

8.0 IMPLEMENTATION AND MONITORING

8.1 Implementation

- 8.1.1 In order to ensure that this Management Plan is a valid and relevant document it is vital that it is used as a day to day manual for the management and maintenance of the Castle and Gardens and is not merely allowed to gather dust on a manager's shelf.
- 8.1.2 The Management Plan, or a condensed version of it, should be issued to all staff working within the Gardens, to all managers having control over the Castle and Gardens and to all groups and individuals having an interest in the site.
- 8.1.3 A non-exhaustive list would include the following:

Newark and Sherwood District Council - Kelham Hall

Environment & Technical Services Community Facilities Section - day to day site management

Leisure Services Cultural Services Section - events, tourism, museums, arts

Development & Planning - Policy Section - reference

Development & Planning - Conservation Section - reference

Newark and Sherwood District Council - Gilstrap Centre and Castle Gardens

Castle and Parks Ranger

Grounds Maintenance team/site based gardener

Other Organisations and Individuals

Newark Town Council

Nottinghamshire County Council - County Archaeologist

Friends of Newark Castle & Gardens

Newark Archaeological and Local History Society

Newark Civic Trust

Millgate Conservation Society

Dr John Samuels - archaeological consultant

Mrs Pamela Marshall - archaeological consultant

8.2 Monitoring

- 8.2.1 Regular Castle and Gardens Management Reviews should ensure that the aims and objectives of the Management Plan are being properly addressed and implemented. These should take place at no less than quarterly intervals and key staff present should include the Community Facilities Manager, Parks and Amenities Manager, the Castle and Parks Ranger, the Grounds Maintenance Manager and the gardener primarily responsible for the site. Such meetings should be properly minuted and action notes should be produced and all actions promptly implemented.
- 8.2.2 The Friends of Newark Castle and Gardens volunteer group hold regular (monthly) meetings and a member of the Community Facilities Section attends, together with the Castle and Parks Ranger. Any recommendations, complaints or criticisms made by the Friends are properly and promptly addressed.

- 8.2.3 An annual review of the progress made in implementing the aims and objectives of the Management Plan should be produced and presented to the District Council's Cabinet. Such an annual report should also be made circulated to all interested parties and copies made available to members of the public.
- 8.2.4 At an appropriate time during the life of this Management Plan work should start on updating and rewriting it for a further 10 year period.