

HER21: Heritage Asset Information Management in Kent

SHAPE Sub-Programme 41161.110 Product P17: Project Report

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Version 1.0

This report forms product P17 as identified in the project design for the project 'HER21 Heritage Asset Information Management in Kent'. The product was identified in the project design thus:

Product number: P17

Product title: Project Report

Purpose of the product: to describe and evaluate the entire project, review against project design, lessons learned

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1 Background

Heritage Protection Bill

In April 2008 the government published a draft Heritage Protection Bill, based on an earlier white paper. The Bill reflected developing attitudes to heritage curation as they had evolved over the preceding several years. The main overall objective of the proposed legislation was to unify and simplify the heritage protection system. The strategy developed to address this goal placed Historic Environment Records (HERs) at the heart of the new approach.

A summary of the draft Bill can be presented as follows:

Part 1 of the Bill provided for a single Heritage Register of heritage assets. The Register comprised heritage assets (drawn primarily from the Scheduled Monument and Listed Buildings registers), in four categories – heritage structures, heritage open spaces, world heritage sites and marine heritage sites. English Heritage was to be responsible for designating such assets and maintaining the Register. The effect of this part of the legislation was to unify and simplify the approach to protected sites but also to considerably broaden the definition of protected assets by, for example, including archaeological sites that do not include structures.

The first part of the Bill also included provisions for the management of heritage assets including designation, record-keeping and consultation.

Part 2 of the Bill outlined the system of consents that would be used on registered assets (Heritage Asset Consent), including the mechanism for obtaining these and penalties for not doing so. It also discussed exemptions from the HAC system (eg the ecclesiastical consent).

Part 3 of the Bill introduced management agreements called 'Heritage Partnership Agreements'. These are designed to remove the need for repeated HAC consents at a site and to provide for long term management. This part of the Bill also required the interests of registered heritage structures and open spaces to be taken into account during the planning process, controlled the use of metal detectors on registered assets and provided for compulsory purchase and enforcement notices.

Part 4 of the Bill concerned marine heritage assets and the obtaining of licenses for otherwise prohibited activities.

Part 5 of the Bill concerned Historic Environment Records and obliged local planning authorities to maintain or have access to an HER. The Bill provided an outline definition of an HER as containing information on any registered or registrable heritage asset, information on how heritage has contributed to local character or any other asset of archaeological significance and details of past archaeological or other investigations. The Bill also specified the publication of HER information and required local planning authorities to publish guidance on how it would define 'special local interest' for registrable assets.

Part 6 of the Bill provides for powers of entry to sites for local authorities.

The Bill would probably not have caused particular difficulties for HERs inasmuch as it concerned designated assets and only required HERs to be repositories of information concerning those assets. It would have required HERs to modify their recording practices and publish the information more widely and perhaps process

information on designated assets in more timely and accurate fashion. The main benefit to HERs was, of course, the promise of statutory status.

For reasons largely unrelated to the draft Bill itself the Bill did not appear in the December 2008 Queen's Speech. It is unknown whether it will ever re-appear although it does have cross-party support.

PPS 5

Although the Heritage Protection Bill has not so far progressed, the policy contained within it very much reflects current government thinking on UK heritage curation. It had been intended to complement the Bill (which considered designated assets) with revisions to PPG 15 and PPG 16 (which concerned non-designated historic buildings and archaeological sites). This process of revision was not itself hindered by the absence of the new legislation and so during 2008 and 2009 a single new Planning Policy Statement was drawn up to replace PPG 15 and PPG 16. Following a consultation and revision process, in March 2010 the new policy, PPS 5, was published.

There a number of clauses in the new PPS that have particular consequences for historic environment records:

Policy HE2. Evidence base for plan-making

HE2.1 Regional and local planning authorities should ensure that they have evidence about the historic environment, and heritage assets in their area and that this is publicly documented. The level of detail of the evidence should be proportionate and sufficient to inform adequately the plan-making.

HE2.2 Local planning authorities should either maintain or have access to a historic environment record.

HE2.3 Local planning authorities should use the evidence to assess the type, numbers, distribution, significance and condition of heritage assets and the contribution that they make to their environment now and in the future. It should also be used to help predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future.

Policy HE6. Information requirements for applications for consent affecting heritage assets

HE6.1 Local planning authorities should require an applicant to provide a description of the significance of the heritage assets affected and the contribution of their setting to that significance. The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the application's impact. Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.

HE7. Policy principles guiding the determination of applications for consent relating to all heritage assets.

HE7.1 In decision-making local planning authorities should seek to identify and assess the particular significance of any element of the historic environment that may be affected by the relevant proposal (including by development affecting the setting of a heritage asset) taking account of:

- (i) evidence provided with the application*
- (ii) any designation records*
- (iii) the historic environment record and similar sources of information*
- (iv) the heritage assets themselves*
- (v) the outcome of the usual consultations with interested parties; and*
- (vi) where appropriate and when the need to understand the significance of the heritage asset demands it, expert advice (from in-house experts, experts available through agreement with other authorities, or consultants, and complemented as appropriate by advice from heritage amenity societies).*

HE12. Policy principles guiding the recording of information related to heritage assets.

HE12.2 The process of investigating the significance of the historic environment, as part of plan-making or development management, should add to the evidence base for future planning and further the understanding of our past. Local planning authorities should make this information publicly available, including through the relevant historic environment record.

HE12.3 Where the loss of the whole or a material part of a heritage asset's significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate. The extent of the requirement should be proportionate to the nature and level of the asset's significance. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record. Local planning authorities should require any archive generated to be deposited with a local museum or other public depository willing to receive it. Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured.

In summary:

- Local planning authorities are required to maintain or have access to a historic environment record
- Local planning authorities should use the HER to assess the heritage assets and the contribution that they may make to their environment now and in the future
- The HER should also be used to help predict the likelihood of unidentified heritage assets
- Applicants will have to consult HERs 'as a minimum' in order to describe the significance of heritage assets affected by their applications.
- Local planning authorities should make information related to the process of investigating the significance of the historic environment publicly available, including through the relevant historic environment record.
- Where the loss of the whole or a material part of a heritage asset's significance is justified, local planning authorities should require the developer

to record and advance understanding of the significance of the heritage asset before it is lost. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record.

Issues for HERs in complying with PPS 5

The new PPS depends on HERs being ready and able to support the new policy. This does, however, cause problems. HERs (then termed Sites and Monuments Records) developed primarily during the 1960s and 1970s as databases of archaeological information. With PPS 5, however, they are required to become much more holistic, serving aspects of the historic environment such as historic buildings and landscapes as successfully as they have previously served archaeological aspects. This earlier focus on archaeological sites, rather than the wider historic environment, has caused structural weaknesses in many HERs. In Kent, for example, prior to the supply of digital listed building information in 2005, the HER only contained 2,500 of the county's 17,000 listed buildings and very few historic but unlisted buildings. Even today the information held on most listed buildings is just the listing text itself. Very little of the information gained by Conservation Officers through their casework has been included.

A consequence of the archaeological origin of the Kent HER has been irregular communication between the HER and Conservation Officers. This is primarily because both have operated in their own environments and have not needed to access or update their information resources based on each other's work. There has also been very inconsistent use of data standards with the HER adopting the MIDAS Heritage data standard while the Conservation Officers have largely not done so. Recently this position has improved and a working group has been established between Kent County Council Heritage Conservation and the Kent Conservation Officers Group to develop a common approach to building recording in the county. This projects aims to build on this relationship to achieve greater consistency of approach within Kent.

Kent also has more than 40 local history and archaeology societies, several of which gather heritage information for their own research purposes. In particular the Kent Historic Buildings Committee, co-ordinated by the Kent Archaeological Society, has been gathering information on historic buildings in Kent for many years, much of which is not yet included in the HER. For the HER to play its full role in providing comprehensive information to the community it must take full account of these additional information resources. It must provide a method by which local societies can gather information in a form that is appropriate to the needs of an HER and meets appropriate data standards.

It has therefore become apparent that in order to make the Kent HER compliant with PPS 5 a number of improvements are necessary:

- Enhance the HER with relevant historic buildings datasets so that the HER is more representative of the wider historic environment
- Improve the relationships with District Conservation Officers so that data quality and reliability is improved and agree a method by which data can be gathered to a standard that is appropriate for the needs of all.
- Improve the relationship with local history and archaeology societies, and other relevant groups, so that they can contribute more effectively to the HER than they have been able to do in the past, and so that the HER can supply them with information that is more relevant to their own research interests.

2 Aims and objectives

This project had three aims:

- to more fully understand the heritage information needs of Conservation Officers and community stakeholders, how information is gathered, the uses to which it is put and the data and quality standards applied
- to establish the relevance of this information for the HER and identify ways that the HER can help guide the process
- to develop a series of protocols for the recording, maintenance and dissemination of historic environment data between the HER, District Conservation Officers and local community groups, in particular local history and archaeology societies. These protocols, and the methodology that produced them, should be replicable by other HERs seeking to better organise their own arrangements. The protocols should also be underpinned where appropriate by professional data standards such as MIDAS heritage.

The achievement of these aims will transform the management of heritage information in Kent from a situation where similar types of data are collected by different organisations at variable standards and inconsistently maintained and shared, to one where information is collected, maintained and shared using agreed standards and procedures, tailored to the needs of the customer.

To address these aims, the project had several core objectives:

1. To develop a shared understanding of the information needs of the HER, Conservation Officers in Kent and of community groups gathering heritage information. To identify how this information should relate to the Kent HER and how it can be gathered, maintained and shared to appropriate standards of quality, reliability and access
2. Based on this understanding, to develop a set of agreed protocols that will ensure:
 - 2a The controlled capture of information concerning both designated and undesignated heritage assets and its dissemination to interested parties in Kent (the HER, local planning authorities, interested community groups, the public). This information must be captured in ways that comply with the MIDAS Heritage data standard.
 - 2b The timely and accurate exchange of updated information concerning designated heritage assets between the HER and English Heritage and between the HER, Conservation Officers and other stakeholders.
 - 2c Periodic review and checking of such datasets to ensure accuracy and reliability with appropriate feedback mechanisms to process errors
 - 2d The supply from Conservation Officers to the HER of information needed to augment the building records in the HER with additional information deriving from casework. This information must also be captured in ways that comply with the MIDAS Heritage data standard
 - 2e An agreed approach for reporting and correcting of errors or omissions in the HER
 - 2f The supply of information from the HER to customers in formats appropriate to their needs
 - 2g Agreement between HERs and local planning authorities on the information requirements of Heritage Statements (policy HE6.1)
 - 2h A forum for the exchange of information and views concerning the Kent HER and its services such that local planning authorities and relevant community groups share fully in the development of the service

3. to test these protocols by the incorporation into the HER of case-study information in the form of a sample of the list of buildings of historic character maintained by Gravesham Borough Council, the Maidstone Borough Council Local List for central Maidstone (following appropriate validation), and data from the Kent Historic Building Index, compiled by the Kent Archaeological Society and maintained by the CPRE.
4. To disseminate the protocols and the method through the HER community to help other HERs who may be addressing similar issues

The approach adopted in Kent can act as a template that can be replicated elsewhere. Despite the widely varying approaches to planning in different parts of England, and the range of local planning relationships, the issues facing Kent are common and many HERs will benefit from the lessons learned here. Following the conclusion of the project, therefore, we will disseminate the protocols, the methodology, the case-studies and the project report as widely as possible via the HERForum email distribution list and will offer to present the results at an HER Forum. We will also disseminate the results to the Conservation Officer community by similar methods including notification to county, regional and national forums.

3 Project team

The project team was created to provide a range of perspectives and experiences, both from the professional and the non-professional sectors.

Role	Name	Organisation	Responsibilities
Project Executive	Lis Dyson	Kent County Council Heritage Conservation Manager & County Archaeologist	Initiator of project, quality assurance work, provision of heritage advice
Project Manager	Paul Cuming (PC)	Kent County Council Historic Environment Record Manager	Preparation of project design Research Analysis of data; work on protocols; Interface with related projects
Project Specialist	Ben Croxford (BC)	Kent County Council Historic Environment Record Officer	Data work; provision of technical HER advice
Project Specialist	Gerrard Shaw (GS)	Gravesham Borough Council Conservation Officer	Provision of advice and Conservation Officer perspective; data validation; work on protocols
Project Specialist	Richard Hart (RH)	Gravesham Borough Council Senior Planning Officer	Provision of planning perspective; data validation; work on protocols
Project Specialist	Michelle Sadlier (MS)	Maidstone Borough Council	Provision of advice and Conservation Officer perspective;

		Conservation Officer	data validation; work on protocols
Project Specialist	Mike Parkinson (MP)	Maidstone Borough Council Conservation Officer	Provision of advice and Conservation Officer perspective; data validation; work on protocols
Project Specialist	Graham Horner (GH)	Volunteer, Council for the Protection of Rural England//Kent Archaeological Society	Data supply, Provision of advice and community group perspective
Project Specialist	Hilary Newport (HN)	Director, Council for the Protection of Rural England (Kent)	Provision of advice and community group perspective

In practice the role of Hilary Newport was carried out by Graham Horner who represents the CPRE on heritage matters.

4 Method

The objectives of the project were delivered in four phases:

Phase 1 Assessment of Kent historic environment information needs

The first phase of the project involved identifying the information needs of the different parties who gather and maintaining historic environment data in Kent. This phase was designed to produce a clear understanding of what information is gathered, by whom, why and to what purpose it is put

Stage 1.1 A ‘call for datasets’ was issued throughout the Kent heritage community. This was achieved by writing to every local history and archaeology society. We also placed an article in the Kent Archaeology Society newsletter. We advertised the project to all stakeholders, whether professional or amateur, and asked any who may be gathering historic environment information to contact us. 13 responses were received, mostly related to groups carrying out surveys of graveyards or local historic buildings. Based on the responses we created an index of known heritage datasets in Kent. This will not be maintained beyond the life of this project but it did provide a useful guide to the type of information being gathered.

Stage 1.2 A series of in-depth interviews were then held with the Conservation Officers and CPRE, plus some key stakeholders and community groups identified in 1.2. These were designed to understand and document their information needs and current practices in more detail. This was so that the team had a complete understanding of the heritage information needs of Kent before progressing to Phase 2. During the project we conducted interviews with 5 district councils and 3 stakeholder organisations (Campaign to Protect Rural England, High Weald AONB Unit, Trust for Thanet Archaeology).

The interviews were structured as follows:

- Each interviewee was sent a list of questions in advance so that they could prepare properly
- A 1 – 2 hr face to face interview was then conducted to address these questions but also to allow an opportunity to range into other related areas. This was found to be particularly important for the non-LPA stakeholders where the issues were more diverse and less predictable than for the LPA stakeholders.

The interviews themselves addressed the following areas:

- We established their aims and objectives for using heritage information – what do they need / want to achieve in their work?
- We established their current use of heritage information. What information do they use or create? What data standards do they employ?; how do they access it?; how well does it suit their needs?; what problems do they experience using existing datasets?; who do they disseminate information to and how? This included examining dissemination within the Project Team's own organisations as this has proved a particular problem in Kent.
- We discussed how HER information could be improved to help them in their work. In the case of Conservation Officers this identified those elements of their case work that needed to be included in the HER and where the 'boundaries' for such information need to be drawn.
- We discussed how their methods could be modified to more easily incorporate their data into the HER
- We discussed the flow of heritage information within Kent.
- We discussed training and documentation procedures. How can we help them acquire the skills needed to capture high quality information, how can we guide them in recording it to the MIDAS Heritage standard.

Phase 2 Production of the Protocols

Based on the understanding reached in Phase 1, the Project Team worked to develop a series of draft protocols that will guide the collection, maintenance and dissemination of historic environment data in Kent in the future.

Stage 2.1 The terms of reference were drawn up by the Project Team and circulated to other Conservation Officers and key stakeholders for consultation. This ensured that all the issues associated with the capture, maintenance and dissemination of HER and related information had been identified. The draft protocols were also presented at a meeting of the Kent Conservation Officers Group to ensure that all the districts had the opportunity to comment.

At this point we also carried out a promotion programme to advertise the project:

- The project was reported on the HERForum email distribution list
- The project was presented at an ALGAO PPS5 workshop in London
- The project was presented at an ALGAO SE HER regional meeting

In addition, to try to make links with other HER21 projects we met the East Sussex County Archaeologist to discuss both our projects. Later in the project we joined the East Sussex team for a workshop to try to help their project. To reciprocate we gave them a copy of our draft protocols and they provided some comments. At this time we also had a conversation with Mike Middleton of the RCHAMS.

Stage 2.2 A series of draft protocols were drawn up by the Project Team working together.

At this point a variation was introduced into the project. It had originally been intended that one of the protocols that would be produced (protocol C) would provide Kent-wide guidance on heritage statements. It was hoped that this guidance would simplify the approach and introduce a common standard across Kent.

As the work progressed, however, we realised that the heritage statements issue was far more complex than originally envisaged. This was for various reasons:

- No consistent approach exists in Kent at the moment or indeed anything like it. We would therefore be starting from scratch
- Some conservation officers are regularly involved in validation whilst others are not involved at all. This suggested that to implement a proposal we would need to negotiate with the planning managers at each LPA rather than just the conservation officers themselves
- The government guidance on validation (where heritage statements enter the planning process) is particularly difficult. It says that the information provided by applicants should be good and appropriate but at the same time says that validation cannot be withheld if it is inadequate. This makes it very difficult to implement any guidance we might produce.
- The Localism Bill (December 2010) was thought likely to affect validation and other aspects of pre-application enquiry. We could not realistically start our work until after the Bill was published and in the event it was repeatedly delayed until we were not left with enough time to complete the protocol.

We therefore approached English Heritage to see if we might modify the project design with regard to the protocol on heritage statements. We proposed that rather than rush this work to an unsatisfactory conclusion we work on it properly and accept that it would not be finished by the end of the project. English Heritage agreed with this. Progress on this protocol is therefore reported in section 5 below.

Stage 2.3 When agreed by the Project Team, the draft protocols were disseminated to Conservation Officers and community groups for consultation. A report was produced based on their comments.

Stage 2.4 The draft protocols were then amended based on the consultation responses to form the post-consultation protocols.

Phase 3 Case-study work

In Phase 3 samples of three existing datasets that relate to historic buildings were incorporated into the Kent HER as case-studies. This helped to test aspects of the protocols and refine further our understanding of the issues involved in capturing such information. These datasets comprised:

- Gravesham Borough Council's list of buildings of historic character. This dataset has not been formally adopted as a Local List by the Borough Council but is nonetheless used as a proxy for a Local List by planners. It includes 150 buildings that are not felt to be worthy of formal Listed Building status but do possess historic character that the Conservation Officers and planners seek to protect. Following recommendations from English Heritage based on the Project Proposal, only a sample of 30 buildings were incorporated into the HER in this project.
- Maidstone Borough Council's list of buildings of character. Like the Gravesham list, this comprises 150 buildings that, for the most part, are not felt worthy of formal Listing (although the Conservation Officers believe that

some may be). Following recommendations from English Heritage based on the Project Proposal, only a sample of 30 buildings were incorporated into the HER in this project

- The Kent Historic Buildings Index. This index was compiled by the Kent Archaeological Society in the 1970s and 1980s and includes 17,000 buildings. The majority of these are now Listed Buildings but over 5,000 buildings are unlisted but not yet on the HER. It was not practical within this project to incorporate all of these into the HER so only a sample of 100 of the unlisted buildings for Gravesham, Maidstone and Thanet were included at this time.

Stage 3.1 The three buildings datasets were sampled, and validated as far as possible, to check the existing information. Where necessary, the records were fleshed out with information provided by the Conservation Officers, the Kent Archaeological Society/CPRE and other community groups.

Stage 3.2 The validated information was then entered into the HER by HER staff and HER volunteers.

Stage 3.3 Based on the experience of 3.1 and 3.2 the protocols were reviewed to see if they need to be amended. The output of this action formed the final protocols – “Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent”

Phase 4 Reporting

Stage 4.1 The final protocols were disseminated widely to all Kent’s Districts and to Medway Council. They were also sent to the Kent Planning Officers Group (the highest level planning group in Kent) and we will seek to present the protocols to them at a meeting.

Stage 4.2 The protocols have also been made publicly available via the Kent County Council website and via an IDEA Community of Practice.

Stage 4.3 The protocols will also be promoted to relevant organisations in Kent, including all local archaeology societies and the Kent Archaeological Society, so that interested parties have a better understanding of historic environment information provision and management in Kent. This will include the Kent Archaeological Society newsletter where we will also explain that guidance is now available to help groups record and submit information about valued heritage assets and we will offer to support this with a presentation at the KAS 2011 AGM.. The protocols will also be disseminated via the HERForum email distribution list together with the report, including the Lessons Learned section. Opportunities will be sought for further dissemination to the HER community eg via meetings of the HER Forum.

Stage 4.4 This report on the project has been produced as a record for participating organisations. It includes a ‘Lessons Learned’ section so that others wishing to carry out a similar project can benefit from our experiences. It also assesses the value of the information gained, particularly in light of the developing planning context in the first year after the introduction of PPS 5.

5 The Protocols

The project has generated 5 completed protocols for the management of heritage asset information in Kent. The protocols are presented in full in Appendix I and so only a summary is presented here.

A Guidance to help local groups record information for easy incorporation in the HER

This protocol is designed for local history and archaeology societies, or individuals, who may be carrying out projects designed to capture information about Kent's past. It is focused on projects that gather systematic information about a number of sites (eg a survey of gravestones in a churchyard or historic buildings in a village) rather than projects that gather a large amount of data on a single site (for example an excavation). It provides guidance on how to obtain useful heritage information from the Kent Historic Environment Record (HER) and other sources, how to design recording systems so that the information gathered is more easily used by others and what additional sources of advice and technical support may be available. The protocol also includes an example MIDAS Heritage-compliant database for heritage asset recording. This is provided so that groups carrying out recording projects can design a database that is easily compatible with the HER and other heritage databases.

B Protocol for the management of heritage information in Kent

Protocol B represents an agreement for the gathering, management and sharing of historic environment data in Kent. It is primarily designed for local planning authorities and key stakeholders. It guides participating organisations as to where both designated and undesignated datasets can be obtained, how information can be shared so that all organisations use up to date information, how errors and additions are to be communicated and where additional guidance can be found. The protocol also reviews some principles of good data management and offers an annual service visit from HER staff so that issues and problems can be addressed and so that we can check that up to date datasets are being used.

C Guidance for the production of Heritage Statements

As mentioned above, the production of this protocol was modified with English Heritage's approval. Instead of rushing through a partial and inadequate protocol we have decided to work with the Kent Conservation Officers Group to produce a more meaningful protocol that will have a longer life-span. Discussions have been held within the Heritage conservation team at Kent County Council and between members of the team and the Planning Applications Unit at the County Council. It is currently proposed that we will set up a system as shown in the flow diagram in Appendix III.

The flow diagram demonstrates the approach that we intend to take for heritage statements. At present the flow diagram only covers archaeological and landscape heritage aspects. It does not include buildings conservation. This element will be included when we have discussed our proposed approach with the Kent Conservation Officers Group further,

The proposed approach has a number of key stages:

- The applicant will be told by the local planning authority whether a design and access statement is needed. If so the heritage statement will be included as part of this.
- If the application warrants a heritage statement on buildings conservation grounds then guidance on this will be offered to the applicant.
- Irrespective of whether this is needed the applicant will be directed to the Kent County Council website where a filter mechanism will be presented to identify those applications which need an archaeological component to their heritage statement. This filter mechanism will include factors such as whether or not the application falls in an Area of Archaeological Potential, whether it is more than 0.5 ha in area and whether it involves ground disturbance. If the filter suggests that an archaeological component to the heritage statement is

- needed then the website will also tell the applicant what information is needed by Kent County Council and what the charging regime is.
- The applicant then sends the needed information to Kent County Council heritage conservation.
 - The development control archaeologists appraise the application and send the applicant one of 5 responses that:
 - Summarises the impact and says that this can be dealt with by condition
 - Summarises the impact and says that more information will be needed pre-determination
 - Summarises the impact and says that no heritage statement is needed (no filter mechanism is likely to be 100% effective)
 - Summarises the impact and says that we will likely recommend refusal
 - Explains that it is impossible to assess the application and asks for more information
 - The applicant pays the charge for the information and includes the response in their heritage statement and submits it to the local planning authority.

We believe that this approach should provide the applicant with a simple way to obtain the information needed by the local planning authority. In the next few weeks we will consult the local planning authorities, both conservation officers and planners, to obtain their views.

D Guidance on how to produce local lists and other datasets to ensure compatibility with the HER

From time to time local planning authorities may wish to create lists of locally listed buildings. Local authorities or other stakeholders may similarly wish to identify other local heritage assets that need to be incorporated into the Historic Environment Record (HER). This document is designed to help local planning authorities and other stakeholders to create datasets that can be easily incorporated into the HER. It does not guide creators of datasets as to how to create data appropriate to their local policy needs (ie how to create local lists that are valid for planning purposes), only how to structure that data so that it can be imported into the HER.

E Guidance for supplying historic buildings information to the HER

The Kent HER maintains information describing Kent's historic buildings. This information needs to be kept up to date and reflect new discoveries. It needs to contain relevant supporting information on Sources and Events and depict historic buildings using meaningful GIS entities. It needs to point the user to where additional information can be obtained. This depends on close co-operation between local planning authority Conservation Officers and the Kent HER. This protocol describes how this is to be achieved. The difference between this protocol and protocol D is that protocol D is concerned with datasets about numerous sites (eg locally listed buildings) whereas protocol E is concerned with detailed information about single sites, for example information about the history of a building that emerges during the development itself.

F Protocol for a forum for Kent's heritage information management

This protocol describes arrangements for communicating information about heritage information within the Kent heritage community. It describes how the HER, local planning authorities, key stakeholders, local history and archaeology societies and others can access news, discuss issues and receive updates affecting the management of heritage information in Kent. This will be achieved by an email forum, attendance by the HER staff at key outreach events and by annual service visits that the HER team will offer to the local planning authorities.

6 Other project products

The key achievements of the project are the 5 protocols. During the project, however, a number of other products were produced that informed the development of the protocols. Although most of these are particular to Kent it is worth reviewing them so that others who may wish to carry out a similar project are aware of the major milestones along the way. All the products are listed in Appendix II with their full product descriptions and the products themselves are available on request.

Product 1 HER 21 Heritage Asset Information Management in Kent: Project Proposal

Product 2 HER21 Heritage Asset Information Management in Kent: Project Design

Product 3 Kent Historic Environment Data Register. This is a spreadsheet that summarises all the known heritage asset datasets in Kent. It was created following a survey of every local society and stakeholder organisation in the county.

Product 4 Interview questionnaire. This was used to interview key stakeholders, including local planning authorities, about their use of heritage asset information. It structured the interview around issues such as what do they need / want to achieve in their work?, their current use of heritage information; how HER information could be improved to help them in their work; how their methods could be modified to more easily incorporate their data into the HER; the flow of heritage information within Kent; training and documentation procedures.

Product 5 Stakeholder interview report and conclusions. A summary of the issues raised by the interviews.

Products 6 and 11 Project highlight reports

Product 7 Terms of Reference document for the protocols. This described the protocols that were to be produced and what they were designed to achieve.

Product 8 Draft Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent. These constituted the draft protocols that were sent out to consultation.

Product 9 Report on the consultation responses. We received responses from a number of organisations and individuals including the English Heritage Data Standards Unit. This product summarises those responses.

Product 10 Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent (post consultation). The protocols as amended by the consultation exercise.

Product 12 Validated local list datasets. The protocols were tested on three datasets of local historic buildings provided by Maidstone Borough Council, Gravesham Borough Council and the Campaign to Protect Rural England (Kent Historic Building Index). A certain amount of preparatory validation work was done on the buildings and metadata prepared.

Product 13 HER database enhanced with local list information. Following the validation work the Maidstone historic buildings (46) and a sample of the Kent

Historic Building Index (2,558) were imported or cross-referenced in the HER. The Gravesham buildings could not be imported yet and further validation work is expected to take place after the completion of the project. The Gravesham data was used to assess the difficulty of incorporating datasets of buildings information into the HER though and to test the protocols.

Product 14 Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent (final). Following the data import into the HER the protocols were again assessed to see if they needed any modification. In fact our assessment suggested that the issues raised by the import had been correctly identified in the protocols and appropriate advice given.

Product 15: not developed

Product 16 Web dissemination of the protocols. To provide a forum for detailed discussion of Heritage Asset Information and thereby allow users to help shape the management of heritage information in Kent, a Community of Practice is being set up on the IDEA website. This will also allow the protocols to be disseminated from a fixed location such that up to date versions are always available. The Community of Practice will be made available to all local planning authorities, stakeholder organisations, local groups and societies and any other non-commercial registered user of the website.

As soon as the Community is established (it is awaiting approval from the administrators) a web page will be included on the main Kent County Council website that describes the project, the protocols and the Community of Practice. Protocols A and F, however, will also be made directly available from the Kent County Council website as these are designed for all users in Kent and do not have the professional focus of the other protocols.

7 Budget and timetable

Year 2010/11

Role	Person	Pay point	Planned Days	Estimated Actual days	Cost	Total
Unit Staff						
Project Executive	LD	47	2	2.25	250	562.5
Project manager	PC	37	15.75	22.8	195	4446
Project specialist	BC	24	6	2.7	115	310.5
<i>Total salary costs</i>						5319
External specialists						
Project specialist	MP		3.5	1.1	320	352
Project specialist	MS		3.5	5.95	271	1612.45
Project specialist	GS		3.5	3.25	121	393.25
Project specialist	RH		2	2.6	115	299
Project specialist	HN		1.5	0	195	0
Project specialist	GH		0	1.5	0	0
<i>Total specialist fees</i>						2656.7
Non staff costs						
Travel costs/ expenses						150
<i>Total non-staff costs</i>						150
Overheads						
Unit overheads @ 25%				1102.81	1329.75	1329.75
External overheads @ 10%					301.45	301.45
VAT @ 17.5%						-
Gross total						9756.9

In the event the budget profile did not turn out exactly as planned although the overall cost of the project worked out more or less as predicted (the total budget in the project design was £9317.01). The main project officer PC actually spent more time than predicted on the project, as did the main project officer for Maidstone Borough Council MS. Other team members spent less time than envisaged as much of the communication was by email thus reducing the need for face to face meetings.

8 Lessons learned

There are a number of lessons that we have learned during the project and that others planning similar projects might take into consideration:

The most important lesson is that it is essential to 'build the coalition' for a project like this well in advance. For this project discussions with Conservation Officers, through the Kent Conservation Officers group, had taken place for several months before the funding application was submitted. This was very important as prior to this project neither the HER team nor the Conservation Officers had a very good idea of what use the other made of heritage information. We were therefore able to build relationships and a certain amount of understanding before the project began. If we had not done this then Phase 1 of the project would have taken much longer and greatly compressed the time available for writing the protocols. The means by which we formed these relationships in advance of the project included attending meetings of the Kent Conservation Officers Group and meeting with Conservation Officers to help prepare the application. The process also helped flesh out our understanding of planning issues. As HER staff, for example, we had not previously been much involved in planning application validation but thought that the Conservation Officers were. We also assumed that they had similar IT support and information management approaches to ourselves which also turned out not to be the case. We therefore had a set of assumptions about how the planning process worked in local planning authorities that this preparatory phase challenged and replaced with a clearer picture.

The first phase of our project involved trying to gain a better understanding of the current uses of heritage information in Kent. The questionnaire to all local groups and societies tried to identify what kind of information-gathering activity might be taking place in the County at present. In fact, there was less activity of this kind than we had thought but the questionnaire was still very useful. It revealed certain deficiencies in how local groups often collect and maintain information that we realised needed to be addressed in the protocols. For example, very few of the local datasets were properly documented and none had metadata as it is generally understood. As a result of the questionnaire we therefore re-focused some of the protocols to provide wider guidance about heritage information management and included guidance on information management principles, how to create databases and GIS systems, metadata etc. Without this phase, therefore, the protocols that would have been produced might well have proved too technical for many users and would thereby have been ineffective.

It is very important to have a range of people on the Project Team. When we were originally considering trying to improve how we manage heritage information management in Kent (before the HER21 funding became available) we were unsure about whether we really needed to formally build people into the project other than HER staff. We knew we would have to consult others, of course, but weren't sure whether we needed a formal project team or not. In fact the contribution of the Conservation Officers and CPRE proved invaluable. As noted above we had a poor understanding of how Conservation Officers actually worked at the beginning of the project, how they related to other parts of their organisations and how they related to external people and organisations. The Conservation Officers working on the Project Team were able to transform this understanding. The CPRE representative was able to present the issues from the point of view of an organisation who wanted to have accurate and reliable information available and be included in the network of information sharing but who relied on volunteers to carry out much of their work. This

requires a different style of guidance from that needed by professional information managers and the CPRE was able to explain this perspective clearly.

The detailed interaction with the Conservation Officers revealed that Conservation Officers and HER Officers use information in different ways but also suggested that the nature of the two types of information is very different. For archaeologists, our understanding of a site is based on building up information from the very detailed level into higher orders of understanding until the 'big picture' is arrived at. As a result much of our core information is very detailed and very precise. It is analysed, classified and measured. Conservation work, however, is not quite the same. Buildings conservation, by definition, is usually about conserving the structure. Changes that are proposed need to be in keeping with the overall character and although attention may be focused on particular aspects this larger picture can never be lost sight of. The Conservation Officers' information is also often less precise and detailed than archaeological information. This is because the essentially destructive nature of archaeological work allows the site to be taken to pieces and studied. This is not possible for buildings conservation work and so less detail is often needed or produced. Conservation Officers have tended to look at their work in a more holistic way and so precision of data and information, and the management techniques that come with that, has historically been less important to them.

The project revealed the very different approaches that different organisations have to managing their information resources. Some of the local planning authorities we interviewed had sophisticated information management systems while others were much less developed. Those preparing guidance for local authorities need to bear this in mind and make the guidance flexible and scalable to meet the different needs. They should also recognise that the heritage professionals that they are working with may not be in control of their own IT systems and may be dependent on a corporate approach. Again, therefore, flexibility will be needed. It is also necessary to promote any guidance and protocols regularly. One of the surprising lessons we learned was just how rapid the turnover of planning officers is in a local planning authority. This meant that agreements about information sharing and use that we thought we had made years previously had sometimes been abandoned because newer staff had never been trained in how to use the information (in one case we found planners had reverted to using old transparency sheets showing heritage assets when we had sent more up to date digital datasets years previously). This has led us to agree annual visits to the district councils to remind them of the approaches that are used and to check the currency of the datasets they are using.

The project did reveal the wide range of approaches taken to local lists at present. Most of the Kent local planning authorities have no adopted local list at all – only two in fact (Canterbury and Maidstone). Many others do have lists of local buildings of character or importance, however, and these would presumably be the start point for a local list project. Some of these local indexes are extremely raw and of poor data integrity. The guidance prepared in protocol D has therefore tried to account for different approaches taken in different organisations. The protocol tries to present information at a level appropriate both for those whose local indexes need to be rebuilt from scratch and also for those whose information is of a higher quality.

The only major stumbling block that the project encountered was its attempt to write guidance for heritage statements. As described above (section 4) this proved much more complex than originally envisaged because of the complete lack of consistency across Kent as to how heritage statements are handled, and indeed validation more generally. The situation is confused further by the contradictory guidance on validation issued by government which says that heritage statements should be

effective but at the same time says that local planning authorities cannot refuse to validate applications if they aren't. For our project the problem was compounded by the delayed Localism Bill that might have affected validation requirements considerably. In the event it made no real difference to validation procedures. This could not be known at the time, however, and so the work on heritage statements had to be delayed. The advice that we would give to projects attempting to work on heritage statements in the future would be:

1. Recognise that different organisations in a region will have very different approaches and that there will also be great inconsistencies within those organisations.
2. Recognise that validation processes in a local planning authority will be set by senior planners, not by heritage professionals who may be unable to influence the approach. Before starting on a heritage statements/validation project, therefore, the attitude of senior planners should be ascertained to ensure that the proper support will be available. Some planners simply believe that it is not possible to affect heritage statements at all given that they cannot be easily rejected and will be unwilling to engage with the process.
3. Be robust in defending against arguments such as those in 2. Although it is difficult to reject heritage statements this should not in any way limit our attempts to write guidance that help produce effective statements. Many, if not most, applicants will be guided by the planning authorities as to what information is needed and so appropriate guidance is needed.

The final lesson learned, and one which underpins all the others, is the need for a flexible approach. The attitudes, approaches and systems used by local planning authorities vary widely. Those used by stakeholder groups vary even more. Any guidance must reflect this variety and not attempt to be too prescriptive. However, progress can only be maintained amid such variety if regular communication and discussion is maintained and if any guidance is repeatedly reviewed and promoted so that the core principles of information management and sharing and improved co-ordination can be maintained.

9 Assessment of the value of the information gained

The value of the information gained in the project is very high. It is probable that the information that will have the greatest impact in the long term is derived from the relationship that has been forged between the HER team and Kent's Conservation Officers. This is the first time that the HER team and Conservation Officers have really worked together having operated in parallel systems previously. The understanding reached of the work and perspective of the different users of heritage asset information will prove invaluable to the different parties and will ensure that heritage information is managed in such a way that all users will benefit.

The protocols that the Project Team has produced should also ensure that those using heritage information, whether local authorities, the HER, stakeholder organisations or local groups and societies, are better able to obtain, manage and share their information in the future. They should help those using the protocols to maintain their data according to common standards. They should help to guarantee that all are using current and up to date information. They should also help those gathering data to make sure that it is properly structured for incorporating into the HER and other heritage datasets that are MIDAS Heritage compliant.

The project also forced the HER team to gain a clearer understanding of our own work. HERs operate in a culture where we mutually support each other through the HERForum email list and seminars, HBSMR User Group, ALGAO HER committee and the regional ALGAO HER committees. It is relatively rare, however, for HERs to have to relate to other information systems, particularly those that focus on aspects of heritage other than those with which HERs are familiar such as building conservation. This project has forced us to analyse our own approach and identify those ways in which our own processes fall short of the users' needs. For example, HERs tend to store summary information about heritage assets. For most of our listed buildings the listing itself is the only information stored. However, Conservation Officers need more dynamic information with more detail on alterations to listed buildings and the consequences of this for overall character. This has forced the HER to adapt and as a consequence of this protocol E was created. This will help the HER and Conservation Officers relate more effectively so that the HER team can keep our buildings records updated with the information Conservation Officers actually need.

The project has also been beneficial in that it has helped us to understand English Heritage's own information management better. Prior to this project we had fairly infrequent relations with English Heritage's designations team. We would receive notifications of new designations but that was about all. The discussions between the HER team and Conservation Officers has led to a revised approach to managing designated data in Kent, whereby the HER is the main source for listing and scheduling data for all the districts. To enable this to work properly we have had to understand better how this information is managed within English Heritage and work more closely with the designations team on updating errors and omissions.

10 The future

Now that the initial project has been completed we will have to make sure that the benefits are maintained into the future. We will do this in a number of ways:

- The protocols will require periodic review. Each year we will attend a meeting of the Kent Conservation Officers Group to discuss the protocols and the management of heritage information in Kent more generally. We will also contact the key stakeholders to gain their views on the protocols. Each of the protocols will then be revised and annual updates published.
- The protocols will also require regular promotion. The research for the project demonstrated the rapid turnover of planning officers in particular (but also Conservation Officers, HER Officers and representatives of local groups. This means that for the protocols to remain at the forefront of the minds of users of heritage information they will have to be promoted heavily. At each annual service visit by the HER team we will explain and promote the protocols. We will also ensure that they are permanently advertised on the Kent County Council website and will promote them at our outreach events, including periodic promotion via the Kent Archaeological Society (the umbrella organisation for local societies in Kent).
- A major piece of work to be carried out in the future is the completion of the heritage statements work. Our goal is to agree an approach for heritage statements that can be applied across the whole county. At present we have a proposed way forward for the archaeological component and it remains to be seen whether it is possible to create a similar approach for buildings information.
- Promotion of the Kent Heritage Asset Information Forum. This will be an email forum (probably delivered via JISCMail) where those using, creating

and managing heritage asset information can exchange information and discuss issues of common interest.

Appendix I

Draft Protocol A:

A guide to recording information for easy incorporation into the Kent Historic Environment Record (HER)

**19/1/2011
Version: 3.0**

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1 Purpose of document

This document is designed for local history and archaeology societies, or individuals, who may be carrying out projects designed to capture information about Kent's past. It is focused on projects that gather systematic information about a number of sites (eg a survey of gravestones in a churchyard or historic buildings in a village) rather than projects that gather a large amount of data on a single site (for example an excavation). It provides guidance on how to obtain useful heritage information from the Kent Historic Environment Record (HER) and other sources, how to design recording systems so that the information gathered is more easily used by others and what additional sources of advice and technical support may be available.

2 Background

This protocol was created by the 'HER21 Heritage Asset Information Management in Kent' project (2011). The project was carried out by Kent County Council, Maidstone Borough Council, Gravesham Borough Council and the Campaign for the Protection of Rural England as part of English Heritage's HER21 for HER compliance funding stream. This agreement is supported by Kent County Council Heritage Conservation team and the Kent Conservation Officers Group

3 Starting your project

3.1 Do you need to gather new data?

Before any data gathering project is begun it should be asked whether it is in fact necessary to gather the data at all. The most common waste of data resource is in duplicating existing data. This also runs the risk of introducing errors into datasets and confusing data users as to which is the correct and up to date data. It may be that the information wanted already exists in a different organisation. Before beginning a project designed to gather new data the project should be advertised to ensure that any organisation likely to already hold the information has an opportunity to say so. These could include local history or archaeology societies, relevant local authorities, regional or national forums such as the Kent Archaeological Society or Kent History Forum. The Kent Historic Environment Record can advise on ways to advertise your project and should certainly be notified.

If your project involves working with a pre-existing dataset you will have to make sure that the copyright of the original data owners is not affected. This is best checked by discussion with them.

3.2 Obtaining baseline data

If it is decided that the project should progress then it is advisable to obtain as much relevant information as possible in advance of starting work. This is important as it will :

- Help reduce the chances of data duplication (see 3.1)
- Help identify any factors that might compromise the success of the project eg whether a set of gravestones has been re-positioned in the past
- Help the researchers understand the historical and heritage context of the project
- Help the researchers to frame their research questions effectively
- Identify opportunities to combine the new data with existing information for a more meaningful outcome
- Provide an opportunity to reassess existing information

Ideally a number of sources of information that should be consulted in this phase and some of these are presented below:

Kent Historic Environment Record (HER)

The Historic Environment Record (formerly known as the Sites and Monuments Record), is an extensive collection of information relating to Kent's heritage. This computerised database has information on over 42,000 archaeological sites, historic buildings and landscapes. We also have over 5,000 archaeological reports as well as aerial photographs and historic maps.

The records in the Historic Environment Record cover sites dating from the palaeolithic period (approximately 750,000BC) to the present day. These include a wide range of monuments such as iron age hillforts, Roman villas, medieval castles and water mills, and 20th century pillboxes and Cold War bunkers.

The HER can provide information in a range of formats including digital datasets (databases, spreadsheets, map data) or in paper form. A map of the study area can also usually be provided. To contact the HER officer please email heritageconservation@kent.gov.uk. An accessible version of the HER database and much historic mapping is also available online at www.kent.gov.uk/HER.

National Monuments Record, Swindon

The National Monuments Record is the national archive of materials relating to the historic environment. It holds more than 10 million items including important collections relating to archaeology, historic buildings, architectural, local and social history. The collections include maps, plans, photographs, reports and other documentation. The NMR also holds the largest collection of aerial photographs in England. www.english-heritage.org.uk/NMR. Its database, which is similar but not identical to the HER, is available online through the Heritage Gateway, a website that includes various heritage databases including the listed building index: <http://www.heritagegateway.org.uk/gateway/>

Centre for Kentish Studies, Maidstone

The Centre for Kentish Studies is the headquarters for the Kent Archives service. It holds manuscript and printed records for the county of Kent. The manuscript records are gathered from many sources such as the county council itself, other local authorities, churches, schools, hospitals, courts and also clubs and societies, local businesses, families and individuals. The printed ephemera and books collection covers the whole of the historic county of Kent. It includes books, pamphlets, maps, illustrations and microfilm, some newly published, some rare or out of print, but all reflecting Kent's local history. It is an essential start point for any project that needs to access historic maps and documents. More information on the Centre can be found at www.kent.gov.uk/CKS. There are subsidiary archives centres at Whitfield, near Dover (for east Kent materials) and at Canterbury Cathedral (for materials related to Canterbury or the Church). Medway Council's archives can be visited at the Civic Centre in Strood.

The National Archives, Kew

The National Archives is the official archive of UK government. It holds millions of documents, images, maps and plans, 11 million of which can be found on the online catalogue. The documents include those from courts of law from the 12th century onwards, central government since the medieval period, military documents including service records, operational records and war diaries and family history documents including wills. www.nationalarchives.gov.uk/

4 Designing your recording system

The design of a project's information recording system needs careful thought and preparation. Central to this will be the questions : what is the information for? Who will use it, and why? What will the outputs of the project be? Just a dataset or a synthesized report too? Will the data and report be made widely available and how? The project team should make sure they know exactly why they are carrying out the project and what outcomes and objectives are sought before they begin to design their recording system.

4.1 Database

Many projects that require information to be recorded systematically lend themselves to recording in a database. Examples include projects recording gravestone inscriptions, the locations of war memorials or buildings of local character.

The benefits of recording such information in a structured database based on an agreed data standard are:

- To help consistency about what information is recorded
- To help consistency about how information is recorded
- To help consistency of language and terms used
- To help with information retrieval from the database

- To make it easier to combine the information in the database with other datasets eg the HER
- To help make the information adaptable
- To help the information survive
- To help the information be shared more effectively

The Historic Environment Record and other key heritage databases are based on nationally-agreed data standards and structures. This allows the information within them to be extracted easily, for example by the Heritage Gateway portal. It also allows major projects to design routines to import information into HERs in the knowledge that although the software used by individual HERs may differ, if they are based on an agreed standard then the import process will be easier.

The standard on which HERs and many modern heritage databases are based is called [MIDAS Heritage – the UK Historic Environment Information Standard](#) (*Monument Inventory Data Standard*). It relates to a number of international data standards, in particular ISO 21127 (2005). This is a data standard, not a requirement for a particular software or file format. It is designed to be used with a range of information systems eg paper, spreadsheet or database. It also does not specify what information should be recorded as this will vary depending on the particular project objectives.

MIDAS Heritage uses a hierarchy of terms to identify levels of information that can be recorded (see Appendix I). At the top are 'themes'. These are areas of information about a site that might be recorded such as the Spatial Information Theme (information about where the site is) or Temporal Information Theme (information about the period of the site). Each theme contains a number of Information Groups (eg for the Spatial Information Theme the groups are 'Location' and 'Map depiction') and each Information Group contains a number of Units of Information (eg for the map depiction information group the units of information include 'x co-ordinate', 'y co-ordinate' and 'precision').

The design of the particular database to be used by a project would depend on the information that the project wanted to capture but MIDAS Heritage provides a framework that can ensure that the information is captured to a recognised standard. **Importantly it also ensures that a dataset can be easily incorporated into the HER and other heritage databases and its use is strongly to be encouraged in research projects.** A sample MIDAS Heritage database is presented in Appendix I that might be used to record gravestone inscriptions. The HER team can advise any organisation or individual wishing to create a similar database how to do so in MIDAS Heritage compatible format.

4.2 GIS/mapping

Many projects benefit from the use of mapping systems. These help to locate and visualise data accurately, understand the spatial context of the sites and see relationships between the heritage site and the local landscape. Today,

most professional organisations use mapping software called GIS (Geographic Information Systems). Although professional systems can be expensive it is possible to obtain free viewers by which spatial (mapped) data can be examined and there are also a number of open-source systems available.

Some projects will not need GIS mapping but will nonetheless want to capture accurate grid co-ordinates of sites or objects. A useful resource for this is the MAGIC website (<http://www.magic.gov.uk/website/magic/>) which has a function to display the co-ordinates of any point specified, thus enabling you to record precise National Grid Co-ordinates of any building or site you wish to record.

Examples of free or open source GIS software includes GRASS (<http://grass.fbk.eu/>), ArcGIS Explorer (<http://www.esri.com/software/arcgis/explorer/index.html>) and a large list of free packages can be found at <http://freegeographytools.com/2008/the-big-list-of-free-basic-gis-programs-a-through-h>

You will also need background mapping for your project. Typically projects want both modern and historical Ordnance Survey maps. Although the Ordnance Survey has made much of its data more freely available from its website (<http://www.ordnancesurvey.co.uk/>) historic maps are less freely available. Many projects obtain paper historic maps from archive centres and then scan and geo-rectify them (configure them for use in a mapping system) so that they can be used in GIS projects. The particular software you use should tell you how to do this but the HER team may also be able to advise.

Having set up a GIS system you now have to choose the best way to plot your sites. A choice will need to be made about whether to use points, lines or polygons. Typically a small object such as a gravestone would use points. A linear site such as a railway might use lines and a larger site such as a wood or airfield would use polygons. If you are using a GIS then usually a spreadsheet of sites, each having its own easting and northing, should be easy to convert into a point file for the GIS and you might usefully also capture the central points for polygons or lines in the same spreadsheet.

Each dataset will also need a number of 'attributes'. These are items of information about the object that the researcher wants to record. In the case of gravestones relevant attributes might include a unique reference number (that matches the number used in your project database if you have one), the easting, the northing, the name of the deceased, the dates of their life, the condition of the gravestone and the inscription itself. The decision as to which attributes to record must be taken carefully so that information is captured that meets the needs of the research and allows effective searching of the data. Again, the HER team can advise on this if needed.

There are no formal standards for recording heritage information in GIS although it is likely that some will emerge over the next few years. The Archaeology Data Service has, however, produced a Guide to Good Practice

(1998) which provides a useful guide to structuring GIS projects and datasets (<http://ads.ahds.ac.uk/project/goodguides/gis/>).

5 Managing your data

5.1 Principles of good data management

For any research project to succeed the data it captures must be managed effectively. The guidance below provides some basic advice that should help ensure that the right data is gathered and maintained properly.

Avoid re-collecting data

The greatest cause of waste in data management is duplication of effort. Different organisations capturing the same information (eg digitizing listed buildings) in slightly different ways is a waste of resource and risks divergent datasets. Projects looking to create new datasets should assure themselves that no other organisations already maintain this data. This may be best achieved via the protocol **F Protocol for a forum for Kent's heritage information management**.

Data life-cycle control

Life-cycle control is designed to ensure that data is managed properly throughout its existence. This means considering

- Justification: whether or not the data needs collecting and what it is to be used for. Can another dataset be modified instead?
- Specification: how should the data be gathered and structured?
- Data audit: to monitor the use and effectiveness of the data
- Archiving and destruction: to ensure that data is archived effectively or destroyed when no longer needed

Data policy

Most professional organisations will already have a data policy, probably drawn up at corporate level. These govern such aspects as data acquisition, data care, data use and exchange. Local history or archaeology groups may lack the resources for this but it is nonetheless advisable that they review the data they hold, make sure it is stored safely, properly documented with metadata and communicated to the wider heritage world.

Data ownership

It is important that the ownership of data is clearly established so that data enhancement, exploitation, modification and destruction rights can be assured.

Metadata

Metadata is "data about data". It is information that describes the dataset to tell users when the data was created, by who, for what purpose and to what standards. Many organisations are weak when it comes to metadata and as a result gradually lose the memory of where a dataset came from. For more information on creating metadata see **D Guidance on how to produce local lists and other datasets to ensure compatibility with the HER** section Z.

Ensure data quality

Data quality is ensured by following clear management procedures that clarify issues such as who is responsible for maintaining the data, how it is gathered to be fit for purpose, data access and dissemination.

The HER team are happy to advise groups planning data capture work on data management processes.

6 Submitting your data to the Historic Environment Record

It is essential that the results of all research projects carried out in Kent are sent to the HER upon completion. This is so that the information can be incorporated in the HER and thus become available to researchers, planners and other users of the HER.

The HER should be sent one copy of:

- The project report (preferably in both paper and digital format eg PDF)
- The project database
- Any GIS or map data
- The project metadata

Ideally the HER would like those generating new data help us with the transfer of the information to the HER. This is best achieved if they can come to Maidstone and enter the information into the HER database themselves. Full training can be provided and this allows the groups to make sure the information in the HER accurately reflects their discoveries. It also helps ensure the information enters the HER quickly rather than waiting its turn in the backlog of data awaiting entry.

The information, or requests to come and enter the information directly, should be sent to:

Heritage Conservation
Invicta House
County Hall
Maidstone
ME14 1XX
heritageconservation@kent.gov.uk

Appendix I Example MIDAS Heritage compliant database for a gravestone survey

The database presented below is an example of how a database can be designed that meets the MIDAS Heritage standard. It is quite straightforward and can be adapted to your needs. Some of the fields are mandatory to meet the standard and others are repeatable (for example a record may have more than one monument type eg 'church', 'steeple'). In the database below the

mandatory fields are marked (M) and the repeatable fields are marked (R). If you need advice on constructing a database then please feel free to discuss this with the Kent Historic Environment Record team.

Monument

- **Primary Reference Number (M)**
"KENT_MON_0001"
- **PRN_type (M)**
"Monument"
- **Description (M)**
"C16 Gravestone, St Nicholas Church..."
- **Compiler (organisation) (M)**
"Maidstone Archaeological Society"
- **Date of compilation (M)**
"22/07/2010"
- **Date of last update (M)**
"7/11/2010"
- **Monument Type (M, R)**
"Gravestone"

Location

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_LOC_0001"
- **PRN_Type (M)**
"location"
- **Admin Area Name (M, R)**
"Maidstone"
- **Admin Area Type 1 (M, R)**
"District"
- **Admin Area Name 2 (M, R)**
"Marden"
- **Admin Area Type 2 (M, R)**
"Parish"
- **Road Name (R)**
"High Street"
- **Post Code (R)**
"ME55 2EU"
- **Grid Reference (M)**
"TQ77776666"

Date and Period

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DAT_0001"
- **PRN_Type (M)**
"Date"
- **Start Date (M)**

- "1522"
- **End Date (M)**
"1565"
- **Period (M)**
"Post Medieval"

Activity

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_ACT_0001"
- **PRN_Type (M)**
"Activity"
- **Description (M)**
"Gravestone survey of Marden Church, 2010"
- **Compiler (organisation) (M)**
"Maidstone Archaeological Society"
- **Date of compilation (M)**
"22/7/2010"
- **Date of last update (M)**
"22/7/2010"
- **Activity Type (M, R)**
"Survey"

Designation & Protection

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DESIG_0001"
- **PRN_Type (M)**
"Designation"
- **Description (M)**
"Listed Building"
- **Statutory Name (M)**
"Gravestone of Sir John Willis"
- **Statutory Description (M)**
"C16 gravestone, granite facing.."
- **Compiler (organisation) (M)**
"Maidstone Archaeology Society"
- **Date of compilation (M)**
"28/11/2010"
- **Date of last update (M)**
"28/11/2010"

Map Depiction

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DEPICT_0001"

- **PRN_Type (M)**
"Depiction"
- **Compiler (organisation) (M)**
"Maidstone Archaeology Society"
- **Date of compilation (M)**
"22/7/2010"
- **Date of last update (M)**
"22/7/2010"
- **Positional accuracy (M)**
"1m"
- **Spatial feature type (M)**
"Point"
- **X_coord (M)**
"577773"
- **Y_Coord (M)**
"166665"

Archive and bibliography

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_ARCHIV_0001"
- **PRN_Type (M)**
"reference"
- **Information Source Title (R)**
"Church records no 23/3"
- **Description (M)**
"Burial records in St Nicholas Churchyard.."
- **Compiler (organisation) (M)**
"St Nicholas Church"
- **Date of compilation (M)**
"10/7/2010"
- **Date of last update (M)**
"10/7/2010"
- **Archive / source type (M)**
"Ledger"
- **Archive / Source location (M)**
"St Nicholas Church"
- **Archive / Source reference (R)**
"23/3"
- **Archive / Source format (M)**
"paper"
- **Information Source Title**
"Record of burials in St Nicholas Churchyard"
- **Date of origination (M)**
"22/2/1741"
- **Right note (M)**
"out of copyright"
- **Right type (M)**
"copyright"

Draft Protocol B:

Protocol for the management of heritage information in Kent

**19/1/2011
Version 3.0**

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1 Purpose of document

This document is an agreement for the gathering, management and sharing of historic environment data in Kent. It guides participating organisations as to where they can obtain data, how it is to be shared so that all organisations use the same information, how errors and additions are to be communicated and where additional guidance can be found. It particularly explains the role of the Kent Historic Environment Record (HER).

2 Background

This protocol was created by the 'HER21 Heritage Asset Information Management in Kent' project (2011). The project was carried out by Kent County Council, Maidstone Borough Council, Gravesham Borough Council and the Campaign for the Protection of Rural England as part of English Heritage's 'HER21 for HER' compliance funding stream. This agreement is supported by Kent County Council Heritage Conservation team and the Kent Conservation Officers Group.

3 Kent Historic Environment Record (HER)

The Historic Environment Record (formerly known as the Sites and Monuments Record), is an extensive collection of information relating to Kent's heritage. This computerised database has information on over 42,000 archaeological sites, historic buildings and landscapes. We also have over 5,000 archaeological reports as well as aerial photographs and historic maps.

The records in the Historic Environment Record cover sites dating from the palaeolithic period (approximately 750,000BC) to the present day. These include a wide range of monuments such as iron age hillforts, Roman villas, medieval castles and water mills, and 20th century pillboxes and Cold War bunkers.

The HER can provide information in a range of formats including digital datasets (databases, spreadsheets, map data) or in paper form. A map of the study area can also usually be provided. To contact the HER officer please email heritageconservation@kent.gov.uk. An accessible version of the HER database and much historic mapping is also available online at www.kent.gov.uk/HER.

4 Data management in Kent

In March 2010 the government issued Planning Policy Statement 5 (PPS5) 'Planning for the Historic Environment'. This policy governs how heritage is to be protected through the planning system. One of the consequences of PPS5 was to underline the importance of the HER as a central point for the management of heritage information. Although numerous organisations in Kent create and use heritage information it is the HER that PPS5 identifies as the key resource for local planning authorities, developers and the general

public. It is therefore essential that the HER is maintained properly and kept up to date, particularly for key datasets. A list of heritage datasets currently used in Kent is presented in Appendix I. It is probably not comprehensive but should provide an indication of the range of activities carried out and the information they produce.

4.1 Management of heritage datasets in Kent

Designation datasets are those datasets that describe areas or assets protected by law. They include datasets such as Scheduled Monuments, Listed Buildings and Conservation areas. There are also many non-designated datasets recorded by different organisations. The list of datasets presented below are not exhaustive, however, and there may be other datasets in existence that might be relevant to local authority work and that of other stakeholders.

4.2 Sources of designated data

There are only two main sources for designated heritage datasets for Kent (* indicates that the data is already incorporated in the Kent HER):

English Heritage

Scheduled Monuments *
Listed Buildings *
Protected Wreck Sites *
Registered Battlefields *
Registered Parks and Gardens *

Local Planning Authorities

Conservation Areas *

4.3 Sources of non-designated heritage information

There are, however, a number of potential sources of useful non-designated data in Kent (* indicates that the data is already held by the Kent HER):

Kent County Council

Historic Environment Record data - monuments and events *
Extensive Urban Survey data (Towns Surveys) *
Historic Landscape Characterisation data *
Areas of Archaeological Potential *
Kent Compendium of Parks and Gardens data *
Archaeological reports *
Cropmarks *
Sensitive sediments in north Kent *

Local Planning Authorities

Canterbury Urban Archaeological Database information
Canterbury Locally Listed Buildings *
Gravesham Buildings of local importance

Maidstone Locally Listed Buildings (* partially held by HER)

Campaign for the Protection of Rural England
Kent Historic Buildings Index

High Weald AONB Team

Farmstead data
Field boundary data
Meadows
Routeways
Heathland

Local History and Archaeology Societies

Village photographs (Otham)
Churchyard surveys (Otham, Meopham, Hadlow, Leigh)
Pre-1914 buildings (Snodland)
Historic buildings (Cranbrook)
Lost roads (Meopham)

4.4 Supply of heritage data

To ensure that users of the datasets are using up-to-date information the following guidelines will apply:

A. The HER will act as the 'hub' supply point for all datasets, whether designated or non-designated. The HER will obtain datasets from the relevant data owners and supply them to organisations participating in the agreement unless the data owner imposes supply restrictions (as provided for in Appendix II).

B. The HER will deliver the data to organisations participating in this agreement, free of additional charge (unless incorporated in the HER in which case normal HER charges may apply), either in the format in which the data is supplied to the HER or any desired format into which the HER can reasonably convert it.

C. The regularity of update from the data owner, and supply to data users, will be as stated in the table in Appendix I. In addition, each year the HER will obtain new datasets from data owners to act as a quality control check.

4.5 Error / amendment notification

To ensure that errors and amendments are processed effectively, the following guidelines shall apply:

A. It is recommended that the HER act as the agent for notifying data owners of errors in the data so that all organisations using the data can be properly updated with changes.

B. Organisations noting errors in datasets should provide the HER with clear information about the nature of the error, the proposed

alteration and the level of urgency using the email address heritageconservation@kent.gov.uk.

C. The HER will then discuss the error with the data owner and notify the informing organisation, and any other organisation using the data, of the outcome of the discussion. If necessary, organisations using the dataset will be supplied with a new and updated dataset. While the record is being revised a note will be added to the HER to explain that it is under revision.

D. It may be that from time to time an organisation would prefer to discuss the error direct with the data owner. This may be when the issue is particularly complex or requires specialist input. In such cases the organisation should notify the HER of any data changes that such bilateral discussions produce. This agreement will also ensure that when an error is detected by the data owner themselves the HER will be properly notified.

5 Information formats

Information can be received and supplied by the HER in a range of formats:

5.1 Database

The HER database is maintained in a database called HBSMR v3.61. This is a SQL server database with a Microsoft Access front end. Information can be exported and imported in a range of formats including Access, Excel, comma-delimited text, CSV or XML.

The information can be structured in a number of ways. For example, a query might return all the Roman sites in Kent, all the sites within 10 km of a certain point or all those in Canterbury district. Organisations wishing to obtain HER data based on a particular query should discuss their needs with the HER team.

For the HER to represent the historic environment in a comprehensive manner it is essential that it is updated with information from new research projects. Organisations creating their own datasets should ensure as far as possible that their data is compatible with the HER database so that it can be easily imported. This might apply whether the dataset is GIS-based, a database/spreadsheet or text document. Protocol **D Guidance on how to produce local lists and other datasets to ensure compatibility with the HER** sections X and Y should be consulted to help inform this process.

5.2 GIS

The Kent HER is linked to a ESRI ArcGIS v9.1 GIS mapping system. Most of the monument records are represented by points though some larger sites are polygons. Event records are similarly a mixture of points and polygons. The default file format used is ESRI shapefile though systems such as Mapinfo

and Cadcorp are capable of reading these too. It is also possible to convert shapefiles to Autocad files and to convert the attribute tables to spreadsheets.

The HER maintains an extensive range of supporting GIS information. Much of this is available to users although copyright restrictions limit the supply of Ordnance Survey or British Geological Survey data. For more information on the GIS representations used for the heritage datasets, and their availability, please see Appendix I.

5.3 Customized formats

It may be possible for HER data to be customized and converted into other formats. Organisations wishing to request this should discuss their needs with the HER team. Depending on the nature of the request there may be a charge for such work.

6 Managing data

6.1 Principles of good data management

For the arrangements outlined in this protocol to succeed clear data management principles will need to be applied both at the HER and at participating organisations. Organisations should take appropriate advice on data management but the main principles are summarised below as an aid.

Avoid re-collecting data

The greatest cause of waste in data management is duplication of effort. Different organisations capturing the same information (eg digitizing listed buildings) in slightly different ways is a waste of resource and risks divergent datasets. The approach outlined in sections 3.3 and 3.4 should help minimize this but organisations looking to create new datasets should assure themselves that no other organisations already maintain this data. This may be best achieved via the protocol **F Protocol for a forum for Kent's heritage information management**.

Data life-cycle control

Life-cycle control is designed to ensure that data is managed properly throughout its existence. This means considering

- Justification: whether or not the data needs collecting and what it is to be used for. Can another dataset be modified instead?
- Specification: how should the data be gathered and structured?
- Data audit: to monitor the use and effectiveness of the data
- Archiving and destruction: to ensure that data is archived effectively or destroyed when no longer needed

Data policy

Most of the organisations participating in this agreement will already have a data policy, probably drawn up at corporate level. These govern such aspects as data acquisition, data care, data use and exchange. It is advisable that

organisations participating in this agreement assure themselves that they do possess a data policy and that it is reviewed regularly.

Data ownership

It is important that the ownership of data is clearly established so that data enhancement, exploitation, modification and destruction rights can be assured.

Metadata

Metadata is “data about data”. It is information that describes the dataset to tell users when the data was created, by who, for what purpose and to what standards. Many organisations are weak when it comes to metadata and as a result gradually lose the corporate memory of where a dataset came from. For more information on creating metadata see **D Guidance on how to produce local lists and other datasets to ensure compatibility with the HER** section Z.

Ensure data quality

Data quality is ensured by following clear management procedures that clarify issues such as who is responsible for maintaining the data, how it is gathered to be fit for purpose, data access and dissemination.

7 Managing access

The range of organisations gathering heritage information in Kent is very wide and effective exchange and dissemination can only be maintained if the rights of data owners are respected. Key to this will be effective metadata and data management procedures. Appendix I summarises the access requirements for the major heritage datasets used in Kent. The principle adopted in this protocol is that data should only be supplied to users by the data owners themselves unless permission is formally granted to Kent County Council to do so. A copy of Appendix I will be made available via the Kent County Council website so that data users can see the full range of datasets available and approach data owners directly.

8 Guidance & support

The HER will offer support to organisations gathering and maintaining heritage information. All local planning authorities and stakeholders using historic environment information are offered annual service visits at which the HER staff can:

- Check that any heritage datasets used are up to date
- Advise on other heritage information that might be useful to the organisation in its work
- Review the information management arrangements contained in this protocol to ensure they are meeting needs

There are other sources of guidance available to organisations using heritage information. In particular:

HELM (Historic Environment Local Management) www.helm.org.uk

An English Heritage website that provides accessible information, training and guidance to decision makers in local authorities, regional agencies and national organisations whose actions affect the historic environment

Heritage Gateway www.heritagegateway.org.uk

Website created by English Heritage, ALGAO and IHBC to act as a portal to heritage information. Datasets such as the National Monument Record, Images of England, Viewfinder, Listed Buildings Online, the NMR Excavation Index and the UK Parks and Gardens Database can all be searched through its search engine. The Kent HER is also available through the Heritage Gateway. A number of the databases linked by Heritage Gateway can be accessed directly, such as the listed buildings online database (<http://lbonline.english-heritage.org.uk/>) and the Images of England database (<http://www.imagesofengland.org.uk/>).

MAGIC www.magic.gov.uk

MAGIC is a website developed by DEFRA to present environmental information from across government. A huge range of datasets are available including a number of heritage datasets such as Scheduled Monuments, Registered Parks and Gardens and Registered Battlefields.

Association of Local Government Archaeological Officers (UK) www.algao.org.uk/HER

The ALGAO website contains a range of guidance, news and training opportunities for local government archaeologists including HER officers. A manual for HERs can be seen at its sub-website www.ifp-plus.info

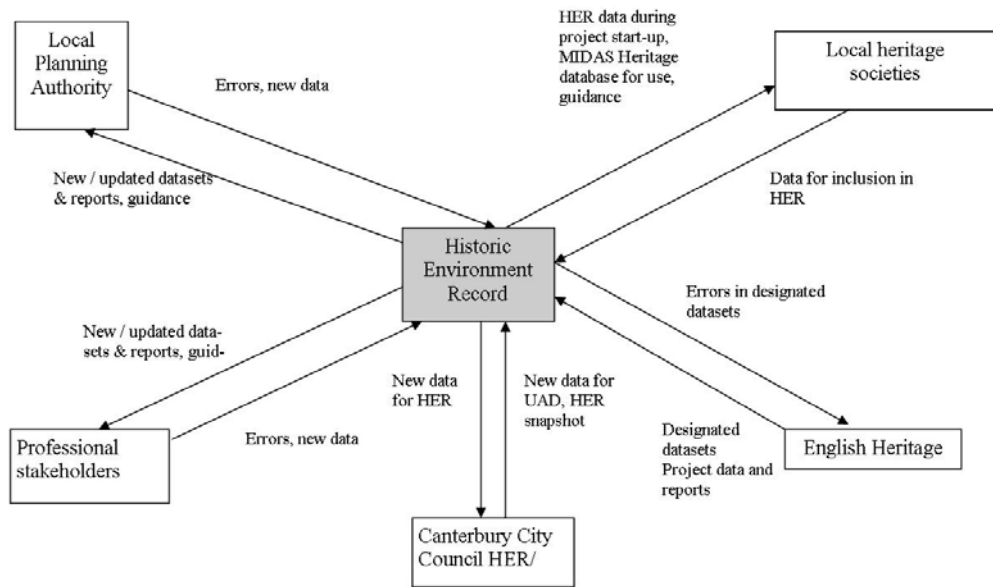
Institute of Historic Building Conservation (IHBC) www.ihbc.org.uk/

The IHBC represents conservation officers and those working in historic building conservation and the website provides a range of technical guidance and other resources.

Association of Gardens Trusts www.gardenstrusts.org.uk

The Association consists of 35 County Gardens Trusts from around the UK, represented in Kent by the Kent Gardens Trust (www.kentgardenstrust.org.uk/). In 1996 The Kent Gardens Trust, in conjunction with Kent County Council, produced the Kent Gardens Compendium with its annexe The Historic Parks and Gardens of Kent. These are key resources for land managers and planners and the individual gardens entries can be found online at www.parksandgardens.ac.uk.

9 Information flow diagram



Appendix I Data catalogue

Appendix I Data Catalogue

Name Designated Datasets	Data owner	Agreed Supplier	Summary	Format	Scale of capture	Regularity of update	Access limits	Contact
Scheduled Monuments	English Heritage	Kent County Council	Protected archaeological site under the Ancient Monuments and Archaeological Areas Act 1979.	ESRI shapefile	1:1,250 - 1:10,000	continually	none	heritageconservation@kent.gov.uk
Listed Buildings	English Heritage	Kent County Council	Protected building under the Planning (Listed Buildings and Conservation Areas) Act 1990. An amalgamation of the Conservation Area GIS layers sent to HER by LPAs. The legal basis of Conservation Areas derives from the Planning (Listed Buildings and Conservation Areas) Act 1990	ESRI shapefile	1:2,500	continually	none	heritageconservation@kent.gov.uk
Conservation Areas - Kent	District Councils	Kent County Council	The Register was established in 1984. While being on the register gives a site no extra legal protection, local planning authorities must take this into account when deciding about planning applications that would affect a registered site	ESRI shapefile	unknown	continually	none	heritageconservation@kent.gov.uk
Registered Parks & Gardens	English Heritage	Kent County Council	Shipwrecks protected under the The Protection of Wrecks Act (1973)	ESRI shapefile	1:1,250 - 1:10,000	continually	none	heritageconservation@kent.gov.uk
Protected Wreck Sites	English Heritage	Kent County Council		ESRI shapefile	?	continually	none	heritageconservation@kent.gov.uk
Non-designated datasets								

Historic Environment Record data	Kent County Council	Kent County Council	<p>The Kent HER contains more than 42,000 records of archaeological sites and finds and historic buildings together with information on sources and archaeological and other fieldwork</p> <p>In 1992 the Kent Gardens Trust, in conjunction with Kent County Council produced the Kent Gardens Compendium, a comprehensive list of parks and gardens in Kent which were of horticultural and/or historic importance</p>	ESRI shapefile (point, line, polygon)	1:1,250 - 1:10,000	continually	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk
Kent Gardens Compendium	Kent County Council	Kent County Council	<p>In 1999, Kent County Council and English Heritage commissioned the Oxford Archaeological Unit to undertake a Kent Historic Landscape Characterisation. The characterisation included Medway. The main aim of the Kent Historic Landscape Characterisation project was to produce a digital map of Kent's Historic Landscape Types. Associated explanatory text was included that would enhance the setting up of development plans, structural planning programmes, development control and conservation activities establish a framework, for future historic landscape assessment and research activities within Kent, in conjunction with the complimentary county-wide landscape assessment.</p>	ESRI shapefile (polygon)	1:1,250 - 1:10,000	1992	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk
Historic Landscape Characterisation	Kent County Council	Kent County Council	<p>In 1999, Kent County Council and English Heritage commissioned the Oxford Archaeological Unit to undertake a Kent Historic Landscape Characterisation. The characterisation included Medway. The main aim of the Kent Historic Landscape Characterisation project was to produce a digital map of Kent's Historic Landscape Types. Associated explanatory text was included that would enhance the setting up of development plans, structural planning programmes, development control and conservation activities establish a framework, for future historic landscape assessment and research activities within Kent, in conjunction with the complimentary county-wide landscape assessment.</p>	ESRI shapefile (polygon)	?	1999	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk

Extensive Urban Survey reports	Kent County Council	Kent County Council	Between 1998 and 2004 Kent County Council carried out a survey of 46 small towns in Kent. Within the survey reports, the origins and development of each town were described and surviving historic assets identified. The reports also considered the potential for the survival of further archaeological remains and suggested a number of important research questions. The reports will also help with the conservation and sympathetic management of the surviving historic buildings and archaeological remains by means of a planning advisory document AAPs have no legal basis but are planning flags used to tell Kent's planners which planning applications Kent County Council would like to be consulted on.	PDF		2004	none	heritageconservation@kent.gov.uk
Areas of Archaeological Potential	Kent County Council	Kent County Council	applications Kent County Council would like to be consulted on.	ESRI shapefile (polygon)	1:1,250 - 1:10,000	2010	LPA's only	heritageconservation@kent.gov.uk
Environmental Stewardship Scheme areas	DEFRA	Kent County Council	The Entry Level Stewardship Scheme and the Higher Level Stewardship Scheme are run by DEFRA to encourage landowners to manage environmentally sensitive areas appropriately. This dataset consists of an outline of participating land-holdings and key attribute information. Kent County Council holds more than 5,000 archaeological reports. This GIS layer shows the locations of the work they describe. More than 5,000 paper and digital archaeological reports, primarily related to development control activity carried out since 1990.	ESRI shapefile (polygon)	?	continually	none, but if to be used for commercial purposes should request data from enquiries@naturalengland.org.uk	heritageconservation@kent.gov.uk
Archaeological Reports locations	Kent County Council	Kent County Council		ESRI shapefile (points)	1:1,250 - 1:10,000	continually	none	heritageconservation@kent.gov.uk
Archaeological Reports	Kent County Council	Kent County Council		Paper, PDF		continually	copyright limits apply	heritageconservation@kent.gov.uk

Cropmarks	English Heritage	Kent County Council	A GIS layer produced by the English Heritage National Mapping Programme. The layer shows observed cropmarks.	ESRI shapefile (raster)	?	1989	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk
Sensitive Sediments in north Kent	Kent County Council	Kent County Council	Map of sediments of palaeolithic potential in north Kent produced by a Aggregates Levy project in 2004	ESRI shapefile (polygon)	1:1,500 - 1:3,750	2004	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk
Canterbury Urban Archaeological Database	Canterbury City Council	Canterbury City Council	Very detailed database and GIS of archaeological deposits within Canterbury produced from 1999-2003		?	2003	apply to CCC	Conservation@canterbury.gov.uk
Canterbury Locally Listed Buildings	Canterbury City Council	Kent County Council	Buildings of local historic character within Canterbury district	ESRI shapefile (points)	?	?	none, but charge for commercial enquiries	heritageconservation@kent.gov.uk
Gravesham buildings of local importance	Gravesham Borough Council	Gravesham Borough Council	Buildings of local importance within Gravesham district	Paper		?	apply to GBC	gerrard.shaw@gravesham.gov.uk
Maidstone Locally Listed Buildings	Maidstone Borough Council	Maidstone Borough Council	Buildings of local historic character within Maidstone district	Paper		?	apply to MBC	conservation@maidstone.gov.uk
Kent Historic Buildings Index	Protection of Rural England	Protection of Rural England	List of more than 18,000 historic buildings produced by the CPRE in the 1970s and 1980s. Many are listed buildings but some thousands are not. This data forms part of our understanding of the development of the High Weald's dispersed settlement pattern. It identifies the oldest farmsteads and importantly the plan type.	Paper, spreadsheet		?	apply to CPRE	khbc@protectkent.org.uk
Historic Farmstead data	High Weald AONB team	High Weald AONB team		ESRI shapefile (point)	?	2008	apply to HWAONB	heritageconservation@kent.gov.uk
Historic Field Boundary data	High Weald AONB team	High Weald AONB team	The data illustrates the irregular field pattern of the High Weald AONB	ESRI shapefile (polygon)	?	2008	apply to HWAONB	heritageconservation@kent.gov.uk

Ancient Woodland Inventory data	High Weald AONB team	High Weald AONB team	The High Weald AONB Unit has been leading the revision of the Ancient Woodland Inventory for the South East. The revision is now continuing into Kent. All the data gets absorbed into the national AWI dataset managed by Natural England and shared via MAGIC. However this national dataset cleans out the data, the AONB team hold the original data which retains the historic evidence for woodland.	ESRI shapefile (polygon)	?	continually	apply to HWAONB	heritageconservation@kent.gov.uk
Medieval deer parks	High Weald AONB team	High Weald AONB team	To further our understanding of the extent of designed landscapes in the High Weald AONB	ESRI shapefile (polygon)	?	2009	apply to HWAONB	heritageconservation@kent.gov.uk
Otham village photographs	Otham History Society	Otham History Society	Photographs of Otham village dating from the 1970s and 1990s survey of memorials in the churchyard with description and photographs. Copy also deposited in Centre for Kentish Studies	hardcopy?		1990s	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx
Otham churchyard survey	Otham History Society	Otham History Society		hardcopy?		?	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx
Meopham churchyard survey	Meopham Historical Society	Meopham Historical Society	An index of the gravestones in the churchyard	hardcopy?		2000	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx
Hadlow churchyard survey	Hadlow Historical Society	Hadlow Historical Society	Gravestones and Memorials in St Mary's Church, Hadlow			?	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx
Leigh churchyard survey	Leigh & District Historical Society	Leigh & District Historical Society	Memorial Inscriptions in St Mary's Church, Leigh			?	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx
Snodland pre-1914 buildings	Snodland Historical Society	Snodland Historical Society	Record of all buildings known to be pre-1914 date (part of England's Past for Everyone project)	digital text		ongoing	apply to data owner	http://www.kent.gov.uk/leisure_and_culture/heritage/getting_involved/find_your_local_society.aspx

Appendix II Data Exchange Agreement

Licence Form

1. Introduction

- 1.1 The depositor wishes to deposit material for archiving and distribution by the Kent County Council Historic Environment Record.
- 1.2 This agreement between the Depositor and Kent County Council provides the permissions and warranties needed to allow Kent County Council to preserve, and make accessible in a variety of formats and media the deposited materials, for the purposes specified in clause 3.1.

2. Definitions and Interpretation

- 2.1 In this Agreement the following words have the following meanings:

'Agreement'	this document including all of its terms and conditions.
'User'	individuals wishing to use the Data Collection
'the Data Collection'	the material to be provided by the Depositor. The term "dataset" may be used in some Kent County Council documentation to mean Data Collection.
'Commercial purposes'	use of the Data Collection for any reason direct or indirect which generates a profit.
'Educational and research purposes'	use of the Data Collection for education, private study or research provided that such use does not generate a profit through dealings in, or other exploitation of, the Data Collection.

3. Licence

- 3.1 The Depositor grants a non-exclusive licence of the Data Collection to Kent County Council for the duration of this Agreement for archiving, distribution and use. Such rights shall include (but not be limited to) the right to:
 - 3.1.1 distribute copies of the Data Collection to users in a variety of media formats
 - 3.1.2 promote and advertise the Data Collection in any publicity.
 - 3.1.3 to catalogue, validate and document the Data Collection.
 - 3.1.4 to electronically store, translate, copy, or re-arrange the Data Collection to ensure its future preservation and accessibility.
 - 3.1.5 incorporate metadata or documentation in the Data Collection into public access catalogues for the Data Collections.

In certain limited cases, depositors may wish to release the data collection for use only with their written permission. If you wish to discuss this option, please contact the Kent County Council Historic Environment Record.

4. Parties and Contact Details

The signatory (hereafter 'the Depositor') signing this licence hereby warrants and undertakes that the Depositor:

- i) is the owner of the copyright and associated intellectual property rights in the whole Data Collection and is lawfully entitled to grant this licence;
- ii) is the joint owner of the copyright and associated intellectual property rights in the whole data collection and is authorised to grant this licence on behalf of each and every joint owner.
- iii) is not the owner the copyright and associated intellectual property rights in the whole data collection but is authorised to grant this licence on behalf of each and every owner.

Only one of the above categories may be selected. Please delete whichever categories do not apply.

(1) Printed name
(hereafter 'the Depositor')

Signed

Date

Position

Institution

Address

.....

Telephone

Fax

E-mail

and

(2) Printed name for
Kent County Council

Signed

Date

Position

Institution

Address

.....
Telephone
Fax
E-mail

5. Depositor's rights and undertaking

- 5.1 The Depositor is free to use or publish the Data Collection elsewhere.
- 5.2 The Depositor does not warrant or guarantee the Data Collection in terms of the comprehensiveness, accuracy, reliability, or otherwise of its contents.
- 5.3 The Depositor hereby warrants and undertakes as follows:
 - 5.3.1 that the Data Collection is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person.
 - 5.3.2 that the Data Collection does not and will not contravene any laws, including but not limited to the law relating to defamation, or obscenity.
 - 5.3.3 that the Depositor is not under any obligation or disability created by law contract or otherwise which would in any manner or to any extent prevent or restrict him from entering into and fully performing this Agreement.
 - 5.3.4 to notify Kent County Council of any change of copyright ownership affecting the Data Collection.
 - 5.3.5 to notify Kent County Council of any confidentiality, privacy or data protection issues pertaining to the Data Collection.
- 5.4 The Depositor shall indemnify Kent County Council and its appointed agents against any breach of the warranties provided. This indemnity shall survive the termination of this Agreement for any reason.

6. Kent County Council's Rights and Responsibilities

- 6.1 Kent County Council shall:
 - 6.1.1 take reasonable measures to prevent unauthorised access to duplication of or distribution of the Data Collection whilst it is in Kent County Council's possession or under its control.
 - 6.1.2 permit users to access and use the Data Collection, or any part of it.
 - 6.1.3 draw the following notice to the attention of each User:

All material supplied via the Kent County Council Historic Environment Record is protected by copyright and other intellectual property rights, and duplication or sale of all or part of any of the datasets is not permitted, except that material may be duplicated by you for your research use or educational purposes in electronic or print form. You must obtain permission for any other use. Electronic or print copies may not be offered, whether for sale or otherwise to anyone without the permission of Kent County Council Historic Environment Record Manager..

6.1.4 request Users publishing any work based in whole or in part on the Data Collection to display information crediting its creator and depositor and to declare that those who compiled the original Data Collection bear no responsibility for the further analysis or interpretation.

6.1.5 not be under any obligation to take legal action on behalf of the Depositor or other rights-holders in the event of breach of intellectual property rights or any other right in the material deposited.

6.2 While every care will be taken to preserve the physical integrity of the Data Collection, Kent County Council shall incur no liability, either expressed or implicit, for the Data Collection or for the loss of or damage to any of the Data Collection.

6.3 The copyright in any additional data added by the Kent County Council Historic Environment Record to the Data Collection, and any search software, user guides and documentation that are prepared by the Kent County Council Historic Environment Record to assist users in using the Data Collection shall belong to Kent County Council and any other parties that Kent County Council may choose to enter into an agreement with to produce such materials.

7. Royalties

7.1 No royalties shall be paid for the use of the Data Collection for educational purposes, archiving, or publicity.

8. General

8.1 Communications

All notice under this Agreement shall be in writing and shall be sent to the address of the recipient set out in this Agreement or to such other address as the recipient may have notified from time to time.

8.2 Successors

This agreement is binding on and will benefit the successors and assigns of the parties.

8.3 Entire Agreement

This Agreement constitutes the entire agreement between the parties. No variation will be effective unless in writing signed by or on behalf of both parties.

8.4 Invalidity

If any part of this Agreement is held unlawful or unenforceable that part shall be struck out and the remainder of this Agreement shall remain in effect.

8.5 Joint Venture

This Agreement does not create any partnership or joint venture between the parties

8.6 Waiver

No delay, neglect, or forbearance by either party in enforcing its rights under this Agreement shall be a waiver of or prejudice of those rights

8.7 Legal Jurisdiction

This Agreement is governed by the laws of England.

8.8 Term of the Agreement

This Agreement shall take effect on execution hereof and shall continue for the duration of copyright in the Data Collection unless either party terminates this agreement.

8.9 Termination

8.9.1 In addition to any remedy, Kent County Council on the one hand and the Depositor on the other may terminate this agreement immediately without further obligation in the event of any breach of this Agreement which cannot be remedied or is not remedied within thirty (30) days of the party in breach being requested to do so by the other party.

8.9.2 Where there is no breach, either party may terminate this Agreement upon six months notice.

8.10 Disclaimer

The Depositor and Kent County Council shall be under no liability for any loss or for any failure to perform any obligation hereunder due to causes beyond their control, including but not limited to industrial disputes of whatever nature, Acts of God, hostilities, force majeure or any circumstances which they could not reasonably foresee and provide against.

Schedule 1: Names and addresses of copyright holders other than the Depositor (this includes institutional or organisational copyright holders)

(1) Name

Address

.....

.....

.....

(2) Name

Address

.....

.....

.....

(3) Name

Address

.....

.....

.....

Draft Protocol D:

Guidance on how to produce local lists and other datasets to ensure compatibility with the Kent Historic Environment Record

**19/1/2011
Version: 3.0**

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1 Purpose of document

From time to time local planning authorities may wish to create lists of locally listed buildings. Local authorities or other stakeholders may similarly wish to identify other local heritage assets that need to be incorporated into the Historic Environment Record (HER). This document is designed to guide local planning authorities and other stakeholders in creating datasets that can be easily incorporated into the HER. It does not guide creators of datasets as to how to create data appropriate to their local needs (ie how to create local lists that are valid for planning purposes), only how to structure that data so that it can be imported into the HER.

2 Background

This protocol was created by the 'HER21 Heritage Asset Information Management in Kent' project (2011). The project was carried out by Kent County Council, Maidstone Borough Council, Gravesham Borough Council and the Campaign for the Protection of Rural England as part of English Heritage's HER21 for HER compliance funding stream. This agreement is supported by Kent County Council Heritage Conservation team and the Kent Conservation Officers Group.

3 Kent Historic Environment Record (HER)

The Historic Environment Record (formerly known as the Sites and Monuments Record), is an extensive collection of information relating to Kent's heritage. This computerised database has information on over 42,000 archaeological sites, historic buildings and landscapes. We also have over 5,000 archaeological reports as well as aerial photographs and historic maps.

The records in the Historic Environment Record cover sites dating from the palaeolithic period (approximately 750,000BC) to the present day. These include a wide range of monuments such as iron age hillforts, Roman villas, medieval castles and water mills, and 20th century pillboxes and Cold War bunkers.

The HER can provide information in a range of formats including digital datasets (databases, spreadsheets, map data) or in paper form. A map of the study area can also usually be provided. To contact the HER officer please email heritageconservation@kent.gov.uk. An accessible version of the HER database and much historic mapping is also available online at www.kent.gov.uk/HER.

4 Obtaining baseline data

If locally listed building information is to be imported into the HER it is important to avoid duplication with existing records. It is possible that a building that is being considered for local listing is already in the HER. If so, the information may be useful when considering the building for a local list

and so it is advisable to consult the HER at the outset. This will also ensure that the HER record number (format 'TQ 76 NE 1') can be included in the local list data recording system, thereby avoid confusion and enabling the proper links to be made.

5 Designing a local list data recording system

The design of a local list project's information recording system needs careful thought and preparation. Central to this will be the questions : what is the information for? Who will use it, and why? What will the outputs of the project be? Just a dataset or a synthesized report too? Will the data and report be made widely available and how? The project team should make sure they know exactly why they are carrying out the project and what outcomes and objectives are sought before they begin to design their recording system.

5.1 Database

Many projects that require information to be recorded systematically lend themselves to recording in a database. A project designed to record locally listed information would certainly benefit from this approach.

The Historic Environment Record and other key heritage databases are based on nationally-agreed data standards and structures. This allows the information within them to be extracted easily, for example by the Heritage Gateway portal. It also allows major projects to design routines to import information into HERs in the knowledge that although the software used by individual HERs may differ, if they are based on an agreed standard then the import process will be easier.

The standard on which HERs and many modern heritage databases are based is called [MIDAS Heritage](#) (*Monument Inventory Data Standard Heritage*). It relates to a number of international data standards, in particular ISO 21127 (2005). This is a data standard, not a requirement for a particular software or file format. It is designed to be used with a range of information systems eg paper, spreadsheet or database. It does not specify what information should be recorded as this will vary depending on the particular project's objectives.

MIDAS Heritage uses a hierarchy of terms to identify levels of information that can be recorded (see Appendix I). At the top are 'themes'. These are areas of information about a site that might be recorded such as the Spatial Information Theme (information about where the site is) or Temporal Information Theme (information about the period of the site). Each theme contains a number of Information Groups (eg for the Spatial Information Theme the groups are 'Location' and 'Map depiction') and each Information Group contains a number of Units of Information (eg for the map depiction information group the units of information include 'x co-ordinate', 'y co-ordinate' and 'precision').

The design of the particular database to be used by a project would depend on the information that the project wanted to capture but MIDAS Heritage

provides a framework that can ensure that the information is captured to a recognised standard. **Importantly it also ensures that a dataset can be easily incorporated into the HER and other heritage databases and its use is strongly to be encouraged in research projects.** A sample MIDAS Heritage database for locally listed buildings is presented in Appendix I. The HER team can advise any organisation or individual wishing to create a similar database how to do so in MIDAS Heritage compatible format.

5.2 GIS/mapping

Many projects benefit from the use of mapping systems. These help to locate and visualise data accurately, understand the spatial context of the sites and see relationships between the heritage site and the local landscape. Today, most professional organisations use mapping software called GIS (Geographic Information Systems). Although professional systems can be expensive it is possible to obtain free viewers by which spatial (mapped) data can be examined and there are also a number of open-source systems available.

Most local planning authorities and stakeholders producing locally listed buildings data and similar datasets will be using corporate GIS. It is not proposed, therefore, to guide them here as to how to build and configure GIS systems. Organisations needing guidance in this area should consult the Kent HER protocol 'Guide to recording information for easy incorporation in to the HER'.

In the Kent HER all buildings are currently represented by points. The Kent HER does not define curtilage or setting in GIS format. Organisations creating local list GIS data should therefore preferably supply the GIS data as point data. If, however, organisations supplying data wish the HER to incorporate their curtilage polygons this can be accommodated. Other GIS representations of local heritage assets may well be supplied as polygons, for example historic parks and gardens. This again is perfectly acceptable.

Every entity (eg a point or polygon) in a GIS will have 'attributes'. These are pieces of information that are stored in a table in the system. When the user clicks on a point the attribute table pops up allowing the user to read the information. The attributes can be defined by the user but it is essential that one contains the unique identifier of the point. If the building is already in the HER then it is also important that the HER number is one of the attributes. This will help the HER team to relate the building to the existing HER records.

6 Managing your data

6.1 Principles of good data management

For any research project to succeed the data it captures must be managed effectively. The guidance below provides some basic advice that should help ensure that the right data is gathered and maintained properly.

Avoid re-collecting data

The greatest cause of waste in data management is duplication of effort. Different organisations capturing the same information (eg digitizing listed buildings) in slightly different ways is a waste of resource and risks divergent datasets. Projects looking to create new datasets should assure themselves that no other organisations already maintain this data. This may be best achieved via the protocol **F Protocol for a forum for Kent's heritage information management**.

Data life-cycle control

Life-cycle control is designed to ensure that data is managed properly throughout its existence. This means considering

- Justification: whether or not the data needs collecting and what it is to be used for. Can another dataset be modified instead?
- Specification: how should the data be gathered and structured?
- Data audit: to monitor the use and effectiveness of the data
- Archiving and destruction: to ensure that data is archived effectively or destroyed when no longer needed

Data policy

Most professional organisations will already have a data policy, probably drawn up at corporate level. These govern such aspects as data acquisition, data care, data use and exchange. Local history or archaeology groups may lack the resources for this but it is nonetheless advisable that they review the data they hold, make sure it is stored safely, properly documented with metadata and communicated to the wider heritage world.

Data ownership

It is important that the ownership of data is clearly established so that rights to use, modify and exploit the data can be assured.

Metadata

Metadata is “data about data”. It is information that describes the dataset to tell users when the data was created, by who, for what purpose and to what standards. Many organisations are weak when it comes to metadata and as a result gradually lose the memory of where a dataset came from. For more information on creating metadata. Appendix II contains an example metadataset for a local list.

Ensure data quality

Data quality is ensured by following clear management procedures that clarify issues such as who is responsible for maintaining the data, how it is gathered to be fit for purpose, data access and dissemination.

7 Submitting your data to the Historic Environment Record

It is essential that the results of all local list or similar projects carried out in Kent are sent to the HER upon completion. This is so that the information can

be incorporated in the HER and thus become available to researchers, planners and other users of the HER.

The HER should be sent one copy of:

- The project report (if there is one)
- The project database
- Any GIS or map data
- The project metadata

The information should be sent to:

The Kent Historic Environment Record
Heritage Conservation
Invicta House
County Hall
Maidstone
ME14 1XX
heritageconservation@kent.gov.uk

Appendix I Sample MIDAS Heritage compatible database appropriate for the recording of locally listed buildings

The database presented below is an example of how a database can be designed that meets the MIDAS Heritage standard. It is quite straightforward and can be adapted to your needs. Some of the fields are mandatory to meet the standard and others are repeatable (for example a record may have more than one monument type eg 'church', 'steeple'). In the database below the mandatory fields are marked (M) and the repeatable fields are marked (R). If you need advice on constructing a database then please feel free to discuss this with the Kent Historic Environment Record team.

Monument

- **Primary Reference Number (M)**
"KENT_MON_0001"
- **PRN_type (M)**
"Monument"
- **Description (M)**
"C18 House, chequered brick and plain tiled roof..."
- **Compiler (organisation) (M)**
"Maidstone Borough Council"
- **Date of compilation (M)**
"22/07/2010"
- **Date of last update (M)**
"7/11/2010"
- **Monument Type (M, R)**
"House"

Location

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_LOC_0001"
- **PRN_Type (M)**
"location"
- **Admin Area Name (M, R)**
"Maidstone"
- **Admin Area Type 1 (M, R)**
"District"
- **Admin Area Name 2 (M, R)**
"Marden"
- **Admin Area Type 2 (M, R)**
"Parish"
- **Road Name (R)**
"High Street"
- **Number in road (R)**
"18"

- **Post Code (R)**
"ME55 2EU"
- **Grid Reference (M)**
"TQ77776666"

Date and Period

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DAT_0001"
- **PRN_Type (M)**
"Date"
- **Start Date (M)**
"Post Medieval"
- **End Date (M)**
"Modern"

Activity

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_ACT_0001"
- **PRN_Type (M)**
"Activity"
- **Description (M)**
"Local list project carried out between 2008 and 2010"
- **Compiler (organisation) (M)**
"Maidstone Borough Council"
- **Date of compilation (M)**
"22/7/2010"
- **Date of last update (M)**
"22/7/2010"
- **Activity Type (M, R)**
"Survey"

Designation & Protection

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DESIG_0001"
- **PRN_Type (M)**
"Designation"
- **Description (M)**
"Maidstone Local List"
- **Statutory Name (M)**
"18 High Street"
- **Statutory Description (M)**
"C18 House, chequered brick and plain tiled roof..."
- **Compiler (organisation) (M)**

- "Maidstone Borough Council"
- **Date of compilation (M)**
"28/11/2010"
- **Date of last update (M)**
"28/11/2010"

Map Depiction

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_DEPICT_0001"
- **PRN_Type (M)**
"Depiction"
- **Compiler (organisation) (M)**
"Maidstone Borough Council"
- **Date of compilation (M)**
"22/7/2010"
- **Date of last update (M)**
"22/7/2010"
- **Positional accuracy (M)**
"10m"
- **Spatial feature type (M)**
"Point"
- **X_coord (M)**
"577770"
- **Y_Coord (M)**
"166660"

Archive and bibliography

- **Primary Reference Number 1 (M)**
"KENT_MON_0001"
- **Primary Reference Number 2 (M)**
"KENT_ARCHIV_0001"
- **PRN_Type (M)**
"reference"
- **Information Source Title (R)**
"Ordnance Survey First Edition 25" map 1860"
- **Description (M)**
"First large scale and accurate survey of Kent carried out by.."
- **Compiler (organisation) (M)**
"Maidstone Borough Council"
- **Date of compilation (M)**
"10/7/2010"
- **Date of last update (M)**
"10/7/2010"
- **Archive / source type (M)**
"Map"
- **Archive / Source location (M)**
"Centre for Kentish Studies"

- **Archive / Source reference (R)**
“CKS_OS_1_”25_1860_225”
- **Archive / Source format (M)**
“paper”
- **Information Source Title**
“Ordnance Survey First Edition 25” map 1860”
- **Date of origination (M)**
“22/2/1860”
- **Right note (M)**
“out of copyright”
- **Right type (M)**
“copyright”

Appendix II Guide to producing metadata

Metadata is data about data. It is essential in order to properly document data gathering activities, to help the data be publicised to those who might want to use it and to help users ‘drill down’ to better understand its’ origins. An international standard – UKGEMINI2 – underpins metadata generation in the UK. It conforms to ISO 19115 and the EU INSPIRE directive.

The fields to be recorded in metadata will have to be adjusted to suit the particular dataset under consideration. Many are optional but there are a number of key fields that are mandatory if the metadata is to be UKGEMINI2 compliant. The example metadata below includes only these mandatory fields and describes a historic buildings dataset gathered as part of a local list project. For more information on UKGEMINI2, including the optional fields, please see: <http://www.gigateway.org.uk/metadata/standards.html>

Name	(M)andatory or (O)ptional	Description	Format	Example
Title	M	name given to the data resource	Character string	Historic buildings
Abstract	M	brief narrative summary of the data resource	Character string	Buildings of historic character
Keyword	M	topic of the content of the data resource	Character string	Buildings
Temporal extent	M	date for the content of	Character string	11 th century to 21 st century

		the data resource		
Dataset reference date	M	reference date for the data resource	Character string	2010
Lineage	M	information about the events or source data used in the construction of the data resource	Character string	Follows validation programme 2009-10
West bounding longitude	M	western-most limit of the data resource extent, expressed in longitude in decimal degrees (positive east)	decimal, expressed in degrees to two decimal places	-0.01
East bounding longitude	M	eastern-most limit of the data resource extent, expressed in longitude in decimal degrees (positive east)	decimal, expressed in degrees to two decimal places	1.82
North bounding latitude	M	northern-most limit of the data resource extent, expressed in latitude in decimal degrees (positive north)	decimal, expressed in degrees to two decimal places	51.51
South bounding latitude	M	southern-most limit of the data resource extent, expressed in	decimal, expressed in degrees to two decimal places	50.86

		latitude in decimal degrees (positive north)		
Spatial reference system	M	Name or description of the system of spatial referencing, whether by coordinates or geographic identifiers, used in the data resource	Character string	Ordnance Survey co-ordinates
Spatial resolution	M	measure of the granularity of the data (in metres)	real	10 cm
Responsible organisation	M	details of the organisation (s) responsible for the establishment, management, maintenance and distribution of the data resource	Class: This class comprises eight elements relating to the responsible organisation: 1. contact position 2. organisation name 3. full postal address 4. telephone number 5. facsimile number 6. email address 7. web address 8.	Historic Environment Record Officer, Kent County Council, Invicta House, County Hall, Maidstone, ME14 1XX, tel 01622 223528; fax 01622 221636; heritageconservation@kent.gov.uk ; www.kent.gov.uk/HER ; custodian *

			responsible party role These are defined below	
Frequency of update	M	frequency with which modifications and deletions are made to the data resource after it is first produced	enumerated list	Daily *
Limitations on public access	M	restrictions imposed on the data resource for security and other reasons	enumerated list	License *
Use constraints	M	restrictions and legal restraints on using the data resource	character string	No conditions apply
Metadata date	M	date on which the metadata was last updated, or was confirmed as being up-to-date, or if not updated, then the date it was created	Date	2010-11-26
Metadata point of contact	M	party responsible for the creation and maintenance of the metadata	character string	Historic Environment Record Officer, Kent County Council, Invicta House, County Hall, Maidstone, ME14 1XX, tel 01622 223528; fax 01622 221636; heritageconservation@kent.gov.uk
Unique resource identifier	M	value uniquely identifying	character string	1

		the data resource		
Resource type	M	scope to which metadata applies	code list	Dataset *

* controlled vocabulary applies

Draft Protocol E:

Guidance for supplying historic buildings information to the Historic Environment Record (HER)

**19/1/2011
Version: 3.0**

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1 Purpose of document

The Kent HER maintains information describing Kent's historic buildings. This information needs to be kept up to date and reflect new discoveries. It needs to contain relevant supporting information on Sources and Events and depict historic buildings using meaningful GIS entities. It needs to point the user to where additional information can be obtained. This depends on close co-operation between local planning authority Conservation Officers and the Kent HER. This protocol describes how this is to be achieved.

2 Background

This protocol was created by the 'HER21 Heritage Asset Information Management in Kent' project (2011). The project was carried out by Kent County Council, Maidstone Borough Council, Gravesham Borough Council and the Campaign for the Protection of Rural England as part of English Heritage's HER21 for HER compliance funding stream. This agreement is supported by Kent County Council Heritage Conservation team and the Kent Conservation Officers Group.

3 Historic Buildings Information and the HER

3.1 The scope of historic buildings information held in the HER

There is no formal limit on the date, type or number of historic buildings recorded in the HER. Currently the HER contains records of a wide range of buildings including cathedrals, castles, pillboxes, police boxes, hop-pickers huts, warehouses, terraced houses and signal boxes. They may be Listed Buildings or they may be not. They can date from any point in the past. The most recent buildings date only from the 1980s. The suitability of historic buildings for inclusion in the HER is therefore limited neither by function nor period. Any structure whose character makes it of historic interest is relevant.

Although there is no restriction in terms of function or period, however, there are limits to the information that can be stored in the HER. The HER is an index of information – it cannot be completely comprehensive, storing every piece of information known about a site or building. Within each record the HER tries to describe the key elements that are of heritage interest, how we know about these elements and what studies or investigations have been carried out. Appendix I contains an example of a historic building record from the HER.

3.2 How the information is stored

The information in the HER is stored in a SQL Server database linked to an ArcGIS map. The database (called HBSMR) is used by about 70% of all English HERs and is designed to an agreed national standard called MIDAS Heritage. Using this standard ensures that information can be easily

exchanged between HERs and between HERs and other databases using the same standard. It controls aspects of data management such as word lists and thesauri again helping interoperability, or ease of data exchange.

These strengths do mean, however, that it is difficult to customize HBSMR as this needs to happen in agreement with other HERs. Nevertheless, the database provides a powerful means of storing and maintaining heritage data.

The database links to a GIS mapping system called ArcGIS. Each site or building is represented as a point, line or polygon. In the Kent HER all buildings are represented by points with polygons being reserved for particularly large sites such as airfields or parks.

3.3 Accompanying information

The database and GIS are not the only information resources in the HER. We also maintain a collection of archaeological, building survey and other reports. It is these reports that provide the extra detail that users of the HER may want but not find in the summarised HER records. The reports are almost all publicly accessible documents, especially those submitted as part of a planning application which automatically become public domain. At present the reports are only viewable at the Kent HER office in Maidstone though it is anticipated that in due course they will be made available online.

The HER also maintains a large collection of aerial photographs. These are available in the Maidstone office for viewing as a reference collection.

Kent County Council also maintains a set of casework files that underpin the work of the development control archaeologists. These are not generally accessible to the public

4 What historic buildings information should be sent to the HER?

The Kent HER already contains records for every Listed Building in Kent together with hundreds of non-Listed Buildings. For most of the buildings, however, the only information in the HER is the formal Listing – the ‘greenback’ entry. As casework on these buildings takes place, new information will be revealed about their history and form that goes beyond the Listing, and may often challenge or contradict it. It is important that we capture this information. We cannot record everything but the intention is that at all times the HER records accurately the date of construction and of any major alterations, and the form, function and significance of the historic buildings of Kent. The guidelines below are designed to help with this.

A Buildings conservation casework has produced a formal report (eg a building survey report) but this has **not** been on the advice of KCC Heritage Conservation:

- Complete ‘Kent HER Historic Building Recording Form’
- Email the form and a digital copy of the report to heritageconservation@kent.gov.uk

B Buildings conservation casework has produced a formal report (eg a building survey report) but this **has** been on the advice of KCC Heritage Conservation:

- Do nothing. The report should be sent to the HER by the surveyor as part of the normal reporting process

C Buildings conservation casework has not produced a formal report but has produced important new information about the building that should be recorded on the HER:

- Complete 'Kent HER Historic Building Recording Form'
- Email the form to heritageconservation@kent.gov.uk

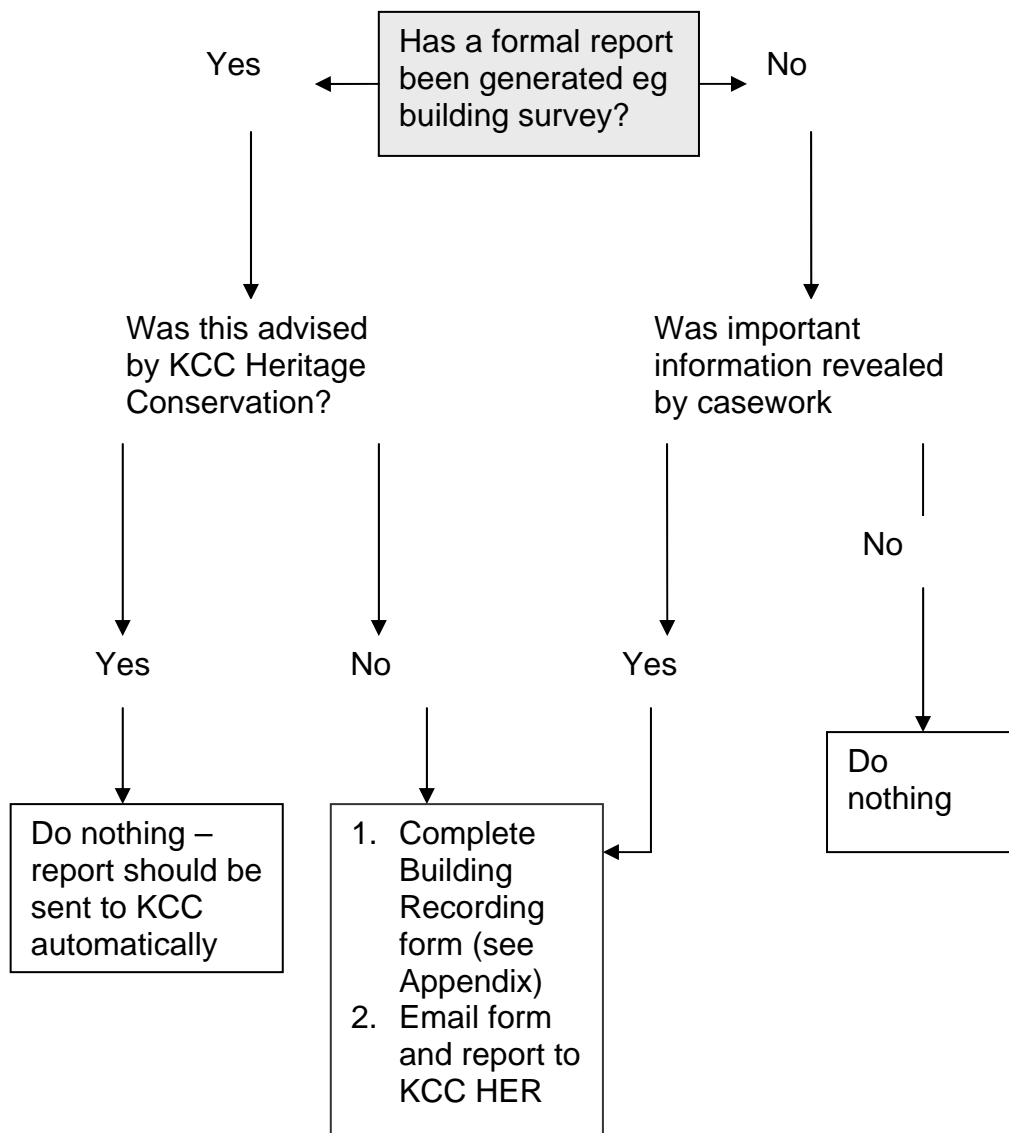


Figure 1 Flow chart to guide local planning authorities for whether to send information to the Kent Historic Environment Record.

5 How to submit information to the HER?

All 'Kent HER Historic Building Recording Forms' and any relevant accompanying information should be sent to the Kent HER team at:

Heritage Conservation
Invicta House
County Hall
Maidstone
ME14 1XX
heritageconservation@kent.gov.uk

Appendix I Example of a HER record of a historic building

SMR Number	Site Name	Record Type
TQ 75 NE 698 -	15 Knightrider Street, Maidstone, Kent.	Listed Building

Monument Types and

OPEN HALL HOUSE (Late Medieval, Medieval to Post Medieval - 1400 AD to 1540 AD)
TIMBER FRAMED HOUSE (Late Medieval, Medieval to Post Medieval - 1400 AD to 1540 AD)

BUILDING (Medieval to Post Medieval - 1400 AD to 1832 AD)

Covering Building SLATE
Material

Covering Building TILE
Material

Main Building BRICK
Material

Main Building STUCCO
Material

Main Building TIMBER
Material

Main Building WEATHERBOARD
Material

HOUSE (Late C16, Post Medieval - 1567 AD to 1599 AD)

HOUSE (Early C17, Post Medieval - 1600 AD to 1632 AD)

HOUSE (Early C18, Post Medieval - 1700 AD to 1732 AD)

INDUSTRIAL BUILDING (Early C19, Post Medieval - 1800 AD to 1832 AD)

Description and Sources

Description

The following text is from the original listed building designation:

TQ 7655 SW KNIGHTRIDER STREET

Maidstone

7/10011 Number 15

II

House, probably with partial industrial use at one time. North range of late mediaeval date with late C16 alterations, west early C17 wing, further extended to the west in the early C19 and with extension to south east of the same period probably originally having some industrial purpose. Timberframed

building, with frame partially exposed on south front, mainly covered in weatherboarding but with some stock brick to north front, stuccoed ground floor to north and south fronts. Tiled roofs with brick chimneystacks except to south east wing which is slate. Two storeys, except for three storey south east wing: irregular fenestration, mainly sashes, some with marginal glazing. Roughly L-shaped on plan. North wing originally a 3-bay (probable late mediaeval) open hall with inserted floor and chimneystack, west wing early C17 parlour wing, built out to west and refronted in early C19. Late mediaeval north wing has exposed timberframing on east and south fronts with jowled posts and 4 arched windbraces visible. Ground floor underbuilt in early C19 painted brickwork with 4-light C20 window. Gablet to roof indicates possible smoke hole to original open hall. North front of north wing has gable, off central brick chimneystack of C19 brickwork to late C16 inserted chimney and C19 sashes. West front has three gables of early C19 date with steeply pitched earlier roof behind. First floor is weatherboarded with three early C19 pane sashes and ground floor has right side canted bay, left side marginal-glazed sash with coloured glass. floral paterae and lion's head masks and central double doorcase with marginal glazed rectangular fanlights. South front of west wing is of two bays with right side gable with covered wooden bressumer below and windows blocked at time of inspection. At the south eastern corner is a three storey one bay early C19 extension mainly weatherboarded with slate roof, one casement window and first floor door, probably having an industrial use originally. INTERIOR: North wing has exposed frame, ground floor has moulded spine beam and large fireplace opening which now contains C20 fireplace but the original late C16 inserted fireplace may survive behind First floor central bay has jowled post and chamfered beams with lambs tongue stops. Corner room has exposed floor joists with chamfers and triangular stops. Roof has winder staircase reached through plank door and top of original brick chimneystack. Roof has purlins and principal rafters. West wing has C17 roof and central room has an early C17 ceiling with chamfered beams and lambs tongue stops and two upright posts to spine beam with zigzag decoration and C17 plank door. Ground floor has early C17 plank and muntin panelling to corridor and there are newel steps to a basement. At the junction of the two wings is an early C19 well staircase with stick balusters and column newel posts and round-headed window with y-bracing, blocked at time of survey.

Listing NGR: TQ7620755361

Historic building survey in June 2002 found that no. 15 originated as a rear detached service building, possibly a detached kitchen, to a now destroyed medieval house which formerly occupied the street frontage. The building was greatly modified over several centuries and by the C19th (at the latest) had become a separate property in its own right. (1)

See also TQ 75 NE 298, archaeology recorded at rear of property.

Revised Architectural assessment and interpretation of building in 2004 report. Detailed description of various phases. Earliest remains indicate a rectangular structure aligned North-South and having ground floor walls of Ragstone which supported massive first-floor joists some of which survive in situ. The date of this structure remains unknown but pre-dated the late C15th and could have been as early as C14th or C14th. Late in C15th the upper storey of Phase 1 range was removed and preplaced by a new four bay timber-framed structure incorporating 2 rooms - a single bay northern ante-chamber and a 3-bay first floor hall or function room. A 2-storeyed porch-like wing was built to the west, which was entirely timber framed. Two alterations in C16th - style suggests that they were carried out during the second or third quarter of that century. Changes included inserting ceilings into the 2 first floor rooms of the main range (which had previously been open to the roof) and a new centrally placed projecting window within the northern end wall of the northern chamber. Major changes in the C17th including the chimney and fireplace. In the kitchen area the north wall was rebuilt and a low-walled eastern range added with a first floor chamber accessed direct from the kitchen chamber. Soon afterwards, still in the C17th, the main block was squared-up by adding extension to the north and south of the 'porch' wing and adding 3 symmetrical gables. The 'function room' was reduced to 2 bays by dividing off the northern bay so as to form a new landing for the revised staircase and an enlarged porch chamber. Roof Areas modified and a cellar intruded beneath the S-E corner of the complex. Two alterations in late C18th or very early C19th - small extension was built and the interior of the building was updated - a new grand staircase was added and chimney was added against the west elevation.

Between 1823 and 1843 a 3-storeyed addition was built between the stair turret and the main range.

Since then a single-storeyed structure to the south of the eastern range and the infilling areas between the kitchen range and the range by a single storeyed link. (2)

Sources

(1) Unpublished document: Archaeology South-East. 2002. Archaeological desk-based assessment and historic building survey of 15 Knightrider Street, Maidstone, Kent..

(2) Unpublished document: Archaeology South-East. 2004. Revised architectural assessment and interpretation of 15 Knightrider Street, Maidstone..

Location

National Grid Reference

TQ 7620 5536 (point) TQ75NE Point

Administrative Areas

Civil Parish MAIDSTONE, MAIDSTONE, KENT
County KENT
District MAIDSTONE, KENT

Address/Historic Names

15 Knightrider Street, Maidstone, ME15 6LP

Designations, Statuses and Scorings

Associated Designations

Listed Building (II) - 475138 15 Knightrider Street, Maidstone, Kent.
Active Dke9391

Other Statuses and Cross-References

Sites & Monuments Record - MKE29855 Active
Old Pref Ref - MKE29855 Active

Ratings and Scorings - None recorded

Land Use

Associated Historic Landscape Character Records - None recorded

Other Land Classes - None recorded

Related Monuments

TQ 75 NE 298 Medieval and Post Medieval archaeology All Groups
recorded at 15 Knightrider Street, Maidstone.

Finds - None recorded

Associated Events/Activities

Eke9466 Archaeological desk-based assessment and historic building survey of 15
Knightrider Street,
Maidstone, Kent. (Event - Survey)
Eke9786 Architectural Assessment and Interpretation, 15 Knightrider Street, Maidstone
(Event - Survey. Ref:
1657)

Associated Individuals/Organisations - None recorded

Appendix II Kent HER Historic Building Recording Form



Kent HER Historic Building Recording Form

1 Record Type Building

2 HER Number

3 LBS Number

4 Building Name

5 Location Address

6 Easting

7 Northing

8 Description

9 PDF of report attached? Yes No

10 Source of information 1

11 Title

12 Date

13 Author

14 Type Bibliographic reference

Source of information 2

11 Title

12 Date

13 Author

14 Type Bibliographic reference

Event that produced the information

15 Type Building survey

16 Date

17 Title

18 Description

19 Planning reference

20 Form compiled by

***When completed, please email this form to
heritageconservation@kent.gov.uk***

User Notes

General

The Kent HER already contains records for every Listed Building in Kent together with hundreds of non-Listed Buildings. For most of the buildings, however, the only information in the HER is the formal Listing – the ‘greenback’ entry. As casework on these buildings takes place, new information will be revealed about their history and form that goes beyond the Listing, and may often challenge or contradict it. It is important that we capture this information. We cannot record everything but the intention is that at all times the HER records accurately the date of construction and of any major alterations, and the form, function and significance of the historic buildings of Kent. The guidelines below are designed to help with this.

A Buildings conservation casework has produced a formal report (eg a building survey report) but this has **not** been on the advice of KCC Heritage Conservation:

- Complete ‘Kent HER Historic Building Recording Form’
- Email the form and a digital copy of the report to heritageconservation@kent.gov.uk

B Buildings conservation casework has produced a formal report (eg a building survey report) but this **has** been on the advice of KCC Heritage Conservation:

- Do nothing. The report should be sent to the HER by the surveyor as part of the normal reporting process

C Buildings conservation casework has not produced a formal report but has produced important new information about the building that should be recorded on the HER:

- Complete ‘Kent HER Historic Building Recording Form’

Email the form to heritageconservation@kent.gov.uk

Fields

1 Record Type

If the building is ‘Listed’ or ‘Locally Listed’ then select the appropriate option from the drop-down list. If not Listed but still a building then select ‘Building’. For any other structure eg bridge, milestone etc select ‘Other’.

2 HER Number

This is the reference used in the HER. This can be obtained from the online HER database (www.kent.gov.uk/HER). It is usually in the format ‘TQ 76 NE 23’. Please do not use the ‘MKE’ reference that you may see on some documentation unless the record has no ‘TQ 76 NE 23’ formatted reference. If the building is new and not on the HER then leave blank.

3 LBS Number

If the English Heritage listed building reference number is known please enter here. If the building is listed then this can be obtained from the [‘Listed Buildings Online’](#) website.

4 Building Name

Please enter an appropriate name

5 Location Address

Please enter the current postal address.

6 & 7 Easting and Northing

These are the 6-figure Ordnance Survey co-ordinates. A useful resource for this is the MAGIC website (<http://www.magic.gov.uk/website/magic/>) which has a function to display the co-ordinates of any point specified, thus enabling you to record precise National Grid Co-ordinates of any building or site you wish to record.

8 Description

If the building is already listed then please only describe the new information that you want to submit and identify any incorrect information in the listing. If the building is a new addition to the HER then please write as full a description as you can.

9 PDF report attached?

If you have a formal report such as a building survey then please tick the appropriate box and send the report with this form as a PDF. If you only have a paper copy then that is acceptable but clearly involves storage at the HER. If not report is available then please tick the ‘No’ box.

10 Source of information

It is important for us to know where the information that you are submitting came from. The form provides the opportunity to enter information about two different sources.

11 Title

Please enter the title of the report, book, document or photograph from which the information is taken. If there is no title, for example if the source is your own observation, then enter a sensible title such as ‘Visual inspection of 32 High Street, Maidstone, August 2010’

12 Date

Please enter the date of the source eg year of publication

13 Author

Please enter the author of the source. If the source is a visual observation then the author would be yourself.

14 Type

Please select a report type from the drop-down list. If the source is a visual observation then the Type is ‘verbal communication’.

15 The HER must also know whether a particular survey or investigation, known as an ‘Event’, produced the information.

16 Type

Please select the appropriate 'Type' from the drop-down list.

17 Title

Please enter a suitable title for the Event eg 'Building survey of 32 High Street, 2010'

18 Description

Please provide a short summary of the background of the event eg 'During the construction of a single storey extension in August 2010 works revealed that part of the rear wall of the building were of medieval date.'

19 Planning reference

If relevant please enter the planning reference for the casework that produced the information.

20 Form compiled by

Please enter the name of the person who filled out the form.

Draft Protocol F:

Protocol for a forum for Kent's heritage information management

19/1/2011

Version: 3.0

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3.1 Email forum	79
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1 Purpose of document

This document describes arrangements for communicating information about heritage information within the Kent heritage community. It describes how the Kent Historic Environment Record (HER), local planning authorities (LPAs), stakeholders, local history and archaeology societies and others can access news, discuss issues and receive updates affecting the management of heritage information in Kent.

2 Background

This protocol was created by the 'HER21 Heritage Asset Information Management in Kent' project (2011). The project was carried out by Kent County Council, Maidstone Borough Council, Gravesham Borough Council and the Campaign for the Protection of Rural England as part of English Heritage's HER21 for HER compliance funding stream. This agreement is supported by Kent County Council Heritage Conservation team and the Kent Conservation Officers Group

3 Email forum and additional communication methods

3.1 Email forum

The Kent HER will establish an email forum (probably using JISMAIL) that will be open to any group or organisation interested in heritage information in Kent. The forum will provide an opportunity to:

- discuss of general issues related to heritage information management in Kent
- announce news or new development related to heritage information management in Kent
- Consult relevant groups on new ideas or developments affecting heritage information
- Advertise external projects or events of relevance to the subject

To take this forward Kent County Council will approach all local history or archaeology societies, relevant stakeholders and local planning authorities to advertise the forum and invite them to join. Any organisation wishing to join the forum should contact the Kent HER at heritageconservation@kent.gov.uk.

To support the work of the Forum a number of additional communications methods will be used.

3.2 Kent Archaeological Society AGM

The Kent HER team will request a presence in the form of a stall and, from time to time a presentation, at the Annual General Meeting of the Kent Archaeological Society. This will provide an opportunity to contact a wider range of people than just those who might be involved in the forum described in 3.1.

3.3 Kent Conservation Officers Group

The relationship between the Kent HER team and Kent's Conservation Officers is central to the future management of heritage information management in Kent. It is proposed that the HER team will attend at least one meeting of the Kent Conservation Officers Group each year (although additional attendances can be arranged as needed). This will provide an opportunity to refresh the awareness of the HER among Conservation Officers and discuss any issues arising.

3.4 Service/advisory visits by HER team

To support the local planning authorities in their work the Kent HER team will conduct a service with each local planning authority once a year. This will provide an opportunity to:

- Check that the LPAs heritage datasets are up to date
- Make sure the LPA is aware of all relevant datasets
- Deliver and explain any new datasets of relevance
- Update records about key personnel at the LPA and HER

- Question the HER team/LPA staff on relevant issues

It may be possible to carry out service visits for other key stakeholders and the Kent HER team will try to support organisations carrying out relevant projects as best they can. For more information on this please contact heritageconservation@kent.gov.uk.

Appendix II

Product Descriptions

Product number: P1

Product title: HER 21 Heritage Asset Information Management in Kent: Project Proposal

Purpose of the product: Outline description of the planned project designed to enable the Project Design (P2)

Composition: outline of the aims and objectives, method and budget

Derived from: discussions with conservation officers and CPRE

Format and presentation: Word document

Allocated to: Paul Cuming

Quality criteria and method: check against PPS 5 and KCOG notes to ensure it identifies the issues

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Lis Dyson

Planned completion date: 15/4/2010

Product number: P2

Product title: 21 Heritage Asset Information Management in Kent: Project Design

Purpose of the product: Detailed specification of the project designed to enable the HEEP funding decision

Composition: detailed presentation of background, aims and objectives, business case, interfaces, communications strategy, project team, methods, products, risks and budget

Derived from: Project proposal (P1)

Format and presentation: word document

Allocated to: Paul Cuming

Quality criteria and method: check against project proposal and EH comments

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Paul Cuming

Planned completion date: 5/7/2010

Product number: P3

Product title: Kent Historic Environment Data Register

Purpose of the product: assembled list of heritage datasets being gathered by heritage stakeholders

Composition: name, type of data, gathered by, purpose, standard applied, format, usage

Derived from: advertising and direct approach to local societies and heritage stakeholders

Format and presentation: Excel spreadsheet

Allocated to: Paul Cuming, Ben Croxford

Quality Criteria and method: check against submitted information

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Paul Cuming

Planned completion date: 8/8/2010

Product number: P4

Product title: Interview questionnaire

Purpose of the product: to structure the discussion on the needs and ambitions of the stakeholders in the project

Composition: what do they need / want to achieve in their work?, their current use of heritage information; how HER information could be improved to help them in their

work; how their methods could be modified to more easily incorporate their data into the HER; the flow of heritage information within Kent; training and documentation procedures.

Derived from: P3

Format and presentation: Word document

Allocated to: Paul Cuming, Ben Croxford

Quality Criteria and method: check against PD and submit to Project Board

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Paul Cuming

Planned completion date: 31/8/2010

Product number: P5

Product title: Stakeholder Interview Report and Conclusions

Purpose of the product: To summarise the information needs and other issues raised by the stakeholder interviews

Composition: objectives, method, summary of each interview, overall conclusions

Derived from: interviews with each of the co-operating organisations

Format and presentation: word document

Allocated to: Paul Cuming

Quality criteria and method: send to interviewees for checking

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Paul Cuming

Planned completion date: 30/9/2010

Product number: P6, P11

Product title: Highlight Reports

Purpose of the product: To keep the project team informed about progress and next steps. To help the English Heritage HEEP team assess the progress of the project.

Composition: Date, circulated to, period covered, schedule status, budget status, resources, products and tasks completed, products and tasks to be completed, project risks, project issues

Derived from: Progress since the last Highlight Report.

Format and presentation: word document

Allocated to: Paul Cuming

Quality criteria and method: check against project design, risk log, issue log

Person/group responsible for quality assurance: project team and EH project assurance will feed back comments.

Person/group responsible for approval: Paul Cuming

Planned completion date: P6 – 1/10/2010; P11 – 1/1/2011

Product number: P7

Product title: Protocols Terms of Reference document

Purpose of the product: to identify the areas to be covered by the protocols, their intended standing, audience and scope

Composition: Background, purpose of document, audience, protocols, standing, scope

Derived from: Product P4

Format and presentation: word document

Allocated to: Project Team

Quality criteria and method: check against P4 and Project Design

Person/group responsible for quality assurance: Project Team

Person/group responsible for approval: Paul Cuming

Planned completion date: 13/9/2010

Product number: P8

Product title: Draft Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent

Purpose of the product: To describe agreed arrangements for historic environment information management in Kent

Composition: Background, aims & objectives, partners, draft protocols, arrangements for review

Derived from: P3, P5 and P7

Format and presentation: word document

Allocated to: Paul Cuming (working with Project Team)

Quality criteria and method: check against Project Design, P5 and P7

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Project Team

Planned completion date: 15/12/2010 except protocol c 15/1/2011

Product number: P9

Product title: Report on consultation responses

Purpose of the product: To summarise the responses from the consultation programme and test them against the draft protocols

Composition: background, response list by protocol, conclusions

Derived from: responses sent to Paul Cuming by consultees

Format and presentation: word document

Allocated to: Paul Cuming

Quality criteria and method: send report back to consultees for checking

Person/group responsible for quality assurance: Paul Cuming

Person/group responsible for approval: Paul Cuming

Planned completion date: 15/1/2011 except protocol C 31/1/2011

Product number: P10

Product title: Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent (post-consultation)

Purpose of the product: to describe agreed arrangements for the recording, management, exchange and dissemination of historic environment information in Kent.

Composition: Background, aims & objectives, method, Project Team, partners in the agreement, protocols, arrangements for review

Derived from: P7, P8, P9

Format and presentation: word document, PDF

Allocated to: Paul Cuming working with Project Team

Quality criteria and method: check against P8 and P9

Person/group responsible for quality assurance: Project Team

Person/group responsible for approval: Project Team

Planned completion date: 7/11/2011

Product number: P12

Product title: Validated local list datasets

Purpose of the product: Assembled local list of historic buildings ready for importing into the HER

Composition: Existing local list information will be sampled and assembled in structured datasets. The difficulties of doing this will be noted and the datasets will be accompanied by metadata so that we can assess the user requirement, collection methods, data quality and any other strengths and weaknesses of the datasets.

Derived from: Maidstone Borough Council central Maidstone local list, Gravesham Borough Council list of buildings of character, Kent Historic Buildings Index

Format and presentation: spreadsheets accompanied by Word metadata reports

Allocated to: Mike Parkinson, Gerrard Shaw, Graham Horner
Quality criteria and method: MP, GS, GH will check the existing data against such source data as they have and will validate location, condition and age of structures. They will then assemble validated data in required spreadsheets.
Person/group responsible for quality assurance: Ben Croxford
Person/group responsible for approval: Paul Cuming
Planned completion date: 20/1/2011

Product number: P13
Product title: HER database enhanced with local list information
Purpose of the product: To ensure that the local list information can be made accessible to planners, archaeologists, researchers and the public. The online HER website will also be updated with the information.
Composition: Ben Croxford and HER volunteers will enter the information into the HBSMR software creating appropriate source and event information and other metadata. Appropriate GIS data will also be generated.
Derived from: Spreadsheets output from P12.
Format and presentation: HBSMR records and ArcGIS geodatabase.
Allocated to: Ben Croxford
Quality criteria and method: Paul Cuming will assure the records for HER completeness. Mike Parkinson and Gerrard Shaw will assure the records for relevance for Conservation Officer use.
Person/group responsible for quality assurance: Paul Cuming, Mike Parkinson, Gerrard Shaw
Person/group responsible for approval: Paul Cuming
Planned completion date: 31/1/2011

Product number: P14
Product title: Protocols for the Recording, Maintenance and Exchange of Historic Environment Information in Kent
Purpose of the product: Final protocols to describe agreed arrangements for the recording, management, exchange and dissemination of historic environment information in Kent.
Composition: Background, aims & objectives, method, Project Team, partners in the agreement, protocols, arrangements for review
Derived from: P10 amended by work in P13
Format and presentation: word document, PDF
Allocated to: Paul Cuming working with Project Team
Quality criteria and method: check against P9 and P12
Person/group responsible for quality assurance: Project Team
Person/group responsible for approval: Project Team
Planned completion date: 15/2/2011

Product number: P16
Product title: Web dissemination of final protocols
Purpose of the product: to publicise the protocols for public access
Composition: covering web page and pdf of full protocols
Derived from: P14
Format and presentation: Web page and PDF
Allocated to: Paul Cuming
Quality criteria and method: Check web text against P13
Person/group responsible for quality assurance: Paul Cuming
Person/group responsible for approval: Paul Cuming
Planned completion date: 28/02/2011

Product number: P17

Product title: Project Report

Purpose of the product: to describe and evaluate the entire project, review against project design, lessons learned

Composition: background, aims and objectives, project team, method, protocols, budget and timetable, lessons learned, assessment of value of the information gained, the future

Derived from: all products and work carried out

Format and presentation: word document

Allocated to: Paul Cuming

Quality criteria and method: Check against all products

Person/group responsible for quality assurance: Project Team

Person/group responsible for approval: Paul Cuming

Planned completion date: 7/03/2011

Appendix III

