Historic Landscape Characterisation

Proposed Stage 2 Updates to Project Design

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2/6/2014

Following a number of requests to include additional tasks in the HLC Officers workload it has been proposed that the milestones and timescales originally shown in the Project Design should be amended to reflect the increased workload and reflected in the project timescales. This document details the proposed additions to the PD. It will be reviewed and confirmed in a meeting on 14th February 2014 once confirmation of funding for these tasks has been confirmed by the HERO and HNET team leader.

Re-planning Stage 2 of the Oxfordshire HLC Project

Stage 2 Outcomes

Original Outcomes of Stage 2

- Digitising and creating HBSMR records for the rest of Oxfordshire
- Field visits to verify findings
- Hold second Consultation Group Meeting (August 2015)
- Hold Second Project Group Meeting (August 2015)
- Complete Stage 2 Completion Report
- Plan dissemination of project results

Additional Outcomes

- Review PD
- Hold 3 extra consultation group (Update meetings)
  - Cherwell December 2013
  - Multi District April 14 2014
  - Multi District Dec 14 2014
- Hold 4 Project group update meetings based on EH visit every 6 Months
- Develop a strategy for how HLC will be used
  - What is needed for the district to be able to use it?
  - Research different options for how this will be delivered
  - Produce costing time/budget for these options
- Respond to HLC enquiries from the Districts
- Produce regular highlights reports (new requirement of EH for Funding instalments)
  - 15th February 2014
  - 15th August 2014
  - 15th Feb 2015
  - 15th Feb 2016 (stage 3)

Products and Milestones of Stage 2

Original Product List for Stage 2

- **HLC 2.1** HBSMR records and GIS polygons for of 1st District (Cherwell) followed by review carried out by HERO
- **HLC 2.1** Polygons and HBSMR records for remaining Districts completed
- **HLC 2.2** Results of Field Visits and Photographic Survey
- **HLC 2.3** GIS Thematic Maps created
- **HLC 2.4** End of Stage Project group and Consultation group meeting planned and executed
- **HLC 2.5** Report to HERO and Stage 2 Completion Report to EH

Additional Products based on Additional tasks and Stage 2 PD review

- **HLC 2.6** Stage 2 PD update
- **HLC 2.7** 3 Highlight reports for EH to link in with financial instalments
- **HLC 2.8** 4 addition Consultation Update Meetings
- **HLC 2.8** 4 Project group meetings based on 6 monthly visits from Pete Herring (PH)
- **HLC 2.9** Meeting regarding HLC Development and use
- **HLC 2.9** Report for VF on HLC Development and Use
- **HLX 2.10** Consultation Responses for any district enquiries (This includes the one already carried out for the Vale of the White Horse target areas. Unsure if this classes as a product?)
- Full Product Descriptions are available in Appendix 1

Stage 2 Milestones

Digitisation

- Compile attribute data and polygonise by district all areas of Oxfordshire not covered in Stage 1, including incorporation of AONB areas and Oxford City.
- Undertake 14 site visits to corroborate results and photograph contemporary landscape.
- Produce mapped GIS Database in HBSMR for the county

Meetings

- Hold End of Stage Project team meeting and Consultation Group meeting to discuss preliminary results

Reports

- Produce completion report for English Heritage

Dissemination

- Register HLC output and dissemination as an IT project
- Plan for dissemination of results

Additional Milestones based on the requested tasks added to Project

Meetings

- Hold an additional 3 Meetings (December 2013; April 2014 and Dec 2014) to Update Districts on Progress. Plan what training needs there might be to allow districts to use the HLC
- Plan and hold project group meetings with PH approximately every 6 months.

Reports

- Produce updated PD to reflect missed out elements and additional tasks. Produce 3 additional highlights reports to secure each instalment of funding

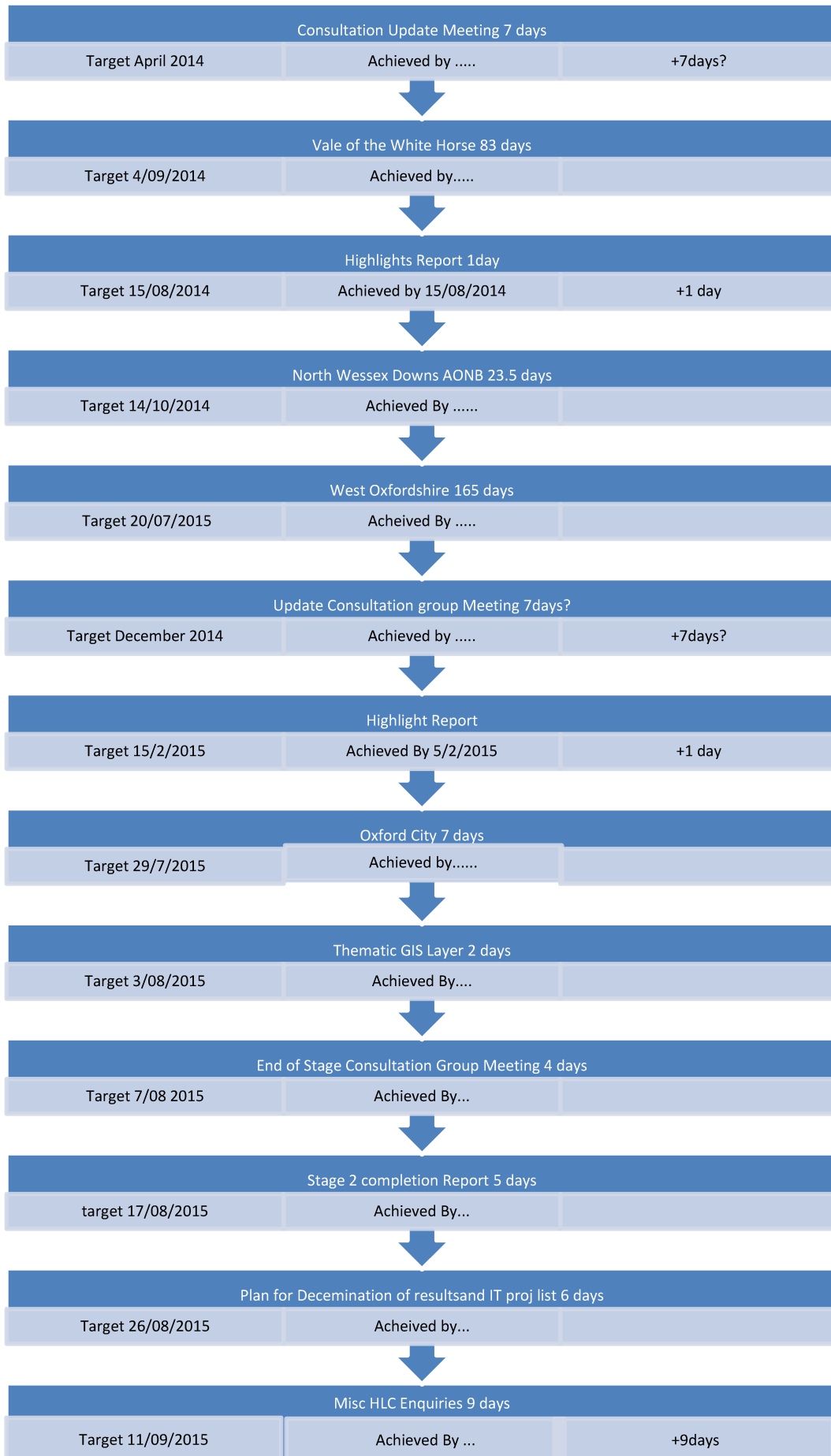## Development Strategy for use of HLC

- Research how other HLCs have been developed post project, to facilitate use from the Districts
- Meeting to Discuss these findings
- Produce a Report summarising this information

Review of Changes to Project Timescales

Scheduled dates are based on estimates, 15/10/2012 -22/10/2015 has a total of 1103 days, 765 are possible working days, 24 are public holidays, 314 days are weekends. Over the 3 year period there are 87 annual leave days. Leaving 678 project days. Based on these figures the above estimates are based on there being 18.84 working days per calendar month. The stage two update based on additional tasks increases the life of stage 2 by 33 working days.

- 11 of these are for the Vale local plan enquiry; it is likely some of this time (up to 8 days) will be made up in digitisation. (3 /11 days were used to put together the response)
- 14 days are allocated for the planning and implementing of 2 additional consultation group meetings in April and December 2014
- 3 days for Highlight reports (these have to be done to secure instalments)
- 1 day Updating the Project Design
- 3 days researching Development HLC opportunities
- 9 days Misc HLC enquiries
- +5 days Stage 2 over run so far (6/2/2014) Including 3 days comp leave 1 day's sick leave 1 day over run for south Oxfordshire.

Stage 2 Progress chart		
HLC 2.1.1 Cherwell 135 days		
Target 3/10/2013	Achieved 19/9/2013	- 4 days
Cherwell Update Meeting 6days		
Target 3/10/2013	Achieved 3/10/2013	+ 4days
HLC 2.12 South Oxfordshire 53 days		
Target 16/12/2013	Achieved 21/1/2014	+5 days
Vale of the white Horse target Areas		
No Target	Achieved 21/01/2013	+11 days
Highlights report 1 day		
Target 14/2/2014	Achieved By 14/2/2014	+1
Stage 2 Update of PD		
Target 6/2/2014	Achieved by 1/2/2014	+1
Chilterns AONB Area 49 days		
Target 11/4/2014	Achieved by......	
Research into HLC Development Oportunities		
Target April 2014	Achieved by	+3

Consultation Update Meeting 7 days		
Target April 2014	Achieved by	+7days?

Vale of the White Horse 83 days		
Target 4/09/2014	Achieved by.....	

Highlights Report 1day		
Target 15/08/2014	Achieved by 15/08/2014	+1 day

North Wessex Downs AONB 23.5 days		
Target 14/10/2014	Achieved By	

West Oxfordshire 165 days		
Target 20/07/2015	Acheived By	

Update Consultation group Meeting 7days?		
Target December 2014	Achieved by	+7days?

Highlight Report		
Target 15/2/2015	Achieved By 5/2/2015	+1 day

Oxford City 7 days		
Target 29/7/2015	Achieved by......	

Thematic GIS Layer 2 days		
Target 3/08/2015	Achieved By....	

End of Stage Consultation Group Meeting 4 days		
Target 7/08 2015	Achieved By...	

Stage 2 completion Report 5 days		
target 17/08/2015	Achieved By...	

Plan for Decemination of resultsand IT proj list 6 days		
Target 26/08/2015	Acheived by...	

Misc HLC Enquiries 9 days		
Target 11/09/2015	Achieved By ...	+9days

Updated Gantt chart

Project Stages	2012			2013											2014								
	oct	nov	Dec	Jan	Feb	mar	April	May	June	July	Aug	sept	oct	nov	Dec	Jan	Feb	mar	April	May	June	July	Aug	sept
Stage 1																								
Tage 1 Over Run																								
Stage 2																								
Stage 2 Over run																								
OCC CONTRIBUTION?																								
Stage 3																								
Stage 4																								
Stage 5? Externally funded																								

	2014				2015												2016								
	se	oct	nov	Dec	Jan	Feb	march	April	May	June	July	Aug	sept	oct	nov	Dec	Jan	Feb	march	April	May	June	July	Aug	Sep
Stage 1																									
Tage 1 Over Run																									
Stage 2																									
Stage 2 Over run																									
OCC CONTRIBUTION?																									
Stage 3																									
Stage 4																									
Stage 5? Externally funded																						?	?	?	?

Appendix 1 –Product Descriptions

Product Number: HLC 2.1

Product Title: HLC Digitisation and HBSMR Records

Purpose of the Product: (What objectives will this Satisfy?)

- To define GIS Polygons with similar Historic Character and collect attribute data
- To use attribute Data to describe HLC type

Composition: GIS polygons with attribute tables and HBSMR Database

Source: Derived from Davis' Map of Oxfordshire c. 1797; Ordnance Surveyors Draft c. 1810; 1st Edition OS Map c. 1881; 3rd edition OS Map c.1920; 1999 Digital Aerial Photograph Run c. 1999. Modern OS Map c.2012.

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO); Richard Oram (DC Archaeologist); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date: August 2015 (before stage 2 PD review. If additional outcomes added to stage 2 this will need to be reflected in completion date)

Product Number: HLC 2.2

Product Title: Field /Photographic Survey

Purpose of the Product: (What objectives will this Satisfy?)

- To define GIS Polygons with similar Historic Character and collect attribute data
- To collect Data Sources and defined Data sets to Support HLC and Facilitate future updates
- To disseminate results of the Project

Composition: Photographs of Historic Landscape Types and areas particularly characteristic of each district.

Source: Site visits and photographs undertaken by CM

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO); Richard Oram (DC Archaeologist); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date: August 2015 (before stage 2 PD review. If additional outcomes added to stage 2 this will need to be reflected in completion date)

Product Number: HLC 2.3

Product Title: GIS Thematic Maps

Purpose of the Product: (What objectives will this Satisfy?)

- To analyse and produce preliminary synthesis to inform management, planning, outreach and research
- To disseminate results of the Project

Composition: GIS polygons with attribute tables and HBSMR Database

Source: Derived from Davis' Map of Oxfordshire c. 1797; Ordnance Surveyors Draft c. 1810; 1st Edition OS Map c. 1881; 3rd edition OS Map c.1920; 1999 Digital Aerial Photograph Run c. 1999. Modern OS Map c.2012.

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO); Richard Oram (DC Archaeologist); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date: August 2015 (before stage 2 PD review. If additional outcomes added to stage 2 this will need to be reflected in completion date)

Product Number: HLC 2.4

Product Title: End of Stage Project and Consultation Group Meetings

Purpose of the Product: (What objectives will this Satisfy)

- To disseminate the project results

Composition: Meeting; Minutes and Presentation

Source: Based on Product 2:1; 2:2; and 2:3

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO); Richard Oram (DC Archaeologist); Vicky Fletcher (OCC HNET Mgr); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date

August 2015 (before stage 2 PD review. If additional outcomes added to stage 2 this will need to be reflected in completion date)

Product Number: HLC 2.5

Product Title: Stage 2 Completion Report

Purpose of the Product: (What objectives will this Satisfy?)

- **To produce an archive that supports the project**
- **To disseminate results of the project**

Composition: Report

Source: Results of Stage 2

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO);   Vicky Fletcher (OCC HNET Mgr); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date: August 2015 (before stage 2 PD review if additional Out comes added to stage 2 this will need to be reflected in comp date)

Additional Stage Product Descriptions

Product Number: HLC 2.6

Product Title: Stage 2 Updated Project Design

Purpose of the Product: (What objectives will this Satisfy)

- To produce an archive that supports the project
- Project management of the Project

Composition: Report and Meeting

Source: Derived from experience in early stage 2 and stage 1

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO);   Vicky Fletcher (OCC HNET Mgr); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: VF and SL prior to submission to PH

Planned Completion Date: 14th February 2014

Product Number: HLC 2.7

Product Title: Highlight reports

- To produce an archive that supports the project
- Project management of the Project

Composition: Reports

Source: Stage 2 Digitisation Work

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO);   Vicky Fletcher (OCC HNET Mgr); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date:

- HLC2.7.1 15th February 2014
- HLC 2.7.2 15th August 2014
- HLC 2.7.3 15th Feb 2015
- 15th Feb 2016 (stage 3)

Product Number: HLC 2.8

Product Title: Update Project and Consultation Group Meetings

Purpose of the Product: (What objectives will this Satisfy)

- To disseminate the project results
- To assess the potential for Further HLC development

Composition: Meeting; Minutes and Presentation

Source: Based on Product 2:1; 2:2; and 2:3 and research in to HLC development

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO);   Vicky Fletcher (OCC HNET Mgr); Pete Herring (English Heritage Project manager)

Approval/ Sign Off: Pete Herring

Planned Completion Date: Biannual visits from PH, dates tbc for Project group meetings. Estimates for Consultation Update meetings

- HLC 2.8.1 Cherwell December 2013
- HLC 2.8.2 Multi District April 14
- HLC 2.8.3 Multi District Dec 14
- Multi District April 15?

Product Number: HLC 2.9

Product Title: Report and Meeting regarding HLC development and Use

Purpose of the Product: (What objectives will this Satisfy)

- To assess the Potential for further HLC development and uses (?)

Composition: Report and Meeting

Source: 1 day internet research

Allocated to: Charlotte Malone (HLC Officer)

Quality and Criteria: Reviewed by Susan Lisk (HERO

Approval/ Sign Off: Victoria Fletcher

Planned Completion Date: April 2014

Appendix 2 – Minutes from Meeting explaining the rational for additions to the PD

Meeting Minutes and Actions

31st January 2015 (14:14-15:30)

Room 5 Speedwell House

Attendees:
VF – Victoria Fletcher (HNET Team Leader)
SL – Susan Lisk (HER Officer)
CM – Charlotte Malone (HLC Officer)

HLC Update meeting to address additional tasks being added to HLC officer Workload, Impact on Project workload and overall direction of project with specific regard to dealing with enquiries from the districts.

Vale Enquiry – An enquiry from the Vale of the white horse regarding their local plan and integrating HLC information. SL and PH previously agreed that CM would address a number of Target areas ahead of schedule and provide commentary on the HLC of these areas. District requested more meetings and input regarding how the HLC info could be used in the local plan. A joint response with Hugh Coddington was given, but there was no clear view on how to proceed with any further queries of this sort.

- It was agreed that it would be useful to have a cohesive view of how the HLC will be used, particularly who gives advice on these requests.
- This needs input from the districts VF suggests that this input should come from a number of additional update meetings etc.

Action: CM to add misc. time to PD for dealing with this sort of enquiry.

Additional Meetings – There is currently only 1 consultation group meeting allocated in the PD due in August 2015.

- VF Suggested that there needs to be at least two a year (April 14 and January 14)
- This is not currently built into CM work load or timescales, nor do VF and SL t have time to help organise/arrange these.
- Should these be big meeting for many districts or small meetings?

Action: Clarify the type of Meeting in follow up session on the 11th February 2014

Action: CM updates PD to include these and come up with realistic time estimates for how long this will take

Action: VF SL to review Budget to see if there is budget to include these extra tasks

Action: VF, CM, SL Attend Follow up Meeting on the 11th of Feb to review updated PD

Action: Based on Meeting on the 11th send Follow up to Pete Herring (EH)

Content of Additional Meetings

- CPD Element – how should the districts use HLC in local planning? CM suggested potential talks from Roger Thomas or David Green.
- Find out training needs of Districts are they the same? – Raise possibility of CPD workshops at the end of the meeting

Action: CM/SL/VF to discuss Attendees, Frequency of the Meeting, pick some Dates and book meeting rooms for these meetings. This should be worked out on the 11th feb meeting

Developing the end user potential of the HLC – It has become evident that further development work will be needed at the end of the HLC project to ensure that the districts can use the Product. It is not just a matter of making it available but also providing information on How to use it in local planning and landscape design.

- VF suggests that more research is needed into this

Action: CM to research this for VF to Find out what are the added value options (1 day internet research to see what is done elsewhere). Work out time/ budget costings for CPD workshops/ action plans etc. 1 day meeting about this and one day writing a report about this.

Action: Add 3 days to PD stage 2 for Dealing with this.