

HISTORIC ENVIRONMENT RECORD
CONTENT AND COMPUTING SURVEY 2009
REPORT

Information Standards and Partnerships Team
NMR Heritage Data Management

Title:	HER Content and Computing Survey 2009 Report
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I Introduction

I.1 Project Background

The Historic Environment Record (HER) Content and Computing Survey 2009 was undertaken to update previous information from surveys carried out in 2005 and 2002. It was always the intention to repeat the survey but this became more of a priority as background work to inform research for Heritage Protection Reform (HPR) HER Compliance along with a number of other projects being undertaken at the same time.

I.2 Research Aims and Objectives

The aim of the survey was to gather current information on HERs in England (mainly maintained by local authorities), data held under various categories such as buildings, archaeology, landscapes and maritime as well as information on the way this data was represented on the various textual database and geographic information systems (GIS) in use.

Information was also collected on the database and GIS software platforms used as well as some basic details of staffing levels for both development control and HER areas of work.

I.3 Project Scope

The survey covered HERs in England as listed on the HER Management Information System (HER MIS) held by Heritage Data at the National Monuments Record. The National Trust and Defence Estates (MoD) data systems were excluded as they do not fulfil the same function as local authority maintained HERs which this survey focussed on.

Questions were divided into nine sections covering the following areas:

- 1) Historic Buildings – recording policy
- 2) Records (Types of Records included)
- 3) Spatial representation of Protected Status
- 4) Date range policy
- 5) Archive* material held
- 6) Database software used
- 7) Geographic Information System software used
- 8) Links with other systems
- 9) Staffing (DC and HER)

*(NB this does not relate to original archive material, more to information held in addition to the database and GIS records often in the form of hard copy reports etc).

A copy of the questionnaire is included in Appendix I for reference.

2 Methods Statement

The questionnaire mainly used yes/no questions but also allowed the capture of some free text information for useful supplementary detail. It was largely based on the previous questionnaire from 2005 but with the addition of a specific question on local

list buildings and also an adjustment in terms of coverage to ask for a broad percentage for questions 2 and 5 rather than Few/Many/Most/All.

Consultation on the contents and structure of the questionnaire was sought from representatives of the HER Working Party-Sub Group, the Local Authority Historic Environment Liaison Team and colleagues within Information Standards & Partnerships at the National Monuments Record.

The questionnaire was distributed by means of the HER Forum email list which is the main discussion list for HER Officers and has representatives of all English HERs subscribed. The questionnaire was sent out by email on Friday 31st July 2009 with a deadline of 10th September 2009.

Additional chasing up of questionnaire responses was undertaken by email both via the list and to individual HERs as well as some targeted telephone reminders.

3 Results

A total of 70 responses were received from HERs in England (including some Urban Archaeological Databases) and this represents an 81% return (70/86) from the 86 entries shown on the HER Management Information System (HER MIS) held by Heritage Information Partnerships at the NMR. This total excludes the Defence Estates (MoD) and the National Trust as the survey is focussed on local authority run HERs and these represent major landowners instead.

All major counties responded with one exception and a good geographic coverage was achieved.

Results in detail (organised by question number)

- l) Historic Buildings
- a) *Does the HER have a collection/recording policy/informal guidelines for non-listed historic buildings?* recording/collecting policy – Yes – 35/70 = 50%
- b) *Do you include Local List buildings on the HER?* 38/70 = 54% (NB some areas do not have Local Lists or HER Officers do not have access to this data)
- c) *Do you enhance your listed buildings records with additional information (clearly separated from the Statutory details)?* 60/70 = 86%
- d) *Do you enhance particular types or classes of historic buildings?* (Thematic buildings enhancement) 21/70 = 30%
- e) *Have you recorded listed building curtilages?* 10/70 = 14%
- f) *Do Conservation Officers in the area covered by your Record use it systematically for:* i) *Reactive casework?* 38/70 = 54% ii) *Proactive conservation projects?* 46/70 = 66% iii) *Education and outreach?* 13/70 19%
- g) *Please identify (and if possible briefly characterise) any separate information systems for the historic built environment maintained by Conservation Officers in any of the Authorities in the area covered by your Record.* 33/70 47% gave some information (often quite anecdotal or sketchy) about other systems or data holdings. Other HER Officers admitted that they had no idea what was in use by Conservation Officers.
- h) *Do you have procedures in place for securing the recording of historic buildings being altered or demolished, if yes, what are the procedures?* Procedures for

recording historic buildings: text based response – varies widely, but is probably dependent partly on which department of the local authority the HER is based in and which tier of local government it and the Conservation Officers are based in. This question also reflects the difference in role between HER Officers who deal purely with data and those who are also involved (to some extent) in giving planning advice.

- i) **Where are the resulting records deposited, and in what form?** (hard copy or digital reports etc) No reply from 11/70 – 15% but otherwise quite a mixture of deposition within the HER or in an Archive Service.
- j) **What, if any procedures are in place for management of hard copy archives (e.g. plans and photographs)?** Most HERs who responded to this question mention managing this information via a County Archive or equivalent, although some also involve a museum. A number mentioned digitisation programmes in progress or planned for paper-based material, but none really gave details of policy in detail.
- k) **What is your authority's practice for disposal of hard copy archives?** Practice for disposal of hard copy archives: again mixed responses – a number of HERs report that they do not do this; others report policy to be developed in this area.

2) Records

Which of the following does the HER hold records for?		
Type	Yes/No	If yes: Percentage Coverage
Listed Buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Buildings (non-listed and not on local lists) <i>see Q1a above.</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Archaeological monuments (non-scheduled)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Towns/Villages	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Placenames	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Events (e.g. surveys, excavations)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Stray Finds	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Landscape Character data	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Maritime Archaeology & Intertidal Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Boundaries (hedgerows, walls, etc.)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Modern Military Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Aircraft Crash Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Parks and Gardens	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Battlefields	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Paleoenvironmental Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Transport (railways, canals, roads, etc.)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Industrial Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Other, please specify:	<input type="checkbox"/> Y <input type="checkbox"/> N	%

Percentage figures were required for both this section and section 5 (Archive Materials) and this gave rise to some concern/confusion amongst HER Officers filing

this in. These were only meant to be very indicative percentages of coverage and material held. It was partly meant to indicate whether HEROs felt that their HER had most of these known features recorded. In the event many HERs left these percentages blank and so it is difficult to undertake any detailed consistent analysis of these elements.

- a) Listed Buildings 70/70 = 100% held records for LBs mostly giving percentages of up to 100% coverage (some gave significantly lower percentages, but this relates to data on LBs being held in different systems within the same authority).
- b) Historic Buildings (non-listed and not on local lists) 62/70 = 89%
- c) Archaeological monuments (non-scheduled) 70/70 = 100%
- d) Historic Towns/Villages: 62/70 = 89%
- e) Placenames: 52/70 = 74%
- f) Events: 70/70 = 100% of those giving percentages these ranged from 3% to 100%! Suspect that some of this very wide range relates to backlogs of event information waiting to be input into HER databases but existing in paper reports
- g) Stray finds: 69/70 = 99% again very wide range amongst those giving a percentage of coverage from 3% to 100%.
- h) HLC: 50/70 = 71%
- i) Maritime & Intertidal sites: 31/70 = 44%
- j) Boundaries: 49/70 = 70%
- k) Modern military sites: 64/70 = 91%
- l) Aircraft crash sites: 50/70 = 71%
- m) Parks and gardens: 70/70 = 100%
- n) Battlefields: 49/70 = 70%
- o) Palaeoenvironmental sites: 53/70 = 76%
- p) Transport: 65/70 = 93%
- q) Industrial sites: 68/70 = 97%
- r) Other (specific): various contributions

3a) Recording of Protection Status

a) Does the HER record the following protection statuses?			
Status	In HER Records (Y/N)	On GIS (Polygon/Point/Point & Polygon/Not Recorded)	
Listed Buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Local list buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Conservation Areas	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Scheduled Monument	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Area of Archaeological Importance (AAI)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Non-scheduled nationally important archaeological remains	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Registered Parks and Gardens	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Registered Battlefields	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Protected Wrecks	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Tree Preservation Orders	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon	<input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR

World Heritage Sites

 Y

 N

 Polygon

 Point

 P&P

 NR

- 1) Listed Buildings 70/70 = 100%
Point 29/70 41% Point & Polygon 26/70 37% Polygon 15/70 21%
- 2) Local list buildings 12/70 = 17%
Point and Polygon 10/70 14%, Polygon 2/70 3%
- 3) Conservation Areas 55/70 = 79%
Polygon 49/70 (70%), Point and Polygon 4/70 (6%)
- 4) Scheduled Ancient Monuments 70/70 = 100%
Polygon 49/70 (70%), Point & Polygon 18/70 (26%), Point 2/70 (3%)
- 5) Areas of Archaeological Importance (AAI) 16/70 (23%)
Polygon 15/70 (21%), Point & Polygon 3/70 (4%) Point 1/70 (1%)
- 6) Non scheduled nationally important archaeological remains 58/70 (83%)
Polygon 17/70, Point 10/70, Point & Polygon 32/70
- 7) Registered parks and gardens Yes 69/70 (99%) No 1/70 (1%)
Polygon 48/70 (69%), Point & Polygon 17/70 (24%), Point 3/70 (4%), No reply/not recorded 2/70 (3%)
- 8) Registered Battlefields Yes 35/70 (50%), No 29/70 (41%), No reply 6/70 (9%)
Polygon 22/70 (31%) Point & Polygon 7/70 (10%) Point 6/70 (9%)
- 9) Protected Wrecks Yes 13/70 (19%), No 34/70 (49%),
Blank/not applicable 23/70 (33%)
- 10) Tree Preservation Orders Yes 5/70 (7%) No 65/70 (93%)
Point & Polygon 2, Point 3, Polygon 1
- 11) World Heritage Sites
Yes 17/70 (24%) No 35/70 (50%) Not applicable/blank 18/70 (26%)
Polygon 15/70 (21%), Point & Polygon 1/70 (1%), Point 0, Blank 29/70 (41%),
n/a 11/70 (16%), NR 14/70 (20%)

3b) Do you record features on GIS to a recognised data standard?

Yes 33/70 (47%), No 31/70 (44%), Don't know 6/70 (9%)

Standards mentioned:

RCHME 1993 (probably this refers to Record England's Past data standard)

MIDAS

ADS Good Practise Guide

IFP2

Dublin Core metadata

Draft ESRI standard

ESRI Shapefiles & feature classes snapped to MasterMap

SHINE

NMP Guidelines

HER Benchmarks

Internal HER standards

HER GIS Policy Document

4) Collection Criteria

Does the HER only create records within a specified date range?

61/70 (87%) recorded no date cut off for their HER

9/70 (13%) recorded some form of date cut off (several with cut-off at 1950, one with cut off at 1714 [UAD])

5) Archive Materials

Which of the following archive materials does the HER hold?

Are source records created for them? Percentage held?

<i>Archive Materials</i>	Source Records Y	Source Records N	Collected digitally Y	Collected digitally Some	Collected digitally N
Maps/Plans	54/70 (77%)	16/70 (23%)	8/70 (11%)	44/70 (63%)	18/70 (26%)
Photographs	57/70 (81%)	13/70 (19%)	6/70 (9%)	46/70 (66%)	18/70 (26%)
Air photographs	60/70 (86%)	10/70 (14%)	8/70 (11%)	42/70 (60%)	20/70 (29%)
Reference Library	59/70 (84%)	11/70 (16%)	2/70 (3%)	27/70 (39%)	41/70 (59%)
PPG16 Reports	63/70 (90%)	7/70 (10%)	14/70 (20%)	52/70 (74%)	4/70 (6%)
PPG15 Reports	56/70 (80%)	14/70 (20%)	13/70 (19%)	45/70 (64%)	12/70 (17%)
Fieldwork Reports	59/70 (84%)	11/70 (16%)	9/70 (13%)	50/70 (71%)	11/70 (16%)
Site visit notes	51/70 (73%)	19/70 (27%)	9/70 (13%)	34/70 (49%)	27/70 (39%)
Fieldwork archive	29/70 (41%)	41/70 (59%)	2/70 (3%)	18/70 (26%)	50/70 (71%)
Correspondence	50/70 (71%)	20/70 (29%)	5/70 (7%)	41/70 (59%)	24/70 (34%)
Planning case files	24/70 (34%)	46/70 (66%)	6/70 (9%)	26/70 (37%)	38/70 (54%)
Listed Building Consent files	9/70 (13%)	61/70 (87%)	4/70 (6%)	11/70 (16%)	55/70 (79%)
Conservation Area Consent files	7/70 (10%)	63/70 (90%)	3/70 (4%)	9/70 (13%)	58/70 (83%)
Buildings at Risk Register	27/70 (39%)	43/70 (61%)	13/70 (19%)	12/70 (17%)	45/70 (64%)
Asset Management Plans	15/70 (21%)	55/70 (79%)	7/70 (10%)	15/70 (21%)	48/70 (69%)

6) Database

a) Does your database system follow the Monument – Event – Archive model?

Yes 59/70 (84%)

No 1/70 (1%)

Partial 10/70 (14%)

b) Which database system does the HER use?

Exegesis HBSMR 46/70 (66%)

In-house system –	MS Access	15/70 (21%)
	SQL	6/70 (9%)
	Oracle	3 (4%)

7) *Which Geographic Information System (GIS) package does the HER use?*

MapInfo	37 (52%)
ArcView/ArcGIS:	28 (39%)
GGP	3 (4%)
Other	3 (4%)

Other consists of Innogistic Cartology DSI – 1, CadCorp - 1 and AutoCAD - 1 (NB one HER uses two separate GIS products and so the figures add up to 71 in this instance rather than 70).

The products in Other seem mostly to be derived from CAD, rather than perhaps being true GIS.

8) System linkages

a) *Does the HER directly link to a Planning database?*

Yes 10/70 (14%) (six of these mention the HBSMR Consultations module)
No 60/70 (86%)

b) *Is your HER based in or have links to a Museum?*

Yes 14/70 (20%) No 56/70 (80%) Museum software: Modes 7, Multimisy 2, MicroMusee 1, Adlib 1, In-house system 1

c) *Do you currently link electronically to other heritage databases within your authority?*

Yes 5/70 (7%) No 65/70 (93%)

Details: Record Office search, GIS x3, Heritage Search,

d) *Do you link to heritage databases outside your local authority?*

Yes 14/70 (20%) No 56/70 (80%) Details: Mainly via Heritage Gateway

e) *Are you involved in a formal data exchange agreement?*

Yes 38/70 (54%) No 32/70 (46%) Details - including via Heritage Gateway, PAS, NMR, neighbouring authorities (formal and informal agreements), National Parks, Forestry Commission and National Trust.

f) *What links do you have to other environmental databases and designation datasets? (free text question)*

21/70 (30%) refer to use of corporate or other GIS to access this type of data (and also in some cases making elements of HER data available to others in this way)

2 make specific reference to the Heritage Gateway

4 mention online data sources, including Magic

2 make reference to links with Ecological organisations within their authority area

g) *Is there public access to the database via the internet?*

Yes No Details

34/70 (49%) 36/70 (51%) The majority of those accessible online are via the Heritage Gateway.

h) *Who has copyright over the compiled records in the database?*

Mostly these were recorded as being by the HER's host authority, although some responses were unclear about who did own this. 8/70 (11%) either did not respond or did not know the answer to who owns the copyright. One UAD recorded joint copyright between the English Heritage and the joint authority.

i) *Is your IT support adequate?*

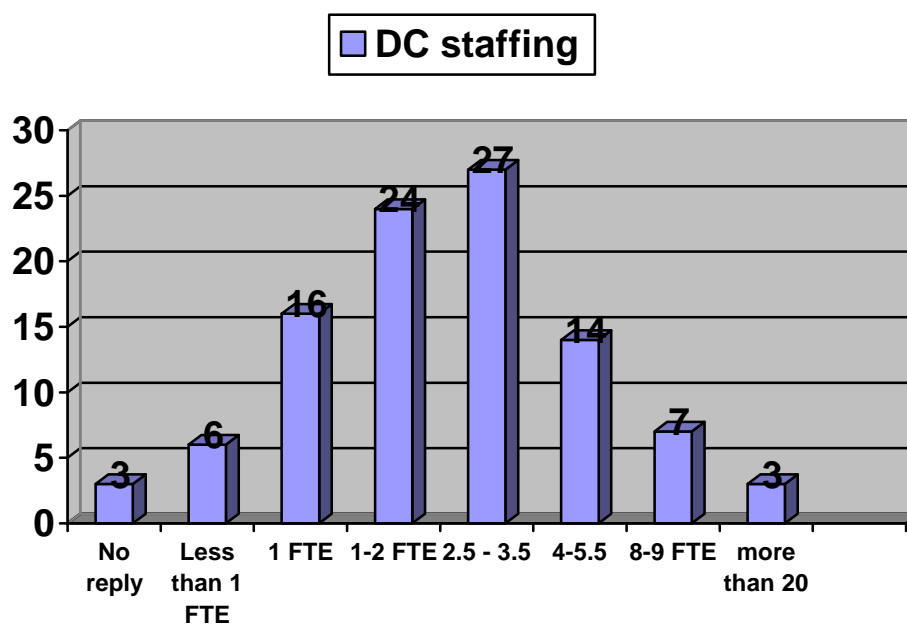
Yes 50 (71%) No 18 (26%) No response 2 (3%)

Where IT support recorded as not adequate, some very interesting detailed comments.

9) Staffing

a) *Number of development control/listed building casework staff (FTE)*

no reply	2 (3%)
less than 1	4 (6%)
1	11 (16%)
1-2	17 (24%)
2.5-3.5	19 (27%)
4 - 5.5	10 (14%)
8-9	5 (7%)
more than 20	2 (3%)

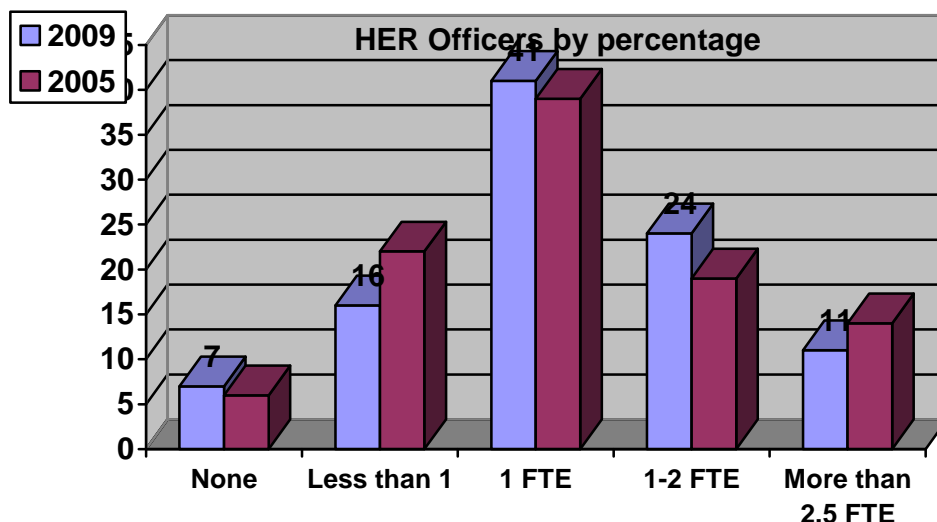


b) *Number of HER staff maintaining and updating the HER database (FTE)*

Number of HER staff maintaining and updating the HER database

No dedicated HER staff-	5 (7%)
less than 1.0 FTE	11 (16%)
1 FTE	29 (41%)
1-2 FTE	17 (24%)
2.5 or greater FTE	8 (11%)

Broadly speaking fairly close comparison with data from 2005 Content and Computing Survey for HER staffing, although there is an increase in the percentage of HERs without any dedicated officer and this is amplified in the comments given particularly in authorities which have been adversely affected by financial cuts or constraints.



5 Conclusions

Historic Buildings

- 50% of HERs have some form of recording or collecting policy for historic buildings (informal or formal).
- Over half of HERs (54%) have information on Local List buildings – although it should be noted that some areas do not have any local lists in existence or HER Officers have no access to that data.
- A promising 86% of HERs enhanced listed building entries, but only 30% reported thematic buildings enhancement.
- There is some use by Conservation Officers of HERs, but little of it made for Education and Outreach purposes (19%).
- 100% of HERs responded that they had Listed Buildings data, but it was interesting that in terms of the coverage percentages some reported as having as low as 10% of the data actually on the HER – this may reflect the Listed Building data being held elsewhere within the local authority.
- Events: again 100% of HERs reported recording these, but those giving percentages of coverage ranged from 3% to 100%, suggesting that some large quantities of backlog wait to be input on the HER in the form of reports.

3a) Recording of Protection Status

As a whole it is surprising the variety of forms the recording of these protected sites within GIS takes, where these are readily available to download from the English Heritage website in GIS form. It is unclear why one HER should choose to record features such as World Heritage Sites as both points and polygons and likewise Conservation Areas. It is possible that some confusion arose over what the survey wished to record, namely the practice in each HER of recording designated assets within GIS (usually as polygons, except probably for listed buildings) although it may be that the point information

3b) Data standards in GIS

It is not surprising that less than 50% of HERs report recording in GIS to any form of data standard as this is an evolving area. What is perhaps of more concern is that 9% reported that they don't know if they are recording to any form of standard. This clearly makes the argument for the development of GIS data standards for use by HERs.

4) Collection Criteria

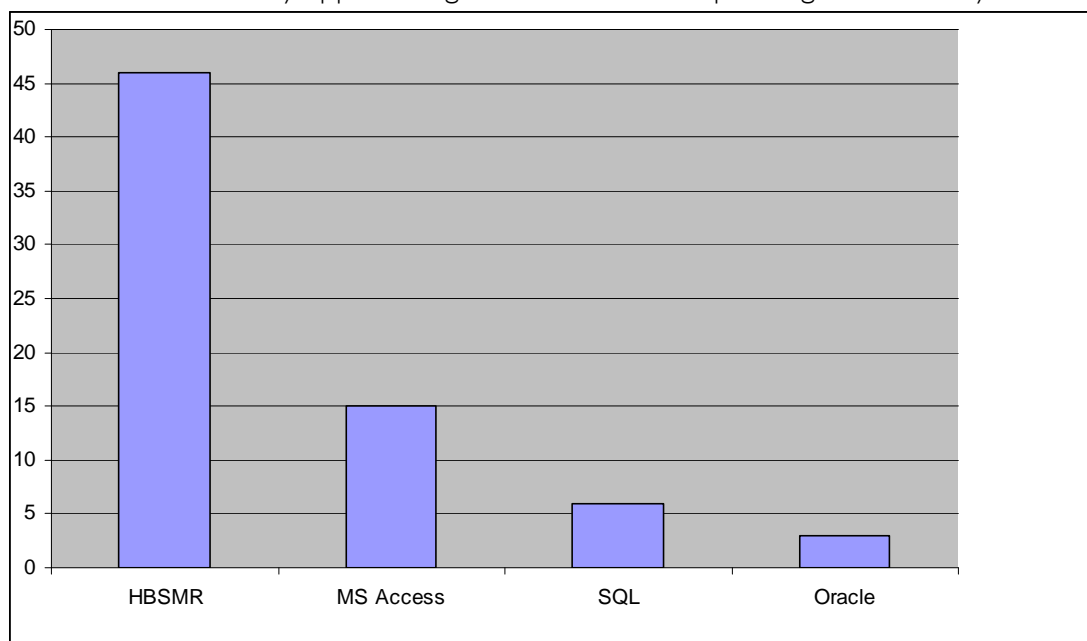
The results were as expected for this area (nearly 90% with no cut-off date) – *Historic Environment Records (HERs) Draft Guidance for Local Authorities in England, DCMS* (May 2008) recommends no date cut off is employed, allowing flexibility in recording and for changes in the relative importance of features.

5) Archive materials

It is notable that areas such as Planning Case files, Listed Building Consent Files, Conservation Area Consent files, Buildings at Risk Register and Asset Management Plans are all poorly represented in HERs. This may relate to the nature of the host department and tier of local authority the HER operates within.

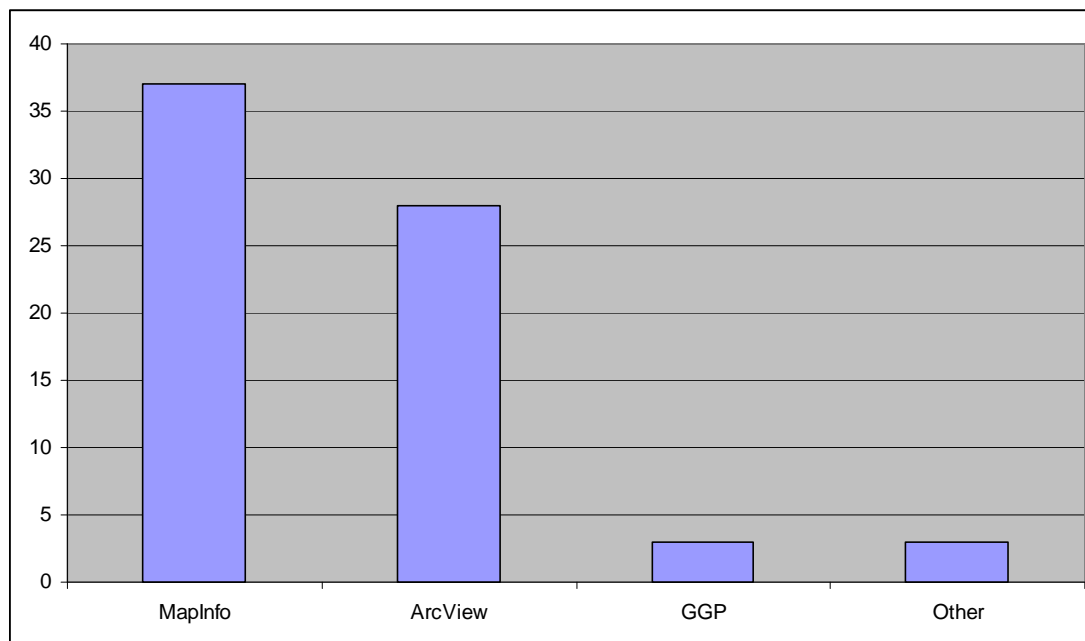
6) HER database software:

HBSMR is now used by approaching 70% of all HERs responding to the survey.



7) GIS software

MapInfo is the GIS software most frequently used by HERs (52%), with ArcView/ArcGIS being a close second with 39%. Only 8% of HERs use any other products, but some of the remaining ones are CAD-based rather than true GIS. It should be noted that of the nearly 70% of HERs using HBSMR in question 6) these all have the capability of linking to either ArcGIS or MapInfo products and this will have a strong influence on choice of GIS software.



8) System linkages

Generally linkages with other systems within local authorities seem to be poorly developed, with external links and data exchange being stronger. In terms of environmental data 30% refer to the use of GIS/Corporate GIS to access this, with some making elements of HER data available internally via this route as well. Of those responding nearly half had their HERs available online in some form, the majority via the Heritage Gateway.

8 i) IT Support

Although only 26% described their IT support as inadequate, the detailed comments made for interesting reading (see Appendix 2). Clearly effective internal and external IT support to both databases and GIS are crucial to the business need of an HER to operate as an efficient source of information forming the basis for professional advice. Overall IT infrastructure issues such as network speed, reliability and bandwidth of connection are all important elements to consider. Considering the investment of staff time and local authority financial investment over the years in HERs and their predecessors, it is surprising that in some cases the resulting data is not more securely stored on appropriate networks.

The impression is that in some cases HER Officers feel very isolated and a low priority in terms of IT support and development internally and that IT colleagues may not have a good understanding of the structure of HER systems or their purpose and linkages.

9) Staffing

HER Officers staffing.

Nearly a quarter (23%) of respondents report either no HER Officer or less than 1.0 full time equivalent member of staff dedicated to HER work. This is clearly an area of concern as where an authority has an HER database and an advisory role for the historic environment, the development control (DC) or advisory role is bound to take precedence and the maintenance of the HER will suffer accordingly. The longer this situation continues, the longer information will potentially be 'locked up' inside the mind of the DC officer or held as backlog reports and not indexed or made available via the HER database. This is a very strong risk in terms of business continuity planning (loss of staff members along with their knowledge). In mitigation, in some smaller urban authorities 0.5 FTE HER Officer post may be sufficient as long as this is dedicated time, rather than a full-time officer.

6 Lessons learned (for future surveys)

- Explore again use of online survey resources such as Survey Monkey and Jiscmail survey facility to assist in collating data.
- Consider including questions in more detail about usage of data standards, awareness of services from Information Standards & Partnerships and take up of HER Audit
- Include an option to record the SQL version of HBSMR
- For coverage of data, don't express this as percentages (appears to cause confusion) and ensure that notes explain the context of what the whole resource is
- For some designations which may not be relevant in all areas, such as World Heritage Sites and Protected Wrecks, include a not applicable tick box
- Review results of HER Data Sources Audit to see if questions should be included from this in future HER Content and Computing Surveys

Appendices

Appendix 1 (pp.15-21)

Copy of 2009 Questionnaire

Appendix 2 (p.22)

Detailed comments on IT support



ENGLISH HERITAGE

NATIONAL MONUMENTS RECORD

Historic Environment Record Content and Computing Survey 2009

Thank you for taking the time to fill out this survey. Your feedback will enable us to understand the current status of England's HERs. The results of this survey will also be compared to the results of a similar survey undertaken in 2005.

INSTRUCTIONS:

- o Text can only be entered in the greyed out boxes
- o You can use the tab button to navigate between the boxes
- o To select a Yes/No box either click in the box with the mouse or press the spacebar when the box is highlighted
- o Some boxes have help text, press F1 to view the help text

Please email the completed survey to: hadminfo@english-heritage.org.uk

Name of HER	
Local Authority areas covered	

I) HISTORIC BUILDINGS

a	Does the HER have a collection/recording policy/informal guidelines for non-listed historic buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please give details</i>		
b	Do you include Local List buildings on the HER?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c	Do you enhance your listed buildings records with additional information (clearly separated from the Statutory details)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d	Do you enhance particular types or classes of historic buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please give details</i>		
e	Have you recorded listed building curtilages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f	Do Conservation Officers in the area covered by your Record use it systematically for:	<i>Please identify the local authority and state whether the usage is 'routine' or 'occasional', (e.g. Midshire BC – routine)</i>
	i) Reactive casework?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ii) Proactive conservation projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	iii) Education and outreach?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g	Please identify (and if possible briefly characterise) any separate information systems for the historic built environment maintained by Conservation Officers in any of the Authorities in the area covered by your Record.	
h	Do you have procedures in place for securing the recording of historic buildings being altered or demolished, if yes, what are the procedures?	
i	<i>If YES to question h) please answer the following. If NO go on to j.</i>	
	Where are the resulting records deposited, and in what form?	
j	What, if any procedures are in place for management of hard copy archives (e.g. plans and photographs)?	
k	What is your authority's practice for disposal of hard copy archives?	

2) RECORDS

Which of the following does the HER hold records for?		
Type	Yes/No	If yes: Percentage Coverage
Listed Buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Buildings (non-listed and not on local lists) <i>see Q1a above.</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Archaeological monuments (non-scheduled)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Towns/Villages	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Placenames	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Events (e.g. surveys, excavations)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Stray Finds	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Historic Landscape Character data	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Maritime Archaeology & Intertidal Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Boundaries (hedgerows, walls, etc.)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Modern Military Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Aircraft Crash Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Parks and Gardens	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Battlefields	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Paleoenvironmental Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Transport (railways, canals, roads, etc.)	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Industrial Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	%
Other, please specify:	<input type="checkbox"/> Y <input type="checkbox"/> N	%

3) RECORDING OF PROTECTION STATUS

a Does the HER record the following protection statuses?		
Status	In HER Records (Y/N)	On GIS (Polygon/Point/Point & Polygon/Not Recorded)
Listed Buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Local list buildings	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Conservation Areas	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Scheduled Monument	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Area of Archaeological Importance (AAI)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Non-scheduled nationally important archaeological remains	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Registered Parks and Gardens	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Registered Battlefields	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Protected Wrecks	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
Tree Preservation Orders	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
World Heritage Sites	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Polygon <input type="checkbox"/> Point <input type="checkbox"/> P&P <input type="checkbox"/> NR
b Do you record features on GIS to a recognised data standard?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details		

4) COLLECTION CRITERIA

Does the HER only create records within a specified date range?	<input type="checkbox"/> Y <input type="checkbox"/> N
If yes, please give details	

5) ARCHIVE MATERIALS

Which of the following archive materials does the HER hold? Are source records created for them?			
<i>Archive Material</i>	<i>Percentage Held</i>	<i>Source Records</i>	<i>Collected Digitally</i>
Maps/Plans	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Photographs	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Air Photographs	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Reference Library	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
PPG 16 Reports	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
PPG 15 Reports	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Fieldwork Reports	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Site visit notes	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Fieldwork archive	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Correspondence	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Planning case files	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Listed Building Consent files	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Conservation Area Consent files	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Buildings at Risk Register	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some
Asset Management Plans (Local Authority owned historic assets)	%	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Some

6) DATABASE

a	Does your database system follow the Monument – Event – Archive model?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
b	Which database system does the HER use?	
	<i>System</i>	<i>Yes/No</i>
	exeGesIS SMR/HBSMR	<input type="checkbox"/> Y <input type="checkbox"/> N
	In-house system (please specify product and version, e.g. Access 2000)	<input type="checkbox"/> Y <input type="checkbox"/> N
	Other, please specify	<input type="checkbox"/> Y <input type="checkbox"/> N

7) GEOGRAPHIC INFORMATION SYSTEMS

Which Geographic Information System (GIS) package does the HER use?		
Package	Yes/No	Version
ArcView/ArcGIS	<input type="checkbox"/> Y <input type="checkbox"/> N	
MapInfo	<input type="checkbox"/> Y <input type="checkbox"/> N	
GGP	<input type="checkbox"/> Y <input type="checkbox"/> N	
GeoMedia	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other, please specify	<input type="checkbox"/> Y <input type="checkbox"/> N	

8) SYSTEM LINKAGES

a	Does the HER directly link to a Planning database?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, please specify:</i>
b	Is your HER based in or have links to a Museum?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, what collections management system does it use?</i>
c	Do you currently link electronically to other heritage databases within your authority?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, please specify the database and dept:</i>
d	Do you link to heritage databases outside your local authority?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, please specify which:</i>
e	Are you involved in a formal data exchange agreement?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, please give details:</i>
f	What links do you have to other environmental databases and designation datasets?		
g	Is there public access to the database via the internet?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>If yes, please give details:</i>
h	Who has copyright over the compiled records in the database?		
i	Is your IT support adequate?	<input type="checkbox"/> Y <input type="checkbox"/> N	<i>Comments:</i>

9) STAFFING

a	Number of development control/listed building casework staff	FTE
b	Number of HER staff maintaining and updating the HER database	FTE

Additional comments

Name of officer completing the form	
Email address	
Telephone number	

Appendix 2

<i>IT support comments</i>
although lack of resources for development
as adequate as any IT support from a local authority is going to be!
At present my database is located on my computer's hard drive. Our IT have had a look at the situation but nothing has moved on further.
Better in some areas than others
But IT support is rarely called upon so it has not really been tested.
County and District Councils are currently considering outsourcing a joint IT support service. We are not clear how this will impact on the HER.
County council IT support is outsourced. Support is adequate but no more than that. There can be issues with a non-standard database package, and when the HER wishes to use more advanced technology, or systems, than are used by the bulk of the county council departments. IT support from exeGesIS SDM Ltd for their software is exemplary.
Currently restricted support and locked into system for OS maps which can't be read by ArcGIS 9
GIS team understaffed. IT support variable depending on how urgent our needs are.
Good, but has become much more centrally controlled
Inadequate software, particularly MapInfo licenses; and support.
Internal IT knows nothing about the system. So, if it goes wrong, they collectively 'wash their hands' of it.
No Corporate support for GIS
no support beyond basic/routine maintenance
On a general level, there is very good IT support. For the HER system (HBSMR) this naturally relies on HER staff expertise, which if better could be more readily supported by the museum IT colleagues and more consistent attention given.
Our IT needs are simultaneously too highly specialised and too small scale for our corporate IT department to be able to help us.except in general terms
Sometimes adequate, sometimes obstructive!
Takes forever to get anything done.
There is an IT failure to recognise the business need for an efficient historic environment management system (we are regarded as small fry in the day to day business of a County Council). Since moving to our new corporate system earlier in 2009 the speed of the HBSMR software has become intolerably slow during peak hours of 9.00am-5.00pm. (My guess is at best working to about 50% efficiency.) Exegesis were recently refused access to carry out their service visit, so when they came were only able to tweak the system using my restricted login. It has taken us 9 months to argue the case for a replacement SMR enquiries pc since implementation of the new system, and this has only been granted as a stand-alone pc (without access to printers), onto which we have to regularly update the SMR information. We still have to successfully argue our case for having CD writers reinstated and appropriate access to Google Earth! The only IT staff available who had any understanding of our system were contracted in and have recently had their contracts terminated.
There is only one IT officer who has been involved with our work on the HER but his workload is managed by others and the HER is very low down the council's list of priorities. This has become worse since a recent restructure and the failure of the HER to become statutory.
We do have problems because our systems are quite specialised. Also because we are outposted we have additional network and Citrix server problems.
We need a dedicated individual to help us.