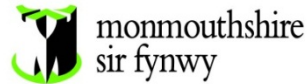


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 2 October 2019

Notice of meeting

Economy and Development Select Committee

Thursday, 10th October, 2019 at 10.00 am

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.	Planning Advice Note, Archaeology: Pre-decision scrutiny for the policy on identifying three new Archaeologically Sensitive Areas	1 - 42
4.	Museums Review: Scrutiny of progress on delivering the Museums Forward Plan following the previous review. Consideration of the remaining actions in the new context of MonLife, including linked issues / actions with attractions in respect of visitor experience; marketing; retail and events coordination.	43 - 70
5.	Economy and Development Select Committee Forward Work Programme	71 - 74
6.	To confirm the minutes of the previous meeting held on 5th September 2019	To Follow
7.	To confirm the date and time of the next meeting as 14th November 2019	

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

Watch this meeting online

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

Welsh Language

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

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

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

Our Values

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

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

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

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

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

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

Questions for the Meeting

Scrutinising Performance

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

Scrutinising Policy

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

Questions for the Committee to conclude...

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

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

General Questions....

Empowering Communities

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

Service Demands

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

Financial Planning

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

Making savings and generating income

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

SUBJECT: Archaeology in Planning, Planning Advice Note

MEETING: Economy and Development Select Committee

DATE: 10th October 2019

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To consider and scrutinise the proposed Draft 'Archaeology in Planning' Planning Advice Note and to provide any comments or changes accordingly. To consider the proposed extensions to existing Archaeologically Sensitive Areas in Abergavenny, Monmouth and Trellech, and consider the designation of a new Archaeologically Sensitive Area in Tintern.

2. RECOMMENDATIONS:

- 2.1 That the Economy and Development Select Committee provide feedback on the Draft 'Archaeology in Planning' Planning Advice Note, including the proposed changes to the boundaries to existing Archaeologically Sensitive Areas in Abergavenny, Monmouth and Trellech, and the proposed designation of a new Archaeologically Sensitive Area in Tintern, and provide any comments accordingly.

3. KEY ISSUES:

- 3.1 The Monmouthshire Local Development Plan (2011-2021) was adopted on February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relating to development in the County's settlements which manage and ensure appropriate development within the County through the planning process. Chapter 4 of Technical Advice Note 24 sets out how archaeology should be considered in the planning process. The conservation of archaeological remains is a material consideration in determining a planning application, this Planning Advice Note sets out how Monmouthshire County Council addresses this duty in exercising its Development Management functions.
- 3.2 Glamorgan Gwent Archaeological Trust (GGAT) provide services to Monmouthshire County Council under a Memorandum of Understanding and so act as the Council's Archaeological Advisor ensuring that the above considerations are properly assessed. Supporting this function GGAT has identified a number of areas within the County that have particular sensitivity in terms of archaeology, referred to as Archaeologically Sensitive Areas.
- 3.3 The need for additional guidance has arisen from experience of managing archaeology during the planning process where potential constraints have been raised late in the process or where there has been an inconsistent approach to protecting and managing underground archaeology when determining applications. Despite these complications

being limited to a small number of applications, it is considered good practice to set out clearly how archaeology should be considered through planning to ensure consistency of approach. The Advice Note aims to set out where particular care and attention should be paid to archaeology in the county identifying the specifically sensitive areas (ASAs) so that this is clear to an applicant or agent much earlier in the process.

- 3.4 Archaeologically Sensitive Areas are a recognised designation, first being brought in by the Ancient Monuments Act 1979, section 33. However, they remain a non- statutory designation. The Planning Advice Note sets out why these specific areas have particular archaeological sensitivity and how the consideration of these areas will be addressed through the planning process. These areas include;

Abergavenny
Caerwent
Chepstow
Grosmont
The Levels, Magor & Undy, Rogiet and Caldicot
Monmouth
Raglan
Skenfrith
Tintern
Trellech
Usk
Whitecastle

Tintern (proposed new ASA)

- 3.5 The above areas (with the exception of Tintern) have been designated as ASA's for some considerable time, they are referenced in the Local Development Plan 2011- 2021 (Adopted February 2014) and the preceding Unitary Development Plan. A recent review by GGAT of the ASA's has made changes to some of the designations. The former ASA's of the Gwent Levels and Rogiet, have been combined with Magor and Undy as well as Caldicot to create one ASA. The review also includes changes to the boundaries in Abergavenny, Monmouth and Trellech as well as the formalisation of the Tintern ASA boundary which was not included in the LDP or previous UDP.

3.6 The Gwent Levels.

The amalgamation of Caldicot, Magor and Undy and Rogiet, simplifies a number of smaller adjacent ASA's into one area that is more easily identified and more cohesive. This results in an administrative change rather than wider planning implications.

3.7 Abergavenny

Abergavenny has seen the largest of the boundary alterations, extending the ASA north to include Bailey Park and properties north of Park Crescent and the streets west of the Ross Road and east of Hereford Road. This extension seeks to cover the areas of suspected Roman, Medieval and Post Medieval activity. Given the nature of finds identified in this area and the known archaeological resource in the main town, it is considered that it is likely that a Roman civilian settlement may have existed in this area.

As a result this heightened sensitivity reflects the importance of the high potential for Roman remains. In addition the area north of and including Bailey Park may well have included the wider landscape of the 11th Century Benedictine Priory encompassing medieval and post medieval resources. The area is already densely developed covering two suburbs of the main town and the park. There is an increased potential for applications submitted in these areas to consider the need for additional survey work prior to determination.

3.8 Monmouth

The increased boundary includes Chippenham fields to the east of the town extending over the dual carriageway to encompass the fields west of the river. There have recently been finds from between five to eight thousand BC, Neolithic and Bronze Age remains with later Iron Age evidence. In addition the Area has shown physical evidence of Roman activity. Archaeological excavation, undertaken in advance of and during the development works have shown that archaeological remains survive at a relatively low depth occurring up to 2m below the ground surface. These remains date from the Mesolithic period through to post medieval and so are of particular importance. The area in question is mainly covered by fields and separated by the dual carriageway, therefore there is a low potential impact on development.

3.9 Trellech

This includes a proposed extension to the south of the town to encompass the Scheduled Ancient Monument of the shrunken medieval village and fields to the south of the SAM. Archaeological investigations in relation to development and through academic work has provided evidence of the medieval town extending further south than anticipated. Since the boundary was drawn investigations have provided evidence of features along Catbrook Road and Tinkers Lane. The wet nature of this area also provides a high potential for waterlogged remains related to importance of wells and springs closely associated with the church, settlement and as a pilgrimage site of importance. Whilst the development potential in this area is low, being outside of the development boundary, the remains have the potential to be of schedulable quality and so the area is proposed to be included to raise the awareness of such a sensitive site.

3.10 Tintern

The Tintern ASA extends from the fields south of Tintern Abbey, following the river on the eastern side to St Michaels Church to the north. The boundary then includes the developed area around Trellech Road and the main road, tightly hugging the rear of properties to the west of the main road until the junction at the George Hotel. It then extends up the hillside following the Angiddy River up to Hale End Cottage. To the south west of Tintern Abbey the boundary includes fields to the rear of St Marys Church and The Abbey Hotel.

The area is a mix of housing and open and semi-rural spaces. Being a minor Village, Tintern has some potential for residential development of infill and small scale development. Therefore there is an increased potential for applications submitted in these area to consider the need for additional survey work prior to determination.

Tintern's Abbey, precinct and landholdings together with two churches, industrial wire making remains and the 18th century Picturesque Wye Tour all make a significant contribution to the heritage value of the settlement. The potential for important archaeological remains are high. The remains are therefore focussed around the Abbey, and extending under the A466, Tintern Parva and the Angidy Valley.

Draft Archaeology in Planning, Planning Advice Note

- 3.11 The Draft Archaeology in Planning, Planning Advice Note, is attached to this report as **Appendix 1**. The Advice Note is intended to provide clarity for applicants, officers and Members in the interpretation and consideration of archaeology in the planning process.
- 3.12 The Draft Advice Note sets out detailed matters that need to be taken into account with considering proposals that are likely to have an effect on any archaeological resource, especially those within the identified sensitive Areas. The Planning Advice Note provides guidance as to why these specific areas are considered to be especially sensitive.
- 3.13 Selective use of Advisory Notes is a means of setting out more detailed thematic or site specific guidance in the way in which aspects of the planning process can be applied in particular circumstances or areas. This is not strictly a SPG document as it provides generic advice and does not expand on any specific policy in the Monmouthshire LDP. Archaeology is however considered in a number of policies within the LDP, however, and this Advice Note would carry additional weight in future decision making by going through a local consultation and adoption process. In this instance the document aims to encourage proper engagement and early consideration of archaeology in determining applications aiming to make the process more streamline and effective. The document will also be subject to the same level of consultation as a Supplementary Planning Guidance document appropriate consultation has been undertaken.
- 3.14 As referred to above for the document to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. The Economy and Development Select Committee's comments are now sought to be taken into account and inform the document accordingly. The consultation process will also involve targeted notifications which will be sent to those considered to have an interest in the topic such as local agents and architects and those on the LDP database. All town and community councils will also be consulted. The consultation will be publicised via our Twitter account @MCCPlanning and the corporate Monmouthshire Twitter account. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any Planning Advisory Note document.

4. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

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

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

Equality

4.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, the Planning Advice Note expands on and provides guidance relating to the effective management of archaeology within the planning process, which were prepared within this framework.

5. OPTIONS APPRAISAL

5.1 The option in relation to the Draft Planning Advice Note are to:

6. option 1 to scrutinise the PAN and provide comments if applicable, option 2 to decline to scrutinise the PAN

1. Scrutinise the Draft Planning Advice and provide any comments where applicable
2. Decline to Scrutinise the Draft Planning Advice Note

6.1 Option 1: Scrutinise the Draft Planning Advice Note as attached. **This is the preferred option.** The Draft Planning Advice Note sets out the key issues that need to be taken into account when considering planning applications that may have an archaeological resource implication. It is considered that the Planning Advisory Note will provide guidance and clarity to help guide developers, agents and officers in effectively managing archaeology in the planning process. Any comments will be analysed and the document amended as appropriate ensuring that the document is fit for purpose.

6.2 Option 2: Decline to scrutinise the Draft Planning Advice Note. This will not provide the clarity and necessary scrutiny to the document which mean that it would not be able to be considered as a Planning Advisory Note. Without the document there is a missed opportunity to improve engagement and management of archaeology within the planning process.

Recommendation:

6.3 Based on the reasons above, Option 1 (to scrutinise the Draft Archaeology in Planning, Planning Advisory Note as attached) is the preferred option.

7. EVALUATION CRITERIA

- 7.1 The purpose of this advice note is to raise awareness of archaeology in sensitive areas at the earliest opportunity. There are no quantitative measures arising from the proposal, for example it is not an objective to increase the number of watching brief conditions imposed. Rather the objective is to improve the customer experience and ensure archaeological resource is safeguarded. Success will therefore be measured via reviewing customer feedback and that from key stakeholders such as GGAT and Monmouth Archaeology, and via colleague feedback.

8. REASONS:

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

9. RESOURCE IMPLICATIONS:

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

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

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

11. CONSULTEES:

- MCC Development Services Manager and team colleagues - responded stating that document provides clearer guidance for agents and sets out the reasons for the identification of particularly sensitive areas.
- Heritage Team – responded providing some comments in terms of the Heritage Designations and their Policy Context.
- Planning Policy Team- responded stating the document cannot be formal Supplementary Planning Guidance due to the lack of a specific archaeology related policy in the LDP. Therefore the document was changed to a Planning Advice Note.
- Cabinet and Senior Leadership Team have been consulted on this proposal.
- Colleagues in MonLife have been informed due to ongoing projects relating to Bailey Park and Chippenham Fields in particular.
- The Planning Advice Note will be presented to Planning Committee for comment during the consultation period.

12. BACKGROUND PAPERS:

See appendix A – Draft ‘Archaeology in Planning’ Planning Advice Note

- 13. AUTHOR:**
Amy Longford, Heritage Manager and Molly Edwards, Heritage Monitoring Officer
- 14. CONTACT DETAILS:**
Tel: 07738187594
E-mail: amylongford@monmouthshire.gov.uk



<p>Name of the Officer completing the evaluation Mark Hand</p> <p>Phone no: 01633 644803 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Planning Advisory Notes (PAN) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Archaeology PAN has been prepared to provide further clarification as to how Archaeology is considered through the planning process. The PAN also seeks to extend the boundaries of the designated Archaeologically Sensitive Areas in Abergavenny, Monmouth and Trellech to take into account recent finds and pressuses. It also formalises the ASA around Tintern.</p>
<p>Name of Service area</p> <p>Planning and Housing</p>	<p>Date</p> <p>20/09/2019</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Archaeology in Planning, Planning Advice Note should bring positive benefits to Monmouthshire's residents of all ages, particularly through providing more clear guidance when engaging with the planning system.	None	Ensure that the relevant guidance, as set out in the PAN, is accurately interpreted and implemented.

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



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



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


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

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
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Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The LDP covers the period 2011-21. The PAN supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP strategic policy framework seeks to preserve and enhance the cultural heritage and historic environment of Monmouthshire. The PAN seeks to balance the long term need to preserve the finite historical resource against the short term need to process applications effectively and efficiently.</p>	<p>Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p> <p>The LDP and its policies have been subject to SA/SEA. The replacement LDP will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will help inform the evidence base for the replacement LDP.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The PAN has been produced in liaison with the Council's Archaeological Advisors, Glamorgan Gwent Archaeological Trust following discussions regarding planning applications. It has been subject to further internal consultation with the wider Heritage Team. Public consultation will be targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation will also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The PAN supports LDP strategic aims and policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The Replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involving those with an interest and seeking their views</p>	<p>The PAN has been produced in liaison with the Council's Archaeological Advisors, Glamorgan Gwent Archaeological Trust following discussions regarding planning applications. It has been subject to further internal consultation with the wider Heritage Team. Public consultation will be targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation will also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The PAN supports LDP strategic aims and policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The PAN has been written to take account of issues relating to archaeological surveys creating delays in the planning process. It is considered that the PAN will provide further clarity to all stakeholders and importantly maximise engagement with archaeology at the earliest opportunity in the planning process to ensure that the resource can be effectively managed.</p>	<p>The future adoption and implementation of the PAN will support appropriate affordable housing development where it accords with the LDP policy framework.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Integration Considering impact on all wellbeing goals together and on other bodies</p>	<p>The PAN supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing policy indicators and targets, to inform future AMRs.</p> <p>The replacement LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

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

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

- Monmouthshire Local Development Plan (2011-2021)
- Planning Policy Wales Ed 10 (December 2018)
- Technical Advice Note (TAN) 24: The Historic Environment.

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

Positive: The PAN sets out clear guidance as to how the Authority will exercise its statutory duty to have due consideration of the impact of development proposals on any potential archaeological resource through the development management process. It promotes early engagement with the authorities archaeological advisors by identifying areas within the county that have particular importance and sensitivity and require additional assessment. This also supports the understanding of the historic environment and how development can preserve and enhance the finite resource.

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

Negative: Potential for some applications to involve additional survey work where they are situated in the extended ASA's or within Tintern. This could cause a time or cost implication to the application.

Future: It is hoped that the identification of particular areas of importance and early engagement will minimise any potential delay and cost implication.

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

What are you going to do	When are you going to do it?	Who is responsible
Seek Planning Committee endorsement of the PAN with a view to it being formally adopted in connection with the Monmouthshire LDP.	Subsequent to this, engage in the consultation process and present the document to Planning Committee and Cabinet for their endorsement.	Head of Placemaking, Highways, Housing and Flood.

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Individual Cabinet Member (endorsement to issue for public consultation)		Due 9 th October 2019
1.1	Planning Committee (consultation)		Due 5 th November 2019
1.2	E&D Select Committee (scrutiny)		Due 14 th November 2019
1.4	Cabinet (post consultation - adoption)		Due 15 th January 2020



Archaeology in Planning Planning Advisory Note

September 2019

Monmouthshire County Council
Local Development Plan

Archaeology in Planning
Planning Advisory Note

September 2019

Planning Policy Service

Monmouthshire County Council

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1 Introduction: Purpose of this Planning Advisory Note

- 1.1 This planning advisory note has been prepared and issued by Monmouthshire County Council and Glamorgan Gwent Archaeological Trust to set out how Monmouthshire County Council Planning Authority addresses archaeology within the planning process. It will:
- Identify the relevant national and local policies
 - The nature of archaeology within Monmouthshire County Council
 - How the known archaeological resource is registered and the data managed
 - How the planning process deals with archaeology
 - How the planning process manages the Archaeologically Sensitive Areas
- 1.2 The council area includes an extensive variety of historic and archaeological remains that vary in age, extent and significance. All are a finite resource. There are areas which have been designated as an Archaeologically Sensitive Areas (otherwise called ASAs) as they are considered to have a greater potential for archaeology.
- 1.3 **Whilst these areas have been defined as ASAs, archaeological remains are not solely confined to these areas, archaeological remains of significance that may require mitigation during development will and do exist outside these areas.**
- 1.4 All data is correct at the time of compilation of this planning advisory note. Figures do change on a regular basis, do check the GGAT H.E.R. for up to date data and figures: <https://www.archwilio.org.uk/arch/>
- 1.5 Archaeology is a finite resource which contributes to our understanding of the past. Investigation and, when appropriate, preservation of remains is important, with the benefit of contributing to education and tourism. This resource must be managed to maintain its significance and promote wider understanding.
- 1.6 Archaeology as referred to and discussed within this document relates to the study of human history through physical remains to aid understanding of everyday life. Remains vary in size and scale from ruins and landscapes to individual or scattered finds. There are a wide variety of materials that can be discovered from metal-based, animal-based such as leather, through to plant-based materials. They can be discovered in both aerobic and anaerobic conditions
- 1.7 Monmouthshire County Council's archaeological service is provided by Glamorgan Gwent Archaeological Trust or GGAT who provide advice on planning matters where they impact on archaeology and update information on the Historic Environment Record (otherwise called H.E.R.).
- 1.8 The H.E.R. is a national database for Wales containing data on all known archaeological sites and discoveries. It is required and maintained under the Historic Environment (Wales) Act 2016, Part 4, Section 35-37, which states the requirement of Welsh Ministers to issue guidance on the contribution, management and use of such records. There are currently 202 Scheduled Ancient Monuments, 12 Archaeologically Sensitive Areas and over 13,043 archaeological sites within the Council boundary; this number is formed of 5,919 records on the H.E.R., 4,500 on the Royal Commission for Ancient and Historic Monuments Wales N.M.R., 2419 Listed Buildings, and 44

Registered Parks and Gardens. The H.E.R. is not an exhaustive list, any absences do not conclude that there are no archaeological interests in the search area. The H.E.R. can be viewed via this link: <https://www.archwilio.org.uk/arch/>

- 1.9 Cadw is the Welsh Government's historic environment service. They offer advice on the management of scheduled monuments, historic landscapes, parks and gardens, World Heritage Sites and battlefields.
- 1.10 Statutory protection is provided under the Historic Environment (Wales) Act 2016 Parts 2 and 3, and Ancient Monuments and Archaeological Areas Act 1979. They are defined as nationally important archaeological sites, scheduled monuments, registered parks and gardens, listed buildings and historic landscapes. These are a material consideration in the Planning process, with a presumption in favour of physical preservation. Cadw must be consulted where development is likely to affect the character and setting of a scheduled monument, there are separate consents for scheduled monuments. Please follow these links for more information:
 - http://www.legislation.gov.uk/ukpga/1979/46/pdfs/ukpga_19790046_en.pdf
 - <https://www.legislation.gov.uk/anaw/2016/4/contents>
 - <https://gov.wales/sites/default/files/publications/2018-09/tan24-historic-environment.pdf>
- 1.11 Monmouthshire County Council has 12 areas which have been designated as Archaeologically Sensitive Areas. This designation protects larger areas known to have dense layers of archaeology and greater significance in the development and history of Monmouthshire. There are three types of ASAs within the council area, Rural Settlements, Urban Settlements and Rural Landscape, they protect agricultural landscapes, Roman forts, and Medieval walled towns and castles. The designations have been created in partnership with advice sought from the council's archaeological advisers, GGAT, the data points within them are included on the H.E.R. These data points indicate remains which have been discovered and recorded. Areas considered to have greater archaeological potential or sensitivity may have fewer overall data points, e.g. Medieval agricultural sites which have large areas of land associated with them but fewer buildings have importance as part of a preserved landscape. Developers should always seek archaeological advice if proposing any development within these areas. Any development will not necessarily be restricted but mitigation may be required. **The ASAs are designated due to the clusters of remains in a specific location.**
- 1.12 The designations of ASAs in Monmouthshire have been updated since the previous document was adopted. A recent review by GGAT has proposed amendments to some of the ASAs. The designation for Caldicot, Magor and Undy, Rogiet and the Gwent Levels have been amalgamated into one under The Levels, ASA, for clarity, this is an administrative change rather than alterations to the boundaries. Tintern is also proposed to be formalised as a designated ASA within this update. The justification for this relates to the significance of the area as a monastic site, and industrial area and part of the Picturesque movement (further information see ASA 9). In addition Amendments have been made to the boundaries of Monmouth, Abergavenny and Trellech ASAs, all are discussed within the individual descriptions.

National Planning Policy

- 2.1 The Historic Environment (Wales) Act 2016 predominantly covers amendments and improvements to the existing protection of listed and scheduled structures and established Historic Environment records to be kept for each local authority. For further information please see: <https://www.legislation.gov.uk/anaw/2016/4/contents>
- 2.2 National Planning Policy for Wales is set out in Planning Policy Wales Edition 10. The chapter on Distinctive and Natural Places deals with the historic environment:
- Paragraph 6.1.5 states the requirement of all planning authorities to consider the aim of the Welsh Government to protect, conserve and enhance the historic environment for future-generations. It affirms the historic environment is a non-renewable and limited resource that has a vital and integral contribution to Welsh history and culture.
 - 6.1.23 states 'The planning system recognizes the need to conserve archaeological remains. The conservation of archaeological remains and their setting is a material consideration in determining planning applications, whether those remains are a scheduled ancient monument or not.
 - 6.1.24 states when making decisions that will affect nationally important assets the first option is to retain and protect them in situ. Only in exceptional circumstances will permission be granted when there is an adverse impact on a national asset, such as a Scheduled Monument or archaeological site. For further information please follow this link: <https://gov.wales/sites/default/files/publications/2018-12/planning-policy-wales-edition-10.pdf>
- 2.3 Technical Advice Note 24 (TAN 24): The Historic Environment is a supplementary document to Planning Policy Wales Edition 10 and Historic Environment (Wales) Act 2016 regarding the historic environment. It replaces Welsh Office Circulars 60/96 and 61/96. The guidance relates to the government objectives for protecting the historic environment and improving accessibility to contribute to the quality of life and places objective.
- The TAN addresses the need for a more accountable system in which applications affect the historic environment and how they are managed within the planning system. For further information please see: <https://gweddill.gov.wales/docs/desh/policy/180223tan-24-the-historic-environment-en.pdf>
- 2.4 Under the Well-being of Future Generations (Wales) Act 2015, which has an overarching consideration for promoting and improving the Well-being of the population of Wales, the duty for, but not limited to, protecting and promoting heritage for a sustainable future has been placed upon public bodies. With regard to the historic environment, its protection and promotion is key to improving the lives of the population of Wales. Furthermore, measurable outcomes of the objectives are required to be produced by public bodies. Please follow this link for further information: <https://futuregenerations.wales/wp-content/uploads/2017/01/WFGAct-English.pdf>

Monmouthshire Local Development Plan (LDP) (2011-2021):

- 2.5 The Monmouthshire LDP was adopted in February 2014 and provides the planning policy framework for this Planning Advice Note. Specific policies within the Local Development Plan address how the authority deals with archaeology, knowing the county has a rich and distinctive built and landscape heritage. Please refer to the following policies:

S13 Landscape, Green Infrastructure and the Natural Environment

S17 Place Making and Design, including HE1, HE2, HE3, and HE4

EP4 Telecommunications

DES2 Areas of Amenity Importance

3 Archaeology in Monmouthshire

- 3.1 Monmouthshire is a primarily agricultural county with three main settlements, Monmouth, Abergavenny and Chepstow. Remains show that people have settled here from the Mesolithic and Neolithic periods, with finds predominantly located in the Levels; more widespread evidence has been discovered from the Iron Age, with flint spearheads, burial mounds and the remains of the hilltop camp in Bulwark, Chepstow.
- 3.2 A significant impact on the development and landscape of Monmouthshire came with the Romans. Consolidation of their conquest remains through the civil city of Caerwent, forts and garrisons discovered in Abergavenny (Gobannium), Usk (Burrium), and Monmouth (Blestium); further evidence of their society is evident in the roads connecting civil and military centres, the thinning of the forests, draining of marshes and the formation of earthwork defences.
- 3.3 As a border county, Monmouthshire felt the effects of the Medieval conquests from England. Wales is well-known for its castles, of which Monmouthshire has plenty, yet, there is more than the remains of castles, walled towns and manorial houses and landscapes are part of the Medieval history of the county. The archaeology from this period, as it shows with every culture, shows how much change has taken place; for example, Trellech, now considered a main village, was once a significant urban centre, the evidence of its growth and diminishment visible within the archaeology. Monmouthshire has less evidence of the impact of the industrialisation of the country. What remains are the canals, railways and ironworks that changed the landscape and culture, however, Monmouthshire remains predominantly agricultural.
- 3.4 As well as the physical remains of cultures, evidence has also been found in Monmouthshire of the paleoenvironmental remains. These remains provide an insight into and aid our understanding of the environment at specific times in history.

- 4.1 This section is divided into subsections to allow ease of understanding

Pre Planning Stage:

- 4.2 It is always very positive for applicants and prospective developers to engage with the local authority and their archaeological expertise at the beginning of the application process. This will inform any potential archaeological remains on the development site and help developers and applicants to design sympathetic and positive management of the resource.
- 4.3 Policy states proposed archaeological works and reports should be carried out by a suitably qualified and competent expert of the appropriate standard (see TAN 24, paragraph 4.7 and 4.8).
- 4.4 The appointed archaeologist could prepare a document regarding their investigation that can be submitted as part of the main application. Investigations may require a desk-based assessment or field evaluation. Reports compiled by the archaeologist should meet standards and guidance provided by the Chartered Institute of Archaeologists: <https://www.archaeologists.net/codes/cifa>

Applications (including Planning, Listed Building Consents and Conservation Area Consents):

- 4.5 It is standard practice for the local authority to consult GGAT as part of the application process. GGAT will respond with advice on how best to preserve or mitigate impact on any remains. If early consultation has been had with GGAT or an archaeologist, any potential requirements may have already been flagged up.
- 4.6 Please be aware that archaeology is a material consideration, this means during the determination process the impact on the archaeological resource requires proper consideration.
- 4.7 As part of this consideration and prior to determination of an application, applicants or developers may be required to carry out the following:

Field Surveys:

Assessments may advise the need for field evaluations requiring trenches or open area assessments. These will highlight the depth and nature of potential remains and will inform the development itself. GGAT provide a brief to which the field evaluation should be undertaken, including a specification on the archaeological situation, the required works and how they will be achieved. This will be the most effective way of assessing significance and informing mitigation

Further surveys may include earthwork surveys, field walking or geophysical to allow more targeted investigation of potential remains where necessary.

Analysis:

Results from field surveys should be analysed by the archaeological contractor with a subsequent report completed. The information within the report should demonstrate the significance, understanding and extent of the archaeology discovered. Furthermore, there should be options provided for proposed mitigation of said discoveries. Dependent upon the report, further

work may be required prior to determination or as a condition upon the decision notice.

- 4.8 Alternatively, the above points may be controlled with a condition on the decision notice instead of during the application process.

Conditions:

- 4.9 Where a positive decision has been made on a site with archaeological remains or the potential for them, conditions may be placed on the application to manage the archaeological resource.
- 4.10 Standard conditions include building recording reports, watching briefs or written schemes of investigation, and the resultant reports to be compiled and sent to an approved archive to maintain the history of the site. Approved archives are subject to the nature of the record being deposited, guidelines for these archives can be found at:<http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>
- 4.11 Those conditions which are more complex are, for example, programs of investigation. These documents are specific to the site, written by the appointed archaeologist and may be required to be submitted and approved prior to implementation.
- 4.12 There are occasions when the archaeological works will be secured legally by a Section 106 agreement. The agreement will regulate the development and allow for the provision of funds to secure further investigation and recording.
- 4.13 Where work has commenced without the submission and approval of a Discharge of Conditions application, or work on site is different to what has been approved, this constitutes a breach of planning and can result in enforcement action.

5 Archaeologically Sensitive Areas (ASAs)

ASA 1: Grosmont

Significance:

- Important planned Medieval town
- Expanded following receipt of a charter in the 13th century
- Prospered between the 16th and 18th centuries

Reasons for Increased Archaeological Potential: Grosmont is predominantly a Medieval settlement formed between the 11th century castle and church. The castle is one of three (also Whitecastle and Skenfrith) in the region built to consolidate land conquered by the Normans. The town evidently prospered under the lordship formed in the 12th century, the castle and church underwent phases of development, the settlement grew, and there is evidence of land and water management. After a period of decline with the plague and the battles of the 14th and 15th centuries, Grosmont continued to prosper. Evidence of the extent of the settlement and agricultural work are unclear.



ASA 2: Whitecastle

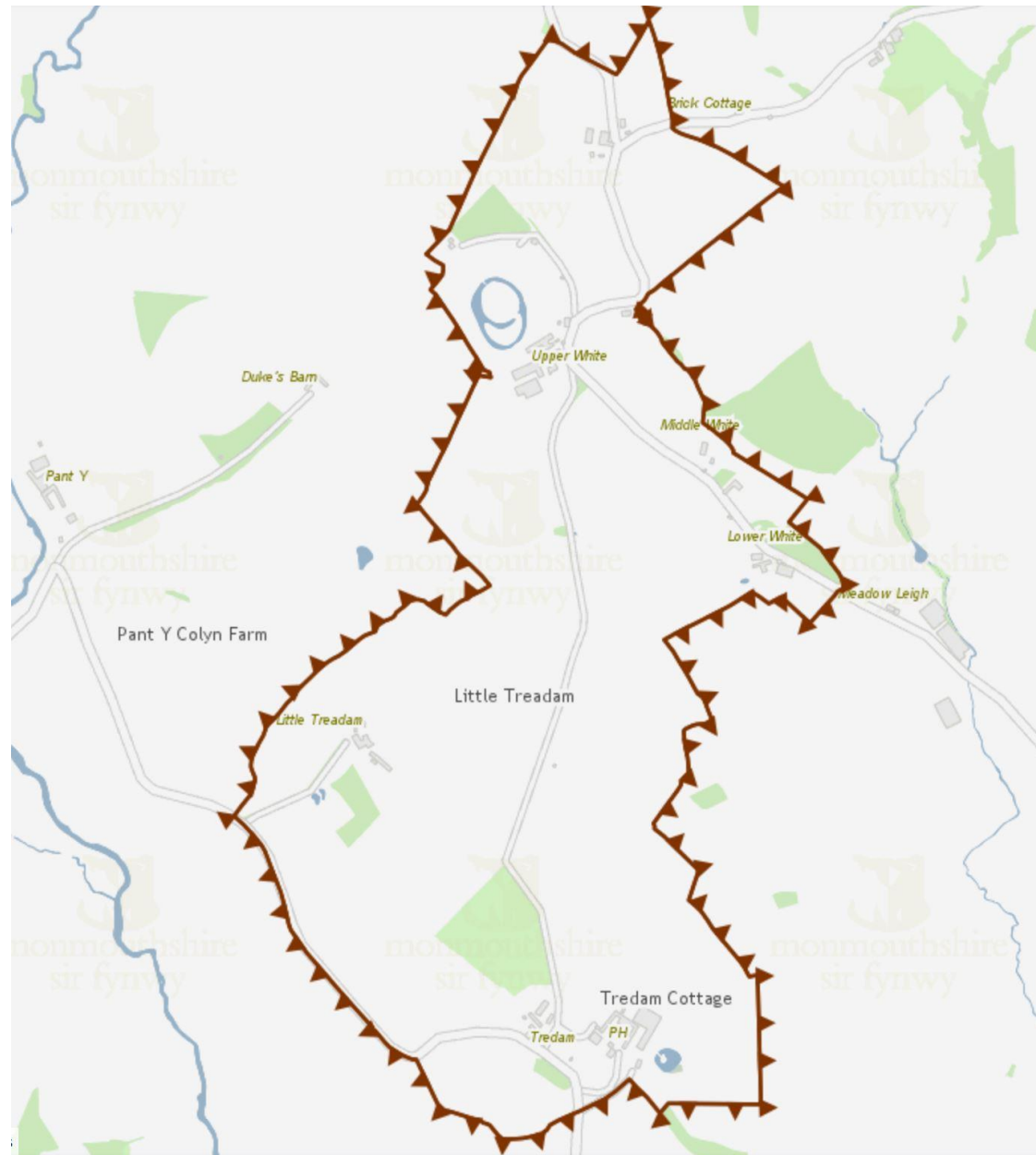
Significance:

- Early 11th century castle
- Close association with Grosmont and Skenfrith castles

Reasons for Increased Archaeological Potential:

Whitecastle was primarily a defensive centre, there is no evidence of a core settlement associated with the 11th century castle. As with Grosmont castle, Whitecastle was built to maintain conquered territory. Evidence shows it was originally a timber and earthwork structure, the stone castle was not begun until the 12th century and refortified in the 13th century.

Following the disuse of the castle, the area became more agricultural. 17th century farms at Upper and Lower White Castle farms and Great Treadam were built in the Renaissance style with contemporary 17th century outbuildings indicating prosperous agricultural activity.



ASA 3: Skenfrith

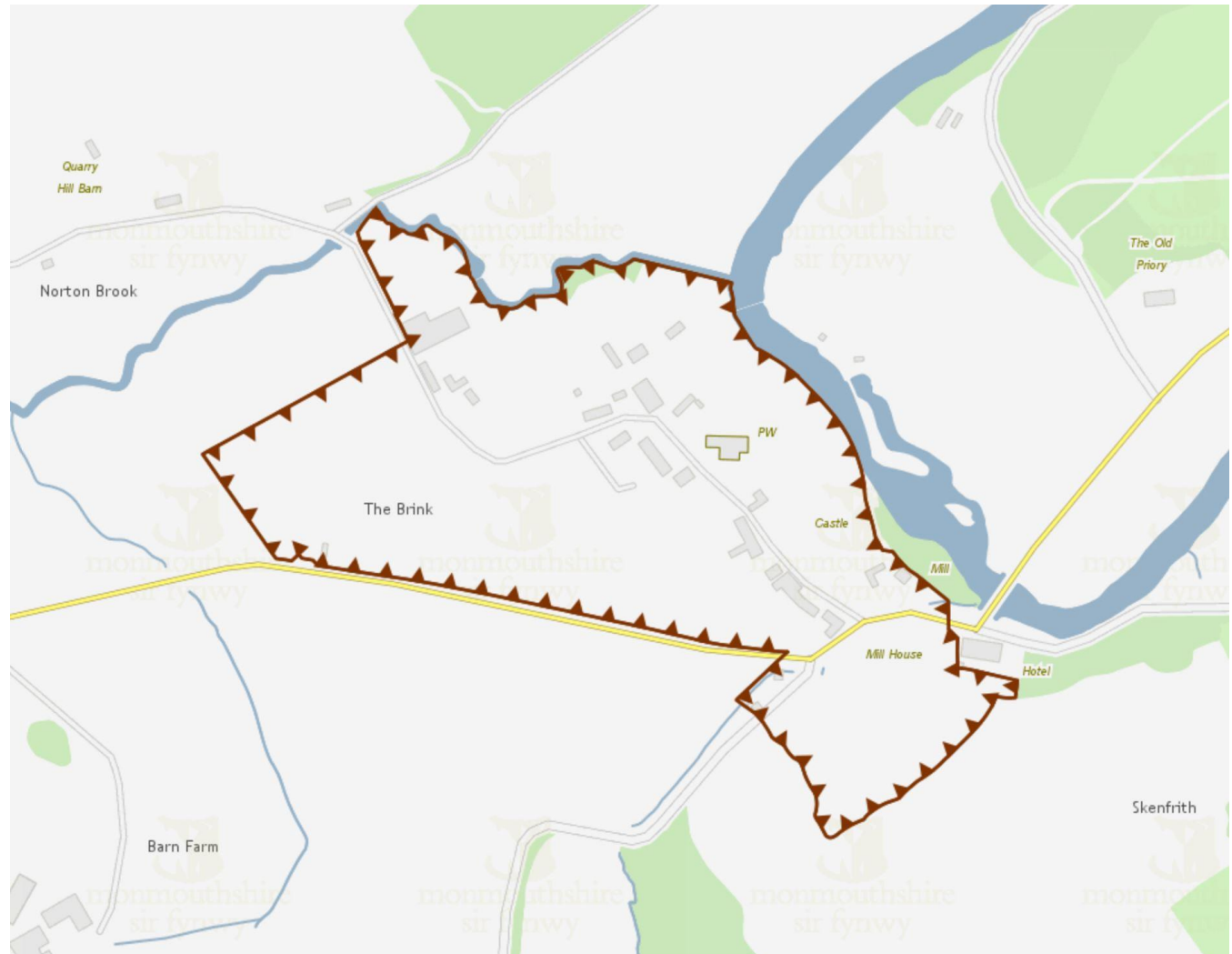
Significance:

- Close association with Grosmont and Whitecastle castles
- Early defensive castle
- River access from the castle
- Compact core Medieval settlement associated with the castle and church

Reasons for Increased Archaeological Potential:

The settlement at Skenfrith dates to the construction of the castle and church in the 11th century. The castle differs from the closely associated Whitecastle and Grosmont castles as it was built on a flat, gravel platform on the bank of the river Monnow. It utilised the river, a moat and earthworks for its defence. The castle was refortified in the 13th century when the watergate was built.

The Medieval settlement, long deserted, lies to the west of the church and castle. Remains are both built and below ground, two of which are scheduled monuments. Furthermore, a mill was discovered adjacent to the castle, it is attributable to the post-Medieval period, but suggests Medieval milling activity.



ASA 4: Abergavenny

Significance:

- Strategic military site
- Roman settlement and fort
- 12th century castle, the Priory church and associated buildings
- Planned Medieval walled town and mural suburbs, milling and market
- Post-Medieval agricultural centre, railway town and the communications infrastructure associated with it

Reasons for Increased Archaeological Potential:

There are scattered remains attributable to the prehistoric period, yet, the first strong period of settlement in Abergavenny dates to the Roman period. Established as Gobannium, the fort was built in the 1st century near the main roads to Hereford, Usk and Brecon. A civilian settlement would also have grown up outside, and there is evidence of the associated cremations and burials.

A castle was constructed in 1087 as part of the Norman consolidation of territory. It is located on the same site as the Roman fort and roads to take advantage of the strategic position overlooking the river. St Mary's Priory and tithe barn are contemporary with the castle. The main settlement developed around these core buildings, and prospered in the 13th and 14th centuries, with evidence of town walls. Additional suburbs are evident from archaeological work undertaken outside the historic core, providing some understanding of how the town was defended, the extent of the settlement and how the land was used.

The castle and town walls were refortified during the political unrest of the 13th to 15th centuries, and again in the 17th century due to the Civil War. Abergavenny prospered as a market town through the 18th and 19th centuries, and this prosperity is still visible in the increased building work of this period.

Extension to ASA: includes additional areas of Roman, Medieval and Post-Medieval activity. Bailey Park is a registered park and garden North of the Medieval town. The park was previously recorded as Priory Meadow, a probable link between Priory of St Mary in Abergavenny and what may once have been their agricultural lands. There is also evidence of Priory Mill on the Gavenny River, demonstrating the impact of the Priory on the Medieval landscape. There is evidence of mills along the river to the North-east of the town demonstrating water management and different milling from the Medieval period onwards.

Bailey Park became a public park when Ironmaster Crawshay leased the meadow in 1833. Roman finds have been discovered from the 18040s onwards, including building materials, pottery and coins. There is high potential for Roman finds in the area. Based on the nature of the finds it is likely that the area had a Roman civilian settlement.

During the Medieval period, the park was part of a wider landscape of agricultural use related to the Priory. There are also water management features along the river, including mill buildings, leats, races, sluices and weirs likely to have buried archaeological remains.

The park represents civic and industrial influence and the fashion for formal parks and gardens. Overall, its significances also lies in the visual and socio-cultural aspects of the park.



ASA 5: Raglan

Significance:

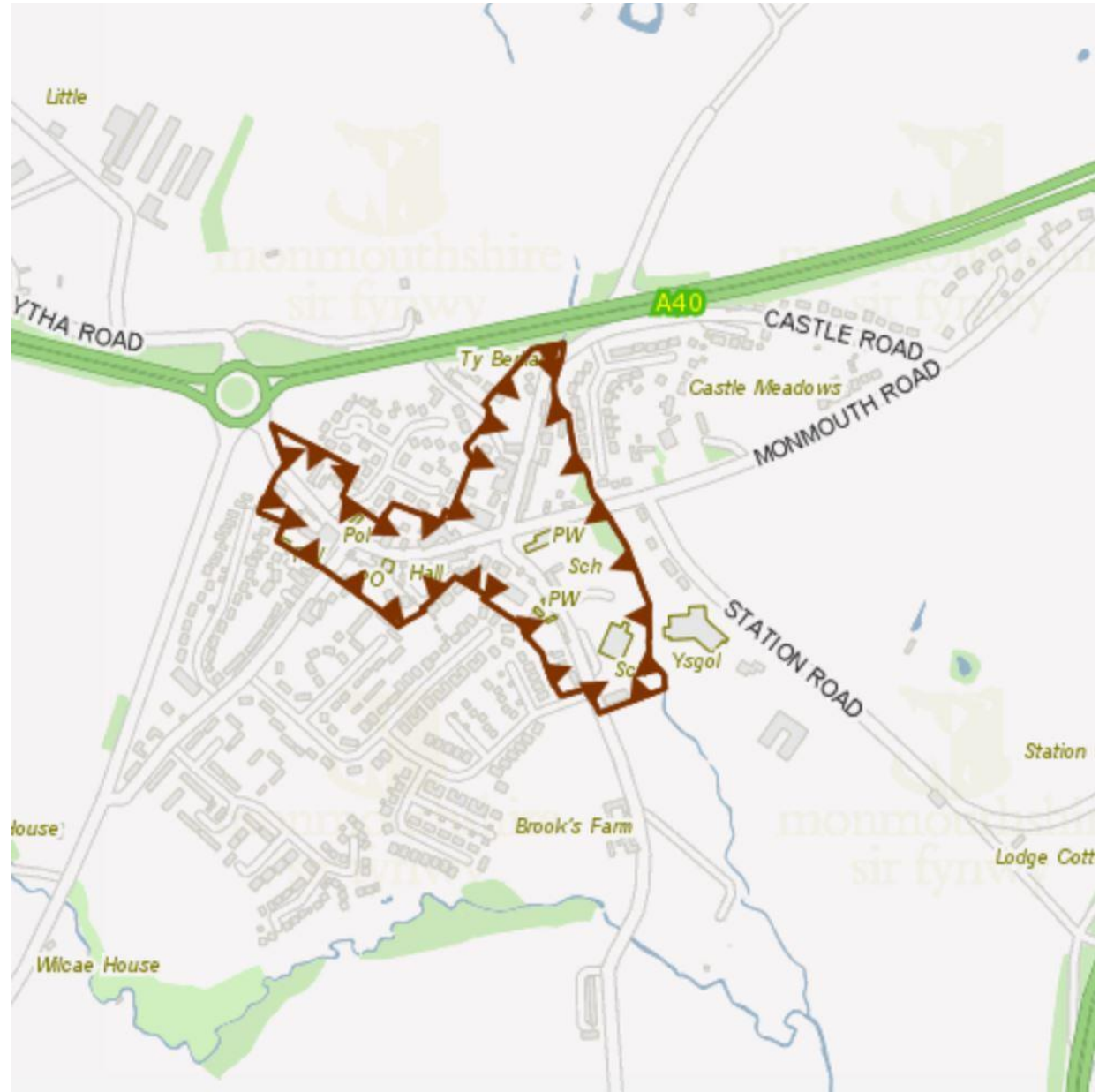
- Specifically relates to the Medieval town
- Achieved borough status in the 14th century
- Held Markets in the 15th century
- Established a Court House from the 17th century
- Raglan castle and town were the site of a siege during the Civil War

Reasons for Increased Archaeological Potential:

Due to the junctions of the major Roman roads meeting in this area, it is likely that Raglan was a Roman settlement. Despite this, the town is, visually, more Medieval, specifically, the 11th century castle, and the 14th century church of St Cadoc.

Although no physical evidence has been found, there is understood that a religious foundation was established here during the Medieval period. Documents from the 13th century state that the church was a gift to Usk Priory. Raglan is a small settlement; however, the true extent has not been established as it has likely been lost with later developments. It is likely there is little to no growth due to the impact of the plague.

The castle is **not** included within the ASA boundary, but its strong connection and influence over Raglan should be acknowledged as part of the town's significance. The castle was continually altered right through to the 17th century and included a deer park and extensive landscaped grounds. The Castle is a Scheduled Ancient Monument.



ASA 6: Monmouth

Significance:

Important defensive Medieval town, consisting of two main suburbs along Monnow Street and Overmonnow

One of the main routes into south Wales based on its location

Prehistoric activity

Roman settlement with the fort of Blestium

Early Medieval Christian foundation of St Cadoc

11th century castle and priory church

13th century fortified bridge with tower

Reasons for Increased Archaeological Potential:

Monmouth is a defined Medieval settlement. It has been a prominent location since prehistoric times, finds range from the Mesolithic period, with worked timber, flint, pottery and animal bones, to the Iron Age with fragments of salt containers. It is likely that the settlement of the area was nomadic and seasonal in this period, with evidence of temporary coastal or river sites.

The site of the town was taken over by the Romans, who established a fort and settlement on the plateau at the top of what is now Monnow Street. The fort dates from the 1st century and was likely used by Vexillations, sub-sections of legions usually detached for special services. The settlement is presumed to have been the Blestium of the 3rd century Antonine Itinerary, predominantly populated by civilians and used as an industrial centre from the 2nd to the 4th century.

The current layout of the town is Medieval, closely linked with the 11th century castle and priory church. Typically narrow, interlinked streets, the town was defended by town walls and a ditches. With prosperity, the town grew down the hill to the river and a crossing was built there. Evidence shows four gates were the main entrances into the town from the 13th century. Overmonnow, over the river, is bounded by a ditch known as Clawdd Du, used for defence it is named for the black iron slag found in the earth.

Monmouth did suffer with the plague, in the 15th century plots and houses were abandoned. Yet it prospered again,

being made county town in the 16th century and through its iron industry. With this prosperity, buildings were updated to meet current fashions and new buildings were constructed, including the Shire Hall (originally the Assize Court), inns and lodging houses. With the popularity of the Picturesque movement in the 18th century, Monmouth was a stop on the Wye Tour, with artists, writers and tourists stopping in the town and needing accommodation and food, the town adapted to suit this new influx of trade.

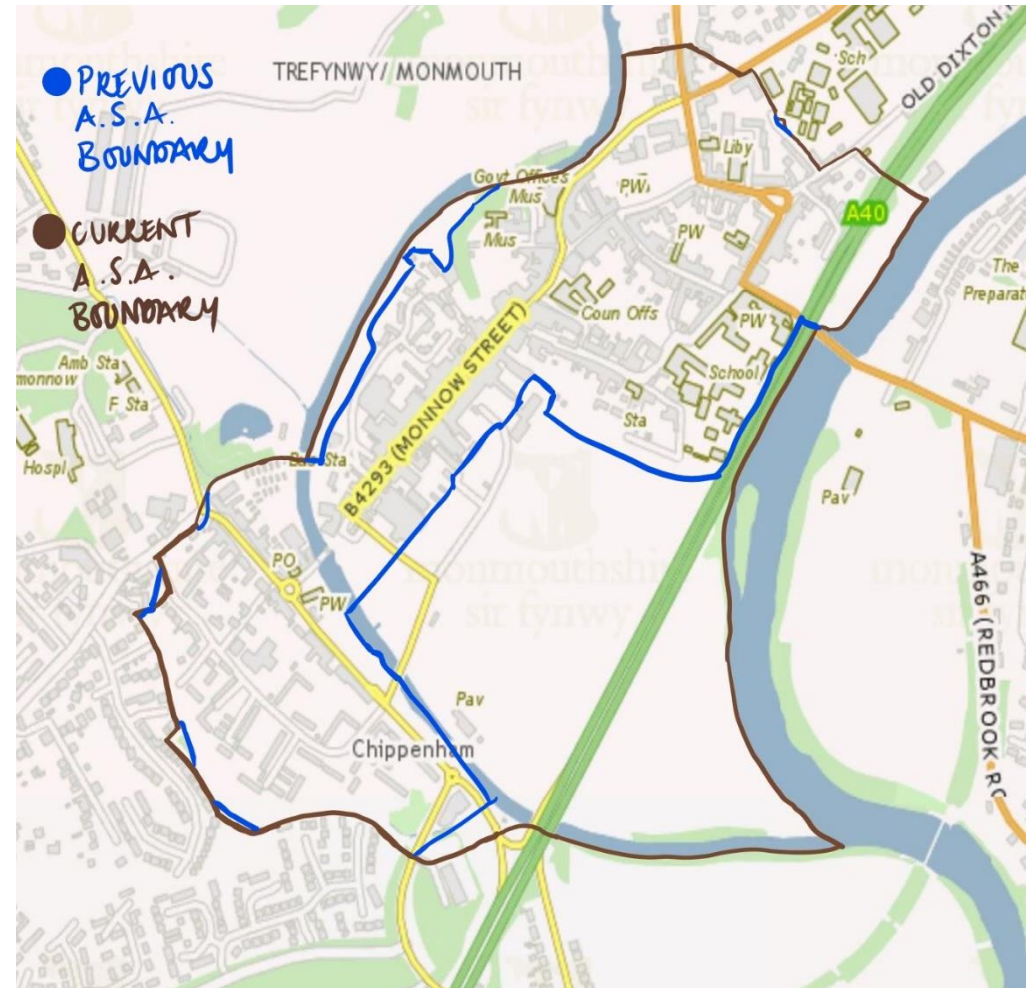
Remains have been discovered at a shallow depth and are predominantly concentrated within the plateau at the top of and along Monnow Street. Also to the west and north of the town and south of the Monnow River.

Extension of ASA: includes Chippenham Fields. Chippenham Fields or Mead (Registered Park and Garden and Registered Landscape) was recorded in Medieval times as a common and known to be used as animal pasture into the 19th Century, however, it is considered to have an earlier use. The name of the fields comes from the Anglo-Saxon for land where merchandise is sold, yet there are limited finds from this period in the area.

The location of the fields are part of its significance as it has level access from the Monnow and Wye rivers.

Further uses for the fields include a race course with the grandstand and winning posts marked on the first edition O.S. map of 1880, and a formal park with tree avenue during the early 20th century. The field was divided by the A40 in the 1960s, causing a loss of an aspect of their visual and historic socio-cultural association with Monmouth and the rivers, especially to the East.

Please note that the eastern half of the fields adjoining the confluence of the Wye and Monnow rivers does not form part of the character area.



Significance:

- Bronze Age stones known as Harold's stones
- One of the largest 13th century Medieval planned towns in the country; it is believed to date to the early 13th century
- Achieved borough status, a market
- Evidence of an iron working industry

Reasons for Increased Archaeological Potential:

Based upon finds, including a socketed axe and possible flint tools, and the standing stones, it is evident that Trellech was the site of a prehistoric settlement, at the very least Bronze Age.

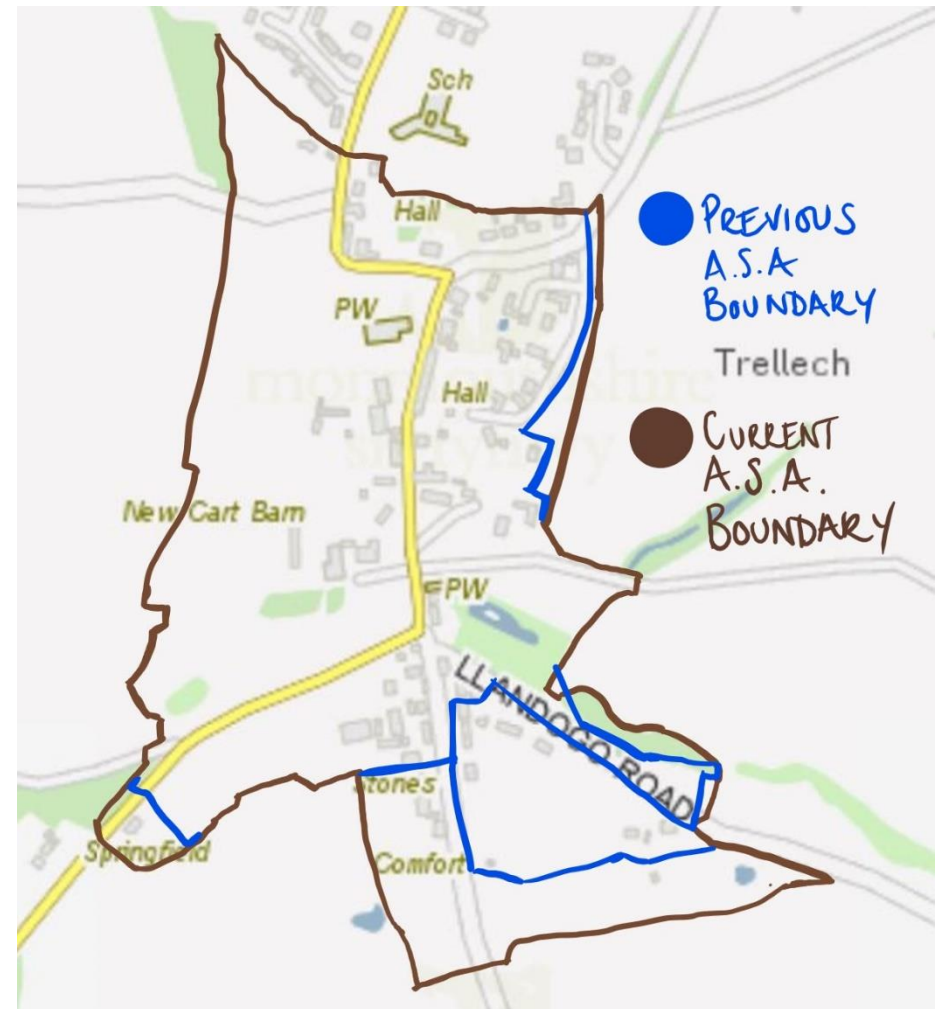
The settlement is, however, predominantly Medieval. It was incorporated into the lordship of Usk, and likely to have been founded in the 13th century by Richard de Clare, although there is evidence of a Medieval settlement which predates this. The planned town is visible in the historic road network. The main north/south road ran to the west of the church, with branches heading east and west to form a rectangular boundary around the town. From documentary sources, the approximate size of the town can be understood; the town consisted of burghage plots, in 1288 there were 378, each long and narrow with a house and/or shop facing the road. By the 14th century this had reduced to 113 because of raids, political unrest and the plague. The town diminished further in the 19th and 20th centuries with property numbers recorded as 29 and 19 respectively.

Remains have been discovered within the current settlement boundary, as well as south along the roads. Further concentrations of finds are recorded within the wider area.

Extension of ASA: includes a S.A.M. and Medieval town. Following academic and archaeological work, the settlement is known to have extended further South than previously understood, justifying the extension of the ASA boundary.

The archaeological discoveries include remains of stone buildings among other features along the Catbrook Road and Tinkers Lane.

The nature of the area is waterlogged resulting in well-preserved organic materials. Furthermore, there is the related significance of wells and springs, noted for their importance in the Medieval period as having healing properties. The stone basin of the Virtuous Well is probably Medieval, with obvious repairs and restoration; the surround is probably post-Medieval. There is a close association with the church and settlement; the significance also lies in the combination of curative properties, the dedication of a saint, in this case Saint Anne, and as pilgrimage sites.



Significance:

- Site of the Roman fort of Burrium and developed further
- Medieval town, castle and church
- Post-medieval settlement

Reasons for Increased Archaeological Potential:

First settled along the east plain of the river Usk and west of the Olway Brook, Usk is a compact town with minimal expansion beyond the historic boundary.

There are scattered remains of prehistoric settlement along the valley to the north, attributed to the Mesolithic period on. Remains include polished axes and small flint tools, suggesting widespread transient activity along the river corridor.

The Romans constructed the fort of Burrium during the mid-First century AD, including a civilian settlement with burials and associated infrastructure, it was situated on the defensive point where the two rivers, the Usk and the Olway, converged. It is understood that the fort was only in use for approximately 20 years. Later, the legion left for the fortress at Caerleon, and Burrium was downsized. Finds related to this period include built remains, human remains and iron furnaces.

With the formation of the Medieval castle and priory in the 12th century, Usk developed between these two key buildings and extended to the river. The priory was a Benedictine foundation and was formed as a nunnery, its precinct enclosed a large area of land south of the development, now much reduced following 20th century development. The current priory gatehouse is an early post-Medieval structure, the original having been rebuilt. The castle is likely to be contemporary with the priory but underwent extensions and strengthening for the following three centuries.



Significance:

- Substantial Cistercian abbey, precinct and landholdings, including granges, two Medieval churches
- Industrial wire making remains
- Landscape significance during the 18th century Picturesque movement and Wye Tour

Reasons for Increased Archaeological Potential:

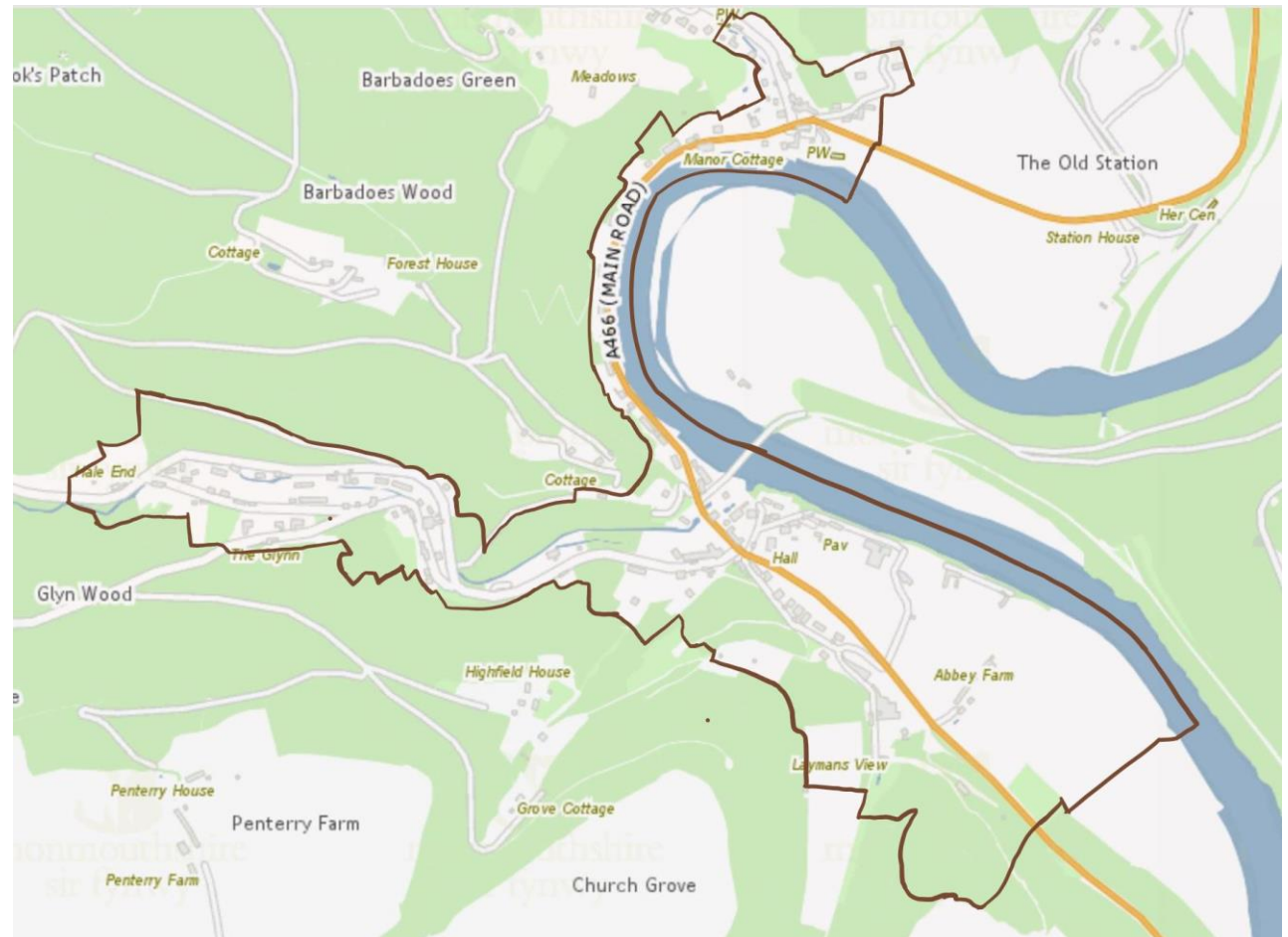
The settlement of Tintern developed around the 12th century monastery. Founded in 1131 by Walter de Clare, Tintern Abbey is the first Cistercian religious house founded in Wales. The first form was constructed from timber, but soon rebuilt in stone within a precinct enclosing the abbey, lands and the conventual buildings. As part of the abbey, 12 granges were established as part of the abbey, and a watergate was constructed to allow access over the river Wye. Furthermore, there were over 3,000 acres of land used to for woodland, arable and pastoral, and evidence of fisheries.

The extant church building dates between 1269 and 1301 along with the conventual buildings, it was part of an extensive programme of rebuilding. The buildings are typical of a Cistercian layout, it includes cloisters, monastic and lay dormitories, kitchens, chapter house, dayroom, infirmary and lodgings. As a prominent Cistercian house, it supported corrodians, lay pensioners living on the site.

The abbey also owned mills, with fulling and grain mills powered by the Angidy; water management included dams, reservoirs, sluices, weirs, and water channels supplying the abbey. The Earls of Pembroke (later Worcester) were the lay stewards of the abbey, and its lands and finances went to them; after the dissolution of the monasteries and the Act of Union in 1536 and 1542, the abbey and its lands passed to the Colclough and then the Croft families.

Within the Angidy Valley metal processing was undertaken. The Abbey Wire and Ironworks was the first powered wireworks in Britain, and used brass, lead and copper. With the growth of the Picturesque Movement in the 18th century, the area became a popular destination for artists, writers and tourists on the Wye Tour.

Remains are focused around the abbey and conventual buildings. Further remains have been discovered in Tintern Parva and the Angidy Valley.



Significance:

- Medieval walled market town with its historic street layout
- Castle and priory are 11th century
- Port and shipbuilding industry

Reasons for Increased Archaeological Potential:

Situated on the west bank of the river Wye near to the confluence with the Severn, Chepstow is a prominent Medieval town. There is limited evidence of prehistoric activity in the area, although it is likely that the main road through the town to the river is attributable to this period and later formalised by the Medieval lords.

Post-Roman activity is limited to the formation of dykes in the wider landscape, most especially through Offa's Dyke, the border between the Anglo-Saxon kingdom of Mercia and Wales. The dyke is not situated within Chepstow, but has significant intervisibility with the town and port.

The clearest evidence of a settlement came with the foundation of the castle and priory in 1067. Established around the main river road, it is set out on a grid system, and was later surrounded by the Port wall in the mid-13th century. The wall enclosed around 53 hectares, made up predominantly of agricultural land and orchards; it also included the 308 burgrave plots recorded in 1306. The town, town defences, castle and port underwent substantial growth in the 12th and 13th centuries. The current 11th century Priory church, is likely to be on the site of a Medieval clas, an ecclesiastical settlement specific to Wales. Chepstow also has two additional Medieval churches, St Kynemark's and St Lawrence.

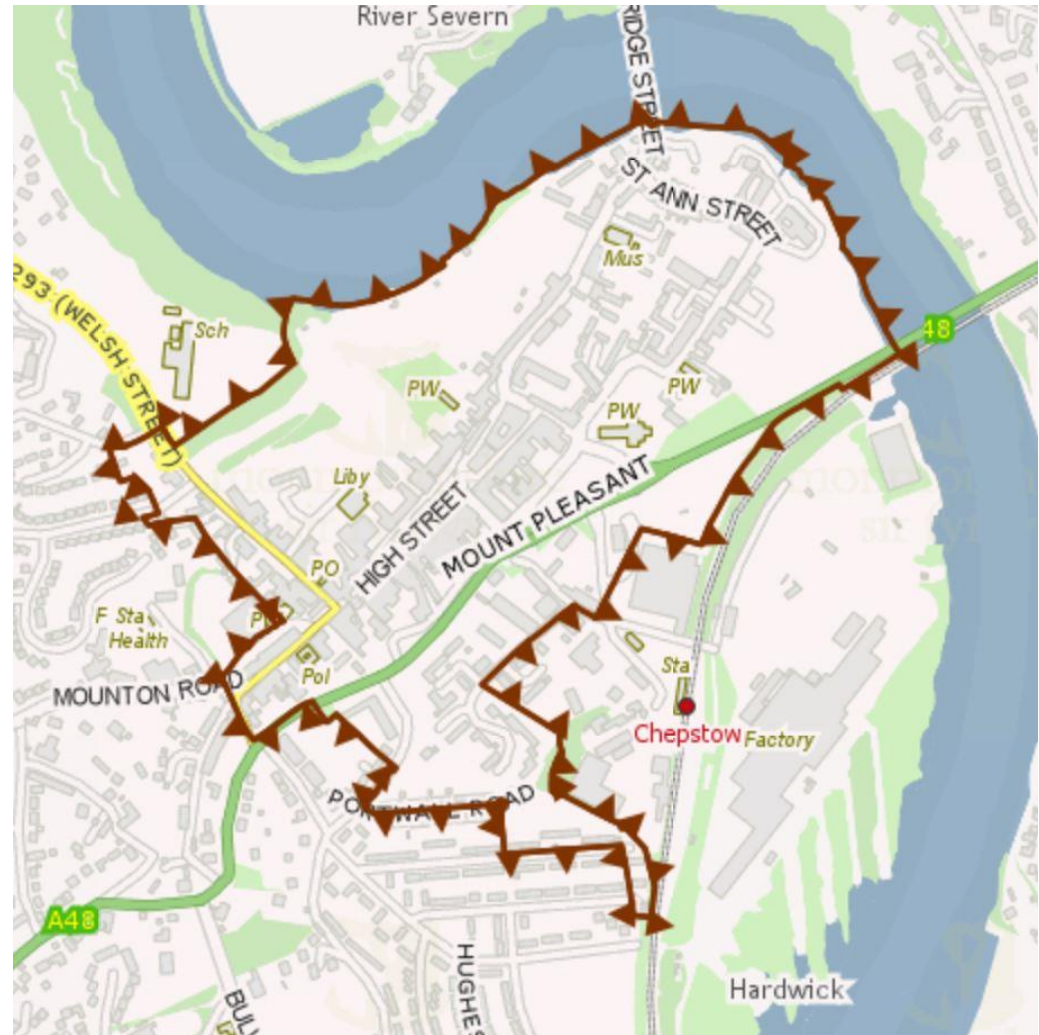
Chepstow prospered from its trade with the continent and as a regional market town. Its connection with the river is one of the main reasons for the town's success; used for communication, transport and commerce, it played a key role in the life of the town through to the 20th century, when shipbuilding yards were constructed during the First World War.

The town did suffer a decline in population and prosperity in the post-Medieval period, although the settlement boundary does not decrease in response. The castle was besieged during the Civil War and was later used as a prison during the 17th century.

Chepstow was also a port with wharves, slips, docks, a customs house, and, more recently, iron and engineering works, with the associated pits and gas works, along the riverbanks. The Medieval and early post-Medieval buildings in the port area were re-faced with new facades during the 18th and 19th centuries following the economic growth due to income from the port. Additional prosperity came with the construction of the railway in the 19th century.

Chepstow gained from the Picturesque movement in the 18th century as part of the Wye Tour. Landscape views of the castle and valley are notable scenes of the period.

Remains are focused within the town walls and extend along the roads of the suburbs of Medieval and post-Medieval origin. Remains have also been discovered along the river edge.



Significance:

- Particularly well-preserved Roman walled town with extensive remains of houses, civic buildings, villas, roads, and religious buildings
- Outside the Roman town walls, remains of roads, cemeteries, villas and additional buildings have been found

Reasons for Increased Archaeological Potential:

Caerwent is situated on the Roman road of Via Julia that connected the settlement to Camarthen and Gloucester. The Roman name for the town, Venta Silurum, is an indication of its origins as the civic capital of the Silures. The Silures were the native tribe of this region prior to the Roman invasion, their territory covered south-east Wales. Following their defeat, Venta Silurum was established as a market town around 74 AD.

Caerwent benefitted from its location with the ease of communication both inland and sea. Sea levels were likely to be different during the Roman period, so it is possible that access to the town could be achieved from the Nedern Brook as well; this theory is supported by the discovery of the Barland's Farm Romano-Celtic boat of the late 3rd or early 4th century.

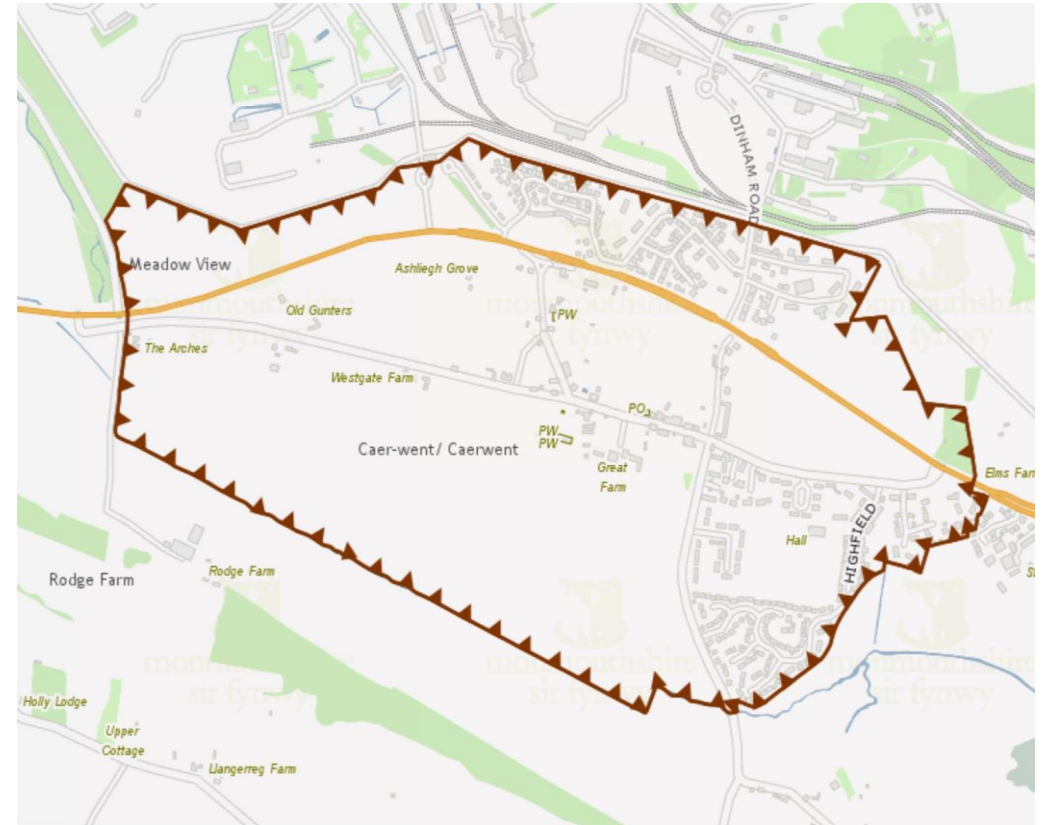
Roman building remains have been excavated on the ridge to the north of the town and on the higher ground to the south. The first iteration of Venta Silurum was as an undefended site with palisaded earthen ramparts and an external ditch.

The settlement underwent alterations during the 2nd century, evidence demonstrates the walls enclosed a rectangular area of 18 hectares, divided into insulae or rectangular blocks of land, Caerwent had 20. Each of the insuale consisted of houses, shops, religious buildings, a forum, basilica, potentially an amphitheatre, and baths. The town defences were upgraded in the 3rd century, and gate towers were introduced. The decline of the town began at the end of the 4th century, with the settlement boundary decreasing and reducing the need for the north and south gate towers, which were subsequently blocked. There is evidence of a community remaining in Caerwent during the 5th century, but there is clear decline as much of the town was ruinous by this time.

There are several early Medieval burials, a reference to the area being a pre-Norman Conquest Christian centre, and there is an extant 10th century monastery. Following the conquest, control of the area went to the Sherriff of Gloucester and a motte was formed in the south-east corner of the Roman defences. The church has been dated to the 13th century with subsequent alterations.

The town never re-established the prominence and scale it had during the Roman period. It remained a farming community and only grew during the 20th century.

Development within the town walls is strictly limited to preserve the remains and the open aspect of the town. Monmouthshire County Council LDP has a specific policy, HE4, relating to the Roman remains and their protection. Any proposals for development should take into consideration the impact on the setting of the scheduled monuments.



Significance:

- Extensive low-lying area consisting of estuarine alluvium
- Reclaimed from the sea from prehistoric times onwards
- Distinctive patterns settlements, enclosures and drainage
- Strong potential for large-scale and important buried, waterlogged archaeological and environmental deposits
- Remains of a network of artificial drainage systems
- Deposits attributable to numerous historic periods demonstrating human activity from the Mesolithic, Neolithic, Bronze Age, Iron Age, Roman, Medieval, and post-Medieval periods

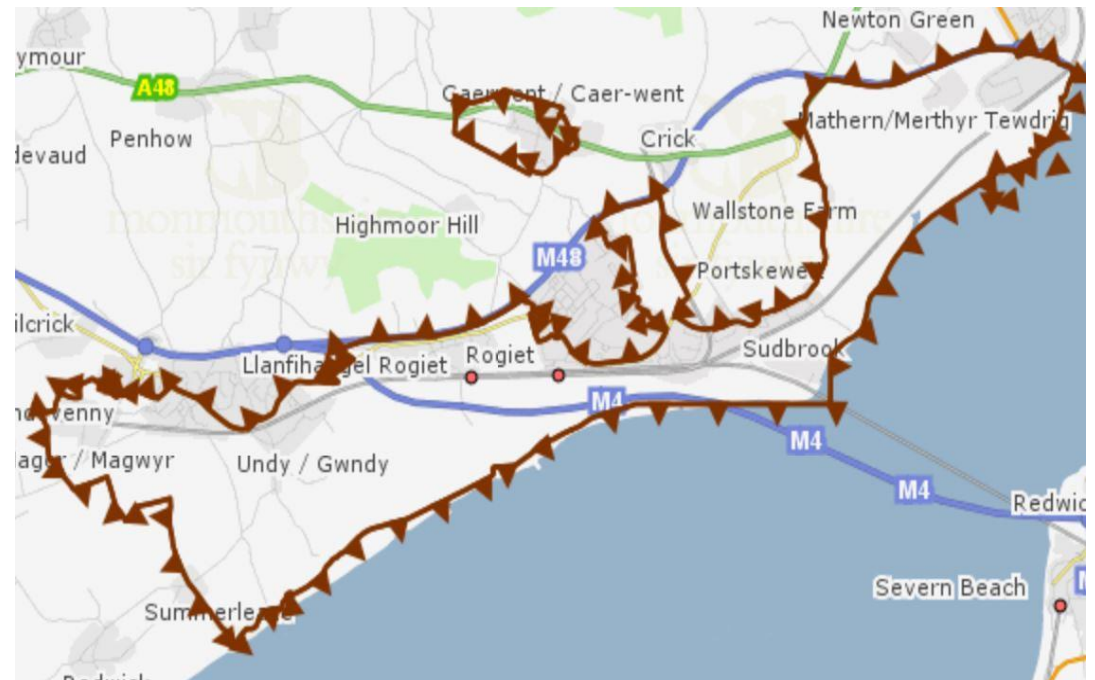
Reasons for Increased Archaeological Potential:

The Caldicot Levels are the greatest part of the landscape area known as the Gwent Levels, covering approximately 15.38 square metres. Much of the significance of this ASA relates to the natural and geological make-up of the Levels. There is a vast extent of archaeological deposits; due to the formation of the geological layers, whole landscapes have been preserved and extend beyond the seawalls to intertidal zones.

Among settlement remains, there is intense settlement attributable to the Roman and Medieval periods. Identification of remains discovered in the main settlements of the ASA show occupation from Pre-historic times as well. Furthermore, extensive remains of infrastructure are clear. Drainage systems, including ditches covering the Levels have been discovered. Palaeochannels (relicts of watercourses) are a significant resource for archaeological and environmental information on activity, but also the nature and depth of deposits. Reens (larger drainage ditches) are fed by ridge and furrows to grips, field ditches and via gouts (where reens meet) and into pills where it then discharges into the sea. This infrastructure is a demonstration of land management to reclaim the land from the sea.

Notably, archaeological remains discovered in within the area are extremely well-preserved. There is a wide variety in finds based upon their dates and their uses. Boats, such as those discovered at Caldicot and Magor Pill, are in a remarkable state of preservation. The surviving waterlogged wood and fabric are evidence of navigable waterways. However, the discovery of footprints are examples of the richness of the geology to allow such preservation.

There are two threats from physical activity. Firstly, large scale development, and/or penetration of the substrate layers, and their subsequent drying out; secondly, the wider impact of development in the landscape that is characterised by styles of enclosures, fields, tracks and drainage.



Anaerobic: related to an organism or tissue, it is the absence of air or oxygen

Aerobic: related to an organism or tissue, it requires air or oxygen

Alluvium: sedimentary layers of sand and mud that have been deposited in water, such as rivers and estuaries.

Bronze Age: A period of prehistory begun around 4,000 BC with the discovery of how to make bronze. This technique reached Europe by 2,000 BC.

Burgage Plots: A tenure of land or tenement in an urban settlement for a fixed rent or service of the guardianship. Typically long, narrow strips of land.

Medieval Period: This refers to the period after the break down of Roman rule. The timeframe extends from the Anglo-Saxon period (circa 410 AD), the Norman invasion (circa 1066-1070), and concluding with the Battle of Bosworth and Tudor rule in 1485 AD.

Mesolithic Period: Between circa 500,000 to 10,000 BC, the Mesolithic period is one of the chronological divisions of the prehistoric era. During this time period agriculture and domestic animals were introduced to the country.

Neolithic Period: Between circa 4,500 to 2,300 BC, the Neolithic period is another division of the prehistoric era. This is the first evidence of tool making by humans and extends to the end of the Ice Age in Britain.

Paleoenvironmental: This term relates to geology, and the discovery of environmental material or matter from a particular geological era.

Prehistoric: The period before history was written down. It covers the Palaeolithic, Mesolithic, Neolithic, Bronze Age and Iron Age periods.

Roman Period: Roman occupation and rule of Britain between circa 45-410 AD.

APPENDIX A

Bibliography of Legislation

South Wales Organisations Contact List

- The Historic Environment (Wales) Act 2016
- Planning Policy Wales Edition 10 2018
- Technical Advice Note 24: The Historic Environment (TAN 24)
- Ancient Monuments and Archaeological Areas Act 1979
- Town and Country Planning Act 1990
- Well-Being of Future Generations Act (Wales) 2015
- Welsh Office Circular 016/2014: *The Use of Planning Conditions for Development Management*
- Welsh Office Circular 24/97: *Enforcing Planning Control: Legislative Provisions and Procedural Requirements*
- Welsh Assembly Government: Cadw: Conservation Principles 2011
- Managing Change Series:
 - Managing Change in World Heritage Sites in Wales
 - Managing Change to Historic Places of Worship in Wales
 - Managing Change to Listed Buildings in Wales
 - Managing Change to Registered Historic Parks and Gardens in Wales
 - Managing Conservation Areas in Wales
 - Managing Historic Character in Wales
 - Managing Listed Buildings at Risk in Wales
 - Managing Lists of Historic Assets of Special Local Interest in Wales
 - Managing Scheduled Monuments in Wales

8 South Wales Organisation Contacts

8.1 For Scheduled Ancient Monuments, Listed Buildings, Register of Landscapes of Outstanding Historic Interest, Register of Parks and Gardens of Special Historic Interest, and all queries regarding sites with statutory designations, policy and legislation queries, please contact Cadw:

- Welsh Government
Plas Carew
Unit 5/7 Cefn Coed
Parc Nantgarw
Cardiff
CF15 7QQ
- 0300 0256000
- <https://cadw.gov.wales>
- cadw@gov.wales

8.2 For Monmouthshire planning enquires regarding applications, including Listed Building Consents and Conservation Area Consents, archaeological areas and general planning advise please contact Monmouthshire County Council on:

- County Hall, The Rhadyr, Usk, NP15 1GA
- Duty telephone for planning queries: 01633 644831
- Department telephone: 01633 644880
- <https://www.monmouthshire.gov.uk/planning/>
- planning@monmouthshire.gov.uk

8.3 For all archaeological planning enquiries in South-east Wales, before, during or after planning, or for HER, including data management and content queries please contact GGAT:

- Heathfield House
Heathfield
Swansea
SA1 6EL
- 01792 655208
- Planning queries can also be directed to
http://www.ggat.org.uk/archplan/arch_planning.html
planning@ggat.org.uk

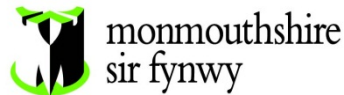
- HER queries can also be directed to <http://www.ggat.org.uk/her/her.html>
her@ggat.org.uk

8.4 The Chartered Institute for Archaeologists for queries related to professional standards, guidance, registered organisations and chartered members, please contact on:

- Chartered Institute for Archaeologists
Power Steele Building
Wessex Hall
Whiteknights Road,
Earley,
Reading
RG6 6DE
- 0118 9662841
- <https://www.archaeologists.net/>
- admin@archaeologists.net

8.5 National Resources Wales (NRW) should be contacted regarding any queries for on historic landscapes, please contact them on:

- Natural Resources Wales
Customer Care Centre
Ty Cambria
29 Newport Road
Cardiff
CF24 0TP
- 0300 0653000
- <https://naturalresources.wales/?lang=en>
- enquiries@naturalresourceswales.gov.uk



SUBJECT:	MUSEUMS FORWARD PLAN
MEETING:	Economy and Development Select Committee
DATE:	10 October 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To set out a review of progress in delivering the Museums Forward Plan and to enable scrutiny of the remaining actions in the light of the establishment of MonLife.

2. RECOMMENDATIONS:

- 2.1 The committee is invited to scrutinise the progress made in delivering the Museums Forward Plan and the proposed prioritisation of the remaining actions, including the proposed feasibility study, prior to its further consideration by Cabinet.

3. KEY ISSUES:

- 3.1 Cabinet approved the 2017-2022 Museums Forward Plan in December 2016. The findings and recommendations of the Amion Cultural Services Review, completed in June 2015, informed the Forward Plan. In making their key recommendations, Amion applied guiding principles for change:
- Each museum location should continue to have a means of telling its local story whereby the most distinctive stories and collections for each place should be selected and presented;
 - Centralised storage and skills would enable better delivery across the offer – a collections centre needing to have public access and research facilities;
 - The current staff structure is muddled and unbalanced and a clear centralised structure is needed;
 - There needs to be a strong on line presence for Monmouthshire’s heritage;
 - Cross county trails are needed to link stories together and communicate the heritage offer outside of museums and buildings.

The overarching recommendations were therefore as follows:

- Create a centralised museum team with an effective leadership function;
- Create a collections centre/centralised store;
- Continue to provide local access to the county’s heritage; and
- Create a properly resourced trading company (due to the intention to create an alternative delivery model this recommendation was dismissed).

- 3.3 The approved Forward Plan reflected these principles and included most, but not all, of Amion's detailed recommendations, under two strategic aims:

Strategic Aim 1 – To create a cross county museum offer to encourage a sense of pride and community identity whilst identifying opportunities for arts and cultural development.

Strategic Aim 2 – To ensure we have a resilient and sustainable service

Many of the core actions in the plan have been addressed and a summary of the progress made against the approved plan is appended (Appendix 2). It is now appropriate to review the delivery of the remaining actions particularly in the context of the establishment of MonLife, discussions with the National Lottery Heritage Fund and changes in the overall funding landscape. This review includes refining operational details in the light of operating experience, in particular considering the synergy and operational links across MonLife's establishment including attractions, learning, and business support, based on these strands:

- Visitor experience
- Retail opportunity
- Marketing
- Events coordination

Progress and Proposed Further Actions:

3.4 Centralised country wide team

– The 2017 museum restructure addressed this core action, including a revised centralised team structure, establishing consistent opening hours across sites and implementation of lone working

- New actions proposed: Refining details including staffing roles in the light of operating experience over the last 2 years and staff feedback. The aim is to consolidate the central team and administrative functions, and build operating resilience across MonLife's museums and attractions. These proposals are under development following the Council's employment policies and will be the subject of staff consultation and a future Individual Cabinet Member Report.

3.5 Collections Review

- Discussions with the National Lottery Heritage Fund have identified the starting point for consolidating county-wide collections as collection review / rationalisation. Accredited museums act within an agreed legal and ethical framework and have approved policies for developing their collections. This ensures that the public continue to have access to public collections – and that they continue to trust museums as responsible long-term guardians. Collections review, rationalisation and disposal are part of responsible collections management. A pilot collections rationalisation carried out as part of the move of our off-site store has so far examined 1108 objects and recommended 415 for disposal (note the off-site store is not representative of the whole collection).

Rationalising a collection is a lengthy process; items need to be assessed, and if they are no longer relevant to the museum, where they go next needs to be assessed. Managing the disposal of objects needs to be done both ethically and follow relevant guidance. The

Museums Association Disposal Toolkit provides a hierarchy for disposal including transfer to an Accredited Museum or to another institution/organisation within the public domain.

Following re-submission of a funding application to National Lottery Heritage Fund, we have recently been successful, as part of a wider MonLife Heritage Strategy project, in obtaining funding for a 14-month collection rationalisation programme with two Collection Review Assistants (12-month contracts from April 2020) and additional project lead-time.

This should allow significant progress in reviewing the collection and will result in a rationalisation / storage action and cataloguing action plan, and updated collections development plan.

3.6 Consolidated county-wide collections centre / local museums

This process will inform a thorough review of the collection to establish future storage requirements. The creation of a centralised store, with public access and research facilities remains a core objective, however realistically given the scale of the investment required, the challenges of the external funding environment and the capital programme it is a longer-term ambition.

The approved Forward Plan identifies the preferred location for a centralised store as Monmouth, together with the consolidation / redisplay of the Nelson Collection and space for a Monmouth museum, including community and volunteer space (and the MonLife learning strategy also highlights the importance of learning spaces) - this remains our aim

The approved Forward Plan also identifies the desire to maintain, adapt and improve existing museum locations at Chepstow and Abergavenny and allow better access to the Caldicot castle collection. Whilst the Forward Plan identified opportunities to improve the visitor experience that would flow from the creation of a centralised store, given the longer-term nature of this element it is necessary to decouple these elements.

The Forward Plan also identified specific projects at Abergavenny and Chepstow:

- Developing a covered events structure at Abergavenny Castle – given the refusal of planning permission no further action is proposed on this project;
- Provision of a café at Chepstow Museum – given the enhanced facilities at Chepstow TIC we no longer consider this appropriate and instead intend to work to provide clearer visitor pathways between the museum and the TIC so they can mutually benefit.

3.7 The revised priorities would be as follows:

Phase 1

- 1a. Options for the redisplay of the Nelson Collection and re-provision / redisplay of a Monmouth museum: Key stories identified - Nelson, Rolls, Monmouth Cap (including Henry V & Medieval Monmouth) / archaeology of the town
- 1b. Opportunities to improve the visitor experience, cultural, community and learning activities and access at Chepstow and Abergavenny museums and to the Caldicot collection within current display space

Phase 2

- 2a. Monmouth options for a centralised store with public access and research facilities
- 2b. Further opportunities to improve the visitor experience, cultural, community and learning activities and access at Chepstow, Abergavenny museums and Caldicot Castle utilising space released by the centralised store.

A comprehensive feasibility study is required to take forward and set outline costs for the options, in particular the building options in Monmouth and to confirm this phasing. The next step will be to define the detailed scope of this study and seek funding to carry it out.

3.8 Improving the visitor experience

In parallel, the other element of the approved National Lottery Heritage Fund grant will fund a Project Officer for an 18-month contract to prepare a heritage strategy for all of MonLife's managed heritage assets (museums and collections, attractions, countryside sites etc.). This includes assessments of assets, existing and potential audiences, and opportunities to improve interpretation / the stories they tell across the sites and the landscape. Although this funding is to support improved understanding, expertise and forward planning, rather than to fund improvements, it will help identify smaller scale action that we can take in the short term and future grant bids.

Retail

The MonLife Business Plan includes the action to improve the retail offer across all MonLife sites and the intention is to address this across the museums and attractions as a single project. Assessment of the suitability of existing systems, stock control etc. is underway and specialist retail advice is being sought. The proposed consolidation of administrative functions will support a combined retail offer across museums and attractions.

Marketing and Events

Similarly, marketing of the museum offer will now be under the "MonLife Heritage" brand, supported by MonLife's marketing and destination management teams. Legacy websites are being incorporated into Visit Monmouthshire and the new MonLife website under construction.

Work is also underway to ensure that MonLife presents a coordinated events programme across all of its sites, including museums.

Staff Training

The MonLife Heritage Strategy project includes a strong staff, volunteers, friends and supporters training element delivered in Winter 2020/21, intended to improve knowledge of the heritage assets to equip them to better inform and enthuse visitors.

Public opening times

The 2017 review established consistent public opening times across the museums. In May 2019, an Individual Cabinet Member Report approved an interim reduction in public opening hours to close on one day a week (Wednesday) throughout the season replacing

differing arrangements at each site. The closure to the public does not impact on other activity such as study courses and learning activity which can continue to be accommodated, indeed it provides an opportunity for greater such usage. It also provides an opportunity for staff to work collaboratively on projects, including collection review, delivering project outcomes, improving teamwork and ultimately the visitor experience. Further consideration is now being given to public opening hours and to the potential for seasonal variation to support the delivery of the Forward Plan.

3.9 Increasing engagement

The service has continued to develop engagement activities, the Museum Supporters scheme, volunteering, participation in The Happy Museum Project, Mencap access project and working with people living with dementia and their carers.

The MonLife Heritage Strategy project includes reviewing existing and potential new audiences; consultation with friends / supporters; with non-users and establishing a consultative panel to critically inform the heritage strategy, and help identify and prioritise the Monmouthshire stories we tell.

Learning programme

MonLife's learning activities are now combined to deliver the MonLife Learning Strategy intended to position MonLife as a serious, quality-driven provider of both formal and informal learning, providing an audience driven service that can meet future challenges, especially around changes to the national curriculum and demographics. Following a recent Individual Cabinet Member Decision a learning assistant to support a joint culture, heritage and environment learning service for museums, attractions and countryside is now in place. Consequently, the actions in the Forward plan are subsumed into this activity with the initial priority areas of formal learning and activity for older people, people living with Dementia and their carers. As noted above improvements in the provision of learning spaces across museum sites will form part of the feasibility study proposed.

Volunteering

As noted volunteering is supported across the service and the collections review will enable further opportunities. Promoting and supporting volunteering is an objective of the MonLife Business Plan and the museums will have a clear role in helping to deliver that as part of a more integrated approach to volunteer pathways in MonLife. Work is currently underway to consult more widely with volunteers on developing that future strategy.

Cultural/Arts activity

The museum service's strategic aims include identifying opportunities for arts and cultural development and within the new context of MonLife and the new Environment and Culture service grouping it is appropriate that the museum service takes a lead in these activities. The museums already provide a platform for residents and visitors to engage with arts and culture. The proposal is to consolidate existing activity within the service and undertake a wider assessment of MonLife's potential to contribute to the county's arts and culture offer and the development of a contemporary creative offer as set out as an objective of the Destination Management Plan.

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

4.1 The work of the Museums Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves people’s wellbeing. Delivery of the Forward Plan will ensure a resilient and sustainable service into the future contributing to the economy, to health, cohesive communities and to a vibrant culture by supporting artistic, cultural, heritage and tourism activity (See Appendix 1)

5. OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Not to assess the revised priorities proposed in delivering the building aspects of the forward plan	No additional costs	No progress will be made on improvements to the museum sites pending funding a centralised store; lack of further progress due to uncertainty over detailed requirements / costs	Discussions with funders have made it clear that the collection review process needs to be completed first to inform any future bid for the centralised store
Undertaking a comprehensive feasibility study to deliver a phased approach	Will clarify the options, costs and phasing and together with the Heritage Strategy project inform future funding opportunities	Meeting the cost of the study	The costs of a feasibility study need to be established and any sources of external funding explored

6. EVALUATION CRITERIA

6.1 Progress will be monitored against the Museum Service Delivery Plan / MonLife’s Business Plan utilising MonLife’s approved performance and evaluation framework.

7. REASONS:

7.1 To inform members of progress in implementing the Museum Forward Plan.

7.2 The provision of a vibrant museum service make a positive contribution to the lives of the people of Monmouthshire and to those visiting the county, both physically and virtually. It ensures current and future generations can enjoy and access heritage, collections, arts and culture by protecting and conserving artefacts and built heritage and promoting and nurturing the arts.

7.3 The corporate plan identifies the need to implement the museums’ review and enable community-led arts and heritage presence in each of our towns.

8. RESOURCE IMPLICATIONS:

- 8.1 The proposed operational changes can be met within MonLife's approved services budget. The MonLife Heritage Strategy project is funded by 90% grant (£176,700) over the 2019/20, 2020/21 & 2021/22 financial years, the match funding requirement £20,000 can also be met within MonLife's approved services budget.
- 8.2 The full cost of the proposals detailed in section 3.6 and 3.7 are yet to be established and will therefore be presented for approval as further detail is available. External funding streams will be investigated to reduce financial burden on the Authority.

9. CONSULTEES:

Cabinet Member for Governance
Chief Operating Officer MonLife

10. BACKGROUND PAPERS:

Appendix 1: Equality and Future Generations Evaluation
Appendix 2: Progress in Delivery of the Museums Forward Plan
Appendix 3: Collections Review Process Flow Chart

Report to Cabinet 7th December 2016: Monmouthshire Museums: Transition and Forward Plans; Individual Cabinet Member Report 8 May 2019: Museum Service Interim Reduction in Opening Hours.

AUTHORS & CONTACT DETAILS:

Matthew Lewis, Green Infrastructure & Countryside Manager, MonLife
Rachael Rogers, Museums Manager, MonLife
E-mail: matthewlewis@monmouthshire.gov.uk
Tel: 01633 644855
E-mail: rachaelrogers@monmouthshire.gov.uk



<p>Name of the Officer Matthew Lewis Phone no: 01633 644850 E-mail: matthewlewis@monmouthshire.gov.uk Rachael Rogers Phone no: 01873 854282 E-mail: rachaelrogers@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To set out a review of progress in delivering the Museums Forward Plan and to enable scrutiny of the remaining actions in the light of the establishment of MonLife.</p>
<p>Name of Service area</p> <p>Museums</p>	<p>Date 26 September 2019</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The review of the Museums Service will enable us to determine how we are able to better serve our existing and potential audiences with protected characteristics.	Seasonal variation in public opening hours could reduce choice in when people can visit, however this is not specific to people with protected characteristics and needs to be balanced against it facilitating other access such as visits by schools, use of space by specialist groups etc. to the museums and allowing improvement of the visitor experience	We intend to consult with non-users and establish a consultative panel as part of the MonLife Heritage Strategy project and this will help inform our detailed approach

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



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




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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	Management Plan to grow tourism revenue to the county by supporting the artistic, cultural and tourism economy	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The Museum Services' continued participation as a member of the Happy Museum Community ensures that we contribute to museum based initiatives to positively contribute to biodiversity and climate issues.	The realignment of Museums alongside Countryside Access and Green Infrastructure, within MonLife, will better position us to work with those colleagues on these issues.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The positive effects of cultural activities on people's wellbeing is well documented and the forward plan seeks to provide that opportunity to existing and new audiences.	Further progressing the museums forward plan will enable us to most effectively contribute to a healthier Wales through cultural activities, volunteering and engagement.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Telling the stories of all our communities through our work is important in making our communities feel connected and attractive. Ensuring our collections relate directly to our stories and are suitable housed and displayed will enable us to do this in a more focused way.	Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of cohesive communities.
A globally responsible Wales Taking account of impact on global wellbeing when considering local social, economic and environmental wellbeing	The Museum Services' continued participation as a member of the Happy Museum Community ensures that we contribute to museum based initiatives to positively contribute to global wellbeing.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Collections Rationalisation means we can focus on the appropriate culture and heritage for our area.	Further progressing the museums forward plan review will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of vibrant culture and thriving Welsh language.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Museum A more equal Wales People can fulfil their potential no matter what their background or circumstances	We will continue to provide free public access to museums and in consulting with non-users and via a consultative panel we will seek to identify and overcome barriers to use	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
<div data-bbox="100 699 138 858" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 54</div>  <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>The Forward Plan is intended to position the service to be sustainable in the long term – addressing the collection review is essential to this as the Museum Stores are extremely full. Introducing seasonal variation in public opening hours could reduce choice in when people can visit, but needs to be balanced against facilitating other access e.g. visits by schools, use of space by specialist groups etc. and allowing time to work collaboratively on projects, including collection review, delivering project outcomes, improving teamwork and ultimately the visitor experience.</p>	
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>Delivery of the Forward Plan involves working closely with our colleagues across MonLife and MCC, partnership with funders, National Lottery Heritage Fund, working closely with our colleagues across other museums in respect of collection review and building partnerships related to art, cultural and heritage activities</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>Delivery of the Forward Plan involves consultation with volunteers and community partners. We intend to consult with non-users and establish a consultative panel as part of the MonLife Heritage Strategy project and this will help inform our detailed approach. We have consulted with museum bodies and followed UK wide principals.</p>	<p>We will provide full information on the collection review process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The Museum Service is not performing to its potential and we need to address this issue. The Museum Stores are almost at capacity and we need to address this in order to plan for the future.</p>	<p>Further delivery of the Forward Plan and properly considered collections rationalisation will help us to prioritise the needs of our service and ensure we can put in place the best resources to care for them.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>.It is well documented that participation in cultural life improves people's wellbeing and this is something we consider throughout our work.</p>	

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

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

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

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

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

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

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

What are you going to do	When are you going to do it?	Who is responsible
Carry out a Review of the Museum Service	By late 2019	Green Infrastructure & Countryside Manager /Museums Manager

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Economy & Development Select		

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Appendix 2 Progress in delivery of Museums Forward Plan

Analysis of 5 Year Plan & summary of progress made

Museum 5 year plan Action	Progress	Action Required
Strategic Aim 1 – To create a cross-county museum offer to encourage a sense of pride and community identity whilst identifying opportunities for arts and culture development.		
<p>To convert a suitable space for centralising staffing, publically accessible storage, research facilities, conservation lab/workshops, community/volunteer spaces and public display areas for the Nelson Collection and Monmouth History.</p> <ul style="list-style-type: none"> • Get agreement to carry out conversion of suitable space. • Develop a major capital bid (Conservation facilities, community and volunteer space, Space to tell the Monmouth and Nelson Stories) 	<p>We have carried out an initial options appraisal of potential buildings, which now needs to be extended to a more comprehensive feasibility study to reflect the longer term timetable likely in securing support for a centralised store.</p> <p>We have successfully submitted a re-application to the National Lottery Heritage Fund (NLHF) to produce a Heritage Strategy for the heritage assets cared for by MonLife and to carry out Collections Rationalisation across the Museums Collection, to ensure our collections are relevant to Monmouthshire. The project will be completed in July 2021.</p> <p>We are carrying out a pilot programme of collections rationalisation for items in our off site store to test the procedure.</p>	<ul style="list-style-type: none"> • <i>Secure agreement from Cabinet to commission a more detailed external feasibility study on suitable locations.</i> • <i>If appropriate, secure funding.</i> • <i>Continue Collections Rationalisation through National Lottery Heritage Fund grant.</i>
<p>As part of the capital bid detailed above maintain, adapt and improve existing museum locations in Abergavenny and Chepstow to ensure we provide local access to museums</p> <ul style="list-style-type: none"> • Identify opportunities for released space at Abergavenny and Chepstow created by centralising facilities at 	<p>A variety of options of how released storage space can be used have been suggested which need more formal consideration as part of the ongoing centralisation scheme.</p>	<ul style="list-style-type: none"> • <i>Proposal to decouple the local improvements from the centralised store and instead pursue a phased approach via a comprehensive feasibility study</i> • <i>Include consideration of access to the Caldicot collection in this study</i> • <i>Identify local and Monmouthshire stories to tell at each site through the</i>

Museum 5 year plan Action	Progress	Action Required
<p>Monmouth.</p> <ul style="list-style-type: none"> • Work on key historical stories to develop into displays, events, web based resources and publications • Identify ways of improving access for visitors at all sites. 	<p>We have identified key local stories for each of the 3 main towns.</p> <p>We have made opening hours more visitor friendly as part of a museum service wide change in 2017.</p> <p>In conjunction with Mencap we have used technology to create a digital offer/tour of ground floor at Abergavenny Museum for visitors with access difficulties.</p> <p>We have identified improvements that could be made to the infrastructure at Abergavenny Castle to increase accessibility and a possible source of funding.</p>	<p><i>National Lottery Heritage Fund project</i></p> <ul style="list-style-type: none"> • <i>Give further consideration to public opening hours and to the potential for seasonal variation to support delivery of the Forward Plan</i> • <i>Identify how we can use collections to tell local stories (Ongoing through Heritage Strategy and Collections Rationalisation/ July 2021 onwards - Post Collections Rationalisation)</i>
<p>To create a virtual platform for Monmouthshire Museums as part of wider MonLife offer</p> <ul style="list-style-type: none"> • Explore possibilities of a single Monmouthshire Heritage Portal that brings together museums, heritage and arts data records, images etc. 	<p>An ongoing volunteer programme is adding information and images to our collections management system, which is a necessary first step.</p>	<ul style="list-style-type: none"> • <i>Continue with existing programme and wait until the Heritage Strategy is completed before deciding if and how the museum database can be widened to become a wider Monmouthshire Heritage Portal.</i>
<p>To ensure learning is embedded within the museum, arts and cultural offer</p> <ul style="list-style-type: none"> • Develop a Learning Plan which is relevant to the needs of formal and informal audiences. • Implement resulting learning programme. 	<p>We have developed a MonLife learning strategy based on consultation, changing demographics and pan Wales curriculum change. Brought museums, attractions and countryside together to form the culture, heritage and environmental learning service</p> <p>Developed learning principles and are looking towards learning Outside the Classroom accreditation as a quality marker.</p>	<p>Over the next 12 months:</p> <ul style="list-style-type: none"> • <i>Work cross service to develop formal learning opportunities that support the aims of the new curriculum for Wales, both as individual services and across our services i.e. offering schools activities from a 'pick and mix' menu</i>

Museum 5 year plan Action	Progress	Action Required
	<p>We have developed 6 strategic aims:</p> <ul style="list-style-type: none"> • Increase participation in formal learning activity • Increase participation in informal learning activity • Develop MonLife learning as a distinctive high quality brand • Become a sector lead in the provision of activity for older people, people living with dementia and their carers • Position MonLife learning as a significant provider of learning within the community • Demonstrate impact through meaningful measurement, monitoring and evaluation 	<ul style="list-style-type: none"> • <i>Continue to deliver and expand our offer for people living with dementia.</i>
Strategic Aim 2 – To ensure we have a resilient and sustainable service		
<p>To ensure we have a depth and breadth of skills to provide a professional museum offer.</p> <ul style="list-style-type: none"> • Assess current staffing roles and identify needs. 	<p>The 2017 museum restructure addressed this core action, including a revised centralised team structure and implementation of lone working.</p> <p>We are refining staff roles in the light of operating experience and staff feedback to consolidate the central team and administrative functions and build operating resilience.</p>	<ul style="list-style-type: none"> • <i>Complete staffing review, consult staff and unions and seek appropriate approval. (By ICMD November 2019)</i>
<p>To improve and extend income streams:</p> <ul style="list-style-type: none"> • Increase provision of courses (At Abergavenny Museum and Chepstow Museum/Drill Hall). • Build on existing programme of cultural coach trips. 	<p>Ongoing programme of courses and day schools are provide a steady income.</p> <p>We have run two trips but it is too resource heavy to be viable.</p>	<ul style="list-style-type: none"> • <i>Ongoing review and development of offer.</i> • <i>No further work</i>

Museum 5 year plan Action	Progress	Action Required
<ul style="list-style-type: none"> Run a programme of skills based workshops for adults.(At Chepstow Museum/Drill Hall and Abergavenny Castle Grounds) 	Not progressed	<ul style="list-style-type: none"> <i>The feasibility of taking this work forward will be looked at within discussions of how to use space at each site</i>
<p>To improve and extend income streams: Ensure museum shops run efficiently and effectively. This will be done by:</p> <ul style="list-style-type: none"> Installing a suitable EPOS system Seeking agreement for a trading account Devising a focused offer for each site. Offering refresher/new training to Front of House staff. Promoting retail offer via social media. Exploring online retail sales 	<p>A new EPOS system (Clarity) has been installed and training carried out.</p> <p>Working with attractions to develop a combined retail offer across museums and attractions including sourcing external retail advice and consolidating administrative support and systems.</p> <p>Initial discussions have taken place with colleagues at Bristol Museum about changes we can make to our retail offer.</p>	<ul style="list-style-type: none"> <i>Complete the retail review across MonLife attractions and museums</i> <i>Review of staff roles and responsibilities to ensure focus and development of retail offer. (By November 2019)</i>
<p>To improve and extend income streams:</p> <p>Explore possibility of pop up/short term catering opportunities in order to inform a longer term more permanent offer. This will be done by exploring opportunities at Abergavenny and Chepstow for example ice cream tricycle, mobile coffee vans etc. in line with wider ADM activities.</p>	<p>We have explored this a little by using a local provider and MonLife is exploring options at attractions from which we can assess museum options</p> <p>We no longer propose to pursue the suggested café at Chepstow Museum due to the facility the TIC is providing.</p>	<ul style="list-style-type: none"> <i>Work with the Abergavenny Food Festival Team to explore their offer of curating event catering offer within the town.</i> <i>Work with Chepstow TIC to explore opportunities to work across the two sites to improve the visitor experience through the catering offer / visitor pathways</i>

Museum 5 year plan Action	Progress	Action Required
<p>To improve and extend income streams:</p> <p>To increase income opportunities from filming, royalties, collections image licensing, enquiries, publications.</p>	<p>We are currently reactive to this rather than proactive due to our lack of capacity to carry out administrative tasks.</p>	<ul style="list-style-type: none"> • <i>Considering how these tasks can be incorporated within the review of staff roles and responsibilities (By November 2019)</i>
<p>To improve and extend income streams:</p> <p>Seek ways to maximise commercial opportunities beginning with the Nelson Collection.</p>	<p>Initial discussions with National Museum Royal Navy on potential of income generation using the Nelson Collection via licensing and promotional opportunities.</p>	<ul style="list-style-type: none"> • <i>To be progressed as part of the proposed feasibility study.</i>
<p>To improve and extend income streams:</p> <p>To continue with income opportunities from school workshops, lectures, loan boxes, reminiscence boxes, guided group visits and delivering of training.</p>	<p>A Learning Assistant post has been created across museums, attractions and countryside (funded via income and grants as learning budgets have been centralised within MonLife)</p>	<ul style="list-style-type: none"> • <i>Continue to work with Learning Manager. (See previous section on learning)</i>
<p>To improve and extend income streams:</p> <p>Develop outdoor offer at Abergavenny Castle through provision of a covered structure and an associated events programme.</p>	<p>An Events Feasibility Study was carried out in 2017 and we are following those recommendations.</p> <p>We received funding to provide a covered structure but were unsuccessful in our planning application so this project has stopped and the funding returned.</p>	<ul style="list-style-type: none"> • <i>Continue to develop events programme to increase income generation and community pride.</i> • <i>Improve infrastructure of Abergavenny Castle if considered appropriate in the future (to be assessed as part of proposed feasibility study).</i>

Museum 5 year plan Action	Progress	Action Required
<p>To improve and extend income streams:</p> <p>Consider re-appointment of Paper Conservator to continue with income generating service to include possible additional intern placement.</p>	<p>We considered what had been achieved with this post and concluded that it is not effective as an income generating proposition.</p>	<ul style="list-style-type: none"> • <i>No further action</i>
<p>To improve and extend income streams:</p> <ul style="list-style-type: none"> • Review museum fund-raising strategy. • Investigate fundraising approaches in arts and culture. 	<p>Set up Monmouthshire Museums Development Trust as a means of securing additional funding. A museum only model proved unsuitable so closed down.</p> <p>Set up Museum Supporters Scheme, which has been sustained but no capacity to develop.</p> <p>Introduced donation boxes in museums.</p> <p>Future fundraising now supported by the MonLife Development Officer including considering a wider assessment of MonLife's potential to contribute to the county arts and cultural offer and secure funding.</p>	<ul style="list-style-type: none"> • <i>No action proposed (any future action would form part of a coordinated MonLife approach to fundraising)</i> • <i>Consider as part of the review of staff roles and responsibilities how we can increase impetus of scheme and publicise the projects funded by donations.</i> • <i>Participate in a wider assessment of MonLife's potential to contribute to the county's arts and cultural offer and secure funding.</i>
<p>To increase and widen our user base and raise awareness of Monmouthshire Museums as part of the wider Arts and Culture ADM offer.</p> <ul style="list-style-type: none"> • Promote our offer more effectively to existing and potential users. • Carry out community evaluation and assessment of the impact of our work on their lives. 	<p>We are working with the MonLife marketing team to promote our offer.</p> <p>We have been invited by the Happy Museum to participate in a project with Eden Communities Project. The MonLife Heritage Strategy project will include community consultation and a consultative panel</p>	<ul style="list-style-type: none"> • <i>Continue work with Marketing Team</i> • <i>Develop proposal to work with Happy Museum/Eden Communities at Abergavenny and consult through</i>

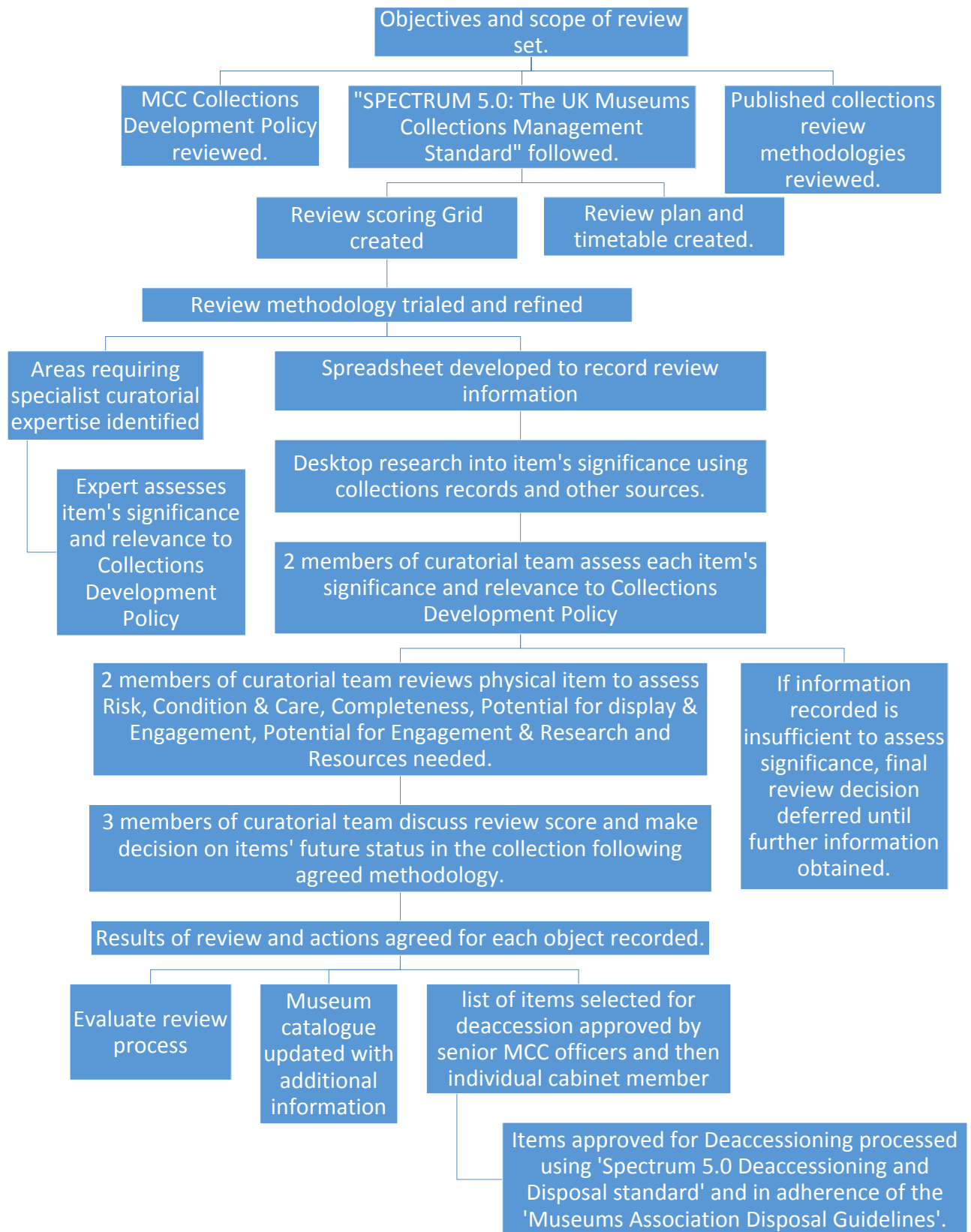
Museum 5 year plan Action	Progress	Action Required
<ul style="list-style-type: none"> Explore the potential of establishing partnerships with relevant departments at universities that are working on the specific subject areas that relate to our key collections and professional skills. Raise the profile of the collections beginning with the Wye Tour Art Collection at Chepstow Museum. 	<p>No current progress</p> <p>The Wye Tour room is due to open in Summer 2020 to coincide with the 250th anniversary of Gilpins Wye Tour.</p>	<p><i>the development of the MonLife Heritage Strategy</i></p> <ul style="list-style-type: none"> <i>Open Wye Tour room and develop associated programme for 2020 at Monmouth and Chepstow.</i>
<p>Contribute to a vibrant community by adapting to work in new and innovative ways.</p> <ul style="list-style-type: none"> Expand volunteer base 	<p>The MonLife Heritage Strategy project bid includes additional volunteer opportunities for collection review, and volunteer and supporters training.</p> <p>Work is currently underway to develop a more integrated approach to volunteer pathways in MonLife and to explore future funding sources to enhance our current volunteer offer and create new opportunities that will increase our volunteers workforce .</p>	<ul style="list-style-type: none"> <i>Deliver volunteer and training opportunities via the MonLife Heritage Strategy project</i> <i>Participate in the development of new volunteer pathways as part of the MonLife approach</i> <i>Include volunteer accommodation and facilities within the proposed feasibility study to support volunteering at all sites</i>
<p>Guiding Principle Please note these items below came under our Guiding Principle section rather than under our 2 main strategic aims.</p>		
<p>Provide greater opportunities for Monmouthshire's residents and visitors to engage with arts and culture.</p>	<p>There is ongoing occurrences of this through our longstanding outdoor theatre performances. This has been developed further since our Events Feasibility Study through increased</p>	<ul style="list-style-type: none"> <i>Continue partnership with Abergavenny Food Festival, AM Festival and Abergavenny Arts Festival.</i>

Museum 5 year plan Action	Progress	Action Required
<ul style="list-style-type: none"> • To make contact with Monmouthshire wide arts, groups, practitioners, venues, festivals. • Work with arts providers to establish a variety of information channels for coordinating and disseminating information about Monmouthshire’s arts and culture offer. • Develop relationships with arts and culture providers. • Strengthen programme of cultural activity at our sites • Create opportunities to support the Cultural Learning Plan. 	<p>performances, introduction of a Silent Disco and the close partnership working with the Abergavenny Arts Festival.</p> <p>A first successful sculpture exhibition took place in the castle grounds as part of the Arts Festival in 2018.</p> <p>Further artistic programming took place in 2018 & 2019 as part of the Arts Festival with the castle as a key location.</p> <p>New projects are booked with Dance Blast and the Suitcase Theatre/Melville Theatre for 2020</p> <p>MonLife’s is commencing a wider assessment of its potential to contribute to the county arts and cultural offer</p>	<ul style="list-style-type: none"> • <i>Work with new Manager at Borough Theatre to investigate potential partnerships.</i> • <i>Investigate potential for further work with Light Ladd and Emberton (Silent Disco)</i> • <i>Assess and if appropriate build on new partnerships with Suitcase Theatre and Dance Blast.</i> • <i>Participate in a wider assessment of MonLife’s potential to contribute to the county’s arts and cultural offer</i> • <i>Continue partnership with Abergavenny Food Festival, AM Festival and Abergavenny Arts Festival.</i>
<p>Raise the profile of Monmouthshire’s arts, heritage and cultural offer in a National context.</p> <ul style="list-style-type: none"> • Use the Arts and culture communication and promotion network to work with national media (print and online) to promote offer at a UK level. • Encourage the development of artistic and cultural endeavours unique to Monmouthshire. 	<p>MonLife’s is commencing a wider assessment of its potential to contribute to the county arts and cultural offer</p>	<ul style="list-style-type: none"> • <i>Participate in a wider assessment of MonLife’s potential to contribute to the county’s arts and cultural offer</i>

Museum 5 year plan Action	Progress	Action Required
<p>Enable support for the artistic community</p> <ul style="list-style-type: none"> • Use the Arts and culture communication and promotion network to set up contacts between practitioners and venues/events/festivals • Assist funding efforts of arts and culture providers e.g. crowdfunding, grant applications. 	<p>MonLife's is commencing a wider assessment of its potential to contribute to the county arts and cultural offer</p>	<ul style="list-style-type: none"> • <i>Participate in a wider assessment of MonLife's potential to contribute to the county's arts and cultural offer</i>
<p>Promote opportunities to create public art within Monmouthshire</p> <ul style="list-style-type: none"> • Work with town teams, community groups etc. to encourage and develop projects which include artistic endeavours. 	<p>Support of Abergavenny Arts Festival.</p> <p>Ongoing involvement in public art through the town in Chepstow, via specific 2018 commemoration projects at Monmouth and Abergavenny.</p>	<ul style="list-style-type: none"> • <i>Consider these tasks in the future as capacity grows.</i> • <i>Participate in a wider assessment of MonLife's potential to contribute to the county's arts and cultural offer</i>

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Monmouthshire Museums Collections' review process: April 2019



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Monmouthshire's Scrutiny Forward Work Programme 2019-20

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
5 th September 2019 at 2pm Invite Planning Committee Members	Corporate Plan	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances O'Brien Richard Jones Cabinet Members	Policy Development/Performance Monitoring
	Budget Monitoring report - Month 2	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
	Current Local Development Plan Annual Monitoring Report	To scrutinise annual performance.	Rachel Lewis	Performance monitoring
	Planning Annual Performance Report	To scrutinise annual performance.	Philip Thomas	Performance monitoring
16 th September 2019 at 9pm	Local Development Plan WORKSHOP 6	Preferred Strategy	Mark Hand Rachel Lewis	Policy Development Workshop
10 th October 2019 Extended Meeting	Local Development Plan Preferred Strategy	To agree the preferred strategy (growth level and spatial distribution strategy) for the new Local Development Plan	Mark Hand/Rachel Lewis	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Archaeology	Pre-decision scrutiny for the policy on identifying three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Section 106 Agreements	Pre-decision scrutiny for the policy on calculating Section 106 developer contributions.	Mark Hand	Policy development /pre-decision scrutiny
	Supplementary Planning Guidance on Landscape	Pre-decision scrutiny of the guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	Policy development /pre-decision scrutiny

Monmouthshire's Scrutiny Forward Work Programme 2019-20

	Museums Review	Scrutiny of progress on delivering the Museums Forward Plan following the previous review. Consideration of the remaining actions in the new context of MonLife, including linked issues / actions with attractions in respect of visitor experience; marketing; retail and events coordination.	Rachael Rogers	Policy development /pre-decision scrutiny
	Asset Management Strategy Update TBC	To review the investment strategy in line with business planning.	Deb Hill Howells Peter Davies	Performance monitoring/policy development
14th October 2019 at 5pm	Local Development Plan WORKSHOP 8	Infrastructure 1 – Education and primary health care	Mark Hand Rachel Lewis	Policy Development Workshop
14th November 2019	(To be confirmed)			
18th November 2019 at 5pm	Local Development Plan WORKSHOP 9	Employment considerations	Mark Hand Rachel Lewis	Policy Development Workshop
19th December 2019 at 5pm	Local Development Plan WORKSHOP 10	Infrastructure 2- Local Transport Plan, sustainable transport	Mark Hand Rachel Lewis	Policy Development Workshop
19th December 2019	(To be confirmed)			
20th January 2020 at 5pm	Local Development Plan WORKSHOP 11	New homes: disrupting the market: carbon reduction, energy efficiency, minimum house size standards, housing mix policies.	Mark Hand Rachel Lewis	Policy Development Workshop
30th January 2020	Local Development Plan Progress Update	To feedback to Select Committee on the workshop outcomes.	Mark Hand / Rachel Lewis	Policy Development
	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2019-20

24 th February 2020 at 5pm	Local Development Plan WORKSHOP 12	Infrastructure 3 – broadband, utilities, EV charging	Mark Hand Rachel Lewis	Policy Development Workshop
27 th February 2020	(To be confirmed)			
23 rd March 2020 at 5pm	Local Development Plan WORKSHOP 13	Retail, A3 uses, future of High Streets	Mark Hand Rachel Lewis	Policy Development Workshop
26 th March 2020	(To be confirmed)			
27 th April 2020 at 5pm	Local Development Plan WORKSHOP 14	Review of green wedges.	Mark Hand Rachel Lewis	Policy Development Workshop
May 2020 date to be confirmed	Local Development Plan WORKSHOP 15	Site allocations (residential, employment, tourism, renewable energy).	Mark Hand Rachel Lewis	Policy Development Workshop
June 2020 date to be confirmed	Local Development Plan WORKSHOP 16	Affordable housing 2 – with viability evidence	Mark Hand Rachel Lewis	Policy Development Workshop
September 2020 date to be confirmed	Local Development Plan WORKSHOP 17	Deposit Plan Member workshop	Mark Hand Rachel Lewis	Policy Development Workshop

Future Meeting Items: Agreed Scrutiny Focus for 2018-19

- **Affordable housing, transport and the LDP**
- **Tourism and enterprise**
- **ICT in Schools** ~ scrutinise jointly with CYP Select ~ Post Evaluation Review to return. Joint scrutiny of the outcomes for young people: Implementing the technology → delivering the teaching and learning → digital attainment levels.
- Marketing Monmouthshire for Business ~ potential workshop
- **Business and Enterprise Strategy**
- **Asset Investment Strategy and progress of projects**

Monmouthshire's Scrutiny Forward Work Programme 2019-20

- **Committee Engagement with businesses.**
- **Local Development Plan Progress Update ~ July 2020**