

Recording Dorset's Past

Dorset Historic Environment Record
DRAFT Forward Plan 2021-25
Timetable



Timetable

This timetable is in two parts to make it more legible. The first part lists tasks identified in this forward plan, with links to the sections of this document and to the HER audit report produced in 2019. The tasks are prioritised according to the priority given in the audit report, though some have been changed to fit around other tasks. The tasks are numbered in an order which corresponds roughly to the order in which it is anticipated they will happen – the **timetable number**.

The second part uses this **timetable number** to set out a broad timetable to the end of 2025. The tasks listed reflect current HER and corporate priorities, and these may change. Many of the tasks listed depend on input from colleagues or securing additional resources. Tasks in the early part of the timetable are numerous and more precisely defined than in the latter part; more specific tasks will be defined and added as the timetable rolls forward.

	Ongoing activity achievable with existing section staff		Achievable with short-term additional resources and/or training
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Forward plan reference	Broad activity area	Link to audit report	Timetable number	Task	Priority	Officer	Resources required	Timetable	Milestones
5.1 Content and coverage	Major ongoing activity	Action plan task 6	1	NRHE to HERs reconciliation project	High	SA		2020 Q4	<ul style="list-style-type: none"> NRHE event records added to HER NRHE monument records added to HER Report(s) submitted as required List of 'missing' grey literature and other sources compiled, and digital copies acquired where feasible
5.4 Infrastructure and service delivery	Operation and user services	Action plan task 17	2	Staffing and resourcing review	High	SA, EATM		2020 Q4	<ul style="list-style-type: none"> Staffing and resourcing for HER is kept under review Allocation of time and budget to HER work is kept under review Opportunities to create and seek funding for HER assistant/support posts are sought actively
5.3 Access and engagement	Operation and user services		3	Continue to maintain HER enquiry log	High	SA		2020 Q4	<ul style="list-style-type: none"> HER enquiry log 'weeded' to ensure data protection compliance HER enquiries categorised in line with Historic England annual survey categories User statistics published on website
5.4 Infrastructure and service delivery	Operation and user services		4	HER enquiry log	Low	SA	Exegesis	2022 Q1	<ul style="list-style-type: none"> Consider feasibility of using HBSMR consultations module for HER enquiries Consider feasibility of using HBSMR consultations module for Countryside Stewardship Scheme consultations
5.1 Content and coverage	Backlog	A1.1/1	5	List of backlog items is reviewed and kept up to date	Medium	SA		2020 Q4	<ul style="list-style-type: none"> List of backlog items is up to date
5.1 Content and coverage	Enhancement	A1.1/3	6	List of future enhancements reviewed and kept up to date	Medium	SA		2020 Q4	<ul style="list-style-type: none"> List of future enhancements is up to date Future enhancements discussed with HER Forum and others

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5.4 Infrastructure and service delivery	Operation and user services		7	Revise online enquiry forms	High	SA	ICT	2020 Q4	<ul style="list-style-type: none"> Current online forms reviewed HER enquiry form user categories revised HER user statistics published on website
5.2 Data standards and security	Documentation	Action plan task 2	8	Update documentation relating to information services policy	High	SA		2020 Q4	<ul style="list-style-type: none"> Documentation linked to updated privacy notice Policy reflects aims of host organisation in meeting requirements of <i>Equality Act 2010</i>
5.3 Access and engagement	Documentation		9	Detailed HER recording policy	High	SA		2020 Q4	<ul style="list-style-type: none"> Policy describes arrangements for data exchange with other HERs Policy signposts other sources of information
5.4 Infrastructure and service delivery	Operation and user services		10	Enhance online HER enquiry form to improve speed of processing	High	SA	ICT	2020 Q4	<ul style="list-style-type: none"> Online payment incorporated into online form Licencing documentation and sign-up incorporated into online form Variation introduced for internal enquirers Automatic prompts to online feedback form incorporated into enquiry process Improved online enquiry form launched
5.3 Access and engagement	Operation and user services		11	Gather user feedback	High	SA	ICT	2020 Q4	<ul style="list-style-type: none"> Recent HER users contacted for feedback Automatic prompts to online feedback form incorporated into enquiry process
5.2 Data standards and security	Data standards	Action plan task 8	12	OASIS				2020 Q4	<ul style="list-style-type: none"> HER up to date with OASIS Grey literature assessed and digital versions obtained in parallel with OASIS Use of OASIS included in HER documentation OASIS required for HER contributors
5.2 Data standards and security	Documentation	Action plan task 2	13	Revise basic website content	High			2020 Q4	<ul style="list-style-type: none"> Guidance for archaeological contractors and commercial users published on website Guidance for general contributors created Additional content added as discussed in audit
5.2 Data standards and security	2 Data standards	Action plan task 14	14	Guidance for commercial contributors	High			2020 Q4	<ul style="list-style-type: none"> Guidelines for HER commercial contributors, including systematic use of OASIS requirements for digital data, and provision of GIS data

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5.4 Infrastructure and service delivery	Operation and user services		15	Provide a framework for more structured use of the HER by internal users	Medium			2021 Q1	<ul style="list-style-type: none"> Require internal enquirers to use online form Provide robust guidance for internal users
5.2 Data standards and security	2 Data standards	Action plan task 15	16	Tools for HER contributors	High			2021 Q1	<ul style="list-style-type: none"> Introduce recording forms and guidelines for external contributors to encourage observance of national data standards and terminology
5.3 Access and engagement	Volunteers		17	Parish Historic Environment Liaison Officers (HELO)	High			2021 Q1	<ul style="list-style-type: none"> Update HER HELO web pages Thematic recording projects started
5.2 Data standards and security	2 Data standards	Action plan task 13	18	Assess HER metadata in relation to the UK GEMINI Standard (version 2.3) 2018				2020 Q4	<ul style="list-style-type: none"> Metadata assessed and any anomalies identified Anomalies addressed if necessary
5.1 Content and coverage	GIS		19	GIS mapping guidance	High	SA		2020 Q4	<ul style="list-style-type: none"> Mapping conventions reviewed Schema devised for mapping of LB designations Statement of mapping conventions completed and provided to exegesis SDM Ltd for implementation Information on HER mapping incorporated into guidance for users HER manual module on mapping conventions
5.1 Content and coverage	Backlog		20	AIM			Exegesis	2020 Q4	<ul style="list-style-type: none"> Historic mapping provided to Historic England 'Missing' Purbeck mapping integrated into database Marshwood Vale mapping integrated into database Dorset Stour 1 mapping integrated into database Frome Valley mapping integrated into database
5.1 Content and coverage	Database content	Action plan task 8	21	Enhance event records	High	SA, V		2020 Q4	<ul style="list-style-type: none"> Event type coverage assessed Cross-references to Excavations Index entered into database Cross-references to Archaeological Investigations Project entered into database HER manual module written Event records polygonised where appropriate Event records are cross-referenced to museum collections

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5.1 Content and coverage	Enhancement	Action plan task 10	22	Monument mapping	Medium	SA, V		2020 Q4	<ul style="list-style-type: none"> Mapping commences of monuments not yet polygonised LB monument records polygonised as feasible LB designations polygonised as feasible
5.3 Access and engagement	User needs		23	Review database output formats	Medium		DC GIS, Exegesis	2021 Q1	<ul style="list-style-type: none"> Customised HBSMR map templates created using current stand-alone templates Customised HBSMR report templates created
5.1 Content and coverage	Documentation	Action plan task 4	24	Review recording policy to include more detail in some areas				2021 Q1	<ul style="list-style-type: none"> Policy includes revised period categories Policy includes HER mapping conventions Policy describes existing data exchange agreements Policy published on website
5.3 Access and engagement	Engagement		25	Mailing list(s) refreshed	High		DC webteam	2020 Q4	<ul style="list-style-type: none"> General mailing list refreshed Metal detecting mailing list refreshed Online sign-up for ad hoc mailings and newsletter introduced Email newsletter created
5.3 Access and engagement	Engagement		26	Preparation for public consultation	High		DC webteam	2021 Q1	<ul style="list-style-type: none"> HER Forum web pages refreshed HER Forum 'target' list created Basic survey on website
5.3 Access and engagement	Audience development		27	Seek to develop HER 'brand'	High			2020 Q4	<ul style="list-style-type: none"> Define style for HER documents, manuals etc (within DC house style guidance) Revise HER leaflet post-LGR Review promotion plan and contacts Resolve e-news issue Develop social media presence
5.3 Access and engagement	Engagement	Action plan task 1	28	Forward Plan published for stakeholder comment	High			2020 Q4	<ul style="list-style-type: none"> Forward plan published for wider stakeholder information
5.4 Infrastructure and service delivery	Documentation and housekeeping		29	Statement of Service Provision re Dorset Council				2021 Q1	<ul style="list-style-type: none"> Draft statement circulated for comment Statement agreed
5.4 Infrastructure	Operation and user services	Action plan task 18	30	Create a Succession Plan				2021 Q1	<ul style="list-style-type: none"> Arrangements in place for short term cover in event of emergency/illness Job description and person specification up-to-date Handover plan/documentation created

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and service delivery									
5.2 Data standards and security	Data standards	Action plan task 3	31	Period categories brought in line with approved terminologies			Exegesis	2020 Q4	<ul style="list-style-type: none"> Late prehistoric period introduced Post-medieval dynastic periods introduced 20th-century periods introduced
5.1 Content and coverage	User needs	Action plan task 6	32	Continue to provide online access to selected HER data via the Heritage Gateway and Dorset Explorer				2021 Q1	<ul style="list-style-type: none"> Monument summaries compiled for all records Regular Heritage Gateway and Dorset Explorer updates programmed
5.3 Access and engagement	Operation and user services		33	Provide online access to existing HER data: WEBSITE	High	SA		2020 Q4	<ul style="list-style-type: none"> Discuss with exegesis SDM Ltd and establish options Discuss with current and potential users Proposals agreed and funding sought
5.3 Access and engagement	Database content enhancement	Action plan task 9	34	Incorporate national Seascope Characterisation into the HER	Medium	SA	Exegesis	2020 Q4	<ul style="list-style-type: none"> Event record created Characterisation into database
5.1 Content and coverage	Enhancement		35	Ancient woodland				2020 Q4	<ul style="list-style-type: none"> Ancient woodland data incorporated into database Veteran tree data incorporated into database
5.3 Access and engagement	Operation and user services	Action plan task 11	36	Provide online access to existing HER data: Dorset Historic Towns Survey			Web team, GIS team, exegesis	2021 Q1	<ul style="list-style-type: none"> Dorset Historic Towns Survey – Bridport report revised and published on website Dorset Historic Towns Survey – HUCA mapping on Dorset Explorer Detailed mapping published if feasible Guidance published
5.2 Data standards and security	Documentation	Action plan task 12	37	Updated recording manual	High			2021 Q1	<ul style="list-style-type: none"> The manual details recording and data entry practices to ensure consistency of record quality and content, compliance with terminologies and data standards such as MIDAS, and compliance with data protection requirements
5.2 Data standards and security	Documentation	Action plan task 12	38	Revise basic HER manual	High			2021 Q1	<ul style="list-style-type: none"> The manual details recording and data entry practices to ensure: consistency of record quality and content; consistency with vocabularies and data standards such as MIDAS; and compliance with data protection requirements

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									<ul style="list-style-type: none"> Core manual tested by HER volunteers and revised as necessary Additional content created to aid thematic enhancement of common monument types such as round barrows Additional content created to aid monument condition recording
5.1 Content and coverage	Volunteers		39	Refresh and develop volunteer induction and training material				2021 Q1	<ul style="list-style-type: none"> Induction pack (office) Induction pack (fieldwork) Basic training packs created from which a personalised plan can be selected for each volunteer Semi-formal 1:1 meeting with volunteers introduced
5.1 Content and coverage	Volunteers	Action plan task 12	40	HER volunteer manual				2021 Q2	<ul style="list-style-type: none"> Core manual (based on HER in-house manual) created Extended manual developed
5.3 Access and engagement	Volunteers		41	Volunteer experience					<ul style="list-style-type: none"> Create opportunities for volunteers relating to HER Volunteer rewards scheme Volunteer training programme
5.3 Access and engagement	Website	Action plan task 2, 4 and 14.1	42	Create additional web content to improve user experience				2021 Q1	<p>The following are published on the website:</p> <ul style="list-style-type: none"> Information re complementary sources of information Guidance for internal users of the HER Guidance and worked examples for common categories of user eg. statements of heritage significance Guidance and worked examples re Treasure Act 1996
5.1 Content and coverage 5.3 Access and engagement	Volunteer	Action plan task 12	43	Volunteer recording forms				2021 Q3	<ul style="list-style-type: none"> Online HER report form revised Basic guidance for using online form published Guidance for recording of common monument types such as round barrows published Online Buildings at Risk recording form revived and promoted Online HER report form enhanced with variations for common monument type Online recording map based (?) via Dorset Explorer

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5.3 Access and engagement	User experience	Action plan task 15	44	Develop prioritised list of recording themes requiring guidance.				2021 Q2	<ul style="list-style-type: none"> Draft list created Online consultation
5.1 Content and coverage	Database content	Action plan task 10	45	Designation records: Check status and mapping of legacy records in relation to Listed Buildings, Scheduled Monuments, Conservation Areas and Registered Parks and Gardens	High			2021 Q1	<ul style="list-style-type: none"> Investigate issue of 'blank' and/or duplicate monument records created when historic designation dataset uploaded. Create new monument records where necessary Historic designation status recorded, with dates where known
5.1 Content and coverage	Database content	Action plan task 10	46	Designation records: Concordance of designation status recorded in the HER with official Designation records.	Medium	SA, V		2021 Q1	<ul style="list-style-type: none"> HER manual module written Links to corresponding monument records created for all designation records Links to corresponding source records created for all designation records Links to corresponding event records created where appropriate Cross-references to designation decision (de-listing) records added to HER Cross-references to designation decision (not to list) records added to HER Inaccuracies in NHLE records identified and reported via minor amendments procedure
5.3 Access and engagement	Content	Action plan task 10	47	Designation records: Conservation Areas				2021 Q2	<ul style="list-style-type: none"> COA mapping obtained in GIS format Problem of duplicate mapping of COA designation records resolved Links to webpages/pdfs added to COA records if available COA appraisals obtained and entered as sources if available
5.3 Access and engagement	Enhancement	Action plan task 10	48	Designation records: Locally listed buildings				2020 Q2	<ul style="list-style-type: none"> Information obtained from BCP and DC colleagues, including GIS data if available Criteria finalised Notification procedures agreed HER manual module written Designation records created and linked to monument records

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									<ul style="list-style-type: none"> Monument records updated with heritage asset status Guidance published on website On-line form for public nominations
5.3 Access and engagement	Operation and user services		49	Explore provision of data through corporate GIS	High			2021 Q1	<ul style="list-style-type: none"> Existing GIS data reviewed and weeded Retained data not suited to general use flagged and protected Data suitable for general use identified and user guidelines created Access (restricted) to selected datasets provided to DC and BCP colleagues via Dorset Explorer and tested
5.4 Infrastructure and service delivery	Operation and user services		50	Identify heritage assets owned by BCP and Dorset councils in the HER database				2021 Q1	<ul style="list-style-type: none"> As a minimum, heritage assets owned by the councils are identified in the HER database
5.4 Infrastructure and service delivery	Operation and user services		51	Assess council-owned heritage assets and holdings, particularly farms				2021 Q3	<ul style="list-style-type: none"> The significance of council-owned heritage assets is assessed Survey of council farms commences
5.3 Access and engagement	Operation and user services	Action plan task 10	52	Alert and constraint mapping	High			2021 Q2	<ul style="list-style-type: none"> Methodology for basic ranking and mapping finalised and tested with users HER manual module written Mapping published on Dorset Explorer for internal use only, and Procedures for feedback established If satisfactory, mapping published for general use on Dorset Explorer Guidance published
5.1 Content and coverage	Enhancement	Action plan task 10	53	Monument Heritage Asset status	High	SA		2021 Q2	<ul style="list-style-type: none"> Consolidate methodology for HA categorisation HER manual module written Monument records updated with heritage asset status Guidance published on website

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5.1 Content and coverage	Backlog	Action plan task 6	54	Local Buildings at Risk! survey data into HBSMR	High	SA, V		2021 Q3	<ul style="list-style-type: none"> Historic (1980s) Dorset <i>Buildings At Risk</i> entries improved with text notes, surveyor names etc National <i>Buildings at Risk</i> scores entered into database
5.1 Content and coverage	Backlog	Action plan task 6	55	<i>Monuments at Risk</i> survey	High	SA, V		2021 Q3	<ul style="list-style-type: none"> Historic (1980s) condition survey entries improved with text notes etc National <i>Monuments at Risk</i> scores entered into database South Dorset Ridgeway (Wessex Archaeology) condition survey data entered into database South Dorset Ridgeway (volunteer) condition survey entered into database Condition survey forms and guidance developed and on website
5.3 Access and engagement	Operation and user services		56	Explore provision of enhanced HER data for planners, conservation officers and other colleagues				2021 Q2	<ul style="list-style-type: none"> Options for short/long term access to the HER for DC colleagues are established Options for short/long term access to the HER for BCP colleagues are established Proposals drafted and costed
5.3 Access and engagement	Operation and user services	Action plan task 11	57	Provide online access to existing HER data: Historic Landscape Characterisation				2021 Q3	<ul style="list-style-type: none"> Revision of mapping completed Report(s) completed and integrated with skeleton records in HBSMR Resolve overlap with https://www.dorsetcouncil.gov.uk/countryside-coast-parks/the-dorset-landscape/historic-landscape/the-historic-landscape.aspx Mapping and reports published on Dorset Explorer Guidance published
5.1 Content and coverage	Enhancement	Action plan task 10	58	Designation records: Consents				2021 Q4	<ul style="list-style-type: none"> Schedule Monument Consents incorporated into database (?)management module Reports arising from SMC conditions identified and copies acquired Need to incorporate LB consents assessed
5.3 Access and engagement	Database content enhancement	Action plan task 11	59	Characterisation: Historic Urban Characterisation of Bournemouth				2021 Q1	<ul style="list-style-type: none"> Discussed with stakeholders Project proposal submitted to Historic England Project design submitted to Historic England

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5.3 Access and engagement	Database content enhancement	Action plan task 11	60	Characterisation: Historic Urban Characterisation of Dorchester				2021 Q1	<ul style="list-style-type: none"> Discussed with stakeholders Project proposal submitted to Historic England Project design submitted to Historic England
5.3 Access and engagement	Database content enhancement	Action plan task 11	61	Characterisation: Historic Urban Characterisation of Poole				2021 Q1	<ul style="list-style-type: none"> Discussed with stakeholders Project proposal submitted to Historic England Project design submitted to Historic England
5.3 Access and engagement	Database content enhancement	Action plan task 11	62	Characterisation: Historic Urban Characterisation of Portland				2022 Q1	<ul style="list-style-type: none"> Discussed with stakeholders Project proposal submitted to Historic England Project design submitted to Historic England
5.1 Content and coverage	Database enhancement		63	Systematic mapping of historic environment features from early OS maps		SA, V		2021 Q1	<ul style="list-style-type: none"> HER manual module written Feasibility of online volunteer recording investigated
5.3 Access and engagement	Enhancement	Action plan task 11	64	Characterisation: Farmsteads characterisation				2021 Q2	<ul style="list-style-type: none"> Coarse mapping of farmsteads from current/historic OS maps to provide baseline data Records for individual farm buildings improved from readily-available sources Discussed with stakeholders Project proposal submitted to Historic England Project design submitted to Historic England
5.3 Access and engagement	Enhancement	Action plan task 11	65	Characterisation: enhanced Historic Landscape Characterisation					<ul style="list-style-type: none"> Consider creation of Historic Environment Action Plans (HEAPs) Create project proposal and seek funding
5.1 Content and coverage	Reference collection	A1.2/1	66	List and categorise HER resources especially aerial photos		SA, V		2021 Q3	<ul style="list-style-type: none"> Current lists reviewed and merged Additional detail added Lists published on website
5.2 Data standards and security	Security		67	Scanning of photographic negatives of historic buildings and conservation areas				2021 Q2	<ul style="list-style-type: none"> Scanned images received Indexing checked and augmented Original material deposited with the Dorset History Centre
5.1 Content and coverage	Reference collection	A1.2/3	68	Inherited material relating to Conservation areas and historic buildings				2021 Q4	<ul style="list-style-type: none"> Plans and other paperwork (at DC) is sorted, catalogued, and assessed for HER entry Material currently held by Conservation Officers (at DC) assessed for HER entry

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									<ul style="list-style-type: none"> HER accession planned and entered into work programme Deposition strategy and disposals policy written Primary archive material transferred to suitable repository Other material disposed of as appropriate Material currently held by Conservation Officers (at BCP) assessed for HER entry, and discussed
5.1 Content and coverage	Documentation	Action plan task 4, 5	69	Discuss and if possible formalise data sharing arrangements with neighbouring HERs	Medium			2021 Q1	<ul style="list-style-type: none"> Discussed by ALGAO SW HER Forum Technical aspects discussed with exegesis SDM Ltd Agreements made Data exchanged
5.2 Data standards and security	Database	Action plan task 5	70	Cross-reference as a minimum the Church Heritage Record	High		SA, V	2021 Q3	<ul style="list-style-type: none"> Cross references to CHER entered under 'Status and scores' Links to CHER records entered into 'Resources'
5.1 Content and coverage	Enhancement	Action plan task 5	71	Incorporate information from the MoD HER into the HER	Medium			2021 Q1	<ul style="list-style-type: none"> Cross-references to Defence Infrastructure Organisation HER records entered under 'Status and Scores' Formal data exchange discussed with the DIO Environmental Support and Compliance team
5.1 Content and coverage	Enhancement		72	Incorporate information on 20 th -century military databases (Defence of Britain, Pillbox Study Group) into the HER	Medium			2021 Q1	<ul style="list-style-type: none"> Data collated from various sources, duplications resolved, and new records created as needed Links in database to external websites Condition recording guidance
5.1 Content and coverage	Data sharing	Action plan task 5	73	Seek formal data sharing arrangement with the National Trust	Medium			2021 Q3	<ul style="list-style-type: none"> Discussed at HBSMR User Group Formal agreement Cross-references to NT HER records entered under 'Status and Scores' Information from NT HER incorporated into the HER Information from Dorset HER returned to NT HER
5.1 Content and coverage	Enhancement		74	Incorporate information from the Historic Milestone Society database into the HER	Low			2021 Q1	<ul style="list-style-type: none"> Cross-references to the HMS database records entered under 'Status and Scores' Links to HMS database (held by ADS) records entered into 'Resources'

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5.1 Content and coverage	Enhancement		75	Continue parish summaries as 'place' monument records	High			2021 Q3	<ul style="list-style-type: none"> Methodology discussed with GIS team Skeleton Place records created for all parishes, and linked to GIS Simple summaries written for all parishes Published via Dorset Explorer Feedback from users Recording of place and field names commences
5.3 Access and engagement	Enhancement	Action plan task 11	76	Characterisation: Settlement characterisation general	Low			2021 Q4	<ul style="list-style-type: none"> Guidelines created Need for dedicated project determined Project proposal submitted to Historic England
5.1 Content and coverage	Backlog		77	Proceedings of the Dorset Natural History and Archaeological Society	Medium			2020 Q4	<ul style="list-style-type: none"> Systematic review of older PDNHAS volumes and enhancement of records for early fieldwork Systematic review of PDNHAS content and enhancement of records for rural, industrial, social history
5.1 Content and coverage	Backlog		78	Countryside Treasures Surveys	Low			2021 Q1	<ul style="list-style-type: none"> Parish surveys entered consistently into database with monument/source/event links
5.1 Content and coverage	Enhancement		79	Thematic enhancement: war memorials and war graves	Medium			2021 Q2	<ul style="list-style-type: none"> Dataset incorporated into HER database
5.1 Content and coverage	Enhancement	Action plan task 6	80	Thematic enhancement: building materials	High		Exegesis	2021 Q4	<ul style="list-style-type: none"> Monument records for features such as brickworks and quarries enhanced from readily available sources Monuments mapped from historic OS maps (online by volunteers if feasible) Building Materials Survey data incorporated into database with links to buildings
5.1 Content and coverage	Database content	Action plan task 7	81	Enhance Palaeolithic records	High			2021 Q4	<ul style="list-style-type: none"> Academic partner recruited Project proposal submitted to Historic England
5.1 Content and coverage	Enhancement	Action plan task 6	82	Scientific dating, environmental archaeology	Medium			2021 Q4	<ul style="list-style-type: none"> Scientific dates collated and entered into Monument records

	Ongoing activity achievable with existing section staff		Achievable with short-term additional resources and/or training
	Achievable with existing section staff		Requiring additional long-term resources and training

SA = Senior Archaeologist EATM = Environmental Advice Team Manager V = Volunteers GIS = Dorset Council GIS team ICT = Dorset Council ICT Team
 Web = Dorset Council website team Exegesis = HER database software provider

Forward plan reference	Broad activity area	Link to audit report	Timetable number	Task	Priority	Officer	Resources required	Timetable	Milestones
5.3 Access and engagement	Enhancement	Action plan task 8	83	Portable Antiquities Scheme data	Medium			2021 Q2	<ul style="list-style-type: none"> PAS import refreshed Monument records created for significant interpretable concentrations
5.1 Content and coverage	Enhancement	Action plan task 8	84	Enhance findspot records	Medium			2022 Q2	<ul style="list-style-type: none"> Type categories and dates refined for existing Finds records Finds records created and linked for simple monument records Event records cross-referenced to museum collections
5.1 Content and coverage	Enhancement		85	Thematic enhancement: barrows	Medium			2022 Q2	<ul style="list-style-type: none"> HER manual module created Guidance for volunteers Online HER report form Online recording using (?) Dorset Explorer
5.1 Content and coverage	Enhancement	Action plan task 6	86	Thematic enhancement: hillforts	Medium			2022 Q2	<ul style="list-style-type: none"> Existing records improved from available sources Bibliography compiled Need for dedicated project determined Potential partners/contractors identified Project proposal drafted and funding bid submitted
5.1 Content and coverage	Enhancement		87	Thematic enhancement: ancient woodland, veteran trees	Medium			2022 Q4	<ul style="list-style-type: none"> HER manual module created Guidance for volunteers
5.1 Content and coverage	Enhancement	Action plan task 6	88	Thematic enhancement: county, parish and field boundaries including hedgerows and drystone walls	Medium			2022 Q4	<ul style="list-style-type: none"> Write project proposal for recording of field boundaries, hedgerows (volunteer led). Seek funding.
5.1 Content and coverage	Enhancement	Action plan task 6	89	Thematic enhancement: Places of worship, churchyards and churchyard monuments	Medium		SA, V	2023 Q2	<ul style="list-style-type: none"> HER manual module created Guidance for volunteers Information from the CHER into the HER Churchyard recording form and guidance revised and available on website Topic promoted as community recording exercise Proposal created for more advanced recording project and funding sought
5.1 Content and coverage	Enhancement	Action plan task 6	90	Thematic enhancement: roads and trackways	Low			2023 Q4	<ul style="list-style-type: none"> Historic milestone surveys correlated to identify duplicates and entered into database

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Forward plan reference	Broad activity area	Link to audit report	Timetable number	Task	Priority	Officer	Resources required	Timetable	Milestones
									<ul style="list-style-type: none"> • Countryside Treasures survey of milestones entered consistently into database • Countryside Treasures survey of tollhouses etc entered consistently into database • Available data re finger posts assessed for quality • Consultation on entry of linear features and method finalised • HER manual module written • Condition recording form/guidance for milestones created and (?) linked to revision and re-publication of Countryside Treasures booklet • Project proposal for systematic entry of historic roads into database, including condition recording as (?) volunteer recording exercise • Monument records for Roman roads revised and mapped • Existing monument records for hollow ways etc revised and mapped • Monument records created systematically from Good (1940) <i>The Old Roads of Dorset</i>
5.1 Content and coverage	Enhancement	Action plan task 6	91	Thematic enhancement: Finds Some specialist input required in relation to eg flintwork in order to create more nuanced dating, and proper understanding of the significance of some finds.	Medium			2021 Q4	<ul style="list-style-type: none"> • Project proposal created and funding sought • Specialist contributors identified • Monument records for complex sites broken up into components to support enhancement, and finds records created and linked
5.1 Content and coverage	Database content		92	Thematic enhancement of <i>Agriculture and Subsistence, Commemorative, Health and Welfare, Industrial, Transport, Water Supply and Drainage</i>					<ul style="list-style-type: none"> • Monuments mapped from historic OS maps • Monument records enhanced from available sources • Bibliography compiled • Need for dedicated project(s) determined • Project proposal(s) created and funding sought

Task		2020	2021				2022				2023				2024				2025										
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
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1	NRHE to HERs																												
2	Staffing and resourcing review																												
3	Maintain HER enquiry log																												
4	Revise HER enquiry log																												
5	Backlog list																												
6	List of enhancements																												
7	Online enquiry forms																												
8	Documentation																												
9	HER recording policy																												
10	Online HER enquiry form																												
11	User feedback																												
12	OASIS																												
13	Basic website content																												
14	Commercial contributors																												
15	Framework for internal users																												
16	Tools for HER contributors																												
17	Parish liaison officers																												
18	UK GEMINI																												
19	GIS mapping																												
20	AIM																												
21	Event records																												
22	Monument mapping																												
23	Output formats																												
24	Recording policy																												

Task		2020				2021				2022				2023				2024				2025							
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
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25	Mailing list(s)																												
26	Prep for consultation																												
27	HER 'brand'																												
28	Forward Plan published																												
29	Statement of Service Provision																												
30	Succession Plan																												
31	Period categories																												
32	Heritage Gateway																												
33	Dedicated website																												
34	Seascape																												
35	Ancient woodland																												
36	Dorset Historic Towns Survey																												
37	Recording manual																												
38	Revise basic HER manual																												
39	Volunteer induction and training material																												
40	HER volunteer manual																												
41	Volunteer experience																												
42	Additional web content																												
43	Volunteer recording forms																												
44	List of recording themes																												
45	Designation records																												
46	Designation concordance																												
47	Conservation Areas																												
48	Locally listed buildings																												

Task		2020		2021				2022				2023				2024				2025									
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
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49	Corporate GIS																												
50	Council owned heritage assets																												
51	Assess council-owned heritage assets and holdings																												
52	Alert and constraint maps																												
53	Heritage Asset status																												
54	Local BAR survey data into HBSMR																												
55	Monuments at Risk survey																												
56	HER data for planners etc																												
57	Online HLC																												
58	Consents																												
59	Characterisation: Bournemouth																												
60	Characterisation: Dorchester																												
61	Characterisation: Poole																												
62	Characterisation: Portland																												
63	Mapping from early OS maps																												
64	Characterisation: Farmsteads																												
65	Enhanced HLC																												
66	HER resources																												
67	Negative scanning																												
68	HB COA material																												
69	HER neighbours																												
70	Church HER																												
71	MoD HER																												

Task		2020				2021				2022				2023				2024				2025							
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
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72	C20th military																												
73	National Trust HER																												
74	Milestone data																												
75	Parish summaries																												
76	Characterisation: Settlements																												
77	PDNHAS																												
78	Countryside Treasures																												
79	War memorials																												
80	Building materials																												
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85	Barrows																												
86	Hillforts																												
87	Woodland																												
88	Boundaries																												
89	Places of worship																												
90	Roads																												
91	Finds																												
92	Thematic enhancements*																												

* Following mapping of base data from historic Ordnance Survey maps (63) of *Agriculture and Subsistence, Commemorative, Health and Welfare, Industrial, Transport, Water Supply and Drainage*

Version history

Title	Recording Dorset's Past Dorset Historic Environment Record Forward Plan 2021-25
Author	Claire Pinder, Senior Archaeologist, Dorset Council
Version 1	9 July 2020 DRAFT for team comments
Version 2	1 October 2020 DRAFT for team and Historic England comments
Version 3	21 December 2020 DRAFT for wider consultation