

HER 21: From SMR to HER - Integrating Built Historic Environment Records in Gloucestershire

Project Report for English Heritage (HER21 Project 6027)

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Executive Summary

This HER21 project examined the processes required to integrate built historic environment records into the Gloucestershire Historic Environment Record (GHER) and pilot the integration into the HER of data from a selection of these sources. The project was undertaken in partnership with the Institute of Historic Building Conservation (IHBC) whose project (HER21: Information and partnerships) examined similar issues.

In Phase One the project team met with colleagues in District Councils (Forest of Dean, Stroud, Cheltenham, Tewkesbury and Cotswold) and the National Monuments Record to discuss current knowledge and understanding of the HER as well as the nature and scope of the project. Phase Two assessed the available sources, examined existing links between HERs and Conservation Officers and identified the sources of information that could be piloted in Phase Three. In Phase Three the Project Officer piloted the addition of data into the HER from a selection of sources. Finally, in Phase Four, the results of the project were analysed and each dataset scored against the four criteria of availability, cost and ease of purchase, time to extract information into the HER and, finally, value to the HER. The project report concludes with an assessment of priority sources and a number of recommendations resulting from the project.

The project indicated that the major source of information for nationally important buildings remains the Statutory List. Next most important were historic OS maps, the VCH and Buildings of England followed by information from magazines and journals. The content of planning casework files proved to be of very low value due to the nature of their storage. Finally, the project identified some sources that, due to their small size, were better dealt with as short pieces of editing work rather than longer term HER enhancement projects.

The project concludes with eight recommendations that are aimed at the Gloucestershire HER, Gloucestershire Conservation Officers and Planning Officers and English Heritage but are equally applicable to the wider HER community.

1 Background

1.1 Introduction

'HER21: From Sites and Monuments Record (SMR) to Historic Environment Record (HER)' examined the processes required to integrate built historic environment records into the Gloucestershire HER (GHER) and pilot the work involved in enhancing the record in this area. The project worked closely with Conservation Officers and Planning Officers in Gloucestershire to assess their individual historic environment requirements with a view to understanding how these could be met by the HER. As well as delivering this formal report, the project, where appropriate, aimed to provide examples that can be taken forward by other HERs to shape their own development. This project was closely linked with the Institute of Historic Building Conservation (IHBC) HER21 project (EH Project 6013 "HER21: Information and partnerships") which assessed, on a national level, datasets that would contribute to the creation of Heritage Protection Review (HPR)-compliant HERs.

The context for the project was that the GHER, like many others in the country, did not have a history of systematically recording the built historic environment. While there were 12446 Listed Buildings in the area covered by the HER, at January 2010 it contained only 7858 records and, of these, only around 4000 contained up-to-date and complete information. The HER Content and Computing Survey (<https://www.jiscmail.ac.uk/cgi-bin/filearea.cgi?LMGT1=HERFORUM&f=/Reports>) report indicated that Gloucestershire was not alone in having such low coverage. The need to improve the level of information on historic buildings and structures was regarded as a priority in view of the new planning policies contained in Planning Policy Statement 5 (PPS5 <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>).

The GHER is managed by the County Council in a two-tier administrative area. The District Councils cover diverse areas, each with distinct geographical and organisational characteristics, such as individual towns (e.g. Cheltenham Borough) and large, rural areas (e.g. Cotswold District); conservation provision at District level is equally varied, and ranges from small teams to one authority without a post of Conservation Officer. While Gloucestershire County Council Archaeology Service (GCCAS) provides strategic and development control planning advice to both the County Planning Authority and five District Councils, there has been little direct collaboration with District Council-based Conservation Officers in either of these areas. To work towards a more co-ordinated approach to plan-making and development management across the whole of the historic environment GHER needed to develop closer working relationships with Conservation Officers and Planning Officers. This is now being achieved by understanding their information needs and through a planned expansion of the coverage of the HER to deliver these requirements through implementation of this HER21 project.

1.2 Project specific aims

- o To meet the aims of the HER21 scheme and to assist in the implementation of PPS5 by looking at the implications of expanding the content and coverage of the HER in advance of HPR.

1.3 Project specific objectives

- o To work closely with colleagues at the IHBC to develop a methodology for the integration of built historic environment information into an HER.
- o To assess, in discussion with colleagues in District Councils, the information needed to develop an HPR-compliant HER for the built historic environment, covering both listed buildings, and undesignated historic buildings.
- o To develop closer, sustainable working relationships with District Council-based Conservation Officers and Planning Officers in order jointly to deliver more effective advice on the historic environment in accordance with PPS5, and with the objectives of HPR in general.
- o To ascertain the nature and quantity of information held by Conservation Officers and Planning Officers and assess what could and should be added to the HER.
- o To carry out a targeted, pilot programme of editing and data retrieval to bring the quantity and quality of records up to the required standard for an HPR-compliant HER.
- o To examine methods of interoperability between the HER and the planning systems used by the District Councils and how access to the HER could be provided remotely.
- o To produce a project report with recommendations for other HERs.

1.4 SHAPE compliance

- o SHAPE (Strategic Framework for Historic Environment Activities and Programmes in English Heritage – April 2008) requires projects seeking English Heritage funding to identify a Primary Driver from those listed in ‘Making the Past Part of Our Future’ (English Heritage Strategy 2005-10), and an Activity Type, Research Programme and Sub-Programme from those listed in SHAPE. The Primary Driver for the HER21 Project was Aim 4: “Help Local Communities to Care for Their Historic Environment”, more specifically Aim 4a “Help local authority members and officers develop the skills, knowledge, advice and capacity to make the most of their historic environment.” The Activity Type was ‘1 Research’ with the specific Research Programme being F1: “Navigating the resource: Developing standards for Historic Environment Records.”
- o The specific SHAPE Sub-Programme (“Systems research for Historic Environment Records”) is reproduced in the table below:

Sub-Programme Name	Systems research for Historic Environment records
Sub-Programme Number	41161.110
Corporate Objective	4A: Help local authority members and officers develop the skills, knowledge, advice and capacity to make the most of their historic environment
Activity Type and Programme	RESEARCH F1: Navigating the resource: Developing standards for Historic Environment Records
Sub-Programme Description	Projects developing innovation to Local Authority HERs to ensure more accurate and useful data, and wider scope of input. Examples may include: <ul style="list-style-type: none"> o Developing appropriate historic building content for HERs o Exemplars of enhanced content (e.g. for prehistoric/palaeo-environmental sites)

	<ul style="list-style-type: none"> o Development of HER interoperability toolkits to link disparate software platforms o Developing a Marine HER to inform off-shore development and planning for appropriate authorities 			
Reason for EH Support	Essential strategic support to encourage and promote suitable national standards for Historic Environment Records and to ensure that Historic Environment issues are key components of informed planning strategies			
Research categories	NABS	SETI Primary purpose	Frascati Definition	Research Areas
	2.2	b	Specific-Applied	Humanities
Similar Sub-Programmes	Links with 14162.110 but specifically concerns development of HERs			

TABLE 1: SHAPE SUB PROGRAMME 41161.110

- o The work undertaken by this project met the above criteria by piloting the development of appropriate historic building content for the HER, producing methodologies that can be used by other HERs and examining the interoperability opportunities with the District Councils in Gloucestershire.

1.5 Other HER21 projects

Where appropriate, the project interfaced with other projects such as that run by Devon County Council (HER21: Integrating and Linking Historic Environment Data in Devon) and Bristol City (HER21: Bristol City Historic Web Map Project).

1.6 Project team structure

The project executive (PE) was Jan Wills (County Archaeologist) who manages the Archaeology Service and was responsible for the overall management of the project. The day-to-day management of the project was undertaken by Tim Grubb (HER Officer), the Project Manager (PM). The detailed research with the Conservation Officers and Planning Officers, the addition of relevant information to the HER and other additional work was undertaken by a Project Officer under the supervision of Tim Grubb.

1.7 Project partners

The main project partners were the Conservation Officers and Planning Officers at the District Councils. The other partners in the project were the IHBC in the persons of Seán O'Reilly (IHBC Director) and Fiona Newton (IHBC Project Officer) who exercised the roles of Project Executive and Project Manager respectively for the IHBC's HER21: Information and partnerships project.

2 Project methodology

The project was divided into four phases. These are outlined below.

2.1 Phase One – Discussion (Tasks 2 – 6)

The project team met with colleagues in District Councils (Forest of Dean, Stroud, Cheltenham, Tewkesbury, Cotswold) to discuss current knowledge and understanding of the HER as well as the nature and scope of the project. Contact was also established with National Monuments Record (NMR) staff to discuss current projects and relevant information holdings. Meetings were attended by the Project Executive, Project Manager and Project Officer and, to ensure uniformity, information was gathered using a standard list of topics / questions (see Appendix A).

2.2 Phase Two - Research (Tasks 7 – 14)

The Project Officer undertook the following tasks:

- o An assessment of the current information holdings of the Conservation Officers and Planning Officers to include paper 'site files' and casework records, digital files, photographs and any other supporting information **(Tasks 6-10)**;
- o An assessment of the information needs of the Conservation Officers and Planning Officers in terms of HER information and other data held by GCCAS **(Tasks 6-10)**;
- o Contacting other HERs in the south west to assess links between HERs and Conservation Officers and Planning Officers elsewhere **(Task 11)**;
- o An attempt was made to undertake a short survey of a sample of Conservation Officers in the south west to mirror the discussions being held in Gloucestershire. However the project team was unable to contact this group and instead contacted a selection of Conservation Officers in the districts around Gloucestershire (see 4.5). **(Task 12)**;
- o An assessment of other built heritage information sources including discussion with NMR staff regarding digitisation projects and relevant holdings. It also included an examination of sources that the GHER would wish to include irrespective of the requirements of the Conservation Officers such as buildings shown on the 1st Edition Ordnance Survey maps or recorded in the two volumes of The Buildings of England: Gloucestershire. **(Tasks 13-14)**.

2.3 Phase Three – Piloting (Tasks 15 – 18)

The Project Officer piloted the addition of information to the HER and other work resulting from Phases One and Two.

Specific tasks included:

- o Selection of pilot area(s) and representative samples of data in light of Phases One and Two;
- o Gathering/capturing the relevant information from the sources identified in Phases One and Two;
- o Examining existing HER records for the sample area and integrating newly captured information into new or existing records;

- o Piloting access to the information in a variety of ways.

2.4 Phase Four – Reporting (Tasks 19 – 20)

The project report was written by the Project Manager with assistance from the Project Officer and Project Executive where necessary.

3 Phase One: Initial meetings

3.1 Meetings with Conservation Officers

Meetings were held with all Conservation Officers (Planning Officers in the Forest of Dean since there is no Conservation Officer post) during which the questions below were posed. The discussions are summarised below and the notes of the meetings are included in Appendix A. In addition, the Project Manager and Project Executive visited two meetings of the Gloucestershire Conservation Officers Group (GCOG) to explain and discuss the project with Conservation Officers from Gloucestershire and South Gloucestershire.

3.1.1 Current use of the GHER by District Council planning and conservation staff

Two districts have had direct contact with the GHER for Conservation Area Appraisal (CAA) work and one of these also noted indirect contact with HER records through archaeological advice provided to Planning Officers. The same authority also noted that contact was likely to increase following the introduction of PPS5 and an assumption and acceptance that archaeology was dealt with at the county level was noted by another district. However, the GHER was not regularly used by any of the Conservation Officers.

3.1.2 District Councils' views on GHER

All Districts suggested that access to the GHER in the future would be desirable. However, there were a number of caveats including the need for some enhancement of HER data and the provision of GIS licences at the District level. In addition, one district was concerned about possible issues of confidentiality where reports containing detailed information on a building were made public through the HER. This issue needs further consideration and will be carried forward to the recommendations section of this report.

3.1.3 What use would they like to make of it?

Both districts undertaking CAAs would expect to continue to use the HER and one stated that it was particularly useful for this. One authority was keen to see an enhanced HER record for an area in their district so they could see what might be available in the future.

3.1.4 What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?

All authorities routinely use historic Ordnance Survey (OS) maps, Listed Buildings Online and local resources such as books, plans and other maps. Other information mentioned included existing CAAs, mapped information from corporate geographic information systems (GIS), photographs, aerial photography, casework files, Registered Parks and Gardens information and plotting sheets showing previous planning and Listed Building applications.

3.1.5 Is there any work that is not Listed Building or Conservation Area-based e.g. relating to undesignated buildings?

Only Cheltenham Borough has a local list although other authorities would like one if resources were available for its creation.

3.1.6 How many historic building reports are requested each year on average?

One authority estimated that they received around ten reports per annum but this was the only figure that was recorded from the meetings. All authorities reported that building reports would be stored within the planning files and would not be individually indexed to facilitate retrieval for inclusion in the HER or subsequent research.

3.1.7 What record systems (paper-based, databases, GIS) are currently used by District Council staff for Listed Building, Conservation Area and planning casework?

Uniform and I-Dox are the most common electronic systems used to record planning and Listed Building applications. Paper casework files were still maintained by all authorities but retention and scanning policies differed. None has any specific papers on digital record systems for historic buildings separate from planning casework management systems.

3.1.8 What information would District Council staff like to see included in the HER?

One authority stated that the minimum should be Listed Building information, CAAs, local list information, records of undesignated buildings, historic building reports and historic maps. Other information mentioned included photographs, the Buildings at Risk register, information from the two volumes of *The Buildings of England: Gloucestershire* and the VCH. Finally, one authority also suggested a county-based bibliography of sources would be useful.

3.1.9 Is there any additional information that would be useful to District Councils?

In Cheltenham the Grade III list formed the basis for the local list. Of the other districts only Stroud retained the Grade III lists and these have been copied by the HER for piloting and future reference (see below).

3.1.10 How would District Council staff like to access the GHER?

Some form of online access was favoured by all districts. One authority would like some kind of constraint mapping which could be used to automatically generate an email consultation.

3.2 Meetings with the National Monuments Record (NMR)

The project team visited the NMR to examine the built heritage records they hold. After being shown the online resources and background EH databases, the team examined a sample of the 'red box' material held in the Public Search Room (PSR). This quick examination identified that further work was required to scope the contents of these boxes and the EH Archive generally and a follow up visit was conducted during the pilot phase (see below).

3.3 Contacts with the IHBC

An initial project meeting was held in London on 24th May 2010 to discuss how the two HER21 projects would dovetail. The IHBC team have provided a table of sources produced by their project for inclusion in this project report, however, of the two planned joint monitoring meetings, the first was cancelled and the second proved impossible to organise.

4 Phase Two: Detailed discussions and research

4.1 Current information holdings of the Conservation and Planning Officers

4.1.1 Case Files

All authorities stored historic building reports and other information, where they had been requested, within the planning case file but none recorded their existence in a manner that would facilitate subsequent retrieval for research or reference. The quantity of historic building information within planning case work files was, as a result, generally unknown and limited accessibility militated against finding out easily. Despite these problems, further work was undertaken in Phase Three to examine the files held by Tewkesbury Borough Council.

4.1.2 Other Files

In addition to the planning case files, Forest of Dean District Council has folders containing photographs and building information for all of their Listed Buildings. The photographs appear to be duplicates of the Buildings at Risk (BAR) survey undertaken by GCCAS and were examined as part of Phase Three.

4.1.3 On-line information

Stroud District Council put a considerable amount of planning and Listed Building Consent information online and an examination of these data was undertaken as part of the Phase Three piloting.

4.1.4 Other resources

There is a wide range of other sources of information used by Conservation Officers in their day to day work and these have been detailed in the notes from the discussions with District Councils (Appendix A). The resources can be summarised thus:

- o Listed Buildings online or the paper 'greenbacks';
- o Existing CAAs;
- o Photographs either taken by District Council staff or available on Images of England;
- o Historic mapping;
- o Local books, journals and maps available in-house or at the local library;
- o Planning application files.

Many of these are available to, or already used by, the HER but one of the Phase Three pilot projects examined the resources required to add those identified by Cheltenham Borough Council to the HER.

4.2 Source list

The following list of sources was compiled from the discussions with Gloucestershire Conservation and Planning Officers and represents what they would like to see included in the HER.

4.2.1 National

- o Church Plans Online (<http://www.churchplansonline.org>)

- o Parks and Gardens UK List (<http://www.parksandgardens.ac.uk>)
- o Listed Building 'greenbacks'.

4.2.2 County

- o The Buildings of England – Gloucestershire 1 and 2: The Cotswolds, and The Vale and The Forest of Dean.
- o The Victoria County History – various volumes for the county.
- o Herbert, N (ed.) 2006 A History of Gloucestershire by Samuel Rudder. Stroud: Nonsuch Publishing.
- o Kingsley, N W 1989, 1991 and 2001 The Country Houses of Gloucestershire 1 [1500-1660], 2 [1660-1830], 3 [1830-2000]. Volume 1; Cheltenham: N Kingsley, volume 2; Stroud: Phillimore and Co. Ltd; volume 3; Chichester: Phillimore.

4.2.3 Local

- o Miscellaneous books, periodicals and leaflets relevant to each district.
- o Historic maps.
- o Locally listed buildings
- o Conservation Area appraisals and maps.
- o Historic and 'modern' photographs.
- o Historic buildings reports.
- o Landscape Character areas.

4.3 Information needs of Conservation and Planning Officers

This was assessed during the meetings and all districts responded that they would like access to HER resources (enhanced with building information) and that the preferred method would be via the internet. Access to the HER via the web (using a methodology similar to that developed by Devon HER for their HER21 project) is being discussed with GCC ICT and is likely to be piloted in the summer of 2011.

4.4 Links between south west HERs and Conservation and Planning Officers

To enhance the information available to the project a short survey was sent to south west HERs with the aim of establishing their current links with Conservation and Planning Officers. A summary of the results are shown below with the full responses included in Appendix B.

4.4.1 What is your current built historic environment information content and coverage?

- o (For example, do you have all of the listed buildings recorded on your HER; are there any local lists in your area; are locally listed buildings recorded in the HER; do you record non-listed built heritage?)
- o 11 of the 16 HERs in the South West Region responded. Eight record all Listed Buildings, two have partial coverage and one has none recorded at all. Six HERs contain some form of local list coverage and one is aware of local lists but does not have access to them. Nine HERs confirmed that they record the non-designated built heritage.

4.4.2 What links do you currently have with Conservation Officers and how closely do you work with them? Do you have plans for further integration?

HERs in Unitary Authorities and National Parks (eight) reported close working relationships with Conservation Officers. However, where there are two-tier authorities (three) contact was less common and relationships were less close.

4.4.3 Is the HER available online or via a remote link etc to Planning and Conservation Officers?

Six HERs were available online (commonly via the Heritage Gateway) and, of the remainder, three provide some sort of intranet access to users.

4.4.4 What is the current level of HER usage by Conservation Officers and Planning Officers in your area? Do they use it or rely on HER staff to provide information?

Generally it seems that most Planning and Conservation Officers do not directly access the HER even where this is possible. One HER responded that usage was fairly low while others noted that many Conservation and Planning Officers rely on direct access to HER colleagues.

4.5 A survey of a sample of Conservation Officers

An attempt was also made to contact the South West Conservation Officers through the South West IHBC representative but no response was received from him. A short questionnaire was instead sent (8th December 2010 and 6th January 2011) to a sample of authorities surrounding Gloucestershire. These were Herefordshire, Redditch Borough, Bristol City, Bath & North East Somerset, Worcester City, Bromsgrove District, Wychavon District, Wyre Forest District, Stratford District, West Oxfordshire District and Wiltshire.

Of the 11 Conservation Officers contacted five responded (see Appendix C). The responses are summarised below:

4.5.1 What sources of information do you routinely use in Listed Building and Conservation Area casework?

The following sources were listed as commonly used:

- o Statutory lists – Listed Buildings Online or ‘Greenbacks’;
- o Conservation Area maps and appraisals;
- o Local Supplementary Planning Documents;
- o HER information – either locally or via the Heritage Gateway;
- o EH website;
- o Local museums;
- o Local books and guides;
- o VCH;
- o Historic Ordnance Survey maps;
- o Council archives.

Not all authorities listed all of the above sources of information and one only referred to Listed Buildings records and Conservation Area Appraisals. Given the difficulty obtaining this information clarification was not sought on what was meant by the English Heritage

website or what were contained within 'Council archives.'

4.5.2 What use do you currently make of the local HER in your day to day work?

Three of the five authorities that responded indicated that they made fairly frequent use of the local HER. One indicated that they made very little use of the HER and another said that despite their being no HER Officer in post, information flows had been maintained within the service.

4.5.3 What is your view on the quality of information held by the HER?

Responses ranged from very good to don't know. One respondent suggested that while individual buildings were recorded well, coverage should be broadened to include information on groups of buildings with area assessments. Another indicated that the quality of information varied from record to record.

4.5.4 What information would you like to see included in the HER?

(For example LB list information, information on undesignated buildings, Buildings of England, VCH, historic maps, old Grade III listings, Buildings at Risk photographs, people of note,)

In addition to the items suggested in the questionnaire responses included:

- o Conservation Area appraisals;
- o Links to 'other pdf reports';
- o Archaeology;
- o Photographs;
- o Archaeological survey records and standing building survey cross referenced to planning application data;
- o Links to local vernacular architecture group records.

4.5.5 Do you undertake any work that is not Listed Building or Conservation Area-based e.g. relating to undesignated buildings?

Two areas have local lists and another has one in draft form. One authority indicated that the preparation of a local list has been abandoned but did not specify any other work with non listed buildings. Interestingly one authority mentioned working with buildings near Scheduled Monuments.

4.5.6 How many historic building reports are requested each year on average

Responses ranged from 'very few' to 50 per year. Only one authority indicated that these reports were passed onto the local HER.

4.5.7 What record systems (paper-based, databases, GIS etc) do you currently use for recording information on Listed Building casework, Conservation Area casework and planning casework?

Three authorities use Idox Uniform and one uses Idox Acolaid to store information about casework. Where a GIS was mentioned CadCorp and a local GIS system were used.

4.5.8 How would you ideally like to access the HER (E.g. via GIS, live database link, email from HER staff etc.)?

Web access to the HER and related GIS files was specified by four of the five authorities. The fifth hoped to roll out 'direct access' to Conservation and Planning Officers.

5 Phase Two: Compiling a list of sources

Bringing together the detailed discussions and surveys described in Section 4, the project team continued Phase 2 by compiling a list from the built heritage sources identified by Conservation and Planning Officers. To this list were added further sources identified as important by the Archaeology Service (e.g. Country Life, NMR records and the Oxford Dictionary of National Biography). This section therefore briefly introduces the major built heritage sources available for inclusion within the HER and forms the list from which the more detailed pilot projects described in Phase Three were selected. Where mentioned, estimates of the resources required to undertake tasks are based on the time taken by a full time HER Assistant to gather the data, check existing HER entries and add new information to the record.

5.1 Statutory Lists

The Statutory list of Buildings is clearly the primary source of information on nationally important buildings. Work on adding listed buildings to the HER has been ongoing since 2009 and currently three districts (Forest of Dean, Tewkesbury and Cheltenham) have complete coverage. Work on completing coverage is already the highest priority for HER enhancement.

5.2 1st or 2nd Edition OS maps

Historic OS maps were identified as a vital source of information on the built heritage recording, as they do, the development of settlement largely before 20th century urbanisation.

5.3 Buildings of England

The Buildings of England volumes for Gloucestershire were examined for the parishes of Rodmarton and St Briavels and records created or amended as necessary as part of Phase 3.

5.4 Victoria County History (VCH)

The Gloucestershire HER Data Audits (1997 and 2002) identified the VCH as an important source of information largely un-examined by the HER. The volumes covering the Forest Of Dean were partially assessed during the Forest of Dean Archaeological Survey but the seven other volumes have not been systematically trawled for information. A volume by volume examination of the VCH is required and it is estimated that it would take around 1 year, assuming at least 1 month for each volume. For this project, the parishes of Rodmarton and St Briavels have been examined (see below).

5.5 Local lists

Cheltenham Borough is the only local authority to have a local list. This is available to HER staff as an Access database and associated (points only) GIS layer but ideally the information on each building needs to be added to the HER. To aid this process in late 2010 the HER Officer requested a copy of the digitised polygon information but this has not been received to date (February 2011).

5.6 Conservation Area appraisals and maps

These are available as polygons with links to the online appraisals on the HER's GIS. These will continue to be maintained although the HER is rarely notified of changes so data currency can be a problem.

5.7 Historic building reports

Historic building reports required as part of planning-related work are considered a vital source for the HER. In the past, although there are numerous reports produced each year, the HER was very rarely sent a copy and it is an attempt to assess the level of information that has driven the pilot project in Section 7.

5.8 Country Life

Country Life magazine was recognised as a valuable source of information that had not been examined by the HER. To rectify this the Cumulative Index (to 2009) was purchased and checked for Gloucestershire-related content. There were three pre-existing Country Life sources recorded in the HER, however, there are 160 Gloucestershire buildings in the index which will need referencing. An almost complete set of Country Life is available at the Gloucestershire Records Office so work on this source could be undertaken locally and would take approximately two weeks to complete (assuming three days for obtaining the sources). The table in Appendix E lists the buildings in Gloucestershire from the index.

5.9 The NMR

- o A visit to the NMR was undertaken on the 27th October 2010 to examine the resources in the NMR archive and in the Public Search Room (PSR) 'red boxes'. A follow-up visit was undertaken on the 9th December 2010 to examine archive and 'red box' material for the two sample and contrasting parishes of Rodmarton (Cotswold District) and St Briavels (Forest of Dean District). The contents of the archive are discussed in more detail below and some of the material is described in more detail in Phase Three.

5.9.1 Rodmarton Archive

- o 1967 sale by auction of Rodmarton Rectory. (SA02493). Text description of the property.
- o Three photographs of Rodmarton manor (99280).

5.9.2 Rodmarton Red Box

- o Rodmarton Manor Country Life Oct 19th and 26th 1978.
- o 1966 black and white (BW) print of Rodmarton House.
- o 1979 BW print of Church Tarlton.
- o 1979 BW print Church of St Peter Rodmarton.
- o Three 1961 BW prints of St Peters Church.
- o Hazleton Manor, Rodmarton article (possibly from Country Life).
- o RA Bennett & Partners sale particulars for Nos. 34 & 35 Rodmarton 1984
- o Allen & Harris sale particulars for Oathill, Rodmarton.

5.9.3 St Briavels Archive

- o Large plastic wallet containing Clearwell Court Estate sale particulars (1907). Included with sale particulars are photographs of property also being sold. Useful record of estate, park and holdings at the time.
- o Photographs of St Briavels Castle (c.31) and St Briavels illustration requirements possibly for the Medieval Archaeology article. (BF109271).
- o One photograph of St Mary's Church, St Briavels (BF110782).
- o (BF108605) Buildings of England: Glos 2: Photographs of St Briavels Castle (AA024908 & AA030381.)
- o Hallam Ashley prints: St Briavels and landscape view of Wye Valley. (AA98/07285, AA98/09241 & AA98/12673)

5.9.4 St Briavels Red Box

- o Two prints of St Mary's Church.
- o 31 BW prints and postcards of the castle
- o Halifax Property Service sale particulars for Brook Farm, Stowe Road, St Briavels
- o Two notes on St Briavels Church leaflet
- o Another leaflet on the church
- o Coles, Knapp & Kennedy sale particulars for Windward House, St Briavels
- o Knight Frank and Rutley sale particulars for The Woodlands
- o BW photograph of the church interior
- o Two BW prints of the Charles Lord Denton almshouses
- o Three BW prints of the church interior

5.10 Commemorative Plaques

Buildings with commemorative plaques were identified as a useful dataset by the IHBC and, for Cheltenham Borough there is a published work entitled 'Commemoration Plaques of Cheltenham: Celebrating People, Places and Events' by Smith, P and Rowbothan, S (2009). 52 of these buildings have been published online by the Cheltenham Civic Society and are shown below.

COMMEMORATES	PLAQUE	LOCATION	UNVEILED	SPONSORED BY	COMMENT
DR EDWARD JENNER		Alpha House, St George's Road	Not known	Not known	Pioneer of Vaccination and Father of Immunology
ALFRED LORD TENNYSON (1809-92)		10 St James' Square	14 Oct 1926	Public Libraries Committee	Poet Laureate
WILLIAM CHARLES MACREADY (1793-1873)		6 Wellington Square	15 Mar 1927	Public Libraries Committee	Actor

ADAM LINDSAY GORDON (1833-70)		Court House, 28 Priory Street	19 Oct 1933	Douglas Brooke Wheelton Sladen	Leading Australian poet
JOHN NEVIL MASKELYNE		Everyman Theatre, Regent Street	7 May 1947, 6 Jun 2005	Cotswold Magical Society	Illusionist & watchmaker Originally sited on Old Town Hall, Regent Street.
CHARLES STURT (1795-1869)		19 Clarence Square	16 Jul 1948	Public Libraries Committee	Explorer of Australia
GUSTAV HOLST (1874-1934)		4 Clarence Road	30 Jun 1949	Public Libraries Committee	Composer
FRED ARCHER (1857-86)		St. George's Cottage, St George's Place	1971	Not known	Jockey
GILBERT LAIRD JESSOP (1874-1955)		30 Cambray Place	4 Aug 1975	Gerard Brodribb	Captain of Gloucestershire Cricket Club
SIR THOMAS RICHARDSON COLLEDGE (1796-1879)		Lauriston House, Montpellier Street	1976	Not known	Founder of Medical Missionary Society
SIR FREDERICK HANDLEY PAGE (1885-1962)	Blue	3 King's Road	22 Apr 1982	The Handley Page Association	Pioneering Aircraft designer
SIR ARTHUR 'BOMBER' HARRIS (1902-1984)	Blue	3 Queen's Parade	19 Sep 1982	R.A.F. Association, Cheltenham Branch	Wartime Commander of Bomber Command
SIR RALPH RICHARDSON (1902-1983)	Blue	11 Tivoli Road	6 Nov 1982	National Theatre	Actor
SIR ROBERT SMIRKE (1781-1867)	Blue	Montpellier House, Suffolk Square	30 Apr 1983	Gloucestershire Architectural Association	Architect
JOSEPHINE BUTLER (1828-1906)	Blue	Wellington Mansions, London Road	23 Jul 1983 16 Oct 1999	The Josephine Butler Association	Social reformer (Originally on Mercian House, on same site. Demolished 1998)
CECIL DAY LEWIS (1904-1972)	Blue	Box Cottage, Bafford Lane, Charlton Kings	8 Oct 1983	Cheltenham College	Poet Laureate

MARIE HALL (1884-1956)	Blue	9 Eldorado Road	9 Jun 1984	Incorporated Society of Musicians	Violinist
GEORGE ROWE (1796-1864)	Blue	3 Priory Terrace	6 Oct 1984	British Printing Industries Federation. South Western District	Artist & lithographer
SIR BENJAMIN BAKER (1840-1907)	Blue	4 Cambray Place	19 Jan 1985	Institute of Civil Engineers	Civil Engineer
LILLAH MCCARTHY (1875-1960)	Blue	148 High Street	7 Sep 1985	Cheltenham Theatre and Arts Club	Actress
HECTOR CAFFIERI (1847-1932)	Blue	21 Prestbury Road	15 Feb 1986	The Medici Society	Artist
ELECTRICITY. SUB-STATION	Green	Clarence Street	3 May 1986	Gloucestershire Society for Industrial Archaeology	Part of Borough's original electricity network
SIR GEORGE DOWTY (1901-1975)	Blue	10 Lansdown Terrace Lane	4 Apr 1987	The Dowty Group	Aircraft Engineer
CHELTENHAM INFANTS' SCHOOL	Green	St. James' Square	10 Oct 1987	College of St. Paul & St. Mary (now Univ. of Gloucestershire)	Oldest purpose built infant school in existence
BAYSHILL HOUSE	Green	Overton Road	25 Jun 1988	Cheltenham Ladies' College	Commemorates Bi-centenary of King George III's visit to Cheltenham in 1788.
THEATRE ROYAL	Green	Grosvenor Terrace	2 Jul 1988	Reeder & Richards	ditto
THE OLD WELL	Green	Main entrance to Ladies' College, Bayshill Road	5 Jul 1988	Cheltenham Ladies' College	ditto
JOHN NEVIL MASKELYNE (1839-1917)	Blue	12 Rotunda Terrace, Montpellier	10 Jun 1989	Ogle Fine Arts	Illusionist & watchmaker
CHELTENHAM GRAMMAR SCHOOL	Green	255 High Street	16 Mar 1993	Pates' Grammar School Foundation	Site of school founded by Richard Pate

ASSEMBLY GLOSTER WHITTLE E28/39 JET	Green	Old Post Office Garage, Carlton Street	25 Mar 1995	British Aerospace	Assembly of 2nd Jet Prototype
DR. EDWARD JENNER (1749-1823)	Blue	20/22 St. George's Place	20 Apr 1995	Sovereign Housing Association	Vaccination Pioneer
JOHN GODING (1816-1879)	Blue	3 Portland Street	14 Oct 1995	Cheltenham Local History Society	Historian of Cheltenham
PLOUGH HOTEL	Green	Left of entrance to Regent Arcade	23 May 1997	Regent Arcade Shopping Centre	Cheltenham's leading hotel and coaching inn
GLOUCESTER YEOMANRY AND CAPTAIN POWELL SNELL	Green	Right of entrance to Regent Arcade	12 Sep 1997	Royal Gloucestershire Hussars	Gloucester Yeomanry first raised in 1795 at Plough Hotel
HUGO VAN WADENOYEN (1892-1959)	Blue	79 The Promenade (part of Municipal Offices)	13 Jun 1998	Cheltenham Camera Club	Photographer
WILLIAM NASH SKILLICORNE (1807-1887)	Blue	9 Queen's Parade	12 Jun 1999	Cheltenham Borough Council	Cheltenham's first mayor
RONALD SUMMERFIELD (1916-1989)	Blue	Summerfield House, Bayshill Road	14 Apr 2000	The Summerfield Charitable Trust	Antiques collector & benefactor
MONTPELLIER CARYATIDS	Green	1 Montpellier Walk	19 Jul 2002	Montpellier Traders' Association	
ST JAMES STATION GWR.	Green	Front entrance Waitrose store, Honeybourne Way	02 Apr 2003	Gloucestershire Society for Industrial Archaeology	Cheltenham's GWR terminus
BRIAN JONES (1942-1969)	Blue	17 Eldorado Road	03 Jul 2003	Brian Jones Fan Club	Member of the Rolling Stones
SIR NORMAN WISDOM	Blue	Hotel du Vin Formerly Carlton Hotel, Parabola Road	06 Sep 2003	Carlton Hotel and Hotel du Vin	Comedian

CHELTENHAM CRICKET CLUB	Green	Pavilion, Victoria Cricket Ground	20 Jun 2004	Cheltenham Cricket Club	
METEOROLOGICAL STATION	Green	Montpellier Gardens	24 Jul 2004	Friends of Montpellier Bandstand and Gardens	Record temperature reading
H.H. MARTYN (1842-1937)	Blue	Stirling House, London Road	2 Apr 2005	John Whittaker	Craftsman and Industrialist
CENTENARY OF FIRST INTERNATIONAL RUGBY LEAGUE TOUR	Green	St John's Avenue	15 Feb 2008	Gloucestershire Warriors RLFC	England vs New Zealand
CHELTENHAM ARCHERS AND HORACE FORD	Green	Montpellier Gardens	26 Apr 2008	Cheltenham Archers	Foundation of modern archery
FIRST PARACHUTE JUMP	Green	The Bandstand, Montpellier Gardens	3 October 2008	British Parachute Association	First parachute jump made by John Hampton in 1838
WILLIAM FRASER MCDONELL VC (1829-1894)	Blue	Pittville House, Wellington Road	11 Sept 2009	Lord Ashcroft	A civilian VC awarded for bravery in India, born and died in Cheltenham
LT COL RICHARD ANNESLEY WEST VC, DSO AND BAR, MC (1878-1918)	Blue	1 Oxford Street	11 Sept 2009	Lord Ashcroft	Born in Cheltenham and one of the most decorated VCs, killed in action in First World War.
CAPTAIN ANKETELL MOUTRAY READ (1884-1915)	Blue	Beaumont House, Shurdington Road	11 Sept 2009	Western Front Association	Born in Cheltenham and killed in action in First World War
DAVID LYALL RN MD FLS	Blue	24 London Road	26 June 2010	Lyall Brothers	Botanical Explorer in Antarctic, Arctic, New Zealand and North America. Buried in Cheltenham Cemetery.

CHELTENHAM & GLOUCESTER TRAMROAD		"Railway Inn" Great Norwood Street	3 July 2010	St Philips and St James Residents Association	200 th Anniversary of opening the Tramroad marked at the Norwood triangle renovation.
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TABLE 2 LIST OF PLAQUES FROM CHELTENHAM BOROUGH (FROM
[HTTP://WWW.CHELTENHAMCIVICSOCIETY.ORG.UK/PLAQUES%20LIST.HTM](http://www.cheltenhamcivicsociety.org.uk/Plaques%20List.htm))

Adding these plaques to the HER would take three days as part of the normal HER editing programme. Plaques from other districts were not available online so more research will be required to assess the work required. The work would take approximately one month on the basis of there being 50 buildings per district.

5.11 Church Plans Online

The Incorporated Church Building Society (ICBS) website database (Church Plans Online) has 140 entries where the Diocese equals 'Gloucester,' 90 of which have plans available.

5.12 Parks and Gardens UK List

Parks and Gardens UK has 125 sites in Gloucestershire. The HER has recorded all of the Registered Parks and majority of the 'local' sites (previously recorded by the Gloucestershire Gardens and Landscape Trust).

5.13 A History of Gloucestershire (Rudder, S) and The Country Houses of Gloucestershire (Kingsley, N)

These sources are referenced in the HER but need re-examining to check the completeness of the record.

5.14 Landscape Character Areas

The HER has online access to Natural England's Landscape Character Areas but these are of little relevance to the built heritage and have not been considered in detail by this project.

5.15 Dictionary of National Biography

There are no entries in the HER from the Oxford Dictionary of National Biography but it is anticipated that it would provide useful information for some buildings.

5.16 Context

The online index to Context is available at <http://www.ihbc.org.uk/ContextOnlineArchive/index.html> and this will be examined for relevant entries.

6 Introduction to pilot projects

On the basis of the discussions with Conservation and Planning Officers and the research described in Sections Four and Five the following pilot projects were undertaken:

- o **Cotswold District – assessment of Rodmarton’s non-listed built heritage Pilot Projects**

Rodmarton parish in Cotswold District was recommended as having a large number of non-Listed but important buildings and was therefore chosen to pilot the addition of NMR archive material, PSR ‘Red Box’ material, Buildings of England entries, information shown on historic OS maps and buildings recorded in the VCH.

- o **Stroud District – quality and quantity of historic building material online**

Stroud District has a large quantity of information online so the examination of this online resource was piloted for an area within Stroud town. In addition, Stroud District is the only district to retain its old Grade III ‘listing’ records so these were examined alongside a set of photographs taken for a Buildings at Risk (BAR) assessment.

- o **Tewkesbury Borough – assessment of the Planning archives**

Tewkesbury Borough Council’s Conservation Officer kindly offered access to their planning archives and had already supplied the HER with a number of reports from it so it was decided to examine archives from 2007 in detail and try to extract useful reports and built heritage information for the HER.

- o **Cheltenham Borough – local sources**

Cheltenham Borough Council is the only authority that manages a Local List and discussions with the Conservation Officers provided the fullest list of local sources used on a regular basis. Because of the availability of these resources it was decided to pilot the addition of local sources of information on this district.

- o **Forest of Dean District - undesignated buildings and structures**

The Forest of Dean District Council also has a set of photographs taken for a BAR assessment and two parishes (Ruspidge & Soudley and St Briavels) of these were piloted alongside information from the Buildings of England, historic OS maps and the VCH.

7 Phase Three Piloting: Cotswold District – assessment of Rodmarton’s non-listed built heritage

7.1 NMR Archive material

The material relating to Rodmarton in the NMR Archive is described in 5.9.1 above. This material will be referenced to the relevant HER entry as and when the archive is examined as part of future enhancement projects.

7.2 PSR ‘Red Box’ material

The material relating to Rodmarton in the PSR ‘Red boxes’ is described in 5.9.2 above. From this collection the information on Rodmarton Manor and Hazleton Manor from Country Life magazine were considered worth adding to the HER. This material will also be referenced to the relevant HER numbers during future enhancement work.

7.3 Historic OS Maps

The 1903 revision of the 1:2500 (25 inch) OS maps (cross referenced with 1882-4 edition) was checked against the HER and new records added for the parish. This took five hours and 50 minutes and added 31 new records of which 16 were buildings.

HER	East	North	Description
37151	394648	200082	A sheep dip and pens located near Tarlton Down, Rodmarton.
37152	396117	200264	A pump house is marked at this location on the 1880 and later OS maps. Rodmarton.
37154	396190	199403	Allotment gardens marked at this location, to the southeast of Tarlton village, Rodmarton.
37155	396430	199321	A post medieval quarry on the border of the parish of Rodmarton.
37156	396084	199406	A post medieval quarry on the border of the parish of Rodmarton.
37157	396059	199467	The site of a post medieval smithy in Tarlton, Rodmarton.
37158	396013	199510	The location of a post medieval signpost in Tarlton, Rodmarton.
37159	395519	199945	A quarry is marked on the 1900 OS map at this location, near Tarlton, Rodmarton.
37160	395068	199469	A quarry is marked on the OS county series maps at this location. Rodmarton.
37161	394049	199607	A post medieval quarry is marked at this location to the south of Tarlton Down, Rodmarton.
37162	394954	199479	A post medieval quarry near to the site of a possible barrow, near Tarlton, Rodmarton.
37164	392905	198521	A post medieval sheepfold is located to the north of Hazleton Farm, Rodmarton.
37165	392543	198466	An old lime kiln is marked at this location near Hazleton Farm, Rodmarton.
37166	394743	198357	The site of a post medieval quarry located near to Little Tarlton, Rodmarton.
37167	394439	198035	Rodmarton Primary School is marked on the OS county series maps, Rodmarton.

37168	394744	198053	A large quarry is marked on the OS maps at this location, near Little Tarlton, Rodmarton.
37169	395829	198706	A 19th to 20th century sheep fold is marked at this location, Rodmarton.
37174	396202	198373	Tarlton Cottages are late 19th century buildings marked on the OS map at this location. Rodmarton.
37175	396572	198205	A post medieval field barn is present at this location. Rodmarton.
37176	396025	197837	Jackaments Barn was located at this point and is marked on historic maps, but not on modern editions, suggesting demolition. Rodmarton.
37177	395998	197867	A post medieval quarry was located at this point, Rodmarton.
37178	396151	197470	A post medieval quarry to the west of Jackaments Bottom, Rodmarton.
37179	395635	197668	A pump house is located west of Violet Plantation, Rodmarton.
37180	395875	197408	The site of a former quarry on Haresdown Hill, Rodmarton.
37181	394267	197945	A Smithy is marked at this location on the OS county series maps, Rodmarton.
37182	394251	197965	An Icehouse is marked as being near to the rectory at Rodmarton.
37183	393522	197726	A post medieval barn known as Oathill Barn on Oathill Lane. Rodmarton.
37184	394269	196879	Rodmarton Cottages on the A433 are noted on 19th century OS maps. Rodmarton.
37185	394593	196994	A quarry is marked at this location, Rodmarton.
37192	394065	197892	Manor Farm House is a 17th century building. Rodmarton.
37196	395791	199816	A small school in Tarlton, Rodmarton.

TABLE 3: NEW RECORDS ADDED FROM THE 1903 1:2500 MAP

7.4 Buildings of England

An examination of the Buildings of England for Rodmarton took three hours and five minutes and resulted in five new records and six improved records.

HER	East	North	Description	STATUS
308	393260	197300	Windmill Tump long barrow	SAM22867
3865	392910	198360	Hazleton Manor is a 16th century building with additions of a 17th and 20th century date. Rodmarton.	LBII*
3950	395796	199829	Tarlton Church is an Anglican Church of unknown dedication. It is possibly of a 12th century date and was completely restored in 1875. Rodmarton.	LBII
8239	394280	198060	St Peter's Church is the Anglican parish church in Rodmarton.	LBII*
13723	394000	197000	Rodmarton Manor	RPGII*
37068	394259	198008	Numbers 31, 32 and 33 are adjoining cottages, 32 and 33 were originally a Sunday School built in 1828, with 33 added later. Rodmarton	
37070	394283	197956	A large detached cottage known as The Old Cottage, it was recorded as Church House in 1544 and probably built shortly before this date. It was converted to a house in the 17th century. Rodmarton.	

37071	394319	197717	Rodmarton Manor is a Grade I listed Country house built 1909-1926 for the Honourable Claud Biddulph by Ernest and Sidney Barnsley. Rodmarton.	
37187	395780	199813	A well house of post medieval date, near to Tarlton Church.	
37190	394480	198039	A 20th century village hall in Rodmarton Village. Rodmarton.	
37191	393008	198328	A 1920s well house at Rodmarton Manor, Rodmarton.	
37192	394065	197892	Manor Farm House is a 17th century building. Rodmarton.	

TABLE 4: RECORDS CONTAINING REFERENCES FROM BUILDINGS OF ENGLAND

7.5 Victoria County History

Three and half hours were required to read the VCH for Rodmarton. Three and a half hours were required to add three new records and amend 13 others giving a total of seven hours for the parish.

HER	East	North	Area Description	STATUS
3865	392910	198360	Hazleton Manor is a 16th century building with additions of a 17th and 20th century date. Rodmarton.	LBII*
3935	398420	197700	Disused railway, Kemble to Tetbury branch of the GWR.	
3950	395796	199829	Tarlton Church is an Anglican Church of unknown dedication. It is possibly of a 12th century date and was completely restored in 1875. Rodmarton.	LBII
4018	394570	198580	Site of Hocberry Roman villa found in 1636. Rodmarton.	
8239	394280	198060	St Peter's Church is the Anglican parish church in Rodmarton.	LBII*
8292	395740	199340	Tarlton Methodist Chapel, Rodmarton.	
35621	392940	198367	A 12th century barn called Abbey Barn, it is of a 13th century date, it burnt down in the 19th century and was rebuilt as a coach house. Rodmarton.	LBII
37040	394223	197953	A former Rectory, now a house dated 1632 and remodelled in 1872. Rodmarton.	
37048	394304	197176	A large late 18th century farmhouse known as Irongate Farmhouse, which has been altered in the 19th century. Rodmarton.	
37068	394259	198008	Numbers 31,32 and 33 are adjoining cottages, 32 and 33 were originally a Sunday School built in 1828, with 33 added later. Rodmarton	
37070	394283	197956	A large detached cottage known as The Old Cottage, it was recorded as Church House in 1544 and probably built shortly before this date. It was converted to a house in the 17th century. Rodmarton.	
37071	394319	197717	Rodmarton Manor is a Grade I listed Country house built 1909-1926 for the Honourable Claud Biddulph by Ernest and Sidney Barnsley. Rodmarton.	
37088	395819	199508	Tarlton Farmhouse is a late 18th to early 19th century building. Rodmarton.	

37167	394439	198035	Rodmarton Primary School is marked on the OS county series maps, Rodmarton.	
37188	395673	199827	The 19th century Manor Farm at Tarlton, Rodmarton.	
37189	396004	199851	Hullasey House in Tarlton is of 19th century date. Rodmarton.	
37190	394480	198039	A 20th century village hall in Rodmarton Village. Rodmarton.	
37195	395776	199826	A building used as a Village Hall in the 1970s in Tarlton, Rodmarton.	
37196	395791	199816	A small school in Tarlton, Rodmarton.	

TABLE 5: RECORDS CONTAINING REFERENCES FROM THE VCH

7.6 Listed Buildings

To complete the enhancement of the parish, 39 new Listed Building records for Rodmarton were added to the existing six HER records over a period of two days.

8 Phase Three Piloting: Stroud District – quality and quantity of historic building material online

8.1 An assessment of the Stroud District Council website

The website at http://www.stroud.gov.uk/docs/planning/planning_home.asp was examined in December 2010 to see if the information from Planning Applications and Decision Notices included information that should be recorded on the HER. The records were examined to see if they contained plans, building reports and other detailed information on specific historic buildings.

It should be noted that Listed Buildings have not been added/edited on the HER for Stroud parish as of January 2011 and these were not updated as part of this project.

8.1.1 Planning Applications

Over a period of 4 hours a trial extraction of data in a 250m square area of central Stroud was undertaken to assess the information that could be drawn from the planning applications. The earliest available application on line was from 01 January 2004 but attached documents were available only from October 2005. Of a sample of 18 Listed Buildings, six had plans or elevation diagrams available relating to the application. No detailed historic information or building reports were identified and adding more general information (on, for example, change of use) to the HER would duplicate that available online via the Stroud website. The work took four hours.

8.1.2 Decision Notices on line

A trial extraction of data was undertaken for a sample geographical area of a 250m stretch of road on the south side of Russell Street and London Road in Stroud. Four hours were spent examining the records in this area and located 22 online records that contained information on the change of use of buildings since 1947. Although there was a considerable amount information available online (decision notices are available for buildings since 1947) nothing that could be added to the HER.

8.2 Quantification, description and scanning of Buildings At Risk (BAR) photographs

The Archaeology Service undertook a project in the 1990s to photograph all of the listed buildings in Stroud and Forest of Dean Districts for a BAR assessment. These photographs have not been added or referenced to the HER and exist only as paper prints in index card boxes. For this project the photographs for the parishes of Elmore and Whiteshill & Ruscombe were automatically scanned (back and front) using the Service's Multi-Function Device (MFD – printer, scanner and copier) and the subsequent .jpg images cropped using Corel Photo Paint.

8.2.1 Elmore

There are 45 Listed Buildings in Elmore but there are 108 photographs from the survey. Scanning both sides of each image to produced 216 images, and the scanning and editing, took about 60 minutes. Labelling each photograph took another 120 minutes giving a total time of three hours for this set of photographs.

8.2.2 Whiteshill and Ruscombe

The same procedure was undertaken for the ten Listed Buildings in Whiteshill. There were 42 images from this parish and they took, in total, one hour to scan, process and re-label.

8.3 Grade III listings

Grade III listings were examined as a potentially good source of information on locally important, but now unlisted, buildings. Fortunately, while most districts have not retained copies of old Grade III listings Stroud District Council is an exception and they were able to supply a near complete list of Grade III buildings to the project team.

Grade III buildings were therefore examined for the urban parishes of Dursley and Berkeley, and the rural parishes of Elmore and Whiteshill & Ruscombe. As will be seen from the tables below, because of the nature of the old list descriptions, many buildings could not be identified without a site visit.

8.4.1 Dursley

PROPERTY on Grade III list	HER?	Action	Comment
60/62 Parsonage Street		Now Grade II listed	
50 Long Street	17477	Now Grade II listed	Amended existing HER entry
46/48 Long Street	37559	New record created for the Grade III building	
National Provincial Bank (now Westminster Bank)	17461	Now Grade II listed	Amended existing HER entry
31 Long Street	17466	Now Grade II listed	Amended existing HER entry
33 Long Street	17467	Now Grade II listed	Amended existing HER entry
Premises 20yds South West of Labour Exchange		Unidentified	
Premises 30yds South West of Labour Exchange		Unidentified	
Premises across the road and 60yds west of Labour Exchange		Unidentified	
House in Old Rectory Gardens, Parsonage Street	37560	New record created for the Grade III building	
House between school and tabernacle chapel, Parsonage Street		Unidentified	
Tabernacle, Parsonage Street	8176	Now Grade II listed	Amended existing HER entry
Premises occupied by L S Whiting and the Blouse Shop, Parsonage Street		Unidentified	
Premises occupies by Clutterbuck and		Unidentified	

Pugh			
Premises 35yds WNW of Town Hall		Unidentified	
Premises 30yds WNW of Town Hall		Unidentified	
Labour Exchange		Unidentified	
Premises and attached arch 15yds SW of church, Silver Street		Unidentified	Demolished?
Premises 15yds SSW of Church, Silver Street		Unidentified	Demolished?
Premises 30yds SW of Church		Unidentified	
Lodge at Ferney Hill, Uley Road	37561	New record created - Upgraded to Grade II	
Ivy House, Woodmancote		Unidentified	
Newnham Cottage, Cottage adjoining and Woodview		Unidentified	
The Rangers		Unidentified	
House 50 yds N of St Mark's Church		Unidentified	

Summary:

Existing Grade II HER entry	1
Amended existing HER entry	5
New record created for the Grade III building	3
Unidentified or demolished	16
	25

TABLE 6: DURSLEY GRADE III BUILDINGS

8.4.2 Elmore

PROPERTY	HER	Action
No 2 Elmore	37644	New record created for the Grade III building
No 3 Elmore	36045	Now Grade II listed
No 8 Elmore	37759	New record created for the Grade III building
No 9 Elmore	36050	Now Grade II listed
Elm Farmhouse and Barn	36043	Now Grade II listed
Leighton's Farmhouse and Barn	37760	New record created for the Grade III building
No 10 Elmore	37761	New record created for the Grade III building
Cottage at James' Farm	36041	Now Grade II listed
Severn Farmhouse	37762	New record created for the Grade III building
The Shark	36170	Exists as SMR record - demolished

Summary:

Now Grade II listed	4
New record created for the Grade III building	5
Demolished (record exists)	1
	10

TABLE 7: ELMORE GRADE III BUILDINGS

8.4.3 Whiteshill & Ruscombe

PROPERTY	SMR No	Action
Star Inn	33341	Now Grade II listed

TABLE 8: WHITESHILL & RUSCOMBE GRADE III BUILDINGS

8.4.4 Berkeley

PROPERTY	HER	Action
House 35yds SW of the Vicarage		Unidentified
Canonbury House	17710	Now Grade II listed
Hill View and 2 shop premises adjoining (24-28)	17709	No 28 now Grade II listed
	37652	24-26 new record created for the Grade III building
Premises 30yds W of Canonbury House (18-20 Canonbury Street)	17708	Now Grade II listed
Two adjoining houses 42yds W of Canonbury House (18-20 Canonbury Street)	37563	New record created for the Grade III building
Six houses adjoining Berkeley Arms Hotel to east (6-10 Canonbury Street)	36642	New record created for the Grade III building
Premises adjoining Berkeley Arms Hotel to West	37642	New record created for the Grade III building
House immediately opposite Canonbury House (39)	17706	Now Grade II listed
Premises adjoining White Hart Hotel to North High Street	17719	Now Grade II listed
3 houses adjoining White Hart Hotel to south	17721	Now Grade II listed
2 Cottages 63yds SW of the vicarage (21/23)	17718	Now Grade II listed
2 houses 50yds SW of the Vicarage (19)	17717	Now Grade II listed
2 houses 42yds west of the Vicarage	17716	Now Grade II listed
House 80yds east of Hatford House, Salter street	17744?	Unidentified
Two houses 56yds East of Hatford House		Unidentified
Group of 5 cottages 20yds west of Hatford House	17748?	Possibly redeveloped with 2 now Grade II listed
Mariners Arms	17758	Now Grade II listed
2 adjoining houses next but one east of Cromartie	37643	New record created for the Grade III building
3 houses next west of Union Chapel	17751	Now Grade II listed
Union Chapel	17750	Now Grade II listed
Farmhouse Berkeley Pill & cottage Stock Lane		Demolished?
House immediately west of Farmhouse at Berkeley Pill		Demolished?

Summary:

Now Grade II listed	13
New record created for the Grade III building	5
Unidentified	3
Demolished	2
	23

TABLE 9: BERKELEY GRADE III BUILDINGS

9 Phase Three Piloting: Tewkesbury Borough – assessment of the planning archives

9.1 Assessment

Tewkesbury Borough Council's planning archives were examined to look at a sample of files from 2007 to see if they contained information that was relevant to the HER. In total this assessment took two days and the results are described below.

9.1 Planning application files (including recent Listed Building Consent (LBC) applications)

The assessment noted the following information about planning application files:

- o There are three different planning application filing systems:
 - By year (2005 onwards)
 - By year broken down by type (2005 onwards)
 - By site/location 1990-2005
- o The assessed files are stored on seven shelves in one unit but there were numerous other shelving units scattered about (15?) and one room full of pre-2005 files.
- o Every application in a three - four month period during 2007 was examined (07/01139/FUL to 07/01224/FUL). These files covered 1¼ rows of shelving and took one day to examine.
- o Next, only those files with Conservation Officer comments from within the next batch of application files (07/01225/FUL to 07/01319/FUL) were assessed. These covered one row of shelving and took ½ day's work.
- o Finally, just Listed Building Consent applications (from the range 07/01427/LBC to 07/01748/LBC) were assessed. These covered 2¾ rows of shelving and also took ½ day to complete.
- o The files contained material in the following groups
 - Application details - application form, supporting information, access and design statements;
 - Correspondence – notification of receipt, correspondence to/from the district regarding the application process;
 - Comments from internal officers (e.g. Conservation and Planning Officers), external organisations (e.g. English Heritage, Gloucestershire County Council) and external individuals (e.g. objectors)
 - Decisions/permissions – copies of legal notices, the notifications, planning permissions Listed Building Consents, refusal notices etc.
- o Detailed tabulations of the material in these files is included in Appendix D with an example below:
 - 2007 07/01200/FUL – 11 Nottingham Road, Bishop's Cleeve
 - Application – Consultant – two A4 pages and three A3 pages
 - Correspondence – TBC – 16 A4 pages and two A3 pages
 - Comment – PCC – one A4 page
 - Decisions/Permissions – TBC – one A4 page

9.2 LBC applications

The assessment noted the following information about LBC applications:

- o Listed Building Consent applications filed in three ways:
 - (Post-2005) By date and separate folders ending /LBC;
 - (1989 - 2005) With the planning application folders
 - (Pre-1989) In at least 280 separate files (January 1969 to 1987/88) with a number of applications for the same building within the same folder.
- o The number of Listed Building applications is hard to gauge due to the combining of applications (e.g. T/LBC/30 to T/LBC/30/N which might be widely separated in date and T/LBC.10 which contains 1970, 1979 and 1985 information).
- o Files are of various thicknesses some with a few pages and others with 50+.
- o Contents included:
 - General correspondence;
 - Proposal details;
 - Some occasional photographs from the 1970s and 1980s (colour, black and white and some negatives);
 - Drawings (existing building and planned alterations);
 - Typescripts and comments of the types noted above;
 - Also comments from the amenity groups such as the Society for the Protection of Ancient Buildings, the Bristol and Gloucestershire Archaeological Society and English Heritage;
 - Press notices for alterations variously stuck on to card or loose.
- o Information by the Conservation Officers themselves often limited to a page of A4 if that (some LBC applications have no Conservation Officer comments).
- o Correspondence from English Heritage, where it is present at all, is generally brief.
- o Heritage statements, where present, are limited to single pages of mostly text but some have photographs.
- o Where the Conservation Officer has described a building in the file it is not unusual for this description to differ from that on Listed Buildings Online.

9.4 General information

The following general information came from the assessment:

- o The planning application process team notifies Conservation Officers when there is an application closer than 50m from a listed building or group of listed buildings.
- o Listing information in the files often includes coded information on the materials used in the construction of the building e.g. STONE2 – Limestone – coarse, CLAYTI – clay tile.
- o The Uniform database used by TBC was not examined but exported material from it was provided and a subset of it is included in Appendix E. The earliest LBCs on the system appear to be 1992. Entries have grid references which could be plotted to enable more detailed analysis of applications.

9.3 Results

A table summarising the results of the assessment is included in Appendix D. As can be

seen, the vast majority of files contained no information that was deemed of relevance to the HER (i.e. building reports, historical analysis etc). However, before the assessment several reports were passed to the HER by the Conservation Officer for Tewkesbury Borough Council and added to the record. Six of these, relating to a variety of applications, came from files examined during the assessment and are listed below.

Date	Planning reference(s)	Title	Notes
2007	07/01262/FUL	Dixton Manor, Dixton, Gotherington	Report undertaken prior to application in March 2007 (HER 37542)
2007	07/01263/LBC	Dixton Manor, Dixton, Gotherington	Report undertaken prior to application in March 2007 (HER 37542)
2007	07/01280/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
2007	07/01282/LBC	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
2007	07/01282/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
2007	07/01283/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684). Report undertaken of the building, though unclear at what application stage (HER 37682)

TABLE 10: REPORTS ADDED TO THE HER FROM TEWKESBURY BOROUGH COUNCIL'S PLANNING ARCHIVE

10 Phase Three Piloting: Cheltenham Borough – local sources

10.1 Local books

The following local sources were identified by the Cheltenham Borough Council Conservation Officer as examples of the types of local histories and studies of buildings that exist for many historic settlements in the county.

- o Bradbury, O 2004 Cheltenham's Lost Heritage.
- o Hart, G 1984 *A History of Cheltenham*. Includes maps produced by Trinder (1809) and Griffiths (1826).
- o Hodsdon, J (ed.) 1997 *An Historical Gazetteer of Cheltenham*. Text online at <http://www.bgas.org.uk/>
- o Merrett, I H S 1834 Plan of the Town of Cheltenham
- o Rowe, G 1981 George Rowe's Illustrated Cheltenham Guide of 1845.

An assessment of these local books (specifically those by Hart, Rowe and Hodsdon) indicated that they are valuable sources of information on individual buildings. However, they lack maps and up to date addresses and it would be very time consuming to extract information from these sources without preparatory work on the HER, using sources such as historic OS maps and the Buildings of England. Once these basic sources had been utilised it would be much easier to identify individual buildings and enhance their records.

The maps produced by Trinder (1809) and Griffiths (1826) (in Hart and reproduced below in Figures 1 & 2) give an indication of the level of information that could be relatively quickly added to the HER from these basic sources. A similarly valuable source would be Merrett's Plan of the Town of Cheltenham which is available at the Gloucestershire Record Office.

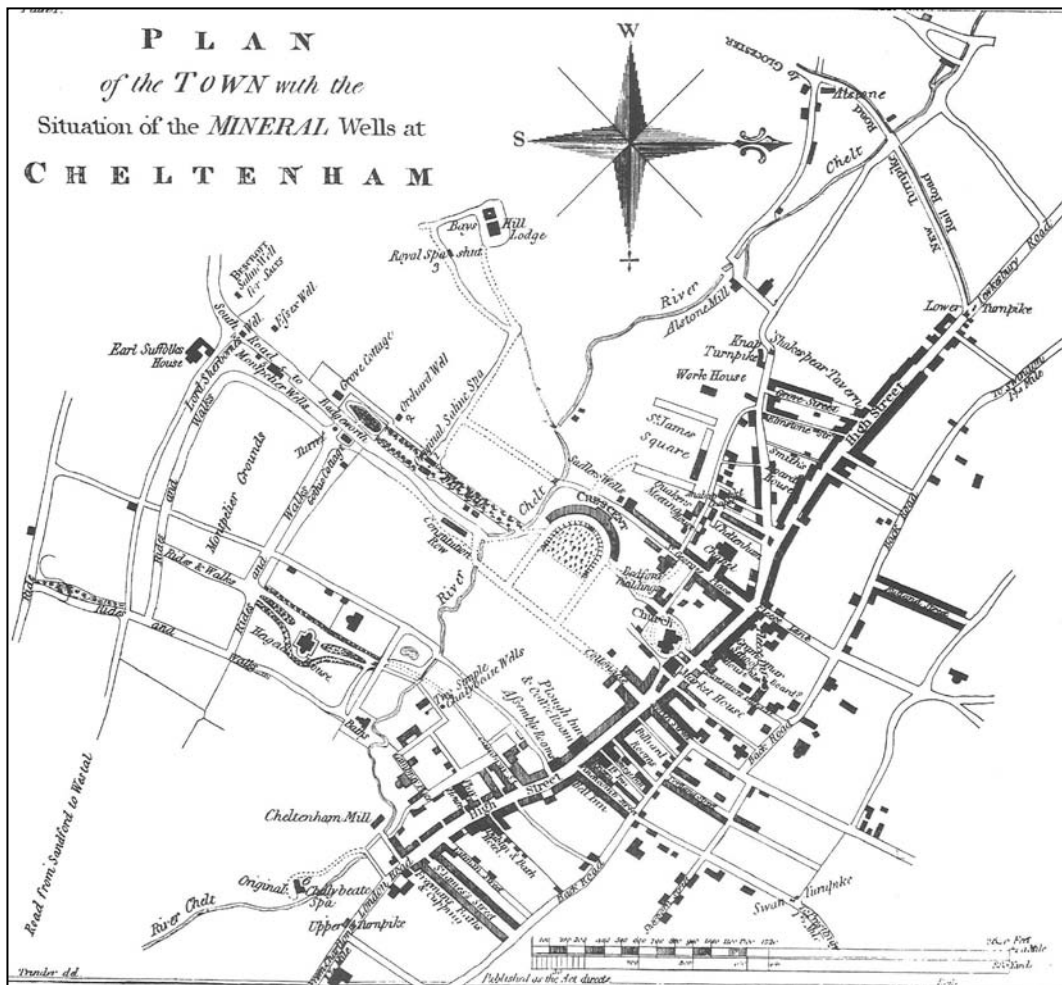


FIGURE 1: TRINDER MAP OF 1809 (FROM HART, 1981)

10.2 Publications of the local history societies, e.g. Cheltenham Local History Society

Cheltenham Local History Society publications could also be examined. These publications include:

- o The Cheltenham Examiner CD indexing nearly 50,000 references taken from the Cheltenham Examiner, a local newspaper published from 1830 to 1913. This cd can be accessed here www.gloucestershire.gov.uk/index.cfm?articleid=17884/
- o The Chronology Series produced by members of the Society. These include:
 - A Chronology of Trade and Industry in Cheltenham 2002 (out of print);
 - A Chronology of Sickness and Health in Cheltenham 2003 (out of print);
 - A Chronology of Crime and Conflict in Cheltenham 2004;
 - A Chronology of Sport in Cheltenham 2006;
 - A Chronology of Non Conformity and dissent in Cheltenham 2007;
 - A Chronology of Cheltenham's Literary Connections 2008;

- A Chronology of Housing the poor in Cheltenham 2009;
- A Chronology of Workers Movements in Cheltenham 2010.
- Grovefield House - the History of Arle Court (Phyllis White)

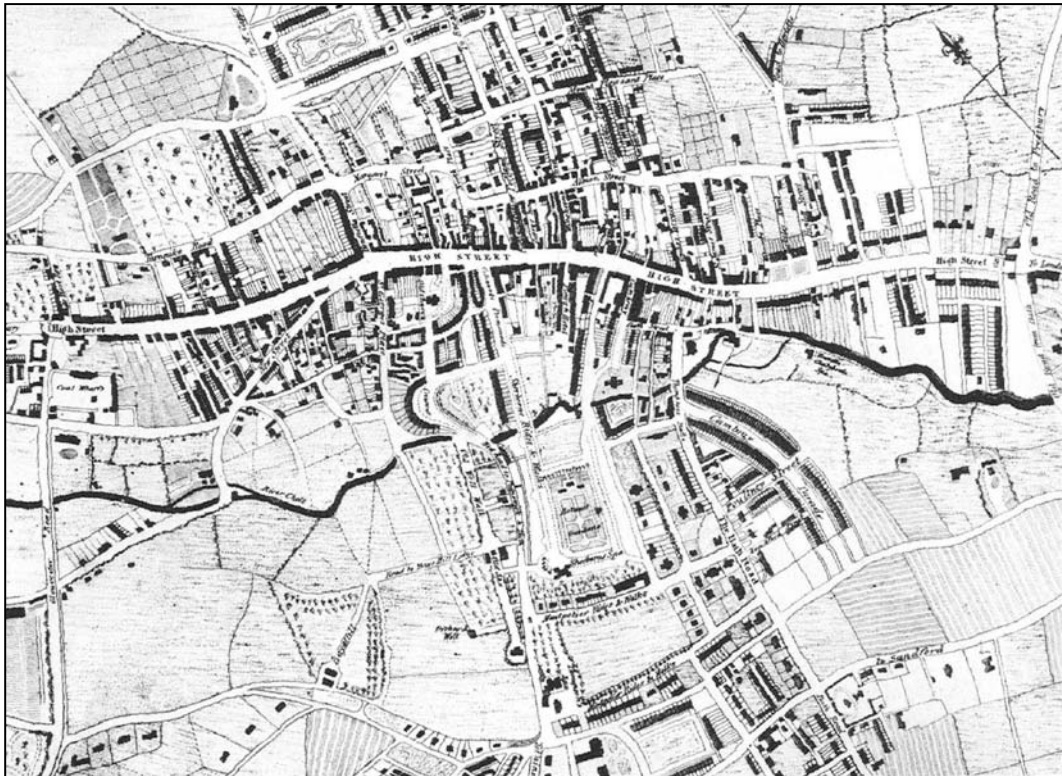


FIGURE 2: GRIFFITHS MAP OF 1826 (FROM HART, 1981)

10.3 Conservation Area Appraisals

Conservation Area Appraisals are available online from the Cheltenham Borough Council website and they have been hyperlinked to the Conservation Area polygons already recorded on the HER.

10.4 Photographs and historic building reports

Although photographs and historic building reports were mentioned as important local sources these were not piloted by this project. The HER has no photographs specifically relating to the built heritage in Cheltenham and the availability of these requires further discussion with Cheltenham Borough Council. Similarly no historic building reports were available although the pilot work with Tewkesbury Borough Council included this resource.

11 Phase Three Piloting: Forest of Dean District undesignated buildings and structures

11.1 Process

Two pieces of pilot work were undertaken in the Forest of Dean area. A number of sources were examined for information on undesignated buildings and structures in the parish of St Briavels. In addition, the Buildings at Risk photographs for Ruspidge & Soudley were assessed using the same methodology described in 8.2 above. The work took 30 hours to complete.

11.2 VCH for St Briavels

An examination of the VCH produced four new and five enhanced records.

11.3 Historic OS mapping

The 1903 revision of the 1:2500 (25 inch) OS maps (cross referenced with 1882-4 edition) was checked against the HER and new records added for the parish. This took two days and produced 87 new records (of which 81 were wells).

11.4 Buildings of England for St Briavels

The Buildings of England included information on the following buildings as well as some archaeological sites which have not been tabulated:

PROPERTY	SMR No	Action
St Mary's Church	32489	Existing HER entry
St Briavels Castle	15	Existing HER entry
Church Farm	6102	Grade II building & Existing HER entry
Vicarage, St Briavels	37644	New HER entry added
St Mary's Chantry	5094	Source reference added
Almshouses	20214	Source reference added and record enhanced
The Steps	?	Unknown
The Lodge, High Street	12831	Already Grade II - Reference added
Congregational Chapel	17330	Source reference added and record enhanced
Ghyll House Farm	12699	Source reference added and record enhanced
Aylesmore Court	12743	Source reference added and record enhanced
Great Hoggins	12693	Source reference added and record enhanced
Rodmore Farm	12830	Source reference added and record enhanced
Willsbury House	12838	Source reference added and record enhanced
Mork Farm	21471	Grade II building & Existing HER entry
Sladbrook Mill	6154	Source reference added
Lindors	21471	Source reference added
Woodlands	37245	Source reference added
Bigswear Bridge	6039	Source reference added and record enhanced
St Briavels Station	6084	In Wales
Bigswear House	5086	Existing HER entry

Summary:

Existing HER entry	5
New HER entry added	1
Source reference added and record enhanced	13
Unidentified	1
	20

TABLE 11: BUILDINGS OF ENGLAND ENTRIES FOR ST BRIAVELS

11.5 Forest of Dean BAR photographs

The BAR photographs for the parishes of Ruspidge & Soudley and St Briavels were assessed using the same methods described in 6.2 above. The results are described below.

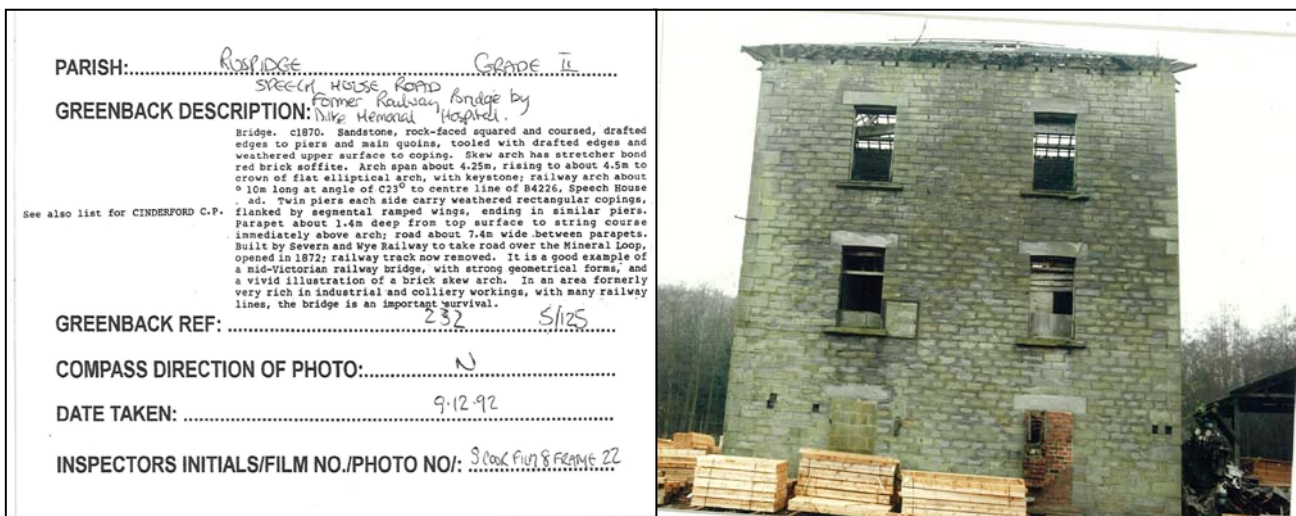


FIGURE 3: EXAMPLE BAR PHOTOGRAPH FOR RUSPIDGE &

11.5.1 Ruspidge & Soudley

Eight buildings were photographed in the early 1990s for the Buildings at Risk survey for Ruspidge resulting in 17 photographs with listed building descriptions pasted onto the back of each (see below)

Scanning and editing took about 30 minutes and labelling each photograph another 30 minutes. It should be noted that, due to their thickness, some of the photographs did not scan smoothly and, as a result, are blurred in places.

11.5.2 St Briavels

A similar process was undertaken for St Briavels. This took far longer as there are 71 listed buildings and 333 photographs which were, for no apparent reason, very hard to scan. Adding to the hour it took to scan the photographs, it took two hours to identify the HER numbers and rename the 333 photographs. For this parish, as can be seen below, the information on the reverse of each photograph was not as detailed.

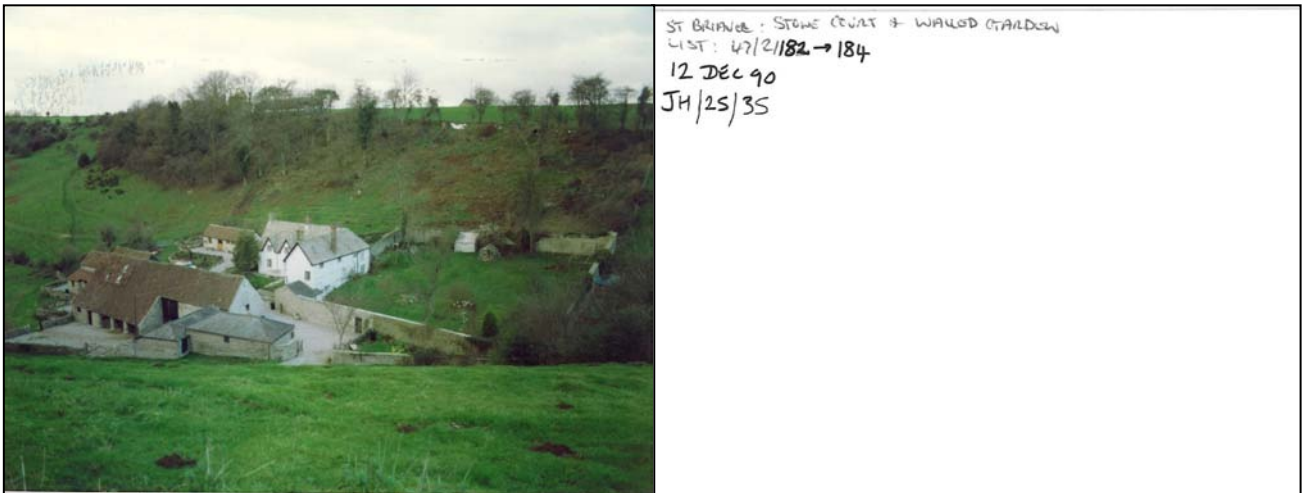


FIGURE 4: EXAMPLE BAR PHOTOGRAPH FOR ST

12 Phase Three Piloting: Access to information

Piloting access to HER information has been discussed with the Conservation Officers, the ICT Department at GCC and Capita (GCC's support provider). ASGCC has initiated a project which, when completed, will deliver a subset of HER information over the internet to Conservation and Planning Officers. Work will begin on developing access in late March 2011 with the system being operational by the summer of 2011.

13 Project Results

13.1 Consultation

The discussions with the District Councils were very useful in that they established better contacts with the Conservation Officers and raised awareness of the HER. They also helped to establish the amount of information available at the local level and aided the compilation of a list of sources to be examined by the project.

Discussions at the NMR verified that the archive and PSR ‘Red Boxes’ were an important source of information for any enhancement project and enabled us to prioritise the work to examine them.

13.2 Dataset assessment

Following the research into sources of information and the piloting of the addition of these to the HER, the sources identified were assessed to enable the production of a prioritised list for future HER enhancement.

Table 13 and Figure 5 below show the sources studied by this project with their scores for:

- o Availability - how easy the source is to obtain;
- o Cost - the relative cost and ease of purchase;
- o Time - how long would it take to extract information for the HER;
- o Value - how valuable the information would be to the HER.

The scores are based on a scale of 1 – 3 with 1 for low importance and/or impractical to obtain or add to the HER and 3 for high importance and/or easy to obtain or add to the HER.

Title	Pilot	Availability	Cost	Time	Value	Score	IHC
Historic OS maps	✓	3	3	3	3	12	✓
The Victoria County History of Gloucestershire	✓	3	3	2	3	11	✓
Conservation Area appraisals		3	3	3	2	11	✓
Statutory List of Buildings of Special Architectural or Historic Interest		3	3	2	3	11	✓
Buildings At Risk assessment photographs	✓	3	3	2	2	10	
Grade III lists	✓	2	3	2	2	9	
The Buildings of England (Verey & Brooks)	✓	3	3	2	1	9	✓
Country Life magazine		2	2	2	3	9	✓
Church Plans Online		2	3	2	2	9	
Parks and Gardens UK List		2	3	2	2	9	✓
A History of Gloucestershire (Rudder)		2	3	2	2	9	
Country Houses of Gloucestershire (Kingsley)		2	3	2	2	9	
Landscape Character Areas		2	3	3	1	9	
PSR ‘Red Box’ material	✓	2	2	2	2	8	

Plan of the Town of Cheltenham (Merrett)	✓	2	2	2	2	8	
NMR Archive material	✓	2	2	2	2	8	
Local authority website	✓	3	3	1	1	8	
Dictionary of National Biography		2	3	2	1	8	✓
Illustrated Cheltenham Guide of 1845. (Rowe)	✓	2	2	1	2	7	
Cheltenham's Lost Heritage (Bradbury)	✓	2	2	1	2	7	
An Historical Gazetteer of Cheltenham (Hodsdon)	✓	2	2	1	2	7	
A History of Cheltenham (Hart)	✓	2	2	1	2	7	
Buildings with blue plaques		2	2	2	1	7	✓
Locally taken photographs		1	1	2	2	6	
Historic buildings reports	✓	1	1	1	3	6	
Cheltenham Local History Society publications		1	2	2	1	6	
Planning casework files	✓	1	1	1	1	4	✓
Context		1	1	1	1	4	✓

TABLE 12 SOURCES COVERED BY THE PROJECT

All datasets in bold in Table 12 were piloted. Other datasets identified by the project were assessed and scored to enable comparisons to be made with the piloted material and to make sure that future priorities could be identified and were accurate. Where the dataset has been included by the IHBC project this is also noted in the table.

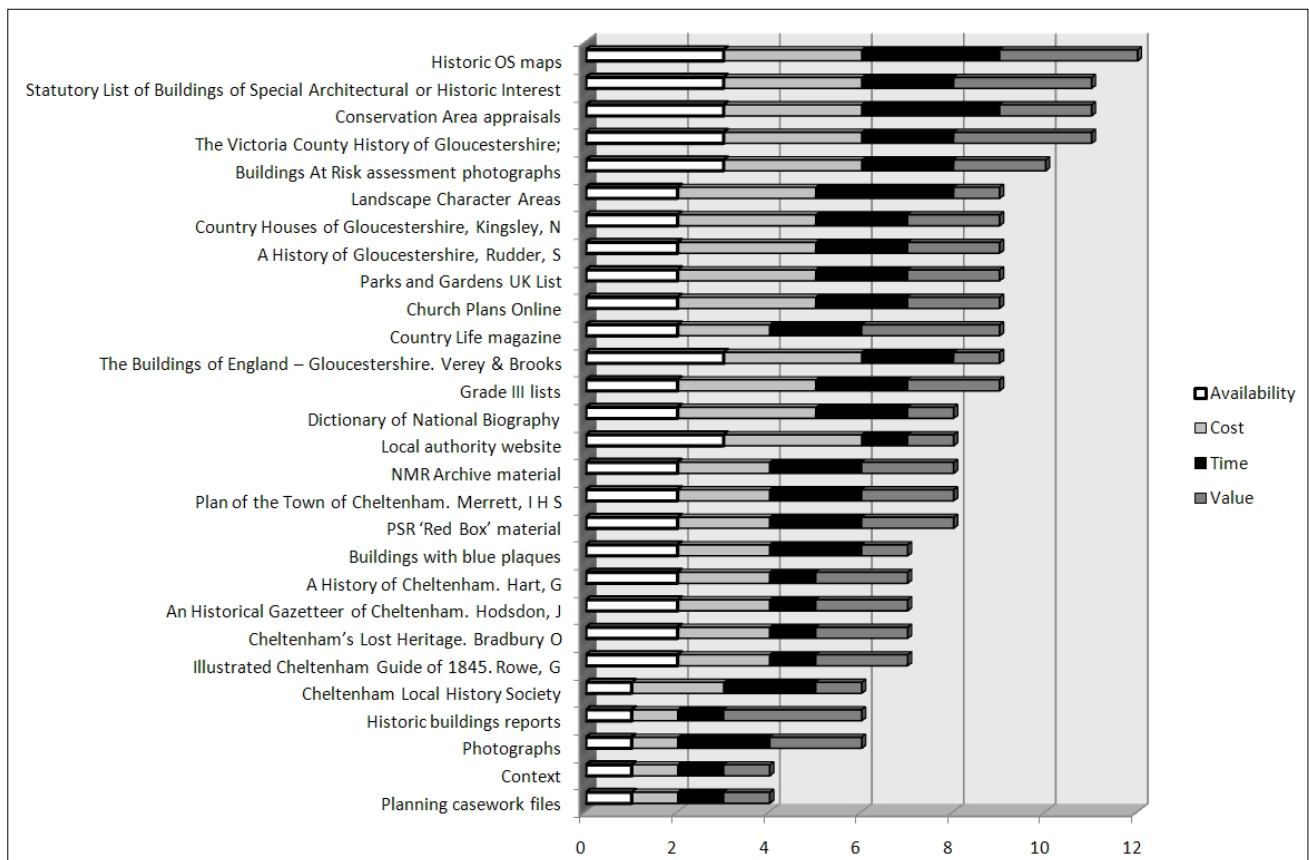


FIGURE 5: SCORES FROM TABLE 12

13.3 Comments

The source with the highest score is '**Historic OS maps**' which produce a large number of building records in a relatively quick time. They provide a snapshot of the post medieval buildings of a town or village and are especially important when used in conjunction with sources such as the **VCH** and the other **local sources** (for example those examined for Cheltenham). Although time consuming to add to the HER, **statutory listings** (accessed in this case through Listed Buildings Online) are clearly the only source of information for listed buildings and their importance is reflected in their score. **Photographs** of Listed Buildings where available were important and where **Grade III** records exist and the buildings concerned could be located, these proved useful not only as a way of identifying non-Listed but important buildings but also as a way of locating candidates for inclusion in a local list.

Examination of the two volumes of the **Buildings of England** revealed very little information that was not included in the Statutory Lists or in the HER already. The **NMR archive** material and **PSR 'Red Boxes'** included valuable information on some buildings in the form of extracts from Country Life magazine (which is covered in detail below), estate agents' particulars, plans and photographs. While these are important sources of information, Country Life is available to the HER from elsewhere and wholesale copying of a photographic / plan archive is not an appropriate means of accessioning these data to the HER. Estate agent particulars on their own were not felt important enough to merit considerable work on this source.

All **local authority websites** contained information on planning applications and decisions with various levels of detail and coverage further back in time. Stroud District Council's website was examined in detail and it became clear that a lot of work was required to search the site for very little information gain. No structural reports, condition surveys etc were found, and although this source scored relatively highly for availability and cost it will not be a priority source of information for HER enhancement as it would be prohibitively time consuming to retrieve historic building reports systematically in this way.

The same is true for **planning casework files** which proved to be hugely time-consuming to examine for very little information gain. Our assessment of the number of **historic building reports** requested by the Districts annually indicates that the number varies but it is very significantly lower than the equivalent number of archaeological reports received by the HER through the planning process. If the HER was sent these historic building reports as they are produced they would be a priority for inclusion in the record as a part of the ongoing HER enhancement with information generated by the planning process. However, searching planning casework files retrospectively for such reports would be prohibitively time consuming.

The **Country Life** articles seen at the NMR archives indicate that this magazine will, undoubtedly, produce a lot of material on specific historic buildings that needs recording on the HER. There is a full run of the magazine at the Gloucestershire Record Office and this will form the basis for an HER update project in the future.

Similarly, the Incorporated Church Building Society (ICBS) website (**Church Plans Online**) has 140 entries where the Diocese field equals 'Gloucester.' Of these, 90 churches have plans available that could be linked to the relevant HER records using a URL in the source (to avoid duplication) and this too will be entered into the HER work programme as a short

enhancement exercise.

On assessment, three sources offered very little in the way of detailed information on the built heritage but nonetheless included information of value to the HER. A sample of the 125 sites from the **Parks and Gardens UK** website was examined and it was also concluded that the HER would benefit from a minor enhancement project using this source. This enhancement would be in the context of nearly 500 existing records for parks and gardens on the HER. The second source, for which there are currently no HER entries, is the **Oxford Dictionary of National Biography** (ODNB). A problem with this data source is that it is, obviously, tied to person rather than place and this makes data retrieval extremely difficult. Records will, nonetheless, be added where they can be easily located through a search on Place Name or other criteria. There are, for example, 92 entries from a search on 'Gloucestershire', 32 from a search for 'Cheltenham' and 1406 from a search for Gloucester. The last search contains entries for Gloucester Place and Upper Gloucester Place (both London) and the 'prebend of Gloucester' and illustrates well the problem of accurately locating relevant entries. Finally, there are no **blue plaque buildings** on the HER although on inspection of Table 3, the 52 blue plaque buildings in Cheltenham (the only district for which there is easily accessible information) would be an interesting addition to the HER. To add them to the HER would take approximately 3 days and it is likely to form a small editing project in the future.

Rudder's '**A History of Gloucestershire**' (for which the HER references 93 sites) and Kingley's '**The Country Houses of Gloucestershire**' (Vols. 1 & 2) (30 records) are also two important sources that need checking again. This is not a priority piece of work but these two sources will be examined again for new buildings and the 123 existing HER records will be checked and new information added where necessary.

Context magazine is also a source that contains some valuable information. Unfortunately, the index (available on the IHBC website) cannot be searched by county and, in any case, only contains information from the substantive articles and not from the local reports of conservation work etc that appear in the briefing section. Thus although information is of high value the availability, cost and time scores are low in comparison to some of the other sources assessed.

Finally, the HER has online access to Natural England's **Landscape Character Areas** and has examined the value of the seven character area reports following their identification during discussions with Conservation Officers. It was felt that the broad-brush nature of the character area reports and the lack of specific information on the built heritage limited their value as a resource to be included in the HER.

13.4 Comparison with IHBC project

The IHBC supplied the following list of sources resulting from their project.

13.4.1 Local or national data from published sources

- o Country Life
- o Context
- o Amenity Society journals
- o Pevsner Buildings of England

- o Victoria County History
- o Research papers
- o London architectural collection
- o Photographic collections
- o Buildings with blue plaques

13.4.2 Data sources which may be local or national

13.4.2.1 Information on individual buildings

- Historic plans
- Architects records
- Structural reports on historic buildings
- Condition surveys
- Records of repairs and works
- Building control records
- Estate agents particulars

13.4.2.2 Additional Maps

- Old maps

13.4.2.3 Photographic archives

- Historic photographs
- Recent dated record photographs
- Aerial and oblique photographs
- Character appraisals
- Management plans
- Museums
- Local authorities

13.4.2.4 Listed building information

- Statutory listings and schedulings

13.4.2.5 Natural statutory designations

- Tree Preservation Orders Protected hedgerows
- Sites of Special Scientific Interest
- Areas of Outstanding Natural Beauty

13.4.2.6 Thematic Surveys

- RCHME Survey of Parish Churches
- RCHME Country Houses
- EH Boot and Shoe Industry Survey
- Local Watermills Survey

13.4.3 Other sources

- Grey Literature
- Award winning buildings with design or conservation awards
- Historic Parks & Gardens

13.4.4 Predominantly local data sources

- o Audits of unprotected historic assets.
- o Parish Records
- o HER bibliography
- o A list of books and pamphlets held in the HER.
- o Old Planning files

13.4.5 Comparison

Table 15 below shows the sources covered by both the IHBC and GCCAS projects with their scores. The top five sources identified in the GCCAS project were also identified by the IHBC project. Similarly five of the nine other sources were also noted and scored seven or more. Two of the sources, Planning Casework Files and Context, although identified by both projects, scored very low. In the former's case this low score reflected both the general paucity of information within the files and also the difficulty of identifying and retrieving it given the lack of indexing. The latter source's low score reflects the cost of obtaining copies, the nature of the articles and the level of information in comparison to other sources.

Project sources	Pilot	Availability	Cost	Time	Value	Score	IHBC
Historic OS maps	✓	3	3	3	3	12	✓
The Victoria County History of Gloucestershire;	✓	3	3	2	3	11	✓
The Buildings of England – Gloucestershire. (Verrey & Brooks)	✓	3	3	2	3	11	✓
Listed Building Online		3	3	2	3	11	✓
Conservation Area appraisals		3	3	3	1	10	✓
Planning casework files	✓	1	1	1	1	4	✓
Country Life magazine		2	2	2	3	9	✓
Parks and Gardens UK List		2	3	2	2	9	✓
Dictionary of National Biography		2	3	2	1	8	✓
Buildings with blue plaques		2	2	2	1	7	✓
Context		1	1	1	1	4	✓

TABLE 13 COMPARISON WITH IHBC RESULTS

14 Conclusions and recommendations

14.1 Assessment of methodology

- The interviews with district authority colleagues proving an excellent way of discussing working practices, information resources and future co-operation. However, it should be re-iterated that prior to the project there was little in the way of direct collaboration between Gloucestershire HER and Conservation Officers so the value of such meetings might diminish where HERs have closer working relationships.
- Attempts to contact Conservation Officers in the wider region were less successful but this did not unduly impact upon the project's work.
- During the research phase it became apparent that the examination of planning files (physically or online) was a very time-consuming process that did not produce a large amount of information quickly. Although there must be a large quantity of information within these planning files, in Gloucestershire at least, it was very hard to locate and retrieve.
- Putting the problems with extracting information from planning files to one side, the project methodology successfully identified all of the important sources of information relating to the built heritage in Gloucestershire and it seems likely that the list of priority sources is applicable to most HERs. Other HERs and Conservation Officers will have their own list of local sources but it is unlikely that they will differ greatly in character from those relevant to Gloucestershire.
- The project confirmed that the major source of information for nationally important buildings remains the Statutory List but it also added a number of other useful sources to those which the HER needs to examine in the future. Again, local coverage will differ, but the prioritisation of these sources should be useful for the development plans and future work programmes of other HERs.
- The piloting process also worked very well because the areas for piloting were carefully identified to take account of the different sources of information available for each.

14.2 Priority sources for use by the Gloucestershire HER

- Clearly the major source of information for nationally important buildings remains the Statutory List accessed via the paper greenbacks or online via Listed Buildings Online (or its replacement). Work to complete Listed Building coverage within the Gloucestershire HER will remain the first priority for the integration of built historic environment data. Of the 12,934 Listed Buildings in Gloucestershire, currently 38% are fully recorded on the HER and a further 23% are recorded but need minor amendments. It is estimated that it will take about one year to complete the remaining 39%.
- Pilot work has indicated that the next most important sources of information are the historic OS maps used in conjunction with the VCH, the Buildings of England and local sources (including Grade III lists where available). The best method of adding information from these sources would need to be tested.
- Where indices are available, magazines and journals such as Country Life and Context hold important information on historic buildings. However, coverage is not comprehensive and obtaining the information is often time-consuming. The same

applies to Dictionary of National Biography which could provide a very interesting and useful dataset if the time was available to access the information.

- o Without a shift in policies relating to the archiving of planning-related building reports (see below) Planning casework files proved to be of very low value. The same was true of the online planning websites examined. These reports would, however, be a high priority for addition to the HER if they were provided to the HER before archiving.
- o Some sources identified by this and the IHBC project will form the basis of short pieces of editing work. These include Country Life magazine, the Church Plans Online website, the Parks and Gardens UK list and Blue Plaque buildings (initially in Cheltenham). Further work will be needed on the Dictionary of National Biography and Context before these will be added but it is anticipated that they too will eventually be added to the HER.

14.3 Other recommendations

- o The Gloucestershire HER is a key source for information on the archaeology of the county, and one that is essential for the identification and assessment of these heritage assets in a planning and designation context. For it to be of equal value as an information source for the built historic environment a considerable amount of enhancement of its coverage will be required. **Recommendation: the results of this project should inform the HER development plan in order to develop the built historic environment content of the record.**
- o This project has identified, assessed and prioritised a range of sources of information that can be used to enhance coverage. These priorities are:
 - the Statutory List;
 - information from historic OS maps, the VCH, the Buildings of England and local sources;
 - short editing projects using magazines (Country Life), online resources (Parks and Gardens UK) and other resources (the commemorative plaque buildings of Cheltenham);
 - information from, journals (Context) and other resources (the Oxford Dictionary of National Biography).

Recommendation: These priorities are added to the HER Development Plan and tackled as and when resources become available.

- o To implement this enhancement programme resources over and above those currently available to the HER will be required. The priority sources noted above will be included in the HER Development Plan but it needs to be noted that the statutory list will take approximately one year to add to the HER and a full editing programme using information from historic OS maps, the VCH, Verey & Brooks and local sources would require around five years of staff time at least. **Recommendation: English Heritage should direct future resources for HERs towards a national enhancement programme from an agreed list of built historic environment sources.**
- o Until the HER can offer more than basic information on Listed Buildings (i.e. information over and above that contained in LB Online) it is unlikely that Conservation Officers and others concerned primarily with the built historic environment will use the HER regularly.
- o In the absence of such information, and in absence of remote access, more use could

however be made of the current resources of the HER, for example, in the preparation of Conservation Area Appraisals, or in casework involving undesignated historic buildings for which the HER may be able to supply information – either about the building itself or its settlement context. **Recommendation: HER resources should be promoted for use by Gloucestershire Conservation Officers**

- o In order to facilitate use of the HER by Conservation Officers remote access to a GIS based module of the HER will be essential. **Recommendation: remote access facility should be taken forward as part of the HER development plan in the short term**
- o This project has been extremely valuable in promoting discussions between the County Archaeology Service and Conservation Officers about the nature and use of the HER. It is recommended that this dialogue continues, with a view to involving Conservation Officers in the enhancement programme of the HER. **Recommendation: regular consultation on HER development should be promoted through the Gloucestershire Conservation Officers Group, and directly with Planning and Conservation Officers as appropriate.**
- o Conservation Officers could assist in the HER enhancement programme by supplying the HER with copies of historic buildings reports on a regular basis, which, like the equivalent archaeological reports, would then be priorities for routine HER enhancement, thus enabling HER records to be cumulatively compiled for buildings that are the subject of casework. **Recommendation: Conservation Officers are asked to supply reports on a regular basis to the HER.**
- o Issues have been raised regarding the legality of passing on historic buildings reports to the HER. **Recommendation: a) that this issue is clarified through further discussion with District Councils, and steps are taken to resolve any problems b) that the current wording in archaeological planning briefs is checked to ensure that this issue has been adequately covered in respect of archaeological reports.**

Appendix A: Discussions with district councils

A1 Questions asked

- o What is the current use of the GHER by District Council planning and conservation staff?
- o What are the District Councils' views of the GHER?
- o What use would they like to make of it?
- o What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?
- o Is there any work that is not Listed Building or Conservation Area-based e.g. relating to undesignated buildings?
- o How many historic building reports are requested each year on average?
- o What record systems (paper-based, databases, GIS) are currently used by District Council staff for Listed Building, Conservation Area and planning casework?
- o What information would District Council staff like to see included in the HER?
- o Is there any additional information that would be useful to District Councils?
- o How would District Council staff like to access the GHER?

A2 Phase One Discussion Tewkesbury Borough Council 05/08/2010. (Present Sian Hughes, Hayley Marston (TBC) and Jan Wills, Tim Grubb and Keith Elliott (GCC))

	Topic	Discussion notes
	Introduction: Background to the project Project scope IHBC project	Discussed: Heritage Protection Reform origins of the project Project scope as in District Councils briefing note Parallel IHBC project
	Current content of the GHER	Office-based demonstration of HER content for Gloucestershire (with particular focus on Tewkesbury)
	Current use of the GHER by District Council planning and conservation staff	<p>Conservation Officer use of the HER is currently limited as it assumed that the County deals with archaeology. However, archaeological information has been sought for the current Conservation Area Appraisal (CAA) work, to be completed by late September 2010, and potential archaeological implications of developments are always highlighted to Planning Officers (especially for things like Registered Gardens).</p> <p>SH has experience of HERs as a source of information and for the storing of source information from previous posts at North Somerset (then with its own HERO) and Preston (Lancashire County Council HER). SH was keen to start passing over building reports to the HER.</p>
	District Councils' views on the GHER	<p>Not used except for CAA work so far in Tewkesbury but used previously in North Somerset. The use of the HER is thought likely to increase through increased <i>PPS5</i> work.</p> <p>JW explained the how ASGCC checks the weekly lists of planning applications for the Districts against the HER to identify applications with potential archaeological impacts, rather than the District Council consulting on specific applications. The need for pre-validation information (PPS 5) was noted.</p>
	What use would they like to make of it?	Current practice in CAA work is already to make use of the HER for the Tewkesbury revision and this is likely to continue if and when other appraisals are revised (some are dated)
	What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?	<p>Existing information used includes:</p> <ul style="list-style-type: none"> o Listed Buildings Online and as 'greenbacks'; (the inaccuracies and imprecision of the website information were noted).

		<ul style="list-style-type: none"> o The buildings are mapped as the paper-based maps undertaken at the time of the 'greenback' compilation (generally of later 1980s date). o Existing CAAs of the borough. o Photographs taken by TBC staff (including SH and her temporary staff) from public land and external aspects of other accessible buildings. o The district GIS mapping includes dated Ordnance Survey maps, which include the 1st edition, 1903 and 1923 editions. o The Images of England website. o Planning application files, including previous photographic information held in these files. o On a more specific case-by-case level information is also gathered from the Tewkesbury Local Studies Library and also Gloucestershire Archives. o Various items also privately owned by SH o The relevant volumes of Pevsner for the county (both volumes 1 and 2 cover parts of the borough) [held by the HER] o Herbert, N (ed.) 2006 A New History of Gloucestershire by Samuel Rudder. Stroud: Nonsuch Publishing [£30.00: ISBN 1 84588 023 4] o Kingsley, N 1989 The Country Houses of Gloucestershire [volume 1 already held by the HER; a volume published in 1992 covers 1660-1830 – not held by the HER, ISBN: 0 85033 806 9] o A compact disc of Listed Buildings information sent to the district by the NMR is held – though noted as unreadable by their systems.
	<p>Is there any work that is not LB or CA based e.g. relating to undesignated buildings</p>	<p>There is no existing local list of buildings and other heritage assets (e.g. parks and gardens) and no grade III listing materials that SH has encountered as yet. It is hoped that in the future it will be possible to create a local list with help from local communities, the Civic Society and town and parish councils. JW offered collaboration on local list creation.</p> <p>SH always deals with applications involving works in Conservation Areas (CAs), churches and farm buildings.</p>
	<p>How many historic building</p>	<p>Difficult to estimate, though it was pointed out by SH that only the larger applications produce</p>

	<p>reports are requested each year on average?</p>	<p>generally reports. Problems with the validation of applications without real assessment of significance were also noted. The possibility of sampling planning case files to estimate the numbers of buildings reports stored there-in was discussed. SH was keen to deposit future reports with the HER.</p>
	<p>What record systems (paper-based, databases, GIS) are currently used by District Council staff for:</p> <ul style="list-style-type: none"> o Listed Building casework o Conservation Area casework o Planning casework. 	<p>The Conservation Officer's casework is paper-based, with reports submitted in paper copies, tied by their very nature to the planning case or listed building application concerned. These applications are generally held by year and date from the 1970s onwards, though the amount usable by the HER is unknown (see below). The material is held at the district council offices in Tewkesbury.</p> <p>Source materials held include other paper-based records and black and white photographs. These are also held at the district council offices in Tewkesbury. Current programme of photography is being undertaken by temporary staff. These are being held digitally although space on the server is limited.</p> <p>Digitally-based Ordnance Survey maps are held on the district's corporate GIS. The Tithe Maps for the borough are not currently held nor is the Gloucestershire Gardens and Landscape Trust information (although SH uses the Parks and Gardens online for this and is looking to acquire her own copy of the information soon).</p> <p>Casework is recorded in a database module, which includes all Listed Buildings – though the computer system at district is noted as somewhat antiquated and there are issues with regard to the server. Some planning applications, particularly from 1998-99 date, are held digitally as scans – though the questionable quality and usefulness of these scanned details was noted by SH.</p>

	<p>What information would District Council staff like to see included in the HER:</p> <ul style="list-style-type: none"> o Listed buildings – list information o Undesignated buildings o Any other aspects of the built historic environment. 	<p>The “baseline information” expected of the HER would be;</p> <ul style="list-style-type: none"> o Online access to Listed Building entries (from ‘greenbacks’ and their amendments). o CAAs. (it was noted that CAAs should note non-Listed buildings) o Photographs – ideally linked to heritage asset <p>Core sources of material, and for potential addition to the HER entries and resources, are;</p> <ul style="list-style-type: none"> o Photographs are again highlighted; particularly of dated postcards and also the current photographic work. o Updates of the local Buildings At Risk work (though financially uncertain regarding the future of this). o Local student dissertations (however none were particularly highlighted as useful in this regard) o The use of the local studies and archives were highlighted
	<p>Is there any additional information that would be useful to District Councils? E.g.</p> <ul style="list-style-type: none"> o Buildings of England o VCH o Historic Maps o Grade III records? o Buildings at Risk Photos o People of note 	<p>The following were suggested;</p> <ul style="list-style-type: none"> o SH noted the addition of historic buildings reports to the HER (aiming to send these in the future) o Parks & Gardens UK List at http://www.parksandgardens.ac.uk/ [whose 78 entries deal with former county of Gloucestershire; date of Gloucestershire unknown]. o Church Plans Online o Dated photographs.
	<p>How would District Council staff like to access the GHER (E.g. GIS, live database link, email from HER staff).</p>	<p>Online access would be the ideal; the GIS packages of Tewkesbury Borough are noted by SH as antiquated.</p>
<ul style="list-style-type: none"> o 	<p>Follow up</p>	<p>Notes of meeting to be circulated to SH in draft. SH to contact with regard to further specifics of Tewkesbury’s CAA; in the meantime HER</p>

		addition/enhancement of the record for the town for the CAA Follow up meeting probably in September. Project will also be presented at the Gloucestershire Conservation Officers meeting on 03/9/2010; SH to attend this, with her current temporary staff.
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A3 Discussion with Cotswold District Council 20/08/2010. (Present Laurie Davis (Assistant Conservation Officer), Sophia Price (Heritage and Design Manager), Jan Wills & Tim Grubb (GCC))

	Topic	Discussion notes
	Introduction: Background to the project Project scope IHBC project	Discussed: Heritage Protection Reform origins of the project Project scope as in District Councils briefing note Parallel IHBC project
	Current content of the GHER	Demonstration of HER content for Gloucestershire (with particular focus on Cirencester)
	Current use of the GHER by District Council planning and conservation staff	There is no current use of the HER, but it was agreed that, with suitable enhancement of information, it could be useful. Information sharing protocols would have to be agreed. GIS licences would also have to be obtained (NB budget implications).
	District Councils' views on the GHER	<p>SP felt that we should avoid simple duplication of content already present on LBOnline and noted CBC's corporate data cleansing priorities and aim to store data in only one place – for e.g. Uniform system. SP also felt it would be useful to compare, for example, the HER's LB content for Cirencester with CBC's system.</p> <p>SP was concerned about the privacy & copyright implications of including historic building reports in the HER citing the parallel issues with ecological reports. However, many reports from the last 4 years could be accessed online via Idox so it might be possible to link to them this way. This possibility could be tested by searching for relevant reports.</p>
	What use would they like to make of it?	Both LD and SP felt that it would be useful to pilot an area in the Cotswolds for enhancement so they could see what information the HER could record. Particularly useful would be references to unlisted structures referenced in the VCH. TG/JW agreed that this would be possible in the pilot phase (if not before) and agreed to send a copy of the current VCH coverage leaflet.
	What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?	LBOnline, www.old-maps.co.uk , paper casework files, scanned photographs (c.6000), Registered Parks Gardens/Gloucestershire Gardens & Landscape Trust sites
	Is there any work that is not LB or CA based e.g. relating to	No, other than where applicants prepare reports for planning apps, where the building is considered to be an undesignated heritage asset.

	undesigned buildings	
	How many historic building reports are requested each year on average?	We request information to accompany planning applications / LBCs. ~400 LBCs are received per year - obviously the level of detail in those reports depends upon the proposed changes and the potential impact of those changes.
	What record systems (paper-based, databases, GIS) are currently used by District Council staff for: <ul style="list-style-type: none"> o Listed Building casework o Conservation Area casework o Planning casework. 	Idox/Uniform, casework files & conservation area files
	What information would District Council staff like to see included in the HER: <ul style="list-style-type: none"> o Listed buildings – list information o Undesignated buildings o Any other aspects of the built historic environment. 	LB Information Undesignated buildings and structures Landscape character areas Photographs – link to CDC scanned photographs?
	Is there any additional information that would be useful to District Councils? E.g. <ul style="list-style-type: none"> o Buildings of England o VCH o Historic Maps o Grade III records? o Buildings at Risk Photos 	<ul style="list-style-type: none"> o VCH, Pevsner, historic maps, o Grade III buildings were mentioned and SP agreed to check (probably with Kevin Field) whether there were any records remaining. In an email of 4th January 2011 SP indicated none had been found.

	o People of note	
	How would District Council staff like to access the GHER (E.g. via GIS, live database link, email from HER staff etc.).	Directly, through access to GCC systems or via web.
	Other issues	CDC unlikely to create a local list in view of the extent of building already listed. Could however use Article 4 Directions more extensively.
o	Follow up	<ul style="list-style-type: none"> o CDC to consider whether there are any other information sources that should be accessed by the HER (CDC) o LB data for a sample area to be compared between GCC and CDC mapping (GCC/CDC – TG to arrange) o All agreed to pilot an area (Rodmarton?) in the future (CDC to suggest an area) o TG agreed to provide a map showing coverage of the VCH. o Further visits might be arranged to look at casework files if required (GCC to initiate). o The project would move on to examine possible corporate data links (GCC to initiate).

A4 Discussion with Cheltenham Borough Council 3/08/2010 (Present Karen Radford, CBC; Jan Wills/Tim Grubb/Keith Elliott, GCC)

	Topic	Discussion notes
	Introduction: Background to the project Project scope IHBC project	Discussed: Heritage Protection Reform origins of the project Project scope as in District Councils briefing note Parallel IHBC project
	Current content of the GHER	Laptop-based demonstration of HER content for Cheltenham
	Current use of the GHER by District Council planning and conservation staff	Conservation Officer knowledge of archaeological sites limited, and changes from <i>Planning Policy Guidance 15 and 16</i> to <i>Planning Policy Statement 5 (PPS5)</i> is likely to increase and enhance the links between the Historic Environment Record (HER) and Conservation Officers generally. Most HER information is accessed via GCC archaeological advice to Planning Officers, and through Conservation Area Appraisal work. The HER was consulted during previous Conservation Area Appraisal (CAA) work by Kate Turner (who is now in planning). The desirability of closer working together was discussed, though the artificial cut-off of above- and below-ground heritage assets being dealt with separately by district- and county-based officers was noted.
	District Councils' views on the GHER	It was thought that the HER would be used in the future especially if access to it was improved. Possible additions to the digital resources (with others as noted below) that would be of particular use to the Borough of Cheltenham, include H S Merrett's 1834 <i>Plan of the Town of Cheltenham</i> . Current Conservation Officer work is casework-, and specifically problematical casework-, based. Current practice in these cases is to use the basic sources (see below) supplemented by nearby local studies library as well as digital source material (e.g. historic Ordnance Survey maps).
	What use would they like to make of it?	Use of the HER in future CAA work is noted as a particularly useful. Comments on other developments with below-ground implications (e.g. creation/renewal of services) or with the possibility of total demolition would also benefit from HER access as would more general <i>PPS5</i> work.

	<p>What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?</p>	<p>Existing information used includes:</p> <ul style="list-style-type: none"> o Listed Buildings entries (from typed up 'greenback' entries, kept up to date, rather than the Listed Buildings Online website). Mapped as groups of buildings as per listings. o Existing CAAs of the borough. o Photographs both from publications and taken by CBC staff/volunteers. Current work on taking pictures of all LBs in the borough has approximately about 600 sites completed (carried out as a work experience exercise for a student). This has involved taking pictures from public land of Listed Buildings (though some problems noted in the coverage and visibility of the 'buildings'). (It is anticipated that this work may be completed by a short-term appointment within the district council). o The district GIS mapping of the built heritage assets with linked 'greenback' text (both publicly accessible online). This map differentiates between designated heritage assets by type and grade, and includes locally listed sites. GIS mapping of the Conservation Areas (CAs) which are broken down into character areas on the CBC website (but not on the HER). o The Cheltenham local list – with GIS, database and photographic information. o Historical maps (through the GIS held by the district). o Local books (as noted below) and photographs as held by the Conservation Officer team.
	<p>Is there any work that is not LB or CA based e.g. relating to undesignated buildings</p>	<p>There is an existing local list, updated annually (next review at the end of September 2010 – at which it is noted that it would be good to have county HER involvement) which sets and reviews criteria, as well as accepting nominations for the Borough. The GIS local list information is available online and also available to members of the public.</p> <p>The old grade III Listed Buildings formed one of the sources for the creation of the local list (which was commissioned externally from consultants). Initially c. 800 buildings were suggested for inclusion in the local list; this was eventually reduced to c. 450. KR felt the old Grade III list had been superceded by the local list and was now of little value.</p>
	<p>How many historic building reports are requested each year on average?</p>	<p>About 10 reports are requested yearly though the exact figure varies. Many of the more recent reports have dealt with district council-owned heritage assets (noted below).</p>
	<p>What record systems (paper-</p>	<p>Planning applications are digitally-based, and details of the application input into the district's</p>

<p>based, databases, GIS) are currently used by District Council staff for:</p> <ul style="list-style-type: none"> o Listed Building casework o Conservation Area casework o Planning casework. 	<p>Uniform database package and IDox. The Conservation Officer's casework is paper-based, with reports submitted in paper copies, tied by their very nature to the case concerned. Reports are stored in the casework file and only accessible through that file and KR commented that inclusion of these as a source in the HER would greatly improve accessibility. Casework files are also scanned and therefore PDFs of report could be accessed. KR noted that in some cases these reports are in advance of proposed works (such as for Cheltenham College work) so accessibility via the HER will need to be checked.</p>
<p>What information would District Council staff like to see included in the HER:</p> <ul style="list-style-type: none"> o Listed buildings – list information o Undesignated buildings o Any other aspects of the built historic environment. 	<p>The “baseline information” expected of the HER would be;</p> <ul style="list-style-type: none"> o Listed Building entries (from ‘greenbacks’ and their amendments). o CAAs. o Local list information – though recognising that this may not exist for all boroughs/districts (unlike Cheltenham). <p>Core sources of material, and for potential addition to the HER entries and resources, are;</p> <ul style="list-style-type: none"> o Historic maps of Cheltenham (the early 19th century non-Ordnance Survey and Tithe Award maps), in particular Merrett's Map of 1834 (which show planned as well as completed schemes) o The Gazetteer of Cheltenham (see below). o Historic and ‘modern’ photographs (noted below) – especially noted as of use for the distinctive railings of the borough; good collections of old photographs (not digital) are available. o Historic buildings reports – in particular the suite of reports commissioned for district council-owned heritage assets (such as the designated Pittville Pump Rooms, Everyman Theatre, Performing Arts Centre and North Place). These exist at the moment and are expected to increase following the introduction of <i>PPS5</i>. However, such reports are not all derived from planning casework (such as Jane Root's report on The Queen's Hotel) and, as noted above, some in anticipation of future work (such as for the significant buildings of the Cheltenham College's estate).

	The flexibility of the HER's GIS was also noted for the interrogation of the greater HER dataset.
<p>Is there any additional information that would be useful to District Councils? E.g.</p> <ul style="list-style-type: none"> o Buildings of England o VCH o Historic Maps o Grade III records? o Buildings at Risk Photos o People of note 	<p>The following were suggested;</p> <ul style="list-style-type: none"> o Procedurally KR noted the limited and ineffective use of Article 4 directions (under Town and Country Planning General Permitted Development Order 1995). The scope of any Article 4 directions should be recorded in the GHER. o <i>The Victoria County History</i> for the borough generally, though the town proper is not covered. o Bradbury, O, 2004 <i>Cheltenham's Lost Heritage</i>. Gloucester: Sutton Publishing. [£11.49+] o Hart, G, 1984 <i>A History of Cheltenham</i>, Gloucester: Alan Sutton (2nd edition). o Hodsdon, J (ed.) 1997 <i>An Historical Gazetteer of Cheltenham</i>. Gloucester: Bristol and Gloucestershire Archaeological Society (Gloucestershire Record Series 9). [Text online through the Bristol and Gloucestershire Archaeological Society's website, http://www.bgas.org.uk/] o Rowe, G, 1981 <i>George Rowe's Illustrated Cheltenham Guide [of] 1845</i>. Gloucester: Sutton (facsimile) o Smith, P, and Rowbothan, S, 2009 <i>Commemorative Plaques of Cheltenham: Celebrating People, Places and Events</i>, Cheltenham: Reardon Publishing for people of note (some overlap with the Listed Building 'greenback' entries with about six or seven noted from the HER work). [try http://www.reardon.co.uk/]. o The publications of the Cheltenham Local History Society (a noted active and publishing society for future contacts [http://www.cheltlocalhist.btik.com/]). o Other suggestions o A county-based bibliography of sources distinct from an HER derived search and resulting sources, which is possible, would be a useful addition for general researchers.
<p>How would District Council staff like to access the GHER (E.g. via GIS, live database link, email from HER staff etc.).</p>	<p>Electronic delivery of the HER resources would be preferred by KR to avoid time-delay.</p>

o	Follow up	Notes of meeting to be circulated to KR in draft . Follow up meeting probably in Sept. Project will also be presented at the Gloucestershire Conservation Officers meeting on 3/9/2010 (KR will be away).
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A5 Discussion with Stroud District Council (31st August 2010) (Present Tim Grubb (GCC), Jan Wills (GCC), Kate Russell (Conservation Officer SDC) & Phil Skill (Head Of Planning SDC))

	Topic	Discussion notes
	Introduction: Background to the project Project scope IHBC project	The project was introduced by JW.
	Current content of the GHER	TG demonstrated the HER and GIS
	Current use of the GHER by District Council planning and conservation staff	No existing use of the system.
	District Councils' views on the GHER	KR stated that access to the system would be very useful.
	What use would they like to make of it?	
	What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?	<ul style="list-style-type: none"> o Historic maps (early edition OS maps and the full run of Landmark maps), local books eg village/parish histories, LB online, VCH online, photographs including BAR photographs taken by GCC staff during 1990s survey. Plotting sheets showing applications from 1947 onwards. o KR has verified all SDC LB information including locations/addresses.
	Is there any work that is not LB or CA based e.g. relating to undesignated buildings	Local list would be desirable but no resources to progress at present. Some useful piloting work has been undertaken in Bussage by Juliet Shipman. PS not averse to the parishes leading the process but noted that there was little in the way of member interest/support. JW noted that locally completed lists are labour intensive but suggested the possibility of future collaboration.
	How many historic building reports are requested each year on average?	Unknown
	What record systems (paper-	District's computerised planning system and various paper records in a filing cabinet (including

	<p>based, databases, GIS) are currently used by District Council staff for:</p> <ul style="list-style-type: none"> o Listed Building casework o Conservation Area casework o Planning casework. 	<p>building reports, sale particulars from estate agents, Grade III records but these are not complete eg no information for Stroud town, and photographs). Building reports are scanned with planning files and are indexed as reports from 2005 onwards. Before 2005 they exist only in a multi-page tiff and are un-indexed. (PS suggested contacting Jackie Haines if we ever wanted to obtain digital files.)</p>
	<p>What information would District Council staff like to see included in the HER:</p> <ul style="list-style-type: none"> o Listed buildings – list information o Undesignated buildings o Any other aspects of the built historic environment. 	<p>Undesignated buildings & Grade III buildings. VCH information.</p>
	<p>Is there any additional information that would be useful to District Councils? E.g.</p> <ul style="list-style-type: none"> o Buildings of England o VCH o Historic Maps o Grade III records? o Buildings at Risk Photos o People of note 	<ul style="list-style-type: none"> o Buildings at Risk photographs
	<p>How would District Council staff like to access the GHER (E.g. via GIS, live database link, email from HER staff etc.).</p>	<p>GIS information either downloaded periodically or 'live' online. PS would like some form of constraint mapping that could be used to generate consultations.</p>

o	Follow up	TG to send Elmore details after looking at Grade III buildings for that parish. KR to consider whether she would like any pilot work undertaken in Stroud District eg addition of specific information source or building type to the HER. Notes from the meeting to be circulated for comment/amendment.
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A6 Discussion with Forest of Dean District Council (30th September 2010) (Present Tim Grubb (GCC), Jan Wills (GCC), Peter Williams (FoDDC), Clive Reynolds (FoDDC) & Nigel Gibbons (FoDDC))

	Topic	Discussion notes
	Introduction: Background to the project Project scope IHBC project	<ul style="list-style-type: none"> o JW introduced the background to the project: PPS5 & Heritage Bill, HER21 project (and IHBC project) and HER development plans.
	Current content of the GHER	TG demonstrated the HER and GIS
	Current use of the GHER by District Council planning and conservation staff	PW summarised the current arrangements for built historic environment consultations. Conservation Officer work is mainly managed in-house with specialist advice from Herefordshire Council when required for specific issues not just on listed buildings but also impact and setting issues within Conservation Areas. Planning case officers have always processed Listed Building applications with Bill Cronin (BC) acting as a consultee so they are familiar with the work (one officer in Building Control worked for CADW on buildings).
	District Councils' views on the GHER	<ul style="list-style-type: none"> o NG suggested on going support from the Archaeology Service on industrial sites (mine buildings) and locally important settlements (e.g. Low Bands Chartist settlement) as well as things like the appropriate use of colour on historic buildings would all be useful.
	What use would they like to make of it?	<ul style="list-style-type: none"> o PW noted that it was possible for pre-application work to be wasted without knowledge of archaeology and that this could cause problems when the application is submitted.
	What information do Conservation Officers routinely use in Listed Building and Conservation Area casework?	<ul style="list-style-type: none"> o No work is being done on buildings at risk and Conservation Area Appraisals (CAAs) and other pro-active work ended when BC and his assistant left. Policy development/issues are also beyond existing cover. o Information: BC left a basic record consisting of listed building information, maplets and photographs as well as background information on CAAs. There is an ArcMap GIS layer with basic information pinned to it and the CAPS system pulls this layer as a constraint.
	Is there any work that is not LB or CA based e.g. relating to undesignated buildings	<ul style="list-style-type: none"> o A local list was not available and there are no resources to create one. Any help that the HER could offer in recording non-listed buildings would be appreciated.

	How many historic building reports are requested each year on average?	o
	<p>What record systems (paper-based, databases, GIS) are currently used by District Council staff for:</p> <ul style="list-style-type: none"> o Listed Building casework o Conservation Area casework o Planning casework. 	<ul style="list-style-type: none"> o Historic buildings reports for the last 3 years are available online. Before that they are in paper case-work files where the content is variable. BC also attached a certain amount of information to grant files as well. Buildings At Risk list was updated by BC before he left with an indicative grading of the risk.
	<p>What information would District Council staff like to see included in the HER:</p> <ul style="list-style-type: none"> o Listed buildings – list information o Undesignated buildings o Any other aspects of the built historic environment. 	<ul style="list-style-type: none"> o An interesting local issue was noted by CR concerning the sale of Forestry land / waste. The historic importance of these areas is often unknown and they are often under pressure due to their position on the fringes of settlements. JW offered advice on a case by case basis and suggested that the results of the Forest of Dean Archaeological Survey and the Historic Landscape Characterisation would be useful resources. JW also queried whether it would be worth seeking funding to look at more detailed characterisation of these areas. Bream is an example of a vulnerable area and detailed work on characterisation would clarify the character of this part of the landscape.
	<p>Is there any additional information that would be useful to District Councils? E.g.</p> <ul style="list-style-type: none"> o Buildings of England o VCH o Historic Maps o Grade III records? o Buildings at Risk Photos o People of note 	o

	<p>How would District Council staff like to access the GHER (E.g. via GIS, live database link, email from HER staff etc.).</p>	<ul style="list-style-type: none"> o NG stated that access to the HER information as a GIS layer with basic description would be very useful for queries and policy work such as CAAs.
<ul style="list-style-type: none"> o 	<p>Follow up</p>	<ul style="list-style-type: none"> o Another interesting area for future co-operation would be the Lydney Area Action Plan. o Possible pilot projects for the next stage of the HER21 project would be: digitising LB photographs and supporting information currently held in paper files; enhancement of the HER coverage of buildings for a specific area; sampling the historic buildings reports.

Appendix B Links between HERs and Conservation and Planning Officers (authority and personal names removed)

B1 Questions asked

- o What is your current built historic environment information content and coverage?
- o What links do you currently have with Conservation Officers and how closely do you work with them? Do you have plans for further integration?
- o Is the HER available online or via a remote link etc to Planning and Conservation Officers?
- o What is the current level of HER usage by Conservation Officers and Planning Officers in your area? Do they use it or rely on HER staff to provide information?

B2 Large unitary authority

- o We estimate that about 20% of the HBSMR are building/built HE records. We hold all listed buildings (12, 684) in the HBSMR 'Designations' module with full textual records and accurately plotted to GIS as points, lines and polygons. We do have local lists of buildings too – those buildings designed by particular architects of note or buildings identified by particular projects e.g. urban surveys, chapels survey, THI schemes, historic building recording etc. We are looking to add Buildings At Risk and non-listed grant aided buildings to the record in the future.
- o Since going Unitary in April 2009 the HER, Planning Archaeologists and Conservation Officers now sit within a single HE Service although we are dispersed over 7 offices (as per former Districts and County). We work increasingly closely with Conservation Officers in a number of ways, including:
 - provision of Planning advice, policy and guidance in liaison with Conservation Officers to development management, core strategies, council estate, highways, emergency planning etc
 - update and maintenance of the authority's e-planning Uniform Listed Buildings module and Heritage Constraints Mapping Module
 - we routinely liaise with Conservation Officers to provide the evidence base for advice, reports and other material for Conservation Appraisals, THI schemes etc
- o The HER is available online via the Heritage Gateway. A couple of Conservation Officers have the HBSMR directly available on their desks (via remote links) and we're in the process of rolling it out to the remaining six offices across the county. A 'simplified' version of the HBSMR (and other HER datasets) is also available through our Intranet mapping site to all CC staff.
- o The level of usage is still fairly low and depends largely on individual officers. We recently spent an open day with all the Conservation Officers to demonstrate the HER/HBSMR and once installed in every office members of the HER will dedicate time to train each Conservation Officer. They do currently rely on the HER to provide information and undertake more complicated searches etc

B3 Small unitary authority

- o We have full Listed Building data coverage as polygons that we (the HER) directly add/maintain in the Uniform planning system as well as the usual Corporate SDE drive. This layer also contains an approximation of curtilage, but with a caveat that this has no legal status. This was primarily requested by the planning reception team, but is increasingly used by Conservation Officers. All data is regularly checked by Conservation Officers and amendments are made immediately by the HER. Only the HER can edit the data in the Uniform system and the SDE and there is a corporate custodian agreement with the HER for the supply and maintenance of this data.
- o We also maintain an Unlisted Buildings of Merit database that is informed by the Conservation Area Appraisal process. Access to this is only available through the HER GIS system at present.
- o Other undesignated heritage assets are merely recorded as monuments points in the HER at present, although we will be creating polygons as part of our HER Action Plan. There is limited online access to this data, although the GIS layer is available to all council GIS users.
- o We work in the same team. I sit opposite one of the regulatory Conservation Officers and the Conservation Area Appraisal officer.
- o All the Conservation Officers can access the Uniform planning system and also have MapInfo so that they can access all corporate heritage data.
- o The data is used by planners and Conservation Officers when required, although other undesignated heritage data normally needs a level of interpretation by the HER or Archaeological Officer.

B4 District authority

- o All listed buildings are on the HER with link to their digitised Greenbacks and other LB file contents. We do not currently have a local list, but were a pilot area for testing the emerging guidance from English Heritage. We will be making a decision on developing a Local List once that guidance is published next year. We do record undesignated built assets.
- o We work very closely with our Conservation Officers within an integrated Heritage Service. It would be impossible to work in a more integrated way.
- o The HER is available on the Heritage Service's server.
- o The useage by Conservation Officers is on a daily basis, but they also rely on interpretative advice from the HER Officer. Planning officers do not currently have access and rely entirely on Heritage Service staff for information (there is a programme to put the HER online this year, though we anticipate that though we plan to train planning officers on using the HER, they will still rely on Heritage Service staff for implications regarding the information, or lack thereof).

B5 National park

- o All LBs are recorded in the Designations section of the HER database, but they do not yet each have a Monument record (we use HBSMR). I plan to give them all a Monument record eventually. A Local List is being put together (which includes buildings and archaeology). Yes, we do record non-listed built heritage, though the HER is a bit weak on buildings at the moment.

- o We did have our own Conservation Officer, but he has left and will not be replaced. There are some plans to organise a Service Level Agreement with a neighbouring authority to acquire historic building advice for planning related matters. We currently have a part time temporary contractor to fill the role. The conservation advice role is within the authority, and so we can work closely with them.
- o HER available online, and on corporate GIS
- o Planning Officers (and current temporary Conservation Officer) are all based in the same authority, so they access the HER through corporate GIS, which is always available for their consultation.

B6 Large two-tier authority

- o We aim to record the historic environment in a broad sense, and have records of above-ground and below-ground archaeology. This includes many buildings, many of which are listed. We do not have all listed buildings accessioned into our main HER database though. However, we always have available the English Heritage-derived listed buildings polygon and point layers on our GIS, and link these through to the full listed building descriptions on Heritage Gateway. There are local lists in some districts of but we do not have them recorded because we don't have access to them.
- o We currently have good working relations with Conservation Officers in all districts, and currently chair and co-ordinate the Devon Conservation Officers Group (DCOG). Apart from these meetings and emails to the DCOG group, most of our contact with Conservation Officers is on particular pieces of casework. We are currently working on another HER21 project that will allow Conservation Officers in districts (as well as National Parks and AONBs) access to our HER data via web mapping services (for GIS) and the internet. I believe you already have a copy of the Project Design, but let me know if you require further information.
- o The HER is available on Heritage Gateway, and we are currently working (as part of another HER21 project) on a project that will allow Conservation Officers in districts access to our HER data (see above).
- o At the moment they rely on HER staff to provide information (or may occasionally use Heritage Gateway). However, we are currently working (as part of another HER21 project) on a project that will allow Conservation Officers in districts access to our HER data (see above).

B7 Large two-tier authority

- o All LBs are in the HER with the description and superseded entries if appropriate. All are mapped as polygons covering the main named features. We know of no local lists. We do record unlisted built heritage (as 'normal' HER sites) and are increasing our coverage.
- o We have good links to the Conservation Officers but it has been hard to achieve any real results in terms of information from them to us. Everyone is keen but nothing much seems to happen!
- o We know that several CAs use the online HER as they contact us to correct things. We are investigating (us) maintaining one LB layer that the districts can use in their system by WMS but have hit a technical difficulty.
- o I'd say they are tied into their planning system for initial information but use the HER for images and any extra details. I'll circulate your questions to them - and be

interested if any respond!

B8 Unitary authority

- o Listed, locally listed, non listed or non locally listed
- o In the same room and fairly good
- o Online via the heritage gateway but we are intending to replace Planweb, our intranet mapping, which may help
- o Rely on staff to provide information.

B9 Large unitary authority

- o We have no listed buildings or Conservation Areas on the HER as yet. We are looking to integrate them when we move to our new system next year. We do not have any local lists. In the past the HER has not been used to record much in the way of built heritage, with many post 15th century sites omitted. Obviously this is no longer the case and such sites will be recorded once we have our new system. In the meantime there is a limited number of built heritage sites, although I cannot produce exact figures as we currently do not have an evidence field or any way for me to work out (short of reading the entire description) if the record relates to a standing building or structure.
- o At present I do not have much contact with Conservation Officers. Conservation Officers are within planning services whilst Archaeology sits within Libraries and Heritage. The Conservation Officers are spread across four planning hubs and (who we have a service level agreement with) employ their own Conservation Officer. Therefore the best way to meet with Conservation Officer's is at their regular Conservation meetings. I have attended one of these meetings to date. However the County Archaeologist and Assistant County Archaeologists have much greater contact with Conservation Officers.
- o The HER is available to all online but I do not know if Conservation Officers make use of this.
- o I do not know what the current level of HER usage by planning and Conservation Officers is. I suspect that they are not using it directly but contacting the County Archaeologist and Assistant County Archaeologists directly for advice/information. They in turn are basing their advice on many sources, including the HER.

B10 District authority

- o HER21? I'm guessing this might be a IHBC/Bruce Howard thing.
- o Q2. We have had one meeting relatively recently but I wouldn't say we worked closely. Most counties have regular Conservation Officer meetings so this would be the obvious point of contact.
- o Q4. I use the HER for researching Conservation Area appraisals and access it online. My planning colleagues are more likely to check applications against the county archaeological constraints map (wired in to our internal GIS) which triggers a consultation. All they really need to know is whether the application might have archaeological potential and if so that they need to get the opinion of the DC archaeologist. For normal day to day applications I would not need the HER as it is unlikely to have any information I would need that I don't have here (i.e. the listed building descriptions). Some county HERs, do have extensive additional info beyond

the listings, not sure if Somerset does (it would be useful to go over and have a look sometime).

- o To be honest, having done both jobs there is currently a bit less cross-over than I might of thought, although I could see that if arguing that a non-listed building was a heritage asset having this on the HER would be enormously useful.

B11 Small unitary authority

- o What is your current built historic environment content and coverage (for example do you have all of the LBs recorded on your HER? Yes but not very accurate. Are there any local lists in your area? No. And do you have them recorded. No. Do you record non-listed built heritage? Yes
- o What links do you currently have with Conservations Officers and how closely do you work with them? Do you have plans for further integration? We work closely in a small team.
- o Is the HER availability online or via a remote link etc to districts / Conservation Officers? No but we are working on it.
- o What is the current level of HER usage by Conservation Officers and Planning Officers in their area? Do they use it or rely on HER staff to provide information? Rely on HER officer when we have one

B12 Small unitary authority

- o As I'm both an archaeology (1of 1) and a Conservation Officer (1of 2) the answers to your query may be rather different from other respondents.
- o All LBs form a table within the HER (HBSMR) as do Registered Parks and Gardens in addition to SAMs. 'Key' unlisted buildings in conservation areas are also recorded as discrete tables by conservation area
- o Fully integrated Historic Environment Service.
- o HER is an integral part of the Planning Division.
- o As it's a small unitary I provide any information that planning officers request, or more usually I'm pro-active and respond to planning lists and get involved in pre-planning discussions.

B13 National Park

- o We do currently have LBs recorded on the HER, but I would certainly hesitate to say 'all' of them. I haven't had the chance yet with my current workload to work out exactly how many we have but I have come across a few occasions where there does not seem to be a record on the HER. I will be tracking these down to amend and update the records in earnest next year. We do have the basis of a local list for non-designated buildings (from an old project some years ago, as I understand it), but I will be working in conjunction with one of our Historic Buildings Officers here in the future regarding a more up to date local list, which we will want to see included on the HER. I would currently record non-designated examples considered as local heritage assets (but I don't have much time to dedicate to them at this stage – another one for next year I think.
- o We currently have 1.5 full time equivalent Historic Buildings Officers (HBOs) and I work closely with them as we are based in the same office. We will be involved in

more integrated working in the future (see answer to above question, regarding local lists).

- o Our current HER 21 project is making HER information available to all the partner organisations in the project.
- o Within the National Park (which is its own planning authority), we have reasonable links with the planning officers (and good links with the HBOs). The planners here view a summary version of the HER information with GIS layer through their constraints checking system, although they do not currently have access to the full database. They are quite happy to come to me with enquiries regarding the HER information however and we are hoping to see an increase in the level of usage of the HER by the planners etc as it is better promoted here.

Appendix C: Responses from short Conservation Officer survey (authority and personal names removed)

C1 Questions asked

- o What sources of information do you routinely use in Listed Building and Conservation Area casework?
- o What use do you currently make of the local HER in your day to day work?
- o What is your view on the quality of information held by the HER?
- o What information would you like to see included in the HER?
- o Do you undertake any work that is not Listed Building or Conservation Area-based e.g. relating to undesignated buildings?
- o How many historic building reports are requested each year on average?
- o What record systems (paper-based, databases, GIS etc) do you currently use for recording information on Listed Building casework, Conservation Area casework and planning casework?
- o How would you ideally like to access the HER (E.g. via GIS, live database link, email from HER staff etc.)?

C2

- o Statutory list descriptions, our own SPDs, HER info and EH website
- o Where we have sites with known historic interest or where this is flagged up by County colleagues
- o Very good, and significantly better than we hold locally. County are also good at providing info from it very promptly.
- o All of this, but I think it is already included, as our HER seems quite comprehensive
- o Yes, locally listed buildings and sites near SAMs
- o 5-10
- o Idox Uniform
- o Website – interface currently under construction
- o We have no in house conservation specialist here and so rely heavily on expertise from colleagues such as at County where the HER is maintained. We have a good working relationship with them, which is to our benefit, as well as very helpful.

C3

- o Listed Buildings Online; our own hard copies of Statutory List and CA maps; VCH; local history guides.
- o Intermittent
- o Generally good, though quality can vary due to diversity of sources
- o Information on undesignated buildings and historic maps
- o Yes – we identify locally Listed/ significant un-listed buildings within our CAs

- o Very few
- o Databases and GIS for LB, CA and planning casework. CadCorp mapping for CAs (including e.g. LBs/ locally Listed buildings etc.)
- o Live database/ up-to-date website
- o {No answer}

C4

- o HER, Heritage Gateway, Historic OS Maps and Council Archives
- o As a reference for producing conservation area character appraisals, and also recommend the HER to architects/agents to help them produce statements of significance which must be submitted with heritage related planning applications
- o The HER information is strong but quite building focussed rather than groups or areas. We hope to build on this as part of our new HER software which will be completed later this year.
- o Info on locally listed buildings, links to conservation area character appraisals and other PDF reports. Photos would be useful but probably too time consuming to include given the volume of records – the Images of England and Pastscape sites already contain a large amount of photos in any case.
- o We have an outdated draft local list which we hope to expand later this year
- o We ask for statements of significance with all listed building consent applications and for sites in conservation areas – rough estimate 100-150 since April 2010 when the new requirement came in. Building recording/assessments are asked for with probably about half the LBC cases – say 30-50 in the last year maybe. I pass these on to our HER people to scan in but that wasn't done until I came here about 18months ago.
- o GIS and uniform databases plus paper archive files
- o Online access would be very useful.
- o (No answer)

C5

- o List of Buildings of Special Architectural or Historic Interest. Conservation Area Character appraisals.
- o Very little - mainly for tithe maps for conservation area reviews and appraisals. Some information from the HER is given by the Archaeological Unit via normal Development Control consultation process. Limited HER information available on County Council website, rest is available (at a charge) by telephone call or visit to the Archaeological Unit.
- o We see very little of it, so difficult to make an assessment. Of the information available via website, some is detailed and some is incomplete and difficult to access (tithe mapping)
- o Information on undesignated buildings, archaeology, photos, historic maps. We hold LB list & SAM information & historic OS mapping ourselves, access VCH via its website, Buildings of England for this area in book form, and wouldn't see this information on the HER as essential, although it would be useful to have it at a single point (and be able to access it).
- o Occasionally for demolition of non-designated buildings.

- o 4 approx.
- o "Acolaid" & GIS system
- o GIS
- o I understand that the HER being developed by County Archaeological Unit is comprehensive, but we have access to only a limited amount of it available via a website unless we pay a charge, payable per search item. This arrangement isn't satisfactory and as a consequence we don't use the HER. The situation is being addressed via a new integrated HER available to all Worcestershire districts, although we will still be charged to use more than just a basic version of it if we don't contribute to the cost of developing it.

C6

- o As a unitary authority the HER is fully integrated into the Historic Environment Team which forms part of the wider Development Management process. Apart from the HER we have a listed buildings library, and access to a number of good museums, some specialising in historic buildings
- o The post of HER Officer has been vacant for over a year but generally new reports are supplied to the record, and searches made for background data
- o Generally accessions are validated against English Heritage criteria.
- o Archaeological survey records and standing building survey records are desirable where available. Also, cross reference to planning application data. Links to any relevant vernacular architecture group records.
- o The preparation of a Local List of Important Buildings has been abandoned by the Council's Cabinet.
- o It is estimated that the Conservation Officers request formal help about 20 times each year but close liaison occurs on a daily basis.
- o We do not operate an independent listed building database of records and diary entries. Routine reports and decisions on casework are essentially recorded on the Uniform system
- o Yes, we hope to role out wider direct access to conservation and planning officers if authority is given for the HER post to be re-filled
- o We plan to appoint a part time HER Officer during 2011.

Appendix D: Assessment of Tewkesbury 2007 planning files

D1 File references 07/01139/FUL-07/01224/FUL

All files searched and fully itemised (1 day and 1¼ rows of shelving searched)

Planning reference(s)	Title	Type of material	Author/ Organisation	Quantity	Format(s)
07/01139/FUL	Planning application information for erection to open-fronted stores	Application	Applicant	6	A4 pages
				1	A3+ page (elevation)
		Correspondence	Applicant, TBC, EH (LBS printout)	4	A4 pages
		Comments	Conservation Officer, Objectors, PCC	6 (in total)	A4 pages
		Decisions/Permissions	TBC	2	A4 pages
07/01140/FUL	Oak House, Cleeve Hill	Application	Applicant	4	A4 pages
				3	2 plans, 1 elevation
		Correspondence	Applicant, TBC	11	A4 pages
		Comments	GCC*, Objectors, PCC	3	A4 pages
Decisions/Permissions	TBC	3	A4 pages		
07/01141/FUL	Land north of Spear Head	Application	Applicant	5	A4 pages
				1	A3 page
		Correspondence	Applicant, Objectors, TBC	12	A4 pages
				2	A5 notes
		Decisions/Permissions	TBC	4	A4 pages
07/01142/FUL	Shenbarrow House, Stanton	Application	Applicant	3	A4 pages
				4	A3+ pages (plans and elevations)

		Correspondence	Applicant, TBC	5	A4 pages
		Comments	Conservation Officer, Objectors, TBC	11 (in total)	A4 pages
		Decisions/Permissions	TBC	4	A4 pages
07/01144/FUL	22 Popes Meade, Highnam	Application	Applicant	5	A4 pages
				3	A3 pages (drawings)
		Correspondence	TBC	17	A4 pages
		Comments	Objectors, PCC, TBC	4	A4 pages
		Decisions/Permissions	TBC	7	A4 pages
07/01145/FUL	Land off and adjacent to Esperta Health Club, Gloucester Business Park	Application	Applicant	69	A3+ pages
		Correspondence	Applicant, TBC	25	A4 pages
		Decisions/Permissions	TBC	5	A4 pages
		Comments	Objectors, PCC, TBC	11	A4 pages
07/01146/APP	Land off Delta Way, Brockworth	Supporting statements	Applicant	29 (in total)	A4 pages
		Correspondence	Applicant, Other, TBC	27	A4 pages
		Application (initial and revised)	Applicant	55 (in total)	A4 pages
				44 (in total)	A3+ pages (drawings)
		Comments	Other, PCC, TBC	19	A4 pages
07/01147/FUL	Land off Delta Way, Brockworth	Supporting statement	Applicant	13	A4 pages
				1	A3 page
		Application	Applicant	28	A3 pages
		Correspondence	Applicant, TBC	15	A3 pages
		Comments	PCC, TBC	7	A4 page
				1	A3 page
		Decisions/Permissions	Applicant, TBC	6	A4 pages
07/01148/FUL	Abbey Fields Community Centre, Back Lane, Winchcombe	Application	Applicant	3	A4 pages
				9	A3 pages

		Correspondence	TBC	19	A4 pages
		Comments	GCC*, PCC, TBC	7	A4 pages
		Decisions/Permissions	TBC	4	A4 pages
07/01149/FUL	Atherton House, Atherton Close, Shurdington	Application	Applicant	53	A4 pages
				4	A3 pages
				16	A3+ pages
		Correspondence	Applicant, TBC	22	A4 pages
		Comments	Applicant, GCC*, TBC	2	A3+ pages
07/01152/CLP	7 Crescent Dale, Longford	Application	Applicant	73	A4 pages
				4	A4 pages
		Correspondence	TBC	4	A3 pages
		Decisions/Permissions	TBC	5	A4 pages
		Comments	Applicant, GCC*, TBC	7	A4 pages
07/01153//FUL	12 White House Way, Woodmancote	Application	Applicant	6	A4 pages
				21	A3+ pages
		Correspondence	TBC	13	A4 pages
		Comments	Objector, PCC	10	A4 pages
		Decisions/Permissions	TBC	5	A4 pages
		07/01154/FUL	12 Westfield Road, Brockworth	Application	Applicant
				5	A3 pages
		Correspondence	TBC	10	A4 pages
		Comments	PCC	1	A4 page
		Decisions/Permissions	TBC	5	A4 pages
07/01155/FUL	Beulah, Shurdington Road, Bentham	Application	Applicant	6	A4 pages
				4	A3 pages
		Correspondence	TBC	6	A4 pages
		Comments	PCC	2	A4 pages
		Decisions/Permissions	TBC	6	A4 pages
07/01156/FUL	Tesco, Delta Way, Brockworth	Application	Applicant	13	A4 pages
				5	A3 pages
		Correspondence	Applicant, TBC	8	A4 pages

		Comments	PCC	8	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01158/FUL	11 Morley Avenue, Churchdown	Application	Applicant	7	A4 pages
		Correspondence	TBC	12	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	6	A4 pages
07/01159/AG R	Buttermilk Farm, Tewkesbury Road, Toddington	Application	Applicant	3	A4 pages
		Correspondence	TBC	5	A4 pages
		Decision/Permissions	TBC	1	A4 page
07/01160/FUL	Fayreoaks, The Orchard, Wormington	Application	Applicant	4	A4 pages
				9	A3+ pages
		Correspondence	TBC	10	A4 pages
		Comments	PCC	5	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01161/FUL	28 Newtown, Toddington	Application	Applicant	3	A4 pages
				2	A3 pages
		Correspondence	Applicant, TBC	13	A4 pages
		Comments	Other, TBC	4	A4 pages
		Decision/Permissions	TBC	1	A3 page
				5	A4 pages
07/01162/FUL	Riverside Lodge, Mythe Road, Tewkesbury	Application	Applicant	6	A4 pages
				2	A3 pages
		Correspondence	Applicant, TBC	13	A4 pages
				1	A3+ page
		Comments	Applicant, Conservation Officer, PCC, TBC	4	A4 pages
				3	A3+ pages
		Decision/Permissions	TBC	6	A4 pages
07/01163/FUL	Land adjacent to 54 Barton Street, Tewkesbury	Application	Applicant	6	A4 pages
				5	A3+ pages
		Correspondence	Applicant, TBC	21	A4 pages
		Comments	Amenity, Conservation Officer, GCC*	5	A4 pages

		Officer advice	TBC	8	A4 pages
		Decision/Permissions	TBC	11	A4 pages
		WSI report	Contractor (for applicant)	6	A4 pages
07/01164/FUL	149 Ermin Park, Brockworth	Application	Applicant	5	A4 pages
				2	A3 pages
		Correspondence	TBC	13	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01166/FUL	October House, Wormington	Application	Applicant	2	A4 pages
				2	A3 pages
		Correspondence	TBC	11	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01167/FUL	Mill Cottage, New Road, Woodmancote	Application	Applicant	5	A4 pages
				4	A3+ pages
		Correspondence	Applicant, TBC	25	A4 pages
				3	A3+ pages
		Comments	Conservation Officer, Others, PCC	22	A4 pages
		Officer advice	TBC	4	A4 pages
Decision/Permissions	TBC	3	A4 pages		
07/01168/AG R	Doe Bank, Great Washbourne	Application	Applicant	4	A4 pages
				3	A3+ pages
		Correspondence	TBC	7	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	4	A4 pages

07/01169/FUL	16 Kayte Lane, Bishop's Cleeve	Application	Applicant	1	A4 page
				2	A3+ pages
		Correspondence	TBC	3	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01170/FUL	The Old Stable, Buckland	Application	Applicant	5	A4 pages
		Correspondence	Applicant, TBC	14	A4 pages
		Comments	Conservation Officer, PCC	2	A4 pages
		Decision/Permissions	TBC	4	A4 pages
07/01170/FUL	3 Nelson Street, Tewkesbury	Report	Contractor (for applicant)	10	A4 pages
		Correspondence	TBC	4	A4 pages
		Comments	GCC*, TBC	3	A4 pages
		Decision/Permissions	TBC	1	A4 page
07/01171/FUL	12 Britannia View, Woodmancote	Application	Applicant	2	A4 pages
		Correspondence	TBC	5	A4 pages
		Decision/Permissions	TBC	2 (withdra w)	A4 pages
07/01172/FUL	Hill Cottage, Warren Lane, Laverton	Application	Applicant	5	A4 pages
				1	A3+ page
		Correspondence	Applicant, TBC	6	A4 pages
		Comments	GCC*, Objector, PCC, TBC	5	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01173/FUL	Gloucester Health and Racquet Club, Delta Way, Brockworth	Application	Applicant	7	A4 pages
				6	A3 pages
		Correspondence	TBC	6	A4 pages

07/01174/SUT	Grove Farm, Market Lane, Greet	Application	Applicant	1	A4 page
				1	A3 page
		Correspondence	TBC	6	A4 pages
		Decision/Permissions	TBC	2 (withdra w)	A4 pages
07/01175/FUL	48 The Lawns, Gotherington	Application	Applicant	2	A4 pages
				1	A3+ page
		Correspondence	TBC	14	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01176/FUL	Chestnut Farm, Stanton	Application	Applicant	25	A4 pages
				3	A3+ pages
		Correspondence	TBC	14	A4 pages
		Comments	Conservation Officer (on landscape and setting), GCC*, Others, PCC	4	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01178/FUL	26 King John's Court, Tewkesbury	Application	Applicant	4	A4 pages
				2	A3 pages
		Correspondence	TBC	11	A4 pages
		Comments	Conservation Officer	1	A4 page
		Decision/Permissions	TBC	4	A4 pages
07/01179/FUL	8 Saint Anne's Close, Brockworth	Application	Applicant	2	A4 pages
				6	A3 pages
		Correspondence	TBC	14	A4 pages (or smaller)
		Comments	PCC	1	A4 page

		Decision/Permissions	TBC	5	A4 pages
07/01180/FUL	18 Bredon Road, Tewkesbury	Application	Applicant	7	A4 pages
		Correspondence	TBC	14	A4 pages
		Comments	Conservation Officer, GCC*, PCC	5	A4 pages
		Decision/Permissions	TBC	8	A4 pages
07/01181/FUL	Maisemore Court, Maisemore	Application	Applicant	19	A4 pages
				3	A3+ pages
		Correspondence	TBC	11	A4 pages
		Comments	GCC*, EH, Objector, PCC, TBC	13	A4 pages
		Officer advice	TBC	14	A4 pages
		Decision/Permissions	TBC	41	A4 pages
8	A3+ pages				
07/01182/FUL	3 Bristow Cottages, Walton Cardiff	Application	Applicant	2	A4 pages
				1	A3+ pages
		Correspondence	TBC	7	A4 pages
		Decision/Permissions	TBC	3	A4 pages
07/01183/FUL	The Wooden Bungalow, Church Lane, Norton	Application	TBC	1	A4 page
		Correspondence	TBC	7	A4 pages
				3	A3+ pages
		Decision/Permissions	TBC	6	A4 pages
07/01184/FUL	Westering, Shurdington Road, Brockworth	Application	Applicant	4	A4 pages
				1	A3+ page
		Correspondence	TBC	3	A4 pages
		Comment	PCC	1	A4 page

		Decision/Permissions	TBC	6	A4 pages
07/01186/FUL	Five Acres, Southam Lane, Southam	Application	Applicant	3	A4 pages
				2	A3+ pages
		Correspondence	Applicant, TBC	15	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	4 (withdra w)	A4 pages
07/01187/FUL	5 Honeysuckle Way, Bishop's Cleeve	Application	Applicant	4	A4 pages
				2	A3+ pages
		Correspondence	TBC	15	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01188/FUL	24 Paxhill Lane, Twyning	Application	Applicant	8	A4 pages
				6	A3+ pages
		Correspondence	TBC	5	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01190/FUL	Grasshoppers, 1 Abbey Court, Gloucester Road, Tewkesbury	Application	Applicant	3	A4 pages
				1	A3 page
		Correspondence	TBC	5	A4 pages
07/01191/FUL	10 Withybridge Gardens, Boddington	Application	Applicant	1	A4 page
				3	A3 pages
		Correspondence	TBC	19	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01192/FUL	4 Murray Close,	Application	Applicant	2	A4 pages

	Bishop's Cleeve			5	A3+ pages
		Correspondence	TBC	19	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01193/FUL	11 Station Street, Tewkesbury	Application	Applicant	4	A4 pages
				4	A3+ pages
		Correspondence	TBC	10	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01194//FUL	31 Mowbray Arms, Tewkesbury	Application	Applicant	2	A4 pages
				2	A3 pages
		Correspondence	TBC	10	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	4	A4 pages
07/01195/FUL	2 Colerne Drive, Hucclecote	Application	Applicant	1	A4 page
				1	A3+ page
		Correspondence	Applicant, TBC	20	A4 pages
				2	A3 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01196/FUL	3 Collis Walk, Northway	Application	Applicant	1	A4 page
				3	A3+ pages
		Correspondence	Applicant, TBC	7	A4 pages
				1	A3 page
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages

07/01197/FUL	6 Greenwood Close, Shurdington	Application	Applicant	7	A4 pages
		Correspondence	Applicant, TBC	6	A4 pages
				2	A3+ pages
		Decision/Permissions	TBC	7	A4 pages
07/01198/FUL	1 Boverton Avenue, brockworth	Application	Applicant	7	A4 pages
		Correspondence	TBC	3	A3+ pages
				11	A4 pages
		Decision/Permissions	TBC	4	A4 pages
07/01199/FUL	2 Walton Grange, Tewkesbury Road, Coombe Hill	Application	Applicant	2	A4 pages
		Correspondence	TBC	2	A3+ pages
				8	A4 pages
		Comment	PCC	1	A4 page
		Decision/Permissions	TBC	5	A4 pages
07/01200/FUL	11 Nottingham Road, Bishop's Cleeve	Application	Applicant	2	A4 pages
		Correspondence	TBC	3	A3 pages
				16	A4 pages
		Comment	PCC	2	A3 pages
				1	A4 page
		Decision/Permissions	TBC	1	A4 page
07/1201//FUL	The Dower House, Stanway Road, Stanway	Application	Applicant	1	A4 page
		Correspondence	Applicant, TBC	5	A3+ pages
				10	A4 pages
		Comments	Conservation Officer, PCC	21	A4 pages
		Decision/Permissions	TBC	4 (refusal)	A4 pages
07/01202/FUL	The Presbytery,	Application	Applicant	3	A4 pages

	Chandos Street, Winchcombe			1	A3 page
		Correspondence	TBC	14	A4 pages
		Comment	Conservation Officer, PCC	2	A4 pages
		Decision/Permissions	TBC	4	A4 pages
07/01203/FUL	The Oaks, Showborough, Twyning	Application	Applicant	4	A4 pages
				9	A3 pages
		Correspondence	TBC	10	A4 pages
		Comment	GCC*	1	A4 page
		Decision/Permissions	TBC	9	A4 pages
07/01204//FUL	25 Pear Orchard, Northway, Tewkesbury	Application	Applicant	3	A4 pages
				5	A3+ pages
		Correspondence	TBC	11	A4 pages
		Comments	Objector, PCC	2	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01206//FUL	9 Neville Road, Tewkesbury	Application	Applicant	5	A4 pages
				2	A3 pages
		Correspondence	TBC	9	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	4	A4 pages
07/01209/FUL	Manor Farm Cottage, 34 Hawling	Application	Applicant	9	A4 pages
				2	A3+ pages
		Correspondence	TBC	5	A4 pages
		Decision/Permissions	TBC	9	A4 pages
07/01209/FUL	Brook End, Fieldgate Road, Bishop's Cleeve	Application	Applicant	3	A4 pages
				2	A3 pages

		Correspondence	Environment Agency, PCC	5	A4 pages
		Decision/Permissions	TBC	4	A4 pages
07/01211/FUL	5 Streamside, Bishop's Cleeve	Application	Applicant	9	A4 pages
				2	A3 pages
		Correspondence	TBC	12	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/01212/FUL	Grangefield School, Foxwell Lane, Bishop's Cleeve	Application	Applicant	12	A4 pages
				10	A3+ pages
		Correspondence	TBC	11	A4 pages
		Comments	PCC, TBC	2	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01213/FUL	30 Barn Meadow Road, Winchcombe	Application	Applicant	8	A4 pages
				4	A3+ pages
		Correspondence	Applicant?, TBC	6	A4 pages
		Comment	Objectors, Other, PCC	3	A4 pages
		Decision/Permissions	TBC (withdrawn)	5	A4 pages
07/01214/OUT	31 The Cottage, Manor Farm Cottages, Hawling	Application	Applicant	4	A4 pages
				2	A3+ pages
		Correspondence	TBC	10	A4 pages
				2	A3+ pages
		Comments	Conservation Officer, GCC*, Objector, Other	4	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01215/CLP	8 Brookfield Lane,	Application	Applicant	3	A4 pages

	Churchdown	Correspondence	TBC	9	A4 pages
		Decision/Permissions	TBC	6	A4 pages
07/0217/FUL	Bramble Lodge, Stow Road, Teddington	Application	Applicant	3	A4 pages
				5	A3+ pages
		Correspondence	TBC	11	A4 pages
		Comments	GCC*	2	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01218/FUL	92A Gloucester Road, Tewkesbury	Application	Applicant	4	A4 pages
				2	A3 pages
		Correspondence	TBC	11	A4 pages
		Comments	GCC*	2	A4 pages
		Decision/Permissions	TBC	5	A4 pages
07/01219/FUL	Twigworth Court, Twigworth Road, Twigworth	Application	Applicant	2	A4 pages
		Correspondence	TBC	3	A4 pages
				3	A3 pages
		Comment	Conservation Officer, PCC	3	A4 pages
Decision/Permissions	TBC	7	A4 pages		
07/01220/FUL	15 Millennium Close, Walton Cardiff	Application	Applicant	4	A4 pages
				1	A3+ page
		Correspondence	Applicant, TBC	12	A4 pages
				1	A3 page
		Comment	PCC	1	A4 page
Decision/Permissions	TBC	7	A4 pages		
07/012221/FUL	7 Swallow Crescent, Innsworth	Application	Applicant	2	A4 pages
				1	A3 page

		Correspondence	TBC	8	A4 pages
		Comment	PCC	1	A4 page
		Decision/Permissions	TBC	12	A4 pages
07/01222/LA3	Tewkesbury Church of England Primary School, Chance Street, Tewkesbury	Application	Applicant	6	A4 pages
				3	A3+ pages
		Correspondence	TBC	17	A4 pages
				5	A3+ pages
		Comments	Conservation Officer?, GCC*	1	A4 page
07/01223/FUL	Shurdington Grange, Shurdington	Application	Applicant	10	A4 pages
				11	A3+ pages
		Correspondence	TBC	47	A4 pages
				10	A3+ pages
		Comment	Conservation Officer, Objector, Other, PCC	15	A4 pages
		Decision/Permissions	TBC (refusal)	6	A4 pages
07/01224/FUL	38 Delavale Road, Winchcombe	Application	Applicant	6	A4 pages
				3	A3+ pages
		Correspondence	Applicant, TBC	11	A4 pages
		Comments	PCC	1	A4 page
		Decision/Permissions	TBC	3	A4 pages

* Applicant in this case applies to consultants and contractors on behalf of individual applicants

* Not necessarily GCCAS comments, e.g. could also be Gloucestershire Highways

D2 File references 07/01225/FUL-07/01319/FUL

All files short listed but not totally itemised. Only comments noted (½ day 1 row of shelving searched.)

Planning reference(s)	Title	Type of material	Author/ Organisation	Quantity	Format(s)	Notes
07/01231/FUL	The Old House, Maisemore	Comment	Conservation Officer	1	A4 page	
07/01232/LBC	The Manor, Boddington	Comment	Conservation Officer	1	A4 page	
07/01237/FUL	29 King John's Court, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01238/FUL	The Haymes, Haymes Road, Cleeve Hill	Comment	Conservation Officer, EH	2 (in total)	A4 pages	
07/01244/FUL	Dean Farm, Court Road, Brockworth	Comment	Conservation Officer	2	A4 pages	
07/01256/FUL	The Old Black Bear, 68 High Street, Tewkesbury	Comment	Conservation Officer, EH	2 (in total)	A4 pages	
07/01260/LBC	The Mill House, Bank Farm Barns, Main Street, Dumbleton	No comment				
07/01262/FUL	Dixton Manor, Dixton, Gotherington	No comment				Report undertaken prior to application in March 2007 (HER 37542)
07/01263/LBC	Dixton Manor, Dixton, Gotherington	Comment	Conservation Officer, EH	4 (in total)	A4 pages	Report undertaken prior to application in March 2007 (HER 37542)
07/01268/FUL	West Bank, The Mythe Road, Tewkesbury	(Suspected) Comment	Conservation Officer – reported, but not present			
07/01273/ADV	43 High Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	

07/01276/LBC	43 High Street, Tewkesbury	Comment	Conservation Officer	1	A4 page (duplicate of above)	
07/01277/LBC	Almsbury Farmhouse, Winchcombe	Comment	Conservation Officer	1	A4 page	
07/01279/FUL	Almsbury Farmhouse, Winchcombe	Comment	Amenity, Conservation Officer, EH, GCC*	9 (in total)	A4 pages	
07/01280/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Comment	Conservation Officer	6	A4 pages	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
07/01282/LBC	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Comment	Conservation Officer	6	A4 pages (duplicate of above) Includes redating of barn to mid- to late 19 th century (cf. HER 35933/ LBS 134969)	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
07/01282/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Comment	Conservation Officer	6	A4 pages (duplicate of above) Includes	Design and Access Statement and

					redating of barn to mid- to late 19 th century (cf. HER 35933/ LBS 134969)	Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684)
07/01283/FUL	Cider Mill Cottage and Barn, Cold Pool Lane, Badgeworth	Comment	Conservation Officer	6	A4 pages (duplicate of above) Includes redating of barn to mid- to late 19 th century (cf. HER 35933/ LBS 134969)	Design and Access Statement and Planning and Listed Building Justification Statement reports passed on relating to this application as 07/01281 (HER 37684). Report undertaken of the building, though unclear at what application stage (HER 37682)
07/01284/FUL	The Malt Shovel, Shutter Lane, Gotherington	Other	Conservation Officer	1	A4 page (sketch drawing)	
		Comment	Conservation Officer	1	A4 page	
07/01285/LBC	The Malt Shovel, Shutter Lane, Gotherington	Other	Conservation Officer	1	A4 page (sketch drawing)	

07/01294/FUL	Alstone Manor, Alstone	Comments	Conservation Officer, EH, GCC*	10 (in total)	A4 pages	
07/01295/LBC	Alstone Manor, Alstone	Comment	Conservation Officer	1	A4 page	
07/01296/ADV	11 Bishop's Walk, Tewkesbury	No comment				
07/01298/FUL	Shell Filling Station, Hucclecote	Comment	GCC*	1	A4 page	
07/01315/FUL	The Sheppey, Sheppey Corner, Stanton	No comment				
07/01318/LBC	Orchard Court Farm House, High Street, Stanton	Comment	Conservation Officer	1	A4 page	
07/01319/FUL	Yew Tree Farm House, Little Shurdington	Comment	Conservation Officer	1	A4 page	

* Not necessarily GCCAS comments, e.g. could also be Gloucestershire Highways.

D3 File references 07/01427/LBC-07/01748/LBC

Shortlisting of LBC only Conservation Officer comments itemised (2½-3 hours, 2 ¾ rows of shelving searched and only LBC searched.

Planning reference(s)	Title	Type of material	Author/ Organisation	Qty	Format(s)	Notes
07/01427/LBC	Tithe Barn, Cheltenham Road, Bishop's Cleeve	Comment	Conservation Officer	2	A4 pages	Report undertaken following Conservation Officer comments as a resubmission 07/01801/LBC
07/01460/LBC	1 Abbey Terrace, Gloucester Road, Tewkesbury	No comments				
07/01468/LBC	84 Church Street, Tewkesbury	No comments				
07/015118/LBC	47 Hailes Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01524/LBC	154 High Street, Tewkesbury	Comment	Conservation Officer	2	A4 pages	Report undertaken following Conservation Officer comments on site regarding wall painting condition (HER37522)
07/01531/LBC	Lucia House, Trinity Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01549/LBC	Bengrove Farm House, Begrove, Teddington	Comment	Conservation Officer	1	A4 page	
07/01551/LBC	Highnam Parish Council, Old School House, Highnam	Comment	Conservation Officer	1	A4 page	
07/01563/LBC	Hailes Abbey Cottage, Mill Lane, Hailes	Comment	Conservation Officer	1	A4 page	
07/01570/LBC	Dairy House, Dairy Lane, Dumbleton	Comment	Conservation Officer	1	A4 page	
07/01581/LBC	7 Church Street, Tewkesbury	Comment	Conservation Officer	2	A4 pages	
07/01584/LBC	Old Farmhouse,	Comment	Conservation	2	A4 pages	

	Hasfield		Officer			
07/01587/LBC	Bleby House, Abbey Terrace, Winchcombe	Comment	Conservation Officer	1	A4 page	
07/01616/LBC	77 Barton Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01618/LBC	Haymes, Haymes Road, Cleeve Hill	Comment	Conservation Officer	1	A4 page	
07/01655/LBC	Hailes Manor, Hailes	Comment	Conservation Officer	1	A4 page	
07/01657/LBC	Brook House Farm, Aston-on-Carrant	Comment	Conservation Officer	1	A4 page	
07/01658/LBC	Brockeridge Farm, Brockeridge Road, Twynning	Comment	Conservation Officer	1	A4 page	
07/01694/LBC	10 Church Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01695/LBC	Farnlea, 28 Beckford Road, Alderton	Comment	Conservation Officer	1	A4 page	
07/01721/LBC	Forthampton House, School Lane, Forthampton	Comment	Conservation Officer	1	A4 page	
07/01723/LBC	Coates Mill Dairy, Gloucester Street, Winchcombe	Comment	Conservation Officer	1	A4 page	
07/01728/LBC	Garden Cottage, Wormington Grange, Wormington	Comment	Conservation Officer	1	A4 page	
07/01735/LBC	46A Barton Street, Tewkesbury	Comment	Conservation Officer	1	A4 page	
07/01748/LBC	20 Church Road, Bishop's Cleeve	Comment	Conservation Officer	2	A4 page	

Appendix E Example LBC applications from Tewkesbury Borough Council's I-Dox database

ALDERTON

Application No: 00/00095/LBC **Decision:** planning permission not needed

Parish/Ward: Alderton/Winchcombe **Case Officer:**

Location 2 Dixton Manor Cottages

Dixton Road

Gotherington

Cheltenham

Gloucestershire

GL52 9RB

Proposal Internal alterations to first floor bedrooms and bathroom

Applicant Lord Hambro

Agent Mr Gittins

Grid Reference 398498 E 230487 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=00/00095/LBC&action=Search>

Application No: 00/00217/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mr P Manwaring

Location 19 Church Road

Alderton

Tewkesbury

Glos.

Proposal Two storey extension to rear to provide kitchen bedroom and bathroom.

Demolition

of outside store - Grade II Listed Building(Ref:13/13)

Applicant Mr And Mrs P Burton

Agent T J Harbinson Registered

Architect

Grid Reference 000026 E 003313 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=00/00217/LBC&action=Search>

Application No: 01/01112/LBC **Decision:** Consent

Parish/Ward: Alderton/Winchcombe **Case Officer:** Mrs T Mason 01684 272105

Location Rectory Farm

Cambridge Square

Alderton

Tewkesbury

Gloucestershire

Proposal Change of use of 5 no holiday lets to provide 2 no dwellings. Alterations and extensions to existing games room/swimming pool building to provide 1 no dwelling - grade II listed building ref 13/22

Applicant Mr And Mrs Burton

Agent Mr D L Rayton

Grid Reference 400161 E 233330 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=01/01112/LBC&action=Search>

Application No: 02/00513/LBC **Decision:** Application Withdrawn
Parish/Ward: Alderton/Gotherington **Case Officer:** Mrs T Mason 01684 272105

Location Blacksmiths Cottage
8 Blacksmiths Road
Alderton
Tewkesbury
3
Glos.

Proposal Alterations and extension to form single storey kitchen/utility - Grade II Listed
Building Ref: 13/10

Applicant Mr R A Davey
Agent

Grid Reference 000015 E 003324 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=02/00513/LBC&action=Search>

Application No: 02/00953/LBC **Decision:** Consent
Parish/Ward: Alderton/Gotherington **Case Officer:** Mrs T Mason 01684 272105

Location Blacksmiths Cottage
8 Blacksmiths Road
Alderton
Tewkesbury
Glos.

Proposal Alterations and extension to form single storey kitchen/utility - Grade II Listed
Building Ref: 13/10

Applicant Mr R A Davey
Agent

Grid Reference 000015 E 003324 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=02/00953/LBC&action=Search>

Application No: 02/01735/LBC **Decision:** Refuse
Parish/Ward: Alderton/Gotherington **Case Officer:** Miss Lisa Dixon 01684 272053

Location Bells Cottage
17 Church Road
Alderton
Tewkesbury
Glos.

Proposal Remove roof above existing rear extension - build up walls and new roof with parapet walls and new rear extension. Replacement windows.
- Grade II Listed Building Ref: 13/13

Applicant Ms L Salter
Agent Mr D L Rayton

Grid Reference 000025 E 003314 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=02/01735/LBC&action=Search>

Application No: 03/00251/LBC **Decision:** Consent
Parish/Ward: Alderton/Gotherington **Case Officer:** Miss Lisa Dixon 01684 272053

Location Bells Cottage

17 Church Road

Alderton

Tewkesbury

Glos.

Proposal Existing rear extension - remove roof, build up parapet walls, new roof - replacement

side windows. New conservatory extension (Grade II Listed Building Ref: 13/13)

Applicant Ms L Salter

Agent Mr D L Rayton

Grid Reference 000025 E 003314 N

4

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=03/00251/LBC&action=Search>

Application No: 89/90086/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:**

Location Bells Cottage

17 Church Road

Alderton

Tewkesbury

Glos.

Proposal Installation of new window openings including alteration to existing cottage (Grade II Listed Building Ref:13/13)

Applicant Mrs M I Keighley

Agent

Grid Reference 000025 E 003314 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=89/90086/LBC&action=Search>

Application No: 90/93256/LBC Decision:

Parish/Ward: Alderton/Winchcombe **Case Officer:**

Location The Old Rectory

9 Church Road

Alderton

Tewkesbury

Gloucestershire

GL20 8NR

Proposal Alterations and extension to existing building incl partial demolition. (Grade II Listed Building Ref; 13/11).

Applicant Miss D Church

Agent

Grid Reference 400330 E 233218 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=90/93256/LBC&action=Search>

Application No: 90/93259/LBC **Decision:** Refuse Approval

Parish/Ward: Alderton/Winchcombe **Case Officer:**

Location The Old Rectory

9 Church Road

Alderton

Tewkesbury

Gloucestershire

GL20 8NR

Proposal Alterations and extension to existing building to provide a nursing home (Grade II Listed Building Ref:13/11)

Applicant Miss D Church

Agent

Grid Reference 400330 E 233218 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=90/93259/LBC&action=Search>

Application No: 92/00269/LBC **Decision:** Consent

Parish/Ward: Alderton/Winchcombe **Case Officer:** Miss J Desmond 01684 272103

Location Barn 4 Metres South East Of Rectory Farm

Cambridge Square

5

Alderton

Tewkesbury

Gloucestershire

Proposal Conversion of outbuilding to form self-contained granny annexe. (Grade II Listed Building Ref: 13/22)

Applicant Mr & Mrs Burton

Agent Mr D L Rayton

Grid Reference 400177 E 233321 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=92/00269/LBC&action=Search>

Application No: 92/00395/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mrs V Williams

Location 19 Church Road

Alderton

Tewkesbury

Glos.

Proposal Replacement of staircase (Grade II Listed Building Ref:13/13)

Applicant Mr & Mrs P R Burton

Agent

Grid Reference 000026 E 003313 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=92/00395/LBC&action=Search>

Application No: 93/00473/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Miss Ellis

Location Blacksmiths Cottage

8 Blacksmiths Road

Alderton

Tewkesbury

Glos.

Proposal Erection of a replacement conservatory (Grade II Listed

Building Ref: 13/10)

Applicant Mr & Mrs R A Davey

Agent Mr D Spooner

Grid Reference 000015 E 003324 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=93/00473/LBC&action=Search>

Application No: 93/00753/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Miss J Desmond 01684 272103

Location Barn Conversion Adj. Hunter's Moon

Dixton

Gotherington

Cheltenham

Glos.

Proposal Alterations and extension to barn and outbuildings to provide a dwelling. Part demolition of agricultural outbuilding:

(Grade II Listed Building Ref: 5/17)

Applicant Mr C J Sturdy

Agent Radford Architects

Grid Reference 000000 E 000000 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=93/00753/LBC&action=Search>

Application No: 93/01224/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mrs V Williams

Location Manor Farm House, The Manor

24 Beckford Road

Alderton

Tewkesbury

Glos.

Proposal Installation of additional window.

Applicant Mrs A Suttleworth

Agent Stanley Partnership

Grid Reference 000000 E 000000 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=93/01224/LBC&action=Search>

Application No: 93/01262/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mrs V Williams

Location The Gardeners Arms

Beckford Road

Alderton

Tewkesbury

Glos.

Proposal Demolition of covered walkway and lobby.

Extension to provide Lounge Bar plus internal alterations to servery and cellar.(Grade II Listed Building Ref: 12/7)

Applicant Mr J Terry

Agent Architecnics

Grid Reference 009994 E 003335 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=93/01262/LBC&action=Search>

Application No: 94/00534/LBC **Decision:** Refuse Consent

Parish/Ward: Alderton/Winchcombe **Case Officer:** Miss Ellis

Location Fernlea

28 Beckford Road

Alderton

Tewkesbury

Gloucestershire

Proposal Demolition of existing single storey extension and conservatory.

Alterations and two storey extension to provide enlarged living accommodation (Grade II Listed Building Ref: 12/6)

Applicant Mr & Mrs Paxton

Agent Mr D L Rayton

Grid Reference 399905 E 233396 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=94/00534/LBC&action=Search>

Application No: 94/01008/LBC **Decision:** application returned

Parish/Ward: Alderton/Gotherington **Case Officer:**

Location Church Cottage

22 St Margarets Road

Alderton

7

Tewkesbury

Glos.

Proposal Alterations and extension to provide enlarged living accommodation (Grade II Listed Building Ref: 13/2)

Applicant Mr & Mrs C S E Thackway

Agent

Grid Reference 000000 E 000000 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=94/01008/LBC&action=Search>

Application No: 95/00835/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Miss J Desmond 01684 272103

Location Barn Conversion Adj. Hunter's Moon

Dixton

Gotherington

Cheltenham

Glos.

Proposal Alterations to open sheds to provide stabling (Grade II Listed Building Ref: 5/17)

Applicant Mr A J Baker

Agent Mr C J Sturdy

Grid Reference 000000 E 000000 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505>

A9DD1C545B7E4665?appNumber=95/00835/LBC&action=Search

Application No: 95/00837/LBC **Decision:** Consent

Parish/Ward: Alderton/Winchcombe **Case Officer:** Miss J Desmond 01684 272103

Location Manor Farm

Dixton Road

Gotherington

Cheltenham

Gloucestershire

GL52 9RB

Proposal Re-erection of barn and alterations and extension to outbuildings to provide a dwelling unit. Part demolition of outbuilding and alterations to provide a greenhouse (Grade II Listed Building ref; 5/17)

Applicant Mr C J Sturdy

Agent

Grid Reference 398285 E 230738 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=95/00837/LBC&action=Search>

Application No: 97/01153/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mr P Manwaring

Location The Gardeners Arms

Beckford Road

Alderton

Tewkesbury

Glos.

Proposal Demolition of outbuildings. Remove roof/chimney. Alterations and extensions (Grade II Listed Building Ref:12/7)

8

Applicant Mr & Mrs Terry

Agent Mr D L Rayton

Grid Reference 009994 E 003335 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=97/01153/LBC&action=Search>

Application No: 98/00278/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mr P Manwaring

Location The Gardeners Arms

Beckford Road

Alderton

Tewkesbury

Glos.

Proposal Demolition and rebuilding of part of boundary wall and erection of lounge extension.

(Listed Building reference 12/7 Grade II)

Applicant Mr & Mrs Terry

Agent Mr D L Rayton

Grid Reference 009994 E 003335 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505>

A9DD1C545B7E4665?appNumber=98/00278/LBC&action=Search

Application No: 98/00813/LBC **Decision:** Consent

Parish/Ward: Alderton/Winchcombe **Case Officer:** Mrs T Mason 01684 272105

Location 15 Church Road

Alderton

Tewkesbury

Gloucestershire

GL20 8NR

Proposal Two storey extension with single storey glazed link to side of existing dwellinghouse

(Grade II Listed Building Ref: 13/12).

Applicant Mr & Mrs D Pinchin

Agent Ian Johnstone

Grid Reference 400246 E 233150 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=98/00813/LBC&action=Search>

Application No: 98/00979/LBC **Decision:** Consent

Parish/Ward: Alderton/Gotherington **Case Officer:** Mr P Manwaring

Location The Gardeners Arms

Beckford Road

Alderton

Tewkesbury

Glos.

Proposal Amendment to rear elevation of approved sun lounge (Grade II Listed Building ref:12/7)

Applicant Mr J Terry

Agent G W Bourne Builders Ltd

Grid Reference 009994 E 003335 N

<http://planning2.tewkesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=98/00979/LBC&action=Search>

Appendix E Buildings in Gloucestershire recorded in Country Life

Location	Reference
Abbotswood, Nether Swell	xxxiii, 272; cxLviii, 1076; gardens, xxxiii, 234; Lv, 1007; Lxi, 991; Lxxiii, 211; cxiii, 810; cxxiv, 768; cxxv, 1005; cxxvii, 322; cxLviii, 1076; gardens 10/09.7
Abbotswood Garden, Gloucester	37/91.122
Alderley Grange,	gardens, cxLvi, 882
Alderley Houses,	cxLvi, 20
Angeston Grange,	9/01.62
Ballingers Barn, Hampnett,	4/09.63
Banqueting Houses, Chipping Campden,	7/99.60; 16/99.134; letters, 16/99.134
Barnsley Park,	xxiii, 630; cxvi, 720, 806, letters 1264
Barrington Grove, Little Barrington,	property 39/08.132
Batsford Park, Moreton-in-Marsh,	gardens, xiv, 18; cLxxvi, 1020; cLxxxii, letters 34.141
Beacon House,	xxxviii, 264, letters 374; 42/96.54
Berkeley Castle,	xl, 126, 154; Lxxi, 626, 668, 694, letters 733; letters Lxxii, 25; Lxxiii, 126; cxiv, 1818; cxviii, 1430; gardens, xvi, 126, 955; xxiv, 479; xL, 126; 49/04.70; 50/04.57
Beverston Castle,	xcv, 288, 332; 39/08.104
Bibury Court,	xxxii, 324; Lxix, 627
Blackdowns Farm, Moreton-in-Marsh,	property 29/09.89
Bourton House,	Lxxxvii, 302, 330; gardens, Lxxxvii, 302; 51/52/93.68; TC 21/04.133; TC 20/07.130; property 37/09.112
Bradley Court, Wotton-under-Edge,	37/05.130
Briar Cottage, Eastington,	Property 1/09.61
Burlington Court (No.1), Northwick Park,	property 9/09.69
Calcot Manor, Tetbury,	36/03.123
Campden House, Chipping Campden	xL, 602; 47/09.76
Castle Godwyn, Painswick,	39/07.130
Cerney House, North Cerney,	(snowdrops) gardens 4/09.52
Chavenage House, Tetbury,	18/03.98

Christen Mares, Willersey,	18/09.90
Cirencester House,	xxiv, 192; cvii, 1796; park, cvii, 1880; cxxvii, 8
Cleeve Corner, Prestbury,	cxxxiv, 76 Cleeve Hall, Gloucestershire: 35/90.84
Cleeve Hall,	35/90.84
Clifford Manor,	Lxiv, 168, 200, letters 446; gardens, Lxiv, 168
Cotswold House Hotel,	22/03.166
Court Barn, Maugersbury,	Property 30/09.72
Court House, Painswick,	xxxvii, 518
Cowley Manor,	gardens, xx, 162; 13/03.142
Croft House, Fairford,	gardens, 37/05.122
Daneway House,	xxv, 342; Lxxvi, 577; cxi, 32; 39/06.108; letters 29/07.52
Daylesford House, gardens,	20/01.148; (kitchen garden) gardens 18/09.72
Dixton Manor,	xcix, 762, 808; property 23/06.138
Doughton Manor House,	xvii, 666; xciv, 948
Dowdeswell Court,	Property 45/05.78
Dowdeswell Court, Cheltenham,	property 8/06.97
Dowman's Farmhouse,	Property 18/09.91
Down Ampney,	xLii, 396
Dunkirk Manor, Amberley,	Property 11/04.91; property 2/07.66; property 38/09.117
Duntisbourne House, Cheltenham,	property 11/08.110
Duntisbourne House, Cirencester,	property 35/08.66; 51/08.92
East Cliff, Tidenham,	Lxiv, 382
Eastcourt	Property 25/04.168
Eastleach House, Cirencester:	5/03.54
Elmore Court,	xxxvi, 846; cxxx, 622
Estcourt estate,	property 47/96.85
Eyford Park,	Lv, 401
Eyford House,	41/04.100; letters 44/04.62
Farmcote Wood Farm, Cheltenham,	property 38/09.117
Flaxley Abbey,	cLiii, 842, 908, 980
Forge House, Winson,	Property 38/06.145
Forthampton Court,	cLxvi, 938, 1166
Frampton Court,	Lxii 506, 538; letters Lxxv, 24, letters 77; the Orangery, 11/05.92
Frocester Court, near Stroud,	xvii, 702; letters cxi, 1823
Grange, Alderley,	cxLvi, 21

Hammerton House, North Cerney,	property 39/08.132
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