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17th April 2018

Dear Matthew

**LISTED BUILDING CONSENT DELEGATION
Annual Report from 1st March 2017 to 28th February 2018.**

The purpose of the report is to outline all work undertaken by the heritage team in terms of heritage Management in line with the terms of delegation.

1.0 General

During the reporting period the team has benefitted from a consistency in the team allowing the Jonathan and Molly time to settle in and develop a strong team presence. This has been further supported by the addition of Ben Terry, Green Infrastructure, Landscape and Urban Design Officer. Ben has qualifications and experience in Urban Design and Landscape and has been an invaluable addition to the team. He has taken a strong lead in Conservation Area Management by being responsible for commenting on all planning applications in conservation areas. Ben is also responsible for commenting on planning applications that have an impact on landscapes in Monmouthshire, including replacement dwellings to larger scale housing developments.

2.0 Applications

This report includes all applications where consent has been granted under delegated powers, i.e.:

all approvals relating to Grade II listed buildings, except:

- a) those which only involve internal works and therefore were not referred to Cadw prior to delegation;*
- b) those which involve demolition as defined in Circular 1/98*
- c) those buildings where the Local Authority is the applicant.*

Accompanying this report is a list of the decisions we have made over the twelve months of this reporting period. All the decision notices and officer's reports can be found as per the Councils website.

This written report endeavours to provide an overview of the applications and non - application based workload, of the heritage team during the above reporting period.

Over the time period a total of 102 Listed Building Consent applications and 9 Conservation Area Consent applications were received. These figures include all determined applications following negotiation by the heritage team of all grades of buildings.

In total over the time period the council has determined 116 LBC applications of this 19 were referred to Cadw under the terms of Delegation (Grades II* and I buildings). We have seen an increase in the number of applications from the last year, from 68 in 16/17 to 116 in 17/18 including LBC's, CAC's, Doc's and pre-application enquiries.

In virtually all cases the successful applications were amended through negotiation with officers of the heritage team, consequently in the majority of cases negotiations resulted in the application taking longer than the target 8 weeks to reach determination for the first half of the reporting period. This was in part due to the staffing issues addressed later in the report. However, from September onwards the application timescales have improved significantly as can be seen in the table below. From April 2018 onwards WG will be recording timescales for LBC applications as part of the Annual Performance Review. This figure will be the number of applications determined on time which includes applications determined in 8 weeks or within the agreed extension of time. 60% or less would be in the 'improve' banding and 80% or more would be classed as good. The below table shows the figures over the current reporting period. Figures for February 2018 are unavailable at present due to the changeover of the computer system.

Month	Registered	Determined	Within 8 weeks	Within EoT
March 17	9	6	0%	33%
April 17	7	5	0%	40%
May 17	6	7	0%	43%
June 17	5	6	0%	17%
Jul 17	7	3	0%	0%
Aug 17	12	1	0%	0%
Sept 17	8	14	21%	64%
Oct 17	7	18	17%	83%
Nov 17	6	3	33%	66%
Dec 17	8	6	33%	67%
Jan 18	13	14	64%	100%
Feb 18				
TOTAL				

In particular over the period there has been extensive negotiation on the following applications;

Troy House (Grade II*)- Application for conversion of house to apartments and enabling development. Application was first registered in 2008 and has been subject of significant negotiations and detail required in order to bring the application to Committee. Further details are set out in the Buildings as Risk sections below.

Mulberry House (Grade II) – Application for internal alterations of house, chapel and apartments. Concurrent application for new build within the grounds. The application benefitted from discussions over design and improvements to the proposed extension and new build. Approved

Town Farm, Grosmont (GII*)- Applications for renovations involved lengthy discussions seeking to retain important internal fabric. Approved

Wyelands House, Mathern (GII) – On going work, including alterations to the garden buildings, stables and house. All approved

Kings Head, Monmouth (GII*)– resulting from emergency works, a number of applications were then submitted to rectify works and propose further enhancement and repair. All Approved

HMP Usk, (GII*), Installation of wireless fire protection system throughout the whole prison. Approved

Anchor Inn, Tintern (GII) – Internal and external alterations to the building involving a highly sensitive setting. Approved

LLandowlais Farm, LLangybbi (GII) – Conversion of Barns, not carried out in accordance with the approved plans resulting in additional applications. Approved

2 Mounton Cottages – (GII) extensive discussion over window details- Approved

It is important to note that out of the 116 applications determined, only 8 applications were refused, these include

44 Castle Terrace GII* – rear addition of a raised decking area

HMP Usk GII* - installation of a hard wired fire protection system

1 and 3 Mounton Cottage, Mounton Estate, Two separate applications both involving the removal of original windows to rear

Ye Olde Tippling Philosopher, Caldicot. Attached garages to the rear

Lloysea Barn, Trellech. Two separate applications for large extensions to the barn conversion.

5 Welsh Street, Chepstow. Addition of large signage to gable.

All refusals were at officer level.

Of the eight applications above, only one is currently subject to appeal, relating to 5 Welsh Street. This was a written representation case which in late March was dismissed by the Inspector, enforcement action will now secure the removal of the unauthorised signage. Two further appeals were considered against two applications notified in the last report. The included the Britannia Inn, Abergavenny, (removal of internal floor) and Wyndcliffe Court, St Arvans, (replacement roof covering). The former was withdrawn by the applicant shortly after the case officer submitted their statement of case. In relation to the latter the appointed Inspector dismissed the appeal and supported the Officer decision. However, the applicant has since lodged and appeal to the High Court to challenge the Planning Inspectorates decision. The court has granted leave for the challenge to progress to a hearing.

At the time of writing the last report Woodlands House (former Magor Vicarage) was subject to call in and will be considered by the planning inspectorate in June 2017, in line with the full M4CaN Public Inquiry. MCC gave evidence in the opening day of Inquiry, which was adjourned to consider the potential to relocate the listed building. MCC have been having ongoing discussions with WG over alternative sites and options for the house. The call in is now closed and with final statements provided on the 16th March 2018. A decision is anticipated at the close of the M4CaN Inquiry.

Officers of the team also deal with discharge of condition applications, for all LBC and CAC applications and those for planning applications where a heritage input is required. Officers have directly handled 40 Discharge of Condition applications for LBC and CAC. Officers also have an input on concurrent planning applications/ advertisement consent applications/non material amendments where they impact on the historic environment. In addition officers will also carry out monitoring of the works on LBC and CAC applications as well as planning applications where a heritage asset is affected.

As I'm sure you're aware in terms of the workload dealt with by the heritage team the applications make up only a proportion. On top of the applications there are significant levels of consultation responses on planning applications. In addition following the granting of consent the heritage team actively ensure that conditions are discharged and carry out thorough monitoring, to ensure compliance with the approved plans. In terms of proactive work the heritage team pursue cases where unauthorised work has been carried out and also attempt to engage with owners of listed buildings whose properties are within the 'At Risk' category of the Buildings At Risk register. Details of these areas of work are provided below.

2.0 Consultation responses :

a) The Royal Commission on Ancient and Historical Monuments in Wales (RCAHMW) have been consulted on all applications where significant work, and demolition, has been proposed. In the past the Commission have always responded to consultations. However there has been less direct input from them during this period, despite this their input has always proven extremely useful. In addition Richard Suggett has also attended site during works where necessary to advise and provide further recording of the historic asset. In particular Richard has given extremely helpful advice on site at Town Farm in Grosmont.

b) Glamorgan Gwent Archaeological Trust (GGAT) responds to consultation with full guidance. They have regularly advised watching briefs and less often a programme of archaeological investigation.

c) The amenity societies have developed a new joint email which has caused some confusion over who should respond. However, as this is in relatively early stages, time should be given for the process to be bedded in.

d) Community or Town Councils. Responses are nearly always received though often only with a recommendation for approval or refusal.

3.0 Grant work.

Within this reporting period there has been a reduction in the availability of grant funding and therefore limited activity in terms of grant work.

4.0 Planning.

As well as the detailed caseload above, the heritage team work closely with planning colleagues to achieve high standards of design in all of the conservation areas, and in some cases outside conservation areas where there is a heritage and landscape element which has not been afforded any statutory protection. This advice is significant and extremely important for the broader historic environment of the county. Many application responses are small in length but cumulatively have a significant impact. More sizeable sites where there has been significant ongoing input include:

On-going phase II of redevelopment and mixed use new build at 20-22 Monnow Street, Morrisons Supermarket, Abergavenny, including the public realm works
Public Realm works along Frogmore Street, Abergavenny
Extension of Aldi supermarket in Abergavenny
Newbridge House Extension and external alterations, Tudor Street Abergavenny
Courts and Police Station, demolition and redevelopment of flats, Tudor Street, Abergavenny
Re-development of Heronhurst showroom, Brecon Road, Abergavenny
Restoration and redevelopment of Henstaff site, Brecon Road, Abergavenny
Residential development of 600 houses at Fairfield Mabey in Chepstow
Residential development at Bishops Barnet Wood Chepstow
Land management at LLanover/Coldbrook Estate
Residential development of Land at Monmouth Road, Raglan.
Redevelopment of the Ford garage site in Raglan Town Centre.
Residential development at Nailers Lane, Monmouth adj to Monmouth Castle.

In addition advice was also provided on other works within Conservation areas, which include:

Significant public realm improvements in Abergavenny Conservation Area together with ongoing collaboration with the Abergavenny Town Team (community group) have been completed to a high standard and very successful. These have since been extended to the northern end of Frogmore Street and around Lion Street.

Discussions over similar public realm improvements in Agincourt Square, Monmouth also with Monmouth Town Team. These are ongoing and dependant on funding.

Preliminary discussions over traffic management and public realm improvements in Usk.

5.0 Pre-application advice

The introduction of the pre-application enquiry service for listed buildings has proved significantly helpful and very popular. Charging for specialist advice was carefully considered and the evidence collected now shows that this has not 'put off' applicants, rather it has encouraged owners of listed buildings to seek advice and be confident moving forward with their proposals. This has helped the heritage team not only to add value to the application process in discussing proposals to listed buildings early on, but equally as important, to improve the understanding and appreciation of the building together with forming a good working relationship with owners and agents.

From the 1st July 2017 the pre app charging schedule changed and introduced additional fee paying services. The pre application charging increased from £60 for a Listed Building enquiry to £120. The enhanced services are discussed in the following section.

In the reporting period 47 formal pre-application enquiries have been submitted and dealt with directly by the heritage team. This is similar to the last reporting period of 50 enquiries. Providing and income of £4,620. In addition heritage officers have had direct input in planning pre applications as an additional officer. This includes pre applications from small alterations to large scale housing sites. Due to the way the data is collected at present it is extremely difficult to extract exact figures but these include many of the residential developments mentioned above and;

49 Maryport Street, Usk demolition and rebuilding of new dwellings on the site.
Abbey Hotel Tintern, redevelopment of the site and conversion of barn
Hillside, Abergavenny, Residential development
Monmouth sports ground – new sports building
Willows Garden Centre, residential development
Troy Lodge, proposed swimming pool
Priory House, Usk – Alterations

6.0 Enhanced Services

In addition to pre application advice, in July we received Cabinet Member approval for the development of enhanced services. This included the roll out of pre-purchase enquiries and completion certificates as mentioned in the last report. These have not been as popular as anticipated as we have only received 4 applications for pre-purchase applications and 1 application for a completion certificate. This has resulted in £880 income. However, those who have used the service have been happy with the results. In addition the team have also had a significant involvement in developing and supporting the enhanced services and fee income delivery across all DM functions.

In addition to these services we have also offered a fast track service in relation to listed building consent applications. To date we have had 4 fast track listed building consent applications, at an income of £1100. Further work is required to resolve timing issues with the necessary external advertising.

7.0 Enforcement

During this reporting period Molly Edwards has settled in and has been a very positive enhancement to the team and helping return to a much needed consistent level of staffing.

At the time of writing we are in the process of installing a new computer system and at present it is difficult to extract exact data on enforcement cases. However Molly has been actively involved in the following cases,

White House Farm Kilgedden, a retrospective listed building consent was refused for the installation of French doors to the front elevation and upheld at appeal, followed by an enforcement notice requiring the former windows to be reinstated. The reinstatement has been actively pursued, and it is anticipated that the replacement units will be installed shortly.

Pentwyn Farm, LLantilio Crosenny – Unauthorised works relate to the replacement windows to the farmhouse and replacement roof and covering to the barn. Meetings have been held with the potential new purchaser in order to rectify the work through a property transfer. However at the time of writing this maybe unlikely and therefore a formal enforcement notice will be served.

LLandowlais Barns, Llangybbi.- Three of the curtilage listed barns on site have been converted to residential uses, however the works have not been in accordance with the approved plans. Works to Units 2 and 3 have been addressed through monitoring and co-operation by the owner. Works to Unit 1 remain unauthorised, however negotiations are being held with the owner. If these breakdown a formal notice will be served.

Little Bank, Usk – Unauthorised works included a number of unauthorised roof lights to the building, the case had been on going for a number of years due to queries over legal ownership and searches at the time of purchase. However, extensive negotiations have been undertaken and agreements made to accept some roof lights. Amended plans are anticipated and a retrospective application will be determined shortly.

Glance Back books, Chepstow- was a building in a poor state of repair, this was addressed with the owner via letters and general advice and so the owner has undertaken the necessary work to vastly improve the condition of the building and the impact on the conservation area.

5 Welsh Street, retrospective Listed Building Consent has been refused for the erection of signage to the gable end of the terrace, this has been appealed and we are awaiting the Inspectors decision. If the appeal is dismissed an formal enforcement notice will be served to secure the signs removal.

In relation to the Kings Head in May 2017 it was considered necessary to serve a Temporary Stop Notice to restrict ongoing works on the building. Work was being undertaken without consent that had gone beyond that agreed for structural work. This allowed the owners to carefully consider the works they wanted to carry out and phase the works and necessary applications.

16.0 Monitoring cases and Discharge of Conditions.

Likewise staff changes that impacted on our capacity to carry out the same level of monitoring have now been resolved.

Principal cases monitored during this reporting period were:

Residential development at the Hill, Abergavenny
Town Farm, Grosmont
St James House, Monmouth
3 St James Street, Monmouth
43 Drybridge Street, Monmouth
LLandowlais Farm
Usk Prison Walls
St Pierre Marriot House, Mathern
Mounon House,
Britannia Inn
Morrisons Abergavenny

Monitoring remains time-consuming work but this authority is committed to requiring full compliance. The continued pressure is critical and helps to ensure that agents and applicants remain focused on discharging conditions and complying with approved plans. Reinforcing that work undertaken at the point of negotiation. It remains the case that in nearly all monitoring cases our advice is needed, either to address issues that have happened or to stop them from happening. This has resulted in a better customer service as well as avoiding any unnecessary enforcement action. This proactive approach helps not only the protection of the historic fabric but also helps to build relationships with applicants and agents.

17.0 MCC Planning website.

Following a reconfiguration of the website the work previously undertaken was largely wiped away, leaving a watered down version. Staffing shortages within the webpage team continue to block the creation of exemplar pages. Unfortunately this has yet to be resolved since the last report. We are pursuing this as a whole Development Management Team to produce the right information, or links to pages, in the right place for the service user.

18.0 Conservation Area Management

Following the adoption of 18 of the Conservation Area Appraisals in March 2016, they have been widely used by the team and have proved a useful and informative tool for applicants as well.

There is limited funding for the remaining 14 Conservation Areas that require an up to date appraisal. It is unknown when this can be achieved.

Following this process two other areas within the borough were put forward for consideration of conservation area status. These include a new conservation area within Abergavenny for the Richmond Road area and the garden city area towards Bulwark, Chepstow. Whilst there is sympathy for both, the Richmond Road area requires further work whilst it is felt that Conservation Areas status would not provide the right approach for the Bulwark area.

The team continue to respond to all planning applications in Conservation Areas, advising on improvement and negotiating where necessary. Ben Terry has taken the lead on this and has had direct input on a number of larger scale developments in various town centres across the county.

19. Buildings At Risk

Proactive work continues in an attempt to try and remove the buildings from the At Risk category of the Buildings At Risk Register. The list below details some of the key buildings where action has been taken.

Piercefield (Grade II*) – Following on from the initial discussions outlined in the last report, further progress has been made to build relationships with the Racecourse and to agree a schedule of works for another round of urgent works to stabilise the existing structure. The Racecourse has commissioned an accredited Conservation Architect together with a Conservation structural engineer to prepare a schedule of works for support and propping. This is now to include works to the barn, stables, garden walls as well as the pavilions and the main house. We have also met with SAVE Britain's Heritage Director on site to discuss how SAVE can help promote awareness of the building at a more national level.

The Priory (Grade II) and Gatehouse (Grade I) – MCC served a Repairs notice in 2013, however due to a lack of options for the site or potential purchasers/partners for a back to back agreement the continuation with a CPO has not been pursued. Usk Civic Society have been very keen to pursue options and have confirmed that they would be willing to fund the district valuer for a report to get an indication of value and therefore potential

compensation in the event of a CPO. This is very promising and will be pursued in the near future.

However, work stalled on site with regards to compliance with the 215 in relation to the stables and conversion to residential. The owner was threatened with a second prosecution for noncompliance with the notice and has subsequently appointed a reputable architect to work on their behalf. This has however not produced any new applications or any noticeable work on site. Further prosecution remains a very real possibility.

Caerwent House. Caerwent (Grade II). Following the CPO the building has been transferred to Spitalfields Building Preservation trust. The trust have been on site measuring and recording the building and have submitted a listed building consent and planning applications. This can now be processed as the ecology reports have been submitted. The application proposes the conversion of the house into two separate dwellings, whilst this is not ideal the building does lend itself to sub-division and so this will facilitate a viable future for the building.

During the next reporting period it is anticipated that we will be dealing with the tribunal and legal challenge for compensation of the owners. This will be very resource intensive and we anticipate that this will take 6 months to complete.

10 New Market Street, Usk - aka the White House. (Grade II). Works have commenced on site with regards to the extension of the public house however this has not been carried out in accordance with the approved plans. This has been addressed through a retrospective listed building consent and planning application to agree appropriate mitigation. The main house remains in very poor condition and the need to serve a 215 notice increases as the building is still deteriorating.

Troy House (Grade II*). Significant progress has been made in relation to both the listed building and planning applications. This has involved an extensive period of productive negotiation in relation to the proposed plans. The application was referred to Cadw with the recommendation for approval which was confirmed in January 2018. The planning application was referred to Planning Committee with a recommendation for approval and such has subsequently been notified to WG due to its position in a C2 flood zone. At the point of writing we are awaiting confirmation as to whether WG intend to call in the application for Inquiry.

Despite this, Planning Committee has also granted approval to service an Urgent Works Notice to address the condition of the building which would include works to the roof, propping of the staircase and propping of the highly decorated plaster ceilings. This building is considered to be a priority for the Local Authority.

Kings Head Monmouth – Lengthy negotiation and numerous applications for listed building consent have been submitted and approved throughout the reporting period. This has facilitated the reopening of the public house portion of the building. The hotel section remains closed due to specialist work required to the plaster ceilings. During the works significant plaster paintings were discovered in the earlier part of the building which has been restored and protected as part of the works. It is anticipated that this will be finished in the coming months. This has required a considerable amount of officer time in order to advise and expedite the re-opening of the pub and hopefully hotel in the near future.

Buildings at Risk Strategy – Given the number of listed buildings in the county and the issues surrounding many of them, it is considered that the Authority would benefit from a Buildings At Risk Strategy. In order for this to be effective and a useful tool, it was considered that this should take the form of an action plan rather than repetition of policy. It will identify the buildings that are considered to be most at risk in the County and identify what action should be taken. The buildings will then be prioritised in terms of risk and availability of resources. It is anticipated that this work will be completed by the next reporting period.

21.0 Council input on wider heritage discussions

I was part of the Task and Finish group looking at the potential for collaboration between Local Authorities in terms of specialist heritage management. The group has met a number of times and a report was collated by Cadw to be presented to the Minister for approval. We are awaiting the outcome of this report.

Work is also being undertaken in North Wales looking at the service collaboration and improvements. As part of this one work stream is looking at income generation and cost recovery. I have helped provide data in terms of the overall cost of processing applications based on our internal processes and service delivery for comparison in North Wales. In addition the team were interested to hear about the fee income services that we currently offer and the costs and benefits of these processes.

MCC have also been asked to work with Cadw looking at the process of implementing the new provisions under the Historic Environment Wales Act 2016 in relation to Heritage Partnership Agreements. Initial meetings will be held in March aiming to consider what HPA's will achieve and how they will work. This may result in a trial agreement with a local large landholder that has shown interest in progressing a HPA with us.

During the reporting period we have been through a year of monitoring with Cadw officers, including two full days of site visits to secure named officer delegation or Grade II* listed buildings. In addition as part of this process we are also seeking approval for Jonathan Morgan to also receive named officer status. This has received a very positive response from Cadw and we are hopeful of reaching a conclusion in the coming months. If successful, MCC would be the first LPA to receive this enhanced delegation in Wales.

I have also attended a Welsh Government Public Inquiry at the Senedd into the Historic Environment. My role was to provide evidence from a Local Authority position in relation to all aspects of the Historic Environment including, the use of new legislation, use of enforcement powers and the role of the Local Planning Authority in the protection of the Historic Environment.

The role of Chair for SWCOG has passed to Cardiff, however MCC continue to attend all meetings and actively participate in the group. In addition I led an afternoon CPD session on enforcement hoping to pass on lessons learnt from the action taken in MCC. As a group we have responded on the recent Law Commission consultation with regards to the proposed changes in LBC process where it was agreed to gather evidence to support the responses. Jonathan still retains the post of CDP co-ordinator on the group.

In addition to this I was asked to speak at the annual RTPI enforcement conference in relation to enforcement in the Historic Environment using case studies of the type of action that MCC has taken and the lessons learnt. This was well received.

The heritage team have also been working with a local Building Preservation Trust, the Village Alive trust in order to support their work helping save buildings at risk. The Trust have some grant funding available and we have supported them in developing a conference aimed at owners of buildings on the at risk register in Monmouthshire encouraging them to take action to address the buildings condition. The conference took place in May 2017 and was well attended. I was asked to give a presentation outlining the legislation surrounding listed buildings and the approach taken by MCC. This also proved very helpful and allowed us to make contact with owners of all types of listed buildings in Monmouthshire improving a working relationship.

MCC have also provided a full response to the recent Law Commission Consultation, this involved attending relevant meetings to hear directly from the Law Commission to fully understand the impact of the proposals. The Council have provided a full response to the consultation stating that we are not in support of the proposed changes to merge listed building consent and planning permission. However, it was used as an opportunity to propose some other enhancements that could be carried out to the process that would help create efficiencies in both time and income.

22 Internal Systems. In late February the Development Management team had a new computer system which has resulted in learning new processes. There has been a short period where we were unable to issue decision notices while the data was transferred from the old to the new systems. No doubt this will result in a dip in performance figures while the new system beds in, however this will be offset by significant improvements in efficiency in automation of the new processes.

23 CPD

Throughout the reporting period staff have undertaken both internal and external training involving;

General

Officers and members attended training by DFcW on design at Monmouthshire County Council.

Officers attended a conference in Bristol regarding Heritage Management and Policy Application.

Officers attended a Planning Law Seminar on the New Heritage Act Wales

I am also enrolled on a L4 ILM qualification in Management and Leadership due to complete the course by the end of March 2018.

I also attended a session on Compulsory Purchase Orders by Harriet Townsend of Cornerstone Barristers.

Jonathan is working towards his IHBC membership and will be submitting his submission very shortly. Jonathan also attended a number of training courses including,

4 day Timber framing course

Number of Stone Forum field trips

2 day conference on Vernacular Architecture Survival.

Molly has attended also attended a course on timber framed buildings.

Yours sincerely,

Amy Longford

Heritage Manager

For Corporate Director – Regeneration, Environment and Resources.