



Buckinghamshire Historic Environment Forum agenda

Date: Thursday 10 September 2020

Time: 2.00 pm

Venue: Virtual meeting via MS Teams

Agenda Item	Page No
1 Apologies for Absence	
2 Declarations of Interest	
3 Minutes for the last meeting To confirm the minutes of the last meeting.	3 - 10
4 Election of Chairman	
5 Revising the Constitution / Terms of Reference	11 - 14
6 Emergency Recording Fund contributions	
7 Agenda items going forward	
8 HS2 Update	
9 Updates from Heritage Organisations <ul style="list-style-type: none">• Buckinghamshire Archaeology Team• Heritage Officers• Buckinghamshire County Museum Trust• Milton Keynes Council• National Trust• Buckinghamshire Natural Environment Partnership	15 - 34
10 Any other business	
11 Date of next meeting To be confirmed.	

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place. For further information please contact: Anne-Marie Kenward on 01296 382236, email democracy@buckinghamshire.gov.uk.

Minutes

BUCKINGHAMSHIRE HISTORIC ENVIRONMENT FORUM

MINUTES OF THE MEETING OF THE BUCKINGHAMSHIRE HISTORIC ENVIRONMENT FORUM HELD ON THURSDAY 5 MARCH 2020 IN MEZZANINE ROOM 3, COUNTY HALL, AYLESBURY, COMMENCING AT 2.05 PM AND CONCLUDING AT 4.00 PM.

MEMBERS PRESENT

Members

Mr W Chapple OBE (Chairman)
Mr N Crank
Mr H McCarthy
Mr G Marshall

Organisation

Buckinghamshire County Council
Milton Keynes Council
Wycombe District Council
National Trust

Officers

Ms A Kenward
Mrs E Alqassar
Mr P Markham
Mrs S Oborn
Petchey
Ms J Wise
Mr D Sutherland
Mr M Woods
Mr O Rhymes
Ms Sasha Coby
Mrs Lucy Lawrence
Mr Paul Clements

Organisation

Buckinghamshire County Council
Buckinghamshire County Council
Wycombe District Council
Milton Keynes Council
Buckinghamshire County Council
Buckinghamshire County Council
Buckinghamshire Conservation Trust
Aylesbury Vale District Council
Buckinghamshire Museum Trust
Buckinghamshire County Council
Buckinghamshire County Council

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr C Harriss, Ms S Shave, Mr B Thorn, Ms L Levitt, Mr R Newcombe, Mr C Williams, Mr N Shepherd, Mr R Pushman and Dr J Moir.

2 DECLARATIONS OF INTEREST

There were none.

3 MINUTES

The wording for items 12 and 13 was identical on the version circulated with the agenda.



This would be corrected.

RESOLVED: The minutes of the meeting held on 12 September 2019 where AGREED and signed by the Chairman.

4 MATTERS ARISING FROM THE MINUTES

The following actions from the meeting held on 12 September 2019 were discussed:

- The Buckinghamshire Conservation Trust would be given an update on Quarrendon as requested.
- HS2 had been scheduled to speak but had sent apologies. A copy of their presentation would be circulated once received.

5 HS2 UPDATE

Mr N Shepherd, Historic Environment Manager, HS2 Ltd, sent his apologies.

Mr P Markham, Senior Archaeology Officer, highlighted the following:

- He and L Lawrence had met with HS2, Fusion and Historic England in summer 2019 regarding the Stoke Mandeville project plan and provided feedback. No further details had been shared as the project plan was still under construction.
- No decision had been made regarding the relocation of the graveyard at Stoke Mandeville. The final decision rested by with the Church of England who would aim to seek a site within the dioceses. Mr M Farley added that the Archaeological Society was in discussions with a Church of England representative about storing the remains in a way that allowed possible future access. It was recommended that the Archaeological Society make HS2 aware of those discussions.
- Meetings with HS2 had been cancelled as councils moved into purdah for upcoming elections.
- HS2 and Fusion had a new arrangement in place across all sites along the track to meet four times to assess progress. This was felt to be a positive step.
- The archive strategy had been approved following consultation. Finds would stay within the county of origin. Where counties had alternative arrangements i.e. agreements with neighbouring authorities, they would continue.

RESOLVED: Members of the forum NOTED the update.

6 BUCKS CONSERVATION TRUST - UPDATE ON QUARRENDON

Mr M Woods, Buckinghamshire Conservation Trust, gave the following update:

- The Trust had formed in 2008 but the land at Quarrendon had not been transferred to the Trust until 2015.
- Trustees had a wealth of experience in different areas. The Trust was looking for more board members and interested parties should contact Mr Woods.
- The Trust was working with Historic England to stabilise the ruins of St Peters

Church.

- A new three year maintenance agreement with Historic England had recently been set. This included the management of grassland and weeds.
- A mid-tier countryside stewardship grant had allowed large areas to be returned to arable grass including new hedgerows. The trusts would shortly be making a decision on whether to extend their current contact or negotiate a new five year term.
- The Trust was working with Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) to mitigate the loss of habitat for farmland birds caused by the development at Berryfields.
- The Trust was looking for suggestions for further land to take on. They were currently in discussions with the developers at Kingsbrook, Aylesbury.

The following points were discussed as a result of questions from members of the forum:

- Work included ensuring planting the right types of trees and plants.
- There were plans for parking and a visitor's centre pending funding. Mr Wood asked for support from the council's highways team when it came to designing access.
- Mr G Marshall, National Trust, was compiling a history of the historical Quarrandon settlement.

7 UPDATES FROM PARTNER AGENCIES

7a NATIONAL TRUST

Mr G Marshall provided the following update:

- Claydon House
 - Work had been carried out under the floorboards as previous investigations had shown the original carpenters had not followed the correct design specifications. This had led to concerns that the joists may struggle to support the house's heavy ceilings in the long term.
 - Various samples of wood had been collected for age analysis. The resulting data showed the order the building works had been carried out.
- Stowe House
 - From 1 April 2020 work would begin to return the golf course to its 18th century design. Drone imaging had been used to build a 3d model.
 - One condition imposed was to return 10 restored statues to their historical bases; to date four bases had been located. There was also a condition to restore a stone path.
 - A London museum had used their new radar equipment on the flat lawn and had uncovered a cellar.
- Cliveden
 - A small volunteer group had discovered the top of a lime kiln showing possible evidence of 18th century commercial production. This would be investigated further.

7b BUCKINGHAMSHIRE NATURAL ENVIRONMENT PARTNERSHIP

Apologies received. No update submitted.

7c COUNTY MUSEUM

Ms S Shave, Buckinghamshire County Museum, had sent the following update:

- The Discover Bucks stage 3 project fundraising was at 75%.
- The trust would be launching a "sponsor a gallery" scheme shortly.
- It was hoped that works would start between summer 2020 and early 2021.
- The Festival of Arts would take place on 11 July 2020.

7d MILTON KEYNES COUNCIL

Mr N Crank referred to a report tabled at the meeting, a copy of which would be appended to these minutes.

The following points were discussed as a result of questions from members of the forum:

- Part of the ha-ha wall discovered at Great Linford Manor Park would be reinstated. Work would also be carried out to remove unsuitable trees alongside other work to make the area more historically accurate.

7e BUCKINGHAMSHIRE ARCHAEOLOGY TEAM

Mr P Markham referred to a report circulated with the agenda.

Mr Markham highlighted the following:

- There was now consent for the East West Rail (EWR) transport and works act order (TWAO) and AVDC would look to discharge its conditions. The Heathrow link was progressing slowly.
- The Heathrow project was now on hold and all meetings had been cancelled. It was hoped by council conservation officers and Historic England that this delay would provide time for Heathrow to catch up on issues.
- There had been significant local news coverage of the skeletons discovered outside of Buckingham. Once the remains had been cleaned and conserved decisions would be made on what types of analysis would be carried out. All results would be shared. To date there had only been two items found on site, both belt buckles, with potential dates 500 years apart.

The following points were discussed as a result of questions from members of the forum:

- It was confirmed that officers had a process for following up actions with contractors. Mr Markham noted that projects that did not need planning permission were harder to enforce.
- It was confirmed the Historical Environment Records (HER) audit was progressing well.

7f CONSERVATION OFFICERS

Ms S Oborn, Conservation Officer for WDC highlighted the following:

- There had been two prosecutions of vandalism in the last quarter with a total of £22k recovered. A further two cases had been referred in the last week.
- Two buildings had been added to Historic England records, Penn School and St Francis Vicarage.
- The team continued to have involvement with three fire damaged cottages in Whiteleaf where limited progress had been made over three years,
- The Buckinghamshire Historic Building Trust continued to with their restoration of 2-3 High Street, High Wycombe. Wood used in the building had been dated back to 1399.
- The Brunel Shed, High Wycombe, had formally been declared a building at risk. Details of the planning application for the site were available on the [Planning Portal](#) application number20/05133/FUL.

Mr P Rhymes, Conservation Officer, AVDC highlighted the following:

- The team were carrying out conservation area reviews. The Mentmore area had been particularly difficult to review with a number of and disputes with land owners.
- The schedule of work to the roof of Mentmore House, a grade I listed building, was not progressing. Enforcement letters had been sent.

7g BEACONS OF THE PAST

Beacons of the Past would be invited to the next meeting.

The group would be hosting a talk on 7 March 2020, at Kings Church, Amersham.

8 UNITARY UPDATE

Mr D Sutherland, Head of Planning & Environment, and Ms E Alqassar, Environment Manager, gave a brief update on the progress of work ahead of the new council being formed on 1 April 2020.

Mr Sutherland highlighted:

- There had been hard work in all areas to prepare for the change.
- All staff knew who they would be reporting to for day one. Term contacts would not change.

9 FUTURE OF THE BHEF AND THE EMERGENCY RECORDING FUND

The Chairman stated he expected the forum to continue under the Buckinghamshire Council but the final decision would be made by the new cabinet member to be

announced on 20 May 2020.

Mr M Petchley, councillor for Milton Keynes Council (MKC), raised that the constitution would need review ahead of the introduction of the unitary council as currently it stated there would be one councillor from each district council, two from the county council and two from MKC. Mr Petchley confirmed MKC was still interested in being a part of the forum and suggested the Milton Keynes museum and Milton Keynes Heritage Association be included going forward. BCC Officers would meet with the Chairman to review the constitution and a meeting with members, including MKC, would be arranged.

ACTION: Officers and chairman

The Chairman confirmed that current grants paid to the community would be honoured for the next two years.

The Emergency Reporting Fund would need to be reviewed as currently it received small amounts of funding from each council. This would be brought as an item for the next meeting.

10 ANY OTHER BUSINESS

Ms A Woods was now on maternity leave. Her role would be covered by ? from January 2020 – January 2021 monitoring finds.

11 DATE AND TIME OF NEXT MEETING

10 September 2020, 2pm. Mezz 3, Walton Street Offices, Aylesbury.

CHAIRMAN

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Terms of Reference for the Buckinghamshire Historic Environment Forum (Adopted tbc)

1 NAME

The Forum shall be called the Buckinghamshire Historic Environment Forum.

2 OBJECTS

- i) To identify the historic environment needs of the County.
- ii) To monitor the provision being made to meet those needs.
- iii) To advise constituent bodies on any necessary improvements or modifications to be made to historic environment provision in the County.
- iv) To make formal reports on historic environment matters to its constituent bodies.
- v) To encourage and assist the co-ordination of historic environment activities throughout the County.
- vi) To comment on existing and proposed regional and national policies affecting the historic environment seeking improvements where appropriate.

3 MEMBERSHIP AND REPRESENTATION

The Forum shall comprise:

- a) Voting Members:
 - i)
 - ii) One elected representative from Milton Keynes Council.
 - iii) Two elected representatives from Buckinghamshire Council
 - iv) One representative of the Buckinghamshire Archaeological Society.
 - v) One representative of the Conservation Board for the Chilterns AONB
 - v) Other persons representing such authorities and bodies having historic environment interests or undertaking related activities as shall seek membership, and be admitted at the discretion of the Forum.
- b) Non-voting members:
 - i) A representative of the County Museum Service.
 - ii) Buckinghamshire Council's Senior Archaeological Officer.
 - iii) Milton Keynes Council's Archaeological Officer.
 - iv) Heritage Officers from the legacy council areas of Buckinghamshire Council (Aylesbury Vale, Wycombe, Chiltern and South Bucks)
 - v) One officer concerned with planning from Buckinghamshire Council.
 - vi) One representative from Historic England .

vii) One representative from the National Trust.

viii)

ix) One representative from the Oxford Diocesan Advisory Committee for the Care of Churches.

c) Co-opted and advisory members

Individuals with special knowledge or experience may be co-opted as (non-voting) members of the Forum or to any of its working parties or panels.

4. FORUM PROCEDURE

i) Substitutions

In the event of a voting member of the Forum being unable to attend any meeting of the Forum a substitute may attend in his/her place and shall be entitled to exercise rights of membership and shall be entitled to exercise voting rights.

ii) Working parties and Panels

The Forum may appoint such working parties and panels as may be deemed desirable, and which shall report to the Forum at subsequent meetings.

5 OFFICERS

i) Chairman

The chairman of the Forum shall be elected at the first meeting of the calendar year from the voting members of the Forum. The Chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.

ii) Vice-chairman

The Vice-chairman may be elected from the voting members of the Forum. The Vice-chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.

iii) Secretary

The Secretary of the meeting shall be the Senior Archaeological Officer of Buckinghamshire Council.

iv) Treasurer

A treasurer of the Forum may be appointed by the Forum.

v) The Secretary shall attend or be represented at every meeting of the Forum, and of every working party or panel of the Forum. The Chairman shall be authorised to invite other appropriate persons to report to the Forum or attend to advise at Forum meetings as considered necessary.

6 FINANCE

The reasonable administrative expenses of the secretarial services of the Forum shall be met by Buckinghamshire Council, and members of the Forum must look to the organisation which appointed them for any expenses incurred.

7 QUORUM AND PROCEDURE

- i) The Forum shall meet at such times as may be necessary for the transaction of business, but in any case not less than twice in any one year.
- ii) Meetings shall be held at Walton Street Offices, Aylesbury, unless otherwise agreed by the Forum.
- iii) Meetings shall be convened by the Secretary, giving to members not less than seven days notice of a meeting. A special meeting shall also be summoned on the request of at least a quarter of the voting members of the Forum, given in writing to the Secretary.
- iv) Three voting members of the Forum shall constitute a quorum.
- v) At any meeting of the Forum a Chairman shall preside.
- vi) In the event of an equality of votes, the Chairman of the meeting shall have a casting vote in addition to his/her deliberative vote.
- vii) Minutes of each meeting shall be kept and shall be confirmed by the Forum at the next meeting and signed by the Chairman of the meeting.
- viii) Subject to the provisions already specified the Forum may regulate its own procedure.

8 ADMISSION OF THE PRESS

The press shall be admitted to meetings of the Forum unless excluded by resolution of the Forum.

9 VARIATIONS OF THE CONSTITUTION

- i) The Constituent Councils may, on the advice of this non-statutory Forum, from time to time vary the Constitution of the Forum. Such alterations require the assent of not less than four of the voting members present at a meeting of the Forum, and any proposal for alteration of the Constitution shall be received by the Secretary at least twenty-eight clear days before a meeting at which that proposal is to be considered.
- ii) At least twenty-one clear days notice in writing of a meeting at which an alteration to the Forum is to be considered shall be given by the secretary to members, and such notice shall include full details of any proposed alterations.

10 DISSOLUTION

The Forum shall not be dissolved except by resolution of the Forum passed by not less than five of voting members at a meeting convened to consider that motion, notice in writing having been given to the members at least twenty-one clear days in advance.

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Appendix A: Buckinghamshire Archaeological Officers' Report

To: Buckinghamshire Historic Environment Forum
Date: 10th September 2020
Authors: Senior Archaeology Officer (Phil Markham), Archaeology Officer (Lucy Lawrence), Historic Environment Record Officer (Julia Wise), Historic Environment Record Assistant (Paul Clements)

A. PURPOSE OF THE REPORT

- 1 To advise the Forum of the work of the County Archaeological Service (BCAS) since the last BHEF meeting (5th March 2020).

Report Summary

- The Team has been working hard to continue to deliver an excellent service to our customers throughout the pandemic.
- Buckinghamshire's Heritage Portal website was launched in August and replaced UBP (Unlocking Buckinghamshire's Past). It is the culmination of a number of years of hard work by the team and we trust that our colleagues and members of the public find it a useful and enjoyable resource.
- HS2/Fusion - field work is progressing with some significant findings near Wendover. We are consulted over project plans, updates and are invited to site meetings. The works process has been streamlined to speed up getting onto site and we have approved these changes.
- East-West Rail - Lucy has been working hard over this period assessing nearly one hundred Project Plans/Written Schemes of Investigation (WSIs) which have been supplied by Atkins who are working for Network Rail. Fieldwork has been progressing during the pandemic, following government guidance.
- Heathrow – The consultants Wood have ceased works on the historic environment whilst the appeal progresses.

B. PROPOSED ACTION

- 2 The Forum is particularly invited to NOTE:
 - resources
 - strategic issues and projects
 - recent planning-related archaeological work
 - completion of the project for external hosting and upgrade of the HER database and the new Buckinghamshire's Heritage Portal website

- the HER Audit assessment

C. RESOURCES

- 3 The Councils' Archaeological Service forms part of the new Planning, Growth and Sustainability Directorate. Philip Markham is the Senior Archaeology Officer, Lucy Lawrence is the Archaeology Officer, Julia Wise is the HER Officer (part time), Paul Clements is the HER Assistant and Eliza Alqassar is the Environment Team Leader.

D. SUPPORTING INFORMATION

4 Strategic Issues/Projects

High Speed 2: We continue to provide advice through the HS2 Ltd Heritage Sub-Group and the most recent meeting was in June. Few Schedule 17 works consultations have come through recently but until the pandemic started we were being invited to the monthly update meetings.

Fieldwork has continued by Fusion during the pandemic, following government guidance, and is taking place in a number of areas with some significant archaeology being recorded. Fusion and/or their archaeological contractors supply us with draft project specifications for comment and we sometimes request minor amendments. HS2 and their partner organisations have decided that the process of drafting project plans, agreeing field work and updating project plans should be streamlined as the scheme is progressing rapidly and everyone wants sufficient time to appropriately address the required field work. We have agreed that this is a sensible approach.

The two Historic Environment Research and Delivery Strategy (HERDS) Managers, Rachel Wood and Dan Hounsell, employed by Fusion, who keep us informed on works, have been joined by Iain Williamson due to the large number of sites coming up. They ensure that all field work and recording is undertaken to the same standard and format. We are being invited to monitor the work and make comments, which appears to be working well. So far there are 177 HS2-related fieldwork events completed and ongoing in Bucks. This number will rise as new sites come on line.

Works are commencing to the north of St Mary's at Stoke Mandeville and works on the graveyard are expected to commence before the end of the year. Significant features and finds have been excavated near Wendover, as detailed in the press releases from HS2/Fusion and the Council. This site included a Neolithic/early Bronze Age large pit circle 65m in diameter and a high status Roman burial in a lead coffin. Unfortunately this site and the St Mary's site cannot be preserved in situ as there are directly impacted by the line of HS2.

East–West Rail: Lucy has been working hard over this period assessing nearly one hundred Project Plans/Written Schemes of Investigation (WSIs) which have been supplied by Atkins who are working for Network Rail. These need to be approved by conditions attached to the TWAO consent (Transport and Works Act Order). Unfortunately this is not the most simplistic system and many of the WSIs have needed amendments, which eats into the agreed timescales for approval. Many of the near one hundred WSIs are for relatively small areas of work such as road widening and passing places to upgrade roads for development traffic.

Heathrow New Runway: We understand that the consultant has ceased working on historic environment issues. The planning appeal is likely to take 12 – 18 months.

Western Rail Link to Heathrow: Archaeological evaluation and fieldwork has been undertaken and a report supplied. Due to access and ownership issues further evaluation will be required following consent.

Chalk, Cherries, Chairs and the Chilterns Hillforts Project: These are two projects being run by the Chilterns Conservation Board. Members of the Environment Team attend steering group meetings and provide advice and we have provided financial support and HER information to both projects. Within the Chalk, Cherries and Chairs project BCAS are most heavily involved with the ‘Mystery of Grim’s Ditch’ and ‘Routes to the Past’ projects.

New National Designations:

The existing listing description for the Grade II* 14th century timber-framed barn at New Manor Farm, Broughton has been amended.

St Francis’ Vicarage on Amersham Road, High Wycombe has been added to the list at Grade II. Designed by Sir Giles Gilbert Scott and built in 1929-1930, the vicarage is a rare example of the architect’s domestic buildings.

5. **Planning related archaeological work**

Volume measures	1st Quarter 2020	2nd Quarter 2020
Total number of consultations handled	124	127
Number of planning applications handled	111	103
Planning applications responded to within 21 days (target 90%)	110 (99%)	101 (98%)
Number of development-related archaeological fieldwork projects	30	25
Success rate at appeal (target 50% annual success rate)	N/A	N/A

A full list of development-related fieldwork is provided as Appendix B.

Significant archaeological investigations include:

The most significant investigation which has just been completed is the HS2 excavation near Wendover where a Late Neolithic/Early Bronze Age circular alignment of pits 65m in diameter has been uncovered. This large site has also included a high status Roman burial in a lead coffin.

The CEMEX mineral site near Langley is progressing prior to the phased mineral extraction and an Iron Age settlement has been partially excavated, the remaining section is currently beneath a bund and there are traces of an underlying Bronze Age field system.

There has continued to be considerable local and media interest over a site near Buckingham (reported to BHEF in March 2019). This excavation took place in 2018/19 and since then post-excavation cleaning and assessment of the skeletons has been underway. We understand that Network Archaeology have provided the developer with updated costings to cover the rest of the post-excavation works, to include DNA analysis and carbon 14 dating, together with the publication and archiving of this significant site.

6 Publication update (Appendix C)

7 Outreach and Publicity

In February 2020 Lucy gave a talk on the Archaeology of HS2 in Buckinghamshire to a joint meeting of Archaeology in Marlow and Marlow Archaeological Society members.

In March 2020 Julia prepared a poster display on Buckinghamshire Hillforts for a joint Buckinghamshire Archaeological Society and Prehistoric Society lecture on hillforts held in Amersham.

A number of planned public outreach events have been cancelled, postponed or moved online following the Covid-19 lockdown and subsequent restrictions on activities. The team continues using social media for public outreach and will explore new opportunities for online displays and presentations.

8 Historic Environment Record (HER) report

The HER performance indicator statistics are shown in the tables below:

Performance Indicator	1st Quarter 2020	2nd Quarter 2020
Historic Environment Records data	Reports = 13	Reports = 21

inputting backlog (targets: reports < 30 by March 2020)	<u>Collect = 512</u> Total = 525	<u>Collect = 512</u> Total = 533
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Volume measures	1st Quarter 2020	2nd Quarter 2020
Number of Countryside Stewardship applications handled	11	10
Number of reports received by the HER	36	55
Number of Historic Environment Records enquiries handled: commercial	25	19
non-commercial	13	10

Countryside Stewardship Consultations

In 2020 the HER was consulted on 23 Countryside Stewardship applications covering 3,464 hectares within Buckinghamshire. Of these, 10 (43%) were for Higher Tier schemes and 13 (57%) were for Mid-tier schemes. The HER was able to provide added value to 43% of the applications and responded to all the consultations within the 20-day period required by Natural England.

The numbers of Stewardship consultations remain low as a direct result of the Rural Payments Agency making significant changes to the consultation process in an attempt to cut costs, as reported to previous Forum meetings. The bulk of Mid-tier applications were processed without any input from the HER; we are hopeful that there aren't significant detrimental impacts on heritage in the county as a consequence of these changes, however we have heard from a couple of landowners who felt unable to proceed with recent agreements despite their applications being approved, due to the inflexibility of the scheme requirements. The Countryside Stewardship scheme is expected to continue until 2024 when a new Environmental Land Management scheme, currently being piloted, will come on stream.

HER Audit

The HER Audit was completed on schedule at the end of March, with Historic England's Heritage Information Partnerships team assessing the HER against nationally agreed standards and best-practice. We're pleased to report that the HER received a clean bill of health, with particular strengths in record content and coverage and in public access and engagement. We have already made progress with the agreed Action Plan to address outstanding issues and areas for future work. *A summary of the Audit Report is below.*



- Audit Rating Key:**
- No future action required, maintain as existing
 - One or more actions required
 - One or more substantial actions required
 - A number of significant actions are required
 - Significant action is required in most/all areas

A: Content and Coverage	
<p>A1</p> <p><i>Success and Achievement:</i> Dynamic content. Monuments, events recorded, displayed on GIS & linked to sources.</p> <p><i>Areas for Future Work:</i> Create Her Forward Plan and Disposals Policy.</p>	<p>A2</p> <p><i>Success and Achievement:</i> Recording covers full range of heritage assets with no period/thematic limits.</p>
B: Data Standards and Security	
<p>B1</p> <p><i>Success and Achievement:</i> Stores, incorporates, provides digital data in formats assisting data exchange.</p> <p><i>Areas for Future Work:</i> Revise and complete HER Recording Manual and establish regular cycle of updating.</p>	<p>B2</p> <p><i>Success and Achievement:</i> Reference Collection secure. Adequate regard for long term preservation. Information Services & Access & Charging Policies in place.</p> <p><i>Areas for Future Work:</i> Create Systems Security Policy. Revise Recording Manual. Develop data back-up procedures and recovery testing. Review compliance with UK data storage legislation.</p>
C: Access and Engagement	
<p>C1</p> <p><i>Success and Achievement:</i> Information made available to all and can interpret and mediate to users. A range of options available for access. Committed to developing access through technical innovation.</p>	<p>C2</p> <p><i>Success and Achievement:</i> Active work to engage audiences and promote access.</p> <p><i>Areas for Future Work:</i> Develop forward plan and cycle of revision guided by user feedback. Expand and enhance guidance issued to data providers.</p>
D: Infrastructure (Service Delivery)	
<p>D1</p> <p><i>Success and Achievement:</i> HER formally adopted by host authority. Mission Statement & Disaster/Business Continuity Plan in place, also Service Level Agreements.</p> <p><i>Areas for Future Work:</i> Create Forward & Succession Plans. Increase staff familiarity with disaster & business continuity planning procedures.</p>	<p>D2</p> <p><i>Success and Achievement:</i> Enjoys appropriate IT and administrative support. Suitably qualified and experienced staff.</p> <p><i>Areas for future work:</i> Laptops and PCs to be replaced. Database to be externally hosted. Increase capacity to accommodate HER user visits and volunteers.</p>

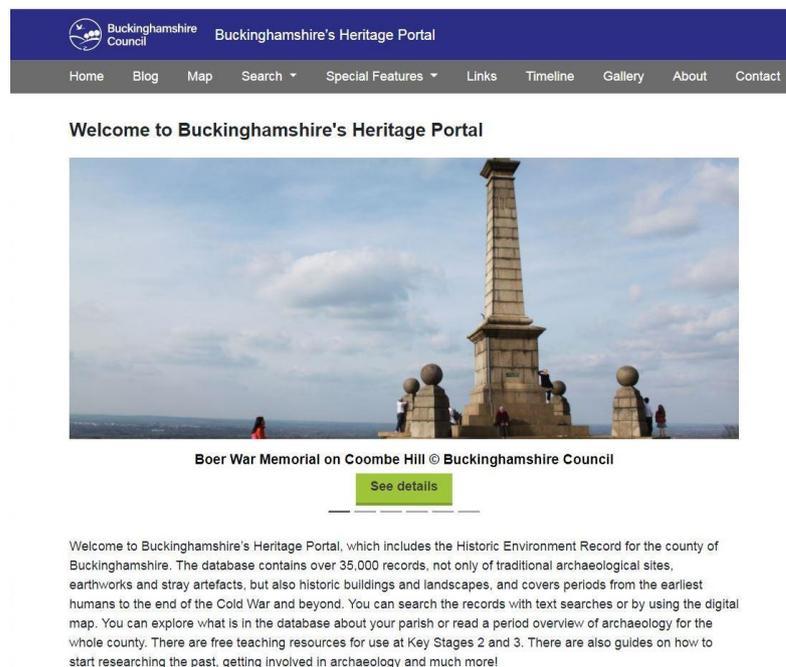
For further details about Audit Outcomes A1, A2, B1, B2, C1, C2, D1 and D2 please see the HER Audit Specification.

External Hosting and HER Website Project

Progress with the external hosting project was reported at the last Forum meeting in early March. Following two weeks of user testing, the move to external hosting was made on 9th April, with the database upgraded to the latest version of the HBSMR software. It has taken several months to ensure that the HER is able to have access to the latest versions of the corporate and OS mapping but this is now completed. The switch to remote hosting was extremely timely as it has meant that the team has been able to provide an

advice and enquiry service from home and haven't been subject to many of the network interruptions experienced by our colleagues. The remote hosting has also seen a huge improvement in database speed, as was anticipated.

Development of the new website got underway in June, with particularly intense periods of work and testing in July and early August. The website went live with a 'soft launch' on 13th August and a press release and other publicity followed after a short period to ensure that the website was running successfully through the corporate website. The website is now externally hosted but using a sub-domain URL and re-routed through the corporate website. Redirections are also in place to preserve existing hyperlinks to and from other websites and users' bookmarks.



Above: a screenshot of the website homepage.

The new website has a fresh look and feel, with a dedicated blog and moderated user feedback. It's designed to be accessible on most laptops, tablets and mobile phone formats and has intuitive text searching and mapping tools better suited to contemporary users. Information from the HER database is published live, so new records will be available immediately. Additional HER datasets will be accessible to our conservation and historic buildings colleagues through the website.

HER enhancement and volunteer projects

Paul updated the HER with the latest information from the Portable Antiquities Scheme database in May and June. This has added 7,279 new records to the HER, all of which have needed editing to make them compatible with the HER database.

The Pillbox Study Group has made their records available to the HER and we will be working through the spreadsheet of 107 new sites in Buckinghamshire adding the information to the HER in due course.

The HER volunteer working on the milestones project is currently editing the existing entries with additional new information. She has been working from home during lockdown.

The Buckinghamshire Gardens Trust Research and Recording Project is continuing to make good progress with 73 reports completed, 6 reports in draft and work underway on a further 7 gardens. The volunteers have completed a discrete project researching artists' gardens in Buckinghamshire, and are now researching public parks and gardens as a contribution to a national Gardens Trust project.

9. Emergency Recording Fund

See Agenda Item 5.

E. BACKGROUND PAPERS

1. Archaeological Reports submitted to the Buckinghamshire HER

**CONTACT OFFICERS: PHILIP MARKHAM 01296 382705,
LUCY LAWRENCE 01296 674592, JULIA WISE 01296 382072
AND PAUL CLEMENTS 01296 382624**

Number	Project	Parish	CBC no	Type	Contractor	FW Start D:	FW End Date
19004	Regatta House 67-71 High Street, Marlow	Marlow	12843	Eval	Foundations	13/07/20	15/07/20
19006	Land South of Haddenham Airfield	Haddenham	11143	WB	Heritage Network	22/07/20	29/07/20
19019	Proposed Country Park	Stoke Poges	13557	WB	Cotswold	24/06/19	ongoing
19037	Roman Park	Quarrendon	13612	SMS/WB	John Moore	09/03/20	ongoing
19041	Denham Quarry	Denham	12110	Eval	Wessex		ongoing
19046	Vent Shaft	Chalfont St Peter	HS2	Eval	HS2		
19070	Land at Boot Field	Soulbury	12458	Exc/WB	Albion	07/10/19	15/07/20
20009	Kingsbrook	Bierton	9037	Exc	MOLA		ongoing
20011	Land off Leighton Road	Wingrave	13067	Eval	Albion	06/07/20	10/07/20
20013	Wellwick Farm	Wendover	HS2	Exc	HS2	06/01/20	30/06/20
20017	Land rear of Station Road	Quainton	13013	Eval	Headland	22/04/20	24/04/20
20018	Fleet Marston - HS2	Fleet Marston	HS2	Eval	HS2	08/06/20	31/07/20
20019	North of Nash Lee - HS2	Ellesborough	HS2	Eval	HS2	01/03/20	30/04/20
20021	Stoke House -HS2	Stoke Mandeville	HS2	Exc	HS2		ongoing
20022	Sedrup Farm and East of Bishopstone - HS2	Sedrup	HS2	Exc	HS2		ongoing
20023	Risborough Community Centre	Princes Risborough	14480	Eval	MOLES	25/03/20	03/04/20
20024	Land Adj To 38 Eythrope Road	Stone with Bishopstone	13896	Geo	KDK	04/05/20	04/05/20
20026	Devonia	Long Crendon	14422	Eval	JMHS	01/06/20	01/06/20
20027	Land Adj To 38 Eythrope Road	Stone with Bishopstone	13896	Eval	KDK	15/06/20	19/06/20
20028	Notley Farm	Long Crendon	13154	Eval	JMHS	06/05/20	
20029	Risborough Community Centre	Princes Risborough	14480	SMS	MOLES	20/05/20	01/06/20
20031	EWR B20	Great Horwood	14773	Eval	AOC	15/06/20	04/08/20
20032	EWR Haul Road 12	Newton Longville	12817	Eval	AOC	06/07/20	04/08/20
20033	Land off Leighton Road	Wingrave	13067	Exc	Albion	30/07/20	20/08/20
20034	EWR A4	Padbury	12811	Exc	AOC		14/08/20
20035	Land at Churchway	Haddenham	12763	Eval	TVAS	20/07/20	29/07/20
20038	Finnamore Camp	Marlow	14267	DBA	Solve Planning	01/05/20	08/06/20
20039	Martin Baker Access Road	Denham	14454	Geo	Quest	24/08/20	ongoing
20040	Grove Farm	Wendover	HS2	Exc	HS2	21/08/20	ongoing
20041	Doddershall Railway Cottages and DMV	Quainton	HS2	Exc	HS2		ongoing
20042	Ellesborough Road -HS2	Wendover	HS2	Exc	HS2		ongoing
20043	Langley Minerals Site	Wexham	12353	Exc	Wessex		ongoing
20044	George Green Minerals Site	Wexham	10336	Exc	TVAS		19/06/20

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Appendix C: List of major archaeological excavation projects at the post excavation stage (March 2020)

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Denham, Former Sanderson Site	MoLAS (2005) Cotswold Archaeology (2014-15)	South Bucks DC	In-situ Early Mesolithic occupation site and environmental deposits	Post-excavation assessment & updated project design agreed but no progress and new developer querying Px requirement. Requested SBDC support on seeking compliance July 2009, February 2011 and May 2014. Meeting with SBDC, applicant and Cotswold held on 18 th November 2014, further fieldwork at site completed April 2015. Chased up June, July and September 2016 – no response. Cotswold Archaeology commissioned to undertake post-excavation publication for whole site – July 2017	The applicant is keen to discharge their planning condition and Cotswold Archaeology has now been commissioned to complete this work. The archive has been transferred from MOLA to Cotswold Archaeology, who are assessing the material and moving forward to publication. Update February 2020 – Draft report by April 2020 August 2020 Cotswold apologise for the delay. The specialist work is

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
					finished & the report just needs 're-jigging'.
Dorney Rowing Lake & Maidenhead Windsor and Eton Flood Relief Scheme	Oxford Archaeology	Bucks CC	Multi-period sites	Draft publication reports received and agreed November 2012. Second volume (of 3) formally published December 2013. Environment Agency pursued April 2014. Contractor pursued August 2015 – expected final volume publication March 2016. Contractor chased up June, July, September and November 2016 – expected draft finalised Christmas 2016 and copy editing in New Year 2017.	Volume 2 is still some way off but are close to having the report ready for copy-editing & aim to start this within 3 Months (May 2019) Asked for an update February 2020 August 2020 Oxford apologise for the delay – hoping to return to it this Autumn – may be ready for copy editing by end of 2020.
Great Missenden, Bury Farm	Network Archaeology (2002)	Chiltern DC	Medieval moat and pottery production. Post-medieval barns.	Report received by HER and comments sent November 2009	Pursue agreed publication of summary in Records of Bucks. Network advise they will look into it

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
					<p>12/10/2017. Asked for an update February 2020</p> <p>August 2020 asked Network for an update</p>
Princes Risborough, Whiteleaf Hill	Oxford Archaeology (2006)	Non-planning HLF project with BCC as client	Re-excavation and restoration of scheduled Neolithic oval barrow	<p>Partly published in Records of Buckinghamshire 2007. Proposed publication in PPS – progress uncertain. Client raised with contractor in 2014. Oxford Archaeology chased up November 2015, June, July and September 2016. Timetable agreed, with progress report November 2016 and draft report December 2016, with submission to PPS in December 2017.</p>	<p>Monitor progress of agreed timetable with contractor. Contractor pursued for update August and October 2017, and August 2018. Synopsis supplied and it's intended to get the report into PPS 2019.</p> <p>Asked for an update February 2020.</p> <p>August 2020 asked Oxford for an update</p>

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Taplow, Berry Hill Farm	Wessex Archaeology (2017)	Bucks CC	Early Iron Age and Roman ladder settlement	HER reports submitted. Further mineral extraction consented. Fieldwork completed summer 2017. PXA has been supplied and comments made	Asked for an update February 2020 August 2020 Wessex says analysis and dating is ongoing & will go into 2021 – draft publication is on programme for 2-3 years

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Dormer Avenue, Wing	Foundations Archaeology (2016)	AVDC	Saxon and medieval settlement	Fieldwork concluded March 2016. No interim or assessment report received, despite being assured we would receive it in April 2017.	<p>Draft final report received and commented on December 2018. Final report expected Autumn 2019 and publication in Recs of Bucks Spring 2020.</p> <p>Report to be supplied by April 2020</p> <p>Asked for update May 2020 – told report imminent</p> <p>August 2020 asked Foundations for an update – delayed by Covid-19 but is the 1st report to be worked on when staff fully back</p>

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Stablebridge Road, Aston Clinton	ULAS (2014)	AVDC	Roman road and Iron Age and Roman settlement	Fieldwork concluded Sept 2014. Draft excavation report received April 2017. Final report received April 2018. Publication work to commence summer 2018.	Report arrived by BHEF; Recs of Bucks article to be submitted this year
New Road, Weston Turville	MoLA (2016)	AVDC	Romano-British trackway and settlement	Fieldwork concluded July 2016. MoLA working on final report. MoLA supplied a draft report in April 2018 and comments were made	Asked for an update February 2020. Updated report received
Berryfields Quarrendon	Oxford Archaeology	AVDC	Iron Age and Roman Settlement	Monograph published November 2019.	Recs of Bucks entry to be submitted early Summer 2020
Market Hill, Buckingham	CFA Archaeology (2015)	AVDC	Saxon/medieval town ditch	Fieldwork completed 2015 but watching brief element outstanding. WB completed 2016. Instructed CFA to proceed with report July 2017.	Article for Recs of Bucks to be submitted 2020

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Former BOCM site, Risborough Road, Stoke Mandeville	Network Archaeology (2013)	AVDC	Roman camp/settlement	Fieldwork completed 2013. AVDC discharged condition without consulting us.	<p>A developer not associated with this application has a letter saying that Network will be paid to complete the outstanding works</p> <p>Update February 2020 – Network provided a fresh quote October 2019</p> <p>August 2020 asked for an update from Network</p>
Marlow Flood Alleviation Scheme, Marlow	Trent and Peak Archaeology	WDC	Neolithic/Bronze Age site	Fieldwork completed September 2017.	Final Report Supplied & approved – publication to be in Recs of Bucks 2021

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
Chandlers Hill, Iver	Foundations Archaeology (2013)	SBDC (Utility scheme)	Saxon settlement	Fieldwork completed ?September 2013.	<p>Final report received and approved 2018. Pursue to publication. Awaiting specialist reports – hoping to pull it together in April 19.</p> <p>Asked for an update February 2020</p> <p>Update May 2020 – submitted to Recs of Bucks Published in Recs vol 60</p>

Site	Archaeological Contractor (Date fieldwork completed)	Local Planning Authority	Principal Archaeological Interest	Situation	Action required
West End Farm, Buckingham	Network Archaeology	AVDC	Cemetery with mass burials	Fieldwork completed January 2019.	<p>Post excavation analysis and reporting outstanding.</p> <p>August 2020 Network says that skeletons have been processed – DNA testing and C14 have been included in the revised post ex costs</p>
Cornwall Meadows, Buckingham	CFA	AVDC	Saxon and med settlement	Fieldwork completed October 2019	<p>Still awaiting fieldwork report. Update requested March 2020</p> <p>August 2020 The draft report has been approved by CFA and has been supplied</p>

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