

**Countryside Stewardship:  
Historic Environment FER (HEFER)  
Consultation Service Standard v1.12**

**Rural Payments Agency, Natural England, Forestry Commission, ALGAO, Historic England,  
January 2020**

This document contains guidance to help ALGAO members and Historic England complete the Historic Environment Farm Environment Record (HEFER) on behalf of Countryside Stewardship (CS) applicants using the HEFER web portal ([www.myshinedata.org.uk](http://www.myshinedata.org.uk)). It also sets out what each organisation agrees to do.

This Service Standard specifically concerns the 2020 application round for multi-annual Mid-Tier and Higher Tier Agreements starting 1<sup>st</sup> January 2021.

The HEFER involves pre-application consultation with the Local Authority historic environment service and Historic England.

- All Higher Tier (HT) multi-annual CS applications, including woodland, require a HEFER with Heritage Management Advice Areas (HMAAs).
- Full Mid-Tier applications require a HEFER.
- Mid-Tier Wildlife offer applications do not require a HEFER. From 2020 holdings containing scheduled monuments are eligible for mid-tier offers.
- CS Woodland Creation applications do not require a HEFER (Forestry Commission woodland officers will directly consult ALGAO members).
- All HEFER consultations are requested using the online web portal at [www.myshinedata.org.uk](http://www.myshinedata.org.uk).

## **1. Introduction**

1.1 Countryside Stewardship (CS) replaced Environmental Stewardship (Entry and Higher Level Schemes) in 2015. CS is a targeted competitive scheme, which provides incentives for land managers to look after their environment.

The scheme is administered by Rural Payments Agency (RPA), on behalf of Defra, and comprises:

- Mid-Tier: multi-year agreements for environmental improvements in the wider countryside, including multi-year management options and capital grants;
- The 4 Wildlife Offers provide a reduced set of options and online application process to help support farmland wildlife;
- Higher Tier: multi-year agreements for environmentally significant sites, commons and woodlands where more complex management requires support from Natural England or the Forestry Commission, including management options and capital grants; and
- Capital grants: a range of 1 to 2 year grants for hedgerows and boundaries, improving water quality, developing implementation plans, feasibility studies, woodland creation (establishment), woodland improvement and tree health.

Full details of the scheme are available in the Countryside Stewardship manuals <https://www.gov.uk/guidance/countryside-stewardship-manual>.

## 2. SHINE (the Selected Heritage Inventory for Natural England) & the HEFER Web Portal

2.1 SHINE is a single, nationally consistent dataset of undesignated historic environment features that could benefit from management through agri-environment scheme delivery in England. It was originally developed for Environmental Stewardship (ES) and between 2009-13 was enhanced through Defra and RDPE Technical Assistance funding. The SHINE dataset now consists of over 83,000 records of undesignated archaeological sites, monuments and historic landscape features, and Local Authority historic environment services continue to 'publish' eligible Historic Environment Record (HER) entries in SHINE format.

2.2 In the final year of HLS (2013-14) an online consultation system was developed as a means of helping ALGAO members to more quickly and simply deliver mandatory consultation responses in support of ES, and to bring Historic England advice into the pre-application stage. Feedback from the trial allowed the further development of the online consultation portal, which is now used to consult ALGAO members and Historic England on all Higher Tier and some Mid-Tier multi-annual CS applications (those containing scheduled monuments, registered parks and gardens and registered battlefields).

2.3 The HEFER web portal uses SHINE and designated datasets to identify the location and extent of historic environment features for full Mid and Higher Tier applications. In addition, and as a 'requirement' for Higher Tier applications, it allows Historic England and ALGAO members to add advice to these features, subdividing them into management sub-components if appropriate, and to add any necessary overarching advice. Once any amendments, additions or advice have been completed, the consultee flags their response as 'complete' and ready for download by the applicant, RPA and lead NE advisor (where applicable).

## 3. Countryside Stewardship and the Role of ALGAO and Historic England

3.1 The historic environment objectives of Countryside Stewardship cover:

- designated features - archaeological features of national significance (Scheduled Monuments), Registered Parks and Gardens and Registered Battlefields;
- designated and undesignated traditional farm buildings and non-domestic historic buildings on holdings; and
- undesignated historic and archaeological features which are part of the Selected Heritage Inventory for Natural England (SHINE).

3.2 In CS, all options or capital items must be based on, or verified against, the presence of **digitally mapped** features. All Mid-Tier CS applications therefore ONLY use historic environment designation data and SHINE features as the basis of their application. Higher Tier CS applications may additionally include historic features identified by NE advisers during the Baseline Evaluation for Higher Tier Assessment (BEHTA) survey.

3.3 ALGAO and HE can provide updated information about the features on a holding and give advice to land managers on how to manage these assets through the **Historic Environment**

**Farm Environment Record (HEFER) 'Request'**. From 2018 onwards, a HEFER is required for Higher Tier and full Mid-Tier multi-annual applications and is submitted as part of the Farm Environment Record (FER), which is completed for all land within a multi-annual farmed, or mixed woodland & farm, or woodland only agreements. Essentially, the HEFER guides applicants to choose active management which ensures the long-term survival of historic environment features and protects them against damage and decay. It also provides a record of features to be preserved for the duration of the agreement.

3.4 From 2019 and arising from a review of the HEFER process, ALGAO members are only consulted on full Mid-Tier multi-annual applications where these include a Scheduled Monument, Registered Park and Garden or Registered Battlefield within the consultation area. For those Mid Tier multi-annual agreements not containing a designated heritage asset, a HEFER Response is automatically generating based on existing SHINE features for the holding area. ALGAO members are consulted on all Higher Tier applications.

3.5 The **HEFER Request** is initiated by RPA CS Operations on behalf of the applicant, and is sent direct to the relevant ALGAO and Historic England consultees.

3.6 The outcome of the consultation is the **HEFER Response** produced using the HEFER web portal, which includes (in a standardised digital form downloaded by the customer or representative):-

- HEFER Map(s) covering the consultation area;
- HEFER Tables detailing attribute information for HE features shown on the maps; and
- Additional advice and information to assist full Mid Tier applicants in the form of the 'Understanding Your HEFER- tips for applicants' document.

Paper copies will be sent to customers who do not have an email address. Applicants do not need to resubmit their HEFER to RPA but a full Mid Tier customer makes a self-declaration on their application form that they have read and considered the contents of the HEFER. Higher Tier is supported by a NE or Forestry Commission adviser. For all Tiers the HEFER will form part of the negotiated agreement and be logged on CRM records management system, and visible to RPA staff.

3.7 Historic England is consulted at the same time as the ALGAO member. Historic England is responsible for all advice on the management of designated assets (Scheduled Monuments, Registered Parks and Gardens, Registered Battlefields, Listed Buildings) with the exception of Grade II Listed Buildings. ALGAO members will therefore only need to provide advice on the non-designated 'SHINE' resource and Grade II Listed buildings. Any additional BEHTA features added by NE staff will not receive advice.

3.8 HEFER Responses are currently held to be valid for use for 3 years. If renewing a standard 5 year scheme, a previous HEFER cannot be reused without taking into consideration changes to land use and feature condition which may have happened during the scheme or newly reported discoveries.

#### 4. Payments for ALGAO members

4.1 Under this Service Standard, ALGAO members receive a payment from RPA, where they have 'completed' a HEFER Request response that involves a verifiable process of adding value ('additionality') to any existing available data (e.g. existing SHINE data).

4.2 Criteria for 'verifiable added value' include:

- **All HEFER Consultation Requests (following consultation criteria defined under 3.4)**  
- the ALGAO member has scoped the HEFER consultation area and has added or amended a number of SHINE polygons within that area to provide a comprehensive record of all historic features that meet the SHINE eligibility criteria. Only SHINE polygons within the HEFER area will be considered in assessments of added value; SHINE polygons within the HEFER area at the time of the HEFER Request that are then amended so they fall outside the HEFER area at the time of completing the HEFER will not be considered in assessments of added value.
- **Higher-Tier only** - The ALGAO member has provided detailed and relevant management recommendations for each SHINE record through the creation of Heritage Management Advice Areas (HMAAs) at a relevant scale and detail to guide how components of the site in different management or of different form or significance can be managed.

4.3 Actions identified as adding value are recorded as metadata within the HEFER portal up to the time a HEFER Request is completed, thus creating evidence of whether the input meets the criteria for payment. This is required as evidence to be submitted to Defra as part of RPA's funding claim.

4.4 The level of information and advice provided should be of sufficient detail to enable an applicant to make a clear decision (or for Higher Tier, an NE or FC Advisor to best advise) on the management of historic environment components across the holding.

4.5 RPA will issue purchase orders to ALGAO members within the financial year, based on additionality provided and area of the holding as per the following table of fees structure:

Payment bands		Mid-Tier	Higher Tier
Band	Application area*	Rate	Rate
1	0 – 30 ha	£35	£52
2	31 – 75 ha	£70	£105
3	76 – 150 ha	£140	£210
4	150 ha upwards	£280	£420

Note: Excluding VAT, which is charged according to individual local authority policy.

4.6 The fee is for the provision of a HEFER Response in accordance with this Service Standard. Any additional work, including field visits, is entirely at the discretion of the ALGAO member for which there is no reimbursement. ALGAO members should note that whilst it is possible to add HMAA recommendations to Mid-Tier applications, this is again at their discretion, and this extra work is not reimbursed.

4.7 A paid HEFER Response demonstrates that the ALGAO member has been consulted and has made a judgement on the known historic environment resource.

4.8 Where the ALGAO member does not, or is not able to, provide a full response within 20 working days, the HEFER portal will automatically generate a HEFER Response based on existing available datasets. This 'auto-response' occurs when:

- An ALGAO member signals a blanket 'opt out' of all HEFER Requests;
- A Mid Tier consultation to an ALGAO member does not contain any designated assets (SMs, RPGs or RBs);
- An ALGAO member chooses to 'pass' on the opportunity to provide an individual HEFER Response; or
- After 20 working days, there is no contact from the ALGAO member.

4.9 There is no payment for HEFERs which have been completed with an auto-response. Any invoice presented against such HEFERs will not be accepted.

4.10 In instances where a holding boundary crosses administrative ALGAO member boundaries, a separate HEFER Request will be sent to each service, and that service will be paid according to the area of land falling within their responsibility. The HEFER portal calculates the total area within each administrative boundary to assist with the invoicing process.

## **5. Feedback arrangements**

5.1 Scheme information (including for woodland only applications) will be reported to Historic England and ALGAO via the [Natural England Open Data Portal](#). This data is updated regularly throughout the year as agreements go live, with some backdating of agreement start dates inevitable.

5.2 Based on data Historic England will compile feedback on the following to be shared with ALGAO and the SHINE steering group at 6 monthly intervals (May and November):

- number of agreements containing the 11 dedicated options/capital items for historic features per county,
- option quantity and annual value, broken down into Mid Tier and Higher Tier respectively.

This feedback will also be used by Historic England for inclusion in Heritage Counts (deadline August 1<sup>st</sup> each year) and updating the HAR register (deadline 1<sup>st</sup> May each year). Spatial data will also be given annually to Historic England on options HS3 and HS9 (as a minimum) co-located with Scheduled Monuments (deadline 1<sup>st</sup> April each year).

5.3 Natural England/RPA will endeavour to give Historic England finer resolution data (including spatial data) on an annual basis on a broader range of options of primary and secondary benefit to the historic environment to support heritage at risk for all designated categories (SMs, RPG, Battlefields, LBs).

## **6. How ALGAO, Historic England, Forestry Commission, RPA and Natural England will monitor this Service Standard**

6.1 ALGAO, HE, RPA, NE and FC (the SHINE steering group) will monitor the outcomes of this Service Standard, and will use the results to influence future iterations of the Service Standard and/or consultation process. This is expected to include

- updated advice and guidance to ALGAO members and HE staff;
- checking the date logs at which ALGAO members and Historic England are consulted and the consultation response times.

## **7. Dealing with Problems in Meeting the Service Standard**

7.1 The following outlines the actions that should be taken by an ALGAO member or by Historic England in the event of problems arising with the provision of a HEFER Response:

7.2 For queries concerning how to use the HEFER web portal, please refer to the [FAQs](#) or the HEFER step-by-step presentation in the first instance, for Historic England [here](#) and ALGAO members [here](#). Two separate training videos are also available – one for Historic England and one for ALGAO. If you are unable to resolve the issue, please choose the HER Support option on the [SHINE Contact page](#) (login required).

7.3 If technical faults arise within the SHINE website, an ALGAO member that is unable to meet the terms of the Service Standard should make contact using the Contact facility above to ensure that these can be resolved as soon as possible.

7.4 If an ALGAO member is aware that, for procedural or organisational reasons, it is unable to meet the terms of the Service Standard, then they must 'Pass' on the HEFER Request (preferably as soon as possible following receipt of the consultation) in order to enable an auto-produced HEFER Response to be sent to the applicant.

7.5 If Historic England is unable to meet the terms of the Service Standard, then please choose the Historic England support option on the [SHINE Contact page](#) immediately (login required). Management advice will be automatically generated for the HEFER Response with Management Recommendations of 'Address Principal Vulnerability' based on the Heritage at Risk (HAR) data.

7.6 If Natural England/RPA are unable to meet the terms of the Service Standard in providing prompt feedback or payments in a timely fashion, they must alert the SHINE steering group as soon as practicable and at least one month in advance of agreed deadlines.

## **8. The Service Standard**

8.1 This section outlines the process for Historic England and ALGAO members when RPA submits a HEFER Request. The process for RPA CS Operations is outlined in the internal RPA document 'HEFER guidance for all tiers' and related CS processing guidance. Forestry Commission staff will liaise with CS Operations as appropriate.

8.2 Using the HEFER portal RPA CS Operations initiate the HEFER consultation request. This includes entering the land parcels that make up the holding and the applicant's details. From

2018 onwards this request will be made for full MT and all HT applications at application pack request stage rather than after scoring of applications, in order to maximise time for customers to consider information given within the HEFER.

8.3 It is the applicants' responsibility to ensure that all land parcels being considered for entry into the agreement (including all Scheduled Monuments within the holding boundary) are registered on the Rural Land Registry (RLR), and where possible are included within the HEFER Consultation. ALGAO members and Historic England must assume the Consultation area is correct, and only provide management advice for features that fall within or partially within it. A 'Holding' is defined by the Single Business Identifier (SBI). In certain circumstances, customers may have several 'sites' within one SBI but managed independently; for example, Wildlife Trusts often have their reserves on one SBI and the RSPB and the National Trust can have land across the country on one SBI. In these cases RPA will have made a check on all the land associated with that 'site' prior to raising the HEFER Request. Where multiple requests have to be made on the same SBI due to multiple 'sites' or where this is a consultation on renewals after the expiry of a 5 or 10 year scheme this will be distinguished by an alphabetical suffix to the SBI number. Note: *these land areas can be very large; if members find them excessive to handle within the terms of this service standard the [ALGAO Countryside Convener](#) can contact RPA directly on the ALGAO member's behalf to see if RPA can withdraw then resubmit them in several batches, with batches based on recognised management/business areas. Withdrawals are difficult to do and must not be requested for non-urgent cases.*

8.4 For Mid-Tier applications containing designated assets (Scheduled Monuments, Registered Parks and Gardens and Registered Battlefields) and Higher Tier applications, the HEFER portal automatically identifies the relevant ALGAO member(s), and sends a HEFER Request email to all named contacts registered with the portal. It is each ALGAO members responsibility to ensure that their registered contacts lists are kept up to date, including making sure any registered contacts that leave their employment are removed from the portal (requests for removal should be submitted to the [ALGAO Countryside Convener](#)). They should also make any necessary provision related to holiday or long term absence falling within the consultation period.

8.5 The HEFER portal automatically consults Historic England where designated assets (Scheduled Monuments, Registered Parks and Gardens and Registered Battlefields) are identified within the consultation area, sending a HEFER Request email to the relevant Historic England local office(s) Business Manager, who will log and distribute the HEFER Request to the relevant local team(s) and advisor(s). More than one Historic England advisor or team may be required to input into the consultation response, e.g. where Scheduled Monuments and registered landscapes fall within a single consultation request or when the consultation area spans different local teams.

8.6 In instances where a Consultation crosses administrative boundaries:

- **For ALGAO members:**

Each ALGAO member involved will receive an email notification for the HEFER Request. They must create HMAA(s) for their respective SHINE features, and discuss with the other ALGAO member(s), appropriate management of any cross-border SHINE features, agreeing priorities, significance etc. for the HEFER Response. If supplementary guidance or a covering letter is

required, each ALGAO consultee should complete this for their respective area, noting also if no supplementary guidance is required.

Data on consultation responses will be extracted to enable RPA to issue purchase orders to ALGAO members within the financial year.

○ **For Historic England:**

The notification of a HEFER Request will be sent to each Historic England local office Business Manager spanned by the consultation. One Historic England advisor per local office should take the lead for coordinating and providing supplementary guidance or a covering letter where this is required, noting also where Historic England has no further comments.

8.7 ALGAO members and Historic England have 20 working days to provide a complete HEFER Response to all HEFER Requests received. It is strongly recommended that HEFER Requests are processed as soon after receipt as possible. Should it not be possible to complete the HEFER Response the ALGAO member should select the Pass option.

8.8 The expiry date of each HEFER Request is published in the 'HER/H.Eng Consultations' list. Unless a HEFER Response has been completed, a reminder email will be sent out to the registered ALGAO and Historic England email address(es) 3 days and one day prior to expiry of the 20 working days, stating:

*'After three days this request will be answered with an automatically-generated response unless otherwise actioned.'*

For easy viewing the times are colour-coded on the consultation list as; yellow (2 weeks), orange (3 days) and red (1 day).

## **9. Checking the location and extent of features**

For both full MT requests containing designated assets and HT requests, as part of a paid HEFER Response, ALGAO members are required to check the HEFER Consultation request area to ensure that all SHINE records are up to date and where appropriate create or amend SHINE features (see [SHINE HER workflow guidelines 2018](#) – login required).

## **10. Higher Tier HEFER Requests - Providing Management Advice**

10.1 ALGAO members can add HMAAs to SHINE features in both full Mid and Higher Tier HEFER Requests, but in Mid-Tier it is optional and is not reimbursed.

10.2 For HT requests: as part of a paid HEFER Response, ALGAO members are responsible for providing management advice for SHINE features and Grade II listed buildings. Historic England is responsible for providing management advice on designated assets (Scheduled Monuments, Registered Parks and Garden, Registered Battlefield and Grade I and II\* Listed Buildings). Liaison between Historic England and ALGAO members is encouraged, particularly where the ALGAO member may have additional information about designated assets.

10.3 Each SHINE record or designated asset in the consultation should be considered in terms of management advice or the 'optimum outcome' for the asset. Heritage Management Advice Areas (HMAAs) are used to capture this information through the digitisation of manageable areas, and the recording of appropriate attribute data.

10.4 The attribute data captured by the HMAA is used to populate the HEFER tables and - for Higher Tier – it is used in a pro forma which captures an initial baseline environmental assessment of the holding, known as the Baseline Environmental Higher Tier Assessment (BEHTA). Natural England advisers can also add data manually to the BEHTA after field survey.

10.5 For SHINE records the HMAA captures:

- ❖ Land parcel reference
- ❖ Name
- ❖ HER reference
- ❖ Area
- ❖ CS Feature Type
- ❖ National Priority for Action
- ❖ Holding Priority for Action
- ❖ Significance
- ❖ Management Notes
- ❖ Management Recommendations

The 'Name' and 'Significance' fields are pre-populated from the SHINE record.

10.6 For designated assets, the HMAA captures

- ❖ Land parcel reference
- ❖ Designation Ref
- ❖ Designation Name
- ❖ Area
- ❖ If the asset is subject to an Historic England Monument Management Agreement including:
  - End date of agreement
  - Focus and Intended outcome
- ❖ Management Recommendations
- ❖ Whether the advised management is Essential
- ❖ Site visit required
- ❖ Further consultation required on proposed management
- ❖ HAR risk
- ❖ HAR condition
- ❖ HAR trend
- ❖ HAR principal vulnerability
- ❖ Management Notes

The 'Designation Ref', 'Designation Name' and Heritage at Risk (HAR) fields are pre-populated from the designated asset entry and associated HAR data. Note, 'National Priority for Action', 'Holding Priority for Action' and 'Significance' are not included on the Historic England HMAA. These fields are automatically set to 'High' for all designated assets.

10.7 SHINE polygons or designated assets that represent a complex amalgamation of features or land management units can be sub-divided into component parts using the HMAAs in order to provide more tailored management advice (see [SHINE HER workflow guidelines 2018](#) – login

*required*). This subdivision is only necessary where the management of these parts differs; for example, if the SHINE record is a mix of above and below ground features that would require different management, or where the record covers numerous land parcels that have different land management practices on them, or where the record contains multiple different types of archaeology (for example a parkland with below-ground, above ground and structural components).

- When ALGAO members create subdivided HMAAs for a SHINE record, the Name and Significance fields can be edited for these component parts, to reflect, for example, different features and their associated significance.
- When Historic England creates subdivided HMAAs for a designated asset, the Name and the HAR data can be edited for these component parts. The HAR data can be used to highlight areas most at risk on the monument, to inform priorities for management, thereby reducing the overall risk status of the monument. Historic England must also decide whether to use the 'Essential' flag to identify areas with specific HAR management requirements that can - and must - be addressed through CS (see 10.9). Use of subdivided HMAAs for parkland is recommended where the designation covers multiple feature types.

10.8 In providing the HMAA, it is expected that ALGAO members and Historic England will consider a number of 'questions' which, in order to achieve the 'optimum outcome', should culminate in realistic advice on recommended management and the prioritisation of features under a CS Agreement. The HEFER Response will incorporate both this advice and the option information outlined in Appendix 3 as a means of supporting CS applicants in their choice of options.

10.9 Historic England advisers also have to identify any 'essential' (rather than 'desirable') requirements for managing a Scheduled Monument in a CS agreement. Note that the 'essential' button applies only to the recommended MT and HT options and not to any associated capital items as it is difficult to ensure that these are always eligible in cases where an historic feature fills the entire parcel. This requirement is flagged to RPA and Natural England and the applicant via a tick box completed by Historic England when compiling the HMAA. The 'essential' box should only be 'checked' if:

1. The principal vulnerability can be addressed via agri-environment; this does not include coastal erosion, permitted development, or vandalism.
2. The current land use can be identified with confidence, and advice does not include the 4 woodland management advice codes. As some of these new forestry management recommendation codes do not have an associated paid option, these should not be marked 'essential' (this will be reviewed after live testing).
3. The monument is at medium or high risk.
4. The intended outcome & the Management Recommendation can be closely defined, and can be immediately delivered with the options and capital items (i.e. without the need for a feasibility study or management plan to identify suitable management first). Some associated capital items listed in the HEFER, for example fencing, may be precluded if a HMAA fills the entire parcel. SMC will not override the eligibility checks for these items.

5. The intended outcome can be delivered by the Tier covered by the HEFER Request (i.e. some options are not available in Mid-Tier). Note that some options are new to MT (2018 onwards) and require Natural England endorsement (flagged in the notes).
6. The HMAA can be drawn exactly where that action needs to happen and any irrelevant areas have been removed.
7. Historic England will support RPA in upholding the advice if the applicant should appeal against a rejection.

The consequence of ticking the 'essential' box is that RPA CS Operations will contact any non-compliant applicants to revisit their choice (where time allows) and subsequently **reject any submitted CS applications that do not contain an option which can help deliver the required management for heritage at risk**. RPA will identify whether the proposal is acceptable by checking the list of options that are defined as appropriate in Appendix 3. Where an application fails to meet this requirement, and where the applicant does not take any opportunities offered (at RPA discretion) to amend their option selection, it will FAIL and will not be reworked by RPA. Note that in most circumstances (see 8.3 for exceptions) even where the 'essential' box is NOT ticked, all parcels linked to the applicant's Single Business Identifier (SBI) containing an SM should enter an agreement, which will require the application of a non-damaging CS option.

10.10 To assist the advice process, under licence, the SHINE website provides sources of information that can be used to overlay the SHINE or Designation Assets layers:-

- Land use map information (LCM2007)
- Crome Map of England (Crome 2017)
- Aerial photography
- Historic and current OS Mapping
- Heritage At Risk information (attached to the designated asset record)
- Turning The Plough (available for some counties only)

10.11 Additional datasets and resources available to ALGAO members and Historic England advisors should be consulted where these will aid in the provision of enhanced or more targeted advice, such as NMP mapping data or COSMIC assessments. Please note that RPA/Natural England staff do not have access to COSMIC.

## 11. Completing the HEFER Response

Guidance on completing some of the fields in the HEFER Response is outlined below. Historic England and ALGAO members have different fields to complete for their HMAAs, and so this guidance has been marked with 'Historic England' and 'ALGAO' to indicate where actions are required.

### 11.1 Assigning CS Feature Type

This corresponds with the 'feature list' drop-down of the Baseline Higher Tier Environmental Assessment (BEHTA), and is used for convenience for Mid-Tier. For example 'HO1 Above ground historic feature'. Only feature names corresponding with the list in the BEHTA handbook can be used. It is accepted that ALGAO members may not always know which feature name is appropriate – particularly whether it is visible (H01 Above ground) or not (H02 below ground). In these cases the field should be left blank and a note inserted into the Management Notes field stating that the BEHTA Surveyor needs to fill in the correct feature type in the BEHTA when

visiting the site. Information on designated assets provided by Historic England staff should be based on condition at most recent visit and not on condition at time of designation.

### 11.2 Assigning Significance (ALGAO)

As noted above, 'Significance' is pre-populated from the SHINE record. However, where HMAA polygons are being drawn, this field should be re-assessed. In defining the 'significance' of a feature, group of features or component parts, it is expected that ALGAO members will consider the following criteria – which is based on those used to assess ancient monuments for scheduling:-

- period;
- survival/condition; (including the potential for surviving features where the feature is not visible)
- rarity;
- group value;
- documentation;
- fragility/vulnerability (risk - including known or potential threats to a site – such as existing land management practices);
- diversity and
- potential.

### 11.3 Assigning Priority (ALGAO)

Any designated assets within the HEFER Request area will automatically be assigned a 'HIGH' priority for management in both a national context and within the holding. For SHINE features, ALGAO members should assign Priority at both a national and holding level, in recognition that these priorities may not always be the same.

- **Priority - national context:** For example, nationally important sites with visible elements in cultivation might be considered to be of HIGH priority for action, whereas the same site under permanent shallow rooted vegetation would be of LOW priority, provided that the cultivation regime was maintained.
- **Priority - on the holding:** For example, the HEFER Request area may contain no features of national importance but have a range of locally significant features. Of these, those structural features under severe threat might be considered to be of HIGH priority for action as opposed to another locally important feature which appears under fairly stable management.

Assigning priority for SHINE records where designated assets are present on the holding is a matter of professional judgement, based on the significance, condition and risk assigned to the SHINE feature, in relation to information available for the designated assets, such as the HAR data and/ or management advice provided by Historic England. Where the ALGAO member has identified a non-designated feature that is of equal or potentially higher priority on the holding than a designated asset, this should be specified in the Management Notes.

It is accepted that in some cases ALGAO members will not be able to accurately prioritise SHINE features because of a lack of information about condition and risk, etc. Where this is the case, this should be identified clearly in the Management Notes field, along with any provisos.

#### **11.4 Assigning Management Recommendations (ALGAO and Historic England)**

The HEFER portal incorporates tick-box options for assigning 'Management Recommendations' which identify the key management requirements for a feature which effectively should gauge the 'optimum outcome' that could be achieved for that feature, based on its priority, risk and significance. As there may be a selection of CS options that may produce the required result, the HEFER Response guides CS applicants to the most suitable options by providing the information supplied here in Appendix 3. 'Other Recommendation' allows free-text additional or substitute recommendations, or the tailoring of advice for specific circumstances, such as providing additional guidance on necessary buffer zones. Management recommendations must be applicable to the current land use cover as non-eligible options cannot be applied. Some management recommendations, notably those for woodland, do not directly translate into a CS code but may quote industry best practice. Some HT options are available in MT only with NE endorsement, these will be flagged. Some arable options (HS2, HS3, and HS9) that are available on all historic features in HT, are only available in MT on Scheduled Monuments with written approval from Historic England. Selecting the relevant management recommendation is the only way for MT applicants to access these codes. For this reason where time is limited Historic England staff may wish to prioritise comment on MT arable applications.

#### **11.5 Management Notes (ALGAO and Historic England):**

This field is limited to a maximum of 256 characters. It should only be used for concisely identifying specific issues or unknowns which need to be checked on site by the BEHTA Surveyor, or areas of uncertainty. It is not intended for long, descriptive or generic text about HE features or their management. If you have used the 'essential' box where some of the associated capital items may be difficult to implement you may use this box to suggest specific alternate management, for example, you select CUREV as COSMIC indicates an SM needs reverting to grassland to reduce it from high risk, however the SM fills the entire parcel. This will be impossible to fence to facilitate grazing as FG1 is ineligible on historic feature polygons so you add in the notes that the parcel may need to be mown.

#### **11.6 Supplementary Guidance (ALGAO and Historic England):**

- At the end of the consultation, ALGAO members and Historic England have the opportunity to provide additional advice or information about the consultation. This may include an overall view of the potential for enhanced management of the historic environment on the holding and/or include additional advice on any works or proposals where the ALGAO member or Historic England wish to be involved in site visits or negotiations on this matter. This may also be used to flag up where consents (e.g. Scheduled Monument Consent) might be necessary to achieve the desired management outcome or to alert NE to existing management plans or surveys relating to historic features.
- Where ALGAO members and Historic England do not wish to make any further comment about the management advice already provided in the HMMAs, "*No further comments*" should be inserted in the Supplementary Guidance section.

**11.7 Further guidance on completing the HMAA attribute fields and the Consultation Response details can be found in Appendix 1 and 2 of this document.**

## 12 Additional information for Historic England HMAAs

12.1 If for any reason Historic England does not create HMAAs for designated assets (or part thereof) for a HEFER Response, HMAAs will be automatically created with a management recommendation of 'Address Principal Vulnerability' based on the HAR data. This should be avoided where the condition is 'good with minor localised issues' or 'good with major localised issues' as Natural England/RPA staff cannot access Historic England data to ascertain what the additional issues are or their location and hence will be unable to address them.

12.2 When creating HMAAs Historic England should ensure that the entire area of a designated asset is covered by an HMAA(s). This can include sections outside of the consultation area, where a designated asset overlaps the HEFER Request area boundary. Any sections of the designated asset included as part of a HEFER Request, but not covered by an HMAA, will result in an automatically created HMAA, as above. It may seem easier for management purposes to create an HMAA that covers an entire parcel even where the designated asset is smaller however this will create difficulties with application of some associated capital items, such as fencing, which are not eligible within the area of the archaeological feature itself. SMC cannot be used to override CS eligibility criteria.

## 13. Advice on Non-Domestic Buildings or Listed Non-Domestic Structures (ALGAO and Historic England)

13.1 Where appropriate, ALGAO members should create SHINE records for non-domestic buildings, including Grade II listed buildings, as per the SHINE protocols in the [SHINE HER workflow guidelines 2018](#) (login required).

13.2 An HMAA should only be created for a SHINE record representing a building or buildings where further information about the risk and/or condition is available to inform their management. Maintenance options HS1 & HS8 require the building to be in weatherproof condition. (HE2 'Historic Building Restoration' for buildings in poorer condition will only be available in selected National Parks during 2018. This is a separate process and will not involve SHINE or HEFERs).

13.3 In these instances, a single HMAA should be created, covering the entire SHINE polygon, with specific details about risk and / or condition of the building or buildings recorded in the Management Notes or in Supplementary Guidance as appropriate.

13.4 Occasionally the ALGAO member may hold records for non-domestic buildings which are eligible for management under CS, but do not have a corresponding SHINE record because they lie outside of RLR parcels for example in the farm yard. If the parcel is not registered no options can be applied hence the provision of further information about risk and / or condition of the building(s) using the Supplementary Guidance or included in a covering letter will be ineffective and is not recommended.

13.5 Historic England is responsible for providing management advice on Grade I and II\* Listed Buildings on registered land, where they are eligible for management under CS i.e. where the building is in non-domestic use, of pre-1940 date and not the subject of a planning application.

13.6 Historic England management advice is only required where there is additional information available about the condition and / or risk to the Listed Building (e.g. BAR survey), that will inform

the management of the building and help the BEHTA Surveyor or Applicant identify which are the most important buildings. Historic England staff should prioritise this work where HE2 will be eligible and effective.

13.7 Historic England management advice on Listed Buildings should be provided under Supplementary Guidance or included in a covering letter. **HMAAs are not required for Grade I and Grade II\* Listed Buildings.**

**Ruth Beckley and Suzy Blake for ALGAO; Amanda Chadburn and Sarah Poppy for Historic England; Kat Hopwood-Lewis, Cath Marsh, and Ruth Wearing for Natural England; Hugh Williams for Forestry Commission**

**January 2020 Version 1.12**

## **Appendix 1: Completing the HMAA attribute data:**

### **ALGAO HMAAs**

**Area Name:** This is automatically populated from the SHINE polygon that the HMAA is based upon. It should describe the monument type (e.g. bowl barrow), its form (e.g. cropmark or earthwork) and any useful location information or obvious characteristics that the BEHTA Surveyor can look out for e.g. 'Rectangular earthwork of medieval moated site, located to the SW of the Moat farmhouse'. Its intention is to identify the site and provide limited descriptive information. Refer to the [SHINE workflow guidelines 2018](#) Appendix 2 (login required) for further details on best practice for naming SHINE polygons.

The field should be edited, where relevant, in order to facilitate more tailored advice, where SHINE polygons representing complex amalgamation of features have been sub-divided into component parts using the HMAAs. Where there is time pressure this can be simply achieved using a suffix e.g. 'Rectangular earthwork of moated site - Area A'. Multiple entries with identical naming can be confusing to applicants and should be avoided. Please note that the SitiAgri system into which BEHTAs are loaded limits this field to 256 characters.

**Area:** This is automatically populated from the SHINE polygon that the HMAA is based upon.

**CS Feature Type:** This is populated via a drop-down list and corresponds with the 'feature list' drop-down on the BEHTA. Only feature names corresponding with the list in the BEHTA handbook can be used, for example 'H01 Above ground historic feature'. It is accepted that the ALGAO member may not always know which feature name is appropriate – particularly whether it is visible (H01 Above ground) or not (H02 below ground). In these cases the field should be left blank and a note inserted into the Management Notes field stating that the BEHTA Surveyor needs to fill in the correct feature type in the BEHTA when visiting the site.

**Significance:** This is automatically populated from the significance rating of the SHINE polygon that the HMAA is based upon. This should reflect factors such as type and rarity, with the significance rating inserted as high (H), medium (M) or low (L). The field can be edited in order to facilitate more tailored advice, where SHINE polygons representing complex amalgamation of features have been sub-divided into component parts using the HMAAs.

Note, for designated assets the significance will automatically be entered as high (H) and cannot be edited by Historic England.

**National Priority for Action:** This is populated via a drop-down list. Each feature should be assessed in terms of its priority for management action, taking into account the broad context of its national importance, its likely condition and the severity of any known or suspected threats to its survival. Use a scale of high (H), medium (M) and low (L).

**Holding Priority for Action:** Each feature should be assessed in terms of its priority for management action, taking into account the more localised context of its importance on the holding, its likely condition and the severity of any known or suspected threats to its survival. Use a scale of high (H), medium (M) and low (L).

**Management Notes:** This is a free text field and should only be used for identifying any specific issues or unknowns which should be checked on site by the BEHTA Surveyor, or areas of uncertainty. This Service Standard identifies a number of instances where the Management Notes field should be used. It is not for long, descriptive or generic text about HE features or their management. Please note that the SitiAgri system into which BEHTAs are loaded limits this field to 256 characters.

**Management Recommendation:** This is a tick-box selection of codes representing the standard management recommendations based on a revised set of 'Optimum Outcomes'. This is intended to inform the BEHTA Surveyor (HT) or applicant (MT) of the most 'appropriate' management for a SHINE feature, taking into account the information and evidence drawn together on the feature's importance, risk, condition and priority for action. Many, but not all, management recommendations can be translated by the BEHTA surveyor (HT) or applicant (MT) into option codes. Where there is no equivalent option this may be because the advice represents industry best practice.

**A definition of the codes can be accessed by hovering the mouse cursor over the individual codes, or by referring to the list in Appendix 3.**

**Other recommendation:** This should include additional or substitute recommendations which briefly describe the outcome required, or tailored advice for specific circumstances. Any recommendation made here will be included in the 'Management Recommendation' field, following any selected management codes.

#### Historic England HMAAs

**Designation ref:** This is automatically populated from the Designated Asset that the HMAA is based upon.

**Designation Name:** This is automatically populated from the designated asset that the HMAA is based upon. The field can be edited in order to facilitate more tailored advice, where designated assets representing complex amalgamation of features have been sub-divided into component parts using the HMAAs. Where there is time pressure this can be simply achieved using a suffix e.g. 'Scheduled earthwork of moated site - Area A'. Multiple entries with identical naming can be confusing to applicants and should be avoided. Please note that the SitiAgri system into which BEHTAs are loaded limits this field to 256 characters.

**Area:** This is automatically populated from the SHINE polygon that the HMAA is based upon.

**CS Feature Type:** This is populated via a drop-down list and corresponds with the BEHTA. For example 'HO1 Above ground historic feature'. Only feature names corresponding with the list in the BEHTA handbook can be used. Care should be taken to use the definition corresponding to the feature's current condition rather than its condition on date of designation, for example formerly upstanding barrows under long term cultivation which were ploughed flat on last monitoring visit. Some options which may be valid under recent COSMIC assessments e.g. HS3, HS9 will be precluded by the SitiAgri system if earthworks are incorrectly identified as present.

**Is the asset subject to a Historic England Monument Management Agreement?:** Tick-box, used to indicate where a Historic England Management Agreement has been produced for a designated asset. Double funding is not allowed, so if land is covered by a Historic England Management Agreement for the same sorts of works which would be undertaken via a CS grant, then RPA will **reject any land which is already within an agreement**.

**End date of agreement:** End date of the Historic England Management Agreement.

**Focus and intended outcome:** Brief description of the main aims of the Historic England Management Agreement, and its intended outcomes.

**Essential?:** This is a tick box to identify where the Management Recommendation is considered 'essential' (rather than desirable) by the Historic England Advisor to address the HAR status of the site. Ticking this box means that the applicant **MUST** address the outcome through choosing one of the options outlined in Appendix 3 or, if the applicant does not reconsider, the application will be rejected by NE. As such, this should only be used when the advice is supported by a robust evidence base, such as recent visit or COSMIC assessment, where the principal vulnerability can be addressed via agri-environment, where farming systems will support the change, and where Historic England will support NE in any subsequent appeal. It may not be used on low risk monuments, on forestry, and in some other circumstances (See 10.9 for further details).

**Management Recommendation:** Tick-box selection of codes representing the standard management recommendations based on a revised set of 'Optimum Outcomes'. This is intended to inform the BEHTA Surveyor (HT) or applicant (MT) of the most 'appropriate' management for a designated historic feature, taking into account the information and evidence drawn together on the feature's importance, risk, condition and priority for action. Many, but not all, management recommendations can be translated by the BEHTA surveyor (HT) or applicant (MT) into option codes. Some arable options (HS2, HS3, and HS9) are only available in MT on Scheduled Monuments with 'the written approval of Historic England as confirmed on your Historic Environment FER (HEFER) consultation response'. Selecting the relevant management recommendation is the only way for MT applicants to access these option codes.

*Definitions of the codes can be accessed by hovering the mouse cursor over the individual codes, or by referring to the list of standard recommendations provided in Appendix 3.*

**Other recommendation:** This follows the management recommendation codes and should include additional or substitute recommendations which briefly describe the outcome required, or tailoring of advice for specific circumstances. Any recommendation made here will be included in the 'Management Recommendation' field, following any selected management codes.

**Historic England Site visit required?:** Tick box to indicate that Historic England wishes to be involved in site visits to discuss management recommendations and desired outcomes prior to finalising the agreement. Further details can be included in the Management Notes and / or Supplementary Guidance to clarify the intended purpose of the site visit. We acknowledge that capacity and time for site visits prior to mid-September is going to be very limited, so a telephone consultation may be appropriate instead.

**Further consultation required on proposed management?:** Tick box to indicate that Historic England wishes to be involved in further discussion on the proposed management options, prior to finalising the agreement. Further details can be included in the Management Notes and/ or Supplementary Guidance to clarify this. Please mention if the proposals will require SMC.

**HAR risk:** Automatically populated with the HAR risk status. The field can be edited where new information is available on the HAR register using a drop down list with the risk rating inputted as 'At Risk', 'Vulnerable' and 'not at Risk'. The field can be edited in order to facilitate more tailored advice, where Designated Assets have been sub-divided into component parts using the HMAAs.

**HAR condition:** Automatically populated with the HAR condition status. The field can be edited where new information is available on the HAR register using a drop down list with the condition rating ranging from 'Optimal/ generally satisfactory' to 'Extensive significant problems'. The field can be edited in order to facilitate more tailored advice, where Designated Assets have been sub-divided into component parts using the HMAAs. This is particularly useful where the condition field refers to 'minor/significant/major localised problems'.

**HAR trend:** Automatically populated with the HAR trend status. The field can be edited where new information is available on the HAR register using a drop down list with the trend rating inputted as 'Improving', 'Stable', 'Declining' and 'Unknown'. The field can be edited in order to facilitate more tailored advice, where Designated Assets have been sub-divided into component parts using the HMAAs.

**HAR principal vulnerability:** Automatically populated with the HAR principal vulnerability status. The field can be edited where new information is available on the HAR register using a drop down list. The field can be edited in order to facilitate more tailored advice, where Designated Assets have been sub-divided into component parts using the HMAAs. Where the principal vulnerability is 'Other' or 'Deterioration – In need of management' please add specific detail in the Management Notes field.

**Management Notes:** This is a free text field and should only be used for identifying any specific issues or unknowns which should be checked on site by the BEHTA Surveyor or Applicant, or areas of uncertainty. This Service Standard identifies a number of instances where the Management Notes field should be used. It is not for long, descriptive or generic text about HE features or their management. Please note that the SitiAgri system into which BEHTAs are loaded limits this field to 256 characters.

## **Appendix 2: Completing the Consultation Details**

**ALGAO member/Historic England ref:** Consultee reference number associated with any local system ALGAO members and Historic England have in place.

**Supplementary Guidance:** Opportunity to provide an overall view of the potential for enhanced management of the historic environment, considering both significance and priority of features for management, and identifying where the ALGAO member/ Historic England are willing to provide additional advice on any works or proposals, or be involved in site visits or negotiations on this matter. It should be borne in mind that the advice offered through the HMMAs forms the main body of the response, and therefore, the supplementary guidance should not repeat the detail of the management advice already provided.

An example could be:

*The overall priorities for managing the historic environment on this holding are the earthwork remains of the moated site being damaged by stock, so more appropriate stocking levels are needed. A gate is too close to features in the field XX and requires relocating. Other opportunities to manage HE features have been identified by the HMMAs and should be addressed with suitable management wherever possible.*

The Supplementary Guidance can also be used to highlight areas of potential archaeological interest, where the ALGAO member does not hold sufficient information to permit the creation of a SHINE record. For example, the Applicant or BEHTA Surveyor could be instructed to look at an area where the ALGAO member has identified earthwork features of unknown condition

Where ALGAO members and Historic England do not wish to make any further comment about the management advice already provided in the HMMAs, '*No further comments*' should be included in Supplementary Guidance.

**Consultation documents (optional):** Opportunity to provide additional supplementary documentation where this informs the management advice provided in the HMMAs. This could include a covering letter, annotated site plan or photos showing management requirements, a brief for standard capital works, management plans, site visit reports, and site drawings etc.

Copies of HLC maps, NMP plots, historic OS maps or HER records/ Designated Asset records are not required and should not be provided.

**Appendix 3 Management Recommendations, Codes and appropriate options and capital items**

Note: HS2, HS3 & HS9 can be used on Scheduled Monuments *only* in MT

Management Recommendation Code	Option group	Recommendation	Mid-Tier Option Choice(s)	Associated Mid-Tier Capital Items	Associated Mid-Tier Supplements	Higher Tier Option Choice(s)	Associated Higher-Tier Capital Items	Associated Higher-Tier Supplements	Notes
BDMNT	Boundaries	If boundary is in fair or good condition, seek to restore or maintain.	BE3	BN1, BN2, BN4, BN5, BN6, BN7, BN12, BN13	BN8, BN10, BN14	BE3, BE6	BN1, BN2, BN4, BN5, BN6, BN7, BN12, BN13	BE7, BN8, BN9, BN10, BN14, BN15	
BDRES	Boundaries	If boundary is in poor condition, seek to restore.	BE3	BN2, BN4, BN5, BN6, BN7, BN12, BN13, TE1	BN8, BN10, BN14	BE3, BE6	BN2, BN4, BN5, BN6, BN7, BN12, BN13, TE1	BE7, BN8, BN9, BN10, BN14, BN15	
BDRH	Boundaries	Replanting or restoration of hedgerows in this area should be discouraged to prevent damage to the historic environment feature beneath.							
GDREL	Boundaries	This relict boundary should be maintained as a relict boundary only. Any identified detrimental indicators should be reduced.							
BDREI	Boundaries	This relict boundary should be reinstated.		BN3, BN11			BN3, BN11	BN9	
CUAGP	Arable	Avoid growing deep rooting crops such as maize, root and tuber crops (excluding non-harvestable root crops such as fodder beet, turnips), short rotation coppice or miscanthus and avoid subsoiling, pan busting and moleploughing over the HE feature.	HS3, HS9 ON SCHEDULED MONUMENTS ONLY			HS3, HS9			
CUREV	Arable	If this field shows signs of soil erosion it could be considered a priority for reversion to also protect the below-ground archaeology from damage.	HS2 ON SCHEDULED MONUMENTS ONLY, SW1, SW3, SW4, SW7	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8		HS2, SW1, SW3, SW4, SW7, GS8, GS11, GS12, GS14	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8		
CUMINB	Arable	Where site is in cultivation AND DOES NOT INCLUDE EARTHWORKS, avoid deep soil disturbance through reduced-depth non-inversion cultivation (max depth of 4/100mm) or direct drilling (30mm max). Avoid pan-busting below this depth, avoid subsoiling or moleploughing. Where this is unachievable, the recommended alternative is to take this site out of cultivation entirely. If this option is recommended, do not also recommend either CUMDP or CUTO.	HS3 ON SCHEDULED MONUMENTS ONLY.			HS3			Use of this option in Mid-tier is restricted to Scheduled Monuments and requires approval from Historic England
CUMINA	Arable	Where site is in cultivation AND INCLUDES EARTHWORKS avoid deep soil disturbance through reduced-depth non-inversion cultivation (max depth of 4/100mm) or direct drilling (30mm max). Avoid pan-busting below this depth, avoid subsoiling or moleploughing. Where this is unachievable, the recommended alternative is to take this site out of cultivation entirely. If this option is recommended, do not also recommend either CUMDP or CUTO.	HS9 ON SCHEDULED MONUMENTS ONLY			HS9			Use of this option in Mid-tier is restricted to Scheduled Monuments and requires approval from Historic England
CUTO	Arable	Where site is in cultivation take sufficient area [optional: specify area/parcel no] out of cultivation to protect the HE feature. Negotiate fence and water supply locations with archaeological input. If this option is recommended, do not also recommend either CUMIN or CUMDP.	HS2 ON SCHEDULED MONUMENTS ONLY, SW7	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8		HS2, GS8, GS11, GS12, GS14, LH3, SW7	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8	GS15, SP1, FG5, FG6	
CUMDP	Arable	Where the site is in cultivation and min-till is unachievable, the recommended alternative is to ensure that ploughing using a standard mould-board plough is maintained at a maximum 8"/200mm in depth. Avoid pan-busting below this depth, avoid subsoiling or moleploughing. If this option is recommended, do not also recommend either CUMIN or CUTO.							

GNPE	General	Earthworks should be protected from damaging field or forest operations and/or stocking when the land is excessively wet.	HS5, GS2, GS5, UP1		GS16	HS5, GS2, GS5, GS6, GS7, GS9, GS10, GS13, UP1, UP2, UP3, WT8, WT10, WD4	HE1, SB1, SB2, SB3, SB4, SB5, SB6	SP1, SP2, SP3, UP4, UP5, UP6	plus consents from Local Authority / Historic England
GNFA	General	If other conservation works that could disturb archaeological deposits or historic features are planned, these may require further assessment, or a programme of archaeological works.		PA1			HE1, PA1, PA2, FM2		plus consents from Local Authority / Historic England
GNPS	General	Protect the site by seeking to prevent: supplementary feeding on or near the site; burrows, bare patches, scrub growth, poaching and erosion (including during forest operations) ; inappropriate heather burning; development of scrub or bracken; ground disturbance on or near the feature, including erecting fences, feeders, water troughs, or digging ponds or scrapes.	HS4, HS5, GS2, GS5, UP1		GS16	HS4, HS5, GS2, GS5, GS6, GS7, GS9, GS10, GS13, UP1, UP2, UP3, WT8, WT10, WD4	HE1, SB1, SB2, SB3, SB4, SB5, SB6	SP1, SP2, SP3, UP4, UP5, UP6	
GNPEB	General	Reduce and manage existing scrub and coppice/pollard bank side trees and prevent erosion of banks.	HS4	TE10, TE11		HS4, BE6	SB1, SB2, SB3, SB4, SB5, SB6, TE10, TE11, TE12	BE7	Plus consents from Local Authority / Historic England
GNPC	General	The recommended management includes capital works that are likely to require Scheduled Monument, Listed Building or Planning Consent before they can be specifically agreed.		PA1			HE1, PA1, PA2, FM2		plus consents from Local Authority / Historic England
GNRTS	General	Where the site suffers from extensive poaching and vehicle damage, consider re-routing trackways and reducing stocking levels. Forestry operations unable to re-route tracks should use brushwood matting or other mitigation.	HS5, GS2, GS5, UP1				HE1, FY2		HE1, FY2 plus consents from Local Authority / Historic England
GEYE	General	Remove and dispose of unsightly items which have a negative effect on the landscape [optional: specify area/parcel no(s)]					HE3, PA1		Historic England consent for SMs
GCMP	General	The optimum management of this feature is complex and should be considered through a specific Management Plan.		PA1			HE1, PA1, PA2, PA3, FM2		plus consents from Local Authority / Historic England
GRSG	Grassland	Ensure the whole area of earthworks is maintained under a stable grass sward.	HS5, GS2, GS5, GS6, GS9, GS10, UP1		GS16	HS5, GS2, GS5, GS6, GS7, GS9, GS10, GS13, UP1, UP2, UP3, WT8, WT10, WD4	HE1	SP1, SP2, SP3, UP4, UP5, UP6	GS6, GS9 and GS10 in MT may require endorsement from an NE adviser.
GRMNT	Grassland	If in grassland maintain a continuous sward and do not allow patches of bare soil to develop.	HS5, GS2, GS5, GS6, GS9, GS10, UP1		GS16	HS5, GS2, GS5, GS6, GS7, GS9, GS10, GS13, UP1, UP2, UP3, WT8, WT10, WD4		SP1, SP2, SP3, UP4, UP5, UP6	GS6, GS9 and GS10 in MT may require endorsement from an NE adviser.
MUNBG	Uplands	Do not block grips in this area to prevent damage to HE sites.				UP3	HE1	UP4	UP2 in MT may require endorsement from an NE adviser.
MUNP	Uplands	If creating or restoring heathland in this area, site preparation should not include ploughing/scarification.				LH1, LH2, LH3	PA1, PA2, FM2	SP1, SP3	Historic England consent for SMs

MUHMP	Uplands	If managing heather in this area, a management plan should be drawn up and implemented which protects these historic features.				LH1, LH2, LH3	PA1, PA2, FM2		Historic England consent for SMs
ORMNT	Trees (non woodland)	If orchard is in fair or good condition, seek to restore or maintain.	BE4			BE4, BE5	TE14, TE3, TE6, TE7, TE8	BE7	BE4 in MT may require endorsement from an NE adviser.
ORRES	Trees (non woodland)	If orchard is in poor condition, seek to restore.	BE4			BE4	TE14, TE3, TE6, TE7, TE8	BE7	BE4 in MT may require endorsement from an NE adviser.
PKVAT	Parklands	Care for veteran or ancient trees by preventing livestock damage or close ploughing damage. Release existing or recruitment veteran trees from competing tree growth.	BE1, BE2	TE11		BE1, BE2, BE6, WD2, WD4, WD5	TE11,		
PKEXT	Parklands	Consider use of exotic trees to enhance age and species range, botanical diversity and reinforce historic significance and aesthetic value [optional: specify area/parcel no(s)] will help improve the landscape character of the parkland.					TE2, TE6-9		
PKMWF	Parklands	Maintain or restore built water features and ensure their protection from root, stock, vehicle or flood damage.	HS6, WT1, WT2	PA1	SP4	HS6, WT1, WT2, WT3, WT4, WT5	HE1, PA1, PA2	SP4	
PKMWO	Parklands	Maintain or restore wood pasture or traditional orchards.	WD4			BE4, BE5, BE6, WD4, WD5	HE1, PA1, PA2, TE2, TE3, TE6-9, TE13, TE14	BE7	WD4 in MT may require endorsement from an NE adviser.
PKREV	Parklands	Where parkland is in cultivation, reversion to pasture [optional: specify area/parcel no(s)] will help improve the landscape character of the parkland.	HS2 ON SCHEDULED MONUMENTS ONLY, SW7, WD4	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8		HS2, WD4, WD5, GS8, GS11, GS12, GS14, LH3, SW7	FG1, FG2, FG3, FG12, LV3, LV4, LV7, LV8		plus consents from Local Authority / Historic England. WD4 in MT may require endorsement from an NE adviser.
RAMR	Routeways & Access	Route any planned access or woodland rides down the historic routeway to maintain its open nature and sustain its relevance to the landscape. Ensure that damage is not caused by: vehicle or pedestrian traffic; livestock poaching; forestry operations; materials associated with any upgrade to the access provision, to the detriment of the landscape setting or character.					AC1		May need Local Authority / Forestry Commission/ Historic England
RAED	Routeways & Access	This site may be suitable for educational access.				ED1	AC1, AC2,		May need Local Authority / Historic England consents
SCRM	Vegetation control	Where the feature is suffering from scrub growth, reduce and manage scrub avoiding disturbance of archaeological deposits.	HS4			HS4	SB1, SB2, SB3, SB4, SB5, SB6-8	SP3, SP4	
BUMC	Historic Environment – structures	If building is a traditional farm building in weatherproof condition, seek to maintain in this condition.	HS1, HS8			HS1, HS8	WB1, WB2, WB3		

BURES	Historic Environment - Structures	If the historic building or structure requires significant repair, consider restoration. Completion of an Historic Buildings Information Form (eligible areas only) will help NE assess if it is a priority for funds.				HE2	PA2		May need Local Authority / Historic England consents
BUREP	Historic Environment - Structures	Roofless historic structures in poor or deteriorating condition may require a programme of care involving repair, consolidation, vegetation removal and ongoing management.				HE1	HE1, PA1, PA2		May need Local Authority / Historic England consents
WMRF	Watermeadows	Where watermeadows are not considered for restoration, associated structures, water supply features, carriers, drains and earthworks should be retained in a sound and stable condition.				HS7		GS16, SP4	
WMRMP	Watermeadows	Where watermeadows are suitable for restoration, consider a Management Plan to sensitively restore an appropriate water and stocking regime utilising original water supply and control features, carriers and drains.		PA1			PA2		
WPRMP	Wetlands/Pond Restoration	Carry out sensitive pond restoration under a pond management plan.	HS6	PA1		HS6	PA1, PA2, HE1		
WPPWD	Wetlands/Pond Restoration	Protect waterlogged archaeological deposits from drying out by maintaining raised water levels throughout the year.	WT3			WT3, WT8, WT10	PA1, PA2, HE1, WN3, WN4, WN8, WN9, WN10		plus consents from Local Authority / Historic England. WT3 in MT may require endorsement from an NE
WDMC	Woodland & Parkland	Maintain a thick medium to high tree canopy over the HE feature to suppress the growth of woody vegetation and maintain its visibility as per UK Forestry guidelines.	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2, WD4, WD5, BE6	HE1, PA1, PA2, PA3, SB3, TE10, TE11, TE12		plus consents from Local Authority / Historic England.
WDAW	Woodland & Parkland	Protect the monument from damaging effects of windthrow by selective felling and removal of over-mature trees in danger of collapse as per UK Forestry guidelines.	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2, WD4, WD5, BE6	HE1, PA3, SB1, SB3, TE10, TE11, TE12		plus consents from Local Authority / Historic England.
WDAP	Woodland & Parkland	Seek to avoid woodland planting in this area to prevent damage to HE sites as per UK Forestry guidelines.	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2, WD4, WD5	PA3		
WDMP	Woodland & Parkland	Where seeking to restore woodland, a forest operations plan should be drawn up to identify optimum management practices and/or mitigation which take the protection of HE sites into account. Exclude historic features from the operational area and ensure the plan is communicated to all contractors as per UK Forestry guidelines.	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2, WD4, WD5	PA3		plus consents from Local Authority / Historic England.
WDOS	Woodland & Parkland	Locate historic features within a minimum 20m open space while managing to minimise erosion or inappropriate woodland regeneration as per UK Forestry guidelines	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2	PA3		
WDTP	Woodland & Parkland	In areas where landscape history is important consider restoring tree cover on previously wooded sites as per UK Forestry guidelines	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD6	PA3		plus consents from Local Authority / Historic
WDVW	Woodland & Parkland	During forest planning ensure visibility of historic features from the wider landscape is maintained as per UK Forestry guidelines	Ineligible for MT	Ineligible for MT	Ineligible for MT	WD2	PA3		

WDCC	Woodland & Parkland	Take particular care to avoid sites of historic interest where short rotation forestry or coppice crops are proposed as per UK Forestry guidelines	Ineligible for MT	Ineligible for MT	Ineligible for MT		PA3		
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