

**Oxfordshire County Council
Historic and Natural Environment Team**

**Historic Landscape Characterisation
PROJECT DESIGN**

FEBRUARY 2012

CONTENTS

1	Summary and Introduction	3
2	Background	4
2.1	Location and description of the project area	4
2.2	Landscape character of the project area	4
2.3	Previous landscape characterisation work	8
2.4	Rationale for the HLC programme	10
3	Aims and Objectives	13
3.1	Overall aim	13
3.2	Project objectives	13
4	Method Statement	15
5	Project Management	20
6	Bibliography	21
App 1	Draft list of broad landscape types	26
App 2	Plan policies	27
App 3	Milestones	30
App 4	Product List	32
App 5	Risk Log	33
App 6	Gantt chart	36
App 7	Costs	37
App 8	Job Description	38

Part 1 *Summary and Introduction*

This project design describes a proposed programme of Historic Landscape Characterisation (HLC) for Oxfordshire, to be undertaken by Oxfordshire County Historic and Natural Environment Team, encompassing the former Archaeological Services.

English Heritage has supported a national programme of Historic Landscape Characterisation projects over the past decade. For the most part they have been undertaken by County Council based Historic Environment Services, covering individual Counties or similar sized units. They aim to achieve an archaeologist's understanding of the historic and cultural origins and development of the present day landscape through a desk-based programme of digital mapping, description and analysis, and by the identification of the physical remains visible within the landscape that demonstrate the processes by which it has reached its present form.

Like the other members of the family of landscape characterisation studies to which it belongs, HLC provides a broad-brush overview of complex aspects of the historic environment in order to provide new and wide-ranging information for conservation, management and development decisions. The objectives of HLC are to promote better management and understanding of the historic landscape resource and of the accommodation of continued change within it, and to establish an integrated approach to its sustainable management in partnership with other organisations.

The basis of HLC is a Geographic Information System (GIS). The information within the GIS is structured by the identification and classification of archaeological historical and other environmental attributes of land parcels. Unlike other forms of landscape assessment, HLC permits the creation of a plurality of classifications of historic landscape types. The distribution of landscape types can be mapped using GIS, with each type being supported by written descriptions of these types and the particular process of landscape formation that they represent. This approach to HLC provides a permanent and renewable database, which may be used to inform a wide range of planning, conservation and management initiatives and strategies.

In the initial, data collection stage of HLC, GIS polygons will be defined, based on groups of modern land parcels exhibiting similar historic origins or processes. Each polygon will be assigned to one of a set of pre-determined high-level broad HLC types (eg woodland, meadow, former open field, parkland), which can then be subdivided and refined according to the recorded range of attributes. The HBSMR database HLC module will be used to record all the attributes reflecting the historic landscape features specific to each polygon (such as aspects of field pattern and boundary form, woodland cover, evidence for former land-use)

In the subsequent, analytical phase of the programme, these attributes will be interrogated to provide further Historic Landscape Types and sub-types, based on recognisable and extant historic character.

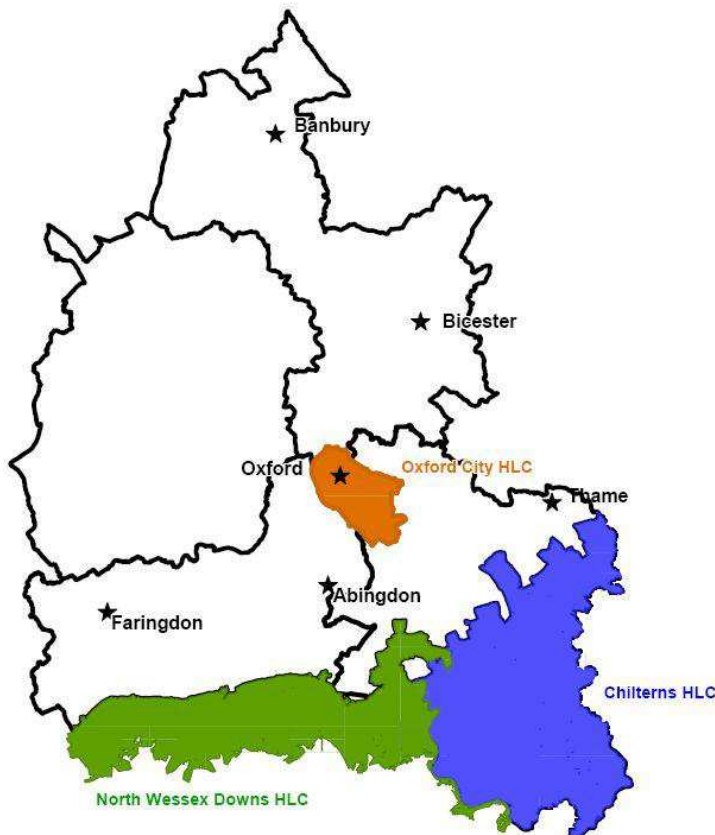
Part 2 Background

2.1 Location and Description of the Project Area

Landscape and Character

The area covered by this HLC Project Design covers most of the modern County of Oxfordshire, which consists of 321 civil parishes and five District Councils: Cherwell, Oxford City, South Oxfordshire, Vale of White Horse and West Oxfordshire. The county covers an area of about 260,493ha and has a population of 632,000. If the parishes in the two completed AONB HLC areas and the HLC for Oxford City are excluded, the proposed project would encompass approximately 202,700ha and 255 parishes.

Oxfordshire has a varied landscape of which almost 75% carries a statutory or local landscape designation. This includes 62,192 ha (23.8%) in three **Areas of Outstanding Natural Beauty** (AONBs). There are also 35,493 ha (13.6% of the County land area) which fall within the **Green Belt**, an area around the built up area of Oxford approximately 4-6 miles wide. Although not a landscape designation in itself, the Green Belt was established primarily to protect the character of Oxford and its landscape setting, and to prevent ribbon development and urban sprawl.



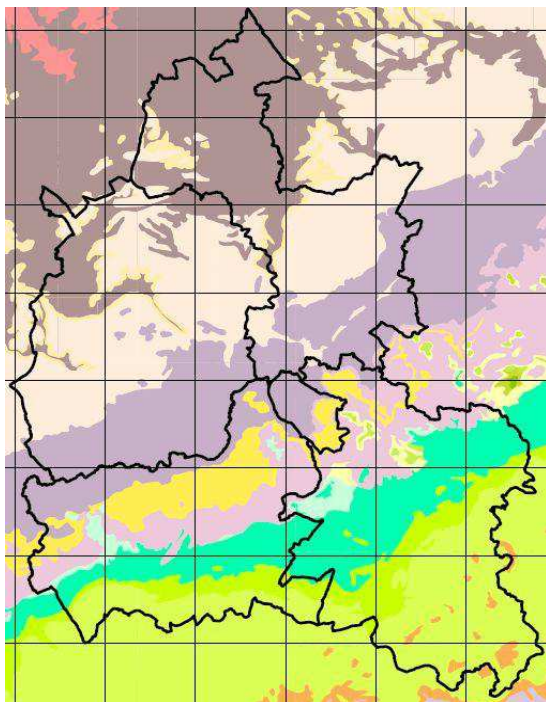
Map of project area with AONB areas identified.

Geology and Topography

The underlying geology of Oxfordshire comprises a series of formations with a strike running from south-west to north-east, ranging from the Jurassic limestones and sandstones in the north of the County to the Cretaceous chalk strata in the extreme southeast. Large expanses of the County are overlain by Pleistocene deposits, in particular, clay-with-flints and a variety of glacial gravels over the Chiltern chalk, and a range of gravels and recent alluvial deposits elsewhere, especially along the floodplain of the Thames.

Five main geological zones are evident:

- 1 **The Cotswolds.** The northern third of Oxfordshire is underlain by oolitic limestones of the Jurassic, interbedded with sandstones, clays and cornbrash. The oolitic overburden has been stripped away in the upper reaches of the Evenlode and Cherwell valleys to form lowlands based on Lias clays.
- 2 **Vale of Oxford.** Dipping gently southeastwards, the Lower Oolitic series of the Cotswolds disappears beneath Oxford clay in a zone of clay vales with numerous streams and gentle slopes.
- 3 **The Oxford heights.** A second zone of higher ground, based on the limestones, calcareous grits and clays of the Corallian series.
- 4 **The Gault Clay Vale.** South and east again, the Corallian strata disappear beneath the Gault clay. Together with the succeeding strata of Marlstone and Upper Greensand, this forms another low lying area of clay vales with a soft terrain and frequently impeded drainage.
- 5 **The Chilterns.** Cretaceous chalk forms the basis of a landscape of steep slopes, thin soils and dry valleys which dissect a plateau of chalk capped with later deposits of plateau drift and clay-with-flints.



Geological Map of Oxfordshire (from BGS 1-625)

The solid geology of the County is overlain in many areas by drift deposits e.g. the clays through which the Thames flows are often topped by oolitic gravels, the limestone uplands are capped with plateau gravel, and the chalk of the Chilterns is covered for much of its area by clay-with-flints and associated sands and gravels. There are also scattered patches of boulder clay, loamy sand and gravel.

2.2 *Landscape character of the project area*

Parts of nine National Joint Character Areas fall within Oxfordshire (The Countryside Agency, 1999). These are used here to provide the framework on which the more detailed geomorphological descriptions are hung. They are:

Berkshire and Marlborough Downs

Chilterns: The Chiltern Hills are formed by a south-west to north-east aligned outcrop of chalk on the north-western side of the London basin.

Cotswolds: The Cotswolds occupies a band of oolitic limestone country stretching from Somerset to Warwickshire and covers almost 3000 square Km. It represents a portion of the band of Jurassic rocks that stretch from Lyme Bay in Dorset to Filey and Redcar in the north east of England. Within Oxfordshire, the JCA encompasses a broad swathe of countryside running from the border with Gloucestershire in the west, to the border with Buckinghamshire and Northamptonshire to the east. The ground generally slopes down to the east and south-east towards the gravels of the Thames valley.

In the Cotswold Hills proper, much of this landscape is made up of relatively level limestone plateaux cut by broad valleys formed by tributaries to the River Thames such as the Windrush and Evenlode. These deep-set valleys cut down to the Lias clays at or near their sources, but enter upon 'gorges' incised into the oolitic limestones where they leave the Cotswold cuesta. These river valleys are noted for incised meanders and for the extensive development of dry valleys above their head-springs.

In the central portion of this character area, the geomorphology changes as the classic steep down-dip counterscarp that is the north eastern termination of the Cotswold Hills proper, dominates an area of Liassic vales to the east that are bounded by the north-south flowing Cherwell River. The general drainage of this area, apart from the Cherwell itself, is south-eastward except in the Deddington area, where a marked east-west arrangement of valleys reveals the effect of faults, which run in the same direction as those of the north Cotswolds. In this more dissected landscape they have encouraged the formation of several minor rift valleys, and often form spring-lines that can produce blunt, steep-sided combs. The gorge of the Cherwell valley itself extends from below Rousham almost to Hampton Gay near Kidlington. The topography changes markedly in character a short distance east of the Cherwell. The cuesta becomes wider and less distinct, and is a moderately dissected plateau which rises to 224 metres OD in the small upland at the source of the Cherwell, but lies for the most part between 115 and 146 metres

OD. The relief falls gradually both southward to an oolitic plateau of cornbrash around Bicester, and eastward to the border with Buckinghamshire and Northamptonshire, and the start of the wide Ouse valley. The influence of drift on this topography is striking. Where it is absent immediately east of the Cherwell, the rolling, deeply dissected surface resembles the landscape to the north-west around Chipping Norton. But this changes further eastward as the drift cover flattens out the relief into a gentler undulating landscape.

Midvale Ridge: This low band of hills composed of a band of Corallian limestone with Portland and Purbeck limestone outcrops at its western and eastern ends, stretches from Swindon in Wiltshire through central Oxfordshire taking in part of Oxford to western Buckinghamshire. It is better developed near Oxford than elsewhere, and in Oxfordshire, it extends unbroken from Oxford to just west of Faringdon. This supports generally sandy and free draining soils. Except for isolated areas of Greensand capping (at Badbury Hill and Faringdon Folly) the ridge lies below 112 metres OD, but it rises again to 163 metres OD at Cumnor Hurst and Boars Hill where the Lower Greensand capping reappears.

The ridge is breached by the Thames at the Sandford gap. Here, the river, augmented by the Cherwell, has cut a strong incision, with the floor of the gap lying 106 metres below the surrounding hilltops. This rapid incision has affected the local tributaries which, aided by the geology and spring-sapping, have cut some of the steepest valleys in the Oxford area. East of the Thames, the upland between Forest Hill and Elsfield shows similar steep miniature gorges cut by the Bayswater Brook and its tributary. This area forms the virtual termination of the Midvale Ridge, for eastward the structure becomes more fragmented, and the Corallian changes from a hard limestone to soft marls and clays.

Upper Thames Vale: The Upper Thames Vale is part of a huge belt of low-lying land running through south central England from Somerset to Lincolnshire. It is situated between the chalk and limestone plateaus of the Cotswolds to the north, and the low ridge of sandy, Corallian limestone to the south, which is characterised as a separate area known as the Midvale Ridge.

This wide clay vale extends, in Oxfordshire, from the source of the Thames north-eastward to the Buckinghamshire border near the villages of Launton and Piddington. The vale of the upper Thames is noted for its extensive areas of terraced, oolitic river-gravels and for the width of its aggraded alluvial floodplains.

North of Faringdon, where there are no south-bank tributaries, the massive deposition of gravel fans by Cotswold flood waters has thrust the Thames southward until it has eroded a steep scarp in the Corallian outcrop of the Midvale Ridge. Near the confluences of the Windrush, Evenlode, and Cherwell with the Thames, patches of glacial drift have protected the underlying Oxford Clay leading to the formation of isolated hillocks that break the overall uniformity of the floodplain, and are in parts higher than the adjacent plateau of the Cotswold dip-slope.

East of the Cherwell, the topography is markedly different. Present drainage systems are small, and in the upper Ray valley there is no evidence either of aggradation or incision. A set of small elongated hillocks stretch eastward from Islip and these are separated by low-level valleys. These features dominate the north and west perimeters of the wide oval expanse of alluvium and peat called Otmoor. In 1830, a new channel was cut for the Ray to drain Otmoor.

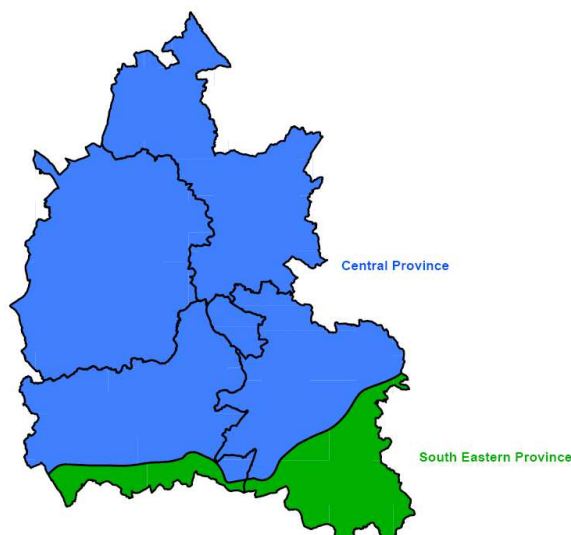
Vale of Aylesbury: In Oxfordshire this clay vale runs from the Sandford gap south of Oxford, to the edge of the Chilterns on the south east, and to Thame near the Buckinghamshire border. The Kimmeridge Clays in the valley of the Thame is dominated and broken by hillocks and ridges of limestone and sands. The Gault Clay is drained by numerous independent streams, and its surface is fragmented by many patches of gravels and outcrops of Greensand.

Vale of White Horse: In Oxfordshire the Vale of the White Horse extends from Shrivenham and Watchfield in the west, to the eastern floodplain of the Thames at Benson and the Stokes. It is bounded on the north by the Midvale Ridge, and to the south by the Berkshire and Marlborough Downs, and the Chilterns. The Vale of White Horse is formed by a broad lowland of Kimmeridge and Gault Clays the stretch from Swindon, but the full character of which begins near Uffington in Oxfordshire. Here, a narrow Gault depression lies between a Greensand promontory on the Midvale Ridge to the north, and the Chalk downs to the south. A headstream of the Ock flows through this depression. East of this area the Gault and Kimmeridge Clays together form a wide vale as far as the Thames at Abingdon. Near the Ock-Thames confluence are extensive alluvial plains and low gravel terraces which reach their maximum width on the riverine plain around Dorchester-on-Thames.

2.3 Previous landscape and characterisation work

National Work

Roberts and Wrathmell's work (2000, 2002) dividing England into provinces puts the majority of Oxfordshire into the Central Province, a 'planned landscape'. Only the most southern part of the county including the Berkshire Downland and Chilterns is put into a different province. This is the South Eastern province, an 'ancient landscape'.



Map of Rural Settlement Provinces

Previous County and District level work

In 1993 three small areas of Oxfordshire were used for an experimental pilot HLC project ('Oxfordshire' by Paul Chadwick in Fairclough et al 1999).

A full Historic Landscape Characterisation Assessment has been produced for the Cotswold AONB by Gloucestershire County Council (Hoyle, J. 1999). This included those areas of the AONB falling within Oxfordshire.

Various District landscape character assessments have been undertaken, but all of these were published prior to the 2002 guidance, so vary in compliance to the national standards set out in this document:

South Oxfordshire District Council carried out its own Landscape Assessment in 1998.

The Vale of the White Horse District Council published its Landscape Assessment as a technical appendix in the VOWH Local Plan (1995).

Cherwell District Council produced a Landscape Assessment in 1995.

West Oxfordshire District Council produced a Landscape Assessment in 1998.

The **Oxfordshire Wildlife and Landscape Study (OWLS)** was published in 2005 and is accessible online (<http://www.owls.oxfordshire.gov.uk>). It is the

County Council's current landscape assessment and identifies twenty-four separate landscape types within the county, made up of individual landscape description units with a similar pattern of geology, topography, land use and settlements. It particularly examines the relationship between landscape and biodiversity, although the study did not include historic landscape characterisation or archaeological information.

Archaeological Surveys:

'The Deserted Villages of Oxfordshire' (Allison, Beresford and Hurst 1965) was the first countywide archaeological survey of Oxfordshire. However, it only covers the pre-1976 county.

Benson and Miles' work ***'The Upper Thames Valley: an archaeological survey of the river gravels'*** (1974) was the most extensive survey of this kind ever produced, and demonstrated the incredible wealth of cropmark evidence by bringing together the results of fifty years of aerial reconnaissance.

This was closely followed in 1974 by Gates' work ***'The Middle Thames Valley: an archaeological survey of the river gravels'*** that synthesised the results of twenty five years of aerial survey.

Both of these pivotal works were forerunners of the National Mapping Programme initiated by English Heritage. In Oxfordshire this has already covered the course of the River Thames (***The Thames Valley Project – A report for the National Mapping Programme*** 1994), and a limited area of the Lambourne Downs.

Historic Towns in Oxfordshire: A survey of the new county 1975, edited by Kirsty Rodwell, provided an historic environment survey of 19 historic market towns as well as the Roman town of Alchester.

The Archaeology of the Berkshire Downs: an introductory survey (Richards 1978) examined the chalk uplands of West Berkshire. This included a limited area of Oxfordshire land between the northern scarp of the downs and the Berkshire/Oxfordshire border.

'The Archaeology of the Oxford Region' (Briggs, Cook and Rowley ed. 1986) provided the first comprehensive synthesis by period of the archaeology of the region, and used information from the County Sites and Monuments in the production of period and thematic maps.

Martin Tingle's work (***The Vale of the White Horse Survey. The study of a changing landscape in the clay lowlands of southern England from prehistory to the present'*** 1991) arose out of the Maddle Farm Project, and examined a transect covering 18.5 Km² from the Middle Chalk near Uffington Castle to an outcrop of ferruginous sand at Badbury Hill. The survey comprised field walking and surface collection, with one very limited trial excavation.

A small part of the County has been covered by parts of the National Mapping Programme run by English Heritages Aerial Photographic Unit (the North

Oxfordshire area was completed by Roger Featherstone in the early 1990s before he retired) and a further area (SE Warwickshire/Oxfordshire) is to be carried out in 2012, during the life of this project.

The Extensive Urban Survey for Oxfordshire, subsequently called ***Oxfordshire Historic Towns Survey***, was begun in 2004, but was halted in January 2008 after the completion of the Abingdon report. In addition, reports were completed for Stanford-in-the-Vale, Wantage, Shrivenham and Watchfield, and Great Faringdon.

The ***Thames through Time*** series (2007-2011), produced by Oxford Archaeology, provides a useful summary and assessment of sites and the historic environment in the Thames Valley in chronologically ordered volumes.

The Oxfordshire Aggregates and Archaeology Assessment 2011, produced by Oxford Archaeology for English Heritage and funded by the Aggregates Levy Sustainability Fund, quantified and reviewed the archaeological potential of the aggregate areas in Oxfordshire in order to provide an assessment of the threat to the archaeological resource from future aggregate extraction.

2.4 Business Case

Under the National Heritage Protection Plan (NHPP), English Heritage, with help from partners in the sector will prioritise and deliver heritage protection for the next four years (2011-2015). It will make the most efficient and optimal use of resources so that England's historic environment is safeguarded during this time of financial and environmental change. The heart of delivery of the NHPP is the Action Plan. This plan is divided into a series of Activities comprising over 400 projects, which address specific areas of work (e.g. places of worship, historic ports, strategic designation) that have been identified as priorities for the Plan. The final HLC projects are considered part of a legacy programme, and will be continued as a Supporting Action under this remit:

- **Ensuring that the right systems exist for encouraging local communities to get involved in decision-making and in delivery of protection (9C: Accessing Knowledge).**

National context

The HLC project will form part of a national programme sponsored and encouraged by English Heritage. The need for the programme is best understood as a response to two gaps in understanding: one, of the historic environment resource at a landscape level, with a consequent lack of a robust framework for taking decisions in respect of managing change, and the second as a gap in landscape assessment where the historic and archaeological dimension landscape (time depth) is concerned. HLC is therefore designed to assist both archaeologists (and other HE managers) and landscape architects (and other countryside managers).

The development of the HLC methodology over the past decade has both reflected and informed changes in emphasis in the way archaeologists describe and manage the historic environment (Aldred & Fairclough 2003). These changes include:

- a concern with the whole of the humanly modified landscape rather than solely the demonstrably archaeological 'sites' within it
- a change in analytical scale from the small-scale site/monument to the wider landscape. This is in fact a long-term archaeological and historic concern, going back at least to the studies by WG Hoskins; however, much of the earlier emphasis tended to concentrate on particular topographies such as upland areas with good earthwork and field monument survival. More recent studies have helped focus understanding of aspects of the landscape at a much wider scale, as exemplified by the EH Settlement Atlas (Roberts and Wrathmell 2000 & 2002).
- an increased concern with integrated and sustainable policy development and decision-making. In particular the establishment of landscape assessment methodologies has stimulated the development of methodologies for integrating archaeologically-based approaches; thus the processes of landscape assessment (Countryside Agency/ Scottish Natural Heritage 2002) have required that a separate type of characterisation undertaken from the landscape archaeologists' perspective be developed. HLC, with its specialist analysis by archaeologists of the time depth of landscape, provides finer detail and greater understanding than Landscape Character Assessment (LCA) on its own. Ideally HLC should inform LCA, but even where this is not possible, LCA descriptions and analyses can be relatively easily modified in the light of subsequent HLC.
- a developing political context for understanding landscape, as shown, for example, by the European Landscape Convention of 2000 and in the Government's 2001 statement *A Force for our Future*.(3.19: 'The Government commends character assessment to local authorities both as a useful tool in itself and as a way of encouraging greater involvement by local communities in conservation issues')
- a move from concern with 'relict' landscapes to concern with the present-day landscape which has been shaped by change and modification over centuries and millennia and by a variety of processes.
- a realisation that the concept of 'landscape' is based on subjective considerations (intellectual, emotional and aesthetic, themselves each socially and individually-developed) as well as objective criteria. Landscape is something which we perceive, even more than it is something we create.
- a more detailed articulation of the realisation that understanding landscape depends on understanding the dynamics of its creation and the underlying cultural processes and political, social, economic and cultural influences.
- the realisation that the best means of protecting historic landscape is not designation (although on occasion this may have a role to play) but sound management underpinned by accessible data which could be analysed and understood. This realisation was initially at odds with the invitation contained within the 1991 Government White Paper 'This Common Inheritance' to establish a Register of Historic Landscapes, which led to

the EH conclusion that such a register would only be partial and selective and thus an inappropriate means of managing historic landscape character (Fairclough *et al* 1999). Achieving the necessary understanding of the data is the key aim of HLC.

- a move, in the more recent HLC projects, away from classification-led systems (in which land was allocated to pre-defined types) towards an attribute based-system in which interpretations and observations are attached not to the pre-ordained types but to individual mapped polygons which can be subsequently analysed, thus enabling a multiplicity of classifications and interpretations as well as a transparency of analysis.
- the acceptance that, despite the sophistication of GIS, HLC is a relatively generalised characterisation of the landscape's historic attributes which is intended to serve as a means of resource management, and which provides an approach which is consistent, transparent, repeatable and comprehensive (no gaps). This approach leaves open the possibility of more detailed assessment being undertaken later as necessary. It can thus be used for spatial planning, development control, landscape strategies and resource management (e.g. Clarke, J., Darlington, J. & Fairclough, G. 2004 *Using Historic Landscape Characterisation*. English Heritage & Lancashire County Council.)
- acknowledgement of the interpretative, subjective character of landscape; HLC is thus not another environmental database.

Local context

This HLC project will incorporate the results of the two current AONB HLC projects that fall within Oxfordshire and the HLC for Oxford City, and will revisit the area originally covered by the Cotswold AONB project in order to update this area, so will in effect provide a county-wide survey carried out to the most current standards of characterization.

It will be a valuable resource for increasing our understanding and appreciation of the historic landscape across the community and in all aspects of planning and land management. It is intended that the results of this project will be used in conjunction with the English Nature/OCC Oxfordshire Wildlife & Landscape Survey (OWLS). The project will strengthen the evidence bases available to planning staff in the County and District Authorities, and will influence Local Development Frameworks (which are currently being prepared). The project will enable the eventual integration of historic and natural environment datasets to create a more holistic landscape character assessment for the county.

Specific uses are likely to include:

- It will support existing policies in Local Development Frameworks, and help to strengthen future policies in the new Local Plans, including any spatial or area-based policies or supplementary evidence bases.
- It will, when integrated with HLC undertaken in adjacent areas, provide a context for developing cross-boundary initiatives where appropriate.
- It will provide additional baseline information for landscape strategies and landscape assessments.

- It will provide baseline information for local environmental strategies (including Neighbourhood Plans, Conservation Area Appraisals, Parish Plans and Village Design Statements), or environmental initiatives.
- It will provide a context for advice given to Natural England in terms of targeting priorities for joint character areas, and for advice given in respect of Environmental Stewardship.
- It will help provide assessment of landscape capacity and sensitivity for development to development or other forces for change.
- It will provide a context for the management of land in public ownership.
- It will provide a fundamental, holistic and meaningful landscape layer against which to interrogate other layers within the County Historic Environment Record.
- It will provide a dataset which will provide additional context for other County-wide GIS datasets, such as biological and geological records, and landscape-scale conservation initiatives.
- It will improve information available on Historic Parks and Gardens, to compliment the national database.
- It will provide a context for possible future research, for example on characterisation of vernacular buildings.

Part 3 Aims and Objectives

Overall Aim

To characterise, digitally map and make available in a web-based format, the historic dimension of the existing landscape in Oxfordshire, in order to inform its management, conservation and understanding at local, County, regional and national levels. The HLC will be created using existing information, and will be embedded in Oxfordshire's Historic Environment Record. It will consist of GIS mapping linked to a database, supported by a written report and clear user guidelines, of attributes of individual landscape units and will be accessible in a web-based format for wider dissemination. It will also result in a written/digital report providing interpretation of the project's findings at county level, clear and concise outputs of use to end-users and provision of management guidelines for the historic landscape. This project will be guided by other completed HLC projects, including those done for the AONB areas in Wiltshire and the Wiltshire and Swindon HLC.

Specific Objectives

Within the project the following specific objectives have been identified:

Specific Objectives

- to define GIS polygons with similar historic character and collect attribute data
- to use attributes of each polygon to define and describe HLC types
- to collect sources and defined data sets to support HLC and facilitate any future updates
- to analyse and produce preliminary synthesis to inform management, planning, outreach and research
- to assess potential for further HLC development
- to disseminate results of the project
- to produce an archive which supports the project
- to produce a dynamic web-based dataset that may be enhanced and updated in the light of future research
- to identify mechanisms for future review/ revision of the HLC

Broad Objectives

The following broad objectives have also been recognized:

Broad Objectives

- to improve and foster understanding of historic landscape character within Oxfordshire
- to provide a landscape context for archaeological sites within the Oxfordshire Historic Environment Record
- to provide a framework for subsequent characterisation projects
- to encourage HLC as a resource for sustainable management and facilitation of appropriate change
- to provide baseline data for monitoring subsequent change to the historic environment

- to support OCC's role in strategic planning in respect of historic environment issues
- to underpin historic environment advice given to District Councils within Oxfordshire
- to widen understanding, within and beyond OCC and the planning authorities advised, of what historic environment consists of
- to assist development of partnership with other agencies
- to foster links with other disciplines/datasets (TVERC, OWLS, etc)
- to encourage integrated working with other environment/conservation agencies including Natural England (for example within the areas of agri-environment and rural diversification), and the Forestry Commission (development and implementation of Regional Forestry Framework)
- to enhance awareness of local distinctiveness
- to ensure a level of compatibility with HLC data in adjacent counties in preparation for the development of regional HLC models

Part 4 *Method Statement:*

This project will be guided by other completed HLC projects, including those done for the AONB areas in Wiltshire and the Wiltshire and Swindon HLC. The project methodology for Oxfordshire HLC will be based on that conceived during development of the national HLC programme, particularly those projects involving **predominantly** rural landscapes. This methodology draws heavily on that produced for the forthcoming Wiltshire and Swindon HLC (Vaughan 2011). The four stages are:

Stage 1: Familiarisation, refinement of methodology, pilot project

Stage 2: Data collection, assignment of character types and integration of character types with existing HLCs in the county

Stage 3: Review, analysis and interpretation

Stage 4: Preparation of a report, archive and dissemination of results

Stage 1: Familiarisation, refinement of methodology, pilot project

The critical aims of this stage are: to ensure the finalised methodology will meet the needs of the identified and potential end-users of the HLC, and to confirm the methodology and its monitoring are robust enough to ensure defined daily and project targets are met.

This stage allows the Project Officer to familiarise her/himself with HLC sources to be used and how they fit with the project methodology. It will enable the PO to revise them in consultation with the stakeholders, project team and the OCC Project Assurance Officer. Potential end-users within these monitoring bodies will thus ensure their needs will be met by and throughout the project.

As much basic source data as possible will be collected during this stage. As noted above, this stage will also identify any need for modification to the inherited methodology used in the previous HLCs, notably those covering the AONB parts of Oxfordshire and the currently running Wiltshire HLC. The emphasis will be on creating a concordance to integrate terms used by the 3 existing HLCs in line with relevant terms for the proposed Oxfordshire HLC. There will be an emphasis on knitting together the edges of these areas to ensure that there is a seamless transition between the new and old HLC datasets. It is accepted that the Cotswolds HLC will require re-doing. Liaison with Wiltshire CC will occur during this phase as their remit is similar to ours, in having to create an HLC compatible with existing ones done within the county. All of these tasks need to ensure that the remaining area of Oxfordshire's HLC will be carried out in a consistent or integrated manner.

The pilot area (16 complete parishes) will thus test the methodology to be used against the foreseeable diversity of landscape types and identify any need for modification to the methodology. This will encompass an area along the northern edge of the NWD and Chilterns, filling in one area not covered by either AONB. The pilot area of 8726 ha includes parishes (Brightwell-cum-

Sotwell, Long Wittenham, Dorchester, Chalgrove, Berinsfield, Warborough, Drayton St Leonard, Newington, Berrick Salome, Clifton Hampden, Didcot, Appleford, Cuxham with Easington, Upton, West Hagbourne, and East Hagbourne), in which there are some urban areas (Didcot and Dorchester) as well as archaeological areas (Dorchester Roman town and Great Western Park). This swath will test the methodology to determine whether the developing method will be capable of meeting the daily hectareage rate that the main stage of the characterisation requires. It will also confirm the monitoring of these daily targets to be applied throughout the lifetime of the project, enabling any shortfalls to be identified and rectified immediately. Finally, it will be valuable in looking at areas along the edge of previously done HLC work, and will enable a useful comparison of our landscape terms with those done in both of the AONB areas

It will further assess whether or not additional data sets will be required (or whether some have to be discarded) and evaluate the technical suitability of the computer software and hardware available.

The pilot phase will also establish a level of detail which is sustainable throughout the entire project within the agreed time and money constraints. It is anticipated that some acceleration of work rates is likely to happen in the main stage 2 digitisation phase as the HLC officer becomes increasingly used to the work, but it is essential not to start polygonising at too small a scale (see longer discussion, p 20).

Any necessary GIS training will be undertaken. (Although the person specification for this post assumes previous experience of GIS, some software-specific training may be required). Data collection will result in data being added to HBSMR (MapInfo-based system with related Access database), as a proven system used by other counties (Warwickshire, Norfolk, South Yorkshire) undertaking HLC projects.

An Updated Project Design (Updated PD) will be one product of stage 1, planning the rest of the project in the light of the experience concerning rates of progress of the pilot work.

A project meeting near the end of this stage will seek to sign off the results from the pilot areas and any refined methodology. A small stakeholder meeting during this phase, with relevant local landscape historians and archaeologists, etc, will ensure they have reasonable input into the development of the method. All this will ensure the adopted methodology will facilitate the completion of Stage 2 to a high and consistent standard, including confirmation of realisable digitisation and other rates and the meeting of identified milestones (see Appendix 3).

It is anticipated that Stage 1 will take around 4 months.

Stage 2: Characterisation, mapping & integration

This will involve data collection, interpretation, assignment to HLC types, creation of attributes and data inputting into HBSMR system. This will include the parts of Cotswold AONB falling within this county, and general

assessments of the all the towns (whether assessed by the EUS or not). The areas of the previous HLC projects will not be redone, but the data must be converted for use in the Oxfordshire HER.

The data will use a number of sources: for present day landscape current and recent digital OS maps and geo-referenced GIS-based vertical aerial photographs will be used. It may be possible to make use of supporting evidence such as historic maps and documentary evidence, but it is considered that use of tithe, enclosure and estate plans would be too large a task within the HLC project, and that these are perhaps best regarded as a resource for future use within a completed HLC framework. However it may be possible to use historic mapping to extrapolate interpretations from detailed characterisation of key areas, and record the assumptions used to extrapolate. HER data will be largely for use in the analysis stage, but Ridge and Furrow data from earlier studies could be used at this stage.

Core Data	Format	Oxon Coverage	Location
Vertical Air Photographs	GIS & hard copy	All	HER/OCC Intranet
OS Land Line Data	Digital	All	HER
OS Raster Map	Digital	All	OCC
OS 1 st edition 6" Maps Landmark series	Digital	All (including old Berkshire)	HER
OS, 1 st ed 2" Surveyors' Drawgs	Microfiche	All	History Centre
OS 1950s 6" Maps	Hard Copy	Part	History Centre
Davis County Maps 1793/4	Maps	Part	HER
Rocque County Maps (old Berks) 1761	Maps	Part	HER
Enclosure Maps	Maps/Microfiche and text	Part	History Centre
Ridge & Furrow Mapping	Maps and Plans	Part	HER
Tithe Maps	Maps/Microfiche & Text	Part	History Centre
College Estate Plans	Photographic copies of maps	Part	History Centre
Oxon HER Data	GIS/DB	All	HER
Ancient Woodland	GIS	All	Forestry Commission/MAGIC
EH Register of Parks & Gardens	GIS	All	EH/HER
Geological Maps, 1:62500 overlay	GIS	All	OCC intranet
Estate Plans	Maps	Part	History Centre
Conservation	Digital	All	HER

Areas			
Countryside Character Areas	Hard copy text and maps	All	Published Material held by OCC or NE
Oxon Wildlife and Landscape Study	GIS	All	OCC intranet

Because present-day Oxfordshire includes a large part of pre-1974 Berkshire, some sources may be held in different places (including Record Office in Reading) as well as on the web (Berkshire enclosure maps).

Defining HLC polygons: It would be impractical and unnecessary to collect data at the level of individual land parcels. Defining polygons will involve grouping together individual units from OS digital mapping on the basis of a common current land use, previous land use and morphology, the aim being to define polygons sufficiently small and distinctive to permit the attachment of attributes that can later be used to create characterisation. Each polygon will therefore contain a particular combination of attributes which can be assigned to a single HLC type. HLC polygons will be digitised in MapInfo direct to screen at scale to be agreed with English Heritage, depending on the map base used. Attributes will be recorded for each polygon, eg broad landscape type (See Appendix A for a list of Broad Types), possible date, confidence level.

Data will be attributed in three main layers:

1. Broad high-level groups (of which there will be a limited number, possibly a dozen or so, eg Urban, ancient woodland, enclosed)
2. Present day HLC. This is the central feature of the HLC process, allowing sub-division of higher-level attributes according to source evidence and morphology (eg: regularity, field size, patterning, shape of internal and external boundaries)
3. Previous HLC (where recognisable and inferable from historic mapped evidence or morphology) – diagnostic characteristics will include dog-leg boundaries, R&F, old quarries & earthworks, fieldnames.

A second stakeholder meeting will be held at the end of this stage, once enough HLC is available to demonstrate its direction, and to encourage input for the analysis in Stage 3.

It is anticipated that stage 2 will take in the order of 27 months.

Stage 3: Review, analysis and interpretation of data

This stage will review the results of stage 2, using the inherent attributes of each polygon recorded within the database built up in stage 2 to create a classification of HLC types. It will also be necessary to integrate the data from these earlier HLC projects into a format compatible with Oxfordshire HER's HBSMR system.

The HLC type data will be compared with HER data and with secondary sources in order to identify patterns and trends within the data, particularly insofar as they relate to time depth and process of landscape change.

Comparison with HLC results from adjacent studies such as the Chilterns HLC will be undertaken in order to identify unconformities.

Stage 3 will also involve consideration of the data in terms of its input to management, with a view to informing management strategies. This is likely to take several forms: identification of areas and HLC types which are particularly rare and/or vulnerable, prescriptions for estate management, and for FEPs, assistance with identification of targets for agri-environment schemes (especially HLS applications), and for the identification of issues to be addressed in the planning process.

It is inevitable that this programme will identify further avenues for research which will be another output from this programme. Peer Group review via the project forum will be important at this point.

Stage 4: Preparation of a report, archive and dissemination of results

When completed, the final products of the Oxfordshire HLC will comprise two main elements: a mapped GIS database for the study area which will be embedded within the HER and also a written report produced and made available both in hard copy and digitally and forwarded to English Heritage and other appropriate organisations. It will demonstrate how the end-user application drivers have been met. It will be illustrated by a series of appropriate maps derived from the GIS database, The report will include the following sections.

- Introduction, background to the project, aims and objectives
- Methodology & non technical summary of results
- Characterisation (including written description of morphological and interpretative HLC types)
- Discussion of results, including summary of assessment stage of project and provisional analysis of the landscape from the data gathered and changes in perception of landscape
Recommendations for further work, including potential for further analysis and research
- Management guidelines for dealing with the historic landscape, identifying archaeological management guidelines to assist in the preparation of future landscape management strategies.

Further copies will be provided for partner local authorities and other agencies, the final distribution to be determined by the stakeholders.

The HLC data will be made accessible via the HER, with information from the project available via the HBSMR HLC module. Awareness of this data will be made to interested OCC partners, including colleagues in planning and in the natural environment. Dissemination via the OCC website and possibly on Heritage Gateway will also be explored.

The project archive will be quantified and ordered in line with English Heritage guidelines and be held at the Oxfordshire HER.

The use of the HLC to engage local communities with their surroundings is another important output from the project, and will require the results of the project to be disseminated widely. The map-based character of HLC lends itself to engagement with the imagination, and a series of PowerPoint presentations will be developed for dissemination to local environmental theme groups, schools and councillors. The results of HLC will also be of academic interest, and copies of the Power point consultation will be disseminated to key staff in the universities.

During Stages 3 & 4 a strategy will be developed in conjunction with the stakeholders for periodic updating of the HLC. Such updating (perhaps at intervals of around 10 years) will refresh the data within the HLC, as well as providing an empirical means of monitoring the effects of change upon the historic landscape.

8 months is allowed for Stages 3 and 4.

Part 5 Project Management

Personnel

The project programme is based on a proposed duration of 36 months. This programme will be reviewed at stages during the project and may change. The programme will be revised at the end of stage 1 when completion of the pilot phase will provide a more accurate indication of likely duration of individual tasks. This revision is especially relevant to the digitisation process. Day to day management will be the responsibility of a dedicated HLC project officer (to be recruited) who will be responsible to the HER Officer, who will manage the project team; the project budget will be managed by both the HER Officer and the Historic and Natural Environment Team Leader. Regular meetings will be held by a Project Team consisting of:

Graham Fairclough/Peter Herring (EH)
Susan Lisk (Oxfordshire HER Officer)
Richard Oram (OCC Planning Officer), as needed
Vicky Fletcher (OCC Historic and Natural Environment Team Leader)
Dave Calver (OCC Performance and Improvement Officer)
HLC officer (to be appointed)

A larger Consultation Group of stakeholders will also monitor project progress via a series of meetings at the conclusion of each project phase.

This group will consist of the Project Team, together with other interested members to be confirmed at a later date. These might include Local Authority Representatives and/or other local groups or individuals.

The final meeting will involve a wider group of stakeholders, which will be identified during the project.

Timetable

A provisional project timetable, showing the main project stages, milestones and proposed Project Team and Project Forum meetings, is included, but a Gantt chart will be created prior to the project commencing.

Copyright

Copyright will be shared by Oxfordshire County Council and English Heritage.

Health and Safety

The project will be undertaken in accordance with OCC Health and Safety policy, as stated in the Health and Safety policy documents prepared at County, Departmental and Service level and updated annually. All activities are subject to risk assessment. Digital copies of these policy documents and assessments will be supplied on request.

6. *Bibliography*

Aldred O & Fairclough G 2003 *Historic Landscape Characterisation: Taking Stock of the Method* English Heritage and Somerset County Council

Beckley, Ruth 2011 *Historic Landscape Characterisation: Oxford City*. English Heritage and Oxford City District Council.

Benson, D and Miles D 1974 *The Upper Thames Valley: An Archaeological Survey of the River Gravels*

Cherwell District Landscape Assessment 1995

Chilterns Area of Outstanding Natural Beauty Action Plan 2002-2005: The Framework for Action

Clark, J., Darlington, J. & Fairclough, G. 2004. *Using Historic Landscape Characterisation*. English Heritage and Lancashire County Council.

Countryside Agency/ Scottish Natural Heritage 2002 *Landscape Character Assessment: Guidance for England and Scotland* (Countryside Agency & Scottish Natural Heritage)

Fairclough G, Lambrick G and McNab A 1999 *Yesterday's Landscape, Tomorrow's World: The English Heritage Historic Landscape Project* (English Heritage)

Gates, Timothy 1975 *The Middle Thames Valley: An Archaeological Survey of the River Gravels*

Green, David 2009 *Chilterns Historic Landscape Characterisation Project: The Changing Landscape of the Chilterns*

Goodacre, Melissa 2006 *North Wessex Downs AONB HLC*.

Government Office for the South East 2009 *The South East Plan: Regional Spatial Strategy for the South East of England*

Hall D 2001 *Turning the Plough – Midland open fields: landscape character and proposals for management* English Heritage and Northamptonshire County Council

Hoyle J 1999 *Historic Landscape Characterisation: Cotswolds AONB*. Gloucestershire County Council and English Heritage

North Wessex Downs Area of Outstanding Natural Beauty: Integrated Landscape Character Assessment Technical Report 2002

Oxfordshire County Archaeological Service 2010 *Oxfordshire Historic Towns Survey, Historic Urban Character Areas for Shrivenham and Watchfield, Stanford in the Vale, and Wantage*.

Oxfordshire County Council, 2004. *Oxfordshire Wildlife and Landscape Study*.

Powell, Philip 2005 *The Geology of Oxfordshire*

Roberts BK & Wrathmell S 2000 *An Atlas of Rural Settlement in England*

Royal Commission on the Historic Monuments of England 2002 *Upper Thames Gravel Survey: cropmark overlays*

South Oxfordshire District Council 1998: *South Oxfordshire Landscape Assessment*

South Oxfordshire Local Plan 2011, adopted 2006: *Protecting and enhancing the natural and built environment*

Vale of White Horse Landscape Assessment: *Advice on landscape impact of further development at Botley in the Poplar Road area* 2008

Vale of White Horse Landscape Assessment: *Advice on landscape impact of further development at Faringdon* 2008.

Vale of White Horse Landscape Assessment: *Advice on Landscape Impact of further development south of Abingdon* 2008

Vale of White Horse Landscape Assessment: *Advice on Landscape impact of further development at Wantage and Grove* 2008

Vaughan, David. 2011 *Project Design for Historic Landscape Characterisation (HLC) of Wiltshire and Swindon Borough*.

Appendix 1

Draft list of landscape groups or broad types. This will be refined and additional types may be added during stage 1:

UIM	Unimproved land	Enclosed? Type (eg heath, moor, hill pasture) Previous character?
FSC	Fieldsapes	Predominant field size (s,m,l) Predominant field shape (rectilinear, irregular) Predominant boundary morphology (straight, sinuous, curvilinear) Predominant secondary boundary morphology (straight, sinuous, curvilinear, none) Other internal boundary morphology (none, dog-leg, S-curve, following watercourse, co-axial) Other external boundary morphology (sinuous, settlement edge,
WDL	Woodland	Nature of boundaries (eg straight, curvilinear) On 1st edn 6"?" Ancient/semi-natural? FC indicative designation (broad-leafed, coniferous, felled, mixed. Shrub, young trees, none Previous character? Other
V	Water and valley floor	Type (eg Open water reservoir, watermeadow) Enclosed (fully, partly, unenclosed) [water features] natural/modified/manmade other
IND	Industrial	Type (eg quarry, waste tips, factory, power station) Still active? Previous character? other
MIL	Military	Type (eg airfield, munitions dump) Current use (active/alternative uses) Previous character? other
PAR	Designed landscape (ornamental, parkland, recreational)	Type (eg parkland, recreational, golf course, cemetery) Previous character?
SET	Settlement	On 1st edn OS? Post 1945?
TRA	Communications & infrastructure	Road, Rail, canal, commercial airfield, service/distribution

Appendix 2

Plan Policies

Oxfordshire County Council:

Minerals and Waste Plan 1996 (still in force until M&W LDF is completed)

The proposal [for landfill sites] will cause no material damage to an ancient monument or archaeologically important area requiring permanent preservation.

Proposals for mineral workings will be considered in the light of the criteria below:

- The protection of local residential, landscape and other amenities;
- Buildings or architectural and historical importance and their setting are not significantly damaged;
- Where archaeological sites do not need to be preserved, appropriate provision is made for the recovery and recording of remains before extraction takes place. . .

South Oxfordshire District Council Local Plan 2011

Policy C1

The conservation and where possible, enhancement of the landscape of the district will be sought. Development that would adversely affect the distinctive features of the landscape character areas will not be permitted.

Where development is acceptable in principle it should:

- (i) be integrated into the landscape character of the area.
- (ii) protect important local features; and
- (iii) where possible, contribute to local distinctiveness.

Measures will be sought to integrate new development sensitively, mitigate impacts and where appropriate, enhance local landscape character through conditions and agreements attached to planning permissions.

Proposed LDF Core Strategy

Policy CSEN1 Landscape

The district's distinct landscape character and key features will be protected against inappropriate development and where possible enhanced.

- (i) Where development is acceptable in principle, measures will be sought to integrate it into the landscape character of the area.

The Non-Statutory Cherwell Local Plan 2011

Policy EN34

The council will seek to conserve and enhance the character and appearance of the landscape through the control of development. proposals will not be permitted if they would:

- (i) cause undue visual intrusion into the open countryside;
- (ii) cause undue harm to important natural landscape features and topography;
- (iii) be inconsistent with local character;
- (iv) harm the setting of settlements, buildings, structures or other landmark features;
- (v) harm the historic value of the landscape

West Oxon Local Plan (Adopted)

POLICY NE3 - Local Landscape Character

Development will not be permitted if it would harm the local landscape character of the district. proposals should respect and, where possible, enhance the intrinsic character, quality and distinctive features of the individual landscape types.

Vale of White Horse Local Plan 2011

Policy 2.14

This overall aim underpins the Local Plan and to give greater clarity the Council has established seven, more detailed, aims which flow from it. These aims have guided the preparation of the policies and proposals in the Local Plan, and provide the framework against which the success of the Local Plan can be monitored. Each aim has a number of more specific goals. The Plan's aims and goals are set out below.

Aim 1: to safeguard the distinctive character of the Vale, and conserve and enhance the natural, built and historic environment for future generations.

Policy 2.15

The Vale has very attractive countryside including substantial parts of the Thames Valley and the North Wessex Downs Area of Outstanding Natural Beauty. It also has a range of wildlife habitats and a rich heritage, including

conservation areas, listed buildings and ancient monuments. Through its planning policies the Council will seek to:

- i) protect and enhance the countryside for its own sake, particularly areas of attractive landscape and the setting of the River Thames;
- ii) maintain and enhance biodiversity and protect sites important for wildlife conservation;
- ii) protect and enhance the historic and built environment;
- iv) protect the distinctive character of the Vale's towns, villages and countryside;
- v) maintain the integrity of the Oxford Green Belt in the north-east of the district; and
- vi) restrain the overall level of development in accordance with the Oxfordshire Structure Plan.

South East Plan

Policy C4

Outside nationally designated landscapes, positive and high quality management of the region's open countryside will be encouraged and supported by local authorities and other organisations, agencies, land managers, the private sector and local communities, through a combination of planning policies, grant aid and other measures.

In particular, planning authorities and other agencies in their plans and programmes should recognise, and aim to protect and enhance, the diversity and local distinctiveness of the region's landscape, informed by landscape character assessment.

Appendix 3: Action Plan Milestones: 39 month project

Stage 1: Estimated to take 4 months

- Induction/ training for HLC officer (HLCO)
- Resolve any ICT issues; procure any licenses (MapInfo, HBSMR)
- Set up first Project team and stakeholder meeting (HLCO and Historic Environment Record Officer (HERO))
- Familiarization with existing HLCs; check North Wessex Downs/Chilterns/Oxfordshire concordance; contact Wiltshire HLC officer if necessary, especially about integrating the previously done HLCs
- Introduction to HLC resources and methodology; visit to History Centre
- Establish a working classification of broad terms, types and sub-types to be used
- Complete pilot study area
- Hold first Project team meeting
- Hold first stakeholder meeting to sign off results of revised methodology
- Produce revised PD (if necessary); revise time estimates for landscape categories; revise Gantt chart if needed
- Produce/submit report to HERO and Stage 1 Completion report to NHPC

Stage 2: Estimated to take 27 months

- Compile attribute data and polygonize by district all areas of Oxfordshire not previously done, including re-doing of the Cotswold AONB, but excluding previously done areas (Chilterns and North Wessex Downs AONB areas, as well as Oxford City)
- Undertake field visits to corroborate results and to photograph contemporary landscape (14 days total – 1 day/every 2 months)
- Produce mapped GIS database in HBSMR for county
- Hold Project team meeting to discuss preliminary results
- Hold second stakeholder meeting to demonstrate direction and preliminary results of HLC
- Prepare/submit report to HERO and Stage 2 Completion report to NHPC
- Get HLC output/dissemination registered as ICT project
- Plan for dissemination of project results

Stage 3: Estimated to take 4 months

- Analyse and interrogate the Oxon HLC to provide guidance on the final outputs
- Merge Oxon data with Chilterns, NWD and Oxford HLCs; copy/merge data; create new monument forms; standardize attribute list
- Use of HER data to correlate existing patterns
- Review shape of HLC to meet end-user expectations and applications, including management and planning-related concerns
- Hold Project team meeting
- Prepare/submit report to HERO and Stage 3 Completion report to NHPC

Stage 4: Estimated to take 4 months

- Make HLC GIS layer internally available
- Devise and implement strategy for widespread dissemination to heritage professionals, local groups and councillors
- Prepare/hold final stakeholder meeting to discuss final outputs
- Produce final report (in both digital and hard copy formats) to be sent to EH and distributed to other internal and external organizations
- Produce HLC GIS results online for internal audience; also HLC text data
- Quantify and order project archive in line with EH guidelines; stored in Oxon HER

Stage 5: (Externally funded): Estimated to take 3 months

- Develop interactive website with external and internal ICT help
- Launch website via public event

Appendix 4: Product List for Oxfordshire HLC Project

Stage 1:

- OCC induction
- Member lists for Project Team and Stakeholder Group; meeting dates
- Outline draft of methodology (for inclusion in final report)
- Drawing of polygons for Project area
- Results of pilot study
- Revised project design (UPD), and gantt chart; final methodology
- Minutes of both meetings, with commitment to revised methodology and any issues resolved
- Report to HERO and Stage 1 Completion report to NHPC

Stage 2:

- Completion of first district followed by review by HERO
- Polygons for remaining 3 districts done
- Results of Field visits and photographic recording
- GIS layer for county
- Second Project Team/Stakeholder meeting minutes
- Report to HERO and Stage 2 Completion report to NHPC

Stage 3:

- Monument forms with new data added to HBSMR
- Assess output against project aims
- Final integrated HLC database and draft version of HLC report
- Report on how well end-user needs are met and patterns found
- Project team meeting minutes
- Report to HERO and Stage 3 Completion report to NHPC

Stage 4:

- Make GIS layer internally (OCC intranet) and externally available (Internet)
- Written report to EH and internal/external organizations
- Draft dissemination strategy via Powerpoint
- Minutes of Final stakeholder meeting, especially approval of dissemination strategy
- Website with online results
- Summary report
- Archive in both OCC and EH

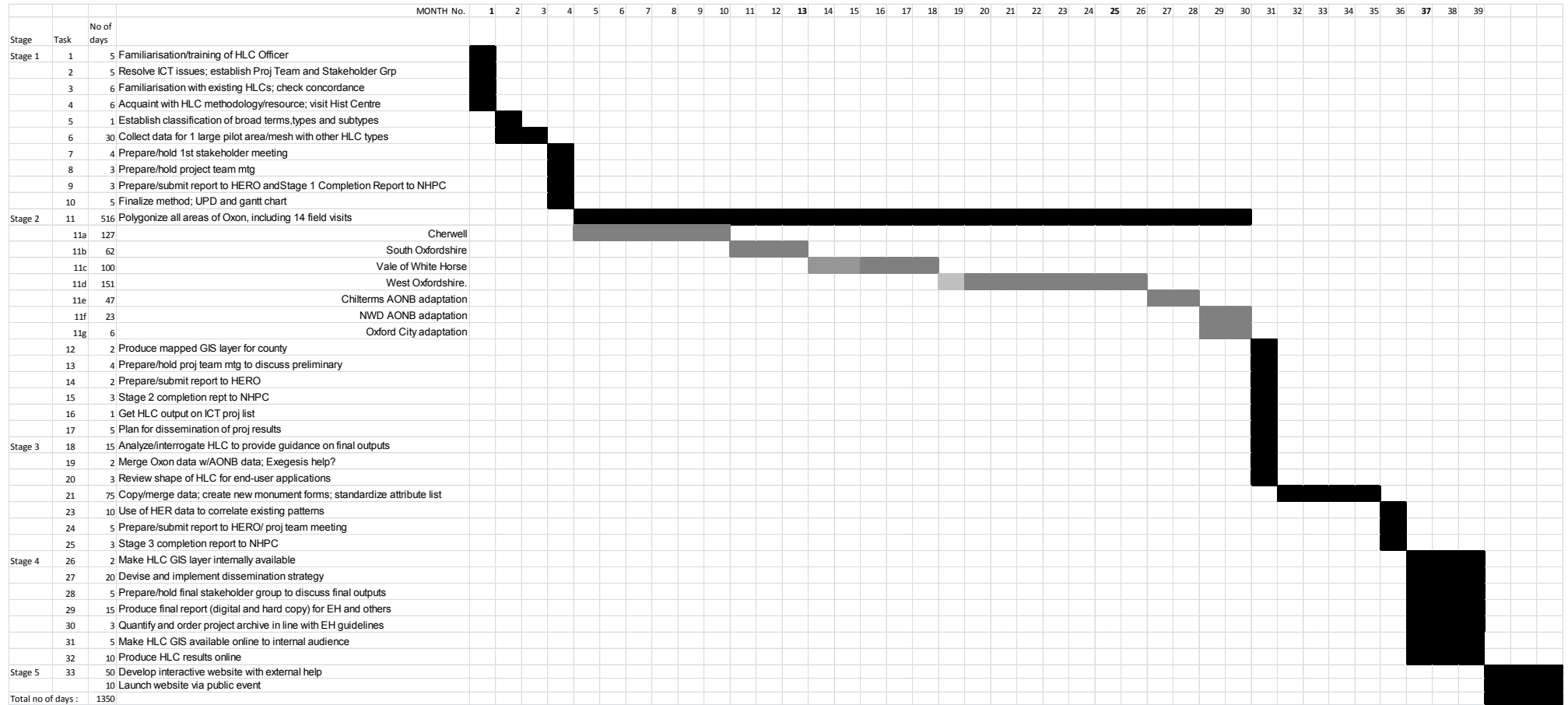
Appendix 5 - Risk Log

Risk Number	Description	Probability	Impact	Countermeasures	Estimated time/cost	Owner	Date this entry last updated
1	Organisational restructuring (of E&E dept, OCC, or EH)	Medium	High	Ensure project is seen as priority as an OCC project – including its funding – as part of forward strategic direction of affected organisations.		HER Officer, OCC PAO, EH Officer	18/11/2011
2	Major funding cuts to OCC	Medium	High	Brief elected members and senior officers on importance of HLC in delivering end-user applications and meeting council and Localism Bill objectives. Seek support from EH, ALGAO and internal advocates (eg Planning Services).		HER Officer, Contracts Officer, EH Officer	18/11/2011

				Explore outside funding sources.			
3	Long-term sick absence of HLC or HER Officer	Low	Medium	Ensure HER Officer handles queries during HLC Officer absence; ensure Contracts Officer can do same if HER Officer ill. Ensure OCC colleagues can cover (even partially) the project's momentum during colleague's absence.		HER Officer; Contracts Officer	18/11/2011
4	Redundancy costs incurred by OCC due to loss of finance or finance withdrawal by EH.	Low	Medium	Set and maintain tight milestones during lifetime of project to ensure EH support progress and quality of project.		HER Officer, Contracts Officer, EH Officer, HLC officer	20/03/2012
5	Loss of time for key tasks (moving between map	Low	High	Run database and MapInfo on stand-alone machine without using Citrix.		GIS Officer, HER Officer	18/11/2011

	and access) due to IT server problem.						
6	HLC outputs are too fine-grained in resolution for end-user application.	Low	High	Set and maintain tight milestones during lifetime of project. Secure accountability with PAO. Trial with some end-users.		HLC Officer	18/11/2011

Appendix 6: Gantt chart



Appendix 7: Costs

Year	11/12	12/13	13/14	14/15	15/16	
Number of months HLC officer		9 months	12 months	12 months	(6 & 4 months)	
English Heritage Costs						
Salary costs						
Salary at £27,052*	£27,052	£20,289	£27,052	£27,052	£13,526	total 87919
National Insurance	1913	£1,435	£1,913	£1,913	£957	6217.25
Pension	5248	£3,936	£5,248	£5,248	£2,624	17056
<i>total salary</i>						111192.25
Travel, training, equipment						
Training		400	400	400	200	1400
Equipment/books etc		300	200	200	100	800
Mobile phone (£15pcm)		135	180	180	90	585
Travel (@250 miles/month) & expense	1650	1237.5	1650	1650	825	5362.5
<i>Total travel, training etc</i>						8147.5
Equipment and ICT (annual)						
MapInfo License & support	870	870	870	870	435	3045
Exegesis Support (1 day's visit)	1000	1000	1000			2000
HBSMR license	£1,349	2079	1349	1349	674.5	5451.5
HBSMR license support	173	344	344	344	344	1376
<i>Total</i>						11872.5
One Off costs						
ICT equipment		800				800
Conversion of AONBs and Oxf City data		528				528
<i>Total</i>						1328
Total EH costs		£33,353	£40,206	£39,206	£19,775	£132,540
Indicative OCC contribution						
In Kind						
Staff & project support						
Line Management Support (£162 per day)	648	648	3483	2916	2430	13041
Senior support (0.5 day/month @£226 per day)	452	452	1921	1356	1130	6667
Project Support (2 days/year @£226 per day)	226	226	904	452	452	2712
ICT & website support				1000	500	22420
HR support						
						44840
Training						
In house courses (H&S, project management etc)		500	120	120	60	800
						800
Hosting Costs						
General office & equipment etc**		525	700	700	583.3333333	2508.333333
Stationery, paper, print, post**		375	500	500	416.6666667	1791.666667
						4300
Potential Cash contribution (finance sources TBC)						
Extended salary & on costs (4 months)					£11,404	£11,404
Extended travel, training, equipment (4 months)					910	£910
Extended ICT/support (6 months)					1453.5	£1,454
One off costs - development of website					10000	£10,000
Total cash						£23,768
Total In Kind						49940
Total potential OCC costs						£73,708

Appendix 8: Job Description

OXFORDSHIRE COUNTY COUNCIL

Environment and Economy Directorate

JOB DESCRIPTION

Job Title: *Historic Landscape Officer*

Service: *Growth and Infrastructure*

Team: Historic and Natural Environment

Grade: 9 (TBC)

Hours: 37

Job Type: Temporary contract (3 years)

Responsible to: Historic Environment Records Officer

Responsible for: None

Budget responsibilities: None

MAIN PURPOSE(S) OF THE JOB:

- Responsible for developing and delivering an Historic Landscape Characterization project for Oxfordshire, which aims to deliver county-wide assessments and GIS data showing the cultural origins and development of the present day landscape.
- Undertake to set up a series of stakeholder meetings for all interested professional and non-professional individuals within the county in order to meet end-user expectations and applications, including management and planning-related concerns.
- Help to devise and implement a strategy for widespread dissemination to heritage professionals, local groups and councillors, including a website for public access.
- This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.

MAIN DUTIES:

- Develop HLC methodology of recording and describing polygons onto HBSMR, a bespoke GIS and Access-based project management software

- Help to organize Stakeholder Group, reporting regularly to the Project Assurance Officer (appointed by English Heritage) and HER Officer (Oxfordshire County Council)
- Select and implement (digitise) new HLC for pilot areas
- Polygonize all areas of Oxfordshire, working to agreed rates of digitisation and project timetable
- Work with multimedia sources, including OS 1st edition maps, vertical aerial photography and with the Oxfordshire Historic Environment Record (HER)
- Produce a mapped GIS database for Oxfordshire
- Undertake field visits and photographic recording of the contemporary landscape
- Devise and produce urban HLC element by providing limited Extensive Urban Survey assessments of major towns and villages of Oxfordshire
- Write and deliver regular reports on project and its progress and any issues arising
- Devise and deliver a strategy for disseminating the results of the project as widely as possible
- Help to organize and hold a public launch event for the new HLC for Oxfordshire
- Make HLC GIS available online, first to an internal audience and then publicly
- Quantify and order the project archive in line with English Heritage guidelines, to be held with the Oxfordshire HER
- Meet with user groups and stakeholders
- To support the wider team, and promote a better understanding of Oxfordshire's archaeological heritage.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable.

OXFORDSHIRE COUNTY COUNCIL

SELECTION CRITERIA

Job Title: **Historic Landscape Characterisation Officer**

ESSENTIAL CRITERIA

Educational achievements, Qualifications, Training and Knowledge:

Education to degree level or equivalent in archaeology or other relevant subject

Experience:

Previous experience working in archaeology or the historic environment sector.

Confident user of Office ICT software including Word, Excel, Outlook and the internet

Confident user of relevant specialist mapping packages and historic environment database software – e.g. GIS, HBSMR, Access.

Job related competencies:

- Active Communication – is approachable, ready to consult and share information and communicates with sensitivity and understanding.
- Able to articulate complex issues to others using different styles of communication.
- Maintains effective internal and external relationships with key stakeholders that enable the understanding and delivery of the organisation's goals
- Decision-making – makes clear decisions based on information and knowledge, taking into account risk assessment and impact on others.
- Delivering Results- consistently delivers personal objectives and supports achievements of team and service objectives through appropriate prioritisation, and an organized approach.
- Customer focus – takes responsibility for delivering excellence in customer service through active feedback and a good understanding of diverse customers and communities.
- Personal Effectiveness - Acts with honesty and integrity, trust and personal accountability and responds positively to change and opportunities for personal development

Personal qualities:

Good interpersonal skills, with the ability to interact and negotiate with a wide range of contacts at all levels and in multiple ways – e.g. written and oral communication, presentation, etc.

Ability to work methodically and to tight deadlines.

Ability to implement and develop projects from conception to delivery.

Organised approach with attention to detail and accuracy, and able to meet deadlines set by self or others.

Good organizational skills for setting up and running meetings

A high level of commitment to the project and personal motivation

Willingness to accept responsibility and accountability to lead the project

A good team worker with the ability to work in partnership with a wide range of colleagues, historic environment professionals and members of the public

Special Requirements:

A strong commitment to public service archaeology.

Current valid driving licence

Willingness to attend occasional meetings out of normal office hours

Able to make site visits to remote parts of the county; able to walk up to 2 miles per day and physically get to sites which may not have vehicular access.

Equal Opportunities:

Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

DESIRABLE CRITERIA

Educational achievements, Qualifications, Training and Knowledge:

Post-graduate qualification or equivalent in historic landscape studies or related subject

Understanding of historic landscape characterisation techniques and practical applications

Understanding of Oxfordshire's landscape, both present day and historic contexts

Training in project management

Full or part-Membership of a relevant professional body.

Experience:

Previous experience of undertaking an historic landscape characterisation

Confident user of Access databases, and GIS mapping tools and techniques.

March 2012