

Historic Environment Records in Wales: Compilation and Use



Llywodraeth Cymru
Welsh Government

Statutory Guidance on how Local Authorities, National Park
Authorities and Natural Resources Wales should use Historic
Environment Records and Contribute to their Compilation



May 2017

 Cadw

Statement of Purpose

Historic environment records provide detailed information about the historic environment of a given area. The historic environment records in Wales have been created as a result of decades of research and investigation. They are maintained and updated for public benefit and use in accordance with national and international standards.

Historic Environment Records in Wales: Compilation and Use is statutory guidance which explains how certain public bodies in Wales:

- may contribute to the compilation of historic environment records and assist in keeping them up-to-date
- should make use of historic environment records in the exercise of their functions.

The public bodies are:

- local authorities in Wales
- National Park authorities in Wales
- Natural Resources Wales.

These bodies must have regard to this statutory guidance, which is issued by the Welsh Ministers under the powers in section 37 of the Historic Environment (Wales) Act 2016.¹

Sections 35 and 36 of the Historic Environment (Wales) Act 2016 require the Welsh Ministers to compile and keep up to date a publicly accessible historic environment record for each local authority area in Wales.²

While this guidance has been prepared specifically for the bodies named in section 37 of the Act, it will be of relevance to a range of other public, voluntary and private sector bodies, and individuals with an interest in the historic environment of Wales.



Llywodraeth Cymru
Welsh Government

Welsh Government
Historic Environment Service (Cadw)
Plas Carew
Unit 5/7 Cefn Coed
Parc Nantgarw
Cardiff CF15 7QQ
Telephone: 03000 256000
Email: cadw@wales.gsi.gov.uk

First published by Cadw in 2017
Digital ISBN 978 1 4734 8710 9

OGL © Crown Copyright 2017, Welsh Government, Cadw, except where specified. WG26919

Cadw is the Welsh Government's historic environment service, working for an accessible and well-protected historic environment.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Cover photograph: Gwern Einion burial chamber is a scheduled monument in Gwynedd (© Crown copyright (2017), Visit Wales).

Contents

Introduction

1 Historic Environment Records

- 1.1 What are Historic Environment Records?
- 1.2 What are Historic Environment Records Used For?

2 Roles and Responsibilities

- 2.1 The Welsh Ministers
- 2.2 The Welsh Archaeological Trusts
- 2.3 Local Authorities and National Park Authorities in Wales, and Natural Resources Wales
- 2.4 The Royal Commission on the Ancient and Historical Monuments of Wales
- 2.5 How Do Historic Environment Records Relate to Other Records?

3 The Content and Compilation of Historic Environment Records in Wales

- 3.1 Keeping Historic Environment Records in Wales Up to Date
- 3.2 The Content of Historic Environment Records in Wales and the Role of Public Bodies in their Compilation
 - 3.2.1 Historic Assets that have Statutory Protection or are Registered under the 1979 or 1990 Acts
 - 3.2.2 Conflict Sites
 - 3.2.3 Historic Landscapes
 - 3.2.4 World Heritage Sites
 - 3.2.5 Other Sites of Historic, Archaeological or Architectural Interest
 - 3.2.6 Historic Character
 - 3.2.7 Relevant Investigations
 - 3.2.8 Historic Place Names

4 Making Use of Historic Environment Records in Wales

- 4.1 Informing Strategic Policies and Plans
- 4.2 Informing Development Plans
- 4.3 Informing Development Management Decisions
- 4.4 Informing Conservation and Management Projects
- 4.5 Informing Adaptive Responses to the Impact of Climate Change
- 4.6 Informing the Naming and Renaming of Places
- 4.7 Informing Heritage-led Regeneration
- 4.8 Supporting Cultural Tourism and Economic Development
- 4.9 Supporting Education and Social Inclusion
- 4.10 Supporting Public Participation in the Exploration, Appreciation and Enjoyment of Local Heritage
- 4.11 Advancing Knowledge and Understanding

Annex

Guidance for Local Authorities on the Use of the List of Historic Place Names which can be Accessed through the Historic Environment Records

References

Further Information

Contacts

Introduction ↗

The historic environment of Wales has been shaped by past generations. It highlights where we have come from and enhances our quality of life. The history that surrounds us gives us a sense of place and helps to define us as a nation. The historic environment is also a fragile, vulnerable, non-renewable and finite resource. Our ambition to provide effective protection and management of the historic environment relies on access to good quality, authoritative information.

Under the provisions of the Historic Environment (Wales) Act 2016 (the Act),³ the Welsh Ministers must compile and keep up to date a historic environment record for each local authority area in Wales. They must also make the historic environment records publicly accessible, and provide advice and assistance to those wishing to retrieve and understand the information that they contain.

This guidance explains the role and responsibilities of the Welsh Government, the Welsh archaeological trusts, the public bodies named in the Act and the Royal Commission on the Ancient and Historical Monuments of Wales (the Royal Commission) with respect to historic environment records in Wales. It also explains how local authorities and National Park authorities in Wales, and Natural Resources Wales may contribute to historic environment records and how they should use these records in the exercise of their functions.

Although this guidance is aimed at the public bodies named in the Act, it has relevance to a wide range of other public sector bodies, and private and third sector organisations. It may also be of use to individuals and groups who use the historic environment records regularly for researching the heritage of their community, or as part of personal research or exploration.

1. Historic Environment Records ↵

1.1 What are Historic Environment Records? ↵

The historic environment includes all aspects of our surroundings that have been built, formed or influenced by human activities from the earliest to most recent times. Historic environment records are the store for systematically organised information about the historic environment in a given area and provide an index to historic environment information held elsewhere. They are maintained and updated for public benefit and can be accessed by anyone.

The Welsh historic environment records contain and signpost information about historic landscapes, buildings, archaeological sites and finds. They also contain records of the investigation and management of the historic environment, such as archaeological excavations, historical studies and programmes of conservation. The content of the Welsh historic environment records represents decades of collection and collation of information drawn from a wide range of sources, including information from the general public and the results of archaeological fieldwork.

Key information contained within the Welsh historic environment records has been brought together into a digital database linked to a geographic information system (GIS) which allows users to see the textual information alongside mapping. The database is supported by associated reference material which may be digital or paper. This material can include aerial photographs, copies of early maps and antiquarian reports, characterisation studies, unpublished reports ('grey literature'), and other published and documentary sources. However, the historic environment records are not formal archives, unlike for example the National Monuments Record of Wales (see section 2.4 below) or the county records offices.

Historic environment records are a dynamic and constantly evolving resource which requires continuous maintenance and enhancement as new information about the historic environment comes to light. As such, historic environment records can never be a definitive record. Historic environment records need to be managed by appropriately qualified and dedicated staff that can help the public bodies named in the Act and the wider public in their use.

The baseline content required of historic environment records in Wales, as outlined in the Historic Environment (Wales) Act 2016,⁴ is described in section 3.2.

1.2 What are Historic Environment Records Used For? ↵

Historic environment records provide access to information about the historic environment of Wales for public benefit and fulfil a wide variety of functions which include:

- advancing knowledge and understanding of the historic environment
- supporting the conservation, management and protection of the historic environment
- informing strategic policies and development plans

- informing development management decisions
- supporting heritage-led regeneration, environmental improvement and cultural tourism initiatives
- contributing to education and social inclusion
- promoting public participation in the exploration, appreciation and enjoyment of local heritage
- promoting and raising awareness of the value of historic place names.

Historic environment records are used daily by a broad range of stakeholders, including the public bodies named in the Act, as well as owners, developers, planners, researchers and the general public.

2. Roles and Responsibilities ↵

2.1 The Welsh Ministers ↵

Under sections 35 and 36 of the Act, the Welsh Ministers have a duty to create and keep up to date a publicly accessible historic environment record for each local authority area in Wales.⁵ Advice and assistance must be made available to those wishing to retrieve and understand the information that historic environment records contain.

It is for the Welsh Ministers to decide what information is contained in the historic environment records in accordance with the details of the content set out in section 35(2) of the Act. In practice, using formal agreements, the Welsh Ministers have delegated the delivery of this responsibility to the four Welsh archaeological trusts. The agreements set out the standards and benchmarks that each of the historic environment records is expected to meet.⁶

Under section 37 of the Act,⁷ the Welsh Ministers must issue this guidance on the compilation and use of historic environment records to local and National Park authorities in Wales, and Natural Resources Wales.

2.2 The Welsh Archaeological Trusts ↵

The Welsh Ministers have chosen to discharge their duties under sections 35 and 36 of the Act through formal agreements with the four Welsh archaeological trusts — Clwyd-Powys, Dyfed, Glamorgan-Gwent and Gwynedd.

Each Welsh archaeological trust maintains a regional historic environment record. These records began as the sites and monuments records established in the 1970s. They were compiled to assist the trusts' work programmes and in response to the lack of archaeological information available to owners, developers and planners, and the consequent loss of archaeological remains through urban and rural development.

Together, these historic environment records now provide a comprehensive resource comprising nearly 300,000 individual records of archaeological investigations and historic assets and finds of all periods throughout Wales.

Although the records originated as archaeological datasets, in recent years they have expanded to include more information on other aspects of the historic environment, such as historic landscapes and historic buildings. The Welsh archaeological trusts are continuing to enhance the content of the records by working with others, including the public bodies named in the Act.

Online public access to the core information contained in the historic environment records is available through Archwilio.⁸ However, users should contact the historic environment staff at the relevant archaeological trust for additional details on individual entries that may not be available via Archwilio. Furthermore, the historic environment staff at the trusts will also provide essential support and advice on the interpretation and use of the information held in the historic environment records.

The four regional historic environment records cover the following local authority areas:

- Clwyd-Powys historic environment record covers Denbighshire, Flintshire, Wrexham, Powys and part of Conwy
- Dyfed historic environment record covers Pembrokeshire, Carmarthenshire and Ceredigion
- Glamorgan-Gwent historic environment record covers Swansea, Neath Port Talbot, Rhondda Cynon Taff, Bridgend, Vale of Glamorgan, Cardiff, Merthyr Tydfil, Caerphilly, Blaenau Gwent, Monmouthshire, Torfaen and Newport
- Gwynedd historic environment record covers Isle of Anglesey, Gwynedd and part of Conwy.

Among other uses (see section 1.2 above), the Welsh archaeological trusts use the information held in the historic environment records to provide advice to local planning authorities on the preparation of local development plans and development management.

2.3 Local Authorities and National Park Authorities in Wales, and Natural Resources Wales ▾

Under section 37 of the Act, local and National Park authorities in Wales, and Natural Resources Wales must all pay regard to this statutory guidance on the compilation and use of historic environment records in Wales. These public bodies have an important role in the management and conservation of the historic environment and the way in which it is promoted, accessed and appreciated by the public. These functions depend on access to good quality, authoritative information about the historic environment, such as that provided by the historic environment records.

It is vital that these public bodies make an effective contribution to the content of the historic environment records (see sections 3.1 and 3.2). Consequently, these public bodies have a key role in the compilation of the historic environment records.

They also have responsibility for their use in the exercise of their functions, which is described in section 4. In order for this to be achieved, periodic liaison meetings between the public bodies and the relevant archaeological trust(s) will be necessary.

Information which is relevant to the historic environment may also be held in formal archives run by local authorities, such as the county records offices, as well as in files relating to general casework affecting the historic environment.

2.4 The Royal Commission on the Ancient and Historical Monuments of Wales ▾

The Royal Commission⁹ was established in 1908 and currently derives its role and responsibilities from its Royal Warrant of 2000. It works as a Welsh Government Sponsored Body (WGSB) and receives its core funding from the Welsh Government.

Since 1964, the Royal Commission has been responsible for the curation of the National Monuments Record of Wales. This is the national public archive and inventory for the historic environment of Wales, which is comparable to similar archives in England and Scotland. It holds records generated by the Royal Commission's investigative activities as well as records contributed by a wide range of other organisations and private individuals. The National Monuments Record of Wales is officially recognised as a place of deposit for public records under the Public Records Act 1958.¹⁰ It contains original photographs, drawings and documents relating to the historic environment of Wales. The National Monuments Record of Wales is the primary deposit for original archival material and documents relating to the historic environment of Wales.

The Royal Commission also curates the record of historic maritime sites for the territorial waters of Wales, which includes offshore shipping and aviation casualties, and areas of high marine archaeological potential. On behalf of the Welsh Ministers, the Royal Commission also has a specific responsibility for maintaining the list of historic place names in Wales and the inventory of historic battlefields, and for making this information available through the historic environment records.

Under its operational arrangements with the Welsh Government, the Royal Commission has responsibility for monitoring the standards and service levels of the historic environment records.¹¹ This includes coordinating and validating audits on a five-year cycle which review data quality, assess performance against specified indicators and identify areas for enhancement. A summary of the audit findings is published on the website of the Welsh Government's Historic Environment Service (Cadw).¹²

2.5 How Do the Historic Environment Records Relate to Other Records? ▾

There are other sources of information about the historic environment of Wales, some of which contribute to the historic environment records. The Welsh Government is the primary source for records relating to monuments and buildings in State care and designated historic assets of national importance or special interest, including listed

buildings, scheduled monuments, designated wrecks and registered historic parks, gardens and landscapes. Cof Cymru — National Historic Assets of Wales, which is maintained by Cadw, gives online public access to mapping and descriptive information for these historic assets.¹³

The Royal Commission maintains the National Monuments Record of Wales, and online public access is provided through the Coflein website.¹⁴ There is a formal working relationship between the National Monuments Record of Wales and the historic environment records with a regular exchange of core information.

Other organisations also hold important information relating to the historic environment including Amgueddfa Cymru — National Museum Wales, and regional and local museums, who hold records relating to the archaeological artefacts and historic collections in their care. The National Trust holds records relating to the historic assets located on their landholdings and these are also available online.¹⁵

The historic environment records draw upon all of these and other sources. A formal Strategic Framework for Records Relating to the Historic Environment of Wales has been established between the principal record holders, including the historic environment records, to facilitate regular data sharing and collaboration.¹⁶

On behalf of the framework partners, the Royal Commission maintains and develops Historic Wales¹⁷ as an online gateway to national and regional records. This includes an integrated map showing the locations of all the archaeological and historic sites recorded in the databases maintained by the framework partners.

3. The Content and Compilation of Historic Environment Records in Wales ↴

3.1 Keeping Historic Environment Records in Wales Up to Date ↴

Historic environment records require active management if they are to reflect the changing nature of the historic environment and our understanding of its significance.¹⁸ Historic environment records must be kept up to date with accurate information, including:

- new discoveries and interpretations
- new and amended statutory designations
- latest research and publications
- records and outcomes of new investigations
- changes to the historic assets already recorded.

Such information will come from a variety of sources, ranging from chance finds by members of the public and unexpected discoveries by property owners, developers and land managers to systematic investigations undertaken as part of national surveys, university-led research, developer-funded fieldwork and recording, community projects or private research.

There should be no temporal limits on the information recorded in historic environment records: they should include data relating to all periods, from the earliest human activity to the present day. The geographical limit of the historic environment record for each local authority area will be defined by the administrative boundary of the local authority. In the case of local authority areas that include coastline, the seaward extension of a historic environment record's geographic coverage beyond the administrative boundary will allow more effective management of the marine and coastal historic environment.

There has always been a strong positive relationship between the Welsh archaeological trusts and all of the public bodies named in the Act, and the ongoing roles and responsibilities are based on strong existing foundations. The public bodies continue to play a role in making sure that the historic environment records are as up to date as possible. In some cases, a public body will have a responsibility for ensuring that the historic environment records include new or updated information for which that body is directly responsible, such as information relating to conservation areas and local lists, where they exist.

Progress on contributing to and enhancing the historic environment records should be included in the discussion at the periodic liaison meetings between the public bodies and the relevant archaeological trust(s) referred to in section 2.3 above. As part of this discussion, agreement will need to be reached regarding the format, procedure and timescale for the provision of any new information that can usefully be added to the historic environment records. The outcome of these discussions will contribute to the annual work plans of the archaeological trusts. In this way, the historic environment records will continue to expand and enhance their coverage of the historic environment beyond their strong existing archaeological base.

3.2 The Content of Historic Environment Records in Wales and the Role of Public Bodies in their Compilation ▯

This section provides a list of what historic environment records are expected to contain under section 35(2) of the Act.¹⁹ The different elements are grouped here to reflect how local and National Park authorities, and Natural Resources Wales must or should contribute to the compilation of historic environment records and assist in keeping them up to date.

3.2.1 Historic Assets that have Statutory Protection or are Registered under the 1979 or 1990 Acts²⁰ ⇐

- (a) Details of every building in the authority's area which is included in a list compiled or approved by the Welsh Ministers under section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c. 9).²¹**
- (b) Details of every conservation area in the authority's area which is designated under section 69 of that Act.²²**
- (c) Details of every monument in the authority's area which is included in the Schedule compiled and maintained under section 1 of the Ancient Monuments and Archaeological Areas Act 1979 (c. 46).²³**
- (d) Details of each of the grounds in the authority's area which are included in the register of historic parks and gardens compiled and maintained by the Welsh Ministers under section 41A of that Act.²⁴**

Cadw, on behalf of the Welsh Ministers, is responsible for identifying and designating listed buildings (a), scheduled monuments (c) and registered historic parks and gardens²⁵ (d). The definitive and up-to-date lists of each of these categories of historic asset are managed by Cadw. The historic environment records must contain details of all of the assets in these groups as and when they are provided by Cadw.

Local planning authorities are responsible for defining and designating conservation areas (b). These authorities must provide details of all conservation areas for inclusion in the historic environment records. This should include links to information relating to conservation area appraisals.

Local planning authorities must provide details of all conservation areas for inclusion in the relevant historic environment record.

3.2.2 Conflict Sites ⇐

- (e) Details of every conflict site in the authority's area which the Welsh Ministers consider to be of historic interest.**

Section 35(3) of the Act defines a 'conflict site' as a battlefield or a site on which some other conflict involving military forces took place, or a site on which significant activities relating to a battle or other such conflict occurred.²⁶

On behalf of the Welsh Ministers, the Royal Commission has compiled an inventory of historic battlefields in Wales.²⁷ The historic environment records will contain details of the latest information from this inventory. The historic environment records should also include links to the online inventory that is maintained by the Royal Commission.

The public bodies named in the Act may have additional information about conflict sites. This information should be provided to the Royal Commission for possible inclusion in the inventory.

The public bodies named in the Act should provide the Royal Commission with details of any conflict site that might be considered for inclusion in the historic environment records.

3.2.3 Historic Landscapes ↵

(f) Where a public authority (whether by itself or jointly with other persons) maintains a list of historic landscapes in Wales, details of every historic landscape in the local authority's area which is included in the list.

A register of historic landscapes has been compiled jointly by Cadw, the International Council on Monuments and Sites UK (ICOMOS (UK)) and the Countryside Council for Wales (now part of Natural Resources Wales).²⁸

On behalf of the Welsh Ministers, the Welsh archaeological trusts have carried out detailed historic landscape characterisation studies of each of these registered historic landscapes. The historic environment records must contain details of each registered historic landscape, along with details of the associated characterisation work and links to the online datasets that are hosted by the Welsh archaeological trusts.

Where a public body named in the Act maintains its own list of historic landscapes, details should be included in the historic environment records.

3.2.4 World Heritage Sites ↵

(g) Details of every World Heritage Site in the authority's area

The historic environment records must contain details of each World Heritage Site. The historic environment records should provide links to the most up-to-date management plans for World Heritage Sites and any associated supplementary planning guidance.

Where a local authority or National Park authority is responsible for a World Heritage Site management plan or for any supplementary planning guidance, then it should provide the historic environment records with appropriate links to that plan or guidance.

3.2.5 Other Sites of Historic, Archaeological or Architectural Interest ↵

(h) Details of every other area or site or other place in the authority's area which the authority or the Welsh Ministers consider to be of local historic, archaeological or architectural interest.

The majority of historic assets within a local authority's area do not have statutory protection. However, they all contribute to its historic, archaeological or architectural character and they might be of national, regional or local importance.

Records might relate to unscheduled archaeological sites, unlisted historic buildings or structures, historic parks and gardens, battlefields and landscapes that do not appear on the relevant registers or inventories, or locations with important palaeo-environmental evidence. Records might also include locations that do not have any visible physical evidence, but might be associated with a historical, cartographic or documentary reference, or the discovery of an archaeological artefact.

In the case of coastal local authorities, the historic environment records should contain information on maritime heritage of historic, archaeological or architectural interest. The historic environment records should link to the Welsh maritime record, maintained by the Royal Commission, which includes wreck sites and offshore areas of high archaeological potential.

Local authorities have a key role in contributing information about undesignated assets to the historic environment records. Local authorities often collect additional information relating to the historic environment, especially about historic buildings. If the historic environment records are to be comprehensive sources of information, it is vital that they are supplied with new information promptly about all historic assets, including those that are of local historic, archaeological and architectural interest. This should include information relating to local historic assets that may be identified formally during the course of the planning process, as well as other activities.

The National Park authorities and Natural Resources Wales should provide the historic environment records with information about undesignated historic assets to make sure that the historic environment records continue to be both comprehensive and informative for their work. For example, this might include details of historic assets discovered or investigated as a result of management or public access programmes.

The public bodies named in the Act should provide details of any other area or site, or other place that they consider to be of local historic, archaeological or architectural interest for inclusion in the historic environment records.

Where a local or National Park authority maintains a list of historic assets of special local interest, they must provide the latest details of all entries on the list for inclusion in the historic environment records.

3.2.6 Historic Character ↴

(i) Information about the way in which the historic, archaeological or architectural development of the authority's area, or any part of it, has contributed to the present character of the area or part and about how that character may be preserved.

The historic environment records must include any historic landscape characterisation (see also (f) above) that has been undertaken, but also any characterisation that has been carried out in townscapes or seascapes. Cadw has undertaken a programme of historic characterisation of a number of historic towns across Wales. Each historic environment record should contain links to any characterisation studies relevant to its area.

Where a public body named in the Act has collected information about the historic, archaeological or architectural development of an authority area, or part of an authority area (such as characterisation studies), then they should provide details for inclusion within the historic environment records, including links to further details and published information, including the LANDMAP historic and cultural landscape layers.

3.2.7 Relevant Investigations ↴

(j) Details of relevant investigations carried out in the authority's area and of the findings of those investigations.

The historic environment records contain details of relevant historical or archaeological investigations, including the findings of those investigations. Examples might include desk-based assessments, historic analysis, historic building recording, topographic or geophysical surveys and archaeological interventions (including surface artefact collections, test pitting, trial trenching, archaeological excavation and palaeo-environmental sampling). Some investigations may be non-archaeological in nature but nevertheless reveal relevant information, such as geo-technical surveys. Many of these investigations are carried out by individuals, research institutions, communities or as a result of other funded programmes (such as the Heritage Lottery Fund). However, many are carried out by (or at the instigation of) the public bodies named in the Act.

All of the public bodies named in the Act have a role in providing details of such investigations for inclusion in the historic environment records, subject to any copyright restrictions. Such investigations might be undertaken either directly by the public authority itself or carried out on its behalf or at its request. This might include work undertaken by or on behalf of Natural Resources Wales to manage forestry or woodlands, or environmental management schemes. It might also include work, relating to the historic environment, undertaken as a consequence of the planning process. Those undertaking work of this kind should be made aware of the need to supply the relevant findings to the historic environment records.

The public bodies named in the Act should provide details of investigations of the historic environment, either undertaken directly by the public body itself or carried out on its behalf, for inclusion in the historic environment records, subject to any copyright restrictions. This might include investigations to support environmental management schemes or to support the planning process.

3.2.8 Historic Place Names ↵

(k) A means of accessing details of every historic place name in the authority's area which is included in the list compiled and maintained under section 34 of the Historic Environment (Wales) Act 2016.²⁹

Historic place names, whether of geographic features, settlements or individual properties, can provide a rich source of information about the historical development of a community and contribute to identity, a sense of place and belonging.

The Royal Commission maintains a list of historic place names on behalf of the Welsh Ministers.³⁰ In compiling this list, the Royal Commission draws upon the information contained in historic mapping, but also seeks the advice of language and place name experts. This is an evolving list and details of every place name on the list will be accessible through the historic environment records.

The public bodies named in the Act should provide the Royal Commission with any information that will contribute to the ongoing development of the list of historic place names.

4. Making Use of Historic Environment Records in Wales ↵

This section considers how the public bodies named in the Act should use the historic environment records in the exercise of their functions. However, it should be recognised that the historic environment records are not simply passive sources of information for use by the public bodies: they all employ personnel experienced in the management and interpretation of the records. For example, these staff can help users to interpret the specialist data within the record and discuss the requirements for data deposition, exchange and collation, and the use of terminology. In particular, it is important that users should not rely solely on the baseline data contained within Archwilio. The archaeological trusts hold additional information and direct contact with historic environment record staff will be vital in assisting the public bodies in the exercise of their functions.

The compilation and use of information is also a two-way process. The information held in the historic environment records can benefit individual projects, along with the support and advice of the record staff. But these projects will also generate new or enhanced information that needs to be fed back into the records. This 'virtuous circle' of drawing on information from the historic environment records and then enhancing those records with new information generated, creates dynamic and ever improving historic environment records which benefit from the positive partnership established with stakeholders.

4.1 Informing Strategic Policies and Plans ↵

The historic environment records should be used as a key evidence base to inform a wide variety of national, regional and area strategic policies and plans; for example, local well-being plans that are required by the Public Service Boards under the provisions of the Well-being of Future Generations (Wales) Act 2015, Area Statements under the provisions of the Environment (Wales) Act 2016,³¹ or National Park management plans.

The public bodies named in the Act should use the historic environment records as key sources of evidence so that they can take account of the historic environment in the formulation of strategic policies and plans.

4.2 Informing Development Plans ⇐

Planning Policy Wales identifies the historic environment records as key sources of information that must be used during the formulation of development plans by local planning authorities.³² When preparing a local development plan, local planning authorities are required to undertake a Strategic Environmental Assessment and a Sustainability Appraisal. An assessment of the cultural heritage is one of the baseline studies in this process and this should be supported by the information in the historic environment records, which provides a key up-to-date evidence base.³³

Local planning authorities must use the historic environment records as a key source of evidence in the formulation of development plans.

4.3 Informing Development Management Decisions ⇐

The historic environment records are key sources of information that should be used to support the planning process, including the determination of planning applications. The information held in the historic environment records supports a proper consideration of the impact of a proposal on the historic environment, including advice on schemes to avoid or mitigate any adverse impacts.

Local planning authorities should take account of the information held in the historic environment records in the determination of planning applications.

4.4 Informing Conservation and Management Projects ⇐

The public bodies named in the Act have responsibilities for the management and conservation of the historic environment. This can be the conservation of historic assets for which they are responsible, such as historic buildings, or parks and gardens. The management of the historic environment might also form part of a wider conservation programme focused on aspects of the natural environment.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence when considering conservation and management projects that have an impact on the historic environment.

4.5 Informing Adaptive Responses to the Impact of Climate Change ↵

The public bodies named in the Act have a responsibility to respond to the impact of climate change; for example, through flood alleviation schemes or adapting historic assets to become more resilient.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence when considering adaptive responses to the impact of climate change.

4.6 Informing the Naming and Renaming of Places ↵

The public bodies named in the Act have a responsibility for naming and renaming places for which they are responsible. In addition, local authorities have a statutory role in considering proposals to name new places or streets, and applications to change the names of streets and properties.

All of the public bodies named in the Act should take account of the list of historic places names, which can be accessed through the historic environment records, when considering the naming and renaming of streets, properties and other places, either directly or by another party.

Local authorities should take account of the list of historic place names in the exercise of their statutory role in the naming and renaming of streets and properties (see Annex).

4.7 Informing Heritage-led Regeneration ↵

The historic environment can be an important driver for economic regeneration within both our towns and countryside. The success of such projects needs to be founded on good quality, authoritative information.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform heritage-led regeneration projects and programmes. Identifying what is distinctive about a locality through the use of characterisation studies can be an important first step in such an initiative.

4.8 Supporting Cultural Tourism and Economic Development ↴

The role of the historic environment in supporting the tourism industry is well documented.³⁴ It is an important driver for economic growth with the potential for significant job creation. The public bodies named in the Act play an important role in promoting tourism, either directly or indirectly. The historic environment records provide a key evidence base to support these functions.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform cultural tourism initiatives. For example, the historic environment records can help inform local authority tourism initiatives that promote visits to historic town centres or countryside. Natural Resources Wales can use the historic environment records to inform the promotion and enjoyment of Wales's woodlands and forestry.

4.9 Supporting Education and Social Inclusion ↴

The historic environment is increasingly being used as a tool to support community cohesion and lifelong learning. The past provides a sense and pride of place, and offers opportunities for formal and informal learning.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform lifelong learning and community cohesion projects. For example, local education authorities can use the historic environment records to inform curriculum activities that focus on local communities and a local sense of place.

4.10 Supporting Public Participation in the Exploration, Appreciation and Enjoyment of Local Heritage ↴

The historic environment records can provide an important tool to support active participation in the historic environment, informing heritage trails, local conservation projects, and the work of heritage and civic societies.

All of the public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to encourage active public participation and engagement with the historic environment.

4.11 Advancing Knowledge and Understanding ¹

The historic environment records provide a key source of information for a wide range of research projects — from family history studies to major university-based research projects.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform programmes of research and understanding — both those relating directly and indirectly to the historic environment.

Annex ↵

Guidance for Local Authorities on the Use of the List of Historic Place Names which can be Accessed through the Historic Environment Records ↵

The list of historic place names, which can be accessed through the historic environment records, will assist local authorities in the consideration of applications for the naming and renaming of streets and properties.

Current legislation (the Towns Improvement Clauses Act 1847³⁵ and the Public Health Act 1925³⁶) regulates the logical and consistent naming and numbering of streets and properties to support postal and emergency services.

All local authorities in Wales should have policies on the naming and numbering of streets and properties. They should set out clearly the principles that govern the assignment of names and numbers to new streets and properties, and the handling of any requests to change names. The importance of historic place names in the local historic environment should be recognised in these policies, and their continuing use should be encouraged either as the basis for new naming or through the retention of existing names.

Any proposal to change a property name that appears in its official address requires a formal application to the local authority. If the proposed name change might lead to confusion, for example, by replicating an existing name in the same locality, the local authority will refuse the application. If the proposal is acceptable, the local authority will make the appropriate change to the Local Land and Property Gazetteer.

When considering applications for a change to a property name that appears in an official address, the local authority should now also check the proposal against the list of historic place names. This can be achieved through a simple search of the list by postcode or national grid reference, either via the authority's own GIS system (if the list dataset has been downloaded) or by consulting the list online.³⁷ If there is good evidence that the property has a historic name that has appeared on historic mapping, then the local authority should ask the applicant to reconsider the proposed change and retain, or perhaps adopt, the historic name.

Some local authorities in Wales (Ceredigion, Gwynedd and Anglesey) already employ this policy and evidence suggests that it is effective in encouraging the continued use of historic place names in postal addresses.

Local authorities have the responsibility for the naming of new streets that will need to be recorded in the Local Land and Property Gazetteer. The Welsh Government encourages local authorities to employ historic place names as the basis for the naming of new streets or other developments whenever possible. When considering an application from a developer for new place naming, the local authority should consult the list of historic place names. If there is an appropriate historic name (for example, a name deriving from a historic field name or settlement name), then the developer will be informed and encouraged to use it. The final decision on the naming of a street rests with the local authority.

Of course, the list of historic place names is fully accessible to the public, so individual property owners and developers alike will be encouraged to use it as a resource prior to submitting an application for place naming or renaming to the local authority.

References ↗

- 1 Historic Environment (Wales) Act 2016, section 37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 2 Historic Environment (Wales) Act 2016, sections 35–36 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 3 Historic Environment (Wales) Act 2016, sections 35–37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 4 Historic Environment (Wales) Act 2016, section 35 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 5 Historic Environment (Wales) Act 2016, sections 35–36 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 6 *Historic Environment Records in Wales: Standards and Benchmarks* ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 7 Historic Environment (Wales) Act 2016, section 37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 8 Archwilio ↗
www.archwilio.org.uk
- 9 The Royal Commission on the Ancient and Historical Monuments of Wales ↗
www.rcahmw.gov.uk
- 10 Public Records Act 1958 ↗
<http://www.legislation.gov.uk/ukpga/Eliz2/6-7/51>
- 11 *Historic Environment Records in Wales: Standards and Benchmarks* ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 12 Cadw is the Welsh Government’s historic environment service working for an accessible and well-protected historic environment for Wales ↗
www.cadw.wales.gov.uk
Summary audit of historic environment records in Wales
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 13 Cof Cymru – National Historic Assets of Wales ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en>

- 14 Coflein ⇐
www.coflein.gov.uk
- 15 National Trust Heritage Records Online ⇐
<https://heritagerecords.nationaltrust.org.uk>
- 16 A Strategic Framework for Records Relating to the Historic Environment of Wales ⇐
<http://rcahmw.gov.uk/discover/strategic-framework/>
- 17 Historic Wales ⇐
www.historicwales.gov.uk
- 18 For significance, refer to *Conservation Principles for the Sustainable Management of the Historic Environment in Wales*, Cadw, Welsh Assembly Government, 2011 ⇐
<http://cadw.gov.wales/historicenvironment/conservation/conservationprinciples/?lang=en>
- 19 Historic Environment (Wales) Act 2016, section 35(2) ⇐
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
The letters in the boxed sections refer to asset types as listed in section 35(2) of the Act.
- 20 Planning (Listed Buildings and Conservation Areas) Act 1990 ⇐
<http://www.legislation.gov.uk/ukpga/1990/9/contents>
Ancient Monuments and Archaeological Areas Act 1979
<http://www.legislation.gov.uk/ukpga/1979/46/contents>
- 21 Planning (Listed Buildings and Conservation Areas) Act 1990, section 1 ⇐
<http://www.legislation.gov.uk/ukpga/1990/9/section/1>
- 22 Planning (Listed Buildings and Conservation Areas) Act 1990, section 69 ⇐
<http://www.legislation.gov.uk/ukpga/1990/9/section/69>
- 23 Ancient Monuments and Archaeological Areas Act 1979, section 1 ⇐
<http://www.legislation.gov.uk/ukpga/1979/46/section/1>
- 24 Ancient Monuments and Archaeological Areas Act 1979, section 41A ⇐
<http://www.legislation.gov.uk/anaw/2016/4/part/2/crossheading/historic-parks-and-gardens>
- 25 Section 41A of the Historic Environment (Wales) Act 2016 is not currently in force. ⇐
<http://www.legislation.gov.uk/anaw/2016/4/part/2/crossheading/historic-parks-and-gardens>
- 26 Historic Environment (Wales) Act 2016, section 35(3) ⇐
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 27 The Inventory of Historic Battlefields in Wales ⇐
<http://battlefields.rcahmw.gov.uk/>
- 28 ICOMOS UK ⇐
www.icomos-uk.org;
Natural Resources Wales
www.naturalresourceswales.gov.uk

- 29 Historic Environment (Wales) Act 2016, section 34 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/prospective>
- 30 List of Historic Place Names in Wales ↗
<https://historicplacenames.rcahmw.gov.uk/>
- 31 Well-being of Future Generations (Wales) Act 2015, section 39 ↗
<http://www.legislation.gov.uk/anaw/2015/2/section/39/enacted>
Environment Act (Wales) Act 2016, section 11
<http://www.legislation.gov.uk/anaw/2016/3/section/11/enacted>
- 32 *Planning Policy Wales* (Edition 9), Chapter 6: The Historic Environment, para. 6.4.3 ↗
<http://gov.wales/topics/planning/policy/ppw/?lang=en>
- 33 *Planning Policy Wales* (Edition 9), Chapter 6: The Historic Environment, para. 6.4.4 ↗
<http://gov.wales/topics/planning/policy/ppw/?lang=en>
- 34 Valuing the Welsh Historic Environment, 2010 ↗
<http://cadw.gov.wales/about/partnershipsandprojects/research/5273011/?lang=en>
- 35 Towns Improvement Clauses Act 1847 ↗
<http://www.legislation.gov.uk/ukpga/Vict/10-11/34/introduction>
- 36 Public Health Act 1925 ↗
<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/contents>
- 37 List of Historic Place Names in Wales ↗
<https://historicplacenames.rcahmw.gov.uk/>

Further Information ↗

Legislation and Planning

Environment (Wales) Act 2016

<http://www.legislation.gov.uk/anaw/2016/3/contents/enacted>

Historic Environment (Wales) Act 2016

<http://www.legislation.gov.uk/anaw/2016/4/contents>

Well-being of Future Generations Act (Wales) 2015

<http://www.legislation.gov.uk/anaw/2015/2/contents>

Welsh Language (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/1/contents/enacted>

Planning Policy Wales (Edition 9), Chapter 6: The Historic Environment

<http://gov.wales/topics/planning/policy/ppw/?lang=en>

Technical Advice Note 24: The Historic Environment

<http://gov.wales/topics/planning/policy/tans/?lang=en>

Development Management Manual

<http://gov.wales/topics/planning/policy/development-management-manual/?lang=en>

Historic Environment Records in Wales

Historic Environment Records in Wales: Standards and Benchmarks

<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>

A Strategic Framework for Records Relating to the Historic Environment of Wales

<http://rcahmw.gov.uk/discover/strategic-framework/>

Records in Wales

Archwilio — provides online public access to baseline information in the historic environment records. Archwilio is maintained and supported with further information held by the Welsh archaeological trusts. www.archwilio.org.uk

Cof Cymru — Cadw's online record of the national historic assets of Wales, which includes listed buildings, scheduled monuments, protected wrecks, World Heritage Sites and registered historic landscapes. Registered historic parks and gardens will be added to Cof Cymru during 2018. <http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en>

Coflein — the online catalogue for the National Monuments Record of Wales, the national archive collection of information about the historic environment of Wales. <http://www.coflein.gov.uk/>

Cynefin — historic tithe maps providing a very useful source of information relating to the historic environment.

<http://cynefin.archiveswales.org.uk/>

Historic Wales — an online gateway to national and regional historic environment records.

<http://historicwales.gov.uk>

LANDMAP Methodology Historic Landscapes & Cultural Landscapes (2016)

<https://naturalresources.wales/media/677812/historic-landscape-landmap-methodology-2016.pdf>

<http://www.naturalresources.wales/media/677808/cultural-landscape-landmap-methodology-2016.pdf>

<http://landmap-maps.naturalresources.wales/> online resource to access maps and surveys

LANDMAP datasets are also published for download for use in a geographic information system (GIS) on

<http://lle.wales.gov.uk/Catalogue?lang=en&text=landmap>

List of Historic Place Names in Wales — records the various forms and spellings used for the names of topographical features, communities, thoroughfares, structures and other aspects of the landscape recorded in sources that predate the First World War.

<https://historicplacenames.rcahmw.gov.uk/>

National Trust Heritage Records Online — provides information on historic assets located on National Trust landholdings.

<https://heritagerecords.nationaltrust.org.uk/>

The Inventory of Historic Battlefields in Wales

<http://battlefields.rcahmw.gov.uk/>

Contacts

Welsh Government

Historic Environment Service (Cadw)
Plas Carew, Unit 5/7 Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ
Tel. 03000 256000
cadw@wales.gsi.gov.uk
www.cadw.wales.gov.uk

Royal Commission on the Ancient and Historical Monuments of Wales

Ffordd Penglais, Aberystwyth, Ceredigion, SY23 3BU
Tel. 01970 621200
nmr.wales@rcahmw.gov.uk
www.rcahmw.gov.uk

National Monuments Record of Wales
nmr.wales@rcahmw.gov.uk
www.coflein.gov.uk

You can arrange to visit the public search room in Aberystwyth where staff will explain the resources available in the National Monuments Record of Wales.

Local Planning Authorities

Local planning authorities' conservation officers and (for where proposals require planning permission) planning officers can be contacted via the relevant local authority website.

National Park Authorities

National Park authorities' conservation officers can be contacted via the relevant website.

Brecon Beacons National Park Authority
<http://www.beacons-mpa.gov.uk/>

Pembrokeshire Coast National Park Authority
<http://www.pembrokeshirecoast.org.uk/default.asp?PID=4>

Snowdonia National Park Authority
<http://www.eryri-mpa.gov.uk/>

Natural Resources Wales

c/o Customer Care Centre, Ty Cambria, 29 Newport Road, Cardiff CF24 0TP
Tel: 0300 065 3000
enquiries@naturalresourceswales.gov.uk
<http://naturalresources.wales/>

Natural Resources Wales can provide information and advice on using LANDMAP historic and cultural landscape information and seascapes.

Welsh Archaeological Trusts

Clwyd-Powys Archaeological Trust
41 Broad Street, Welshpool SY21 7RR
Tel. 01938 553670
trust@cpat.org.uk
www.cpat.org.uk

Dyfed Archaeological Trust
Corner House, 6 Carmarthen Street, Llandeilo
SA19 6AE
Tel. 01558 823121
info@dyfedarchaeology.org.uk
www.dyfedarchaeology.org.uk

Glamorgan-Gwent Archaeological Trust
Heathfield House, Heathfield, Swansea SA1 6EL
Tel. 01792 655208
enquiries@ggat.org.uk
www.ggat.org.uk

Gwynedd Archaeological Trust
Craig Beuno, Garth Road, Bangor LL57 2RT
Tel. 01248 352535
gat@heneb.co.uk
www.heneb.co.uk