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County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 5 October 2016

Notice of meeting

Economy and Development Select Committee

Thursday, 13th October, 2016 at 10.00 am

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

AGENDA

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

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	To confirm the minutes of the previous meeting.	1 - 12
4.	Velothon 2016 Debrief.	13 - 34
5.	Monmouthshire Tourism Performance 2015.	35 - 52
6.	Local Development Plan tourism policies update.	53 - 72
7.	List of actions arising from the previous meeting.	73 - 74
8.	Economy and Development Select Committee Forward Work Programme.	75 - 76
9.	Council and Cabinet Business Forward Plan.	77 - 94
10.	Next meeting. Thursday 24 th November 2016 at 10.00am.	

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Jones
S. White
D. Dovey
D. Edwards
D. Evans
B. Hayward
J. Prosser
A. Watts
A. Wintle

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Welsh Language

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Aims and Values of Monmouthshire County Council

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.

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Public Document Pack Agenda Item 3

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

PRESENT: County Councillor S. Jones (Chairman)

County Councillors: D. Dovey, D. Evans, R. Hayward, D. Edwards, J. Prosser, A. Watts and S. White.

Planning Committee: R. Edwards, R. Harris, R.J. Higginson, P. Murphy and M. Powell.

County Councillor R.J.W. Greenland - Cabinet Member
County Councillor V. Smith - observing

OFFICERS IN ATTENDANCE:

Mark Hand	Head of Planning, Housing and Place-Shaping
Martin Davies	Planning Policy Manager
Rachel Lewis	Principal Planning Policy Officer
Shirley Wiggam	Senior Strategy & Policy Officer
Philip Thomas	Development Services Manager
Mark Howcroft	Assistant Head of Finance
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillors: A. Wintle and P. Clarke

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Confirmation of the following minutes:

2.1. Economy and Development Select Committee - 9th June 2016

The minutes of the Economy and Development Select Committee held on 9th June 2016 were confirmed and signed by the Chair. In doing so, the following points were noted:

- An update regarding Skutrade will be presented to the November 2016 Economy and Development Select Committee meeting.
- A Seminar regarding Superfast Broadband roll out will be held on 3rd October 2016 at 2.00pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

2.2. Economy and Development Select Committee - 14th July 2016

The minutes of the Economy and Development Select Committee held on 14th July 2016 were confirmed and signed by the Chair. In doing so, the following points were noted:

- The Tourism focus will be received at the October 2016 Economy and Development Select Committee meeting which will include scrutiny of STEAM data and discussion on brown signage.
- An update on Whole Place planning will be brought to a future meeting of the Select Committee.

3. Monmouthshire Local Development Plan Annual Monitoring Report 2015-16

Context:

To outline the purpose, key findings and conclusions of the Local Development Plan (LDP) second Annual Monitoring Report (AMR).

The Planning Committee was invited to attend the meeting alongside the Select Committee to scrutinise the report.

Key Issues:

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

The Annual Monitoring Report

The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.

This is the second AMR to be prepared since the adoption of the Monmouthshire LDP and is based on the period 1 April 2015 – 31 March 2016.

LDP Monitoring Framework

The LDP policy and sustainability appraisal (SA) monitoring frameworks form the basis for the AMR, assessing how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

Council to make an informed judgement of the Plan's progress in delivering the targets / monitoring outcomes and policies during this monitoring period.

Key Findings

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

- Progress continues to be made towards the implementation of the spatial strategy.
- Affordable housing policy targets set out in Policy S4 are generally being met in relation to planning permissions granted in the main towns and main villages.
- The County has a total of 41.8ha of employment land available, indicating that sufficient employment land is maintained to meet the identified take up rate.
- There has been progress in terms of employment permissions within the County, with permissions granted for a range of employment uses on identified business and industrial sites (SAE1), protected employment sites (SAE2) and non-allocated sites (totalling 4.48 hectares). These were predominantly in Severnside. Permission was also granted for 3.72 hectares of land at the LDP strategic mixed-use site at Wonastow Road Monmouth.
- A number of rural diversification and rural enterprise schemes have been approved (10).
- The Council approved proposals for a total of 10 tourism facilities, 8 of which related to tourist accommodation. There were no applications permitted involving the loss of tourism facilities.
- Vacancy rates in the central shopping areas in all of the County's town and local centres remain below the national average.
- The proportion of A1 retail uses within the towns' Primary Shopping Frontages generally accord with the thresholds identified in the Primary Shopping Frontages SPG.
- A total of 5 community and recreation facilities have been granted planning permission and no applications were permitted involving the loss of community / recreation facilities.
- There has been no loss of listed buildings or historic sites and no development permitted which would have an adverse impact on the historic environment.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

- Progress is being made towards the total waste management capacity for the LDP period and there has been no reduction in the minerals land bank.
- A total of 8 schemes incorporating on-site renewable energy generation were permitted (excluding householder, change of use and agricultural use).
- There were no developments permitted in C1 / C2 floodplain areas which did not meet TAN15 tests.

There are, however, several key policy indicator targets and monitoring outcomes relating to housing provision that are not currently being achieved. The most significant findings in relation to these are:

- A total of 234 new dwelling completions (general market and affordable) were recorded during the current monitoring period. This, coupled with the 205 completions recorded during the last monitoring period, equates to a total of 439 completions since the Plan's adoption. This is significantly below the identified LDP target of 488 completions per annum.
- A total of 63 affordable dwelling completions were recorded during the current monitoring period. This, together with the 17 affordable dwelling completions recorded during the previous monitoring period, amounts to a total of 80 affordable dwelling completions since the Plan's adoption. This is significantly below the identified LDP target of 96 affordable dwelling completions per annum.
- The Monmouthshire Joint Housing Land Availability Study (JHLAS) for the 2015-16 period demonstrates that the County had 4.1 years housing land supply (based on the residual methodology prescribed in TAN1).
- There has been limited progress with the delivery of allocated strategic housing sites. With the exception of the Wonastow Road site, none of the strategic sites have obtained planning permission since the Plan's adoption. Progress on the delivery of the LDP strategic housing sites is provided in the policy analysis section for Policy S3.
- Permissions and completions in Severnside settlements were considerably below the identified LDP targets.

This indicates that the LDP's key housing provision policies are not being delivered as anticipated and the subsequent lack of a 5 year housing land supply is a matter of concern. The fundamental contributing factor to this shortfall is the slower than anticipated progression of allocated strategic housing sites, albeit that progress is being made in bringing these sites forward and there is no evidence to suggest that the allocations are not deliverable (as detailed in Section 5 of the AMR). Nevertheless, the slower than anticipated delivery rate does suggest that there is a need for additional site allocations.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

Contextual Information

Section Three of the AMR provides an analysis of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends. This concludes that the changes identified to date do not suggest the need for an early review of the Plan.

Supplementary Planning Guidance (SPG)

Progress has been made in the preparation and adoption of SPG to help to facilitate the interpretation and implementation of LDP policy. This is detailed in Section Three of the AMR. SPG preparation and adoption will continue in the next monitoring period.

Sustainability Appraisal (SA) Monitoring

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

Conclusions and Recommendations

Section Seven sets out the conclusions and recommendations of this second AMR. The 2015-16 AMR concludes that while good progress has been made in implementing many of the Plan's policies and that overall the strategy remains sound, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The lack of a 5 year housing land supply is a matter of concern that needs to be addressed if the Plan's housing requirements are to be met.

An early review of the LDP is therefore considered necessary because of the housing land supply shortfall. As there are no concerns with other Plan policies at this stage the AMR concludes that it is not considered necessary to review other aspects of the Plan at this time. Accordingly, the AMR recommends an early review of the Monmouthshire LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional housing land. This will involve the production of a Review Report which will set out and explain the scope of the Plan revision required. The Plan revision is likely to involve the identification / allocation of additional viable and easily deliverable sites to boost the land supply.

It is further recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. The AMR will be published on the Council's web site and publicised via the Planning Department's Twitter account.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

Next Steps

The Plan will continue to be monitored on an annual basis through the preparation of successive AMRs, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports.

Given the importance attached to the land supply issue an early review is considered necessary, as set out in the AMR. This would also assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the Plan's strategy. However, it is also recognised that adopting a pragmatic approach to the determination of departure applications for residential development sites will assist in this context.

The Regulations allow for a 'selective review' of part (or parts) of an LDP. Such a provision would allow for a partial review of the LDP to cover issues associated with the housing land supply and site selection, in accordance with the recommendation of the AMR. The Council, however, is required to commence a full review of the LDP every four years. This would mean that a full review to meet statutory requirements would have to commence in February, 2018. It is considered, therefore, that it would be more appropriate for a review to be commenced to consider all aspects of the LDP at this stage in order to fully assess the nature and scale of revisions that might be required. An early full review will also assist in meeting the 2021 deadline for having an adopted revised LDP in place to avoid the local policy vacuum that the new Regulations threaten to create.

The commencement of a Plan review will require the preparation of a Review Report. This should set out clearly what has been considered, which key stakeholders have been engaged and, where changes are required, what needs to change and why, based on evidence; including issues, objectives, strategy, policies and the SA, as well as the implications of anticipated revisions on any parts of the Plan that are not proposed to be revised. It must also make a conclusion on the revision procedure to be followed, i.e. full or short form. The LDP Review Report may conclude that the issues involved are of sufficient significance to justify undertaking the full revision procedure. Alternatively, a short form revision procedure is available for circumstances where the issues involved are not of sufficient significance to justify undertaking the full revision procedure. The latter procedure may be the most appropriate in this case, given that the main issue is the shortfall in the land supply but this will be determined through the analysis to be carried out for the Review.

A report will be made to Cabinet seeking a formal resolution to commence a review of the LDP. Any comments from the Economy and Development Select Committee will be reported to Cabinet. Should Cabinet agree the recommendation to commence Plan review, a LDP Review Report would be produced for future political reporting, setting out a recommendation for the type of Plan revision (full or short). That decision would need to consider timescales, fit and the relationship with the emerging Future Monmouthshire work, Cardiff Capital Region City Deal work and a South East Wales Strategic Development Plan.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

Member scrutiny:

Having scrutinised the report, the following points were noted:

- In response to a question raised regarding land not coming forward and lack of supply, it was noted that there was a series of factors involved. Sites have been allocated in the LDP. However, the reasons are as follows:
 - External market issues.
 - How housing land supply is calculated.
 - Some of the Strategic Sites are at various stages with regard to planning permission. Some robust debate has been undertaken with applicants regarding viability issues.
 - Therefore, there a number of reasons, many of which are not within the control of the Planning Department.
- The review will look at the policies and identify whether they are working and look at how policies relate to each other. The review then recommends whether or not a revision takes place.
- In response to a Member's question regarding judicial reviews on the English sites close to the border with Monmouthshire, it was noted that these are not considered by the Planning Authority. The housing need there is not within the housing need for Monmouthshire's market area or a part of Monmouthshire's LDP housing need. Judicial reviews are a risk that the Planning Authority considers, in particular with regard to the bigger schemes.
- The Housing needs review is assessed which looks at the need for affordable housing. The next review will commence in April 2017. Any outcomes will feed into the LDP.
- The wider housing need is a challenge so there is a need to look at extending the plan. The Welsh Government is making more grant funding available and the Authority will be looking to capitalise on this.
- Concern was expressed by a Member of the Committee that there were problems with regard to achieving building land and development land for businesses. Less than 50% of houses have been completed and also less than 50% of affordable houses have been completed. No houses have been built on a strategic site and only one business has gone onto a strategic site. The proposal to provide additional sites could have a detrimental effect in certain areas such as Monmouth as the existing infrastructure and traffic issues would be exacerbated. The Head of Planning, Housing and Place-Shaping stated that there will always be a time lag on the bigger sites coming forward.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

- A full review could take in the region of two years to complete.

Committee's Conclusion:

The Committee discussed the Local Development Plan (LDP) and Annual Monitoring Report (AMR) in depth and agreed that the report should be submitted to the Welsh Government. Members furthermore supported the recommendation to commence the review of the LDP, particularly given the concerns that were raised over our 5 year land supply and the number of completions in the last reporting period.

The Committee accepted that the review would determine whether there is a need for revisions of the LDP and agreed to await the conclusions of the review which would be reported back to the select committee. The Committee requested that an update report be brought to them in due course on the Community Infrastructure Levy, together with a list of applicable areas. Members also requested that supplementary planning guidance on affordable housing be brought to a joint scrutiny meeting with Strong Communities and Adults Select Committees at the appropriate time.

4. Monmouthshire Planning Service Annual Performance Report 2015-16

Context:

To provide report on the performance of the Planning Service for the period 2015-16.

The Planning Committee was invited to attend the meeting alongside the Select Committee to scrutinise the report.

Key Issues:

The planning service's work links directly with Monmouthshire County Council's objective of delivering sustainable, resilient communities. The service is directly involved with wider corporate projects such as 21st Century Schools, rationalising our estates portfolio and forms an integral part of the emerging work on Future Monmouthshire.

Key areas of work for the Planning Service include:

- Providing pre-application advice to customers.
- Determining planning applications in accordance with adopted policy and material planning considerations, taking into account stakeholder comments and corporate objectives.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

- Securing financial contributions from developers to offset the infrastructure demands of new development and meet the need for affordable housing.
- Safeguarding the County's 2400 Listed Buildings and 31 Conservation Areas, areas of archaeological sensitivity, the Wye Valley AONB, the Brecon Beacons National Park and the European designated Special Protection Areas and Special Areas of Conservation.
- Taking robust enforcement action against unauthorised development that is unacceptable.
- Raising awareness of the statutory role and importance of the land use planning framework, building on the high levels of engagement underpinning the Local Development Plan (LDP) process.
- Preparing supplementary planning guidance (SPG) to assist with the implementation and interpretation of LDP policy.
- Implementing the Council's LDP through engaging and working with communities, and partnership working with internal and external partners to foster the co-creation and growth of enterprise, community and environmental well-being. This will include involvement with the Whole Place work and Local Well-being Plan.
- Monitoring and evaluating Plan policies and the process of Plan preparation.

Customer service feedback

Between 2010 and 2012 the Council's planning service underwent a Systems Thinking review. This review sought to strip the function back to first principles: what is important to our customers, and how can waste (actions or procedures that do not add value to the outcome) be eliminated. This evidence-based review has been fully implemented, although part of the Systems Thinking approach requires services to be kept under review and closely monitored.

This review identified that the following things are important to customers:

- Customers value pre-application advice and advice during the consideration of the application.
- They want officers to be accessible and for there to be open and honest communication.
- They want consistency of pre-application advice and in validation of applications.
- They want Planning Committee to follow the officer's recommendation and value being able to have a dialogue with Members prior to determination.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

- They don't want too many conditions being attached to decisions, and when conditions are imposed they should be relevant and easy to discharge.
- They value being able to submit an application online and to search for applications and information online.
- Third parties value being listened to during the application process.

The service therefore operates with these priorities as guiding principles, shaping behaviour and procedures. The service is committed to having an outcome focus rather than chasing arbitrary performance targets that are not a priority to the Department's customers.

Member scrutiny:

The following points were noted:

- An additional performance indicator could be added to the report, namely, the percentage of applications which are delegated to officers for decision. The Head of Planning, Housing and Place-Shaping informed the Committee that he would provide Members with details of this information.
- In response to a Select Committee Member's question, the Head of Planning, Housing and Place-Shaping valued the Planning Committee as being a 'critical friend' with officers having a good working relationship with that committee.
- All Planning Committee Members receive compulsory training before they serve on the committee, as stated in the Members' Code of Conduct. The annual design tour is held whereby, the Planning Committee, with officers, visits completed developments where the planning applications have been approved by the Committee. The Committee can also learn from appeal decisions.

Committee's Conclusion:

The Committee discussed the performance of the planning service in line with the annual report and recognised that the function is performing well and is exceeding Welsh Government targets. The committee welcomed the positive progress that was being made and noted that on the vast majority of indicators Monmouthshire is performing above the Wales average. Members noted by way of example that national performance on areas such as customer satisfaction is relatively low and as such, there is a need to continually improve beyond the average Welsh benchmark figure. The Committee recognises the limitations of the customer survey feedback and that the applicability of some of the performance indicators does not enable a full picture of the performance made in some areas of the service and acknowledging that some indicators are statutory

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

indicators, they supported any enhancements that could be made to measuring and recording performance. Members supported the three actions contained in the report and requested future reports be brought for scrutiny by the Committee.

5. Revenue & Capital Monitoring 2016/17 Period 1 Outturn Forecast Statement

Context:

To provide information on the forecast revenue outturn position of the Authority at the end of period 1 which represents month 2 financial information for the 2016/17 financial year. Revenue and Capital forecasting was brought forward by a month against the usual timescale to provide Members with relevant financial information before the summer recess.

Recommendations proposed to Cabinet

- (i) That Cabinet notes the extent of forecast revenue overspend at period 1 of £1.37 million.
- (ii) That Cabinet requires Chief Officers to provide information on how the overspend position will be brought back within budget, including alternative plans to deliver the £301,000 mandated savings reported as not achievable in the next monitoring report.
- (iii) That Cabinet requires Directors to review levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported prior to month 6 reporting.
- (iv) That Cabinet appreciates the extent of predicted schools reserve usage and the anticipation that 13 schools will be in a deficit position by end of 2016-17.
- (v) That Cabinet considers the capital monitoring which exhibits only a small variance to budget as a result of recent Cabinet and Council approval on Caerwent House.
- (vi) That Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year anticipated and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

Member scrutiny:

Having considered the report, the Select Committee expressed its support for the recommendations outlined in the report to be presented to Cabinet.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 27th September, 2016 at 1.00 pm

Committee's Conclusion

That the recommendations outlined in the report be presented to Cabinet.

6. Economy and Development Select Committee Forward Work Programme

We scrutinised the Economy and Development Select Committee Forward Work Programme. In doing so, the following items would be added to the work programme.

- Update regarding the City Deal.
- Skutrade Update.
- Update regarding CMC2 – Select Committee meeting on 24th November 2016.

7. Next meeting

The next meeting of the Economy and Development Select Committee will be held on Thursday 13th October 2016 at 10.00am.

The meeting ended at 3.30 pm

SUBJECT:	Velothon 2016 Debrief
MEETING:	Economy and Development Select Committee
DATE:	13 October 2016
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To provide Members with feedback on Velothon Wales 2016.

2. RECOMMENDATIONS:

That Members acknowledge the feedback provided.

3. KEY ISSUES:

- 3.1 On Thursday 19 November 2015, Council agreed to support the 2016 Velothon to enable the route to travel through Monmouthshire having received assurances that the route would be amended and that extensive consultation and communication with those affected will be at the centre of their work leading up to the event.
- 3.2 An operational delivery steering group was established to oversee the planning of this year's event. The group had representation from all five Local Authorities, emergency services, Welsh Government, British Cycling, Run4Wales and key delivery partners. Additional subgroups were established to look specifically at Marketing and Communication, Race Logistics and Event Logistics.
- 3.3 Monmouthshire also established an additional 'Internal Service Disruption' group that developed arrangements for use by MCC representatives at Velothon 2016 Event Control. The group prepared a document which detailed the MCC services disrupted by the Velothon, arrangements agreed in relation to service continuity, event 'Command and Control' structures, ELAPS points, key contact details and how these would dovetail into existing major incident arrangements if a significant event occurred.
- 3.4 In order to ensure that lessons from the Velothon Wales 2016 are fully captured and that actions are implemented to help improve organisational planning and event management, Monmouthshire County Council compiled feedback from its stakeholders and partners to provide feedback to the organisers

- 3.5 The notes from Monmouthshire County Council's internal debrief that were used to inform the Run4Wales and Welsh Government's full event debrief are attached as Appendix 2.
- 3.6 The event organisation for 2016 was a significant improvement on the previous year, however concerns still remain around the length of the road closures, lack of toilet facilities, litter and the benefits of hosting the race to our County. These issues have been discussed at Council at both its July and September meetings. As a result it was agreed that the Council would only support next year's event if the roads were re-opened following the mass participation race and a rolling road closure was put in place for the pro race. In addition the organisers would need to reinforce with participants that they must not urinate on the sides of roads etc and provide sufficient facilities to ensure that this behaviour would not be necessary. Officers are working with the Velothon organisers to deliver these requirements.

4. REASONS:

- 4.1 Events encourage growth and economic opportunities in tourism, business and enterprise and are an important tool in building resilience and community spirit.

5. RESOURCE IMPLICATIONS:

- 5.1 Any costs incurred in hosting the event are met from existing service budgets.

6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no safeguarding or corporate parenting implications arising from this report.

7. CONSULTEES:

Monmouthshire Council Council's Velothon 2016 internal management group
Cabinet Member

9. BACKGROUND PAPERS:

None

10. AUTHORS:

Dan Davies Event Manager
Debra Hill-Howells Head of Community Delivery

11. CONTACT DETAILS

dandavies@monmouthshire.gov.uk
debrahill-howells@monmouthshire.gov.uk

VELOTHON WALES
MCC INTERNAL CORPORATE DEBRIEF
MONDAY 6TH JUNE 2016 – ROOM P4, MCC HQ, USK.

PRESENT:

Ian Hardman	Emergency Planning (Chair)
Deb Hill-Howells	Community Delivery
Cllr. Bob Greenland	
Julia Detheridge	Emergency Planning
Phaedra Cleary	Traffic & Development
Dan Davies	Event Manager
Ian Saunders	Enterprise
Nick John	Enterprise
Linda O’Gorman	Licensing
Cheryl Haskell	Community Hubs
Richard Drinkwater	Community Hubs

APOLOGIES:

Abby Barton	Communications
David Jones	Public Protection
Nigel Leaworthy	Cleansing & Waste

1. WELCOME / INTRODUCTIONS / APOLOGIES APPROACH

IH welcomed everyone and a round robin of introductions were made and apologies given.

2. DEBRIEF APPROACH & AIMS

IH explained how the session would be run and went through the debrief aims (see below). It was explained that the post debrief report would be used to feed into the multi-agency debrief being organised by Welsh Government and Run4Wales. It was also explained that Velothon Wales had produced a Debrief Proforma – which was centred around outcomes they were seeking for areas of improvement. This Corporate Debrief would focus both on any internal MCC issues identified as well as wider issues that could be shared with Velothon / Run4Wales.

Following this debrief – comments would be captured and recommendations identified both to feed into the multi-agency debrief and to assist MCC in being better prepared should the event continue to run. IH also explained that the Emergency Planning and Disruption Sub group have already captured lessons identified following the event via a pro-forma already circulated. These would be feed into this debrief as necessary – but it was important to listen to views around the table first – and only highlight issues from that exercise that had not been captured.

Debrief Aims

1. To build up a picture of our approach and planning for the Velothon Wales event held on Sunday 22nd May 2016, based on the following themes:-
Governance Arrangements, Planning structures and Engagement with stakeholders;
Communications & Publicity;
Traffic Management Planning; and
Risk Management, Responsibilities and Accountability.

These are the categories that need to be populated by Velothon Wales – we will look at the event as a whole – and slot in comments based around these categories to keep this process as simple as possible.

2. To identify what went well and was successful in relation to the event (good practise) – together with problems encountered (what needs to be avoided) and suggestions in terms of where improvements can be made – and hence recommendations for future implementation.
3. On identifying where such improvements can be made to assign ‘ownership’ of where such lessons identified fall (where possible) – i.e. to a particular service area / individual or MCC task and finish group / or Velothon governance structures - and highlight this in the post-debrief report which can be referred to if the event is held again.
4. To enable us (as an organisation) to provide information that can be fed back into the wider independent multi-agency Velothon Event debrief to be hosted by Welsh Government / Run4Wales in mid-July – *date to be confirmed*.
5. Emergency Planning will write up and collate this information – with Deb Hill Howells producing a final MCC report and agreeing the submission to Welsh Government.

IH asked everyone to look at the event in terms of:

- What went well and was successful?
- What were the main issues encountered?
- What could be improved upon and how – what recommendations need to be implemented?

3. WHAT WENT WELL AND WAS SUCCESSFUL?

Event Planning

Deb Hill-Howells

- Good working relationship with Nigel Russell (Run 4 Wales) – he responded to concerns quickly and was largely able to resolve queries.
- MCC Internal task & finish group – worked well, able to use past learning and identify solutions or problems that needed to be addressed.
- Use of the hub portal as a central depository for documents.
- Improved communications with residents through leaflets and call centre reduced demand on MCC resources.
- MCC Internal Disruption group well planned which minimised inconvenience to service users on the day.

Dan Davies

- Pre-event resident communications was improved upon from last year. Residents were better informed and more aware of the event.
- Willingness of Velothon organisers to speak to local community groups was well received.
- Less queries/complaints received by MCC than in 2015.

Ian Saunders

- Feedback from local businesses was positive.
- The MCC internal planning structure worked well with having an overall lead for the event.
- Resident communications was more co-ordinated than last year.

Traffic Management

- Only one query received by traffic this year – an improvement on last year.
- Highways Duty Officer worked well on the day.
- Advance Warning Signs in place 14 days before – no spelling mistakes or vandalism this year.
- Traffic related queries answered quickly by Run 4 Wales.
- Traffic plans were an improvement on last year.

Community Hubs

- ‘Frequently Asked Questions’ were a fantastic tool for use by staff in the Hubs. They helped to give out a consistent message to residents.
- Much positivity on Social Media in relation to the event.

Event Control – 101 House (Nick John)

- The event ran well on the day – from the opinions of cyclists and their families.
- The MCC Support Arrangements and Contacts Directory were invaluable for use at event control.
- Event control at 101 House worked well – there was an incident where the race was temporarily halted – but the structures worked and the incident was dealt with.

Safety Advisory Group

- Licensed premises aware of the event in advance.
- Velothon hotline number was useful to address any queries.
- SAG worked well to plan around other events taking place on the same day.

Cllr. Greenland

- This year’s event was a significant improvement on last year. A marked reduction in the number of complaints received – these were resolved quickly.

Emergency Planning

- Road closure timings were released earlier this year.
- Two Public Information leaflets as opposed to one as last year.
- Velothon website was comprehensive with route details.
- Car Windscreen signs were a good idea to assist carers through the road closures.
- The Emergency Planning & Internal Disruption group was set up earlier and worked well. All service areas worked well to minimise the disruption to their services – clear aim/ objectives set for group – and good output achieved. Highlighted that issues were wider than just ‘carer’ issues and other concerns identified could be ‘fed upwards’ to the Corporate group.
- The MCC Steering group worked well and ensured all corporate issues were addressed. A Run 4 Wales representative attending these meetings was useful to clarify information and answer any queries.
- Early liaison with private care companies was beneficial with understanding the issues and collecting the data.
- MCC internal Comms Team were more active and effective this year. Benefitted from being on the Velothon Communications group and supporting information to MCC residents.
- Velothon hotline appeared to be working well as EP did not receive any complaints this year – staffed sufficiently and answering calls.
- The MCC Velothon Event Support Arrangements was comprehensive and assisted our MCC rep (Nick John) at Event Control as well as other MCC staff supporting on the day. Invaluable tool in understanding the route through Monmouthshire, capturing the Road Closure details (which were challenged and required clarification on the day) logistical and access requirements and Emergency Contacts on the day. Actually having an MCC representative at 101 House was essential.

- MCC specific Frequently Asked Questions assisted staff in answering queries in person and by phone.
- Single Point of Contact (Deb Hill-Howells) identified for dealing with complaints / queries / responding to Velothon related issues that were pertinent to MCC – assisted in providing a more stream lined and coordinated response.
- One to One meetings with Chair of EP/ Disruption group and Corporate Lead assisted in facilitating and addressing concerns/issues that materialised outside the established meeting schedules – enabling key issues to be resolved.

Commissioned Services

- As an agency we did not have any problems at all (Lougher HomeCare).
- I have not been made aware of any problems over the weekend. (Sevacare).
- Probably not for us to say – depends on the feedback from providers (Chris Robinson).
- The arrangement we made in regards to accessing our service users was fine, and everything went smoothly. Thank you very much for your assistance with the arrangements (Q. Care).

Monmouthshire Meals

- Plenty of time was allowed for service areas to fully consider how the Velothon would impact upon their operational commitments and to then make the necessary arrangements to ensure that any disruption to service users was minimised.
- The formation of an Emergency Planning and Disruption Sub-Group supported the operational planning process at both the individual service, and the wider organisational levels. It was helpful for individual service areas to be aware of, and involved in discussions around the wider planning issues and difficulties that were being addressed across Monmouthshire County Council (MCC) and other areas.
- During the actual event, the management of the Emergency Local Access Points (ELAP`S) was both effective and efficient, with no disruption being caused to Monmouthshire Meals (MM) Service delivery. Whilst we had made an application for authorised access at ELAP`s pre-event, there was an unexpected need on the day to have to gain access at a point where we had not sought prior approval. In doing so, there were no problems experienced, with the Velothon Stewards doing what was promised ahead of the event, that is, they made dynamic decisions on the day, by dealing appropriately with the reasonable request that was in front of them. This was a significant improvement on the experience of last year`s event.
- Whilst Monmouthshire Meals did not need to use the facility, the availability of a dedicated Single Point of Contact for MCC resources within the Event Command Centre in Cardiff was clearly a major contributory factor to the smooth running of the event locally.

Registrars

- Registration officers were able to access the office and the Cwrt Bleddyn to perform wedding ceremony. They returned to the office and thence home without incident.

Communications

- Good planning in advance of the Velothon, I thought the emergency planning exercise and preparation meeting went well. The list of statements prepared was very useful.
- The `all service` meetings were a great way to pull together joint plans and ensure the smooth running of the event.

- It was great to have the opportunity to promote Monmouthshire on the approach to the Velothon e.g. the Velothon tweets and Facebook messages on the approach to the event were good and demonstrated our joint working.
- It was good that the Velothon team took the lead on community engagement and attempted to directly tackle any challenges that came up e.g. in Llanfoist.
- Local businesses have commented that they benefitted from increased trade on the approach to the event as cyclists stopped for a break in their training.
- It was good to have access for some people to be able to cross the track on the day. I was very impressed with how this worked - I saw one carer who needed to get to one of her clients and the process worked like clockwork.
- Monmouthshire proactively sent out a high volume of positive Tweets, Facebook messages and a press releases to build support and advocacy. This proved really effective – as we had many likes and shares of the messages and set up great dialogue between residents on the day i.e. any negative comments were quickly followed by other residents commenting on how great the event is.
- It was definitely worth being based along the route all day to live Tweet and Facebook the event as it progressed as this created excellent digital engagement. Being located on the route enabled us to generate some lovely community stories e.g. the leftover food from the feeding stations being donated to a local residential home. It was good to have a professional photographer working on the day as the photographs generated excellent full page coverage in key titles and excellent online reach.
- Media blackout re: one challenge that came up was appropriate and worked well on the day.
- One resident commented:
 - Any event putting Usk on the map should be encouraged. These people may come back in the future with their families if they like what they see. It was great to have traffic free roads - the town was suddenly child friendly for a change. Businesses and the town should embrace it, feed off the increased footfall and promote locally.

Highways

- The key improvement was the advance notice and the benefit of this being the 2nd year so everybody knew what to expect.
- From a highways perspective, Phaedra did well in preparing the orders and feeding back to the group etc. Again the event has taken up a considerable amount of the traffic team's time in terms of attending meetings and preparing the orders etc., however hopefully this was all worth the effort to show off Monmouthshire and attract future tourism etc.
- The Emergency Planning meetings were very reassuring and helped MCC to be better prepared than most other authorities.
- Our team at Usk Square were congratulated on their skills as human sat navs to the passing motorists.

Cleansing & Waste

- Team in Usk did well.

4. WHAT MAIN PROBLEMS / ISSUES DID YOU ENCOUNTER?

Event Planning

Deb Hill-Howells

- Not all internal team members sighted to the corporate aim to maintain access to Usk – resulted in confusion amongst members, businesses and residents.
- Closure of Llanfoist for the day – created significant community unrest including threats of a Judicial Review.
- Not all letters got out and the nature of the delivery meant that the letters were placed within leaflets which could have meant they were discarded without the householder realising that they were there.

- Delay in announcing the date and obtaining member approvals gave less lead in time to work with communities and plan activities.
- Lack of confidence in the event organisers due to last year's poor performance which meant that communities and members were instantly suspicious of the arrangements.
- Disproportionate gain to Cardiff as Monmouthshire residents take all the pain from the extensive road closures but none of the financial benefits.
- Pro-race did not contain high profile cyclists and no female pro-race.
- Lack of toilets – more facilities need to be provided and those urinating in public need to be fined/prosecuted.

Dan Davies

- Problems with certain postcode areas with the resident communications deliveries.
- Reputational issue for cycling within Monmouthshire – residents relate all cycling events to the Velothon.

Ian Saunders

- Only 4 portaloos in the feeding station in Usk for 8000 cyclists.
- No safety talk for volunteers.
- The vision of cycling and the prestige of the elite race was lost in the negativity of residents and complaints/concerns over the event.
- No live TV coverage of the race.

Traffic Management

- Confusion over the opening times on the A4042 – concerns were only raised late in the day.
- The Traffic/Route group seemed unclear on what to do in an emergency if the route needed to be altered. Only resolved in the last 2 weeks before the event – more pre-planning was needed.

Event Control – 101 House (Nick John)

- Pre-agreed layout at Event Control was not adhered to. Local authority reps moved into a separate room. Wifi and laptop connection via port was not good. Not given a dedicated landline or mobile phone.
- Lack of regular scheduled briefings during the day due to Run 4 Wales reps being busy.

Safety Advisory Group

- Stewards needed more local knowledge to assist residents with alternative routes. They also needed to be more aware of the consequences of their actions, e.g gave a lorry driver access into Usk Square but would not let him out.
- Highways team were late completing the resurfacing work near the Newbridge on Usk.
- Cyclists urinating along the route and dropping rubbish.
- Paperwork late and often sent to the wrong people. Meeting venues incorrect.

Cllr. Greenland

- Cardiff had all the benefits of the Velothon whilst Monmouthshire residents paid the price of the road closures.
- Stewards needed more local knowledge to assist residents with alternative routes.
- Frustration from local residents that the open/managed access times for the ELAP's points were not publicised. It would have allowed residents to plan their day around the opening times.
- Additional cycling event taking place on the same day in Wolvesnewton.
- The biggest single issue was the length of road closures – the last cyclist went through Usk at 2.20pm – the road was not re-opened until 3pm. The road closure timings stated 3.30pm. Roads could be re-opened between the sportive and the elite race and opened immediately after the last cyclist had gone through.

- Not enough given to the fact that Monmouthshire is a rural county with many farms – farmhouses may not also be on the route therefore do not receive resident comms and yet their associated farmland/fields may be along the route.

Emergency Planning

- Not all residents received both or any information leaflets and the second leaflet was not issued within the 6 week deadline.
- Information leaflet did not contain much detail – with emphasis on residents being directed to the webpages.
- The event plans were not issued within the timeframes given.
- The A4042 closure times were confusing and not clarified until quite a late stage – meaning the information on the second residents leaflet was incorrect. Residents living in Goytre/ Penperlleni were not aware the A4042 was open – there were ‘Road Closed’ signs from Cwmbran onwards which only added to the confusion.
- Replies from Run 4 Wales to queries raised were not always prompt or forthcoming.
- The Stewarding Plan was never received.
- Completed rotas were not received from private care companies until the week before the event (due to rota completion). This meant they were not submitted to Run 4 Wales by Emergency Planning until a few days before. Although these were addressed.
- Last minute changes to Velothon Plans – can accept last minute changes – BUT SHOULD HIGHLIGHT what the changes made are – to assist in picking up points. (Use track changes – or covering updates in front of document – what has been amended).
- Agendas / meeting notes from the Velothon Subgroups often not circulated until day before the next meeting – hence difficult to keep up with the issues. In addition – some decisions made at these meetings were changed – but not always communicated.
- Cost/time spent by MCC staff to assist in facilitating the event.
- There did not seem to be consistency across the agencies involved in assisting in an agreed way information that Velothon required for ensuring crossing the route / along the route could be addressed.
- Position of Velothon Signs in Usk – safety issue. Velothon signs moved.
- Inaccuracies reported in Press (e.g. road closure times and access times for Llanfoist).

Passenger Transport Unit

- The effect on bus routes caused disruption to passengers and transport operators lost revenue on the day as many areas were not served during the road closures.

Commissioned Services

Chris Robinson

- The signage was sub-optimal being impossible to take in when driving.
- I made a mistake with one provider – sending the electronic windscreen stickers to the ‘wrong Karen’.
- The task of contacting all external providers etc. was delegated to me – not sure that line management were aware of the likely workload involved, certainly it did not appear that this had been taken into consideration. Also, I needed to get my Outlook capacity increased for this project.
- The external provider administration could be undertaken by a competent administrator – not a lead commissioner. However, there needs to be such a resource available for this to happen.

External providers

- Organisers need to be aware that domiciliary care rotas are not normally completed until the week before they are delivered Probably not for us to say– so

final requests for access cannot be expected until the rotas are completed. We had sent out 2 reminders by this stage.

- As a member of the public, I found the signage at the junction from Redwick to the steelworks road difficult to digest around the times it would be open and shut. Also the stewards managing the rural points, from Nash to Spytty were very polite but had no idea when the road would re-open. (Lougher HomeCare).

Monmouthshire Meals

- No problems or issues of any significance were encountered by MM. From our perspective the Velothon Route during 2016 presented fewer difficulties than the 2015 route. This fact, and the pre-planning undertaken by both the service and MCC, and some effective operational decision making on the day assisted in ensuring that no problems were encountered.

Registrars

- The wedding was delayed by 40 minutes because some of the guests could not reach the venue. This was upsetting for the bride and groom and meant the day did not run as smoothly as it should have done.

Communications

- Communications to residents affected by the road closures could have been improved i.e. some residents who live along the route in Usk did not receive a single letter. One signpost in Usk was placed in a dangerous position. To mitigate this risk, we sent out as many links to our residents via our existing channels such as Facebook and Twitter to try and manage expectations and keep people informed.
- We had some negative feedback from residents in Llanover and Magor which the Velothon team addressed.
- On the day some businesses commented that their business was negatively impacted:
 - *'As a business it absolutely killed our trade, Bridge street was like it is on Christmas day; a few cars, few people, very peaceful indeed, we did take the kids up to the square to see the race once in the morning and then again for the pro's, was fairly busy but mostly local people who I knew (so didn't see that it attracted a lot of outsiders in).'*

Social Services

- Some roads were closed very early to get staff/stewards in to their areas which caused our staff to have to find an alternative route or beg in some cases to be let through, we weren't notified of this and it did cause some disruption.

Cleansing & Waste

- All went well but the worst affected area for litter was the Tumble. I am capturing the total cost of the event to us but I am aware that we cannot recharge the event.

Highways

- Confusion regarding the agreed level of highway maintenance near the Newbridge on Usk.
- On site team in Usk received a number of enquiries from local carers needing urgent access across the route.

5. WHAT AREAS COULD BE IMPROVED UPON AND SUGGESTIONS ON HOW THIS COULD BE ACHIEVED?

Event Planning

Dan Davies

- Demonstrate / quantify the return to Monmouthshire.
- Improve the resident's communications and ensure the message given out is accurate.
- Velothon to promote cycling in Monmouthshire as part of their publicity campaign – this was promised but not carried through.

Deb Hill-Howells

- Spreading the benefit particularly for those communities most significantly impacted – disproportionate impact on rural communities so can we offer grants for communities to have parties, have meals in the local pub, support the local church etc.
- Get the date and route information out as quickly as possible, assuming all Councils sign up for next year.
- Need to get communications out on time and earlier. Particularly important for businesses impacted and those providing support for households e.g. carers.
- Opportunity for businesses to have a presence in Cardiff at the expo if desired at a subsidised or nil rate?
- Can the route be amended to prevent Llanfoist etc be locked down for the whole day?
- Competition for residents to win free entry – say 10 spaces per county and we could then follow their preparations and have feedback on the event itself.
- Can the velothon promote local charities that communities can relate to?

Ian Saunders

- No date set for next year's event – no consistency in the planning and keeping the date a constant within the cycling calendar. Parameters have changed since the initial discussions. The date needs to be agreed asap so that authorities can begin promotion events.
- Consideration needs to be given to the route – if remaining through Usk there needs to be more benefits to the town.

Community Hubs

- More engagement with local communities to promote cycling in the run up to the event.
- FAQ's to be circulated earlier.
- Improved toilets and welfare facilities for cyclists.
- Look at ways in which the Velothon can be undertaken in a more sympathetic way for local residents, for e.g. controlled crossing points.

Event Control – 101 House (Nick John)

- Consider using local produce at feeding stations to assist in promoting Monmouthshire.
- Consider running a shorter route to attract more cyclists although the benefits have to be weighed against the increase in road closures.
- Consideration on the route for next year – is this the best route for Monmouthshire?
- No consistency between local authorities in terms of planning – maybe agree a joined up approach for next year?

Cllr. Greenland

- Promises made by velothon organisers formally documented in a written document.
- Managed access points should be opened for residents in the gaps between the races and this should be communicated to residents in advance.
- MCC to encourage local businesses to be more proactive. Consider advertising local hotels and then run a 'cycle bus' to Cardiff on the day for participants and their bikes.
- Consideration to whether there is a commercial gain to holding the pro race? If this cannot be justified then maybe hold the sportive and reduce the length of the road closures?
- Member approval needed for next year's event to go ahead – may be difficult to obtain approval due to 2018 being council election year.

Safety Advisory Group

- Stewards need to have more local knowledge.

- 'Green Zones' could be implemented – to highlight areas where cyclists can drop their rubbish along the route.
- MCC to engage more with local businesses rather than rely on communication from the Velothon organisers.
- More toilets at feeding stations.
- More information on roles and responsibilities of Velothon staff and who has the power to do what, e.g. stop the race. This should also apply to stewards so they understand their role.
- Stewards to be given 'handouts/leaflets' they could give to motorists / residents detailing alternative routes on the day and/or printed information outlining the liabilities / consequences and action they could face for **not** adhering to the road closures.

Passenger Transport Unit

- The disruption to bus routes could be avoided with some small changes to the route such as the Magor junction.

Commissioned Services

- Road signage lettering was too small for information to be absorbed.
- The explanations around the road closures re: M4 and Magor were confusing and could be improved.

Monmouthshire Meals

- The positive features that are outlined in this response should be continued and where necessary developed further during Velothon 2017.

Registrars

- We were fortunate that there were 2 members of staff who lived inside the route who could access the office and venue and get home without having to cross the route (although this would not have been the case if the wedding had been at a later time, as there was a route closure preventing one of the officers getting home).
- If the wedding had been at a different venue, or at a later time, it would have been impossible to staff it, because although there are crossing points, the times are strictly limited.
- We need to have much more notice of the date of the event and early clarity on route closures. The crossing times need to be more flexible to allow staff through.

Communications

- Ensure that communications to residents are even clearer next time – highlighting not only what roads are closed but explicitly explaining what roads are open so people can still travel if they need to.
- We have an opportunity to work more closely with communities to ensure they get the most out of the event – car parking, more detailed road information and points of contacts in town to help boost the engagement within towns and encourage local businesses to get involved.

Emergency Planning

- Car windscreen signs – a good idea but should be implemented earlier next year.
- The Public Information distribution process was hit and miss and needs improvement. Postcode lottery!
- More consideration given to the route if the event is held next year – to consider its effect on residents. This could be achieved by wider representation on the WG route group with a view to consider consequences of route identified and not just 'processes' required to accommodate RTOs.
- Track changes in documents / highlight what amendments have been made to Velothon documents.

- Sometimes felt that it was not always clear who was dealing with matters arising internally – capturing decisions made and a ‘timeline’ of issues dealt with and maintained on the Hub would have been beneficial.
- Use of ‘structures’ established to manage/respond to issues that arise – all to be familiar with and understand – to avoid scattergun approach and maintain some MCC internal command and control.
- With the inability to reply on Velothon sub-group minutes – MCC reps that attend all external related Velothon meetings to note and share key points / concerns with Chair of Corporate & EP/Disruption group as they arise.
- Clarity / consistency at an early stage on how Velothon Wales wish to receive ELAPs / Access information.
- Responsibility for Velothon Road signs needed to be circulated with contact details to address issues if they arise. (This was circulated but only once issue had come to light).
- Earlier decision on A4042 closure times and explaining when and what sections of the roads are still open so people can still travel if they need to. Less confusing signage along the unaffected parts of the A4042.

6. Welsh Government / Run4Wales Debrief

- Welsh Government will be holding an independent debrief in July (date to be arranged). It was agreed that Deb Hill Howells and Ian Saunders would attend to represent Monmouthshire and feed in the issues arising from this debrief.

7. Complaints / Compliments from the 2016 Event

- DHH to send the complaints received to Annette Evans to ensure they are logged. Compliments on the event should also be forwarded to Annette.

8. Any Other Business

- IH to email service areas not present at the debrief to collate their comments on the event and to add to these notes if required.
- IH to email all service areas involved in the Velothon asking for costs incurred in planning and responding to the event – over and above normal day to day costs.
- One Velothon sign left on the verge at Llancayo – sandbags used to weigh down the signs have not been collected along the A4042. IH to email Nigel Russell to follow up on removal of signs/ sandbags etc.
- Cllr. Greenland asked if it was possible to find out if the other four local authorities would be giving their approval for the Velothon to go ahead again next year? This to be taken forward as soon as it is clear that the event will be proposed again.

9. Way Forward

- IH to collate Monmouthshire’s comments/views and circulate with the group.
- Deb Hill Howells to attend the multi-agency debrief organised by Welsh Government and to consider a ‘final’ / formal corporate report which can be made publically available if requested.
- IH thanked everyone for their attendance and contribution to the debrief.

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VELOTHON WALES 2016

MONMOUTHSHIRE COUNTY COUNCIL RETURN

9TH JUNE 2016

DE-BRIEF QUESTIONNAIRE

In order to ensure that lessons from the Velothon Wales 2016 are fully captured and that actions are implemented to help improve organisational planning and event management, please list below the key learning points your organisation would wish to see taken forward in all the categories below in terms of:

- What went well and needs to be seen as best practice for the future
- What did not go so well and needs to be avoided and done differently
- What are the key lessons learnt and what recommendations need to be implemented

Governance Arrangements, Planning Structures and Engagement with Stakeholders

1.	<p>What went well and needs to be seen as best practice for the future?</p> <ul style="list-style-type: none"> • Good working relationship with Nigel Russell (Run 4 Wales) – he responded to concerns quickly and was largely able to resolve queries. • The willingness of Velothon organisers to speak to local community groups was appreciated. • Event Control at 101 House worked well – there was an incident where the race was temporarily halted – but the governance structures worked and the incident was dealt with.
2.	<p>What did not go so well and needs to be avoided and done differently?</p> <ul style="list-style-type: none"> • Delay in announcing the date and consequently obtaining member approval gave less 'lead in' time to work with communities and plan promotional activities. • Pre-agreed layout at Event Control was not adhered to. Local authority reps moved into a separate room. Wifi and laptop connection via port was not good. Representative was not given a dedicated landline or mobile phone. • Lack of regular scheduled briefings during the day at Event Control due to Run 4 Wales reps being busy. • Agendas / minutes from the Velothon Subgroups were often not circulated until the day before the next meeting – hence it was difficult to keep up with the issues. In addition – some decisions made at these meetings were changed – but not always communicated. • Paperwork for meetings was often sent to the wrong people. Venues for some meetings were incorrect. • Event plans were not issued within the timeframes given. The Stewarding Plan was never received. Last minute changes to event plans should highlight what the changes made are – to assist in picking up points. (Use track changes or amendment page at front of document). • Replies from Run 4 Wales to queries raised were not always prompt or forthcoming.
3.	<p>What are the key lessons learnt and what recommendations need to be implemented?</p> <ul style="list-style-type: none"> • Promises made by Velothon organisers should be formally documented in a written document. • It is important to spread the benefit of the Velothon particularly for those communities most significantly impacted – there is disproportionate impact on rural

communities. Can the Velothon offer grants for communities to have parties, have meals in the local pub, support the local church etc.

- Opportunity for businesses to have a presence in Cardiff at the expo if desired at a subsidised or nil rate?
- Consider introducing a competition for residents to win free entry – e.g.10 spaces per county and the authority could then follow their preparations and have feedback on the event itself.
- The Velothon could promote local charities that are relevant to the local community.
- Consider using local produce at feeding stations to assist in promoting Monmouthshire.
- Consider running a shorter route to attract more cyclists although the benefits have to be weighed against the increase in road closures.
- Track changes in documents / highlight what amendments have been made to Velothon documents.
- Early distribution of minutes following meetings with actions highlighted.

Risk Management, Responsibilities and Accountability

1.	<p>What went well and needs to be seen as best practice for the future?</p>
2.	<p>What did not go so well and needs to be avoided and done differently?</p> <ul style="list-style-type: none"> • Lack of confidence in the event organisers due to last year's poor performance meant that communities and elected members were instantly suspicious of this year's event. • Disproportionate gain to Cardiff as Monmouthshire residents take all the pain from the extensive road closures but none of the financial benefits. • Pro-race did not contain high profile cyclists and there was no female pro-race. • Lack of toilets for competitors – more facilities need to be provided and those urinating in public need to be fined/prosecuted. • No safety talk for volunteers. • No live tv coverage of the race. • Cost/time spent by MCC staff to assist in facilitating the event. • Some businesses commented that their business was negatively impacted.
3.	<p>What are the key lessons learnt and what recommendations need to be implemented?</p> <ul style="list-style-type: none"> • Velothon organisers were to promote cycling in Monmouthshire as part of their publicity campaign for the event – this was promised but not carried through. This needs to be a consideration for next year.

Traffic Management Planning

1.	<p>What went well and needs to be seen as best practice for the future?</p> <ul style="list-style-type: none"> • Advance Warning Signs were in place 14 days before the event – no spelling mistakes or vandalism reported this year. • Traffic related queries were answered quickly by Run 4 Wales. • Traffic plans were an improvement on last year. • Road closure timings were released earlier this year. • Velothon website, including the route details, was comprehensive. • During the actual event, the management of certain Emergency Local Access Points (ELAP`S) was both effective and efficient (however this was not always the case and appeared to be dependent on the individual stewards). • Car Windscreen signs were a good idea to assist carers through the road closures.
2.	<p>What did not go so well and needs to be avoided and done differently?</p> <ul style="list-style-type: none"> • The ‘closure’ of Llanfoist for the day created significant community unrest including threats of a Judicial Review. • The Traffic/Route group seemed unclear on what to do in an emergency if the route needed to be altered. This was only resolved in the last 2 weeks before the event – more pre-planning was needed. • Some stewards had no local knowledge despite this being raised as a recommendation after last year’s event. • Frustration from local residents that the open/managed access times for the ELAP’s points were not publicised. It would have allowed residents to plan their day around the opening times. • The biggest single issue was the length of road closures – the last cyclist went through Usk at 2.20pm – the road was not re-opened until 3pm. The road closure timings stated 3.30pm. • The A4042 closure times were confusing and not clarified until quite a late stage – meaning the information on the second residents leaflet was incorrect. Residents living in Goytre/ Penperlleni were not aware the A4042 was open – there were ‘Road Closed’ signs from Cwmbran onwards which only added to the confusion. • There did not seem to be consistency across the agencies involved in assisting in an agreed way information that the Velothon required for ensuring crossing the route / along the route could be addressed. • Organisers need to be aware that domiciliary care rotas are not normally completed until the week before they are delivered – so final requests for access cannot be expected until the rotas are completed. • There was a large amount of litter on the Tumble.

3.

What are the key lessons learnt and what recommendations need to be implemented?

- No date set for next year's event – no consistency in the planning and keeping the date a constant within the cycling calendar. Parameters have changed since the initial discussions. The date needs to be agreed ASAP so that authorities can begin promotion events.
- Look at ways in which the Velothon can be undertaken in a more sympathetic way for local residents, for e.g. controlled crossing points.
- More consideration given to the route if the event is held next year – to consider its effect on residents, especially in Llanfoist. This could be achieved by wider representation on the WG route group with a view to consider consequences of route identified and not just 'processes' required to accommodate RTOs.
- Earlier decision on A4042 closure times and explaining when and what sections of the roads are still open so people can still travel if they need to. Less confusing signage along the unaffected parts of the A4042.
- Roads and managed access points could be re-opened between the sportive and the elite race and opened immediately after the last cyclist had gone through – to reduce the length of the closures for residents.
- 'Green Zones' could be implemented – to highlight areas where cyclists can drop their rubbish along the route.
- Stewards could be given 'handouts/leaflets' to give to motorists / residents detailing alternative routes on the day.
- More information on roles and responsibilities of Velothon staff and who has the power to do what, e.g. stop the race. This should also apply to stewards so they understand their role.
- Car windscreen signs – a good idea but should be implemented earlier next year.
- Clarity / consistency at an early stage on how Velothon Wales wish to receive ELAPs / Access information.
- Road signage lettering on some signs was too small for information to be absorbed.

Communications and Publicity

1.	<p><u>What went well and needs to be seen as best practice for the future?</u></p> <ul style="list-style-type: none"> • Improved communications with residents – two Public Information leaflets as opposed to one last year. Residents and businesses were better informed and more aware of the event. • A marked reduction in the number of complaints received by the Council – those that were received were resolved quickly. • Velothon hotline reduced demand on MCC resources. • Velothon team took the lead on community engagement and attempted to directly tackle any challenges that came up e.g. in Llanfoist.
2.	<p><u>What did not go so well and needs to be avoided and done differently?</u></p> <ul style="list-style-type: none"> • The vision of cycling and the prestige of the elite race was lost in the negativity of residents and complaints/concerns over the event. • Not enough consideration given to the fact that Monmouthshire is a rural county – farmhouses may not be on the route (yet the farmers' fields are) - therefore do not receive resident comms. • Not all residents received both or any information leaflets and the second leaflet was not issued within the 6 week deadline. • Leaflets were often tucked within 'junk mail' e.g. pizza leaflets and therefore discarded. • Some postcodes did not receive the first leaflet due to an administrative error. Some that crossed local authority postcode boundaries received the incorrect leaflet. • The second leaflet contained incorrect information on the closure of the A4042. • Information leaflet did not contain much detail on the route – with emphasis on residents being directed to the Velothon website. • The explanations around the road closures re: M4 and Magor were confusing.
3.	<p><u>What are the key lessons learnt and what recommendations need to be implemented?</u></p> <ul style="list-style-type: none"> • Ensure the message given out to residents is accurate. • Need to get resident communications out on time and earlier if possible. Particularly important for businesses impacted and those providing support for households e.g. carers.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Ensure that communications to residents are even clearer next time – highlighting not only what roads are closed but explicitly explaining what roads are open so people can still travel if they need to. |
|--|--|

Any other comments

	<p>This year's event was a definite improvement on last year – however there are still significant improvements that can be made to ensure that residents are not adversely affected by the closed road event.</p>
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SUBJECT: Monmouthshire Tourism Performance 2015

MEETING: Economy & Development Select Committee

DATE: 13 October 2016

DIVISIONS/WARDS AFFECTED: All

1 PURPOSE

- 1.1 To provide members with a report card that considers Monmouthshire Tourism Performance for 2015 against the objectives and outcomes set out in the Council's Improvement Plan.

2 BACKGROUND

- 2.1 This report card for Tourism provides a line of sight between Tourism activities and the outcomes and priorities which the council is committed to.
- 2.2 This report provides members with the baseline information to assess where we are and what progress we are making to demonstrate whether anyone is 'better off' as a result of our work.

3 KEY ISSUES

- 3.1 This report card highlights performance against key performance indicators for 2015. In a climate of increasingly stretched resources it has been vital to focus firmly on priorities and to maximise partnership working and opportunities to access external funding.

4 RECOMMENDATIONS

- 4.1 Members should use this report and the associated indicators to scrutinise whether services are being delivered in line with expectations and are contributing to the agreed outcomes.
- 4.2 Members should identify any areas of underperformance or concerns that require further investigation.

AUTHOR

Nicola Edwards, Food & Tourism Strategic Manager

01633 644847

nicolaedwards@monmouthshire.gov.uk

Monmouthshire Tourism Performance 2015

Objective: We want to enable our County to Thrive

Council Priority: Supporting enterprise, entrepreneurship and job creation

Council & Single Integrated Plan Outcomes: Business and Enterprise & Protect and Enhance the Environment

Why we focus on this

Tourism is vital to Monmouthshire's economy generating income to support a wide range of businesses that directly or indirectly benefit from visitor spending or that supply or service the county's tourism industry, including the retail and catering sectors and food and drink producers. According to STEAM 2015, tourism generated £187m for Monmouthshire in 2015, a 6.6% increase on 2014. 2.19m visitors came to Monmouthshire in 2015, a 4.4% increase on 2014 and a 6.7% increase on 2013.

Tourism also provides opportunities for enterprise and employment, and is a significant employer in the county. 2,744 FTEs were supported by tourism in 2015, (an increase of 6.8% from 2014) accounting for approximately 10% of the workforce.

Each visitor day brings an average of £63.19 to the local economy, ranging from £31.18 for day visitors to £158.77 for visitors staying in serviced accommodation. Each staying visitor generates an average income for Monmouthshire of £270.70 per visit.

Performance context

2015 was the final year of Monmouthshire's Destination Development Plan which was approved in November 2012.

Tourism team reduced by 25% from 4 to 3 full time members of staff in May 2015. The reduced staff team comprised a Food & Tourism Strategic Manager, a Digital Tourism Marketing Officer, and a Business Development Coordinator / TIC Manager. In addition, a small number of TIC staff were employed on zero hour contracts to provide visitor information at Chepstow TIC.

TIC budget reduced by 35% between 14/15 and 15/16.

2015 Destination Performance

Key Figures: Economic Impact

Economic Impact Es 2015		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2015 (£ Millions)	EM	71.832	42.135	19.826	133.793	52.86	186.654
2014 (£ Millions)	EM	66.123	38.259	19.775	124.157	50.908	175.065
Change 14/15 (%)	%	+8.6	+10.1	+0.3	+7.8	+3.8	+6.6
Share of Total (%)	%	38.5	22.6	10.6	71.7	28.3	100.0

Tourism generated £186.65m for Monmouthshire in 2015, a 6.6% increase on 2014. This rate of growth was slightly higher than the national (5%) and regional growth average (6%).

Staying visitors accounted for £133.79m (77%) of the total amount generated by tourism in 2015 and stayed an average of 2.5 nights. The relative importance of staying visitors has increased year on year which is having a positive effect on visitor yield.

Key Figures: Visitor Numbers

Visitor Numbers		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2015 (Millions)	M	0.277	0.075	0.143	0.494	1.696	2.190
2014 (Millions)	M	0.254	0.068	0.142	0.465	1.633	2.098
Change 14/15 (%)	%	+8.7	+10.2	+0.3	+6.3	+3.8	+4.4
Share of Total (%)	%	12.6	3.4	6.5	22.6	77.4	100.0

Key Figures: Employment Supported

Employment Supported		Direct Employment						Indirect and Induced	Total
		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	Total Direct		
2015 (FTEs)	FTE	893	639	196	1727	519	2246	498	2744
2014 (FTEs)	FTE	852	594	188	1635	482	2117	452	2569
Change 14/15 (%)	%	+4.7	+7.5	+4.1	+5.6	+7.7	+6.1	+10.1	+6.8
Share of Total (%)	%	32.5	23.3	7.1	62.9	18.9	81.9	18.1	100

2.19m visitors came to Monmouthshire in 2015, a 4.4% increase on 2014 and a 6.7% increase on 2013. This is slightly higher than the 4.2% increase on 2014 for South East Wales as a whole.

The staying visitor market saw highest growth levels between 2014 and 2015, with +6.3% change in visits compared to 2014. This was driven by improved performance in both the serviced and non-serviced sectors. The 8.7% increase in serviced accommodation continues the strong growth of recent years, with an average increase of 8% per annum since 2012.

The number of visitors staying in non-serviced accommodation grew by 10.2% from 2014-2015. This is a welcome improvement following annual falls in the sector since 2011, though this trend has been Wales-wide rather than specific to Monmouthshire.

2,744 FTEs were supported by tourism in 2015, an increase of 6.8% from 2014.

The largest portion of the direct employment supported is associated with the activity of visitors staying in serviced accommodation, accounting for 893 FTEs. Tourism spend supports the most employment in the Accommodation (879 FTEs) and Food & Drink (675 FTEs) sectors.

What did the Tourism team do in 2015?

CORE ACTIVITY DELIVERED BY TOURISM TEAM IN 2015

- Management of destination marketing campaigns / channels including launch of new website and domain (www.visitmonmouthshire.com) January 2015.
- Development / management of partnerships and collaborative projects.
- Data stewardship of Wales Tourism Product Database (which feeds visitmonmouthshire.com, visitwales.com, and DIGITAL visitor information kiosks)
- Business support including advice /support on marketing, grants & planning application consultation responses
- Management of market research, STEAM & bedstock data
- Management of MCC's interests in TIC network at Abergavenny and Chepstow
- Applications for funding and management of externally funded projects

WEBSITE / SOCIAL MEDIA PERFORMANCE

Business entries 2015

By December 2015, Visit Monmouthshire had 165 accommodation businesses published on the website, (and on the Wales Tourism Product Database) and 345 non-accommodation businesses (including 50 events).

There were 135,421 referrals to Monmouthshire accommodation websites in 2015 (from visitmonmouthshire.com), and 703,911 referrals to Monmouthshire non-accommodation businesses (including events).

Users 2015

The total number of unique users to Visit Monmouthshire over 2015 was 64,663, with a 429% increase in monthly users over the year.

Social media increase 2015

Facebook – 25% increase (900 – 1205)

Twitter – 29% increase (4000 – 5600)

ADDITIONAL ACTIVITY DELIVERED WITH EXTERNAL FUNDING

DESTINATION Monmouthshire (RTEF PROJECT LED BY MONMOUTHSHIRE TOURISM)

1. **Production & promotion of 3 Agincourt videos** to tell the stories of the Welsh archers who fought at Agincourt and add value to the Agincourt Wales trail developed with previous Agincourt 600 Legacy funding.

<http://www.visitmonmouthshire.com/agincourt.aspx>

2. Familiarisation Trip

26 Monmouthshire Eisteddfod Ambassadors & tourism businesses participated in a familiarisation trip on 30 June 2016 led by a Wales Official Tour Guide with the following itinerary:

- Guided tour of Llandegfedd Visitor Centre
- Guided tour of Shire Hall, Monmouth
- Lunch at The Bell, Skenfrith
- Tutored tasting at Apple County Cider
- Visit to Veddw Gardens

3. Monmouthshire Ambassador Training

37 Monmouthshire businesses / ambassadors received WorldHost training under this programme in December 2015

4. Volunteer Management Training

Key Monmouthshire attraction and tourism staff attended a training session on 11 December 2015 which included an element on best practice led by National Trust. Link to training presentation here

http://prezi.com/ktz2x0hw_iiy/?utm_campaign=share&utm_medium=copy&rc=ex0share

5. VisitMonmouthshire Networking Event

4-6pm Thursday 17 March 2016 Marriott St Pierre – 34 Monmouthshire businesses / ambassadors attended. Presentations by National Eisteddfod and Wye Valley AONB promoting opportunities to capitalize on the 2016 Monmouthshire & District Eisteddfod and the 2016 Wye Valley River Festival. Monmouthshire Ambassadors presented with their WorldHost certificates.

6. Production & distribution of 10 Top Ten Videos

10 Top Ten Monmouthshire Adventure videos produced. First Top Ten Welsh Adventures video distributed via VisitMonmouthshire Facebook page <https://www.facebook.com/visitmonmouthshire/> on 15 June with a prize draw competition to win a family ticket to the 2016 Monmouthshire & District Eisteddfod. 9 remaining Top 10 videos to be distributed via online channels during the remainder of Wales' 2016 Year of Adventure <http://www.visitmonmouthshire.com/walesadventures.aspx>

7. Development of Event Management Toolkit & ROI Model

Toolkit developed to support effective event management in Monmouthshire <http://www.visitmonmouthshire.com/eventmanagement-introduction.aspx>

8. Production of Monmouthshire Eisteddfod Fringe Guide (to encourage eisteddfod visitors to see and do as much as possible while they're in Monmouthshire to spread the benefits of the event across the county).

36 Monmouthshire events / special offers promoted including three short break offers <http://www.visitmonmouthshire.com/eisteddfod.aspx> 15,000 copies printed for distribution via key visitor sites. Distribution of electronic copy via online channels and by email to visitors staying in eisteddfod caravan and camping sites. Opportunity for businesses to embed Monmouthshire Eisteddfod Fringe widget into their own websites.

Cardiff Capital Region Food Tourism (P4G Project Led by Monmouthshire Tourism)

- 9 participating LAs across SE Wales (all LAs except Blaenau Gwent)
- 9 LA food & drink business databases cleaned
- Regional Food Tourism Marketing Plan developed
- 11 food tourism videos produced and promoted – one for each LA plus 2 regional (one food & one drink) <http://www.visitmonmouthshire.com/cardiffcapitalregionfood.aspx>

CARDIFF CAPITAL REGION TRAVEL TRADE / GROUP TRAVEL CAMPAIGN (RTEF PROJECT LED BY BRIDGEND CBC)

- Ongoing development/ management of dedicated travel trade / group travel website www.southernwales.com
- Group Buyer Showcase, Hensol Castle 2 February 2016
- Group Buyer Fam trip 1 Feb 2016
- Attendance at Discover Wales, World Travel Market, Britain & Ireland Marketplace, British Travel Trade Show, Explore GB
- Monmouthshire Group Buyer Guide <http://mediafiles.thedms.co.uk/Publication/MW-Mon/cms/pdf/Monmouthshire%20Group%20Travel%20Guide%20Final.pdf>
- Monmouthshire Familiarisation trip for SE Wales businesses and ambassadors 9 February 2016 with 27 attendees led by Wales Official Tour Guide with the following itinerary:
 - Caldicot Castle & Country Park
 - Wyndcliffe Sculpture Gardens
 - Guided tour by Clerk of the Course followed by lunch at Chepstow Racecourse
 - White Castle Vineyard – guided tour followed by tutored tasting

MEET CARDIFF CAPITAL REGION BUSINESS TOURISM CAMPAIGN (RTEF PROJECT LED BY CARDIFF CC)

- Events attended, 23rd /24th Sept 2015 Square Meal - Old Billingsgate, London, 22nd /23rd Jan 2016 C&IT Corporate Forum – Brighton, 17th Feb 2016 BNC Show – London, 1st March 2016 Cardiff Capital Region in London - London venue, 12th March 2016 Experience Cardiff Capital Region familiarisation visit –Capital region, C& IT Association Forum – London
- Range of branded event support collateral produced #meetcardiffcapitalregion
- Digital activity comprising e-blasts, social media campaign driving traffic to www.meetcardiffcapitalregion.com

DARK SKIES ADVENTURES (RTEF PROJECT LED BY RCT CBC)

- Monmouthshire Dark Skies Training for 25 businesses / ambassadors on 13 November 2015, at Goytre Wharf
- Registration and promotion of 5 Monmouthshire Dark Sky Discovery sites by Dark Sky Wales - Abergavenny Castle, Black Rock, Caldicot Castle & Country Park, Goytre Wharf & Skenfrith Castle.

- 3 Dark Sky events held at Abergavenny Castle (29 January, 2016) Caldicot Castle (2 April, 2016) & Goytre Wharf (13 November, 2015)

CARDIFF CAPITAL REGION LINKING UP (P4G PROJECT LED BY NEWPORT CC)

- Cycling tourism audit
- Cycling tourism toolkit developed
- Infrastructure Gap Analysis report
- Cycling tourism networking event
- Cycling tourism Interactive map <http://www.visitmonmouthshire.com/cardiffcapitalregioncycling.aspx#>
- Series of leaflets aimed at Visit Wales target market segments
<http://www.visitmonmouthshire.com/cardiffcapitalregioncycling.aspx#>

WG Funding secured for 2016/17

Monmouthshire Tourism has secured £20k of the £25k requested to deliver the following programme of activity this financial year:

- Review of Destination Plan and Partnership arrangements
- Development of visitmonmouthshire.com to improve the experience for users of mobiles and tablets
- Legendary Monmouthshire – specialist Agincourt travel trade training / product development and identification & testing of a new St Tewdric's cycle route to link the Wye Valley with the Wales Coast Path

The Cardiff Capital Region Travel Trade / Group Travel Project also secured WG RTEF funding.

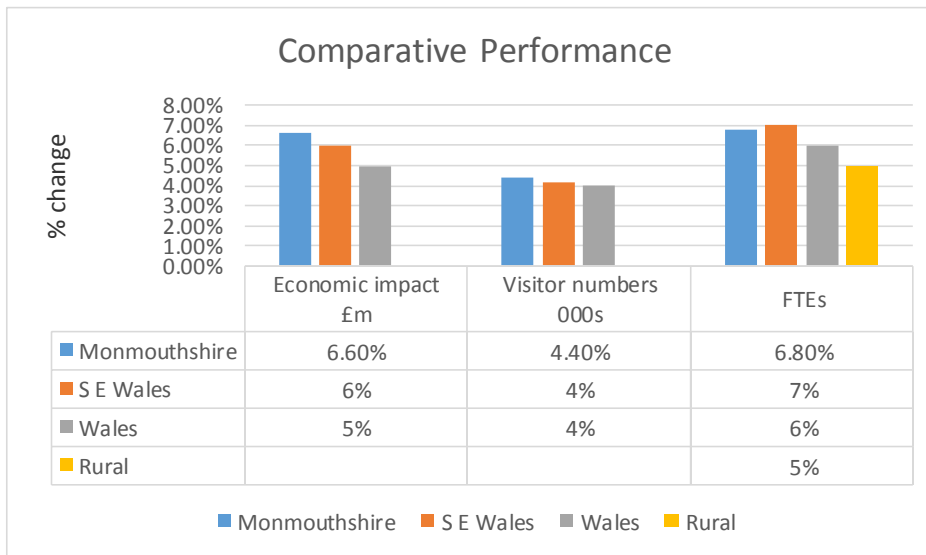
In addition, £58k was secured from the Active Travel Quick Wins fund for upgrading of software on existing visitor information kiosks and installation of new hardware at 3 sites.

Monmouthshire Tourism also secured £25k of RDP funding to deliver the Vale of Usk Country Kitchen programme at the 2016 Monmouthshire & District Eisteddfod, to raise the profile of the area as a high quality food tourism destination and encourage Eisteddfod visitors to purchase local food & drink products.

Prospects for 2016	<p>Headline results from Wales Tourism Business Barometer: Wave 3, Summer 2016 http://gov.wales/docs/caecd/research/2016/160922-wales-tourism-business-survey-wave-3-2016-en.pdf</p> <p>Excellent summer season for Wales' tourism industry The tourism industry in Wales has enjoyed a busy summer. Close to half (46%) of tourism businesses have had more visitors than last summer, and more than a third (38%) have received the same level. Only a minority (16%) report being down.</p> <p>'More British people staying in the UK' is the top reason given for being busier – stated by a third (33%) of businesses receiving more visitors. Some industry leaders believe this is, in part, due to a weak pound and/or the threat of terrorism in mainland Europe.</p> <p>All sectors and regions have enjoyed a good summer The increased visitor levels have been seen across all industry sectors and regions of Wales. In particular, caravan and campsites have had an excellent period, with two in three (67%) reporting to be up on visitors compared to last summer. Some fine weather and more British people staying in the UK are thought to have combined to make a successful summer for this sector.</p> <p>German and other European markets are also up this year As well as the domestic market performing well, operators have also seen more visitors from mainland Europe to date this year. About two in five (41%) businesses have had more visitors from Germany compared to last year, and a similar proportion (43%) have had the same level.</p> <p>About two in five (39%) operators have had more visitors from other European countries, and about half (47%) have had the same level.</p> <p>Confidence for rest of the year is fairly high Following a good summer, about a quarter (27%) of operators say they are 'very confident' for the rest of the year, and many others (57%) say they are 'fairly confident'.</p>
Collaboration/ Partners we are working with	Abergavenny TC, Abergavenny & District Tourism Association, St Mary's Priory Trust, Brecon Beacons NPA, Wye Valley AONB, Brecon Beacons Tourism, Wye Valley & Forest of Dean Tourism Association, Visit Wales, Welsh Government, Monmouthshire Ambassadors, Monmouth Chamber, Chepstow Chamber, Chepstow TC, Chepstow Marketing Group.
What we have spent on this objective	The core Tourism budget for 2015/16 was £132,489. An additional £35k of external funding was secured to deliver approved activity, £20k under RTEF & £15k under P4G.

	The TIC budget for 2015/16 was £42,358, a 35% reduction on the budget for 14/15.			
How are we performing?				
	How much did we do?	2014	2015	2015 Target
	Total Number of tourists per year ⁱ	2.098m	2.190m	>2.098m
	Total number of day visitors	1.633m	1.696m	>1.633m
	Total number of visitors staying overnight	0.465m	0.494m	>0.465m
	Number of visitors to Abergavenny TIC	24,927	19,327*	>24,927
	Number of visitors to Chepstow TIC	37,843	30,931*	>37,843
	How well did we do?			
	Total employment supported by tourism (Full Time Equivalent, FTE)	2569	2744	>2569
	Is anyone better off?			
	Income generated from tourism per year ⁱⁱ (£ millions)	£175.07m	£186.65m	>£165.08
	Total value of overnight visitors (£ millions)	£124.16m	£133.79m	>£116.94
	Total value of day visitors (£ millions)	£50.91m	£52.86m	>£48.13

How do we compare with other areas



In terms of economic impact, Monmouthshire’s growth (6.6%) was slightly higher than the national (5%) and regional average (6%) between 2015 and 2014.

Monmouthshire’s 4.4% increase in visitor numbers between 2015 and 2014 was also slightly higher than the 4.2% increase on 2014 for South East Wales and 4% for Wales.

For FTEs, the % change was above the Wales and rural average but slightly below the S E Wales average.

ⁱ Based on annual calendar year data produced by STEAM

ⁱⁱ All 2014 figures are given in £s 2015 to remove inflation effects.

* Reduced opening hours / periods of TICs during 2015.

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Monmouthshire County Council

STEAM Tourism Economic Impacts
2015 Year in Review
Summary



Monmouthshire's Visitor Economy

This is a summary of the annual tourism economic impact research undertaken for Monmouthshire County Council by Global Tourism Solutions (UK) Ltd.

Monmouthshire received
2.2 million
Tourism Visits during 2015

Visitors **staying overnight within the area** as part of a holiday or short break, accounted for **494 thousand visits** and **1.3 million nights** in local accommodation

Page 47

2.95 million
Visitor Days generated by visitors to Monmouthshire in 2015

A total of **£187 million** was generated within the local economy through visitor and tourism business expenditure

1.7 million tourism visits made by Day Visitors



Visitor Numbers
+4.4% between 2014 and 2015



Day Visits generated **£53 million** for the local economy in 2015

Visitors play a vital role in supporting over **2,700 full time equivalent jobs** locally



In total, **staying visitors** generated a **total economic impact of £134 million** for local businesses and communities



Monmouthshire's **staying visitors** spent **£39 million** on local accommodation, staying 2.5 nights on average



Economic Impact +6.6% between 2014 and 2015

Total Visitor Days +5.2% between 2014 and 2015, accounting for an **additional 147,000 days**

2015

Total
Visitor
Numbers
2.190m

Page 48

% Change
2014-2015
+4.4%

Net Change
2014-2015
+92k Visits

Visitor Types

Staying Visitors encompass all tourists staying overnight for at least one night in one of the following types of accommodation:

- **Serviced Accommodation** - including Hotels, Guest Houses, B&Bs, Inns
- **Non-Serviced Accommodation** – including Self-Catering properties such as Houses, Cottages, Chalets and Flats, as well as Camping and Caravanning, Hostels and University / College accommodation
- **Staying with Friends and Relatives (SFR)** – unpaid overnight accommodation with local residents

Day Visitors visiting the area on a non-routine and non-regular leisure day trip from a home or holiday base

Visitor Numbers

In 2015, there were an estimated 2.19m tourism visits to the Monmouthshire County Council area, 4.4% higher than in 2014 and 6.7% higher than in 2013. This is slightly higher than the currently estimated 4.2% increase on 2014 for South East Wales as a whole.

Key Figures: Visitor Numbers

Visitor Numbers		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2015 (Millions)	M	0.277	0.075	0.143	0.494	1.696	2.190
2014 (Millions)	M	0.254	0.068	0.142	0.465	1.633	2.098
Change 14/15 (%)	%	+8.7	+10.2	+0.3	+6.3	+3.8	+4.4
Share of Total (%)	%	12.6	3.4	6.5	22.6	77.4	100.0

Day visitors continue to be critically important to Monmouthshire and the 1.7 million day visits accounted for 77% of all visits to the county. Day visits increased by 3.8% from 2014 levels. This continues a general upward trend since 2008, with an average annual increase in day visitor numbers from 2008 to 2015 of 1.9%.

The staying visitor market saw higher growth levels between 2014 and 2015, with +6.3% change in visits compared to 2014. This was driven by improved performance in both the serviced and non-serviced sectors. The 8.7% increase in serviced accommodation continues the strong growth of recent years, with an average increase of 8% per annum since 2012.

The number of visitors staying in non-serviced accommodation grew by 10.2% from 2014-2015. This is a welcome improvement following annual falls in the sector since 2011, though this trend had been Wales-wide rather than specific to Monmouthshire.

**Total
Visitor
Days
2.954m**

**% Change
2014-2015
+5.2%**

**Net Change
2014-2015
+147k
Visitor Days**

Page 49

Visitor Days

Monmouthshire's 2.19m tourism visits during 2015 generated a total of 2.954m visitor days spent within the County Council area - an increase of 5.2% between 2014 and 2015. This compares favourably with the currently estimated 4% increase for South East Wales as a whole.

Key Figures: Visitor Days

Visitor Days		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2015 (Millions)	M	0.452	0.466	0.340	1.258	1.696	2.954
2014 (Millions)	M	0.415	0.420	0.339	1.174	1.633	2.807
Change 14/15 (%)	%	+8.9	+11.1	+0.3	+7.2	+3.8	+5.2
Share of Total (%)	%	15.3	15.8	11.5	42.6	57.4	100.0

Staying visitors accounted for 42.6% of all visitor days and a total of 1.258 million days spent in Monmouthshire during 2015. There were 84,000 additional staying visitor days spent in Monmouthshire compared with 2014 - an increase of 7.2%.

Within the staying visitor market, visits using paid accommodation accounted for the largest portion, with 452,000 days spent in *serviced accommodation* (up 8.9%) and 466,000 days spent in *non-serviced accommodation* (up 11.1%).

Day visitor days increased by 3.8% between 2014 and 2015. The total of 1.696 million day visits in 2015 is the highest for Monmouthshire since STEAM began monitoring tourism in the county in 1999.

Total Economic Impact
£186.65m

Page 50

% Change 2014-2015
+6.6%

Net Change 2014-2015
+£11.6m

Visitor Expenditure and Total Economic Impact

Tourism visits were estimated to have generated £186.65 million for the local economy in 2015, an increase of 6.6% compared to 2014. (All 2014 figures are given in £s 2015 to remove inflation effects.) This figure comprises *direct expenditure* of visitors on goods and services (£141.5 million) and the subsequent indirect / induced economic effects arising within the local economy (£45.1 million). Monmouthshire's growth is slightly higher than the current South East Wales estimate of 6%.

Distribution of Economic Effects

2015	Direct Visitor Expenditure						Indirect and Induced	Total Economic Impact
	Accommodation	Food & Drink	Recreation	Shopping	Transport	Total Direct		
Totals	£38.9m	£37.2m	£12.1m	£27.6m	£25.7m	£141.5m	£45.1m	£186.7m

Note: m = million

Key Figures: Economic Impact

Economic Impact £s 2015		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2015 (£ Millions)	£M	71.832	42.135	19.826	133.793	52.86	186.654
2014 (£ Millions)	£M	66.123	38.259	19.775	124.157	50.908	175.065
Change 14/15 (%)	%	+8.6	+10.1	+0.3	+7.8	+3.8	+6.6
Share of Total (%)	%	38.5	22.6	10.6	71.7	28.3	100.0

Each visitor day brings an average of £63.19 to the local economy, ranging from £31.18 for day visitors to £158.77 for visitors staying in serviced accommodation. Staying visitors generate an average income for Monmouthshire of £270.70 per visitor.

Average Economic Impact Generated by Each Type of Visitor: 2015

Economic Impact	Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
Economic Impact per Day	£158.77	£90.34	£58.40	£106.32	£31.18	£63.19
Economic Impact per Visit	£259.62	£562.08	£139.02	£270.70	£31.18	£85.24

**Total
Employment
Supported**
**2,744
FTEs**

**% Change
2014-2015**
+6.8%

**Net Change
2014-2015**
**+175
FTEs**

Employment Supported by Tourism

Tourism visits to Monmouthshire in 2015 were estimated to have supported 2,744 Full-Time Equivalent jobs (FTEs). 82% of these FTEs (2,246) are assumed to have been generated directly through the expenditure of visitors (Direct Employment), with the remaining 18% being indirect and induced (498), that is supported through the supply chain and further rounds of expenditure within the economy including employee spend.

Distribution of Employment

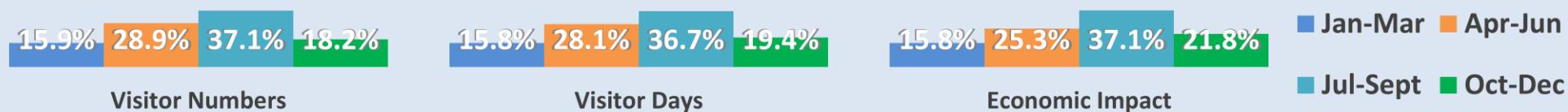
2015	Direct Employment						Indirect and Induced	Total Employment
	Accommodation	Food & Drink	Recreation	Shopping	Transport	Total Direct		
Totals	879	675	179	355	158	2246	498	2744

Key Figures: Employment Supported

Employment Supported		Direct Employment					Total Direct	Indirect and Induced	Total
		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors			
2015 (FTEs)	FTE	893	639	196	1727	519	2246	498	2744
2014 (FTEs)	FTE	852	594	188	1635	482	2117	452	2569
Change 14/15 (%)	%	+4.7	+7.5	+4.1	+5.6	+7.7	+6.1	+10.1	+6.8
Share of Total (%)	%	32.5	23.3	7.1	62.9	18.9	81.9	18.1	100

The largest portion of the direct employment supported is associated with the activity of visitors staying in serviced accommodation, accounting for 893 FTEs. Tourism spend supports the most employment in the Accommodation (879 FTEs) and Food & Drink (675 FTEs) sectors.

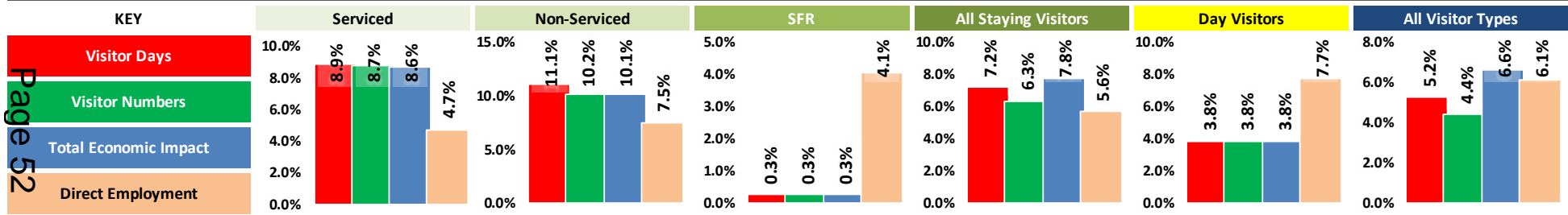
Distribution of Key Impacts by Quarter: 2015



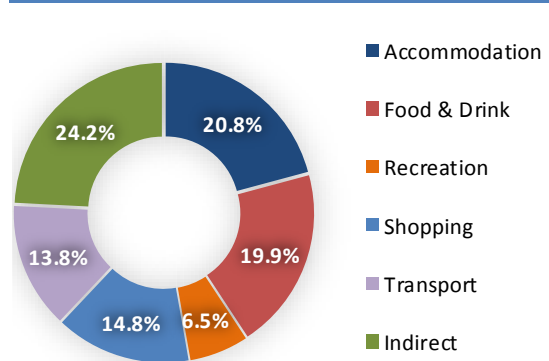
KEY PERFORMANCE INDICATORS BY TYPE OF VISITOR - COMPARING 2015 & 2014 - INDEXED TO 2015

KEY	Staying in Paid Accommodation									Staying with Friends and Relatives (SFR)	All Staying Visitors			Day Visitors			All Visitor Types		
	Serviced			Non-Serviced			2015				2014			2015			2014		
	2015	2014	+/- %	2015	2014	+/- %	2015	2014	+/- %		2015	2014	+/- %	2015	2014	+/- %	2015	2014	+/- %
Visitor Days	M	0.452	0.415	8.9%	0.466	0.420	11.1%	0.340	0.339	0.3%	1.258	1.174	7.2%	1.696	1.633	3.8%	2.954	2.807	5.2%
Visitor Numbers	M	0.277	0.254	8.7%	0.075	0.068	10.2%	0.143	0.142	0.3%	0.494	0.465	6.3%	1.696	1.633	3.8%	2.190	2.098	4.4%
Direct Expenditure	£M																141.52	132.64	6.7%
Economic Impact	£M	71.83	66.12	8.6%	42.13	38.26	10.1%	19.83	19.78	0.3%	133.79	124.16	7.8%	52.86	50.91	3.8%	186.65	175.06	6.6%
Direct Employment	FTEs	893	852	4.7%	639	594	7.5%	196	188	4.1%	1,727	1,635	5.6%	519	482	7.7%	2,246	2,117	6.1%
Total Employment	FTEs																2,744	2,569	6.8%

PERCENTAGE CHANGE BY VISITOR TYPE AND PERFORMANCE MEASURE - COMPARING 2015 & 2014 - INDEXED TO 2015

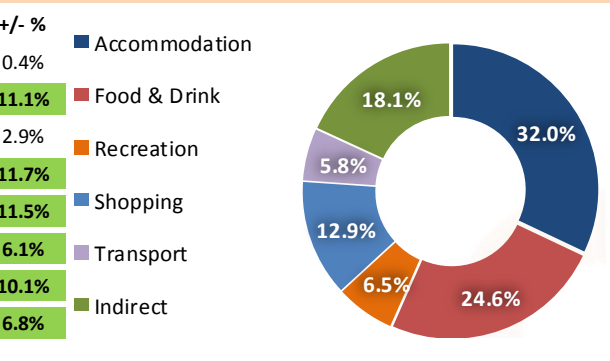


Sectoral Distribution of Economic Impact - £M including VAT Indexed to 2015



Sectors	2015	2014	+/- %
Accommodation	38.85	35.98	8.0%
Food & Drink	37.21	34.99	6.4%
Recreation	12.08	11.36	6.3%
Shopping	27.65	26.10	5.9%
Transport	25.73	24.22	6.2%
TOTAL DIRECT	141.52	132.64	6.7%
Indirect	45.14	42.42	6.4%
TOTAL	186.65	175.06	6.6%

Sectoral Distribution of Employment - FTEs



SUBJECT: Local Development Plan tourism policies update

MEETING: Economy & Development Select Committee

DATE: Thursday 13 October 2016

DIVISIONS/WARDS AFFECTED: All

1 PURPOSE

- 1.1 To provide Members with an updated review of tourism-related planning policies to enable consideration of the extent to which the Local Development Plan (LDP) supports the Council's objectives for growing our tourism economy.

2 RECOMMENDATIONS

- 2.1 To note the LDP policy support for sustainable forms of tourism including glamping, for inclusion in Supplementary Planning Guidance (SPG) to clarify for officers, Members and customers how tourism related proposals will be considered.
- 2.2 That draft Supplementary Planning Guidance (SPG) on tourism be prepared and reported back to this Select Committee prior to the SPG being circulated for public consultation.

3 BACKGROUND

- 3.1 Tourism is vital to Monmouthshire's economy, generating income to support a wide range of businesses that directly or indirectly benefit from visitor spending or that supply or service the county's tourism industry. According to STEAM, tourism generated £187m for Monmouthshire in 2015 with more than 2m visitors. Tourism also provides opportunities for enterprise and employment, and is a significant employer in the county. According to the [Welsh Government Local Authority tourism profile for Monmouthshire](#), tourism employment accounts for approximately 12% of all employment in the county. Tourism revenue per capita is the highest in SE Wales, highlighting that Monmouthshire is more reliant on its visitor economy than any other Local Authority in the region.
- 3.2 The need to safeguard, provide and enhance the visitor economy/tourism facilities is essential in ensuring that Monmouthshire realises its potential as a high quality and competitive visitor destination. The LDP has a key role in supporting the Council's vision by enabling development that safeguards, provides and enhances tourism that supports local communities and protects the natural and built environment – key drivers of the Monmouthshire's visitor economy.
- 3.3 The Local Development Plan was adopted in February 2014. This statutory development plan contains a number of policies relevant to tourism which are set out in **Appendix C**. 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 the desired tourism outcomes. However, it is worth noting at this point 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.

- 3.4 The Economic and Development Select Committee, at its meeting on 15 October 2015, received a report which considered whether the LDP policy framework was effectively enabling tourism-related development. This report provides an update on the effectiveness of the LDP policy framework in enabling /delivering tourism related development since the Plan's adoption and reviews the extent to which the LDP is supporting sustainable forms of tourism accommodation. In particular, this update looks at the policy support for glamping, which was identified at the last meeting as a key growth area that the Council wishes to support in principle.

4 KEY ISSUES

- 4.1 To aid consideration of this topic, this report is divided into two sections. The first part of the report identifies tourism-related planning applications determined during the second LDP monitoring period to determine the effectiveness of the existing policy framework in enabling tourism-related development. This section utilises details from the LDP Annual Monitoring Report (AMR) to investigate planning approvals and identify any refusals. The relevant extract of the AMR is provided at **Appendix A**.
- 4.2 The second part of the report updates the findings previously reported to Select Committee. It reviews how LDP policies should be interpreted in relation to sustainable forms of tourist accommodation and reconsiders the extent to which the policies support such development. The findings are set out in tables which are attached as **Appendix B**.

Development Management Decisions

- 4.3 The findings of the 2015-16 AMR¹ demonstrate that 10 applications were approved for tourism uses during the monitoring period, 8 of which were for tourist accommodation facilities. These included 6 holiday lets (all conversions) in various settlements², an extension to an existing holiday lodge site at St Pierre Country Park for 5 lodges and a new build 60 bed hotel in Monmouth (Premier Inn). Collectively, these provide over 70 new bed spaces and will provide a further boost to the visitor accommodation available in Monmouthshire. A further two applications were approved for other tourism related uses – a walkers' café at Llandewi Skirrid and new play area at Llandegfedd Visitor Centre. The number of tourism facilities approved is comparable to those approved during the last monitoring period (10 applications) which indicates that the LDP tourism policy framework is operating effectively to enable tourism development in the County.
- 4.4 It is notable that there were no applications permitted which involved the loss of tourism facilities during the 2015-16 monitoring period. Similarly, no applications relating to tourism-related uses were refused. This compares favourably to the previous AMR when 5 applications were approved involving the loss of tourist facilities and 2 tourism-related applications were refused. This, together with the number of tourist facilities approved over the 2015-16 monitoring period and cumulatively since the Plan's adoption, indicates that the relevant Plan policies are operating effectively allowing such developments to take place in Monmouthshire. The AMR policy analysis relating to the visitor economy is provided in **Appendix A**.

¹ Covers the period 1 April 2015-31 March 2016

² Tintern, Tregare, Grosmont, Cwmcarn, Mamhilad and Magor.

LDP Tourism Policy Framework

- 4.5 New forms of visitor accommodation have emerged in recent years including yurts, tepees and wooden pods i.e. 'glamping'. 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 consider how such proposals should be assessed against the existing policy framework and to determine whether policy interpretation/implementation could be clarified through the production of SPG. Although this matter was considered in the previous report to Select Committee, it was considered appropriate to review this work in light of an increasing number of enquiries regarding these new forms of visitor accommodation.
- 4.6 An Officer Working Group³ was established to review the interpretation of LDP policies in relation to new forms of visitor accommodation and to reconsider the extent to which the LDP is supporting this growing area of sustainable tourism.
- 4.7 LDP paragraph 5.82 states that *'there is a desire to encourage and plan for sustainable forms of tourism in Monmouthshire, which is defined 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.'*
- 4.8 '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'*.
- 4.9 The review findings are set in Table 1 which is attached as **Appendix B**. The table sets out the various types of sustainable tourist accommodation and demonstrates how each would be assessed under the LDP. Key policy considerations and relevant LDP policies are set out for each type of tourist accommodation. In terms of policies, the table focuses on proposals outside of settlement boundaries. Within settlement boundaries, development is generally acceptable in principle subject to normal amenity considerations and policy matters such as flood risk.
- 4.10 In summary, the starting point is Policy S11 which supports sustainable forms of tourism, as does Policy S8. Such proposals are acceptable in principle unless ruled out by Policies T1, T2 or T3. Proposals would be assessed against other policies for example landscape harm (LC5) or highway safety objections etc.
- 4.11 T1 allows for touring caravans and tents.
T2 allows new build self-catering accommodation in specific circumstances:
- Ancillary to establish medium or large hotels
 - Re-use or conversion of existing buildings in countryside subject to H4
 - Substantial rebuild within the curtilage of a farm where it complies with RE3 agricultural diversification
- T3 allows visitor accommodation on golf courses where it supports the tourism economy, subject to detailed planning considerations.
Amenity blocks are also covered by S11 and S8 subject to landscape harm etc.

³ Comprising planning policy officers, development management officers and Head of Planning, Housing & Place-shaping

- 4.12 Generally speaking, proposals such as yurts/shepherd's huts should be taken down or relocated into storage out of season. However, the necessity for this needs to be considered on a case by case basis depending upon landscape harm, visual impact etc. Consideration needs to be given to planning conditions to control the number of units, siting, appearance/type of unit, and occupancy.
- 4.13 Contrary to some of the findings reported in the previous Select Report on this issue, the review found that the LDP policy framework is in fact generally supportive of sustainable forms of tourist accommodation, including 'glamping'. Such proposals would still be subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.). However, the starting point for assessing such proposals is Strategic Policy S11 (Visitor Economy) which supports and seeks to enable the provision of sustainable tourism development in Monmouthshire.
- 4.14 However, the review also determined that the preparation of SPG would be beneficial in order to provide clarification for officers and customers on the interpretation /implementation of the existing policy framework in relation to such proposals.
- 4.15 Consideration has also been given to the interpretation of LDP policies in relation to another form of tourist accommodation which are not specifically referenced in LDP policies namely static caravans. Table 2 of Appendix B sets out the key policy considerations and relevant LDP policies for assessing such proposals. Strategic policy S11 is unlikely to support such proposals as it is doubtful that static caravans could be considered as a sustainable form of tourist accommodation.
- 4.16 Table 3 provides an updated version of the table reported to Select Committee in 2015.

5 CONCLUSION AND RECOMMENDATIONS

- 5.1 An assessment of the planning decisions made in relation to tourism-related developments since the LDP was adopted indicates that the LDP policies are operating effectively and allowing appropriate tourism development to be take place.
- 5.2 The Working Group's review of the interpretation of LDP policies in relation to sustainable forms of tourist accommodation indicates that the LDP policy framework is generally supportive of such uses, including 'glamping' accommodation, subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.).
- 5.3 Overall it is considered that the LDP tourism-related policies are fit for purpose and support and enable the Council's tourism aspirations. However, it is considered that the preparation of SPG would assist with the interpretation/implementation of the existing policy framework in relation to sustainable forms of tourist accommodation.
- 5.4 It is therefore recommended that the Planning Policy Team commence preparation of SPG to provide clarification for officers and customers on the interpretation/implementation of the policies in relation to sustainable forms of tourism accommodation.
- The SPG will:
- Set out what we consider to be sustainable forms of visitor accommodation (in relation to Policy S11);

- Provide clarity for officers, Members and customers/investors/developers on the interpretation/implementation of the tourism policy framework in relation to specific types of visitor accommodation;
- Provide a checklist for assessing each type of visitor accommodation (key considerations and relevant policies); and
- Provide a list of relevant standard conditions relating, for example, to number of units, type of accommodation permitted, siting and occupancy.

5.5 It is proposed to prepare draft Supplementary Planning Guidance to be presented to the Select Committee and Planning Committee prior to public consultation later this year. We would then report back the consultation responses and any necessary amendments to Select Committee and Planning Committee prior to seeking Cabinet Member approval to adopt the SPG in early 2017.

6 AUTHOR & CONTACT DETAILS

Mark Hand
Head of Planning, Housing and Place-shaping
01633 644803
markhand@monmouthshire.gov.uk

Appendix A

2015-16 AMR

Visitor Economy

Monitoring Aim/Outcome: Encourage high quality sustainable tourism

Strategic Policy: S11 Visitor Economy

LDP Objectives Supported: 1, 3, 5 & 7

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

Contextual Changes

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

Indicator	Target	Trigger for Further Investigation	Performance 1 April 2015 – 31 March 2016
1. Number of tourism schemes approved <i>(includes extensions/conversions and new build)</i>	No target	None	10 tourism schemes approved*
2. Number of tourism facilities lost through development, change of use or demolition	Minimise the loss of tourism facilities	Loss of any 1 tourism facility in any 1 year	0 tourism facilities lost

Analysis

1. 10 applications were approved for tourism uses during the monitoring period, 8 of which were for tourist accommodation facilities. These included 6 holiday lets (all conversions) in various settlements**, an extension to an existing holiday lodge site at St Pierre Country Park for 5 lodges and a new build 60 bed hotel in Monmouth (Premier Inn). Collectively, these provide over 70 new bed spaces and will provide a further boost to the visitor accommodation available in Monmouthshire. A further two applications were approved for other tourism related uses, namely a walkers' café at Llandewi Skirrid and new play area at Llandegfedd Visitor Centre. The number of tourism facilities approved is comparable to those approved during the last monitoring period which indicates that the LDP tourism policy framework is operating to enable tourism development in the County.

It is also worth noting that a temporary application was permitted during the monitoring

period for an outdoor leisure venue at Castle Meadows, Abergavenny to enable the County to host the National Eisteddfodd in July/August 2016.

The number of tourist facilities approved over the monitoring period suggests that the relevant Plan policies are operating effectively allowing such developments to take place in Monmouthshire. In response to an increasing number of enquiries regarding new forms of visitor accommodation including yurts, tepees and wooden pods i.e. glamping, an officer working group has reviewed the LDP policies to ensure that they support this growing area of sustainable tourism. The findings of this work will be reported back to the Council's Economy and Development Select Committee and the Council will prepare SPG during the next monitoring period to provide clarification on the interpretation/implementation of the existing policy framework in relation to such proposals.

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

2. There were no applications permitted relating to the loss of tourism facilities during the monitoring period, indicating that this indicator target and monitoring outcome to minimise the loss of tourist facilities has been achieved. This also compares favourably to last year's AMR when 5 such facilities were lost to alternative uses.

The Council will continue to monitor the loss of tourist facilities in future AMRs to determine the effectiveness of the policy framework relating to this issue, given the importance of tourism to the County's economy.

Recommendation

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

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

*Predominantly visitor accommodation: 6 self-catering holiday lets (conversions); Holiday lodges (5); 1 hotel – collectively these provide over 70 bed spaces. Also 2 visitor facilities (café and play area).

**Tintern, Tregare, Grosmont, Cwmcarn, Mamhilad and Magor.

Appendix B

Table 1: LDP Policy Review of Glamping Accommodation

Glamping Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
<p>Yurts Large tent like structures with wooden frames, often with beds and wood burners</p> <p>Tepees Conical shaped structures with wooden poles, often with beds and wood burners 'luxury tents'</p> <p>Bell Tents Conical shaped tent supported by a single central pole, covered with cotton canvas can have beds</p>	<ul style="list-style-type: none"> • How are these defined in planning policy terms? • Not static caravans or traditional tents – typically larger than traditional tents and more complex to erect • More permanent than traditional tents given wooden bases which generally remain in situ throughout the year • On balance yurts/tepees not considered permanent given the nature of the structures i.e. upper parts are made from material and can be easily removed • However, if include wooden decking/associated works then they are considered more like static caravans i.e. more permanent structures • Key policy consideration is degree of permanency of the structure and if it can be removed when not in use. (Duration on site) • Planning application would be for the change of use of the land for the siting of yurts/tepees etc for tourist accommodation. 	<p>S11 – supports sustainable forms of tourism accommodation subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.)</p> <p>T1 – would apply where yurts/tepees/bell tents are considered to constitute a tented camping site (not permanent, upper parts could be easily removed).</p> <p>However, where proposals include the provision of more permanent type structures associated with yurts/tepees, such as wooden decking, T1 would be less applicable as proposals would no longer be akin to a tented camping site as referred to in T1 i.e. scale/permanency of development would take it out of the scope of T1 and so proposals would be considered against S11 (supportive subject to LC5 etc.).</p> <p>T2 - refers to new build permanent serviced/self-catering accommodation so is not applicable to these proposals (yurts/tepees/bell tents are not new build development).</p>	<p>Scale is a key consideration i.e. as the scale of development increases there could be potential non-compliance with other LDP policies e.g. S11 (whether it would constitute sustainable form of tourism), LC5 landscape character etc.</p> <p>Cumulative impacts also important consideration.</p>

Glamping Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
		<p>RE3(d) – offers support for yurts/tepees/bell tents if linked to agricultural diversification (as not new build development)</p> <p><i>RE3(d) states ‘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’</i></p>	
<p>Wooden huts/pods/tents Constructed of timber, floor and roof, can have beds, heaters, connections to services.</p> <p>Note – there are different forms of wooden pods i.e. some are literally just a wooden hut with a single open space/limited headroom, no facilities or connections to</p>	<ul style="list-style-type: none"> • How are these defined in planning policy terms? • Typically constructed off site and transported on to a site as a completed unit – therefore fall under the latter part of the caravan definition (i.e. transported on the back of a motor vehicle/trailer) • Given degree of permanency on site such structures cannot be categorised as touring units • Not considered to constitute new build development (transported on back of motor vehicle/trailer) • Planning application would be for the change of use of the land for the siting of wooden pods for tourist accommodation. 	<p>S11 – supports sustainable forms of tourism accommodation subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.)</p> <p>T1 – would not fall within the scope of T1 as not a ‘touring’ facility and not classified as a ‘tent’ (tented camping site) given the degree of permanency of the structures and so proposals would be considered against S11 (supportive subject to LC5 etc.).</p> <p>T2 – refers to new build permanent serviced/self-catering accommodation so is not applicable to these proposals</p> <p>RE3(d) – offers support if linked to agricultural diversification (as not wooden</p>	<p>Scale is a key consideration i.e. as the scale of development increases there could be potential non-compliance with other LDP policies e.g. S11 (whether it would constitute sustainable form of tourism), LC5 landscape character etc.</p> <p>Cumulative impacts also important consideration.</p>

Glamping Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
<p>services, just with sufficient space to allow you to sleep on the floor i.e. accommodation is more akin to a tent. Nevertheless, such pods would not fall within the scope of T1 as not 'tented camping' as referred to in T1.</p>		<p>Pods are not new build structures)</p> <p><i>RE3(d) states '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'</i></p>	
<p>Shepherd's Huts 19th /20th century version of a modern caravan. Typically solid wooden frame, cast iron wheels, and formed corrugated roof, can have beds, heaters, other facilities</p>	<ul style="list-style-type: none"> • How are these defined in planning policy terms? • Degree of permanency is a key factor – are they transported on to site as a completed unit to remain in situ (as per definition of static caravan)? • Or could Shepherd's huts on wheels/trailer base be considered more like a touring caravan? • Degree of permanency arguably depends on the type of shepherd's hut e.g. some are moveable on trailers, others have to be moved into position by tractor (off a transporter) before final siting 	<p>S11 – supports sustainable forms of tourism accommodation subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.)</p> <p>T1 – does not fall within the scope of T1 as not typically considered to constitute a 'touring' facility as referred to in T1.</p> <p>T2 – refers to new build permanent serviced/self-catering accommodation so is not applicable to these proposals</p> <p>RE3(d) – offers support if linked to agricultural diversification (as shepherd's huts are not new build structures)</p>	<p>Scale is a key consideration i.e. as the scale of development increases there could be potential non-compliance with other LDP policies e.g. S11 (whether it would constitute sustainable form of tourism), LC5 landscape character etc.</p> <p>Cumulative impacts also important consideration.</p>

Glamping Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
		<p><i>RE3(d) states ‘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’</i></p>	
<p>Tree Houses Structure built next to, around or among tree trunk/branches above ground level.</p>	<ul style="list-style-type: none"> • How are these defined in planning policy terms? • Generally considered to be permanent new build development – though arguably this depends on type/scale proposed • The planning application would be for the erection of a building as operational development 	<p>S11 – supports sustainable forms of tourism accommodation subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.)</p> <p>T1 – not applicable as not ‘touring’ or tented camping</p> <p>T2 – Tree houses outside development boundaries would be contrary to T2 as the policy does not support proposals for new build permanent serviced/self-catering accommodation outside development boundaries (unless ancillary to established medium/large hotels).</p> <p>However, this could be balanced against other LDP policies e.g. S11, S8, to allow such development where a potential tree house is considered to constitute low impact tourist accommodation given its scale, innovative</p>	<p>Scale/type of treehouse proposed is a key consideration in assessing such proposals.</p>

Glamping Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
		<p>design etc. This would need to be considered on case by case basis.</p> <p>RE3(d) – offers no support linked to agricultural diversification as considered new build development.</p>	
<p>Amenity Blocks Often required to accompany the aforementioned types of glamping accommodation</p>	<ul style="list-style-type: none"> • How are these defined in planning policy terms? 	<p>No specific policy support but could be considered as ancillary to a sustainable tourism facility (subject to other relevant policy considerations e.g. landscape impact)</p> <p>The first preference would be for the conversion of existing buildings (subject to compliance with H4)</p>	

Definition of sustainable tourism (European Charter for Sustainable Tourism):

‘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’.

Table 2: LDP Policy Review of Other Forms of Tourist Accommodation

Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
<p>Static Caravans</p>	<ul style="list-style-type: none"> • A more traditional form of visitor accommodation and not falling within the scope of the newer types of ‘glamping’ facilities • How are these defined in planning policy terms? A use of land, legal definition of a ‘caravan’ in 1960 Caravans Act and subsequent amendments. • Potential under definition of ‘caravan’ for substantial structures having the appearance of domestic dwellings • Greater tendency for accompanying domestic paraphernalia • Given the nature of materials, colours etc. not as sympathetic to countryside locations as ‘glamping’ developments referred to above • Greater risk of becoming used as permanent living accommodation in the countryside, contrary to LDP settlement policies. 	<p>S11 – supports sustainable forms of tourism accommodation subject to other relevant policy considerations (landscape, highways, natural/historic environment etc.). Doubtful whether could be classed as ‘sustainable form of tourism accommodation’, given issues raised in column 2?</p> <p>T1 – does not apply due to permanency. Criterion b) specifically requires that there are no permanently sited caravans.</p> <p>T2 – refers to new build permanent serviced/self-catering accommodation so is not applicable to these proposals (although there is an element of ambiguity in the wording of the policy as the second paragraph implies that any ‘permanent ... self-catering visitor accommodation will only be permitted if it consists of re-use and adaption of existing buildings’ rather than ‘new-build permanent ... self-catering visitor accommodation’)</p> <p>RE3(d) –allows for static caravans to be used for visitor accommodation if linked to agricultural diversification (as not new build development) subject to detailed</p>	<p>Scale is a key consideration i.e. as the scale of development increases there could be significant potential non-compliance with other LDP policies e.g. S11 (whether it would constitute sustainable form of tourism), LC5 landscape character etc.</p> <p>Cumulative impacts also important consideration.</p>

Accommodation Type	Key Policy Considerations	Relevant LDP Policy	Comments
		<p>considerations</p> <p><i>RE3(d) states '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'</i></p>	

Table 3: Updated table from October 2015 Select Committee report

Type of tourism development	LDP Policy	Scenario	Comments (relating to proposals beyond settlement boundaries)	Suggested Action
Touring caravans	T1	any	T1(c) requires that the site can be adequately supervised without additional permanent living accommodation for wardens. However, TAN6 could allow for a dwelling on an established site#. This approach avoids permission being given for new dwellings in the countryside to accompany businesses that quickly fail/cease. Proposals are subject to compliance with LC1 and LC5 (landscape impact) and normal planning considerations e.g. highway safety, flood risk etc.	Supplementary Planning Guidance could be prepared to clarify how amenity blocks will be considered.
Tented camping (touring)	T1	any	As above	As above
Yurts, Tepees and Bell Tents Wooden huts/pods/tents Shepherds huts	S11	any	The limited degree of permanence of these types of accommodation means they can be considered as a use of land rather than operational development. Proposals of an appropriate scale are supported by S11, subject to compliance with LC1 and LC5 (landscape impact) and normal planning considerations e.g. highway safety, flood risk etc.	Supplementary Planning Guidance could be prepared to clarify how these forms of glamping will be considered.
Lodges and log cabins	T2	Linked to an established medium/large hotel	TAN6 could allow for a dwelling for a warden/manager on an established site*. Proposals would be subject to compliance with LC1 and LC5 (landscape impact).	Supplementary Planning Guidance could be prepared to clarify how amenity blocks will be considered.

	RE3	Agricultural diversification scheme	Policy RE3(d) only allows agricultural diversification for visitor accommodation where it involves conversion or substantial rebuild within the curtilage of the farm buildings complex. So conversion/substantial rebuild to create a holiday cottage would be acceptable, but siting a pre-fabricated building such as a log cabin would not.	
	T3	Linked to an existing golf course	Policy T3 allows for new buildings if limited in scale and suitably located, so allows for warden/manager accommodation and amenity buildings.	
	SAT1(a)	Within grounds of Hendre Mansion, Monmouth	As above. There is likely to be a suitable outbuilding to convert into an amenity block.	
Static caravans	-	-	Static caravans do not fall within T1 which relates specifically to touring caravans and tenting. T2 is not applicable because it relates to new build. Static caravan sites are not considered to be 'sustainable tourism' so S11 does not apply. Policy RE3 could allow for static caravans if linked to agricultural diversification however there is likely to be a visual impact issue due size, form and associated paraphernalia.	Consider whether or not static caravan parks should be supported by future LDP policies.
Tree houses	-	-	Tree houses are normally operational (physical) development. There is no explicit policy support for tree houses however subject to scale, siting, visual impact and impact on the host/surrounding trees, there may be scope to support exceptional examples.	Consider proposals on a case by case basis.
Holiday cottages (conversion)	T2	Conversion of rural buildings	Subject to Policy H4 (the building must be capable of conversion, not modern or utilitarian construction, good quality design proposed etc.). Policy T2(c) allows the conversion of buildings to visitor accommodation where the building is too	

			small or inappropriately located to provide appropriate standards of space and amenity for permanent residential use.	
Holiday cottages (new build)	T2 & RE3	Substantial rebuild of remains of building	Policies T2(a) and RE3(d) allow the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists agricultural diversification.	
B&Bs, hostels, hotels (conversions)	T2	Conversion of rural buildings	Subject to Policy H4 (the building must be capable of conversion, not modern or utilitarian construction, good quality design proposed etc.).	
B&Bs, hostels, hotels (new build)	T2 & RE3	Substantial rebuild of remains of building	Policies T2(a) and RE3(d) allow the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists agricultural diversification.	
	T2	Linked to an established medium/large hotel	Policy T2 allows the establishment of a B&B or hostel or the extension of a hotel provided it is ancillary to an established medium or large hotel.	
	T3	Linked to an existing golf course		
Visitor accommodation	SAT1	Identified sites for hotels/visitor accommodation	<p>SAT1(a) identifies Hendre Mansion, Monmouth as being suitable for a new build hotel, conversion to hotel/other serviced accommodation and other new build self-catering accommodation.</p> <p>SAT1(b) identifies Piercefield House, Chepstow as having potential for conversion into a hotel and other serviced accommodation.</p> <p>SAT1(c) identifies Croft-y-Bwla, Monmouth as being suitable for new build hotel accommodation (there is</p>	

			an extant planning permission for this). SAT1(d) identifies Portal Road, Monmouth as suitable for new build hotel accommodation (there is an extant planning permission for this).	
Pub extensions	TAN13			

#**TAN6 Rural Enterprise Dwellings** allows for a new dwelling on an established rural enterprise (including farms) where there is a functional need for a full time worker and the business case demonstrates that the employment is likely to remain financially sustainable (paragraph 4.4.1). For the purpose of this technical advice note **qualifying rural enterprises comprise** land related businesses including agriculture, forestry and other activities that obtain their primary inputs from the site, such as the processing of agricultural, forestry and mineral products together with land management activities and support services (including agricultural contracting), **tourism and leisure enterprises**.

Appendix C

Local Development Plan Tourism Policy Framework

Objectives

The LDP has 16 defined objectives (page 45 of the LDP), some of which relate directly to tourism development:

3: to support existing rural communities as far as possible by providing development opportunities of an appropriate scale and location in rural areas in order to assist in building sustainable communities and strengthening the rural economy;

5: to improve access to recreation, sport, leisure activities, open space and the countryside to enable healthier lifestyles;

7: to support a thriving, diverse economy, which provides good quality employment opportunities and enables local businesses to grow;

8: to protect, enhance and manage Monmouthshire's natural heritage, including the Wye Valley AONB, the County's other high quality and distinctive landscapes, protected sites, protected species and other biodiversity interests and the ecological connectivity between them, for their own sake and to maximise the benefits for the economy, tourism and social wellbeing.

Policies

Strategic Policy S11– Visitor Economy (page 74) – seeks to enable the provision and enhancement of sustainable tourism development in Monmouthshire. Development proposals that provide, support and enhance the County's visitor economy, and which safeguard the environment, will generally be supported and encouraged.

Policy S11 – Visitor Economy
Development proposals that provide and/or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations....

The following strategic policies also offer support for sustainable tourism proposals:

- **S8 Enterprise and Economy** (page 69) – offers support for sustainable economic growth, including tourism proposals (subject to other detailed planning considerations).
- **S10 Rural Enterprise** (page 73) – seeks to sustain and regenerate the County's rural economy by enabling the provision of rural enterprise and diversification where appropriate.

These strategic policies are supported by a number of development management policies relating to tourism development:

- **Policy RE6** (provision of recreation, tourism and leisure facilities in the open countryside: page 121);
- **Policy T1** (touring caravan and tented camping sites: page 122);
- **Policy T2** (visitor accommodation outside settlements (page 122);
- **Policy T3** (golf courses: page 124);
- **Policy LC1** (new built development in the open countryside: page 133);
- Site allocation policy SAT1 (tourism sites: page 188).
- In addition, for certain proposals the criteria in H4 (page 94) and/or LC5 (protection and enhancement of landscape character: page 137) apply.

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Economy and Development Select Committee

Action List

27th September 2016

Minute Item:	Subject	Officer	Outcome
3	Monmouthshire Local Development Plan Annual Monitoring Report 2015-16	Mark Hand / Martin Davies	<p>An update report be brought to the E&D Select Committee in due course on the Community Infrastructure Levy, together with a list of applicable areas.</p> <p>Supplementary Planning Guidance on affordable housing be brought to a joint scrutiny meeting with Strong Communities and Adults Select Committees at the appropriate time.</p>
4	Monmouthshire Planning Service Annual Performance Report 2015-16	<p>Mark Hand</p> <p>Hazel Ilett</p>	<p>Provide Select Committee Members with information regarding the percentage of applications which are delegated to officers for decision.</p> <p>Annual Performance reports be added to the work programme.</p>

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Monmouthshire's Scrutiny Forward Work Programme 2016

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
13 th Oct 2016	Event Strategy	Report on the Velathon and feedback received.	Dan Davies	Performance Monitoring
	Tourism Update	Tourism performance report and scrutiny of STEAM data	Nicola Edwards	Performance Monitoring
	Local Development Plan Tourism Policy	Update report on tourism policy and alignment to the LDP (outcome of earlier scrutiny of tourism and the LDP).	Mark Hand	Policy Development
24 th Nov 2016	Skutrade	Position report due.	Peter Davies	Performance Monitoring
	Eisteddfod Report	Report on the Eisteddfod and formal debrief.	Dan Davies	Performance Monitoring
	Chief Officer Enterprise Annual Report *TBC*	Scrutiny of the performance of the directorate for the previous year.	Kellie Beirne	Performance Monitoring
5 th Jan 2017	CMC2 Performance Report	Performance report due.	Cath Fallon	Performance Monitoring
9 th Feb 2017	Supplementary Planning Guidance on Tourism	To scrutinise a working draft of an SPG on tourism.	Mark Hand Nicola Edwards	Policy Development
27 th April 2017				

Future Work Programme items:

- × Vale of Usk LDP Strategy and projects ~ Potential to secure EU funding
- × Risk Assessment Challenge
- × CMC2 - Community Interest Company leading green and digital growth
- × Leisure Services - Annual performance report

Monmouthshire's Scrutiny Forward Work Programme 2016

× **CIL update**

Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
2nd MARCH 2016 – CABINET			
MEET strategy			Tracey Thomas
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 5 held on the 21 st January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
New Monmouthshire Carers Strategy (Adults)			Deb Saunders
Mounton House Formula Change			Nikki Wellington
Proposed closure of Deri View			Debbie Morgan
Removal of post from CYP			Sharon Randall

Subject	Purpose	Consultees	Author
			Smith
SRS			Sian Hayward
Pay Policy			Sally Thomas
9th MARCH 2016 – INDIVIUDAL DECISION			
Flexi retirement request			Ian Bakewell
Allocation Policy			Karen Durant
10th MARCH 2016 – COUNCIL			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Waste Strategy			Carl Touhig/ Roger Hoggins
CIL			Martin Davies
SPG			Martin Davies
Draft Diary			
Pay Policy			Sally Thomas
23rd MARCH 2016 – INDIVIUDAL CABINET MEMBER DEICSIONS			
Release of restrictive covenant			Gareth King
Creation of business support officer post	To gain agreement to employ a full-time Business Support Officer within Children's		Gill Cox

Subject	Purpose	Consultees	Author
	Services.		
Tender for Treasury Services			Mark Howcroft/Jon Davies
Conservation area appraisals	To adopt as supplementary planning guidance		Mark Hand
Flexible retirement request			Roger Hoggins
24th MARCH 2016 – SPECIAL CABINET			
Risk Assessment			Richard Jones
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 rd March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 rd March 2016)			Debbie Morgan
Removal of CYP post (EXEMPT)			Sharon Randall-Smith
CYP Call-In (Mounton House)			Tracey Harry
13TH APRIL 2016 - CABINET			
Digital Strategy	To update members on progress with the digital strategy and to agree the next steps.		Sian Hayward
Community Coordination evaluation of pilot			Matt Gatehouse
Proposed Closure of Deri View Special Needs Resource Base			Debbie Morgan
Mardy Park			Colin Richings
EAS Business Plan			Debbie Harteveld (EAS)
Play Sufficiency Assessment			Matthew Lewis
People and organisational strategy			Lisa Knight Davies

Subject	Purpose	Consultees	Author
Acorn Staffing Restructure			Clair Evans
Recommendations from Select			Hazel Ilett
27th APRIL 2016 – INDIVIDUAL DECISION			
SHG Programme			Shirley Wiggam
Moving Boverton House from CYP into the Enterprise Directorate			Ian Saunders
Monmouthshire Flood Risk Management Plan			Dave Harris
Primary Shopping Frontages Supplementary Planning Guidance'			Jane Coppock
4th MAY 2016 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 5 held on the 10 th March 2016		Dave Jarrett
BUDGET MANDATE 2016/17 – PREPAREDNESS ASSESSMENT	To provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17 budget mandates.		Deb Mountfield
Gilwern Setion 106 Funding	reporting back following the deferral of the Gilwern decisions at the February meeting		Mike Moran
Church Road Caldicot S106	new, short report to include some funding into the capital budget for 2016/17		Mike Moran
Monmouth S106 Funding			Mike Moran
Transfer management of Raglan VC Primary school			Cath Sheen

Subject	Purpose	Consultees	Author
former Junior building to the Enterprise Directorate			
Funding to Caldicot Town Team – Caldicot goes pop			Judith Langdon
Funding to Caldicot Town Team – Caldicot Market			Judith Langdon
4th MAY 2016 – SPECIAL COUNCIL			
11TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Transfer member of staff from Policy and Performance to CYP Directorate			Will McLean
SWTRA			Roger Hoggins
Monmouth Section 106 Funding – St Thomas Church Hall.			Mike Moran
40mph Speed Limit B4235 Myndbach			Paul Keeble
12TH MAY 2016 – COUNCIL			
Improvement Plan 2016-17			Matt Gatehouse
25TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Supplementary Planning Guidance – Draft Programme			Jane Coppock
Review of the administrative fee (Abergavenny Town Centre Loan Scheme) Councillor Greenland.			Stephen Griffiths
Review of the Council's Planning Pre-application Advice Service including the			Craig O'Connor

Subject	Purpose	Consultees	Author
proposal to increase the charges for this service			
Proposed prohibition of waiting at any time & prohibition of driving (except for access) mount way, chepstow.			Paul Keeble
8th JUNE 2016 – CABINET			
Contaminated Land report for Cabinet decision	To consider the options for revising the Authority's Contaminated Land Inspection Strategy		Huw Owen / David Jones
Review of Sundry Debtors policy	To agree the updated Sundry Debtor Policy, to ensure that the Authority continues to adopt a consistent and transparent approach to the management of its sundry debts.		Joy Robson
Revenue & Capital Monitoring 2015/16 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2015/16 financial year.		Mark Howcroft
Monmouthshire Carers strategy	To gain the approval of Cabinet, for the publication of the Monmouthshire Carers Strategy 2016-2019.		Bernard Boniface/ Deb Saunders
Volunteering Strategy	To introduce the Draft Volunteering Strategy 2016-19		Owen Wilce
Capital Programme Report	To seek member approval for highway and transportation schemes as part of Welsh Government transport grants and Section 106 agreements associated with new developments throughout Monmouthshire		Paul Keeble
S106 Funding Newport Road, Caldicot	To consider the release of S106 funding from the Newport Road allocation to enable the Caldicot Linkage Scheme to proceed		Deb Hill-Howells
Hydrogen Car Trial			Ben Winstanley / Roger Hoggins
Changes to the EAS	To seek Cabinet approval of the changes on		Sharon Randall

Subject	Purpose	Consultees	Author
business arrangements	Governance arrangements; Business arrangements; Funding arrangements		Smith
Caerwent House	To update Cabinet on project progress and proposed action with regards to the Compulsory Purchase Order in relation to Caerwent House.		Philip Thomas
15TH JUNE – INDIVIDUAL CABINET MEMBER DECISIONS			
Establishing two temporary posts to facilitate new duties under the social services & well-being (wales) act 2014, part 11 – to assess and meet the needs of adults in the secure estate.			Julie Boothroyd
Capability Policy for school based employees			Sally Thomas
16TH JUNE - COUNCIL			
Update on Syrian Resettlement Programme			Will McLean
Audit Committee Annual Report 2015/16, Annual report 2014/15			Andrew Wathan
29TH JUNE 2016 – INDIVIDUAL CABINET DECISION			
EU Project			Deserie Mansfield
Re-Allocation of Resources within Development Management			Mark Hand
Amendments to the protocol on public speaking at Planning Committee			Mark Hand
6TH JULY 2016 – CABINET			
Welsh Language Monitoring Report			Alan Burkitt

Subject	Purpose	Consultees	Author
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 1 held on the 16th June 2016.		Dave Jarrett
Review of Reserves			Joy Robson
End of year performance on Whole Authority Safeguarding			Teresa Norris / Claire Marchant
Proposed changes to the whole authority safeguarding approach			Teresa Norris / Claire Marchant
Car Park Management and Obstructions in the Highway			Roger Hoggins
DSS Annual report			Claire Marchant

13th July – INDIVIDUAL CABINET MEMBER DECISION

Proposed prohibition of waiting at any time & prohibition of waiting mon – sat 10:00am – 3:00pm, st kingsmark avenue,			Paul Keeble
Proposed 30mph speed limit, R139 Crick Road, Crick.			Paul Keeble
Proposed prohibition of waiting at any time & prohibition of waiting mon – fri 8am – 5pm, Monmouth Road & other roads, Usk			Paul Keeble
Proposed 30mph speed			Paul Keeble

Subject	Purpose	Consultees	Author
limit, R122 (Crick to Shirenewton), Crick.			
Proposed 40mph speed limit, R122 Earlswood Road, Crick.			Paul Keeble
Proposed weight restriction order Usk			Paul Keeble
Monmouthshire Meals Leadership			Colin Richings
Mounon House – Catering Staff restructure			Rob O’Dwyer
27TH JULY – INDIVIDUAL CABINET MEMBER DECISION			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum of Understanding for Regional Garden Waste Treatment			Carl Touhig
Team Abergavenny Business Case for Capital Expenditure	To consider an application for expenditure		Deb McCarty
Review of the Council’s Allocation Scheme			Karen Durrant
Language and Play/Engagement Worker Post Deletion Proposal			Beth Watkins
27TH JULY – CABINET			
Budget Monitoring report – Period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Children’s Services Improvement Reports			Claire Marchant
Redundancy Report – Leisure Services	EXEMPT REPORT		Ian Saunders

Subject	Purpose	Consultees	Author
Crick Road			Deb Hill-Howells
Effectiveness of Council Services – Q4			Matt Gatehouse
People Services Annual Report			Peter Davies
Social Care and Health Restructure Report			Claire Marchant
28th JULY - COUNCIL			
DSS Annual report			Claire Marchant
Solar Farm revised business case			Ben Winstanley
Safeguarding – year end performance 2015/16	To sign off end of year performance 2015/16 and present a new way forward on safeguarding		Teresa Norris
GYP Chief Officer report			Sarah McGuinness
Sustainable Development Policy			Matthew Gatehouse
17th AUGUST – INDIVIDUAL CABINET MEMBER DECISION			
Map Modification Order			Mandy Mussell
Delegated Waste Enforcement Powers for Waste and Street Services			Carl Touhig
Job Evaluation In Respect Of The Occupational Therapist In The Children With Disabilities Team Monmouthshire.			Carol Buck
31ST AUGUST 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Procurement Card Policy	To seek approval of the Procurement Card Policy to be used within the Authority		Lisa Widenham

Subject	Purpose	Consultees	Author
Training And Events Co-ordination			John McConnachie
Temporary Animal Health & Feed Officer			Gareth Walters
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
7TH SEPTEMBER - CABINET			
Section 106 Education Contributions - Land at Ty Mawr and Cae Meldon, Gilwern	To decide on the use of education balances available from the Section 106 Agreements relating to the development of land at Tw Mawr and at Cae Meldon, Gilwern.		Simon Kneafsey
Allocation of Section 106 Funds – Magor and Undy			Deb Hill Howells
Youth Offending Service Restructure Report			Jacalyn Richards
Effectiveness of Council Services – Q1 2016/17 update			Richard Jones
Caldicot Town Team Section 106 Funding Pilot			Judith Langdon
Recommendations from Select Committees			Hazel Ilett
14TH SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS			
Permanent Adoption of post CDLL18			R Tranter
To Establish The Temporary Post Of Carers Development Manager			B Boniface

Subject	Purpose	Consultees	Author
22ND SEPTEMBER 2016 – COUNCIL			
MCC Audited Accounts 2015/16(formal approval	To present the audited Statement of Accounts for 2015/16 for approval by Council		Joy Robson
ISA 260 report – MCC accounts	To provide external audits report on the Statement of Accounts 2015/16		WAO
Re-Appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum for its next 3 year period.		Matthew Lewis
Provision of a Community Hub in Abergavenny			Deb Hill-Howells
Stage 2 Improvement Plan – How we performed 2015/16			Richard Jones
City Deal			
Future Schools Programme			Simon Kneafsey
28TH SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Emergency planning – business continuity register of priority services	To seek agreement from the Emergency Planning 'Portfolio Holder' to the revised and updated MCC Register of Priority Services.		Ian Hardman
5TH OCTOBER 2016 – CABINET			
Gilwern Section 106 funding			Mike Moran
Community Asset Transfer of Caerwent Hall and Playing fields			Ben Winstanley
LDP/AMR			Jane Coppock
12TH OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Monmouthshire Museums Accreditation			Rachel Rogers
Carer Information And Support			Bernard Boniface
Job Evaluation Of The	EXEMPT REPORT		Ruth Donovan

Subject	Purpose	Consultees	Author
Senior Revenues Processor Post Within The Revenues, Systems & Exchequer Team			
20TH OCTOBER 2016 – COUNCIL			
Future Schools			Will Mclean/Pete Davies
26TH OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Redundancy costs for one employee arising from relocation of My Day My Life (Swanraft) to Overmonnow Resource Centre'			Shelley Welton
Change of Senior Practitioner Social Worker to Social Worker Post			Julie Boothroyd
Private Rented Sector Housing Development Policy			Ian Bakewell
2ND NOVEMBER 2016 – CABINET			
Discretionary Housing Payments			Ruth Donovan
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 2 held on 22 nd September and meeting 3 held on the 20 th October 2016.		Dave Jarrett
Delivering Excellent Practice in Children's Services - Progress report			Deb Hill Howells
Abergavenny Town Centre Loan Application	EXEMPT REPORT To approve the recommendation of the Abergavenny Town Centre Loan Board		Steve Griffiths
The Knoll, Abergavenny			Mike Moran

Subject	Purpose	Consultees	Author
Section 106 funding			
Revised Staff Contractual arrangements – Individual Support Service			Ceri York
CIL:	For approval to submit for examination		Mark Hand
Undy Athletic Football Club Community Asset Transfer			Ben Winstanley
1st DECEMBER 2016 - COUNCIL			
CYP CHIEF OFFICER REPORT			Sarah McGuinness
Community Governance Report			Will McLean
7TH DECEMBER 2016 – CABINET			
MTFP and Budget proposals for 2017/18	To provide Cabinet with revenue Budget Proposals for 2017/18 for consultation purposes		Joy Robson
Capital Budget Proposals	To outline the proposed capital budget for 2017/18 and indicative capital budgets for the 3 years 2018/19 to 2020/21		Joy Robson
Chippenham Mead play area, Monmouth			Mike Moran
Asset Management Strategy			Deb Hill Howells
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the schedule of applications 2016/17, meeting 4 held on 1 st December 2016.		Dave Jarrett
Welsh Language 5 Year Strategy			Alan Burkitt
Council Tax Base 2017/18 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government together with the collection rate to be applied for 2017/18 and to make other necessary related statutory decisions		Sue Deacy/Ruth Donovan
Review of Fees and	To review all fees and charges made for services		Joy Robson

Subject	Purpose	Consultees	Author
Charges	across the Council and identify proposals for increasing them in 2017/18		
14TH DECEMBER 2016 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2017/18 financial year as required by statute		Joy Robson
11TH JANUARY 2017 – CABINET			
18TH JANUARY 2017 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2017/18 as required by statute.		Joy Robson
19TH JANUARY 2017 - COUNCIL			
Council Tax Reduction Scheme 2017/18			Ruth Donovan
1ST FEBRUARY 2017 – CABINET			
Revenue & Capital Budget final proposals after public consultation	To present Revenue and Capital Budget proposals following receipt of final settlement		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 th		Dave Jarrett

Subject	Purpose	Consultees	Author
Budget Monitoring report – period 9	<p>January 2017.</p> <p>The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.</p>		Joy Robson/Mark Howcroft
1ST MARCH 2017 – CABINET			
2016/17 Education and Welsh Church Trust Funds Investment and Fund Strategy	<p>The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund</p>		Dave Jarrett
9TH MARCH 2017 - COUNCIL			
Final Budget Proposals			Joy Robson
Final Composite Council Tax Resolution	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Wellbeing Assessment			Matt Gatehouse
Population Needs Assessment			Matt Gatehouse
5TH APRIL 2017 – CABINET			
Welsh Church Fund Working Group	<p>The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 9th March 2017</p>		Dave Jarrett
Welsh Church Fund Working Group	<p>The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 7 held on the 30th</p>		Dave Jarrett

Subject	Purpose	Consultees	Author
	March 2017.		
3RD MAY 2017 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 8 held on the 2017.		Dave Jarrett
Transfer of management of Raglan VC Primary School	To receive a progress update on the transfer of the management of Raglan VC Primary School former junior building to the Enterprise Directorate.		Cath Sheen

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