



### **ALGAO-UK HER Committee**

Held on 13 February 2013 at English Heritage West Midlands Regional Office,  
8<sup>th</sup> Floor, The Axis, 10 Holliday Street, Birmingham B1 1TG

#### **Present:**

Mark Bennet (MBt)	Lincolnshire County Council (Minutes)
Alison Bennett (ABt)	Essex County Council
Suzy Blake (SB)	Staffordshire County Council/FISH
Stuart Cakebread (SC)	Greater London SMR – EH
Paul Cuming (PC)	Kent
Rob Edwards (RE)	Cheshire Shared Services
Paul Gilman (PG)	Essex County Council (Chair)
Sarah MacLean (SM)	English Heritage
Graham Tait (GT)	Devon County Council
Chris Webster (CW)	Somerset County Council

#### **1. Apologies**

Dave Barrett, Nick Boldrini, Sally Croft, Alice Cattermole, Lucie Dingwall, Dave Evans, Susan Lisk, Bruce Mann, Chris Martin, Sarah Poppy, Melissa Seddon, Ken Smith, Ben Wallace.

#### **2. Minutes of meeting of 15 October 2012**

The minutes were accepted.

#### **3. Matters Arising**

PG noted that he had raised the matter of ALGAO liaison with this committee with Fiona MacDonald (from item 3, iii).

SB commented that SHINE data should not be used outside of Environmental Stewardship, there is a note to this effect on the Natural England website but is more required? Closer liaison with the Countryside Committee might be useful. Could their minutes be circulated to this committee? (from item 3, iv).

GT said that there was a trial of a web-based mapping system for HLS but did not know how this was progressing (from item 3, iv).

##### **i) Impact of budget cuts on HERs**

ABt, *Essex* – Moving slowly towards Local Authority Trading Company status. They have passed the financial test but this is yet to go to committee. At this stage it is not certain whether it will be one company or a number of companies.

PG, the Essex field team are going to University College London as Archaeology South-East. Essex County Council will fund the backlog.

GT, *Devon* – No change.

SC, *London* – The EH reorganisation has finished. Sandy Kidd appointed leader of the Greater London Archaeology Service. There will be further 1 or 2% budget cuts and continued pressure to reduce costs.

PC, *Kent* – No change.

CW, *Somerset* – Not a great deal of change, the HER assistant post is still vacant but the post has not been deleted. The review continues looking at a not-for-profit company.

SB, *Staffordshire* – No change. In the early stages of considering sharing services with adjacent local authorities. There are no imminent budget threats.

RE, *Cheshire* – West Cheshire is now a commissioning authority. There is a ‘locality working’ scheme with government funding. The core budgets are safe but peripheral areas such as Cheshire Archaeology has three years to become self funding. Initial discussions have taken place with Wirral local authority for their HE service.

MBt, *Lincolnshire* – No change but there is continued pressure on budgets.

*Merseyside* HER will do searches but at a £500 a day cost, there are no dedicated staff.

The *Greater Manchester* service continues with Salford University at the moment.

The *Tees* service has lost two boroughs but the service continues.

*Cornwall* has had large cuts to the development management budgets announced but it is uncertain how this will affect the HE service.

#### ii) OASIS

No further information. Some reports can now be added to OASIS without HER validation.

CW noted that Somerset can still not validate reports, Nick Davis was checking on this.

AIP is now the HECTOR project.

#### iii) HER Committee representation at other meetings

No further information from the Maritime Committee about exchanging agenda and minutes.

#### iv) Advice note on using HER data

SC commented on the draft note for this committee, he had not heard anything back.

PG said that Fiona MacDonald is finalising the note and so it is with her.

There was a discussion of the need to ensure that project results were imported into HERs. The way this will be done needs to be considered at a very early stage. This is a possible area for discussion at the EH-ALGAO liaison meeting on the 5 March. This meeting will be a workshop bigger than the normal meeting looking at strategic priorities.

PC wondered whether guidance on the process for adding data from projects into HERs would be something for EH to consider.

### **4. HER local engagement Group**

SB reported. The terms of reference for the group are available. Five local engagement case studies have been selected for EH and these are to be done by 30 April.

There was no representative from the North of England at the meeting so a call has gone out to request representatives from further north to attend. The meeting is aiming to be peripatetic and the group will try to hold their meeting in the week prior to this committee.

### **5. Informing the Future of the Past<sup>2</sup>**

PG said that the wiki version is now available and is ready to receive edits. There is an ALGAO project proposal for the next IFP revision and it has been submitted to EH.

## **6. Report from EH HDM/ALGAO HER Liaison Meeting**

ABt attended. The minutes will be circulated to this committee via Nick Davis in the usual manner.

## **7. Report from EH/ALGAO Designations Meeting**

PG attended the meeting in January. It was a small meeting and the discussions were generally at a strategic level. There was a discussion about national importance and about a possible project to establish what HERs hold that is of significance to NHPP, perhaps considering a range of HERs. Also discussed were the relationships between ALGAO and EH and greater use of this committee.

EH are trying to reduce the amount of responsive work that they do and concentrate on threatened sites. It is anticipated that there will be an increase in scheduling nationally to about 80 this year. The NHPP will be looking at scheduling backlogs, Buckinghamshire schedulings, London schedulings, national mapping programme in north Devon, Northamptonshire deserted medieval villages, Dorset bridges, Hereford schedulings and north-east rock art, amongst others.

It was unclear how topics end up on this list.

There is growing public interest in marine designations.

EH have a number of centenary celebrations for the Ancient Monuments Act of 1913 [see EH website for further information].

There is new guidance in draft for scheduling selection covering prehistoric circles and henges, pre-fifteenth-century military sites and transport sites.

SB stated that it would be useful if the old un-revised schedulings were reviewed.

## **8. FISH**

SB reported the meeting on 1 November. It was a joint FISH and HEIRNET meeting. It considered the Introduction to Standards and Guidance for Archaeological Projects (ISGAP) of the CBA, a suite of resources for community archaeology groups. See [www.isgap.org.uk](http://www.isgap.org.uk).

There was a discussion on the maintenance of HEIRNET details. It will no longer be updated and a warning pointing this out will be placed on the website. A conference or workshop on the way forward for HEIRNET was proposed.

There was a presentation on a Digital Library for Europe. A copy is available from SB.

BIAB work includes consideration of re-establishing a technical panel for improving links with HERs. If anyone is interested in joining this panel please contact Dan Miles of BIAB.

Training for updating the FISH website is still awaited.

FISH are looking to extend the terminology wordlists from archaeology to the wider historic environment. There is a need for people to join the working group, perhaps an ALGAO/HER representative.

The CBA has restructured and has a growing membership.

The new Heritage Bill for Wales is due in 2014 and also new Scottish heritage legislation in 2014.

The PAS website has 500,000 hits a year but little money for IT development.

It is envisaged that shared meetings with HEIRNET will continue.

Anyone interested in FISH toolkit training should contact Gill Grayson.

## **9. HBSMR user group meeting report**

Sarah Poppy reported by e-mail.

The HBSMR user group meeting was held in Dunbar in December, but owing to flooding at the time she was not able to make it. The main focus was on Scottish issues.

The issue of thesauri in Scottish HERs, and whether there was scope for the English (EH) and Scottish to merge. No decisions were made, but there were a series of actions to research the issues involved.

The requirement for Scottish HERs to record/export geospatial attributes, to meet their requirements under INSPIRE. This was discussed and agreed that the research should be fed into EH for consideration, but with any technical developments on hold.

There were also demonstrations of HBSMR v4 for benefit of Scottish users.

Sarah will also be looking for a HBSMR chair replacement to take over with immediate effect (she will of course handover).

#### **10. BHUG meeting report**

No report.

#### **11. HER Forum meeting report**

CW reported on a successful meeting with a useful discussion on charging. It was apparent that local authorities were getting different advice from their legal departments. The next meeting is on 9 July with a First World War theme.

#### **12. Country updates, items not already covered in the meeting**

##### i) Wales

No additional items.

##### ii) Scotland

No additional items.

##### iii) England

No additional items.

#### **13. AOB**

PC said that he had had a letter from an archaeological contracting company asking for payment for an archive that could not be deposited with a local museum. CW had had a similar letter from the same company. There was a discussion of this. It is not something that is the responsibility of an HER.

PG asked if people could let him know if they attended any meetings on behalf of ALGAO.

PG recorded the committee's thanks to EH for allowing use of the meeting room and especially to SM for booking it.

#### **14. Date of next meeting**

22 May 2013, Birmingham EH West Midlands Office.

## Abbreviations

ADS	Archaeology Data Service
AIL	Archaeological Investigations Project
ALGAO	Association of Local Government Archaeological Officers
AMIE	Archives and Monuments Information, England
ASPIRE	Archaeological Standard Protocol for the Integrated Reporting of Events
BIAB	The British and Irish Archaeological Bibliography a CBA service
BEFS	Built Environment Forum Scotland
BHUG	Bespoke HER Users Group
CBA	Council for British Archaeology
CoSLA	Convention of Scottish Local Authorities
DCLG	Department for Communities and Local Government
DCMS	Department for Culture Media and Sport
DEFRA	Department for Environment Food and Rural Affairs
DPC	Digital Preservation Coalition
DSU	Data Standards Unit (part of EH)
EH	English Heritage
EHKOS	English Heritage Knowledge Organisation System
ELS	Entry Level Stewardship (part of DEFRA's Environmental Stewardship Scheme)
FISH	Forum on Information Standards in Heritage
GIS	Geographic Information System
GLADE	Grey Literature Access, Dissemination and Enhancement
HBSMR	<i>Historic Buildings, Sites and Monuments Record</i> (name of exeGesIS software)
HDM	Heritage Data Management
HECAS	Historic Environment Countryside Advisory Service
HECTOR	Historic Environment Communities Tracking Original Research
HEIRNET	Historic Environment Information Resources Network
HELAC	Historic Environment Local Authority Capacity (partnership initiative linked with HELM)
HELM	Historic Environment – Local Management (EH initiative)
HER	Historic Environment Record
HERALD	see OASIS2 (below)
HLS	Higher Level Stewardship (part of DEFRA's Environmental Stewardship Scheme)
HPR	formerly Heritage Protection Review now Heritage Protection Reform
IfA	Institute for Archaeologists
IFP <sup>2</sup>	<i>Informing the Future of the Past</i> second edition
IHBC	Institute of Historic Building Conservation
INSPIRE	Infrastructure for Spatial Information in Europe
ISKO	International Society for Knowledge Organisation
LPA	Local Planning Authority
MDA	Museum Documentation Association (technically MDA is now the organisation's name and is not an abbreviation)
MEDIN	Marine Environment Data and Information Network
MIDAS <sup>2</sup>	<i>Monument Inventory Data Standard</i> second edition
MLA	The Museum, Libraries and Archives Council
MoD	Ministry of Defence
NHLE	National Heritage List for England
NHPP	National Heritage Protection Plan (EH)
NPPF	National Planning Policy Framework
OASIS	On-line Access to the Index of Archaeological Investigations
OASIS2	New version of On-line Access to the Index of Archaeological Investigations. The project is called HERALD
PAS	Portable Antiquities Scheme
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
SHINE	Selected Heritage Inventory for Natural England
SLA	Service Level Agreement
SMR	Sites and Monuments Record
SNHD	Selected National Heritage Data
SPIRE	Spatial Information Repository
UK	United Kingdom
XML	Extensible Markup Language