



Local Heritage Listing Toolkit

A Guide for communities on how to develop a Local Heritage List

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Using the Guide

Introduction

This toolkit has been developed by Civic Voice to support community groups who want to take forward the development of a Local Heritage List, but don't know where to start! It is also for local authorities who are considering producing a Local Heritage List but are unsure about the benefits of working with volunteers. Local heritage lists built on a strong partnership between local authorities and the community are likely to be more reflective of the historic environment and local distinctiveness of an area, making the list more relevant, representative and supported.

The toolkit provides guidance on; how to identify sites to nominate for the list, the criteria used to assess sites and the process after the local authority receives the nominations.

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The aims of this guide are:

- To provide a step-by-step framework for a community group wanting to develop a Local Heritage List.
- To share case studies of a variety of groups who have support the development of Local Heritage Lists.

What is a Local Heritage List?

The most appropriate mechanism for identifying and recording significance at a local level is a 'Local Heritage List'. Local Heritage Lists are a means for stakeholders, the community, and a local planning authority to jointly identify heritage assets that are valued as distinctive elements of the local heritage/identity of a place. It provides clarity on the location of assets and what it is about them that is significant. It can also play a key part in promoting the cultural identity of a place for various purposes, including investment and tourism.

Locally listing a heritage asset does not bring additional consent requirements over and above those already required for planning permission. It can, however, help to inform planning decisions in a way that conserves and enhances local character and identity. Under the National Planning Policy Framework (NPPF)¹, the Government's planning policies for England, the conservation and contribution of locally listed heritage assets is a material consideration in planning decisions that directly affect them, or their setting.

It must also be understood that is not the mandate of a Local Heritage List to seek to protect every asset. Following initial research, a range of selection criteria are used to identify only

¹ NPPF. (2012) Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

those assets that contribute to the significance of the area. The criteria will need to be approved by the local authority. Indeed, the most successful Local Heritage Lists have been introduced through a partnership between the local authority and the community. Examples of this include; Blackpool Council, Norwich City Council and Peterborough City Council.

The Historic England Advice Note 7: Local Heritage Listing² provides advice and guidance on local heritage listing. It also provides a framework for a local community and a local planning authority to work together to identify heritage assets that are locally significant and assess their desirability for conservation.

Why do it now?

Civic Voice carried out research in 2012 after the Civic Voice membership voted on a campaign to encourage and help generate Local Heritage Lists across England. The research showed that only around 50% of local authorities in England had a locally generated Local Heritage List published online and in use. So, many more are still needed - and those that are in place will eventually need updating.

This is your opportunity to give greater protection to the sites and buildings that you love!

What is the purpose of a Local Heritage List?

- To raise awareness of an area's local heritage assets and their importance to local distinctiveness.
- To inform developers, owners, council officers and members about buildings within the local authority boundary that are desirable to retain and protect.
- To provide guidance and specialist advice to owners to help protect the character and setting of those buildings, structures, sites and landscapes.
- To help the council in its decision making when discussing proposals and determining planning applications.
- To record the nature of the local historic environment more accurately.

A local list? Or a List of Heritage Assets? Something else?

Kingston has ***Buildings of townscape merit***, Waverley has a ***List of buildings of townscape, landmark or local historic merit***, and in Wokingham, the list is referred to as a ***List of Buildings of Traditional Local Character*** in its current form. You may have also heard them referred to as ***locally listed buildings, local list of heritage assets*** or a ***local list of non-designated heritage assets***. They are all the same thing.

Keep it simple and go with the majority, call it a Local Heritage List.

² Local Heritage Listing: HE Advice Note 7. Available at: <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

Preparation

The toolkit and examples provided in this guide, give you all the components you need to develop a Local Heritage List in a structured way, to identify the features that contribute to an area's distinctiveness, interest and amenity.

It provides a framework for assessing the significance of different elements within the area. It also provides opportunities to identify features or issues that detract from the character of the area and need improvement. Upon reading the guide, you will have a greater understanding of:

- The benefits of creating a Local Heritage List and how they can promote the conservation and effective management of Local Heritage Assets.
- How the adoption of a Local Heritage List by the local authority ensures that the significance of heritage assets identified on the List is a 'material consideration' i.e. it will be taken into account in planning decisions, and a positive strategy for their conservation will be outlined in the Local Plan.
- The benefit of conserving Local Heritage Assets is to help contribute to the sustainable development of the area (city, town, village, district). The NPPF recognises sustainable development in three dimensions – economic, social and environmental – and that these are mutually supportive. A Local Heritage Asset has the potential to contribute to the local economy on an individual basis and collectively, to the town's economy. A local link or architectural value can provide an extra dimension to a business or add market value to residential property.
- It is the common belief that heritage assets give individual and group character to a local area, which can provide a sense of place to the local community. Through provision of a basis to protect of the local historic environment, residents will form an attachment to the area and will contribute to it.

Local Heritage Listing is a concept that is designed to ensure that the historic and architectural interest of buildings and structures that are of local importance, but do not meet the criteria for being nationally listed, is taken into account during the planning process.

Key stages

1. **Public announcement** of intention to create the new list: Engage local partners, especially the local authority. It cannot proceed without their support. Early involvement is key.
2. **Identification of assets & selection criteria:** Produce selection criteria for public consultation. Amend selection criteria in light of feedback, as necessary.
3. **Research:** Ask civic society members to undertake research and community engagement to establish the significance and distinctiveness of the area. You could also partner with other local history groups to help with research. Identify key themes, where appropriate, on which to base the selection criteria.
4. **Assess and nominate to the List:** Identify assets that may be eligible for the Local Heritage List. Consult on the initial list and invite the public to nominate potential Local Heritage Assets not already identified.
5. **Ratify and select:** Form a stakeholder selection panel to be chaired by a local authority representative – ideally a Councillor. Nominations to the Local Heritage List will be considered by the selection panel. Any candidates felt to be of national significance should be submitted to Historic England for the Department for Digital, Culture, Media and Sport (DCMS) to consider for national designation. The National Heritage List for England is accessible at: <https://historicengland.org.uk/listing/the-list/>
6. **Publication, maintenance and review** the Local Heritage List. Record new Local Heritage List entries on the Council's Historic Environment Record. Publish the list in all media formats. Ensure regular review of the list. Repeat the cycle of previous two steps to keep up-to-date. Ensure that the Local Heritage List is accessible to all sectors of the community.

Further information to access at the start:

You can view the national guidance on Local Heritage Lists in the Government's **National Planning Practice Guidance**. Available here: <https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment#non-designated-heritage-assets>

If you prefer to learn in alternative ways, it is worthwhile getting your team together one evening to watch this **short video produced by Historic England** explaining what is involved in a Local Heritage List. You can watch it on the Civic Voice website available here: <https://www.youtube.com/watch?v=-i9On2oB8IQ&feature=youtu.be>

You can also access the well-used Historic England guidance, which was the first national guidance produced on Local Heritage Lists. **HE Advice Note 7 – Local Heritage Listing**. Available here: <https://content.historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/heag018-local-heritage-listing.pdf/>

How are Local Heritage Assets protected?

National planning policy requires local planning authorities to set out ‘a positive strategy for the conservation and enjoyment of the historic environment’ in their Local Plan. Emphasis is placed on ‘sustaining and enhancing the significance of heritage assets’ and recognising that heritage assets are an ‘irreplaceable resource’ and should be conserved ‘in a manner appropriate to their significance’.³

The NPPF clarifies that a Heritage Asset includes buildings, monuments, sites, places, areas or landscapes that are ‘locally listed’⁴ and identified on a Local Heritage List. Heritage assets are not only those designated under statutory regimes such as Listed Buildings, but those that may be recognised by the planning authority as having heritage significance. Paragraph 135 of the NPPF states that such assets can merit consideration in planning matters, with the authority taking a balanced judgement having regard ‘to the scale of any harm or loss and the significance of the heritage asset’.⁵

In determining applications for planning permission that affect a Local Heritage Asset or its setting, the NPPF requires, amongst other things, that local planning authorities should take into account ‘the desirability of sustaining and enhancing the significance of [such] heritage assets and putting them to viable uses consistent with their conservation’ and consider ‘the positive contribution that conservation of [such] heritage assets can make to sustainable communities including their economic vitality’⁶.

Whilst local heritage listing provides no additional planning controls, the fact that a building or site is on a Local Heritage List means that its conservation as a heritage asset is an objective of the NPPF and, therefore, a material consideration when determining the outcome of a planning application⁷. Being identified on a Local Heritage List also demonstrates explicitly that a building or site makes a positive contribution to the character and local distinctiveness of a place. Local Heritage Assets situated within Conservation Areas also benefit from greater control over demolition afforded by the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

Where a Local Heritage List exists, it is good practice to have an accompanying policy in the Local Plan which explains how heritage assets on the list will be dealt with.

While local heritage listing can be a legitimate response to an actual or perceived threat to a heritage asset, including the threat of demolition, the level of protection afforded is influenced by the manner in which the local heritage list is prepared. The sounder the basis for the addition of an asset to the local heritage list – particularly the use of selection criteria – the greater the weight that can be given to conserving the significance of the asset. The degree of public consultation on the list and the inclusion of assets on it also increases that weight. However, the absence of any particular heritage asset from the local list does not

³ NPPF (2012), para. 126.

⁴ NPPF (2012), Annex 2: Glossary.

⁵ NPPF (2012), para. 135.

⁶ NPPF (2012), para. 131.

⁷ NPPF (2012), para. 17.

necessarily mean that it has no heritage value, simply that it does not currently meet the selection criteria or that it has yet to be identified.

Where changes to a building, site or monument do not require planning permission, a local planning authority may consider whether the exercise of permitted development rights would undermine the aims for Locally Heritage Assets. In specific cases where it would, a local planning authority can consider the use of an Article 4 Direction (in tandem with the local heritage listing process) to remove the permitted development right. The Government's National Planning Practice Guide provides guidance on the use of Article 4 Directions.⁸ Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management also gives brief advice on Article 4 Directions.⁹ HE Advice Note 1 is currently being updated by Historic England and the consultation draft, published in March 2018, is available here: <https://historicengland.org.uk/about/what-we-do/consultations/guidance-open-for-consultation/>

⁸ NPPG. (para 36-53) Available at: <https://www.gov.uk/guidance/when-is-permission-required#article4>

⁹ Historic England Advice Note 1. Available at: <https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/>

Top Tips and Resources

A. Getting started: Things to consider

The initial meeting(s) to prepare for the Local Heritage List should be in a location and time that is available to all. Ask yourself, will 3pm on a Friday afternoon be accessible to everyone?

When you have everybody together, use the following to start the discussion and ask yourself:

- **Do we have the relevant skills that we need?** It is important to understand what we can do as a team i.e. who can do what. Relevant skills within the team should be understood at this stage so you can allocate roles, such as recording data from the survey forms etc.
- **Do we know what buildings, structures, sites or landscapes we want to give protection to?** Having a detailed map clearly showing the area and scope of the local list should be obtained, either from the local planning authority or from online mapping. It is important that everyone knows the area involved in the project. Start with a focused area in your training session(s) so everyone works together assessing the first few buildings. Then spread out and share different buildings and structures amongst the group.
 - The map should be studied to decide on the breakdown of the area into manageable parts for the detailed survey. You will need to walk the town or area to take photographs.
- **Have we checked what is already listed on the National Heritage List for England?** This will enable you to identify nationally listed buildings and structures so that you can cross them off as potential candidates for Local Heritage List immediately.
- **What local knowledge do we already have?** Use your local knowledge to understand the character of the area. Is it rural or urban, quiet or busy etc and what makes it special? Having a brief overview of the historical development of the area will be useful to understand the area at this stage and help consider what special characteristics should we be protecting through the List?
- **A timescale for the Local Heritage List** should be agreed and the initial target date to submit to the council agreed – 18 months should be about right with a supportive local authority.
- Finally, think about **who do you know in the local authority** who may be able to help secure support for the development of the Local Heritage List e.g. Conservation Officer, Heritage Champion, Cabinet Member? Then plan to meet them to tell them what you want to do. This is a crucial step and will save you a lot of time later!

B. Frequently Asked Questions

Who is responsible for local listing?

In England and Wales, local authorities are responsible for drawing up Local Heritage Lists of buildings, structures, sites and landscapes that they consider to be of local importance. There is no obligation on local authorities to have such lists, or to update them regularly when they have them. Today, around 60% of local authorities have a Local Heritage List.

In some areas, local planning authorities have created a 'local list' of 'non-designated heritage assets', as suggested in the Government's Planning Practice Guidance.¹⁰ Non-designated heritage assets are 'buildings, monuments, sites, places, areas or landscapes identified by local planning authorities as having a degree of significance meriting consideration in planning decisions, but which are not formally designated'. Such lists are essentially the same thing as a Local Heritage List.

Can a community prepare a Local Heritage List?

Yes, but a community group cannot do this in isolation as you need the local authority to adopt the list at the end of the process. The best approach is to work in partnership with the local authority.

You might ask why the local planning authority cannot prepare a local list? They can, of course, and many do, but many do not have the resources or simply cannot prioritise it. Your local planning authority (usually the district, borough, or city council, or national park authority) has a great deal of responsibility to protect and enhance the historic environment. For example, they must write relevant planning policies and determine applications for consent. Local authorities often own large parts of the historic environment such as, public buildings, parks and infrastructure. But, in recent years, local planning authorities have also had to deal with far fewer resources than they have been used to, and this has had an impact on the services they can offer. This has put the historic environment services of some authorities at risk, for example by reducing the capacity of planning departments and reducing the number of conservation officer posts – or, in some cases, removing them altogether. Whilst this is not a happy situation, it does mean there might be an opportunity to form a partnership with your authority on some issues, to ensure heritage is not left behind. Getting together as a community, to prepare a Local Heritage List for endorsement by the authority is a great way of helping to fill the gap, putting in place a useful planning tool for everyone's benefit.

What makes a building locally list-able?

Locally list-able buildings, structures, sites and landscapes are those that do not quite meet the criteria for being nationally listed, but which are still of architectural or historical importance in their local area. Councils can determine their own local criteria for assessment, but the majority follow the Historic England guidance. Civic Voice is

¹⁰ NPPG Para. 39. Available here: <https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment#non-designated-heritage-assets> (Last accessed April 2018)

encouraging more and more civic societies to ensure that the local authority utilises the Historic England national criteria below, as a starting point:

Criteria	Description
Rarity	Not many examples locally. This can include unusual assets such as cast-iron bridges and traditional signage or more common ones of unusual architectural style or materials.
Representativeness	May be representative of a particular architectural period, architect, movement, company or group of its time, for example Quaker, railway, Victorian and industrial.
Architectural interest	Of importance in its architectural design, decoration or craftsmanship; important examples of particular building types, materials and techniques (e.g. buildings displaying technological innovation) and significant plan forms.
Townscape or Landscape value	Key landmark buildings or structures and buildings that strongly contribute to a view or roofscape vista. Valued open spaces, (including designed landscapes, streets, squares, parks, gardens, amenity and green spaces), walls, fences, railings, street surfaces (including cobbles, setts and grass verges). Street furniture (including signposts, streetlights, benches, post boxes and telephone boxes).
Group value	Groupings of assets with a clear visual, design or historic relationship (including farmyards, terraces, group form and layout), contribution to street scene, roofscapes and perception.
Artistic interest	An asset with artistic interest exhibiting some degree of creative skill (including sculpture, painting, decoration, advertisements, memorials, gates, railings, door surrounds, finials and signage).
Historic association	Associated with an historical person or event of acknowledged note (including important local figures or events, for example landowner, commemorative event, charity, ecclesiastical or other community group and former resident). Highly unlikely this would apply to assets associated with a living person.
Archaeological interest	There may be evidence to suggest that a site is of significant archaeological interest.

Significant or just interesting?

The NPPF says that the historic environment is: “All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical

remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.”¹¹

But this could include almost anything, from the smallest, most ancient fragment of archaeological evidence, to an entire twentieth century landscape of development. You cannot designate everything! The government says the “substantial majority” of buildings have little or no heritage interest, with only a minority having enough significance to be material to planning. So you need to think smart and make sure your Local Heritage List remains special, and includes only those buildings, structures, sites or landscapes that are of local significance, or it could discredit your project overall. Not every piece of our heritage is as important as the next, so when assessing your long list, you will need to judge carefully whether a site should go forward to the short list. A building might well be interesting, but is it actually significant to the area’s local heritage?

How does local listing protect the building?

Locally listed buildings do not enjoy the levels of statutory protection afforded to nationally-listed buildings. However, local heritage listing means that the interest of the building will be at least a “material consideration” during the planning process. The effect of a planning application on a non-designated heritage asset is a material consideration which the planning officer will consider when determining the application, and local listing strengthens the case for retention of a historic building, structure or landscape on the List.

Local Heritage Assets within conservation areas also have greater protection from demolition as planning permission is required for the demolition of buildings and structures within a conservation area, with the exception of some small buildings and means of enclosure e.g. walls, gates, fences (Part 11 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended¹²).

What can be locally-listed?

Local Heritage Lists are not always restricted to buildings. Structures, sites, archaeology and historic landscapes such as cemeteries and parks and open spaces are also included on some Local Heritage Lists.

The NPPF defines as Heritage Asset as: *‘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. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).’*¹³

¹¹ NPPF (2012). Annex 2: Glossary

¹² Town and Country Planning (General Permitted Development) (England) Order 2015. Available at: <http://www.legislation.gov.uk/ukxi/2015/596/schedule/2/part/11/crossheading/class-b-demolition-of-buildings/made#f00087>

¹³ NPPF (2012). Annex 2: Glossary

How can I find out what is locally-listed in my area?

The conservation and planning pages of your local authority's website are the first place to look; many councils have Local Heritage Lists online. Otherwise, planning or conservation officers will be able to tell you whether your council has a Local Heritage List, and how it can be viewed. Local Heritage Assets may also be found on your local authority's Historic Environment Record.

If you cannot find the information you need, speak with Civic Voice, as we have a central database of all local heritage lists, which is available on our website at:

www.civicvoice.org.uk

We update this database every six months in response to feedback from our members.

C. Local Heritage List – Briefing and Template Nomination Form

Local Heritage Lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment, as part of the wider range of heritage designations. They enable the significance of any building, structure or site on the list, to be better considered in planning applications affecting the building, structure or site, or its setting. Research suggests that today, around 60% of local authorities in England now have Local Heritage Lists, and whilst local authorities do decide the criteria themselves, this template captures the main points required. This form is based on a national standard recommended by Civic Voice to ensure consistency across England.

Use of the template will ensure that the report is in a standard format suitable for public consultation and approval as a Supplementary Planning Document. It contains standard text required in the report and is structured in a way that the nomination can easily be put into it. Remember to share this template with your local authority as they may have specific advice and guidance on local issues that need to be included.

What does 'local listing' mean?

Local heritage listing is a means for a community and a local planning authority to identify heritage assets that are valued as distinctive elements of the local historic environment

According to National Planning Policy Guidance, Local Heritage Lists incorporated into Local Plans can be a positive way for the local planning authority to identify non-designated heritage assets against consistent criteria. It is important to note, however, that inclusion on the Local Heritage List does not change the existing planning controls that already apply to a building.

Local Heritage Assets do not enjoy the levels of statutory protection afforded to nationally designated heritage assets. However, local heritage listing means that the interest of the building or site will be at least a "material consideration" during the planning process. The effect of a planning application on a non-designated heritage asset is a material consideration which the planning officer will consider when determining the application, and local heritage listing strengthens the case for retention of a historic building, structure or landscape on the List.

Local Heritage Assets within Conservation Areas also have greater protection from demolition as planning permission is required for the demolition of buildings and structures within a conservation area, with the exception of some small buildings and means of enclosure e.g. walls, gates, fences.

It is important to remember that buildings, structures, sites and landscapes included on the Local Heritage List will not be of national importance or 'significance' but they are still important! They will be of local significance or, in other words, important to local character and distinctiveness of an area.

What is the purpose of a Local Heritage List?

- To raise awareness of an area's local heritage assets and their importance to local distinctiveness.
- To inform developers, owners, council officers and members about buildings within the local authority boundary that are desirable to retain and protect.
- To provide guidance and specialist advice to owners to help protect the character and setting of those buildings, structures, sites and landscapes.
- To help the council in its decision making when discussing proposals and determining planning applications.
- To record the nature of the local historic environment more accurately.

Non-designated heritage assets are given less weight through the planning process than designated heritage assets such as Listed Buildings and Conservation Areas. However, national planning policy in the National Planning Policy Framework (2012) says:

From a development management perspective (planning applications), local planning authorities should take them into account in determining planning applications:

- “A balanced judgement having regard to the scale of any harm or loss and the significance of the asset.” (para 135)
- Those of high archaeological significance are given as much weight as designated heritage assets. (para 139)
- Demolition of non-designated heritage assets will require justification that sustainable use or reuse is not possible. Proposals for alteration or extension should consider impacts but not be onerous.

From a strategic planning perspective (Local Plan), local planning authorities should have:

- “Up-to-date evidence about the historic environment...[and]...use it to predict the likelihood that currently unidentified heritage assets...will be discovered in the future.” (para 169)

The Local Heritage List supports efforts to preserve the character and appearance of the local historic environment and heritage assets that are included on it. It enables the architectural or historic interest of these buildings, structures, sites and landscapes to be properly considered against development proposals submitted to the local planning authority. It also provides clarity for owners, the local community, developers and planning officers, so that they are aware of the interest of a building as early as possible.

Overleaf is a standard form and selection criteria that can be adapted but it contains the basics to nominate a building to a Local Heritage List.

Rather than just copying the template, adapt it to suit your area. The result should be a clear, local set of criteria against which to judge suggestions for the list. This will help ensure your list is measured, fair and representative.

Sample Nomination Form

NAME AND LOCATION OF YOUR CANDIDATE HERITAGE ASSET

WHY IS IT LOCALLY VALUED?

Indicate what is it about the asset that provides its interest, and why it is valued locally.

WHAT IS IT?

Is it one of the following? (select one):

- a building or group of buildings
- a monument or site (an area of archaeological remains or a structure other than a building)
- a place (e.g. a street, park, garden or natural space)
- a landscape (an area defined by visual features or character, e.g. a city centre, village, suburb or field system)

WHAT ELSE COULD MAKE ITS LOCAL SIGNIFICANCE SPECIAL?

Indicate why any of the following features make the heritage significance of the asset stand out above the surrounding environment:

- Rarity
- Representativeness
- Architectural Interest
- Townscape or Landscape Value
- Group Value
- Artistic Interest
- Historic Association
- Archaeological Interest
- Other ... Is there another way you think it has special local value? This is when you should speak to the local authority who can offer guidance on additional items

It is important to remember that “significance” can be informed by a significant written record, for example the Historic Environment Record, Pevsner and published articles.

Communication

The local planning authority, any residents' groups and any other relevant local organisations should be contacted. It may be useful to use parish newsletters and the local press to make the public aware of the assessment.

Every resident in the area should be informed by letter that the assessment is to be carried out and invited to contribute their views of the area.

Further Research

A visual study may only go so far in understanding what is special about an area.

By researching its history, a better understanding can be found of how the buildings and spaces reflect its evolution and its unique character. Some of the information may be readily accessible as online resources, such as the local Historic Environment Record, whilst others may require visiting a local studies library, record office or other archives.

Historic maps can assist readers of the report in understanding the development of the area.

Write it up

Produce the long list as a spreadsheet. For each nomination, you should aim to get the following. You will need a little research to inform the site's significance, but only those ultimately selected for the list will need a full 'statement of significance'.

For each nomination, you should aim to get at least the following:

- The address
- A photo
- A description of the key features or characteristics; and
- A justification of why it is included in the Local Heritage List.

Our recommendation would be to do a little bit more research as the more information you have will contribute to the assessment of the site in question. For best practice we recommend:

- **Reference number** - Give each site a unique number for use throughout your project
- **Address** - Or at least a site description e.g. "110m west of the junction of the A321 and the B123" Neighbourhood, parish, ward, etc. This will help you sort and search your data when the list gets long.
- **Grid reference** - You can generate this online at websites such as www.gridreferencefinder.com
- **Map** - As a start, you could use Google Maps or similar and then 'screen grab' the image to keep with your digital records. The local planning authority could provide a map using their systems.
- **Owner** - This might be the most difficult detail to obtain, but if the site is ultimately to be selected for the list, you will at least need to be able to write to 'the owner' at the address identified. If you cannot find this out, you or your local council could do a Land Registry search, but that might incur a fee.

- **Asset type** – Explain the type of asset that is being nominated
- **Conservation Area** - Is it in a conservation area; if so, which one? Mention if the Conservation Area is at Risk.
- **Description** - A few lines describing the asset and its history
- **Criteria** - Which of your criteria does it meet? Just a tick will do at this stage?
- **Photographs** - Take two or three good photographs for reference.
- **Sources** - Make a note of any information sources identified (including who you spoke to about the site).
- **Nominee(s)** - Keep this information private and use it only for your project. Destroy it once the project is complete (unless you have their permission to use it for other purposes). Once the site is on (or off) the local list, it will not matter who nominated it.

Nomination

Anyone, a member of the public or an owner, can nominate a site or building for addition to the Local Heritage List.

An application form should be completed and sent to the appropriate person in the council i.e. Head of Regeneration or Head of Planning. When an application is received the site or building owner will be contacted and their views invited.

Consultation

All owners of buildings being considered for inclusion on the Local Heritage List should be consulted as part of the assessment process. The local authority should contact the building or site owner to inform them about the nomination and then alert them to consultation deadlines and the reasons for the building's consideration or nomination for Local Heritage Listing.

The owner should be given at least six weeks to let the local authority know whether they think their building deserves inclusion on the Local Heritage List or not. Owners can often provide valuable information which can influence the decision about whether to add the building to the Local Heritage List or not.

The application will be assessed by the Conservation Officer or equivalent and reported to a group such as a Conservation Liaison Panel or Planning Panel. All comments or representations made in relation to each individual building will be considered alongside the nomination and the Conservation Officers' professional assessment of the building's architectural or historic interest, before a recommendation is made for or against local heritage listing.

Ratification & Adoption of the Local Heritage List

The Panel is likely to be made up of local councillors, officers and representatives of local amenity groups with a particular interest and expertise in the local historic environment. The Panel will consider the report and assess the suitability of the building or site for inclusion on the Local Heritage List, based on the above criteria.

The Panel's recommendations will be submitted to the Cabinet of the local council for consideration and approval for adoption of the List by the local authority. Owners will be informed of the Cabinet's decision.

Once identified, buildings, structures, sites and landscapes will be recorded on the local planning authority's in-house system and added to the Historic Environment Record (HER) to inform future development enquiries and proposals.

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D. SAMPLE PRESS RELEASE FOR LOCAL GROUPS TO PROMOTE THE LOCAL HERITAGE LIST PROJECT

X DATE: for immediate release.

X residents are being asked for their views on which local buildings, structures, sites and landscapes are important to the character of the area. An exhibition at X Library in X, which runs X, shows proposals from members of X for a draft Local Heritage List for the X area and invites comments and further suggestions.

There are many buildings across the UK which are not on the national lists of “Listed Buildings” and “Scheduled Ancient Monuments” but are important at a local level – because they contribute to the character of an area, have local historic associations, are local landmarks or are important to the local community.

To give these buildings some degree of protection, local councils have been able to make their own “Local Heritage Lists”. Although around 60% of councils have made Local Heritage Lists, many never have. However, recent changes to planning law mean that councils are advised to have a Local Heritage List so one needs to be made for the x area.

Local heritage assets can be defined as: “Eligible buildings and features that MUST have local architectural, historical or curiosity value, must be permanent rather than temporary or ephemeral, and must NOT be Listed Buildings, Scheduled Ancient Monuments or otherwise included on an existing Statutory register.”

Therefore, they must be of special local value and need not necessarily be buildings – they could be features like a village pump or a local park.

The Chairman of x, who is co-ordinating the X project, commented:

“We need to find out what local heritage assets x people think are important and this exhibition is a chance to do that. People can comment on the proposals already made or they can nominate a building or structure by completing a nomination form – copies of which are available here. The nominations will then be considered by a steering group from the X to check that they satisfy the criteria for selection. Finally, they will be considered by x Council who will make the final decision about what goes on the list.”

“If a planning application is made that affects one of the buildings or structures included on the Local Heritage List, the Planning Committee will have to take this into account when considering the application. While this doesn’t provide the same degree of protection that is given to nationally listed buildings or structures, it should help to preserve the character and heritage of our local area.”

E. SAMPLE LETTER FOR THE LOCAL COUNCIL

Dear XXX

According to National Planning Policy Guidance, Local Heritage Lists incorporated into Local Plans can be a positive way for the local planning authority to identify non-designated heritage assets against consistent criteria to improve the predictability of the potential for sustainable development. We at x believe that x should have a Local Heritage List for the following reasons:

- The Local Heritage List supports efforts to preserve the character and appearance of the buildings that are included on it.
- It enables the architectural or historic interest of these buildings to be properly considered against development proposals submitted to the Council.
- It provides clarity for owners, the local community, developers and planning officers, so that they are aware of the interest of a building as early as possible.
- Inclusion on the Local Heritage List does not change the existing planning controls that already apply to a building.
- The Local Heritage List backs up the council's existing planning policies and guidance, adding weight to the consideration already given to the preservation of these buildings' architectural and historic interest by development proposals affecting them.

It is important to note that, under current legislation, inclusion on the Local Heritage List does not change the existing planning controls that already apply to a building. It simply changes the level of consideration given to preserving its character and appearance when planning applications are submitted to local council

By proposing a Local Heritage List for X area we are aiming to improve community involvement in the planning system in line with NPPF Paragraph 69.

“69. The planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. Local planning authorities should create a shared vision with communities of the residential environment and facilities they wish to see. To support this, local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.”

Taking into consideration the guidance in the NPPF, we want to ask that X Local Authority consider this proposal and work with the community to take forward a Local Heritage List that can be adopted within a Local Plan.

Kind regards,

Chair of Civic Society

F. CASE STUDIES OF LOCAL HERITAGE LISTS: EXAMPLES FROM ACROSS THE COUNTRY

The following case studies are a cross section of approaches that various groups have taken in generating a Local Heritage List.

The Goole Local List of Heritage Assets

The idea for a Goole Local Heritage List was first debated at a committee meeting of the Goole Civic Society in 2011. The meeting was attended by the East Riding of Yorkshire Council Team Leader for Conservation, Landscapes and Archaeology and it was during this meeting that it was agreed that the scope for the project would be those buildings not already designated, i.e. those not already Listed or within a Conservation Area.



Acting on behalf of the local community, the Goole Civic Society decided to undertake public consultation to give the list more mandate and started research to produce a final assessment of a Local List of Heritage Assets for proposal to the Local Authority.

Nominations for the Local Heritage List were discussed in January and February 2012 at meetings of the Society.

A public consultation document was created and circulated to other stakeholders and Society members. A number of newspaper articles featured in local newspapers with the articles outlining assets which have already achieved designated status and invited members of the public to nominate their own suggestions.

Nominated assets provided during this public consultation period underwent review by the Civic Society and assessment against selection criteria established in the Historic England (formally English Heritage) good-practice guide. Within the nominations were assets which already had some level of designation or did not fall within the general criteria for national designation and these were not put forward for nomination for the Local List.

The List was further amended reflecting the different comments and assessed during the February 2012 meeting of the Society, established that parks could be added to the List and the establishment of a provisional List. The Team Leader for Conservation, Landscapes and Archaeology was involved throughout to ensure effective communication.

An open meeting of the Society was held during the March meeting of the group, during which the significance of each nominated asset was discussed, with consideration to the advice provided by the Local Authority. A final review of the proposed List of Heritage Assets was made during the Annual General Meeting (April 2012) of the Goole Civic Society.

This List formed the proposal to the Local Authority.

Marple Civic Society

Marple is a small, historic town in Greater Manchester which lies along the Peak Forest Canal. The town was an important focus for the textile trade during the industrial revolution, when many mills and limekilns were built, as well as a three-way canal junction to support the trade.



Local organisations Marple Civic Society and Marple Vision Partnership were keen to enhance and build on this rich heritage, by bringing the historic Marple Wharf, including its Toll House and warehouse, back into community use.

Civic Voice holds regular training sessions and campaign workshops on various issues, it was here that Marple Civic Society decided to participate in the Local Heritage List campaign. We developed a three-day programme to support a greater sharing of ideas and exploration of opportunities and to help the groups to learn from other projects across the town and build a better understanding of what assets and knowledge was available with the volunteers involved.

Nominated assets provided during this public consultation period underwent review by the Civic Society and assessment against selection criteria established in the Historic England (formally English Heritage) good-practice guide.

An evening workshop brought together a large group of stakeholders including young people from the local school, residents, local authority officers and representatives of local interest groups and societies. Through a group mapping exercise, participants explored the key assets of the town, such as open spaces, community spaces and heritage assets to ensure everything could be covered.

A powerpoint of the final process is available to download via: <https://www.slideshare.net/CivicVoice2010/how-we-listed-our-local-heritage-assets-marple-civic-society>



“Don’t take your local heritage for granted because tomorrow it might just be history.”

Gillian Postill, Marple Civic Society

The Norwich Local Heritage List



The Norwich Society is made up of individuals working to protect the heritage and architecture of Norwich. Norwich has many fine buildings that are important to each local area. Many are not widely known or celebrated,

The Norwich Society's Local List covers the area of the City within the outer Ring Road but excludes official Conservation Areas. All the buildings selected contribute to

their area's sense of place by a combination of their architectural or historical significance, or by being of use to the community. Some are local landmarks.

The project began in 2008 when, in consultation with Norwich City Council and English Heritage (as it was then known), a Steering Committee of The Norwich Society planned the project and drew up guidelines for the teams of volunteers who really did 'walk the streets' recording and photographing buildings. The Society made it clear from the outset that while inclusion on the Local List does not afford the same protection as that given to a nationally listed building, it does ensure that 'material consideration' is given when demolition or re-development is proposed.

Consultations with a panel of three experts and the owners and tenants of the buildings were followed by a public consultation in September 2011, and publication of the final Local List a year later with 135 buildings of local significance added to the list. The Society produced a DVD of the Local List and copies of the list have appeared on the Norfolk Historic Environment Record, local libraries and the Norfolk Record Office.

Norwich City Council has added the buildings to their Local List and included this information into the Development Management Policies Plan, to help advise any further demolitions or re-developments.



Feedback from Norwich:

Vicky Manthorpe, administrator for the Norwich Society, said: "I am absolutely delighted that the list was adopted. I hope it means that we have a good basis for discussions over the future of those buildings. This now means we should be able to add to the list when other properties come to our attention. I would encourage other civic groups across England to start nominating local heritage assets so that you can demonstrate what you value in your community."

Peterborough Civic Society

Peterborough Civic Society and Peterborough City Council worked together to prepare a revised list of Buildings of Local Importance (BLI) for the district.

In addition to Peterborough's 400 or so statutorily listed Buildings of Architectural or Historic Interest, at present 15 buildings ineligible for listing but of importance locally receive a measure of protection from a policy in the 2005 Local Plan. They include the Town Hall (1929), Kings School (1885) and the former courthouse (1873).



The policy, CBE11, states that demolition or substantial alteration of these buildings will only be permitted under special circumstances. A similar policy is expected to be included in the forthcoming Development Control Policies document, successor to the Local Plan. Both the Council and the Civic Society felt that the BLI list needed to be reviewed.

For the Civic Society, the issue came to the fore when it sought to secure the listing of the threatened Great Northern Hotel opposite Peterborough railway station. In declining to list the 1852 building, English Heritage's advisor raised the fact that the building had not been identified as being of local importance in Policy CBE11. Whilst there is no evidence to say that such inclusion would have influenced the decision to list, it was clearly important that all buildings that the people of Peterborough cared strongly about should be considered for as much protection as the Local Development Documents could provide.

Peterborough has both an urban and a rural component. The Council agreed to support a review of the BLI list and conservation officer Jim Daley obtained the committee's approval to a set of criteria for inclusion. They were in the form of a series of short question under each of the following headings: age and rarity, historic interest, architectural interest, and small structures (boundary stones etc). The Civic Society would tackle the urban area and the Parish Councils have been invited to review their rural areas. The Civic Society then identified 7 of its members to act as surveyors of the urban area. They received a briefing from the conservation officer, copies of relevant maps, a schedule of buildings already listed and letters of authority. They then surveyed their area and photographed and described potential candidate buildings.

The next step was for the surveyors work to be assessed by the conservation officer, inconsistencies ironed out and a new BLI list to be incorporated into the draft development control policies document.

Why is the Civic Society participating? Partly because the project is an example of a labour-intensive piece of work to which the Council is likely to give low priority without assistance. Also it is a task which Civic Society members care about and are well able to carry out.



Members include architects, semi-retired planners and a building conservation professional as well as lay people well able to grasp the brief.

The project is a positive one which demonstrates that the Society is keen to assist the authority when it can rather than being branded a predictable and negative voice in the city.

Is it worthwhile? Clearly a list of buildings of local importance will not carry the statutory

weight of a formal listing, Article 4 direction or inclusion in a Conservation Area. But there are whole classes of building which merit care in deciding their future. And there is evidence that such lists give some confidence to planning officers and councils to take a firmer line than they might otherwise. On occasion they can influence the outcome of planning appeals when reinforced by the appropriate policy wording. First step: establish a relationship of mutual respect with your local conservation officer and your Heritage Champion!

Wivenhoe Local List: Creating a Local Heritage List: A Community Led Approach



Wivenhoe is a small town located in the borough of Colchester. The work of preparing the Wivenhoe Local List was carried out entirely through the voluntary effort of the Wivenhoe Townscape Forum.

An unsuccessful application to have a building added to The National Heritage List for England prompted members of Queens Road Residents Association (QRRRA) to seek that building added to the local heritage

list; however, Colchester Borough Council had no local list for Wivenhoe.

Two members of the Association who had already researched the historic character of Wivenhoe expressed an interest in facilitating a project to establish a local list and arranged a general meeting with key interested parties in the town, including Wivenhoe Town Council and the Wivenhoe Society. A proposal was subsequently submitted to Colchester Borough Council outlining how, in consultation with the local authority, volunteers could prepare a local heritage list for Wivenhoe.

When the local planning authority resolved to support the proposal, articles were placed in the local press inviting the community to participate in the preparation of the local heritage list. As a result, the 10 strong Wivenhoe Townscape Forum was formed comprising the two facilitators from Queens Road Residents Association, local historians, architects and representative members from both Wivenhoe Town Council and the Wivenhoe Society.

The parish of Wivenhoe was divided into six discrete areas. Volunteers surveyed each street in their designated area, photographing and recording the details of candidate entries on paper record sheets devised by the facilitators. For the sake of consistency across Colchester Borough Council's administrative area, Wivenhoe's selection criteria broadly mirrored that used by the Colchester Historic Building Forum when they established a local list for the old borough of Colchester. However, following the publication of English Heritage's draft Good Practice Guide for Local Heritage Listing, the Wivenhoe project also included assets such as open spaces and street vistas which the community perceived as a source of local identity and distinctiveness. During the surveying exercise, several articles were published encouraging the community to submit nominations for the local heritage list.

The two facilitators kept in regular contact with local authority officers, keeping them abreast of progress and when necessary, seeking their advice. On completion of the surveying exercise, the paper records were digitised at first into Word and subsequently into pdf files for ease of distribution. The draft list was then delivered to the local authority for their approval. Having been comprehensively briefed by the volunteers throughout the process, the local planning authority was happy with the format and content of the draft list.

The facilitators sent letters to the owners / occupiers of each heritage asset informing them of their inclusion on the draft local list, the letter included a copy of the relevant record sheet. There followed extensive publicity for the draft local list including a consultation day, organised by the volunteers, where members of the Wivenhoe Townscape Forum made themselves available to answer any questions from the local community about the draft list. In the light of the consultation day, one entry was removed from the draft list at the owner's request.

The final version of the local heritage list for Wivenhoe, created by the volunteers of the Wivenhoe Townscape Forum and verified by a principal planning officer at Colchester Borough Council, was then presented to the Local Development Framework Committee by a member of the Wivenhoe Townscape Forum. The Committee adopted the local heritage list.

This community driven approach has produced a local heritage list that provides an invaluable planning tool for local authority use; it will be added to the Essex Historic Environment Record.

The 76 heritage assets on the Wivenhoe Local Heritage List can be viewed at:

<http://www.wivenhoehistory.org.uk/content/topics/heritage-assets/wivenhoe-local-list-of-heritage-assets>

The complete Wivenhoe Local Heritage List Case Study can be viewed at: <http://www.essexinfo.net/queens-road-residents-association/assets/documents/wivenhoe-townscape-forum-case>

The Wivenhoe Local Heritage List can also be viewed for planning purposes on Colchester C-Maps where it has been subsumed into the Colchester Local List. Click on the Map Legend and scroll down to Listed Structures and Assets. Tick the Colchester Local List box and enter Wivenhoe in the search field. Click on any one of the addresses which come up and this should bring up a map of Wivenhoe with the Local List assets showing in green.

<http://datashare.colchester.gov.uk:8010/connect/analyst/?mapcfg=Planning>

The Local Heritage List is subject to an Annual Review every March and further details of this can be obtained from the Spatial Policy Team at Colchester Borough Council at: planning.policy@colchester.gov.uk

Terminology

Archaeological Interest

An interest in carrying out an expert investigation at some point in the future into the evidence a heritage asset may hold of past human activity. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them. These heritage assets are part of a record of the past that begins with traces of early humans and continues to be created and destroyed.

Architectural and Artistic Interest

These are interests in the design and construction aesthetic value of a place. They can arise from conscious design or fortuitously from the way the heritage asset has evolved. More specifically, architectural interest is an interest in the art or science of the design, construction, craftsmanship and decoration of buildings and structures of all types. Artistic interest is an interest in other human creative skills like sculpture.

Conservation

The process of maintaining and managing change to a heritage asset in a way that sustains and where appropriate enhances its significance.

Designated Heritage Asset

A building, place, landscape, etc identified through legislation such as, A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated as such.

Enabling Development

Development that would be unacceptable in planning terms but for the fact that it would bring heritage benefits sufficient to justify it being carried out, and which could not otherwise be achieved

Heritage Asset

A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. Heritage assets are the valued components of the historic environment. They include designated heritage assets and assets identified by the local planning authority during the process of decision-making or through the plan-making process.

Historic Environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora. Those elements of the historic environment that hold significance are called heritage assets.

Historic Environment Record (HER)

Historic environment records are information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographic area for public benefit and use. Typically, they comprise databases linked to a geographic information system (GIS), and associated reference material, together with a dedicated staffing resource.

Historic Interest

An interest in past lives and events (including pre-historic). Heritage assets can illustrate or be associated with them. Heritage assets with historic interest not only provide a material record of our nation's history but can also provide an emotional meaning for communities derived from their collective experience of a place and can symbolise wider values such as faith and cultural identity.

Setting

The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance

The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic.

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