

## APPENDIX 1 (draft)

### Glossary and Terminology

**AAIs (Areas of Archaeological Importance):** A concept introduced in the Ancient Monuments and Archaeological Areas Act 1979 (Part II) comprising city centres of historic significance which receive limited further protection by making developers permit archaeological access prior to building work starting.

**ALGAO (Association of Local Government Officers):** The Association that provides a forum representing archaeologist working for local authorities and national parks throughout the UK ([www.algao.org.uk](http://www.algao.org.uk)).

**Ancient Woodland:** This is land defined as continuously wooded since at least AD 1600. Some ancient woodland may even be a link back to the original wildwood that covered the UK around 10,000 years ago, after the last Ice Age. In the *State of the Natural environment Report 2008* Natural England recorded 352,347 hectares of ancient woodland in England (Natural England 2008).

**Archaeological Consultant:** An expert providing objective and independent advice to a developer in accordance with legal requirements and recognised professional standards.

**Archaeological Contractor:** A person or organisation usually commissioned by a client to undertake archaeological research and /or fieldwork according to a brief or general requirement for archaeological investigation set by a planning archaeologist.

**Benchmarking:** The process of measuring the internal processes of an organisation then identifying, understanding, and adapting practices from other organisations considered to be “best-in-class”.

**CAA (Comprehensive Area Assessment):** Introduced by government in 2009 to replace CPA this provides an independent assessment of how well people are being served by their local public services including councils, health bodies, police forces and fire and rescue services, working in partnership to tackle the challenges facing their communities.

**CADW (Welsh Historic Monuments):** Conserves, protects and presents the built heritage of Wales and undertakes the Secretary of State’s statutory responsibilities for securing all ancient monuments for the future, for grant-aiding rescue archaeology work and for offering grants to owners of historic buildings (<http://www.cadw.wales.gov.uk/>).

**CBA (Council for British Archaeology):** An educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations (<http://www.britarch.ac.uk>)

**CIRIA (Construction Industry Research and Information Association):** Operates across market sectors and disciplines to deliver a programme of business improvement services and research activities for its members and those engaged with the delivery and operation of the built environment ([www.ciria.org/](http://www.ciria.org/)).

**Conservation Area:** Areas designated under the Planning (Listed Buildings and Conservation Areas) Act 1990, primarily by local authorities, for their special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Permission to demolish or alter any building or other structure within a conservation area as designated in a local plan requires consent from the local authority.

**CPA (Comprehensive Performance Assessment):** Reported on how well a council was performing overall compared to other councils in England. It drew together information on auditors' views, other inspectorate views, and the Commission's inspections of environment, housing and cultural services. It provided, for the first time, a judgement on a council's corporate ability to improve services for local people and its leadership of its local community. It was introduced for single tier and County Councils in 2002 and District Councils in 2003 and replaced by CAA in 2009.

**CROW:** The term given to the Countryside and Rights of Way Act 2000 which implements the 'right to roam' on certain upland and uncultivated areas of England and Wales. It enables the public the right to walk freely on mapped areas of mountain, moor, heath, downland and registered common land without having to stick to paths. The Act is being implemented in stages as definitive maps of the areas are produced. A staged review of footpaths, including limited rights to create new paths where needed, is being conducted under the Act. In Scotland a similar bill was enacted by the Land Reform (Scotland) Act 2003 which formalised the Scottish tradition of unhindered access to open countryside.

**Crown Estate:** UK property portfolio which is owned by the crown and managed as an independent organisation headed by the Crown Estate Commissioners. It is one of the largest property owners in the UK encompassing city areas, ancient forest, farms, parkland, coastline and communities. Although driven by business priorities the Crown Estate also has a duty to protect and care for the heritage of the properties ([www.thecrownestate.co.uk](http://www.thecrownestate.co.uk)).

**DCMS (Department for Culture, Media and Sport):** Responsible for Government policy on the arts, sport, the National Lottery, tourism, libraries, museums and galleries, broadcasting, film, the music industry, press freedom and regulation, licensing, gambling and the historic environment.

**DEFRA (Department for Environment, Food and Rural Affairs):** Responsible for Government policy and regulation on the environment, food and rural affairs in the UK ([www.defra.gov.uk](http://www.defra.gov.uk)).

**Designated Heritage Asset:** A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park or Garden, Registered Battlefield or Conservation Area designated as such under the relevant legislation.

**DETR (Department of the Environment, Transport and the Regions):**  
(to be done)

**DNH (Department of National Heritage):** Responsible for Government policy on heritage matters prior to the establishment of DCMS.

**Elected members:** Commonly known as local authority councillors, these are elected as members of either political parties or as independents to represent their constituency at a local level.

**Enforcement notice:** The statutory notification of breach of condition or planning permission PPG16, Section 172.

**EH (English Heritage):** The government's statutory advisor on the historic environment set up under the terms of the National Heritage Act 1983 which sets out the organisations powers and responsibilities. It is an Executive non-departmental Public Body sponsored by the Department for Culture, Media and Sport (DCMS) and reports to Parliament through the Secretary of State for that Department. It has major responsibilities for conservation, giving advice, registering and protecting the historic environment. It maintains a public archive, the National Monuments Record (NMR) and has stewardship of over 400 significant historical and archaeological sites ([www.english-heritage.org.uk](http://www.english-heritage.org.uk)).

**ERDF (European Regional Development Fund):** Helps to stimulate economic development and regeneration in the least prosperous regions of the European Union. Funding is targeted through various programmes to meet the European Commission objectives of convergence, regional competitiveness and European territorial cooperation. Environment/Archaeological projects have benefited through projects aided by the fund, particularly INTERREG projects, concerned with international cooperation.

**EIA (Environmental Impact Assessment):** Development and related activities can have significant impact on the environment. Assessing such impacts to minimise significant damage, including effects on the cultural heritage, is fundamental to the spatial planning process. The European Union, through the EIA Directive (and more recently the SEA Directive) has set out frameworks within which member states should develop their own measures. The carrying out of an EIA aims to identify the environmental effects (both positive and negative) of a development proposal in order to prevent, reduce and offset any adverse impacts. The first stage of reporting, covering data collection and assessment is an Environmental Statement which accompanies a planning application.

**Event Records:** How information is stored with an HER. Events are factual records of who did some work, when, where and how. They can be added to at a future date with further information for example about the locations of finds, archives or digital data produced during the event.

**GIS (Geographic Information System):** A computer system capable of capturing, storing, analysing and displaying geographically referenced information.

**Green Belt Land:** Land where urbanisation is resisted for the foreseeable future, maintaining on area where agriculture, forestry and outdoor leisure can be expected to prevail. First proposed around London by the Greater London Regional Planning Committee in 1935 and subsequently extended to protect land around other towns and cities by the formal designation of clearly defined green belts. Government policy and principles towards the green belts defined by local authorities in England and Wales in Planning Policy Guidance Note: Green Belts. Policy for green belts in Scotland is set out in Scottish Planning Policy (SPP) 21, published by the Scottish Executive in 2006.

**Grey Literature:** Archaeological reports resulting from investigations carried out through the planning process following the adoption of Planning Policy Guidance Note 16 in 1990. Usually produced in small numbers they are normally deposited in the local HER/SMR where they can be accessed for research purposes. Richard Bradley has discussed the relationship between academic research and developer-funded archaeology in Britain and argued for the resolving of issues relating to the dissemination of information from recent archaeological fieldwork and the use of 'grey literature' in informing more ambitious interpretations of the past (Bradley, 2006). English Heritage has commissioned Cotswold Archaeology to assess the research potential of 'grey literature' in the study of Roman England (Holbrook and Morton, 2008).

**HELM (Historic Environment Local Management):** Established in 2004 by EH it provides accessible information, training and guidance to decision makers in local authorities, regional agencies and national organisations whose actions affect the historic environment (<http://www.helm.org.uk>).

**HER (Historic Environment Record):** An information system formally adopted by the local authority and maintained by dedicated professional staff, supporting services for land-use planning, economic development and regeneration, environmental conservation, education, and community environmental awareness. It may be maintained directly by the authority or by another authority on its behalf, or through an agency arrangement. Typically a HER comprises a database linked to a geographic information system (GIS), and associated reference material. The information system should be able to demonstrate that it has reached, or is actively working towards, stage 1 of the published ALGAO/EH guidance for Historic Environment Records: Benchmarks for Good Practice (2002).

**Heritage Asset:** A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration

in planning decisions. Heritage assets are the valued components of the historic environment. They include designated heritage assets and assets identified by the local planning authority during the process of decision-making or through the plan-making process (including local listing).

**Heritage Champion:** A senior member of a local authority who can provide leadership, help join up policy and strategy across departments and, by encouraging a greater focus on the historic environment, bring significant benefits for the local authority and its community.

**Heritage Gateway:** An Internet portal maintained by English Heritage which provides cross-searchable access to a wide range of local and national historic environment data sets ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)).

**Heritage Protection Reform:** The programme of reform which aims to achieve a modernised approach to the entire historic environment, a better designation process with wider participation and management. A draft Bill, published in April 2008, failed to reach the Queen's speech and is awaiting a future parliamentary session.

**Historic Battlefield Sites:** Since 1995 English Heritage has published a register of those battlefields where the engagement involved military units and the outcome had an impact of national political, military or historical significance. The intention is to help promote their conservation and interpretation, though designation introduces no additional statutory controls. There are currently 42 sites on this register.

**Historic Characterisation:** The process and product of defining the overall historic character of a place or landscape in terms of its present day archaeological and architectural identity so that the principles of sustainable development can be applied (see also Historic Landscape Characterisation).

**Historic Environment:** All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of human activity, whether visible, buried or submerged and deliberately planted or managed flora. Those elements of the historic environment that have significance are called heritage assets.

**Historic Land Use Assessment:** Scottish project being carried out jointly between Historic Scotland and the Royal Commission on Historical Monuments of Scotland (RCAHMS). It is a GIS-based mapping project that shows the historic origin of land-use patterns, describing them by period, form and function based on the analysis of key data sources such as early maps, aerial photography and survey results. It is enhancing understanding of the historic dimension of landscape and helping to shape approaches to its management ([www.rcahms.gov.uk/historic-land-use-assessment.html](http://www.rcahms.gov.uk/historic-land-use-assessment.html)).

**Historic Landscape Characterisation:** English national programme, sponsored by English Heritage, for understanding the nature of the landscape through its historical development. The method interprets and maps the

present day landscape in terms of the historic processes which have created it. It does not define the former extent of prehistoric or medieval field systems, rather it illustrates where today's landscape is broadly prehistoric, medieval or more recent in origin and in surviving character. It provides an interpretation of the whole landscape and the processes of human action that have shaped it through time, and allows the landscape to be given archaeological significance on a wide scale ([www.english-heritage.org.uk/professional/research/landscapes-and-areas/characterisation](http://www.english-heritage.org.uk/professional/research/landscapes-and-areas/characterisation)).

**Historic Landscape Register:** Welsh register of historic landscapes. It is an advisory and non-statutory document which highlights the best examples of different types of historic landscape. A partnership project of CADW, the Countryside Council for Wales (CCW) and the four Welsh Archaeological Trusts which aims to improve understanding of the historic landscape of Wales, at both the national and local levels ([www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)).

**Historic Parks and Gardens:** These parks and gardens range from large country estates down to public parks and town gardens. Some are in the care of National Heritage Agencies, others are in the care of the National Trust and other independent trusts, and many are in local authority or private ownership. Sites recognised as of particular importance have been included on the register of parks and gardens of special historic interest kept by English Heritage (designated under the Historic Building and Ancient Monuments Act 1990). Others have been recognised by local authorities who maintain local lists.

**Historic Scotland:** An executive agency of the Scottish Government charged with safeguarding the nation's historic environment. The agency is fully accountable to Scottish Ministers and through them to the Scottish Parliament ([www.historic-scotland.gov.uk/](http://www.historic-scotland.gov.uk/)).

**HLF (Heritage Lottery Fund):** The body which distributes a share of the income from the National Lottery to projects aimed at preserving and making accessible the nation's heritage. It has provided grants for a wide range of heritage conservation/archaeological projects. ([www.hlf.org.uk](http://www.hlf.org.uk)).

**IFA (Institute for Archaeologists):** The professional association for all archaeologists and others involved in protecting and understanding the historic environment. It promotes best practice, sets standards and issues guidelines, represents the interests of the historic environment sector to government, promotes and organises training, keeps historic environment professionals up to date on developments in practice, improves individual career prospects, acts in support of its members, works to improve pay and conditions, and provides a wide range of membership services ([www.archaeologists.net](http://www.archaeologists.net)).

**IHBC (Institute of Historic Building Conservation):** The key professional organisation for built and historic environment conservation specialists across

the UK, regulating and supporting practitioners that contribute to the conservation of valued buildings and places ([www.ihbc.org.uk](http://www.ihbc.org.uk)).

**LCA (Landscape Character Assessment):** A technique used to develop a consistent and comprehensive understanding of what gives England's landscape its character. It uses statistical analysis and application of structured landscape assessment techniques. LCAs provide more detailed descriptions and analysis at a local level within the national framework of National Character Areas (<http://www.naturalengland.org.uk/>).

**LDF (Local Development Frameworks):** The Planning and Compulsory Purchase Act 2004 requires Local Planning Authorities (Borough, District and Unitary Councils) in England and Wales to have a Local Development Framework (Local Development Plans in Scotland). They replaced the former system of Unitary Development Plans, Local Plans and Structure Plans. The LDF is a portfolio of local development documents which together provide a spatial strategy for an area.

**Listed Building:** A listed building is one that is included in a statutory list of buildings of special architectural or historic interest compiled by the Secretary of State in England and Wales. In Scotland powers relating to conservation are devolved to the Scottish Parliament and Scottish Government. Most structures appearing on the lists are buildings, but other structures such as bridges, monuments, sculptures, war memorials, milestones and mileposts, may also be listed. Listed building consent is required to do works to a listed building for which application is made to the local authority.

**Local Authority:** All forms of administration including County Councils, Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Common Council of the City of London, National Park Authorities, the Broads Authority.

**Local Authority Heritage Asset:** Refers to properties owned, leased or managed by the local authority. It includes scheduled ancient monuments and other archaeological remains; historic building, both statutorily listed and those of more local importance; conservation areas; historic landscapes, including registered parks and gardens, cemeteries, and registered battlefields; and historic elements of the wider public realm, including publically owned and managed spaces and recreational parks. English Heritage has produced guidance to promote and encourage appropriate standards in the management of these assets and high quality design in new works relating to them, including public spaces (EH/ODPM/DCMS 2003)

**Local List of Buildings:** A list of buildings, maintained by a local authority which are not included in a statutory list of buildings of special architectural or historic interest but are recognised as having a valued which is of local historic interest.

**Monuments:** Architectural works, works of monumental sculpture and painting, including cave dwellings and inscriptions, and elements, groups of

elements or structures of special value form the point of view of archaeology, history, art or science (UNESCO 1972).

**National Parks:** These are independent bodies funded by central government to conserve and enhance the natural beauty, wildlife and cultural heritage; and promote opportunities for the understanding and enjoyment of the special qualities of National Parks by the public. National Parks comprise some of the finest landscapes, there are 10 in England, 3 in Wales and 2 in Scotland, each is administered by its own National Park Authority whose staff include archaeologists; these work closely with the relevant local authorities and their historic environment staff ([www.nationalparks.gov.uk](http://www.nationalparks.gov.uk)).

**National Trust:** Charity which works to preserve and protect the coastline, countryside and buildings of England, Wales and Northern Ireland (<http://www.nationaltrust.org.uk/main>). It does so through practical caring and conservation, through educating and informing, and through encouraging people to enjoy their national heritage. The trust owns many heritage properties and gardens, industrial monuments and social history sites. It is one of the largest landowners in the UK and employs many staff including archaeologists. The trust does not operate in Scotland, where there is an independent National Trust for Scotland ([www.nts.org.uk](http://www.nts.org.uk)).

**Natural England:** A non-departmental public body established by the Natural Environment and Rural Communities Act 2006, being an amalgamation of the former Countryside Agency, English Nature and the Rural Development Service. It has responsibility for ensuring that England's natural environment, including its land, flora and fauna, freshwater and marine environments, geology and soils are protected and improved. It also has a responsibility to help people enjoy, understand and access the natural environment ([www.naturalengland.org.uk](http://www.naturalengland.org.uk)).

**OASIS (Online access to the Index of Archaeological Investigations):** The OASIS project provides an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. Partners are Archaeology Data Service, the Archaeological Investigations Project of Bournemouth University, the Archaeology Commissions Section of English Heritage, and the National Monuments Record of English Heritage ([www.oasis.ac.uk](http://www.oasis.ac.uk)).

**Portable Antiquities Scheme:** A voluntary scheme to record archaeological objects found by members of the public in England and Wales. Records many thousands of objects discovered annually by metal detector users and others out walking, gardening or in the course of their work ([www.finds.org.uk](http://www.finds.org.uk)).

**PPG (Planning Policy Guidance):** Advice issued by Government to advise local planning authorities on particular aspects of the planning process. PPG16 Archaeology and Planning (DOE 1990) set out the Secretary of State's policy on archaeological remains on land, and how they should be preserved and recorded.



**PPS (Planning Policy Statement):** Advice issued by Government, the new PPS5 (CLG 2010) replaces Planning Policy Guidance notes 15 and 16 to bring heritage protection into the 21<sup>st</sup> century.

**Protected Wreck Sites:** Sites designated by order under the Protected Wrecks Act 1973 for their historical, architectural or artistic importance.

**Rescue: The British Archaeological Trust:** A registered charity, with no ties to government or other public bodies, aiming to promote the interests of archaeology in the British Isles. It seeks to maintain the position of archaeology as a vital part of the nation's cultural life ([www.rescue-archaeology.org.uk](http://www.rescue-archaeology.org.uk)).

**Research Framework:** A broad framework of academic priorities to guide archaeological work within a defined area (e.g. national, region, county) aimed at assisting the process of effective targeting of work and maximisation of limited resources. A number of components for a research framework have been recognised (Olivier 1996) comprising:

- Resource Assessment: the current state of knowledge and understanding.
- Research Agenda: gaps in knowledge, potential of resource, research topics.
- Research Strategy: a prioritised list of objectives.
- Research Project: a detailed proposal to further the research strategy.

**SAC (Special Areas of Conservation):** Designation providing special protection under the European Union's Habitats Directive to a variety of wild animals, plants and habitats.

**Scheduled Monument (Scheduled Ancient Monument in Scotland):** These are sites, structures and buildings of historic, architectural traditional, artistic or archaeological interest deemed to be of national importance, which are given legal protection by being placed on a list or schedule. English Heritage takes the lead in identifying sites in England that should be placed on the schedule by the Secretary of State for Culture, Media and Sport. A schedule has been kept since 1882 of monuments whose presentation is given priority over other land uses. Consent is required by law to control any work to a Scheduled Monument and it is a criminal offence not to obtain consent in advance of works.

**SLA (Service Level Agreement):** A SLA is a negotiated agreement between two parties where one is the customer and the other is the service provider. It records a common understanding about services, priorities, responsibilities, guarantees and warranties. In the context of Local Government this can include

- SLA for one LA to provide HE/A services to one or more other LAs i.e. District or Unitary.
- Joint Service Agreement between two or more LAs for providing HE/A services.
- SLA for a LA to provide HE/A Service to a National Park.

- SLA for a LA to receive HE/A service from an Archaeological Trust (Wales) or independent contracting organisation.

**SHINE (Selected Heritage Inventory for Natural England):** Project which aims to create a single, nationally consistent dataset of historic environmental features across England that could benefit from management with the Entry Level Stewardship Scheme (ELS). The SHINE dataset has been designed to replace the Selected National Heritage Dataset (SNHD) which is currently used to populate the Environmental Information maps produced for ELS applicants with historic environment features. The project has created a methodology that allows local authority HERs to contribute data directly from their local records into the national SHINE dataset. This dataset will be used to show Environmental Stewardship applicants where selected historic environment features can be found on their holdings.

**Sites:** Topographical areas, the combined works of man and nature, which are of special value by reason of their beauty or their interest from the archaeological, historical, ethnological or anthropological point of view (UNESCO 1972).

**SMR (Sites and Monuments Record):** Each County or Unitary, and some District, Authorities in the UK maintain an SMR, consisting of a list of known archaeological sites. Each record lists the location, type and period of site along with a brief description and a link to more detailed site reports. This information is most commonly used to help inform decisions on the likelihood of new development affecting archaeological deposits. Many SMRs are now developing into much broader HERs including information on historic buildings and designed landscapes.

**SPA (Special Protection Areas):** Designation providing protection under the Birds Directive to rare and vulnerable birds, and for regularly occurring migratory species.

**SPD (Supplementary Planning Documents):** Non-statutory planning guidance or policy that does not need to be in a Development Plan Document. SPD replaced Supplementary Planning Guidance.

**SSSI (Sites of Special Scientific Interest):** Designation providing protection for the country's best wildlife and geological sites.

**SEA (Strategic Environmental Assessment):** A systematic process of identifying and assessing the likely effects on the environment of a plan or programme. The carrying out of a SEA should consider effects on the historic environment and inform decision making.

**Urban Archaeological Database:** A written database archive often stored and disseminated in digital format, of all archaeological sites and finds locations from a given urban area, usually a single town or city and maintained by the local authority (usually as part of the HER or SMR).

**Urban Characterisation:** A technique to help understand urban landscapes and to plan positively for the future which is comparable to Landscape Character Assessment of rural landscapes. Both are concerned with gaining an understanding of all landscapes, not just those areas that are considered to be particularly valued or historic.

**Welsh Archaeological Trusts:** ([www.cpat.org.uk/wat.htm](http://www.cpat.org.uk/wat.htm))

**WHS (World Heritage Sites):** These are places inscribed by UNESCO World Heritage Committee for their Outstanding Universal Value and it promotes their management, protection and conservation. The UK joined the Convention in 1984 and in 2010 there were X sites inscribed in the UK. Sites are complex assets, often very large and in multiple ownership (<http://whc.unesco.org/>).