

SCHEDULE 1 (2009)

- A. The Historic Environment Service to be provided by the County to the Borough shall be as specified below. The County shall not enter into any commercial historic environment contract or undertake any historic environment consultancy within the Borough which might conflict with its obligations under the terms of this Agreement. Any services beyond those specified shall be subject to separate negotiation and agreement. For the avoidance of doubt all legal advice and action in relation to planning appeals and inquiries and generally shall be undertaken by the Borough.

The Service is governed by the allocation of staff time set out in Schedule 4, and directly reflects the payment set out in Schedule 5. In the event of sudden emergency (such as prolonged illness of the staff providing the Service) the County will use its best endeavours to meet this specification and, where this is not possible, will consult the Borough about the priorities which should apply during such an emergency period.

1. **The Historic Environment Record (HER)**

- 1.1 Maintenance of the Historic Environment Record and related databases.
- 1.2 Reviewing and, at the County's discretion, upgrading of the Historic Environment Record hardware and software.
- 1.3 Promotion of, and at the County's discretion, participation in, local and national projects for enhancement of the Historic Environment Record.
- 1.4 The provision of HER and related data to the Borough from time to time in a form agreed with the Borough.

2. **Planning policy**

- 2.1 Advice on the formulation of historic environment and related policies for the Local Development Framework.
- 2.2 Guidance on historic environment policies
- 2.3 Provision of Supplementary Planning Documents, where appropriate, on historic environment issues.
- 2.4 Advice on the preparation of development briefs for major development areas.
- 2.5 Advice on historic environment legislation.
- 2.6 Attendance as expert witness at planning appeals and public inquiries.

3. **Development control**

- 3.1 Advice on the application of PPG15: *Planning and the Historic Environment* and PPG16: *Archaeology and Planning*,
- 3.2 Advice on the archaeological impact of :

planning applications, pre-application enquiries and other development proposals.

applications under the Countryside Stewardship Scheme, Woodland Grant Scheme and Hedgerow Regulations 1997.

proposed works by statutory agencies and public utilities.
- 3.3 Advice on environmental impact assessments of minerals, waste disposal, highways and other infrastructure proposals.
- 3.4 Advice on the formulation of planning conditions and mitigation measures.
- 3.5 Specification and monitoring of contracts for archaeological desk-based assessments, field evaluations, watching briefs and excavations.
- 3.6 Guidance on the adequacy of archaeological project designs and their conformity to specification.
- 3.7 Maintenance of the County Council's *List of Archaeological Contractors and Consultants*.
- 3.8 Maintenance and enforcement of the County Council's *General Conditions for Archaeological Contractors and Consultants*.
- 3.9 Advice to museums on the management of archaeological project archives.
- 3.10 Advice on listed building and conservation area applications and planning applications affecting conservation areas, including pre-application discussions.
- 3.11 Conservation and design advice for listed buildings and conservation areas
- 3.12 Enforcement advice for listed buildings and conservation areas

4. **Grant applications**

- 4.1 Procurement and management of external funding for archaeological projects.

4.2 Advice on applications to the Heritage Lottery Fund.

4.3 Advice on urban regeneration and derelict land reclamation schemes.

5. **Conservation and management**

5.1 Advice on the conservation, enhancement, interpretation and management of [historic environment](#) sites and remains.

5.2 Advice on applications for Scheduled Monument Consent.

5.3 Archaeological advice on management of the Borough's estate.

6. **Research and Intelligence**

6.1 Liaison with local, regional and national heritage organisations.

6.2 Representation of the Borough on local, regional and national archaeological committees.

6.3 Formulation of local and regional research agendas.

6.4 Provision of information to the local and wider community for the purposes of research, education, leisure and tourism.

7 **Heritage Protection Bill**

7.1 advice in relation to the requirements of the HPB

7.2 implementation of requirements pursuant to HPB

7.3 carrying out of requirements pursuant to HPB

- B. In providing the [Historic Environment](#) Service the County shall use its best endeavours to maintain the standards and meet the performance indicators specified below.
1. Maintain the [Historic Environment Record](#) and related databases in accordance with national data standards.
 2. Upgrade [HER](#) hardware and software in line with national developments.
 3. Review the content and currency of the HER every three years.
 4. Review mapped HER data and reissue where appropriate to the Borough every three years.
 5. Provide standard HER data within 28 days of receipt of written request.
 6. Provide policy and conservation advice within 28 days of receipt of written request.
 7. Provide development control advice within 21 days of receipt of written request.
 8. Request further details of planning applications within 14 days of receipt of weekly planning lists.
 9. Prepare development control progress reports every twelve months.
 10. Prepare archaeological contract specifications within 21 days of receipt of written request.
 11. Copy archaeological contract specifications to the Borough within seven days of preparation.
 12. Enforce archaeological contract standards in accordance with the *Guidance and General Conditions for Archaeological Contractors and Consultants in Cheshire* and the *Codes of Conduct* and by-laws of the Institute of Field Archaeologists.
 13. Review *List of Archaeological Contractors and Consultants* every twelve months.
 14. Review *Guidance and General Conditions for Archaeological Contractors and Consultants in Cheshire* every twelve months.