



Shropshire's Historic Environment Record: An information resource on the historic buildings and archaeology of the county

User policy and Guidance



Our mission is to be the primary source of trusted information on Shropshire's historic environment. As a continuously developing information resource, we will provide comprehensive, up-to-date and robust information on Shropshire's heritage assets, and their investigation, to:

colleagues within Shropshire Council and Telford and Wrekin Council, external historic environment contractors and consultants, members of the public (including community and local heritage groups), students and others engaged in academic research, developers, land-agents and managers and national and regional agencies.

The Shropshire Historic Environment Record (HER) is managed in accordance with national standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

About this document

This document presents an overview of policies involved in access to Shropshire’s Historic Environment Record (HER), maintained by the Historic Environment Team, Shropshire Council. It includes an introduction to the record, our information and recording policy (what we record), our information services and data access policy (how to get access to our records), including for commercial users, and our digital preservation, volunteer and outreach policies.

It has been prepared in line with National Guidance, especially:



- **THE GUIDE TO HISTORIC ENVIRONMENT RECORDS (HERs) IN ENGLAND, PREPARED BY HISTORIC ENGLAND, AND THE ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS (2019). HISTORIC ENGLAND GUIDANCE NOTE 266**

<https://historicengland.org.uk/images-books/publications/guide-to-historic-environment-records-england/>

- **INFORMING THE FUTURE OF THE PAST: GUIDELINES FOR HISTORIC ENVIRONMENT RECORDS, PREPARED BY HISTORIC ENGLAND, THE ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS AND PARTNERS (2018).**

<https://archaeologydataservice.ac.uk/ifp/>

This document has been prepared by the Historic Environment Records Officer. It will be revised annually to reflect changes.

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Contacting the Historic Environment Record

For further information, please contact the HER directly using the details below:

Email: her@shropshire.gov.uk

Telephone: 01743 25 4619

Shropshire HER, Shropshire Library, Castle Gates, Shrewsbury SY1 2AS

www.shropshire.gov.uk/environment/historic-environment/historic-environment-record/

Contents

Shropshire Historic Environment Record: an introduction	3
What is the HER?	3
What does it record?	3
Information and recording policy	6
Introduction	6
Information Services	6
Users of the HER	6
Consultation Policy	6
Access Statement	7
Accessing the HER	7
HER Opening Times	7
Services Available at the HER offices	7
Content and coverage	8
Geographic coverage of the HER	8
Subject coverage	8
Designated assets information	9
Reporting information to the HER	10
Appendix 1: Other key data sources for Historic Environment information in Shropshire	11
Appendix 2: Understanding a HER monument record	11
Data access and charging policy	12
Access to the HER	12
Visiting	12
By phone, post or email	12
Over the internet	13
Alternative formats	13
Commercial Enquiries	14
• Single site search	15
• Standard HER search	15
• Priority HER search	15
• Bespoke HER search	15
Commissioning an HER search	15
Historic Environment Consultations under Environmental Impact Assessment (Agriculture) Regulations	16
Historic Environment Consultations provided under Countryside Stewardship	16
Reporting to the HER	17
Conditions of Use	18
Digital Preservation Policy	19
Outline Outreach and Volunteer policy	20
Routine work of the HER	20
Special projects	20

Shropshire Historic Environment Record: an introduction



What is the HER?

The historic environment record is a continuously expanding database of the historic environment of the county. We hold an integrated resource concerning over 39,000 archaeological sites, finds and features, historic buildings, structures and landscapes in the historic county of Shropshire, all linked to computerised mapping.

We are also the key repository for all reports on archaeological work and historic building recording carried out in Shropshire and Telford and Wrekin.

We make this resource available to a wide range of researchers, individuals, archaeologists, land managers and students – and are interested to hear from anyone who wants to know more about their local heritage, or knows about historical or archaeological features that we could potentially add to the record.

What does it record?

The historic environment of Shropshire is varied – and the diversity of the records we hold reflect this.

The Historic Environment Record for Shropshire covers a wide variety of different sites and monuments, compiled from a range of different sources. Our records are ever growing, but here is an example of some of the different types of site we record.



Sites known only from **aerial photographs**. Many of these features cannot be spotted on the ground. We can only estimate their date and what type of site they represent, from similar sites which have been excavated around the county.

The HER holds over 12,500 original aerial photographs, including hard and digital copies.

Cropmarks of Roman fort, near Cressage. © Shropshire Council.

Sites where **earthworks**, “lumps and bumps” in pasture fields provide us with clues as to what lies beneath. Traces of medieval ploughing, and deserted medieval settlement, as well as evidence of prehistoric and Roman activity in the upland landscapes of the county, are recorded, like this, for instance.

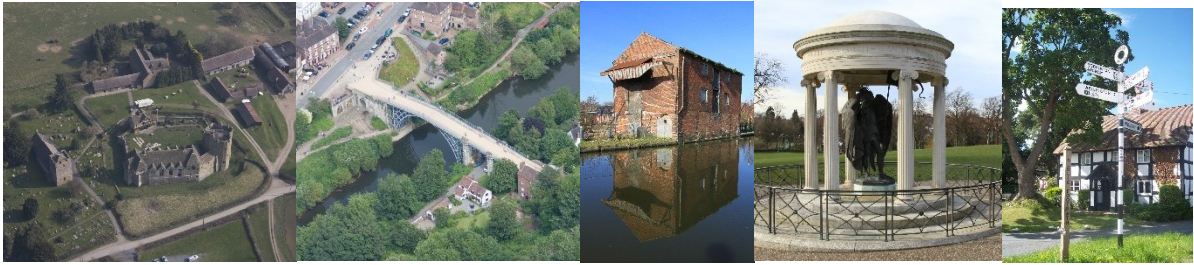
Recent advances in remote sensing allow us to map earthworks of possible archaeological origin more extensively, including in areas where tree-cover has previously made aerial photography difficult.

The earthworks of a possible Roman signal station, Linley. © Shropshire Council.



Standing buildings and structures, listed and unlisted, that attest to the historic development of many of our towns, as well as the importance of the region during the Industrial Revolution.

The HER has a wide collection of material related to the religious, vernacular, domestic and industrial buildings and structures of the county.



From l-r: The standing remains of Stokesay Castle; The Iron Bridge; Canal Warehouse, Ellesmere © John Haynes; Shropshire War memorial, The Quarry, Shrewsbury; Upton Magna

We maintain full records on desk-based and field-based investigation in the county and are the repository for **archaeological fieldwork** and **historic building investigation and recording** carried out in the county. This is often as a result of development projects, and includes a wide range of material related to the intervention history of heritage assets across the county.



From l-r: Excavations at St Austin's Friars, Shrewsbury; Photographic recording at The Wrekin; Excavations at Acton Scott; Fieldwalking at Alcaston; All © Shropshire Council, Archaeology Service; East elevation of The Reader's House, Ludlow © Ric Tyler

We also hold the results of thematic surveys of different types of monument carried out across the county over the past 40 years. Extensive work has been carried out in both Shrewsbury and other historic towns in the county, drawing together information from maps, documents as well as previous archaeological work. Our collections include recent work undertaken on the historic landscape of Shropshire, as well as its farmsteads.

amongst much more!



We hold extensive photographic and survey material of the buildings, sites and landscapes of Shropshire which support our records. Much of the source material is held at our offices in Shrewsbury Library, and is available for consultation by appointment.

Information is accessed primarily through a database linked to electronic mapping, so can be easily searched.

[∞ See our information and recording policy for more details of what we record and how we record it.](#)

[∞ See our data access and charging policy for how to access our records, and the sources behind them.](#)

01097: Shrewsbury Castle

Monument MSA809 Designation(s): SAM, COA, LB

New Copy Delete Link Task Bookmark Report Menu Close

Record Type: Monument (MON) HER PRN: 01097 Search:

Name: Shrewsbury Castle

Summary: Scheduled Monument and Grade I Listed Building: Shrewsbury's great fortress, a Norman motte and bailey, built across part of the Saxon town and originally covering more than twice its current area. Surviving remains include the Norman motte and ramparts together with (much restored) 12th-13th century buildings and walls.

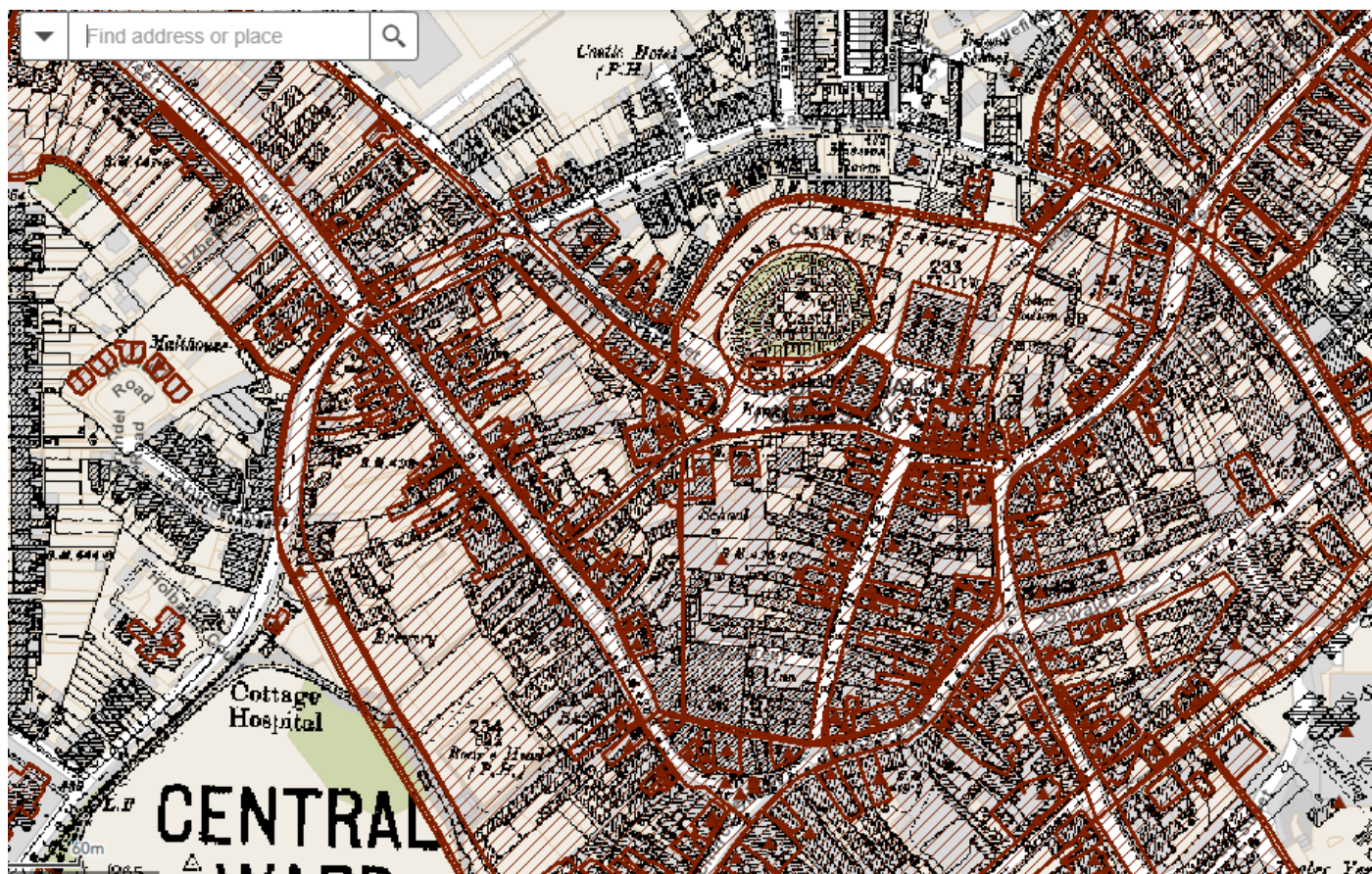
Type(s): MOTTE AND BAILEY

NGR: Centred SJ 4942 1279 (213m by 213m) Map: SJ41SE

Location	Tree	Status & Codes	Land Class	Contacts	Scores	MORPH	RC Dates	Description	HLC	Metadata	Monitoring
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- Shrewsbury Castle (Monument, 01097)
 - MOTTE AND BAILEY (largely, 12th century to 13th century - 1100 AD to 1299 AD)
 - Child (Contemporary Complex* (P/C)): Shrewsbury Castle, outer bailey (Monument 62499)
 - Child (Contemporary Complex* (P/C)): Shrewsbury Castle motte (Monument 62504)
 - Child (Contemporary Complex* (P/C)): Shrewsbury Castle, inner bailey (Monument 62507)
 - 1960 field observation by the Ordnance Survey (Event - Survey) (ESA1320)
 - 1985 field observation by English Heritage (Event - Survey) (ESA1321)
 - 1986 management survey of collapsed wall, Shrewsbury Castle by SABC (Event - Survey) (ESA7500)
 - 1990 auger survey on motte and adjacent to postern gate at Shrewsbury Castle, Shrewsbury by SCCAS (Event - Intervention) (ESA3744)
 - 1996 WB on test holes for sewer repair, Shrewsbury Castle by SCCAS (Event - Intervention) (ESA3743)
 - 1997 WB on trench relocation gas main at Shrewsbury Castle by SCCAS (Event - Intervention) (ESA1322)
 - 1999 desk-based assessment at Shrewsbury Castle by Marches Archaeology (Event - Survey) (ESA7487)
 - 2001 Conservation plan for Shrewsbury Castle by S T Walker & Duckham (Event - Survey) (ESA7888)
 - 2000 resistivity and GPR survey of Shrewsbury Castle, Shrewsbury by Stratascan (Event - Survey) (ESA6386)
 - 2001 DBA and building survey of Shrewsbury Castle by Richard K Morriss (Event - Survey) (ESA7889)
 - 2001 Assessment of the buried archaeology of Shrewsbury Castle by Nigel Baker (Event - Survey) (ESA7890)
 - 2004 Dendro dating of timbers from Shrewsbury Castle, Shrewsbury by EH (Event - Intervention) (ESA5986)

LibraryLink: 9|0 Resources: 1 Tasks: 0



Information and recording policy



The aim of the Historic Environment Record is to bring together information and sources related to the archaeology, historic buildings and structures and landscapes of the historic county of Shropshire. The information has been compiled from a wide range of digital and paper-based sources. This policy provides an overview of the scope of this information resource.

Introduction

Shropshire Council maintains the **Historic Environment Record (HER)** for the historic county of Shropshire, covering the Unitary Authority areas of Shropshire and Telford and Wrekin. The HER is the primary source of information about the historic environment of the county. It is based around a database holding more than 39,000 records, covering archaeological sites, finds and features, historic buildings, structures and landscapes. We also are the repository for all reports on archaeological work and historic building recording carried out in the county, which form a core part of the HER collections.

The HER is based around a relational database linked to Geographical Information Systems (GIS) mapping. It holds detailed data for each site, building, or structure, including location, type, period, date and includes an index to sources held in our library and by other organisations. The GIS holds geographical depictions of all sites on the database, ranging from simple points to complex area polygons.

We hold extensive supporting collections of ground and air photographs, survey reports and plans, and a library of unpublished, 'grey literature' reports, mainly generated by the planning process.

The HER is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area. Using the information contained in the HER can help public understanding and enjoyment of the local historic environment. The record originally developed as a planning control tool, to identify where historic remains were likely to be affected by development. Although this is still the most frequent use of the HER, its remit has expanded to include land-use planning and conservation initiatives, as well as research, tourism, education and local history projects.

Information Services

Users of the HER

The professional and public user groups that the HER aims to serve include:

- Shropshire Council - members of the Historic Environment Team; Development Management and Economic Growth Teams; Property Services Group
- Telford and Wrekin Council – Conservation Officers; Development Management Team
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academics
- Students
- Local societies and groups
- Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

Consultation Policy

The HER tries to be responsive to the needs of existing users, to be proactive in identifying potential new users and to seek out and overcome any barriers that may exist to using the record.

To these ends the HER:

- Maintains a log of all enquiries. The resulting data is regularly reviewed to inform the development of the service.
- Encourages informal feedback from all enquirers.
- Actively participates whenever possible in user research initiatives undertaken by Shropshire Council.

Access Statement

Shropshire HER makes every effort to ensure that all users are able to use the publicly available services. All users must be treated fairly, with respect, dignity, and understanding by anyone working for, or on behalf of the HER, without prejudice and discrimination.

We provide disabled access to the HER; we may be able to provide content from the HER in alternative formats – please contact us for more information.

Accessing the HER

You can access the HER in person or remotely. Contact us using the details below:

Shropshire Council Historic Environment Record

Email: her@shropshire.gov.uk | Tel: 01743 25 4619

Shropshire HER Officer, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

For full details, please refer to our [data access and charging policy](#).

Alternatively, selected elements of the HER are available on Discovering Shropshire's History:

<http://search.shropshirehistory.org.uk/collections/search/advanced/> or as part of Heritage Gateway:

<http://www.heritagegateway.org.uk/gateway/> (supplied for information purposes only; contact the HER for a full search)

HER Opening Times

Monday – Thursday: 9:30am – 5pm

Friday: 9:30am – 4pm

By prior appointment only.

Services Available at the HER offices

- A desk at which visitors can work
- Access to photocopying facilities
- Access to the HER's reference collection of hard-copy maps/photographs/aerial photographs/reference works/journals/reports
- Expert supervision and guidance

In most cases the service is provided free of charge, except for photocopying costs etc. However, for commercial consultations, [charges for staff time are made](#).

Content and coverage

Geographic coverage of the HER

The HER collects information and material related to the historic county, now covered by both the unitary authorities of Shropshire Council and Telford and Wrekin Council. The HER is based within the Historic Environment Team of Shropshire Council, which provides archaeological planning and conservation advice across Shropshire. The Historic Environment Team also provides archaeological planning advice to Telford and Wrekin Council under a service-level agreement.

Subject coverage

The table below provides a summary of the sources that the HER holds. It is indicative only; please contact the HER directly for further advice.

Resource Type	How held	How to access	Further information
Monument Records – core records of prehistoric/historic sites, finds, buildings and structures. Uniquely identified by a Primary Reference Number (PRN).	Database; GIS data.	Remotely on Discovering Shropshire’s History ¹ or Heritage Gateway ² ; By email – her@shropshire.gov.uk ; In the office.	Monument records exported from the database will contain multiple links to other sources.
Event Records – core records of archaeological investigation, buildings survey etc. Uniquely identified by a reference prefixed with ESA.	Database; GIS data.	Remotely on Discovering Shropshire’s History; By email – her@shropshire.gov.uk ; In the office.	Event records will contain links to online reports, where available. Hard copy/digital reports available from the HER directly – see below.
Historic Landscape Characterisation	GIS data.	Overview report available online ³ ; By email – her@shropshire.gov.uk ; In the office.	HLC data supplied in GIS format only.
Research and fieldwork reports - including ‘grey literature’ reports, as well as student and local history society reports.	Hard copy reports; Digital reports.	Some reports available online, via ADS Library ⁴ ; By email – her@shropshire.gov.uk ; In the office.	Copying of various reports limited by copyright restrictions – please contact us for information.
Aerial photographs: 1950s-2000s oblique aerial photography taken by, for instance, Clwyd Powys Archaeological Trust, Cambridge University, Jim Pickering etc. Post 2007 oblique digital aerial photography taken by Shropshire Council. 1983 vertical aerial photographs (Cartographic Services) providing county-wide coverage. 1999-2012 vertical aerial photography held on corporate GIS.	Hard copy photographs; Oblique aerial photography, post c.2007, available digitally.	Some photographs can be sent by email- her@shropshire.gov.uk ; In the office.	Hard copy photographs collated and stored by 1km grid square. Some thumbnail digital versions of imagery available via Discovering Shropshire’s History website. Information/references extracted into Monument Records.
Detailed Record Files (DRF) – correspondence, photographic	Hard copy files.	In the office.	Often identified in Monument record. Stored by Primary reference number (PRN).

¹ <http://search.shropshirehistory.org.uk>

² <http://www.heritagegateway.org.uk/gateway/>

³ <https://doi.org/10.5284/1032953>

⁴ <http://archaeologydataservice.ac.uk/archives/view/greylit/>

material, plans and site visit reports.			
Ground photographs	Hard copy slides; Hard copy film negatives; Hard copy prints.	In the office.	Usually identified in Monument record. Stored by Primary Reference Number (PRN).
Local Archaeological Journals	Hard copy library.	In the office.	Small library of <i>Transactions of Shropshire Archaeological and Historical Society</i> ; <i>West Midlands Archaeology</i> (complete) and assorted other journal runs (incomplete).
Historic Environment library – Small library of local interest, and wider interest publications.	Hard copy library.	In the office.	Catalogue held, so can be searched for relevant material.
Other material	Hard copy library. Assorted GIS datasets.	In the office.	Some material has been catalogued, but also includes a backlog of material, for instance, related to the Industrial and Mining Heritage of the County. We will assist in assessing this material if relevant to your search.

The subject coverage of the record corresponds to the recommendations outlined in Historic England Guidance note HEAG 266 section 4⁵:

An HER includes significant data relating to all periods, from the earliest human activity to the present day. There are no temporal limits on the information recorded in an HER...

...HERs require active management if they are to properly reflect the changing nature of the historic environment and our understanding of its significance. HERs must be kept up to date with accurate information.

It should be noted, however, that there is a tremendous disparity in the volume of evidence across the range of prehistoric and historic periods with which the record deals. Consequently this has often necessitated a variety of approaches to recording and a correspondingly varying level in the detail made available within the record. Similarly it should be remembered that **an HER can never be a definitive record**, and the scope of the information that it contains will vary according to the area covered, the extent of the archaeological research undertaken, and the character of the local historic environment (Chartered Institute for Archaeologists, 2014, Standard and Guidance for Archaeological Advice by Historic Environment Services⁶, 1.26).

Designated assets information

The table below summarises information held on designated assets by the Historic Environment Record.

Designation Type	Information held
Conservation Areas	Database entries providing outline information; GIS boundary data (maps can be viewed at https://shropshire.gov.uk/environment/historic-environment/conservation-areas/); Conservation Area appraisals (many held digitally).

⁵ <https://historicengland.org.uk/images-books/publications/guide-to-historic-environment-records-england/heag266-guide-hers-england/>

⁶ https://www.archaeologists.net/sites/default/files/CIfAS&GArchadvice_2.pdf

Listed Buildings	Information accessioned into the HER and referenced in appropriate Monument records. Routine major and minor amendments are made to the local dataset and its spatial data, in line with Historic England procedures. Please note: authoritative dataset held by Historic England, available via the NHLE⁷ and for download⁸.
Scheduled Monuments	Information accessioned into the HER and referenced in appropriate Monument records. Please note: authoritative dataset held by Historic England, available via the NHLE and for download.
Registered Battlefields	Information accessioned into the HER and referenced in appropriate Monument records. Please note: authoritative dataset held by Historic England, available via the NHLE and for download.
Register of Historic Parks and Gardens	Information accessioned into the HER and referenced in appropriate Monument records. Please note: authoritative dataset held by Historic England, available via the NHLE and for download.
World Heritage Sites	Information accessioned into the HER and referenced in appropriate Monument records. Please note: authoritative dataset held by Historic England, available via the NHLE and for download.

Reporting information to the HER

As a constantly developing resource, the HER welcomes contributions on historic buildings and monuments of archaeological interest, as well as research projects on aspects of the county's historic environment. Please contact us in the first instance to discuss appropriate formats for deposition. Although we have no standard HER deposition form, we can advise on data format, and key information that the HER officer might require to create records of an appropriate standard.

⁷ <https://historicengland.org.uk/listing/the-list/>

⁸ <https://historicengland.org.uk/listing/the-list/data-downloads/>

Appendix 1: Other key data sources for Historic Environment information in Shropshire

- **Shropshire Archives:** Formerly known as Shropshire Record Office and Shropshire Records and Resources Centre, Shropshire Archives are based in Castle Gates, Shrewsbury SY1 2AQ. Their website contains extensive advice and guidance to the records they hold, including an online catalogue. It also details their opening times. Key collections they hold, which might be relevant to topics of local archaeological and historical research, include *cartographic material* and *photographic material* as well as an extensive library of local studies publications.
<https://www.shropshirearchives.org.uk/>
 - Many of the historical documents referred to in the HER are held at Shropshire Archives.
- **Shropshire Museums Service:** Shropshire Council runs five museum sites, as well as Ludlow Museum Resource Centre. They are the only repository for archaeology archives within Shropshire⁹ as well as curating nearly 120,000 archaeological objects covering prehistory to the present day, as well as archive and photographic, geological and social history collections, amongst others. See <https://shropshire.gov.uk/museums> for further information.
- **Ironbridge Gorge Museums Trust:** IGMT's Research Library based at The Long Warehouse, Coalbrookdale include extensive archive material related to the industrial heritage of the Ironbridge Gorge. See <https://www.ironbridge.org.uk/learning/museum-collections/> for further information.
- **Portable Antiquities Scheme:** The Portable Antiquities Scheme (PAS) is a voluntary recording scheme, recording many thousands of archaeological objects found by the public each year. The scheme website makes available detail of many thousands of finds recorded for the county at <https://finds.org.uk/> and local information can be found here: <https://finds.org.uk/counties/shropshire/>

Appendix 2: Understanding a HER monument record

Each HER monument record is compiled from a range of sources; whether you are looking at a record online, or as a database extract, the following information will be included:

HER Number (PRN): A five digit reference number, to be quoted in all correspondence. It is how we organise all our digital and paper resources.

Protected status: Linked designated assets will be identified in the record. For Listed Buildings and Registered Parks and Gardens, this will include a Grade. All designated assets will be identified with their NHLE reference number.

Monument Type: A standard monument type and date range. Recorded in line with the Historic England Thesaurus of Monument Types¹⁰, to allow thematic and cross-boundary searching.

Civil Parish and National Grid Reference information.

Related interventions/events: A record of associated episodes of investigation of the site, ranging from desk-based analysis, to excavation.

Description: Text in the description is separated into sections/paragraphs indicating where certain pieces of information have been extracted/summarised from. These are linked to the list of sources below with numbers in brackets.

Sources: A bibliography of all sources used in the compilation of the record, together with page references where relevant. Where particular pieces of text are summarised in the description, the number of the source can be used to identify the link.

Please note, the vast majority of these sources are held in the HER – please contact us to consult the original.

⁹ See their Collection Policy at <https://shropshire.gov.uk/media/7127/collections-policy-2017-2020.pdf>

¹⁰http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=1&thes_name=FISH%20Thesaurus%20of%20Monument%20Types

Data access and charging policy



The guidance below provides a clear statement on how to obtain information from the HER, the procedure and charges associated with commercial requests, and how information should be reported back to the HER.

Access to the HER

*The HER can be accessed **in person, by phone, post or by email.***

Shropshire Council Historic Environment Record Email: her@shropshire.gov.uk Tel: 01743 25 4619 Shropshire HER, Shrewsbury Library, Castle Gates, Shrewsbury SY1 2AS	
HER Opening Times Monday – Thursday: 9:30am – 5pm Friday: 9:30am – 4pm By prior appointment only.	Services available at the HER offices: <ul style="list-style-type: none">• A desk at which visitors can work• Access to photocopying facilities• Access to the HER's reference collection of hard-copy maps/photographs/aerial photographs/reference works/journals/reports• Expert supervision and guidance.

Visiting

By visiting the HER in person, you have the most direct access to assistance and resources. The HER is based in our offices at Shrewsbury Library, Castle Gates, Shrewsbury. An appointment is essential. Please email her@shropshire.gov.uk or tel: 01743 25 4619 to arrange this.

By phone, post or email

If you can't visit in person, you can ask us to search the system on your behalf. You can contact us by phone, post or email. We can then send you the results of the search as hard copy or in electronic format.

When you make an enquiry, you'll usually need to say 'where, what and why' with respect to your enquiry.

- what location or area are you interested in (national grid references are a great help!)?
- what type or type(s) of information are you interested in?
- why do you want the information?

Knowing why will help HER staff pitch their response to your specific needs, and also helps to protect the county's archaeology and historic buildings.

Please always include a phone number or email address in case anything needs to be clarified.

Over the internet

The HER is one of the partners in a website called *Discovering Shropshire's History (DSH)*, alongside Shropshire Archives, the Museums Service and a range of local history groups. You can search and access records via a [map based search](#), or using [advanced search parameters](#).

In addition, monument records are searchable on [Heritage Gateway](#), alongside other local and national heritage records.

Please note: Our online records are supplied for information purposes only, and are not suitable for commercial, planning or land management purposes (see below). They are updated quarterly/biannually, with information on some sites withheld from publication. The HER holds an extensive archive of material which has not been digitised. For commercial purposes, please contact the HER directly to arrange for a full search to be undertaken (see below).

Alternative formats

If you or someone you know requires the results of an HER search in large print, Braille or an alternative language, this can be arranged through the council's Sensory Impairment Team. Please contact the HER Officer in the first instance to discuss.

Freedom of Information Act 2000

The provision of all information from the HER complies with the Freedom of Information Act 2000 (as amended). In line with corporate policy, if requests are submitted under the FOI Act 2000, they are redirected to the Information Governance Team - information.request@shropshire.gov.uk

See <http://www.shropshire.gov.uk/access-to-information/>

Commercial Enquiries

The National Planning Policy Framework (NPPF) paragraph 187 states that local planning authorities should maintain or have access to a historic environment record. This should contain up-to-date evidence about the historic environment in their area and be used to: a) assess the significance of heritage assets and the contribution they make to their environment; and b) predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future...

...The NPPF explains the information a planning applicant should provide to allow a local authority to decide on a planning application. It states that “as a minimum the relevant Historic Environment Record should have been consulted”. The NPPF also covers the responsibility of the local planning authority to make historic environment data acquired as part of the planning process publicly accessible, noting “copies of evidence should be deposited within the relevant Historic Environment Record”.

THE GUIDE TO HISTORIC ENVIRONMENT RECORDS (HERs) IN ENGLAND, PREPARED BY HISTORIC ENGLAND, AND THE ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS (2019). HISTORIC ENGLAND GUIDANCE NOTE 266, P.1 AND 5

<https://historicengland.org.uk/images-books/publications/guide-to-historic-environment-records-england/>

Section 16 of the NPPF outlines the requirements for preparing a heritage statement that describes the significance of any (designated and non-designated) heritage assets to be affected by development proposals, and assesses impact upon them in a manner proportionate to their significance:

*“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant **Historic Environment Record** should have been consulted and the heritage assets assessed using appropriate expertise where necessary.”*

National Planning Policy Framework – paragraph 189¹¹.

The failure to include adequate information in a heritage assessment can lead to delays/requests for clarification in the planning process. Planning agents, architects, historic building consultants and archaeological consultants should request a commercial HER search appropriate to their requirements.

A search fee is normally payable where the enquiry is for **commercial or profit-making purposes**. The fee is to cover staff time and will vary according to the nature of the enquiry. **For most other users, such as members of the public and students carrying out personal research, there is no search fee** unless the enquiry is particularly complicated or time consuming to deal with. In such cases any charge will be agreed before the work is carried out.

It is still possible to visit us to collate HER information for commercial purposes. We don't usually charge for this as long as it doesn't tie up large amounts of staff time. **You will be allocated an Information Request number when you come in –please quote this in your report.**

HER information is only valid, for a given area, for a maximum period of 6 months. After this period the HER information becomes invalid. Enquirers should be aware that HER enhancement projects are continually adding to the number of already known and recorded archaeological sites and buildings of historic interest.

Prior to contacting the HER, it is advisable to contact the relevant Conservation Officer or Archaeological Advisor within the Historic Environment Team (see <https://shropshire.gov.uk/environment/historic-environment/meet-the-historic-environment-team/>) to ensure that the data you are requesting is suitable for your assessment purposes.

¹¹ See also Historic England’s *Managing Significance in Decision-Taking in the Historic Environment* (GPA2) pp.7-10 <https://historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/gpa2/>

- **Single site search**

A single site search is only available when requesting material related to an **individual built heritage asset recorded in the HER**. It is suitable for preparing a heritage impact assessment/statement of significance in line with a householder application, for example. Information available will vary widely on the basis of what is held in the HER but will typically include – digitised photographic material, original record cards, supply of 2nd edition Ordnance Survey map (if appropriate) and advice concerning any previous photographic/survey records.

The standard fee for the time taken to compile these search results will be **£50+VAT**. In the case of no information being available, typically, no charge will be made.

For all other commercial requests, please see below.

- **Standard HER search**

A full HER search, providing information on Monument (heritage asset) and Event (historic environment investigation) database records, within a radius of a site, together with mapping, suitable for the compilation of full heritage assessments, desk-based assessments and as the background to archaeological fieldwork.

An invoice for **£100+VAT** will be raised for each hour or part thereof to compile these search results. Standard turn-around time: 7 working days.

- **Priority HER search**

When available, we can expedite the results of an HER search for an enhanced fee.

An invoice for **£200+VAT** will be raised for each hour or part thereof to compile these search results. Standard turn-around time: 2 working days.

- **Bespoke HER search**

For large scale search requests, commercial thematic search requests etc., please contact us for a bespoke quote.

Commissioning an HER search

Step 1: Contact the HER to request a commercial search

Our preferred method of contact for an HER search is by email (her@shropshire.gov.uk). There is no form to send, but please ensure that you include:

- Clear details of the area to be searched. This may be a radius around a central NGR, a buffer around a development area, or supplied as a .shp/.dxf file. **It is the responsibility of the contractor to ensure that the search area requested is appropriate to the purpose of the request.** The HER can provide outline guidance to assist with this process.
- The purpose of the search request (e.g. heritage statement, background to archaeological fieldwork etc.).
- What information you require. Our 'standard' supply is Monument and Event data (database records and mapping), but we can also supply HLC data (as mapping only).
- The formats you require search results in (records are supplied in .pdf format as standard with mapping supplied as GIS .shp files or .pdf maps).
- The timetable for the return of the search results (see below).

Step 2: The HER provides a quote for the search

The HER officer will provide a quote for the amount of staff time required to fulfil the search request. The vast majority of requests can be dealt with inside an hour.

At this stage you will be supplied with an Information Request Number (IRxxxx) which you should **quote in all correspondence**. If you are requesting GIS data, we will also issue a data sharing agreement which licenses the supply of this data – this should be signed and returned electronically.

We will clearly indicate when data will be supplied.

Step 3: The HER will issue all search data within the agreed timescale

We will supply you with database records, and mapping data in the format requested. Mapping will be supplied as either GIS .shp files, supplied subject to the data sharing agreement, or as a .pdf map.

We will also advise on the nature of sources held by the HER, which will be available for consultation by appointment in the HER office. All follow-up visits will not incur additional fees, as long as they don't tie up large amounts of staff time.

Step 4: We will issue an invoice for the agreed amount

Please provide us with full invoicing address, including a purchase order number if appropriate.

Historic Environment Consultations under Environmental Impact Assessment (Agriculture) Regulations

Our charging policy for Environmental Screening Report (ESR) Historic Environment Consultations in relation to the Environmental Impact Assessment (Agriculture) Regulations 2017 is changing.

This will now be in line with our Standard HER search of £100+VAT for each hour or part thereof to provide a consultation response.

This will comprise a HER search, providing information on designated and non-designated heritage assets (archaeological structures, features or deposits and historic buildings) that may be directly or indirectly affected by the project, together with a HER Advice Map where appropriate. Where possible, the consultation response will include an opinion on the level of significance of any features present, and the impact the project will have upon them.

This charge will apply to consultation responses with nil returns.

These changes will take effect on the 1st April 2020.

Historic Environment Consultations provided under Countryside Stewardship

Nationally agreed charges apply for providing historic environment information and advice for Countryside Stewardship applications, and this is administered separately through the Rural Payments Agency.



Reporting to the HER

The HER, as a continuously expanding resource, accepts a wide range of contributions on features of archaeological or historic interest in the county.

Contributions from personal research or local history/archaeological groups are particularly welcomed. Submitting your data and research to the HER helps improve collective knowledge of Shropshire's historic environment and allows the data to be incorporated into the overall historical and archaeological record. This is especially useful to aid further research, highlight ongoing work or have your findings included in the planning process.

Reports from personal and group research can be submitted by email to her@shropshire.gov.uk, with hard copies accepted to the HER at Shirehall. Digital reports are ideally submitted in PDF format, with photographs supplied as .jpg or .tiff.

Commercial reports (generated by the planning process)

Reports generated through the planning process will need to be submitted via the usual channels to satisfy the requirements of the National Planning Policy Framework (NPPF).

All reports should meet the appropriate standards (as, for instance, set out by the Chartered Institute for Archaeologists (CIfA)¹² or Historic England¹³), and meet with the requirements of the project design or brief.

Once a report has been approved by the appropriate member of the Historic Environment Team, it should be submitted to the HER. All reports submitted should contain the IR number of the HER search request, and the planning reference to which the work pertains.

- For all desk-based reports only (heritage statements or desk-based assessments), only a digital copy of the report is required (as .pdf/a).
- For all other reports we require submission of **one hard copy** (sent to the HER at Shirehall) and **one digital copy** (sent to her@shropshire.gov.uk).

For building recording, in addition to the report, we require the submission of high quality .tiff or .jpg files on DVD ([∞ see our digital preservation policy](#)).

Shropshire HER participates in the OASIS Project (<http://www.oasis.ac.uk>) providing on-line access to archaeological grey literature reports. You are strongly encouraged to upload your work to the [ADS](#) via [OASIS](#). Doing so will secure digital preservation of the fieldwork report and increase access to your organisation's grey literature.

¹² See <https://www.archaeologists.net/codes/cifa>

¹³ E.g. <https://content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings.pdf/>

Conditions of Use

Shropshire Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Shropshire HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.

An **HER can never be a definitive record**, and the scope of the information that it contains will vary according to the area covered, the extent of the archaeological research undertaken, and the character of the local historic environment (Chartered Institute for Archaeologists, 2014, Standard and Guidance for Archaeological Advice by Historic Environment Services¹⁴, 1.26).

Conversely, not all HER records automatically represent heritage assets, only those which can be defined as having significance in relation to the heritage values outlined by English Heritage in Conservation Principles: -

<https://historicengland.org.uk/advice/constructive-conservation/conservationprinciples/>

Guidance for Users

1. Shropshire HER is the copyright of Shropshire Council.
2. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
3. Users are requested to inform, and to make their research available to the HER where new archaeological sites or data are discovered as a result of their work.
4. Users are requested to make appropriate acknowledgement of Shropshire HER in any publication or report which has made use of its data.
5. While efforts have been made to verify the data held in the HER, Shropshire Council cannot accept responsibility for the accuracy of any particular data and its source.
6. Shropshire Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.
7. Shropshire Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.
8. Access to all or part of the information requested may be refused in certain circumstances.
9. Information may not be disclosed if:
 - (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
 - (b) it relates to confidential, internal communications of Shropshire Council
 - (c) it is contained in a document or other record which is still in the course of completion
10. Information will not be disclosed if:
 - (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
 - (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates
11. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.
12. Every endeavour is made to respond to enquiries within **10** working days.

Complaints procedure

If you have any complaint about the service you have received please contact her@shropshire.gov.uk.

Details of the council's corporate complaints procedure can be found at <https://www.shropshire.gov.uk/feedback/corporate-complaints/>

¹⁴ https://www.archaeologists.net/sites/default/files/CIfAS&GArchadvice_2.pdf

Digital Preservation Policy



Shropshire HER is **not** an accredited digital archive, and our preference for the long-term storage of primary digital material will always be deposition with an accredited digital archive, such as the [Archaeological Data Service \(ADS\)](#).

Extensive digital archives (e.g. from 3D scanning, LiDAR surveys, photogrammetry) should **not** be submitted to the HER, but summary formats/reports should be deposited.

The guidance below has been prepared as an interim measure, given that a significant amount of both 'born digital' and digitised content forms part of the HER holdings, and will continue to be collected going forward.

The following has been prepared in accordance with the ADS' Advice and Guidance¹⁵ and Shropshire Archives' Interim Digital Preservation Policy (2015)¹⁶.

All digital files are managed through a digital asset management system, which is linked directly to the HER database. This currently provides file, data and metadata management with regards to over 45,000 digital assets. The origin of these digital records varies widely – it includes both reports in pdf/a format and tiff and jpg digital image files, with both born digital material and material digitised from hard-copy.

Digital image files

The accessioning and storage of digital images will vary with regards to the requirements of particular projects (e.g. the Historic England funded aerial survey project), so the statement below represents guidance only.

For all building recording projects, Historic England's advice contains detail on the use of digital cameras in historic building recording (Understanding Historic Buildings: A guide to good recording practice, pp.17-18¹⁷).

The digital image archive should be submitted to the HER on DVD. The ideal format is uncompressed .tiff files (although in certain cases compressed .tiff or .jpg files may be suitable). These files should contain sufficient metadata concerning the author, camera make/model used and, for digital SLR photographs, include information concerning the lense and camera settings. The standard metadata models are EXIF/ITPC which will be enabled on any modern digital camera.

Once received by the HER, we will archive the DVD within our collections so that the full archive remains publicly accessible. The tiff files will be resized and converted to jpg for storage on Shropshire Council servers, for inclusion in the HER database. All original copyright permissions will be respected.

- See http://guides.archaeologydataservice.ac.uk/g2gp/RasterImg_2 for more information.

Digital document files

All reports submitted to the HER should be supplied in pdf/a format. This format, a subset of Adobe Acrobat Portable Document Format (pdf) is aimed at providing an open standard for long term archiving. It strips special formatting from the original .pdf file.

Submission in Microsoft Office Word formats is not considered acceptable for archiving purposes, as it represents a proprietary format. More recent versions of Microsoft Office are able to produce .pdf/a files natively.

- See http://guides.archaeologydataservice.ac.uk/g2gp/TextDocs_2 for more information.

For further information, please contact the HER directly prior to submission.

¹⁵ <https://archaeologydataservice.ac.uk/advice.xhtml>

¹⁶ <https://www.shropshirearchives.org.uk/wp-content/uploads/2016/11/Digital-Preservation-Policy.pdf>

¹⁷ <https://content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings.pdf/>

Outline Outreach and Volunteer policy



The HER aims to be proactive in its outreach programme, in line with our [information services policy](#), to identify potential new users and to seek out and overcome any barriers that may exist to using the record.

Routine work of the HER

Our routine work fundamentally is to widen access to, and contributions to our records from a wide range of volunteers, working both on-site and remotely, members of local groups and societies, and individual and academic researchers, both within Shropshire and from further afield.

Early engagement with these audiences is a vital part of this process. Sufficient time will be allocated within the HER Officer's work schedule to pursue engagement with, and to follow up enquiries promptly to ensure the maintenance of good relationships with these groups.

Opportunities will, as capacity allows, be taken to attend local history fairs, public events, talks to societies and facilitate office visits to demonstrate the range of material held within the HER, and how it can be used with regards to the understanding of historic environment features. Close liaison will also be undertaken with colleagues in Shropshire Archives and Museums, who undertake routine engagement with a wide range of stakeholders, local heritage societies and interested individuals.

A key aspect of delivery of our **outreach programme** is through our online presence, particularly on *Discovering Shropshire's History*. This website provides cross-searching across resources from the HER, Shropshire Archives and Museums, and provides a platform for access to the HER records and interpretative resources. We will continue to update this resource on a quarterly basis.

The HER offers a limited number of **work experience placements** every year, mostly in the Summer holidays. These are offered to Y10 and upward school and college students, and to Undergraduate and Postgraduate students. All placements are carried out in accordance with Shropshire Council policy: <http://staff.shropshire.gov.uk/how-do-i/hrpayroll/how-do-i-handle-requests-for-work-experience-placements/>. A work experience registration form is supplied to ensure that work experience placements are appropriate to the experience and aptitudes of the placement holder, and can be tailored to their interests.

Volunteers make a substantial contribution to our record enhancement, and asset identification programme; this contribution is fully recognised as an integral part of HER service delivery. Volunteer projects will be designed to enhance existing HER service provision, and will not include undertaking 'core' HER activity. The HER undertakes to support the work of all volunteers, both on-site volunteers and remote volunteers, to ensure they have the resources they need to complete their work in an efficient and safe manner.

All work produced by volunteers is quality assured by the HER Officer to ensure compliance with service needs and national and local guidelines for data compilation.

Shropshire Council's voluntary workers procedure¹⁸ will be followed in our recruitment of, support for and duty of care to volunteers. We will be developing a full volunteer policy within the next year.

Special projects

The HER, where capacity allows, contributes to partnership projects which seek to engage volunteers in the identification, recording, interpretation and enjoyment of the historic environment of Shropshire. Priority will be given to projects which directly involve the creation of data for the HER, and which work with the HER to ensure expedient data entry.

We may be able to offer some limited input into the design of products from community heritage research projects to ensure compliance with national and local data standards. Any work above and beyond this core work will need to be separately funded, ideally as part of a ring-fenced part of project funding for externally funded projects.

¹⁸ <http://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/voluntary-workers-procedure/>