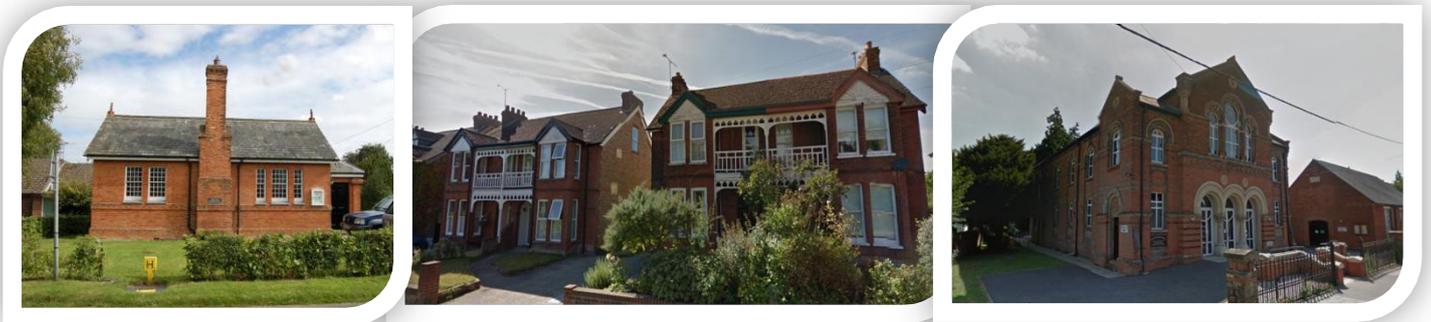




## Local Heritage List

Criteria for identifying and managing local  
non-designated heritage assets



June 2017

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# 1.0 Introduction

1.1 The historic environment cannot be replaced; it is a finite resource that is particularly sensitive to harmful development, particularly in an age when the needs to our society change so rapidly.

1.2 Uttlesford District is fortunate enough to benefit from a rich built heritage, with 37 designated Conservation Areas and over 3,500 listed buildings which are recognised nationally by their inclusion on the National Heritage List. This number includes houses, churches, schools, shops, castles, archaeological sites and walls; displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

1.3 The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links including road, rail and air make it a popular destination to live, work and visit. The District is particularly influenced by Stansted Airport within its administrative area and by the presence of London and Cambridge within easy commuting distance. Additionally there are other towns of substance such as Chelmsford, Harlow, Bishops Stortford and others that provide employment opportunities nearby. With such dynamics the historic environment of the District is a popular destination for in-migration. The associated pressures accompanying such in-migration makes it more important to protect the high quality of both built and natural environments.

1.4 In addition to these listed buildings, there are also a wealth of non-listed buildings that are considered to be locally significant and make a positive contribution to the character and distinctiveness of Uttlesford. This may be due to their historic, aesthetic, evidential or communal value, or a combination of these factors. These are **non-designated heritage assets**.

1.5 A Local Heritage List is being compiled to formally identify and celebrate these assets of local importance, in a form that is accessible and informative to the local community, developers and planning officers. It is hoped that list will be used to inform future development proposals, with a view to ***'sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation'*** Para. 126 – National Planning Policy Framework (NPPF), 2012.

1.6 The Local Heritage List aims to identify and record these non-designated heritage assets and explain what is significant about them, including how they positively contribute to the distinctive historic and architectural character of the locality with the purpose of providing accurate, current and clear advice regarding their significance to ensure that they are given due consideration during the planning process.

1.7 This list has been compiled in accordance with the guidance set out in paragraph 126 of the National Planning Policy Framework, 2012, which advises that local planning authorities to set out ***'a positive strategy for the conservation and enjoyment of the historic environment'*** as part their Local Plan and that ***'In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance.'***

1.8 Due to their irreplaceable nature, Paragraph 135 of the NPPF states that *'the effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application'* and that a *'balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset'*.

## Q&A

### What is a 'heritage asset'?

The National Planning Policy Framework, 2012 defines a 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)'**.

### What is a 'non-designated' heritage asset?

Not all heritage assets are formally designated by the Secretary of State or included on the National Heritage List. Some are identified at a local level as being of historic or architectural significance and provided they meet the definition for a 'heritage asset' they can be considered 'non-designated heritage assets' as recognised by the NPPF.

### How do Listed Buildings differ from those included on the Local Heritage List?

'Listed Buildings' are those which have been formally designated by the Government in accordance with advice from Historic England, or English Heritage as it was formally known. These buildings have been recognised for their contribution on a national level, to or architectural heritage, and are graded according to their individual significance. As such they benefit from legal protection under the Planning (Listed Buildings and conservation Areas) Act 1990 and prior consent must be obtained from the Local Planning Authority prior to certain works commencing.

Those included on the Local Heritage List are considered to be of significance at a local level, and have been recognised by the Local Authority. Although weighed against a set criteria (Section 2.0), they are not graded like Listed Buildings and do not benefit from the same legal protection. Repairs to such buildings do not require any formal consent, and in general, permitted development rights are unaffected and standard planning controls will apply. The exception to this would be where an **Article 4 Direction (Section 3.0)** has been placed on the building or structure.

## 2.0 Selection Criteria

2.1 The Local Authority will use the following criteria when considering the inclusion of any asset on the Local Heritage List. The asset must meet at least 2 (two) of the criteria to be included in the list. The criteria are based on those detailed the Historic England's 'Local Heritage Listing Advice Note 7'.

2.2 If the asset fails to meet 2 (two) of the criterion below, it will not be considered to be of sufficient quality to warrant inclusion on the list.

2.3 This is to ensure that all entries on the Local Heritage List are of sufficient special interest to ensure that the principle of this list is not de-valued by the inclusion of below-standard buildings or structures, and that it can be used as a valuable and robust resource to assist the Local Planning Authority in determining applications in an informed and constructive manner.

Ref	Criterion	Description
A	Rarity	Is it a rare surviving, or substantially unaltered example of a particular type, form or style of building or materials within the context of the local area?
B	Aesthetic Value	How does the aesthetic or design merit relate to the local character and distinctiveness of the district, including the form or architectural style of the asset, choice of materials and quality of workmanship?
C	Group Value	Does the asset form part of a grouping of assets which contribute positively to local character and distinctiveness?
D	Archaeological Value	Does the site possess archaeological value which informs our understanding of the historic development and past human activity in the district?
E	Archival Interest	Are there significant written or photographic records, historic or more recent, that enhance the significance of the asset? (Whilst of interest, this is unlikely to be considered reason in itself for inclusion to the LHL)
F	Historical Associations	Is the asset associated to any locally or historically significant figures including architects or builders or perhaps historic trades?
G	Landmark Status	Does the asset represent an important landmark within the district either because of its communal or historical value, or its aesthetic value?
H	Social and Communal Value	Does the asset contribute to the social and communal history of the area due to its location, form or use, or better inform our understanding of the social and communal progression of the locality and how this has shaped its local distinctive character?

## 3.0 Implications for development

4.1 Local listing does not have the power of statutory designation. The inclusion of a building or structure on the Local Heritage List does not remove its permitted development rights, or prevent future changes from taking place. However, **locally listed status can be viewed as a material consideration** when determining planning applications and due consideration should be given to the desirability of preserving the special interest of the heritage asset.

4.2 Should an application for demolition of a locally listed heritage asset be submitted and approved, its local listed status should require that it be fully recorded for posterity before the commencement of works, and that any replacement structure should be of sufficiently quality to ensure that it continues to preserve and contribute positively to the character and significance of the locality.

4.3 In addition to this, when considering structures for inclusion on the Local Heritage List further inspection may highlight individual cases where a higher level of protection may be beneficial, and indeed necessary, to conserve the special interest of the asset. In such cases, it may be viewed that an **Article 4 Direction** is necessary, to restrict some of the permitted development rights on the property with a view to managing positive development in the future.

4.4 If an **Article 4 Directions** is deemed desirable in the future, this will only be pursued following full public consultation and cabinet approval.

### Q&A

#### Do repairs require consent?

No formal consent is required for repairs to locally listed assets, however, the council would encourage repairs to be carried out on a like-for-like basis.

#### Do alterations and extensions require consent?

In general, permitted development rights are not affected by inclusion on the Local Heritage List, and standard planning constraints will apply. The exception to this would be where an Article 4 Direction (See below) has been placed on the building or structure.

#### What is an Article 4 Direction?

An Article 4 Direction is a form of planning control that can be applied to a building, or a specified area, to restrict certain permitted development rights. A schedule will be agreed and published detailing the rights have been revoked under the direction, which often includes, but is not limited to, replacement of windows and doors, installation of roof lights or dormer windows, cladding of the front elevations and sometimes alterations to, or removal of, boundary treatments. Where this constraint is imposed, the owner will need to seek Planning Permission for alterations detailed on the schedule, however, there will be no fee for submitting this application.

## 4.0 Publishing and Updating the Local Heritage List

4.1 The Local Heritage List is an evolving document and as such, will need to be updated to allow for new additions to be included, and a review of existing list entries.

4.2 Once the Selection Criteria (Section 2.0) have been agreed, local parish and town councils will be invited to submit entries for inclusion on the list, via the council website. An e-mail invite will be distributed advising the parish and town clerks accordingly. A nomination form can be found in Section 5.0, which should be completed and submitted to the Local Authority, along with a recent photograph of the site and map for identification purposes. These entries will then be reviewed against the selection criteria by the Conservation Officer, and those which meet at least 2 criteria shall be included in the draft Local Heritage List.

4.3 In conjunction with this, the Conservation Officer will also consider those buildings identified as making an important contribution to the 37 designated Conservation Areas. Those identified will be weighed against the agreed selection criteria, and those which meet at least 2 criteria shall also be included in the draft Local Heritage List.

4.4 The list will take the form of a document, with the Selection criteria clearly detailed and a short entry for each site including a photograph, short description, statement of significance and finally, details of the selection criteria that the site is considered to meet.

4.5 For ease of reference, and in line with the strategic approaches set out in Historic England's 'Local Heritage Listing Advice Note 7', the list will be ordered geographically by parish, in alphabetical order.

4.6 A webpage will be created on the Uttlesford District Council website to launch the draft Local Heritage List. This page will feature access to this document, access to an online and printable copy of the Nomination Form, and a general introduction to the Local Heritage List.

4.7 A deadline will be stated on the website for submissions to be considered for inclusion on the first publication of the Local Heritage List.

4.8 Following this deadline, the draft Local Heritage List will be finalised and published online for a period of public consultation of 6 weeks. All responses will be collated and appropriate revisions made to the draft Local Heritage List.

4.9 The final Local Heritage List will then be submitted to Cabinet for sign-off prior to its publication on the website. A press release will also be issued to notify the public.

4.10 New additions to the list, whether identified by officers, parish/town councils, local groups or members of the public, shall be subject to review by a panel who will weigh the proposed site against the selection criteria. It is proposed that the panel meet at 6 monthly intervals in the Council Offices. New nominations shall be published on the website, and their outcome updated.

# 5.0 Nomination Form



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER  
Telephone (01799) 510510, Fax (01799) 510550  
Website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## Nomination Form for the Local Heritage List

Please provide details of the heritage asset that you wish to nominate:

Name/ Number	
Street	
Town/ Village	
Parish	

Please describe the type/ use of the asset: (*domestic/ religious/ commercial/ education etc*)

Type	
------	--

Please provide an approximate date for the asset (if known):

Date	
------	--

Please identify which of the following criteria the asset satisfies and why: (*You may wish to refer to the selection criteria on page 3*)

Criteria	Please tick	Reason
1 – Rarity		
2 – Aesthetic Value		
3 – Group Value		
4 – Archaeological Value		
5 – Archival Interest		
6 – Historical Associations		
7 – Landmark Status		
8 – Social and Communal Value		

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**Please describe the significance of the asset, in brief, and why it should be included on the Local Heritage List:** *(Please include any additional information here that you feel is relevant to the nomination such as architectural or historic interest or associated people and companies)*



**Please include a map and recent photograph of the site with your application.**

**Please provide your contact details:**

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>E-mail</b>	

**THANK YOU FOR YOUR CONTRIBUTION**

Completed forms can be e-mailed to [conservation@uttlesford.gov.uk](mailto:conservation@uttlesford.gov.uk) or sent to the address at the top of the page, for the attention of the Conservation Officer.



## Local Heritage List Selection Criteria

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