



Historic Environment Record  
INFORMATION & SERVICES POLICY

April 2022

## **1. HISTORY & PURPOSE OF THE HER**

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The Cumbria Historic Environment Record (HER) is the principal index of known heritage assets, ie 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 county's historic environment. Geographically, it covers the current county of Cumbria, excluding the areas of the Yorkshire Dales National Park and the Lake District National Park. Both National Park authorities in Cumbria maintain their own HERs.

The two main roles of the HER are:

- To inform commercial developers and local planning authorities so that local and national planning policies may be implemented to protect the historic environment.
- To increase awareness and promote enjoyment of the historic environment through research conducted by members of the public, academics and students, landowners, clubs, societies and developers.

The HER was originally set up as a planning tool in 1985 (then named the Sites and Monuments Record). It has been continually added to and enhanced since, using a variety of primary and secondary sources as and when more information has come to light. The records vary in detail, accuracy and quality, therefore, and should not be seen as representative of the definitive archaeological resource for the county.

## **2. WHAT THE HER IS NOT**

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The HER is not itself an archive repository for primary site records deriving from excavations or surveys undertaken for commercial or research purposes. This material should be deposited in the relevant record office or museum to ensure its long-term conservation and access by all.

## **3. SERVICES PROVIDED TO USERS OF THE HER**

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The Historic Environment Record is able to offer a range of services to meet the different needs of its current users.

### **3.1 COUNTY COUNCIL STAFF**

One of the primary uses of the HER is for planning and conservation related work undertaken by the County Council. The HER is currently housed in the Environment section within the Economy and Infrastructure Directorate. Please contact us directly for further advice.

### **3.2 ARCHAEOLOGICAL CONTRACTORS AND COMMERCIAL CONSULTANTS**

We can provide information for a variety of commercial projects; from initial desk-based assessments and planning related fieldwork to research ahead of excavation and surveys. All resulting 'grey literature', ie unpublished reports, are submitted to the HER to ensure that, where appropriate, information resulting from developer-funded work is made available to those wishing to consult them.

### 3.3 RESEARCHERS

Under normal circumstances, we can tailor searches specifically for researchers needs, and can conduct geographic, thematic or period-based searches. Please see Section 6 below, however, as we are temporarily only able to offer a reduced search service for requests for HER information.

#### 4. WHAT THE HER CONTAINS

The HER contains the following material

Resource type	Database	Original source material	GIS	View only	Also available online?
Historic Environment Records (Sites & Monuments)	√	√	√		Partially
Research & fieldwork reports, including 'grey literature'		√	√		Partially
Aerial Photographs		√		√*	
Local archaeological journals		√			
Scheduled Monuments†		√	√	√	√
Listed Buildings†		√	√	√	√
Battlefield Register†		√	√	√	√
Historic Parks & Gardens Register†		√	√	√	√
Conservation Areas			√		
Portable Antiquity Scheme finds			√	√	√
Historic Landscape Characterisation			√		
Extensive Urban Surveys		√	√		√
Carlisle Urban Archaeological Database**			√	√	
Aggregate Assessment NMP***			√	√	Partially
Appleby HAZ NMP***			√	√	Partially
Eden Petteiril Caldew NMP***			√	√	Partially
Hadrian's Wall NMP***			√	√	
NAIS Pilot NMP***			√	√	Partially
North Pennines NMP***			√	√	
Warcop NMP***			√	√	
NW Rapid Coastal Survey***			√	√	√
Other material relating to the results of professional and private research as and when accessioned		√			

† Data for designated sites (listed buildings and scheduled monuments) is available from Historic England (<https://www.historicengland.org.uk/listing/the-list>).

\* Copies of some APs may be made, but where copyright is outside the County Council permission to copy and reproduce must be obtained.

\*\* Data held on behalf of Carlisle City Council.

\*\*\* Data held on behalf of Historic England, the reproduction of which is prohibited.

## **5. COLLECTION POLICY**

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The HER aims to be all-inclusive and record information on all aspects of the historic environment, irrespective of date or condition. It does not therefore exclude demolished buildings, or modern 20<sup>th</sup> or 21<sup>st</sup> century monuments, for instance, but aims to include all site types of all periods according to nationally agreed monument terms and date ranges.

## **6. HOW TO ACCESS THE HER**

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Cumbria County Council is temporarily without a full-time Historic Environment Record Officer. During this time there will be a reduced service for searches or queries and the provision of historic environment data. The HER will remain open for visitors, by appointment only, as previously. Please contact the Senior Historic Environment Officer in the first instance.

Telephone	(01539) 713428
Email	<a href="mailto:mark.brennand@cumbria.gov.uk">mark.brennand@cumbria.gov.uk</a>
Post	Senior Historic Environment Officer, Environment Unit, Cumbria County Council, County Offices, KENDAL, LA9 4RQ
Website	<a href="http://www.cumbria.gov.uk/planning-environment/countryside/historic-environment/fep.asp">www.cumbria.gov.uk/planning-environment/countryside/historic-environment/fep.asp</a>

## **7. VISITING THE HER**

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The HER is normally available for consultation every weekday (excluding bank holidays and for two weeks at Christmas and the New Year) between the hours of 9am and 5pm. There is a dedicated work area and computer, but an appointment must be arranged in advance as space is limited. There is no charge for visiting the HER, and no limitation on the length of time a visitor can stay, although users are asked to notify the HER Officer beforehand if they think they may need to stay all day.

Cumbria County Council follows strict Government procedures on computer security and day visitors will be asked to follow procedures listed in our *Information & Computer Security Handbook (2008)*. Users visiting for a longer period of time may be asked to read and agree to the *Information Systems Acceptable Use Policy (2008)*. Both documents are available from the HER office on arrival.

## **8. PHOTOCOPYING**

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We can usually supply photocopies of non-digital data for a small fee, providing that copying falls within legal limits. The preferred option is to supply any information in PDF format, via email. Fees are listed with other HER charges in section 9.1 below. Copies of other documents published by the County Council are priced individually.

## **9. CHARGING POLICY**

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While we do not charge for the information itself, depending on the nature and purpose of the request HER searches may incur a fee to cover staff time spent retrieving and collating the results. This is in accordance with The Environmental Information Regulations Act 2004 and HERs nationally. Our charges from 1 April 2021 are listed in section 9.1 below. The charge may be waived if there is no relevant HER information available.

Requests from Government agencies (other than for agreed schemes), students, local societies, community or partnership projects will not be charged a fee if requesting a reasonable amount of information. Requests for large sections or the whole HER will almost certainly be denied on the ground of being unfeasible.

## 9.1 SEARCH FEES

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Please see Section 6 above in terms of what provision for searches is currently available.

Commercial searches:

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|--------------------------------|---------------------|
| • Visit to the HER             | Free                |
| • Remote search Officer time   | £73 per hour (+VAT) |
| • Self-service records printed | £1 per page         |
| • Self-service PDFs            | Free                |

Non commercial searches: Free

Photocopying:

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|---|-------|
| • A4 sheets (per sheet)   | £0.10 |
| • A3 sheets (per sheet)   | £0.20 |
| • Modern OS maps (A4 or A3 prints, showing search results only) | Free  |

## 9.2 PAYMENT

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Payment for commercial searches will be invoiced on completion.

## **10. DATA FORMATS**

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Depending on the material requested, the HER is able to offer data in a variety of formats. Standard search results may be emailed in PDF, MS Excel or GIS shapefile format. We encourage digital formats over hard copy for all information.

A PDF or printed map can be provided for small searches showing the search area and the results found. Ordnance Survey background maps without overlying GIS data cannot be provided. GIS data may be provided as industry standard shapefiles, or as MapInfo TABs if preferred. The format of the data supplied does not affect the fee incurred where applicable.

## **11. SERVICES NOT PROVIDED BY THE HER**

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- Metal detectorists finds identification - We are not a recording organisation for the Portable Antiquities Scheme and therefore cannot offer an identification service for finds recovered in the county. Please seek advice from the nearest museum and/or contact the relevant PAS Finds Liaison Officer.
- Fieldwork – We are not attached to a local authority field unit and cannot undertake fieldwork for commercial or research projects. You may contact us however to request a list of archaeologists currently located in and around Cumbria.
- Historic mapping – We do not hold copies of historic maps. These will be available from the relevant county record offices at Kendal, Carlisle, Whitehaven and Barrow-in-Furness.
- Internet access to the HER – A simplified version of some of the digital data held in the HER is now available to search on our website at [http://www.cumbria.gov.uk/planning-environment/countryside/historic-environment/HER\\_online.asp](http://www.cumbria.gov.uk/planning-environment/countryside/historic-environment/HER_online.asp), but we cannot presently offer full access to all data held. Data is not currently submitted to the Heritage Gateway, or available elsewhere on the internet. The online HER is only updated on a periodic basis and is primarily intended as a research index to what is currently known about the historic environment of Cumbria outside of the two national parks. Users may then contact the HER Officer for further information about a particular site or topic of interest, or make an appointment to visit the HER in person. We hope to expand this facility in the future as resources allow.



## **12. FUTURE DEVELOPMENT OF THE HER**

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The HER reflects the work undertaken in the county and is only as good as the information provided to it. We greatly welcome information on new heritage assets found during research undertaken to enhance awareness and understanding of the historic environment of Cumbria outside of the two national parks.

The long term aims of the HER are:

- To make it fully compliant with emerging national guidance relating to planning policy and Heritage Protection as directed by Historic England;
- To maintain its use and to extend its accessibility;
- To provide more online resources;
- Respond to new users needs as they arise.

## APPENDIX 1: GIS Licence terms and conditions

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### **Licence Agreement for the use of GIS datasets from the Cumbria County Council's Historic Environment Record (HER): Terms and Conditions**

**Please note: GIS datasets covered by this licence agreement form part of the Cumbria Historic Environment Record. Normal HER access and charging policies may apply.**

1. GIS data is provided for the sole use of the licensee for the purposes specified and must not be passed on to third parties or used for other purposes than that for which it was supplied. The GIS data must not be used for purposes which damage archaeological sites, historic buildings or historic landscapes. Interpretation and guidance should still be sought from the County Historic Environment Service. Misuse of the information provided may result in the licensee being denied access to HER information in the future.
2. The use of the GIS data is licensed for a period of [eg 1] year. Information held within the Historic Environment Record is continually being updated and any GIS data supplied would be deemed deficient after this period. New datasets will be supplied thereafter on request under a new licence agreement, at the discretion of the Cumbria Historic Environment Service.
3. All GIS data is the copyright of Cumbria County Council and must not be reproduced in the public domain without the written permission of the Cumbria Historic Environment Service. Cumbria County Council Historic Environment Service must be clearly acknowledged as the source of the data.
4. In all cases GIS data were created using an underlying Ordnance Survey map-base (or at scale 1:10,000 if not specified). Ordnance Survey copyright should be acknowledged by the addition of the following copyright statement on any maps produced using the data:

*This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Cumbria County Council [Licence No, date].*

5. Whilst every effort is made to ensure the accuracy of GIS data, Cumbria County Council bears no legal responsibility for the accuracy or comprehensiveness of the data provided and accepts no liability for indirect, consequential or incidental damages or losses arising from use of the data.
6. Failure to comply with any of the terms and conditions of this agreement will be construed as a breach of these terms and conditions and will result in the immediate termination of the licence. On receiving notification that a licence has been terminated the licensee will immediately erase or otherwise destroy all copies of the GIS data.
7. This licence relates to the GIS data contained in Schedule 1 [attached to license].
8. Cumbria County Council retains its right to use legal proceedings to protect its copyright.

## APPENDIX 2: Conditions of use

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### Cumbria Historic Environment Record CONDITIONS OF USE

1. Cumbria County Council is committed to the conservation and preservation of the archaeological heritage of the County. Users of the HER are required to inform the Historic Environment Record Officer in writing of the purpose and location of their enquiry and the use to which the information will be put. Permission to use the HER may be refused if it is believed that access to the information would be detrimental to the archaeological heritage.
2. A charge may be made for enquiries to the HER. This information is provided pursuant to Section 141 of the Local Government Act 1972 and Environmental Information Regulations Act 2004. Printouts are normally limited to 100 records. Visits may be made to the HER by prior appointment only.
3. The Cumbria HER is the copyright of Cumbria County Council, however it contains information which may be the copyright of others. **It is the user's responsibility to ensure that the laws of copyright are not breached.**
4. Data provided for a specific purpose must not be disseminated or used for a different purpose without the prior written permission of the Historic Environment Records Officer. Permission will not be granted to users wishing to place original HER data on the internet.
5. Users are asked to please inform the HER of new sites or information which may come to light as a result of their research. Copies of, or access to, the research should also be made available to the HER.
6. Due acknowledgement of the Cumbria County Historic Environment Record must be given in any publication or report which has made use of its data. This should normally take the form of 'Historic Environment Record, Cumbria County Council'.
7. The County Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally the County Council expects that users will not pass on information in an irresponsible or unethical manner.
8. The information in the Cumbria HER has been compiled from a variety of (often unchecked) sources and therefore the County Council cannot accept responsibility for the accuracy of any particular piece of information.
9. In no event shall Cumbria County Council be liable for any direct, indirect, special, consequential, or any damages or loss whatsoever arising out of the use of the information received from the HER.