



Historic Environment White Paper

December 2012

Historic Environment White Paper

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1. Foreword

In 2010 Heritage Kernow published a draft Heritage Strategy, a sector wide consultation on the future priorities for historic environment, museums, archives and historic collections in Cornwall. That Green Paper was an opportunity to set out a range of ideas for supporting the heritage sector over the next 5 years. The feedback was positive and constructive. What is set out in this White Paper is developed from that consultative process, and deals with that part of the Heritage Strategy that Cornwall Council can deliver. The Historic Environment White Paper sits alongside the White Paper for Culture, and the Council's Museums Strategy.

To address current and forthcoming challenges and opportunities over the next five years, our key priorities for investment will be:

- A Sustainable and affordable Service and Service Level Agreements;
- New heritage led regeneration scheme for St Austell;
- HER audit and implementation programme – to provide greater online access to information and a toolkit for communities;
- Historic Environment Practice Guide – responding to the new National Planning Policy Framework (NPPF) and Core Strategy;
- Long term strategic and externally funded Historic environment projects;
- New Monument Management Programme – developing the role and skills of groups and volunteers.

These priorities will improve the sustainable and financial security of the Historic Environment team and promote Corporate, Service and Team objectives.

This programme is a pragmatic response to the challenges we face. It will ensure that the Council and its partners make the necessary level of commitment and investment needed to sustain the historic environment, and consequentially continue to derive economic and social value to Cornwall. I now commend the White Paper to you and look forward to working with you to make this programme happen over the next five years.

John Pollard CC – Portfolio Holder for Localism, Sustainability and Devolution

2. Introduction

2.1. Why invest in the Historic Environment?

The historic environment of Cornwall is a finite and non-renewable environmental resource which includes archaeology, buildings, settlements and the wider historic landscape and seascape. It gives identity to our villages, towns and countryside and helps define the distinctive character of Cornwall; it is a significant contributor to quality of life and provides economic, educational and social benefits, as well as being a source of community pride.

The sustainable future of this vulnerable and irreplaceable resource relies upon the responsible management of change, good stewardship and encouragement of, and support for, sustainable heritage-led urban and rural regeneration, based on high quality design that reinforces local character. This applies to individual buildings, settlements and the wider historic landscapes and seascapes.

We believe that the combination of our rich historic environment and the associated vibrant cultural identity and outstanding natural environment gives Cornwall a distinctive edge and an international profile.

This White Paper sets out how the Council intends to frame its investment in the historic environment sector over the next five years.

2.2. Existing plans and strategies

This White Paper has been brought forward out of the Cornwall Heritage Strategy published by Heritage Kernow, a sector wider partnership whose scope covered museums, archives and the historic environment. The Strategy went through public consultation in the autumn of 2010.

The Green Paper consultation exercise suggested a number of key themes and issues of importance to the wider heritage sector that this White Paper addresses:

- Designation – promote a programme of designation to ensure significant assets are protected.
- Embed heritage in policies and strategies across the Council and other agencies.
- Develop a strong knowledge base to understand, define and enhance the local character and distinctiveness of places, and to find out what people value about places.
- Promote importance of Historic Landscape Characterisation.
- Need to revise use of performance indicators.
- Need clarity in relationship of functions, strategies, partnerships, working agreements.

With changes in the way the Council supports partnerships, Heritage Kernow has ceased to function. The Cornwall Museum Group continues to represent the museum sector; and the Council's Culture Team has produced

a Culture White Paper (2011) which sets out the rationale and framework for a five year culture programme for Cornwall. The Cornwall Cultural Partnership has continued to represent the wider cultural sector and has a place on the Cultural Investment Board.

The Historic Cornwall Advisory Group provides a similar sector-wide partnership forum for historic environment and culture. The Council administers this Group which meets three times a year.

The Cornwall Council business plan update for 2012/13 states the objective of "Celebrating and investing in Cornwall's culture and heritage" but draws its finer detail only from the Culture White Paper, while the "Investing in the environment" section of the Business Plan concentrates significantly on the Natural Environment. The absence in existing corporate statements of priorities for the historic environment is a significant gap.

Under its vision and focus for services, the Transportation, Waste and Environment Service Plan 2012/13, pledges to "ensure that the natural and historic environment of Cornwall is recognised as a key economic driver, contributes to people's well being and sense of place, and is appropriately taken account of in the decision making processes of the Council". The Historic Environment Team Plan 2012/13 sets out the current vision and aims of the service, and identifies what the team does day to day to deliver the aims set by higher level documents and statutory duties.

2.3. Why do we need a White Paper?

The Council has no statement or policy in place setting out explicitly its commitment to the historic environment. While there are several references to culture, heritage and environment in the documents and plans outlined above, the only available detail is on natural environment and culture.

The Council needs to set out its level of commitment, and how we will help deliver the headline statements in the Cornwall Heritage Strategy, the Council Business Plan and the TWE Service plan and related strategies (the adopted Culture White Paper recognised that an Historic Environment White Paper would support its own programme). This is even more pertinent given the emerging strategies associated with the Cornwall and Isles of Scilly Local Enterprise Partnership (LEP), which acknowledges cultural distinctiveness being valued as a business asset, and the Local Nature Partnership (LNP) which embraces the historic environment.

Such a statement of commitment and ambition will give clear strategic direction for Cornwall Council to manage the historic environment, and argue for adequate resources.

The Culture Investment Board, which is serviced by the Council's Culture Team, is the forum in which to present and discuss investments in culture and heritage to the significant funders. The White paper will give the Historic Environment service a means to propose projects to the Cultural Investment Board linked to a clear statement about its priorities.

We need a 5 year investment programme showing where we will seek and invest resources on capital and revenue projects to present to the Cultural Investment Board.

The new National Planning Policy Framework, and emerging Cornwall Core Strategy are both part of a trend for shorter documents that leave gaps in detail; the White Paper will help to provide certainty in the Council's strategic approach to the historic environment.

The former services of the seven previous authorities came together to form a combined Historic Environment Service in April 2009. Since then there has been a continuous (and on-going) process of re-organisation and reduction in resources, much of it in reaction to reorganisation within other services, notably the Planning service. This White Paper is an opportunity to reflect on challenges and opportunities, and proactively shape the future of historic environment services in Cornwall.

2.4. Cornwall Council's role

Our rich cultural heritage and strong sense of identity provide amazing opportunities to make Cornwall a great place in which to live, visit or invest. Cornwall Council has a responsibility to provide strategic leadership, using our power, resource and influence to protect and nurture Cornwall's historic environment.

The White Paper develops those parts of existing strategies, in particular the Cornwall Heritage Strategy that the Council itself can deliver. However, the Council cannot protect or develop the heritage assets of Cornwall alone, particularly as we ride out a period of recession and public sector funding cuts. The Council needs to work together with the heritage sector, community and stakeholders to address the key challenges and to make the most of new opportunities, so the White Paper should be seen in conjunction with the wider aspects of the Heritage Strategy, and the vital role and input of such forums as the Historic Cornwall Advisory Group.

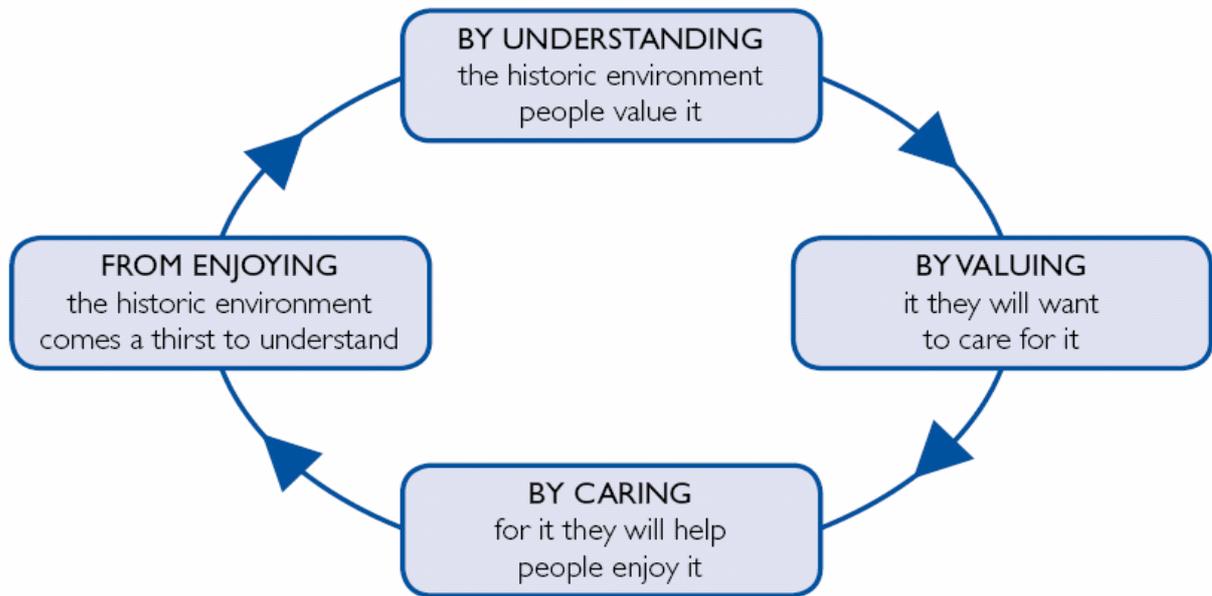
The White Paper sets out the rationale and framework for a five year historic environment programme for Cornwall, setting out the Council's ambition and commitment to strong stewardship of the historic environment and approaches to its future management over the next five years.

2.5. Definition and scope

The values attached by people to what might be termed 'historic environment' are multiple, changeable, complex and often difficult to articulate.¹ Historic Environment Themes are cross cutting and will touch all areas of the Council's work. They are linked to initiatives undertaken by a range of organisations across the sector. Many of these are supported through other Council programmes, white papers, strategies and service plans and joint working will be achieved through collective participation with the Historic Cornwall Advisory Group, Cornwall Cultural Partnership and the Culture Investment Board. The White Paper concentrates on those elements which can be delivered by Cornwall Council in regard to the historic environment.

¹ *Historic Environment, Sense of Place, and Social Capital*, 2009. H Graham, R Mason, A Newman, International Centre for Cultural and Heritage Studies

Management of the historic environment is best illustrated by the conservation cycle promoted by English Heritage. All the services and projects the Council invests in will address one or more of the stages in this cycle.



2.6. What we already have

Cornwall's historic environment is a finite and non-renewable resource, an integral part of the environment and economy and critical to the unique sense of place and distinctive cultural identity shared by Cornish communities. The interplay of geology, agriculture, maritime location and rich mineral wealth has created archaeology, buildings, settlements, historic landscapes and seascapes of international, national and local significance:

- The nationally significant prehistoric archaeological landscapes of Bodmin Moor, West Penwith and The Lizard and equally significant individual sites scattered across Cornwall.
- The nationally distinctive landscapes of lowland Cornwall's ancient rural heartland; recognisable in the patterns of prehistoric and medieval fields, the network of winding lanes and dispersed farming hamlets, agricultural buildings and medieval churchtowns.
- A rich ecclesiastical heritage with a distinctly Cornish character of medieval church building, as well as one of the most significant collections of important nineteenth century churches and the greatest concentration and highest quality of nonconformist chapels in the country, both linked to the expansion of industrial settlement.
- Important urban townscapes, streetscapes and buildings from the medieval period to the present day.
- Significant ports, harbours and quays and the maritime historic environment of coastal and inshore-waters.

- Internationally significant post-medieval mining landscapes of the Cornwall and West Devon World Heritage Site and their associated ancillary sites, settlements and transport networks.
- Distinctive industrial character of Cornwall's metalliferous and china-clay settlements and associated early-modern smallholding landscapes.
- Large ornamental gardens, estates and country houses of established families and mining entrepreneurs.
- Nationally important post-medieval military fortifications, defences and communications installations.
- There are over 56,000 historic building, site, monument and landscape records in the Council's Historic Environment Record, including details of the largest number of statutorily protected Heritage Assets in any Unitary Council area.
- Cornwall Council's own estate includes the largest number of statutorily protected Heritage Assets in the care of a local authority.

Further detail is included in Appendix B.

The management of the historic environment involves coordination and partnership working between the third sector, local and national government agencies, private enterprise and the general public. In Cornwall the Council's Historic Environment Team takes a strategic leadership role in fostering this partnership. We do this by coordinating research, understanding, celebration and management of the historic environment through our involvement in managing the centralised Historic Environment Record, monitoring the standards and objectives of historic environment research and working with policy makers, developers and statutory undertakers both within and outside the remits of the Town and Country Planning Acts. With regards to the World Heritage Site the Service provides advice to both the Local Planning Authority and World Heritage Site management team. We hold a nationally significant portfolio of successful, innovative and high quality project and heritage led regeneration work - areas in which we are market leaders in the commercial research sector. High level priorities and principles for the operation of HES are set out in our Team Plan (see Appendix C).

In recent years the historic environment sector in Cornwall has achieved much to be proud of:

- Achieving a world heritage inscription for our Mining Landscape.
- Delivering bespoke heritage led regeneration schemes in 12 historic towns across Cornwall securing over £26m of investment in the historic environment (see Appendix D).
- Organising specialist building skills training to over 900 attendees (see Appendix E).
- Pioneering historic landscape characterisation
<http://www.cornwall.gov.uk/default.aspx?page=22352>

- Undertaking a nationally acclaimed aerial survey and mapping programme <http://www.cornwall.gov.uk/Default.aspx?page=8480>
- Carrying out and publishing major archaeological excavations <http://www.cornwall.gov.uk/Default.aspx?page=8511>
- Facilitating online access to the HER through Heritage Gateway <http://www.cornwall.gov.uk/default.aspx?page=29975>
- Completing urban surveys for 19 Cornish towns to inform regeneration proposals <http://www.historic-cornwall.org.uk/csus/>

Whilst we have a track record of success and innovation, an investment programme will need to address a range of barriers to growth. Our current challenges include:

- Changing national and local planning framework through which the historic environment is protected and managed.
- Challenging mis-conceptions about the social and economic value of the historic environment ²
- Change, restructuring and uncertainty over historic environment services and the budget.
- Reduced resources for core tasks and to maintain statutory duties.
- Lack of project development resource to develop future projects.
- How to sustain the good things that exist through a period of economic downturn and strive to ensure accessibility for all members of our community.
- Transform our service so that it has a sustainable future and delivery mechanism.

2.7. Challenges and Opportunities

Strengths:	Weaknesses:
<p>World Heritage Status for Devon and Cornwall Mining Sites.</p> <p>Large number of heritage assets already have statutory protection.</p> <p>Substantial number of heritage projects, with significant amount of inward investment.</p> <p>Tourist industry provides impetus for protection of historic environment which is part of the tourist draw.</p> <p>Historic environment in Cornwall of acknowledged- high intrinsic quality,</p>	<p>GDP per scheduled monument is lowest in South West.</p> <p>Many conservation areas do not have adequate protection (e.g. Article 4).</p> <p>Lack of farmstead characterisation.</p> <p>The English Heritage designation process is very incomplete - many monuments of national importance not yet designated, including major sites and complexes on Bodmin Moor and in West Penwith as well as industrial heritage.</p>

² *Heritage and Growth*, 2011, J Davies, English Heritage. *Heritage Counts*, 2011, English Heritage, *Investing in success, heritage and the UK tourism economy*, 2010, Heritage Lottery Fund,

<p>diversity and significance.</p> <p>Unparalleled knowledge within the Service of Cornwall's distinctive historic environment, and of appropriate and proven methods for investigating, understanding and conserving it.</p>	<p>Some areas, subjects and themes covering the historic environment in Cornwall are under represented in the Historic Environment Record.</p> <p>Lack of national performance indicators for the historic environment.</p> <p>No systematic assessment to inform the stewardship of CC's heritage assets.</p> <p>Imbalance of Historic Characterisation within Cornwall Landscape Assessment.</p> <p>Lack of resources.</p> <p>The volume of heritage at risk</p>
<p>Opportunities:</p>	<p>Threats:</p>
<p>Update local listings.</p> <p>Review of heritage designations in line with national initiatives.</p> <p>New grant programmes from HLF and others as they are launched.</p> <p>Bid for more funding for heritage led regeneration, drawing in external sources for investment opportunities.</p> <p>Use funding for training in traditional conservation and management skills.</p> <p>Promote education and outreach (publication, interpretation) to increase intellectual and physical access to the historic environment.</p> <p>Map sources of traditional building materials for property owners.</p> <p>Ensure joint working between services and integrated historic environment policies through the authority.</p> <p>Work with English Heritage and Natural England to introduce satisfactory grazing regimes in Premier Archaeological Landscapes.</p> <p>Explore greater opportunities and marketing for heritage tourism.</p> <p>New World Heritage Site Management Plan.</p> <p>Produce technical guidance on good practice energy saving measures for retrofit of local historic buildings.</p> <p>Traditional skills training for local contractors and progression of live traditional skills opportunities for</p>	<p>Increase in traffic volume and congestion leading to increasing number of traffic management schemes which are harmful to the historic environment.</p> <p>Pressure for provision of housing and employment at any cost could prejudice the character of the historic environment.</p> <p>The volume of heritage at risk to be addressed with limited resources.</p> <p>Potential loss of Listed Buildings at risk.</p> <p>Economic downturn could threaten buildings at risk and discourage use of traditional materials/skills.</p> <p>Changes in farming practice and land use may put pressure on the archaeological resource and active use of traditional farm buildings, particularly within West Penwith following end of ESA grants.</p> <p>Maintenance of heritage assets in a downturned economy leaving vulnerable to deterioration through neglect.</p> <p>Climate change, including sea level rise, increasing storm and flood conditions (coastline and inland) inappropriate retro fitting of historic buildings, drying out of palaeo-environmental deposits.</p> <p>Lack of resources hence in not all applications concerning historic buildings will be dealt with by specialist</p>

Cornwall College courses.	staff. Changing delivery mechanisms in Council services and stakeholders resulting in a lack of coordinated approach.
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3. Historic Environment Programme

This White Paper sets out a framework to inform Cornwall Council’s investment and support for the historic environment over the next five years. Our intention is to consult more widely on this to create yearly action plans. In turn these action plans will drive the agenda of the Cultural Investment Board and inform our investment portfolio.

3.1. Our vision

We believe that by protecting, conserving and enhancing the historic environment of Cornwall and by advancing, understanding and promoting and inspiring its appreciation, we play a key role in securing and celebrating cultural distinctiveness, contributing to economic regeneration, sustainable development and the encouragement of social inclusion and ensure that the historic environment underpins quality place making.

3.2. Areas of focus

To address our challenges and make best advantage of our opportunities we will focus investment in two areas:

3.2.1. A sustainable service

In order for Cornwall Council to meet the challenges ahead it is vital that historic environment delivery mechanisms evolve, integrate and operate in the most effective manner. At a time of diminishing financial resources, the management and delivery of key policies, projects, contracts and workforce development will require critical monitoring if we are to achieve the Council’s aims and objectives.

The structure of our integrated Historic Environment Team is unusual but is well suited to a unitary authority with such a significant number and diversity of Heritage Assets. However, following loss of a number of posts within the core funded Advice teams over the last 3 years, significant pressure is being placed on staff resources and budget pressures will necessitate further savings to be made.

Statistics relating to core advice workloads are set down in Appendix B. Only a fraction of this work currently brings in a fee to cover associated costs and, although a significant proportion of the workload is associated with support to the Planning Service, no income is currently derived from this. To address this HE Service propose to set down Service Level Agreements to manage demand and performance and to investigate

potential options to seek increased income through fees in line with those raised by the Planning and Regeneration Service³

3.2.2. Developing a small number of significant projects

Through listening to the feedback to the Green Paper, and consulting with sector partnerships, we have arrived at a small number of significant projects that will improve the historic environment in Cornwall and help increase Cornwall Council’s performance on delivering its responsibilities for the historic environment.

In addition these projects will help deliver the localism agenda by developing the role of communities in caring for the historic environment, providing customers with greater access to information and the tools to help themselves, and address heritage at risk which is both a national priority and a serious issue for Cornwall given the size of our heritage asset.

This is a pragmatic list which we believe is achievable over the next five years provided the appropriate commitment and both internal and external investment is secured.

3.3. Goals

We will use the following goals from the Cornwall Heritage Strategy Green Paper to help us frame our investment choices.

Excellent heritage assets and infrastructure	A dynamic workforce
Increased participation	Sense of place
Powerful evidence	An effective partnership

Goals	What will success look like?
Excellent heritage assets and infrastructure	<ul style="list-style-type: none"> – There is a decrease in the % of heritage assets at risk. – There is an increase in the accuracy of records about heritage at risk. – Owners of heritage assets are managing them effectively. – More Conservation Area Appraisals and Management Plans are in place and up to date. – Heritage Asset Management Plans are developed

³ Cornwall Council Planning and Regeneration Service Fees and Charging Document 2012

	<p>for designated sites and monuments.</p> <ul style="list-style-type: none"> – The Historic Environment Record (HER) will meet national accreditation standards. – The HER will be adopted by Cornwall Council. – There will be better definition and understanding of Cornwall’s historic character.
A dynamic workforce	<ul style="list-style-type: none"> – Traditional skills training is being delivered and there are more skilled craftsmen available. – Volunteers are actively encouraged and managed and given new skills. – Rural land management skills are increased. – The HE team have increased professional skills in business planning, marketing, leadership and management. – There is a vibrant voluntary sector supported to generate and deliver ideas. – There is more specialist knowledge and innovation on energy efficiency in historic buildings.
Increased participation	<ul style="list-style-type: none"> – There will be more opportunities for all people to participate in heritage activities. – There will be a Historic Environment Toolkit available online. – A monument management programme will be working with local groups. – People have comprehensive online access to the HER. – We will develop more opportunities for people to learn, achieve, volunteer and develop skills through engaging with their heritage. – There will be more opportunity for Cornwall’s historic environment to form part of the national curriculum.
Sense of place	<ul style="list-style-type: none"> – Heritage and local distinctiveness will be at the heart of place-making. – There are innovative approaches to the design of new development, open spaces and urban environments. – New Heritage led Regeneration Schemes will be underway. – There is a Historic Environment management plan and guidance document in place to provide clear policies for place-shaping and stewardship of our assets. – The National Planning Policy Framework and Core Strategy are being used effectively to achieve sustainable development.

	<ul style="list-style-type: none"> - Renewable energy developments are informed by the historic environment.
Powerful evidence	<ul style="list-style-type: none"> - There will be more evidence of the value and resilience of Cornwall's heritage to drive improvement and investment in the sector. - We will be able to articulate the heritage sector's contribution to a strong Cornish economy. - There will be greater recognition of the environmental performance of historic properties. - More historic properties will be retro-fitted with renewable energy and carbon saving measures. - There will be greater evidence and innovation on the use of the historic environment to combat climate change.
An effective partnership	<ul style="list-style-type: none"> - There will be greater exchange of information with other organisations through the Historic Cornwall Advisory Group (HCAG). - Local groups will be actively monitoring and managing the historic environment. - A number of trusts will be delivering projects to tackle heritage at risk. - Heritage asset transfers have successfully taken place and are being sustainably managed.

3.4. Outcomes

Support for the Historic Environment Investment Programme as set down in section 5.2 will greatly aid the delivery of these six goals over the next five years. The outcomes will be monitored through local Performance Indicators as set down in the current Historic Environment Team Plan. (See Appendix C). We aim to deliver:

- 1,500 accurate records for Heritage at Risk in Cornwall (representing a 700% increase on 2011)
- Decrease in the % of heritage assets at risk
- 10% increase in the number of Conservation Area Appraisals and Management Plans
- HER Audit adopted by Cornwall Council
- 15 traditional skills training courses delivered through Townscape Heritage Initiatives
- 200 new students, agents and contractors receiving skills training
- New Heritage Led Regeneration Scheme setting down priorities for skills training and building repairs over the next 5 years
- Introduction of traditional skills training courses for rural heritage assets
- 10% increase in number of volunteers participating in HE projects

- 20% increase in fees paid to Historic Environment derived from Pre application advice and Planning performance agreements
- 10% increase in success rate for project tenders and bids
- 10% increase in projects delivered within budget from 86 to 96

3.4. Impacts

We will know that Cornwall Council has achieved its vision when Cornwall has:

- a higher value heritage economy, with a skilled workforce and clear pathways to employment and volunteering
- more people enjoying the historic environment across Cornwall
- a successful and sustainable heritage infrastructure
- demonstrated continued delivery of a programme of self-financed, sustainable projects for the benefit of Cornwall and its local communities
- a national reputation for excellence in delivering historic environment projects which address countrywide strategic issues

3.5. Involving the wider sector

The role of Historic Cornwall Advisory Group (HCAG) as the voice of the sector is an important one, as is the role of Cornwall Cultural Partnership as owner of the Cultural Strategy which has informed both the Culture White Paper and this Historic Environment White Paper. It will be important to work with the wider sector to develop a single consultation mechanism for new ideas, priorities and action plans.

The Culture Investment Board meet quarterly and there will be an opportunity to review new ideas at each session. All ideas will be considered against the goals and outcomes of the programme and a number will be selected for prioritisation; these will form the content for an annual Historic Environment action plan.

4. Action Plan 2012/13

4.1. Consultation Process

This White Paper will go through a number of political and sector consultation processes:

- Heritage Strategy Green Paper consultation - August 2010
- Historic Cornwall Advisory Group - May 2012
- Cultural Investment Board - July 2012
- Cornwall Cultural Partnership - July 2012
- Environment & Economy Overview and Scrutiny Committee - September 2012

– Cabinet - December 2012

4.2. Potential Investment Programme 2012 – 2017

The following projects represent a brief summary of the ideas we are exploring and developing to help us achieve that vision. These include capital and revenue investments.

4.2.1. A Sustainable Service

Work is currently in progress to clarify the on-going financial (primarily revenue) arrangements necessary for Cornwall Council to deliver the objectives set out in this White Paper. Due to cuts in the level of budget there are reduced staff numbers and no operating budget. There are no resources allocated to developing or managing new projects. The environment capital budget allocation is not secured against specific projects.

There is an opportunity for Cornwall Council to increase income from its historic environment work by introducing charging as directed by the Localism Act. The Planning and Regeneration Service have introduced a revised charging policy for discretionary fees and charges. This includes charges for pre application advice and planning performance agreements for heritage assets (although applications for Listed Building consent and conservation area consent remain free). We will draw up a Service Level Agreements with the Planning Service to set down the level of support that we provide and to ensure that we are able to draw down associated earned income. Evidence relating to the current workload is set down in Appendix B, performance indicators have been identified in Appendix C and details of the work that is currently provided for the Planning Service to enable Cornwall Council to discharge its statutory duties in regard to the Historic Environment is set down in Appendix E. By agreeing such an SLA, we will be better able to control our own workload and to prioritise accordingly.

We will seek to achieve full cost recovery through project funding; however we will need to identify new or re-directed resources to develop any new projects.

4.2.2. New heritage led regeneration scheme

The Historic Environment Service has a long and successful record of delivering heritage led regeneration schemes as demonstrated in Appendix D. However, although development funding may be sought for stage 2 of the process, there is no facility to seek external funding for the first stage which can take up to 1 year to prepare.

A Conservation Area Appraisal and Management Plan for St Austell Town Centre has recently been commissioned as a joint venture between its Town Council, the Planning Service and Historic Environment. It has identified a number of vacant and under used historic buildings at risk which would benefit from a new Townscape Heritage Initiative (THI). Building on the current skills training programme that is being delivered through the Camborne THI, the proposed new scheme could also secure important links

with the ECO town skills training programme. A bid could be prepared and submitted to HLF provided that appropriate match funding and project development resource can be identified.

4.2.3. Historic Environment Record audit and implementation programme

The Historic Environment Service has, over the past 35 years, compiled an encyclopaedic record of information on the historic environment of Cornwall and the Isles of Scilly. This resource, referred to as the Historic Environment Record (HER), stores and provides access to systematically organised information, both digital and paper-based, which covers all aspects of the past from the earliest traces of prehistoric human activity up to the modern day.

As emphasised by the National Planning Policy Framework, the principal role of the HER team is to maintain and develop the evidence base that underpins the advice and expertise Planning Archaeologists and Conservation Officers provide to the LPA when informing strategic policies and decision-making relating to spatial planning, development control and land management. Within a wider management framework the HER has established important relationships with Record Offices, local studies libraries and museums; national heritage and natural environment organisations and professional bodies; neighbouring local authority heritage services; archaeological and historic building contracting services and local amateur archaeologists, groups and societies. Last, but not least, the HER contributes to education and social inclusion by promoting public and academic participation in the exploration, appreciation and enjoyment of our local heritage via initiatives such as the Heritage Gateway online portal (www.heritage-gateway.org.uk).

The recently published HER Audit & Action Plan provides Cornwall Council and English Heritage with an accurate picture of the current state of the HER, enabling it to take stock of its present situation and draw up plans for its future capability and sustainability based on a sound body of evidence. It highlights the strengths and weaknesses of the HER and provides an assessment of the costs and implications of resolving any issues required to meet acceptable standards and benchmarks. The audit reflects the situation at the close of the financial year 2010-11 and the Action Plan for the period 2011-14 needs to be delivered.

4.2.4. Historic Environment Practice Guide

The new National Planning Policy Framework and emerging Cornwall Core Strategy are both part of a trend for shorter documents that may be perceived to leave gaps in detail creating certain ambiguity. It is uncertain how long the Historic Environment Planning Practice Guide (originally associated with PPS 5) will remain in place and whether the emerging Cornwall Design Guide will be an appropriate tool to aid decision making regarding the historic environment in Cornwall. We believe that a Practice Guide which gathers together references to the historic environment evidence base remains a practical solution which would also provide a tool kit to aid neighbourhood planning.

The toolkit would assist communities and wider customers to help themselves to information and advice, by providing simple guides to topics such as energy saving measures in historic homes, getting involved in looking after local archaeological sites, as well as guidance on repair and re-use of historic chapels, farm buildings and other key parts of Cornwall's historic environment.

4.2.5. Monument Management Project

For fifteen years, Historic Environment Service has been running a programme of conservation works to Scheduled Monuments, with aims to protect and conserve, enhance and improve access to the monuments which are especially characteristic of Cornwall. The work is supported principally by English Heritage but involves working closely with many partners and volunteers.

We plan to continue this essential programme by working closely with English Heritage to conserve sites which are on the Heritage at Risk register. A project to protect, promote and interpret the unique collection of hill forts which are within the Council's estate will be prepared and targeted to the Heritage Lottery Fund.

4.2.6. Long term strategic and externally funded Historic environment projects

The Historic Environment Projects team has a long record of successfully delivering externally funded projects and has the potential to bring in significant amounts of income to the service. Roughly half the income generated by these projects is derived from developer funded mitigation work and half from grant funded projects commissioned by English Heritage, Natural England, National Trust and other public bodies. In the past we have been able to develop and propose ideas for strategic English Heritage funded projects but, since the implementation of the National Heritage Protection Plan, these projects are open to competitive tender and increasingly the same is true of projects funded by Natural England and National Trust.

The majority of developer funded projects are small scale and in bidding for them we are vulnerable to being undercut by small commercial organisations including sole traders. The volume of available developer funded projects varies from month to month and is unpredictable.

For these reasons our main focus in the future will be on the longer term strategic projects for which we are already having some success in tendering. Having the capacity to win and deliver large strategic projects is vital to a sustainable service model not least because of the skills and knowledge which are developed and retained, providing ongoing value for money.

Over time the projects team has acquired in demand expertise appropriate to this type of project, such as Historic Landscape Characterisation, mapping from aerial photographs, processing Lidar data, and other graphics and GIS skills. Some of the strategic projects involve areas outside Cornwall but we will continue to tender for these because expanding our geographical

scope beyond Cornwall increases our ability to secure projects and enhances our ability to maintain a sustainable service within Cornwall.

Whilst retaining the ability to respond to and deliver small scale developer funded work we will put more emphasis on actively tendering for long term strategic projects. We will look to secure more projects for which we are the lead contractor, overseeing other specialists such as ecologists, architects and landscape architects. We will also seek to address gaps in skill and knowledge: areas already identified in this regard are community archaeology, historic urban environment and visual impact assessments.

4.2.7. Budget

The final strategy and the action plan will include costs and a funding strategy based on the in principle budget decisions agreed at full Council in November 2011. The next stage is to consult on the priorities set out here with key funders and jointly to develop a funding strategy for the priorities. All projects need to be approved through the Capital gateway process at Cornwall Council.

Appendix A: Cornwall Heritage Strategy - consultation report

Heritage Kernow published a consultation draft of Cornwall's Heritage Strategy 2011-14 in August 2010. The consultation was published online and signposted from Cornwall Council's website, through email network via board members, and with flyers advertising the consultation printed and distributed by members of the board.

The consultation was open for 7 weeks. 17 response forms were received together with accompanying notes and supporting information.

Comment	Response
Requires an Executive summary with a diagram showing how the sector and partnerships fit together.	Good point.
There are a number of omissions or under-represented areas including: Arts heritage Maritime heritage (both museums and boats) Archaeology.	Good points. These areas should be mentioned in the document.
Education link and partners are not listed.	Suggest that the consultees who authored these comments be approach to get more involved in Heritage Kernow.
Research, knowledge about the past is under-played.	The Plan identifies priorities for 2011-14 and while on going research is important, there were other priorities for this time period, to address more crucial gaps and weaknesses in the sector.
It would be useful to include lots of examples of good projects and practice.	Good point, although this is a strategy not a good practice guide.
There needs to be clarity on the relationship between the plethora of strategies and partnerships.	Clarification of the text and insertion of a diagram will help.
Definition of heritage not inclusive enough.	The existing definition is felt to be wide enough to embrace everything, with the exception of those areas which fall more naturally under Culture.
Confusion about whether this is a strategy for Cornish heritage, or Cornwall's heritage sector.	This is a strategy for the sector. It is not a strategy or promotion of Cornish heritage per se.

Needs a new logo.	
Lack of consultation time, inadequate publicity about the consultation.	It is accepted that many people and organisations may have missed the consultation. This is part of the problem that the sector faces and which the strategy identifies, the inability to reach or include everyone engaged in the sector. We are confident that the consultation was robust and well publicised within the constraints of a poorly developed network.
Support for a national library archive project.	
Lots of reference to volunteers.	
Move away from performance indicators.	Use national indicators only. Local PIs are being phased out and are difficult to evidence and collate. Need to be able to separate out research, from demonstrating implementation of strategy.
Lack of support for museums in Visit Cornwall.	The Cornwall Museums Group and Council Culture Team are best placed to address this.
Equality and diversity statement was missing.	This will be written for the final version.
Need better communication with the sector through e-newsletter, press, web.	
Theme 1 Heritage assets that are not attractions need adequate infrastructure to ensure they are accessible.	
Theme 1 Designation – work with English Heritage to promote a programme of designation to ensure significant assets are protected – finish where the Monuments Protection Programme left off especially Bodmin Moor and Penwith.	While there are known gaps in designations, it is not felt that this is a priority within the life of this Strategy. Other areas are more fundamental to managing the infrastructure that we have.
Theme 1 Embed heritage in policies and strategies across the Council and other agencies.	This reactive approach to informing and commenting on other strategies can often distract from setting out a positive proactive strategy for the sector, by the sector.
Theme 4 Research is needed to understand and define the local character of places, and to find out	Research and knowledge are important parts of the conservation cycle but are not considered a priority within the life

what people value about places.	of this Strategy. Plenty of knowledge exists, but it is not always capable of being used due to other issues within the sector.
Theme 4 No reference made to the importance of Historic Landscape Characterisation.	Good point. HLC should be referenced more within this theme.
Theme 5 No coverage of need to develop a strong knowledge base to support all the issues/themes.	Plenty of knowledge exists on Cornwall's history. New research and knowledge is required into areas such as climate change and economic value of the sector.
Theme 5 Research and sound information are fundamental to managing the heritage, encouraging participation and understanding and enhancing local distinctiveness.	Lack of knowledge is not seen as the obstacle to management and understanding. Issues such as marketing, communication, business planning and asset management are identified as gaps that need to be prioritised.

The Heritage Kernow board welcomed the number and breadth of informed comments and the positive suggestions made.

There was an overwhelming support in general for the aims and policies with some reservations expressed. Pleasingly, there were no objections to the document.

The main comments were:

Complaints about the lack of finance and grants. This is a national issue and unlikely to be positively addressed or changed in the life of this Strategy. In other words, the strategy was not written to solve this problem or provide sources of finance.

Lack of consultation. The strategy was the outcome of a lengthy process of consultation and discussion that led to the creation of the board. Clearly there is a need to widen the network to be able to better communicate with our audience; there is no mechanism for communicating with such a large and widely distributed network at present. This point is made in the Strategy.

Lack of promotion of Cornish language, in signposting and information. This could be addressed by encouraging more use of bi-lingual signs and

information. However, the Cornish Language Partnership is a member of the Cultural Partnership and this issue is best dealt with there.

Concern at the number and scope of the policies proposed within the delivery plan. Certain of these are already generally in use within the heritage sector and it is hoped that these diverse sources of information can be collated and circulated across Cornwall.

The need for regular reporting on the policies, using local newspapers, was suggested. It is the intention to expand the Heritage Kernow website to include this function of reporting back on progress.

Lack of general heritage information for Cornwall. Again this can be addressed by a wider use of the website.

National archive/library - there was great support for this, and it was rightly identified as one of the three priorities for 2011-14.

Appendix B: Key Historic Environment Facts

Statistics for consultations and advice given

Of the 7514 applications determined by Cornwall Council in 2010/2011 (an increase of 354), 541 were for Listed Building Consent - the fourth highest number for any Local Authority in England; 65 Conservation Area Consents were determined- the second highest number in the country⁴; approximately one quarter of the applications determined affected a Listed Building or Conservation Area⁵ and 302 planning applications had archaeological implications or conditions recommended.⁶

In the period 1 April 2011 to 31 March 2012 the Historic Environment Advice and Information Teams⁷ have provided a written response for

- 72% of the 591 listed building consent consultations (i.e. 426 responses)
- 64% of the 67 Conservation areas consent applications (i.e. 43 responses)
- 67% of the 2,233 applications affecting potential heritage assets (i.e. 1507 responses)
- 303 planning applications which had archaeological implications or conditions recommended⁸
- 60 agri-environment applications which also included applications covering 4232ha of farm and parkland applying for Higher Level Stewardship in Cornwall and the Isles of Scilly.⁹

The Historic Environment Record Team responded to 732 enquiries and were responsible for the following statistics

- 573 new Monument records added
- 2950 Monument records
- 364 Event added (194 OASIS verified)
- 2467 Event records enhanced

Heritage Designations

⁴ Heritage Counts 2011, English Heritage, <http://hc.english-heritage.org.uk/content/pub/2011/understanding-assets-2011.xls>

⁵ Estimate through assessment of advertisements in local press

⁶ Recorded on HBSMR (Cornwall Council Historic Buildings Sites and Monuments Record) consultation module 1 April 2011 to 31 March 2011

⁷ Statistics derived from IDOX UNI-form e-planning system, Cornwall Council for 1 April 2011 to 31 March 2012

⁸ Recorded on HBSMR (Cornwall Council Historic Buildings Sites and Monuments Record) consultation module 1 April 2011 to 31 March 2011

⁹ Recorded on HBSMR (Cornwall Council Historic Buildings Sites and Monuments Record) consultation module 1 April 2011 to 31 March 2011

Cornwall has the largest number of statutorily protected Heritage Assets in a Unitary Council area. (Information is taken from *Heritage Counts 2011*. English Heritage) with 12,552 listed buildings, 1345 scheduled monuments, 145 Conservation areas covering 4411 ha, 37 registered parks and gardens, 8 designated wrecks, 2 registered battlefields and a World Heritage site of 18,222 ha covering 5.5% of Cornwall's area.

- Listed Buildings

1. Cornwall	12,552
2. Wiltshire	12,205
3. Shropshire	6883
4. Herefordshire	5,891
5. Northumberland	5,570

320 other councils have less than 5,000 Listed Buildings

- Scheduled Monuments- SW region has 35% of all scheduled monuments in England (6968 compared with second highest which is SE which has 2,629). Cornwall has the highest number of scheduled monuments of any Local Planning Authority in the SW

1. Cornwall	1,345
2. Wiltshire	1,309
3. Northumberland	957
4. Ryedale	526

321 other councils have less than 500 Scheduled Monuments

- Conservation Areas

1. Wiltshire	249
2. Cornwall	145 (4411 ha)
3. Cotswold	144
4. Aylesbury Vale	124
5. Shropshire	119

320 other councils have less than 100 Conservation Areas

- Registered Parks and Gardens

1. Wiltshire	41
2. Cornwall	37 (3709 ha)
3. Shropshire	36
4. Cotswold	32

321 other councils have less than 20 Registered Parks and Gardens

- 2 Registered Battlefields (114 ha)
- 8 Designated Wrecks (17% of England's total)
- 7 Tax-exempt Heritage Land properties
- 5 designated Protected Military Remains
- Cornish Mining World Heritage Site (18,222 ha; 5.5% of Cornwall)

Access to information

The HER is a public register of all heritage assets comprising sites, buildings, monuments and landscape of local significance and interest. It also includes a number of related archives and collections including:

- 56,500 Historic Buildings, Sites and Monuments Record entries
- 205, 000 ground and aerial digital photos
- 80, 000 non digital ground and aerial photos
- 6000 item technical library, including 1545 books
- 3500 item 'grey literature' report library of archaeological and historic building interventions, investigations and similar activities
- 3000 item archive of detailed archaeological plans, surveys and drawings Historic Landscape Character maps

Heritage at Risk

- Scheduled Monuments:
There are **1,345** Scheduled Monuments in Cornwall; **206** (15.3%) are considered by English Heritage to be at risk.
- Listed Buildings:
There are 814 Grade I and Grade II*listed buildings in Cornwall. English Heritage and SAVE consider 29 (3.5%) to be at risk **224**
- Registered Parks and Gardens:
1 (2.7% of total in Cornwall) is considered at risk (Carclew near Mylor)
- Conservation Areas:
1 (0.6% of total in Cornwall) is considered at risk (Bodmin)
- Cornwall Historic Environment Record Heritage at Risk includes 782 heritage assets on the national H@Risk list and **160** heritage assets on the local H@R list

The above data gives us a figure of **10%** of protected heritage assets in Cornwall that are considered to be at risk. However, the HE Policy and Information team is in the process of developing a methodology for adding buildings, sites and monuments that are regarded as being at risk locally, to a prioritised list that will include undesignated buildings and archaeological sites. This means that later this year the figures for heritage considered at risk in Cornwall could change considerably.

Cornwall Council estate

Cornwall has the largest number of statutorily protected Heritage Assets in the care of a local authority. Cornwall Council has responsibility for:

- Over 150 Scheduled Monuments, including 8 major prehistoric fortifications (including Lescudjack, Warbstow, Castle Canyke, Carn Brea, Trevelgue,), the whole of Pendennis headland, and 106 wayside crosses,
- Nearly 1100 Listed Buildings –including 56 engine houses of which 27 are Listed and 9 Listed and Scheduled; Geevor Mine, King Edward Mine and Robinson's Shaft; 710 historic milestones (345 Listed), 673 historic bridges (308 Listed and 14 Scheduled) and 2848 historic direction posts (125 are Listed); 54 Listed drinking troughs, 10 Listed Libraries, 23 Listed Schools, Portreath Harbour and both Old and New County Hall are also Listed;

c7,500 historic footpath stiles on the Public Rights of Way network of which 84 are Listed, and 38 Listed footbridges.

- 2 Registered Parks and Gardens (Mt Edgcumbe, Falmouth General Cemetery)

Appendix C: Key objectives for our service

Objective 1a	Development and implementation of policies, strategies and service standards which meet the Historic Environment Team's responsibilities and duties within financial constraints.					
Key Linked E P & E Priority	Projects/ Actions	Delivery date	Measure(s)/ Target(s)	Responsible Officer	Milestones and Quarterly progress-	
Commission excellent services and Influencing the creation of better places to live	Maintaining current service- HE advice to Planning by Conservation Officers. – see appendix 2. (<i>Specialist advice to Planning Service to enable CC as LPA to undertake its statutory duties regarding the Historic Environment and to undertake duties as set down national legislation and guidance</i>). With a significantly reduced budget and reduction in the number of conservation officers staffing it is imperative that work is prioritised and charging procedures are followed to maximise income.	December 2012	Protocol to recoup income received by planning for Historic Environment support on Planning Performance agreements and pre application advice. Historic Environment charging strategy introduced Performance indicators as set down below	Alyson Cooper	Reported through Historic Cornwall Advisory Group and posted on CC website	
Commission excellent services	Maintaining current service- Historic Environment Record (HER). – see appendix 2. All local Planning authorities are required to either maintain or have access to a Historic Environment	December 2012	Draft revised charging policy adopted by Cornwall Council	Bryn Tapper	Reported through Historic Cornwall Advisory Group and	

	Record. The HER contributes to the development of planning strategy, policy and provision of HE advice - through provision of the evidence base- used in pre app advice to reduce Planning and developer costs (e.g. in renewables), emergency planning, Housing, Maritime and Countryside access; for strategic and core policies e.g. LDF topic papers, Natural resources, in the management of CC estate (Highways, Properties, Country Parks) and advice and information to utilities. The HER maintains the list of nationally important and statutory heritage designations (15,015) for the Cornwall & Scilly local authorities. It undertakes internal CC notifications procedures to Planning, Land Charges, Members, Address Management Team and curates and maintains the electronic record of all designations in corporate UNI-form, HBSMR and GIS systems.		Performance indicators as set down below		posted on CC website
Commission excellent services	Maintaining current service- Planning Archaeologists. – see appendix 2. Specialist Archaeological advice to the Planning Service including advice to development management, on World Heritage Site, work	December 2012	Protocol to recoup income received by Planning for Historic Environment support on Planning Performance Agreements and pre application advice Performance indicators as set down below	Alyson Cooper and Dan Ratcliffe	Reported through Historic Cornwall Advisory Group and posted on

	connected with EIA processes, mineral planning advice. Non-application based work includes monitoring of permitted development activities notified to authority by Statutory Undertakers. Liaison with English Heritage on Scheduled Monument Consent applications.		Historic Environment charging strategy		CC website
Commission excellent services Influencing the creation of better places to live Create a green Cornwall-making the most of our high quality environment	Ensure historic environment is placed at the heart of policies and partnership working within the Council, integrating especially with planning, property, landscape, maritime and environmental services.	Ongoing	HE contributions to <ul style="list-style-type: none"> • Core Strategy • Green Infrastructure • Maritime Strategy • Local Nature Partnership • Maritime Planning development • Cornwall design Guide • Cultural strategy • World Heritage Management Plan 	Nick Cahill	Reported through Historic Cornwall Advisory Group and posted on CC website
Commission excellent services and Influencing	Historic Environment White Paper building on work done by Heritage Kernow on a Heritage Strategy for Cornwall. It will link with the Cornwall Culture White Paper and identify the issues, priorities and deliverables for the	Approval by Cabinet December 2012	Endorsement by Cornwall Council	Simon Thorpe	Historic Cornwall Advisory Group- 22 May 2012 Culture

the creation of better places to live	Service enabling future projects to be considered by the Council's Cultural Investment Board.				Investment Board- 6 July 2012 EEOSC- September 2012
Influencing the creation of better places to live	Historic Environment Policy guidance- detail will depend on CC's Core Strategy and status of Government Guidance on the Historic Environment following demise of PPS5	March 2013	Development of a strategic plan for the Historic Environment in Cornwall	Nick Cahill	
Commission excellent services and Influencing the creation of better places to live	Formalise partnership working with Natural England Cornwall land management advisers to enable increased availability of Historic Environment Countryside Advice and more effective partnership working– see appendix 2.	December 2012	Memorandum of Agreement (MOA) with Natural England Historic Environment adviser on level of support from Countryside Advice Cornwall Council (CC).	Ann Reynolds	
Commission excellent services	Formalise partnership with World Heritage Site office setting down level of support provided by Historic Environment	December 2012	Informal service level agreement and agreed monitoring of advice	Nick Cahill	
Commission excellent services	Formalise arrangements and level of support provided by Historic Environment to Planning Service – see appendix 2.	December 2012	Service Level Agreement with Planning	Alyson Cooper	

<p>Influencing the creation of better places to live</p> <p>And</p> <p>Create a green Cornwall-making the most of our high quality environment</p>	<p>Define and improve management of the condition monitoring of Cornwall's historic environment through the development of a Heritage at Risk Programme</p>	<p>Ongoing</p>	<p>Development of Heritage at Risk programme</p> <p>ensure liaison with other CC services engaged in asset transfer, enforcement and property management</p> <p>development of programme of potential capital/external funded projects to address Heritage at risk</p> <p>Work with other services and teams (enforcement, empty homes, building control to ensure a cross service approach)</p>	<p>Nick Cahill</p>	<p>Reported through Historic Cornwall Advisory Group and posted on CC website</p>
<p>Create a green Cornwall-making the most of our high quality environment</p>	<p>Conservation Area Appraisals and management plans</p>	<p>March 2013</p>	<p>Completion of 6 of the draft appraisals for Liskeard, Kingsand, Cawsand, Wadebridge, Padstow, Bodmin, Kirkhampton, Marhamchurch, Charlestown, St Austell</p>	<p>David Moore</p>	<p>Reported through Historic Cornwall Advisory Group and posted on CC website</p>
<p>Create better places- Engaging communities and promoting community pride</p>	<p>Neighbourhood Plans toolkit. Feeding into the guidance and toolkit being prepared by the Council under the Localism Act, to ensure that communities have guidance on assessing and developing their historic environment when preparing a</p>	<p>Ongoing</p> <p>March 2013</p>	<p>Historic Environment contribution to Council toolkit</p> <p>Online Historic Environment toolkit</p>	<p>Nick Cahill and Information Team</p>	

through delivering viable and effective conservation projects	Neighbourhood Plan.				
Create a green Cornwall-making the most of our high quality environment And Commission excellent services	Maintain and improve central role of the Historic Environment Record in data management, access, and input into Cornwall Council advice and policies– see appendix 2.	Ongoing	Promote wider access by public and professionals to HER resources through user-friendly web-based and other services, improving access to information, increasing self-service and broadening understanding. Lead the continued strategic development of improved interoperability between related local and national heritage information and systems. Formal adoption of HER by Cornwall Council Ensure delivery of 1st year recommendations of 2012 HER audit	Bryn Tapper	Reported through Historic Cornwall Advisory Group and posted on CC website
Commission excellent services	Joint working - Cornwall Council Heritage Protection Agreement for Council owned Heritage Assets-developing on from pilot study of Cornish Bridges in North Cornwall. Potential invest to save project		In infancy- will depend on resources-	Alyson Cooper and HER team	
Create better places-	Develop the HE contribution to localism and neighbourhood	Ongoing	Engage in internal & external partnerships/training and consultation exercises	Alyson Cooper and Nick	Reported through Historic

Engaging communities and promoting community pride through delivering viable and effective conservation projects	planning and partnerships		Attend town/parish meetings & training sessions as necessary Promote locally-led HE initiatives (Highway heritage, and volunteer groups e.g. CASPN) Contribute to Historic Cornwall Advisory Group and other Partnerships (Cornwall Cultural Partnership, Culture Board, World Heritage) etc	Cahill	Cornwall Advisory Group and posted on CC website
Create a green Cornwall-making the most of our high quality environment	Promote role of Historic Environment in place making by attending the Design Review Panel		Attend meetings	Nick Cahill and Area Team Leaders as appropriate	
Commission excellent services	Promote consistency of advice across CC in both Planning and non-planning, for both Historic Environment and partner Services		Biweekly team meetings Quarterly HE Advice and information team meetings Regular meetings with Planning Managers Quarterly CC/EH liaison meetings	Alyson Cooper and Team Leaders	
Create a green Cornwall-	Energy saving measures/skills training and development of a range of sustainable energy		Integration in the Renewable Energy and Sustainable Construction Guides	Andrew Richards	Reported through Historic

making the most of our high quality environment Sustainable economic prosperity	guidance documents for traditional buildings using funding through Townscape Heritage Initiative		Traditional skills training for retro fitting historic buildings Up skill local workforce, live skills training opportunities, local examples of good practice for future retrofit, guidance on web site		Cornwall Advisory Group and posted on CC website and reported to grant funders and local community groups
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Performance Indicators for Objective 1

Baseline data – Please see appendix 2 which sets down the number of designated heritage assets including numbers of listed buildings (all grades), scheduled monuments, registered parks and gardens, registered battlefields, using statistics taken from English Heritage publications including annual Heritage Counts and local data from the Historic Environment Record (HER)

Data relating to the work load and consultations responses of the HE Advice and Information Teams is provided in appendix 2

Indicator	Source of information	2011/12 Out-turn	2012/13 Target	Reporting frequency	Data collection officer	Sign Off officer
Number of Conservation Areas and percentage of Local Authority covered by Conservation Area designation	CC HER	145 (1.2%)	145 (1.26)	annual	Bryn Tapper	Alyson Cooper
% of Conservation Areas with appraisals	CC HER	62 (42.7%)	66 (45.51%)	annual	Bryn Tapper	Alyson Cooper
Number and percentage of Conservation Areas at risk	CC HER	1 (0.68%)	1 (0.68%)	annual	Bryn Tapper	Alyson Cooper

% of Conservation Areas with published management plans (included within appraisals or separately)	CC HER	33 (22.75%)	36 (24.8%)	annual	Bryn Tapper	Alyson Cooper
Number of Historic Environment Record entries in World Heritage Site	CC HER	3648 (6.5% of the HER)	3848	annual	Bryn Tapper	Alyson Cooper
Number of new HER Historic Building, Site and Monument records created	CC HER	300	300	annual	Bryn Tapper	Alyson Cooper
% of the HER Historic Building, Site and Monument records validated	CC HER	55.6%	58%	annual	Bryn Tapper	Alyson Cooper
% of completed OASIS records validated by HER	CC HER	194 (86.9%)	90%	annual	Bryn Tapper	Alyson Cooper
Number of verified records added to the Cornwall Council Heritage Asset at risk register	CC HER, English Heritage Buildings at Risk and SAVE registers	New PI	30	annual	Emma Trevarthen	Alyson Cooper
Number of verified records within World Heritage site added to Cornwall Council Heritage Asset at risk register	CC HER, WHS	New PI	30	annual	Emma Trevarthen	Alyson Cooper
Number of heritage assets at risk benefiting from positive action	CC HER	New PI	10	annual	Emma Trevarthen	Alyson Cooper
Number of listed building and conservation area consent applications registered by Cornwall Council and % of listed building	IDOX UNIFORM	658 (71%)	658 (80%)	quarterly	Barry Gale	Alyson Cooper

and conservation area consent applications with HE consultation response						
% of HER enquiries responded to within 10 days	HE data	New PI	90%	quarterly	Bryn Tapper	Alyson Cooper
Number of planning applications with archaeological mitigation strategies	HBSMR	New PI	250	quarterly	Dan Ratcliffe	Alyson Cooper
Number of non planning consultations on Heritage assets where advice has been given	HBSMR	New PI	Awaiting data	quarterly	Dan Ratcliffe	Alyson Cooper
Number of pre application responses provided by HE	IDOX UNIFORM	New PI	15	quarterly	Barry Gale	Alyson Cooper
Number of PPAs where HE have provided paid advice	IDOX UNIFORM	New PI	15	quarterly	Barry Gale	Alyson Cooper
% agri-environment consultations within the turn around times	HBSMR	New PI	70% of Higher Level Stewardship (HLS) Farm Environment Plan consultations 80% of England Woodland Grant Scheme consultations	quarterly	Ann Reynolds	Alyson Cooper
Objective 2	To review, develop and procure capital and externally funded Historic Environment projects to ensure that they not only improve the sustainable and financial security of the Historic Environment team but also that their links with Corporate and Service					

	and Team objectives are clearly demonstrated and promoted				
Key Linked E P & E Priority	Projects/ Actions	Delivery date	Measure(s)/ Target(s)	Responsible Officer	Milestones and Quarterly progress-
Commission excellent services	Historic Environment Options paper to consider potential options to improve sustainability of delivery of service	Ongoing	Paper produced and circulated to team	Andrew Young	
Commission excellent services	Working with teams across the Council to deliver projects involving regeneration and development of historic sites and buildings.	Ongoing	Harvey's Foundry Phase 3 Convergence bid October 2012 Duchy Palace Convergence grant spent March 2013 Saltash Station building South Crofty Heritage Restoration- Secure conservation works to value of £590,000 to South Crofty mine headframe and 2 x grade II engine	Simon Thorpe and David Moore	Reported through Historic Cornwall Advisory Group and posted on CC website

			houses, as part of legal obligations between CC and WUM. Steer transfer of assets to CC responsibility and passed to Environment service for 60 year maintaining lease following the conservation works		
Create a green Cornwall-making the most of our high quality environment	Archaeological Projects ongoing tendered contract work to help developers meet planning conditions. Contributes towards sustainable economic development and Green Cornwall. All year round; employs 10-15 of the team.	Ongoing	HE Landscape surveys (such as Tehidy, Trerice, etc) funded by organisations such as National Trust. Contributes towards sensitive cultural resource management and maintaining Cornish character. Historic building surveys. Can be tendered contract	Andrew Young	Reported through Historic Cornwall Advisory Group and posted on CC website

			<p>work or specially commissioned. Contributes towards maintaining Cornish character and sustainable economic development. All year round;</p> <p>Industrial heritage projects. Can be tendered contract work or specially commissioned (e.g. by National Trust). Range of activities, but principally providing specialist advice on building restoration works, providing information to the public and creating better access to heritage assets.</p> <p>HLS surveys and</p>		
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			SHINE. Funded by Natural England. Tendered work which contributes towards sustainable economic development and protection of heritage assets		
Commission excellent services	Historic Landscape and Seascape and Urban Characterisation. Grant funded by English Heritage. Contributes towards understanding the significance of the Cornish environment, provides a powerful planning tool. Also contributes towards national strategic priorities.	June 2012 December 2013 April 2015	West Penwith HLC South West Seascapes Extensive Urban Surveys	Andrew Young	Reported through Historic Cornwall Advisory Group and posted on CC website
Create a green Cornwall-making the most of our high quality environment	West Penwith Monograph. Grant funded by English Heritage and National Trust. Contributes towards understanding the significance of the Cornish environment, maintaining Cornish character, promoting the historic environment. Will feed into West Penwith HLF project.	December 2013	Monograph published	Andrew Young	Reported through Historic Cornwall Advisory Group and updates to funding partners
Create a green Cornwall-making the most of our high quality	National Mapping Programme. Grant funded by English Heritage and partnership working with other local authorities. Exporting Cornish expertise. Contributes towards national strategic priorities – understanding significance of historic environment.	Ongoing	Specialist training provided to 1 member of the team	Andrew Young	Reported through Historic Cornwall Advisory Group and grant funding returns

environment					
Create a green Cornwall-making the most of our high quality environment	Mineral extraction assessment. Grant funded by English Heritage and partnership working with other local authorities. Contributes towards understanding significance of heritage assets, protecting heritage assets, maintaining Cornish character.	April 2013		Andrew Young	Reported through Historic Cornwall Advisory Group funding returns
Create a green Cornwall-making the most of our high quality environment Delivering excellent services-building effective partnerships	Monuments Management Programme. Projects in partnership with English Heritage. Protects heritage at risk, maintains Cornish character, community involvement and encourages sense of place.	Ongoing	Hillforts HLF project bid to be worked up in addition to ongoing projects	Andrew Young	Reported through Historic Cornwall Advisory Group and posted on CC website and reported to grant funders and local community groups
Enabling sustainable economic prosperity- Creating a green Cornwall- Delivering	Camborne, Roskear, Tuckingmill Townscape Heritage Initiative (THI) public grant pot of £1,048,883 matched by 1,491,582 private funding plus additional £8M from Holmans, 28 buildings improved to date and 15 buildings removed from buildings at risk register Project is maximising the outcomes from Convergence and other funding streams, improving the level of skills, bringing empty buildings back into use and promoting	2013	Final 4 buildings completed Final report	Andrew Richards	Reported through Historic Cornwall Advisory Group and posted on CC website and reported to grant funders and local

excellent services- building effective partnerships	development that reinforces sustainability, good design and local character.				community groups
Enabling sustainable economic prosperity- Creating a green Cornwall- Delivering excellent services- building effective partnerships	Camborne, Roskear, Tuckingmill, Regeneration, Energy and Skills Townscape Heritage Initiative (THI) - this project is building on that above, maximising the outcomes from Convergence and other funding streams, bringing empty buildings back into use and promoting development that reinforces sustainability, good design and local character. It is also specifically promoting skills training as below	Jan 2016		Andrew Richards	Reported through Historic Cornwall Advisory Group and posted on CC website and reported to grant funders and local community groups
Enabling sustainable economic prosperity- Creating a green Cornwall- Delivering excellent services- building effective	Energy Saving Measures/Skills training- (a)	Jan 2016	Technical guidance on energy saving measures/retrofit of older buildings following ongoing thermal and noise monitoring of target buildings Traditional skills training,	Andrew Richards	Reported through Historic Cornwall Advisory Group and posted on CC website and reported to grant funders and local community groups

partnerships			Window/shutter production – Cornwall College, THI webpage and link to podcasts (technical guidance)		
Delivering excellent services-building effective partnerships	Camborne Discovery Map - Funding through both THI schemes and promotion of Discovery maps for Hayle		Discovery map published	Andrew Richards	Reported through Historic Cornwall Advisory Group and posted on CC website and reported to grant funders and local community

Performance Indicators for Objective 2

Indicator	Ref	2011/12 Out-turn	2012/13 Target	Reporting frequency	Data collection officer	Sign Off officer
Historic Environment projects portfolio to come within budget				Annual	Andrew Young	Alyson Cooper
Number of buildings at risk removed from BAR register as result of externally	New PI	New PI but see appendix D for success	1	Annual	Caius Simmons and Ann Preston	Alyson Cooper

funded HE projects		over last 10 years			Jones	
Number of listed buildings repaired/ restored and brought back into use using Capital grant funding	CC THI data	New PI but see appendix D for success over last 10 years	2	annual	Caius Simmons	Alyson Cooper
Number of skills training courses provided	New PI	New PI but see appendix E for success over last 10 years	2	Annual	Andrew Richards	Alyson Cooper
Numbers attending skills training courses	New PI	New PI but see appendix E for success over last 10 years	20	Annual	Andrew Richards	Alyson Cooper
Objective 3	To share expertise, enhance integration, improve effective working and wellbeing of teams and individuals					
Key Linked E P & E Priority	Projects/ Actions	Delivery date	Measure(s)/ Target(s)	Responsible Officer	Milestones and Quarterly progress	
Commission excellent	Identification of skills gaps and training needs and	Ongoing	Staff members achieving 20 hours recorded CPD	Team Leaders		

services	implementation of staff training including maximising opportunities for CPD					
Commission excellent services	Member development training Sessions	Ongoing	Training sessions provided	Alyson Cooper		
Commission excellent services	Reduce staff sickness absenteeism	Ongoing	Corporate PIs 3 and 4- average number of sick days per member of staff and average number of days long- term absence per member of staff	Alyson Cooper		
Performance Indicators for Objective 3						
Indicator	Ref	2011/12 Out-turn	2012/13 Target	Reporting frequency	Data collection officer	Sign Off officer
Average number of sick days per member of staff and average number of days long- term absence per member of staff	Corporate PIs 3 and 4	New PI		Quarterly	Sara Homes	Alyson Cooper
Members/parish and town council development training sessions		New PI	3	Annual	Sara Homes	Alyson Cooper
Number of member information forms produced		New PI	15	Annual	Sara Homes	Alyson Cooper
Objective 4	Support devolution of appropriate functions and assets to a range of					

	community organisations to enhance local ownership of service delivery				
Key Linked E P & E Priority	Projects/ Actions	Delivery date	Measure(s)/ Target(s)	Responsible Officer	Milestones and Quarterly progress
	Development of a Conservation Area Appraisal checklist to assist Parish and Town Councils to undertake their own appraisals	March 2013	Checklist completed	David Moore	Reported through Historic Cornwall Advisory Group and posted on CC website
	Neighbourhood Plans toolkit. Feeding into the guidance and toolkit being prepared by the Council under the Localism Act, to ensure that communities have guidance on assessing and developing their historic environment when preparing a Neighbourhood Plan.	December 2012	Historic Environment contribution to Council toolkit	Simon Thorpe	
	Support other teams across the Council in management of Council estate, including advising on risk, disposal, and re-	March 2013	Deliver South Crofty lease heritage obligations Loggans Mill viable scheme in place	Simon Thorpe	

	use, providing effective risk management that supports the achievement of the Directorate's objectives				
	Harvey's Foundry, Hayle , Phase 3	Ongoing	<p>developing and delivering asset transfer of CC property</p> <p>ING S106 obligations for transfer of holdings to the Trust</p> <p>commissioning design team, securing Planning consents</p> <p>Preparing Convergence bid, recently secured £108,000 grant from Economic Development and £180,000 from English Heritage).</p>	Simon Thorpe as part of client team working with Cornwall Development Company and Harvey's Foundry Trust	Reported through Historic Cornwall Advisory Group and posted on CC website
	Duchy Palace, Lostwithiel	Complete by March 2013.	developing and delivering restoration and re-use of Grade 1 building at risk	Simon Thorpe	Reported through Historic Cornwall Advisory Group and

			with two charities steering £100,000 CC Environment Capital grant		posted on CC website
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Appendix D: Heritage led regeneration in Cornwall 1999-2012

	Total Public Funding	District Council contribution	Private contribution to match grant	Number of buildings	Number of listed buildings	Buildings removed from BAR register	SMEs aided	Vacant and partially vacant buildings brought back into use	Total square meters of residential floor space improved	square meters of commercial floor space improve	square metres residential floor space brought back into use	square metres Commercial floor space brought back into use/generated	FTE jobs safeguarded	FTE gross direct jobs created	FTE additional jobs created	FTE Temporary jobs created	Public realm schemes	Number of Training Schemes	Number of Contractors / Agents receiving Training	Number of Students receiving training
Bodmin THI	1,200,000	87,000	553,149	16	12	6	7	6		214				37		23.50	6			
Camborne THI	1,048,750	200,000	1,491,582	28	8	15	5	11	4,577	3,004	3,508	100	-	5	2.20	34.50	-	11	182	125
Camelford HERs	550,000	36,000	364,500	12	2	1	101	1	100	934	100	50	32	2	3.00		4			
Falmouth HERS	930,405	106,925	676,244	20	13	6	38	10	1,187	3,642	282	1,807		23	9.98	35.00	10			
Hayle HERs	3,132,000	145,000	972,000	14	7	14	40	7	337	605	150	1,554	31	27	48.21	61.40	4	1	-	12
Helston THI	854,534	235,267	559,766	31	24	2	17	1	2,820	2,620	840	212	-	12	4.60	24.40	1	4	-	40
Launceston THI	1,259,000	75,000	921,643	8	5	6	7	7	1,801	776	1,481	544	2	6			1	11		457
Liskeard CAPs	202,000		314,000	23					2,319	4,387			10	12						
Looe HERs	465,471	60,000	563,872	23	6				1,532	2,545		63	64	6		16.70	6			
Penryn THI	1,400,000	100,000	1,619,074	29	24	8	66	14	2,782	3,541	744	1,387		37	12.69	51.00	6	2		
Penzance THI	2,973,994	100,000	1,987,313	25	13	12	105	12	1,985	5,362	n/a	1,431	33	134	65.58	59.00	2	2	20	22
Redruth HERs	1,203,820	661,075	866,558	35	12	13	24		7,140	4,330	1,170	1,199	7	37	16.80	43.60		-	-	-

Camborne THI (Phase 2) - estimated	666,667	151,667	512,320	12	2	7	10	2	750	2,000	538	843	-	35	18.00	22.00	-	5	40	60
TOTAL	15,219,974	1,806,267	10,889,701	264	126	83	309	69	26,579	31,960	8,275	8,346	179	337	163	349	40	31	202	656

Appendix E: Summary of Skill Training

(Through Heritage led Regeneration Schemes 2000 to 2012 - these are in addition to the on site training for contractors and apprentices).

Helston THI	
Cob Construction	10 Students
Oak Timber Construction	10 Students
Scantle Slate Roofing	10 Students
Thatching	10 Students
Falmouth HERs and Penryn THI	
Lime plaster and mortar repairs	8 contractors- I week course
Scantle slate roofing	8 contractors-1 week course
Penzance THI	
SPAB Day	40 Agents / Construction
Girls in construction	22 Students
Hayle THI	
Hayle Foundry Phase 2	12 Apprentices
Launceston THI	
Cornish Lime Company training for contractors and THI staff	over 400 primary school children, 57 Further Education construction students from local colleges and the general public.
Looking after your old building seminar for owners and contractors.	
Access seminar for owners & agents	
8 Heritage Training days at the Castle	
Old Camborne THI	
SPAB day	40 Agents / Construction
Lime Pointing	18 Agents / Construction
Lime Pointing 2	10 students and 2 lecturers
Bag Rubbing	14 Agents / Construction
Joinery Week	130 Agents / Construction
Signage	15 Students
Energy Saving	15 Students
Energy Saving	25 Year 5 students at Trevithick Primary School
Energy Saving	20 Foundation Degree students (Building Conservation) at Cornwall College
Energy Saving	20 Students Apprentices from Richard Lander School, Truro (SIEU III)

Energy Saving	10 Students A' Level students from Camborne School (SIEU III)
New Camborne THI- current and proposed	
Signage	15 Engineering Students
Signage 2	15 Engineering Students
Energy Saving	15 Students
Masonry Wall Construction Lime Pointing	15 Students
SPAB Day	40 Agents / Construction

Historic Environment Service support to Planning

The activities below form part of the statutory duties of a local planning authority

Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
<p>Planning applications - Historic Environment specialist and technical Advice, Monitoring and Enforcement including appropriately qualified advice on the archaeological interest of Heritage assets</p>	<p>YES</p>	<p>Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act 1990; Planning (Listed Buildings and Conservation Areas) Regulations 1990;</p> <p>The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999;</p> <p>Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG);</p> <p>Town and Country Planning (General Development Procedure) Order 1995;</p> <p>Ancient Monuments and Archaeological Areas Act 1979; Circular 07/09 Protection of World Heritage Sites, NPPF 2012;</p> <p>PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Planning Act 2008;</p> <p>Policy Statement on Scheduled Monuments, DCMS, 2010; Treasure Act 1996;</p> <p>Planning and Compulsory Purchase Act 2004;</p> <p>Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection)</p>	<p>NPPF 128- In determining applications LPAs should require applicant to describe significance of any heritage asset affected- including setting- proportionate to importance and no more than is sufficient to understand potential impact of proposal on significance- as minimum relevant HER should be consulted and heritage assets assessed using appropriate expertise. Where it has potential to include heritage assets with archaeological interest, LPA should require developers to submit an appropriate desk-based assessment and where necessary field evaluation. NPPF 129 LPAs should identify and assess particular significance of any heritage asset that may be affected- including setting- taking account of available evidence and any necessary expertise. Should take this into account when considering impact of proposal on heritage asset to avoid or minimise conflict between heritage asset's conservation and any aspect of proposal</p>	<p>PPAs to be agreed with relevant HE officer at outset. At pre app stage consultation through IDOX & through direct contact with developers and their consultants. ●During application process- Screening through checking weekly application lists as well as triggers through IDOX consultations. These include all listed building consent applications, all major applications, and all applications affecting Registered Parks and Gardens, Registered Battlefields, Protected Wrecks, Protected Military Remains, Scheduled Monuments and their settings. ●Via the EIA regulations with regards to Cultural Heritage Archaeological advisors and HER provide technical input and data into Screening and Scoping Opinion Requests, and provide peer review of EIA chapters. The HER is the definitive record of all heritage assets and provides baseline information to developers, council officers and the public as an indispensable part of the requirements of the NPPF and EIA regulations, including but not limited to, identifying where Scheduled Monument and Listed Building Consents are required. ●Archaeological Advisors provide briefs for the scope of proportionate work to satisfy NPPF P128 information requirement, validate the adequacy of resultant work and provide technical advice to planning officers on the relative significance of assets involved, and on condition wordings.●Post Determination: Archaeological Advisors produce briefs for the scope of proportionate schemes of recording to mitigate losses of heritage assets (NPPF P141), validate and monitor resultant schemes. Deposit and archiving of resultant reports with the HER required by NPPF P141.</p>	<p>Compliance with the relevant IfA Standards and guidance and the IfA Code of Conduct is required for all stages of archaeological assessment, evaluation and investigation in order to ensure that informed decisions are taken and planning requirements are fulfilled.</p> <p>See internal guidance on procedures NPPF, Planning for the Historic Environment, Planning Practice Guide</p> <p>EH/ALGAO Historic Environment Records: Benchmarks for Good Practice</p> <p>IfA Standards and Guidance for archaeological advice by historic environment services: (draft)</p>	<p>1 April 2011- 31 March 2012 2,233 consultations with 1507 responses.</p> <p>303 planning applications had archaeological implications or conditions recommended.</p> <p>There are 3 FTE planning archaeologists</p>

Historic Environment Service support to Planning

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
Planning Consents for registered Historic Sites (Parks and Gardens, Battlefields, wrecks,) - advice, curatorial, monitoring and enforcement	YES	Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act 1990; Planning (Listed Buildings and Conservation Areas) Regulations 1990; Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG); Town and Country Planning (General Development Procedure) Order 1995; Ancient Monuments and Archaeological Areas Act 1979; Circular 07/09 Protection of World Heritage Sites; NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Planning Act 2008; Policy Statement on Scheduled Monuments, DCMS, 2010; Treasure Act 1996; Planning and Compulsory Purchase Act 2004; Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection)	NPPF 132 substantial harm to or loss of designated assets of highest significance notable scheduled monuments , protected wrecks, battlefields, grade 1 and 11* listed building, grade 1 and 11* registered parks and gardens and world heritage sites should be wholly exceptional- NB significance can be harmed or lost through alteration or destruction of heritage asset or development within its setting	Consultation triggered through IDOX and should be through consultee access Registration- Planning responsible for notification and consultation of national amenity bodies, English Heritage etc- including where setting affected	NB NPPF glossary- significance derives not only from heritage asset's physical presence but also from setting	Cornwall has 37 registered parks and gardens 2 registered battlefields 8 designated wrecks 5 designated protected military remains
Advice on Tree Preservation Orders in protected landscapes (Conservation Areas and World Heritage Site, Parks and Gardens and Battlefields, AONBs)	YES	Planning (Listed Buildings and Conservation Areas) Act 1990, (General Development Procedure) Order 1995, Ancient Monuments and Archaeological Areas Act 1979, Circular 07/09 Protection of World Heritage Sites, Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection)		Consultation triggered through IDOX and should be through consultee access		Cornwall has 37 registered parks and gardens 2 registered battlefields 145 Conservation Areas
Hedgerow Regulations advice Contributing specialist and technical	YES	Town and Country Planning Act 1990	Hedgerow Regulation 1997 – A Guide to the Law and Good	Consultations should be through consultee access on IDOX ; Countryside Archaeological Advisor assesses hedgerow against criteria in the 1997	Hedgerow Regulation 1997 – A Guide to the Law and Good	5 pa (considered to be a much lower figure than

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
advice as agreed in relation to Hedgerow Removal Notices			Practice	Regulations relating to archaeological interest, historic landscape character, date and presence/absence on Tithe Survey Mapping.	Practice	the actual no of operations requiring HRN)
Planning applications and advice on non designated heritage assets	YES	NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011)	NPPF 135- effect of application on non designated heritage asset should be taken into account- balance judgement with regard to scale of harm or loss and significance of heritage asset. NPPF 132- when considering impact great weight given to asset's conservation - more important asset greater the weight. NPPF 139 non designated heritage assets of archaeological interest that are of demonstrably of equivalent significance to scheduled monuments should be considered subject to policies for designated heritage assets.	During application process triggers through IDOX consultations which include All major applications. However may not always be picked up through the consultation process so Planning Archaeologists check through weekly application lists as time permits as per ALGAO and IfA standards require. Archaeological Advisors provide briefs for the scope of proportionate work to satisfy NPPF P128 information requirement, validate the adequacy of resultant work and provide technical advice to planning officers on the relative significance of assets involved.	Compliance with the relevant IfA Standards and guidance is required for all stages of archaeological assessment, evaluation and investigation in order to ensure that informed decisions are taken and planning requirements are fulfilled. See internal guidance on procedures	Stats may be picked up on IDOX UNIFORM Development Management consultation module and HBSMR Consultation module statistics- however as will not necessarily be captured as consultee at outset so stats may not be captured fully in IDOX.
Listed Buildings and listed building consent applications	YES	Planning (Listed Buildings and Conservation Areas) Act 1990: - LPA planning duties with regard to listed buildings section 66 (1); - LPA duties with regard to Listed Building Consent applications section 16; - LPA control of works to listed buildings section 8 and following; - LPA duties to notify Sec of State section 13; - LPA duties to consult English Heritage and national amenities societies section 15. Planning (Listed Buildings and Conservation Areas) Regulations 1990; NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Planning (Listed Buildings and Conservation Areas) Regulations 1990, Circulars 01/01,	NPPF 128- In determining applications LPAs should require applicant to describe significance of any heritage asset affected- including setting- proportionate to importance and no more than is sufficient to understand potential impact of proposal on significance- as minimum relevant HER should be consulted and heritage assets assessed using appropriate expertise. Where it has potential to include heritage assets with archaeological interest, LPA should require developers to submit an appropriate desk-based assessment and where necessary field evaluation. NPPF 129 LPAs should identify and assess particular significance of any heritage asset that may be affected- including setting- taking account of available evidence and any necessary expertise. Should take this into account when considering impact of proposal on	Do I require consent- dealt with by Planning with advice sought from COs when appropriate Pre apps- through agreed process with payment to HE- all requests from planning to COs should come through consultee access within IDOX Registration- Planning responsible for notification and consultation of national amenity bodies, English Heritage etc- including where setting affected COs consulted through consultee access within IDOX Post determination- COs should be consulted through consultee access- currently varies NB-Applications affecting the setting of listed buildings should follow guidance set down in NPPF and COs should be consulted through surgeries as	Requirement S 66 (1) "In granting planning permission for development which affects a listed building or its setting, ...(LPA to have) special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Duty to have special regard- in context of decision making but also in terms of helpful and timely pre application advice, post application monitoring and enforcement- matter for specialist staff and not a judgement which can be made by anyone with insufficient information of expertise Specialist comment provides quality control on submission standards	Authority has 12,552 listed buildings. 1 April 2011- 31 March 2012 591 listed building consent applications. However there will be an input at all stages of process

Historic Environment Service support to Planning

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
		09/2005(ODPM), 08/2009 (DCLG); Town and Country Planning (General Development Procedure) Order 1995	heritage asset to avoid or minimise conflict between heritage asset's conservation and any aspect of proposal	appropriate.		
Enforcement (including urgent works notices, repairs notices, compulsory purchase, unauthorised works)	Yes	<p>Planning (Listed Buildings and Conservation Areas) Act 1990:</p> <ul style="list-style-type: none"> - LPA planning duties with regard to listed buildings section 66 (1); - LPA duties with regard to Listed Building Consent applications section 16; - LPA control of works to listed buildings section 8 and following; - LPA duties to notify Sec of State section 13; - LPA duties to consult English Heritage and national amenities societies section 15. <p>Planning (Listed Buildings and Conservation Areas) Regulations 1990;</p> <p>NPPF 2012;</p> <p>PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Planning (Listed Buildings and Conservation Areas) Regulations 1990, Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG);</p> <p>Town and Country Planning (General Development Procedure) Order 1995;</p> <p>Hedgerow Regulations 1997</p>	<p>NPPF 129 LPAs should identify and assess particular significance of any heritage asset that may be affected- including setting- taking account of available evidence and any necessary expertise. Should take this into account when considering impact of proposal on heritage asset to avoid or minimise conflict between heritage asset's conservation and any aspect of proposal</p>	<p>Delivered through meetings with enforcement team, empty homes team. HE maintains a building at risk register.</p> <p>COs provide specialist advice on unauthorised works, significance of asset and impact of works. Will provide specialist advice on preparation of schedules of repair and for enforcement notices depending of availability of resources and complexity of case.</p> <p>Also liaise closely with Building Control Officers</p> <p>Archaeological Advisors monitor compliance of archaeological programmes, typically secured by conditions precedent, and provide specialist advice where developers' actions are in breach on the degree of harm to the significance of archaeological assets in the field.</p> <p>Technical Archaeological Advice is essential in identifying when it is efficacious to enforce against unlawful development due to the impacts on undesignated heritage assets.</p> <p>Countryside officers advise on enforcement matters relating to hedgerow removal actions.</p>	Duty to have special regard- in context of decision making but also in terms of helpful and timely pre application advice, post application monitoring and enforcement- matter for specialist staff and not a judgement which can be made by anyone with insufficient information of expertise	1 April 2011- 31 March 2012 68 new enforcement cases on listed buildings opened; + 20-30 (estimate) enforcement cases involving archaeological assets.
Advice through Design Review Panel		NPPF s62	Local Planning authorities should have local design review arrangements in place to provide assessment and support to ensure high standards of design	In response to requests by Planning	CC guidance	1 officer attends. 4-5 sites per session/ up to twelve sessions per year

Historic Environment Service support to Planning

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
Advice on Conservation Area Consent applications and development in or affecting Conservation Areas	Yes	Planning (Listed Buildings and Conservation Areas) Act 1990: - LPA duties regarding designation section 69; - regarding appraisal section 71. - LPA duties to consult English Heritage and national amenities societies section 15	<u>Valuing Places: Good Practice in Conservation Areas</u> (English Heritage 2011)	PPAs to be agreed with relevant HE officer at outset At pre app stage consultation through IDOX- HES officers will provide advice on major applications within CAs. However since there is no process in UNIFORM to enable consultation on major applications ONLY in CAs HES officers are consulted on all major applications. Applications affecting CAs which have not been consulted through IDOX (as not major application) may be discussed at surgeries.	Requirement section 66 (2) "in exercise, with respect to any buildings or other land in a conservation area, of any (planning) functions. Special attention shall be paid to the desirability of preserving and enhancing the character or appearance of that area" NPPF glossary- significance derives not only from heritage asset's physical presence but also from setting	There are 145 conservation areas in Cornwall. 1 April 2011 - 31 March 2012 67 conservation area consent applications. Figure for number of applications in a conservation area/ affecting a conservation area not known.
Conservation Area Appraisals and Conservation Management Plans	YES	Planning (Listed Buildings and Conservation Areas) Act 1990: - LPA duties regarding designation section 69; - regarding appraisal section 71. As part of formulation of evidence base for policy work under Town and Country Planning Act 1990.	Understanding Place: Conservation Area Designation, Appraisal and Management (English Heritage 2011) <u>Valuing Places: Good Practice in Conservation Areas</u> (English Heritage 2011)	Work involves Identification, designation and review of conservation areas and boundaries, including consultation. Undertaking conservation area appraisals and management plans. Bring forward schemes to conserve, enhance and improve conservation areas. Helping to implement action points in appraisals and management plans eg guidance, liaison with Highways, enforcement, heritage led regeneration work .	Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990 defines conservation areas as 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. Local planning authorities have the statutory duty to identify and designate such areas (s71 of the Planning (Listed Buildings and Conservation Areas) Act 1990), to regularly review the boundaries and to develop policies which clearly identify what features of the area should be preserved or enhanced, and set out how this can be done. It also places a statutory duty on a local planning authority, to formulate and publish proposals for the preservation and enhancement of its Conservation Areas- Character appraisals help identify areas where enhancement may be desirable.	There are 145 conservation areas in Cornwall. 51 Conservation Area Appraisals have been completed to date, 33 with Conservation Management Plans It takes 2-5 months to complete fieldwork, research, community consultation, depending on the size of the Conservation Area and what documentation has already been prepared.

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
						We have 0.4FTE working on these and have an existing timetable to complete 8 over the next 12 months. Any additional work will require further resources
Scheduled Monument Consents- including applications setting.	YES	Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act 1990; Planning (Listed Buildings and Conservation Areas) Regulations 1990; Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG); Town and Country Planning (General Development Procedure) Order 1995; Ancient Monuments and Archaeological Areas Act 1979; Circular 07/09 Protection of World Heritage Sites; NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Policy Statement on Scheduled Monuments, DCMS, 2010; Treasure Act 1996; Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection),		Any application affecting a Scheduled monument and/ or its setting may require Scheduled Monument consent. All applications are determined by the Secretary of State for Culture Media and Sport but are handled by English Heritage. The Planning Service is responsible for notifying English Heritage regarding applications affecting the setting of a scheduled monument. Notifications on new Scheduled Monuments, amendments or de-schedulings are administered via the HER. COs and Planning archaeologists have close involvement where structures are both scheduled and listed and also with planning applications affecting scheduled monuments e.g. engineering operations affecting engine houses. Archaeological Officers and the HER provide data and advice on the identification of Scheduled Monuments and their settings and technical liaison between the authority and EH Inspectors where cases will require both SMC and planning consent. It is a criminal offence to allow works to a Scheduled Monument without SMC.	NPPF 2012; Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011); Informing the Future of the Past, Guidelines for HERS (English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007) HER Benchmarks for Good Practice, 2002	1345 Scheduled Monuments in Cornwall HE provides advice on applications affecting setting and on all applications for planning consent where SMC is also required. These cases (est. 20 pa) require the highest level of pre-application assessment and evaluation, requiring close attention from planning archaeologists.
Heritage Designation – advice to English Heritage and Cornwall Council on additions, alterations and deletions to the national lists and Conservation Area Advice on Certificates of Immunity (for Historic	YES	Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act 1990; Ancient Monuments and Archaeological Areas Act 1979		Recorded in UNIFORM LB Module Currently certificates of immunity can only be sought where planning permission is being sought or has been obtained. HE comments should be saved to the DevMan planning or pre-app record and corresponding EDRMS folder. A cross-reference can then be made to a field in the LB module		

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
Buildings and Sites)						
Advice on Ecclesiastical Exemption Consents and attendance at Diocesan Advisory Panel	YES	Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994. Ecclesiastical Exemption Order 2010	The Operation of the Ecclesiastical Exemption and related planning matters for places of worship in England Guidance July 2010	To be recorded in UNIFORM under Development Management module and specific development type code. In ecclesiastic cases there are duties placed upon the exempt denominations to consult and inform the LA at various stages in the Faculty process even though they may be exempt from listed building consent, and in cases of demolitions, redundancy, archaeological work etc responses to these consultations are part of the legal process.	Ecclesiastical Exemption Order 2010 : DCMS; The Operation of the Ecclesiastical Exemption and related planning matters for places of worship in England Guidance July 2010	Officer attends DAC once a month (half a day) plus site visits as appropriate
Maintenance of the definitive evidence base- the Cornwall and Scilly Historic Environment Record (HER) All HES advice, protection, conservation, and monitoring of the historic environment is based on information curated by the HER. Taking its duties and responsibilities from a wide range of international, national, regional and local legislation, strategy, policy and guidance ¹⁰ the	YES	NPPF 2012; Town and Country Planning Act 1990; Ancient Monuments and Archaeological Areas Act 1979; Circular 07/09 Protection of World Heritage Sites; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Treasure Act 1996; Policy Statement on Scheduled Monuments, DCMS, 2010; Disused Burial Grounds (Amendment) Act 1981; Protection of Military Remains Act 1986; Hedgerow Regulations 1997; UK Marine Policy Statement 2011	NPPF 169. Local planning authorities should have up-to-date evidence about the historic environment in their area and use it to assess the significance of heritage assets and the contribution they make to their environment. They should also use it to predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future. Local planning authorities should either maintain or have access to a historic environment record. •NPPF 128. In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any	The HER maintains the list of nationally important and statutory heritage designations (15,015) for the Cornwall & Scilly local authorities. • The HER maintains and updates the HBSMR database of regionally and locally important historic buildings, archaeological sites, historic landscapes and maritime sites for Cornwall & Scilly. This evidence base includes but is not restricted to over 56,000 detailed site and monument records; an archive of c250, 000 aerial and ground photos a report/event library of over 4000 historic environment projects and interventions; over 3000 archaeological plans, surveys and maps The HER contributes to the development and implementation of planning strategy, policy and the provision of HE advice. This is achieved through the provision of the evidence base that underpins the following as well as early consultation and specialist advice given by individual members of staff: • Pre-application advice to reduce Planning and developer time/costs (eg. Renewables, Emergency Planning, Housing, Maritime, Countryside Access) • Strategic and core policies (eg. LDF topic papers,	Cornwall & Scilly HER Audit & Action Plan 2012; Historic Environment Records: Benchmarks for Good Practice EH/ALGAO 2002; Informing the Future of the Past, Guidelines for HERS (English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007); Historic Environment Records (HERs): Draft guidance for local authorities in England (DCMS 2008); Further good practice guidance in meeting the requirements of heritage protection reform has also been issued by English Heritage (HER 21 Strand 1).	x3 FTE See Team Plan for annual statistics relating to HER work for the period 2011-12. The HER is a public register of all heritage assets comprising sites, buildings, monuments and landscape of local significance and interest. It also includes a number of related archives and collections

¹⁰ DCMS. 2008. Historic Environment Records (HERs): Draft guidance for local authorities in England

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Activity/ type of advice	Part of stat Processes?	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
<p>HER records known archaeological and historic sites, monuments, buildings and other structures, artefacts and landscapes in the terrestrial and marine environments.</p>		<p>(Refs GPDO 1995 (no. 418), Article 1 (2) "site of archaeological interest", Valetta Convention, European Landscape Convention, Environmental Assessment Directives).</p> <p>The Historic Environment: A Force for our Future (DCMS 2001)</p> <p>Environmental Information Regulations 2004;</p> <p>Data Protection Act 1998;</p> <p>Disability Discrimination Act 1995, Freedom of Information Act 2000,</p>	<p>contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.</p> <ul style="list-style-type: none"> •NPPF 141 LPAs should take information about significance of HE gathered as part of plan making or development management publicly accessible. Should require developers to record and advance understanding of significance of heritage assets- in manner proportionate to their importance and the impact and to make this evidence publicly accessible- copies of evidence deposited with HER and archives with Local museum or other public depository. •UK MPS. 2.6.5.2 When developing Marine Plans, marine plan authorities should consider at a strategic level visual, cultural, historical and archaeological impacts not just for those coastal areas that are particularly important for seascape, but for all coastal areas, liaising with terrestrial planning authorities as necessary. 	<p>Natural Resources)</p> <ul style="list-style-type: none"> • Management of the Cornwall Council estate (Highways, Properties, Country Parks) • Support of Countryside Advice (eg. Environmental Stewardship, SHINE) • Advice and information provision to Utilities. <p>In order to maintain suitable physical and digital access to the HER maintenance of the IT systems and adherence to information standards are critical. Access is achieved through the maintenance and implementation of various systems and publication of information online:</p> <ul style="list-style-type: none"> • Historic Buildings, Sites and Monuments Record database and linked GIS mapping • UNI-form e-planning system • Corporate GIS mapping sites (eg. Intranet, Internet sites) • Online via the Heritage Gateway <p>The HER provides a critical Enquiries & Outreach service, responding to enquiries from the range of users identified below. HER staff mediate the information providing professional judgement and ensuring the information is relevant and fit-for-purpose. Information is provided to:</p> <ul style="list-style-type: none"> • HES Conservation Officers and Planning Archaeologists • All CC staff • Other CC cultural services (eg. Museums, Record Offices, Local Studies Library) • External organisations (English Heritage, Environment Agency, Natural England, National Trust, MoD etc) • Academics, students and researchers • General Public • Landowners and land managers • Private sector developers and consultants <p>Historic Buildings, Sites and Monuments Record database and linked GIS mapping</p> <ul style="list-style-type: none"> • UNI-form e-planning system • Corporate GIS mapping sites (eg. Intranet, Internet sites) • Online via the Heritage Gateway 	<p>Advisors must aim to ensure that HERs meet the MIDAS HER basic compliance profile and the Stage 1 HER Benchmark.</p> <p>ADS GIS Guide to Good Practice 2011</p> <p>HERO JD Towards HPR Compliant HERs, EH/Pye-Tait, 2011</p> <p>Resource needs for SMRs and UADs to reach the first stage benchmarks. (English Heritage 2004)</p>	<p>including:</p> <ul style="list-style-type: none"> 56,500 Historic Buildings, Sites and Monuments Record entries 205, 000 ground and aerial digital photos 80, 000 non digital ground and aerial photos

Historic Environment Service support to Planning

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			<ul style="list-style-type: none"> ●UK MPS 2.6.6.1 The historic environment includes all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged. Those elements of the historic environment – buildings, monuments, sites or landscapes – that have been positively identified as holding a degree of significance meriting consideration are called 'heritage assets'. ●UK MPS 2.6.6.3 ... Opportunities should be taken to contribute to our knowledge and understanding of our past by capturing evidence from the historic environment and making this publicly available, particularly if a heritage asset is to be lost. 			
<p>The Registration and Notification of all statutorily protected Designated Heritage Assets (Listed Buildings, Scheduled Monuments, Conservation Areas, Registered Parks and Gardens, Registered Battlefields, Designated Wrecks and the World Heritage Site), definition of exempted area for Cathedral</p>	<p>YES</p>	<p>Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act 1990; Planning (Listed Buildings and Conservation Areas) Regulations 1990;</p> <p>Care of Cathedrals Measure 1990; NPPF 2012;</p> <p>PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) Planning (Listed Buildings and Conservation Areas) Regulations 1990;</p> <p>Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG);</p> <p>Town and Country Planning (General Development Procedure) Order 1995;</p> <p>Ancient Monuments and Archaeological Areas Act 1979; Circular 07/09 Protection of World Heritage Sites;</p>		<p>Undertakes internal CC notifications procedures to Planning, Land Charges, Members, AMT etc and external notifications to owners and occupiers of listed buildings as per agreed protocol.</p> <ul style="list-style-type: none"> • Curates and maintains the electronic record of all designations in corporate UNI-form, HBSMR and GIS systems 	<p>In order to maintain suitable physical and digital access to the HER maintenance of the IT systems and adherence to information standards are critical. Access is achieved through the maintenance and implementation of various systems and publication of information online</p> <ul style="list-style-type: none"> ●Cornwall & Scilly HER Audit & Action Plan 2012 (see sections 3.2.2.5 and 4.2.2 and Appendices 7.3.2 – 7.3.9) ●Historic Environment Records: Benchmarks for Good Practice EH/ALGAO 2002; <p>Informing the Future of the Past, Guidelines for HERS (English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007); Historic Environment Records (HERs): Draft guidance for local authorities in England (DCMS</p>	<p>As part of the 3 FTE HER Team</p>

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		Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection),			2008);	
Maintaining and monitoring Heritage at Risk Register (Buildings Monuments, Conservation Areas, Designated Wrecks, Parks and Gardens, Battle Fields, Places of Worship, Conservation Areas)		As part of formulation of evidence base for policy work under Town and Country Planning Act 1990, NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011)		HER H@R module SM@R programme Engagement with community groups eg. CAS, CASPN, LAN, CBT etc.	Cornwall & Scilly HER Audit & Action Plan 2012	782 Cornish heritage assets at Risk on national Heritage at Risk Registers including 108 Buildings. A Scheduled Monument might incorporate numerous structures. These national lists only include the highest grades of designation and are compiled by English Heritage, SAVE etc. 106 heritage assets on the local H@R list
Technical advice to owners of listed buildings on repair, maintenance and renovation issues-to architects, agents owners and officers in CC	Associated	PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011)		Recorded and delivered through UNiform via existing or new Pre-App records and HBSMR Consultations	Duty to have special regard- in context of decision making but also in terms of helpful and timely pre application advice, post application monitoring and enforcement- matter for specialist staff and not a judgement which can be made by anyone with insufficient information of expertise	Authority has 12,52 listed buildings.
Development and maintenance of Local Lists	Associated	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide				

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Specialist Historic Environment policy advice External –responses Internal – CC and development of HES policy and guidance	YES	As part of formulation of evidence base for policy work under Town and Country Planning Act 1990, NPPF 2012; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011); Cornwall AONB Management Plan; World Heritage Site Management Plan SW Archaeological Framework	NPPF 126 LPAs should set out in Local plans positive strategy for conservation and enjoyment of HE	Provision of specialist policy input into the emerging Local Development Framework, Town Frameworks, Master plans, Shoreline Management Plans, and Local Transport Plan, Cornwall AONB, World Heritage Management Plan, Cornwall Design Guide. <ul style="list-style-type: none"> •Preparation of specialist advice and policy on the Historic Environment (bespoke policy guidance, web site information, HE toolkit), • Preparation of research frameworks for the historic environment, •Publish local guidance on the conservation of historic environment •Production of good practice guidance (e.g. Energy Saving Guidance) on web site and publicising work through exhibitions e.g. Green Build. •Historic Environment advice to corporate climate change and sustainability policies with other Services • Provision of responses to emerging Government legislation and guidance 	Cornwall & Scilly HER Audit & Action Plan 2012	As required/ agreed
Historic Landscape Characterisation, Historic Urban characterisation Historic Seascape Characterisation	YES	As part of formulation of evidence base for policy work under : Town and Country Planning Act 1990; NPPF 2012,; PPS5: Planning for the Historic Environment, Historic Environment Planning Practice Guide (English Heritage 2011) European Landscape Convention 2007; Marine and Coastal Access Act 2009; UK Marine Policy Statement 2011	NPPF- 170 where appropriate Local character assessments should be prepared integrated with HLC and for areas where there are major expansion options assessments of landscape sensitivity UK MPS. 2.6.5.2 When developing Marine Plans, marine plan authorities should consider at a strategic level visual, cultural, historical and archaeological impacts not just for those coastal areas that are particularly important for seascape, but for all coastal areas, liaising with terrestrial planning authorities as necessary.	Delivered through externally funded projects by the Historic Environment Projects team and information then deposited with the Historic Environment Record and used as an evidence base	As defined in project briefs	Dependant on resources of HE projects team

Specialist Historic Environment advice on behalf of Cornwall Council

Activity/ type of advice	Part of stat Proce ss	Which Legislation/ National Guidance	National policy	How is this delivered	Guidance on appropriate standards	Resource implications/ numbers of applications
Advice on Developments outside the Planning System	YES	Burial Act 1957; Treasure Act 1996; CBI Code of Practice for Mineral Operators; Code of Practice by British Archaeologists and Developers Liaison Group	Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England (English Heritage & Church of England 2005); The Treatment of Human Remains in Archaeology (Historic Scotland Operational Policy Paper 5, 2006); Standing agreements between the council and statutory undertakers.	Recorded by HE Advice on HBSMR Consultation To be recorded in UNI-from as a Pre-Application record using CODE: PREAPA - Pre-Application Publicly Available. . The options are: 1) Preaap records are created by registration staff who also scan and file documentation in EDRMS or; 2) the HES CO or HEPAO creates the Preapp record and becomes the case officer. There is a training implication for the second option. HES will also be required to clarify the process of recording and notifying while ensuring consistency.	Planning archaeologists and HER provide advice and baseline historic environment data to statutory undertakers (gas, electricity, telecoms, water and sewage, National Grid, National Rail, local authority (esp highways), Environment Agency, MOD etc on the archaeological implications of permitted developments under the GDPO. This work ensures that the finite archaeological resources are protected and recorded as necessary in an analogous way to the protections afforded by the planning system.	60-70 cases per year (estimated)
Develop statutory management agreements/ HPAs with Cornwall Council, English Heritage and owners, advise on HPAs, and monitor HPAs	YES	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide	Emerging guidance- see implementation of Penfold Review		Emerging guidance- see implementation of Penfold Review	Would require further resources
Advise on the replacement of Class 1 Consents (cultivation) on Scheduled Monuments	YES	Ancient Monuments and Archaeological Areas Act 1979 and Ancient Monuments (Class Consents) Order 1994		Technical Advice provided by Countryside Archaeological Advisor		
Advice and information on the designated and non designated historic environment heritage assets (e.g.: highway, and countryside access structures, multi use trails, and urban public realm, County Farms, recreational sites, Urban parks, historic cemeteries, civic, educational and library buildings)	YES	Circular 07/09 Protection of World Heritage Sites, NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide, Planning (Listed Buildings and Conservation Areas) Act 1990, Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection), and following resolution of CC Single Issue Panel		Technical advice given by archaeological and conservation advisors on legal requirements, and best practice conservation of the council's estate.		
Advice on the disposal of heritage assets	YES	PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide, Informing	Managing Local Authority Heritage Assets: some guiding principles for decision-makers,(English Heritage	Guidance provided on case by case basis	The Disposal of Heritage Assets; Guidance note for government departments and non	Up to 2 days per week – usually working as part

		the Future of the Past, Guidelines for HERS, English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007	2003),		departmental public bodies (DCMS, English Heritage, OGS, 2010) ,	of cross disciplinary CC Team
Maintain records of all designated and undesignated heritage assets in the ownership and or care of Cornwall Council	YES	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide, and following resolution of CC Single Issue Panel		The HER maintains the list of nationally important and statutory heritage designations (15,015) for the Cornwall & Scilly local authorities. • The HER maintains and updates the HBSMR database of regionally and locally important historic buildings, archaeological sites, historic landscapes and maritime sites for Cornwall & Scilly. This evidence base includes but is not restricted to over 56,000 detailed site and monument records; an archive of c250, 000 aerial and ground photos a report/event library of over 4000 historic environment projects and interventions; over 3000 archaeological plans, surveys and maps	Cornwall & Scilly HER Audit & Action Plan 2012; Historic Environment Records: Benchmarks for Good Practice EH/ALGAO 2002; Informing the Future of the Past, Guidelines for HERS (English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007); Historic Environment Records (HERs): Draft guidance for local authorities in England (DCMS 2008);	As part of the 3FTE HER Team
Advise Property, Highways, Environment on the care, repair and maintenance of Heritage assets on the council estate	YES	Town and Country Planning Act 1990, Planning (Listed Buildings and Conservation Areas) Act 1990, Planning (Listed Buildings and Conservation Areas) Regulations 1990, Circulars 01/01, 09/2005(ODPM), 08/2009 (DCLG), Town and Country Planning (General Development Procedure) Order 1995, Ancient Monuments and Archaeological Areas Act 1979, Circular 07/09 Protection of World Heritage Sites, NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide, and following resolution of CC Single Issue Panel				c1000 Listed Buildings and c150 Scheduled monuments on the council estate
Formulation and implementation of heritage led regeneration schemes (THIs) for town centres and smaller settlements working with the Highways, Economic and Regeneration Teams and external funding partners.	YES	Planning (Listed Buildings and Conservation Areas) Act 1990,		Number of externally funded projects across Cornwall		
Provide heritage input into small community regeneration projects forming close working relationships with Community Network Managers and the Localism Service	YES	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide				

HE advice to Highways/Town Councils on public realm works in Conservation Areas and World Heritage Sites	YES	Planning (Listed Buildings and Conservation Areas) Act 1990, Circular 07/09 Protection of World Heritage Sites, Cornwall Structure Plan 2004 (Policy 2 inc. statutory World Heritage Site protection)		As required		
Advice on Agri Environment Schemes (Environmental Stewardship applications (Higher Level and Entry Level Schemes), Environmentally Sensitive Areas, Forestry Commission Woodland Grant Schemes, Forest Enterprise design plans and management operations, Biofuel) as part of national agreement with DEFRA	YES	As part of Higher Level Steward Farm and Environmental Plan HER consultation Standard 2008 revision, between Natural England, English Heritage and ALGAO, Energy Crop Scheme Consultation Standard, ALGAO and Natural England 2008 and Forestry Commission Forest Design Plan Local Agreement and Hedgerow Regulations 1997		Organisations consult Countryside Archaeologist directly	ALGAO and Natural England Service Standard 2008	I FTE. 2011-12 assessed 60 agri environment applications which included applications covering 4232ha of farm and parkland applying for higher level stewardship in Cornwall and Isles of Scilly
Liaison with English Heritage Historic Environment Field Advisors regarding Scheduled Monuments including advice on section 42 licenses for geophysical surveys	YES	Ancient Monuments and Archaeological Areas Act 1979				15 Cases per year
Development, management and delivery of projects as corporate client, or on behalf of partners and stakeholders– projects that conserve, research and present the historic environment, including those relating to the Council’s own estate and the local distinctiveness of Cornwall. (eg. Monument management; outreach projects and community involvement; landscape and estate surveys and conservation management plans; Historic landscape characterisation; maritime and coastal projects; industrial heritage; assessments and evaluations to inform the planning process; historic buildings surveys; archaeological excavations and watching briefs; aerial survey and mapping)	YES	Projects in support of statutory duties and responsibilities eg to develop the HER, to support development of policy and strategy, to inform Monument Management , to identify and protect heritage sites at risk and management advice to owners of Scheduled Monuments at Risk helping English Heritage’s strategy through Scheduled Monument Management. Ancient Monuments and Archaeological Areas Act 1979. As part of Higher Level Steward Farm and Environmental Plan HER consultation Standard 2008 revision, between Natural England, English Heritage and ALGAO			Historic Environment is a “Registered Archaeological Organisation” of the Institute for Archaeologists and is required to undertake all works according to the IfA Code of Conduct and Standards and Guidance.	The team has up to 100 projects per annum with a turn over of £1m. Staff salaries and costs are met from within the projects.

Liaison with other Environment and Cultural Services	discretionary	CC Service function		Attendance at Historic Cornwall Advisory Committee, Culture Investment Board, Management team meetings		As required
Support and advise Heritage Champion(s)/Portfolio holder(s) Provide guidance and training to Members, Parish and Town Councils and Community Groups on the importance of the historic environment	YES	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide	HELM guidance	English Heritage HER Local Engagement Partnership ALGAO Planning Committee membership ALGAO HER Group membership ALGAO UK Maritime Group membership National HER Forum membership SW HER Forum membership Historic Cornwall Advisory Committee Bespoke training events		Delivered 3 training events for CC elected members 2011/12 2011/12 16 Walks 35 Talks 2 Radio interviews 3 TV interviews 2 Pod Casts
Advise Heritage Lottery and English Heritage on Grant schemes	discretionary	Maintaining investment in Cornwall and as part of contractual requirements through grants schemes		Through Culture Investment Board, Prioritisation Panel for Cornwall Council's Proposed HLF Bids, Liaison meetings with English Heritage, South West Historic Environment Forum		Up to 12 – 15 meetings per annum
Provide Professional training via seminars, CPD, student placements etc	discretionary	NPPF, PPS5 Planning for the Historic Environment, Historic Environment Planning Practice Guide, Informing the Future of the Past, Guidelines for HERS, English Heritage, RCAHMS, RCAHW, ALGAO UK and ADS 2007		HER Volunteer placements, Agents, architects, students and contractors through skills training schemes funded through Camborne THI		