



Sustainability & Environment  
Appraisal

# LA 116

## Cultural heritage asset management plans

(formerly HA 117/08)

Revision 0

### Summary

This document outlines the requirements to be applied to the identification, recording and management of cultural heritage assets.

### Application by Overseeing Organisations

Any specific requirements for Overseeing Organisations alternative or supplementary to those given in this document are given in National Application Annexes to this document.

### Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Highways England team. The email address for all enquiries and feedback is: [Standards\\_Enquiries@highwaysengland.co.uk](mailto:Standards_Enquiries@highwaysengland.co.uk)

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## Release notes

| Version | Date     | Details of amendments   |
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| 0       | Sep 2019 | LA 116 replaces HA 117/08. The full document has been re-written to make it compliant with the new Highways England drafting rules. |

## **Foreword**

### **Publishing information**

This document is published by Highways England.

This document supersedes HA 117/08, which is withdrawn.

### **Contractual and legal considerations**

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

## Introduction

### Background

This document covers the management of cultural heritage assets, the assessment of priorities, the preparation of management proposals, and monitoring/review to support the Overseeing Organisation's duties and obligations to preserve and enhance cultural heritage resources.

The UK is committed to the care of the cultural heritage resource as a signatory of the following conventions:

- 1) UNESCO Convention Concerning the Protection of the World Cultural and Natural Heritage (1972 World Heritage Convention) [Ref 1.N];
- 2) European Cultural Convention (1954) [Ref 6.N];
- 3) Convention on the Protection of the Architectural Heritage of Europe (1985) [Ref 4.N];
- 4) European Convention on the Protection of the Archaeological Heritage (1992) [Ref 5.N];
- 5) European Landscape Convention (2000) [Ref 7.N];
- 6) UNESCO Convention on the Protection of the Underwater Cultural Heritage (2001) [Ref 8.N]; and
- 7) Council of Europe Framework Convention on the Value of Cultural Heritage for Society (2005) [Ref 2.N].

Cultural heritage resources potentially affected by roads include buried remains (e.g. archaeological deposits), historic structures (e.g. milestones, sign-posts, buildings and bridges), and historic landscapes (e.g. field systems, historic parks and gardens, relic landscapes), both within the footprint of the road and the surrounding area.

The preservation and enhancement of cultural heritage assets is integral to the maintenance and management of the highway estate.

### Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 3.N] apply to this document.

## Terms and definitions

### Terms and definitions

| Term                       | Definition  |
|----------------------------|---|
| Cultural heritage          | <p>Monuments, groups of buildings or sites which are of historic value.</p> <p>NOTE 1: Monuments: architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of value from the point of view of history, art or science;</p> <p>NOTE 2: Groups of buildings: groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of value from the point of view of history, art or science;</p> <p>NOTE 3: Sites: works of man or the combined works of nature and man, and areas including archaeological sites which are of value from the historical, aesthetic, ethnological or anthropological point of view. [Ref 1.N]</p> |
| Cultural heritage asset    | Any cultural heritage resource, within the highway estate.  |
| Cultural heritage resource | <p>A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.</p> <p>NOTE: Cultural heritage resource can be designated or undesignated. Roads themselves can be of heritage interest.</p>  |
| Highway estate             | Land and property owned by the Overseeing Organisation.   |

## 1. Scope

### Aspects covered

- 1.1 The requirements in this document shall be applied to the identification, recording and management of cultural heritage assets, as part of the maintenance and management of the highway estate.

### Implementation

- 1.2 This document shall be implemented forthwith on all schemes involving the management of cultural heritage on the Overseeing Organisations' motorway and all-purpose trunk roads according to the implementation requirements of GG 101 [Ref 3.N].

### Use of GG 101

- 1.3 The requirements contained in GG 101 [Ref 3.N] shall be followed in respect of activities covered by this document.

## **2. Principles and purpose**

- 2.1 The maintenance and management of the highway estate, shall preserve and enhance cultural heritage assets by:
- 1) reviewing baseline information and confirming the significance and condition of heritage assets;
  - 2) preparing proposals for action;
  - 3) implementing the actions; and
  - 4) monitoring and reviewing implementation of those actions.



### 3. Maintenance methodology

#### Baseline information

- 3.1 Cultural heritage assets shall be inspected to confirm their significance and condition to create a baseline report in accordance with the requirements of the Overseeing Organisation.

*NOTE Overseeing Organisation specific requirements on inspection and condition reports are provided where relevant in the National Application Annexes.*

#### Proposals for action

- 3.2 Cultural heritage assets shall be subject to a planned programme of repairs and maintenance.
- 3.2.1 Reports should identify and prioritise maintenance and management requirements.

*NOTE Overseeing Organisation specific requirements on the programme of repairs and maintenance works are provided where relevant in the National Application Annexes.*

#### Implementing actions

- 3.3 The preservation and enhancement of cultural heritage assets shall be undertaken as part of the planned programme of repairs and maintenance.

#### Monitoring and review

- 3.4 Cultural heritage asset management actions shall be recorded and their effectiveness evaluated so as to enable the Overseeing Organisation to report to government.
- 3.4.1 Monitoring and review should inform future management actions.

*NOTE 1 A four-year cycle of inspection and reporting, proposals for and implementation of actions and monitoring and review is recommended.*

*NOTE 2 Overseeing Organisation specific requirements on management actions can be provided in the National Application Annexes.*

4. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

|         |   |
|---------|---|
| Ref 1.N | UNESCO, 1972. 'Convention Concerning the Protection of the World Cultural and Natural Heritage '    |
| Ref 2.N | 'Council of Europe Framework Convention on the Value of Cultural Heritage for Society (2005)'       |
| Ref 3.N | Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'                 |
| Ref 4.N | Council of Europe, 1985. 'The Convention on the Protection of the Architectural Heritage of Europe' |
| Ref 5.N | Council of Europe, 1992. 'The European Convention on the Protection of the Archaeological Heritage' |
| Ref 6.N | Council of Europe, 1954. 'The European Cultural Convention'   |
| Ref 7.N | Council of Europe, 2000. 'The European Landscape Convention (2000)'                                 |
| Ref 8.N | 'UNESCO Convention on the Protection of the Underwater Cultural Heritage (2001) '                   |

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Sustainability & Environment  
Appraisal

## LA 116

# England National Application Annex to LA 116 Cultural heritage asset management plans

Revision 0

### Summary

This National Application Annex sets out the Highways England specific requirements to be applied to the identification, recording and management of cultural heritage assets.

### Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Highways England team. The email address for all enquiries and feedback is: [Standards\\_Enquiries@highwaysengland.co.uk](mailto:Standards_Enquiries@highwaysengland.co.uk)

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## Release notes

| Version | Date     | Details of amendments                                  |
|---------|----------|--|
| 0       | Sep 2019 | Highways England National Application Annex to LA 116. |

## **Foreword**

### **Publishing information**

This document is published by Highways England.

This document supersedes HA 117/08, which is withdrawn.

### **Contractual and legal considerations**

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

## Introduction

### Background

This National Application Annex sets out the Highways England specific requirements to be applied to the identification, recording and management of cultural heritage assets, and the application of Protocol for the Care of the Government's Historic Estate issued by Historic England in November 2017 [Ref 4.N], which will be achieved by the preparation of cultural heritage asset management plans (CHAMPs).

The purpose of this document is to advise:

- 1) on a programme of works for the protection and enhancement of cultural heritage assets;
- 2) how to evaluate the effectiveness of cultural heritage management actions.

### Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 3.N] apply to this document.



# Abbreviations

## Abbreviations

| Abbreviation | Definition                               |
|--------------|--|
| CHAMPs       | Cultural heritage asset management plans |
| EnvIS        | Environmental Information System         |
| SRN          | Strategic Road Network                   |

## Terms and definitions

### Terms and definitions

| Term                               | Definition  |
|------------------------------------|---|
| Area based                         | Defined by a Highways England management contract area.<br><br>NOTE 1: An example is area 1 for the far south west of England.  |
| Conservation                       | The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.  |
| Enhancement                        | A measure that is over and above what is required to maintain a cultural heritage asset.  |
| Historic environment record        | Information services maintained and updated by (or on behalf of) local authorities with a view to providing access to comprehensive and dynamic resources relating to the historic environment of an area for the public benefit and use. |
| National heritage list for England | Up-to-date register of all nationally protected historic buildings and sites in England.  |
| Recording                          | Undertake a programme of historic environment fieldwork in accordance with the Chartered Institute for Archaeologists Standards and Guidance depending on the task being undertaken [Ref 1.].   |
| Route based                        | Defined by a route within the strategic road network.<br><br>NOTE 1: An example is the A35 or M1.   |

## E/1. Cultural heritage asset management plans

### Principles and purpose

- E/1.1 A CHAMP shall be prepared by the service provider for all cultural heritage assets on the highway estate.
- E/1.2 The actions within the CHAMP shall be undertaken for the protection and enhancement of cultural heritage assets as part of the wider management of the highway estate.
- E/1.3 Cultural heritage assets identified within the CHAMP shall be recorded within the Environmental Information System (EnvIS).
- E/1.4 A CHAMP shall be prepared to:
- 1) inform the reporting of targets for the preservation, management and enhancement of cultural heritage assets;
  - 2) identify opportunities for partnerships with neighbouring landowners and relevant organisations;
  - 3) identify measures to mitigate unavoidable negative impacts on cultural heritage assets, for example, verge maintenance works or air pollution.

### Methodology

#### Study area

- E/1.5 The study area shall consist of the highway estate, plus a 50m buffer to include adjacent cultural heritage resource.
- E/1.5.1 The CHAMP study area may be either route or area based.

#### Baseline conditions

- E/1.6 The following baseline data shall be collected from Highways England's asset data management system, the historic environment record and the National Heritage list for England:
- 1) location and extent of the cultural heritage asset;
  - 2) a brief description including its setting;
  - 3) a summary of its heritage value and a brief history of the asset.
- E/1.6.1 Judgements of value should be based on the significance criteria in LA 106 [Ref 2.N].
- NOTE** *Further guidance on setting is contained in 'The Setting of Heritage Assets' [Ref 3.I].*
- E/1.7 Baseline descriptions in Highways England's asset data management system shall be used, to ensure consistent use of terminology.
- E/1.8 Detailed reports prepared to inform the CHAMP shall be retained and placed in the appendices of the plan.
- E/1.9 When reporting, the condition of each cultural heritage asset shall be expressed as red, amber or green in accordance with the Asset Data Management Manual ADMM [Ref 1.N].

#### Condition of cultural heritage asset

- E/1.10 An assessment of the condition and any impacts on the cultural heritage asset shall be made to determine the asset's vulnerability.
- E/1.10.1 The assessment of an asset's condition should include:
- 1) completeness;
  - 2) the state of its setting;
  - 3) the survival of its features of historic interest; and

4) comparison with others of its type.

E/1.11 The assessment of the vulnerability of a cultural heritage asset shall be based on:

- 1) its rate of change (e.g. is it deteriorating rapidly or is it relatively stable?); and
- 2) the predicted changes that can be caused by future management regimes or by proposed projects.

E/1.11.1 The impacts of past events and prevailing conditions on a cultural heritage asset should be observed through field survey.

E/1.11.2 Regular contact should be established with those responsible for the maintenance and repair of the highways estate to determine potential future impacts on cultural heritage assets.

**NOTE** *An example of a future impact is the erection of a gantry.*

E/1.12 Following the assessment of condition, vulnerability shall be defined as:

- 1) robust;
- 2) adequate; or
- 3) fragile.

E/1.12.1 The condition rating within EnvIS should be used with the predicted future impact to achieve a priority for management action.

**NOTE 1** *Where assets have a 'green' condition reported within ADMM and the predicted future impact is low, vulnerability is assessed as robust.*

**NOTE 2** *Where assets have 'red' condition reported within ADMM and the predicted future impact is high, vulnerability is assessed as fragile.*

E/1.13 The value and vulnerability assessments shall be combined to establish the priority for management action, as set out in Table E/1.13.

**Table E/1.13 Priority matrix for management action**

|  |        | VULNERABILITY |          |         |
|--|--------|---------------|----------|---------|
|  |        | Robust        | Adequate | Fragile |
|  | High   | Medium        | High     | High    |
|  | Medium | Low           | Medium   | High    |
|  | Low    | Low           | Low      | Medium  |

**NOTE** *The timescale for management actions, based on the outcome of the priority matrix is shown in Table E/1.17 below.*

#### **Management actions**

E/1.14 Potential causes of change to cultural heritage assets, the impact of the change and any remedial action shall be identified.

E/1.14.1 Table E1.14.1N1 provides a list of common causes of change, their impacts and accepted remedial actions, however, the list is not exhaustive, and all issues should be assessed on a case by case basis.

**NOTE 1** *An underlying principle for the management of the cultural heritage resource is to minimise the amount of disturbance.*

**Table E/1.14.1N1 Impacts and remedial action issues**

| Causes of change                                  | Impacts   | Remedial action   |
|---|---|---|
| Operation of the SRN itself                       | Installation and maintenance of infrastructure, noise and vibration.  | Assessment, management and conservation.                                  |
| Road users  | Collision damage or vandalism to cultural heritage assets.  | Conservation  |
| Air pollution                                     | Decay of historic fabric.   | Assessment, monitoring and conservation.                                  |
| Natural occurrences                               | Erosion or flooding of deposits.  | Assessment, monitoring and conservation.                                  |
| Verge maintenance works                           | Setting of cultural heritage assets, historic hedgerows and historic landscapes affected by tree and scrub, and grassland management. | Good design   |
| Planting and aftercare                            | Disturbance to below ground archaeological deposits, effects on setting.  | Assessment, monitoring and conservation.                                  |
| Maintenance of drains and boundaries              | Disturbance of adjacent archaeological deposits.  | Recording during any excavation and assess need for further conservation. |
| Maintenance of structures, utilities and surfaces | Damage to historic fabric or use of inappropriate materials, effects on setting.  | Assessment and monitoring and good design.                                |
| Land management                                   | Inappropriate techniques which damage historic deposits or fabric, faunal activity (e.g. rabbits).                                    | Assessment and monitoring, protective fencing or extermination of pests.  |

**NOTE 2** *The principles of good design are set out in GG 103 [Ref 2.I].*

**E/1.15** The CHAMP shall identify any conflicts from other environmental factors arising from the implementation of remedial actions (e.g. tree planting) and set out how these are to be resolved.

**E/1.16** Management actions within the CHAMP shall be SMART (specific, measurable, agreed, realistic and timely) and tailored to the needs of individual cultural heritage assets.

**E/1.17** A four year rolling programme shall be prepared and management actions prioritised using Table E/1.17 below.

**Table E/1.17 Timetable for management actions**

| Priority | Action required                        |
|----------|--|
| High     | In next 12 months                      |
| Medium   | In next 24 months                      |
| Low      | Condition to be reviewed in four years |

**E/1.18** Management actions shall be identified and submitted in accordance with the requirements of ADMM [Ref 1.N].

**E/1.19** Opportunities for enhancement shall be identified during the preparation of the CHAMP.

**E/1.20** A programme to deliver enhancements shall be developed alongside management actions for the protection of cultural heritage assets.

**Reporting**

- E/1.21 A CHAMP shall contain the following:
- 1) the purpose of the plan;
  - 2) description of the cultural heritage asset (including its current condition, value and any relevant historical evidence);
  - 3) the impact the asset currently experiences, potential future impacts on it, and its vulnerability;
  - 4) the proposals for remedial management, including timetable;
  - 5) arrangements for monitoring and review;
  - 6) confirmation of the updating Highways England's asset data management system; and
  - 7) appendices (including original inspection records).
- E/1.22 The CHAMP shall be updated following each occasion that work is undertaken on an asset.

## E/2. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

|         |   |
|---------|---|
| Ref 1.N | Highways England. ADMM, 'Asset Data Management Manual'  |
| Ref 2.N | Highways England. LA 106, 'Cultural heritage assessment'  |
| Ref 3.N | Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'                         |
| Ref 4.N | 'Protocol for the Care of the Government's Historic Estate issued by the Historic England in November 2017' |

### E/3. Informative references

The following documents are informative references for this document and provide supporting information.

|         |   |
|---------|---|
| Ref 1.I | <a href="https://www.archaeologists.net/codes/cifa">https://www.archaeologists.net/codes/cifa</a> . 'Chartered Institute for Archaeologists Standards and Guidance' |
| Ref 2.I | Highways England. GG 103, 'Introduction and general requirements for sustainable development and design'  |
| Ref 3.I | Historic England. 'The Setting of Heritage Assets. Historic Environment Good Practice Advice in Planning, Note 3, 2nd Ed, 22nd December 2017.'                      |



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# Design Manual for Roads and Bridges



Sustainability & Environment  
Appraisal

## LA 116

# Northern Ireland National Application Annex to LA 116 Cultural heritage asset management plans

(formerly HA 117/08)

Revision 0

### Summary

This National Application Annex contains the Department for Infrastructure, Northern Ireland specific requirements related to cultural heritage asset management plans.

### Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated team in the Department for Infrastructure, Northern Ireland. The email address for all enquiries and feedback is: [dcu@infrastructure-ni.gov.uk](mailto:dcu@infrastructure-ni.gov.uk)

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## Release notes

| Version | Date     | Details of amendments   |
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| 0       | Sep 2019 | Department for Infrastructure, Northern Ireland National Application Annex to LA 116. |

## **Foreword**

### **Publishing information**

This document is published by Highways England on behalf of Department for Infrastructure, Northern Ireland.

This document supersedes HA 117/08, which is withdrawn.

### **Contractual and legal considerations**

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

## **Introduction**

### **Background**

This National Application Annex contains the Department for Infrastructure, Northern Ireland specific requirements for cultural heritage asset management plans.

**NI/1.      Applicability of LA 116**

NI/1.1      The requirements of LA 116 shall not apply in Northern Ireland.

*NOTE      Whilst the general principles of LA 116 are endorsed, this document is not regarded as mandatory for use in Northern Ireland.*

NI/1.2      The Department for Infrastructure, Northern Ireland shall be contacted for current requirements related to cultural heritage asset management plans.

NI/1.2.1    Procedures in LA 116 related to cultural heritage asset management may be outlined within Department for Infrastructure, Northern Ireland contracts as relevant.

NI/1.2.2    Reference may be made to maintenance instructions/manuals in Department for Infrastructure, Northern Ireland contracts as relevant.

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Sustainability & Environment  
Appraisal

## LA 116

# Scotland National Application Annex to LA 116 Cultural heritage asset management plans

(formerly HA 117/08)

Revision 0

### Summary

There are no specific requirements for Transport Scotland supplementary or alternative to those given in LA 116.

### Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Transport Scotland team. The email address for all enquiries and feedback is: [TSSStandardsBranch@transport.gov.scot](mailto:TSSStandardsBranch@transport.gov.scot)

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Sustainability & Environment  
Appraisal

## LA 116

# Wales National Application Annex to LA 116 Cultural heritage asset management plans

(formerly HA 117/08)

Revision 0

### Summary

There are no specific requirements for Welsh Government supplementary or alternative to those given in LA 116.

### Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Welsh Government team. The email address for all enquiries and feedback is: [Standards\\_Feedback\\_and\\_Enquiries@gov.wales](mailto:Standards_Feedback_and_Enquiries@gov.wales)

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or email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).