



Buckinghamshire County Council Select Committee

Environment, Transport and Locality Services Select Committee

Report to the *Environment, Transport and Locality Services* Select Committee

Title: Archaeology

Committee date: 19th May 2015

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Cabinet Member sign-off: Councillor Lesley Clarke

Purpose of Agenda Item

This report is to advise the Select Committee of the roles of the Buckinghamshire County Archaeological Service, the staff which undertake this role and legislative background to this service. In brief we maintain the local Historic Environment Record and provide expert advice on archaeology and related matters.

Background

This report to the select committee was requested by Councillor Warren Whyte following the last bi-annual Buckinghamshire Historic Environment Forum (BHEF) held on the 2nd March 2015. Members of the Forum include elected members from the County and Districts, the County's archaeological service staff, Conservation Officers from the Districts, the National Trust archaeologist, the museum Curator and members of the Buckinghamshire Archaeology Society. Questions were raised by the Forum over the archaeological service's resourcing following the increasing number of large area planning applications, HS2 and East-West Rail. The resourcing of the BHEF emergency recording fund was also raised. This fund allows the professional recording of chance archaeological finds such as the Roman casket burial found during a metal detecting rally.

Summary

This report outlines the legislative background to Buckinghamshire County Council's responsibilities for archaeology and the historic environment. How we work in partnership with the other County Teams, the Districts, the Museum and Historic England (the public body that champions and protects England's historic environment, formerly part of English Heritage, which is now a charity in charge of the properties). It will outline the current set up of the team, resource implications and how unexpected archaeological finds are dealt with. Our income generation will be discussed and the potential opportunities and issues related to resourcing. How we contribute to the tourist economy of Bucks by helping to safeguard our heritage will be briefly noted.

Legislation & Guidance

The National Planning Policy Framework is the main legislation covering archaeology and the historic environment and has an entire chapter (12) on this. The main paragraphs are indicated below:

NPPF Paragraph 169 states:

Local planning authorities should have up-to-date evidence about the historic environment in their area and use it to assess the significance of heritage assets and the contribution they make to their environment. They should also use it to predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future. Local planning authorities should either maintain or have access to a historic environment record.

NPPF Paragraph 126 states:

Local Planning Authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance. ...

NPPF Paragraph 144 includes:

When determining planning applications, local planning authorities should ... ensure, in granting planning permission for mineral development, that there are no unacceptable adverse impacts on natural and historic environment, human health or aviation safety, and to take into account the cumulative effect of multiple impacts from individual sites and/or from a number of sites in a locality.

NPPF Paragraph 128 includes:

... Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk based assessment and, where necessary, a field evaluation.

NPPF Paragraph 129 includes:

Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. ...

NPPF Paragraph 141 states:

Local planning authorities should make information about the significance of the historic environment gathered as part of plan-making or development management publicly accessible. They should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.

The NPPF is based in part on United Nations Resolution adopted by the General Assembly A/RES/42/187 on Sustainable Development.

Other Legislation and Guidance includes:

- EIA Regulations
- Minerals Planning Guidance
- Ancient Monuments and Archaeological Areas Act 1979
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Department of Energy & Climate Change – Overarching National Policy Statement for Energy (EN-1)
- Department of Energy & Climate Change – National Policy Statement for Electricity Networks Infrastructure (EN-5)
- DCLG Approved – English Heritage - Historic Environment Good Practice Advice in Planning:

Note 1 The Historic Environment in Local Plans

Note 2 Managing Significance in Decision-Taking in the Historic Environment

Note 3 The Setting of Heritage Assets

- Chartered Institute for Archaeologists – Standard and guidance for archaeological advice by historic environment services

- Thames Water Archaeology and Cultural Heritage
- Anglia Water – Protecting our Heritage

The Archaeology Team

The Archaeology Team is part of the Environment Team of the Transport, Environment and Economy Business Unit. We have 2.6 full time equivalent staff members consisting of:

| | |
|--------------------------------------|-----------------------------------|
| Senior Archaeology Officer: | Phil Markham BA (Hons) MA MCIfA |
| Historic Environment Record Officer: | Julia Wise BA (Hons) MCIfA |
| Archaeology Officer: | Eliza Alqassar BA (Hons) MA MCIfA |
| Business Support Officer: | Lorna Pope |

Phil has been in post for 1 year, following a similar role in Cornwall and the Isles of Scilly for the previous 9 years. Julia has been in post for over 20 years managing the HER. Eliza has been in post for 6 ½ years following a similar role in Cambridgeshire and has now taken on another role as a temporary Assistant Inspector for Historic England and has reduced her time with us to one day per week for the next six months. We are in the process of finding a temporary replacement for the two days per week she is not available. Lorna has been providing valuable assistance to us for 9 years.

Our Roles

We provide development management advice through the planning process and to utilities where works are often permitted development. Our advice is sought during the pre-development phase and/or the pre-planning application phase, during the application determination phase and post application phase where a condition has been attached to a consent.

This work can involve recommending that a desk based assessment and walk over survey of a proposed development site is undertaken. This would involve an archaeological consultant checking the Historic Environment Record and other records and visit the site so that an assessment of its historic value and potential can be used to inform an applicant and the LPA as to what appropriate works would be required. This desk based assessment may lead to evaluation works such as a geophysical survey – where the different magnetic fields within the soil can be interpreted and often accurately indicate the presence of walls and ditches, trial trenching where targeted trenches are excavated to assess the actual archaeological potential of a site and the significance of any finds. The desk based assessment and evaluation works are normally undertaken at the pre-application stage or during the determination period.

Post consent works are normally undertaken by a condition recommended to the LPA. This may involve an excavation, watching brief, an earthwork survey and/or building recording. These works would be undertaken to an agreed specification, often called a written scheme of investigation. This is often a legal document where enforcement action or legal action

can be taken if required. This, however, would be through the LPA. Field work is monitored to ensure that standards are met and to minimise potential corrective actions.

Following field work there may need to be an assessment of the finds to agree further analysis such as investigating food residues in cooking bowls and/or analysing palaeo-environmental samples to better understand the local environment at the time of the occupation. This could involve looking at plant seeds, animal bone, snail shells, sediments or insect remains. Each can indicate what the local habitats were like, what economic or agricultural activities were taking place and people's living conditions.

This work leads to a report or a number of reports which can be accessed through the Historic Environment Record (HER) and via the University of York's ADS service for digital archives. Following analysis the finds and field work archives are usually deposited with the County Museum.

All of this work is based on the County's Historic Environment Record which is run by Julia Wise who has been a dedicated employee of the Council. This record is on specialist database software known as HBSMR. The records are linked to a geographic information system (computerised mapping) so that their locations can be seen against different map backgrounds and additional information, such as the proposed route of HS2. Julia supplies developers, archaeological consultants, students, academics, community groups, the public and importantly the planning advisors what and where historic environment sites are. When information comes in from the works requested through development proposals, from academic projects and from members of the public the data base and GIS are updated so that the information is available, so that more informed advice can be given and students have up to date information to work with.

The HER is an important element in providing land management advice particularly for agri-environment schemes which help fund the agricultural community of the county.

Tingewick Triangle, Buckingham – Example Site

A brief example of how this works is at a site on the western edge of Buckingham known as the Tingewick Triangle. This site is adjacent to the nationally protected Scheduled site of St Rumbold's well (the site of a medieval holy well). The HER also records a possible late medieval hermitage within the site boundary. Experience has also shown that the county has quite extensive Roman rural remains. During August last year an archaeological consultancy contacted us about the site, supplying us with a geophysical report and requesting advice. Following payment we checked the report together with the HER information and recommended trial trenching to assess the actual archaeological potential.

The consultancy employed an archaeological contractor to undertake this work and their written scheme of investigation was approved by us. During September this work was undertaken causing local concern. As this work was pre-application and on private land the owner did not want us to talk to anyone about the works as it was commercially sensitive. We kept the local members updated as far as we could during this and the local people talked to the archaeologists on site putting themselves at risk from the machinery on site.

Site monitoring was undertaken by Eliza who requested further staff to undertake the works as agreed in the written scheme of investigation. During subsequent monitoring and site meetings we asked for further trenches to be opened up. This work discovered significant Roman remains in the eastern field with good survival of organic material due to the damp conditions. The western field contained a Roman enclosure, a stone scatter near the eastern field boundary and an earlier field system. The northern field work found no significant archaeology.

Following this work and commenting on a number of drafts a report was produced on the site investigations. This was not in the public domain and we could not release it as we had been ordered not to. It was agreed that English Heritage should see the report and we consulted them on this. Comments were received from the Inspector and the Science Advisor. Discussion was undertaken with the consultancy and we recommended that the eastern field was taken out of the development proposal due to its significance. It would also cost a lot of money to appropriately excavate it. We also discussed the western field and mitigation measures if the enclosure and stone scatter could not be protected in situ.

An outline planning application has now been made on the site for up to 400 dwellings, open space including play areas and infrastructure. As this is being written we are in discussion with Historic England (formerly English Heritage) over our responses to the proposal and will have had a site meeting. The responses are likely to welcome that the eastern field is not within the housing and infrastructure area and that no works are undertaken here to safeguard the archaeology. It is likely that if the enclosure and stone spread area cannot realistically be retained then these will be fully excavated. We would also expect to see an archaeological watching brief on any ground works so that buried archaeology is fully recorded. This work would be undertaken by a planning condition attached to any consent, leading to further written schemes of investigation, monitoring, updating the HER and charges.

Our work enabled the discovery of significant Roman remains, their safeguarding by being taken out of the development proposal and will lead to further important information being recovered during the expected archaeological excavations and watching briefs. This information will be made available through the HER and enable an improved standard of advice to be provided for future works in the area. The finds and excavation archive will be deposited with the Museum and will be available for study. Without adequate resourcing the outcome may have been very different.

We also provide advice on policy documents for the County, the Districts, Government, and through the Association of Local Government Archaeological Officers (ALGAO). These documents include Local Plans, Minerals Plans, Neighbourhood Plans and proposed legislation and guidance.

We provide advice to HS2 Ltd through their Heritage sub Committee on archaeological issues and comment on their documents. This involves attending bi-monthly meetings in London and Birmingham. As with all we do, we attempt to make the best of the scheme, that the archaeology is protected, conserved and mitigated appropriately where it cannot be

preserved. This entails raising points at the meetings, requesting clarification of points in documents and recommending amendments to better protect our heritage. With our petitioning points likely to be raised at the HS2 Select Committee in the House of Lords we work closely with our County HS2 colleagues. If not resolved prior to the select committee we may have to attend to debate to argue our position.

Where resources allow we undertake outreach and Eliza has given talks at a number of schools and at the Roman site in Aston Clinton, which had good media attention. The Roman casket burial excavation and conservation funded by the BHEF emergency fund has also received much media attention and some finds were displayed in the museum. We will also be attending and supplying some information posters for the HS2: Heritage on the Line conference at Weston Turville village hall organised by the Buckinghamshire Archaeological Society on Saturday 16th May. One of the speakers will be Helen Glass the HS2 Heritage Manager. Julia has a lot of involvement with the Council for British Archaeology local branch of the Young Archaeologists Club. She has also provided posters and assisted at the Stoke Mandeville Old Church open day. The team has been involved in a lot of outreach in the past including heritage open days, the festival of archaeology and working with the AONB and the Gardens Trust. Our HLF-funded Unlocking Buckinghamshire's Past project also involved outreach events.

The County's Archaeological Service has one of the largest digital data sets in county, incorporating the HER, GIS and the more publically accessible Unlocking Buckinghamshire's Past website. The HER information can be viewed at different scales with various ordnance survey map backgrounds. The information is regularly requested by consultants, developers, students and by members of the public. With increasing demands and finite resources there will be a backlog for updating the record and delays in the provision of data to our customers.

Our Partners

We work closely with County and District Planners, both development management and policy so that the archaeology of Buckinghamshire is adequately protected and impacts are mitigated through the planning process. Development proposals often have impacts across the different areas of the historic environment and we often work with Conservation Officers, Historic England Inspectors and the Museum; which acts as the archive for any recording activities.

We work closely with the Buckinghamshire Historic Environment Forum (BHEF) which with its emergency fund is the only way of appropriately excavating, recording and conserving significant finds made outside of the development arena, such as by chance finds and those discovered by metal detecting enthusiasts. Without this fund significant archaeology could be lost.

We also work closely with the County's HS2 Team, Flood Team and our fellow environment team members and the Milton Keynes Council archaeologist on sites which cross our respective borders. Other partners include the Buckinghamshire Archaeological Society,

the Buckinghamshire Gardens Trust, local community groups and societies and the parish and town councils to name a few.

We are working with the Chilterns Conservation Board on their Chilterns Hillforts Project which will be applying for HLF funding in the near future. This will look at the environments around these prehistoric earthwork monuments which is an area of study that has had relatively little work compared to the hillforts of the Welsh Marches. This will lead to conservation and interpretive works to these nationally protected sites and is likely to increase tourist numbers where the sites are publicly accessible. The former County Archaeologist for Hertfordshire is currently leading on this for the Chilterns Conservation Board.

Buckinghamshire Historic Environment Forum (BHEF) Emergency Recording Fund

The Emergency Recording Fund was established in September 2000 by the Buckinghamshire Historic Environment Forum (formerly the Countywide Archaeological Advisory Committee). The purpose of the fund is to enable the emergency recording of important archaeological remains (including above and below ground features, artefacts and associated environmental deposits) which are unavoidably under imminent threat of significant damage or destruction without adequate provision for their recording.

The fund covers the administrative areas of Aylesbury Vale District Council, Chilterns District Council, Milton Keynes Council, South Bucks District Council and Wycombe District Council. There is a protocol for the operation of the fund which outlines the purpose of the fund, criteria for fund expenditure and the procedures to be followed. This fund has been substantially depleted by the excavation and analysis of the Roman Casket Burial found during a metal detecting rally.

There is a Protocol for the Operation of the Emergency Recording Fund (2003), which outlines the purpose of the fund, criteria for fund expenditure and procedures to be followed (see attached). The Protocol has been updated this year but changes have been limited to updating the name of the body responsible for the fund (from CAAC to BHEF) and references to current planning policy.

Use of the Fund

Since 2000 the fund has been called upon five times. These are outlined below:

| Year | Site | Description | Amount (ex VAT) |
|-------------|--|---|------------------------|
| 2000/2 | Wellwick Farm, Wendover, Aylesbury Vale | Roman burial discovered by metal detectorist and excavated by AS&C | £2,259 |
| 2005 | New Inn, Stowe, Aylesbury Vale | Building recording at New Inn, Stowe, for the National Trust | £1,500 |
| 2010 | 40 Church Lane, West Wycombe, Wycombe district | Recording of graves by Northamptonshire Archaeology on behalf of the National Trust | £1,000 |

| | | | |
|---------|---|--|--------|
| 2012/13 | Heathley Chase, Wolverton Road, Milton Keynes | Neolithic human remains discovered during construction of housing estate and excavated by Albion Archaeology | £1,982 |
| 2014/15 | Creslow, Whitchurch, Aylesbury Vale | Roman casket burial discovered by metal detectorist and excavated by Oxford Archaeology | £5,452 |

Contributions to the Fund

Initial contributions for the fund were set at £300 per annum per authority (total £2100 pa). The lower and upper limits of the fund were originally set at £2000 and £5000 respectively. In 2001 it was agreed that contributions should be weighted depending on the size of each local authority (doubled in the case of Milton Keynes Council to reflect its unitary status). The table below shows the contribution made by each local authority. Contributions are typically £1000 per annum, although occasionally the contributors have had a “holiday” when the fund has not been called upon.

Table 2. Size and contribution of each authority (as agreed in 2001)

| | Area (km ²) | % Contribution | £ Contribution (2013/14) |
|--|-------------------------|----------------|--------------------------|
| Aylesbury Vale District Council | 903 | 20% | £200.00 |
| Buckinghamshire Archaeological Society | n/a | 5% | £50.00 |
| Buckinghamshire County Council | 1564 | 40% | £400.00 |
| Chiltern District Council | 196 | 5% | £50.00 |
| Milton Keynes Council | 309 | 15% | £150.00 |
| South Bucks District Council | 141 | 5% | £50.00 |
| Wycombe District Council | 325 | 10% | £100.00 |

Proposed Increase in Contributions

The fund currently stands at c. £1,800.00, which is inadequate should the fund need to be called upon in the near future.

Options:

- Increase contributions from existing contributors to top up the fund

- Invite the National Trust, the Bucks Museum Trust and the Weekend Wanderers to contribute to the fund
- Increase the upper limit of the fund bearing in mind raised costs of fieldwork since the fund was set up

Opportunities and issues for the Council over resourcing

The Archaeology Team provides an excellent service but with increasing demands this will not be possible to achieve in the future with current resourcing. The HER only provides the service it does by Julia working far more hours than contracted, day in day out. With increasing demands on the advice side to continue at the current level of service the time taken to make responses to consultations will need to be reduced which means less time for research and providing less optimal advice.

We could increase the work done if resourcing improved. This could possibly be achieved by having service level agreements with the Districts as other County archaeological services have, but we would not want to see the historic environment deteriorate in Districts which would not fund the service. As Districts cuts are implemented the number of Conservation Officers is reducing and we expect that if this continues the public and developers will turn to us to provide advice. It is a role we could possibly provide for the districts if resourcing was available for this.

| The service provides | The benefits of the service | The risks of an under resourced service |
|---|--|--|
| Implementing national planning guidance | Conformity with national guidance Sustaining and enhancement of local historic environment Early indication of impact on heritage assets Managed risk Forward planning and potential heritage gain | Unsustainable development Loss of significant archaeological remains Unexpected discoveries Wasted applications Unplanned costs and delays |
| Providing advice on Policy documents | Conformity with legal requirements Sustaining and enhancement of local historic environment | Unsustainable development Inspectorate challenge Loss of significant archaeological remains |
| Pre-application consultation on development proposals | Early indication of impact on heritage assets Avoidance of wasted applications Managed risk Forward planning and costing of | Unexpected discoveries of heritage assets such as human remains Wasted applications Unmanaged risk Unplanned costs and delays to |

| | | |
|--|---|---|
| | potential heritage gain | application |
| Appeals and Public Inquiries | Specialist in-house advice and support | Unexpected consultancy costs |
| The HER provides information to developers, consultants, the public | The continued excellent service is maintained | The service cannot operate without an up to date and adequately resourced HER |
| The service provides advice and information Agri-environment Schemes | This government scheme runs according to plan Land management schemes undertaken Increased funding for local rural business Community access | The scheme does not cover archaeology in Buckingham Stewardship agreements don't take place Less funds go to rural businesses |
| Promoting localism and community engagement | Enhanced sense of community pride and ownership | Reduced sense of community pride and ownership |

Income Generation

The Buckinghamshire County Archaeological Service introduced charging for providing Historic Environment Record information a number of years ago and was the first to introduce charging for planning advice and site monitoring services. The charges were revised for 2014/15 and generated over £25,000, in the last financial year, a 20% increase on the previous year. Charging, of course, has resource implications and takes time away from the actual work. The charging policy was endorsed by our cabinet member.

Eliza researched the charging issue during late 2013/early 2014 and presented the results in the Historic Environment Charging Review which was approved in March 2014. The Association of Local Authority Archaeological Officers (ALGAO) was consulted and there were 23 responses and approximately half were charging for advice. Legal advice was obtained prior to the adoption of the Charging Policy for Historic Environment Advice Services and regard was made to BCC's Charging for Services Protocol. Charging for advice is permissible under section 93 of the Local Government Act 2003. Charging for the supply of environmental information is potentially problematic so the approach adopted was to charge for the licensing of such information for commercial re-use. Different authorities have different methodologies for charging. Our current schedule of charges is included in the appendix.

Hertfordshire County Council

No charge is made for commercial planning advice or for advice provided to the local authorities but £60 per hour is charged for responding to commercial requests for information from the Historic Environment Record.

Cambridgeshire County Council

Historic Environment Record searches are charged at:

Up to 1km radius search £100

Up to 2km radius search £150

Up to 4km radius search £200

Development management advice charges have a sliding scale:

| | Cat 1<5 Units | Cat 2 6<50 Units | Cat 3 51<100 Units | Cat 4 101<250 Units | Cat 5 & 6 251<1000+ units |
|-------------------------|------------------|---------------------|-----------------------|---------------------------|---------------------------------|
| Pre-Application Enquiry | £35 | £75 | £100 | £125 | By negotiation |
| Stage 1: Evaluation | £150 | £300 | £425 | £500 | By negotiation |
| Stage 2: Investigation | £250 | £475 | £725 | £925 | By negotiation |

Bedford Borough Council

HER searches

| | Up to 1km | Up to 2KM | Up to 4km |
|---------------------|-----------|-----------|-----------|
| 5-10 day turnaround | £124 | £186 | £248 |
| 2-5 day turnaround | £155 | £217 | £279 |

Development Management Advice

| Evaluation | Charge |
|----------------------|----------------|
| Cat 1 - 1 Unit | £155 |
| Cat 2 - 2-9 Units | £279 |
| Cat 3 - 10-49 Units | £403 |
| Cat 4 - 50-199 Units | £496 |
| Cat 5 - 200+ Units | By negotiation |

| Investigation | Charge |
|----------------------|----------------|
| Cat 1 - 1 Unit | £248 |
| Cat 2 - 2-9 Units | £465 |
| Cat 3 - 10-49 Units | £680 |
| Cat 4 - 50-199 Units | £930 |
| Cat 5 - 200+ Units | By negotiation |

We provide a complete archaeological service for all of the Districts which is currently not charged for. It may be appropriate for a Service Level Agreement to be agreed between the County and the Districts to support the provision of this service. We recognise that there are significant pressures on local authorities and heritage services such as Conservation Officers (primarily involved with the historic built environment) are subject to reductions.

There have been abortive attempts to get the Districts to fund Service Level Agreements since at least 1994 and potentially earlier. Wycombe contributed £2,400 in 2008-9 but we are not aware of any other payments before or after. Of the 23 responses from ALGAO approximately half had service level agreements in place. Essex and Cambridgeshire County Council archaeology/historic environment services have service level agreements with all of the Local Planning Authorities for archaeological advice, based on a 50% cost recovery formula. In Essex, these have been in operation successfully for six years and in Cambridgeshire for four years. Hertfordshire noted that developing SLAs with the local authorities which have been used to a free service has been a difficult process which is why a cost recovery of 50% was proposed. It was anticipated that this would be reviewed in due course.

Service Level Agreements with large housing developers is not a very realistic opportunity as these companies usually have their own favourite archaeological consultancy's which discuss these usually large scale developments with us.

The Archaeology Service operates closely with the other environmental services (ecology and landscape) providing the longer term potential of providing an integrated service across the whole county and more efficient provision for developers and the public.



Appendix

BCC Revised Schedule of Charges for Historic Environment Services - 2014

| Licence for re-use of Historic Environment Record information provided | | |
|---|---|--|
| | Development and commercial inquiries | Educational and conservation inquiries ¹ |
| Remote/Digital search (single project use) | £100 for standard search ⁱⁱ £150 for extended search Unusually large/complex searches to be individually costed | Nil for standard searches £50 discretionary charge for extended or complex searches |
| Visit to HER (in addition to above) | £50 for standard search £75 for extended search area Unusually large/complex searches to be individually costed | Nil for standard searches £25 discretionary charge for extended or complex searches |
| Priority search (2 working days) | £50 surcharge to above | £50 surcharge to above |
| Printing/photocopying | £0.10 per sheet | £0.10 per sheet |
| Licence for reproduction of images | County Museum/Centre for Bucks Studies rates apply | No charge |
| Provision of information and advice for Higher Level Stewardship – as national agreement | | |
| | Large holdings (above 50 hectares) | Smaller holdings (under 50 hectares) |
| HER search and written advice | £150 ⁱⁱⁱ | £75 |
| Pre-application consultation: provision of advice | | |
| | Major developments (requiring EIA or with an equivalent significant effect on the historic environment) ^{iv} | Minor developments |
| Written advice | £200 + VAT, can include provision of advice letter, pre-application brief and agreement of assessment/evaluation schemes Additional £150 for bespoke briefs for very large or complex cases. | £60 + VAT, can include provision of advice letter, pre-application brief and agreement of assessment/evaluation schemes Nil for householder and |
| Meeting in addition to written advice | £50 + VAT | £50 + VAT Nil for householder and |
| Post-consent: approval of project documentation and monitoring | | |
| | Major developments requiring open area excavation or equivalent mitigation | Other developments |

| | | |
|--|---|--|
| Assess, comment on and recommend for approval a written scheme of archaeological investigation | £200 + VAT, includes preparation of a project brief Unusually large/complex cases to be individually costed. | £60 + VAT Nil for householder and community/charitable works |
| Monitoring site visit | £60 plus VAT | £60 plus VAT |
| Assess, comment on and accept final report, recommend discharge of condition | £200 + VAT, includes written comments and consideration of one revision | £60 + VAT, for written comments if significant amends required. Nil for householder and |

ⁱ Not for profit activities only - includes listed building or conservation area consent applications for works not also requiring planning permission

ⁱⁱ Standard searches are those involving no more than 50 monument records or updates of a search undertaken within the past 5 years

ⁱⁱⁱ VAT is not chargeable on HER searches or Higher-Level Stewardship

^{iv} For residential purposes a major development is one where the number of dwellings to be constructed is 10 or more (or a site area of 0.5 hectares). For all other uses, a major development is one where the floorspace to be built is 1000 square metres or more, or where the site area is 1 hectare or more

^v 'Community/charitable works' applies to any non-commercial customer