

# Neighbourhood Planning Guidance Note 23

# Conservation issues

April 2013 - Revised June 2016



This guidance note discusses the various conservation topics or issues that may be applicable in your Neighbourhood Area, and advises on common conservation issues encountered in planning and what considerations you may need to give to them in your Neighbourhood Development Plan, including site selection and planning policies.

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## Introduction

The key aim of producing a Neighbourhood Development Plan is to enable the sustainable growth of an area over the plan period. This will require creating a balance between the need for future development with the protection and enhancement of the built, natural and historic environment. With this in mind, you and your community will need to consider a number of issues. These could include archaeology, biodiversity, landscape, trees and hedgerows, water quality, historic and listed buildings and conservation areas.

Help and advice will be available from the Neighbourhood Planning team and the Built and Natural Environment team within Herefordshire Council, whilst creating policies. This guidance note will introduce you to some of the issues to assist creating a robust plan for your area.

## Archaeology and Sites and Monuments Records

### What is archaeology and why is it part of planning?

Archaeology is the study of human activity, primarily through the recovery and analysis of material culture and environmental data left behind from the past. It involves the discovery, study and conservation of all kinds of ancient remains and records of interest, from stone-age caves and henges to wartime air-raid shelters. Herefordshire has a great many 'heritage assets' of significance; notable amongst these are the historical features of the cathedral city and historic towns, Iron Age hill-forts, former Roman settlements, and the numerous medieval castles and churches. There are approximately 23,000 known locations of archaeological interest in the county, and there is the potential for many thousands more to be discovered in the future.

Archaeological remains, particularly when not previously recorded, are especially prone to being harmed by development and land use changes, and that is why the provision for archaeology is central to the planning process. In Herefordshire, archaeological matters are managed by Herefordshire Archaeology, the council's own archaeological service.

## What is archaeological significance?

Archaeological significance is the 'perceived' value to research, and to society, of particular remains. To some extent this value may be recognised by formal designations. The designation 'World Heritage Site,' for instance is an exceptionally high level tag relating to internationally important sites like Stonehenge and Hadrian's Wall. There are currently no World Heritage Sites in Herefordshire. There are however, more than 260 'Scheduled Monuments', which are of national importance and recognised as such. Scheduled Monuments are under the strict control of Historic England, and special permissions may be needed for works on them. Other archaeological designations of note include that of Hereford historic city centre - a formal 'Area of Archaeological Importance', as well as Registered Parks and Gardens and Registered Battlefields etc.

It is stressed however, that there are also numerous remains that whilst not currently designated, are still of high value and need some protection. In the process of planning development or land-use changes that may affect the archaeological interest or significant remains of any kind are a factor in that process, particularly in cases where the impact on such remains is likely to be extensive and harmful. On the other hand, there will often be cases where the significance will not be great and/or the impact will be minor.

## Herefordshire Council Historic Environment Records

Herefordshire Council maintains an Historic Environment Record or 'HER' which is a searchable repository of known information about all the archaeological remains in the county. Much of this can be accessed online, via the '[Herefordshire Through Time](#)' website, whilst other information can be viewed by appointment. It is stressed that the quality and completeness of the information held in the HER, is inherently variable. For this reason, a full understanding of the implications of particular records cannot be achieved without consulting the councils Archaeology Officers.

For more information on what the HER can offer you, please see appendix 1.

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## Biodiversity and the Herefordshire Biological Records Centre

### What is biodiversity?

Biodiversity simply means the variety of plant and animal life. It is important for its own sake, but also human survival depends on the 'ecosystem services' that nature provides. These include: food; fresh water; clean air; regulation of our climate; and pollination of our crops. Despite its importance, biodiversity is under threat.

To help to secure the remaining important sites, there are local and national planning policies and guidance on conserving and enhancing biodiversity. You will be obliged to have regard to the wildlife legislation and guidance when developing and implementing your Neighbourhood Development Plan. See Guidance Note 15: Planning and other legislation.

### Herefordshire's biodiversity

The biodiversity and geodiversity resource of Herefordshire is rich and varied and a hierarchy of protected sites exist in the county:

#### International Sites

4 Special Areas of Conservation (SACs)

#### National Sites

76 Sites of Special Scientific Interest (SSSIs)  
3 National Nature Reserves (NNRs)

#### Local Sites

741 Local Wildlife Sites (LWSs)  
119 Local Geological Sites (LGSs)  
6 Local Nature Reserves (LNRs)

In addition to these sites, work has started on identifying the county's priority habitats and mapping of their locations. Priority habitats and action plans for these habitats are featured in the Herefordshire Biodiversity Action Plan. This can be found via the council's website.

Various species which are rare or threatened receive protection at a European and/or national level. Protected species are not restricted in distribution to protected sites, but are wide ranging and can be found in many rural and

urban situations.

There are huge opportunities to create new wildlife habitats and enhance biodiversity on development sites. Details of the protected species and lots of ideas and suggestions for enhancements are contained in the existing Herefordshire Council biodiversity documents available on the council's website, as outlined below.

It is important that biodiversity is fully incorporated and best practice observed in development proposals. There are key steps to follow when appraising development proposals on individual sites. The first step is a desk based search for records. Information on sites, habitats and species is held by the Herefordshire Biological Records Centre (HBRC). Depending on what information is held by the HBRC, an ecological survey of the site and an appraisal by an independent ecologist, may be necessary.

### Biodiversity information

Herefordshire Council's website provides guidance on biodiversity and planning, this can be viewed by clicking on this [link](#)

The following documents are available on these web pages:

[Biodiversity Supplementary Planning Guidance 2004 \(updated 2009\)](#)

[Building Biodiversity into the Local Development Framework 2009](#)

### Herefordshire Biological Records Centre

Herefordshire Council hosts the county's Biological Records Centre (HBRC). This is a not-for-profit partnership service which collects, manages and distributes all data for Herefordshire relating to wildlife sites, habitats and species.

The HBRC's aim is to provide as wide an access as possible to the records of habitats and species within Herefordshire, which in turn will assist in their protection. It holds a substantial species database with over 580,000 records along with a number of different habitat data sets. This data may be used to help inform statutory bodies, local authorities, conservation agencies, naturalists

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and communities and thus enable them to make sound decisions about the natural environment. Therefore, the HBRC is likely to be a good source of information when developing your Neighbourhood Development Plan.

As HBRC is not funded by the council there is likely to be a charge associated with the preparation and provision of data. HBRC also supports biological recording in the county. Whilst developing your Neighbourhood Development Plan, you could encourage local people to provide the HBRC with information on wildlife that they have seen and where and when they saw it. The HBRC can provide a standard electronic or paper recording form for this purpose. This information can then also be used to inform your plan on wildlife and ecological matters.

For more information on what the HBRC can offer you, please see Appendix 2.

## Landscape

### Herefordshire's landscape

Herefordshire has a distinctive, varied and predominantly rural landscape. It includes high hills, forest, commons and river meadows. The county contains a wide range of settlement patterns, different types of farmland and evidence of ancient landscape features. Woodlands, trees, traditional orchards and hedgerow patterns all contribute to landscape character. The Malvern Hills and Wye Valley Areas of Outstanding Natural Beauty (AONB) are national designations and have the highest level of protection. New development can play a role in landscape enhancement and mitigation through the appropriate use of landscaping schemes.

Trees and woodland provide a wide range of benefits, including visual amenity, wildlife habitat, urban cooling, storm water management, air quality improvement and can contribute to health and well-being, the local economy, tourism and leisure.

### What is landscape character?

Landscape character is defined as: The distinct and recognisable pattern of elements that occurs consistently in a particular type of landscape and

how this is perceived by people. It reflects particular combinations of geology, landform, soils, vegetation, land use and human settlement. It creates the particular sense of place of different areas of the landscape.

See Herefordshire Council's [Landscape Character Assessment](#), which was adopted as supplementary planning guidance in 2004 and updated in 2009, to find out the landscape character type for your Neighbourhood Area. The document also includes suggestions for conservation, enhancement and management.

### Historic landscape

Herefordshire has a number of historic parks and gardens which are of national importance, termed registered parks and gardens. These are listed on the Historic England Register of Parks and Gardens of special historic interest in England. The county also contains a wealth of historic parks and gardens of local importance, termed unregistered parks and gardens. Both the registered and unregistered parks and gardens are currently identified within Appendix 8 of the Herefordshire Local Plan - Core Strategy.

The pattern of field hedgerows is an important historic feature in the Herefordshire landscape. Many hedgerows date back to the first enclosure of the land and may incorporate other historic features such as ancient earthworks, parish or old property boundaries. For information on historic field patterns, refer to historical records such as estate maps, tithe maps and enclosure maps. Herefordshire Council's Historic Environment Records (HER) holds records of mapping, and also of the Historic Landscape Characterisation and townscape projects. The SMR will be able to advise on how to interpret and use these records.

### Green Infrastructure

#### What is green infrastructure?

Green infrastructure is the network of open spaces and vegetation that run through every town, village and parish. It includes trees, hedgerows, gardens, public open space, river and stream corridors, footpaths and cycleways, common land running through the built environment and connecting to the wider rural surroundings.

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These are multifunctional landscapes. Nature gives us what we need to survive, clean air and water, fertile soils, flood protection, fuel and food. At the same time it also enriches our quality of life, providing us with places to relax and play, enabling us to enjoy wildlife. Natural green open space adds value to property, provides an educational resource and brings together local communities.

### How can it be planned?

At a time when Herefordshire's future pattern and location of development and land use is being determined, it is fitting that natural assets and systems are also recognised and incorporated. A [Green Infrastructure Strategy](#) has been produced for the whole county. This identifies the issues and opportunities for green infrastructure at a range of scales across the county. It also provides suggestions for maintaining existing green infrastructure features and how to incorporate new components. The Green Infrastructure Strategy can help you assess existing green infrastructure features in your neighbourhood and to identify new opportunities for enhancement, see also guidance note 24: Recreational Areas.

### Historic and Listed Buildings

#### What are historic and listed buildings and why are they important in planning?

Herefordshire has over 6,000 nationally listed buildings and considerably more locally important historic buildings. These buildings individually and collectively enrich the character of the local environment, giving it individuality and a sense of identity. This can enable the regeneration of a place in social and/or economic terms.

Listed buildings are those buildings considered to be of national importance and that have been formally designated and entered on the Heritage List for England. There are three grades of listed building in England: I, II\* and II, with I being the highest. These buildings are listed to protect them from demolition and unsympathetic alteration, but not to prevent development entirely. There are currently national and local policies relating to the development of these buildings and to any development affecting their settings.

In addition, Herefordshire has a very large number of historic buildings that are considered to be locally important buildings, reflecting the character, materials and history of a particular area.

Many historic buildings in rural areas are falling into disrepair, in particular as farming practices change. New beneficial uses for these buildings can often be found, but the character, appearance and historic integrity should be retained.

### Conservation Areas

#### What is a Conservation Area?

The Planning (Listed Buildings and Conservation Areas) Act 1990 defines conservation areas as: *"areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance"*.

Herefordshire currently has 64 conservation areas, each one varying in size and character from small hamlets to villages to country house estates, market towns, and Hereford's historic centre. A map of each area can be found on the council's website [here](#).

A conservation area is an area of special interest, not only due to the buildings, but also the interaction between the buildings, open spaces around them and natural features such as trees. Together these form distinct areas of quality and interest.

Herefordshire Council is committed to the preservation and sustainable management of trees, and we aim to enhance and develop the resource. Trees are specifically protected when they have a Tree Preservation Order on them. Works to trees in conservation areas are controlled.

#### Conservation Areas and planning

If you have a conservation area within your Neighbourhood Area, your community are ideally placed to consider the special nature of the location and to ensure the preservation and enhancement of the area for the future. Hereford, Ledbury and Ross have had conservation area assessments carried out in the past and these can be accessed on the council's website [here](#).

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## How to consider conservation issues in your Neighbourhood Development Plan

### Neighbourhood Development Plan site selection

If you identify sites within your Neighbourhood Development Plan (for example; for housing, employment, community use) you will need to have regard to known or potential conservation features of value, for example: archaeological remains; wildlife habitat and species; attractive landscape; tree preservation orders; townscape and historic buildings; and to try to protect and enhance their interest and amenity, further information can be found in guidance note 21: Guide to site assessment and choosing allocation sites. It is not necessarily the case that any known or potential conservation features on a site will prevent or significantly prejudice any proposed changes on site. Sometimes change can be accommodated, subject to appropriate mitigation.

Identifying where such assets are located in your Neighbourhood Area will enable you to decide their value to your local community and whether they require protection and/or enhancement.

### Conservation planning policies

In developing any conservation policies for your Neighbourhood Development Plan you need to consider that conservation topics are often inter-related. Your conservation planning policies may address any conservation topics your Neighbourhood Area has, either: separately; in groups of related topics; or as a whole.

The extent of your policies on locally important buildings or open space ought to reflect local circumstances. Your policies could protect and/or enhance such assets and you may wish to set criteria for how these buildings should be used, for example; employment prior to residential. Similarly, your policies could help to ensure that in considering proposals for new development the setting of locally important buildings is also taken into account in design and layout, where this can be shown to be justified.

The maps in your completed Neighbourhood Development Plan could show both designated sites/features and sites/features which your

community has identified as being locally important.

## Further sources of information

### Placecheck

Provides a method of taking the first steps in deciding how to improve an area.

<http://www.placecheck.info/>

### Landscape & Green Infrastructure

The landscape section of Herefordshire Council's website contains guidance notes on landscaping schemes, and landscape and visual impact assessments. In addition, it also provides access to the [Urban Fringe Sensitivity Analysis: Hereford and the market towns](#).

For further information about landscape value, protection and enhancement, visit the Landscape page of [Natural England's website](#).

For information on historic parks and gardens visit the [Historic England website](#).

Landscape Institute: Helping communities make the most of their landscape:  
[landscapeinstitute.org](http://landscapeinstitute.org)

Herefordshire Green Infrastructure Strategy is available via the council's website by clicking on this [link](#).

### Trees & hedgerows

Tree Preservation Order – see Herefordshire Council conservation website, including TPO Guide to the law and good practice (it should be noted that individual TPOs are not available on the council website and details should be sought from the Built and Natural Environment team)

[Ancient woodland – Woodland Trust](#)

[Forestry Commission](#)

Hedgerow Regulations: information is available on Herefordshire Council's website [here](#).

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## Historic and Listed Buildings

### Historic England

This website contains more detail on historic and Listed Buildings

<http://www.historicengland.org.uk/>

### National Heritage List for England:

A full list with descriptions of England's Listed Buildings: <http://www.historicengland.org.uk/listing/the-list/>

### Heritage at risk

This provides a picture of the health of England's built heritage alongside advice on how best to save those sites most at risk of being lost forever. <https://www.historicengland.org.uk/advice/heritage-at-risk>

### The Building in Context toolkit

This grew out of the publication 'Building in Context' published by English Heritage (now known as Historic England) and Commission for Architecture and the Built Environment (CABE) in 2001. The purpose of the publication is to stimulate a high standard of design when development takes place in historically sensitive contexts. The founding principle is that all successful design solutions depend on allowing time for a thorough site analysis and character appraisal of context.

<http://building-in-context.org/toolkit.html>

### Knowing your place

Deals with the incorporation of local heritage within plans that rural communities are producing, <https://www.historicengland.org.uk/images-books/publications/knowning-your-place/>

### Planning for the environment at the neighbourhood level

Produced jointly by English Heritage (now known as Historic England), Natural England, the Environment Agency and the Forestry Commission this gives ideas on how to improve the local environment and sources of information. [http://webarchive.nationalarchives.gov.uk/20140328084622/http://cdn.environment-agency.gov.uk/LIT\\_6524\\_7da381.pdf](http://webarchive.nationalarchives.gov.uk/20140328084622/http://cdn.environment-agency.gov.uk/LIT_6524_7da381.pdf)

## Good practice guide for local heritage listing

Produced by English Heritage (now known as Historic England) this uses good practice to support the creation and management of local heritage lists. <https://www.historicengland.org.uk/images-books/publications/good-practice-local-heritage-listing/>

### Conservation Areas

The council [web pages](#) on Conservation Areas provides a list of documents including, Conservation Area maps; and the do's and don't's in these areas.

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# NEIGHBOURHOOD PLANNING AND THE HEREFORDSHIRE HISTORIC ENVIRONMENT RECORD

48836: Possible Causewayed Enclosure, Hill Croft Field, 400m east of Ashgrove Farm, Bodenham

Monument MHE21873 Filtered

Record Type: Monument (MON) SMR No.: 48836 Search:

Name: Possible Causewayed Enclosure, Hill Croft Field, East of Ashgrove Farm, Bodenham

Summary:

MR Outstanc

Type(s): CAUSEWAYED ENCLOSURE?, OVAL ENCLOSURE  
NGR: Centred SO 53 49 (341m by 363m) Map: SOS4NW

Location Tree Status & Codes Land Class Contacts Scores Description HLC Metadata Monitoring

- Possible Causewayed Enclosure, Hill Croft Field, 400m east of Ashgrove Farm, Bodenham (Monument 48836)
  - OVAL ENCLOSURE (Early Neolithic to Middle Neolithic - 3700 BC to 3300 BC) + Sci.Date
  - (Alternate Type) CAUSEWAYED ENCLOSURE? (Early Neolithic to Middle Neolithic - 3700 BC to 3300 BC)
  - Lugg Valley Archaeology, Landscape Change and Conservation Project (Field Survey) (EHE51167 - SMR Event: 51167)
  - Excavation and Geophysical Survey, Hill Croft Field, Bodenham, 2006 (Lugg Valley Project) (Archaeological Intervention) (EHE43475 - SMR Event: 43475)
  - The Lower Lugg Valley Archaeology and Aggregates Project Stage 1 (Interpretation) (EHE43475 - SMR Event: 43475)
  - MOLLUSCA REMAINS (Small quantity) Undated (FHE2622)
  - ANIMAL REMAINS (>10) Early Neolithic - 4000 BC to 3301 BC (FHE2616)
  - BLADE (2) Early Neolithic - 4000 BC to 3301 BC (FHE2617)
  - BOWL (3) Early Neolithic - 4000 BC to 3301 BC (FHE2621)
  - CORE? (1) Early Neolithic - 4000 BC to 3301 BC (FHE2619)
  - FLAKE (6-10) Early Neolithic - 4000 BC to 3301 BC (FHE2618)
  - HUMAN REMAINS (2) Early Neolithic - 4000 BC to 3301 BC (FHE2620)

LibraryLink: 0 Resources: 1 Tasks: 0

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# Accessing Comprehensive Historic Environment Data for Neighbourhood Planning Purposes in Herefordshire

## About the Herefordshire Historic Environment Record

The Herefordshire Historic Environment Record (HER) is the primary index of all known heritage assets in Herefordshire, both designated and undesignated, and it underpins all historic environment planning and advisory work within the county. The HER consists of a paper and computerised record, and spans the full range of human activity in the county, from earliest Prehistory through to the 21st Century.

The HER was set up more than 30 years ago and originally contained a very basic level of data. Since then, the records have been added to and enhanced as new information has become available, and records are constantly being updated and improved. However, they are compiled from a range of sources of varying quality, and the records, therefore, vary greatly in their completeness, detail, reliability and accuracy. It is also important to note that an absence of recorded archaeological sites in a particular area should not necessarily be interpreted as an absence of archaeology. It may be that surviving archaeology has not been identified in the HER for a number of reasons.

The HER differs from a statutory list, such as a list of Scheduled Monuments or Listed Buildings. A statutory list is a set of sites, features, buildings etc. whose significance has been assessed and found to meet a set of defined criteria. The HER, on the other hand, is where all of the known information about the historic environment is held. The heritage assets recorded in the HER (HER Monuments) are of varying nature and significance, and do not meet a defined set of criteria.

## Historic Environment datasets held by the HER

Historic Environment mapping datasets held by the HER are listed below (the HER also holds datasets for designated assets, so these can be obtained either from the HER, or as GIS data from the MAGIC website (<http://www.magic.gov.uk/>). PDF text reports (detail reports and list reports) are also available from the HER for all of these datasets.

- **HER Records** (known as HER Monuments)
- **Events** (investigative activities such as excavations, surveys etc.)
- **Listed Buildings** (designated: statutory protection – also available via MAGIC)
- **Scheduled Monuments** (designated: statutory protection – also available via MAGIC)
- **Registered Historic Parks/Gardens** (designated: national importance – also available via MAGIC)
- **Conservation Areas** (designated: local importance)
- **Historic Landscape Character Records** (county-wide coverage)

## Obtaining Historic Environment Data

Although much of the information held in the HER is accessible through the Herefordshire Through Time website (Herefordshire Through Time [www.herefordshire.gov.uk/htt](http://www.herefordshire.gov.uk/htt)), this online resource is not suitable for neighbourhood planning purposes, as the most recent information may not have been added yet, and no mapping data is currently provided through this website. Also, the nature and significance of heritage assets indicated or implied by the HER cannot properly be understood in the absence of advice from qualified and accredited heritage professionals, and further research

may be needed to form a clear and sustainable view. Therefore, the recommended procedure for obtaining comprehensive HER information and advice is outlined below:

- Please consult with Herefordshire Council's appointed HER officer in the first instance (Lucie Dingwall or Melissa Seddon - Tel: 01432 260130, Email: [HEREnquiries@herefordshire.gov.uk](mailto:HEREnquiries@herefordshire.gov.uk)), to discuss data supply.
- Please also consult with Herefordshire Council's appointed Archaeological Advisor (Julian Cotton – Tel: 01432 383350, Email: [jcotton2@herefordshire.gov.uk](mailto:jcotton2@herefordshire.gov.uk)) to discuss historic environment advisory aspects.
- PDF text reports and digital mapping data (GIS data: MapInfo or Shapefile format) can be supplied directly by the HER\*, but hardcopy mapping will need to be supplied by the GIS team at Hoople Ltd (Tel: 01432 383218 Email: [gismapping@hoopleltd.co.uk](mailto:gismapping@hoopleltd.co.uk)), in consultation with the HER. However, in either case, please contact the HER initially to discuss requirements.
- The HER search request and HER licence forms will also need to be submitted in all cases. These are provided at the end of these guidelines, and can also be downloaded from the Herefordshire through Time website: <http://htt.herefordshire.gov.uk/70.aspx> Please ensure **both** forms are submitted.
- Only one parish can be requested per HER search request form. If the neighbourhood plan covers more than one parish, a separate data request form will need to be completed for each parish.
- There is no charge for supply of GIS data from the HER, but there will be a charge from Hoople Ltd for supplying printed maps.

\*Please note that the licence number allocated when the Parish Council signs up to the Public Service Mapping Agreement (PSMA) will be required before the HER can supply GIS data. There is a space on the HER data request form for this licence number.

# Sample PDF Detail Report (HER Monument)

## Herefordshire Council Monument Full Report

16/04/2015

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| HER Number | Site Name   | Record Type |
|------------|---|-------------|
| 43269      | Neolithic Hengiform Monument, Castle Field, 350m South of Stapleton Castle, Stapleton | Monument    |

A penannular ring ditch, first identified as a cropmark on aerial photos, was partially excavated and found to be a Neolithic Henge.

### Monument Types and Dates

HENGIFORM MONUMENT (Late Neolithic - 2900 BC to 2401 BC)

Evidence CROPMARK  
Evidence EXCAVATED FEATURE

CREMATION BURIAL (Late Bronze Age - 900 BC to 801 BC) + Sci.Date

Evidence EXCAVATED FEATURE  
Sci. Date: -1230 +/- 50 RadioCarbon  
-590 +/- 40 RadioCarbon

### Description and Sources

#### Description

The complex of cropmarks in Castle Field, Stapleton (SMR 5593) includes a penannular ring ditch (SMR 43269). The cropmark shows a circular ditch 18m in diameter with a break or entrance on the eastern side. Aerial photo rectification and geophysical survey were followed by excavation of the eastern half of the monument, including the apparent entrance. Excavation revealed the ditch to be 2.6m wide. Several flints were recovered from the base of the plough soil/surface of natural, including a Late Neolithic oblique arrowhead. The two ditch sections excavated revealed the ditch to be U-shaped, and between 1 and 1.1m below the subsoil surface. No finds were recovered from either ditch section. Near the end of the southern ditch section, a deliberate deposit of Late Bronze Age cremation pyre residue was found, that had been placed in a wide scoop excavated in the top of the infilled ditch of the earlier monument. The cremation deposit was Radiocarbon dated to 800-740 BC, and the earlier, infill deposit immediately below it was Radiocarbon dated to 1530-1380 BC. The presence of an entrance in the ring ditch, the apparent lack of a burial, and the indication that material excavated from the ditch was thrown outwards to create an external bank suggest that this is a henge monument rather than a burial site. The later use of the ditch terminal for Late Bronze Age pyre remains supports this interpretation, as does the identification of another penannular ring-ditch in the field to the east (SMR 5595), as such monuments were often found in pairs. This is the first henge monument in the county to have been confirmed by excavation. (1)

Chris Musson 2006 colour negative aerial photograph catalogue (2) (3) (4) (5) (6) (7)

#### Sources

- (1) Bibliographic reference: SHE17742. Dorling, Peter. 2007. The Lugg Valley, Herefordshire: Archaeology, Landscape Change and Conservation. Herefordshire Studies in Archaeology. 4.
- (2) Aerial Photograph: SHE18265. Musson, C R. 12/07/2006. 06-CN-1114A. Herefordshire Aerial Archaeological Survey 2006. Oblique.
- (3) Aerial Photograph: SHE18266. Musson, C R. 12/07/2006. 06-CN-1115A. Herefordshire Aerial Archaeological Survey 2006. Oblique.
- (4) Aerial Photograph: SHE18267. Musson, C R. 12/07/2006. 06-CN-1116A. Herefordshire Aerial Archaeological Survey 2006. Oblique.
- (5) Aerial Photograph: SHE18268. Musson, C R. 12/07/2006. 06-CN-1117A. Herefordshire Aerial Archaeological Survey 2006. Oblique.
- (6) Aerial Photograph: SHE18269. Musson, C R. 12/07/2006. 06-CN-1118A. Herefordshire Aerial Archaeological Survey 2006. Oblique.
- (7) Aerial Photograph: SHE18270. Musson, C R. 12/07/2006. 06-CN-1119A. Herefordshire Aerial Archaeological Survey 2006. Oblique.

#### Associated resources

HTT Web URL [#http://www.htt.herefordshire.gov.uk/smrSearch/Monuments/Monument\\_Item.aspx?ID=43269#](http://www.htt.herefordshire.gov.uk/smrSearch/Monuments/Monument_Item.aspx?ID=43269#)

Link to Herefordshire Through Time Web Database

#### Location

## Sample PDF List Report (HER Monument)

| Ref   | Site Name   | Monument Types                                    | Administration Areas/Description                 | NGR                                     |
|-------|---|---|--|---|
| 51633 | Iron Age Burials (Double Inhumation), Salvage Recording Area 3, Wellington Quarry, Wellington | Crouched Inhumation                               | WELLINGTON, HEREFORDSHIRE                        | SO 509 477 (point)                      |
| 51634 | Roman Cremations, Wellington Quarry, Wellington   | Cremation Burial                                  | WELLINGTON, HEREFORDSHIRE                        | SO 506 479 (point)                      |
| 51635 | Probable Roman Villa, Wellington Quarry, Wellington   | Villa, Corn Drying Oven                           | WELLINGTON, HEREFORDSHIRE                        | SO 508 479 (point)                      |
| 51636 | Early Medieval Watermill, Salvage Recording Area 9, Wellington Quarry, Wellington             | Watermill   | WELLINGTON, HEREFORDSHIRE                        | SO 508 473 (point)                      |
| 51638 | Post-Medieval Activity, Wellington Quarry, Wellington   | Sheep Dip, Occupation Site                        | WELLINGTON, HEREFORDSHIRE                        | Centred SO 50563 47650 (1124m by 1470m) |
| 53261 | Earthwork of enclosure, immediately N of Brickhouse, Marden                                   | Enclosure   | MARDEN, HEREFORDSHIRE                            | Centred SO 5200 4848 (100m by 132m)     |
| 5522  | Multi-period Occupation Site, Wellington Quarry, Wellington                                   | Occupation Site                                   | WELLINGTON, HEREFORDSHIRE                        | Centred SO 50 47 (1124m by 1470m)       |
| 5523  | Enclosures, West of the Green, Wellington   | Subrectangular Enclosure, Ditch, Pit              | WELLINGTON, HEREFORDSHIRE                        | Centred SO 49 48 (460m by 463m)         |
| 6003  | Field System and Water Management System, North of Wellington Quarry, Wellington              | Ridge And Furrow, Water Meadow                    | WELLINGTON, HEREFORDSHIRE, MARDEN, HEREFORDSHIRE | Centred SO 50975 49061 (1774m by 2643m) |
| 6019  | Occupation Site, East of Wellington Wood, Wellington  | Ring Ditch, Ridge And Furrow, Trackway, Enclosure | WELLINGTON, HEREFORDSHIRE                        | Centred SO 50 49 (873m by 758m)         |
| 6089  | Roman road, Canon Pyon  | Road  | CANON PYON, HEREFORDSHIRE                        | SO 49 50 (point)                        |
| 6321  | Dinmore Manor and Preceptory of Knights Hospitaller, Dinmore                                  | Hospitallers Preceptory, Manor House, Barn        | DINMORE, HEREFORDSHIRE                           | Centred SO 485 503 (146m by 220m)       |
| 6326  | Circular mound, Dinmore   | Circular Enclosure                                | DINMORE, HEREFORDSHIRE                           | Centred SO 4883 5033 (51m by 49m)       |
| 6327  | Lynchets, S of Gates Wood, Dinmore  | Lynchet   | DINMORE, HEREFORDSHIRE                           | SO 492 503 (point)                      |
| 6549  | Wisteston Court, Marden   | Manor, Water Channel, Building Platform, Windmill | MARDEN, HEREFORDSHIRE                            | Centred SO 51835 48864 (344m by 384m)   |
| 6552  | Neolithic axe, Dinmore Fruit Farm, Wellington   | Findspot  | WELLINGTON, HEREFORDSHIRE                        | SO 50 49 (point)                        |

**PRO-FORMA 1: Herefordshire Historic Environment Record**  
**User Guidance Notes and Search Request Form (<http://htt.herefordshire.gov.uk/70.aspx>)**

**Historic Environment Professionals/Neighbourhood Plans**

If your enquiry or search relates to planning and development, we require you to consult the Archaeological Advisor, Julian Cotton ([jcotton2@herefordshire.gov.uk](mailto:jcotton2@herefordshire.gov.uk) 01432 383350) before HER information can be provided. This ensures that the archaeological advisor is aware of the proposed scheme and has agreed that the search area requested is appropriate for the type of scheme proposed.

**All enquirers**

If you are conducting research it must be remembered that the results of an **HER** search are designed to be a starting point, not a complete record. The sources mentioned in the full reports should be consulted in order to fully understand the nature of the archaeology in your search area. We strongly recommend that you come to visit the **HER** once you have received your search results to consult all the sources mentioned along with other more general information that we hold.

An absence of archaeological sites in a particular area should not necessarily be interpreted as an absence of archaeology. It may be that archaeology has not been found in an area because there has been very little development there.

The HER is only staffed by one full-time post, split between two job-sharers. We do not have the staff resources to undertake research on behalf of enquirers, other than to search the HER database and supply the resulting data, and answer questions about our holdings. However, enquirers are welcome to make an appointment to come and visit the HER in person to carry out research themselves, where assistance will be given in finding relevant hardcopy material etc.

**Appointments**

The Herefordshire HER is located in the Herefordshire Archive and Record Centre, Fir Tree Lane, Rotherwas, Hereford. Visits to the HER can be made, by appointment only; telephone 01432 260130 or email [HEREnquiries@herefordshire.gov.uk](mailto:HEREnquiries@herefordshire.gov.uk) to make an appointment. At least 24 hours' notice is required for an appointment. Appointments are available on Monday to Thursday each week, subject to staff availability.

**Charges**

At present we do not charge for staff time for any standard HER enquiries or searches. However, we do reserve the right to charge for staff time for unusually large and/or complex searches that require a lot of staff time.

We do not offer a priority search service as we do not have the staff resources to do so. We endeavour to deal with all enquiries as quickly as possible, depending on workloads, but we advise contacting us 10 working days before you require the data to ensure that you have sufficient time to obtain your data. Please note that timescales may be longer for large neighbourhood planning areas.

We charge 10p per sheet for photocopying/printing.

**Please post or email your completed data request form to:**

Historic Environment Record Officer  
Herefordshire Archive and Record Centre  
Fir Tree Lane  
Rotherwas  
Hereford HR2 6LA  
Email: [HEREnquiries@herefordshire.gov.uk](mailto:HEREnquiries@herefordshire.gov.uk)  
Tel: 01432 260130

---

**Contact Details**

Name:

Organisation:

Email Address:

Telephone Number:

Organisation OS Licence Number (Essential if GIS data is required):

---

**Search Area/Theme**EITHER:

OS Grid reference (at least 8 figures)

Search radius (in metres or kilometres)

OR:Digital Search boundary attached (MapInfo or Shapefile format only) AND/OR:Period/Site Type/Other theme (if the theme is not county-wide, please also include grid reference/digital boundary as above)

---

**Text Output**

Please check the boxes for the datasets and format you require (NB Only ONE format will be provided). For large numbers of records (&gt;300), list reports will be provided rather than detail reports.

**DATASET****FORMAT***Hardcopy Report (10p per sheet)**PDF Report*

|  |                          |                          |
|--|--------------------------|--------------------------|
| HER Monuments                            | <input type="checkbox"/> | <input type="checkbox"/> |
| HER Events                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Listed Buildings                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Scheduled Monuments                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Registered Historic Parks and Gardens    | <input type="checkbox"/> | <input type="checkbox"/> |
| Conservation Areas                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Historic Landscape Characterisation data | <input type="checkbox"/> | <input type="checkbox"/> |

---

**Mapping Output**

Please check the boxes for the datasets and format you require (NB Only ONE format will be provided)

**DATASET****FORMAT***PDF Map\***GIS:MapInfo\*\***GIS: Shapefile\*\**

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| HER Monuments                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HER Events                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| + Listed Buildings                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| + Scheduled Monuments                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| + Registered Historic Parks and Gardens  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conservation Areas                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Historic Landscape Characterisation data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\*This option is available for maps within limited search area sizes and scales. Please contact the HER to discuss requirements

\*\*Please ensure you have provided your organisation's OS licence number – without this we cannot provide GIS data. Please also note that the HER can only provide data in the formats specified above and cannot provide IT support.

+ The boundaries shown on our maps for these datasets are intended to be a guide only: the definitive locations of Scheduled Monuments, Listed Buildings and Registered Parks/Gardens can be obtained from Historic England.

---

**Planning/neighbourhood planning and development-related enquiries only**I confirm that I have consulted Herefordshire Council's archaeological advisor ([jcotton2@herefordshire.gov.uk](mailto:jcotton2@herefordshire.gov.uk) 01432 383350) to discuss the proposed scheme: Date Consulted:

---

**PRO-FORMA 2: Licence Agreement for the use of data from the Herefordshire Historic Environment Record (HER): Terms and Conditions (<http://htt.herefordshire.gov.uk/70.aspx>)**

1. HER data is provided for the sole use of the licensee for the purposes specified and will not be passed on to third parties or used for other purposes than that for which it was supplied. The HER data should not be used for purposes which damage archaeological sites, historic buildings or historic landscapes. Misuse of the information provided may result in the licensee being denied access to HER information in the future.
2. The use of the HER data is normally licenced for 6 months. Requests to extend the licence period must be made not less than 10 working days before the expiry of the licence. It is the responsibility of the licensee to ensure that updated information is obtained from the HER where there is a significant delay between the supply of HER data and the production of a report.
3. On expiry of the licence period the licensee will erase all copies of the HER data held in digital form. The licensee must provide written confirmation to the HER that this has been carried out within 5 working days of the expiry of the licence.
4. The data is the copyright of Herefordshire Council and should not be reproduced in the public domain without the written permission of the HER, except as an abstract in documents explicitly covered by the licence agreement. The HER should be suitably acknowledged as the source of the information. Where GIS data is supplied, the data was created using an underlying Ordnance Survey map base. Ordnance Survey copyright should be acknowledged by the addition of the following copyright statement on any maps produced using the data:  
*This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Herefordshire Council Licence No. 10024168. Additional Information © Herefordshire Council.*
5. The licensee will provide a digital copy and one hardcopy of each report produced as a result of using the HER data for inclusion within the HER. NB this does not supersede any requirements for the provision of reports as stipulated in any briefs for archaeological work provided by Herefordshire Council's Archaeological Advisor .
6. Whilst every effort is made to ensure the accuracy of HER data, Herefordshire Council bears no legal responsibility for the accuracy or comprehensiveness of the data provided and accepts no liability for indirect, consequential or incidental damages or losses arising from use of the data.
7. Failure to comply with any of the terms and conditions of this agreement will be construed as a breach of these terms and conditions and will result in the immediate termination of the licence. On receiving notification that a licence has been terminated the licensee will immediately erase or otherwise destroy all copies of the HER data. The licensee must provide written confirmation to the County Archaeological Service that this has been carried out within 5 working days of the termination of the licence.
8. This licence relates to the HER data contained in Schedule 1 (attached).
9. Herefordshire Council retains its right to use legal proceedings to protect its copyright.

I have read and accept the terms and conditions of the licence agreement above.

|   |       |       |  |
|---|-------|-------|--|
| Signed:   |       | Date: |  |
| <b>Please ensure that you also sign Schedule 1.</b> If you are signing as a representative of an organisation or company rather than as an individual, please fill in the name of the body below. |       |       |  |
| Name of organisation or company:  |       |       |  |
| Date of Licence:  | From: | To:   |  |
| Purpose data licenced for:  |       |       |  |

**FOR OFFICE USE:**

| Date Licence Agreement Received | Date Data Supplied | Date Licence Extended to | Date Data Confirmed Deleted | Date Licence Terminated |
|---------------------------------|--------------------|--------------------------|-----------------------------|-------------------------|
|                                 |                    |                          |                             |                         |



# Licence Agreement for the use of data from the Herefordshire Historic Environment Record (HER): Schedule 1

The Licence Agreement relates to the following data:

1. HER data for the study area as indicated on the map supplied on \_\_\_\_\_, including:

Monuments  
Events  
Scheduled Monuments  
Listed Buildings  
Registered Historic Parks and Gardens  
Conservation Areas  
Historic Landscape Characterisation Data

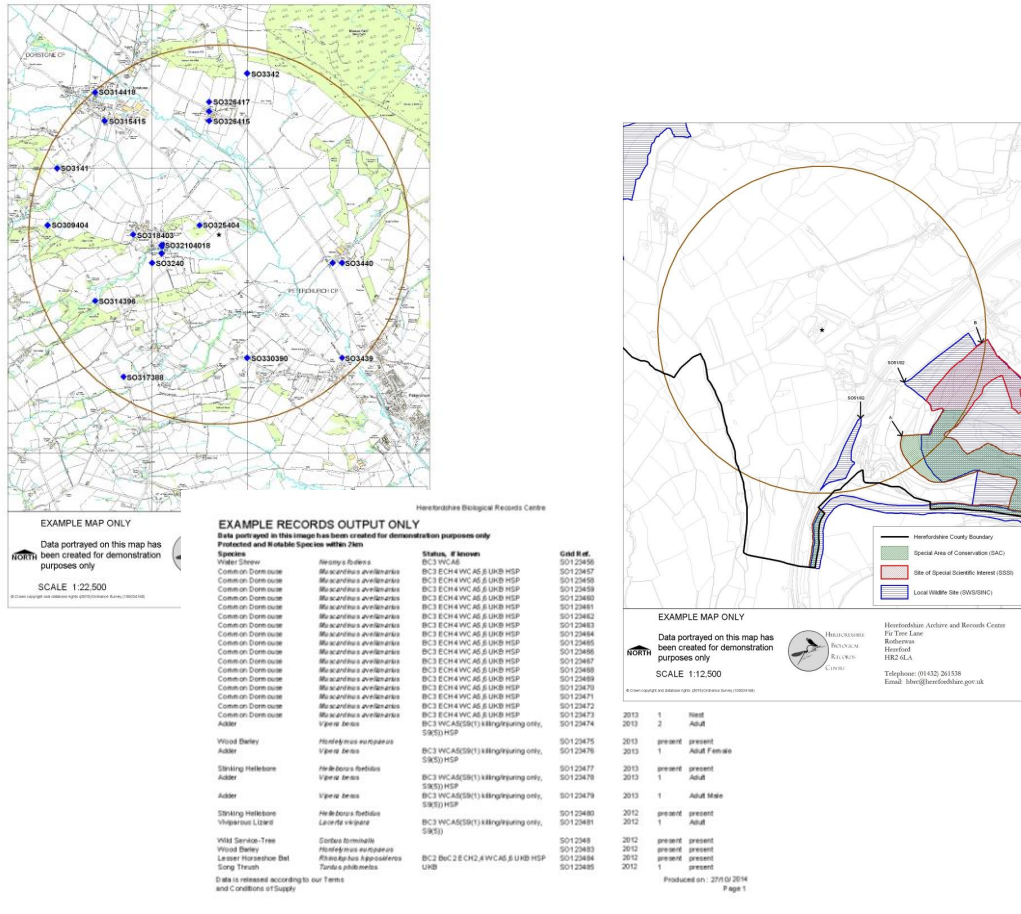
|   |  |       |
|---|--|-------|
| Signed*:  |  | Date: |
| If you are signing as a representative of an organisation or company rather than as an individual, please fill in the name of the body below. |  |       |
| Name of organisation or company:  |  |       |

\*Digital signatures accepted

**Please post or email your completed licence form to:**

Historic Environment Record Officer  
Herefordshire Archive and Record Centre  
Fir Tree Lane  
Rotherwas  
Hereford HR2 6LA  
Email: [HEREnquiries@herefordshire.gov.uk](mailto:HEREnquiries@herefordshire.gov.uk)  
Tel: 01432 260130

# DATA ENQUIRY SERVICE AVAILABLE FROM HEREFORDSHIRE BIOLOGICAL RECORDS CENTRE FOR THE PURPOSES OF NEIGHBOURHOOD PLANNING



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HEREFORDSHIRE  
BIOLOGICAL  
RECORDS  
CENTRE

Herefordshire Biological Records Centre (HBRC) is a “not-for-profit” organisation which is hosted by Herefordshire Council at Herefordshire Archive and Records Centre. It was formed in 2001, and since that time has been collating species and habitat data for sites and surveys all over the county. HBRC provides information to recorders, conservation planners and to the public in a variety of formats via the Data Enquiry Service. The costs associated with running the service need to be shared amongst the users. This leaflet aims to give a brief overview of the Data Package that is available for the purposes of Neighbourhood Planning within Herefordshire.

**Neighbourhood Plan Data Package:**

We offer the following package, providing information within your Parish boundary\*, for a set fee of **£150 exclusive of Vat:**

- **Species search** - records provided in Excel format.
- **Plotted species records** (showing the distribution of the above records on an A4 or A3 colour map) – provided in JPEG format.
- **Map of Designated Sites (Local and/or Statutory Designations) accompanied by citation details where available** - provided on an A4 or A3 colour map – map provided in JPEG format and citations in Word format.

**Further information regarding the products supplied as part of the Data Package:**

|                                     |  |
|-------------------------------------|--|
| <b>Species Records Search</b>       |  |
| <b>S4</b>                           | Includes records for Legally Protected and Priority Species along with those of Conservation Concern and Local Importance                      |
| <b>Designated Sites Information</b> |  |
| <b>Statutory Designations</b>       | Special Areas of Conservation, Sites of Special Scientific Interest, National Nature Reserves  |
| <b>Local Designations</b>           | Local Wildlife Sites, Local Geological Sites, Local Nature Reserves, Herefordshire Wildlife Trust Reserves, and Roadside Verge Nature Reserves |

The above data package contains the three standard Products most commonly requested by Ecological Consultants dealing with planning applications.

Other Products and services are available from HBRC, including bespoke Products, although these will be subject to additional charges. If you think you may require these please contact HBRC to discuss your requirements with a member of staff.

\* Please note that this charge is based on one Parish without a search buffer. If your Neighbourhood Plan covers more than one Parish, has a buffer or is particularly large there may be an additional charge. All charges will be confirmed and agreement sought prior to any work being carried out.

## **Submitting a data enquiry to HBRC**

- Complete and sign a copy of HBRC's Neighbourhood Plan Data Request Form (see pages 6 and 7). If you require any assistance with completing this please call HBRC on 01432 261538.
- Return to HBRC by post (HBRC, Fir Tree Lane, Rotherwas, Hereford, HR2 6LA) or email ([hbrc@herefordshire.gov.uk](mailto:hbrc@herefordshire.gov.uk)).
- A member of staff will then contact you and provide a quote for the work requested.
- Once the quote has been agreed the Data Request will be carried out and the data supplied.
- We aim to supply a quote within 5 working days of the submittal of a completed data request form and return the information requested within 10 working days of the acceptance of any quote.

## **Data Quality Statement**

Data provided are as held by Herefordshire Biological Records Centre. Past records of presence of a species or habitat do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held. HBRC works with species experts to check the quality of data held, although not all taxa have full coverage by experts. Therefore whilst every effort has been made to validate and verify records wherever practical, HBRC accept no responsibility for the veracity of information held.

## **Further Information**

You may wish to contact an Ecological Consultant to help with the interpretation of the data. HBRC can provide you with a list of Ecological Consultants should you require them.

For general ecological planning enquires you may wish to contact Robert Widdicombe, Senior Planning Ecologist for Herefordshire Council. He can be reached by email at [rwiddicombe@herefordshire.gov.uk](mailto:rwiddicombe@herefordshire.gov.uk) or via telephone on 01432 383026.

If you have any queries regarding the data provided please contact HBRC staff directly. The first 15 minutes will not be subject to an additional charge however after this any subsequent queries will be charged at a rate of **£25 plus Vat for every quarter hour**.

# The following are examples of the outputs that would be provided as part of the “Neighbourhood Plan Data Package” from HBRC.

## Species Records Output

Herefordshire Biological Records Centre

### EXAMPLE RECORDS OUTPUT ONLY

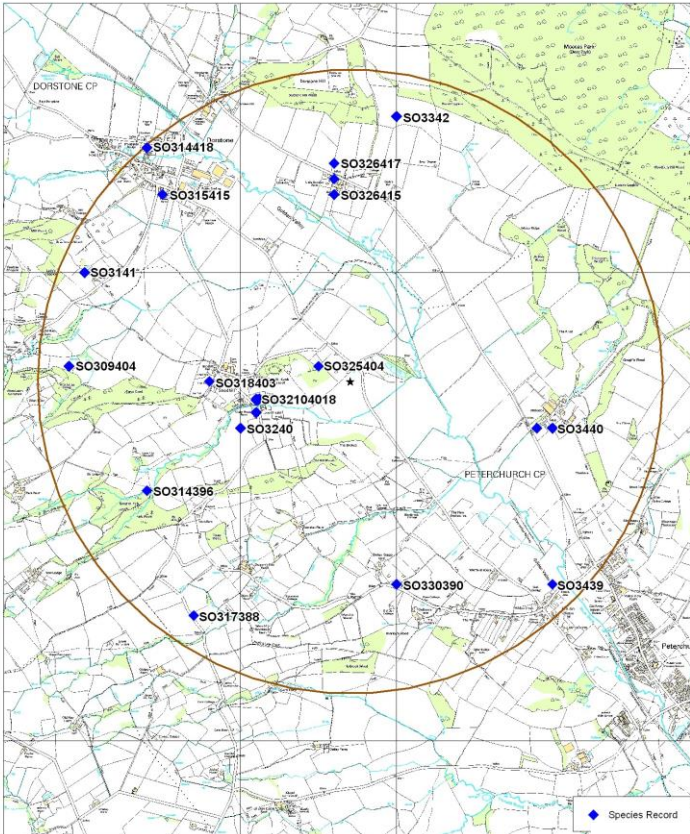
Data portrayed in this image has been created for demonstration purposes only  
Protected and Notable Species within 2km

| Species   | Status, if known                                 | Grid Ref. | Year | Count   | Sex/Stage    |
|---|--|-----------|------|---------|--------------|
| Water Shrew<br><i>Neomys fodiens</i>                    | BC3 WCA6   | S0123456  | 2015 | 1       | dead         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123457  | 2015 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123458  | 2015 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123459  | 2015 | 1       | adult        |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123460  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123461  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123462  | 2014 | 1       | Adult        |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123463  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123464  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123465  | 2014 | 1       | adult        |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123466  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123467  | 2014 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123468  | 2013 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123469  | 2013 | 1       | adult        |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123470  | 2013 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123471  | 2013 | 1       | adult        |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123472  | 2013 | 1       | Nest         |
| Common Dormouse<br><i>Muscardinus avellanarius</i>      | BC3 ECH4 WC A5,6 UKB HSP                         | S0123473  | 2013 | 1       | Nest         |
| Adder<br><i>Vipera berus</i>                            | BC3 WCA5(S9(1) killing/injuring only, S9(5)) HSP | S0123474  | 2013 | 2       | Adult        |
| Wood Barley<br><i>Hordeum europaeus</i>                 |  | S0123475  | 2013 | present | present      |
| Adder<br><i>Vipera berus</i>                            | BC3 WCA5(S9(1) killing/injuring only, S9(5)) HSP | S0123476  | 2013 | 1       | Adult Female |
| Stinking Hellebore<br><i>Heliborus foetidus</i>         |  | S0123477  | 2013 | present | present      |
| Adder<br><i>Vipera berus</i>                            | BC3 WCA5(S9(1) killing/injuring only, S9(5)) HSP | S0123478  | 2013 | 1       | Adult        |
| Adder<br><i>Vipera berus</i>                            | BC3 WCA5(S9(1) killing/injuring only, S9(5)) HSP | S0123479  | 2013 | 1       | Adult Male   |
| Stinking Hellebore<br><i>Heliborus foetidus</i>         |  | S0123480  | 2012 | present | present      |
| Viviparous Lizard<br><i>Lacerta vivipara</i>            | BC3 WCA5(S9(1) killing/injuring only, S9(5))     | S0123481  | 2012 | 1       | Adult        |
| Wild Service-Tree<br><i>Sorbus torminalis</i>           |  | S012348   | 2012 | present | present      |
| Wood Barley<br><i>Hordeum europaeus</i>                 |  | S0123483  | 2012 | present | present      |
| Lesser Horseshoe Bat<br><i>Rhinolophus hipposideros</i> | BC2 BoC 2 ECH2,4 WCA5,6 UKB HSP                  | S0123484  | 2012 | present | present      |
| Song Thrush<br><i>Turdus philomelos</i>                 | UKB  | S0123485  | 2012 | 1       | present      |

Data is released according to our Terms and Conditions of Supply

Produced on : 27/10/2014  
Page 1

## Map showing distribution of Species Records



**EXAMPLE MAP ONLY**

 Data portrayed on this map has been created for demonstration purposes only

 Herefordshire Biological Records Centre

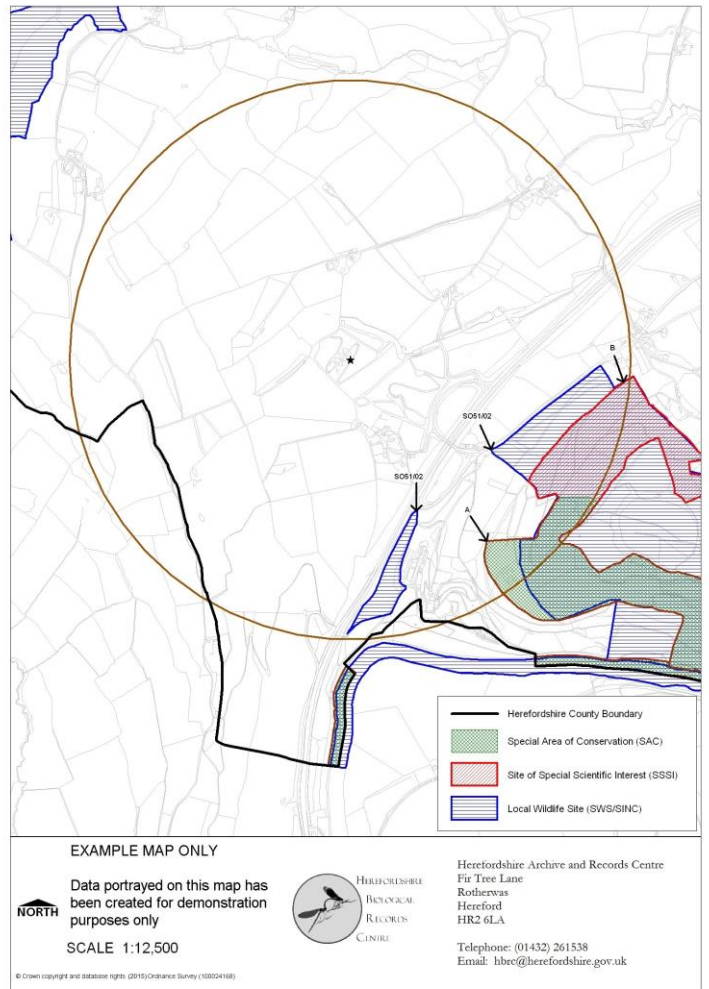
Herefordshire Archive and Fir Tree Lane  
Rotherwas  
Hereford  
HR2 6LA

Telephone: (01432) 261538  
Email: hbrcc@herefordshir

SCALE 1:22,500

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## Map showing Designated Sites



**EXAMPLE MAP ONLY**

 Data portrayed on this map has been created for demonstration purposes only

 Herefordshire Biological Records Centre

Herefordshire Archive and Records Centre  
Fir Tree Lane  
Rotherwas  
Hereford  
HR2 6LA

Telephone: (01432) 261538  
Email: hbrcc@herefordshire.gov.uk

SCALE 1:12,500

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HEREFORDSHIRE  
BIOLOGICAL  
RECORDS  
CENTRE

*A partnership project*

Data Request No.

**For HBRC**

**use only**

Please complete, sign and return to: -

**HBRC**

**Herefordshire Archive and Records Centre**

**Fir Tree Lane**

**Rotherwas**

**Hereford**

**HR2 6LA**

Or Email: [hbrc@herefordshire.gov.uk](mailto:hbrc@herefordshire.gov.uk)

Telephone Enquiries: (01432) 261538

## Herefordshire Biological Records Centre Neighbourhood Plan Data Request Form

| Contact Details  |  |                                 |  |
|--|--|---------------------------------|--|
| Name   |  | Position                        |  |
| Organisation   |  | Order Number<br>(if applicable) |  |
| Contact Address  |  |                                 |  |
| Invoice Address<br>(if different from contact address) |  |                                 |  |
| Telephone Number                                       |  | Fax Number                      |  |
| Email  |  |                                 |  |

| Information Request  |  |
|--|--|
| Location of Search – Please provide a 6 figure grid reference and Site Name<br>(If possible, please include a map or GIS layer with a clear site boundary)   |  |
| Search Buffer if Required<br><b>(N.B.</b> Herefordshire Council ecology department recommends that planning applications for building developments consider existing records for at least <b>2 km<sup>2</sup></b> area around the site of the application. Further information is available in the Biodiversity SPG which is available from Herefordshire Council on request). |  |
| Reason for Request and Intended Use of Information:<br><b>Please note:</b> <i>Under the terms of the Environmental Information Regulations (2005), you are not obliged to provide this information.</i>  |  |

| Data Required <i>(please indicate data type and specific information required)</i>                        |              |  |                 |
|---|--------------|--|-----------------|
| Species Records   | Records Only |  | Records and Map |
| Species Required  |              |  |                 |
| <b>Standard Searches</b> (Included in the set fee)  |              | Please Tick One  |                 |
| S4 – legally protected and priority species along with those of conservation concern and local importance |              |  |                 |
| <b>Alternative Searches</b> (these may be subject to an additional charge)                                |              | Please Tick and Provide Extra Information Where Required |                 |
| S5 – All Species  |              |  |                 |
| S6 – Single Species (Please Specify)  |              |  |                 |

|   |                            |
|---|----------------------------|
| <b>S7 – Single Taxonomic Group (Please Specify)</b> |                            |
| S8 – Bespoke Species Selection (Please Specify)     |                            |
| Designated Sites                                    | Includes Map and Citations |
|   | Please Tick                |
| Both Statutory and Local Designations               |                            |

|  |  |
|--|--|
| <b>Output Format Required (Please tick preferred option)</b> |  |
| Paper (there may be a charge associated with this)           |  |
| Electronic (via email)                                       |  |

I agree to abide by the terms and conditions stated in Terms and Conditions for the supply of data, and confirm that to my knowledge I have not been responsible for any misuse of data obtained from any other Biological Records Centre. I also confirm that to my knowledge neither I nor any of my colleagues have been investigated for or convicted of any wildlife crime. I confirm that all data requested will be for legitimate and legal purposes. HBRC reserves the right to determine the purpose for any request.

|        |  |
|--------|--|
| Signed |  |
| Date   |  |

Please allow 10 working days from acceptance of any quote provided for receipt of data, unless otherwise agreed.

### **HBRC Terms and Conditions for the supply of data**

1. Copyright of all records remains with the recorder, and of the collated data with Herefordshire Biological Records Centre.
2. No copies of data are to be made for use by third parties, without written permission from Herefordshire Biological Records Centre.
3. Permission must be obtained in writing from Herefordshire Biological Records Centre if the data supplied is to be used for any other purpose than that described on the Data Request Form.
4. Data are provided subject to ongoing approval for use from individual recorders, local recording groups or national recording schemes. Should such providers of data withdraw permissions for use of these data, the requestor may be obliged to remove relevant data from records.
5. The data must not be entered onto a computerised database or GIS without permission from Herefordshire Biological Records Centre.
6. Herefordshire Biological Records Centre shall be acknowledged in any report relating to data supplied, and we would appreciate any details of biological records resulting from any survey undertaken.
7. Permission to use data expires 12 months after its supply. Applications to extend beyond this period should be made before the expiry date.
8. Data are as held by Herefordshire Biological Records Centre. Past records of presence of a species or habitat do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held.
9. Data are provided *without prejudice* and according to our Charging Policy, which is available on request. Commercial users are always subject to our Charging policy. Further to your request we will provide you with a quotation for processing of information and/or biological records; if this quotation is acceptable we will require approval in writing via letter or fax in order to proceed. Voluntary recording societies and local naturalists are generally exempted from this Policy.



## **Neighbourhood Planning guidance notes available:**

### **Deciding to produce a Neighbourhood Development Plan**

1. Which is the right tool for your parish
2. What is a Neighbourhood Development Plan
3. Getting started
4. A guide to procedures
5. Funding

### **Plan Production**

6. Developing a Vision and Objectives
7. Generating options
8. Writing planning policies
9. Environmental Assessment
10. Evidence base and information requirements
11. Implementation and Monitoring
12. Best practice community engagement techniques
13. Statutory consultees
14. Writing a consultation statement
15. Planning and other legislation
16. Web enabling your plan
17. Using OS based mapping
18. Glossary of planning terms

### **Topics**

19. Sustainable Water Management in Herefordshire
20. Guide to settlement boundaries
21. Guide to site assessment and choosing allocation sites
22. Meeting your housing requirements
23. Conservation issues
24. Recreational areas
25. Renewable energy
26. Transport issues
27. Community Infrastructure Levy

### **Additional Guidance**

28. Setting up a steering group
29. Creating a questionnaire
30. Community facilities
31. Conformity with the Local Plan (Core Strategy)
32. Examinations of Neighbourhood Development Plans
33. Guide to Neighbourhood Development Plan Referendums
34. Tourism
35. Basic Conditions
36. Your plan - Contributing to sustainable development