



OPERATIONAL SELECTION POLICY OSP17

THE PRESERVATION OF THE BUILT ENVIRONMENT  
1970-1999

March 2002, revised December 2005

## Contents

### List of abbreviations used in the text

- 1 Authority
- 2 Scope
- 3 Departmental responsibilities
  - 3.1 Overview
  - 3.2 The Department of the Environment (DoE)
  - 3.3 The Historic Buildings and Monuments Commission for England (known as English Heritage)
  - 3.4 The Royal Commission on the Historical Monuments of England (RCHME)
  - 3.5 The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)
  - 3.6 The Welsh Office
  - 3.7 The Historic Royal Palaces Agency (HRPA)
  - 3.8 Parliamentary Works Directorate
  - 3.9 Planning Inspectorate (PINS)
  - 3.10 The Department of National Heritage
  - 3.11 The Royal Parks Agency (RPA)
  - 3.12 The Department for Culture, Media and Sport (DCMS)
  - 3.13 The Department of the Environment, Transport and the Regions (DETR)
  - 3.14 Crown Estate Office and the Crown Estate
- 4 Relevant collection themes in The National Archives' Acquisition and Disposition Policies
- 5 Key themes for selection of records relating to preservation of the built environment
  - 5.1 (general note)
  - 5.2 Sponsored bodies
  - 5.3 Identification for protection

- 5.4 Surveying and recording
  - 5.5 Assistance with preservation
    - 5.5.1 Grants and funds
    - 5.5.2 Fiscal policy
  - 5.6 Management
  - 5.7 Planning control
  - 5.8 Exemptions from control
    - 5.8.1 Churches and cathedrals
    - 5.8.2 Crown property
  - 5.9 Presentation and the heritage industry
  - 5.10 World Heritage Sites
  - 6 Structure of filing systems
  - 7 Implementation of Operational Selection Policy
- Key events/legislation (Annex A)
- Application to specific departments (Annex B)

## List of abbreviations used in the text

ACHWS	Advisory Committee on Historic Wreck Sites
BMS	Buildings, Monuments and Sites Division
CABE	Commission for Architecture and the Built Environment
Cadw	Cadw: Welsh Historic Monuments
Capel	Chapels Heritage Society
CAPS	Conservation Area Partnership Scheme
CBMAG	Crown Buildings Advisory Group
CCT	Churches Conservation Trust
DCMS	Department for Culture, Media and Sport
DETR	Department of the Environment, Transport and the Regions
DNH	Department of National Heritage
DoE	Department of the Environment
DTLR	Department of Transport, Local Government and the Regions
DTp	Department of Transport
EAHY	European Architectural Heritage Year
ENDEX	Extended National Database for Wales
GLA	Greater London Authority
GLC	Greater London Council
HBAAC	Historic Buildings and Areas Advisory Committee
HERS	Heritage Economic Regeneration Scheme
HLF	Heritage Lottery Fund
HM	Her Majesty's
HRP	Historic Royal Palaces
HRPA	Historic Royal Palaces Agency
HRPE	Historic Royal Palaces Enterprises Limited
LBS	Listed Building System
MAFF	Ministry of Agriculture, Fisheries and Food
MPP	Monument Protection Programme
NAW	National Assembly for Wales
NBR	National Buildings Record
NDAD	National Digital Archive of Datasets
NHMF	National Heritage Memorial Fund
NMR	National Monuments Record
NMRC	National Monuments Record Centre
NMRW	National Monuments Record of Wales
OAL	Office of Arts and Libraries
OS	Ordnance Survey
OSP	Operational Selection Policy
PACE	Property Advisers to the Civil Estate
PINS	Planning Inspectorate
PPG 15	Planning Policy Guidance Note 15
PPG 16	Planning Policy Guidance Note 16
PRO	Public Record Office
PSA	Property Services Agency

RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
RCHME	Royal Commission on the Historical Monuments of England
RIBA	Royal Institute of British Architects
RPA	Royal Parks Agency
RPC	Royal Parks Constabulary
RSM	Record of Scheduled Monuments
s	section
SI	statutory instrument
SMR	Sites and Monuments Records
UK	United Kingdom
UNESCO	United Nations Educational, Scientific and Cultural Organization
WCED	World Commission on Environment and Development
WHC	World Heritage Convention

## **1 Authority**

- 1.1 The National Archives' Acquisition and Disposition Policy statements announced the Office's intention of developing, in consultation with departments, Operational Selection Policies across government. These policies would apply the collection themes described in the overall policies to the records of individual departments and agencies.
- 1.2 Operational Selection Policies are intended to be working tools for those involved in the selection of public records. This Policy may, therefore, be reviewed and revised in the light of comments received from the users of the records or from archive professionals, the relevant government departments' and agencies' experience of using the policy, or as a result of newly discovered information. There is no formal cycle of review but we would welcome comments at any time. The extent of any review and revision exercise will be determined according to the nature of the comments received.
- 1.3 If you have any comments upon this policy, please e-mail [records-management@nationalarchives.gov.uk](mailto:records-management@nationalarchives.gov.uk) or write to:

Acquisition and Disposition Policy Project Manager  
Records Management Department  
The National Archives  
Kew  
Richmond  
Surrey  
TW9 4DU

- 1.4 Operational Selection Policies do not provide guidance on access to selected records.

## **2 Scope**

- 2.1 This policy relates to all records created between 1970 and 1999 about government policy on the preservation of the built environment (structures and landscapes), and to casework records relating to scheduled ancient monuments and research surveys. It does not cover other site-related casework records that, since they involve many government departments, will be the subject of a separate Preservation Casework Operational Selection Policy.
- 2.2 The records of the Parliamentary Works Directorate and of the Royal Household are not public records and are therefore beyond the scope of this Operational Selection Policy.
- 2.3 This Operational Selection Policy focuses on the period from the creation of the Department of the Environment (DoE) in 1970, to the merger of English Heritage with the Royal Commission on the Historical

Monuments of England in 1999. This includes the establishment of the Historic Buildings and Monuments Commission for England (English Heritage) within DoE in 1983, and the creation of the Department of National Heritage (DNH) in 1992 (renamed the Department for Culture, Media and Sport (DCMS) in 1997).

- 2.4 The records of the Office of Arts and Libraries are beyond the scope of this Operational Selection Policy.
- 2.5 English Heritage provides advice and guidance to central and local government, voluntary bodies and the private sector on conservation issues; and is responsible for protecting historic buildings, landscapes and archaeological sites. It manages and presents to the public an extensive estate of publicly owned historic properties. It is also responsible for education and research relevant to these matters and generates income for the benefit of the historic environment. As the lead government department on the historic environment in England, the majority of records selected through this Operational Selection Policy come from English Heritage and its interaction with other government departments and non-government organisations. It also relates to records created by the Royal Commission on the Historical Monuments of England (RCHME), Historic Royal Palaces (HRP), the Royal Parks Agency (RPA), the DoE, the Department of the Environment, Transport and the Regions (DETR), the Crown Estate and Crown Estate Paving Commission.
- 2.6 This Operational Selection Policy covers the operational records of the bodies responsible for the preservation and recording of the built environment in Wales in the period 1970 to 1999. This includes the Welsh Office, the Ancient Monuments Board for Wales, the Historic Buildings Council for Wales, Cadw: Welsh Historic Monuments, the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) and the National Assembly for Wales (NAW).
- 2.7 The Operational Selection Policy OSP7 for the *Welsh Office, 1979-97* will be used for selection criteria for records relating to the establishment of Cadw and to the monuments in its control.
- 2.8 The Operational Selection Policy OSP2 for the *Crown Estate* will be used for selection criteria for records of the Crown Estate relating to the preservation of the urban estate for the period 1975-1985. Crown Estate policy records from 1986 to 1999 will be covered by this Policy.
- 2.9 This Operational Selection Policy is not an exhaustive statement of all the records that will be acquired but is intended to provide a clear direction to archival selection and to those who are making review decisions. There will inevitably be policy records held by other public record bodies which were in some way involved in the preservation of

the built environment, for example the Ministry of Defence (Defence Estate), the Home Office (Works Directorate, Prisons), and Property Advisers to the Civil Estate (PACE). The principles established in this policy will be followed by those reviewing records relating to the preservation of the built environment across government.

- 2.10 English Heritage is currently reviewing DoE policy files closed from 1980 onwards. HRP is reviewing Property Services Agency files closed from the mid 1970s to 1992. RPA is reviewing DoE files closed in 1971. The Office of the Deputy Prime Minister, successor to DETR, is currently reviewing records closed in the early 1970s. The NAW and Cadw are currently reviewing records closed in the early 1980s. The Crown Estate is currently reviewing records opened in or before 1976.
- 2.11 This Operational Selection Policy is not retrospective and will not be used to re-review files that have already been selected for permanent preservation.

### **3 Departmental responsibilities**

#### **3.1 Overview**

- 3.1.1 In England the period 1970 to 1999 began with consolidation of responsibility for preservation of the built environment into one department of state, the DoE. Later, responsibilities for advice, care and maintenance were devolved to sponsored bodies, whilst the DoE retained responsibility for policy, decisions on listing, scheduling and taking monuments into care, and planning issues. Government reorganization following the general election in 1992 transferred the sponsorship responsibilities to the newly created DNH and split responsibility for policy matters between DNH (later DCMS) for conservation and DoE for planning (subsequently passed to DETR). At the same time, many more government departments were being involved in the preservation of the built environment partly due to a policy change in the allocation of responsibility for the maintenance of the government estate, but also as a result of the widening scope of the protected built environment.
- 3.1.2 In Wales by 1970 the Welsh Office had responsibility for the preservation of the built environment, with advice supplied by two independent bodies, the Ancient Monuments Board for Wales and the Historic Buildings Council for Wales. Responsibilities for advice, management, marketing and presentation were subsequently devolved to a single executive agency (Cadw), whilst the Welsh Office retained responsibility for policy, decisions on listing, scheduling, taking monuments into care, and planning issues. Responsibilities for certain UK-wide issues remained with the DoE, resulting in joint sponsorship of a second executive agency, the Planning Inspectorate. All Welsh Office responsibilities were



transferred to the National Assembly for Wales (NAW) under the Government of Wales Act 1998.

### **3.2 The Department of the Environment (DoE)**

- 3.2.1 The DoE was established in November 1970 at the beginning of the Heath administration and following the publication of the *Reorganisation of Central Government* White Paper. The areas of DoE's responsibility relating to preservation of the built environment in England were inherited from the Ministry of Public Buildings and Works (care and preservation of ancient monuments and royal palaces), and the Ministry of Housing and Local Government (care and preservation of listed buildings and conservation areas and planning control). Within DoE duties remained divided between Division 1 of Planning Directorate C, and a small Directorate of Ancient Monuments and Special Services, until a new unified Directorate was established in 1972. The role of the new Directorate of Ancient Monuments and Historic Buildings was to carry out archaeological excavation; advise on the treatment, care and preservation, display and commercial management of ancient monuments and historic buildings, including those on the government estate; advise on the payment of grants to owners of listed buildings and ancient monuments; to administer and regulate the royal parks and have special responsibility for the royal palaces. The Directorate was renamed the Heritage and Royal Estate Directorate in 1987.
- 3.2.2 Three bodies continued to function as separate units within the new DoE Directorate of Ancient Monuments and Historic Buildings until 1984: the Ancient Monuments Board for England, the Inspectorate of Ancient Monuments and the Historic Buildings Council for England.
- 3.2.2.1 The Ancient Monuments Board for England had been set up under the Ancient Monuments Act of 1913, to advise the Office of Works on the compilation of a list of ancient monuments and on the preservation of monuments in danger of destruction or damage. The Board worked closely with the standing Royal Commission on the Historical Monuments of England.
- 3.2.2.2 Powers of inspection were held by the Inspectorate of Ancient Monuments (with separate Inspectors for England and Wales) established in 1914 and attached to the Ancient Monuments Branch of the Office of Works. The Inspectorate became responsible for advice on preservation, for scrutiny of planning proposals as they affected protected sites, for excavations and the preparation of guidebooks to ancient monuments.
- 3.2.2.3 The Historic Buildings Council for England, set up under the Historic Buildings and Ancient Monuments Act of 1953, advised the Minister of Works on the exercise of powers to make grants and loans towards the

repair and maintenance of historic buildings; to acquire such buildings or to assist other organisations (such as the National Trust) to do so.

- 3.2.3 Legislation in 1980 added the responsibility (shared with the Duchy of Lancaster) for the National Heritage Memorial Fund. The Fund was able to make grants or loans towards acquisition, maintenance or preservation of land, buildings or objects of outstanding historic or other interest throughout the UK.
- 3.2.4 Much of the responsibility for ancient monuments and historic buildings in England subsequently moved to English Heritage in April 1984, but the DoE Directorate of Ancient Monuments and Historic Buildings retained responsibility for the royal palaces, royal parks, the Tower of London (the Armouries were the responsibility of a separate Board of Trustees from April 1984), Trafalgar Square, and Osborne House. A new Heritage Sponsorship Division was created within the DoE Directorate to take responsibility for heritage policy, European and international heritage matters (including The World Heritage Convention (WHC)), listing and scheduling, building consent casework and policy, conservation areas policy, heritage taxation, and sponsorship of heritage bodies such as English Heritage and The Royal Commission on the Historical Monuments of England. It became responsible subsequently for heritage funds. The DoE's Property Services Agency (PSA) retained responsibility for the maintenance of the historic buildings in the government estate throughout the UK (*see paragraph 3.2.7*); and the Planning Inspectorate (PINS), continued to process planning and enforcement appeals, public inquiries and other appeals casework (*see paragraph 3.9*).
- 3.2.5 Responsibility for all matters relating to those royal palaces open to the public (including the Tower of London) was transferred to Historic Royal Palaces Agency (HRPA) in 1989, DoE retaining responsibility for the occupied royal palaces and Osborne House, as well as for statues and monuments.
- 3.2.6 In 1991 DoE began reviewing its responsibility for the royal parks and the Royal Parks Constabulary. However, matters were not resolved until after the transfer of responsibilities to DNH in 1992.
- 3.2.7 The maintenance of the historic buildings in the government estate throughout the UK was the responsibility of PSA from 1972 to 1990. This departmental agency was created in September 1972 largely from the former works departments of the Ministry of Public Buildings and Works, which by then included responsibility for the Armed Services Works Directorates. The Defence Lands Service was added from the Ministry of Defence in 1972. The PSA Directorate of Home Regional Services was responsible for the seven English regions and for PSA Wales. By 1988 individual government departments had been encouraged to assume

financial responsibility for their own accommodation. In 1990 PSA was restructured and, as PSA Services, was grouped within a new organizational unit within DoE called Property Holdings. PSA Services was eventually privatized in 1992.

- 3.2.8 Property Holdings was created in April 1990 with responsibility to manage the Common User Estate (those buildings in the government estate that were shared by several departments) and to carry out certain other former PSA functions retained within government, including responsibility for the Parliamentary Works Office. Property Holdings functioned within DoE Planning Directorates until 1995 when its functions were assumed by individual government departments.
- 3.2.9 In April 1991 The Heritage and Royal Estate Directorate of DoE took over responsibility for historic wrecks in English territorial waters from the Department of Transport (DTp) (except for those that are dangerous to shipping). This responsibility was passed to DNH in 1992.
- 3.2.10 In 1992 responsibility for most of DoE's heritage matters (including sponsorship of English Heritage) passed to the Department of National Heritage (DNH), later renamed the Department for Culture, Media and Sport (DCMS). However, DoE's Planning and Development Control Directorate continued to sponsor the Planning Inspectorate and to be responsible for building consent casework until this passed to the Department of the Environment, Transport and the Regions in 1997.

### **3.3 The Historic Buildings and Monuments Commission for England (known as English Heritage)**

- 3.3.1 English Heritage was established as an independent body sponsored by the DoE under the National Heritage Act 1983. Its Board of Commissioners was set up in October 1983; formal operation began in April 1984, taking over from the DoE's Directorate of Ancient Monuments and Historic Buildings responsibility for the care and preservation of England's national monuments, including the protection, management and presentation of 400 publicly owned historic properties. Former advisory bodies which had continued to function within the DoE Directorate (The Ancient Monuments Board for England and The Historic Buildings Council for England) ceased to exist.
- 3.3.2 English Heritage was from its inception the statutory adviser to the Secretary of State, who retained responsibility for decisions affecting private property (listing and scheduling, and preservation orders) and normal planning control where it impinges on ancient monuments and historic buildings. Its role was to advise on listing and scheduling proposals, applications for scheduled monument consent and the designation of areas of archaeological importance. It had a duty to secure the preservation of ancient monuments and historic buildings; to

promote public enjoyment and advance knowledge of ancient monuments and historic buildings and their preservation; to promote the preservation and enhancement of the character and appearance of conservation areas; and to provide funding for archaeological excavations and research. Responsibilities for preservation and conservation were inherited from DoE, but to these was added a new statutory responsibility for education.

- 3.3.3 As its name suggests, the Crown Buildings and Monuments Advisory Group (CBMAG) within DoE provided advice on preservation policy matters as applied to Crown buildings. By 1992 the Group's advisory role had extended to include the government estate, and it was renamed the Central Government and Palaces Team. Subsequently this team took over the functions of the DNH Conservation Unit and from 1996 was renamed the Government Historic Buildings Advisory Unit, providing advice on behalf of the Secretary of State for National Heritage (subsequently the Secretary of State for Culture, Media and Sport).
- 3.3.4 English Heritage was not responsible for the royal palaces or the royal parks, nor did it have responsibility for the Royal Commission on the Historical Monuments of England (RCHME).
- 3.3.5 At the abolition of the Greater London Council (GLC) in 1986 (under the Local Government Bill 1984) English Heritage took on the responsibilities formerly carried out by the GLC's Historic Buildings Division. These included care of the historic buildings formerly owned by the GLC, and responsibility for the London Sites and Monuments Register and for historic building planning consent within the former GLC area. Records created by the former GLC are not public records and are therefore beyond the scope of this Operational Selection Policy.
- 3.3.6 Sponsorship of English Heritage passed to DNH in 1992 (from DoE) and to DCMS in 1997. On 1 April 1999 English Heritage was merged by administrative action with the Royal Commission on the Historical Monuments of England (RCHME).

### **3.4 The Royal Commission on the Historical Monuments of England (RCHME)**

- 3.4.1 RCHME was established in 1908 by Royal Warrant. Sponsored from 1970 by DoE and subsequently by DNH/DCMS, it was a recording body whose role was to identify, interpret, survey and record sites and buildings of archaeological and architectural interest in England and its territorial waters (including the statutory recording of threatened listed buildings). RCHME also had responsibility for national standards in surveying. It provided archaeological information for Ordnance Survey maps and from 1986 had responsibility for the Survey of London. It has

responsibility for compiling, coordinating and maintaining the National Monuments Record (NMR), and for promoting access to its information.

- 3.4.2 The NMR is an archive of architectural and archaeological records, that has developed from the National Buildings Record (NBR) set up in 1940 to make photographic and other records of historic buildings threatened with destruction; the English section of NBR was transferred to RCHME in 1963. Holdings include photographs, plans, reports and drawings, including record cards created by the Ordnance Survey Archaeology Division and aerial photographs from both Ordnance Survey and the Ministry of Defence. It also provides access to digital datasets and computerized versions of the statutory lists of scheduled monuments and historic buildings created and maintained by the National Programmes Coordination Section of English Heritage. The National Monuments Record Centre (NMRC) is a Place of Deposit for the records of RCHME, under s 4(1) of the Public Records Act 1958.
- 3.4.3 RCHME, including the NMR, was merged administratively with English Heritage in April 1999.

### **3.5 The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)**

- 3.5.1 The Royal Commission on the Ancient and Historical Monuments of Wales and Monmouthshire was established by Royal Warrant in 1908, to make an inventory of ancient and historical monuments, and to specify those that were worthy of preservation. It had no powers to implement its recommendations. It was renamed The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) in 1974. Its current role is to survey, record, publish and maintain a database of ancient and historical and maritime sites and structures, and landscapes in Wales and its territorial waters (including the statutory recording of threatened listed buildings). It supplies archaeological information to the Ordnance Survey for mapping purposes, and is responsible for archaeological aerial photography in Wales. It sponsors the regional Sites and Monuments Records (SMRs), and has responsibility for compiling, coordinating and maintaining the National Monuments Record of Wales (NMRW) including promoting public access to its information.
- 3.5.2 NMRW was formally established in 1963 through the transfer of the Welsh section of the National Buildings Record (NBR) to the Royal Commission. It is an archive of archaeological, architectural and historical records for Wales. It holds electronic records/datasets, photographs, maps, plans, reports and drawings, including records created by the Ordnance Survey Archaeology Division and aerial photographs for the Ordnance Survey and the Ministry of Defence. NMRW holds records from Cadw and its predecessors and from other government organizations. The archive is an approved Place of Deposit

for the records of RCAHMW, under s 4(1) of the Public Records Act 1958.

### **3.6 The Welsh Office**

- 3.6.1 Under the Transfer of Functions (Building Control and Historic Buildings) Order 1966 and the Transfer of Functions (Wales) Order 1969, responsibility for preservation of the built environment in Wales had been passed from the Ministry of Public Buildings and Works to the Welsh Office by 1969. The Ancient Monuments Board for Wales and the Historic Buildings Council for Wales continued to function as independent advisory bodies within the Welsh Office until 1973. Specific responsibility for preservation of the built environment was held by the General Division 1973-77, the Conservation and Land Division 1977-82 (within the Land Use Planning Group) and the Ancient Monuments and Historic Buildings Division (within the Establishment Group) 1983, renamed Cadw: Welsh Historic Monuments in 1984. Devolved functions included the care and maintenance of properties in public ownership in Wales, and control of the Historic Buildings Council for Wales and the Ancient Monuments Board for Wales. Certain responsibilities remained with the Ministry of Public Building and Works and were passed on to DoE, including care of the government estate (PSA Wales) and the processing of planning appeals (Planning Inspectorate).
- 3.6.2 In April 1991 Cadw: Welsh Historic Monuments became an executive agency of the Welsh Office under the *Next Steps* initiative. It was responsible for the discharge of the Secretary of State's statutory functions relating to the preservation, protection and maintenance of ancient monuments, historic buildings and conservation areas within Wales; also for maintaining and presenting to the public for their appreciation, enjoyment and education those monuments in the care of the Welsh Office.
- 3.6.3 In April 1991 The Welsh Office took over responsibility for historic wrecks in Welsh territorial waters from the Department of Transport (DTp) (except for those that are dangerous to shipping). This responsibility was passed to the National Assembly for Wales (NAW) in 1998.
- 3.6.4 In 1992 the Planning Inspectorate became an executive agency of the Welsh Office and DoE (*see paragraph 3.9*).
- 3.6.5 Under s 22 of the Government of Wales Act 1998 the devolved powers and responsibilities of the Secretary of State for Wales were transferred to the NAW, including sponsorship of Cadw and joint sponsorship of the Planning Inspectorate with DETR (as successor to DoE). Cadw's role is to advise the Assembly on policy matters relating to the preservation of the built environment, to carry out the statutory duties of scheduling, listing, and grant in aid (as advised by the Historic Buildings Council for

Wales) on its behalf, and to manage the 130 monuments in the care of the Assembly. The Ancient Monuments Board for Wales advises the Assembly on all matters relating to ancient monuments.

### **3.7 The Historic Royal Palaces Agency (HRPA)**

3.7.1 HRP was established in October 1989 as an executive agency of the DoE as part of the *Next Steps* initiative. It was responsible for the care, preservation and presentation to the public of the five unoccupied historic royal palaces in England, which are owned by The Queen on behalf of the nation. These are HM Tower of London (excluding The Armouries), Hampton Court Palace, Kensington Palace State Apartments, the Banqueting House at Whitehall, Kew Palace and Queen Charlotte's Cottage. The Agency was responsible for maintaining them to a high standard and ensuring a good commercial return - performance targets being set by the Secretary of State. In 1992 HRP was moved to the new DNH, later the DCMS.

3.7.2 On 1 April 1998 all the activities of the Agency were transferred to a royal charter body with charitable status, called Historic Royal Palaces (HRP). Its trustees were appointed to manage the palaces on behalf of the Secretary of State who is accountable to Parliament for HRP's policy and operations.

### **3.8 Parliamentary Works Directorate**

3.8.1 Responsibility for the Parliamentary Works Office within DoE had been transferred to Property Holdings from PSA in 1990. Following legislation in 1992 (Parliamentary Corporate Bodies Act) responsibility for the care and maintenance of the Parliamentary Estate was passed from DoE to the Parliamentary Works Directorate of the Serjeant at Arms Department. All records relating to Parliamentary Works are deposited with Parliament. These are not public records and are therefore beyond the scope of this Operational Selection Policy.

### **3.9 Planning Inspectorate (PINS)**

3.9.1 The Planning Inspectorate was part of the DoE Planning Group until 1976 with responsibilities for England and Wales. From 1976 it was a shared resource within the Departments of Environment and Transport Common Services until in 1988 it was returned to DoE. It became an executive agency of DoE and the Welsh Office in April 1992, with responsibility for public inquiries into local authority development plans, compulsory purchase orders and appeals against local authority refusals of planning permission, or against enforcement notices relating (amongst other things) to listed buildings, architecture, archaeology, and conservation areas. It remained a part of DoE's Directorate of Planning

and Development Control until it was transferred to DETR in 1997. In 1998 it became a joint executive agency of DETR and the NAW.

### **3.10 The Department of National Heritage (DNH)**

- 3.10.1 DNH was created in May 1992 amalgamating functions previously scattered between several government departments. In terms of the preservation of the built environment, responsibility for most of DoE's heritage matters passed to DNH's Heritage and Royal Estate Divisions, including its sponsorship of heritage bodies and heritage funds, and liaison with the voluntary sector. Responsibility for planning decisions remained with the DoE.
- 3.10.2 Statutory responsibility for the Royal Household Works programme (care and maintenance of the occupied royal palaces in England) passed to DNH (DCMS in 1997).
- 3.10.3 The Conservation Unit within Branch 5 of the Buildings, Monuments and Sites Division of DNH provided advice on conservation policy as applied to historic buildings in the government estate until 1996 when its functions and records were transferred to English Heritage.
- 3.10.4 In addition DNH became responsible for the development and implementation of the National Lottery in 1993 and, through sponsorship of the National Heritage Memorial Fund, for the Heritage Lottery Fund.
- 3.10.5 Responsibilities held by the Royal Parks Division of DNH were subsequently passed to a newly created agency (*see paragraph 3.11*).
- 3.10.6 DNH was renamed the Department for Culture, Media and Sport (DCMS) in 1997 following a change in government.

### **3.11 The Royal Parks Agency (RPA)**

- 3.11.1 RPA was established in 1993 as a *Next Steps* executive agency within the DNH (from 1997 DCMS), to manage and police the eight royal parks in London (St James's Park, The Green Park, Hyde Park, Kensington Gardens, Regent's Park/Primrose Hill, Greenwich Park, Richmond Park, and Bushy Park) and some other open spaces in central London (Brompton Cemetery, Victoria Tower Gardens, Parliament Square Gardens and Grosvenor Square Gardens). In addition RPA was to maintain (but not police) Nos. 10, 11, and 12 Downing Street Gardens, Canning Green, St Margaret's Church Green, Poets Green and the Longford River (except in Hampton Court Park). The gardens at Buckingham Palace and Clarence House were transferred to the Royal Household. The parks belong to the Queen in right of the Crown, but the Secretary of State had responsibility under the Crown Lands Act of 1851 for funding, management, upkeep, security and presentation to the public. The RPA, which included the Royal Parks Constabulary, was



responsible to the Secretary of State for National Heritage who determined policy through the Buildings, Monuments and Sites Division of the Arts, Buildings and Millennium Group.

- 3.11.2 Under the Greater London Authority Act 1999, the function of the Secretary of State under s. 22 of the Crown Lands Act 1851 relating to responsibility for the care, control, management and regulation of Parliament Square Gardens was transferred to the Greater London Authority (GLA) with effect from October 2000.
- 3.11.3 The Park Keeping Force of the Royal Parks had been created as a special force under the Parks Regulations Act 1872 as amended by the Parks Regulations Act 1926. Provision for the Park Keepers to be called Parks Constables was made in the Parks Regulations (Amendment) Act 1974, and the Force was renamed The Royal Parks Constabulary (RPC). Its duty had simply been to enforce the Parks Regulations; post 1974 its role was extended to include law enforcement; by 1999 responsibility for the security of state and Crown property adjoining the Parks, and for security on Parks land and property on state ceremonial occasions had been added. DoE inherited responsibility for the Force in 1970, which it passed to DNH in 1992. RPC was included in the Royal Parks Agency on its establishment in 1993.
- 3.11.4 The area policed by the RPC is not identical to that managed by the Royal Parks Agency (RPA). RPC has additional responsibility for Tower Gardens, the Natural History Museum Gardens, Abingdon Street Garden, and Hampton Court Park Gardens and Green. Policing of Hyde Park was the responsibility of the Metropolitan Police until it was transferred to RPC in 1993 on the recommendation of the Jenkins Review Group, to coincide with the establishment of the RPA.
- 3.11.5 Responsibility for regulations in force in the Royal Parks rests with the Secretary of State. The regulations were amended through The Royal Parks and Other Open Spaces Regulations 1997 (SI 1639), made by the Secretary of State for National Heritage. The 1997 regulations also applied to Brompton Cemetery, the Longford River and Trafalgar Square (revoking the Trafalgar Square Regulations 1952 (SI 776)).

### **3.12 The Department for Culture, Media and Sport (DCMS)**

- 3.12.1 The Department for Culture, Media and Sport (DCMS) was formed by the renaming of DNH in July 1997. The Buildings, Monuments and Sites Division was part of the newly named Arts, Buildings and Cultural Industries Group, which by 1999 had been renamed the Arts, Buildings and Creative Industries Group.
- 3.12.2 Branch 5 of the Buildings, Monuments and Sites Division was responsible for liaison with the Government Historic Buildings Advisory

Unit within English Heritage, which gave advice on behalf of DCMS on listed buildings and scheduled monuments within the government estate, including royal palaces and other Crown buildings.

- 3.12.3 The Secretary of State is statutorily responsible for the care and maintenance of the occupied royal palaces in England. These are Buckingham Palace, St James's Palace, Clarence House, part of Kensington Palace, Windsor Castle (including the buildings in the Home and Great Parks), and the Royal Mews and Paddocks at Hampton Court Palace. The Royal Household is directly responsible for the management of these palaces for which it receives grant-in aid. The Royal Household holds all records relating to the maintenance of these palaces. These records are not public records and are therefore beyond the scope of this Operational Selection Policy.
- 3.12.4 DCMS was responsible for overseeing the 1998 transfer of Historic Royal Palaces from executive agency status to charitable status as a royal charter body; and for the merger of English Heritage with the Royal Commission on the Historical Monuments of England in 1999.
- 3.12.5 The Greater London Authority Act of 1999 provided for the transfer of management responsibility for Trafalgar Square and Parliament Square from DCMS to the GLA, with effect from October 2000.

### **3.13 The Department of the Environment, Transport and the Regions (DETR)**

- 3.13.1 DETR was created out of the merger of DoE and the Department of Transport in June 1997. Its responsibilities included government policy relating to the environment, housing, transport services, rural affairs and planning. The main areas of DETR responsibility that affected the preservation of the built environment relate to forward planning, and development control exercised by local government, in particular regional development and regeneration. It is the joint sponsor for the Planning Inspectorate with the NAW.
- 3.13.2 Following reorganization of DETR and other government departments in June 2001, responsibility for records held by DETR relating to the preservation of the built environment was transferred to the new Department of Transport, Local Government and the Regions (DTLR).

### **3.14 Crown Estate Office and the Crown Estate**

- 3.14.1 The Crown Estate is the property of the Sovereign 'in right of the Crown'. The Crown Estate Office in its present form was established under the Crown Estate Act 1961, which provided for the management of the Estate through the Crown Estate Commissioners. The Commissioners have a duty to maintain and enhance the value of the Estate and the return obtained from it and to do this with due regard to the requirements

of good management. In terms of the built environment, the Crown Estate includes the Windsor Estate and a large number of listed historic buildings (in its substantial blocks of commercial and residential property in London and elsewhere).

- 3.14.2 The Crown Estate Paving Commission is appointed by the Lords Commissioners of the Treasury and includes among its members representatives of the Treasury and Crown Estate. It was established in 1813 and now has a duty to maintain roads, sewers, lighting etc, provide water supplies and refuse collection, and maintain ornamental gardens and regulate parking in the area that it controls. It is empowered to levy rates upon the property within its area of operation in order to provide funds for its duties. Since 1851 its area of operation has been Regents Park between the Outer Circle and - clockwise from Gloucester Gate - Albany Street, Marylebone Road, Allsop Place and Park Road to Hanover Gate.

#### **4 Relevant Collection Themes in The National Archives' Acquisition and Disposition Policies**

- 4.1 The Acquisition and Disposition Policy statements outline certain themes, which form the basis of The National Archives' appraisal and selection decisions. Of these themes, the following are of potential relevance to the preservation of the built environment within Great Britain.

##### **4.2 Acquisition Policy**

2.2.1.4 Administration of justice and the maintenance of security.

2.2.1.6 Cultural policy.

2.2.2.2 Impact of the state on the physical environment.

##### **4.3 Disposition Policy**

2.2.1.1 Collections of records produced by central government bodies, supporting the themes identified in the acquisition policy but with a specific focus on places or counties which can be divided on a geographical basis without diminishing their research value.

2.2.3 National Specialist Records.

2.2.3.1 Nationally significant collections of records which require specialist knowledge and skills in their management and interpretation and which relate to the UK as a whole or to separate regions of the UK but

which cannot be divided without diminishing the overall research value of the whole. The National Archives will seek to develop partnerships with other institutions possessing the relevant expertise for the preservation of such material.

- 2.2.5.1 Subject to the guidance and the supervision of The National Archives, public records bodies appointed to hold their own records under s 4(1) of the Public Records Act 1958 will set the selection criteria for records to be transferred to their own archive.

## **5 Key themes for selection of records relating to preservation of the built environment**

- 5.1 Where appropriate, significant legislation or events have been mentioned by year. Otherwise the themes relate to the main areas of activity during this period. The records selected will be at policy level unless otherwise stated.

### **5.2 Sponsored bodies**

- 5.2.1 Sponsorship involves departmental responsibility for financial control, corporate planning and appointment of key staff for a body that is otherwise operating with some degree of managerial independence.
- 5.2.2 PSA was a departmental agency formed within DoE in September 1972 to provide, maintain, manage and furnish government accommodation for defence and civil requirements. The aim was to ensure that government building and development practices were in keeping with national environmental and conservation policies. This included responsibilities for the conservation and preservation of the historic buildings in the government estate. Restructuring of responsibilities with regard to the government estate from 1988 resulted in the dismantling of PSA. Some records of the DoE inherited by DTLR have already been reviewed and selected for permanent preservation. They relate to the decision to establish the agency, its functions and powers in relation to the preservation of the built environment, the decision to transfer its functions to other government bodies, the preparations for this transfer and the agency's subsequent demise. It is unlikely that further records will be found but if they are they will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.3 English Heritage was the lead body with responsibility for preservation of the built environment during much of this period, and has inherited records relevant to its functions that were created by DoE, its sponsoring department. Within DoE the Organisation Development Division had

responsibility for the development of proposals for a new body (as set out in DoE's *Organisation of Ancient Monuments and Historic Buildings in England: A Consultation Paper, 1981*, and *Organisation of Ancient Monuments and Historic Buildings in England: The Way Forward 1982*). The Division was also responsible for coordinating the setting up of English Heritage and the abolition of the Ancient Monuments Board and the Historic Buildings Council for England in 1984. Records created by this division, and currently held by DCMS/English Heritage, which show the rationale for the proposals, and detail the role and powers of the new body, the implications for other bodies, and the development of a programme of implementation, will be selected for permanent preservation (2.2.2.2 of the Acquisition Policy).

- 5.2.4 The work of English Heritage is overseen by a Board of Commissioners. Agendas, minutes and papers of the Commission will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.5 The English Heritage Board of Commissioners is advised by advisory committees and panels. Agendas, minutes and papers of these advisory bodies will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.6 Since its establishment English Heritage has been the subject of several departmental reviews. English Heritage records relating to the submission of evidence to the National Audit Office for their report *Protecting England's Heritage Property* in 1992, and to the subsequent Public Accounts Committee hearings reported in 1993 will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.7 A DCMS Comprehensive Spending Review in 1998 proposed the merger of English Heritage and RCHME. In preparation, English Heritage undertook a regional restructuring, and operational integration took place in April 1999. Policy records created by DCMS relating to the Review and the implementation of its recommendations will be selected. Records created by English Heritage relating to the regional structuring that took place in 1998, will also be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.8 In February 1988 an initiative of the government's Efficiency Unit, *Improving Management in Government: the Next Steps* recommended that, where possible, the functions of government should be carried out by units designated as agencies headed by chief executives to whom day-to-day management of the agency had been delegated by the responsible Minister. The policy framework was to be set by the Minister together with key performance targets and the Minister was to be accountable to Parliament for the agency's activities. HSPA was among the first executive agencies created as part of the *Next Steps* initiative and was sponsored by DoE. Records created by the Heritage and Royal Estate Directorate of DoE (responsible for the Royal Palaces prior to 1989) have been inherited by DCMS. Those relating to the decision to

create the agency and the role and powers of the agency at implementation will be selected (2.2.2.2 of the Acquisition Policy).

- 5.2.9 In 1998 HRPB became a Royal Charter Body with the Secretary of State for Culture, Media and Sport responsible to Parliament for its policy and operations. Records of the Buildings, Monuments and Sites (BMS) Division of DCMS relating to the transfer of activities from HRPB to the Royal Charter Body in 1998 will be selected (specifically those indicating the reasons behind the decision for change and relating to its responsibilities at implementation) (2.2.2.2 of the Acquisition Policy).
- 5.2.10 In Wales, Cadw: Welsh Historic Monuments Executive Agency was established within the Welsh Office in April 1991. Records worthy of permanent preservation from the Welsh Office relating to the establishment of Cadw and to its main responsibilities have been identified in the Operational Selection Policy OSP7 for *The Welsh Office* covering the period 1979 to 1997.
- 5.2.11 Cadw has been the subject of several departmental reviews during this period. The House of Commons Welsh Affairs Committee undertook reviews in 1993 and 1997; the Auditor General for Wales carried out a review in 1999. Records, created by the Welsh Office Environmental Department, Cadw and the NAW, which detail evidence given to these reviews, and the implications of the subsequent recommendations will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.12 The DoE Planning Inspectorate had been a shared resource between the DoE and the DTp and had responsibilities in both England and Wales. It became part of the DoE's Heritage and Royal Estate Directorate in preparation for its progress towards executive agency status, achieved in 1992 with joint sponsorship from DoE and the Welsh Office. Records created by the joint sponsors, DoE and the Welsh Office, are held by DTLR and the NAW. Those relating to the rationale for the change in status, the sponsorship arrangements, and the agency's responsibilities at implementation will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.13 In July 1991, the DoE announced the setting up of an independent Royal Parks Review Group under the chairmanship of Dame Jennifer Jenkins, initially to report on the role and use of Hyde Park and Kensington Gardens. The Group produced four separate reports (specific to particular parks) in the period 1992 to 1996, when it also published its final conclusions. At the end of 1997 a further report summarized progress in the light of its recommendations. Records (held by DCMS) created by the Heritage and Royal Estate Directorate within DoE relating to the setting up of the Review Group, together with the records of the Review Group itself will be selected (2.2.2.2 of the Acquisition Policy).

- 5.2.14 The 1992 report of the Royal Parks (Jenkins) Review Group was followed by new policy guidance for the administration of the parks and resulted in the establishment of the Royal Parks Agency (RPA) within DNH in April 1993. DoE did the planning work and DNH set out the role of the new agency, its responsibilities, and relationship with its sponsor department. These records have been inherited by DCMS. Policy records created by DoE, and subsequently by the Heritage and Tourism Group within DNH, discussing the implications of the report and relating to the preparation for executive agency status, and the agency's responsibilities at implementation will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.15 The Royal Parks Advisory Board was set up in 1993 to provide external expertise in finance, management and horticulture, and was chaired by an official of the sponsoring department (DNH/DCMS) until 1999. Records held by DCMS relating to the setting up of this Advisory Board, its role, expertise and authority, and the records of the Advisory Board itself will be selected (2.2.2.2 of the Acquisition Policy).
- 5.2.16 The Royal Parks Constabulary, reporting to the Chief Executive of the new agency, enforced the Royal Parks Regulations maintaining law and order in the Royal Parks (including Hampton Court Park) and ensuring security at ceremonial events. Records created by the Heritage and Tourism Group within DNH relating to the rationale behind the inclusion of the Constabulary within the new agency, its role and responsibilities, will be included in the records to be selected under 5.2.11 above.
- 5.2.17 Recognition of the Constabulary as a formally constituted police force came in 1974 through the Parks Regulations (Amendment) Act. Records created by the DoE relating to the role of the Park Keepers Force in the period prior to 1974, the reasons for the change in status, and the resultant changes in policy will be selected for permanent preservation (2.2.1.4 of the Acquisition Policy).
- 5.2.18 During the period between establishment as a police force and inclusion in the new Royal Parks Agency, the Constabulary experienced three reviews/inspections: in 1975, 1980, and 1985. It was then included in the 1995 review of the RPA. Records created by the DoE relating to the preparation of evidence for these reviews, the resultant reports and the implementation of any recommendations will be selected (2.2.1.4 of the Acquisition Policy).
- 5.2.19 The Royal Parks Regulations were changed in 1997, and included changes to the areas to which the regulations applied. Records that indicate the rationale behind these changes and document the effects of their implementation will be selected. These were created by the DoE and DNH (2.2.1.4 of the Acquisition Policy).

5.2.20 The Secretary of State announced a review of RPA in 1999. Records created by DCMS relating to information gathering for the review will be selected (2.2.2.2 of the Acquisition Policy).

### 5.3 Identification for protection

5.3.1 Scheduling of nationally important archaeological sites and monuments gives legal protection against disturbance, destruction or unnecessary interference. Scheduling supports the formal system of planning consent for any work to a designated monument. Included are caves, earthworks, buried remains, funerary and ritual sites, ruins, abandoned farmsteads, engineering structures, industrial buildings and military sites. Buildings in use as dwellings or places of worship are not included. Most are privately owned. The Secretary of State for Culture, Media and Sport and the NAW and their predecessors were required, under the Ancient Monuments and Archaeological Areas Act 1979 as amended by the National Heritage Act, 1983 and the Government of Wales Act 1998, to compile the schedule of nationally important sites, having taken statutory advice from English Heritage in England and Cadw in Wales. Prior to 1979 there had been no statutory obligation to compile the list; the Secretary of State was merely empowered to do so. Records relating to the rationale behind this change in emphasis, and to schedule approval policy in general will be selected from DoE records post 1979 held by DCMS, from DNH/DCMS's own records, from Welsh Office records post 1979 held by the NAW, and from the Assembly's own records (2.2.2.2 of the Acquisition Policy).

5.3.2 Under the Ancient Monuments Consolidation and Amendment Act 1913 recommendations for scheduling have been the responsibility of the Ancient Monuments Board for England, replaced in 1984 by English Heritage, and the Ancient Monuments Board for Wales, which has functioned through Cadw since 1991. Agenda, minutes and papers from both Ancient Monuments Boards for the period up to 1978, have been transferred to The National Archives. Those for the period 1978-84 in England and 1978-99 in Wales will be selected for preservation from records inherited by English Heritage and Cadw (2.2.2.2 of the Acquisition Policy). For the period from 1984 in England agenda, minutes and papers of the Ancient Monuments Advisory Committee within English Heritage are covered by paragraph 5.2.5 of this Operational Selection Policy.

5.3.3 Preparation of proposals for the scheduling of monuments involves assessment, evaluation, identification and the preparation of management proposals for each site. Casework files created and inherited by English Heritage from the DoE Ancient Monuments Secretariat and its predecessors, and relating to individual scheduled sites in England will be reviewed. Those records that assist in the



understanding of the site, and support and record its maintenance will be selected. Those selected will be deposited for permanent preservation at the NMRC under s 4(1) of the Public Records Act, 1958 (2.2.3.1 of the Disposition Policy).

- 5.3.4 Casework files inherited by the Welsh Office from the Ministry of Public Buildings and Works and its predecessors, and relating to individual scheduled sites in Wales will be reviewed. Those records that assist in the understanding of the site, and support and record its maintenance will be selected. Those selected will be deposited for permanent preservation at the NMRW under s 4(1) of the Public Records Act, 1958 (2.2.3.1 of the Disposition Policy).
- 5.3.5 Scheduling is applied only to sites of national importance. Non-statutory criteria to assist with the selection of such monuments were provided in 1983 by the Secretary of State for the Environment. The system of scheduling was reviewed in an English Heritage document *England's Archaeological Resource* published in 1984, leading to a reappraisal of the criteria. The revised principles of selection were set out in *Planning Policy Guidance Note 16 (PPG 16)* published by DCMS in 1990. The criteria consider the extent of survival/current condition, fragility/vulnerability, rarity and period represented, group value with other monuments, diversity, potential for research, and availability of existing documentation. Scheduled monuments are not graded and form a very small proportion of the total national stock of ancient monuments. Policy files created by DoE have been inherited by DCMS. Those relating to changes in criteria used in scheduling policy will be selected together with files created by English Heritage detailing the recommendations for future selection criteria and the shortcomings of the previous schedule. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy).
- 5.3.6 The period under consideration saw a more pro-active approach to selection; moving away from reaction to identified threats towards a planned thematic assessment of particular groups or types of monument. A major reassessment of the schedule, through a review of some 600,000 archaeological sites in England, was begun in 1986 and is known as the Monuments Protection Programme. In Wales an ongoing planned policy of enhancing the schedule was also begun. Using the new criteria, only the best and most typical examples are being included from these themed research and survey programmes. Monuments are being selected as the most important examples from among the known Sites and Monuments Records (SMRs) already registered by local authorities (in England) and Archaeological Trusts (in Wales), based on information collated by the Ordnance Survey. As a result the number of scheduled monuments almost doubled in the period 1986 to 1999. At the

same time both Cadw and English Heritage have embarked on a survey and assessment of other nationally important types of monument not previously included, such as industrial and military monuments. Records created by English Heritage and Cadw and which detail the setting up of these programmes and their implementation will be selected (2.2.2.2 of the Acquisition Policy). Casework files relating to these surveys will be deposited at the NMRC and NMRW under s 4(1) of the Public Records Act, 1958 (2.2.3.1 of the Disposition Policy).

- 5.3.7 Archaeological areas, a concept introduced by the Ancient Monuments and Archaeological Areas Act, 1979 is a designation, which means that developers are obliged to allow access to the site for archaeologists. The first areas to be designated were historic town centres such as Canterbury and York. They are defined on statutory maps and their designation represents a change in the appreciation of the value of archaeological sites: from simple recording and investigation to encompass the original context and surrounding land. The comprehensive nature of the controls afforded by *PPG 16* in England since 1990 and *Planning Policy Wales* have largely halted the designation of these areas. Policy files held by English Heritage and the Welsh Office (Cadw) relating to the setting up of this designation and the effects of *PPG 16* and *Planning Policy Wales* will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.8 Monuments under the sea. In 1991 DoE inherited from DTp, the responsibility for administering the Protection of Wrecks Act, 1973 in England. This involved designating historic wrecks in English waters and acting as Secretariat to the Advisory Committee on Historic Wreck Sites (ACHWS). The Advisory Committee advises the government on the suitability of wreck sites for designation (their historic and archaeological importance) and issues licenses to carry out activities on these sites. ACHWS also gives general advice on underwater archaeology issues that may affect historic wrecks within UK waters. Responsibility for wrecks that are dangerous to shipping remained with DTp. DoE responsibility for wrecks was passed to DNH (later DCMS) in 1992. Records created by DTp/DoE and successors and held by DCMS and DTLR relating to the development and implementation of policy on the designation of wrecks will be selected. Records relating to the establishment and role of the Advisory Committee and the agenda, minutes, papers and annual reports of the Advisory Committee itself will also be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.9 In Welsh waters responsibility for designation of historic wrecks was transferred from DTp to the Welsh Office in 1991 and passed to the

NAW in 1998. Records created by DTp/DoE and successors and held by the Welsh Office and successors, relating to the development and implementation of policy on the designation of wrecks and the role of the Advisory Committee on Historic Wreck Sites (ACHWS) will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

- 5.3.10 Listing of buildings is a means of ensuring that the special architectural and historic interest of the building is considered before any alterations are agreed to its exterior or interior, or before consent to demolish can be granted. The emphasis is on structures still in use or capable of re-use. The Secretary of State for Culture, Media and Sport and the NAW and predecessors had a duty under the Planning (Listed Buildings and Conservation Areas) Act, 1990 as amended by the Government of Wales Act 1998, to compile the list of buildings of special architectural or historic interest, having taken statutory advice from English Heritage in England and Cadw in Wales. Prior to 1990 there had been no statutory obligation to compile the list; the Secretary of State was merely empowered to do so. Records relating to the rationale behind this change in emphasis regarding listing, and to listing approval policy will be selected from DoE's pre-1990 records, from DNH/DCMS's own records, from Welsh Office pre-1990 records, and from NAW own records (2.2.2.2 of the Acquisition Policy).
- 5.3.11 Under the Historic Buildings and Ancient Monuments Act 1953 recommendations for listing have been the responsibility of the Historic Buildings Council for England, replaced in 1984 by English Heritage, and the Historic Buildings Council for Wales, which has functioned through Cadw since 1991. Agenda, minutes and papers from both Historic Buildings Councils for the period up to 1978 have been transferred to The National Archives. Those for the period 1978-84 in England and 1978-99 in Wales will be selected for preservation from records inherited by English Heritage and Cadw (2.2.2.2 of the Acquisition Policy). For the period from 1984 in England agenda, minutes and papers of the Historic Buildings and Areas Advisory Committee (HBAAC) within English Heritage are covered by paragraph 5.2.5 of this Policy.
- 5.3.12 The principles of selection and the definition of grading were successively revised through DoE Circulars in 1974 (*Historic Buildings and Conservation, 102/74*) and 1987 (*Historic Buildings and Conservation Areas: Policy and Procedure, 8/87*) and most recently in the *Planning Policy Guidance Note 15: Planning and the Historic Environment* (PPG 15) published jointly by the DoE and the DNH in 1994 and the subject of Welsh Office Circular 61/96. The original criteria (issued in 1947) had defined three grades in terms of priority for preservation, whereas the 1974 Circular simply explained principles for

selection without linking this to grading. Grades were again specified in 1987 to indicate 'relative importance', and the Circular introduced the 30-year rule allowing for any building older than 30 years to be considered for listing. PPG 15 indicates that whilst grades are of material consideration in the exercise of statutory building controls, these controls apply equally to all listed buildings irrespective of grades. PPG 15 adds an expanded definition of the principles of selection as architectural interest (design, decoration, craftsmanship, type, building techniques and plan form), historic interest (relating to national social, economic, cultural or military history), close historical association (with important people or events), or group value (related to planning, e.g. squares, terraces). Policy files created by DoE and DNH have been inherited by DCMS. Those relating to changes in criteria used in listing policy will be selected together with files created by English Heritage detailing the recommendations for selection criteria and the shortcomings of the existing criteria. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy).

- 5.3.13 The first major revision of the list in England and Wales was completed in 1987. It had been started in 1968 in response to the threat from the redevelopment boom of the 1960s. The first phase involved cities and towns affected by the development of new towns and the London 'overspill'. Progress was slow, but the demolition of the 1928 Firestone Factory in 1980 prompted an acceleration of the survey and the inclusion of twentieth century buildings in the listing. As a result of this systematic fieldwork, the need for 'spot listing' declined. Despite the abolition of the non-statutory Grade III category in 1970, the number of listed buildings in England increased four-fold from 1970 to 1987. This reflected the expanding scope of conservation interests to include a wider range of building types and buildings of later periods. In addition the resurvey included consideration of the interiors of buildings, and resulted in the listing of externally unremarkable buildings not previously considered. Records created up to 1977 by the DoE and successors have been reviewed and those selected for preservation have been transferred to The National Archives. Records created by the DoE and successors and held by DCMS relating to the decisions to accelerate the revision programme and to include twentieth century buildings, and to the implementation of these decisions will be selected. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy).
- 5.3.14 During this period there was some debate about the precise definition of the protection afforded by the listing of a building - whether fixtures and fittings, contents of buildings and features of the curtilage (the area attached to and containing a property and its outbuildings) were or ought to be included. In 1977 the sale of Mentmore, Buckinghamshire and the

resultant dispersal of its contents underlined the need to record buildings with their furnishings and décor intact and persuaded the DoE that a house and its contents were of historic importance. DoE records inherited by DCMS detailing these discussions and their effects on policy will be selected. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy).

- 5.3.15 Casework files relating to individual listed buildings will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.16 Subsequently a second programme of review took place in England and Wales from 1989 to 1992 involving reappraisal of sections of the resurvey, followed by a countrywide exhibition 'A Change of Heart' to encourage public debate on the listing policy. English Heritage and Cadw have since begun programmes of thematic studies of various building types with a view to making recommendations for listing, and encouraging members of the public to participate. In Wales, prompted by the 1993 report of the Welsh Affairs Committee of the House of Commons, Cadw accelerated the programme to resurvey Wales using approved contractors. Policy files held by English Heritage and Cadw (Welsh Office) relating to the decisions to undertake the second resurvey and to the programme of themed study will be selected. Records detailing the rationale for the exhibition, its content and any resultant influence on policy will be selected. (2.2.2.2 of the Acquisition Policy). Casework files relating to individual listed buildings will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.17 English Heritage has a duty to publish the schedule of monuments and the Secretary of State for Culture the list of historic buildings. Scheduled monuments are identified by schedule entry, which may include a map. Listed buildings are identified by address but may also indicate that the protection extends to the curtilage. Lists and details of scheduled monuments are held by county Sites and Monuments Records (SMRs) within each local authority. Local authority planning departments have details of listed buildings in their area. The Schedule of Ancient Monuments and the List of Historic Buildings for the whole of England are held as databases (the Record of Scheduled Monuments (RSM) and the Listed Building System (LBS)) by the National Programmes Co-ordination Section of English Heritage. The LBS is currently available online. Both databases are subject to continuous updating as a result of authorized additions, amendments and deletions. It is planned that quinquennial snapshots will be taken of these databases for permanent preservation either at the UK National Digital Archive of Datasets

(NDAD) or at a suitable place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.3 of the Disposition Policy).

- 5.3.18 NAW through Cadw has a duty to publish the schedule of monuments and the list of historic buildings. These lists are being digitized and will form part of a comprehensive database of Welsh archaeology and architecture to be known as the Extended National Database for Wales (ENDEX). It is planned that quinquennial snapshots will be taken of these databases for permanent preservation either at the UK National Digital Archive of Datasets (NDAD) or at a suitable place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.3 of the Disposition Policy). Records relating to the establishment of ENDEX will be selected from the records held by Cadw (2.2.2.2 of the Acquisition Policy).
- 5.3.19 Conservation Areas. The concept was first introduced in the Civic Amenities Act, 1967 to protect settings for historic buildings. They were defined as areas of special architectural or historic interest, the character or appearance of which it was desirable to preserve or enhance. The first examples were townscapes and parks, more recent examples have included rural landscapes and have been more concerned with neighbourhood amenity and protecting the local environment. The Planning (Listed Buildings and Conservation Areas) Act of 1990 contained a statutory definition for the purposes of designation. *PPG 15*, 1994 indicates that designation of conservation areas should be limited to the best examples selected for reasons of technical innovation or social or economic history as well as external visual quality. By 1999 there were approximately 8,000 conservation areas in England defined on statutory maps. The duty to designate conservation areas in England rests with local authorities. Identification is often done in conjunction with the preparation of development plans and is judged by local rather than national criteria. Since 1986 and the abolition of the Greater London Council, English Heritage has been responsible for designation within London in consultation with the relevant London Borough and gives advice on the identification and designation of conservation areas elsewhere. The Secretary of State for DoE also had powers to designate in cases of national importance, powers handed on to DNH and DCMS. Policy files from DoE and successors and from English Heritage will be selected. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.20 Designed landscapes: since 1983, English Heritage has been empowered through the Historic Buildings and Ancient Monuments Act 1953, as amended by the National Heritage Act, 1983 to compile a Register of Parks and Gardens of Special Historic Interest in England, to identify those that are of national or international significance and to help

safeguard them. There are no statutory controls, but local planning authorities must consider these sites when determining planning permission. Compilation of a register of these constructed landscapes began in 1986 and by 1999 there were around 1,300 sites recognized for their age, layout and features, historic landscape and design or the quality of their landscaping. The register identifies gardens, public parks, cemeteries, and hospital landscapes; it also includes the Royal Parks, which provide the settings for important national buildings. The listing identifies three grades according to their international or relative national importance and uses nine criteria. From 1994 to 1999 English Heritage carried out county-based surveys in partnership with local authorities and local organizations. Based on these surveys, updating of the register began in 1997. Policy files from English Heritage on the setting up of the register, and the establishment of the criteria and grading system will be selected. Records relating to the decision to undertake the county-based surveys and to update the register will also be selected (2.2.2.2 of the Acquisition Policy). Records of the Parks and Gardens Advisory Committee within English Heritage are covered in paragraph 5.2.5. Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

- 5.3.21 In Wales Cadw has undertaken the compilation of a Register of Parklands and Gardens, underpinned by a survey done by RCAHMW. Policy files from Cadw on the setting up of these registers and the establishment of the criteria and grading system will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.3.22 Historic landscapes: a proposal to develop the last two surviving fields at the heart of the site of the Battle of Tewkesbury resulted in a public inquiry in 1999 to which English Heritage gave evidence. Planning consent was not granted, but this focused attention on the importance of the Register of Historic Battlefields. There are no statutory controls, but local planning authorities must consider these sites when determining planning permission. Records created by English Heritage relating to the establishment of this register, and the establishment of the criteria for inclusion will be selected. Records of the DETR Tewkesbury Inquiry itself and records created and held by English Heritage relating to this inquiry will also be selected (2.2.2.2 of the Acquisition Policy). Records of the English Heritage Battlefields Advisory Committee are covered by paragraph 5.2.5 of this Operational Selection Policy. Casework files will be selected in accordance with a Policy covering Preservation Casework.
- 5.3.23 Buildings at Risk Register. English Heritage conducted a National Sample Survey as a pilot project in 1992. The main register was first compiled in 1998 by English Heritage to raise awareness of those

buildings known to be at risk through neglect and decay or redundancy, so that local authorities can activate protection procedures. It is updated annually and covers listed buildings and scheduled structures, and uses both the current condition and its rate of decay as criteria for grading into six priorities for action. Policy files from English Heritage on the setting up of this register, and the establishment of the criteria for inclusion and grading will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

5.3.24 In Wales the Chapels Recording Project begun in 1999 is a co-operation between RCAHMW, Capel (the Chapels Heritage Society), Cadw, and others aiming to survey the Nonconformist chapels in Wales with a view to providing a written and photographic record of some 6,000 buildings, with measured drawings for those which are of particular architectural, historical or religious significance, and registering those at risk. RCAHMW is responsible for the survey as part of its emergency recording duties under the Town and Country Planning Act 1971. Listing for architectural or historic interest is Cadw's responsibility. Policy files from Cadw on the setting up of this project, the establishment of the standards for description, and on the roles of each of the participants will be selected (2.2.2.2 of the Acquisition policy). The survey records will be deposited at the NMRW as a Place of Deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy). Cadw's casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

#### 5.4 **Surveying and recording**

5.4.1 Throughout this period the RCHME and RCAHMW had responsibility for surveying and recording ancient monuments, and a statutory duty under the Town and Country Planning Act 1971, for emergency recording of buildings threatened with destruction. If planning permission to demolish a listed building is granted, one month's statutory notice has to be given to the RCHME and RCAHMW for the purpose of recording the building prior to demolition. The original 1908 Royal Warrants required that each Commission compile an inventory of the ancient and historical monuments and constructions and to specify those which seemed worthy of preservation. The 1992 Royal Warrants required that each Commission preserve its own survey records; all survey records created by RCHME and RCAHMW will be deposited at the NMRC and NMRW as places of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).

5.4.2 In 1979 RCHME discontinued recording of the definitive inventory, which had been its function since the issue of its first Royal Warrant. Records created by RCHME and relating to the reasons for this decision and the implications for RCHME will be selected for permanent preservation and



deposited at the NMRC as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).

- 5.4.3 Further expansion of survey holdings at RCHME's NMR came through the transfer of collections from other government bodies: the Industrial Monuments Survey from DoE in 1981, records of archaeological sites in England maintained by the Ordnance Survey Archaeology Branch in 1983, and the Greater London Council's Survey of London in 1986. RCHME gained academic control and responsibility for supplying selected archaeological mapping information for England to the Ordnance Survey (OS) through the transfer of the OS records; it also took responsibility for continuing the work on the other surveys. Files relating to the policy of expansion of the holdings at NMR during this period and its influence on survey programming policy will be selected for permanent preservation and deposited at the NMRC as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.4 Survey records relating to ongoing work on the Survey of London, the Industrial Monuments Survey, and the supply of archaeological data to the OS will be deposited at NMRC as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.5 Responsibility for the functions of the OS Archaeology Branch in Wales passed to RCAHMW in 1983. The records of archaeological sites in Wales were transferred to NMRW and RCAHMW took on the responsibility of providing OS with archaeological mapping information for Wales. The collection included records for approximately 30,000 sites in Wales; considerably expanding the holdings at NMRW and giving RCAHMW academic control of mapped data that is a primary source for planners and others involved in modifying the landscape. Files relating to the effects of this transfer of records and responsibilities on the survey programming policy, will be deposited at NMRW as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.6 DoE conducted a review of both RCHME and RCAHMW in 1988, which resulted in the recommendation that both bodies refocus on the supply of information and led to the development of the NMR and NMRW as the focal points for public access to the information held by the Commissions. Records, created by DoE and held by DCMS and the NAW, which detail the reasons for the review, will be selected; records, created by RCHME and RCAHMW, relating to the submission of evidence and the policy implications of the subsequent recommendations will be selected (2.2.2.2 of the Acquisition Policy).
- 5.4.7 By 1992 a new Royal Warrant had recognized the survey expertise at RCHME, which was authorized to establish and maintain national

standards for surveying, recording and curating heritage data. Standards were established with British and European partners, and RCHME took on a training role. RCHME continued to act as the oversight body for the records of archaeological sites held within each local authority: the system of local Sites and Monuments Records (SMRs). Records relating to RCHME's role in the establishment of national survey standards, to its new training role and to its policy with regard to the SMRs will be deposited at the NMRC as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).

- 5.4.8 A new Royal Warrant for RCAHMW in 1992 placed emphasis on the role of NMRW, and after its relocation to Plas Crug, a formal collecting policy was agreed. Policy files relating to the need for relocation and planning for its implementation, implications of the Royal Warrant on the balance of RCAHMW activities, and the background to the establishment of the formal collecting policy, will be deposited at NMRW as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.9 Underwater Archaeology. In 1992 RCHME accepted responsibility for creating a central national record of historic wrecks and other archaeological sites within the 12-mile coastal limit of England. Survey records created by RCHME and policy records, created by RCHME, which indicate the reasons for the structure of this record set, will be preserved at the NMR as the place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.10 RCAHMW accepted responsibility for creating a central national record of historic wrecks and other archaeological sites within Welsh coastal waters. Survey records created by RCAHMW and any related policy records created by RCAHMW if they apply specifically to Wales will be preserved at the NMRW as a place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.11 In 1994 RCAHMW began a programme of research, including limited survey, providing a database of historic parklands and gardens in Wales to underpin the Cadw register (*see paragraph 5.3.21*). The RCAHMW survey records will be preserved at the NMRW as a place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.12 The Uplands Initiative (Uplands Archaeological Survey) begun by RCAHMW in 1989 aims to discover the archaeological sites of Upland Wales through systematic field survey. A review of the project in 1999 resulted in the acceleration of the survey through the use of mapping created from analysis of existing aerial photographic archives. Records created by RCAHMW relating to the establishment of this research survey, to the review and to the subsequent use of new technology to

map through photographic survey will be reviewed. Selected records together with the actual survey records will be deposited at NMRW as a Place of Deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).

- 5.4.13 In 1994 the RCHME relocated to Swindon and its NMR holdings were brought together under one roof. A strategic plan was issued in 1996 and restructuring followed. Policy files relating to the preparation of the strategic plan, and reasons for the restructuring, will be deposited at NMRC as a place of deposit under s 4(1) of the Public Records Act 1958 (2.2.5.1 of the Disposition Policy).
- 5.4.14 The operational merger of RCHME with English Heritage in 1999 was a recommendation of the Treasury Comprehensive Spending Review carried out by DCMS in 1998. Records relating to this review and its recommendations are covered by paragraph 5.2.7 of this Operational Selection Policy.
- 5.4.15 A major photographic survey of listed structures in England was begun in May 1999 in partnership with the Royal Photographic Society and supported by grants from the Heritage Lottery Fund and others. This *Images of England* survey is being undertaken by a team of volunteer photographers under the supervision of the NMR (by then part of English Heritage). The first images have been digitized and made available over the Internet. Records created by English Heritage relating to the roles of the various participants, the setting up of the survey, its aims and purpose, and the decision to involve volunteers from the general public will be selected (2.2.2.2 of the Acquisition Policy). A copy of the completed electronic survey as posted on the web site will be deposited for permanent preservation either at the UK National Digital Archive of Datasets (NDAD) or at a suitable place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.3 of the Disposition Policy).
- 5.4.16 Excavation records of RCHME. These will be passed to local authorities for preservation alongside the artefacts from the excavation (2.2.1.1 of the Disposition Policy). The NMR has no significant internally generated excavation archives as it does not have a central role in the processing and storage of current documentary archaeological archives, unlike its Welsh counterpart. RCHME has an Excavation Index which incorporates details of archaeological interventions and locates both the intervention and the related records, together with bibliographical references. This index has been compiled by NMR staff, and relates to records held elsewhere. It is available online at the NMR and will not be selected.
- 5.4.17 Excavation records of RCAHMW will be deposited at the NMRW as a place of deposit under s 4(1) of the Public Records Act, 1958 (2.2.5.1 of the Disposition Policy).

- 5.4.18 The work of RCHME is overseen by a Board of Commissioners. Records of the Warrants of Appointment of Commissioners will not be selected. Agendas, minutes and papers of the Commission will be selected. Annual reports to 1991 have been transferred to The National Archives, annual reports from 1992 to 1999 will be selected (2.2.2.2 of the Acquisition Policy).
- 5.4.19 The work of RCAHMW is overseen by a Board of Commissioners. Records of the Warrants of Appointment of Commissioners will not be selected. Agendas, minutes and papers of the Commission will be selected (2.2.2.2 of the Acquisition Policy).

## **5.5 Assistance with preservation and conservation**

### **5.5.1 Grants and funds**

- 5.5.1.1 During this period government responsibility for the distribution of grants to individuals and organizations for the preservation of the built environment in England and Wales was delegated to agencies sponsored by government (English Heritage, Cadw), the Royal Commissions on the Historical Monuments of England and Wales, the National Heritage Memorial Fund, and the Churches Conservation Trust. In most cases conditions were imposed relating to public access, assurances that the property would be maintained in the future, and that the work would be carried out to an agreed and appropriate standard. This was a period of general expansion in funding for preservation of the built environment. Records created by DoE and successors and held by DCMS and English Heritage and those created by Cadw (Welsh Office) relating to policy on funding criteria and attached conditions, will be selected (2.2.2.2 of the Acquisition Policy).
- 5.5.1.2 The UK government had increased funding through the Historic Buildings Councils in 1970, but most grants went to Grade I listed buildings. Under the Town and Country Planning (Amendment) Act, 1972 a new grant was available to local authorities for the conservation of historic areas, in particular in outstanding conservation areas (as defined by the Historic Buildings Councils). The grant was to cover expenditure incurred towards significantly preserving or enhancing the character or appearance of the area. Policy records of DoE, the Welsh Office and the Historic Buildings Councils to 1980 (held by English Heritage and Cadw) have been reviewed and those selected for permanent preservation have been transferred to The National Archives.
- 5.5.1.3 In July 1973 the Council of Europe began a campaign to protect European architectural heritage, which culminated in European Architectural Heritage Year (EAHY) in 1975. Government grants and loans were made available for the enhancement of the character or

appearance of conservation areas. Special Heritage Year Awards were offered through the Civic Trust, mostly for a range of environmental improvements of modest size rather than for buildings of acknowledged importance, so stimulating support for neighbourhood protection strategies and acknowledging the importance of items such as street furniture and the location of advertisements in the context of conservation area policy. The UK Council for EAHY had separate committees for England and Wales. Policy records held by DCMS and Cadw but created by DoE and the Welsh Office to 1980, have been reviewed and those selected for permanent preservation have been transferred to The National Archives.

- 5.5.1.4 The Architectural Heritage Fund was established in 1976 to provide loan capital to local preservation trusts to conserve historic buildings. Funded partly from DoE funds, it was run in association with the Civic Trust. Policy records held by DCMS and Cadw but created by DoE and the Welsh Office to 1980 have been reviewed and those selected for permanent preservation have been transferred to The National Archives.
- 5.5.1.5 The National Heritage Memorial Fund (NHMF) was set up under the National Heritage Act in 1980 to give financial assistance (as a fund of last resort) for the acquisition, preservation and maintenance of land, buildings or structures deemed nationally important throughout the UK. The National Heritage Act 1997 extended its powers to support a wider range of projects. Since 1995, under the National Lottery Act 1993 (as amended by the National Lottery Act 1998), it has also been responsible for distributing the Heritage Lottery Fund (HLF), with advice from English Heritage. The Trustees separately administer the two funds, are accountable to the Secretary of State, and are grant funded by DCMS. Policy records created by DoE, DNH and held by DCMS relating to the setting up of the Fund and the decision to add the HLF to its responsibilities will be selected for preservation. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy). The records of NHMF and HLF are not public records and so are beyond the scope of this Operational Selection Policy.
- 5.5.1.6 The grant-giving powers of English Heritage and Cadw are derived from the Historic Buildings and Ancient Monuments Act, 1953 and have been inherited from DoE and the Welsh Office. English Heritage and Cadw make grants and loans for major structural repairs only. Their grants are not available for routine maintenance, alterations, improvements, or demolition. Nationally important buildings, scheduled monuments, and registered parks and gardens qualify. Under the Ancient Monuments and Archaeological Areas Act, 1979 grants are available towards the cost of preservation, maintenance and management of ancient monuments including archaeological investigation and publication. DoE policy files to

1980 (inherited by English Heritage) relating to grant aid have been reviewed and those selected for permanent preservation have been transferred to The National Archives. Records created by DoE and English Heritage after 1980 which detail changes in grant aid policy through special grant schemes will be selected.

5.5.1.7 In 1992 concern over the effects of pollution (acid rain and traffic pollution) on the fabric of buildings led to an internal review by English Heritage of strategies concerned with the care of properties for which it was responsible. A policy statement *Managing England's Heritage: Setting priorities for the 1990s*, published in 1992, proposed to devolve care of certain properties to local authorities and to the National Trust, alongside a review of grant aid to conservation areas and churches. In addition it proposed funding policy changes: a diversion of rescue archaeology funds to a small selection of long-term projects; a policy of private sector fundraising to support a Conservation Fund for emergency needs; and a public appeal for funds to set up a grant system for gardens. Policy files relating to grant aid, and in particular relating to the rationale for the proposed policy change in 1992, will be selected from DoE records post 1980 held by English Heritage, and from English Heritage's own records. (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

5.5.1.8 English Heritage Consultation Paper *Conservation Area Partnership Scheme* (1993) detailed proposals for changes in the grants regime for conservation areas, which had appeared in the English Heritage policy statement of 1992. These were schemes for visible improvements, attracting funding from other sources, and stimulating the regeneration of deprived areas. Building on the success of this Conservation Area Partnership Scheme (CAPS), the Heritage Economic Regeneration Scheme (HERS) announced in 1998 directs grants towards repair and re-use of the ordinary historic buildings (such as shop fronts) in deprived areas and rural communities. Policy files relating to the establishment of both the original Partnership Scheme and the development into HERS will be selected. Any related records created by the Welsh Office will be selected if they relate specifically to Wales (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

5.5.1.9 Schemes to fund cathedrals, churches and other places of worship were developed in this period. The Churches Conservation Trust (CCT) established in 1968 (as the Redundant Churches Fund) provided grants for churches of historical, architectural or archaeological interest that were no longer in use. The funding was a joint responsibility between DoE (and its successors) and the Church Commissioners, and allows CCT to hold, maintain and repair churches in its care. The Joint Grant

Scheme for Churches and Other Places of Worship, established in 1996 and processed by English Heritage with HLF support, made funds available to churches and other places of worship that had no other resources. In 1991 the Secretary of State for Environment made English Heritage responsible for grant aiding England's Anglican and Roman Catholic cathedrals through the Cathedrals Repairs Grant Scheme. DoE policy files relating to the establishment of these two schemes and their implementation will be selected, together with files created by English Heritage. Any related records created by the Welsh Office will be selected if they apply specifically to Wales (2.2.2.2 of the Acquisition Policy).

## 5.5.2 Fiscal policy

5.5.2.1 During this period government legislation allowed for conditional exemption from inheritance tax and capital gains tax on property of heritage quality (or non-heritage property if it provided maintenance fund income for a heritage property). The Inland Revenue relied on English Heritage for advice in assessing qualification. Policy files relating to the advisory role of DoE and successors in the establishment and implementation of these measures will be selected (2.2.2.2 of the Acquisition Policy).

5.5.2.2 A number of measures made provision for reluctant owners of historic buildings to obtain fiscal relief through gifts to charities for national and public benefit, private treaty sales to bodies approved by the Inland Revenue, or by the acceptance of property in lieu of tax. The Finance Acts of 1980, and 1982, as consolidated by the Income and Corporation Taxes Act, 1989, exempted the NHMF and subsequently English Heritage from income tax. The Capital Transfer Tax Act 1984 abolished stamp duty on maintenance funds for historic buildings and also provided for acceptance of property in settlement of tax. Policy files relating specifically to the advisory role of DoE and successors in the establishment and implementation of these measures will be selected (2.2.2.2 of the Acquisition Policy).

## 5.6 Management

5.6.1 Sustainable conservation as a concept of custodianship in the built environment developed in the 1990s from a concern for the survival of the natural world, as expressed in the World Commission on Environment and Development (WCED) 1987 Brundtland Commission Report: *Our Common Future*. The concept of ensuring that the current actions of government did not affect the ability of future generations to enjoy the environment was first expressed in the DoE *Sustaining Our Common Future: A Progress Report by the UK on Implementing Sustainable Government*, 1989. Its application to the built environment appeared in the 1990 document *This Common Inheritance: A Summary*

*of the White Paper on the Environment*. Records created by DoE, which relate to the preparation of these documents and their affect on policy, will be selected (2.2.2.2 of the Acquisition Policy).

- 5.6.2 During the period under consideration the concept of management moved away from concentration on specific sites and buildings to consideration of their interrelated contexts of urban and rural settlement, together with the visual aspects of townscape and landscape, engaging in a wider range of contemporary concerns such as the archaeological evolution of the landscape. As a consequence English Heritage and local authorities have been empowered to make management agreements to ensure the preservation of and public access to ancient monuments and adjoining land. Policy files relating to the management of ancient monuments and historic buildings created in DoE and DNH will be selected, as will files created by English Heritage relating to the development of management policy, particularly as it relates to public access and management partnerships (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.6.3 Developments in listing to include a wider selection of structures have brought more complex issues of multiple occupancy and/or ownership into the management arena. Policy files relating to the management of ancient monuments and historic buildings created in DoE and DNH will be selected, as will files created by English Heritage relating to the development of management policy, particularly as it relates to ownership issues (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.6.4 As part of its role as statutory advisor on the built heritage in England, English Heritage has established research and advisory services supported by the publication of technical handbooks, and other specialist booklets. Records relating to high-level policy on research and advisory services, and on the establishment and role of the Central Archaeology Service, and the Ancient Monuments Laboratory and their incorporation into the Fort Cumberland Centre for Archaeology in 1999 will be selected (2.2.2.2 of the Acquisition Policy).
- 5.6.5 Acceptance of the need to manage change has been evident in the increased re-use of buildings and sites. Changes in industrial practices during this period made available redundant industrial and transport areas for conversion and preservation. Adaptation to contemporary needs was preferable to allowing a building or site to go out of use (and thus become at risk), or simply halting decay. Dockyard areas and larger industrial sites were found new beneficial uses as homes for museums and retail complexes when the original use was no longer sustainable. Policy files relating to the advisory role of DoE and successors in the re-



use of buildings and sites will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

## 5.7 Planning control

- 5.7.1 Responsibility for planning remained with DoE throughout the period 1970 to 1997 when it passed to DETR. Two legal codes emerged during this period, operating separately at national and local levels. Control at the national level by the Secretary of State was available for scheduled ancient monuments through the 1979 Ancient Monuments and Archaeological Areas Act as amended by the National Heritage Act, 1983. Control at local level through local authority land-use planning covered listed buildings, conservation areas and areas of archaeological importance. Local level controls ranged from voluntary partnerships to statutory requirements. Awareness of past losses and damaging works meant a tightening of control; statutory provision moved from 'notification of intention' to formal procedure for permissions in advance for historic buildings in 1968, conservation areas (partially) in 1974 and scheduled ancient monuments in 1981, (initiated by the Ancient Monuments and Archaeological Areas Act 1979). A series of DoE Circulars issued from 1973 to 1975 detailing DoE planning developments, will be selected. Records, created by DoE and DETR, relating to the general tightening of planning controls, the problems posed by unprotected sites and buildings and the need to extend planning control measures beyond the confines of individual sites, will be selected (2.2.2.2 of the Acquisition Policy).
- 5.7.2 *Archaeology and Planning* (PPG16, DoE 1990) reinforced archaeology as a material consideration in planning decisions. It detailed preferred procedures for assessment and preservation of important remains affected by development proposals. It insisted on proper consideration being given to all archaeological remains in the planning process and put the responsibility on developers for funding of recording and archaeological investigation in preparation for development. DoE policy files, relating to the preparation of this planning policy document and the rationale behind its content will be selected (2.2.2.2 of the Acquisition Policy).
- 5.7.3 The Town and Country Planning Act 1971 consolidated most of the earlier planning acts and granted further powers for the protection of listed buildings, including enforcement notices, compulsory purchase for cases in need of repair, with minimum compensation if the building had been deliberately left derelict. Thereafter a tightening of controls with regard to historic buildings and conservation areas developed through the Town and Country Planning Acts of 1972 and 1990, the Town and Country (Amenities) Act 1994, and the Planning (Listed Buildings and Conservation Areas Act and Planning (Consequential Provisions) Act (both 1990); culminating in the major government restatement of

conservation planning policy in *PPG 15* in 1994. DoE policy files, held by DTLR, relating to the preparation of and implementation of this planning legislation, to the preparation of the planning policy document and the rationale behind its content, will be selected (2.2.2.2 of the Acquisition Policy).

5.7.4 Collaborative developments emerged in the legislation. The Agriculture Act 1986 provided for the designation of areas as environmentally sensitive not only to protect the natural environment, but also to protect the buildings and other objects of historic interest, including features of archaeological interest. The need to have regard for the preservation of the appropriate features of the built environment was also a provision in the Water Act 1989, the British Waterways Bill of 1990 and the Coal Bill of 1993. DoE policy files relating to the development of collaboration between government bodies engaged in the care of scheduled and listed sites, will be selected (2.2.2.2 of the Acquisition Policy).

5.7.5 Buildings at Risk legislation was introduced in this period and involved the issue of repair notices to neglectful owners. There is no duty of care, but the local authority is empowered to take action to make repairs and recover the cost from the owner. Actions are prompted by inclusion on the annually updated Buildings at Risk Register produced by English Heritage. Policy files created by English Heritage and detailing policy with regard to liaison with local authorities will be selected. Those relating to the setting up of the register have been covered by paragraph 5.3.23 of this Operational Selection Policy (2.2.2.2 of the Acquisition Policy).

5.7.6 Designed landscapes, parks and gardens have been listed since 1986, now largely through the funding of the HLF Urban Parks Programme. Listing is not statutory but the existence of a register is taken as a material consideration for development control purposes. Policy files created by English Heritage and detailing policy with regard to liaison with local authorities will be selected. Those relating to the setting up of the register have been covered by paragraphs 5.3.20 and 5.3.21 of this Operational Selection Policy (2.2.2.2 of the Acquisition Policy).

## **5.8 Exemptions from control**

### **5.8.1 Churches and cathedrals**

5.8.1.1 Nearly 15,000 churches and chapels and around 75 cathedrals are listed as being of special interest. Most are not subject to the usual controls over listed buildings. The precise extent of ecclesiastical exemption was for many years indistinct. Negotiations between the government and the Church authorities continued throughout the period from 1970, agreement having been reached on the procedures for redundant churches. These procedures involved the setting up of the Central

Advisory Board for Redundant Churches to which proposals for demolition had to be referred for advice on architectural value, and the establishment of the Redundant Churches Fund in 1968. The Pastoral Measure of 1983 (passed by the General Synod) consolidated the redundancy provision, and the Wilding Report of 1990 *The Care of Redundant Churches* reviewed the workings of the Fund. DoE files relating to the setting up of the Wilding Review, and the implications of the recommendations, together with the records of the Review itself, will be selected. Records of the Central Advisory Board for Redundant Churches will also be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

5.8.1.2 The Church of England had its own planning authority (the system of faculty jurisdiction established in 1980) embodied in the Care of Cathedrals Measure 1990 and the Care of Churches Measure 1991. The system allows for a Diocesan Chancellor to decide on a faculty application having taken advice from the relevant Diocesan Advisory Committee on which English Heritage is represented. The Cathedrals Fabric Commission for England vets all proposals for change in Anglican Cathedrals, having consulted English Heritage. In 1994 the *Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order*, made jointly by the Secretary of State for Environment and the Secretary of State for Wales, provided that ecclesiastical exemption would in future only apply to the Church of England and other faiths which set up acceptable internal systems of control embodying the principles of the DoE PPG15. DoE policy files relating to the preparation of this planning order, and to the rationale behind its content, will be selected (2.2.2.2 of the Acquisition Policy).

## 5.8.2 Crown property

5.8.2.1 The hereditary lands entrusted to Government as not required for the use of the Royal Household remained exempt from statutory controls throughout this period. They comprise the Royal Parks, the unoccupied Royal Palaces, and the Crown Estate. Both DoE and DNH delegated responsibility for Crown property to specialist agencies but kept control of development through advisory groups such as the Conservation Unit of DNH and the Crown Buildings and Monuments Advisory Group (CBMAG) of DoE, (subsequently the Government Historic Buildings Advisory Unit of English Heritage). Policy files relating to the role of the Crown Buildings Advisory Group and the Conservation Unit, will be selected from DoE, and DNH/DCMS files (2.2.2.2 of the Acquisition Policy).

5.8.2.2 A measure of control was also obtained through the terms of reference for the new agencies. Historic Royal Palaces Agency was charged in 1989 with a duty to maintain the properties and surrounding lands to a

high standard consistent with their status as buildings of royal, historic and architectural importance. Enhancement, protection and preservation of the Royal Parks for the benefit of current and future generations was a stated aim for the new Royal Parks Agency in 1993, with a specific objective to conserve the park buildings that are of special architectural and historic interest. Policy files relating to liaison of DoE and DNH/DCMS with the various sponsored agencies will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

- 5.8.2.3 Some degree of protection was also afforded by the listing of 22 buildings in the Royal Parks, by the inclusion of the Parks themselves on the Register of Parks and Gardens of Special Historic Interest, and the inclusion of Greenwich Park in the area designated as a World Heritage Site. Files relating to the development of maintenance policy for the parks and park buildings and liaison with English Heritage, will be selected from DoE files and from DNH files held by the Royal Parks Agency (2.2.2.2 of the Acquisition Policy).
- 5.8.2.4 The Crown Estate Office has a statutory duty to maintain and enhance the value of an estate that includes over 1,000 listed buildings. During this period the Crown Estate Office followed a policy of good stewardship, which aimed to balance the importance of heritage issues and commercial aims. Records of the Crown Estate relating to the establishment of the formal stewardship programme, and its effects on maintenance and development policy with regard to historic buildings will be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

## 5.9 **Presentation and the heritage industry**

- 5.9.1 The introduction of the National Curriculum under the Education Reform Act 1988 resulted in the recognition of the education sector as an important consideration for heritage bodies. Records created by English Heritage, RCHME, Cadw (the Welsh Office) and RCAHMW relating to the development of the role relating to education, interpretation, research and general publication policy will be selected (2.2.1.6 of the Acquisition Policy).
- 5.9.2 HRP had a duty to present the unoccupied royal palaces to the public in an enjoyable and educational way, reflecting their historic character and Royal status. The Historic Royal Palaces Charter (1998) specified that one of its objectives was to educate and inform the public about the Palaces and the skills required for their conservation. This was to be achieved by providing public access, by exhibitions, the keeping of records, catalogues and inventories, and by research and publication. Provision of an interpretation centre at the Tower of London is planned

as part of the Tower Environs Scheme, which will also involve a consortium of local organizations. Records relating to the policy on education and interpretation, on research, lectures and publications, exhibitions and displays, and on partnerships with other organizations, will be selected from those created by HRPA and HRP, and by DoE and DNH (2.2.1.6 of the Acquisition Policy).

- 5.9.3 One of RPA's delegated aims is to offer peaceful enjoyment, recreation and entertainment in the parks. It has attracted private finance in order to improve visitor facilities, it arranges a summer events programme that involves most of the parks, and has set aside parts of each park for recreation and sport. Records created by RPA and DCMS relating to recreation and entertainment policy and the role of the Royal Parks Constabulary in this policy will be selected (2.2.1.6 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.
- 5.9.4 Business efficiency in government involvement in the preservation of the built environment was raised in 1979 in the White Paper *Organisation of Ancient Monuments and Historic Buildings*. This led subsequently to the creation of English Heritage as a body corporate under the provisions of the National Heritage Act 1983. Functionally independent of government the new organization had a need to supplement government funding through promotion of its aims and assets. Policy files created by English Heritage and Cadw (Welsh Office) relating to their respective membership schemes, marketing, visitor management, and cooperation with other organizations such as the National Trust, the Royal Institute of British Architects and the Commission for Architecture and the Built Environment (formerly the Royal Fine Arts Commission) will be selected (2.2.1.6 of the Acquisition Policy).
- 5.9.5 A proposal to designate areas of departments responsible for providing services as 'executive agencies' was first raised in *Improving Management in Government: The Next Steps*, a report published in 1988. Service delivery would be undertaken by agencies operating within Whitehall departments and with managers having the flexibility to run day-to-day operations as an effective business. HRPA and the Royal Parks Agency were amongst the first to be established. Marketing and promotion became essential elements in the management of sites and buildings. Visitor management, public access issues and the provision of visitor facilities became linked to an educational and commercial need. High-level policy files relating to marketing and promotion will be selected from the records created by both these agencies (2.2.1.6 of the Acquisition Policy).
- 5.9.6 HRPA as established in 1989 had a duty to ensure a good commercial return, with performance targets set by the Minister of State. In April 1998 this was further strengthened by the signing of a contract between

the Secretary of State for DCMS, Historic Royal Palaces (Trust) and Historic Royal Palaces Enterprises Limited (HRPE), its new wholly owned trading subsidiary. The contract allowed the Secretary of State to grant to the Trust and its trading subsidiary (HRPE) exclusive rights in the management of the Palaces and the receipt of revenues there from (except for hereditary revenues of the Crown). These rights were specifically granted in return for services provided by HRP/HRPE in respect of the care and maintenance of the Palaces, their presentation to the public through the provision of visitor services and educational/interpretative aids, and the provision of adequate security arrangements. Records relating to the establishment of HRPE will be selected (2.2.1.6 of the Acquisition Policy).

5.9.7 Cadw, as an executive agency, had enhanced responsibilities to generate receipts from the property in its care, maintain market share of the heritage sites in Wales, operate within agreed costs, generate an efficiency improvement and to generally give better value for money. Records relating to the effects of the new responsibilities on policy will be selected (2.2.1.6 of the Acquisition Policy).

## 5.10 **World Heritage Sites**

5.10.1 The UK government ratified the UNESCO World Heritage Convention (WHC) in 1984. The Convention prepares and implements protection policies for each of the designated sites. In the UK this has been done without specific additional legislation, and as a result can often involve many different private owners. WHC matters were the responsibility of the Heritage Sponsorship Division within DoE with advice coming from English Heritage. This responsibility was passed to the Heritage Division (later the Buildings, Monuments and Sites Division) in DNH and thence to DCMS. English Heritage chaired the committee set up to advise DCMS on the UK Tentative List of potential World Heritage Sites published in 1999. Policy files created by DCMS and its predecessors, relating to past WHC designations and future proposals will be selected. Agendas, papers and minutes of the DCMS Advisory Committee will also be selected (2.2.2.2 of the Acquisition Policy). Casework files will be selected in accordance with an Operational Selection Policy covering Preservation Casework.

5.10.2 Several government departments are responsible for properties that have acquired world heritage designations since 1984. Files which detail the effects of designations on preservation and conservation policy will be selected from records created by English Heritage, HRP, RPA, and Cadw (Welsh Office) (2.2.2.2 of the Acquisition Policy).

## 6 **Structure of filing systems**

*Details of the relevant filing prefixes where known*

	<b>Holding department</b>	<b>Series Prefix (where known)</b>	<b>Description</b>
<b>5.2.3</b>	DCMS EH	AMP AA 7637/*	Organisation Development Division Future of DAMHB files Also Ancient Monuments Board minutes
<b>5.2.4</b>	EH	COM	Committees files - Commission
<b>5.2.5</b>	EH	COM	Committees files - Advisory Committees
<b>5.2.6</b>	EH	Various	See Annex 1
<b>5.2.7</b>	EH	HB/4915  LEG RU COM	EH/RCHME merger - policy Regionalisation Legal Restructuring Unit Committee files
<b>5.2.8</b>	DCMS	AMP; PPC; HSD	Heritage Royal Estate Directorate: creation of HRP
<b>5.2.9</b>	DCMS	AMP; HSD	Buildings Monuments and Sites Division
<b>5.2.11</b>	NAW; Cadw	.....	Cadw review
<b>5.2.12</b>	DTLR NAW	APP	Planning Inspectorate
<b>5.2.13</b>	DCMS	AMP	Royal Parks Review Group
<b>5.2.14</b>	DCMS	AMP	Royal Parks Review Group
<b>5.2.15</b>	DCMS	AMP	Royal Parks Advisory Board
<b>5.2.16</b>	DCMS	RPC	Royal Parks Constabulary
<b>5.2.17</b>	RPA	RPC	Royal Parks Constabulary
<b>5.2.18</b>	RPA	CRP; RPC	Royal Parks reviews 1975-85
<b>5.2.19</b>	RPA	RPS; RPC	Royal Parks Regulations
<b>5.2.20</b>	DCMS	RPS; RPC	Royal Parks review 1999
<b>5.3.1</b>	DCMS NAW	AA	Ancient Monuments - scheduling
<b>5.3.2</b>	EH Cadw	AA 5012/* AA	Ancient Monuments Board
<b>5.3.3</b>	EH	AA/1	Ancient Monuments - scheduling files
<b>5.3.4</b>	Cadw	AA	Ancient Monuments - scheduling
<b>5.3.5</b>	DCMS EH   NAW/Cadw	AMS AA, HAD/POL HB/ LEG AA	Ancient Monuments Ancient Monuments files Historic Areas policy files Historic Buildings policy files Legal files Ancient Monuments
<b>5.3.6</b>	EH	AA TS MPP	Ancient Monuments policy files Thematic Survey files Monuments Protection Programme

	<b>Holding department</b>	<b>Series Prefix (where known)</b>	<b>Description</b>
	Cadw	AA	Ancient Monuments
<b>5.3.7</b>	EH Cadw	AA 8369/* AA/2-1s AA	Ancient monuments policy files Archaeological recording files Ancient Monuments
<b>5.3.8</b>	DTLR; DCMS	MNA	Designation of wrecks Advisory Committee on Historic Wreck Sites
<b>5.3.9</b>	NAW Cadw ?	.....	Designation of wrecks Advisory Committee on Historic Wreck Sites
<b>5.3.10</b>	DCMS NAW	PPC; HSD	Listed Building Policy
<b>5.3.11</b>	EH Cadw	COM	Committees files
<b>5.3.12</b>	DCMS EH NAW/Cadw	HB HB/ HB	Historic buildings policy files Historic buildings policy files Historic buildings policy files
<b>5.3.13</b>	DCMS NAW	HSD; PPC	Listing Building Policy
<b>5.3.14</b>	DCMS NAW	HB	Historic buildings policy files
<b>5.3.16</b>	EH Cadw	AA AA	Ancient monuments policy files Ancient monuments policy files
<b>5.3.17</b>	EH	LBS RSM	Listed Building System Record of Scheduled Monuments
<b>5.3.18</b>	Cadw	.....	ENDEX
<b>5.3.19</b>	EH DCMS NAW/Cadw	LRCA HSD HSD	London Region Conservation Areas Conservation Area designation Conservation Areas
<b>5.3.20</b>	EH	COM GD	Committees files Gardens files
<b>5.3.21</b>	Cadw		Parklands and Gardens
<b>5.3.22</b>	EH DTLR	BAT .....	Battlefields files Tewksbury Inquiry
<b>5.3.23</b>	EH	BRS	Buildings at Risk files
<b>5.3.24</b>	Cadw	.....	Chapels Recording Project
<b>5.4.2</b>	RCHME	.....	NBR and RCHME History files
<b>5.4.3</b>	RCHME	.....	NBR and RCHME History files Survey programme files
<b>5.4.4</b>	RCHME	.....	Industrial Monuments Survey files
<b>5.4.5</b>	RCAHMW	.....	Survey programme files



	Holding department	Series Prefix (where known)	Description
5.4.6	DCMS NAW RCHME RCHAMW		
5.4.7	RCHME	.....	SMR Liaison files
5.4.8	RCAHMW	...../	Relocation/ Collecting Policy
5.4.9	RCHME	.....	Maritime files
5.4.10	RCAHMW	.....	Historic Wrecks
5.4.11	RCAHMW	.....	Parklands and gardens
5.4.12	RCAHMW	.....	Uplands Archeological Survey
5.4.13	RCHME	.....	Chief Executive's policy files
5.4.15	EH	.....	Images of England project files
5.4.17	RCAHMW	.....	Excavation Records
5.4.18	RCHME	.....	Commission Records
5.4.19	RCAHMW		
5.5.1.1	DCMS EH  Cadw	AMS AA HB	Ancient Monuments policy files Ancient Monuments policy files Historic Buildings policy files
5.5.1.2	EH Cadw	HB/ 850 HB	Historic Buildings Council files Historic Buildings Council files
5.5.1.5	DCMS NAW	AMP	NHMF/HLF
5.5.1.6	EH Cadw	HB HB	Historic Buildings policy files Historic Buildings policy files
5.5.1.7	EH	HB	Historic Buildings Policy files
5.5.1.8	EH Cadw	HB HB	Historic Buildings Policy files Historic Buildings policy files
5.5.1.9	EH  Cadw	AA PRP AA	Ancient Monuments policy files Policy and Research files Ancient Monuments policy files
5.5.2.1	EH	ABS HB/	CTT exemption files Historic Buildings policy files
5.5.2.2	EH	HB/	Historic Buildings Policy files
5.6.1	EH	HAD/POL	Historic Areas policy files
5.6.2	EH	HB/ AA	Historic Buildings Policy files Ancient Monuments policy files

	Holding department	Series Prefix (where known)	Description
5.6.3	EH	HB/ AA	Historic Buildings Policy files Ancient Monuments policy files
5.6.4	EH	HB/ AA	Historic Buildings Policy files Ancient Monuments policy files
5.6.5	EH	HB/ AA	Historic Buildings Policy files Ancient Monuments policy files
5.7.1	DTLR		Planning controls
5.7.2	DTLR		Planning policy
5.7.3	DTLR		Planning Legislation
5.7.4	DTLR		Cross- government collaboration
5.7.5	EH	.....	Specific record series not yet identified
5.7.6	EH	HB/ 000002	Historic Buildings Policy files - Gardens
5.8.1.1	DTLR		Wilding Review Central Advisory Board on Redundant Churches
5.8.1.2	DTLR		Planning Order PPG15
5.8.2.1	DTLR EH	CB GHBX	Crown Buildings Advisory Group Crown Buildings Policy files Government Historic Buildings files
5.8.2.2	DTLR EH		Sponsorship liaison No specific files identified - appears to be on a case basis
5.8.2.3	DTLR RPA		Parks Policy
5.8.2.4	Crown Estate		Formal Stewardship Programme
5.9.1	EH  RCHME  Cadw RCAHMW	AMP   AMP	Few files in Publications series - some information in Committee reports No specific file series identified - material in Education Officer files and Commission papers NBR and RCHME History files <i>as above</i>
5.9.2	HRP DCMS	..... HSD	HRP policy
5.9.3	RPA DCMS	RPS; RPC RSA; RPC	Parks Policy Parks Policy

	<b>Holding department</b>	<b>Series Prefix (where known)</b>	<b>Description</b>
<b>5.9.4</b>	EH Cadw	AMP AMP	Publicity and Publications files Publicity and Publications files
<b>5.9.5</b>	HRP RPA	..... .....	Marketing and promotion Marketing and promotion
<b>5.9.6</b>	DCMS HRP	HSD .....	Historic Royal Palaces Enterprises Historic Royal Palaces Enterprises
<b>5.9.7</b>	NAW/Cadw	.....	Finance Policy
<b>5.10.1</b>	DCMS EH	HSD HAD/POL 15	World Heritage Convention Historic Areas policy files
<b>5.10.2</b>	EH HRP RPA Cadw	HAD/POL 15 ..... ..... .....	Historic Areas policy files

## **7 Implementation of Operational Selection Policy**

**English Heritage** practices a mixture of series and file-by-file review. Policy files will need to be identified from existing series. Review practice will be agreed through the Records Retention Panel and will consider the administrative need of English Heritage. Subsequently records management services will organise identification, retrieval and transfer of records which have been selected and are ready for transfer.

**HRP** does not have a central review unit. This Operational Selection Policy will be issued to all reviewers to be used in making selection decisions alongside existing criteria for other areas of HRP work. This will then be followed by a file-by-file review using the Policy as formal guidance on what should be selected.

**RPA** undertakes file-by-file review. They are currently reviewing files closed in the early 1970s. The review will identify the series specified in section 6 above, and any others likely to contain policy files on the preservation of the built environment. The Operational Selection Policy will then be used alongside existing criteria in making selection decisions.

**DCMS** practices a mixture of series and file-by-file review. Policy files will need to be identified from existing series. Reviews will start with a review of registry lists to eliminate files which are not covered by this Operational Selection Policy or the selection criteria for other areas of

the DCMS' work. This will then be followed by a file-by-file review using the Policy as formal guidance on what should be selected.

**ODPM** will implement this Operational Selection Policy alongside *OSP1, The Department of the Environment 1970 - 1979* already published. The department uses a two-stage review process comprising:

- An initial rapid review of the files of the former DoE for this period which will be conducted on a file-by-file basis using functional group and title. This method will be used to separate those files, which relate to the collection themes identified in this policy from those files, which do not
- The files identified as relating to the collection themes will then be subject to a more detailed second review to ensure that they contain high-level material worthy of preservation. The percentage of files rejected as a result of this examination will be monitored; if the percentage is low the practice can be abandoned

**Crown Estate** undertakes file-by-file review, and is currently reviewing files closed in the mid 1970s. The selection of registered files for preservation will be carried out using the selection criteria established by this operational selection policy alongside the *OSP2, The Crown Estate 1975 to 1985*, already published.

**NAW** This Operational Selection Policy will be implemented alongside the *OSP7, The Welsh Office, 1979 to 1997* already published. The Department uses a two-stage process of review:

- An initial review of files of the Welsh Office series-by-series using retention schedules agreed with the appropriate division; where no schedule has been agreed, a file-by-file or a paper review will be carried out. Records relating to collection themes in this policy will be identified and separated from those files which do not
- The files relating to collection themes will then be subject to a more detailed second review to ensure that they contain high-level material worthy of preservation. The percentage of files rejected, as a result of this examination, will be monitored; if the percentage is low the practice can be abandoned.

## Annex A

### Key events/ legislation

This list of key events and legislation is provided as a tool for reviewers to highlight records which should receive a more detailed examination. The appearance of a topic on this list does not mean that all records relating to that topic should be selected for preservation.

#### 1970

- DoE established from Ministry of Housing and Local Government, Ministry of Transport and Ministry of Public Building and Works, bringing together the conservation and planning functions relating to the built environment in England via the Transfer of Functions (England) Order (SI.1681/70)
- Completion of first historic buildings listing survey in England. First re-survey already underway with the criteria for listing redefined

#### 1971

- Town and Country Planning Act (England and Wales) consolidated most of the earlier planning Acts. Listed building enforcement notices; compulsory purchase of listed buildings in need of repair, minimum compensation in the case of listed buildings deliberately left derelict
- Review of organisation of DoE leading to establishment of Directorate of Ancient Monuments and Historic Buildings as part of its Planning Group

#### 1972

- Local Government Act designated conservation areas
- Town and Country Planning (Amendment) Act for England and Wales made provision for funds for conservation schemes, and introduced control over the demolition of unlisted buildings in certain conservation areas. It made possible grants and loans for the enhancement of the character or appearance of conservation areas
- DoE Circular 86/72 advised that there should be presumption in favour of demolition control in conservation areas (just as there was presumption in favour of preservation with listed buildings)
- Property Services Agency formed within DoE
- UNESCO General Conference adopts *Convention Concerning the Protection of the World Cultural and Natural Heritage*

#### 1973

- Protection of Wrecks Act secured wrecks and sites of wrecks in UK territorial waters from interference by unauthorised persons and gave the Secretary of State powers to designate wrecks of historical, archaeological or artistic importance
- DoE Circular 46/73 *Conservation and Preservation* advised that conservation was to embrace 'existing communities' and 'the social fabric' not just

important landscapes or historic townscapes, or buildings of architectural or historic importance

#### **1974**

- Redcliffe-Maud Report created new local authorities
- Town and Country Amenities Act (Circular 147/74) strengthened protection of all conservation areas by requiring that demolition or radical alteration of all buildings (listed and unlisted) within them be sanctioned by the relevant planning authority
- DoE Circular 102/74 *Historic Buildings and Conservation* acknowledged growing public concern for the erosion of national architectural heritage. It urged the new local authorities to make use of their powers for protection but reminded that listing did not imply preservation, but merely required that the case for preservation be examined. It set out the basis on which the lists of historic buildings were compiled
- The Royal Commission on the Ancient and Historical Monuments of Wales and Monmouthshire renamed The Royal Commission on the Ancient and Historical Monuments of Wales
- Parks Regulations (Amendment) Act establishes the Royal Parks Constabulary

#### **1975**

- European Architectural Heritage Year
- SAVE Britain's Heritage founded to publicise threats to historic buildings. This group set out to show that practical and sympathetic solutions could be found for most historic buildings as an alternative to decay and demolition

#### **1976**

- Town and Country Planning General Regulations (SI 1419)
- Architectural Heritage Fund established

#### **1977**

- Sale of Mentmore House, Buckinghamshire. The resultant dispersal of historical contents persuaded the DoE that a house and its contents were of historic importance as a single unit. Grants policy affected in order to keep a house and its contents together

#### **1979**

- Ancient Monuments and Archaeological Areas Act initiated system of grant consent for archaeological sites similar to that for listed buildings, and introduced the concept of the 'archaeological area'. Decisions on listing to be taken by the Secretary of State after consultation with statutory advisers
- White Paper on *Organisation of Ancient Monuments and Historic Buildings* issued by the new Thatcher administration promoted extensive discussion

- Serpell (Ordnance Survey Review) Committee recommended transfer of records of the Ordnance Survey Archaeology Division to National Monuments Record in England (RCHME), Wales, and Scotland
- National Heritage Bill establishing the National Heritage Memorial Fund (NHMF) through the DoE (enactment in 1980)
- Founding of the Thirties (later Twentieth Century) Society. The Society campaigned for the protection of structures built after 1914 and advised local authorities in this respect

### **1980**

- Demolition of the 1928 Firestone Factory in West London immediately prior to its formal protection led to accelerated revision of the lists on historic buildings protected under the current legislation, and the inclusion of twentieth century buildings
- Faculty Jurisdiction Commission established the Church of England planning authority (system of faculty jurisdiction)
- National Heritage Memorial Act appointed trustees of the National Heritage Memorial Fund authorised to give financial assistance for nationally important buildings and other structures as a last resort. Provided for property to be accepted in lieu of tax. Abolished the National Land Fund
- Finance Act

### **1981**

- Government Consultation paper *Organisation of Ancient Monuments and Historic Buildings in England: A Consultation Paper* proposed the rationalisation of the four DoE bodies responsible for preservation of the built environment to form a separate agency, and raised the question of the presentation of ancient monuments and historic buildings as a source of revenue

### **1982**

- DoE booklet: *Organisation of Ancient Monuments and Historic Buildings in England: The Way Forward* set out the final proposals for setting up a separate heritage agency
- Finance Act

### **1983**

- Royal Commissions of England and Wales gained academic control and responsibility for supplying mapping information to Ordnance Survey (OS) through transfer of OS Archaeology Division records
- National Heritage Act provided for the establishment of a new ancient monuments and historic buildings agency for England, introduced the concept of archaeological areas, amended the system of planning consent for ancient monuments and provided for the listing of parks and gardens

- Pastoral Measure passed by the General Synod to consolidate the 1968 Measure (which had established the Redundant Churches Fund), in particular the procedures for redundant churches

#### **1984**

- Abolition of the Greater London Council via the Local Government (Interim Provision) Act and the Local Government Bill
- Capital Transfer Tax Act provides for stamp duty exemption for historic buildings and acceptance of property in lieu of tax
- DoE Circular 18/84 'Crown Land and Crown Development'
- DoE Circular 8/84 establishing formal operation of the Historic Buildings and Monuments Commission (English Heritage), and the abolition of the Historic Buildings Council for England and the Ancient monuments Board for England
- English Heritage publishes *England's Archaeological Resource* leading to a reappraisal of ancient monument scheduling criteria
- UK ratifies UNESCO World Heritage Convention

#### **1985**

- DoE Heritage Sponsorship Division established, with responsibility for heritage policy, and sponsorship of heritage bodies

#### **1986**

- English Heritage initiated the Monument Protection Programme (MPP), a systematic review of the statutory protection for ancient monuments with the aim of ensuring statutory protection for a representative sample of the most important and best preserved of the nation's monuments
- English Heritage began the Register of Parks and Gardens
- English Heritage took over the role of the Historic Buildings Division of the GLC (Local Government Bill enactment)
- RCHME take responsibility for the Survey of London from the GLC
- Agriculture Act. Ministry of Agriculture, Fisheries and Food (MAFF) had a conservation duty to balance interests in the exercise of its agricultural functions

#### **1987**

- DoE Circular 8/87 *Historic Buildings and Conservation Areas: Policy and Procedure* was a key statement of government conservation policy. Replaced by PPG 15 in 1994
- Bruntland Commission report *Our Common Future* (World Commission on Environment and Development)

#### **1988**

- Government departments were given financial responsibility for their own accommodation



- Income and Corporation Taxes Act consolidated the 1980 Finance Act in relation to tax exemption for NHMF
- Education Reform Act

### 1989

- HSPA set up within DoE to manage the unoccupied royal palaces
- Royal Commissions of England and Wales appointed lead bodies for oversight of system of local Sites and Monuments Records (SMRs) in England and Wales
- RCAHMW begin Uplands Initiative (Uplands Archaeological Survey)
- DoE report *Sustaining Our Common Future: A Report by the UK on Implementing Sustainable Government*
- Water Act

### 1990

- Planning Policy Guidance Note 16 (PPG 16): *Archaeology and Planning* had the effect of increasing the ability of the planning process to protect and manage archaeological sites
- The Wilding Report: *The Care of Redundant Churches*
- Care of Cathedrals Measure No 2 introduced planning controls for cathedrals
- Planning (Listed Buildings and Conservation Areas) Act. Basis of current law in the field. Consolidated certain enactments relating to listed buildings and conservation areas, and placed the duty on the Secretary of State to list buildings of special architectural or historic interest having taken statutory advice from English Heritage in England and Cadw in Wales
- Royal Commissions to be responsible for the creation of a central record of Historical Wrecks within 12 mile coastal limit (Joint Nautical Archaeology Policy Committee 1989 and White Paper 1990)
- Government White Paper *This Common Inheritance* set out policy for the national heritage
- Town and Country Planning Act required that the local authorities had special regard for the desirability of preserving the structure/building and its setting
- Creation of Property Holdings within DoE
- British Waterways Bill
- Planning (Consequential Provisions) Act provided for the acquisition of historic buildings by English Heritage and for the granting of funds by English Heritage to the local authorities and the National Trust

### 1991

- Cadw: Welsh Historic Monuments established as an executive agency within the Welsh Office
- Cathedrals Repairs Grant scheme established
- Care of Churches Ecclesiastical and Jurisdiction Measure No 1
- Heritage and Royal Estate Division of DoE, and the Welsh Office took over responsibility for historic wrecks in English and Welsh territorial waters from

the Department of Transport, which remained responsible for wrecks that are dangerous to shipping

### 1992

- Parliamentary Corporate Bodies Act
- The Transfer of Functions (National Heritage) Order 1992 (S.I.1311) established the Department of National Heritage (DNH)
- Circular DoE 20/92 (DNH 1/92) *Responsibilities for Conservation Policy and Casework* published by DoE and DNH jointly
- National Audit Office Report *Protecting and Managing England's Heritage Property*
- English Heritage policy statement *Managing England's Heritage: Setting priorities for the 1990s* proposed to devolve care of certain properties to local authorities and to the National Trust, alongside a review of grant aid to conservation areas and churches, a diversion of rescue archaeology funds to long term projects, and a policy of private sector fundraising
- Report of the independent Royal Parks (Jenkins) Review Group on the role of Hyde Park and Kensington Gardens
- Planning Inspectorate established as an executive agency by DoE and Welsh Office
- English Heritage conducted a sample survey of Buildings at Risk

### 1993

- National Lottery etc Act
- Public Accounts Committee Report endorsed the concerns of the National Audit Office Report of 1992
- *Conservation Area Partnership Scheme: A Consultation Paper* published by English Heritage. Detailed changes in the grant regime for conservation areas
- House of Commons Welsh Affairs Committee review of Cadw prompted acceleration of the resurvey of listed buildings in Wales
- Report of the independent Royal Parks (Jenkins) Review Group on the role of the central London Parks other than Hyde Park and Kensington Gardens
- RPA established within DNH
- Coal Bill

### 1994

- Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order. A joint DoE/Welsh Office document
- National Heritage Committee report *Our Heritage: Preserving it: Prospering from it* raised the question of the need to preserve the transport and armed services heritage, and also recommended that English Heritage be permitted to sell its services and expertise outside England
- Planning Policy Guidance Note 15: *Planning and the Historic Environment* (PPG 15). A statement of government conservation policy (replacing Circular 8/87)

- Report of the independent Royal Parks (Jenkins) Review Group on the role of Greenwich Park
- Care of Cathedrals (Supplementary Measure)
- Town and Country (Amenities) Act

### **1996**

- Report of the independent Royal Parks (Jenkins) Review Group on the role of Richmond and Bushy Parks. Plus summary report covering all the Royal Parks: *Final Conclusions*
- *Protecting our Heritage: a consultation document on the built heritage of England and Wales* (DNH) proposed public consultation on listing through thematic studies, in particular on post-war buildings
- Welsh Office Circular 61/96 established the principles of listing and grading criteria for historic buildings in Wales
- Joint Grant Scheme for Churches and Other Places of Worship established

### **1997**

- Department of National Heritage (DNH) renamed Department of Culture, Media and Sport (DCMS)
- DoE merged with Dept of Transport to form the Department of Environment, Transport and the Regions (DETR)
- House of Commons Welsh Affairs Committee review of Cadw
- Royal Parks and Other Open Spaces Regulations (SI 1639)

### **1998**

- Government of Wales Act established the National Assembly for Wales
- RCHME launched commercial survey services and education service
- Proposal to merge RCHME and English Heritage
- Regional restructuring of English Heritage
- National Lottery Act
- Historic Royal Palaces established as a charter body with a wholly owned trading subsidiary
- Heritage Economic Regeneration Scheme (HERS) announced
- English Heritage compiled first Buildings at Risk Register

### **1999**

- Administrative merger of RCHME with English Heritage
- Review of policies relating to the historic environment initiated by DCMS
- Royal Parks review
- Care of Places of Worship Measure No 2
- *Images of England* photographic survey of listed structures in England begun by English Heritage
- Auditor General for Wales review of Cadw
- Chapels Recording Project begun in Wales

- The Greater London Authority Act of 1999 transferred management responsibility for Trafalgar Square and Parliament Square from DCMS to the Greater London Authority (GLA), with effect from October 2000.
- Public inquiry on proposal to develop the Tewkesbury Battlefield site

## Application to specific departments (Annex B)

*An analysis of the application to specific departments of paragraphs within this Operational Selection Policy. Shaded areas indicate paragraphs of interest.*

	EH	HRP	RPA	DCMS	ODPM	Crown Estate	NAW	Cadw	RCAHMW
1.1									
1.2									
1.3									
2.1									
2.2									
2.3									
2.4									
2.5									
2.6									
2.7									
2.8									
2.9									
2.10									
2.11									
3.1.1									
3.1.2									
3.2.1									
3.2.2									
3.2.2.1									
3.2.2.2									
3.2.2.3									
3.2.3									
3.2.4									
3.2.5									
3.2.6									
3.2.7									
3.2.8									
3.2.9									
3.2.10									
3.3.1									
3.3.2									
3.3.3									
3.3.4									
3.3.5									
3.3.6									
3.4.1									

	EH	HRP	RPA	DCMS	ODPM	Crown Estate	NAW	Cadw	RCAHMW
3.4.2									
3.4.3									
3.5.1									
3.5.2									
3.6.1									
3.6.2									
3.6.3									
3.6.4									
3.6.5									
3.7.1									
3.7.2									
3.8.1									
3.9.1									
3.10.1									
3.10.2									
3.10.3									
3.10.4									
3.10.5									
3.10.6									
3.10.7									
3.11.1									
3.11.2									
3.11.3									
3.11.4									
3.11.5									
3.12.1									
3.12.2									
3.12.3									
3.12.4									
3.12.5									
3.13.1									
3.13.2									
3.14.1									
3.14.2									
4.1									
4.2									
4.3									
5.2.1									
5.2.2									
5.2.3									
5.2.4									
5.2.5									
5.2.6									

	EH	HRP	RPA	DCMS	ODPM	Crown Estate	NAW	Cadw	RCAHMW
5.2.7									
5.2.8									
5.2.9									
5.2.10									
5.2.11									
5.2.12									
5.2.13									
5.2.14									
5.2.15									
5.2.16									
5.2.17									
5.2.18									
5.2.19									
5.2.20									
5.3.1									
5.3.2									
5.3.3									
5.3.4									
5.3.5									
5.3.6									
5.3.7									
5.3.8									
5.3.9									
5.3.10									
5.3.11									
5.3.12									
5.3.13									
5.3.14									
5.3.15									
5.3.16									
5.3.17									
5.3.18									
5.3.19									
5.3.20									
5.3.21									
5.3.22									
5.3.23									
5.3.24									
5.4.1									
5.4.2									
5.4.3									
5.4.4									
5.4.5									

	EH	HRP	RPA	DCMS	ODPM	Crown Estate	NAW	Cadw	RCAHMW
5.4.6									
5.4.7									
5.4.8									
5.4.9									
5.4.10									
5.4.11									
5.2.12									
5.4.13									
5.4.14									
5.4.15									
5.4.16									
5.4.17									
5.4.18									
5.4.19									
5.5.1.1									
5.5.1.2									
5.5.1.3									
5.5.1.4									
5.5.1.5									
5.5.1.6									
5.5.1.7									
5.5.1.8									
5.5.1.9									
5.5.2.1									
5.5.2.2									
5.6.1									
5.6.2									
5.6.3									
5.6.4									
5.6.5									
5.7.1									
5.7.2									
5.7.3									
5.7.4									
5.7.5									
5.7.6									
5.8.1.1									
5.8.1.2									
5.8.2.1									
5.8.2.2									
5.8.2.3									
5.8.2.4									
5.9.1									



	EH	HRP	RPA	DCMS	ODPM	Crown Estate	NAW	Cadw	RCAHMW
5.9.2									
5.9.3									
5.9.4									
5.9.5									
5.9.6									
5.9.7									
5.10.1									
5.10.2									