



Llywodraeth Cymru  
Welsh Government

Plas Carew, Uned 5/7 Cefn Coed  
Parc Nantgarw, Caerdydd CF15 7QQ  
Ffôn 03000 256000  
Ebost [cadw@cymru.gsi.gov.uk](mailto:cadw@cymru.gsi.gov.uk)  
Gwefan [www.cadw.cymru.gov.uk](http://www.cadw.cymru.gov.uk)

Plas Carew, Unit 5/7 Cefn Coed  
Parc Nantgarw, Cardiff CF15 7QQ  
Tel 03000 256000  
Email [cadw@wales.gsi.gov.uk](mailto:cadw@wales.gsi.gov.uk)  
Web [www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)

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|-------------------------------------|--------------------------------------------------------------------------------------|
| Dyddiad<br>Date                     | 20 April 2017                                                                        |
| Llinell uniongyrchol<br>Direct line | 03000 256033                                                                         |
| Ebost<br>Email:                     | <a href="mailto:gwilym.hughes2@wales.gsi.gov.uk">gwilym.hughes2@wales.gsi.gov.uk</a> |

Dear Chief Executive,

### **Statutory guidance on the compilation and use of historic environment records.**

Statutory guidance on how local authorities should use and contribute to the compilation of historic environment records was published and laid at the National Assembly for Wales on 10 April 2017. Your local authority must have regard to this statutory guidance in exercising its functions. The guidance went through a formal consultation that closed on 13 January 2017. The published version has been amended in the light of the constructive comments that were received. The guidance is available on the Cadw website:

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

The Welsh historic environment records contain and signpost information about historic landscapes, historic buildings and archaeological sites and finds. They also contain records of archaeological excavations, historical studies, programmes of conservation and other projects for the investigation and management of the historic environment. The new list of historic place names is also accessible through the historic environment records.

Under the Historic Environment (Wales) Act 2016, 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. Advice and assistance must be made available to those wishing to retrieve and understand the information that the historic environment records contain. The Welsh Ministers have chosen to discharge these duties through formal agreements with the four Welsh archaeological trusts. These provisions of the Act will come into force on 8 May 2017; from that date, your authority must have regard for the guidance in the discharge of its functions.

The historic environment records should inform a diverse range of local authority functions. Your staff need to be aware of the guidance and take it into account in their work. In particular, information contained in the historic environment records will provide a key evidence base in the following areas:

- a. Informing strategic policies and plans
- b. Informing development plans
- c. Informing development management decisions
- d. Informing conservation and management projects

Cadw yw gwasanaeth amgylchedd hanesyddol Llywodraeth Cymru. Ein nod yw hyrwyddo gwaith cadwraeth ar gyfer amgylchedd hanesyddol Cymru a gwerthfawrogiad ohono.

Cadw is the Welsh Government's historic environment service. Our aim is to promote the conservation and appreciation of Wales's historic environment.

Rydym yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg.  
We welcome correspondence in both English and Welsh.



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- e. Informing adaptive responses to the impact of climate change
- f. Informing the naming and renaming of places
- g. Informing heritage-led regeneration
- h. Supporting cultural tourism and economic development
- i. Supporting education and social inclusion
- j. Supporting public participation in the exploration and enjoyment of local heritage
- k. Advancing knowledge and understanding

Further information on each of these areas is contained in the statutory guidance. I should like to draw your particular attention to the guidance's annex which sets out how the list of historic place names should be used in the consideration of applications for the naming and renaming of streets and properties.

The Welsh archaeological trusts all employ personnel experienced in the management and interpretation of the historic environment records. Local authorities can call upon them directly for vital assistance in the use of the records in the exercise of their functions.

I should stress that the overall objective of the historic environment records is to provide an accessible source of authoritative information about the historic environment to support your authority in its work.

Yours sincerely,



Gwilym Hughes  
Chief Inspector of Ancient Monuments and Historic Buildings  
Historic Environment Service (Cadw)