



# Historic Environment Planning Team



**SURREY**  
COUNTY COUNCIL

# What We Do:

- Provide Archaeological Planning Advice to the 11 Surrey District and Borough Council planning authorities, and to Surrey County Council itself
- Provide Historic Buildings and Conservation Area Planning Advice Services to SCC and Tandridge District Council.
- Advise SCC on the maintenance and upkeep of its own heritage properties and archaeological sites
- Maintain and enhance the Surrey Historic Environment Record, and make this available to the public
- Host the Surrey Finds Liaison Officer post
- Provide general heritage and archaeological advice to the public
- Coordinate the Historic Environment Group/Forum
- Carry out certain special projects related to heritage (e.g. Local Listing)



# What We Do:

- We comment and advise and write heritage/archaeological planning policy for the County and the Districts and Boroughs
- We comment and advise on planning applications that affect heritage assets/archaeology & recommend where investigative work needs to take place
- We respond to and comment on Government consultations and proposals that affect heritage
- We monitor archaeological work being carried out by professional organisations in the county to ensure standards compliance
- We collate and update the Historic Environment Record to keep it as accurate as possible about what we know of Surrey's heritage
- We liaise and work with the other heritage organisations in Surrey
- We will help the public where we can with heritage queries – either by answering them or directing them to the correct authorities
- We advise the Surrey DAC on church-related developments that affect archaeology
- We represent Surrey on the National heritage bodies (HER Forum, ALGAO, Historic England, ClfA, RESCUE, CBA etc.
- Provide emergency archive storage for archaeological material – at the Woking Coroner's Court



# What We Don't Do:

- Provide Conservation Area and Historic Buildings advice to district or borough councils other than Tandridge – they do this in-house
- Manage Scheduled Monument consents or provide advice on SM management – this falls to Historic England
- Manage the Surrey County Archaeological Unit
- Run the Surrey Museums Partnership
- Provide detailed advice on historic parks and gardens or historic landscapes
- Carry out commercial archaeological or heritage projects (sort of)!
- Conduct outreach activities (see the Unit for that)



# Who We Are:

- **Team Manager:** Tony Howe (Also County Archaeologist & DAC Archaeological Advisor)
- **Archaeological Officers:** Nick Truckle, Matt Saywood, Alex Egginton & Nigel Randall
- **Historic Buildings Officers:** Chris Reynolds & Charlotte Parker
- **HER Officer:** Rob Briggs
- **HER Assistants:** Emily Brants, Shân Mughal, Jazmin Sexton
- **Finds Liaison Officer:** Simon Maslin
- **Heritage Admin Assistant:** Tara Chapman



# Get in Touch:

- Archaeology & general enquiries: [heritageconsultations@surreycc.gov.uk](mailto:heritageconsultations@surreycc.gov.uk)
- Buildings: [buildingconsultations@surreycc.gov.uk](mailto:buildingconsultations@surreycc.gov.uk)
- HER: [HER@surreycc.gov.uk](mailto:HER@surreycc.gov.uk)

Heritage webpages on the Surrey County Council website  
[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

Also [www.exploringsurreyspast.org.uk](http://www.exploringsurreyspast.org.uk) for HER Blogs and more info.



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