



Worcestershire Historic Environment Record

Recording Policy

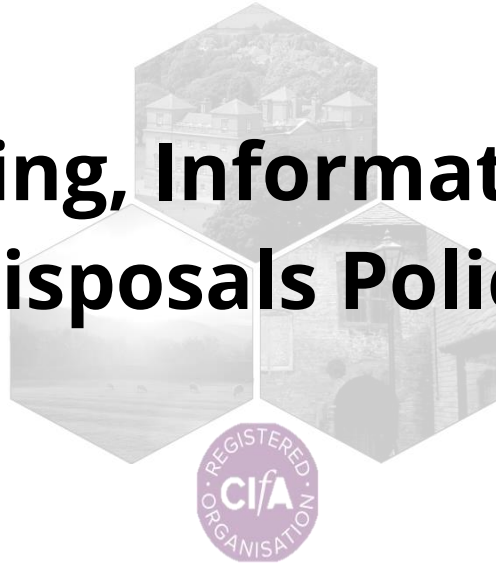
Explore the Past



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Worcestershire Historic Environment Record

Recording, Information and Disposals Policy



Document Version Control

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The Worcestershire Historic Environment Record is the primary index of all heritage assets and investigations for the County of Worcestershire. The HER covers all the land within the local districts of Wyre Forest, Bromsgrove, Redditch Borough, Wychavon and Malvern Hills, including the Malvern Hills National Landscape.

Worcestershire HER does not cover the city of Worcester, which is provided for by Worcester City HER, although the two HERs have a shared database and therefore joint accessibility for viewing data.

Mission Statement

Worcestershire Archive and Archaeology Service's (WAAS) priority is to ensure the proper management of Worcestershire's heritage for current and future generations. We protect, preserve, manage, record, interpret, share and promote the history and historic environment of Worcestershire. We help the modern county of Worcestershire to achieve its priorities as identified in the Corporate Plan, especially sustainable development, a strong economy, better education and skills and independent healthy living. We are developing a sustainable model for the continuance and growth of the Archive and Archaeology Service in the current financial climate.

Access & Information Services policy

Purpose of the HER

The aim of the HER is to provide access to Historic Environment resource for the County of Worcestershire, accessible by everyone. The record provides a starting point for research and investigations for both planning/ conservation commercial customers, and academic, private or local community research.

The HER database is the County of Worcestershire's primary resource for archaeological and historic environment information. We hold approximately 83,000 records including archaeological sites, historic buildings, monuments, and landscape features. The HER can help you to research:

- Your area, whether that's a village, a particular building, or parish
- A particular period of interest, including Roman, Medieval, and World War II
- Industries such as lime kilns, carpet factories, and needle manufacturing
- Historic artefacts, such as coins, pottery, plant, and animal remains

Users of the HER

The HER is operated by staff members of the HER & Advisory team within Worcestershire Archive and Archaeology Service. The HER is further utilised, through the provision of HER Search, Records and access to sources, to the following groups of users:

- County Council and District Council staff including planners, environmental specialists and land managers.
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academics and Students
- Local societies and groups including Local List and Neighbourhood Plan groups
- Museum staff including a Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

User Consultation

The HER is committed to ensuring it provides the services required by its users and works to develop and widen the user-base. The HER welcomes informal feedback about record content and service provision. All HER enquiries are provided with a response evaluation sheet and enquiry logs are kept and reviewed to inform service development.

The HER also undertakes a full customer survey every 3 years of known users through targeted invitation where customers/ contractors have provided information for contact, and through open invitation publicised on social media and hard copy flyers.

The HER also undertakes opportunities to survey archive service users and library service users which includes university students, to inform on options for audience development through attraction of non-user groups.

Access to the HER

The HER was set up as a planning tool over 50 years ago and contained a minimum level of data. Since then the records have been added to and enhanced as more information has come to light. The records, therefore, vary greatly in their detail and accuracy. We are constantly updating and improving the records, however, they are compiled from a range of sources of varying quality and the information they contain should not be seen as definitive. We cannot accept responsibility for the accuracy of any information supplied and the user must accept that information may be outdated or inaccurate. The HER search results will remain valid for 3 months only from the date of production, because the HER is constantly being updated as new sites of archaeological importance are identified.

The HER can be accessed in person, by email or via our online enquiry system.

- **In person:** Visit us on Tuesday and Thursday morning (10:30-13:30 pm) on the Explore the Past Floor (Level 2) at The Hive in Worcester. For information on making a trip to The Hive visit [The Hive Website](#).
- **By Email:** Contact the HER on herecord@worcestershire.gov.uk
- **Via our Online Enquiry System:**
 - For public enquiries complete the [Historic Environment Enquiry Form](#)
 - For Commercial HER Search enquiries complete the [HER Search Form](#)

All enquiries will be responded to within 7 working days. Charges apply for commercial searches only. See the HER pages on the [Explore The Past Website](#) for more detail.

Services Available at the HER offices

- Facilities provided by The Hive including numerous desk spaces, PC's, Photocopiers and Scanners.
- Visual demonstration and sharing of HER content with expert supervision and guidance.

- Access to the HER and Archive Service's Local reference collection of hard-copy maps/photographs/aerial photographs/reference works/journals/reports.
- Access to Original Archives is also available in the building.

Accessibility Support

- Written information about the HER can be provided with advance notice.
- Most sources are held digitally and can be printed at an enlarged scale or provided in pdf format for enlarged viewing/ altered text/ text reading on computers.
- Limited amounts of information can be read aloud to users.
- The HER Desk is located in an Accessible Building. Further details can be found on The Hive Website: [Hive Accessibility Page](#)
- Information and technical term interpretation can be provided by HER Staff with use of imagery and accessible language.
- Information can be provided in text form for use in translations.

Governing Policy

The National Planning Policy Framework (NPPF) states that local planning authorities should maintain or have access to a historic environment record which contains up-to-date evidence about the historic environment for use in assessing the significance and contribution of known heritage assets as well as judging the potential for the discovery of further sites or deposits of archaeological interest. The Worcestershire HER undertakes to provide this evidence base with coverage of all subjects and periods of archaeology from the Palaeolithic period through to the present day, as recommended in the following national policies;

English Heritage/Association of Local Government Archaeological Officers (2002) *Historic Environment Records: Benchmarks for Good Practice (v1.1)*, 2.1b, p6

Department of Culture Media and Sport (2008) *Historic Environment Records (HERs): Draft guidance for local authorities in England*, 24, p9

Historic England (2019) [A Guide to Historic Environment Records \(HERs\) in England](#).

The HER is not definitive and is subject to varying degrees of research and evidence across all periods, as well as geographically across the county. The Register of Recording Policy detailed in the table below demonstrates the types of data held within the HER and the policies utilised for data capture and recording. The Worcestershire HER Recording Manual (internal document) also governs data entry.

Access to information held at Worcestershire HER is regulated by the Freedom of Information (The Stationery Office 2000), the Data Protection Act (HMSO 1998) and The Environmental Information Regulation 2004 (The Stationery Office 2004).

Submission of information to the HER

Heritage assets range from sites and buildings of local historic value to those of the highest significance (NPPF). Worcestershire HER considers all buildings and built structures present on the 1st Edition Ordnance Survey (1882-87) that are still standing to be heritage assets. All pre-20th archaeological sites, historic places and landscapes are also considered heritage assets. Later buildings, sites, structures and landscapes may be considered heritage assets for their evidential, historic, aesthetic and/or communal value.

- Worcestershire has an ongoing project, started in 2009 and part-funded by Historic England, to add every extant building of pre 1900 date to the county HER.
- Traditional Farmsteads – i.e. all those which predate 1940 – are also identified as heritage assets, both in Worcestershire ([Worcestershire Farmstead Characterisation](#)) and [Historic England's National Farmstead Character](#).
- Buildings and structures of 20th century date which make a positive contribution to our understanding and appreciation of an area or place, or key aspects of 20th century life, art, architecture and landscape may be considered heritage assets of local, or greater than local, significance. In 2020 further guidance was published on [20th century non-domestic buildings and public places in Worcestershire](#).
- Structures associated with the 20th century militarised landscape of the United Kingdom are also considered heritage assets. These are primarily the defence works built in the period 1940-41 against threatened German invasion, but also include any other identified military sites. Between 1995 and 2001 the Defence of Britain Project initiated a national effort to record these structures and sites the results of which can be seen in the [Defence of Britain Database](#). This project was followed by the Defence of Worcestershire project which continued the work of recording local 20th century military heritage, the results of which have been added to the HER.

The HER endeavours to create a comprehensive record of the county's heritage assets and welcomes the submission of academic and private research including public observations. These can be made through our online enquiry system or via email. Where possible, as much detail and evidence about the geographic location and nature of the heritage asset should be provided. Please note however that the HER is not itself an archive repository for primary site records deriving from excavations or surveys undertaken for commercial or research purposes, neither is it a museum for the deposition of artefacts. This material should be deposited in the

relevant record office or museum to ensure its long-term conservation and access by all. (See the HER Disposals Policy below for further details).

The results of all commercial archaeological work must be made available to historic environment colleagues and the general public through inclusion in the Worcestershire HER, as required within the Standards and Guidelines for Archaeological Projects in Worcestershire. Reports must be provided to the HER in PDF/A format via OASIS ([Online Access to the Index of Archaeological Investigations website](#)).

Copyright, GDPR & Confidentiality

The copyright holder for the majority of sources within the HER is usually a third party, not the HER. In these instances, the onus is on the customer to obtain permission for reproduction from the relevant person(s). The HER accepts no responsibility for any user making unauthorized copies of such documents. Many of the sources used within the HER are 'grey literature' reports, produced through the modern planning and development process. All reports that are produced via the development control process are considered to be within the public domain. However, copyright restrictions (particularly with regard to Ordnance Survey mapping) or the inclusion of confidential or commercially sensitive information means that not all reports can be made freely available over the internet. Other reports have been excluded by request of the copyright holder. The metadata for reports that cannot be accessed online are recorded within the HER, but customers must visit the HER to access the reports.

Where a data provider has requested a record to be confidential, or a record contains sensitive information for example details of a Hoard site, the record will be marked confidential within the HER and details will only be provided for use within development management.

Further details on established copyright agreements and licenses held by the Worcestershire HER can be found in the Copyright Agreements Schedule (internal document).

The entirety of the Historic Environment Record is classified as historical research, under Recital 156 of GDPR, and safeguards have been put in place to ensure data minimisation. GDPR Compliance training has been undertaken by all HER staff and will be renewed every 2 years. Further details of GDPR compliance can be found within the GDPR Compliance Schedule (internal document).

Please see the Archives and Archaeology Privacy Policy for details on how we will process any personal information you may submit to us in the course of an enquiry. The privacy policy can be read online here: [Archive and Archaeology Privacy Policy](#).

Worcestershire HER Disposals Policy

Introduction

The Worcestershire Historic Environment Record (HER) serves as an information resource on the historic environment within the geographical area covered Worcestershire County Council. It is not seen as an appropriate repository for original archive material or archaeological artefacts. Recommendations as to suitable repositories for material of this nature are outlined below.

HER Reference Collection

The HER does presently maintain a selected collection of reference material which consists of books, maps, photographs and other sources which are used on a day-to-day basis in the work of the HER. The contents of this reference collection are listed within a catalogue which also details current storage location, copyright, licensing and any restrictions regarding reproduction. The HER endeavours to take any opportunity to digitise this collection but will retain the material until such time as its relevant content has been processed into the HER database and all paper and hard copy material has been appropriately archived.

Disposals Policy

The following disposals policy details suitable repositories/recorders for original archive material and artefacts.

Material	Repository Name	Location	Contact Details
Fieldwork Archives	Museums Worcestershire	Hartlebury Castle, Hartlebury, Worcestershire	Curator Deborah Fox
Digital Fieldwork Archives (Building Recordings etc)	Archaeology Data Service	Department of Archaeology University of York	Contact the Archaeology Data Service
Original documents and photographs	Worcestershire Archive	The Hive, Sawmill Walk, Worcester	Deposit with the Archive
Artefacts	Portable Antiquity Scheme Museums Worcestershire	Current details regarding the initiative as a whole can be obtained from the Portable Antiquity Scheme Website Hartlebury Castle, Hartlebury, Worcestershire	Individuals who find objects should contact the local Portable Antiquities Scheme Finds Liaison Officer for Worcestershire and Warwickshire* Susheela Burford to record artefacts and subsequently deposit with the museum. *If the object is defined as treasure, the finder must contact the coroner, in accordance with the Treasure Act 1996.

Worcestershire HER Register of Recording Policy

The table below provides information regarding the resources available from the HER and the form in which they can be accessed.

HER Aspect	Description	Format Including Viewing/ Sharing restrictions	Recording Principals
Monument Records (Heritage Assets)	<p>Physical remains and intangible heritage. Classified into 10 different monument types within the HER:</p> <p>Buildings (BLD) : Upstanding remains of buildings and structures. Includes Listed Buildings and many building identified and photographed through the project “Historic Buildings Of Worcestershire”.</p> <p>General Parish Info (PAR): General information and records whose location is only identified to a parish level for example information from historic documentary sources.</p> <p>Geology (RIG): Areas of geological deposits including areas of Palaeolithic potential as identified by the Historic England funded project “Putting the Palaeolithic into Worcestershire’s HER”.</p> <p>Hedgerow (HED): Hedgerow and veteran tree records.</p> <p>Historic Park of Garden (PRK): Historic parks and gardens including Registered Gardens.</p> <p>Landscape Component (LND): Large landscape areas which contain several known and or potential or intangible heritage assets, including farmsteads identified through the Historic England funded Historic Farmsteads Characterisation project.</p> <p>Monument (MON): Heritage assets with no upstanding built remains including earthworks, sub-surface deposits and sites only identified through cartographic or documentary sources. Includes Scheduled Monuments.</p> <p>Place Name (PLA): Potential Heritage Assets identified through documentary or cartographic place-name & field-name evidence.</p> <p>Portable Antiquities (PAS): Find spot location data imported from the Portable Antiquity Scheme.</p>	<p>HBSMR (Historic Buildings Sites and Monuments Record), comprising a Microsoft Access and SQL Database with a customised front end linked to ArcGis for spatial information.</p> <p>Portable antiquity scheme spatial information is not provided by the HER.</p> <p>Textual records can be provided as PDF lists and reports.</p> <p>Spatial information can be provided as GIS shapefiles or labelled pdf maps. A Monuments_All layer file is provided with all GIS shapefile exports for use in display symbology.</p> <p>Monument records can also be accessed through Heritage Gateway:</p> <p>Visit the Heritage Gateway Website</p>	<p>Decisions regarding the suitability of a heritage asset (or category of heritage asset) for inclusion within the HER record are based on guidance provided by the following sources:</p> <p><i>Good Practice Guide for Local Heritage Listing</i> (English Heritage, 2012, section 2, pp 14-16)</p> <p>Historic Environment Records (HERs): Draft guidance for local authorities in England (Department of Culture Media and Sport, 2008, subsection 3.2, item 28, pp9-10)</p> <p><i>Informing the Future of the Past</i> (Gilman, P & Newman, M (eds), 2007, subsection C.4)</p> <p>Read Informing the Future of the past</p> <p>Standard and Guidance for archaeological advice by historic environment services (Institute for Archaeologists, 2012, subsections 6.4-7, p7)</p> <p>In practical terms the heritage asset proposed for inclusion should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard: <i>MIDAS Heritage</i> (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.1, pp29-42).</p> <p>If a member of the public believes they have identified physical or intangible heritage remains not currently recorded on the HER, they can contact the HER via the HER front desk or online enquiry system and provide details of the asset and any supporting information sources. A record will be produced at the HERs discretion following the recording practice as stated above.</p> <p>The Portable Antiquities Scheme is a DCMS funded project to encourage the voluntary recording of archaeological objects found by members of the public in England and Wales. PAS data is imported annually and is not revised by the HER.</p>

HER Aspect	Description	Format Including Viewing/ Sharing restrictions	Recording Principals
	Settlement Component (SET): Principally, components of several towns within Worcestershire including street systems, market places and tenant plots, as identified through the Central Marches Historic Town Survey.		Further details regarding the PAS can be found on the Portable Antiquity Scheme Website
Event Records	<p>Records of archaeological investigations or observations made by commercial units through the planning process or by academic and members of the public. Classified into 4 main categories:</p> <p>Desk Based Assessment: Assessments of the nature, extent and significance of all components of the historic environment within a specified spatial zone, usually 1km.</p> <p>Event- Interpretation: Records activities not related to invasive investigation or systematic survey. For example finds interpretation of unstratified finds, public observations of earthworks or features and documentary or personal comments.</p> <p>Event-Intervention: All invasive archaeological investigations including evaluations, watching briefs and full excavations.</p> <p>Event- Survey: Records for the full range of survey events including geophysical survey, building recording and topographical survey.</p>	<p>HBSMR (Historic Buildings Sites and Monuments Record), comprising a Microsoft Access and SQL Database with a customised front end linked to ArcGis for spatial information.</p> <p>Textual records can be provided as PDF lists and reports.</p> <p>Spatial information can be provided as GIS shapefiles or labelled pdf maps.</p> <p>Event records <u>cannot</u> be accessed through Heritage Gateway</p>	<p>Decisions regarding the suitability of an event (or category of event) for inclusion within the HER record are based on guidance provided by the following sources:</p> <p>Historic Environment Records (HERs): Draft guidance for local authorities in England (Department of Culture Media and Sport, 2008, subsection 3.2, item 28, p10)</p> <p><i>Informing the Future of the Past</i> (Gilman, P & Newman, M (eds), 2007, subsection C.6)</p> <p>Read Informing the Future of the past</p> <p>Standard and Guidance for archaeological advice by historic environment services (Institute for Archaeologists, 2012, subsections 6.5-6, p7)</p> <p>In practical terms the event proposed for inclusion should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard:</p> <p><i>MIDAS Heritage</i> (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.2, pp45-47).</p> <p>If a commercial client, academic organisation or public research society wishes to submit a record for an archaeological activity the HER recommends this is done through OASIS to ensure a digital copy of the report is made available online on the archaeology data service. If it is not possible to submit through OASIS, groups or individuals can submit a report via email or the HERs online enquiry system.</p>
Finds Records	Finds records provide summary information about artefacts recovered during archaeological events. Information including find type, material, period of origin, number, weight and retrieval methods are recorded.	HBSMR (Historic Buildings Sites and Monuments Record), comprising a Microsoft Access and SQL Database	See events records.

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	Finds records are always connected to an archaeological event. If a dense collection of artefacts are recovered, for example a hoard or a lithic scatter, a monument record will be created.	<p>with a customised front end linked to ArcGis for spatial information.</p> <p>Generally, finds records are used for identification of archaeological sites and are not provided as textual records. No spatial information is recorded for the finds but is instead based on the spatial information of the connected event record.</p>	
Source Records	<p>All monument and event records are evidenced by 1 or more sources. Source records provide metadata information about the source and in most cases also provide a copy of the source via Library Link.</p> <p>Sources include (but are not limited to) fieldwork reports or “grey literature”, research texts, transactions, documentary sources, plans. Books and journals are often recorded as a bibliographic source.</p> <p>Source records also include Aerial Source records for aerial photographs.</p>	<p>Archaeological investigations undertaken through the planning process require a digital copy of any report to be lodged with the HER. In the past this has also included lodging a physical copy. Digital copies of reports are linked to source records via library link, whilst physical copies are stored at the HER Desk on Level 2 of The Hive. Other reports, for example academic research are also stored in the same format where submitted.</p> <p>A number of sources are also recorded from transactions and books. Copies of these sources are kept within the Worcestershire HER Reference Collection, details of which can be found in the: HER Reference Collection internal document.</p> <p>Aerial photographs are stored within folders located at the HER Desk, categorised by Aerial Source numbers which can be obtained from a HER Search. Copyright permission to reproduce Aerial Photographs is only available for a very limited set and therefore a visit to the HER is always advised.</p>	<p>The process of updating and enhancing the record is a continuous one. It is recognised that there is a need to respond to the needs of its users, both local and further afield.</p> <p>Since the coverage of the historic environment represented within the HER is an almost all-embracing one the range of potential source material (maps, books journals, files, digital and other material) which can be drawn upon is similarly extensive. Conforming to national guidance (<i>Historic Environment Records: Benchmarks for Good Practice (v1.1)</i>, 3.7a, p8) Worcestershire HER has a prioritised programme for the processing of outstanding data sources onto its database. The initial content of this list and the assessment of significance attached to each element were arrived at during an audit of the HER undertaken in conjunction with Historic England in 2019.</p> <p>Judgement as to the priorities ascribed to any sources newly added to this list is guided by the recommendations contained within the research strategy developed for the region:</p> <p>West Midlands Regional Research Framework</p> <p>And</p> <p>Worcestershire Research Framework for the Historic Environment</p> <p>In practical terms any data source proposed for inclusion within the HER should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard:</p>

HER Aspect	Description	Format Including Viewing/ Sharing restrictions	Recording Principals
		<p>Reports produced within the planning process are considered to be within the public domain and can be sent out digitally where available or viewed within the HER for historic physical reports. The HER also requires reports to be submitted to OASIS and therefore can be accessed via the Archaeology Data Service Grey Literature library.</p> <p>Many sources recorded within the HER are however subject to copyright and therefore only bibliographic information is provided alongside the opportunity to view within the HER Reference Collection if available.</p>	<i>MIDAS Heritage</i> (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.3, pp73-76)
Designation Records	<p>Records summarising information about designated heritage assets, including nationally and locally designations. All designation records are linked to related monument information and therefore mainly contain designation metadata and curatorial notes.</p> <p>Designation records are classified into 7 groups:</p> <p>Scheduled Monuments: Scheduled monuments are those considered to be monuments of national importance. The Ancient Monuments and Archaeological Areas Act 1979, supports a formal system of Scheduled Monument Consent (SMC) for any work to a designated monument.</p> <p>Registered Battlefields: There are two Registered Battlefields in Worcestershire, The Battle of Evesham and The Battle of Worcester. Registered Battlefields are not currently graded as a means of ascribing relative significance.</p> <p>Registered Parks and Gardens : Historic England holds a Register of Historic Parks and Gardens of Special Historic Interest. These Registered landscapes are graded I, II* or II, and include private gardens, public parks and other green spaces. They are valued for their design,</p>	<p>HBSMR (Historic Buildings Sites and Monuments Record), comprising a Microsoft Access and SQL Database with a customised front end linked to ArcGis for spatial information.</p> <p>Designation records are only provided for Scheduled Monuments, Registered Battlefields and Registered Parks and Garden. All other designation records are generally for internal use only.</p> <p>Textual records can be provided as PDF lists and reports.</p> <p>Spatial information can be provided as GIS shapefiles or labelled pdf maps.</p> <p>Scheduled Monuments, Listed Buildings, Registered Gardens and</p>	<p>Information within the HER regarding nationally designated heritage assets (including: Listed Buildings, Scheduled Monuments, Registered Parks and Gardens, Registered Battlefields and World Heritage) is regularly updated using data drawn from the National Heritage List for England (NHLE) (maintained by Historic England).</p> <p>Further information regarding the NHLE can be found at:</p> <p>The National Heritage List for England</p>

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	<p>diversity and historical importance.</p> <p>Listed Building: The Secretary of State for Culture, Media and Sport holds a List of Buildings of Special Architectural or Historic Interest, considered to be of national importance. Compiled under the Planning (Listed Buildings and Conservation Areas) Act 1990, the List includes structures from boundary walls and telephone boxes to cathedrals. Listing gives statutory protection and restrictions apply. Records do not have spatial information but are linked to building records which also contain the listing information.</p> <p>Historic Environment Flood Risk Assessment: Designation of heritage assets potentially affected by fluvial or pluvial flooding, identified through a Historic England funded NHPP project.</p> <p>Ridge and Furrow: Record of ridge & furrow earthworks in select parishes, including form, land use and condition information. Identified through the Historic England funded "Resource Assessment of Ridge and Furrow: Challenges for Conservation in Landscapes of Change" project.</p> <p>SHINE: Records utilised for provision of Countryside Stewardship advice. Records are single, and groups of heritage assets produced under the procedures for Selected heritage inventory for Natural England. The designation records are usually linked to monument records but may include some unrecorded features like ponds and relic orchards.</p>	<p>Registered Battlefields can also be accessed through Heritage Gateway:</p> <p>Visit Heritage Gateway</p>	
HLC	<p>The Worcestershire Historic Landscape Characterisation Project (HLC) aims to improve our understanding of the County's landscape, and provide a context for its archaeological sites and monuments. Historic landscape characterisation provides a framework for informed landscape management strategies, spatial planning, development control and conservation issues at a local, regional and national level. HLC underpins historic environment advice given to planners, district councils and other environment or conservation agencies, enabling future changes within the historic environment to be monitored. HLC promotes a framework, a background understanding and a better informed starting point from which to consider issues and proposals. It provides information, not judgements, and does not identify the "best" areas, rather allowing appropriate decisions to be made in the light of proposed change. HLC</p>	<p>HBSMR (Historic Buildings Sites and Monuments Record), comprising a Microsoft Access and SQL Database with a customised front end linked to ArcGis for spatial information.</p> <p>Textual records can be provided as PDF reports.</p> <p>Spatial information can be provided as GIS shapefiles or labelled pdf maps. A HLC layer file is provided with</p>	<p>A program of work sponsored by Historic England has been completed to map the elements of Worcestershire's historic landscape using a Geographical Information System (GIS). The outcome is a series of interactive GIS-based maps that characterise the distinctive, historic dimension of today's environment.</p> <p>Further details regarding the Historic Landscape Character Programme can be found at:</p> <p>Historic England's Historic Landscape Characterisation Website</p>

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	seeks to identify surviving time-depth - the legibility and past within the present landscape; thus, facilitating the sustainable management of the historic components and setting of the contemporary landscape.	all HLC exports for use with displaying symbology.	
Conservation Area and Local Listing	<p>A Conservation Area is an area considered worthy of preservation or enhancement because of its special architectural or historic interest, "the character or appearance of which it is desirable to preserve or enhance," as required by the Planning (Listed Buildings and Conservation Areas) Act 1990 (Section 69 and 70). There are additional planning controls over certain works carried out within the Conservation Area. The designation does not preclude development from taking place but does require that developments preserve or enhance the historic character of the area, for example by ensuring that newly constructed buildings are of a high quality design. Conservation Area status also removes some permitted development rights that apply in undesignated areas.</p> <p>Worcester City, Redditch Borough and Wyre Forest District have a Schedule of Buildings of Local Interest. These are buildings considered to be of local or regional importance which make a significant contribution to the historic environment character of an area. They do not carry any statutory designation, but local policies make it clear that retention of these structures is important to the historic environment.</p> <p>Conservation areas and local lists are currently only present within the HER as spatial information provided by district councils. The information is not considered to be live data and therefore the HER asks all customers to contact their district council for accurate, up to date information.</p>	<p>To view the current conservation areas please visit the relevant District's website:</p> <ul style="list-style-type: none"> • Bromsgrove - Bromsgrove Conservation Areas • Malvern Hills - Malvern Conservation Areas • Redditch - Redditch Conservation Areas • Wychavon - Wychavon Conservation Areas • Wyre Forest - Wyre Forest Conservation Areas 	<p>Conservation Areas are altered through the Conservation Area Appraisal process. This process is managed by the district conservation officers and usually includes assessment of data held by the HER as well as physical surveys and other sources of information.</p> <p>The Local Lists are also maintained by district conservation officers based on set criteria for inclusion.</p>
LiDAR and Countywide Aerial Imagery	<p>The HER maintains access to a number of imagery layers for use in the identification and interpretation of the historic environment within Worcestershire. These include:</p> <p>LiDAR- Light Detection and Ranging layer showing the height data of the terrain for earthwork identification Processed to display the terrain without the treeline and buildings, artificially illuminated at 45,135,225 and 315 degrees to visually enhance variation.</p> <p>Aerial Imagery – Full Aerial imagery for the years 1999 and 2005, as well as imagery of varying dates under the World Imagery Service (2000s,2010s) and APGB Aerial Imagery Service (2014-2017).</p>	<p>The LiDAR layers have been created within and are stored within ArcGis from data produced by the Environment Agency and licensed under the Open Government license: Open Gov License Website.</p> <p>Images from the Lidar can be viewed at the HER desk or images of a specific site can be shared via a PDF map.</p> <p>Aerial Imagery layers are also access through ArcGis under a viewing</p>	N/A

HER Aspect	Description	Format Including Viewing/ Sharing restrictions	Recording Principals
		license only. No copies of aerial imagery can be shared so customers must view within the HER.	
Historic and Modern Cartographic Maps	<p>The HER maintains access to several historic mapping sources for use in the identification and interpretation of the historic environment within Worcestershire. These include:</p> <p>Historic Ordnance Survey Maps: Copies of the 1st OR 2nd edition OS Map 1:2500 held in original archives have been photographed and georeferenced.</p> <p>Landmark Mapping - Historic Ordnance Survey Maps for the County of Worcestershire and border areas. Including 1:2500 and 1:10560, 1st-4th edition OS Maps where available.</p> <p>Tithe, Inclosure and Estate Maps – A selection of Tithe, Inclosure and Estate Maps have been digitised within ArcGis and apportionment data showing owner, tenant, crops, tithe amount etc has been connected to each fields shapefile.</p> <p>Transcribed tithe and inclosure maps are also stored in the map cabinet at the HER desk,</p> <p>Modern Mapping - Ordnance Survey modern mapping including Mastermap, OpenMap, VectorMap, 1:25000, 1:50,000, 1:250000 and 1:1000000.</p>	<p>All layers are accessed through ArcGis.</p> <p>Historic OS Maps are copyright of Worcestershire Archives and Archive service and can be provided as a pdf map.</p> <p>Landmark Mapping is copyright Landmark and can only be provided at the original scale. A limit of 4 maps per customer can be provided as a pdf map under the license agreement. Worcestershire HER is required to report map copies provided to commercial clients and is charged accordingly.</p> <p>Tithe, Inclosure and Estate maps are stored as shapefiles and as transcribed paper copies within the HER Map cabinet.</p> <p>Digitised maps can be provided as shapefiles or pdf maps. The transcribed paper maps are copyrighted to the transcriber (many of which were completed by D.Guyatt) and can be provided a pdf map.</p> <p>Modern Mapping is licensed by Ordnance Survey to Worcestershire County Council for business use. The mapping can only be shared as base mapping for other data and only as a pdf map.</p>	N/A

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Characterisation project layers	<p>Several projects undertaken by Worcestershire HER and Advisory Team have produced GIS layers not fully integrated with HBSMR but are otherwise utilised for identification and interpretations of Worcestershire's historic environment.</p> <p>Historic Farmsteads – Point locations of farmsteads and out farms present on the 2nd edition OS Map identified through the Historic England funded Historic Farmsteads of Worcestershire project.</p> <p>Historic Environment Character Zones - Character zone assessment areas linked to assessment detail which includes summary of historic landscape, archaeological information and significance.</p> <p>Historic Buildings of Worcestershire - Point locations of buildings present on the 1st edition OS Map which appear to have extant structures on modern mapping, Produced for the Historic England funded Historic Building of Worcestershire project.</p>	Layers are stored as shapefiles and accessed through ArcGis however they are not generally shared and are for internal use only.	Separate recording policies were established for individual projects and can be explored within the published project documentation.