox="1350 1010 2112 1273">LDP AMRs will provide both an annual evaluation of plan performance, including housing and tourism policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>



Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for this Draft SPG has arisen from some concern over the interpretation of Policies relating to rural conversions for both residential and visitor accommodation. This includes the extent to which the LDP policy framework is supportive of the conversion of particular types of buildings for the different uses. The Council seeks to support and adopt a positive approach to appropriate rural conversions where they accord with the LDP policy framework, specifically H4 and T2, particularly where they seek to minimise any detrimental effect on landscape value, environmental quality and amenity.</p> <p>The Draft SPG therefore provides certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework, specifically Policy H4, in relation to proposals for rural residential conversions. The SPG also provides clarity on the interpretation of the part of Policy T2 that relates to rural conversion proposals for visitor accommodation.</p>	<p>The future adoption and implementation of this Draft SPG will support appropriate rural residential conversions in the open countryside where they accord with the LDP policy framework, specifically Policy H4. New residential development is usually strictly controlled, rural conversions will increase the local housing stock for communities and residents. The SPG also supports appropriate conversions to visitor accommodation where they accord with the LDP policy framework set out in Policy T2. These will assist in supporting the County's visitor economy – essential to the well-being and enjoyment of local communities and residents.</p>
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The Draft SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing and tourism policy indicators and targets, to inform future AMRs.</p> <p>Any review/revision of the LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

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

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

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

Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

- Monmouthshire Local Development Plan (2011-2021).
- Monmouthshire Planning Appeal Decisions (2014 – 2017)

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

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

**Positive:** The Draft SPG seeks to support rural residential conversions and visitor accommodation conversions in the open countryside, subject to compliance with the LDP policy framework, specifically policies H4 and T2, providing this is not at the expense of the County’s natural and built environment. This will assist in supporting the local housing stock in rural areas providing positive impacts on the local economy and also supporting the County’s visitor economy through additional visitor accommodation offer. The positive impacts on the local economy and wider visitor economy are both essential to the well-being of local communities and residents throughout Monmouthshire. A positive approach to tourism accommodation is vital if Monmouthshire is to fully realise its potential as a high quality and competitive visitor destination.

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

**Negative:** Potential for some negative sustainability impacts in remote countryside locations for example landscape impacts and increased car use. However, as proposals for rural conversions will be assessed against the strict criteria set out in policies H4 and T2, the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

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

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Public consultation on the draft SPG, with appropriate amendments in response prior to proceeding to adoption	For approximately 6 weeks following approval of the draft SPG.	Head of Planning, Housing & Place-shaping	

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

<p><b>The impacts of this proposal will be evaluated on:</b></p>	<p>Impacts will be evaluated on a regular basis in the required LDP Annual Monitoring Report. The next AMR will be reported for political decision prior to submitting to the Welsh Government by 31 October 2017 and will be publicly available on the MCC website.</p>
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## REPORT

**SUBJECT: Appointment of Assistant Transport Planner (Active Travel) – Fixed term**

**MEETING: Individual Cabinet Member decision (Cllr P Murphy)**

**DATE: 26<sup>th</sup> April 2017**

**DIVISION/WARDS AFFECTED: Countywide**

### 1. PURPOSE

To seek approval for the appointment of an Assistant Transport Planner (Active Travel) for a fixed term contract of twelve months to backfill whilst the Council's Transport and Planning Officer is on secondment to Cardiff Capital Region City Deal Regional Transport Authority (CCRTA).

### 2. RECOMMENDATIONS

- 2.1 That a full time post titled Assistant Transport Planner be created for a twelve month period – band F (£22,658-£25,951).

### 3. KEY ISSUES

- 3.1 As City Deal develops a Regional Transport Authority is being created which is seeking to second MCC's Transport and Planning Officer initially for a period of 6 months
- 3.2 MCC is being recompensed for the secondment (3 days per week) and this money is being used to create the new post.
- 3.3 The postholder will undertake certain aspects of the role presently undertaken by the Transport and Planning Officer. A draft Job description is attached (appendix 1).
- 3.4 The secondment is initially for a period of 6 months although it is fair to say that the secondment will quite likely extend beyond the 6 month period. Should this happen, or the secondment become full time then officers presently anticipate the council being recompensed accordingly.

### 4. REASONS

- 4.1 City Deal is of major importance to South East Wales. The Council's Transport and Planning Officer has significant experience in working on regional transport solutions so the secondment benefits the development of transport plans for the Cardiff Region City Deal overall.

4.2 The secondment is for 3 days per week so the Transport and Planning officer will continue to undertake certain aspects of his current role. However without the creation of the new post those elements described in the job description will not be undertaken. In particular the Council is required to complete Active Travel plans by September. Without this post this will not be completed.

#### **5. RESOURCE IMPLICATIONS:**

The creation of the post is cost neutral.

The authority is seeking £33,000 (full year) recompense for the secondment (initially pro rata for 6 months).

This is sufficient to fund a full time post at band F inclusive of employer on costs.

Should the secondment be terminated after the initial 6 months then the fixed term contract will similarly be ended unless funding to complete the 12 month period can be found within the Operations department budget overall.

#### **6. FUTURE GENERATIONS and EQUALITY ASSESSMENT**

None applicable directly to this report.

#### **SAFEGUARDING ASSESSMENT:**

There are no safeguarding implications associated with the recommendations within this report.

#### **7. CONSULTEES:**

A full consultation exercise has not taken place.

City Deal Programme Board is ratifying the secondment in principle but MCC needs to approve the new post to provide cover during the secondment. Their timescale has precluded officers from undertaking a full consultation process on this report although some members and Chief Executive are aware of the proposal

#### **8. BACKGROUND PAPERS: Nil**

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#### **9. AUTHORS**

Roger Hoggins, Head of Operations

CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

## MONMOUTHSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**DEPARTMENT:** Highways and Flood Management

**POST TITLE:** Assistant Transport Planner (Active Travel)

**POST NO:** tbc

**GRADE:** Band F – (£22,658 - £25,951)

**HOURS:** Full-time

**LOCATION:** MCC offices in Raglan, Usk and Magor, or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.

**SPECIAL CONDITIONS:** Initial fixed term contract for 12 month with a possibility of extension

**RESPONSIBLE TO:** Group Engineer / Traffic & Network Manager

**RESPONSIBLE FOR:**

To develop and lead delivery of walking and cycling plans and projects across Monmouthshire and to promote active travel to businesses, schools and colleges, services and facilities

**JOB PURPOSE:**

**Key Responsibilities and Duties**

1. To lead the implementation of the Active Travel (Wales) Act, including the development of Existing Routes Maps and Integrated Network Maps and preparation of progress reports;
2. To develop plans and projects to improve walking and cycling facilities in Monmouthshire [and Newport], including development of funding applications;
3. To work with communities and stakeholders in promoting walking & cycling across the county [and city], including planning and delivery of workshop and events;
4. To provide advice and information on active travel within Monmouthshire County Council [and Newport City Council], including support relating to local transport plans, local development plans and planning applications and acting as lead officer for the Strategic Cycle Group (SCG);
5. To work with businesses and schools to identify barriers to increased levels of active travel, and to develop and implement plans for modal shift;
6. To measure active travel levels and carry up monitoring and surveys;

7. To work with colleagues and external partners, supporting them with advice and information, assist in bringing forward initiatives, share good practice with other local authorities
8. To deal with all active travel related correspondence and any consultation, replies, etc. that may be necessary, to represent the council[s] on any external groups as required and to prepare and present reports to the council[s] and committees

**MONMOUTHSHIRE COUNTY COUNCIL**

**PERSON / EMPLOYEE SPECIFICATION**

**DEPARTMENT:** Highways and Flood Management

**POST TITLE:** Assistant Transport Planner (Active Travel)

**POST NO:** tbc

**ESSENTIAL CRITERIA:**

- Experience of working on active travel issues
- Thorough knowledge of the Active Travel (Wales) Act and walking & cycling best practice. Technical highway planning knowledge would be desirable.
- Possession of a relevant professional qualification (degree level or equivalent) or extensive equivalent working experience would
- Experience of working effectively with local communities, the public, and other stakeholders and external agencies and partnerships.
- Willing to lead and take responsibility for promoting innovative service improvements.
- Effective and Efficient communication skills, both written and verbal.
- Practical skill, knowledge and experience of a range of IT applications.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training, and a commitment to their effective implementation in a countryside context.
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures to ensure the health and safety of themselves and others in line with the authority's policies