

# Bristol Historic Environment Record





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# Policy and Practice

## 1 Mission statement

The Bristol Historic Environment Record (HER) is intended to provide a comprehensive catalogue of all the archaeological and historical sites, structures and find spots that have been recorded within the administrative area of Bristol City Council. The information is stored on a computer database and consists of a number of spatial data components that form a multi-layered Geographic Information System (GIS) covering the designated and undesignated heritage assets in Bristol in accordance with:

- National Planning Policy Framework
- Historic Environment Records (HERs) Draft Guidance for Local Authorities in England, DCMS, 2008
- Informing the Future of the Past Guidelines for Historic Environment Records (Second Edition), Gilman, P and Newman, M (eds), 2007
- Historic Environment Records: Benchmarks for Good Practice, Chitty, G, 2002

The Bristol Historic Environment Record aims to make this information accessible to all in order to:

- Advance knowledge and understanding of the historic environment
- Inform its care and conservation
- Inform public policies and decision-making on land-use planning and management
- Contribute to environmental improvement and economic regeneration
- Contribute to education and social inclusion
- Encourage participation in the exploration, appreciation and enjoyment of the historic environment

## **2 Data management and content**

The HER is managed by Historic Environment Officers in the City Design Group of the City Council's Planning Department. The HER currently consists of approximately 10,000 known archaeological sites and historic monuments stored on a searchable geodatabase. The HER is also the agreed custodian responsible for providing and maintaining all historic environment data for use within the local authority including:

- Conservation Area boundaries
- Article 4 directions
- Registered Parks and Gardens both nationally and locally designated
- Scheduled Monuments
- Listed Buildings

In addition to these designated and undesignated heritage assets the HER also consists of the web resource Know Your Place [www.bristol.gov.uk/knowyourplace](http://www.bristol.gov.uk/knowyourplace) and its associated data layers including community derived data on the 'Community Layer' and layers of historic images from the City Archives.

Where appropriate this data is stored on a central geospatial server that can be accessed by GIS users across the authority. A data catalogue detailing access arrangements and data storage locations is given in Appendix 1.

The primary role of the data is to provide accurate information pertaining to the historic environment to enable the effective management of the heritage resource through urban design, city development and appropriate physical regeneration processes.

The HER also aims to enable the use of the records for community engagement and learning outcomes through a variety of outreach initiatives delivered in partnership with other authority departments and external partners.

### **3 Background**

The HER originated as two separate Access databases the Bristol Sites and Monuments Record (SMR), originally part of the Avon SMR, and the Urban Archaeological Database (UAD), created in the 1990s with funding from English Heritage.

These two databases were amalgamated into a single HER Access database in 2008 and has now been migrated to an ArcGIS Feature Dataset with additional related Access attribute tables.

In 2009 the HER signed custodian agreements with Bristol City Council GIS to cover the spatial data for Conservation Areas, Registered Parks and Gardens and Scheduled Monuments. A joint project between GIS and the HER was also instigated to ensure the accuracy of the Local Authority Listed Building dataset.

The HER is now a holistic data source: the full HER spatial catalogue is given in Appendix 1.

In 2011, Know Your Place was launched as a resource to provide online access to the majority of Bristol's HER data. It is now possible to view archaeological fieldwork reports as pdfs on the website as well as associated historic monument descriptions.

#### 4 Access and charges

The Bristol HER is based at City Design Group, City Hall, College Green, Bristol BS1 5TR.

Since 2016 there is no longer physical access to the HER. All paper files, photographs and printed documents were deposited with Bristol Archives where they can be accessed. For details see <http://www.bristolmuseums.org.uk/bristol-archives/your-visit/>

The majority of the digital HER data is now available on Know Your Place. This data is updated every 6 months so we recommend that you contact us for a comprehensive and up to date HER trawl when undertaking historical research.

Access to the information held in the HER is available under the provisions of Section 141 (1) of the 1972 Local Government Act and The Environmental Information Regulations 1992. Requests to consult the HER should be made to the Bristol Historic Environment Officer.

Data requests can be submitted by email, telephone or letter and a response provided within five working days. HER data can be provided in a variety of formats including GIS files (ESRI shp or MapInfo tab), Excel spreadsheets or text reports in Word or pdf formats. The preferred method of data transfer is using a trawl specific personal geodatabase that will contain an extract of the HER including all the related data tables such as bibliographic references.

A data release license is required for the supply of any City Council digital data including GIS, database or spreadsheet data.

In order to ensure that information from the HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users of the HER (see Appendix 2).

There is an hourly charge of **£100 per hour (or part thereof)** to cover officer time for all commercial enquiries.

For further information contact:

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# Appendix 1

## Bristol Historic Environment Record data catalogue

Name	Originator	Description
HER	CDG	The Historic Environment Record, containing the main data tables of events, monuments and bibliography.
Listed Buildings	CDG	A polygon dataset based on English Heritage's List descriptions. This data layer is our own spatial interpretation of the designated assets description and so only centroid point data for this layer is provide in a data trawl.
Scheduled Monuments	English Heritage	Polygon dataset provided as part of a trawl as above.
Conservation Areas	CDG	Conservation Area boundaries within Bristol City Council. Usually provided as above, but polygon data can be provided on request.
English Heritage Registered Parks and Gardens	English Heritage	Boundaries of EH registered parks and gardens. Provided as part of a trawl as above.
Locally Registered Historic Parks and Gardens	CDG	Boundaries of all parks and gardens protected under Policy DM31 of the Bristol Local Plan (formerly covered by Policy NE9).
Heritage Assets at Risk	CDG	Boundaries of locally identified assets on the Bristol Heritage at Risk register.
The Local List	CDG	A polygon dataset covering the assets on the Bristol Local List, adopted in 2015 with subsequent amendments.
All wrecks and maritime anomalies	Maritime Archaeology Ltd	Point data for all identified wrecks in the Severn and mouth of the River Avon identified as part of the assessment process for the Bristol Deep Sea Container Port.
RCZA	English Heritage	14 datasets relating to features identified from aerial photographs during the Severn Estuary Rapid Coastal Assessment Survey.
Historic rasters	-	Various georeferenced scanned images from the city archive collections. Many of these are published on Know Your Place.

## Selected point data layers on Know Your Place

Name	Description
Braikenridge drawings	Records of about 600 drawings and watercolours of Bristol that were commissioned from a variety of artists in the 1820s and 1830s by George Weare Braikenridge. The full Braikenridge Collection of over 1400 pictures is held at Bristol City Museum and Art Gallery who have granted permission for these 600 images to be published on Know Your Place.
Bristol from above	Aerial views of Bristol of various dates from the Albert Clarke collection held at Bristol Archives.
Bristol Municipal Charities photos	A collection of 95 photographs which make up a photographic survey of properties belonging to the trustees of Bristol Municipal Charities <a href="http://www.bristolcharities.org.uk/">http://www.bristolcharities.org.uk/</a> and leased out to various local businesses. Taken in the spring of 1906, the two albums of original photographs are held at Bristol Archives.
British Library Collection images	Drawings by Samuel Hieronymus Grimm made during his visit to Bristol in 1789 and held at the British Library who have granted permission to publish these on Know Your Place.
Film archives	A selection of historic films from the Bristol archives
Hartley photographs	<p>A collection of (mostly full-plate glass) negatives taken by commercial photographers Veale &amp; Co during the 1930s and 1940s and abandoned by them when they moved from their Victoria Street premises in the 1960s. They were recovered by Ian Hartley, who brought them out of the derelict building a few at a time. He sold the entire collection to the museum in 2003.</p> <p>This layer contains point data that locates and links each of the images in the collection that have been scanned.</p>
Library collections	The Library Collections layer contains a series of images scanned from material held at the Bristol Reference Library. Besides the main Pictorial Survey Collection, containing engravings, photographs and postcards, there are separate slide and lantern slide collections, a number of photograph albums, the Loxton Collection of drawings, and the Braikenridge illustrations taken from his Grangerised edition of Barrett's "History and Antiquities of the City of Bristol".

# Appendix 1

## Selected point data layers on Know Your Place (continued)

Name	Description
Loxton ink drawings	The Loxton Collection Layer contains records of about 200 pen and ink drawings that were created by Samuel Loxton in the first decades of the twentieth century for the Bristol Evening Post and Bristol Observer. The full collection of over 2000 illustrations is held at the Bristol Reference Library who have granted permission for these 200 scans to be published on Know Your Place.
Port of Bristol (PBA) 1920s photographs	This layer contains images that were scanned by staff at the former Bristol Industrial Museum from the Port of Bristol Authority Privileges Book. This document was created in the 1920s as a survey of all the industries around the Floating Harbour that were discharging waste into the harbour or who had structures that projected over the water. These were recorded as those companies privileges. Additional 1920s images from the PBA Archive have been added to this layer. The scanned images are held at M Shed who have granted permission for these images to be published on Know Your Place.
Public Relations photographs	Historic photographs from the City Council's Public Relations Office held at Bristol Archives.
Town Planning photographs	Historic photographs, mostly from the 1950s relating to the replanning of the centre of Bristol in the immediate post war period. The photographs were deposited at Bristol Archives by the Council's Town Planning Department.
Trelawny-Ross photographs	<p>Photographs taken by John Trelawny-Ross, who worked within Bristol City Council's planning department. The photographs, which date from the 1970s onwards, were used as documentation for architectural and planning conservation projects. The complete collection is held at Bristol Archives.</p> <p>The photographs have been catalogued, scanned and located on Know Your Place as part of the "Connected Communities" project, Know Your Bristol On the Move, led by the University of Bristol in partnership with Bristol City Council, and funded by Arts and Humanities Research Council.</p>

Name	Description
Vaughan postcards	<p>Postcards, dating from the late nineteenth and early twentieth centuries, are from the collection of local deltiologist, Roy Vaughan, deposited in Bristol Archives in 2006, under Refno 43207. The full collection numbers some 9,700 postcards, and includes topographical images, photographic portraits of famous people, group shots of soldiers, factory staff and members of various clubs and societies, advertisements, ships, vehicles and aircraft, all linked to Bristol. Some of the postcards have actually been used for their intended purpose, to send communications, and so they include messages on their reverse.</p> <p>The postcard descriptions included on Know Your Place have been researched, written and located by a team of volunteers as part of the “Connected Communities” project, Know Your Bristol On the Move, led by the University of Bristol in partnership with Bristol City Council, and funded by Arts and Humanities Research Council.</p>
Community layer	<p>The Community Layer contains records including images that have been added by members of the public through the Know Your Place web resource. This information is validated by the Historic Environment Record officer before being published to this layer.</p>
LGBT life	<p>The LGBT Life layer records the history and stories of lesbian, gay, bisexual and trans people in Bristol and the West of England. The layer was initially created by the community group OutStories Bristol in partnership with the University of Bristol and funded by the Arts and Humanities Research Council.</p> <p>The layer is curated by OutStories Bristol and contributions from the public are welcomed.</p> <p>More extensive information on many of the places and people featured on this layer can be found on the OutStories Bristol website <a href="http://www.outstoriesbristol.org.uk">www.outstoriesbristol.org.uk</a>.</p>

## Appendix 2

### **Guidance for users**

- 1 Bristol HER users are requested to inform Bristol City Council of the following;
  - the subject and purpose of their enquiry
  - the use to which the information will be put; and
  - the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.
- 2 A service charge is made for enquiries to the Bristol HER but this is normally waived for enquiries for educational or personal research or for permitted development searches. The costs of paper, printing and other incidental expenses may be charged to all users.
- 3 The Bristol HER is the copyright of Bristol City Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
- 4 Users are requested to inform, and to make their research available to the Bristol HER.
- 5 Users are requested to make appropriate acknowledgement of the Bristol HER or Know Your Place in any publication or report which has made use of its data.
- 6 While efforts have been made to verify the data held in the Bristol HER, Bristol City Council cannot accept responsibility for the accuracy of any particular data and its source.

## Appendix 2

- 7 Access to all or part of the information requested may or must be refused in certain circumstances, as set out in Section 4 of The Environmental Information Regulations 1992. The user's attention is drawn to the following circumstances in particular. Information may not be disclosed if;
  - it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries)
  - it relates to confidential, internal communications of the Bristol City Council
  - it is contained in a document or other record which is still in the course of completion
  - it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
  - its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates.
- 8 A request for information may be refused, under the provisions of The Environmental Information Regulations 1992, 3.(3), if it is manifestly unreasonable or is formulated in too general a manner.
- 9 HER users may find the document Informing the Future of the Past: Guidelines for Historic Environment Records (IFP2) (Second Edition, 2007) to be of use as further information on the role and functions of HERs. This document can be downloaded from the Association of Local Government Archaeological Officers website ([www.algao.org.uk](http://www.algao.org.uk)).
- 10 Every endeavour is made to respond to enquiries within 15 working days.

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