

Leicestershire & Rutland Historic Environment Record Policy Documents

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Leicestershire & Rutland HER Mission Statement

The Leicestershire & Rutland Historic Environment Record (HER) provides detailed information about the historic environment of Leicestershire and Rutland. The HER has been created as a result of decades of research and investigation and is maintained and updated for public benefit.

The HER is managed by the Historic & Natural Environment Team, which is part of Leicestershire County Council's Planning, Historic and Natural Environment section, Chief Executives Department.

The HER seeks to inform the management and enjoyment of the historic environment by providing an information service for colleagues within Leicestershire County Council, Rutland County Council and the districts/boroughs of Leicestershire, external archaeological contractors and consultants, members of the public (including community and local heritage groups), students and others engaged in academic research, developers, land agents/managers and national and regional agencies.

The HER is the primary information service for the historic environment within Leicestershire and Rutland. It is managed in accordance with national standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

We strive to facilitate and deliver the protection and management of the historic environment by providing good quality, authoritative information, and to promote public participation in the exploration, appreciation and enjoyment of local heritage.



HER Ref. No. MLE1511, Frisby Deserted Medieval Village

Mission Statement v2

Prepared by	Helen Wells (Senior HER Officer)	04/07/23
Checked by	Richard Clark (Team Manager, Heritage)	04/07/23
Approved by	Julie Thomas (Head of Planning, Historic & Natural Environment)	04/07/23
Next review date		04/07/26

Leicestershire & Rutland HER Access and Charging Policy

This **Access and Charging Policy** sets out our terms and guidelines for access to the Historic Environment Record (HER) and the charges we make for provision of HER information.

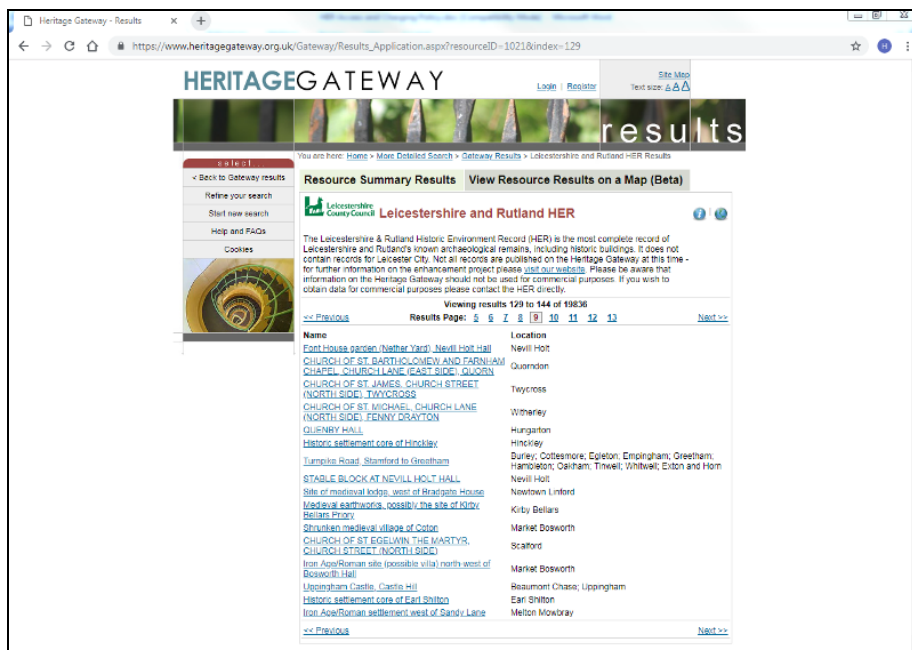
Mapped Data (Ordnance Survey restrictions)

The HER database (HBSMR) is linked to a series of digital maps in a Geographic Information System (GIS). The GIS displays geographical depictions of all locatable sites on the database. Maps provided from the HER GIS are for information purposes only; due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researchers' own reports. Additionally, some of the data is classified as 'OS derived data'. Consequently, before we can provide mapped data users must agree to the terms of the [Ordnance Survey Public Sector End User Licence](#).

(The **Commercial Enquiries Request form** includes a tick box to state that you have agreed to the end user licence.)

Public and Research Access

Access to the Leicestershire & Rutland HER is free for members of the public, students, and other researchers. A good starting point is the [Heritage Gateway](#), where HER summary records are available online. **Please note:** the Heritage Gateway must not be used for commercial purposes.



The screenshot shows the Heritage Gateway website interface. At the top, there's a navigation bar with 'HERITAGE GATEWAY' and 'results' sections. Below this, a sidebar on the left contains links like 'Back to Gateway results', 'Refine your search', 'Start new search', 'Help and FAQs', and 'Cookies'. The main content area is titled 'Resource Summary Results' and 'View Resource Results on a Map (Beta)'. It features a search bar and a list of results. The results are displayed in a table with two columns: 'Name' and 'Location'. The table lists various sites, including 'Fort House garden (Nether Yard)', 'Church of St. Bartholomew and Farnham Chapel', 'Church of St. James', 'Church of St. Michael', 'Church of St. Egelwin', and 'Leicester Castle'. The page also includes a 'Viewing results 129 to 144 of 19836' indicator and a 'Next >>' button.

Leicestershire & Rutland HER data on the Heritage Gateway

Members of the public, students and academic researchers can e-mail: her@leics.gov.uk directly to make enquiries, telephone: 0116 3058323. If you have a specific question or need help to understand what we can offer, this is the best approach. There is no charge for non-commercial enquiries.

Visiting the Reference Collection at County Hall

We do not currently offer access to the Reference Collection at County Hall. It may, however, be possible for us to scan material and provide it digitally. Please do enquire regarding this service.

For more information about the information held in the HER and the HER Reference Collection, please see the **HER Resources** document.

Collaborative projects

Whilst the HER does not commission surveys or investigations and is unable to offer grants or financial support for work of this type, HER staff are happy to provide preliminary advice on non-commercial projects. HER data is supplied on the understanding that the findings of any research are subsequently shared with the HER to be made publically accessible. (To this end advance consultation would be beneficial to ensure that any resulting information is in a form that can be readily assimilated within the HER's data structure.)

Whilst practical constraints must be acknowledged, HER staff would naturally wish to be as helpful as possible in their contribution. Consequently, advance notice (ideally not less than a month) will be required to give time for prior consideration and preparation. To discuss any initiatives of this type please contact the HER (email: her@leics.gov.uk, telephone: 0116 3058323).

For local groups wishing to carry out projects, [The Leicestershire Fieldworkers](#) offer advice and training for various projects and types of fieldwork (including test pitting and fieldwalking), finds identification, etc., as well as information on grants and funding options available.

For more general information on this subject please consult [ALGAO guidance document HER Services and Research Projects in England](#).

Neighbourhood Plans

We can supply a package of data free of charge to communities preparing Neighbourhood Plans. This consists of a PDF map and html gazetteer for "Monument" records (archaeological sites, not including findspots), a PDF map and html gazetteer for non-listed historic buildings, a PDF map showing the Turning the Plough ridge and furrow data (project published c.2000), an extract from RF Hartley's ridge and furrow map showing its historic extent (created in the 1980s using post-war aerial photographs). Please contact the HER for help and advice if you are looking to put together a Neighbourhood Plan in your area (email: her@leics.gov.uk, telephone: 0116 3058323).

Commercial Access

For commercial enquiries, the [Commercial Enquiries Request form](#) must be completed.

There is a charge for commercial enquiries. The fee is for the officer time taken to supply the information and is based on full cost recovery. Following the delivery of data an invoice will be posted out to the HER user by Leicestershire County Council, using the details provided on the [Commercial Enquiries Request form](#). We aim to provide a response within 5 working days.

Rates:

- Remote searches – first hour or part of: £210
- Remote searches – subsequent hour or part of: £140

Data Supplied as Standard for Commercial Enquiries

As stated on the **Commercial Enquiries Request form**, the following data is routinely supplied as part of a commercial enquiry:

- Monuments (archaeological sites and historic buildings) - Shapefiles/TAB files and/or PDF map and html gazetteer
- Events (fieldwork) - Shapefiles/TAB files and/or PDF map and PDF gazetteer
- Scheduled Monuments – Shapefiles/TAB files and/or PDF map and PDF gazetteer
- Registered Parks & Gardens – Shapefiles/TAB files and/or PDF map and PDF gazetteer
- Conservation Areas - Shapefiles/TAB files and/or PDF map and PDF gazetteer
- Historic Landscape Characterisation data – Shapefiles/TAB files (please note [all data is available online](#))
- Portable Antiquities Scheme data (supplied as a Spreadsheet with grid references limited to 4 figures, as per our data sharing agreement with the PAS)
- Historic ridge and furrow map (created by RF Hartley in the 1980s using post-war aerial photographs)

We are able to provide some additional information digitally, such as site reports and aerial photographs. Most physical material (paper copies of grey literature reports, photographs, source materials, etc.) is held off-site and will need to be called back to County Hall; we may be able to scan some documents and send them digitally. (For more information see the **HER Resources** document.) We cannot offer access to County Hall at present.

Accessibility

We understand that each user is likely to have specific needs; the HER provides a range of options for accessing information, including web based, electronic, telephone access and, where necessary, visitor access.

We are committed to making all reasonable adjustments for visitors. [The County Council has an interpretation and translation service and we are committed to the British Sign Language charter.](#)

Our offices are accessible to disability/mobility impaired visitors. We can book disabled car parking spaces for you, there is a lift from main reception to our team on the 2nd floor and there are disabled toilets. County Hall has wheelchair access throughout.

The County Council website is designed to be as accessible as possible. The website works with various screen readers (Jaws, ZoomText, etc.) and should also work with basic operating system

screen magnifiers. The website can be translated into another language using the Google translate service. [View more information on website accessibility.](#)

If you have any concerns about visiting us or obtaining information, contact the HER and we will do all we can to help. Please bear in mind that visitor access to County Hall is limited at the present time.

Data Quality

Whilst every effort is made to ensure the information is up to date and accurate, Leicestershire County Council cannot be held responsible for the accuracy of information derived from other sources which it has not been able to directly verify. HER records are updated regularly, so we caution against using data that is more than a year old.

Complaints Procedure

If you have any complaints about the service you have received, please contact:

Richard Clark, Team Manager (Heritage)

Email: Richard.Clark@leics.gov.uk

Telephone: 0116 3058322

Guidance for Users

1. Leicestershire & Rutland HER users are requested to inform Leicestershire County Council of the following, in writing or using the **Commercial Enquiries Request form**:
 - a) The subject and purpose of their enquiry;
 - b) The use to which the information will be put;
 - c) The names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.
2. A service charge is made for commercial enquiries to the Leicestershire & Rutland HER, but there is no charge for non-commercial, educational or personal research.
3. The Leicestershire & Rutland HER is the copyright of Leicestershire County Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
4. Users must inform and make their research available to the Leicestershire & Rutland HER, when new archaeological sites or data are discovered as a result of their work.
5. Users must acknowledge the Leicestershire & Rutland HER in any publication or report which has made use of its data.
6. While efforts have been made to verify the data held in the Leicestershire & Rutland HER, Leicestershire County Council cannot accept responsibility for the accuracy of any particular data and its source.
7. Leicestershire County Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.

8. Leicestershire County Council reserves all rights of copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.
9. Access to all or part of the information requested may be refused in certain circumstances (Freedom of Information Act 2000, Environmental Information Regulations 2004).
 - 9.1 Information may not be disclosed if:
 - a) It relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
 - b) It relates to confidential, internal communications of Leicestershire County Council;
 - c) It is contained in a document or other record which is still in the course of completion.
 - 9.2 Information will not be disclosed if:
 - a) It was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
 - b) Its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates.
 - 9.2 A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.
10. Every endeavour is made to respond to commercial enquiries within 5 working days.
11. The Leicestershire & Rutland HER conforms to [Leicestershire County Council's GDPR policies](#) (Data Protection Act 2018, Planning, Historic & Natural Environment Team, Chief Executives Department).

Access and Charging Policy v3

Prepared by	Helen Wells (Senior HER Officer)	04/07/23
Checked by	Richard Clark (Team Manager, Heritage)	04/07/23
Approved by	Julie Thomas (Head of Planning, Historic & Natural Environment)	04/07/23
Next review date		04/07/24

Leicestershire & Rutland HER Resources

This document lists most of the resources that make up the HER and provides information about their availability (whether they are digital files held within the computerised HBSMR database, mapped in the Geographic Information System (GIS), physical files held off-site, available online, etc.). For information about accessing any of this information please see the **Access and Charging Policy**.

Resource	Digital information held	Physical information held	In GIS	Available online
HER Monument records (findspots, sites, historic buildings)	Yes (HBSMR)	Yes, paper files off-site	Yes	Yes (Heritage Gateway)
HER Event records (archaeological fieldwork)	Yes (HBSMR)	Yes, paper files off-site	Yes	No
HER Source records (fieldwork reports)	Yes (HBSMR), some reports held digitally	Yes, paper reports off-site	No	No
Scheduled Monuments	Yes (HBSMR)	Yes, in office	Yes	Yes (National Heritage List for England)
Listed Buildings	Yes (HBSMR)	Yes, in office	Yes	Yes (National Heritage List for England)
Locally Listed Buildings	Yes (HBSMR), Charnwood, Harborough, NW Leics, Oadby & Wigston	No	Yes	Yes (District/Borough Council websites)
Registered Parks & Gardens	Yes (HBSMR)	Yes, in office	Yes	Yes (National Heritage List for England)
Registered Battlefields	Yes (HBSMR)	No	Yes	Yes (National Heritage List for England)
Conservation Areas	Yes (HBSMR)	No	Yes	District/Borough websites
Historic Landscape Characterisation	Yes (HBSMR)	Yes, off-site	Yes	Archaeology Data Service
Aggregate Resource Assessment	Yes	Yes, off-site	No	Archaeology Data Service

Resource	Digital information held	Physical information held	In GIS	Available online
Portable Antiquities Scheme data ¹	Partial (HBSMR)	No	Partial	PAS website
Turning the Plough project data	Yes (HBSMR), Priority Townships	Yes, in office	Yes	No
RF Hartley's historic ridge and furrow landscape map	Yes, as digitised map sheets	No	No	No
Selected Heritage Inventory for Natural England (SHINE) ^{2*}	Yes	No	Yes	Yes (SHINE website)
Old SMR summary sheets ("blue sheets")	Scanned copies attached to HER records	No	No	No
Old SMR source documents ("parish files")	No	Yes, off-site	No	No
Old SMR maps	Digitised	No	No	No
Reference Library (publications)	No	Yes, in office	No	No
Transactions of the Leicestershire Archaeological and Historical Society	No	Yes, in office	No	Partial (not latest volumes) ³
Fieldwork reports ("grey literature")	Yes (HBSMR)	Yes, off-site	No	Partial (Archaeology Data Service)
Ordnance Survey Record Cards	No	Yes, in office	No	No
Museum Site Record Cards	No	Yes, in office	No	No
Windmill Record Cards	No	Yes, in office	No	No
Industrial History Society Record Cards	No	Yes, in office	No	No
Aerial photographs (various oblique/vertical historic photographs) ⁴	Digitised, mapped in GIS layer	No	Yes	Some thumbnails on Heritage Gateway
1969 photographs, black and white vertical coverage (not Rutland)	Digitised, layer in GIS	Yes, Records Hub	Yes	No
1991 photographs, colour vertical coverage	Digitised, layer in GIS	Yes, Records Hub	Yes	No
2000 photographs, colour vertical coverage	Digitised, layer in GIS	Yes, Records Hub (?)	Yes	No
LCC Museums Staff slides, taken in 1970s/80s/90s	Digitised, linked to HBSMR records	No	No	Thumbnails on Heritage Gateway
Buildings at Risk historic buildings photographs	Partially digitised, linked to HBSMR records	Yes, off-site	No	Some thumbnails on Heritage Gateway

Resource	Digital information held	Physical information held	In GIS	Available online
David Smith historic buildings photograph collection	Yes	Yes	No	Some thumbnails on Heritage Gateway
Project Gargoyle (LARC - Leicestershire and Rutland Carvings Project)	Yes, some images linked to HBSMR records	No	No	Some thumbnails on Heritage Gateway

- ¹ As per our data sharing agreement with the PAS, we can only provide PAS find location data as four figure grid references. This information is usually provided as a spreadsheet.
- ² The SHINE dataset is purely used for the provision of Countryside Stewardship advice and should not be used for any other purpose.
- ³ [Volumes of Transactions up to and including Vol 93 \(2019\) are available online](#) with an [index up to Vol 74 \(2000\)](#)
- ⁴ Copies of some Aerial Photographs may be made, but where copyright is outside the County Council permission to copy and reproduce must be obtained.

HER Resources v3

Prepared by	Helen Wells (Senior HER Officer)	04/07/23
Checked by	Richard Clark (Team Manager, Heritage)	04/07/23
Approved by	Julie Thomas (Head of Planning, Historic & Natural Environment)	04/07/23
Next review date		04/07/24

Leicestershire & Rutland HER Information Services Policy

Introduction

The Information Services Policy describes the purpose of the Historic Environment Record, its user base and how we aim to make data available to everyone who wishes to access it.

Purpose of the HER

The Leicestershire & Rutland Historic Environment Record (HER) provides detailed information about the historic environment of Leicestershire and Rutland (excluding Leicester city, which has its own HER). This includes the archaeology, historic buildings, and historic landscapes of the two counties. It is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area.

The information contained in the HER can help public understanding and enjoyment of the local historic environment, though the most frequent use of the HER is as a planning control tool, to identify where historic remains are likely to be affected by development. (The National Planning Policy Framework (NPPF) paragraph 187 states that local planning authorities should maintain or have access to a Historic Environment Record.)

Over the years (the Record began in a recognisable form in 1976) its remit has continued to expand. Computerisation began in 1985, the “Sites and Monuments Record” (SMR) became a “Historic Environment Record” (HER) in 2005, and in 2010 information started to be made available online via the Heritage Gateway, making it more widely available than ever.

Users of the HER

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

- Commercial archaeologists and heritage professionals
- Local societies and groups (Leicestershire Fieldworkers)
- Parish councils (Neighbourhood Plans)
- Members of the public
- Academics and Students
- Planners and Conservation Officers at Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Council, Melton Borough Council, North West Leicestershire District Council, Oadby & Wigston Borough Council, Rutland County Council
- Leicestershire County Council staff
- Finds Liaison Officer, Portable Antiquities Scheme
- Utilities Companies
- Developers and their agents

- Countryside managers and their agents
- Woodland Trust/Forestry Commission (tree planting)

Consultation Policy

The HER tries to be responsive to the needs of existing users and to overcome any barriers that may exist to using the record. To these ends the HER:

- Maintains a log of user enquiries
- Has undertaken a user satisfaction survey
- Welcomes feedback and ideas
- Actively seeks reasonable solutions to all barriers to access

The user log helps us to understand who is using the HER. Feedback provided by users adds to the HER's **List of Future Enhancements** and comments are used to improve day-to-day management of the HER (feeding into policy documents such as the **Access and Charging Policy**). Information gathered will also be used to help write a **Forward Plan** for the HER.

Access Statement

Leicestershire County Council will ensure that all services are provided fairly and without discrimination. Reasonable adjustments will be made so that services are available to everyone who needs them. All people who access services will be treated fairly and without discrimination; discrimination on the grounds of age, disability, race, religion or belief (or any other unjustifiable criterion) will not be tolerated. The Council will take appropriate action wherever instances of discrimination and harassment occur.

For further information regarding accessibility please see the **Access and Charging Policy**.

How can I obtain information from the HER?

Leicestershire County Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Leicestershire & Rutland HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the HER's Guidance for Users (see the **Access and Charging Policy**). Please note that permission to use the HER may be refused or limited in certain circumstances.

You can obtain information from the HER in a number of different ways (please see the **Access and Charging Policy**). You can write, e-mail or telephone your enquiry to the HER Officer.

There is a [form for commercial enquiries](#) on the Leicestershire County Council website.

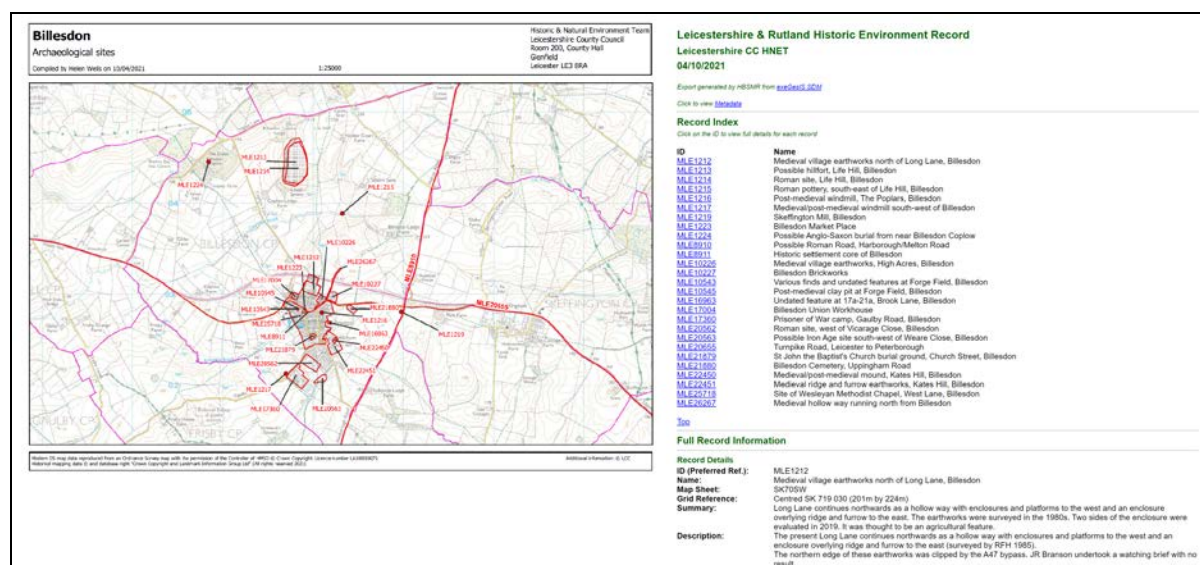
There is no charge for non-commercial enquiries. The charges for commercial enquiries are detailed in the **Access and Charging Policy**.

In addition, HER data is available online via the [Heritage Gateway](#), together with limited mapping and thumbnails of photographs. **Please note:** the Heritage Gateway must not be used for commercial purposes.

What formats of information can the HER provide?

The Historic Environment Record is made up of a computerised database and a collection of digital and physical material (source materials for the HER records). All “Monument” records on the HER can be accessed in summary form via the [Heritage Gateway](#) (please note: the Heritage Gateway must not be used for commercial purposes). We can produce HER maps and gazetteers for enquirers on request (see the **Access and Charging Policy**).

An increasing number of digital files are linked directly to the computerised HER, enabling easier access. Many digital files can be e-mailed to enquirers. Most physical materials are held in off-site storage and can be called back to County Hall for access the following working day; it may be possible to scan paper documents in order to send them digitally.



A typical HER export, with map and gazetteer

For details of information held in the HER please see the **HER Resources** document.

Information can be supplied in various formats, please do contact the HER Officer to discuss your needs.

Information Services Policy v3

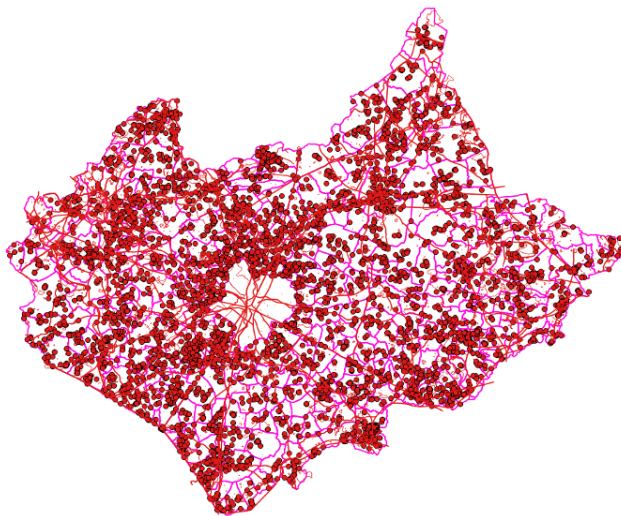
Prepared by	Helen Wells (Senior HER Officer)	04/07/23
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Approved by	Julie Thomas (Head of Planning, Historic & Natural Environment)	04/07/23
Next review date		04/07/24

Leicestershire & Rutland HER Recording Policy

The Leicestershire & Rutland Historic Environment Record (HER) Recording Policy outlines the HER's geographical coverage, the periods and categories of archaeological information included within it and sources of information used to maintain the record.

Geographical coverage

The Leicestershire & Rutland Historic Environment Record (HER) is the principal index of known heritage assets, i.e. archaeological sites, findspots, historic buildings and landscapes recorded to date. It is also an index to past research and investigations on all aspects of the historic environment of Leicestershire and Rutland. Geographically it covers the county of Leicestershire (the districts/boroughs of Blaby, Charnwood, Harborough, Hinckley & Bosworth, Melton, North West Leicestershire, Oadby & Wigston) and the unitary authority of Rutland, but excludes the unitary authority of Leicester City, who maintain their own HER.



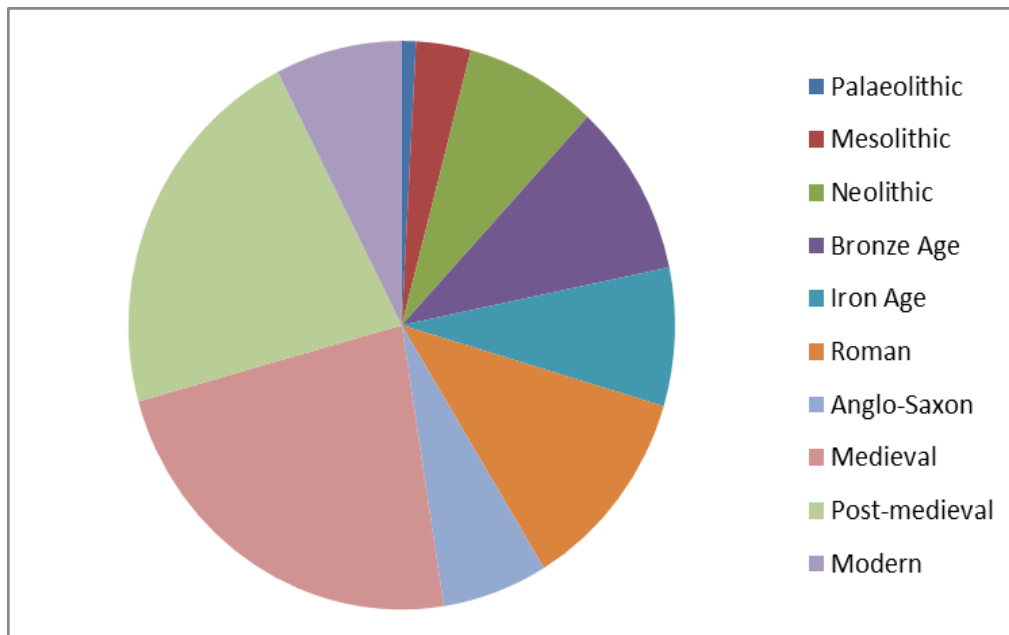
Geographical coverage: Monument records in Leicestershire & Rutland

Subject coverage

The subject coverage of the record corresponds to the recommendations outlined in:

English Heritage/Association of Local Government Archaeological Offices (2002) *Historic Environment Records: Benchmarks for Good Practice* (v1.1), 2.1b, p6 and Historic England (2019) *A Guide to Historic Environment Records (HERs) in England*, 4.2, p8. These state (respectively) that, "Coverage should aim to be inclusive of subject and period for all archaeology and aspects of the historic environment" and that, "An HER includes significant data relating to all periods, from the earliest human activity to the present day. There are no temporal limits on the information recorded in an HER."

It should be noted, however, that there is a tremendous disparity in the volume of evidence across the range of prehistoric and historic periods with which the record deals. Consequently, this has often necessitated a variety of approaches to recording and a correspondingly varying level in the detail made available within the record.



Approximate % of archaeological sites/findspots/historic buildings on the HER, by period

The disparity in subjects covered is at least partly due to biases created by archaeological fieldwork; the Leicestershire and Rutland data has a large amount of prehistoric flint-based sites due to the popularity of fieldwalking amongst local archaeology groups. (It should be noted that the above pie chart includes some double counting of sites, particularly prehistoric sites, as many overlap time periods and therefore appear twice.) Recent work has attempted to look at sites that had not previously been examined, particularly those of post-medieval date, focusing on topics important to the county (such as hosiery factories, coal mining, quarrying, non-conformist chapels, World War II and Cold War military sites).

It should be remembered that an HER can never be a definitive record, and the scope of the information that it contains will vary according to the area covered, the extent of the archaeological research undertaken, and the character of the local historic environment (Institute for Archaeologists, 2012, *Standard and Guidance for Archaeological Advice by Historic Environment Services*, 6.4, p7).

A wiki-based Research Framework - [The East Midlands Historic Environment Research Framework](#) - sets out key research points for archaeological work in the region, helping to shape the research agenda for the region. The Research Framework includes aspects of Leicestershire's archaeological resource of particular significance to the East Midlands, such as pre-Anglian activity along the Bytham River (1.1.3).

For examples of subjects/resources covered by the HER, please see the **HER Resources** document.

Heritage Assets

The term 'Heritage Asset' encompasses, in the main, physical remains such as sites, monuments, buildings, maritime craft and artefacts, spanning landscape-scale areas at one end of the scale to individual artefacts or ecofacts at the other (MIDAS Heritage, 2007, p22). More recently, however, this definition has been extended to include aspects of the intangible heritage relating, for example, to "places perceived as a source of local identity, distinctiveness, social interaction and coherence" (EH *Good Practice Guide for Local Heritage Listing*, 2012, Table 1 p16).

(The UNESCO Convention on Safeguarding of the Intangible Cultural Heritage (2003) defines "intangible cultural heritage" as "the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognise as part of their cultural heritage". It should be noted, however, that the UK is not presently a signatory to this convention).

Decisions regarding the suitability of a heritage asset (or category of heritage asset) for inclusion within the HER are based on guidance provided by the following sources:

- *Good Practice Guide for Local Heritage Listing* (English Heritage, 2012, section 2, pp14-16);
- *Historic Environment Records (HERs): Draft guidance for local authorities in England* (Department of Culture, Media and Sport, 2008, subsection 3.2, item 28, pp9-10);
- [*Informing the Future of the Past* \(Gilman, P & Newman, M \(eds\), 2007, subsection C.4\);](#)
- *Standard and Guidance for Archaeological Advice by Historic Environment Services* (Institute for Archaeologists, 2012, subsections 6.4-7, p7).

In practical terms, the heritage asset proposed for inclusion should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard: *MIDAS Heritage* (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.1, pp29-42).

Events

The term 'event' as it is used in the context of the Historic Environment Record should constitute, "A single episode of primary data collection over a discrete area of land. This... can only consist of one investigative technique and is a unique entity in time and space" (Bourn, R, 1999, *SMR News* 8, pp3-7). It should be noted, however, that the Leicestershire & Rutland HER does record some 'events' as having more than one investigative technique, for instance a building survey that includes dendrochronological dating.

In recording terms this means that the HER aspires to include the full range of surveys, investigations of standing buildings, excavations, core sample collection and other fieldwork (whether on archaeological sites or on standing buildings) undertaken within its geographical remit (MIDAS Heritage, 2007, p45).

The HER also records as events a number of activities which do not fall under the umbrella of the above definition, such as Desk-Based Assessments and Environmental Impact Assessments.

Decisions regarding the suitability of an event (or category of event) for inclusion within the HER are based on guidance provided by the following sources:

- Historic Environment Records (HERs): Draft guidance for local authorities in England (Department of Culture, Media and Sport, 2008, subsection 3.2, item 28, p10);
- [Informing the Future of the Past \(Gilman, P & Newman, M \(eds\), 2007, subsection C.6;](#)
- *Standard and Guidance for Archaeological Advice by Historic Environment Services* (Institute for Archaeologists, 2012, subsections 6.5-6, p7).

In practical terms the event proposed for inclusion should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard: *MIDAS Heritage* (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.2, pp45-47).

Sources

The term ‘sources’ covers various materials that provide information about the heritage assets and events in a locality. They include: documentary archives, maps, plans, antiquarian books, photographs, drawings, aerial photography interpretation plots, publications, reports, journal articles, digital data and geophysical survey data ([Informing the Future of the Past C.8](#)).

Details regarding the framework used in identifying sources to be integrated into the HER, assessing their relevance and how they should be recorded and made available, are outlined in Section 3 below.

Sourcing of information

The process of updating and enhancing the record is a continuous one. Since the coverage of the historic environment represented within the HER is an almost all-embracing one (see Section 2 above) the range of potential source material (maps, reports, books, journals, aerial photography, LiDAR data, etc.), which can be drawn upon is similarly extensive.

The largest source of data is that of commercial fieldwork reports. Annual journals published for Leicestershire and Rutland include *The Transactions of the Leicestershire Archaeological and Historical Society* and the *Rutland Record*, published by the Rutland Local History & Record Society. We also have an active network of archaeology groups in Leicestershire & Rutland, under the umbrella of [The Leicestershire Fieldworkers](#), many of whom send the results of their work to the HER.

Conforming to national guidance (*Historic Environment Records: Benchmarks for Good Practice* (v1.1), 3.7a, p8), the HER has a prioritised programme for the processing of outstanding data sources onto its database.

In practical terms any data sources proposed for inclusion within the HER should be capable of being recorded in such a way as to satisfy the criteria set out in the UK Historic Environment Data Standard: *MIDAS Heritage* (Forum for Information Standards in Heritage (FISH), 2007, subsection 4.3, pp73-76).

Other data resources relating to the Historic Environment of Leicestershire & Rutland

The HER operates within a network of other data resources relating to the historic environment of Leicestershire and Rutland. These include:

Historic England

National Heritage List for England

Information within the HER regarding nationally designated heritage assets (including: Listed Buildings, Scheduled Monuments, Registered Parks & Gardens, Registered Battlefields) is regularly updated using data drawn from the [National Heritage List for England \(NHLE\)](#) maintained by Historic England.

National Record of the Historic Environment

Some information on the HER comes from the National Record of the Historic Environment (NRHE). The HER took part in a pilot project for 'Data Supply and Reconciliation between NRHE and HERs' in 2016. We are fully integrating this data into the HER in a project running from 2023-2025. NRHE data is available through [The Heritage Gateway](#).

Historic Landscape Characterisation Programme

A programme of work sponsored by Historic England has been completed to map the elements of Leicester, Leicestershire and Rutland's historic landscape using a Geographical Information System (GIS). The outcome is a series of GIS-based maps that characterise the distinctive, historic dimension of today's environment in the area. The HLC data is integrated into the HER and is downloadable via the [Archaeology Data Service](#).

View further details regarding the [Historic Landscape Character Programme](#).

Extensive Urban Survey

A pilot study for a future proposed Extensive Urban Survey of Leicestershire and Rutland's historic market towns and villages was undertaken in 2017-18. The project was undertaken with the support of Historic England.

OASIS

The HER is a participant in the Online Access to the Index of Archaeological Investigations (OASIS) scheme. The overall aim of the OASIS project is to provide an online index to the mass of archaeological 'grey literature' (reports which are either unpublished or which achieve only limited circulation) that has been produced as a result of the advent of large-scale developer funded fieldwork and a similar increase in fieldwork undertaken by volunteers.

An OASIS data capture form has been designed to help in the flow of information from data producers, such as contracting units and community groups, through to local and national data managers, such as HERs. Leicestershire County Council Historic & Natural Environment Team staff

include a clause in all project briefs provided to contractors stating that this form should be used to summarise the findings of their work.

Records submitted to OASIS are validated by HER staff so that they can be published in the Archaeology Data Service's grey literature library. DOI links to these online reports are added to the relevant HER records.

See more details regarding [OASIS](#).

Portable Antiquities Scheme

The [Portable Antiquities Scheme](#) is a DCMS funded project to encourage the voluntary recording of archaeological objects found by members of the public in England and Wales.

Selected PAS finds have been added to the HER database as records, published to a four figure grid reference. Unlike all other HER records, these finds are not made available online through the Heritage Gateway. A GIS layer of all PAS finds is made available internally to aid the provision of archaeological planning advice, with the data downloaded on an annual basis.

Conservation Area Appraisals

Local Authorities are able to protect areas which are valued for their special architectural or historic value through their designation as Conservation Areas under the provisions of sections 69 and 70 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

[Conservation Area Appraisals](#) can be made prior to designation and are aimed at developing an understanding and articulation of the character of an area in order to develop a policy framework to underpin planning decisions. Appraisals can also be undertaken for Conservation Areas which were designated some time ago (when prior appraisal was not always done as a matter of course). Further details regarding Conservation Area Appraisals can be found at:

The HER keeps digital copies of all Conservation Area Appraisals that have been undertaken; these are also available on the websites of the district/borough councils.

Local Lists

Wider public involvement in developing the range of structures and heritage assets recorded within the HER is also facilitated by the [Local Listing process](#).

Most districts/boroughs in Leicestershire/Rutland have not undertaken a comprehensive programme of local listing. The Leicestershire & Rutland HER includes locally listed buildings in Charnwood, Oadby & Wigston, North West Leicestershire and Harborough.

Neighbourhood Plans

Communities can identify historic buildings and archaeological sites that are important to them and protect them via policies in their local Neighbourhood Plan. [Neighbourhood Plans were introduced in the Localism Act of 2011](#) and give communities "direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area". All historic buildings

and archaeological sites identified Neighbourhood Plans are added to the HER. [Completed and Draft plans are available via the Leicestershire Communities website](#).

Museums

Please note that the HER does not serve as a repository for artefacts or archaeological/historical archive: see the HER's **Collection and Disposals Policy** for further details.

The following museum/repository takes archaeological material in Leicestershire:

Leicestershire County Council Museums

Telephone: 0116 3058326

Email: archaeology@leics.gov.uk

The following museum/repository takes archaeological material in Rutland:

Rutland County Museum

Telephone: 01572 758440

Email: museum@rutland.gov.uk

Libraries

In Leicestershire, [major local studies collections are available at Coalville, Hinckley, Loughborough, Market Harborough and Melton libraries](#).

For more information about Rutland Libraries Local & Family History collections [visit the Local History and Heritage information page](#).

Record Office

Please note that the HER does not serve as a repository for archaeological/historical archives: see the HER's **Collection and Disposals Policy** for further details.

Original historical documents/photographs are archived with the [Record Office in Wigston](#):

Record Office,

Long Street, Wigston Magna,

Leicester, LE18 2AH

Telephone: 0116 2571080

Email: recordoffice@leics.gov.uk

Ministry of Defence

The Ministry of Defence holds properties within Leicestershire and Rutland. Additional details regarding buildings and archaeological remains within these holdings may be held by the Defence Infrastructure Organisation.

National Trust

The National Trust holds properties within Leicestershire and Rutland and additional details regarding buildings and archaeological remains within these holdings may exist on the National Trust Historic Buildings, Sites and Monuments Record (NT HBSMR). Information from this database can be viewed through the [Heritage Gateway](#) web portal. Email: hbsmr@nationaltrust.org.uk.

Church of England

The Church of England has 364 churches in the Diocese of Leicester; churches in Rutland fall within the Diocese of Peterborough. Additional details regarding these buildings may exist on the [Church Heritage Record \(CHER\)](#).

Recording Policy v3

Prepared by	Helen Wells (Senior HER Officer)	04/07/23
Checked by	Richard Clark (Team Manager, Heritage)	04/07/23
Approved by	Julie Thomas (Head of Planning, Historic & Natural Environment)	04/07/23
Next review date		04/07/26

Leicestershire & Rutland HER Collection and Disposals Policy

Introduction

The Leicestershire & Rutland Historic Environment Record (HER) is not seen as an appropriate repository for original archive material (for example historical maps and documents or unpublished archive generated during the investigation of archaeological sites or historic buildings). Likewise, it does not collect or hold archaeological artefacts or other antiquities. This document aims to describe what we hold, as well as where things should be deposited if it is inappropriate for the HER to take them.

The HER serves as an information resource on the historic environment within the geographical areas covered by Leicestershire County Council and Rutland County Council. It is primarily a computer-based record, though we do also have a physical reference collection. Details of how its information can be accessed by direct enquiry or online can be found in the Leicestershire & Rutland HER **Access and Charging Policy**.

HER Reference Collection

Whilst it is not a repository for original archive or artefacts the HER does presently maintain a selected collection of reference material. This consists of books, maps, reports, photographs and other sources that are used on a day-to-day basis in the work of the HER. This can be either in the compilation of new computer records, the enhancement of existing data or to underpin advice or enquiry responses. The contents of this reference collection are listed within catalogues held by the HER. (For details of the sort of resources held by the HER please see the **HER Resources** document.)



Part of the HER Reference Library at County Hall

The reference collection also includes numerous paper records (known as the “parish files”), which are the source material for older HER records, and often contain additional information that is not on the computerised record. The “parish files” were part of the original Sites and Monuments Record along with paper summary sheets (“blue sheets”) and 1:10,000 OS map sheets. Newer source material received by the HER is stored digitally, preferably as archival PDFs (PDF/A-1a).

All physical copies of reports, “parish files” and some historic buildings photographs are held in secure off-site storage. The records are accessed on demand by the team in the Records Hub and are catalogued in their Wisdom File Plan. Files can be called back to site for the next working day.

At some future stage it can be envisaged that much of the material comprising this collection may be digitised and made fully accessible through the computerised HER. Whilst acknowledging this as a desirable goal the HER will, however, retain a physical reference collection until such time as its relevant content has been processed into the HER database (or is digitally available elsewhere) and all paper and hard copy material has been appropriately archived.

An example of our digitisation work is the commissioning of high quality digitised versions of slides taken by Museums staff in the 1970/80s/90s. Thousands of these digital versions have been linked to the appropriate HER records; thumbnails of these can be viewed via the [Heritage Gateway](#).



Digitised slide of the Roman fort at Great Casterton

Disposals Policy

The HER is not responsible for primary archaeological archive material or primary documentary material.

For fieldwork projects, the archaeological archive, including paper archives and finds and digital material, should be deposited with the relevant collecting museum. Fieldwork projects should also be [reported via OASIS](#).

A digital copy of the fieldwork report (PDF/A-1a) should be deposited with the Historic & Natural Environment Team for inclusion in the HER database.

The following museum/repository takes archaeological material in Leicestershire:

Leicestershire County Council Museums

Telephone: 0116 3058326

Email: archaeology@leics.gov.uk

The following museum/repository takes archaeological material in Rutland:

Rutland County Museum

Telephone: 01572 758440

Email: museum@rutland.gov.uk

Found objects (for instance metal detected finds) should be recorded via the [Portable Antiquities Scheme](#). If a found object is suspected to be Treasure, the finder must report the find to the [Portable Antiquities Scheme](#) within 14 days, in accordance with the [Treasure Act 1996 \(Code of Practice 3rd Revision 2023\)](#). The Finds Liaison Officer will then determine if the find is Treasure and contact the coroner if necessary.

Original historical documents/photographs are archived with the [Record Office in Wigston](#):

Record Office,

Long Street, Wigston Magna,

Leicester, LE18 2AH

Telephone: 0116 2571080

Email: recordoffice@leics.gov.uk

Collection and Disposals Policy v3

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